

**Yolo County Office of Education  
1280 Santa Anita Court, Suite 100  
Woodland CA 95776**

**LEC Advisory Committee Meeting Minutes  
April 11, 2013**

**LEC Coordinator/Representative Attendees:**

Greg Englar, Sonoma County Office of Education - Region 1  
Merilee Johnson, Glenn County Office of Education – Region 2  
Marjorie Rollins, Sutter County Superintendent of Schools, **Co-Chair** - Region 3  
Michelle Cowart, Contra Costa County Office of Education – Region 4  
Monica Morgan, Santa Cruz County Office of Education - Region 5  
Janice Holden, Stanislaus County Office of Education – Region 6  
Susan Ellyson, Madera County Office of Education - Region 7  
Ken Gragg, Kern County Superintendent of Schools - Region 8  
Margaret Roux, Kern County Superintendent of Schools - Region 8  
Annette Jewell, Orange County Department of Education, **Co-Chair** - Region 9  
Jennifer Alvarado, San Bernardino County Superintendent of Schools - Region 10  
Octavio Castelo, Los Angeles County Office of Education - Region 11  
Phillip Downing, Los Angeles County Office of Education - Region 11

**Other Attendees:**

Geri Baucom, Department of Health Care Services (DHCS)  
Carolyn Cain-Smith, Department of Health Care Services (DHCS)  
Robert Lucia, Department of Health Care Services (DHCS)  
Janice DiCroce, LGA Co-Chair  
Lynda Lindsay, LGA Co-Chair  
Sherry Purcell, Los Angeles Unified School District

**Absent:**

## **1.0 Introductions**

Each individual stated his/her name and agency affiliation.

## **2.0 Additions to the Agenda**

None

## **3.0 Approval of Minutes**

The February 7, 2013 LEC Advisory Committee Meeting Minutes were approved.

## **4.0 Department of Health Care Services (DHCS) and Co-Chairs Report**

### **4.0 Staffing**

Branch Chief Geri Baucom stated that Analyst Robert Lucia was leaving the SMAA unit, and DHCS was in the process of filling the vacancy.

### **4.1 Implementation Plan - Update**

- DHCS reported that the SMAA implementation plan was originally submitted to CMS (Centers for Medicare & Medicaid Services) in October 2012. In December 2012, CMS responded to the original submission with a list of clarifying questions. DHCS completed their response to these questions and sent them to CMS on April 5, 2013. DHCS & CMS are in the negotiation stages of reviewing/revising the draft implementation plan.
- Branch Chief Geri Baucom stated that the draft plan and associated questions/comments were now considered public documents and could be shared.

### **4.2 CMS Deferral Certification Process - Update**

#### **4.2.1 Status of Invoice Supporting Documentation Reviews/Approvals**

- 622 deferral certification forms were received by DHCS. 220 deferral certification forms were sent to CMS for review. 54 certifications were approved/cleared from deferral.
- The last group of deferral clearances was received from CMS on 1/3/13.
- Chief Carolyn Cain-Smith stated that staff were continuing to process deferral forms (received from LECs/LGAs) at the state level. DHCS staff would update the Co-chairs on future progress as soon as they heard from CMS.
- A LEC committee member stated that several of the supporting documentation forms sent to DHCS electronically were not received. Another committee member stated that she experienced a similar problem in that the electronic file she sent to DHCS came through to the analyst, but it was not the complete file that was sent. Chief Carolyn Cain-Smith stated that there may be a system security level incompatibility problem that prevented receipt of some of the supporting documentation forms. DHCS will work with their IT Department to identify the problem and provide solutions. In the meantime, DHCS will provide LECs/LGAs with a supporting documentation form status report listing all documentation received (by DHCS) to date.

#### **4.3 MAA Invoice Payments**

- Chief Carolyn Cain-Smith reported that DHCS was processing MAA invoices for all claiming units released from deferral. DHCS was also diligently listing “early claim” invoices as invoices approach their 24-month deadline. Funds were being accrued for payment through the early claim process.
- A committee member asked about the status of LEC direct charge invoices, as she had a few invoices that were sent to DHCS over a year ago and she had not received payment. Chief Cain-Smith stated that LEC invoices were not in deferral and were being paid.

