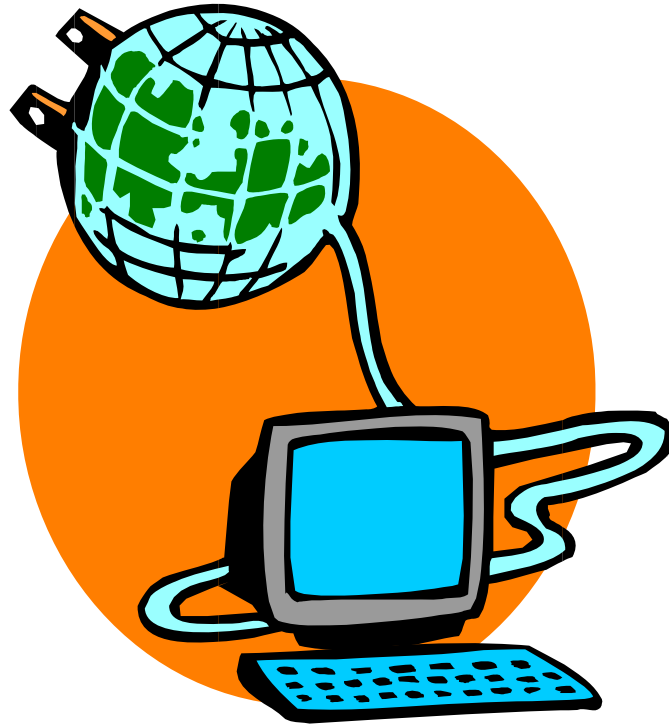


You can “upload” an electronic file of encounters from your local system to the TCM System over the Internet.



Here are the steps to follow. . .



# The Electronic File

- ☐ Data must be in a "fixed block text" format
- ☐ Data fields must match the layout described in the "TCM File Format for Uploaded Encounter Record" (see "Training Topics" web page).
- ☐ You may obtain a template in Microsoft Access® from DHCS if you have a licensed copy of Access®.

## Targeted Case Management

### File Format for *Uploaded* Encounter Record

| Field Name                             | Start Position | End Position | Length | Type | Format     | Option   | Permitted Values                       | Notes   |
|--|----------------|--------------|--------|------|------------|----------|--|---|
| Case Manager ID                        | 001            | 009          | 09     | AN   |            | Required |  |   |
| Client ID                              | 010            | 018          | 09     | AN   |            | Optional |  | Required if Client Last Name is left blank.   |
| Date of Service                        | 019            | 028          | 10     | Date | MM/DD/CCYY | Required |  | Must be equal to or greater than 07/01/2000.  |
| Date of Birth                          | 029            | 038          | 10     | Date | MM/DD/CCYY | Required |  |   |
| Client Last Name                       | 039            | 058          | 20     | AN   |            | Optional |  | Required if Client ID is left blank.  |
| Client First Name                      | 059            | 073          | 15     | AN   |            | Optional |  |   |
| Client Middle Initial                  | 074            | 074          | 01     | AN   |            | Optional |  |   |
| Program Type Code                      | 075            | 078          | 02     | N    |            | Required | 06<br>07<br>09<br>10<br>11<br>12<br>13 | 06 = Public Health<br>07 = Outpatient Clinics<br>09 = Public Guardian<br>10 = Linkages<br>11 = Probation<br>12 = Adult Protection<br>13 = Home Visitation |
| Location                               | 077            | 082          | 06     | AN   |            | Required | Office<br>Home<br>Other                | Spaces will be permitted on an upload, but actual value is needed prior to invoicing.   |
| Newborn Date of Birth                  | 083            | 092          | 10     | Date | MM/DD/CCYY | Optional |  |   |
| Optional Field 1                       | 093            | 102          | 10     | AN   |            | Optional |  | Defined by the LGA. If not used the field should be equal to spaces.  |
| Optional Field 2                       | 103            | 112          | 10     | AN   |            | Optional |  | Defined by the LGA. If not used the field should be equal to spaces.  |
| Optional Field 3                       | 113            | 122          | 10     | AN   |            | Optional |  | Defined by the LGA. If not used the field should be equal to spaces.  |
| Sub Program                            | 123            | 128          | 04     | AN   |            | Optional |  | Defined by the LGA. Permitted Values must be previously defined to the system.  |
| <b>Record Format: Fixed Block (FB)</b> |                |              |        |      |            |          | <b>Record Length: 126</b>              |   |

Revision Date: 09/14/2000 6:22 PM

Page 1 of 1

Close Full Screen

TCM - Targeted Case Management - Microsoft Internet Explorer

File Edit View Go Favorites Help

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

 **CALIFORNIA** THE GOLDEN STATE CALIFORNIA GOVERNOR'S HOMEPAGE GOVERNOR'S HOMEPAGE

Organizations Comments Search Home

  
Targeted Case Management


LGA Administrator

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

  
**TCM Home Page**

Welcome to the Targeted Case Management System.

