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Department of Health Care Services



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GOVERNOR

DATE: March 17, 2017 **PPL No. 17-005**

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

SUBJECT: **Fiscal Year (FY) 2017-18 Annual Participation Prerequisite (APP) for TCM**

This Policy and Procedure Letter (PPL) addresses the Department of Health Care Service's (DHCS) TCM Annual Participation Prerequisite (APP) and related requirements. The APP must be submitted by LGAs as notification of their intent to participate in the TCM Program. The APP and related requirements are also intended to encourage LGAs to carefully consider basic TCM requirements before declaring their intent to participate in TCM and before subcontracting TCM services to private non-profit Community-Based Organizations (CBO) and/or to Local Public Entities (LPE).

The APP provides the TCM Program with participation information to ensure compliance with regulations and to develop program projections. Through the APP, DHCS gathers the following information and forms:

- LGA's intent to participate in TCM
- LGA's target population(s) participation for the FY
- LGA's target population program estimates
- Time Survey Frequency
- Supplemental information for each CBO and LPE subcontracted for the provision of TCM services
- Subprogram codes assigned to participating provider agencies
- TCM System LGA Profile Request Form: used to update and verify the accuracy of the information on file for each LGA within the TCM System
- TCM System LGA Signature Authority Request Form: used to update and accurately verify the validity of authorized signers for invoices submitted for reimbursement claiming. **(New form(s) must be submitted for all authorized signers for FY 2017-18)**
- Performance Monitoring Plan (PMP): the PMP must specifically address how the LGA ensures non-duplication of services as stated in the TCM Provider Manual and PPLs 11-006, 11-008, and 15-002. The PMP must include specific protocols

and procedures to ensure coordination and continuity of care that is provided to eligible beneficiaries. The PMP must also identify all other Medi-Cal programs or waivers that provide case management services to clients in their LGA (e.g., California Children's Services, Mental Health TCM, Childhood Lead Team, etc). The PMP must include, at a minimum, procedures for the TCM Program for case managers to coordinate with Managed Care Health Plans (MCP) per PPL 15-002

- Fee Mechanism and instructions for use: LGAs must have an established fee mechanism specific to TCM services that may include a sliding fee schedule based on income. The fee mechanism may vary by program as stated in the TCM Provider Manual
- Contract/Memorandum of Understanding (if applicable): if an LGA subcontracts TCM services to a private non-profit CBO/LPE, a copy of the subcontract between the LGA and the CBO/LPE is required to be submitted

**If the LGA intends to participate/continue participating in TCM:**

Submit a completed APP using the instructions in the "submit" tab with the required documents to [DHCS-TCM@dhcs.ca.gov](mailto:DHCS-TCM@dhcs.ca.gov) by **July 1, 2017\***. Since the LGA Coordinator is required to submit the APP to DHCS via e-mail, the e-mail will function as the LGA Coordinator's signature. LGAs will not be able to participate in the TCM Program for the State FY 2017-18 if the required documentation is not received by the deadline stated above. For detailed information about the TCM Program visit the TCM website at:

<http://www.dhcs.ca.gov/provgovpart/Pages/TCM.aspx>.

- \* Please note that the TCM e-mail size limit is 30 MB. Compression software such as WinZip must be used to e-mail the APP and the required documentation to TCM. LGAs unable to do so should contact the TCM Unit at [DHCS-TCM@dhcs.ca.gov](mailto:DHCS-TCM@dhcs.ca.gov) for further direction.

**If the LGA does not intend to participate in TCM:**

Please send an e-mail to [DHCS-TCM@dhcs.ca.gov](mailto:DHCS-TCM@dhcs.ca.gov) by **July 1, 2017**, stating the LGA will not be participating in the TCM Program for FY 2017-18. A final cost report must be filed with the DHCS Audits and Investigations by November 1, 2017.

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If you have any questions regarding this PPL, please contact the TCM Unit at [DHCS-TCM@dhcs.ca.gov](mailto:DHCS-TCM@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY**

Shelly Taunk, Chief  
County-Based Claiming and Inmate Services Section

Enclosure