



State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



August 21, 2025

D-2025-Reporting Requirements-002

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: TARGETED CASE MANAGEMENT TIME STUDY

Every three years regional centers must complete the Targeted Case Management Time Study (TCM Time Study). The TCM Time Study is based on regional centers' costs of providing case management services to all individuals, regardless of Targeted Case Management eligibility. The data from this study is used as a factor for adjusting reimbursable rates. This year's TCM Time Study is to be completed during the month of September 2025.

Attachment A provides the instructions for completing the TCM Time Study sheets. The procedure and time sheet document are very similar to those used in the past. Signed time sheets should be sent in Microsoft Excel format, using the template provided as Attachment B.

Also attached is a Microsoft PowerPoint presentation (Attachment C) of the rate study instructions for case management services. The PowerPoint is intended to be used as a training resource. The PowerPoint highlights the components of the time sheet and provides examples for each reporting category.

Please submit the completed TCM Time Study sheets by email to Federal.Programs@dds.ca.gov no later than October 10, 2025. If you have any questions, please contact Alexandra Bravo, Federal Programs Operations Section, at (916) 654-2892.

Sincerely,

Original Signed by:

JONATHAN HILL
Branch Manager
Waiver and Rates Division

Attachments

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies