

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

**Program Guide  
State Fiscal Year 2019-20**  
Revised 2.0



**In Cooperation with:**

**Local Educational Agencies  
California Department of Education**

## **Background**

Assembly Bill (AB) 3192 (O'Donnell, 2018) amended W&I Code Section 14115.8 to require the Department of Health Care Services (DHCS), in consultation with the Local Educational Agency (LEA) LEA Ad Hoc Workgroup to issue and regularly maintain a Program Guide for the LEA Medi-Cal Billing Option Program (LEA BOP). Consistent with the intent of AB 3192, the Program Guide contains fiscal and programmatic compliance information regarding processes, documentation, and guidance necessary for the proper submission of claims and auditing of LEAs, as required under the LEA Program. LEAs are ultimately responsible for administrative functions and should be familiar with the [LEA Program Website](#), department policies, program regulations, and the LEA Program Provider Manual.

The Program Guide includes, but is not limited to: state plan and state plan amendments (SPAs), frequently asked questions, policy and procedure letters, trainings, provider manuals, and other relevant types of instructional materials.

DHCS closely collaborated with the LEA Ad Hoc Workgroup, the California Department of Education (CDE) and other partners in the development of the Program Guide, and will continue to do so for all subsequent revisions. As new program policy is adopted during the course of state fiscal year (SFY) 2019-20, the Program Guide will be continually updated. As required by AB 3192, prior to revising to the Program Guide, DHCS will provide 30 calendar days written notification of the revision, including a statement of justification, to the LEA Ad Hoc Workgroup and all other LEAs participating in the LEA BOP.

### **Note for SFY 2019-20:**

This second revision of the "Program Guide" for SFY 2019-20 has been updated to reformat the style of the guide and to reflect the new policies that were developed and published. Subsequently, a new edition of the Program Guide for SFY 2020-21 will be posted on the website, and will contain all policy revisions for that specific SFY.

## Table of Contents

LEA Program Overview.....	4
LEA Program Process and Documentation Information .....	4
LEA Program Provider Manual.....	5
California School-Based RMTS.....	6
Policy and Procedure Letters .....	7
California State Plan.....	8
Frequently Asked Questions .....	9
Program Trainings.....	9
Instructional Materials .....	10

## LEA Program Overview

The LEA Program was established in 1993, in collaboration with CDE, to fund Healthy Start Programs. It is authorized under California’s W&I Code section 14132.06, and reimbursement is based upon a “fee-for-service” model.

The LEA Program provides reimbursement to LEAs (school districts, county offices of education, charter schools, community colleges, and university campuses) for health-related services provided by qualified health service practitioners to Medi-Cal eligible students under the age of 22. Eligible services include:

<ul style="list-style-type: none"><li>• Health and Mental Health Evaluation and Education Assessments</li><li>• Nursing Services</li><li>• Nutrition Services</li><li>• Occupational Therapy</li><li>• Optometry Services</li><li>• Orientation and Mobility</li></ul>	<ul style="list-style-type: none"><li>• Physical Therapy</li><li>• Physician Services</li><li>• Psychology and Counseling</li><li>• Respiratory Care</li><li>• School Health Aide Services</li><li>• Specialized Medical Transportation</li><li>• Speech Therapy</li><li>• Targeted Case Management</li></ul>
--	---

LEAs must annually certify that the public funds expended for LEA services that have already been provided are eligible for Federal Financial Participation pursuant to Code of Federal Regulations, Title 42 Section 433.51. DHCS must reconcile the interim Medi-Cal reimbursements to LEAs with the costs to provide the Medi-Cal services. The Cost and Reimbursement Comparison Schedule (CRCS) is used to compare each LEA’s total actual costs for LEA services provided to the interim Medi-Cal reimbursement for the preceding state fiscal year.

## LEA Program Process and Documentation Information

The LEA Program’s [Onboarding Handbook](#) outlines the operations of the LEA Program. Topics include but are not limited to: enrollment requirements, claim processing, and compliance program documents such as the Provider Participation Agreement, the Annual Report, and CRCS. The LEA Program updates the compliance program documents on an annual basis to reflect the appropriate SFY and any additional necessary information regarding policy change updates. In regards to documentation, LEA providers must keep, maintain, and have available records that fully disclose the type and extent of LEA services provided to Medi-Cal recipients. Please refer to the LEA Program Provider Manual for more information as well as trainings on the documentation requirements (see the “Program Trainings” section of this Program Guide).

