



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

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



ARNOLD SCHWARZENEGGER
Governor

July 9, 2004

PPL No. 04-005

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 TRAINERS FORUM**

The Department of Health Services' (DHS) Administrative Claiming Operations Unit (ACOU) is conducting School-Based MAA Training Forums to be held in Sacramento and Los Angeles.

LEC/LGA MAA Coordinators (or their designees) must attend a session of the school-based "train the trainers" module for FY 2004/2005. The Sacramento module will only consist of time survey training in the morning. The Downey module will consist of time survey training in the morning, followed by invoice training in the afternoon.

The Northern California training session will take place on Monday, July 26th, 2004, at the following address:

**Serna Center
Sacramento City Unified – Administration Center
5735 47th Avenue
Sacramento, CA 95824
10 AM to 12 PM – Time Survey Training
Invoice training will be scheduled at a later time**

The Southern California training session will take place on Monday August 23rd, 2004 at the following address:

**Los Angeles County Office of Education
9300 Imperial Highway Room 281
Downey, CA
10 AM to 12 PM – Time Survey Training
1 PM to 3 PM – Invoice Training
Box Lunch will be provided**

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Attendance at one of these sessions is **mandatory** for all LECs and LGAs claiming MAA for schools. LEAs will not be allowed to claim MAA for fiscal year 2004/2005 if their LEC/LGA Coordinator or the Coordinator's authorized alternate representative has not attended this training. The alternate representative must be approved by DHS before the training session.

Registration for these forums is required. Please complete the attached Registration Form identifying the person(s) who will be attending and return the Registration Form to DHS **by July 21st, 2004.**

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 July 21st, 2004.**

Space for these Forums is limited to 150 participants, and priority will be given to LEC, LGA, and LEA MAA Coordinators and their staff. Vendor participation will be limited based on capacity.

To reserve your space, please send your registration form to Ms. Kitty Bath by fax at (916) 552-9602, or email at Kbath@dhs.ca.gov.

If you have any questions or concerns, please contact Ms. Carlene Hess at (916) 552-9618 or by e-mail at Chess@dhs.ca.gov

Sincerely,

Original Signed By Elizabeth Touhey

Elizabeth Touhey, Acting Section Chief
Administrative Claiming, Local and
Schools Services Section

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