



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



GAVIN NEWSOM
GOVERNOR

Date: August 12, 2020

PPL No. 20-037

To: Local Educational Agency (LEA),
Local Educational Consortia (LEC),
Local Governmental Agency (LGA),
Coordinators for the LEA Medi-Cal Billing Option Program (LEA BOP)

Subject: NOTIFICATION OF NEW ENROLLMENT PERIOD FOR THE LEA MEDI-
CAL BILLING OPTIONAL PROGRAM (LEA BOP)

This Policy and Procedure Letter (PPL) notifies LEAs interested in participating in the LEA BOP that the new quarterly enrollment process will begin on January 1, 2021. LEAs are required to submit all compliance documents to the Department of Health Care Services (DHCS) prior to the quarter for the participating state fiscal year (SFY) of enrollment. This policy is effective as of July 1, 2020.

For new LEAs interested in learning more about the LEA BOP program, the [LEA BOP website](#) contains additional information and an Onboarding Handbook, designed to assist new LEAs and/or new LEA staff with administering the LEA Medi-Cal Billing Option Program.

LEAs interested in participating in the LEA BOP must complete and/or submit the following as part of the enrollment process:

- 1) Establish a National Provider Identifier (NPI) number from NPPES NPI Registry
- 2) Complete Medi-Cal Provider Enrollment Information Sheet and Annual Report
- 3) Execute a signed Provider Participation Agreement (PPA)
- 4) Execute a signed contract with the LEA's respective Local Educational Consortium (LEC) or Local Governmental Agency (LGA) regarding the administration of the Random Moment Time Survey (RMTS)
- 5) Enroll as a Medi-Cal provider through the Provider Enrollment Division (PED)
- 6) Enroll health service practitioners as Ordering Referring and Prescribing (ORP) providers through PED, when required
- 7) Execute the Data Use Agreement (DUA)
- 8) Establish a MOVEit account to order and receive tape match data to determine student Medi-Cal eligibility
- 9) Complete the Time Survey Participant (TSP) List Certification required for RMTS
- 10) Complete the Targeted Case Management (TCM) Certification Statement (required if the enrolling LEA will bill for TCM through the LEA BOP)

11) Complete the Model 2 Certification Form (for practitioners who contract out all service practitioners)

New onboarding LEAs must submit all applicable compliance documents and ensure agreements are executed **prior** to the beginning of the RMTS quarter during the participating SFY. Effective SFY 2020-21, the LEA BOP will enroll LEAs on a quarterly basis, with an effective start date the quarter after the LEA submits all required and executed documents. Due to the start of the RTMS process for the LEA BOP, new LEAs will not be able to enroll until January 1, 2021. In order to be eligible to enroll and bill in the LEA Program on January 1, 2021, all required documents (cited above) must be submitted to DHCS no later than November 15, 2020.

Any LEAs that have a PPA in place but do not have a signed contract with their respective LEC/LGA will not be allowed to submit claims to the fiscal intermediary. Any reimbursements received in such cases will be disallowed and recouped by DHCS.

Once enrolled, new LEAs must also prepare to submit the Cost and Reimbursement Comparison Schedule (CRCS), which is due after the LEA's first full year of participation in the LEA BOP. The CRCS is due by March 1 after the close of the preceding SFY. The purpose of the CRCS is to cost settle interim payments that were received during the preceding SFY against the LEA's allowable Medi-Cal costs.

New LEAs are encouraged to participate in all scheduled trainings, the bi-monthly LEA Advisory Workgroup meetings, and to seek technical assistance or program information from DHCS regarding the proper administration of the LEA BOP. New LEAs are also encouraged to review the LEA BOP Provider Manual, which contains details on LEA covered services, practitioner requirements, documentation requirements, claims processing procedures, and other relevant LEA BOP topics. New LEAs must sign up for the [LEA BOP email subscription service](#). DHCS utilizes the email subscription service to send the latest LEA BOP information and website updates.

If you have questions concerning this PPL, please contact the LEA Medi-Cal Billing Option Program by e-mail at LEA@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY RICK RECORD

Rick Record, Chief
Local Educational Agency Medi-Cal Billing Option Program