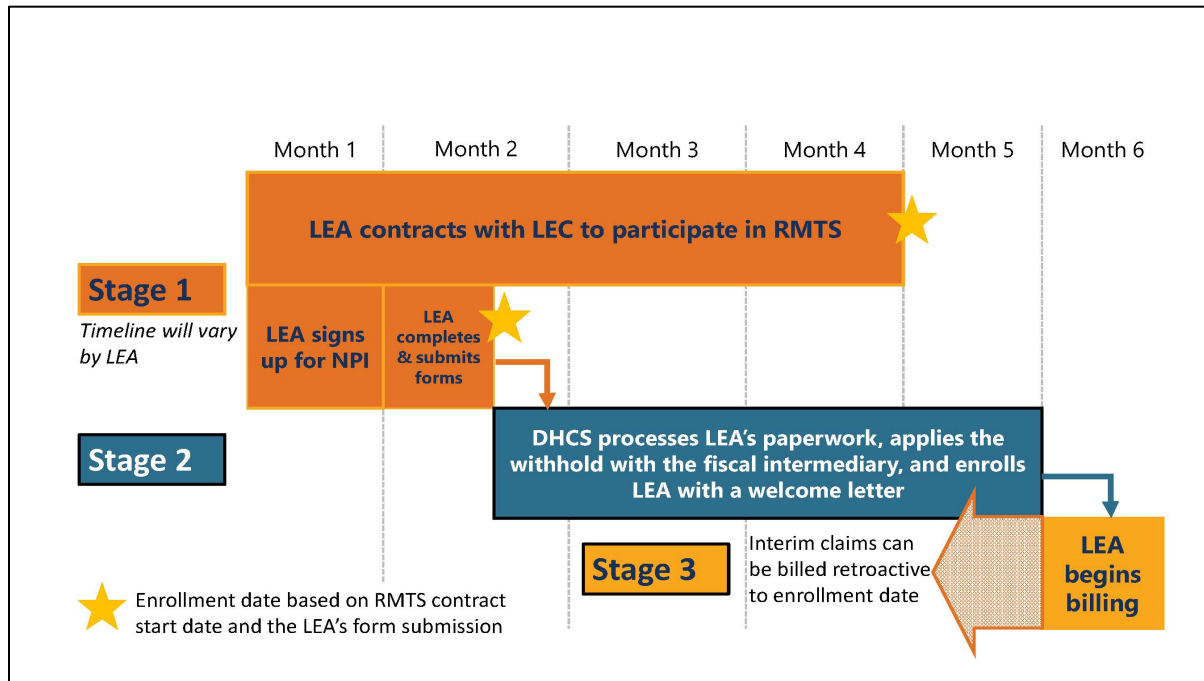


LEA BOP ENROLLMENT STEPS AND TIMELINE

This document will help your Local Educational Agency (LEA) navigate the various steps required to enroll in the LEA Medi-Cal Billing Option Program (LEA BOP). It will provide an overview of all the necessary steps and a general timeline for each section.



Stage 1 includes the steps the LEA needs to take to initiate required contracts and complete information. The time required to contract with a Local Educational Consortia (LEC) for the Random Moment Time Survey (RMTS) participation and for the LEA to complete the compliance forms needed for LEA BOP enrollment will vary.

Stage 2 involves the steps the Department of Health Care Services (DHCS) takes to process the completed paperwork, coordinate with other divisions, and send a welcome letter to establish an enrollment date for the LEA.

The enrollment date begins on whichever comes last:

- » The LEC contract start date, or
- » The RMTS quarter following the submission to DHCS of completed LEA enrollment forms.

Stage 3 is when the LEA submits the forms required to begin billing interim claims. Interim claims may be billed retroactively back to the LEA BOP enrollment date.

STAGES

Stage 0: Preparation

Timeline: 1-2 days

- » Are you currently enrolled?
- » If “no,” proceed to Stage 1 below.
- » If “yes,” refer to the [DHCS website](#) for training and resources about program operation.
- » If LEAs are unsure of their provider status (new or returning), contact the LEA BOP at LEA@DHCS.CA.GOV.
- » New LEAs should 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.

