

Operational Plan Checklist

The following list is provided as a guide to determine what to include in the audit file when claiming for Medi-Cal Administrative Activities (MAA). The list is general and is not intended to be all - inclusive.

Training Materials:	
	Copies of coordinator training materials indicating dates, locations, trainers, and attendance lists.
	Copies of all time survey trainings, dates, locations, trainers, and original attendance lists.
Time Survey Materials:	
	Original time survey logs signed by the employee and the employee's supervisor.
	Copies of time cards or other methods of validation staff attendance for the time study period of each staff member participating in the time survey.
	Copies of the computations that calculated the allowable administrative time.
The Claiming Unit Functions Grid	
Duty Statements/Position Descriptions:	
	Duty Statements/Position Descriptions for staff performing MAA.
Invoice Documents:	
	MAA Summary Invoice
	Invoice Variance Form
	Activities and Medi-Cal Percentages Worksheet – Tape match
	Copy of the Indirect Cost Rate from the CDE website
	Time Survey Summary Report
	Direct Charges Worksheet
	Payroll Data Collection Worksheet
	Payroll Data Collection & Other Summary Sheet (maintain actual staff ledger reports for audit purposes)
	Costs and Revenues Worksheet
	Averaging Worksheet
	Supporting Documentation
	Claiming Unit Functions Grid
	Checklist for Preparing the MAA Detail Invoice
	Checklist for preparing the MAA Summary Invoice
Contracts:	
	The Contract between the Department of Health Care Services (DHCS) and the LEC or LGA.
	Contracts or sub-contracts between any LEA/LEC/LGA participating in MAA.
	Contracts or Memorandums of Understanding (MOUs) between LEA an provider organization (County Office of Education, private organization, etc.)
	The contract with the Host Entity (if applicable), or DHCS.
	Time Surveys (as above) if contractors are time surveying.
Organization Charts/Directory:	
	Charts that show the supervision responsibility of staff involved in MAA claiming down to the level of clerical staff whose costs are included in the invoice.
Resource Directories:	
	Copies of documents used to promote Medi-Cal that directly relate to surveyed time for such activities. Should include flyers, announcements and other materials pertaining to Medi-Cal. Provide a statement that gives the locations where these materials will be maintained for future DHCS and CMS review.