

# Technical Assistance for The CMAA Program Site Visit

## **CMAA related Contracts and/or Memorandums of Understanding** Each LGA/Claiming Unit must provide a copy of all pertinent Contracts/MOU's

### **Types of Contracts/MOU's:**

- Revenue generating Contracts/MOU's
  - Contracts/MOU's that provide the LGA with revenue
- The CMAA participation Contract/MOU
  - The contract document between the Department of Health Care Services and the LGA
- Subrecipient Contracts/MOU's
  - Primary Subrecipients: Any Contract/MOU between the LGA and the Claiming Units, CBO's, Vendors, or any other governmental entities
  - Secondary Subrecipients: Any Contract/MOU between the Claiming Units, CBO's, or any other governmental entities and their contracted agencies; including CBO's, Vendors, or any other governmental entities

### **The Contract/MOU Requirements:**

#### **The Contracts/MOU's must:**

- Be properly executed and current
- Show the funding amount(s)
- Be MAA specific and include all of the MAA specific activities to be performed
- Indicate the location where the MAA specific activities will be performed
- NOT include a 'contingency fee' payment structure

## **The CMAA Claiming Plan**

**The LGA must have a current copy of their Claiming Plan on sight and the Claiming Plan documents must include the following:**

- All pertinent Claiming Plan approval letters
  - The Claiming Plan approval letters indicate the approved Claiming Units for the period being reviewed
  - *The Claiming Plan approval letters will be replaced by the Comprehensive Claiming Unit Grid (CCUG) upon approval of the CMAA Operational Plan*
    - *The CCUG must also indicate the Time Survey Frequency of each Claiming Unit*
- All pertinent Claiming Unit Functions Grids (CUFG)
  - The CUFG indicates the number of staff approved to Time Survey within the Claiming Unit, the job classifications of those staff, the MAA that each job classification will perform, if a classification will Direct Charge, and if a classification is designated as a Skilled Professional Medical Personnel (SPMP)
- All pertinent Activity Sheets
  - There are individual Activity Sheets for each approved CMAA activity
  - The Activity Sheets indicate specific information regarding the CMAA activity that will be performed by the LGA/Claiming Unit staff

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- All pertinent Duty Statements
  - At least one Duty Statement for each job classification listed on the CUGF
  - The Duty Statements must indicate each MAA activity the classification is eligible to perform
- If applicable, all pertinent SPMP Questionnaires
  - If the LGA/Claiming Unit has any SPMP's within it, the LGA is required to maintain copies of the SPMP questionnaire along with specific supporting documentation for SPMP claiming
- If applicable, all flyers, brochures, or resource directories used by the LGA/Claiming Unit to perform Medi-Cal outreach

## **Certified Public Expenditure (CPE)**

**Each Claiming Unit must maintain documentation to support 'clean' CPE**

- The revenue used for MAA reimbursement claiming must qualify as revenue eligible for CPE reimbursement
  - Any revenue an LGA/Claiming Unit receives that is specific to funding MAA cannot be used as CPE; such as some Federal Grant revenue
  - Any revenue an LGA/Claiming Unit receives that is specific to funding Non-MAA cannot be used as CPE; such as WIC revenue
- The LGA/Claiming Unit general ledger documents must demonstrate a clear relationship between the MAA eligible revenue and the MAA eligible expenditures
  - The expenditures must have been made to provide MAA that directly supports efforts to identify and enroll potential eligible individuals into Medi-Cal
  - The expenditures must be made 100% prior to invoicing to DHCS

## **Invoice Documents**

**The LGA/Claiming Unit must keep backup Invoice documentation on sight. The documentation should include; but is not limited to:**

- Documents to support that the staff's salaries, benefits, and other costs were accurately reported on the CMAA claiming invoice
  - General Ledger documents
  - Payroll documents
  - Invoices for 'other costs'
    - Including the methodology used to determine the amount of the 'other cost'
- Documents to support the County-wide Average and or Actual Client Count
  - Typically a DHCS Policy & Procedures Letter (PPL)
- Documents to support any direct charge (if applicable)
  - staff that direct charge must document the time spent on MAA in a log
  - including the methodology used to determine the amount of non-staff related direct charges; i.e. transportation costs
- Documents to support the indirect cost rate (if applicable)
  - Approved by the appropriate Federal Cognizant Agency
- Document attesting to the time survey percentage rate "Roll Up"
  - All Time Survey Documents

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## Time Survey Documents

**The LGA should keep all original Time Survey documentation on sight. The Time Survey documents should include, but are not limited to:**

- Copies of the original Time Surveys used to compile the data for the Invoice
  - The Time Surveys must have the employees name
  - The Time Surveys should have original signatures in blue ink
  - The Time Surveys should accurately reflect the approved activities from the claiming plan
  - The job classification titles on Time Surveys should match the approved job classification titles included in the claiming plan
  - The hours reported on the Time Survey and the employee's time card must match
  - SPMP Claiming status must be notated
- Copies of all of the Time Survey participants time cards
- Secondary Documentation, if applicable
  - Written examples of MAA, indicating "who, what, when, where, why"
- Time Survey Training Materials