

**Local Education Agency Medi-Cal Billing Option Program  
Ad Hoc Workgroup Meeting  
December 7, 2011 Meeting Minutes**

**Location:** Natomas Unified School District (USD)

1.	Geri Baucom	DHCS, Safety Net Financing Division (SNFD)
2.	Rick Record	DHCS, SNFD
3.	Cheryl Ward	DHCS, SNFD
4.	Martin Alvarez	DHCS, A&I Financial Audits Branch (FAB)
5.	Cori Miglietto	DHCS, A&I FAB
6.	Linda Davis-Alldritt	California Department of Education (CDE)
7.	Shalonn Woodard	CDE
8.	Renzo Bernales	CDE, Special Education
9.	Matthew Hill	CDE, Special Education
10.	Maureen Carl	Contra Costa COE
11.	Michelle Cowart	Contra Costa COE
12.	Lisa Chaney	Fresno COE
13.	Diane Torna	Fresno USD
14.	Roni Tunick	Los Angeles COE
15.	Margie Bobe	Los Angeles USD
16.	Laura Baynham	Mendocino COE
17.	Tracy Cole	Natomas USD
18.	Jeremy Ford	Oakland USD
19.	Cathy Bennett	Sacramento City USD
20.	Marlene Burruel	San Joaquin COE
21.	Kevin Harris	Navigant Consulting, Inc.
22.	Gloria Eng	Navigant Consulting, Inc.
23.	Kerry Chang	Navigant Consulting, Inc.

**Handouts**

Each participant was e-mailed an electronic copy of the Workgroup Meeting Agenda and October 2011 Meeting Minutes. A copy of the LEA Program Reimbursement by Fiscal Year, November 2011 California School District Status, and Annual CRCS Summary was passed out to Workgroup members.

**Purpose**

The meeting was convened by DHCS. The purpose of the Workgroup is to improve the Local Educational Agency (LEA) Program. The emphasis of the meeting is to strategize various goals and activities aimed at enhancing the Medi-Cal services provided on school sites and access by students to these services, while increasing federal reimbursement to LEAs for the cost of providing these services.

