

# Downloading data from the TCM System



- ❏ Only DHS Administrators and LGA Administrators can download data
- ❏ LGA Administrators can only download encounter data for their LGA
- ❏ DHS Administrators can download all data
- ❏ Data is downloaded in a “fixed block” text file.

## File Format for *Downloaded* Encounter Record

Field Name	Start Position	End Position	Length	Type	Format	Notes
Encounter ID	001	007	07	AN		
LGA Code	008	009	02	AN		
Invoice Number	010	019	10	AN		Position 1 – 2: LGA Code Position 3 – 4: Begin SFY Position 5: / Position 6 – 7: End SFY Position 8: – Position 9: Quarter of SFY Position 10: Alpha character
Case Manager ID	020	028	09	AN		
Client ID	029	037	09	AN		Client Identification Number BIC Number Social Security Number MEDS ID
Filler	038	046	09	AN		Reserved for future use.
Date of Service	047	056	10	AN	MM/DD/CCYY	
Date of Birth	057	066	10	AN	MM/DD/CCYY	
Last Name	067	086	20	AN		
First Name	087	101	15	AN		
Middle Initial	102	102	01	AN		
Program Type Code	103	104	02	AN		06 = Public Health 07 = Outpatient Clinics 09 = Public Guardian 10 = Linkages 11 = Probation 12 = Adult Protection 13 = Home Visitation
Location	105	110	06	AN		

This only tells you the invoice an encounter is attached to--you cannot download an invoice.

Reports by Case Manager ID can help you assess workload

This allows you to sort data by program types to analyze trends or check for the same client ID across program lines.

**Record Format: Fixed Block (FB)** **Record Length: 337**

Close Full Screen

# Targeted Case Management

## File Format for *Downloaded* Encounter Record

Field Name	Start Position	End Position	Length	Type	Format	Notes
Newborn Date of Birth	111	120	10	AN	MM/DD/CCYY	<p>These fields are not edited, so they can be used to collect LGA-specific information</p>
Optional Field 1	121	130	10	AN		
Optional Field 2	131	140	10	AN		
Optional Field 3	141	150	10	AN		
Sub Program	151	154	04	AN		
Encounter Status	155	158	04	AN		
						<p>CLAM = Claimable            DENY = Denied            DUPE = Duplicate            EXCD = Exceeded            EXPD = Expired            HOLD = Hold            INAC = Inactive            INVC = Invoiced            NELG = Not Eligible            PAID = Paid            PEND = Pending</p>
						<p>This information can help identify problem areas (e.g., more documentation is needed for "denied" encounters)</p>
Duplicate Override Flag	159	159	01	AN		<p>You may want to question a large number of "duplicates"</p>
Duplicate Indicator	160	160	01	AN		
MEDS Eligibility Indicator	161	161	01	AN		
MEDS Failure Reason	162	241	80	AN		
Encounter Rate	242	251	10	N	+999999.99	
Invoice Deny Reason	252	255	04	AN		<p>0001 = Invoice not on LGA letterhead            0002 = Signature requirements not met            0003 = All encounters are questionable            0004 = All encounters exceed the remaining cap            0005 = LGA request</p>
Entry Date-Time Stamp	256	281	26	AN		
Entry User ID	282	289	08	AN		
Last Update Date-Time Stamp	290	315	26	AN		
Last Update User ID	316	323	08	AN		
<b>Record Format: Fixed Block (FB)</b>						<b>Record Length: 337</b>

## Targeted Case Management

### File Format for *Downloaded* Encounter Record

Field Name	Start Position	End Position	Length	Type	Format	Notes
Invoice Status	324	327	04	AN		CREA = Created SUBM = Submitted APPR = Approved ADJU = Adjusted DENY = Denied PAID = Paid OFFS = Offset VOID = Void
Invoice FMAP	328	337	10	AN	+999999.99	

This can give a good overview on invoices.

**Record Format: Fixed Block (FB)**

**Record Length: 337**

Downloaded data can be used to identify trends, avoid duplication of services across program lines and provide a useful tool in performance monitoring.

Close Full Screen

## Training Topics

Training material is available online or in print on the following topics:



Download Acrobat Reader to view the printable files.  
It may take a few minutes to load the viewable training files. Please be patient.

