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DHCS - LEA BOP Quarterly Newsletter – January 2025



**Local Educational Agency
Medi-Cal Billing Option Program**



LEA BOP NEWSLETTER

Program Announcements!

January 16, 2025

This Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) quarterly newsletter highlights important program updates and reminders, as well as what topics will be discussed at the upcoming quarterly meeting that you will surely want to attend.

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DHCS 2024 End-of-Year Wrap Up

Local Educational Agencies (LEAs) enrolled in the LEA BOP must submit the annual Cost and Reimbursement Comparison Schedule (CRCS) to the Department of Health Care Services (DHCS) by March 1, of each year. On December 13, 2024, the Department of Health Care Services (DHCS) conducted a successful training for the Fiscal Year (FY) 2023–24 Cost and Reimbursement Comparison Schedule (CRCS) that must be submitted by LEAs enrolled in the LEA BOP by March 1, 2025. There were 205 participants on the CRCS Training. The LEA BOP Provider Relations and Policy & Fiscal Units provide accurate and comprehensive trainings, such as the one on the CRCS, to LEAs so that LEAs can successfully participate in the LEA BOP. The CRCS training slides will be published on the LEA BOP [Training Website](#) very soon.

LEAs and billing vendors have been busy submitting two mandatory documents in November and December. LEAs enrolled in the LEA BOP must submit the Data Use Agreement (DUA) every three years, which was due on November 1, 2024. The LEA Provider Relations Unit has processed 550 DUAs as of January 16, 2025, but there are still some LEAs that have not submitted their DUA. If a DUA has not been submitted for your LEA, it must be submitted promptly, as it is a mandatory compliance document for continued participation in the LEA BOP. Without an executed DUA, LEAs are not authorized to access Medi-Cal eligibility information, which is essential for submitting claims and ensuring proper payment methodology. Any access to or use of such data without an executed DUA constitutes a breach of the Provider Participation Agreement. LEAs that have not submitted their DUA must immediately cease accessing Medi-Cal data until a DUA is executed to maintain compliance with program requirements and protect the integrity of the system. If this is you, please submit your DUA to DHCS ASAP! Additionally, the Annual Report was due on November 30, 2024, but was considered timely through December 20, 2024. The LEA BOP Provider Relations Unit is handling this high volume of documents with efficiency and precision. Thank you, LEAs, for your timely submissions!

Assembly Bill (AB) 483 was signed into law in October 2023, and became effective on January 1, 2024. AB 483 amended Section 14115.8 of the WIC for the Program Guide to include an explanation of LEA BOP audits, cost reporting, and the Certified Public Expenditure (CPE) mechanism, along with requiring a 30-day written notification of revisions, including a statement of justification, to all participating LEAs and program partners. To comply with AB 483, the LEA BOP Policy & Fiscal Unit transitioned

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the LEA BOP website into an online Program Guide and developed webpages for all required components of the Program Guide. The online Program Guide was published on July 1, 2024, and will be updated *live* to include the most recent policy and program compliance information. Please note DHCS will be notifying program partners 30 days prior to any updates that will be made in the Program Guide.

LEA BOP Quarterly Meeting (QM)

The LEA BOP QM provides an opportunity for participating LEAs and program partners to gather, learn about program updates, and participate in focused training on a program-specific topic. The next QM is on Wednesday, January 29, 2025, from 10:30 a.m. to 3:00 p.m., with a one-hour lunch break.

Some agenda items and updates that DHCS will cover from 10:30 a.m. - 12:00 p.m. are:

- Achievements from the Center for Healthy Communities, California Department of Public Health
 - Featuring Ryan Skaggs
- Children and Youth Behavioral Health Initiative (CYBHI) and LEA BOP Crossover
- Billing for Crisis Counseling
- State Plan Amendment Update
- Erroneous Withholds on Interim Settlements (RAD 709)
- Unsatisfactory Immigration Status (UIS) Recoupment
- Updates to the Program Guide

These sessions aim to foster innovative problem-solving and enhance collaboration within the community, along with focused discussion on specific topics.

The January QM afternoon session starts at 1:00 p.m. and will cover the following topics:

- Common Audit Findings, featuring Audits & Investigations
- LEA BOP Documentation Requirements
 - Overview of Documentation Requirements

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- Authorization Requirements
- Random Moment Time Survey Responses from Direct Service Practitioners: What to Keep in Your Audit Defense File
- Best Practices for LEA BOP Covered Services, featuring Sheri Coburn
- Direct Service Moment Examples
- Payment Methodology Survey and Office Hour Announcement

Action Items for January – March 2025

- The CRCS for FY 2023-24 is due on March 1, 2025.
 - The CRCS Check-In meeting will be held on January 22, 2025.
- Attend the Common Audit Finding Training on January 29, 2025 (For a full list of upcoming trainings, please see below.)
- For the Random Moment Time Survey (RMTS), DHCS requests LEAs to work closely with their contracted Local Educational Consortia (LEC) to ensure that deadlines for the RMTS are met. Each RMTS region has its own specific due dates and timelines. Upcoming deadlines include:
 - Creating, or updating, the Time Survey Participants (TSP) list for FY 2024-25 Quarter 4 (April through June).
 - Work with your TSPs (health practitioners) to ensure that moments are responded to timely and include quality responses. To learn more about quality responses, please review the [October 2024 TSP Training](#). You can also review the [RMTS Webpage](#) for additional resources that you can share with your TSPs.
- The DUA and Annual Report are required documents for participation in the program. If your LEA has not yet submitted these, please submit those form(s) as soon as possible so your LEA returns to full program compliance. (For more information on this, please see DHCS 2024 End-of-Year Wrap Up section above.)

