



JENNIFER KENT  
DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

DATE: July 11, 2019

PPL No. 19-016

TO: Local Governmental Agency (LGA) Coordinators for the  
County-Based Medi-Cal Administrative Activities (CMAA) Program

**SUBJECT: Countywide Averages (CWA) for State Fiscal Year (SFY) 2018-19  
Quarter (Q)1**

The purpose of this Policy and Procedure Letter (PPL) is to provide the SFY 2018-19 Q1 countywide averages, referred to as CWA, to LGAs participating in the CMAA program within the Department of Health Care Services (DHCS) that have received prior approval to utilize CWA to discount CMAA claiming.

Participating LGAs must annually submit a “Justification Letter” to the CMAA program to receive approval for CWA utilization for each claiming unit prior to the start of the SFY to DHCS on LGA letterhead, specifically stating the reason(s) why the claiming unit is unable to use Actual Client Count, the required methodology from the CMAA Operational Plan. The “Justification Letter” must be submitted to your designated CMAA program analyst via e-mail.

The CWA is one of the approved discounting methods for CMAA program participant claiming. When DHCS approves a LGA’s request to use CMAA’s CWAs to discount costs, the respective LGA must use the CWA methodology for the full SFY. Going forward, the CWA PPL will be provided quarterly to LGAs participating in the CMAA program.

The statistical information used to develop the CWA is collected from two sources: the Department of Finance (DOF)<sup>1</sup> and DHCS<sup>2</sup> webpages referenced below. The DOF population statistics are published annually, on a calendar-year basis, and

<sup>1</sup> State of California, Department of Finance, E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change - January 1, 2018 and 2019  
[http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/documents/E-1\\_2019\\_InternetVersion.xls](http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/documents/E-1_2019_InternetVersion.xls)

<sup>2</sup> State of California, Department of Health Care Services, Medical Beneficiaries, Summary Pivot Table, Most Recent 48 Months, November 2018.  
[https://www.dhcs.ca.gov/dataandstats/statistics/Documents/Pivot\\_Cnty\\_Cert\\_Elig\\_RCNT48\\_201811.zip](https://www.dhcs.ca.gov/dataandstats/statistics/Documents/Pivot_Cnty_Cert_Elig_RCNT48_201811.zip)

provide an estimate of the yearly population totals by county. The DHCS Medi-Cal beneficiary enrollment population totals are published on a continuous basis and provide monthly Medi-Cal beneficiary totals by county for the most recent 48 months of activity. To calculate the CWA, the DHCS Medi-Cal beneficiary enrollment population totals are averaged for each county by quarter, and then the quarterly county averages are divided by the DOF estimated population totals for each county. The resulting quarterly quotients are then converted to a percentage for each county, known as the quarterly CWA.

The accompanying document to this PPL, the “California DHCS Medi-Cal CWA for SFY 2018-19 Q1”, includes the DOF estimated average population for calendar years 2018 and 2019, the DHCS average number of Medi-Cal eligible beneficiaries for SFY 2018-19, Q1: July 1, 2018, through September 30, 2018, and the number of Medi-Cal eligible beneficiaries shown as a percentage by county for Q1 of SFY 2018-19.

If you have any questions or require further assistance regarding this PPL, please contact the CMAA program at [cmaa@dhcs.ca.gov](mailto:cmaa@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY DAMITRA HAWKINS**

Damitra Hawkins, Chief  
County-Based Medical Administrative Activities Unit