

CMAA Site Visit Documentation Checklist

APPENDIX Q

The following list is a general guide of what to include in the CMAA Site Visit file for each claiming unit.

CMAA Contracts and/or Memorandum of Understanding Documents:	
	The CMAA contract documents between the LGA and other governmental or non-governmental entities; such as the claiming units or CBOs, including all exhibits and attachments.
	The CMAA Contract documents between any governmental entities participating in MAA; such as the claiming units or CBOs, and their contract agencies, including all exhibits and attachments.
CMAA Claiming Plan Documents:	
	A copy of the current Claiming Unit Functions Grid.
	All applicable LGA activity sheets related to the activities indicated on the Claiming Unit Functions Grid.
	All duty statements related to the classifications indicated on the Claiming Unit Functions Grid.
	All applicable licenses and/or certifications indicating the SPMP eligibility of the classifications/staff.
	Copies of the SPMP Questionnaire used to determine if the staff qualifies as a SPMP.
	An organizational chart showing the relationship of SPMP clerical staff and SPMP supervisors to SPMPs.
	Supporting documentation for the performance of MAA; including flyers, brochures, and resource directories.
CPE Documents:	
	Certification documents attesting to the CPE eligibility of LGA and/or claiming unit revenue, if needed.
	General ledger documentation demonstrating the expenditures were made to provide eligible MAA to Medi-Cal beneficiaries.
	Payment documentation from the LGA to the Claiming Unit or CBO showing where the public funds were expended 100% prior to invoicing DHCS.
Time Survey Documents:	
	Listing of employees who participate in each time survey, including name, position classification, and SPMP status, if applicable.
	All applicable time survey results or direct charge documents related to staff time claimed in each quarter.
	Original staff time survey documents signed by the employee and the employee's supervisor in blue ink.
	Copies of time cards for the time survey period of all staff participating in the time survey.
	A document showing the collective amount of MAA time for all time survey participants (i.e. the 'Roll Up' document).
	Documentation detailing and describing the activities performed by the time survey participants (i.e. secondary documentation).
Invoice Documents:	
	Worksheets, spreadsheets, and methods used in developing the invoice, including the basis for assigning costs and revenues to cost pools. This includes documentation that supports all costs and funding sources identified in the claim, such as payroll records, general ledgers, and other accounting source documents.
	Documentation supporting the agency indirect cost rate.
	Documentation of the method, calculations, and supporting data used to determine the Medi-Cal percentage (i.e. the County Wide Average or Actual Client Count).
	Documentation of the computations used to calculate the activity results percentages (i.e. Time Survey Documents).
	Copies of the computations and/or receipts used to calculate the direct charge amounts, if any.
	All applicable CMAA detail invoice documents submitted by the LGA to DHCS for CMAA reimbursement claiming.