



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



EDMUND G. BROWN JR.  
GOVERNOR

DATE: December 8, 2014 **PPL No. 14-020**

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

SUBJECT: **Revised Procedures for Submission of CMAA Claiming Plan Documents Effective January 1, 2015**

The purpose of this Policy and Procedure Letter (PPL) is to clarify the 2013 CMAA Operational Plan Document Submission Requirements. This PPL 14-XXX supercedes PPL 14-010 dated June 2, 2014.

Pages 55-56 of the CMAA Implementation Plan states that LGAs are only required to submit specific portions of the CMAA Claiming Plan Documents to DHCS on an ongoing basis. Only the portions of the existing LGA CMAA Claiming Plan that are being changed must be submitted to DHCS:

- 1) The Claiming Unit Functions Grid (CUFG), if changes are proposed, and;
- 2) The Comprehensive Claiming Unit Grid (CCUG)<sup>1</sup>, if changes are proposed.

Once the LGA Claiming Plan changes have been submitted and approved, DHCS will issue an approval letter to the LGA within 30 days of submission. Effective with State Fiscal Year (SFY) 2014-15, all proposed changes to the CUFGs and CCUGs must be submitted prior to the beginning of the effective quarter for which the changes are to be implemented. These requirements for submission of Claiming Plans for LGA Claiming Units remain in effect.

If you have questions, please contact Laurie Lay, CMAA Unit Manager, at (916) 552-9075 or [Laurie.Lay@dhcs.ca.gov](mailto:Laurie.Lay@dhcs.ca.gov)

Sincerely,

**ORIGINAL SIGNED BY MICHELLE KRISTOFF**

Michelle Kristoff, Chief  
Administrative Claiming Local and Schools Services Branch

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<sup>1</sup> 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>.