

# **Fiscal Year (FY) 2024-25**

## **Cost and Reimbursement Comparison Schedule (CRCS)**

### **Check-In Meeting #1**

Department of Health Care Services  
February 4, 2026  
2:00 – 3:00 p.m.

# Agenda

- 1 Check-In Meeting Logistics
- 2 FY 2024-25 CRCS Update / Resources
- 3 Submitted 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 respond directly to the person that asked the question after today's 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 FY 2024-25 CRCS Check-In Meeting.
- » A check-in meeting will be held on **February 11 from 10:30 - 11:30 A.M.** for LEAs that have Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule payments to report on their FY 2024-25 CRCS.
  - Content will be limited to CYBHI reporting; no need to join if you did not receive payments for services rendered in FY 2024-25.
  - If you are unsure whether your LEA received payments for FY 2024-25 services, you can check in with your billing vendor. If information is not available through your vendor, please reach out to the CYBHI Fee Schedule Program at: [DHCS.SBS@dhcs.ca.gov](mailto:DHCS.SBS@dhcs.ca.gov).
- » Questions after today's check-in can be submitted to [LEA@dhcs.ca.gov](mailto:LEA@dhcs.ca.gov).

# CRCS Resources for FY 2024-25

- » The FY 2024-25 CRCS Landing Page, located on the CRCS webpage on the LEA BOP Website, will contain all resources to complete the CRCS.
- » Sent via e-blast on January 21, 2026, and pending posting on the FY 2024-25 CRCS Landing Page:
  1. FY 2024-25 Forms and Instructions
  2. Direct Medical Service Percentages
  3. Certification and Signature Document
  4. Specialized Medical Transportation Report
  5. Annual Reimbursement Report
  6. Federal Medical Assistance Percentage (FMAP) Grouping Reimbursement Percentages Report

# CRCS Resources for FY 2024-25

- » Will be sent via eblast or email soon and pending posting on the FY 2024-25 CRCS Landing Page
  - 7. Program Administration Withhold Report
  - 8. Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule Payment Report

# CRCS Training / Check-In Resources

- » FY 2024-25 [CRCS training](#) was provided on December 18, 2025.
- » Training slides were sent (with the CRCS forms and instructions) to the LEA BOP listserv on January 21, 2026.
- » The [CRCS training video](#) has been 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. What is the documentation needed to support costs without claims?
2. Can you explain the Program Administration Withhold Report and the impact on the CRCS?
3. What happens after my CRCS is submitted?
4. How do we amend a report after it was submitted?
5. What should we expect if our CRCS is audited?

# Question 1: What is the documentation needed to support costs without claims?

- » If the LEA reports practitioners on the CRCS without interim billing, 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?
    - ❖ Please see the September 2025 [General and Code 2A Documentation Training](#) for more information.
  - ✓ 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 2: Can you explain the Program Administration Withhold Report and the impact on the CRCS?**

- » DHCS reconciles withhold payments using the CRCS.
  - DHCS has authority to collect ***up to five percent*** of total Medicaid payments allocable to LEAs for program administration costs.
  - For FY 2024-25, **DHCS will collect 2 percent** of total Medicaid payments.
- » The Program Administration Withhold Report represents the total amount withheld from LEA claims during FY 2024-25.
  - The total withhold paid in FY 2024-25 will be compared to the total maximum allowable withhold amount to equitably reconcile all LEAs.

# Snapshot of Program Administration Withhold Report

- » LEAs will input the total amount from the Program Administration Withhold Report onto the CRCS Worksheet A, row 'ad'.

## ***Program Administration Withhold Report:***

Total Amount Withheld in Fiscal Year 2024-25		
NPI		
1111111111	\$	1,500.00
2222222222	\$	2,420.63
3333333333	\$	5,536.73
4444444444	\$	2,736.03

## ***CRCS, Worksheet A:***

60	z. Total Medi-Cal Maximum Reimbursable Cost (sum of u through y)	\$ 68,485	
61	aa. Interim Medi-Cal Reimbursement through the FI	\$ 10,000	
62	ab. Overpayment/(Underpayment) (aa - z)	\$ (58,485)	
63	ac. Total Authorized Withhold Amount (2% of z)	\$ 1,370	
64	ad. Total Withhold Amount Collected in FY 24-25	\$ 1,500	
65	ae. Withhold Adjustment to be Collected/(Refunded) to LEA (ac - ad)	\$ (130)	

## **Question 3:**

### **What happens after I submit my CRCS?**

- » Once submitted, DHCS screens the report for several important factors, such as:
  - Does the amount on the Excel Certification match the electronic certification form?
  - Are there any missing/incomplete fields?
  - Are the required documents submitted?
- » After screening, the CRCS is either accepted (and a confirmation email is sent) or rejected with an explanation of what needs to be corrected.
- » Once accepted, DHCS will begin processing reports – generally after the one-year claims submission period is complete.
  - LEAs will receive either an interim settlement or final settlement by February 28, 2027. When an interim settlement is issued, the final settlement is expected within 18 months of CRCS submission.

## **Question 4: How do we amend a report after it is submitted?**

- » If you need to amend your CRCS after submission, you must alert DHCS at [LEA.CRCS.Submission@dhcs.ca.gov](mailto:LEA.CRCS.Submission@dhcs.ca.gov).
- » Requests must be made in writing and include the reason for amendment.
- » Do not submit a new CRCS with a different date on the file name until you are instructed to do so.

## **Question 5: What should we expect if the CRCS is audited?**

- » **Review the entrance letter** – this will outline notification of audit, fiscal period, contact information, document request, timelines, and legal authority.
- » **Notify your vendor (if needed)** – some vendors assist their LEAs throughout the process and can support your LEA with documentation requests or explanations.
- » **DHCS will contact the individual who submitted the cost report** to ensure that person is informed and available. The person that is listed on the Certification Page will be the primary contact person.
- » Work with your auditor to **ensure personally identifiable information is sent in a secure manner.**

# GENERAL Q&A

# Next Steps



# Submitting the FY 2024-25 CRCS

- » Download documents from the CRCS webpage (or sent via DHCS e-blast):
  - Excel template and instructions
  - Electronic certification form
  - Supporting reports
- » Gather your documentation.
- » Complete the Excel template.
- » Certify the costs on the electronic Certification Form.
- » Submit by **Monday, March 2, 2026.**

# FY 2024-25 Submission Package

- » A complete submission package for FY 2024-25 includes:
  1. Completed Excel file.
  2. PDF of the signed Certification Form (total underpayment/overpayment must match 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 2, 2026.**

**The CRCS electronic files and the subject line of the e-mail must follow this naming convention: Fiscal Year.NPINumber.LEAName.SubmissionDate.CRCS with submission date presented as the month, day, and two-digit year.**

# QUESTIONS

**Please submit additional questions  
to the LEA BOP inbox:  
LEA@DHCS.CA.GOV**