

**LEA Medi-Cal Billing Option Program  
May 12, 2010 CRCS Webinar  
Frequently Asked Questions**

**CRCS Submissions and CRCS Acceptance/Rejection Information**

**Q1. Do you want both electronic Excel and PDF versions of the CRCS forms so that you have the signature on file?**

**A.** No, only e-mail the electronic Excel version of your LEACRCS file to DHCS and mail your two hard copies signed in blue ink. The hard copies signed will serve as the signature on file.

**Q2. Can we look somewhere online to ensure our FY 2006-07 and FY 2007-08 CRCS forms have been accepted error free?**

**A.** No, the Department of Health Care Services (DHCS) will send LEAs a rejection or acceptance notification letter via the contact e-mail address listed on the Certification sheet of their CRCS form. These letters will be e-mailed from the e-mail address: [lea@navigantconsulting.com](mailto:lea@navigantconsulting.com) after DHCS has completed their preliminary screening process on the CRCS forms. Please add this e-mail address to your e-mail address book or safe list to ensure your CRCS communications are received in your inbox and not sorted as junk mail or rejected by your system. If you still have concerns about whether or not your CRCS form has been received and/or accepted or rejected contact [lea@navigantconsulting.com](mailto:lea@navigantconsulting.com).

**Q3. How do we know that DHCS has received all of CRCS forms and what is the timeline for confirmation of receipt?**

**A.** LEAs should receive an e-mail from [dhsailea@dhcs.ca.gov](mailto:dhsailea@dhcs.ca.gov) confirming the receipt of your CRCS forms if you submitted your electronic Excel version of the CRCS form.

**Q4. What are the DHCS e-mail addresses we should add to our contacts in order to prevent CRCS communication from being filtered in the SPAM folder?**

**A.** To ensure proper e-mail delivery, add the following e-mail addresses to your address book or safe list:  
[lea@dhcs.ca.gov](mailto:lea@dhcs.ca.gov)  
[dhsailea@dhcs.ca.gov](mailto:dhsailea@dhcs.ca.gov)  
[lea@navigantconsulting.com](mailto:lea@navigantconsulting.com)

**Q5. We found a minor error that we need to correct on our CRCS, but have not received an acceptance or correction notice from DHCS. Should we wait and resubmit once DHCS has sent us a rejection letter or should we resubmit now?**

**A.** The CRCS rejection letters and acceptance letters were recently e-mailed. If you identified errors on your end, review the letter you received to determine if additional errors require your review and/or correction. If your CRCS contained errors noted on the CRCS rejection letter, correct all specified errors in addition to the identified errors on your end and resubmit your revised CRCS form. If your LEA received an acceptance letter, correct the minor errors your LEA identified and resubmit your revised CRCS form to [dhsailea@dhcs.ca.gov](mailto:dhsailea@dhcs.ca.gov).

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**Q6. What is the June 21st deadline and what will happen when it passes?**

**A.** June 21, 2010 is the final deadline for the FY 2006-07 and FY 2007-07 CRCS original submissions and/or resubmissions for LEAs who received rejection letters to correct their CRCS forms. If your LEA is unable to meet the final June 21, 2010 deadline for CRCS submission please contact DHCS at [lea@dhcs.ca.gov](mailto:lea@dhcs.ca.gov) to document any issues regarding completing your CRCS forms for FY 2006-07 and FY 2007-08.

**Q7. What is the timeline for the late and non-submission penalty withhold?**

**A.** The Department is pursuing the possibility of implementing a penalty for late or non-submission of CRCS forms for current FY 2006-07 and 2007-08 deadlines. Once a policy decision has been reached, we will inform LEA participants of our policy via e-mail, LEA website updates and program manual changes.

**CRCS Reconciliation**

**Q8. How will Audits and Investigations decide what type of audit review to perform?**

**A.** A&I will use a variety of screening tools in order to identify specific LEAs for the three levels of audit (field, limited and minimum). Your LEA should be prepared for the possibility of any of these audit levels and it is advised to keep thorough documentation of any calculations or assumptions you made in completing your CRCS forms (for example, compile a CRCS audit support binder with relevant practitioner costs, hours and units and reimbursement information).

**Q9. When will the 36-month clock for final reconciliation begin?**

**A.** The 36-month clock for final reconciliation begins when DHCS receives your original FY 2006-07 and 2007-08 CRCS submissions.

**Q10. When do we get the money the State owes us if we had a net underpayment on our CRCS?**

**A.** The process for payment or recoupment will begin as soon as A&I FAB completes the review of the CRCS submissions. However, since A&I- FAB has a 36 month clock to complete the audit process, LEAs may not receive any adjustments prior to the 36 month clock end date.

