Local Educational Agency Medi-Cal Billing Option Program (LEA BOP)
Status Update Summary
October 18, 2023

Audit Updates:

1) **Cost Report Tracking Section (CRTS)**
   - Complete cost report packages and State Fiscal Year (SFY) 2022-2023 extension requests must be submitted to LEA.CRCS.Submission@dhcs.ca.gov.
     - Each Cost and Reimbursement Comparison Schedule (CRCS) submission must be submitted in one e-mail with all required attachments.
     - All LEAs must submit the entire CRCS package which includes a signed and dated Portable Document Format (PDF) Certification, an Excel CRCS with completed Time Survey Participant (TSP) List, and a copy of the Bridging Document and Production Log.
   - Requirements for extension requests
     - Must be submitted prior to the cost report due date.
     - E-mail must include the LEA name, National Provider Identifier (NPI) number, reason for an extension, and your anticipated submission date.
   - Document requests such as for copies of an audit report or the Certification of Zero Reimbursement may be submitted to LEA.CRCS.Questions@dhcs.ca.gov.
   - Common CRCS rejection points:
     - Incorrect Forms or reported SFY – Please use the most current forms for the correct SFY provided on the Department of Health Care Services (DHCS) website.
     - Incomplete Excel CRCS – all worksheets must be filled out and should not contain any formulaic Excel errors such as #VALUE!, #NAME?, #REF!, etc.
     - Discrepancy in reported Total Over/Underpayment – the reported Total Over/Underpayment must agree between the PDF Certification and Excel CRCS.
     - Incorrect LEA information reported on submission e-mail or files – Ensure the correct NPI is reported for the LEA.
     - Incomplete Certification – all fields must be completed as follows:
       - PDF Certification Form (LEA Provider Name, Contact Name, State Fiscal Year, NPI, E-mail Address, Summary of Over/Underpayment, Name, Title, Signature, and Date)
       - The PDF Certification Form must be electronically signed.

- Excel CRCS Certification tab (Summary of Over/Underpayment; Name; Title; LEA BOP Billing Consortium information, if applicable; LEA Provider Name; NPI; and Fiscal Year)
    - Incorrect naming convention on submission e-mail and files – Correct naming convention is StateFiscalYear.NPI.LEAName.SubmissionDate.CRCS. For example, the CRCS for SFY 2022-23 should be named: SFY2023.1234567890.SampleSchoolDistrict.3.1.2023.CRCS.XLS (or .PDF)
    - Incomplete cost report package – all required documents as noted in the CRCS Instructions and Information must be submitted/resubmitted in one e-mail.
- Tips for a successful and acceptable cost report submission:
    - Use the LEA BOP website as a reference. It has helpful information such as the Annual Reimbursement Report, cost report submission requirements in the CRCS Instructions and Information, trainings, and program contact. information for the Local Governmental Financing Division (LEA BOP) and Audits and Investigations (A&I).
    - If you have a vendor that prepares your cost report, please work with your vendor to complete the submission.
    - If your cost report submission was rejected, you will receive an e-mail from A&I. Please resubmit within two weeks.
    - If you have any questions or concerns regarding your submission, please e-mail LEA.CRCS.Submission@dhcs.ca.gov. We appreciate and encourage communication with the LEAs.

2) Special Programs Section
- Questions specific to your LEA's audit can be directed to: **LEAAuditQuestions@dhcs.ca.gov**
- SPS Staff Update
    - Martin Alvarez has retired.
    - Shalini Johal is the current acting manager, Health Program Audit Manager I.

Local Governmental Financing/School Based Claims
1501 Capitol Avenue PO Box 997436 | MS 2628
Sacramento, CA 95899-7436
http://www.dhcs.ca.gov/

State of California
Gavin Newsom, Governor

California Health and Human Services Agency

Fiscal Intermediary Updates:

3) Public Health Emergency (PHE) Federal Medical Assistance Percentage (FMAP) Rate Update
- There is one more quarterly decrease to the PHE FMAP (6.2% increase) in Calendar Year 2023:
  - October 1 through December 31, 2023   51.5%
  - January 1, 2024, onward   50.0%

4) Health Education and Anticipatory Guidance
- DHCS has added new CPT codes that will allow for additional minutes of service for Health Education and Anticipatory Guidance, a service that is currently authorized in LEA BOP for only up to 15 minutes of service under CPT code 99401.
  - 99402 approximately 30 minutes
  - 99403 approximately 45 minutes
  - 99404 approximately 60 minutes
- The effective date of this policy update was July 1, 2023.
  The addition of the new CPT codes was implemented in the claims processing system on September 25, 2023.
- This change was required to be in compliance with Medi-Cal policy and Centers for Medicare & Medicaid Services (CMS) Medicare National Correct Coding Initiative (NCCI) edits, which noted that billing more than 15 minutes should be done with these codes instead of multiple minutes of the 15-minute code.

