

FY 2023-2024 Cost and Reimbursement Comparison Schedule (CRCS) Check-In Meeting #2

Department of Health Care Services
February 26, 2025
1:30 – 2:30 P.M.

Agenda

- 1 Check-In Meeting Logistics
- 2 FY 2023-24 CRCS Update / Resources
- 3 Submitted Questions and Answers
- 4 Next Steps

CRCS Check-Ins: Guiding Principles

1. Guided forum with opportunity for attendees can ask questions.
2. Participation is optional – you only need to join if you have questions.
3. If we are unable to answer a question, we will respond directly to the person that asked the question after today's meeting.
4. Meetings provide clarity on CRCS forms/instructions and LEAs will need to interpret how guidance applies to their specific situation.

Check-In Meeting Logistics

- » Today is the second (and final) FY 2023-24 CRCS Check-In Meeting.
- » Submit questions in the Q&A or raise your hand to ask a question.
- » Questions after today's check-in can be submitted to LEA@dhcs.ca.gov.

CRCS FY 2023-24: Submission Window Updates

- » CRCS for FY 2023-24 is due on March 1. However, CRCS submissions **through Monday, March 31, 2025**, will be considered as filed timely.
- » The **extended filing period is only for the FY 23-24 CRCS**.
 - The extension will not impact the due date for interim and final settlements (when the CRCS is submitted timely by March 31).
 - Interim settlements will be issued by March 1, 2026.
 - Final settlements will be issued by September 1, 2026.
- » Extension requests (for approval of submissions after March 31) must be sent to: LEA.CRCS.Submission@DHCS.CA.GOV

CRCS Resources for FY 2023-24

The CRCS webpage, located on the LEA BOP Website, will contain all resources to complete the CRCS.

FY 2023-24 CRCS Landing Page:

- » Direct Medical Service Percentages (**posted**).
- » FY 2023-24 Forms and Instructions (**posted**).
- » Certification and Signature Document (**posted**).
- » A report of billed one-way trips for specialized medical transportation (**posted**).
- » Annual Reimbursement Report (**posted**).
- » FMAP Grouping Reimbursement Percentages Report (**posted**).
- » Program Administration Withhold Report (**pending posting**).

CRCS Training / Check-In Resources

- » FY 2023-24 CRCS training was provided on December 13, 2024.
- » FY 2023-24 CRCS Check-In #1 was on January 22, 2025.
- » Training slides were sent (with the CRCS forms and instructions) to the LEA BOP listserv on January 13, 2025.
- » Additional CRCS resources are available on the LEA BOP website under the "Cost and Reimbursement Comparison Schedule" link.

Questions & Answers

Questions to Address in Today's Check-In

1. Can you explain the Program Administration Withhold Report and the impact on the CRCS?
2. When reviewing the Specialized Medical Transportation Report on the CRCS webpage, the total paid amounts listed are much less than what is in our system. Is the report wrong?
3. Can we claim costs for a practitioner if they only appear on the production log one time?
4. Why are CRCS Production Logs / Bridging Documents important to submit with the CRCS?

Question 1: Can you explain the Program Administration Withhold Report and the impact on the CRCS?

- » DHCS will be reconciling withholds using the CRCS, effective FY 23-24:
 - Assembly Bill (AB) 483, chaptered into Welfare and Institutions Code Section 14115.8(k)(1) in October 2023, allows DHCS to annually collect **up to five percent of total Medicaid payments allocable to LEAs for program administration costs.**
 - Prior reconciliation of withholds was based on interim claiming, not total payments to LEAs.
 - Since AB 483 was effective on January 1, 2024, the total authorized withhold amount calculated on the CRCS will be based on half of the LEA's annual Medi-Cal maximum reimbursable cost (calculated in Worksheet A, row 'af').

Program Administration Withhold Report (*continued*)

- » Starting with the FY 23-24 CRCS, the administrative withhold will be reconciled on the CRCS to ensure equitable payment across LEAs.
- » The Program Administration Withhold Report represents the total amount the LEA paid in FY 23-24 withholds.
 - Amount will include the withhold collected from claims that were paid in FY 23-24.
 - Amount will include the *erroneous* withhold collected on interim settlement payments (when applicable).
- » The total withholds paid in FY 23-24 will be compared to the total maximum allowable withhold amount to equitably reconcile all LEAs.

Snapshot of Program Administration Withhold Report

- » LEAs will input the total amount from the Program Administration Withhold Report on Worksheet A, row 'ah'.