#### **4.4 CMS Financial Management Review Report - Update**

No update

#### **4.5 OIG (Office of Inspector General) - Update**

- DHCS was notified by OIG of their intent to conduct an audit of Medicaid school-based administrative costs claimed by DHCS. Chino Valley Unified School District will be the focus of the audit. The audit period will include expenditures claimed for the period of service July 1, 2010, through March 30, 2011.
- OIG conducted an entrance conference with DHCS staff on 3/19/13.
- DHCS stated that the OIG audit of Chino Valley USD would be completed by 6/30/13 and OIG would report out by 9/30/13.

#### **4.6 Community College - Update**

Branch Chief Geri Baucom stated that she hoped to provide community college guidance by May 30, 2013.

#### **4.7 Catalog of Federal Domestic Assistance (CFDA) 93.778 - Language for Contracts**

DHCS will issue a PPL (Policy & Procedure Letter) regarding new contract language to be incorporated into all (DHCS) contracts.

#### **4.8 Desk and Site Visits - Update**

DHCS will continue LEC and LGA site visits through the 2012/13 year. Claiming units within San Bernardino LEC & LGA were reviewed in January; claiming units within Kern LEC & LGA were reviewed in February; claiming units within Los Angeles LEC were reviewed in March; claiming units within Sutter LEC will be reviewed this month (April); claiming units within Solano and Santa Clara LGAs will be reviewed in May; claiming units within San Luis Obispo and Santa Cruz LGAs will be reviewed in June 2013.

#### **4.9 Time Survey Signatures**

The committee discussed inconsistent guidelines around signatures required on the time survey sample page(s). It is unclear if a signature is required on the (first) sample page (and subsequent sample pages) of the time survey form. Branch Chief Geri Baucom stated that DHCS would research the issue and would incorporate instructions in the annual (2013/14) time survey training in June 2013.

#### **4.10 Can Districts Average 12/13 4<sup>th</sup> quarter?**

- Branch Chief Geri Baucom stated that districts may average the 4<sup>th</sup> quarter of 2012/13 as long as they follow the SMAA manual. There were no program changes relative to the 4<sup>th</sup> quarter average.
- A committee member asked DHCS if SMAA participants would be using the worker log methodology next year (2013/14). Chief Baucom responded that we are still operating under the 2012/13 “interim” plan. She requested a continuance of the interim plan but CMS has not yet approved her request. DHCS plans to provide annual time survey training for the 2013/14 year in June 2013.

#### **4.11 Branch Chief Report**

- Branch Chief Geri Baucom reminded the LEC Committee of the oversight and support MAA Program hierarchy. LEAs contract with LECs/LGAs, LECs/LGAs contract with DHCS, and DHCS contracts with CMS. LECs/LGAs were reminded that contractual obligations dictate the flow of information.
- A committee member asked Branch Chief Baucom if it would be possible for DHCS to provide something in writing (about the deferral process) that could be shared with claiming units. Chief Baucom stated that (it was her understanding) that the purpose of DHCS attending the LEC Committee meeting was to provide information that LECs can take back to their claiming units.
- The committee discussed how information in writing from the (MAA) State oversight agency (DHCS) would carry a lot of weight when trying to explain to claiming unit administration about the deferral process and why their MAA reimbursements were delayed. A written statement from DHCS would lend credence to the messages LECs/LGAs were providing to their respective claiming units.
- Chief Baucom asked if an email to the LEC/LGA Co-Chairs to be shared with LEC Coordinators and ultimately shared with LEAs would suffice. The committee responded in the affirmative.

### **5.0 Review of February 7, 2013 LEC Advisory Committee Meeting Items**

The LEC Bylaws (potential amendments) were tabled at the February (LEC Advisory Committee) meeting. The LEC Bylaws were placed on today’s agenda (item #6.13).

### **6.0 LEC Advisory Committee Business**

#### **6.1 DHCS Implementation Plan**

As stated by Branch Chief Baucom, once documentation is sent from DHCS to CMS, the documentation is considered “public” and can be shared. A LEC Co-Chair emailed the latest implementation plan correspondence (DHCS’ responses to CMS’ questions) to all LECs during the LEC Committee meeting.

#### **6.2 CMS Deferral Certification Process**

The LEC Committee discussed how the certification process was progressing in each region.

##### **6.2.1 Status of Invoice Supporting Documentation Forms**

- See item #4.2.1
- LEC members expressed concern about deferral forms submitted by LECs/LGAs to DHCS and not received by DHCS. Committee members

felt that it would be imperative for DHCS to provide each region with the supporting documentation form status report as quickly as possible.