Program Updates

5) Compliance Documents
- Providers who do not submit compliance documents may be put on a reimbursement withhold and/or terminated from the LEA BOP. LEAs must submit required documents to:
  - LEA.AnnualReport@dhcs.ca.gov (Provider Participation Agreement, Annual Report, Data Use Agreement)
  - LEA.CRCS.Submission@dhcs.ca.gov (Cost and Reimbursement Comparison Schedule)
- SFY 2023-24 Annual Report
  - All LEAs must submit an Annual Report.
  - Due by Wednesday, November 30, 2023

Local Governmental Financing/School Based Claims
1501 Capitol Avenue PO Box 997436 | MS 2628
Sacramento, CA 95899-7436
http://www.dhcs.ca.gov/

State of California
Gavin Newsom, Governor

California Health and Human Services Agency

o   Must be submitted electronically (with digital signature) to: [LEA.AnnualReport@dhcs.ca.gov.](mailto:LEA.AnnualReport@dhcs.ca.gov)

6) LEA BOP Provider Manual Updates

- LEA BOP aims to consolidate Policy and Procedure Letter (PPLs) information into a single accessible resource.
- As PPLs are incorporated into the provider manual, eblasts will announce that the PPLs have been archived.
- This process will take several months.

7) LEA BOP E-blasts

- July 2023
  - 19   DHCS-LEA BOP Training Resources
  - 19   DHCS: Vaccines for Children in LEA BOP SurveyMonkey
  - 26   DHCS-LEA BOP July 2023 Stakeholder Meeting Reminder
- August 2023
  - 7   Medi-Cal Provider Portal
  - 9   DHCS-Cancelled-August Random Moment Time Survey (RMTS) and School-Based Medi-Cal Administrative Activity (SMAA) Call
  - 30   DHCS-LEA BOP Upcoming Webinar-Supporting Student Mental Health Through the LEA BOP
- September 2023
  - 6   DHCS-Medi-Cal Eligibility Ratio (MER) Guidance to COEs
  - 7   DHCS-LEA BOP MER Training for SFY 2023-24
  - 11   DHCS-PPL 23-004R Notification of the Alternative Format Plan Extended Due Date
  - 11   DHCS: Educationally Related Mental Health Services/Educationally Related Intensive Counseling Services Update
  - 15   DHCS: LEA BOP October Stakeholder Meeting-Date Change and Agenda Items Request
  - 27   DHCS-LEA BOP MER Calculation Guidance
- October 2023
  - 2   DHCS-Upcoming LEA BOP Webinar for Time Survey Participant List
  - 3   DHCS-LEA BOP California Basic Educational Data System (CBEDS) Census Day
  - 4   DHCS-LEA BOP CBEDS Census Day Today *ACTION REQUIRED*

Local Governmental Financing/School Based Claims
1501 Capitol Avenue PO Box 997436 | MS 2628
Sacramento, CA 95899-7436
http://www.dhcs.ca.gov/

State of California
Gavin Newsom, Governor

California Health and Human Services Agency

4   DHCS-LEA BOP CBEDS Census Day Today *ACTION REQUIRED* Addendum

12   DHCS-LEA BOP Consent to Receive SFY 2021-22 Audit Reports Electronically

12   DHCS-Correction: LEA BOP Consent to Receive SFY 2021-22 Audit Reports Electronically

17   DHCS-LEA BOP Newsletter

8) LEA BOP Technical Assistance

- DHCS provided:
  - Six Technical Assistance visits since the July LEA BOP Quarterly Stakeholder Meeting.
  - "Supporting Student Mental Health Through the LEA Medi-Cal Billing Option Program" Workshop on September 28, 2023.
  - LEA BOP MER Training for SFY 2023-24 CRCS on September 14, 2023.
  - Significant continued outreach to LEAs that still have unfiled CRCS documents.

- If you are interested in receiving personalized technical assistance, please submit a TA Request form to LEA@dhcs.ca.gov.

Local Governmental Financing/School Based Claims
1501 Capitol Avenue PO Box 997436 | MS 2628
Sacramento, CA 95899-7436
http://www.dhcs.ca.gov/

State of California
Gavin Newsom, Governor

California Health and Human Services Agency