



BRADLEY P. GILBERT, MD, MPP  
DIRECTOR

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



GAVIN NEWSOM  
GOVERNOR

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**PPL No. 20-017**

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

**SUBJECT: Implementation of the New Regional Invoice Summary Process**

The purpose of this Policy and Procedure Letter (PPL) is to notify LGAs that effective June 1, 2020, the Department of Health Care Services (DHCS) will implement a new invoice processing procedure for the CMAA program. The new procedure utilizes a “Regional Invoice Summary” (RIS) page as a coversheet for compliant LGA CMAA invoices. DHCS will develop a RIS page for a batch of compliant invoices sent by LGA Coordinators to DHCS.

DHCS is implementing this new procedure to simplify the claims payment process for invoices submitted by LGA Coordinators to DHCS. The RIS page is similar to the Invoice Summary page in the current CMAA invoice template. The RIS page will include the sum of multiple CMAA invoice totals to allow DHCS to issue lump sum payments to the LGAs. Currently, DHCS pays each invoice individually, however, the RIS process will allow DHCS to reimburse LGAs for multiple invoices with a single invoice summary page. The RIS page will not replace the CMAA Invoice Summary page, but will rather be an addition to it. The RIS page will act as a coversheet for multiple CMAA invoices.

**Current Requirement**

Per the Centers for Medicare and Medicaid Services approved CMAA Operational Plan, LGA Coordinators are responsible for reviewing all invoices for completeness and accuracy. LGA Coordinators must ensure the following:

- The correct invoice template was utilized (i.e., dated May 1, 2020).
- Each invoice complies with the most recent DHCS-approved claiming plan.
- All supportive documentation has been provided to DHCS per PPL 19-001.
- Each claiming unit’s invoice total within the batch of invoices is accurate.
- Each invoice complies with all applicable CMAA program codes, laws, and regulations.

### **Previous Process**

After LGA Coordinators confirmed invoices were compliant, the LGA Coordinators would mail the invoices to DHCS for individual invoice payments.

### **New Process**

After confirming that the invoices are compliant, LGA Coordinators must complete the following new steps to submit claims to DHCS:

1. Complete the DHCS provided Invoice Submission Memo to identify the invoices included in a batch and list the corresponding invoice amounts.
2. Sum the totals of each compliant invoice included in a batch in the memorandum.

Upon receipt of the invoices, DHCS will complete the following steps:

1. All Invoices
  - a. Review each invoice submitted to ensure they are compliant per abovementioned guidance.
2. Compliant Invoices
  - a. Create RISs in batches per state fiscal year (SFY) and quarter (Q) for the compliant invoices.
  - b. Each RIS will include the sum of all compliant invoices in a batch.
  - c. DHCS will email the RISs and the list of the applicable invoices summed to the LGA Coordinator for review, approval, and signature.
    - i. The LGA Coordinator must return the signed RISs on letterhead via postal mail to DHCS in order to finalize the invoice process and receive payment.
3. Non-compliant Invoices
  - a. Invoices that are not compliant with all applicable CMAA program codes, laws, and regulations will be removed from a batch, and a list of corrective items will be provided to the LGA Coordinator.
  - b. Upon receipt of the corrective items and/or invoices from the LGA Coordinator, DHCS will review the corrected invoices.
    - i. If there are at least six corrected, compliant invoices, DHCS will create a RIS. If there are fewer than six corrected, compliant invoices, they will be processed individually.

The invoice number on the RIS page follows the naming format provided in PPL 19-017. The following changes have been made to the Invoice Summary page to develop the RIS page.

- A “batch number” cell has been included to indicate the submission number. If more than one batch of invoices for the same SFY and Q are processed, the batch number on the RIS will indicate the order of submission (“1, 2, 3, etc.”). For example, if a LGA submitted 20 SFY 2018-19 Q3 invoices to DHCS, but 13 were compliant upon submission, those 13 invoices would be in batch 1. The remaining seven invoices would be used to create batch 2 once they were compliant.

Once the RIS has been processed for payment, DHCS will issue a lump sum check including an invoice that lists each invoice number for the claims paid to the LGA. The LGA Coordinator is responsible to ensure that the invoice numbers included with the check match the invoice numbers listed on the RIS that was provided to the LGA Coordinator via email.

DHCS will send an annotated copy of the CMAA RIS and the Invoice Submission Memo to the LGA Coordinators via email. For questions regarding this PPL, please contact DHCS at [cmaa@dhcs.ca.gov](mailto:cmaa@dhcs.ca.gov).

Sincerely,

**ORIGINALSIGNED BY**

Damitra Hawkins, Chief  
County-Based Medi-Cal Administrative Activities Unit  
Local Governmental Financing Division