**Review of Meeting Minutes**

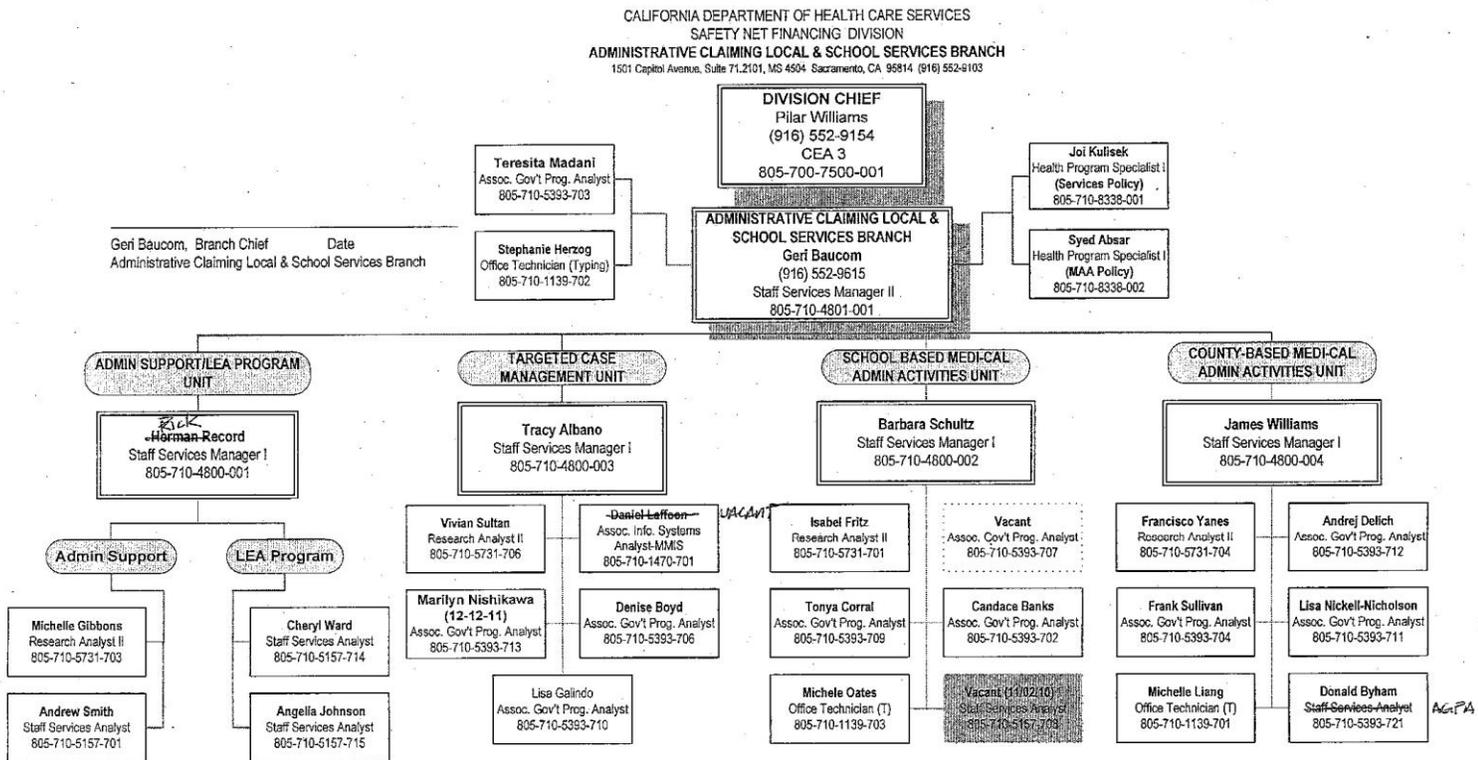
The Workgroup reviewed the minutes and the October meeting minutes were approved as written. The minutes will be posted on the LEA Program website.

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## DHCS SNFD Update

### **Staffing Updates**

- SNFD filled the Analyst position and Cheryl Ward started on October 17th. She previously worked in the Medi-Cal Third Party Liability unit. She was hired to be the lead for the LEA Program.
- Pilar Williams is the new Division Chief of the Administrative Claiming Local and School Services Branch.
- The Workgroup requested the SNFD organizational chart be included in the Workgroup minutes.



### **2011 LEA Training**

- The LEA Program Training Webinar occurred Friday, October 7, 2011 and SNFD, Navigant and A&I presented information about the LEA Program, LEA Provider Participation Agreement (PPA)/Annual Report requirements, reimbursable services, LEA billing requirements and CRCS form updates and audits.
- 255 people attended the training webinar.
- SNFD posted the LEA Program training presentation, the recorded training webinar, and questions and answers on the LEA website.
- SNFD is limited to posting the recorded training webinar on the LEA website for 90 days. The webinar will be available until January 7, 2012.

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***Provider Participation Agreement (PPA)/Annual Report Process***

- The PPA/Annual Report is due November 30th of every fiscal year.
- CDE estimates approximately 400 PPA/Annual Reports were submitted and are currently being reviewed.
- SNFD is looking to implement a suspension process beginning FY 2012/13 for LEAs that do not submit the PPA/Annual Report on a timely basis.
- The Workgroup discussed the concerns of the “authorized signor” and title of the school personnel who signs the PPA/Annual Reports.
- In addition, the Workgroup discussed the LEA collaborative requirements and the appropriateness of having collaborative members all within one LEA (as opposed to interagency), but serving different roles within the LEA.
  - CDE was looking for one person outside of the school district that participates in the LEA collaborative. Approximately two-thirds of the submitted PPA/Annual Reports did not meet the criteria and were notified by CDE.
- CDE will continue to validate the LEA and CDS codes and SNFD will review the collaborative.
- SNFD will work with Michelle Cowart and other Workgroup members to assist to define and interpret the LEA collaborative requirements in the Education Code.
  - SNFD to update the LEA collaborative requirements/definition in the PPA/Annual Report, as necessary.
- The Workgroup also discussed adding the CDS code on the PPA/Annual Report for next fiscal year.
- Future LEA Program training should highlight how the PPA/Annual Report and CRCS relate and how to complete them in tandem. In addition, the LEA collaborative make up should be addressed.

