



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



GAVIN NEWSOM
GOVERNOR

DATE: October 28, 2021 PPL No.: 21-033

TO: Local Educational Consortia (LEC),
Local Governmental Agency (LGA), and
Local Educational Agency (LEA) Coordinators for the
School-Based Medi-Cal Administrative Activities (SMAA) Program

SUBJECT: Electronic Invoice Submission and the use of a Secure File Transfer
Protocol (SFTP)

PURPOSE: This Policy and Procedure Letter (PPL) supersedes PPL 20-019 and
provides guidance to LEC, LGA, and LEA Coordinators concerning the
new electronic invoice submission process and implementation of an
SFTP website for SMAA. This PPL will be effective for state fiscal year
(SFY) 2020-21 Quarter 2 invoices.

REFERENCE: PPL 20-019

BACKGROUND:

As a direct result of the COVID-19 public health emergency, the Department of Health Care Services (DHCS) issued PPL 20-019, which allowed LEC and LGA Coordinators (coordinators) to submit unsigned invoices using a signature block in place of a wet signature. Coordinators who elected to submit unsigned invoices were responsible for completing a Certification Email, certifying that the unsigned invoices met all applicable federal and state laws and regulations. Alternatively, coordinators could submit invoices with wet signatures via mail or by scanned attachment to an email.

In addition, DHCS has been accepting Portable Document Format (PDF) invoice submissions via the [SFTP website](#). Acceptable PDF forms include only the following:

- A file created by exporting and converting the SMAA invoice excel template into a PDF.
- A file created by compiling scanned images of the physical invoice into a PDF.

DHCS will continue to accept hard-copy scanned invoices with wet signatures through SFY 2020-21 Quarter 1 invoices. A hard copy of an invoice scan with a wet signature must be submitted to DHCS via mail using the following mailing address:

Local Governmental Financing Division
1501 Capitol Avenue, MS 2628, P.O. Box 997436
Sacramento, CA, 95899-7436

POLICY:

Beginning with SFY 2020-21 Quarter 2 invoices, due March 31, 2022, scanned invoices will no longer be accepted; DHCS will only accept electronically-signed invoices. LEC/LGA Coordinators must submit electronically-signed invoices through DHCS' [SFTP website](#) . The electronic signatures can be gathered using any tool available to the LECs, LGAs, and LEAs (Adobe, DocuSign, etc.). Only PDF files created by exporting and converting the SMAA invoice excel template will be accepted. LECs, LGAs, and LEAs must retain the electronically-signed invoices in their audit files for future desk reviews or site visits.

The following procedure must be followed when submitting invoices to DHCS:

- Have the following signature pages of the invoice signed electronically:
 - Summary Invoice Page
 - Tab 6
 - Tab 7
 - Funding Source Change Form – Attachment A (when applicable)
- If the electronic signature comes with a certification or summary (i.e. DocuSign), include the documentation in the invoice packet.
- Electronically submit the following documents to DHCS for each invoice to be considered complete :
 - Tab 8/9 - LEC/LGA RMTS Summary Invoice page
 - Tab 1 - Total moment Calculation
 - Tab 2 - Activities & M-C% P1 & P2
 - Tab 3 - Direct Charge-Pool 1
 - Tab 4 - Direct Charge-Pool 2
 - Tab 5 - Payroll Data
 - Tab 6 - Cost & Revenue- Pool 1
 - Tab 7 - Cost & Revenue- Pool 2
 - Tab 10/11 - Averaging Worksheet P1 & P2 (Should be submitted for Q1 invoices only)
 - Certificate or Summary of Electronic Signatures (If the tool used to obtain the electronic signature provides this)
 - Supporting Documents
 - TSP snapshot (including additional documentation of positions reported with no costs)

- Summary of General Ledger Reports for Revenues and Expenditures on Tabs 5,6 and 7
 - Medicaid Eligibility Rate (MER) Percentage
 - Indirect Cost Rate (ICR) documentation
 - Documentation for fees or charges added to the invoice
 - Personal Service contracts
 - Direct charges
 - Vendor fees
- Each invoice file must use the following naming format:
 - Claiming Unit name, state fiscal year and quarter, and correction/revision number (i.e., Jefferson ESD_1920-4_C1)
 - Submit all documents to DHCS through the SFTP website.
 - Invoices submitted through the SFTP website will be stored for only 45 calendar days.
 - Notify the assigned SMAA analyst via email and cc the SMAA@dhcs.ca.gov email address once invoices are uploaded on the SFTP website.

Should you have any questions or need additional information, please contact the SMAA mailbox at SMAA@dhcs.ca.gov

Sincerely,

Original Signed By

Brian Fitzgerald, Chief
Local Governmental Financing Division
Department of Health Care Services