

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



EDMUND G. BROWN JR. GOVERNOR

DATE:	February 21, 2014	CCT POLICY LETTER:	#02-24-14-001
то:	CCT Program Director		
SUBJECT:	NEW CALIFORNIA COMMUNITY TRANSITIONS (CCT) POLICY DISTRIBUTION PROCESS		

# POLICY EFFECTIVE ON: 02/24/14

#### PURPOSE

This California Community Transitions (CCT) Policy Letter (PL) establishes and explains the new process by which the State will transmit new and/or revised CCT policies and procedures to CCT Lead Organizations (LOs).

## BACKGROUND

As a Demonstration, CCT has the flexibility to reexamine state-level policies and procedures on an ongoing basis and make changes to the Demonstration as necessary.

For the first five years of the Demonstration, program guidance and policy updates were communicated to CCT LOs during 'Roundtable' conference calls, and were posted online in the *CCT Nurse's Notes*. It was difficult to find program guidance and policy in the text of the *CCT Nurse's Notes* because they were posted chronologically, rather than by subject.

## POLICY AND REQUIREMENTS

- From this point forward, CCT policies and procedures will be communicated through Policy Letters distributed to CCT Program Directors. It is the responsibility of the CCT Program Directors to distribute, and maintain on file, the information within their organizations, as necessary.
- All CCT PLs will be incorporated by reference into the 2014-2016 CCT LO Contract.
- Policies and procedures issued in the CCT PLs are mandatory, unless indicated as "Optional" within the PL.
- All CCT PLs shall be posted on the CCT website, by subject, for easy reference.

- If changes are made to a policy or procedure, a reference to the superseded PL will be cited at the top of the document.
- The *Nurse's Notes* will be removed from the website on February 28, 2014.

#### QUESTIONS

If you have any questions regarding this Policy Letter, please contact Nichole Kessel at: <u>Nichole.Kessel@dhcs.ca.gov</u>.

Sincerely, (Original signed by)

Rebecca Schupp, Chief Long-Term Services and Support Operations Branch Long-Term Care Division