State of California—Health and Human Services Agency
Department of Health Care Services

TOBY DOUGLAS
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

PPL 13-002

DATE: November 21, 2013

TO: GROUND EMERGENCY MEDICAL TRANSPORTATION SUPPLEMENTAL REIMBURSEMENT PROGRAM - PUBLIC PARTICIPANTS

SUBJECT: ALIGNING PROVIDER'S FINANCIAL FISCAL YEAR WITH THE STATE FISCAL YEAR FOR COST REPORTING REQUIREMENTS

The purpose of this Policy and Procedure Letter (PPL) is to provide guidance[1] on the reporting requirements in Welfare and Institutions Code section 14105.94, subdivision (e). Eligible public providers participating in the Ground Emergency Medical Transporation (GEMT) supplemental reimbursement program (Providers) shall align their financial data to the State of California's fiscal year (SFY) calendar of July 1-June 30th pursuant to the guidelines in this PPL.

The Department of Health Care Services acknowledges there are some Provider's that have fiscal years (PFY) with different beginning and ending dates compared to the SFY calendar. Providers may use the following general guidelines to complete required GEMT cost reports with data in alignment with the SFY calendar:

- Financial records used to complete GEMT cost reports can include but are not limited to financial statements, general ledgers, and/or revenue and expense ledgers.

[1] This Policy and Procedure Letter is published under the authority specified in Welfare and Institutions Code section 14105.94, subdivision (h), which provides:

> Notwithstanding Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code, the department may implement and administer this section by means of provider bulletins, or similar instructions, without taking regulatory action.

This Policy and Procedure Letter governs should there be a conflict between this Policy and Procedure Letter and any previous Department published Policy and Procedure Letters or regulations relating to Welfare and Institutions Code section 14105.94.

- The financial data reported on the cost report should represent the fiscal period of the cost report period. If the PFY differs from the SFY, two sets of financial data will be used to capture the applicable months that coincide with the reporting period.

- Financial data will be reviewed during the audit period to ensure accuracy; totals reported on your cost report must tie back to your financial records.

EXAMPLE

ABC Fire District runs on a fiscal period of October 1st thru September 30th. When completing the cost report for SFY July 1- June 30, ABC Fire District will utilize their audited financial data from July 1- September 30 of one PFY, as well as October 1- June 30 of the next PFY to complete the cost report.

If ABC Fire District does not have audited year-end documents available by the cost report deadline, they can use their monthly financial data for the reporting period.

For guidance specific to your situation, or if you have any questions regarding this PPL, please contact us at GEMT@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY STACY FOX

Stacy Fox, Chief
Medi-Cal Supplemental Payments Section