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DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

CCT PL #15-003
Updating CCT PL #02-24-14-001

Date: July 6, 2015
To: CCT Program Director
Subject: CALIFORNIA COMMUNITY TRANSITIONS (CCT) POLICY LETTER
PROCESS

PURPOSE

This California Community Transitions (CCT) Policy Letter (PL) establishes and explains the new process by which the State will transmit new and/or revised CCT policies and procedures to CCT Lead Organizations (LOs).

BACKGROUND

As a Demonstration, CCT has the flexibility to reexamine state-level policies and procedures on an ongoing basis and make changes to the Demonstration as necessary.

For the first five years of the Demonstration, program guidance and policy updates were communicated to CCT LOs during 'Roundtable' conference calls, and were posted online in the CCT Nurse's Notes. It was difficult to find program guidance and policy in the text of the CCT Nurse's Notes because they were posted chronologically, rather than by subject.

SUMMARY OF CHANGES

- Policy Letters establish new policy and require an LO comment period consisting of 10 business days. From this point forward, comment periods may be extended to 30 calendar days upon the request of a simple majority of LOs. For purposes of this policy, a simple majority request will be identified by:
 - a request for vote to extend comment period during the monthly Roundtable meeting; or
 - email response received through the CCT email inbox from a simple majority of LOs, within three (3) business days of release of draft Policy Letter, requesting an extended comment period.

- Guidance Letters do not establish new policy, but instead provide guidance through clarification of pre-existing policy or contractual/program requirements. No comment period is necessary.

POLICY AND REQUIREMENTS

- Policy Letters establish new policy and require an LO comment period consisting of 10 business days. From this point forward, comment periods may be extended to 30 calendar days upon the request of a simple majority of LOs. For purposes of this policy, a simple majority request will be identified by:
 - a request for vote to extend comment period during the monthly Roundtable meeting; or
 - email response received through the CCT email inbox from a simple majority of LOs, within three (3) business days of release of draft Policy Letter, requesting an extended comment period.
- It is the responsibility of the CCT Program Directors to distribute, and maintain on file, the information within their organizations, as necessary.
- There will not be a comment period for Guidance Letters as they do not establish new policy, but instead provide guidance through clarification of pre-existing policy or contractual/program requirements.
- All CCT PLs will be incorporated by reference into the 2014-2016 CCT LO Contract.
- Policies and procedures issued in the CCT PLs are mandatory, unless indicated as “Optional” within the PL.
- All CCT PLs shall be posted on the CCT website, by subject, for easy reference.

QUESTIONS

For further questions about this policy, please contact the CCT project director, Karli Holkko at (916) 322-5253, or by e-mail at karli.holkko@dhcs.ca.gov.

Sincerely,

(original signed by)

Rebecca Schupp, Acting Chief
Long-Term Care Division