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Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

DATE: October 28, 2019

PPL No. 19-028

TO: Local Governmental Agency (LGA) Coordinators for the County-Based Medi-Cal Administrative Activities (CMAA) Program and/or Targeted Case Management (TCM) Program

SUBJECT: Notification of the State Fiscal Year (SFY) 2019-20 Second Quarter (Q2) Time Survey Start Date for CMAA and/or TCM Budget Units with 100 or More Time Survey Participants

The purpose of this Policy and Procedure Letter (PPL) is to inform LGAs participating in the CMAA and/or TCM programs that the SFY 2019-20 Q2 Time Survey start date for CMAA and/or TCM Budget Units with 100 or more time survey participants begins on Monday, November 18, 2019.

The sample table below provides a basic guideline of how the time survey frequency start date would be implemented, assuming that all of the participants have a regular Monday through Friday work week. Please note that the table below does not list the actual dates required for the time survey process. Specific guidelines regarding the time survey frequency requirements can be found on page 30 of the CMAA/TCM Operational Plan (v.7-01-17), Section II(C)(4).

Time Survey Frequency Sample Table

| <u>Number of Budget Unit Participants</u> | <u>Time Survey Frequency</u> | <u>Notification Date for DHCS</u> | <u>Notification Date for the LGA</u> | <u>Time Survey Start Date</u> | <u>Time Survey End Date</u> |
|---|------------------------------|-----------------------------------|--------------------------------------|-------------------------------|-----------------------------|
| 400 or more | 5 Consecutive Work Days | August 9th | August 23rd | August 30th | September 5th |
| 200 to 399 | 10 Consecutive Work Days | August 9th | August 23rd | August 30th | September 12th |
| 100 to 199 | 20 Consecutive Work Days | August 9th | August 23rd | August 30th | September 26th |

To ensure prompt and efficient communication between the CMAA/TCM Coordinators and the required participants, all contact regarding the Worker Log Time Survey start date will be via e-mail or telephone. The CMAA/TCM Coordinators must also ensure that all participants have completed the Time Survey Training prior to completing a time survey. A complete list of all CMAA/TCM Coordinator requirements regarding the time survey process can be found on page 36 of the CMAA/TCM Operational Plan (v.7-01-17) Section II(E)(1).

For questions or assistance regarding this PPL, please e-mail the CMAA Unit at cmaa@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY DAMITRA HAWKINS

Damitra Hawkins, Unit Chief
County-Based Medi-Cal Administrative Activities