

# **SFY 2022-2023 Cost and Reimbursement Comparison Schedule (CRCS) Check-In Meeting #1**

Department of Health Care Services  
January 11, 2024  
1:00 – 2:00 P.M.

# Agenda

- 1 Check-In Meeting Logistics
- 2 CRCS Resources
- 3 Submitted Questions and Answers
- 4 Next Steps

# CRCS Check-Ins: Guiding Principles

1. Guided forum where all stakeholders 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. No review and/or approval of LEA-specific scenarios; We will provide guidance on methodology and LEAs will need to interpret how that guidance applies to their specific situation.

# Check-In Meeting Logistics

- » Today is the first of two scheduled SFY 2022-23 CRCS Check-In Meetings.
- » Submit questions in the Q&A or raise your hand to ask a question.
- » SFY 2022-23 CRCS is **due March 1, 2024** (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 SFY 2022-23

**CRCS Webpage** is located on the LEA BOP Website and contains:

- » CRCS due dates.
- » Link to CDE-Approved Indirect Cost Rates.
- » General resources, such as a link to the California School Accounting Manual.

**SFY 2022-23 CRCS Landing Page:**

- » Direct Medical Service Percentages (based on RMTS results for SFY 2022-23).
- » SFY 2022-23 Forms and Instructions.
- » Certification and Signature Document.
- » DHCS-provided data reports, including the Annual Reimbursement Report and the FMAP Grouping Reimbursement Percentages Report.
- » A report of billed one-way trips for specialized medical transportation (if applicable to your LEA).

# CRCS Training Resources

- » SFY 2022-23 CRCS training provided on December 14, 2023.
- » Training slides will be available on the LEA BOP website under the "LEA BOP Training" link (see SFY 2023-24 Training Materials).
- » Additional CRCS resources are available on the LEA BOP website under the "Cost and Reimbursement Comparison Schedule" link.

# Questions to Address in Today's Check-In

## Worksheet G – Contracted Annual Compensation and Hours:

1. Can you review who we report costs/hours for on the new Worksheet G?
2. We had an employee on the SFY 22-23 Quarter 3 TSP List that left their position mid-quarter. Should we include their costs and hours on Worksheet G, even though they did not work all year?
3. We hired a therapist from a 3rd party and the contract is for hours and rate of pay and does not include benefits. Would this be reported on Worksheet G?
4. Should we include Extended School Year (ESY) costs and time on Worksheet G?

# Questions to Address in Today's Check-In *(continued)*

## Other Miscellaneous Topics:

5. To be included on the CRCS, does a Pool 1 TSP need to have submitted interim billings?
6. Do we need to complete the CRCS if we did not receive payments in SFY 22-23?
7. Should salary/benefits on the CRCS reflect the date billed to Medi-Cal or the date the service was provided?
8. If our LEA backs out federally funded pay from the total reported for practitioner salaries and we don't use the "Federal Resources" column, is that correct practice?
9. If the CRCS gets rejected, do you have an opportunity to correct and resubmit?



# Questions 1 – 4: New Worksheet G



# General Overview of Worksheet G

1. Reporting for **three main areas by practitioner type**:
  - FTE employee counts.
  - Contracted compensation costs (salaries and benefits).
  - Contracted hours required to work.
2. LEAs will report **annual contracted** costs and hours for employees.
3. Do not capture costs or hours outside of employee base contracts.
  - No reporting for Extended School Year, per diem payments, extra duty time.
4. LEAs will report **total** contracted costs/hours (no need to net out federal resources).
5. No data collected for contractors.

# Worksheet G Snapshot

State of California — Health and Human Services Agency  
California Department of Health Care Services  
LEA Medi-Cal Billing Option Program

## Worksheet G: Annual Contracted Compensation and Hours for SFY 2022-23 Pool 1 RMTS Participants

Notes: The information collected on this worksheet is for rate-setting purposes only. This information will not be part of the cost settlement calculation and will not be audited by Audits and Investigations during the audit/review process.

