



State of California-Health and Human Services Agency  
Department of Health Services



ARNOLD SCHWARZENEGGER  
Governor

September 8, 2006

CCS Information Notice No: 06-07

TO: All California Children's Services (CCS) County Program Administrators, Medical Consultants, Independent County Chief/Supervising Therapists, Dependent County Lead Therapists, Medical Therapy Unit Staff, Children's Medical Services (CMS) Branch Regional Office Administrators, Medical Consultants and Therapy Consultants

SUBJECT: Revised Implementation Plan for the Quarterly Time Study (QTS) for Medical Therapy Program (MTP) for 100 Percent State-Funding to Comply with Interagency Regulations (Assembly Bill 3632)

In February and March of 2006, the CMS Branch piloted a quarterly time study for use by the MTP staff to determine actual staff time spent on interagency activities, support and reimbursement of counties (See CCS Information Notice 06-03). In May 2006, Numbered Letter (N.L.) 05-0406 implemented the time study as the methodology used to determine reimbursement for interagency activities performed by CCS county programs.

After further review of the pilot study data, the CMS Branch has determined that a transition period is necessary to prevent undue hardship on county CCS programs and to ensure the continued support of interagency responsibilities. The purpose of this information notice is to outline the transition process and clarify the numbered letter.

I. Transition

N.L. 05-0406 states that county CCS programs will be reimbursed using the time study methodology starting with the First Quarter of the 2006-2007 Fiscal Year (FY). The CMS Branch has determined that, for FY 2006-2007, county CCS programs will continue being reimbursed using the staff allocation method used in previous years and at the level that has been approved for the 2005-2006 FY.

However, the county CCS program will be required to time study one month out of each quarter of FY 2006-2007 using the time study form for appropriate employees (and CMS Branch-approved contractors) and provide the data to the CMS Branch on the Quarterly Time Study for the MTP Summary Sheet for all Employees. All MTUs in the county will time study the same month.

II. Interagency Activities/IEP Activities - Definition of IEP Follow-up

As a result of conflicting interpretations of this work, the CMS Branch has modified the definition. IEP Follow-up is to be specifically defined as the time necessary to document what occurred during the IEP. It no longer includes consulting with classroom personnel and preparation/provision of any additional documents discussed in the IEP meeting.

III. Clerical Support for Interagency Activities

Clerical support for liaison activities will be determined by the number of hours of liaison activities a county program documents utilizing the time study. The formula to determine necessary clerical support for the liaison is the same as that which was used in the allocation model. Counties must also keep in mind that notification activities are to be performed by the MTU clerks and not the liaison clerical support.

IV. Time Study Forms

The forms (QTS-MTP & QTS-MTP Summary Sheet for all Employees) are available on the CMS Branch website at:

<http://www.dhs.ca.gov/pcfh/cms/onlinearchive/ccsnl.htm>

On the link for N.L. 05-0406, you will see that along with the letter, the two attached forms are attached. For FY 2006-2007, the summary form will be sent to your regional office therapy consultant along with a copy of any correspondence giving contractors permission to perform interagency activities. The process will revert back to that outlined in N.L. 05-0406 in FY 2007-2008.

If you have any questions, please contact your regional office therapy consultant. Thank you for your assistance in this process.

**Original Signed by Marian Dalsey**

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Children's Medical Services Branch