

# TCM CSR

## (TARGETED CASE MANAGEMENT CLIENT STATISTICAL REPORT)

### SECURITY:

There are two new functions for users that pertain to the TCM CSR:

- “Create TCM CSR Report” allows the user to create the report and generate the proofing and error reports.
- “Submit TCM CSR Report” allows the user to submit the report to DHS Financial Operations.

### QUALIFYING TIME RECORDS FOR ADULT CLIENTS – LINE 1 OF TCM CSR REPORT:

#### 1. Adult Rule 79 Mental Health Case Management

- A. The client must be age 18 or older as of the service date **and**
- B. The client must have received Service 491 (Adult Rule 79 Mental Health Case Management) during the quarter. Note: Rule 79 time records recorded by the county for RTC staff are included only if the county is the RTC worker’s host county.
- C. If the client received Relocation Service Coordination (RSC), Service Code 194 or 694 during a month, the client will not be counted in that month. The client will be included on the Client Summary Report with “No-RSC” displaying for the applicable month.

#### 2. Adult Developmental Disabilities Case Management

- A. The client must be age 21 or older as of the service date **and**
- B. The client must have received Developmental Disabilities Case Management Services (Service Code 593) during the quarter **and**
- C. The client must be in either a Developmental Disabilities Workgroup or an Adult Protection Workgroup **and**
- D. The client must not be an active waiver or AC recipient in effect on the time record service date.
- E. If the client received Relocation Services Coordination (RSC), Service Code 194 or 694 during a month, the client will not be counted in that month. The client will be included on the Client Summary Report with “No-RSC” displaying for the applicable month.

### **3. Vulnerable Adults**

- A. The client must be age 18 or older as of the service date **and**
- B. The client must have received General Case Management (Service Code 693) for Adult Protective Services **and**
- C. The client must be in either a Developmental Disabilities Workgroup or an Adult Protective Services Workgroup **and**
- D. The client must not be an active waiver or AC recipient in effect on the time record service date.
- E. If the client received Relocation Services Coordination (RSC), Service Code 194 or 694 during a month, the client will not be counted in that month. The client will be included on the Client Summary Report with “No-RSC” displaying for the applicable month.

**OR**

#### **Effective July 1, 2007**

- A. The client must be age 18 or older, but less than 21 years of age as of the service date **and**
- B. The client must have time records for Child Rule 185 – Developmental Disabilities Case Management Non-Waiver (Service Code 592) **and**
- C. VA/DD Supplemental Eligibility must be in effect on time record service date. If no VA/DD Supplemental Eligibility record exists, client is counted on Line 3.
- D. The client must not be an active waiver or AC recipient in effect on the time record service date.
- E. If the client received Relocation Services Coordination (RSC), Service Code 194 or 694 during a month, the client will not be counted in that month. The client will display on the Client Summary Report with “No-RSC” displaying for the applicable month.

## **QUALIFYING TIME RECORDS FOR CHILD CLIENTS**

### **1. Children’s Rule 79 Targeted Case Management (Mental Health) – Line 2 of the TCM CSR Report:**

- A. The client must be under the age of 18 as of the service date **and**
- B. The child must have received Children’s Rule 79 (Mental Health) Case Management (Service Code 490) during the quarter.
- C. Any child who received Relocation Services Coordination (RSC), Service Code 194 or 694, during a month, will not be counted in that month. The client will display on the Client Summary Report with “No RSC: displaying for the applicable month.

### **2. Child Welfare Targeted Case Management – Line 3 of the TCM CSR Report**

- A. The child must be under the age of 21 as of the service date and must have received Child Welfare – Targeted Case Management Services during the quarter. This includes Family Assessment Case Management (Service Code 192), General Case Management (Service Code 193), or Child Mental Health General Case Management, (Service Code 492).
- B. Prior to July 1, 2007, this line includes time records for Child Rule 185 – Developmental Disabilities Case Management Non-Waiver (Service Code 592) for clients under age 21.
- C. Effective July 1, 2007, this line will include time records for Child Rule 185 – Developmental Disabilities Case Management Non-Waiver (Service Code 592) for all clients under 18, **or** clients age 18 or over, but under age 21 **and** who have a CWTCM Supplemental Eligibility record entered in SSIS in effect on the time record service date.

**OR**

- D. Effective July 1, 2007, this line will include time records for Child Rule 185 – Developmental Disabilities Case Management Non-Waiver (Service Code 592) for clients age 18 or over, but under age 21 and who do not have a CW-TCM Supplemental Eligibility record or VA/DD-TCM record entered in SSIS on the time record service date.
- E. If the client received Relocation Services Coordination (RSC), Service Code 194 or 694 during a month, the client will not be counted in that month. The client will display on the Client Summary Report with “No RSC: displaying for the applicable month.

## **REPORTING RTC (REGIONAL TREATMENT CENTER) STAFF INFORMATION:**

Clients served by RTC staff assigned to the reporting county as part of the Adult Mental Health Initiative must be included in the Adult Rule 79 Case Management Counts on Line 1. RTC staff must be trained and qualified and participating fully in the SSTS (Social Service Time Study). RTC Staff time is considered if the following information regarding the RTC worker is entered in SSIS Admin – User Entry Screen:

- A. The employee is a State employee with an RTC Indicator of Yes and a host county is specified.

The only reportable service for an RTC Worker is Service 491 for Adult Rule 79 (Mental Health) Case Management. A time record for any other service that is applicable to TCM CSR will produce an error in the Rejected Time Report.

### **RTC Workers with a Host County that is not the Reporting County:**

The RTC Report provides a listing of clients receiving services from RTC staff for which the county producing the report is not the host county. These listings are sorted by the host county of the RTC staff and must be distributed to the host counties by the reporting county.

### **Entering Adjustments (Line1):**

Adjustments may need to be made if the county is an RTC Host County. The host county will receive information from other counties regarding the State RTC workers and the clients to whom they've provided services. If these clients are not already included in the host county's TCM-CSR Report, they must be added through the adjustment process.

Adults who are not entered in SSIS need to be unduplicated and added as adjustments.

*Note:* When you submit your first report from SSIS, be sure to include any necessary adjustments from the previous quarter that were in CSIS or your custom system.

### **Contractor and Collaborative Worker Time**

Contractor and Collaborative Worker time is excluded from this report. Review SSIS Admin for any staff that may be contractors or collaborative workers. There is not a specific search for Contractor or Collaborative Worker in User Search. Errors will display on the Rejected Time Report for Contractor and Collaborative Worker time.

### **Proofing, Errors and Warnings**

If errors are found, the time record is not included in the report. Many of the errors concern the age of client not corresponding with the service provided. For example, a child has been selected for an adult service or vice versa. Time records that contain a client with an estimated date of birth will also produce an error.