***Electronic Claim Submissions – Authorized Signors***

- SNFD, ACS and Provider Enrollment Division (PED) discussed the “authorized signor” and title of school personnel for electronic claim submissions since claims are being held up in the claims processing system.
- ACS is currently following a prescriptive protocol that is provided by PED. The “authorized signor” is lifted from the PPA/Annual Report.
- SNFD researched and compiled an expanded list of the various LEA personnel classifications (i.e., deputy superintendent) and categorized them under broad titles (i.e., superintendent).
  - SNFD included the list of most common titles, but not every classification has been identified since all LEAs are structured differently.
- SNFD is looking into two different options to address this issue:
  - PED and ACS can adopt the expanded list of “authorized signors” to prevent claims being held up. This requires an Operating Instruction Letter (OIL) and updates to the claims processing system.
  - Revise the PPA/Annual Report and add the expanded list of “authorized signors”.
- The Workgroup discussed the impact of this issue since LEAs may not receive reimbursement if the claim is not submitted and received by ACS within one year from the date of service.

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***SDN 11006 Project (Automation of LEA Withholds)***

- SNFD, FI-COD and ACS had a project kick-off meeting on November 2, 2011 and reviewed the LEA withhold language for the 1 percent A&I and 2.5 percent SB 231 withholds. They also discussed the necessary baseline requirements and maximum caps for the withholds.
- FI-COD/ACS estimate that the testing implementation will occur on January 23, 2012.

***Electronic Signatures***

- Currently, electronic signatures are not allowed by ACS or PED.

***Quarterly Reports***

- SNFD is working with ACS to provide quarterly reports for LEAs to assist LEAs to track their reimbursement by procedure code/modifier combinations.
- The goal is to post the quarterly reports on the LEA Program website and LEAs can access the information online.
  - The data will be formatted similarly to the Interim Reimbursement and Units of Service (IRUS) Reports currently posted and available for download on the LEA website.
- The Workgroup confirmed that they have stopped receiving the monthly CP-O-888 reports.

***RAD Code 9921 (Annual Assessment)***

- The updated utilization control for IEP/IFSP assessments is effective for dates of service beginning July 1, 2009. The paid claims system fix was implemented on September 26, 2011.
- An EPC is required to reprocess denied claims with dates of service between July 1, 2009 and September 26, 2011. The EPC implementation date is yet to be determined, due to the HP to ACS transition.
- SNFD has requested the RAD code 9921 denials with dates of service October 1, 2009 through December 31, 2009 to early claim so SNFD could reimburse LEAs for legitimate claims.
- SNFD plans to continue to early claim RAD code 9921 denials until the EPC is implemented, to protect LEA billing potential.

***SPA 05-010***

- The speech-language equivalency SPA is still under review by CMS. CMS has until December 19, 2011 to formally respond back to SNFD.
- CMS and SNFD discussed the original effective date of the SPA and changed the effective date to October 1, 2009.
  - LEAs still have a one year claiming limit for claims submissions.

***Policy and Procedure Letter (PPL)***

- Policy and Procedure Letters (PPL) are intended to be utilized as the formal notification process to disseminate guidance, information, and instruction to the LEAs participating in the LEA Program.
- SNFD has drafted the PPL for SACS Resource Code 5640 clarification.
- The Workgroup discussed the need to establish a review process and protocol for PPLs.

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- The Workgroup also discussed how to effectively distribute the PPLs and information to LEAs. SNFD is using the LEA website, SELPA blasts and LEA provider bulletins to distribute information.

***LEA Program Website***

- SNFD is reviewing the LEA Program website to identify how to restructure the main page for new and existing LEA providers.
- SNFD would like to develop a link for “Getting Started” in the LEA Program for new school districts interested in enrolling as an LEA provider.

