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Department of Health Care Services



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GOVERNOR

DATE: December 11, 2017

PPL 17-018

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

SUBJECT: **Time Survey Methodology for TCM Providers**

The purpose of this Policy and Procedure Letter (PPL) is to clarify that there is only one Centers for Medicare & Medicaid Services (CMS) approved Time Survey Methodology for the TCM Program.

Background

The Time Survey Methodology utilized by the TCM and County-based Administrative Activities (CMAA) Programs is part of the Department of Health Care Services' (DHCS) "Time Survey Methodology for the CMAA and TCM Programs and CMAA Program Operational Plan" (Time Survey Methodology) as approved on May 3, 2013, by CMS.

Pursuant to the California State Plan, attachment 4.19-B, page 5d(i), TCM non-governmental contract providers must submit a time survey "which is a time survey based on a CMS approved methodology." Furthermore, Page 28, subsection 2 of the Time Survey Methodology requires providers and subcontractors to time survey using "the CMS approved methodology."

In 2013, there was discussion regarding DHCS seeking CMS approval for allowable time survey models for TCM subcontractors, however, for consistency in a time survey methodology and template across all TCM providers, DHCS did not pursue approval of such models. Instead, required all TCM providers (LGAs and their subcontractors) to adhere to the one Time Survey Methodology because it is the only CMS-approved time survey. The CMS-approved Time Survey Methodology begins on page 8 at the following website address:

[Time Survey Methodology for the County-Based Medi-Cal Administrative Activities and Targeted Case Management Programs](#)

Time Survey Requirements

All TCM providers are required to adhere to the CMS-approved Time Survey Methodology. DHCS will recoup reimbursement from TCM providers who do not meet this requirement.

If you have any questions regarding this PPL, email the TCM program at dhcs-tcm@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY

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