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Department of Health Care Services



ARNOLD SCHWARZENEGGER
Governor

October 31, 2008

PPL No. 08-023

TO: Local Governmental Agency (LGA) Coordinators
for Targeted Case Management (TCM)

SUBJECT: **MANDATORY USE OF SUBPROGRAMS FOR TCM ENCOUNTERS**

This Policy and Procedure Letter (PPL) is to advise the LGAs that **all** encounters entered into the TCM System with date of service of July 1, 2008 or later must include a subprogram code associated with the provider (employer of the Case Manager) of TCM services (LGAs, private community-based organizations, subcontracted public agencies, etc.). This change is to assist both DHCS and LGAs in identifying both encounters and reimbursements by provider agency.

LGAs are required to provide a subprogram code, provider type, and the full name of the entity associated with that subprogram code before any reimbursements may be made for Fiscal Year (FY) 2008/09. This information should be entered in the TCM Subprogram Code form in the Excel workbook included with this PPL. The Department of Health Care Services (DHCS) will be updating the TCM System accordingly.

LGA coordinators must submit one form for each TCM target population for that participating LGA. Each subprogram code must be four characters in length. All of the required fields must be filled-out before returning the attached form to DHCS. LGAs may claim for encounters performed in FY 2008/09 only after this form is received and processed.

The TCM LGA Subprogram form must be submitted electronically to CRTraining@dhcs.ca.gov by December 1, 2008. The original signed form must be kept in the LGA's audit files.

Please note that the TCM LGA Subprogram form is an Excel workbook which utilizes macros. (This workbook cannot be used without macros being enabled). You will be required to set your macro security to medium or low to allow proper functionality of the Excel workbook. Although you can open the workbook without the appropriate security level, some functionality will not work.

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Security Setting Instructions: To set your macro security to medium or low; before opening the workbook, perform the following steps:

- Open Excel (1997 or later version)
- Click the 'tools' menu from the top menu bar
- Select 'macro'
- Select 'security'
- A dialog box will appear
- Verify/change security to medium or low.

The above steps should enable you to use the workbook properly.

If you have questions, please contact Ms. Tracy Albano, Chief, TCM Unit, at Tracy.Albano@dhcs.ca.gov or by telephone at (916) 552-9538.

Sincerely,

ORIGINAL SIGNED BY ELIZABETH TOUHEY

Elizabeth Touhey, Chief
Administrative Claiming Local and
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cc: Ms. Cathleen Gentry
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Attachment