

Subject: DHCS-LEA BOP: Update on SFY 2018-19 CRCS Submission Package Requirements

Date: Friday, January 27, 2023 1:11:07 PM

January 27, 2023

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To All Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) Providers,

The Department of Health Care Services (DHCS) is committed to providing LEAs with updated information that is required to meet program compliance. This e-blast provides clarification on what documents are required to be submitted with the State Fiscal Year (SFY) 2018-19 Cost and Reimbursement Comparison Schedule (CRCS), due January 31, 2023.

For SFY 2018-19, DHCS will require two documents to be included in the submission package: (1) the [completed Excel CRCS form](#), and (2) the completed and signed electronic [Certification and Signature Document](#). These documents should be sent together in one transmission email by the January 31, 2023, due date to: LEA.CRCS.Submission@dhcs.ca.gov.

The Grouping Schedules/Bridging Documents and Production Log will not be required when submitting the SFY 2018-19 CRCS. However, LEAs should submit these documents with the CRCS submission package, which will create time efficiencies in the audit process. LEAs that choose not to submit the Grouping Schedules/Bridging Documents and Production Log will be required to produce these documents during the audit.

Here is some clarifying information about the supporting documentation:

1. A **Grouping Schedule or Bridging Document** is used to prepare the CRCS. These documents provide detail for employee salary and benefits costs, contractor costs, other costs, and transportation costs. The LEA's Grouping Schedule or Bridging Documents must be in an Excel file and contain the following fields:
 - Practitioner Name
 - Practitioner Job Classification
 - Resource, Object Codes
 - Contractor Amount Paid, Hours Paid, Vendor/Agency/Company Name
 - Grand totals for each category (totals will reconcile to the CRCS worksheets)

2. A **Production Log** identifies all employed and contracted practitioners that rendered LEA BOP covered services during the state fiscal year. The LEA's Production Log must be in an Excel file and contain the following fields:

- Practitioner Name
- Practitioner Job Classification
- Total Units of Service
- Total Interim Medi-Cal Reimbursement

Note: The Grouping Schedules/Bridging Documents and Production Log should not contain any student identifying information or practitioner social security numbers. LEAs may include the word [SECURE] in the transmission email subject line if there is any concern with providing the requested information via e-mail.

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Sincerely,

Local Educational Agency Medi-Cal Option Program Staff

[LEA Medi-Cal Billing Option Program](#)

[Department of Health Care Services](#)

E-mail: LEA@dhcs.ca.gov



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