

**FY 2023-2024**  
**Cost and Reimbursement Comparison Schedule (CRCS)**  
**Check-In Meeting #1**

Department of Health Care Services  
January 22, 2025  
1:30 – 2:30 P.M.

# Agenda

1. Check-In Meeting Logistics
2. CRCS Resources
3. 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 address the response in the next check-in 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 first of two scheduled FY 2023-24 CRCS Check-In Meetings.
- » Submit questions in the Q&A or raise your hand to ask a question.
- » FY 2023-24 CRCS is **due March 1, 2025** (submission window is open February 1<sup>st</sup>).
- » Questions can be submitted via the Q&A area or to [LEA@dhcs.ca.gov](mailto:LEA@dhcs.ca.gov).

# CRCS Resources for FY 2023-24

[CRCS Webpage](#) is located on the LEA BOP Website will contain all resources to complete the CRCS.

**The form and instructions were sent via e-blast on January 13.**

## [FY 2023-24 CRCS Landing Page:](#)

- » Direct Medical Service Percentages (based on RMTS results for FY 2023-24).
- » FY 2023-24 Forms and Instructions.
- » Certification and Signature Document.
- » DHCS-provided data reports, including the Annual Reimbursement Report, the FMAP Grouping Reimbursement Percentages Report, and the Program Administration Withhold Report.
- » A report of billed one-way trips for specialized medical transportation (if applicable).

# CRCS Training Resources

- » FY 2023-24 CRCS training was provided on December 13, 2024.
- » Training slides were sent (with the CRCS forms and instructions) to the LEA BOP listserv on January 13, 2025.
- » Training will also be posted to the LEA BOP website.
- » 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. When will the CRCS webpage be available?
2. Can I include costs for an employee on the CRCS if they did not have any interim claiming in FY 24-25?
3. Can we include contractor costs on the CRCS if we did not submit interim claims for Medi-Cal students?
4. Once the CRCS cost settlement is finalized, do we get a percentage of reimbursement to hire contractors?
5. Will we get an interim settlement this year, just like last year?

# Question 1: When will the CRCS webpage be available?

- » DHCS has published the FY 23-24 webpage.
  - The CRCS and supporting reports will be published as approved – check back frequently.
  - The CRCS form and instructions were sent via eblast last week.
- » The last report to be published will be the Program Administration Withhold Report, which is still in development.
- » Once all documents have been posted, a notification via eblast will be sent.

## Question 2: Can I include costs for an employee on the CRCS if they did not have any interim claiming in FY 23-24?

- » 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.
- » All practitioners for which the LEA did not receive any interim payments 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 claims have been submitted.***

# 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 3: Can we include contractor costs on the CRCS if we did not submit interim claims for Medi-Cal students?

- » Policy is based on the guidance provided to Question 2.
- » If your LEA utilized a contractor, the costs reported on the CRCS must have supporting documentation to show that the contractor's services met all LEA BOP billing requirements.
- » LEAs should have access to the contractor's documentation in the event of a Federal/State audit.
- » Contractor costs reported on the CRCS are limited to those for LEA BOP covered services. A "blanket contract" covering educational and health services would need to be **limited to only the health-related portion.**

# Question 4: After the cost settlement has been finalized, do we get a percentage of our payment to hire contractors?

- » If your LEA was underpaid in FY 23-24 – meaning that DHCS owes the LEA funds because their costs were greater than their interim payment – you will get a **lump sum payment** when the audit is finalized.
- » According to LEA BOP requirements, funds received must be **reinvested in health services** per [California Education Code § 8804\(g\)](#).
- » LEAs should work with their collaborative members and legal teams to review potential funding opportunities for compliance with the Education Code guidance.

# Question 5: Will we get an interim settlement payment this year, just like last year?

- » The process for FY 24-25 CRCS reports will be consistent with last year.
  - CRCS is due March 1, 2025.
  - Interim settlement (or final settlement) will occur by March 1, 2026.
  - Final settlement must be complete by September 30, 2026.
- » Interim settlement is based on 60% of the reported amount due to the LEA.
- » If the LEA reports that they owe funds to DHCS (overpayment), the full amount due is collected at interim settlement.
  - Overpayments are applied to future interim claims submitted by the LEA until the debt is paid off.

# General Q&A



# Next Steps



# Submitting the FY 2023-24 CRCS

- » Download all documents from the CRCS webpage, 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](mailto:LEA.CRCS.Submission@dhcs.ca.gov) by March 1, 2025.**

# Next CRCS Check-In Meeting

- » Wednesday, February 5, 2025 – 1:00 to 1:50 P.M.
- » Discussion topics are based on input received from LEAs.
- » Send questions to [LEA@dhcs.ca.gov](mailto:LEA@dhcs.ca.gov) or include in the Q&A section before you leave today.

# Questions

**Please submit additional questions  
to the LEA BOP inbox:**

[LEA@DHCS.CA.GOV](mailto:LEA@DHCS.CA.GOV)

