



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

APPENDIX P



EDMUND G. BROWN JR.
GOVERNOR

CMAA Site Visit Entrance Letter
(Sample)

(Today's Date)

(MAA Coordinator's Name)
(Title i.e. MAA/TCM Coordinator)
(Address)
(City, State, Zip Code)

Dear Ms/Mr. (MAA Coordinator's Last Name):

This letter is to confirm that on (Date of Site Visit), the California Department of Health Care Services (DHCS), County-Based Medi-Cal Administrative Activities (CMAA) Unit staff will be conducting a site visit in (Name of County).

The purpose of the site visit is to verify that the claiming units listed in this letter are in compliance with all state and federal guidelines, rules, and regulations. DHCS has provided enclosures to assist you in preparing for the site visit.

On (Date of Site Visit) at approximately (DHCS Staff Arrival Time), CMAA staff will arrive at the address above to review the following claiming unit's documentation for State Fiscal Years (Fiscal Years Under Review); (Fiscal Quarters Under Review):

- (Name of Claiming Unit Under Review)
- (Name of Claiming Unit Under Review)

CMAA Staff will conduct interviews of the claiming unit staff as outlined in the enclosed Interview Schedule.

Please provide a private and confidential room to conduct the interviews and review the audit files. The following DHCS staff members are scheduled to be in attendance: (Full Names of DHCS Staff Conducting the Site Visit).

Please plan to be available to the CMAA staff for the entire time of your scheduled site visit.

(MAA Coordinator's Name)

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(Today's Date)

If you have any questions concerning this Site Visit, please contact **(Full Name of Analyst assigned to the LGA)**, Administrative Claiming Analyst in the CMAA Unit, via telephone at **((916) xxx-xxxx)** or by e-mail at **(Analyst's Email Address @dhcs.ca.gov)**.

Sincerely,

(Full Name of the CMAA Unit Chief), Chief
County Based Medi-Cal Administrative Activities Unit

Enclosures

CMAA Site Visit Documentation Checklist
Site Visit Tool
Interview Schedule
Staff Interview Questions