



JENNIFER KENT
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

DATE: January 2, 2019

PPL No. 19-002

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

**SUBJECT: Revised Checklists for Preparing the CMAA Summary Invoice Page
and Detail Invoice**

The purpose of this Policy and Procedure Letter (PPL) is to notify LGAs that the checklists for preparing CMAA program invoices have been revised. The checklists are Appendices M(3)a and M(3)b of the CMAA Program Operational Plan. The revised checklists, dated January 2, 2019, supersede prior checklists and are in effect immediately. Copies of the checklists are attached and will be available at the following link:

<https://www.dhcs.ca.gov/formsandpubs/Pages/2018-PPLs.aspx>

The checklists are required tools used to ensure that all summary invoice and detail invoice pages meet compliance requirements for the CMAA program. The checklists should be reviewed by the LGA Coordinator prior to submission to the Department of Health Care Services (DHCS) for the CMAA Program. The LGA Coordinator must sign, date, and include the completed checklists with each invoice submitted to DHCS for reimbursement.

The primary reason for revising the checklists is to update the supporting document requirements for cost pools 1, 2, 4, 5, and 6, which has been revised by PPL 19-001.

For further assistance regarding this PPL, please e-mail the CMAA Unit at cmaa@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY HEATHER EVERHART

Heather Everhart, Chief
County-Based Administrative Activities Unit

Enclosures