- Medical Care Services Home Page (MCS)
- Medi-Cal Policy Division Home Page (MCPD)
- Medi-Cal Benefits Branch (MBB)
  - TCM System
- Medi-Cal Eligibility Branch (MEB)
- Rate Development Branch (RDB)
- Medi-Cal Eligibility Data System (MEDS)
- Comments

TOPIC	View Online	Printable
TCM System Request for User ID		
Assigning User IDs		
Add/Modify Encounters (manually)		
Upload Record Format		
How to Upload a File		
Creating/Submitting an Encounter		
Reviewing LGA Report		
Download Record Format (Requires <a href="#">WinZip</a> ® on destination PC)		
How to Download Data		

First download WinZip® if you don't already have it.

**An LGA can only download encounter data for that LGA**

**Begin by selecting the “Download” function**

**Click on “Submit” after you have made your selections**

**Selecting data to download:**

- ☑ “Program Type” -- you may select a specific program or “all”**
- ☑ “Quarter” -- optional**
- ☑ You must select either a Fiscal Year or a Date Range**

TCM - Targeted Case Management - Microsoft Internet Explorer provided by CA Dept. of Health Services

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print Edit

Address <https://tcm.dhs.ca.gov/servlet/gov.ca.dhs.tcm.user.UserServlet>

CALIFORNIA THE GOLDEN STATE CALIFORNIA GOVERNOR'S HOMEPAGE HOMEPAGE

Organizations Comments Search Home

### Download Results Page

This link will ask you where you would like the .ZIP file to be saved.

[Click Here](#)

**Once the data for download is created, the text file is compressed to a ZIP file to accommodate any size file that you might want to download.**

LGA Administrator

- Home
- Encounters
- Invoice
- Report
- User ID
- Data Transfer
  - Upload
  - Download
  - Log Off

Done Internet zone 10:37 AM

TCM - Targeted Case Management - Microsoft Internet Explorer

File Edit View Go Favorites Help

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Organizations Comments Search Home

## Download Results Page

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When this page appears, Click the link

Targeted Case Management

- LGA Administrator
- Home
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  - Upload
  - Download
- Log Off

Start | Inbox - Microsof... | TCM - Targe... | Microsoft Word ... | Microsoft Power... | Solitaire | Internet zone | 8:39 AM

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Organizations Comments Search Home

Targeted Case Management

LGA Administrator

- Home
- Encounters
- Invoice
- Report
- User ID
- Data Transfer
  - Upload
  - Download
  - Log Off

### Download Results Page

#### File Download

You have chosen to download a file from this location.

encounter\_data.zip from tcm.dhs.ca.gov

What would you like to do with this file?

Open this file from its current location

Save this file to disk

Always ask before opening this type of file

OK Cancel More Info

Click "OK" and select the appropriate location following the on screen prompts.

10:40 AM

Internet zone

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File Edit View Go Favorites Help

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Organizations Comments Search Home

### Download Results Page

This link will ask you where you would like the .ZIP file to be saved.

[Click Here](#)

