



California
Department of
Health Services

SANDRA SHEWRY
Director

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



ARNOLD SCHWARZENEGGER
Governor

DATE: September 22, 2004

PPL No. 04-006

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

SUBJECT: **MAA School-Based Invoice Training Sessions**

The Department of Health Services' (DHS) Administrative Claiming Operations Unit (ACOU) is conducting a MAA School-Based Invoice Training Workshop to be held in four different locations throughout the state.

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 on the following dates and locations:

Tuesday, October 12, 2004

Time: 1:00 – 4:00
Dept of Health Services
1500 Capitol Avenue,
Building 172, Auditorium
Sacramento, CA 95814

Wednesday, October 13, 2004

Time: 10:30 – 2:00
Fresno Unified School District
Ctr for Professional Development
(Across from the Post Office)
1833 E St.
Fresno, CA 93650

Monday, October 18, 2004

Time: 12:00 – 3:00
Pomona School District- Indian Hill Ctr
1460 E. Holt Avenue
Pomona, CA 91765

Wednesday, October 20, 2004

Time: 10:00 – 2:00
Tehama County Office of Education
1135 Lincoln Street, Oak Room
Red Bluff, CA 96080

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This training is **mandatory** for all LECs and LGAs claiming MAA for schools. LEAs will not be allowed to claim MAA for fiscal year 2003/2004 and/or 2004/2005 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 October 4, 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 October 4, 2004.**

Space for this forum is limited and priority will be given to LECs, LGAs, and LEA MAA Coordinators and their staff. Vendor participation will be limited based on capacity.

Send registration forms and justifications to Mr. Moe Mokarram via e-mail at mmokarra@dhs.ca.gov.

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

To reserve your space or if you have any questions or concerns, please contact Mr. Moe Mokarram of the ACOU at (916) 552-9580 or by e-mail at mmokarra@dhs.ca.gov

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local
and Schools Services Section

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