

ATTACHMENT A

The payment structure of expenditures by the LGAs to Community Based Organizations (CBO) must correspond to CMAA activities identified in the approved claiming plan. The LGAs must make payments for approved expenditures to the CBOs with CPE funds prior to invoicing DHCS. The LGAs must certify the expenditures were incurred for CMAA and submit invoices with supporting documentation to DHCS for reimbursement.

CPE Operational Steps:

To verify acceptable Certified Public Expenditures (CPEs) for Local Governmental Agencies (LGA) pursuant to Federal Medicaid regulations 42 CFR 433.51 for Federal Financial Participation (FFP), the following steps must be taken:

- CPE must be supported by auditable documentation that identifies the relevant category of expenditure under the State plan.
- CPE documentation must demonstrate the actual expenditures incurred by the LGA in providing services to Medi-Cal beneficiaries.
- Payments must be made by the LGA to the claiming unit for CMAA identified in the approved claiming plan.
- Contracts and Memorandums of Understanding (MOU) must incorporate CMAA specific language and scope of performance.
- The time surveys must be conducted to verify that the aggregate time coded to CMAA activities corresponded to the approved claiming plan.
- LGAs must certify the expenditures were made to provide CMAA for Medi-Cal beneficiaries.
- LGAs should also include and identify expenditures for CMAA in their general ledgers.
- LGAs must make payments to claiming units for expenditures specific to CMAA prior to invoicing DHCS.
- LGAs must submit invoices and other supporting documentation to properly claim for CMAA reimbursement by DHCS.

A typical documentation trail consists of the following (not all inclusive):

- Approved CMAA Claiming Plan.
- Time Survey Results.
- CMAA specific contract between the LGA and the Claiming Unit or CBO to include all CMAA specific exhibits and attachments.
- Payment documentation from the LGA to the Claiming Unit or CBO showing where the public funds were expended 100% prior to invoicing DHCS.
- Reimbursement invoice from the LGA to DHCS for CMAA.
- Remittance Advice from DHCS to LGA for CMAA reimbursement.
- Flow Chart showing contract number and Fiscal Year, invoice flow from LGA to CBO with dates, and invoice for reimbursement from LGA to DHCS, and reimbursement payment from DHCS to LGA for CMAA.