



California  
Department of  
Health Services

**SANDRA SHEWRY**  
Director

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



**ARNOLD SCHWARZENEGGER**  
Governor

May 18, 2005

**PPL No. 05-003**

**TO:** Local Governmental Agencies (LGA)  
Medi-Cal Administrative Activities (MAA) Coordinators

**SUBJECT: THREE-STEP REVIEW POLICY FOR MAA CLAIMING PLANS AND  
AMENDMENTS THAT REQUIRE ADDITIONAL EXPLANATION**

This PPL supercedes PPL 00-002, dated March 3, 2000. The Administrative Claiming Operations Unit (ACOU) has revised the procedures for the review and approval of MAA Claiming Plans and Amendments, effective July 1, 2005, to improve the timeliness of the process.

ACOU can no longer continue to hold claiming plans and amendments while waiting for necessary corrections and/or information from the MAA Coordinator. This practice has created a workload backlog and storage issues for ACOU.

Effective July 1, 2005, ACOU will use the following three-step approach to review all claiming plans and amendments:

**Step 1:**

The ACOU analyst will review the claiming plan and amendments and will notify the MAA Coordinator by e-mail that corrections and/or additional information is necessary. The ACOU analyst will request that the corrections and/or additional information from the MAA Coordinator be sent within five business days from the date of the email message.

**Step 2:**

If the MAA Coordinator does not respond within five business days or sends incomplete information, the ACOU analyst will notify the MAA Coordinator a second time both by email and by telephone. An additional five business days will be given.

Local Government Agencies (LGA)  
Medi-Cal Administrative Activities (MAA) Coordinators  
Page 2  
May 3, 2005

Step 3:

If the MAA Coordinator does not respond or sends incomplete information by the end of the second five business days, the ACOU analyst will deny the current claiming unit in question.

Additionally, if the claiming unit was returned and is later resubmitted, the resubmitted date will be used to determine the effective date of this claiming unit for federal reimbursement purposes.

No invoices related to the proposed claiming unit will be processed for payment until the claiming unit has been approved or denied.

The Department of Health Services has adopted this policy to diminish the number of backlogged claiming plans and amendments and to facilitate the timely approval of the claiming plans and amendments.

If you have any questions concerning this policy, please contact Ms. Carlene Hess, Chief of the Administrative Claiming Operations Unit, at (916) 552-9618 or by email at [chess@dhs.ca.gov](mailto:chess@dhs.ca.gov).

Sincerely,

**Original Signed by David Bass for Elizabeth Touhey**

Elizabeth Touhey, Chief  
Administrative Claiming Local and  
Schools Services Section

cc: See Next Page

Local Government Agencies (LGA)  
Medi-Cal Administrative Activities (MAA) Coordinators  
Page 3  
May 3, 2005

cc: Ms. Susan Ruiz  
Health Insurance Specialist  
Department of Health and Human Services  
Centers for Medicare and Medicaid Services  
Division of Medicaid—Region IX  
75 Hawthorne Street, Fifth Floor  
San Francisco, CA 94106

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

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