**Start here**



**WARNING:** All information entered into and received from the TCM System is confidential Medi-Cal information.  
See Welfare & Institutions Code, Section 14100.2.




Internet zone

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [upl... | TCM - Targeted Case... | 4:40 PM


TCM - Targeted Case Management - Microsoft Internet Explorer

File Edit View Go Favorites Help

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

 **CALIFORNIA** THE GOLDEN STATE CALIFORNIA GOVERNOR'S HOMEPAGE GOVERNOR'S HOMEPAGE

Organizations Comments Search Home

  
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LGA Administrator

- Home
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- Log Off

**Upload Page**

Browse... Submit

Click on "Browse"

Internet zone

Start | Inbox - Microsoft Outlo... | Microsoft PowerPoint ... | TCM - Targeted C... | Microsoft Word - Enco... | 5:31 PM

The screenshot shows a Microsoft Internet Explorer window titled "TCM - Targeted Case Management - Microsoft Internet Explorer provided by CA Dept. of Health Services". A "Choose file" dialog box is open, showing the "3½ Floppy (A:)" drive. The file list includes: data.txt, data.xls, datast.xls, template.mdb, test.mdb, trial.mdb, and upload.txt. The "Files of type" is set to "All Files (\*.\*)". The "Open" button is highlighted. The web page behind the dialog is titled "Upload Page" and has a "Submit" button highlighted with a callout box. The page also features a navigation bar with "Organizations", "Comments", "Search", and "Home" links. The system tray shows the time as 2:00 PM and the Internet zone.

**A sub-window will appear. Select the correct drive, select the file you want to upload and then click on "Open." Remember it must be a "text" file.**

**After you have selected the file, click on "Submit"**

TCM - Targeted Case Management - Microsoft Internet Explorer

Address: https://tcmdev.dhs.ca.gov/test/servlet/gov.ca.dhs.tcm.user.UserServlet

CALIFORNIA THE GOLDEN STATE CALIFORNIA GOVERNOR'S HOMEPAGE

Organizations Comments Search Home

**exiting Task with a status of 1**

Options: Proceed

Pending: 00308

Expired: 00000

Claimable: 00000

Not Eligible: 00047

Duplicate: 00223

Dup Seq Nums: 00102, 00113, 00116, 00117, 00121, 00125, 00129, 00130, 00131, 00132, 00137, 00138, 00139, 00140, 00141, 00147, 00148, 00149, 00150, 00151, 00152, 00154, 00157, 00158, 00159, 00162, 00163, 00166, 00168, 00170, 00171, 00174, 00175, 00177, 00178, 00180, 00182, 00186, 00188, 00189, 00190, 00192, 00193, 00194, 00196, 00198, 00200, 00202, 00213, 00216, 00217, 00221, 00225, 00229, 00230, 00231, 00232, 00237, 00238, 00239, 00240, 00241, 00247, 00248, 00249, 00250, 00251, 00252, 00254, 00257, 00258, 00259, 00262, 00263, 00266, 00268, 00270, 00271, 00274, 00275, 00277, 00278, 00280, 00282, 00286, 00288, 00289, 00290, 00292, 00293, 00294, 00296, 00298, 00300, 00302, 00313, 00316, 00317, 00321, 00325, 00329, 00330, 00331, 00332, 00337, 00338, 00339, 00340, 00341, 00347, 00348, 00349, 00350, 00351, 00352, 00354, 00357, 00358, 00359, 00362, 00363, 00366, 00368, 00370, 00371, 00374, 00375, 00377, 00378, 00380, 00383, 00386, 00388, 00389, 00390, 00392, 00393, 00394, 00396, 00398

The TCM System will display the results of the upload so you can determine whether or not to proceed, delete duplicates or cancel the process.

Targeted Case Management

LGA User:

- Home
- Encounters
- Data Transfer
- Upload
- Log Off

Internet zone

Start | Inbox - Microsoft ... | Find: All Files | Microsoft Power... | TCM - Target... | 9:01 AM

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 GOVERNOR'S HOMEPAGE

Organizations Comments Search Home

**Upload Information**

**Upload Complete**

|               |       |
|---------------|-------|
| Pending:      | 00000 |
| Expired:      | 00000 |
| Claimable:    | 00000 |
| Not Eligible: | 00000 |
| Duplicate:    | 00001 |

LGA User:  
 Home  
 Encounters  
 Data Transfer  
 Upload  
 Log Off

Targeted Case Management

2:06 PM

Done Internet zone

The system will provide a summary of the results of the upload process.