State of California—Health and Human Services Agency
Department of Health Care Services

JENNIFER KENT
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

DATE: 7/13/2017 **PPL No. 17-009**

TO: All Local Governmental Agency (LGA) Coordinators for the County-Based Medi-Cal Administrative Activities (CMAA) Programs and/or Targeted Case Management (TCM) Programs

SUBJECT: Notification of the Fiscal Year (FY) 2017-18 First Quarter Time Survey Start Date for CMAA and/or TCM Budget Units with 100 or More Time Survey Participants

The purpose of this Policy and Procedure Letter (PPL) is to inform LGAs participating in the CMAA and/or TCM programs that the FY 2017-18 First Quarter Time Survey start date for CMAA and/or TCM Budget Units with 100 or more time survey participants begins on Monday, August 7, 2017.

The sample table below provides a basic guideline of how the time survey frequency start date would be implemented, assuming that all of the participants have a regular Monday through Friday work week. Please note that the table below does not list the actual dates required for the time survey process. Specific guidelines regarding the time survey frequency requirements can be found on page 30 of the Time Survey Methodology for the CMAA and TCM Programs (v.11-05-13), Section II, C.4.

Time Survey Frequency Sample Table

Number of Budget Unit Participants	Time Survey Frequency	Notification Date for DHCS	Notification Date for the LGA	Time Survey Start Date	Time Survey End Date
400 or more	5 Consecutive Work Days	August 9th	August 23rd	August 30th	September 5th
200 to 399	10 Consecutive Work Days	August 9th	August 23rd	August 30th	September 12th
100 to 199	20 Consecutive Work Days	August 9th	August 23rd	August 30th	September 26th

To ensure prompt and efficient communication between the CMAA/TCM Coordinators and the required participants, all contact regarding the Worker Log Time Survey start date will be via e-mail or telephone. The CMAA/TCM Coordinators must also ensure that all participants have completed the Time Survey Training prior to completing a time survey. A complete list of all CMAA/TCM Coordinator requirements regarding the time survey process can be found on page 36 of the Time Survey Methodology for the CMAA and TCM Programs (v 11-05-13) Section II, E. 1.

If you have any questions or require further assistance regarding this PPL, please contact Jose Garcia, Chief, CMAA Unit, at (916) 324-0058 or jose.garcia@dhcs.ca.gov.

Sincerely,

ORIGINAL BY JOSE GARCIA

Jose Garcia, Unit Chief
County-Based Medi-Cal Administrative Activities