Look Ahead: Things to do for April – June 2025

- Attend the April QM and the upcoming LEA BOP trainings (see dates below)
- Review TSP Lists to prepare for next year. Please refer to the [October 2024 TSP Training](#).
 - Please communicate with your respective LEC for due dates.

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Technical Assistance (TA)

DHCS is dedicated to assisting LEA BOP Providers in all aspects of the program to maintain compliance, such as properly completing the CRCS and submitting it on time. These Technical Assistance (TA) visits go beyond maintaining compliance—they reflect the Provider Relations Unit’s dedication to empowering LEA BOP Providers through comprehensive support. From offering tailored guidance to fostering program improvement, the LEA Provider Relations Unit plays a vital role in strengthening services and ensuring providers can effectively meet the needs of their communities. Their commitment to excellence and collaboration is truly commendable.

DHCS is proud to announce that the Provider Relations Unit successfully conducted 49 Technical Assistance (TA) requests during the FY 2023-24 (July 2023 through June 2024). As of January 2025, the Provider Relations Unit has successfully conducted 43 TA for FY 2024-25. If you are interested in TA, please fill out the [TA Form](#) and submit it to LEA@dhcs.ca.gov. From there, DHCS will set up a virtual meeting with you to help clear up any questions and provide any support you may need. **Please note that DHCS’ TA visits are booking up quickly, so if you are interested, please submit a request as soon as possible to get a timely TA visit.**

If you have a large difference between your reported CRCS and the final audited settlement amount, DHCS will contact you with an offer of TA to go over the adjustments made to your CRCS and answer any questions you have about how the final settlement was determined. This TA will assist in keeping major adjustments from becoming an ongoing issue.

The LEA BOP Reminders, Meetings, and Trainings

Date/Time:	Reminders/Meeting/Training:
January 22, 2025 (1:30 p.m. – 2:30 p.m.)	FY 2023-24 CRCS Office Hours - First Check-In
January 29, 2025	January 2025 LEA BOP Quarterly Meeting

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(10:30 a.m. – 3:00 p.m.)	Common Audit Training Documentation Training
February 5, 2025 (1:00 p.m. – 2:30 p.m.)	FY 2023-24 CRCS Office Hours - Second Check-In Workshop: Common Audit Adjustments and How to Prevent Them
March 1, 2025	CRCS Due
April 30, 2025 (10:30 a.m. – 3:00 p.m.)	April 2025 LEA BOP Quarterly Meeting Supporting Mental Health Through LEA BOP
May 14, 2025 (11:00 a.m. – 12:30 p.m.)	How to Start and Participate in a Billing Consortium
June 19, 2025 (1:00 p.m. – 2:30 p.m.)	Office Hours: Billing Consortia

Please note these dates and times are tentative and subject to change. DHCS will send e-blasts to confirm each training date in advance. Please sign up [online](#) to receive updates and additional information on meetings, program policy updates, and reminders.

Meet the LEA BOP Staff

We bid farewell to Rehana Sharma and Danitzia Singh and congratulate them on their new positions. We are excited to welcome Nicole Gottschalk to the Policy & Fiscal Unit as the new Associate Governmental Program Analyst for the Student Behavioral Health Incentive Program (SBHIP). Below is a team member list of the Local Governmental Financing Division (LGFD) division with a description of how the two LEA BOP teams that were recently renamed to reflect their specific functions (Policy & Fiscal Unit and Provider Relations Unit) share responsibility for the administration of the program.

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Local Governmental Financing Division

Charles (Chuck) Anders, Acting Division Chief

Medi-Cal Claims and Services Branch

Regina Zerne, Chief

School-Based Claiming and Services Section

Stephanie Magee, Chief

Policy & Fiscal Unit	Provider Relations Unit
Areas of expertise: <ul style="list-style-type: none">• Policy• Interim claims processing• SBHIP	Areas of expertise: <ul style="list-style-type: none">• Outreach and enrollment• Technical assistance• RMTS Compliance
Staff: <ul style="list-style-type: none">• Vacant, Chief• Toua Vang• Shadie Lee• Mindy Vang• Sherri Crandley (SBHIP)• Nicole Gottschalk (SBHIP) ★New!	Staff: <ul style="list-style-type: none">• Sarah Borkowski, Chief• Lydia Outland• Ankita Singh• Lacey Allred• Vacant

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