



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



GAVIN NEWSOM  
GOVERNOR

Date: May 19, 2021

PPL No. 21-011

To: Local Governmental Agencies (LGAs) for the County and Tribal-Based  
Medi-Cal Administrative Activities (CTMAA) Programs

**SUBJECT: Electronic Invoice Submission and the use of a Secure File Transfer  
Website (SFT Website)**

This Policy and Procedure Letter (PPL) provides guidance to LGA Coordinators concerning the new electronic invoice submission process and implementation of a Secure File Transfer (SFT) website. Effective immediately, this PPL supersedes the invoice submission process for CMAA and TMAA LGA Coordinators outlined in PPL 20-019.

### **Current Process**

As a direct result of the COVID-19 public health emergency, the Department of Health Care Services (DHCS) issued PPL 20-019, which directed LGA Coordinators to submit unsigned invoices using a signature block in place of a signature. LGAs could submit invoices with wet signatures via postal mail or by scanned attachment to email. LGA Coordinators who elected to submit unsigned invoices were also responsible for completing a Certification Email, certifying that the unsigned invoices met all applicable federal and state laws and regulations. A separate Invoice Submission Memo was also required with all invoices regardless of the chosen submission method.

### **New Process**

Effective immediately, LGAs are required to submit complete and signed invoices electronically through DHCS' SFT website. LGAs must retain the signed hard copy invoices in their audit files for future desk reviews or site visits, as the invoices submitted through the SFT website will be stored for only 30 calendar days.

All current LGA Coordinators have received an email invitation to the SFT website granting primary and alternate LGA Coordinators access. To upload signed invoices, LGA Coordinators must accept the invitation. The SFT website will allow each LGA

Coordinator to upload several completed and signed invoices at once, saving the date and time each invoice file was uploaded.

Each invoice file must be uploaded using the following naming format:

- LGA name, Claiming Unit name, state fiscal year and quarter, and correction/revision number (i.e., Alameda\_YouthRising\_1920-4\_C1)

Each invoice file must be signed. Valid electronic signature methods include, but are not limited to the following:

- A signature provided via the Adobe Acrobat application
- A signature provided via the DocuSign application
  - Invoices with signatures provided via DocuSign must include the signature summary page generated by the application
- A scanned copy of an invoice signed with a wet signature

DHCS will not accept stamped or typed signatures.

LGA Coordinators are no longer required to submit the Certification Email to the SFT website. However, for all uploaded invoices, LGA Coordinators must continue to submit an Invoice Submission Memo via email to their assigned DHCS CTMAA analyst who will confirm receipt, and export, log, and track the invoices to ensure timely processing.

Finally, LGAs must submit other required program documents (i.e., claiming plans and desk review documents) to the SFT website. This new process will not impact DHCS' payment process.

For questions regarding this PPL, please contact CTMAA staff at [cmma@dhcs.ca.gov](mailto:cmma@dhcs.ca.gov).

Sincerely,

**ORGINIAL SIGNED BY**

Damitra Hawkins, Chief  
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Local Governmental Financing Division