



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



GAVIN NEWSOM
 GOVERNOR

DATE: October 28, 2020

PPL No. 20-047

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) 2020-21 Second Quarter (Q2) Time Survey Start Date for CMAA and/or TCM Budget Units with 100 or More Time Survey Participants

This Policy and Procedure Letter (PPL) informs LGAs participating in the CMAA and/or TCM programs that the SFY 2020-21 Q2 Time Survey start date for CMAA and/or TCM Budget Units with 100 or more time survey participants begins on Monday, November 23, 2020.

The 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 lists the actual dates required for the time survey process. Specific guidelines regarding the time survey frequency requirements can be found in the CMAA/TCM Time Survey Methodology and CMAA Operational Plan at section II(C)(4).

Time Survey Frequency 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	November 2nd	November 16th	November 23rd	December 2nd
200 to 399	10 Consecutive Work Days	November 2nd	November 16th	November 23rd	December 9th
100 to 199	20 Consecutive Work Days	November 2nd	November 16th	November 23rd	December 16th

To ensure prompt and efficient communication, CMAA/TCM Coordinators must contact the required participants regarding the Worker Log Time Survey start date 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 in the CMAA/TCM Time Survey Methodology and CMAA Operational Plan at 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, Unit Chief
County-Based Medi-Cal Administrative Activities