



DIANA M. BONTÁ, R.N., Dr. P.H.
Director

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



ARNOLD SCHWARZENEGGER
Governor

December 18, 2003

PPL No. 03-014

TO: All Local Educational Consortiums (LEC),
Local Governmental Agencies (LGA), and
Local Educational Agencies (LEA) Coordinators for
Medi-Cal Administrative Activities (MAA)

SUBJECT: **SCHOOL BASED MAA INVOICE TRAINERS FORUM**

The Department of Health Services' (DHS) Administrative Claiming Operations Unit (ACOU) is conducting a MAA INVOICE Training Workshop to be held in Sacramento.

The purpose is to present an understanding of how to create an invoice using the new California School Based MAA Manual, specifically:

1. Determining the Medi-Cal Percentage.
2. Instructions for preparing the MAA Detail Invoice and the MAA Summary Invoice.
3. Averaging 4th quarter Time Survey results.

The training session will take place Thursday, January 22, 2004, at the following address:

**Department of Health Services
1500 Capitol Avenue, Building 172, Auditorium
Sacramento, CA 95814
9:30 am –2:30 pm**

This training is **mandatory** for all LEC and LGA claiming MAA for schools. LEA will not be allowed to claim MAA for fiscal year 2003/2004 if their LEC/LGA Coordinator or the Coordinator's authorized alternate representative has not attended this training. Registration for this forum is required. Please complete the attached Registration Form identifying the person(s) who will be attending and return the Registration Form to DHS by January 5, 2004.

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If you are unable to attend and wish to send an alternate representative in your place (i.e. representatives from your staff and/or the school based claiming unit staff), a written request with justification must be sent to DHS with the Registration Form. Please note that vendors will not be accepted as the sole alternate representatives for an LGA or LEC. The alternate representative (attendee) requests **must be approved by DHS by January 5, 2004.**

Space for this Forum is limited and priority will be given to LEC, LGA, and LEA MAA Coordinators and their staff. Vendor participation will be limited based on capacity.

Send registration forms and justifications to Ms. Elizabeth Touhey via e-mail at etouhey@dhs.ca.gov.

Enclosed is a list of hotels/motels in the area and parking garages.

To reserve your space or if you have any questions or concerns, please contact Ms. Janel Reichmuth of the ACOU at (916) 552-9538 or by e-mail at jreichmu@dhs.ca.gov.

Sincerely,

Original Signed By

Mary Lamar-Wiley
Acting Chief
Medi-Cal Benefits Branch

Enclosures

cc: See Next Page

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cc: Ms. Susan Ruiz
Health Insurance Specialist
Department of Health and Human Services
Centers for Medicare & Medicaid Services
75 Hawthorne Street, Fifth Floor
San Francisco, CA 94105

Mr. Brian Burdullis, Accountant
Centers for Medicare & Medicaid Services
Division of Medicaid and Children's Health
801 I Street, Room 210
Sacramento, CA 95814

Ms. Cathleen Gentry
LGA MAA/TCM Consultant
455 Pine Avenue
Half Moon Bay, CA 94019

Accommodations:

The following links are for hotel/motels and parking garages in the Sacramento area:

<http://www.sacramento--hotels.com/>

<http://sacramento.areaguides.net/hotels.html>

<http://www.dhs.cahwnet.gov/phweek/MAP.pdf>

http://sacramento-california.onetravelsource.com/hotels_results/Sacramento/CA/US/

<http://www.sacramenities.com/parking/Facilities%20Map%20-%20new.pdf>

<http://www.recallgraydavis.com/NewsFolder/RecallRally.htm>

(good information about downtown area at this site)

Several of you expressed your concerns about parking. You can park at a light rail station and take light rail for \$1.50 each way. Here is Regional Transits light rail route map, many have free parking.

http://www.sacrt.com/Service_Info/Routes_Schedules/routes_schedules.html