



SANDRA SHEWRY  
Director

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



ARNOLD SCHWARZENEGGER  
Governor

December 30, 2008

**PPL No. 08-028**

TO: All Local Governmental Agency (LGA) Coordinators for the County-Based Medi-Cal Administrative Activities (CMAA) Program

SUBJECT: **CMAA Claiming Plan Training Dates, Locations and Registration Process**

This Policy and Procedure Letter is to announce that the Department of Health Care Services (DHCS) has scheduled CMAA Claiming Plan Training in the following locations and on the designated dates for February and March of 2009:

**Tuesday, Feb 3, 2009**

9:00 a.m. to 4:30 p.m.

**Fresno**

Fresno Unified School District  
Room 116  
1833 E Street  
Fresno, CA 93706

**Tuesday, Feb 10, 2009**

9:00 a.m. to 4:30 p.m.

**San Bernardino**

Hall of Records  
172 W. Third St  
6<sup>th</sup> Floor,  
San Bernardino, CA 92415

**Friday, Feb 20, 2009**

9:00 a.m. to 4:30 p.m.

**Sacramento**

DHCS  
Training Room A  
1500 Capitol Ave.  
Sacramento, CA 95815

**Wednesday Feb 25, 2009**

9:00 a.m. to 4:30 p.m.

**San Leandro**

ECC Conference Center  
1100 San Leandro Blvd. STE, 130  
San Leandro, CA 94577

**Tuesday Mar 3, 2009**

9:00 a.m. to 4:30 p.m.

**Los Angeles**

The California Endowment  
1000 North Alameda Street  
Los Angeles, Ca 90012

**Parking information will be provided in the registration confirmation email. It will also be available on the DHCS website on the CMAA Page.**

**CMAA Claiming Plan Training Workshop**

CMAA Claiming Plan training attendance is beneficial to all LGA Coordinators and claiming unit staff. The workshop has been designed to update and correct MAA processes overall. Additionally, current policy will be clarified. For example, the workshop will help coordinators understand how to assess and design a claiming unit, when to use the Actual Client Count vs. the County-Wide Average, who should time survey, etc.

In accordance with federal guidance, the CMAA Unit has increased its technical assistance, review and oversight of all claiming plans. Therefore, DHCS strongly recommends that all LGA Coordinators attend one of the five workshops to ensure you have the most current information to build, maintain, and update claiming units in conformance with State and federal rules and regulations.

**Registration Process:**

- Registration for all of the training sessions is required and will be coordinated by DHCS.
- Only registration forms received through the LGA MAA Coordinators will be accepted.
- The LGA MAA Coordinator will forward the registration form(s) to DHCS thereby giving the registrant(s) permission to enroll.
- Space is limited so please refer to our Save the Date email and only register the number or less you originally estimated in attendees.
- Please submit Claiming Plan Training Registration Forms to DHCS no later than close of business on January 15, 2009 to [CMAACPTraining@dhcs.ca.gov](mailto:CMAACPTraining@dhcs.ca.gov).
- Registration forms that are not submitted by an LGA MAA Coordinator will not be processed and the registration form will be returned.

If you need to attend a training session other than your pre-selected training session, please contact Don Byham at 916-552-9526 or [Donald.Byham@dhcs.ca.gov](mailto:Donald.Byham@dhcs.ca.gov). If you have any questions regarding the Claiming Plan Training in general, please contact Francisco Yanes at 916-341-7339 or [Francisco.Yanes@dhcs.ca.gov](mailto:Francisco.Yanes@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY ELIZABETH TOUHEY**

Elizabeth Touhey, Chief  
Administrative Claiming Local and  
Schools Services Branch

Enclosures

cc: Ms. Cathleen Gentry  
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