## LEA Program Provider Manual

The LEA Program Provider Manual contains program policy when it comes to the operation of the LEA Program. The LEA Program Provider Manual covers the following subjects:

- Program Overview
  - Enrollment and Participation Requirements
  - Billing and Reimbursement Overview
  - Billing Codes and Reimbursement Rates
  - Billing Examples
  - Eligible Students
  - Individualized Plans
  - Rendering Practitioner Qualifications
  - LEA Program Covered Services
    - Hearing, Nursing, Occupational Therapy, Physical Therapy, Physician Procedures, Psychology/Counseling, Speech Therapy, Targeted Case Management, Transportation, Vision, and Telehealth
- 

### ***SFY 2019-20 Updates:***

1. No updates.

## California School-Based RMTS

As of July 1, 2020, the LEA Program implemented the Random Moment Time Survey (RMTS) a statistically valid time survey methodology. There are several resources regarding RMTS under the LEA Program that can be referenced. The “California School-Based Random Moment Time Survey Manual” (California RMTS Manual) provides time survey policies and procedures based on the Centers for Medicare and Medicaid Services (CMS) requirements (see CMS’ Medicaid School-Based Administrative Claiming Guide (May 2003)). As of October 2020, the California RMTS Manual has not yet been approved by CMS. However, the current policy for RMTS for both school-based Medi-Cal programs can be found in the School-Based Medi-Cal Administrative Activities program manual in sections 5 and 6, as well as published Policy and Procedure Letters (PPLs) which can be found in the link below. PPLs relating to RMTS will be found in this section, whereas the PPL section in this Program Guide will be for LEA Program policy outside of the RMTS realm.

### RMTS Policy:

- [Section 5](#)- Activity Codes: Descriptions and Examples
  - [Section 6](#)- Time Survey
  - [RMTS PPLs](#)
- 

### **SFY 2019-20 Updates:**

- 1) PPL 19-025, published in October 2019, provides policy on a new pre-sample question that will be added to the RMTS System Software Platforms. This policy was effective July 1, 2020. Please refer to the PPL for additional information.
- 2) PPL 19-030, published in December 2019, provides policy on Time Survey Participant (TSP) replacements and vacancies for the RMTS. Please refer to the PPL for more information.
- 3) PPL 20-008, published in March 2020, provides policy on the revised TSP List Certification Statement for the RMTS process. Please refer to the PPL in regards to the updated language.
- 4) PPL 20-022, published in June 2020, provides policy on the implementation of RMTS into the LEA Program. Please refer to the PPL in regards to the requirements that LEAs must abide by in regards to the RMTS process.
- 5) PPL 20-023, published in June 2020, supersedes PPL 19-004R, which requires Local Educational Consortiums and Local Governmental Agencies to submit the RMTS percentages to DHCS. Please refer to the timeline that is established in the PPL.

## Policy and Procedure Letters

DHCS issues policy and procedures regarding the LEA Program. These PPLs provide stakeholders notification regarding any new policies that are being applied to the LEA Program or changes to an existing policy. PPLs concerning the RMTS will be incorporated into the “California RMTS Manual” as it is updated. Please refer to the published PPLs and their attachments that are located on the LEA Program website through the following link:

[https://www.dhcs.ca.gov/formsandpubs/Pages/LEA\\_BOP\\_PPLs.aspx](https://www.dhcs.ca.gov/formsandpubs/Pages/LEA_BOP_PPLs.aspx)

---

### ***SFY 2019-20 Updates:***

- 1) PPL 19-019, published September 18, 2019, notifies LEAs of the submission requirements for the CRCS. Effective SFY 2017-18, LEAs no longer need to submit duplicate scanned versions of all worksheets in a PDF format. Please refer to the PPL for more details on the submission requirements.
- 2) PPL 19-033, published December 18, 2019, notifies LEAs of the elimination of current procedural terminology codes associated with billing LEA Program psychology/counseling and health/nutritional services.
- 3) PPL 20-003, published January 6, 2020, notifies LEAs of the compliance process for LEAs that fail to submit the CRCS for past reporting periods covering SFYs 2009-10 through 2015-16. Please refer to the PPL for more details on this policy.
- 4) PPL 20-004R, originally published on January 13, 2020, with a revised publish date of August 6, 2020, provides notification to LEAs of the SPA 15-021 requirements effective as of SFY 2019-20. The revised version removed “bus attendants” from the allowable costs on the CRCS.
- 5) PPL 20-012R, originally published on May 4, 2020, with a revised date of September 8, 2020, provides the notification of the approved California SPA 15-021 regarding LEA Program services. The revised PPL provided the PPL numbers for the PPL titles that were mentioned originally.
- 6) PPL 20-14R, originally published on May 11, 2020, with a revised date of September 15, 2020, provides policy on the telehealth services that are relative to the Coronavirus Disease (Covid-19). The revised version provides updated information on the requirement for contractors to enroll in Medi-Cal under the LEA Program.
- 7) PPL 20-022, published on June 23, 2020, notifies LEAs of the Random Moment Time Survey (RMTS) requirement for the LEA Program. The PPL also provided an attachment, “Model 2 Certification” form, which requires those LEAs that use the Model 2 Delivery of Service method to complete the form, as they are the only exception for not participating in the RMTS.

