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Department of Health Care Services



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GOVERNOR

DATE: December 15, 2021 PPL No. 20-043

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

SUBJECT: State Fiscal Year (SFY) 2022-23 Annual Participation Prerequisite (APP) for the TCM Program

PURPOSE: This Policy and Procedure Letter (PPL) supersedes PPL 18-005, PPL 19-029 and PPL 20-053. This PPL addresses the Department of Health Care Service's (DHCS') TCM APP and related requirements. The APP must be submitted to DHCS 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 Program 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).

REFERENCE: TCM Provider Manual Section 3, page 3-8 through 3-10 and Section 9817 of the American Rescue Plan Act

BACKGROUND:

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 the TCM Program
- LGA's target population(s) participation for the SFY
- 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 2022-23.)**
- 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 that the case managers are not listed on the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) per PPL 18-004R.2.

APP Submission Instructions

LGAs must submit a completed APP using the instructions found within the "instructions" tab of the APP, along with the required additional documentation to DHCS-TCM@dhcs.ca.gov by **February 26, 2022***. 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. 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 2022-23 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.

LGAs are currently not allowed to withdraw from the TCM Program

Section 9817 of the American Rescue Plan Act (ARPA), during the Public Health Emergency as a result of COVID-19, provides a temporary enhanced federal medical assistance percentage (FMAP) for certain Medicaid expenditures for Medicaid Home and Community-Based Services (HCBS) beginning April 1, 2021. This translates to a potential of \$4.6 billion for California's Medicaid HCBS programs.

To qualify for the enhanced FMAP under ARPA, the TCM program must comply with Maintenance of Effort requirements, which means that TCM services must continue in the same amount, duration, and scope of those services established as of April 1, 2021 by the State Plan and continue until March 31, 2024. Therefore, LGAs will not be permitted to withdraw from the TCM Program for the 2022-23 and 2023-24 SFYs, nor remove target populations from its service populations. As such, all LGAs that provided TCM services as of April 1, 2021 are required to submit a completed APP following the APP submission instructions above.

More information on the ARPA and its impact to LGAs will be provided in a separate PPL in the near future.

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

Sincerely,

Brian Fitzgerald, Chief
Local Governmental Financing Division

Enclosure