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



GAVIN NEWSOM
GOVERNOR

Date: June 9, 2020

PPL No. 20-019

To: Local Governmental Agency (LGA) and Local Educational Consortium (LEC) Coordinators for the County-Based and Tribal Medi-Cal Administrative Activities (CMAA/TMAA) and School-Based Medi-Cal Administrative Activities (SMAA) Programs

SUBJECT: Guidance Regarding Electronic Submission of Invoices during the COVID-19 State of Emergency

This Policy and Procedure Letter (PPL) provides guidance to LGA/LEC Coordinators regarding a temporary and voluntary alternative process for electronic submission of invoices during the state of emergency due to the outbreak of the novel coronavirus known as COVID-19 (State of Emergency).

Effective as of the date of this PPL, the Department of Health Care Services (DHCS) will temporarily allow authorized LGA/LEC Coordinators to submit invoices electronically using their email signature blocks in lieu of the requirement for wet signatures.

Current Process

LGA/LEC Coordinators are required to review and sign (in blue ink) hard copy invoices and ensure that their invoices are compliant with program rules and regulations. The LGA/LEC Coordinators then mail the invoices to DHCS for payment.

New Temporary and Voluntary Alternative Process

LGA/LEC Coordinators who elect to utilize the electronic submission process must complete the DHCS provided Certification Email Template that is applicable to the program and email the Certification to DHCS along with color electronic copies of their invoices. By completing the Certification, LGA/LEC Coordinators certify that the electronically submitted invoices meet all applicable federal/state codes, laws, and regulations, and the Certification will substitute the requirement for a wet signature for invoice submission.

The Certification Email must include all of the following:

- Invoice Submission Memo (Excel document listing the invoices submitted)
- Color electronic copies of the invoices
- The signature block of the authorized LGA/LEC Coordinator certifying that the invoice submission meets all applicable federal/state codes, laws, and regulations

LGA/LEC Coordinators who submit electronic copies of their invoices must still submit the physical invoice(s) with wet signature to DHCS via mail within 60 days after the State of Emergency has been terminated. The LGA/LEC Coordinators must state “Previously Submitted Electronically” on the “Invoice Number” line of the Invoice Summary Page. This will allow DHCS to distinguish between an invoice that was previously submitted electronically and paid from a new invoice that needs to be processed for payment.

Upon receipt of the LGA/LEC Coordinator’s Certification Email, including all required elements, DHCS will confirm receipt via email to the LGA/LEC Coordinator and log and track the invoices to ensure they are being processed timely. There is no change to DHCS Accounting’s current invoice payment process. The LGA/LEC will continue to receive checks with the invoice number listed on an accompanying remittance advice (RA) invoice. The RA will allow the LGA/LEC Coordinator to reconcile the payments against their Invoice Submission Memo to confirm payment.

LGA/LEC Coordinators who are unable or elect not to submit invoices electronically must continue to submit physical copies of invoices via mail as per the regular invoice submission process in order to receive reimbursement. LGA/LEC Coordinators must notify their DHCS program analyst via email when they submit physical invoices to DHCS. The email must include the Invoice Submission Memo listing the invoice numbers and the total number of invoices submitted by mail. This acts as a safeguard allowing DHCS and the LGA/LEC Coordinators to track and monitor submitted invoices.

The following templates will be provided via email to all LGA/LEC Coordinators at the release of this PPL and upon request from the applicable program:

- Certification Email Template
- Invoice Submission Memo

Termination of the State of Emergency

This PPL will cease to be in effect upon the termination of the State of Emergency. DHCS will notify all LGAs/LECs when the State of Emergency has ended. Once notified, LGAs/LECs must immediately resume submitting physical invoices with wet signatures via regular mail.

For questions regarding the CMAA/TMAA programs, please contact CMAA/TMAA staff at cmaa@dhcs.ca.gov.

For questions regarding the SMAA program, please contact SMAA staff at smaa@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY

Jillian Mongetta, Chief
Medi-Cal Claims and Services Branch
Local Governmental Financing Division