Stage 1: Complete Documents

Timeline: 30-90 days

1. LEA applies for a National Provider Identifier (NPI) number from the National Plan and Provider Enumeration System (NPPES).
 - » Register for a new NPI number at NPI registry [here](#).
 - » If you are unsure if an existing NPI number has been registered, search LEA’s NPI number in the [NPPES NPI Registry](#).
 - » Here’s a helpful booklet [NPI: What You Need to Know Guide](#).
2. LEA begins executing the RMTS contract with LEC (Local Educational Consortia). This contract will establish a starting RMTS quarter for the LEA to complete the Time Survey Participant (TSP) List Certification and participate in the RMTS.
 - » Instead of contracting with a LEC for RMTS, LEAs that contract out for all health service practitioners (considered a Model 2 service provider as described in the LEA BOP Provider Manual) must complete PPL 20-022R [Attachment A](#) before the start of each annual RMTS process. (This is rare).
3. LEA requests the Provider Participating Agreement (PPA), Annual Report (AR), and Data Use Agreement (DUA) packet from DHCS by emailing LEA.ANNUALREPORT@DHCS.CA.GOV.

- » The LEA BOP will provide the PPA, DUA, and AR to LEA via email.

An NPI is REQUIRED to complete Step 4 and beyond.

4. LEA completes a DUA.

- » DUA must be submitted electronically with a digital signature to LEA.ANNUALREPORT@DHCS.CA.GOV.
- » LEA providers that designate a third-party billing vendor as their 'Custodian of the Files' must submit a tri-party DUA, which is signed by the LEA provider and the vendor. A tri-party DUA is required for non-providers (provider representatives, such as a billing vendor) to receive and determine Medi-Cal eligibility information on behalf of the LEA provider.
- » If a LEA does not utilize the services of a third-party billing vendor and performs its own in-house billing, they will submit a two-party DUA.

5. LEA completes the PPA and AR.

- » The PPA is an evergreen agreement between the LEA and DHCS.
 - » Review and have the LEA's authorized representative(s) sign.
 - » Program changes may require this to be updated.
- » The first AR is submitted with the enrollment materials and must include the following:
 - » Medi-Cal Provider Enrollment Sheet
 - » Consortium Billing Page—if applicable
 - » Current Year Certification of State Matching Funds
 - » AR Financial data
 - » Statement of Commitment to Reinvest
 - » LEA Collaborative Partners
 - » **New LEA BOP Providers should enter zero (0) in all fields about the previous year**
 - » The AR is an annual requirement, due each year by November 30.

6. LEA submits the completed PPA, AR, and DUA to DHCS: LEA@DHCS.CA.GOV.

Stage 2: Engage DHCS and Submit Documents

Timeline: 30-90 days

7. DHCS-LEA BOP processes documentation.
 - » Verifies and processes PPA, AR, and DUA.
 - » If corrections are needed, they will be sent back to the LEA and may extend the timeline for processing.
 - » Establishes a MOVEit account to submit and receive tape match data to determine student Medi-Cal eligibility.
 - » Annual Report and New Enrollment Memo with RMTS contract start date sent to DHCS-Provider Enrollment Division (PED).
8. DHCS-PED processes PPA and AR received from the LEA BOP to update the Provider Master File with the LEA BOP enrollment date.
9. The LEA BOP engages the Fiscal Intermediary (FI).
10. DHCS completes enrollment by e-mailing the LEA confirming the LEA's enrollment with a welcome letter and all the countersigned compliance documents. The Fiscal Intermediary (FI) will send a PIN number required to submit electronic claims. The LEA should make several copies and store these materials with the LEA billing records.
 - » The enrollment date is a date determined by DHCS based on a few factors: when the LEA submits the completed PPA, AR, and DUA to DHCS, and when the next appropriate RMTS quarter starts.

Stage 3: LEA Begins Active Participation

Timeline: 10-30 Days

11. LEA utilizes the Medi-Cal Provider Portal to register as a submitter organization for electronic claim transactions.
 - » Register as a new Medi-Cal submitter organization in the [Provider Portal](#).
 - » Obtain Submitter ID.
 - » Complete the Test claim process.
 - » Complete authorization process for 835 (electronic claim) transactions.
 - » See the [Medi-Cal Provider Portal Overview and FAQ](#) for help. Scroll down for FAQs and general information.
12. LEA begins billing claims, which may be retroactive to the LEA BOP enrollment date.
 - » While waiting to enroll, regularly check the DHCS website and familiarize yourself with the Provider Manual and Policy and Procedure Letters.