



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



GAVIN NEWSOM
GOVERNOR

Date: November 3, 2020

PPL No. 20-048

To: Local Governmental Agency (LGA) Coordinators for the County-Based
Medi-Cal Administrative Activities (CMAA) Program

**SUBJECT: Revised Skilled Professional Medical Personnel (SPMP)
Questionnaire**

This Policy and Procedure Letter (PPL) notifies LGAs that the Department of Health Care Services (DHCS) has revised the SPMP questionnaire. The revised SPMP questionnaire, dated November 3, 2020, supersedes all prior SPMP questionnaires and must be used by all SPMPs participating in the CMAA program. This policy is effective upon the release of this PPL.

Background

Pursuant to 42 Code of Federal Regulations part 432.2, SPMPs are defined as physicians, dentists, nurses, and other specialized personnel who have professional education and training in the field of medical care or appropriate medical practice. A participant qualifies as an SPMP if they are a public agency employee, have completed a two-year or longer program leading to an academic degree or certification in a medically related profession, and perform duties and responsibilities requiring professional medical knowledge and skills. (See, 42 C.F.R. § 432.50. See also, CMAA Operational Plan.)

Per the CMAA Operational Plan, the SPMP questionnaire is specific to each qualified SPMP that is designated to perform CMAA within a claiming unit. The questionnaire is designed to validate an LGA staff member's SPMP status prior to the quarter he or she intends to begin performing CMAA. LGAs employing SPMPs that perform CMAA must complete an SPMP questionnaire once for each participating SPMP and file it in their audit binder as support for CMAA claims.

SPMP Questionnaire Changes

The SPMP Questionnaire was revised to provide clarity regarding who qualifies for a SPMP designation. The changes to the SPMP questionnaire are listed below:

- A box was added to the form to request a description of duties and listing of specific examples of how the SPMP uses their medical knowledge to perform CMAA for the claiming unit.
- The word “heal-related” was revised to “health-related.”
- The requirement of attaching a resume and/or Curriculum Vitae was removed.
- Question number nine “Is your direct supervisor a designated SPMP?” was removed.
- “Employee Name” was revised to “Name of Employee.”
- “Claimant/Employee Supervisor’s Section” was revised to “Supervisor and LGA Coordinator’s Section.”
- “Supervisor’s recommendations” was revised to “LGA Coordinator’s recommendations.”
- “Signature of Supervisor” was revised to “Signature of LGA Coordinator.”
- “Medi-Cal Administrative Program Manager’s Section” was revised to “CMAA Program Staff Section.”
- “Signature of Medi-Cal Administrative Program Manager” was revised to “Signature of CMAA Program Staff.”

LGA Coordinator Responsibility

The LGA Coordinator is responsible for ensuring that all claiming units utilize the most current SPMP questionnaire when claiming for SPMPs.

By January 29, 2021, all LGAs in the CMAA program must complete the revised SPMP questionnaire dated November 3, 2020. If an LGA submits an outdated questionnaire after January 29, 2021, DHCS will not accept the form and the claiming unit may run the risk of a disallowance of claims related to the applicable SPMP(s).

SPMP Questionnaires will be reviewed at DHCS’s request during Site/Desk Reviews, and when LGAs add a new claiming unit to the CMAA program. Should an SPMP’s duties change, a new SPMP Questionnaire must be completed and added to the audit binder with the previously completed SPMP Questionnaire.

DHCS will email LGAs the revised SPMP Questionnaire. Thereafter, the revised SPMP Questionnaire will be available via email and on the CMAA PPL webpage. For further assistance regarding this PPL, please contact DHCS at cmaa@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY DAMITRA HAWKINS

Damitra Hawkins, Chief
County and Tribal-Based Medi-Cal Administrative Activities Unit
Local Governmental Financing Division

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Enclosure:

SPMP Questionnaire