**Audits & Investigations Updates (A&I):**

***A&I Audits***

- A&I been conducting minimal audits and 50 percent of accepted FY 2006/07 CRCS reports have been completed.
- A&I has approximately 100 15-day exit letters or audit reports ready to be sent to LEAs in January 2012.
- LEAs who receive a 15-day exit letter may submit additional documentation to be considered by auditors. At the conclusion of the audit, A&I will issue an audit report to LEAs.
- The Workgroup discussed the timing of A&I sending letters since some LEAs may still be closed during the first couple of weeks in January.
- A&I will use the LEA contact identified on the current Provider Enrollment master file, PPA/Annual Report contact list or the CRCS contacts.
- Minimum audits will be conducted for all CRCS reports submitted for FYs 2006/07, 2007/08 and 2008/09. Limited audits will be conducted for the rejected CRCS reports.

**2012 Planning for LEA Recruiting/Expansion Efforts**

- The Workgroup discussed future planning and expansion of the LEA Program.
- SNFD and NCI proposed to change the Workgroup meeting format to better leverage Workgroup member skills and expertise.
  - SNFD status updates will be summarized and emailed to Workgroup members prior to the meeting. During the Workgroup meetings, SNFD can address any major Workgroup questions.
  - Reducing DHCS status updates and eliminating subcommittee status reports will open up time to increase collaboration among members and productivity.
  - SNFD and NCI proposed creating multiple breakout group sessions with focused, pre-planned issues so all Workgroup members can participate and collaborate to fully define and suggest solutions for relevant LEA issues.
    - SNFD and NCI will facilitate with flip charts; the breakout groups will discuss individual problem statements, generate ideas to resolve the issues, and present within the meeting to the larger Workgroup.
- The Workgroup agreed to the new Workgroup meeting format for the February 2012 meeting.
- NCI discussed the outreach and expansion efforts to target non-participating LEAs and underutilizing LEAs. They also discussed which data sources and tools are in place to continue analyzing the data to identify specific targeted school districts or regions.

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- SNFD and NCI presented the following handouts: LEA Program Reimbursement by Fiscal Year, November 2011 California School District Status, and Annual CRCS Summary. Program expenditures have more than doubled in the past five years. CRCS submissions in aggregate represent a net payout to LEAs from DHCS on an annual basis.
- The Workgroup discussed the types of school district personnel should be contacted to present the LEA Program and send introductory materials.
- The list of school districts not participating in the LEA Program may include some school districts providing services and billing under a consortium.
- NCI also demonstrated California mapping analyses depicting types and concentrations of LEA services provided throughout the state. Continued analyses will be conducted to further identify underutilized populations.

**California Department of Education (CDE) Update – AB 3632 Discussion**

- Renzo Bernales provided a brief update on the the AB 114 Transition Workgroup, which is tasked by CDE to help LEAs understand the impact of AB 3632 and to identify other potential funding sources.
- CDE is providing guidance on their website for potential providers (<http://www.cde.ca.gov/sp/se/ac/ab114twg.asp>) and questions may be submitted via email at [twg@cde.ca.gov](mailto:twg@cde.ca.gov).
- The AB 114 website contains LEA Program information to help provide a basic overview of the program.

**California Endowment Meeting**

- Laura Baynham presented information regarding the California Endowment meeting.
- The purpose was to convene representative co-chairs and state officials working on the LEA Billing Option and school-based administrative claiming programs to develop recommendations for improving the participation and effectiveness of the programs.
- Meeting participants included: co-chairs of the LEA Workgroup, Local Educational Consortium Committee, Local Governmental Agencies Consortium, and representation from SNFD, CDE, California School Health Centers Association and the lobbying firm of HR Dowden & Associates.
- A report is expected to be issued to raise issues and awareness of the school-based services programs.

**Next Meeting**

Wednesday, February 1, 2012 10:30am-3:00 pm at Natomas USD