Instructions: Report the information below for all employed practitioners that were included in one or more RMTS TSP Lists in SFY 2022-23. It is not necessary for a practitioner to be included in all three quarterly TSP Lists in order to report their data on this worksheet. Only report data for Participant Pool 1 practitioners.

**Do not report data on Worksheet G if a practitioner did not participate in at least one quarterly RMTS period from October 1, 2022 through June 30, 2023 (RMTS Quarters 2, 3 and 4). Use Worksheets F.2, F.3 and F.4 to identify TSPs for which you will report information on Worksheet G.**

Row	Practitioner Type	Number of Full Time Equivalent (FTE) Employees A	Total Annual Contracted Salaries (Gross) B	Total Annual Contracted Benefits (Gross) C	Total Annual Contracted Hours Required to Work D	Average Hourly Rate E = (B+C)/D
1.	Psychologists	2.50	\$ 242,000	\$ 34,000	3,800	\$ 72.63
2.	Social Workers					
3.	Registered Associate Clinical Social Workers					
4.	Credentialed School Counselors					

# **Question 1: Can you review who we report for on the new Worksheet G?**

- » Employees only (LEA BOP qualified practitioners).
- » Employee must have participated in one or more of the SFY 22-23 RMTS quarters as a Pool 1 Time Survey Participant (TSP).
- » LEAs will use CRCS Worksheets F.2, F.3 and F.4 to identify the employees for which they report costs and hours on Worksheet G.

**Question 2: We had an employee on the SFY 22-23 Quarter 3 TSP List that left their position mid-quarter. Should we include their costs and hours on Worksheet G, even though they did not work all year?**

- » If an employee is on at least one of the three Pool 1 TSP Lists, their annual costs/hours may be included on Worksheet G.
- » In this case, the LEA will use the employee's base contract and include their information on Worksheet G.
- » Worksheet G is not used for cost settlement so the time in the position is not relevant.
  - Worksheet G will be used to determine an **average hourly cost per practitioner type** for rate rebasing purposes.

**Question 3: We hired a therapist from a 3rd party and the contract is for hours and rate of pay and does not include benefits. Would this be reported on Worksheet G?**

- » Worksheet G is only for **employed** staff that are on one or more of the Participant Pool 1 TSP Lists for SFY 2022-23.
- » Contractor costs and hours are not included on Worksheet G.

## Question 4: Should we include Extended School Year (ESY) costs and time on Worksheet G?

- » Worksheet G will only include an employee's costs and hours that are part of their base contracts.
  - ESY costs/hours, extra duty time, per diem payments are **not reported** on Worksheet G.
- » Employee base contracts will be the source for annual compensation and hours required to work.

# QUESTIONS #1 – 4

## Worksheet G



# Questions #5 - 9: Miscellaneous Topics

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## **Question 5: To be included on the CRCS, does a Pool 1 TSP need to have submitted interim billings?**

- » No, billing for LEA BOP covered services is a **best practice that is strongly encouraged by DHCS**, but it is not currently an explicit requirement to include a practitioner's costs on the CRCS.
- » A practitioner **must be on the TSP List** to include their costs on the CRCS (by quarter).
- » Practitioners for which the LEA did not submit interim billings may be included if they provided LEA BOP covered services and met LEA BOP billing requirements.
  - ***LEAs must be able to substantiate these exception cases.***

# 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)?
  - ✓ Was the service properly ordered, referred or recommended by a licensed practitioner per LEA BOP requirements?
  - ✓ 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 6: Do we need to complete the CRCS if we did not receive payments in SFY 22-23?

- » If you have a Provider Participation Agreement (PPA) with DHCS, you must annually complete a CRCS to be compliant with LEA BOP requirements.
- » If your LEA received **no interim payments** for services rendered in SFY 2022-23, you'll complete a shorter form to complete the certification.
  - DHCS Form 6299a – “Certification of Zero Reimbursement”
  - Available upon request from the LEA Inbox: [LEA@dhcs.ca.gov](mailto:LEA@dhcs.ca.gov)
  - Submitted to: [LEA.CRCS.Submission@dhcs.ca.gov](mailto:LEA.CRCS.Submission@dhcs.ca.gov)

## Question 7: Should salary/benefits on Worksheet B reflect the date billed or the date the service was provided?

- » All CRCS reporting is based on date of service.
- » Salaries and benefits on Worksheet B will reflect employee costs for services that were rendered between July 1, 2022 and June 30, 2023.
- » **REMINDER:** to include costs on Worksheet B, the employee must have been on the quarterly TSP List.
  - If your LEA forgot to include a practitioner on a quarterly TSP List, their salaries/benefits cannot be on the CRCS for that quarter.
  - **Why?** The Random Moment Time Survey (RMTS) is a statistically valid sample and results are applied to the universe of costs.