**Q11. Between the two reports my LEA submitted for FY 2006-07 and FY 2007-08, one reflected an overpayment and one reflected an underpayment. Will money be withheld from future payments for the overpayment before money received from the underpayment?**

**A.** Timing of the reconciliation of overpayments and underpayments will depend on the order of the LEA's CRCS reconciliation completed by A&I for each fiscal year. It is likely that due to the order of reconciliation, LEAs should not anticipate that one fiscal year CRCS reconciliation will offset the next fiscal year.

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**CRCS Resources**

**Q12. Where can LEAs get more information regarding Non-Capitalized Equipment expenditures?**

A. LEAs can find more information on Non-Capitalized Equipment in the Standardized Account Code Structure (SACS) available at <http://www.cde.ca.gov/fg/ac/ac/>. LEAs can also refer to the California School Accounting Manual, Procedure 330 for more detail (<http://www.cde.ca.gov/fg/ac/sa/>).

**Q13. Where can we find our National Provider Identifier (NPI) number if we do not know ours?**

A. For information regarding NPIs, reference the Medi-Cal NPI Overview on the DHCS website: <http://www.dhcs.ca.gov/provgovpart/Documents/ACLSS/LEA/NPIPresent.pdf>. You may also send an e-mail to DHCS at [lea@dhcs.ca.gov](mailto:lea@dhcs.ca.gov) requesting DHCS to research and identify your LEA's NPI.

**CRCS Reporting and Clarification on CRCS Worksheets**

**Q14. Can the LEA designate a third party to be the LEA contact on the Certification page?**

A. LEAs may choose a third party vendor as their CRCS primary point of contact to answer questions regarding the CRCS completion; however, LEAs are ultimately responsible and must sign and certify under penalty of perjury to the accuracy of the information reported on the CRCS. In addition, the LEA contact identified on the Certification page will be directly receiving the LEAs acceptance and/or rejection letters via e-mail and other future LEA Program communications from the Department of Health Care Services (DHCS).

**Q15. If my LEA employs multiple practitioners, but only a portion of them provides reimbursable LEA services, should I enter salaries and benefits for all practitioners or only the portion that provides LEA reimbursable services? Can these costs be allocated on a proportional basis?**

A. If your LEA can separate practitioners that do not bill for LEA services, you may exclude practitioner costs and associated hours from the CRCS. However, if your LEA cannot separate out the practitioners that do not bill for LEA services, you must ensure that both the practitioner costs and hours are included in the CRCS. The LEA's CRCS forms should not be impacted by practitioners that do not provide LEA services, since these practitioners won't have any corresponding LEA reimbursement. Essentially, the final overpayment/underpayment calculation is indirectly based on LEA practitioners that bill for LEA services.

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**Q16. Our district uses the claim reimbursement to pay for psychologist and counselor positions. Should these positions' costs be excluded from Worksheet A since they are federally funded?**

**A.** LEAs may use the LEA Medi-Cal Billing Option Program funds to hire and/or pay for practitioner total personnel costs. In contrast, if the LEA is receiving separate federal funding income/revenue from another federal funding source, the LEA should not include that portion of either number of FTEs or costs on the CRCS.

**Q17. What should my LEA do if they have no reportable costs due to practitioners being 100 percent federally funded?**

**A.** If your LEA did not submit costs on Worksheet A and/or B due to practitioners being 100 percent federally funded, you must identify each type of practitioner that is 100 percent federally funded in the message of the electronic CRCS submission e-mail to [dhsailea@dhcs.ca.gov](mailto:dhsailea@dhcs.ca.gov). This will be kept as documentation for A&I.

**Q18. Is the allocation methodology allowable beyond the first year of CRCS?**

**A.** Yes, your LEA may use the cost allocation methodology beyond the first year of the CRCS to separate "other costs" based on practitioner salaries and wages on Worksheet A-1/B-1 (except for Contractor Costs in Column E).

**Q19. We are unsure how to account for Non-Public School (NPS)/Non-Public Agency costs. The contracts don't always break out the costs for the health related services, any suggestions for accounting for it accurately?**

**A.** Districts may contract with Non-Public Schools (NPS) to provide both instruction and health services for students; however, it is the LEA's responsibility to collect sufficient detail from their contractors. In order to include contractor expenses and hours on the CRCS, the expenses and hours specific to Medi-Cal reimbursable health services must be identified and documented.

