July 19, 2005

PPL No. 05-010

TO: Local Educational Consortia and
Local Governmental Agency Coordinators for
Medi-Cal Administrative Activities

SUBJECT: MAA CLAIMING PLAN/ AMENDMENT AND OPERATIONAL PLAN
GRIDS SUBMITTALS FOR FIRST QUARTER (JULY-SEPTEMBER)
OF EVERY FISCAL YEAR (FY)

This Policy and Procedures Letter (PPL) provides instructions to LECs and LGAs
regarding the submittal of Medi-Cal Administrative Activities (MAA) Claiming Plans,
Claiming Plan Amendments and Operational Plan Grids for FY 2005/2006 and every
fiscal year until further notice.

LGAs that plan to submit a MAA Claiming Plan or Amendment for the first quarter must
submit by November 1st of each fiscal year. For example, to have an effective
date of July 1, 2005, the Claiming Plan or Amendment must be postmarked by
November 1, 2005, or there must be an Express (overnight) Mail, FedEx, or UPS
receipt dated no later than November 1, 2005. The Department of Health Services, and
when necessary the Centers for Medicare and Medicaid Services (CMS), must approve
the plans.

For California School Based MAA, LECs and LEAs claiming through LGAs, are no
longer required to submit Claiming Plans effective July 1, 2003. These entities must
have an Operational Plan, which will be retained onsite. For further information, please
reference page 7-1 in Section 7 of the California School Based MAA Manual.

With each California School Based MAA invoice, the LECs and LEAs claiming through
LGAs must submit a Claiming Unit Functions Grid (Grid) with the invoice. This Grid
provides a summary of the claiming unit staff participating in MAA, and certification that
the information provided is true and correct. The LECs and LEAs claiming through
LGAs may only submit changes to its Grid once per quarter when the invoice is submitted. All changes reflected on the Grid and claimed on the invoice must be documented and maintained in the audit file. Grids and subsequent changes are effective the first day of the quarter in which an invoice is submitted.

If you should have any questions concerning this policy, please contact your claiming analyst or Mr. Fred Chow, Chief of the Administrative Claiming Operations Unit, at (916) 552-9618 or by email at Fchow@dhs.ca.gov.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
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