encounter\_data.zip from tcm.dhs.ca.gov

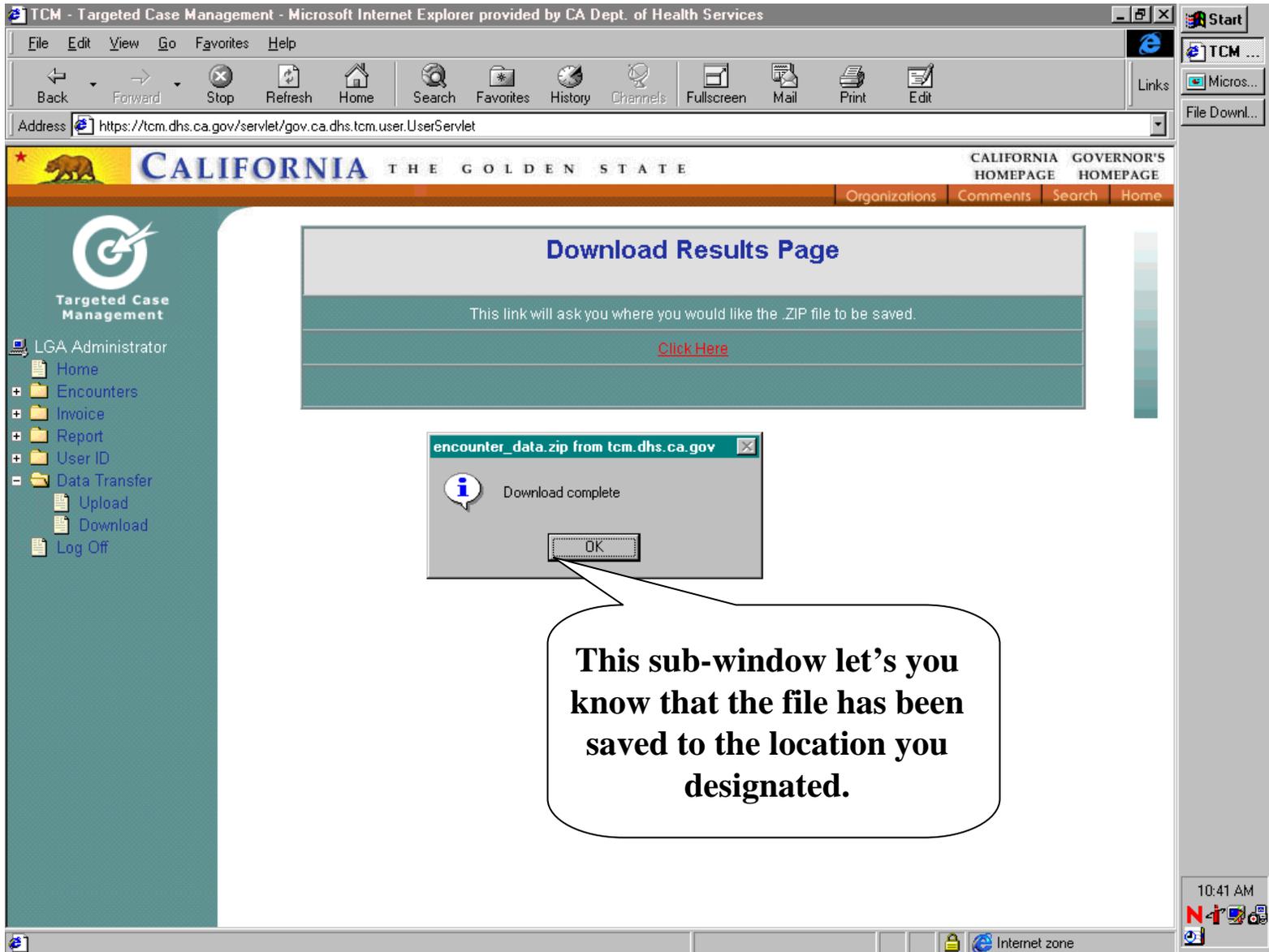
Download complete

OK

**This sub-window let's you know that the file has been saved to the location you designated.**

10:41 AM

Internet zone

The image is a screenshot of a Microsoft Internet Explorer browser window. The title bar reads "TCM - Targeted Case Management - Microsoft Internet Explorer provided by CA Dept. of Health Services". The address bar shows the URL "https://tcm.dhs.ca.gov/servlet/gov.ca.dhs.tcm.user.UserServlet". The page content includes a header for "CALIFORNIA THE GOLDEN STATE" and a navigation menu with "Organizations", "Comments", "Search", and "Home". The main content area features a "Download Results Page" section with a message: "This link will ask you where you would like the .ZIP file to be saved." and a red "Click Here" link. A sub-window dialog box is open, titled "encounter\_data.zip from tcm.dhs.ca.gov", with an information icon and the text "Download complete" and an "OK" button. A callout bubble points to the "OK" button with the text: "This sub-window let's you know that the file has been saved to the location you designated." The browser's taskbar at the bottom shows the time as 10:41 AM and the Internet zone status.

# Using the downloaded file:

- ❗ The download file can be imported into any database program as a “fixed length text file.”
- ❗ The file can be opened in a spreadsheet application (e.g., Microsoft Excel®), using screen prompts to specify the correct column widths.
- ❗ The file can be exported from the spreadsheet application and imported into a database application (e.g., Microsoft Access®).