## California State Plan

The Medicaid State Plan is based on requirements set forth in Title XIX of the Social Security Act and is a comprehensive written document created by the State of California that describes the nature and scope of its Medicaid program. It serves as a contractual agreement between the State of California and the federal Centers for Medicare and Medicaid Services (CMS) and must be administered in conformity with specific requirements of Title XIX of the Social Security Act and regulations outlined in Chapter IV of the Code of Federal Regulations. The State Plan contains all information necessary for CMS to determine if the State can receive Federal Financial Participation for its Medicaid program. There are several areas in the State Plan that outline the requirements for covered services and the reimbursement methodology for the LEA Program:

- [Attachment 3.1-A page 9; Limitations on Attachment 3.1-A](#) pages 9t and 26-29: Amount, Duration, and Scope of Medical and Remedial Care and Services- Categorically Needy, pages 9-9t and 26-29m
- [Attachment 3.1-B page 9; Limitations on Attachment 3.1-B](#) pages 9p and 25-28m: Amount, Duration, and Scope of Services Provided Medically Needy Groups, pages 9-9p and 25-28m
- [Supplement 8 to Attachment 4.19-B](#): Payment for LEA Services (including TCM), pages 1-12
- [Supplement 1c to Attachment 3.1-A](#): TCM Services- Children with an IEP and IFSP, pages 1-5

---

### **SFY 2019-20 Updates:**

- 1) Attachment 3.1-A and B and Supplement 8 to Attachment 4.19-B were amended and approved by CMS on April 27, 2020 (SPA 15-021). The amendments allow for new services, new practitioners, and a new reimbursement methodology that incorporates RMTS.



## Frequently Asked Questions

Frequently Asked Questions (FAQs) were developed to provide more guidance on existing LEA Program policy. FAQs are based on several subjects and provide reference to policy stated in the LEA Program Provider Manual, Medi-Cal policy, and State and federal regulations. FAQs can be found in the following link:

<https://www.dhcs.ca.gov/provgovpart/Pages/LEAFAQs.aspx>

---

### **SFY 2019-20 Updates:**

- 1) No updates.

## Program Trainings

The LEA Program provides training annually, as needed or upon request from stakeholders. Trainings are posted on the LEA Program website through the following link: [https://www.dhcs.ca.gov/provgovpart/Pages/LEA\\_Program\\_Training.aspx](https://www.dhcs.ca.gov/provgovpart/Pages/LEA_Program_Training.aspx)

---

### **SFY 2019-20 Updates:**

- 1) February 2020; Training topic was on “SPA 15-021” (LEA Program Overview, Major Components of SPA 15-021, Overview of RMTS, TSPs, and Next Steps and Resources).
- 2) March 2020; Training was for vendors (Roles and Responsibilities, Upcoming Program Changes, Outreach).
- 3) April 2020; Training topic was on “Specialized Medical Transportation and Targeted Case Management Services”.
- 4) May 2020; Training topic was on “SPA 15-021 Implementation and RMTS Requirements” (SPA 15-021 Overview, SPA 15-021 Program and Policies, RMTS, Documentation Requirements and Guidelines, Retroactive Billing for Services, Cost Reporting, Next Steps).
- 5) June 2020; Training topic was on “CRCS” (SPA 15-021 Overview, Cost Settlement Overview, SFY 2018-19 CRCS Walkthrough, SFY 2019-20 CRCS Changes, SFY 2020-21 CRCS Changes, CRCS for SFYs 2015-16 through 2017-18).
- 6) June 2020; Training topic was on “Telehealth Policy Relative to the 2019-Novel Coronavirus (COVID-19)”.

## Instructional Materials

The LEA Program has published various instructional materials in order to supplement existing policy. These instructional materials can provide LEAs with easy references to certain policies or subjects within the LEA Program. The following instructional materials are available on the LEA Program website:

- [Ordering, Referring, or Prescribing Guide](#)
  - [Transportation Billing Guide](#)
  - [ICD-10 General Equivalence Mapping](#)
  - [Nursing and Health Aide Services Treatment Form](#)
  - [Referral and Prescription Requirements](#)
  - [Free Care Overview](#)
  - [SPA 15-021 Overview](#)
- 

### **SFY 2019-20 Update:**

- 1) No updates.