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DIRECTOR

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



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GOVERNOR

DATE: October 3, 2016 **PPL No. 16-015**

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

SUBJECT: Revised CMAA Claiming Plan Activity Sheets for All Codes

The purpose of this Policy and Procedure Letter (PPL) is to notify LGAs that Appendices J (1)-J (8), also known as “Activity Sheets” for claimable codes 4-20 in the CMAA Operational Plan, have been revised. The revised Activity Sheets, dated 10-3-2016, supersede all prior Activity Sheets effective immediately and must be used for all claiming plan amendments after this October 3, 2016.

Page 58 of 63 in the CMAA Operational Plan requires LGAs to retain these Activity Sheets internally in their county audit file. However, LGAs may be required to submit their activity sheets to DHCS as needed for auditing purposes.

Each question in the Activity Sheets must be answered per the instructions given within that question. If specific information is requested, a generalized response would not be an adequate answer for that question. A sample of the revised Appendix J2 (activity code 6) with appropriate responses is attached.

The Activity Sheets are part of the mandated Claiming Plan program requirement. Activity Sheets provide specific details regarding claiming unit functions, how it determines its costs, and how it develops its Medi-Cal discount percentage. In order to increase its effectiveness, some of the language in the Activity Sheets has been revised to ensure the necessary level of detail is provided by claiming units.

You can access the revised activity sheets on the CMAA webpage at <http://www.dhcs.ca.gov/provgovpart/Pages/CMAAClaimingPlanTemplates.aspx>, they are attached to this message.

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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 MICHELLE KRISTOFF

Michelle Kristoff, Chief
Medi-Cal Administrative Claiming Section
Department of Health Care Services

Enclosures