



DAVID MAXWELL-JOLLY
Director

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



ARNOLD SCHWARZENEGGER
Governor

March 11, 2009

PPL No. 09-006

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

SUBJECT: CMAA Invoice Training Dates, Locations and Registration Process

This Policy and Procedure Letter (PPL) is to announce that the Department of Health
Care Services (DHCS) has scheduled CMAA Invoice Training in the following locations
and on the designated dates for the month of April 2009:

Tuesday, April 7, 2009

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

San Bernardino

Hall of Records
District

172 W. Third St.
San Bernardino, CA 92415

Wednesday, April 8, 2009

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

Los Angeles

Rancho Los Amigos

7601 E. Imperial Hwy.
Downey CA 90242

Tuesday April 14, 2009

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

Fresno

Fresno Unified School

ECC Conference Center
1833 E Street Room 116
Fresno, CA 93706

Friday, April 17, 2009

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

Sacramento

Dept of Health Care Services
1501 Capitol Ave STE 1203
Sacramento, CA 95814

Monday, April 20, 2009

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

Sacramento

Same

Thursday April 23, 2009

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

San Leandro

1100 San Leandro Blvd.
STE 130
San Leandro, CA 94577

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

CMAA Invoice Training Workshop

CMAA Invoice training attendance is beneficial to all LGA Coordinators and claiming unit staff. The workshop has been designed to update and correct the overall MAA process and clarify current policy. For example, the workshop will help coordinators understand how to properly complete and process invoices.

In accordance with federal guidance, the CMAA Unit has increased its technical assistance, review and oversight of all Invoices. Therefore, DHCS strongly recommends that all LGA Coordinators attend one of the five workshops.

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 completed 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 originally estimated number of attendees or less.
- LGA Coordinators, please submit Invoice Training Registration Forms to DHCS no later than close of business on March 31, 2009 to CMAAINVTraining@dhcs.ca.gov.
- Registration forms 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 DByham@dhcs.ca.gov. If you have any general questions regarding the Invoice Training, please contact Mark Sanui at 916-552-9623 or Mark.Sanui@dhcs.ca.gov.

Sincerely,

Signed by Bob Baxter for Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local and
Schools Services Branch

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Enclosures

cc Ms. Cathleen Gentry
LGA MAA/TCM Consultant
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