March 18, 2004

TO: Local Educational Consortia (LEC) and Local Governmental Agency (LGA) Coordinators for Medi-Cal Administrative Activities (MAA)

SUBJECT: Deadline for submitting older versions of the MAA Summary Invoices and MAA Summary for Revised Invoice

This Policy and Procedure Letter (PPL) notifies all LECs and LGAs participating in the MAA program about the deadline for submitting older versions of the MAA Summary Invoices and MAA Summary for Revised Invoice.

In December 2003, DHS issued PPL 03-012 requesting that LECs and LGAs start using these updated invoices immediately. These updated invoices contain additional language in the bottom paragraph that is required by the State Controller’s Office to process the invoices for payment. To make it easier to identify, these updated invoices have a revision date of 12/03.

The State Controller’s Office notified DHS that, effective July 1, 2004, they will no longer accept and process invoices without the additional language. Therefore, effective April 16, 2004, DHS will no longer accept the older version of the MAA Summary Invoice and MAA Summary for Revised Invoice. The updated version can be found at www.dhs.ca.gov/maa and in PPL 03-012.
If any invoices are received after April 16th in the older invoice format; the LEC/LGA will receive an email from their analyst asking them to re-submit on the updated invoice version. The re-submitted invoice will not be considered a “corrected” invoice, just a replacement invoice. Invoices that are “in-house” using the older version invoice will be processed before the July 1, 2004 deadline. If the analyst is unable to process the older version, they will contact you and request the updated version.

If you have any questions, please contact Ms. Elizabeth Touhey, Acting Chief of the Administrative Claiming Operations Unit, at (916) 552-9797 or by email at Etouhey@dhs.ca.gov.

Sincerely,

Original signed by Mary Lamar-Wiley

Mary Lamar-Wiley
Acting Chief
Medi-Cal Benefits Branch

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

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

Ms. Cathleen Gentry
MAA/TCM Consultant
Local Governmental Agency
455 Pine Avenue
Half Moon Bay, CA 94109