



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: June 2, 2014 **PPL No. 14-010**

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

SUBJECT: **Revised Procedures for Submission of CMAA Claiming Plan
Amendments effective July 1, 2014**

The purpose of this Policy and Procedure Letter (PPL) is to amend the 2013 CMAA Operational Plan and revise the submission requirements for Claiming Plan Amendments. All requirements for submission of Claiming Plans for LGA Claiming Units remain in effect.

Currently, although LGAs participating in the CMAA program for the first time are required to submit all Claiming Plan documents to the Department of Health Care Services (DHCS) for review and approval prior to submitting claims for reimbursement, LGAs are only required to submit the Claiming Unit Functions Grid (CUFG) and the Comprehensive Claiming Unit Grid (CCUG) to DHCS if changes are proposed.

Effective with State Fiscal Year (SFY) 2014-15, all proposed amendments to the CUFGs and CCUGs must be submitted prior to the beginning of the effective quarter for which the amendments are to be implemented and must be submitted as a comprehensive package including the following documents:

- The Claiming Plan Amendment Check list;
- The Comprehensive Claiming Unit Grid (CCUG)¹;
- The Claiming Unit Functions Grid (CUFG);
- All relevant Activity Sheets; and,
- All relevant Duty Statements.

Only the portions of the existing LGA CMAA Claiming Plan that are amended must be submitted. The Claiming Plan Checklist will be submitted as a guide to outline which pages of the Claiming Plan have been amended. Once the LGA Claiming Plan Amendments have been submitted and approved, DHCS will issue an approval letter to the LGA within 30 days of submission.

¹ The CCUG has been updated. Please use the current 06/2014 version available on the CMAA web site at: <http://www.dhcs.ca.gov/provgovpart/Pages/CMAAClaimingPlanTemplates.aspx>.

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If you have questions, please contact Tony Teresi, Acting Manager, CMAA at (916) 552-9075 or tony.teresi@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY MICHELLE KRISTOFF

Michelle Kristoff, Chief
Administrative Claiming Local and Schools Services Branch