

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

**LEC Advisory Committee Meeting Minutes
February 7, 2013**

LEC Coordinator/Representative Attendees:

Greg Englar, Sonoma County Office of Education - Region 1
Debbie Geer, 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
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

Other Attendees:

Geri Baucom, Department of Health Care Services (DHCS)
Carolyn Cain-Smith, Department of Health Care Services (DHCS)
Karen Williams, Department of Health Care Services (DHCS)
Janice DiCroce, LGA Co-Chair
Laura Baynham, Mendocino County Office of Education
Cathy Bennett, Sacramento City Unified School District
Sherry Purcell, Los Angeles Unified School District

Absent:

Merilee Johnson, Glenn County Office of Education – Region 2
Susan Ellyson, Madera County Office of Education - Region 7
Lynda Lindsay, LGA Co-Chair

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 December 6, 2012 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 DHCS is fully staffed in SMAA, CMAA and TCM.

4.1 Implementation Plan - Update

DHCS reported that on January 22, 2013, the first roundtable discussion about the new implementation plan was held with LEC and LGA Co-Chairs, DHCS Staff, and the LGA Consultant. The primary purpose of this meeting was to discuss responses to the twenty-one comments from CMS (Centers for Medicare & Medicaid Services) after receiving the original proposed implementation plan from DHCS. The LEC and LGA Co-Chairs will have an opportunity to review the completed DHCS responses before the plan is re-submitted to CMS.

4.2 CMS Deferral Certification Process

4.2.1 Status of Invoice Supporting Documentation Forms

- 440 deferral certification forms were received by DHCS. 50 certifications were approved/cleared from deferral.
- Invoices from claiming units released from deferral were sent to the DHCS accounting department for payment.
- DHCS asked the LEC Advisory Committee to continue sending in the deferral certifications. There are several claiming units that have not yet completed their deferral paperwork.
- DHCS reminded the committee that new claiming units must send certification in with their first MAA invoice.
- Branch Chief Geri Baucom stated that DHCS will try to forward all deferral certifications (currently in house) to CMS by the end of March.

4.3 MAA Invoice Payments & Quarterly Status Reports

Chief Carolyn Cain-Smith reported that the 2010/11-3 MAA invoices are approaching their 24-month deadline and will be listed as “early claim”. If you have claiming units that have not submitted their 10/11-3 MAA invoice, please let Carolyn know, as she must have all 10/11-3 invoices by February 22, 2013.

4.4 CMS Financial Management Report - Update

No update

4.5 OIG (Office of Inspector General) - Update

Nothing new to report

4.6 Community College - Update

DHCS staff reported that their legal department suggested that (DHCS) staff work with CMS regarding community college funding and the CPE (Certified Public Expenditure) issue. Additional information will be forthcoming.

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

A DHCS internal audit revealed a federal level compliance issue in contract language. DHCS will amend all contracts with specific language referencing the Catalog of Federal Domestic Assistance.

4.8 Branch Chief Report

- All “host” contracts were paid. DHCS sent out 12/13 contract amendments and most were returned to DHCS. DHCS invoiced the LECs for the first quarter 2012/13 and will soon bill for the second quarter. Chief Baucom reported that the DHCS general fund will no longer pick up MAA costs because billing is current in the current year.
- A LEC Committee member asked Branch Chief Geri Baucom how the LECs should plan for the 2013/14 year. Will the interim time survey process continue next year? Branch Chief Baucom responded that she does not know at this time if and when the new implementation plan will be approved. Chief Baucom further stated that DHCS has been working with CMS for 3+ years to get a new plan in place for CMAA, so it is not likely that the new SMAA implementation plan will be approved (by CMS) in 2013/14.
- A LEC Committee member asked Branch Chief Geri Baucom if it would be possible to request that CMS allow SMAA units to use 2012/13 time survey results in the 2013/14 year (or until a new plan is implemented) instead of time surveying in 2013/14, as back-casting will be required anyway. CMAA was allowed to use past time survey data for invoicing while awaiting new plan approval, so why wouldn't SMAA be the same? Chief Baucom stated that SMAA has an “interim” plan in place and in some ways this is a better position than CMAA (which did not have an interim plan). Without the interim plan, new claiming units would not receive reimbursement for 2013/14 claims.
- Chief Baucom clarified that the term “interim claiming plan” means until a new plan is in place. However, CMS reserves the right to make changes to the “interim” plan (as necessary), as they did with codes 15/16.
- A LEC Committee member asked Chief Baucom if a MAA invoice revision was required as part of the deferral certification process, must a warrant accompany the revised invoice? Chief Baucom responded in the affirmative.
- A LEC Committee member stated that LECs are receiving questions from claiming unit superintendents about the speed of the deferral process. Chief Baucom state that DHCS experienced a back log during the holiday season and staff is doing the best they can in moving the deferral process along.
- A LEC Committee member asked Chief Baucom when we will have information about community college participation in MAA, and in the meantime, how should LECs proceed with processing college invoices? Chief Baucom stated that DHCS is getting clarification on categorical funding, but LECs should continue submitting college claims.

