

Module 3

CMAA

Claiming Plan Training

The CMAA Claiming Plan

- An LGA must have a comprehensive CMAA claiming plan for each claiming unit that performs MAA.
- Once an LGA's CMAA claiming plan is approved, the plan will become the ongoing agreement between the LGA and DHCS and will form the basis for claiming MAA reimbursement through the CMAA program.

CMAA PROGRAM CHANGES

- Existing LGAs are only required to submit specific portions of the CMAA claiming plan documents to DHCS on an ongoing basis.
 - The LGA Comprehensive Claiming Unit(s) Grid (CCUG)
 - The LGA Claiming Unit Functions Grid (CUFG)
- LGAs participating in the CMAA program for the first time will be required to submit all claiming plan documents to DHCS.

The LGA Comprehensive Claiming Unit Grid (CCUG)

- Specific to each individual LGA.
- Provides a listing of all active claiming units.
- Identifies the time survey frequency.
 - Or indicates that the entire claiming unit direct charges.
- Submission requirements:
 - To DHCS prior to the beginning of the claiming quarter.
 - When adding, deleting, or renaming a claiming unit
 - When increasing or decreasing the time survey frequency of a claiming unit.
 - Must be signed and certified by the LGA MAA Coordinator.
 - Must also have an accompanying Claiming Unit Functions Grid for each claiming unit.
 - Must agree with claims submitted to DHCS
 - Changes made during or after the claiming quarter has begun must not be included in the quarterly invoice.
 - Claims that do not agree with the CCUG will be rejected.

The LGA Claiming Unit Functions Grid (CUFG)

- Specific to each individual claiming unit.
- Provides a listing of:
 - The employee classifications that participate in MAA.
 - The number of participants in each employee classification.
 - The MAA activities that are performed by each classification.
 - The employee classifications designated as SPMP (enhanced FFP).
 - The employee classifications designated to Direct Charge.

The LGA Claiming Unit Functions Grid (CUFG)

(Continued)

- Submission requirements:
 - To DHCS prior to the beginning of the claiming quarter.
 - When adding or deleting staff.
 - May affect the time survey frequency.
 - When renaming a classification.
 - Must be signed and certified by the LGA MAA Coordinator.
 - Must also be included on the Comprehensive Claiming Unit Grid.
 - Must agree with claims submitted to DHCS
 - Changes made during or after the claiming quarter has begun must not be included in the quarterly invoice.
 - Claims that do not agree with the CUFG will be rejected.

Eligible CMAA Worker Log Time Survey Job Classifications

To establish and confirm participant eligibility and LGA must:

- Identify each employee that performs the MAA.
- Ensure the employee duty statement reflects all of the MAA they perform.
- Establish a list of eligible participants for each claiming period prior to the start of the claiming period.

Eligible CMAA Worker Log Time Survey Job Classifications (Continued)

Determining participant eligibility:

- Any direct employee of the county, contract employee, subcontractor employee, part time employee, temporary employee, and any other category of individuals receiving compensation from the county.
 - Volunteers who receive no compensation for their work may not participate.
 - Staff positions funded 100% by non-allowable federal dollars may not participate.
- Eligible staff activities:
 - Medi-Cal Outreach
 - Referral, Coordination, and Monitoring of Medi-Cal Services
 - Facilitating Medi-Cal Application
 - Arranging and/or Providing Non-Emergency, Non-Medical Transportation
 - Contract Administration for Medi-Cal Services
 - Program Planning, Policy Development, for Medi-Cal Services
 - Targeted Case Management
 - MAA/TCM Coordination, and Claims Administration
 - MAA/TCM Implementation Training

Duty Statements

- A description of all of the job functions, duties, tasks, and responsibilities the staff members in the specific classification must perform.
- Functions, duties, tasks, and responsibilities that are specific to the performance of MAA.
- The MAA must be identified by placing the designated activity code number next to each related activity.
- Should include an employee signature.

Skilled Professional Medical Personnel (SPMP) Questionnaire

- Required when MAA claiming includes expenditures for staff designated as SPMP.
 - Program Planning & Policy Development (Codes 16 & 18)
- One SPMP Questionnaire for each qualified SPMP staff member.
- Validates SPMP status for MAA claiming.
- The questionnaire must be completed in its entirety.

Skilled Professional Medical Personnel (SPMP) Questionnaire (Continued)

- Supporting documentation for SPMPs:
 - A copy of the SPMPs license
 - Indicates the license type, number, and issuing state
 - A copy of the SPMPs educational degree
 - A copy of the SPMPs Curriculum Vitae (C.V.) (if available)
 - A copy of the SPMPs certification or registration by a health or health-related national or California certifying organization (if applicable)
 - Substantiation that the SPMPs clinical expertise was required to perform the activity
 - An Organization Chart showing the direct reporting relationship of the clerical/support staff of the SPMP

LGA Activity Sheets

The information includes, but is not limited to:

- A description of the MAA
- A description of how the MAA will be performed
- The intended target population
- The length of time the MAA may take
- The location where the MAA will be performed
- A designation of how frequently the MAA will be performed
- A description of how the MAA costs will be developed and documented
- The names of any subcontractors who will be also performing the MAA

LGA Reimbursement to CBOs for the Performance of MAA

All MAA that CBOs may perform are reimbursable only at the 50-percent rate of FFP. Federal law does not permit reimbursement at the enhanced FFP rate for any activities performed by CBOs.

CBOs that perform MAA are subject to two restrictions on the activities they perform:

1. CBOs may not claim for Contracting for Medi-Cal Services and MAA.
2. CBOs may only claim for “support activities” under Program Planning and Policy Development (PP&PD), such as:
 - Developing Resource Directories
 - Preparing Medi-Cal Data Reports
 - Conducting Needs Assessments
 - Preparing Proposals for expansion of Medi-Cal services

CBOs can claim for MAA in one of two ways:

1. A county can engage a CBO in a MAA specific contract that would allow for a direct charge.
2. The CBO would conduct a time survey. In this option, the CBO would have a CMAA claiming plan indicating who would time survey.

CMAA Claiming

- LGAs will prepare quarterly invoices.
- All costs and funding sources of each claiming unit are properly categorized and identified.
- Funding sources include revenue offsets and non-offsets used to determine the net MAA costs eligible for federal reimbursement.
- Actual costs include salaries, benefits, personal services contracts, and non-salary costs.
- LGAs certify that the information provided on the invoice meets federal requirements.

CMAA CPE Requirements

To verify acceptable CPE for LGAs pursuant to 42 CFR 433.51 for FFP:

- The CPE must be supported by auditable documentation.
- The CPE documentation must demonstrate the actual incurred expenditures.
- The payments must be made by the LGA or contributing public agency to the claiming unit identified in the CMAA claiming plan.
- The Contracts and Memorandums of Understanding (MOU) must incorporate CMAA Activities.
- The time coded to CMAA must correspond to the claiming plan and Worker Log Time Survey methodology or direct charge certification.
- The expenditures must be made to provide CMAA for Medi-Cal eligible beneficiaries.
- The expenditures for CMAA must be identified in the general ledger.
- The expenditures must be incurred for CMAA prior to submitting invoices to DHCS for reimbursement.
- Invoices and other supporting documentation must be properly submitted to DHCS.

Resources

Department of Health Care Services website:

www.dhcs.ca.gov

CMAA website:

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

TCM website:

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

LGA Consortium website:

www.maa-tcm.com

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Questions?