**Question 8: If our LEA backs out federally funded pay from the total reported for practitioner salaries and we don't use the "Federal Resources" column, is that correct practice? The outcome is still not claiming federally funded costs.**

- » The CRCS instructions specify that total salaries/benefits are reported.
- » Federal funds are backed out on the CRCS to provide transparency.
- » The resource code account numbers associated with federal funding must be reported for audit/review purposes:



Quarter 2: October 1 to December 31, 2022								
Provider Category	Row Number	Number of TSPs	Quarter 2 Total Salaries	Quarter 2 Total Benefits	Quarter 2 Gross Compensation Expenditures	Expenditures from Federal Resources or Grants	Resource Code Account Number(s)	Quarter 2 Net Compensation Expenditures
Psychologists	1	1	\$ 25,000	\$ 2,000	\$ 27,000			\$27,000
Social Workers	2				\$ -			\$0
Registered Associate Clinical Social Workers	3				\$ -			\$0
Counselors/MFTs	4				\$ -			\$0

## **Question 9: If the CRCS gets rejected, do you have an opportunity to correct and resubmit?**

- » Yes, if your CRCS is rejected you will receive a notice from the [LEA.CRCS.Submission@dhcs.ca.gov](mailto:LEA.CRCS.Submission@dhcs.ca.gov) mailbox.
- » The email will detail the reason(s) that your CRCS was not accepted.
- » Correct the problem and resubmit to the CRCS Submission inbox.
- » Once accepted, you will receive a confirmation email from DHCS.
- » At the January 31<sup>st</sup> CRCS check-in meeting, we will review common rejection reasons.

# QUESTIONS



# **Section 2: Next Steps**

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# Submitting the SFY 2022-23 CRCS

- » Download all documents from the CRCS webpage:
  - Template and Instructions
  - Certification Form
  - Annual Reimbursement Data
  - Percentage of Reimbursement by FMAP Grouping Report
  - Specialized Medical Transportation
  - Direct Medical Service Percentages by Region
- » Complete the Excel template.
- » Gather your documentation.
- » Certify the costs on the electronic Certification Form.

# SFY 2022-23 Submission Package

» A complete submission package for SFY 2022-23 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, 2024.**

# Assembly Bill (AB) 483

- » Signed by the Governor on October 8, 2023; Effective January 1, 2024.
- » Requires DHCS to:
  - Distribute an updated Program Guide by July 1, 2024.
  - Complete the audit **within 18 months** of the date that the CRCS is submitted.
  - Provide an interim settlement **within 12 months** of the March 1 CRCS due date (*in cases where a final audited settlement is not made with 12 months*).
  - Publish a statewide summary of financial findings.
  - Make targeted technical assistance available to LEAs that experience a 25 percent or greater difference between their submitted CRCS and the final audited settlement.
- » SFY 22-23 CRCS Settlement Timeline:
  - Feb 28, 2025 – Interim settlement must be issued (*unless final settlement has been made*).
  - August 31, 2025 – Final Settlement must be issued for LEAs receiving interim settlement (*assumes that the CRCS was submitted timely by March 1, 2024*).

# Next CRCS Check-In Meeting

- » January 31, 2024 – 1:00 to 2:00 P.M.
  - Afternoon session of Quarterly Stakeholder Meeting.
  - Planned topics for discussion:
    - ☐ Review of common submission errors that result in CRCS rejection.
    - ☐ Specialized medical transportation costs (Worksheet E).
    - ☐ Contractor costs (Worksheet D).
- » Final content is determined based on stakeholder questions - send 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)**