**Q20. If you include the federally funded FTE's hours but not their cost, wouldn't that dilute the associated reported practitioner costs?**

**A.** If your LEA includes non-federally funded FTE hours for a practitioner that is partially federally funded, your LEA should also include the associated non-federally funded portion of practitioner costs for the given practitioner. LEAs must exclude practitioner's salary/benefit expenditures that are 100 percent federally funded. If the practitioner's time is dedicated to the federal program from which they are funded, then the CRCS should not include the federal portion of the FTE. If the practitioner's time is not dedicated to the federal program from which they are funded, then the CRCS should include the federal portion of the FTE.

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**Q21. How do you identify Extended School Year (ESY) activity in your claim? Usually ESY is for a period beyond the regular School Year contract hours.**

**A.** LEAs are to report all total personnel costs and annual hours practitioners are required to work per year. The Annual Hours Required to Work per FTE (Worksheet A-3/B-3, Column B) is based on annual productive hours per FTE. If your LEA has practitioners rendering services during summer school or is on an extended school year, that time should be included in Column B.

**Q22. Licensed Marriage and Family Therapists, Counselors and Psychologists can do social work. How do we show this cost if we received payment in both areas of psychology and social work?**

**A.** Worksheets A-4 and B-4 collect the units and interim reimbursement that an LEA received by specific procedure code and modifier combinations that are aggregated by practitioner type. The practitioner type "Counselors" should include your costs and reimbursement for credentialed school counselors and licensed marriage and family therapists. The practitioner type "Psychologists" should include your costs and reimbursement for licensed psychologists, licensed educational psychologists, and credentialed school psychologists.

**Correcting Erroneous Claims**

**Q23. Some LEAs have identified a discrepancy in the Interim Reimbursement and Units of Service Report for a particular practitioner type. If your LEA does not have personnel expenses for this type of practitioner, how should you indicate this discrepancy when completing the CRCS?**

**A.** Do not include any erroneous claim units and reimbursement figures on your CRCS forms. CRCS figures on Worksheet A-4 and/or B-4 should only indicate units and reimbursements that are valid based on established LEA Program requirements. The costs for the original service can be included in the cost portion of the CRCS, regardless of reimbursement. Your LEA must include a written explanation of the erroneous units and reimbursement figures with your CRCS form. For electronic Excel versions submitted, provide the explanation in the body of the e-mail used to send your CRCS form and as an attachment to your mailed hard copy forms to DHCS. Your LEA should also submit a Claims Inquiry Form (CIF) to void the erroneously billed claims for the practitioner type that you do is not employed or contracted. If the claim is within two years of the month of service, you may submit a new claim with the appropriate practitioner modifiers, if applicable, using the new Remittance Advice Detail (RAD) Claim Control Number (CCN). If the service date is beyond two years from the month of service, your LEA will not be able to resubmit the claim for payment.

**Q24. Why does my LEA have two years to submit a CIF, wouldn't the claim deny as being older than one year from the date of service?**

**A.** Due to initial claims processing issues, DHCS has granted LEAs an extra 12-month period to void original incorrect claims submitted and erroneously paid and re-submit the claims appropriately using the voided RAD CCN.

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**Future FY 2008-09 CRCS Submission**

**Q25. When is the FY 2008-09 CRCS report due?**

**A.** The FY 2008-09 CRCS report will be due on November 30, 2010. LEAs should be currently collecting practitioner costs and hours information for FY 2008-09.

**Q26. How will the FMAP work for FY 2008-09 with the 50 percent and increased FMAP rate?**

**A.** DHCS is in process of determining the best method to account for the 50 percent and increased FMAP rates for FY 2008-09 paid claims in the CRCS. If necessary, any new or additional instructions will be posted with the FY 2008-09 CRCS forms. Please ensure that you are signed up for the LEA Program website e-mail subscription service so that you will be alerted as soon as the new CRCS instructions and forms are posted.

**Q27. Are the FY 2008-09 CRCS forms posted on the LEA Program website yet?**

**A.** The FY 2008-09 CRCS forms have not been posted on the LEA Program website. Minor revisions will be made for the FY 2008-09 CRCS forms, including adjustments due to the dual FMAP percentage for claims paid at 50 percent and 61.59 percent in FY 2008-09. Please ensure that you are signed up for the LEA Program website e-mail subscription service so that you will be alerted as soon as they are posted.

**Q28. When can we expect the Interim Reimbursement and Units of Service Reports for FY 2008-09?**

**A.** The FY 2008-09 Interim Reimbursement and Units of Service Reports will be generated sometime after the 12-month claim submission period ends on June 30, 2010. LEA providers should expect to receive their reports by Fall of 2010 to assist LEAs in completing Worksheets A-4 and/or B-4.