



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



ARNOLD SCHWARZENEGGER
Governor

June 17, 2008

PPL No. 08-012

TO: Local Governmental Agencies (LGA) Coordinators for the
County-Based Medi-Cal Administrative Activities and
Targeted Case Management (MAA/TCM) Programs

SUBJECT: **Revised MAA/TCM Forms**

This Policy and Procedure Letter (PPL) is to notify LGA MAA/TCM Coordinators that, effective April 8, 2008:

1. The MAA/TCM Time Survey, MAA Detailed Invoice, and Claiming Plan Amendment Checklist forms have been revised; and
2. Instructions on the use of these forms is available on the DHCS website (<http://www.dhcs.ca.gov/provgovpart/Pages/LocalGovernment.aspx>).

The revisions are as follows:

MAA Invoice & MAA/TCM Time Survey Form

The Detailed Invoice Worksheets allowed numbers written to two decimal places in the Activity Results Percentages section of the worksheet. In contrast, portions of the MAA/TCM Time Survey form allowed numbers written to only one decimal place. This difference resulted in additional work to manually calculate the percentages.

The revised MAA/TCM Time Survey form now allows numbers written to two decimal places, as they are in the Detailed Invoice Worksheets.

MAA Detailed Invoice – Funding and Revenue Worksheet

The Funding and Revenue Worksheet has been revised to allow for additional entries of funding sources. This new form is titled “MAA Detailed Invoice Expanded.”

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Claiming Plan Amendment Checklist

The Claiming Plan Amendment Checklist has been revised to more readily identify how the Claiming Plan is being amended and to establish a sequence for DHCS program analysts to follow while processing the amendment.

Use only the most up-to-date approved DHCS forms from the DHCS website (<http://www.dhcs.ca.gov/provgovpart/Pages/LocalGovernment.aspx>). All other forms may be out of date and will be returned for resubmission.

If you require further assistance regarding this PPL, please contact your CMAA program analyst.

Sincerely,

ORIGINAL SIGNED BY ELIZABETH TOUHEY

Elizabeth Touhey, Chief
Administrative Claiming Local and
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