
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.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

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) cally)