Program Administration Withhold Report:

NPI	Total Amount Withheld in Fiscal Year 2023-24
1111111111	\$ 20,000.00
1003018631	\$ 24,630.05
1003113663	\$ 12,164.76
1003170986	\$ 11,642.09



CRCS, Worksheet A:

62	af. Total Medi-Cal Maximum Reimbursable Cost (sum of x through	\$ 379,195
63	ag. Total Authorized Withhold Amount	\$ 9,480
64	ah. Total Withhold Amount Collected in FY 23-24	\$ 20,000
65	ai. Withhold to be Collected/(Refunded) to LEA (ag - ah)	\$ (10,520)
66	aj. Interim Medi-Cal Reimbursement through the FI	\$ 100,000
67	ak. Other Health Coverage	\$ 150
68	al. Total Reimbursement (aj + ak)	\$ 100,150
69	am. Overpayment/(Underpayment) (al - (af-ai))	\$ (289,565)

Impact of the Program Administration Withhold Reconciliation:

Underpayment Amount (cost vs. interim payment)	\$279,045
+ Refund for Withhold Overcollection	10,520
Total Underpayment Amount	\$289,565

Question 2: When reviewing the Specialized Medical Transportation Report on the CRCS webpage, the total paid amounts are much less than what is in our system. Is the report wrong?

- » The Specialized Medical Transportation Report provides detail by LEA as of **December 19, 2024.**
 - Includes total paid amount for one-way trips (T2003) and units of service (which represent total billed one-way trips).
 - The report reflects claims in the system as of the report date, which is prior to the one-year claiming limit.
- » If you are seeing a higher amount in your system, it is likely that your LEA submitted claims after the report date.
- » LEAs have the option of using the posted report or their internal billing systems to obtain more current information.
 - Please note that LEAs must keep all supporting documentation for audit.

Question 3: Can we claim costs for a practitioner if they only appear on the production log one time?

- » Submitting interim claims for LEA BOP covered services is **a best practice that is strongly encouraged** by DHCS (when applicable), but it is not an explicit requirement to include a practitioner's costs on the CRCS.
- » Practitioners may be included in the CRCS if their LEA BOP covered services met LEA BOP billing requirements.
 - LEAs must be able to substantiate services when no/minimal claims have been submitted.
 - If your LEA can substantiate that the practitioner met LEA BOP billing requirements, they may be included on the CRCS.

Practitioners Without Interim Payments

- » If the LEA reports practitioners without interim billings on the CRCS, the LEA must be able to support costs with documented covered services
 - ✓ Did the practitioner meet the qualifications **to bill for the covered service** per LEA BOP requirements found in the Provider Manual (loc ed rend)?
 - ✓ Was the practitioner supervised, if necessary? Is this documented?
 - ✓ Did the practitioner record services (in a portal or hard copy)?
 - ✓ Did the practitioner document to the extent required for billing purposes?
 - ✓ In an audit, could the LEA support that the practitioner provided covered LEA BOP services? Could they readily locate supporting documentation?
- » **If NO to any of the above**, do not include these practitioner costs on the CRCS!

Question 4: Why are Production Logs / Bridging Documents important?

- » A&I uses these documents to reconcile practitioner costs reported on the CRCS.
- » A **Production Log** identifies all employed and contracted practitioners that rendered LEA BOP covered services during the state fiscal year.
- » Production Log (in Excel) is part of the CRCS submission package. Must contain the following fields (by quarter for employed practitioners):
 - Practitioner Name
 - Practitioner Job Classification
 - Total Units of Service
 - Total Interim Medi-Cal Reimbursement
- » The Production Log should **not** contain any student-identifying information or practitioner social security numbers when submitted to DHCS.

Bridging Documents *(continued)*

- » A **Bridging Document** (in Excel) must also be submitted as part of the CRCS submission package.
- » Provides detail for employee salary and benefits costs (by quarter), contractor costs, other costs, and transportation costs that are reported on the CRCS.
- » Bridging Documents must trace back to an LEA's sources, such as General Ledger/Payroll.
- » The LEA's Bridging Documents must contain the following:
 - Practitioner Name
 - Practitioner Job Classification
 - Resource / Object Codes
 - Federal Expenditures / Funding
 - Contractor Amount Paid, Hours Paid, Vendor / Agency / Company Name
 - Grand totals for each category (totals will reconcile to the CRCS worksheets)

GENERAL Q&A

Section 2: Next Steps

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Submitting the FY 2023-24 CRCS

- » Download documents from the CRCS webpage (or sent via e-blast), as available:
 - Template and Instructions
 - Certification Form
 - Annual Reimbursement Data
 - Percentage of Reimbursement by FMAP Grouping Report
 - Program Administration Withhold Report
 - Direct Medical Service Percentages by Region
 - Specialized Medical Transportation (optional)
- » Complete the Excel template.
- » Gather your documentation.
- » Certify the costs on the electronic Certification Form.

FY 2023-24 Submission Package

» A complete submission package for FY 2023-24 includes:

1. Completed Excel file.
2. PDF of the signed Certification Form (total underpayment/overpayment must reconcile to the Certification Worksheet on the Excel file).
3. Grouping Schedules or Bridging Documents used to prepare the CRCS.
4. Production Log identifying LEA BOP units/encounters billed during the cost reporting year.

**Submit complete submission package in one email to:
LEA.CRCS.Submission@dhcs.ca.gov by March 31, 2025.**

QUESTIONS

**Please submit additional questions
to the LEA BOP inbox:
LEA@DHCS.CA.GOV**