- Another LEC Committee member stated that at one time, she thought CMS advised (California) that community colleges could not claim time in all of the MAA codes, and that some codes required additional documentation. Chief Baucom stated that she was not aware of any restrictions for coding. Colleges should be treated like any other LEA. They are required to support what they are claiming and their claims must be reasonable and in support of the state plan.

5.0 Review of December 6, 2012 LEC Advisory Committee Meeting Items

No discussion

6.0 LEC Advisory Committee Business

6.1 DHCS Implementation Plan - Update

- The LEC Co-Chairs discussed the recent round table meeting with DHCS. During the meeting, suggestions were made to provide clarification and improve the wording of the implementation plan.
- The LEC RMTS subcommittee members were concerned about the number of days allowed to respond to the random moment (in the implementation plan) and asked LAUSD what response time requirement was in the LAUSD RMTS plan. Sherry Purcell responded that the LAUSD response time is 5 days. If a moment occurs on Friday, however, Saturday and Sunday are not included in the 5 day response time.
- The LEC RMTS subcommittee members were also concerned about the wording (in the implementation plan) regarding the averaged quarter and suggested changes to reflect three non-averaged quarters instead of the three previous quarters.
- Chief Carolyn Cain-Smith hoped to have the revised implementation plan and the responses to questions asked by CMS back to the Co-Chairs for review by now. However, the review and resubmission process is not moving as quickly as anticipated.
- The LEC Co-Chairs asked DHCS if additional people could have input in discussing implementation plan revisions as the State goes through the process with CMS. DHCS responded that they do not know the answer to this question. DHCS currently has a work group including 5 people (2 LEC Co-Chairs, 2 LGA Co-Chairs, and the LGA Consultant). DHCS may consider bringing in a few more people into the work group as the plan nears completion.
- The LEC Co-Chairs reminded DHCS that the LEC Advisory Committee had a subcommittee dedicated to researching the RMTS methodology and the subcommittee could prove valuable in implementation plan discussions.

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

6.3 MAA Invoice Payments & Quarterly Status Reports

- See item #4.3

- The LEC Committee discussed MAA reimbursements for claiming units released from deferral. Claiming units (in various regions) released from deferral were already receiving their MAA reimbursements.

6.4 CMS Financial Management Report

See item #4.4

6.5 OIG (Office of Inspector General)

- See item #4.5
- LGA Co-Chair Janice DiCroce stated that OIG recently visited Chino Valley USD (a claiming unit with the San Bernardino LGA) and interviewed two or three Assistant Principals.

6.6 Community College

See item #4.6

6.7 Catalog of Federal Domestic Assistance (CFDA) 93.778

See item #4.7

6.8 Branch Chief Report

See item #4.8

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 30th). 531 PPAs were received, 15 need corrections, and 22 claiming units have not yet submitted their PPA.
- The Data Use Agreement was due (to the State) 11/30/12. There were still 22 DUAs outstanding. Claiming units will not receive a tape match (from the State) until the DUA is received.
- LEA site visits will be starting soon. The State will select large/medium/small LEAs (with various demographics and various transportation needs) for review. The first site visits will include Sacramento City, LAUSD, and two additional LEAs (to be determined).
- The Ad-Hoc Workgroup discussed transportation needs, PPL 13-001, and the fact that a student need not be secured in a wheelchair to ride in a littler van or a wheelchair van.
- The LEA manual will now be available in searchable PDF format on the LEA Billing Web site.

10.0 LGA Report

- Nothing new to report. The LGAs are awaiting County-based MAA time survey methodology approval from CMS.

11.0 Adjourn Regular Session

12.0 Closed Session (LEC Coordinators Only)

**The next LEC Advisory Committee Meeting will be on
Thursday April 11, 2013 @ YOLO COE**