

Cost and Reimbursement Reconciliation Schedule (CRCS) Submission Guide

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Department of Health Care Services (DHCS)

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Introduction

- Goals of Webinar
 - Provide LEA Billing Option Program participants with training on proper CRCS submission
 - Identify common problems with completing the CRCS forms

- Background
 - Majority of CRCS forms submitted to DHCS have been returned for correction due to various errors

Agenda

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- What is the CRCS?
- How to Submit CRCS Forms
- Common Errors on CRCS Forms
- Problem Solving
- Penalty for Non-timely Submission of CRCS
- Questions and Answers (Q&A) at the end

What is the CRCS?

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- Captures and calculates the difference between costs incurred for providing services and interim Medi-Cal reimbursement received during the fiscal year
- Federally required annual reconciliation of LEA costs to reimbursements
- Continued enrollment in the LEA Program is contingent upon CRCS submission

How to Submit CRCS Documents: Hard Copy

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- LEAs must submit two (2) hard copies of each fiscal year CRCS form:
 - Original CRCS with Certification page signed in blue ink with all worksheets
 - Copy of original with all worksheets

- CRCS documents should be mailed to:
 - Department of Health Care Services
Medi-Cal Benefits Branch
MS4603, P.O. Box 997436
Sacramento, CA 95899-7436

How to Submit CRCS Documents: Electronic Copy

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- LEAs must submit electronic CRCS forms in an EXCEL file to:
 - dhsailea@dhcs.ca.gov

- CRCS Excel file naming convention must include:
 - Revision Date (Year.Month.Day)
 - CRCS Fiscal Year
 - Provider Name
 - 2010.03.01.FY0607.SACRAMENTO.CRCS.XLS

- CRCS resubmissions
 - Excel file name must include all of the above information, and the word “RESUB”
 - 2010.03.01.RESUB.FY0607.SACRAMENTO.CRCS.XLS

Common Errors on CRCS

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- Submitted Excel CRCS forms will be imported through an intake program to check for general completeness and accuracy.
- LEAs with errors or incomplete information will have a notification letter emailed to the contact on their CRCS Certification form.
- Notification letters will identify any of the following errors that may be applicable to the specific LEA

Common Errors on CRCS

CRCS Form

- LEA submitted a superseded version of the CRCS form or invalid CRCS form. Please download and submit the current Excel form (version date 6/09).

Certification Page

- Missing LEA identification information.
- Missing or invalid National Provider Identifier (NPI).
 - e.g., "1234567890" and not "NPI 1234567890"
- Missing or invalid legacy provider number.
 - e.g., "SS1234567" not "1234567" or "SS-1234567" or "prov num 1234567"
- Missing Fiscal Year for which you are reporting on Certification page.

Common Errors on CRCs

Worksheets A /B

- Missing or invalid Indirect Cost Rate.
- Your LEA entered a non-numeric value for Salary and/or Benefits Costs.
- Missing Total Personnel Costs for practitioners with reported interim Medi-Cal units and reimbursement.
- Missing Salary, Benefit or Other Costs for non-contracted practitioners with reported Total Hours Required to Work.

Worksheets A-1 /B-1

- Your LEA entered a negative value for Other Costs.
- Missing Contractor Costs for practitioners with reported Total Contractor Hours Paid and/or Average Contract Rate Per Hour.

Common Errors on CRCs

Worksheets A-2 /B-2 and A-3/B-3

- Missing contractor Total Hours Paid for practitioners with reported Contractor Costs.
- Missing Total Hours Worked for practitioners with reported interim Medi-Cal units and reimbursement.
- Missing Total Hours Required to Work for practitioners with reported Salary costs.
- Missing Total Hours Required to Work for practitioners with reported FTE information.

Problem Solving:

Interim Reimbursement and Units of Service Report

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- Includes LEA services by practitioner
 - Verify reasonableness between LEA internal accounting system and the report
 - Accurately input reimbursement and units of service information for each procedure code and modifier combination onto Worksheet A-4 and B-4

- To request a duplicate electronic copy (originally mailed in September 2009), email DHCS at:
 - LEA@dhcs.ca.gov

Problem Solving:

CRCS Resources

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- Additional CRCS information can be found online at:
[http://www.dhcs.ca.gov/provgovpart/Pages/LEACRCS
Training.aspx](http://www.dhcs.ca.gov/provgovpart/Pages/LEACRCSTraining.aspx)
- Step-by-step instructions
- CRCS Information Sheet
- CRCS Forms
- Sample Completed CRCS Form
- Instructions for Worksheets A-4/B-4
- Sample Interim Reimbursement and Units Report
- Previous training materials
- CRCS training DVD information
- CRCS FAQs

Problem Solving

Specific Questions

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- Need Technical Assistance?
 - Steve Perez
 - Steve.perez@dhcs.ca.gov
 - James “Rob” Williams
 - James.williams2@dhcs.ca.gov
 - A&I email
 - dhsailea@dhcs.ca.gov

Questions?

Q & A