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Director

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



GRAY DAVIS
Governor

August 28, 2002

PPL No. 02-011

TO: Local Educational Consortia (LEC) and
Local Governmental Agencies (LGAs)
Medi-Cal Administrative Activities (MAA) Coordinators

SUBJECT: **MAA SUMMARY FOR REVISED INVOICE FORMAT**

The purpose of this transmittal is to clarify the policy and procedure for submitting revisions to the MAA Invoices and provide a new MAA Summary for Revised Invoice Excel spreadsheet format.

All changes to a MAA invoice that has been processed and paid are considered a revision. In accordance with the instructions from the Department of Health Services' (DHS) Accounting Office, when submitting a revised invoice to the Administrative Claiming Operations Unit, the LGAs or LECs must submit the invoice on the MAA Summary for Revised Invoice sheet along with a copy of the invoice as it was originally paid. The revised invoice must be identified as "Revised Invoice" in the transmittal letter and in the invoice number (R-1). A revision requires a new MAA Detail Invoice and Summary Invoice and checklist to avoid loss of federal funds.

Attached is the new MAA Summary for Revised Invoice that the LGAs or LECs must submit with the copy of the initial paid MAA invoices. This Summary for Revised Invoice format, revised August 2002, supercedes all other MAA Summary for Revised Invoice formats the LGAs or LECs have received to date.



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Line 6, line 7, and line 8 have been added to the format. Line 8 is the total of Line 6 and line 7 and must equal Line 5. The change will reflect the adjustment of the total amounts to be reimbursed at 50% and 75%. This will allow DHS' Accounting Office to properly report the expenditures on the Centers for Medicare and Medicaid Services' 64 report.

The new MAA Summary Revised Invoice Format will be e-mailed to the LGAs and LECs by their respective analyst.

If you have any questions or concerns, please contact Ms. Georgia Rivers, Chief of the Administrative Claiming Operations Unit, at (916) 657-0627 or by e-mail at grivers2@dhs.ca.gov.

Sincerely,

Original signed by Patricia L. Morrison

Patricia Morrison, Chief
Administrative Claiming Local
And Schools Services Section

Attachments

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