



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

PPL No. 14-015

DATE: October 9, 2014

TO: All Local Governmental Agency (LGA) Coordinators for the Targeted Case Management (TCM) Program.

SUBJECT: **Targeted Case Management Cost Report Instructions and Templates**

This Policy and Procedure Letter is notification that the Department of Health Care Services (DHCS) has revised the Local Governmental Agency (LGA) Targeted Case Management (TCM) Cost Report Instructions and Templates. Please review all documents for details of changes. LGAs must use the revised instructions and templates for submission of the new Cost Report beginning FY 2013/14.

The DHCS approved TCM Cost Report Instructions and Templates will be available online at the DHCS [TCM website](#) by the week ending October 17, 2014.

Cost Report Submission

For each LGA Cost Report submission, all documents shall be submitted via email. DHCS will only accept Cost Reports submitted through email submission. No hard copies of the Cost Report will be reviewed.

Electronic email submission includes the following completed documents: Completed Cost Report Template signed and scanned (PDF), Completed Cost Report Template (Excel), LGA certification page signed and scanned (PDF), and if applicable, Non-LGA LPE Certification and LGA Attestation Statements for TCM Cost Report signed and scanned (PDF). Details for the electronic email submission can be found in the TCM Cost Report Instructions. All signatures must be in blue ink.

Time Survey

For reporting FY 2013/14 costs, the FY 2013/14 time surveys will be used.

Naming Convention

Follow the example below when naming the electronic files for the email submission of the Cost Report.

Example:

2013 Santa Cruz CR.xls (FY 2013/14 Santa Cruz Cost Report, Excel version)
2013 Santa Cruz CR.PDF (FY 2013/14 Santa Cruz Cost Report, signed and scanned PDF version)

Email Subject Line Instruction and Email Submission

Follow the example below when naming the email for the submission of the Cost Report.

Example: Name of LGA, LGA Code, Fiscal Year End Date (FYE), Part xx.

Santa Cruz County 44 FYE 063014 Part 1 of 3

All LGAs shall submit their completed Cost Reports to dhsaitcm@dhcs.ca.gov.

File Size Limitations

The maximum email file size limit is 50 MB. If an electronic email submission requires multiple emails due to the file size, notate the number of the email at the end of the email naming convention accordingly (Part 1 of 3, etc. as reflected above).

As a reminder, the electronic email submission does not change the statutory due date for Cost Reports, which are due five months (150 days) after the end of the fiscal year.

Once the Cost Report is complete and has been submitted to DHCS, the designated contact preparing the TCM Cost Report should create an audit file. All documents related to the TCM Cost Report should be stored where they are accessible to the person responsible for TCM program within your entity. DHCS will contact the LGA's MAA/TCM Coordinator to request information regarding the Cost Report or to arrange an audit.

Note: Preparing an audit file is not a requirement; however, DHCS highly recommends that an audit file be maintained for future audit and review of the filed cost report. Failure to submit supporting documentation during audit/review results in negative adjustments.

LGA TCM Coordinators

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If you have any questions regarding this PPL, email the TCM program at dhcstcm@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY MICHELLE KRISTOFF

Michelle Kristoff, Chief
Administrative Claiming, Local and Schools Services Branch

Enclosures