- LEC members expressed concern about the speed of the deferral certification process and the fact that LEAs were trying to build their budget for 2013/14. Loss (or lack) of MAA funding would affect staffing in certain districts and also would affect LEC staffing issues.
- Committee members shared that they received (deferral certification) deficiency letters from DHCS and received duplicate letters after they had already provided additional information to address the deficiency.
- The LEC Co-Chairs agreed to compile LEC concerns related to the CMS deferral certification process and present something in writing to DHCS.

**6.3 MAA Invoice Payments**

- See item #4.3
- MAA reimbursements for claiming units (released from referral) were being received by LECs. A LEC Committee member requested that DHCS be advised to update their mailing lists, as some reimbursements and contract invoices were being addressed to incorrect personnel and/or incorrect addresses.

**6.4 CMS Financial Management Review Report**

See item #4.4

**6.5 OIG (Office of Inspector General)**

- See item #4.5

**6.6 Community College**

- Per item #4.6, DHCS will provide guidance on Community Colleges by the end of May.
- The committee discussed various (regional) community college issues.

**6.7 Catalog of Federal Domestic Assistance (CFDA) 93.778**

See item #4.7

**6.8 Desk and Site Visits**

Committee members discussed the ongoing DHCS site visits. DHCS site review findings/concerns included: excessive claiming in certain reimbursable codes, supervisor signed the time survey form before the participant signed the form, and lack of unique duty statements for each MAA participant job classification.

**6.9 Time Survey Signatures**

See item #4.9

**6.10 Can Districts average 12/13 4<sup>th</sup> quarter?**

See item #4.10

**6.11 Branch Chief Report**

See item # 4.11

## **6.12 LEC Committee Elections**

### **6.12.1 Co-Chair**

Co-Chair Margie Rollins stated that she received one nomination for the Co-Chair position (Annette Jewell). The committee voted unanimously to elect Annette Jewell to serve another 2-year term.

### **6.12.2 Recorder**

Co-Chair Margie Rollins stated that she received one nomination for the Recorder position (Monica Morgan). The committee voted unanimously to elect Monica Morgan to serve another 2-year term.

## **6.13 Bylaws Potential Amendments**

- Legal counsel in Region 8 previously reviewed the LEC Bylaws, and suggested some changes.
- Three changes were approved (and adopted) by the LEC Advisory Committee on 8/9/12.
- The LEC Bylaw subcommittee (Regions 5, 8, 9) will review/discuss the additional changes suggested by legal counsel and make recommendations to the full committee at a later date. LEC members were advised to review the highlighted suggested changes and send any comments/concerns to one of the subcommittee members.

## **6.14 LEC Lunch Fund**

No discussion

## **7.0 Business and Administration Steering Committee (BASC) Report**

Nothing to report

## **8.0 Invoice News**

Nothing to report

## **9.0 LEA Medi-Cal Billing Option Ad-Hoc Workgroup Report**

- The 2011/12 AR (Annual Report) and the 2012/13 PPA (Provider Participation Agreement) were due (to the State) on October 10, 2012 (extended due date to November 30<sup>th</sup>). 515 PPAs were received, 11 need corrections, and 16 claiming units have not yet submitted their PPA/Annual Report.
- The State will review legal guidance on how to deal with districts that have not submitted their PPA. LEAs with outstanding PPAs will be contacted.
- DHCS clarified that there may not be a “penalty” fee for not filing the 06/07 or 07/08 CRCS (Cost & Reimbursement Comparison Schedule) form – However, LEAs will be required to return the funds received for the 06/07 and/or 07/08 claims if they did not complete the 06/07 and/or 07/08 CRCS forms.
- The May 2012 Report to the Legislature is posted on the LEA Billing Option Web site. A new TCM participation survey is also available on the LEA Billing Option Web site.
- The State (DHCS) is conducting LEA Billing Option site reviews. Sacramento City, Los Angeles USD, San Bernardino City USD, and San Joaquin COE will be reviewed.
- The Ad-Hoc Workgroup discussed improving/condensing the FAQs on the LEA Billing Option Web site.

**10.0 LGA Report**

The LGAs are awaiting County-based MAA time survey methodology approval from CMS.

**11.0 Adjourn Regular Session**

**The next LEC Advisory Committee Meeting will be on  
Thursday June 6, 2013 @ YOLO COE**