

DATE: December 26, 2024

CCS Information Notice: 24-05

TO: All County California Children's Services Program Administrators, County Medical Consultants and Staff, Chief/Supervising/Lead Therapists, Therapy Consultants, and Department of Health Care Services Staff

SUBJECT: Request for Completion of the State Required Annual Program Data Form for County Medical Therapy Programs

PURPOSE

The purpose of this California Children's Services (CCS) Information Notice (IN) is to notify counties of their need to complete and submit the Annual Program Data Form to the Integrated Systems of Care Division (ISCD) State Therapy Consultant each year in the month of April. This IN supersedes IN 06-12.

BACKGROUND

Data collected from the Annual Program Data Forms is used to create a comprehensive report that documents:

- » The total number of Medical Therapy Units (MTUs) and MTU Satellites (MTU-S).
- » Statewide beneficiary Occupational Therapy (OT)/Physical Therapy (PT) caseloads.
- » Statewide OT/PT positions, both filled and vacant, necessary to provide the total hours of prescribed therapy services.
- » The total number of beneficiaries served in the Medical Therapy Program (MTP) with Individualized Education Programs (IEPs) and Individualized Family Service Plans (IFSPs).

This report is presented to the ISCD leadership and the California Department of Education (CDE). It is also utilized for statewide presentations purposes.

POLICY

Effective immediately, the Department of Health Care Services will send the State required Annual Program Data Form and the Annual Program Data Form Instructions each year in March for each CCS county to report their data.

Submit your completed Annual Program Data Form along with the following documents to MTPCentral@dhcs.ca.gov by April 15th of each year:

1. A copy of the most current caseload review letter (if available) for your county.
2. A copy of the most recent MTP Staffing Determination Tool document used to create your MTP budget.
3. Any changes to your county information in the Statewide MTP Directory.

If you have any questions, please send an email to MTPCentral@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY

Joseph Billingsley
Assistant Deputy Director for Integrated Systems
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