



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



EDMUND G. BROWN JR.
 GOVERNOR

**Targeted Case Management (TCM)
 Program Requirements Checklist**

Please use this checklist to ensure that all the requirements to participate in the TCM Program are met.

#	Required Item	Due Date	Authority	Complete
1	Cost Report (CS)	November 1 Each Fiscal Year (FY)	Welfare and Institutions (W&I) Code 141322.44	<input type="checkbox"/>
2	Time Survey (TS) Training	Prior to July 1 Each FY	County-Based Medi-Cal Administrative Activities (CMAA)/TCM Time Survey Methodology; Policy and Procedure Letter (PPL) 15-008	<input type="checkbox"/>
3	Annual Participation Prerequisite (APP)	July 1 Each FY	TCM Provider Manual	<input type="checkbox"/>
4	Performance Monitoring Plan (PMP)	July 1 Each FY	Title 22 California Code of Regulations (CCR) 5127; PPL 15-002, PPL 11-008, PPL 11-006	<input type="checkbox"/>
5	Provider Participation Agreement (PPA)	Every 5 Years (Unless Amended)	Title XIX of the Social Security Act; Titles 42 and 45 of the Code of Federal Regulations (CFR) including but not limited to 42 CFR Sections 413.20, 413.24, 433.32, 433.51. California Medicaid State Plan; Chapters 7 and 8 of the W&I Code (commencing with Section 14000); Title 22 of the CCR (commencing with Section 50000); DHCS issued policy directives, including PPLs; Federal Office of Management and Budget (OMB) Circular A-87	<input type="checkbox"/>
6	Fee Mechanism	July 1 Each FY	TCM Provider Manual; Section 1915(g) of the Social Security Act	<input type="checkbox"/>
7	TS Participation	July 1 - June 30 Each FY	CMAA/TCM Time Survey Methodology	<input type="checkbox"/>
8	Local Governmental Agency (LGA) Profile Request	July 1 Each FY	TCM Online System Requirement	<input type="checkbox"/>
9	LGA Signature Authority Request	July 1 Each FY	TCM Online System Requirement	<input type="checkbox"/>
10	TCM User Request	As Needed	TCM Online System Requirement	<input type="checkbox"/>
11	DUNS Notification Form	July 1 Each FY	Title 2 CFR, Part 25, Section 200 (c)(1); Title 2 CFR, Part 25, Section 205 (b)	<input type="checkbox"/>