

## Internal Administrative Functions

The following table illustrates some key functions that are integral to administering the LEA Medi-Cal Billing Option Program, and provides guidance as to who may be responsible for participating in each key function. This chart is intended to assist LEAs in organizing their Program, but responsibilities and titles may differ between LEAs. See the definitions provided at the bottom of this chart for further clarification.

LEA Functions	Responsible Parties			
	Service Practitioner	Fiscal Personnel	LEA Program Administrator or Coordinator	Collaborative Members
• Delivery of Medically Necessary Services Outlined in the Student's IEP/IFSP	<b>X</b>			
• Compile and Maintain Service Documentation, including understanding and meeting the requirements in the Business and Professions (B&P) Code	<b>X</b>		<b>X</b>	
• Verify Practitioners License	<b>X</b>		<b>X</b>	
• Provide Program Oversight, including answering Program questions and ensuring that Program Requirements are Met			<b>X</b>	
• Eligibility Verification Process – Tape Match (completed by LEA/Vendor/Software)			<b>X</b>	
• Monthly Claim Submission (possibly completed by a vendor, but overseen by the LEA Program Administrator)			<b>X</b>	
• Compile Information and Complete the Annual Report (AR)		<b>X</b>	<b>X</b>	<b>X</b>
• Compile Information and Complete the Provider Participation Agreement (PPA)		<b>X</b>	<b>X</b>	
• Compile Information and Complete the Cost and Reimbursement Comparison Schedule (CRCS)		<b>X</b>	<b>X</b>	
• Timely Submission of Required Reports (e.g., AR, PPA, CRCS, etc. )		<b>X</b>	<b>X</b>	
• Compile and Maintain Program Reporting Documentation, including Understanding the Documentation Requirements and Ensuring that Requirements are Met	<b>X</b>	<b>X</b>	<b>X</b>	
• Complete the Data Use Agreement (DUA)			<b>X</b>	
• Determine Financial Goals relating to Reinvestment of Funds				<b>X</b>
• Subscribe to LEA Program Website to ensure your LEA receives Important Notices and Updates			<b>X</b>	
• Attend LEA Program Trainings to ensure your LEA receives Important Notices and Updates	<b>X</b> (pending applicable content)	<b>X</b> (pending applicable content)	<b>X</b>	

Notes:

- (1) "Service Practitioners" are qualified medical care practitioners who render medically necessary LEA services within their scope of practice. A list of the health professionals who are qualified rendering practitioners and the specific qualifications those practitioners must meet are included in the *Local Educational Agency (LEA) Rendering Practitioner Qualifications* section of the LEA Provider Manual.
- (2) "Fiscal Personnel" include members of the LEA's financial and accounting team (e.g., Fiscal Services, Budgeting, Accounting, etc.). These personnel will be knowledgeable on the Standardized Account Code Structure (SACS), SACS-based financial and/or payroll reports, budgeting and expenditure review.
- (3) "LEA Program Administrator or Coordinator" is the person(s) responsible for overseeing the LEA Medi-Cal billing at your LEA. This position should not be a vendor, but rather the internal employee who is responsible for Program administration and coordination.
- (4) "Collaborative Members" are participants in the collaborative interagency human services group (local collaborative) at the county level or sub-county level that make decisions about the reinvestment of funds made available through the LEA Medi-Cal Billing Option Program. The membership of the local collaborative may vary according to regional needs. Generally, representation will include the school districts, major public agencies serving children and families; including health, mental health, social services, and juvenile justice, the courts, civic and business leadership, the advocacy community, parents or guardians, current safety net and traditional health care providers, and LEA fiscal business staff. The LEA collaborative is required to meet a minimum of twice a year. Additional information on the Local Agency Collaboration is specified in California Education Code, commencing with section 8806.