LEA MEDI-CAL CASEMIS/TCM PROGRAM (BUD-W010)
Sacramento City Unified School District

1. SCOPE:

1.1. This procedure outlines the process followed by the Medi-Cal Reimbursement Unit to request and create a quarterly Targeted Case Management billing program.

2. RESPONSIBILITY:

2.1. Supervisor of Medi-Cal

3. APPROVAL AUTHORITY:

Approved signature on file

3.1. Director of Budget Services

4. **DEFINITIONS:**

4.1. CaseMIS – A database required by the state, which contains all Special Ed students and data within our district.
4.2. TCM – Targeted Case Management.
4.3. IEP – Individualized Education Plan
4.4. SBSC – School Business Services of California – Medi-Cal Vendor
4.5. EDS – Electronic Data Systems – billing vendor for the Department of Health Services

5. WORK INSTRUCTION:

5.1. Quarterly – Request a CaseMIS file from the Special Education Department. This file contains information regarding the special ed students, and their IEP dates.
    5.1.1. The electronic file is saved in a data directory on the H: drive.
    5.1.2. Send a copy of the file to SBSC
    5.1.3. SBSC will run the TCM program with this data and extract TCM data for billing purposes.
    5.1.4. SBSC will send a new file back, which will only have billable data to send to EDS for payment.
    5.1.5. Send EDS the TCM file during the weekly transmission file for payment.

6. **ASSOCIATED DOCUMENTS:**
None (all data processed electronically)

7. RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
File retention noted in 5.1.1.	T: drive	One year	Discard as desired	Network storage

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/12/04	A	Initial release
07/19/06	B	Location Change

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