



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



GAVIN NEWSOM.
GOVERNOR

DATE: December 15, 2020 **PPL No. 20-053**

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

SUBJECT: **State Fiscal Year (SFY) 2021-22 Annual Participation Prerequisite (APP) for TCM**

This Policy and Procedure Letter (PPL) addresses the Department of Health Care Service's (DHCS') TCM APP and related requirements. The APP must be submitted by LGAs as notification of an LGA's 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 and before subcontracting TCM services to private non-profit Community-Based Organizations (CBO) and/or to Local Public Entities (LPE).

The APP provides DHCS 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 SFY
- LGA's beneficiary notice of target population(s) discontinuation where applicable: The discontinuation notice must include the Notice Log and notice to each impacted beneficiary of the target population(s) discontinuation.
- 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 SFY 2021-22.)**

- 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 explaining how TCM Case Managers 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.
- Proof (screenshots) displaying verification of case managers not on the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) per PPL 18-004R.

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

Submit a completed APP using the instructions found within the "instructions" tab along with the required additional documentation to DHCS-TCM@dhcs.ca.gov by **February 26, 2021***. Please note that there is now an ability to save the information submitted under each tab while in progress and before submitting the APP to the DHCS-TCM mailbox. Because the LGA Coordinator is required to submit the APP to DHCS via e-mail, the transmitted e-mail will function as the LGA Coordinator's signature. LGAs will not be able to participate in the TCM Program for the SFY 2021-22 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 DHCS TCM inbox limits e-mail size to 30 MB. Compression software such as WinZip must be used to e-mail the APP and the required documentation to DHCS. LGAs unable to do so should contact the TCM Unit at 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 by **January 31, 2021**, stating that the LGA will not be participating in the TCM Program for SFY 2021-22. The LGA must provide a copy of Notice Log and the notice to each beneficiary of the target population(s) discontinuation per the policy stated in PPL 20-018. A final cost report must be filed with the DHCS Audits and Investigations by November 1, 2021.

Please email DHCS-TCM@dhcs.ca.gov for any questions regarding this PPL.

Sincerely,

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

Enclosure