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DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: March 09, 2016 **PPL No. 16-004**

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

**SUBJECT: Revised Checklists for Preparing the CMAA Summary Invoice and
Detail Invoice**

The purpose of this Policy and Procedure Letter (PPL) is to notify LGAs that the checklists for preparing CMAA invoices for the CMAA/TCM Implementation Plan have been revised. These checklists are in Appendices M(3)a and b of the CMAA Program Operational Plan. The revised checklists, dated March 9, 2016, supersede the prior checklists and are in effect immediately. Copies of the checklists are attached and can also be found at the following link to the CMAA Webpage:

www.dhcs.ca.gov/provgovpart/Pages/CMAA.aspx.

The revised checklists are a required tool used to ensure that all summary invoice and detail invoice pages meet compliance requirements for the CMAA program. The checklists should be reviewed by the LGA Coordinator prior to submission to the Department of Health Care Services (DHCS) for the CMAA Program. The LGA Coordinator must sign, date and include the completed checklists with each invoice submitted to DHCS for reimbursement.

It should be noted that of the various changes made to the checklists, the most important revision made is the requirement for support documentation for all invoices with salary and benefit expenses in Cost Pool 6. An example of reasonable Cost Pool 6 support documentation has been provided with this PPL.

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If you require further assistance regarding this PPL, please contact Jose Garcia, Chief of the CMAA Unit at (916) 324-0058 or jose.garcia@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY JOHN MENDOZA

John Mendoza, Chief
Safety Net Financing Division

Enclosures