### 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.

<table>
<thead>
<tr>
<th>Training Materials:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies of coordinator training materials indicating dates, locations, trainers, and attendance lists.</td>
<td></td>
</tr>
<tr>
<td>Copies of all time survey trainings, dates, locations, trainers, and original attendance lists.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Survey Materials:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Original time survey logs signed by the employee and the employee’s supervisor.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Copies of the computations that calculated the allowable administrative time.</td>
<td></td>
</tr>
</tbody>
</table>

**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 and 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.