



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



GAVIN NEWSOM  
GOVERNOR

DATE: May 14, 2021

PPL No. 21-009

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) 2020-2021 Fourth Quarter (Q4) 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 2020-2021 Q4 Time Survey start date for CMAA and/or TCM Budget Units with 100 or more time survey participants begins on May 28, 2021.

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	May 14 <sup>th</sup>	May 21 <sup>st</sup>	May 28 <sup>th</sup>	June 7 <sup>th</sup>
200 to 399	10 Consecutive Work Days	May 14 <sup>th</sup>	May 21 <sup>st</sup>	May 28 <sup>th</sup>	June 14 <sup>th</sup>
100 to 199	20 Consecutive Work Days	May 14 <sup>th</sup>	May 21 <sup>st</sup>	May 28 <sup>th</sup>	June 28 <sup>th</sup>

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 [maa@dhcs.ca.gov](mailto:maa@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY**

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