



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



GAVIN NEWSOM  
GOVERNOR

DATE: June 8, 2021

PPL No. 21-013

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

SUBJECT: **Countywide Averages (CWAs) for the First Quarter (Q1) of State  
Fiscal Year (SFY) 2020-21**

This Policy and Procedure Letter (PPL) notifies LGAs of the calculation and procedures for use of SFY 2020-21 Q1 CWAs. This only applies to LGAs that submitted an annual justification (AJ) prior to June 30, 2020.

#### Submitting an Annual Justification

To use the CWA Medi-Cal Discount Percentage (MDP) methodology, an LGA Coordinator (or authorized alternate) must electronically submit an annual justification (AJ) prior to the start of a claiming year to the Department of Health Care Services (DHCS) via e-mail or the established DHCS Secure File Transfer website. The AJ must specifically state all reasons why a claiming unit is unable to utilize the Actual Client Count methodology. To obtain DHCS' approval to utilize the CWA MDP methodology, an LGA must have submitted an AJ to its designated CMAA analyst prior to the start of the claiming year. Once DHCS approves an LGA's request to use the CWA, the respective LGA must use the CWA MDP methodology for the entire SFY.

#### CWA MDP Methodology

The statistical information used to develop the CWA is collected from two sources: the Department of Finance (DOF) and the California Health and Human Services' (CHHS) webpages<sup>12</sup>. DHCS provides the CWA PPL quarterly as the data from DOF and CHHS is finalized. The DOF's population statistics are published annually, on a calendar year

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<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, 2020 and 2021  
[https://dof.ca.gov/Forecasting/Demographics/Estimates/e-1/documents/E-1\\_2021\\_InternetVersion.xlsx](https://dof.ca.gov/Forecasting/Demographics/Estimates/e-1/documents/E-1_2021_InternetVersion.xlsx)

<sup>2</sup> State of California, California Health and Human Services, Medi-Cal Certified Eligible Counts, April 2021.  
<https://data.chhs.ca.gov/dataset/medi-cal-certified-eligibles-tables-by-county-from-2010-to-most-recent-reportable-month/resource/9ade93e4-0676-4117-adbe-a53378d7fe84>

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basis, and provide an estimate of the yearly population totals by county. CHHS' 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, CHHS' Medi-Cal beneficiary enrollment population totals are averaged for each county by quarter. Subsequently, the county's quarterly averages are divided by the DOF's estimated population totals for every county. The resultant quarterly amounts, known as the quarterly CWA, are then converted to a percentage for each county.

The accompanying document to this PPL, the "California DHCS Medi-Cal CWA for SFY 2020-21 Q1," includes the following data elements:

- The DOF estimated average population for calendar years 2020 and 2021.
- CHHS' average number of Medi-Cal eligible beneficiaries for SFY 2020-21, Q1: July 1, 2020 through September 30, 2020.
- The number of Medi-Cal eligible beneficiaries shown as a percentage by county for Q1 of SFY 2020-21.

Please remember that only LGAs that submitted an AJ before June 30, 2020, are approved to use the CWA MDP methodology for SFY 2020-21.

Please send all inquiries about the California DHCS Medi-Cal CWA for SFY 2020-21 Q1 via e-mail to your CMAA analyst. Please send general inquiries to [cmaa@dhcs.ca.gov](mailto:cmaa@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY**

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