

**MAA LEA Appeals Process**  
**Pilot Program for 05/06**  
*Final Revised/Approved 1/06*  
Appeals will begin with the 04/05-1 invoices

LEA Appeals Process

DHS contracts with each participating LEC to assist with the performance of administrative activities necessary for the proper and efficient administration of the Medi-Cal program, pursuant to section 1396b(a) of Title 42 of the United States Code and section 1903a of the federal Social Security Act.

Each LEC is responsible for monitoring each participating LEA to ensure compliance with all requirements of the Administrative Claiming process. This responsibility includes the time survey training, survey completion, audit binder development and proper invoicing. Each LEC supports its participating LEAs by clarifying program requirements and by requesting necessary corrections/revisions to program documents and procedures. If a LEA should disagree with a LEC decision, the LEC and LEA will work together to reach agreement. If that process is unsuccessful, the LEA may appeal the LEC decision to the statewide LEC Committee.

The following process has been set up only for LEAs claiming through a LEC.

A. If the LEC denies, or requests adjustments, to any invoice submitted by the LEA, the affected LEA may request a review of the LEC decision at a monthly LEC Committee meeting. This committee consists of the eleven (11) regional LECs holding contracts with DHS.

B. The LEA written appeal shall be delivered directly to its contracting LEC, which is responsible for forwarding the appeal to the LEC Co-Chairs. The LEA appeal shall include the following information:

- 1) The Claiming Unit name and the invoice year and quarter
- 2) The DHS contractor (Region) number and agency legal name
- 3) Claiming unit contact name, title, telephone number and e-mail address
- 4) The LEC decision(s) being appealed
- 5) A statement of reason the LEA is appealing
- 6) The reason(s) the LEA does not agree with the LEC decision(s)
- 7) Authoritative support for the reason(s) the LEA does not agree
- 8) A proposed solution to the issue

C. Each LEC supports its participating LEAs by clarifying program requirements and by requesting necessary corrections/revisions to program documents and procedures. If a LEA should disagree with a LEC decision, the LEC and LEA will work together to reach agreement. If that process is unsuccessful, the LEA may appeal the LEC decision to the statewide LEC Committee. After review by the committee, the LEC Committee Co-Chairs will notify the submitting LEC and LEA of the recommendation. The Co-Chairs will also notify DHS of the recommendation. DHS will review and respond accordingly to the LEC Co-Chairs, and regional LEC. DHS will ensure the invoice is processed within the 24-month allowance. The decision of DHS shall be final.

The LEA is invited to participate in the LEC Committee discussion of the appeal. The submitting regional LEC shall abstain from any participation in the final decision made by the LEC.

LEC/LGA Appeals Process to DHS

Code section 14132.47(i) of the Welfare and Institutions code states that DHS shall deny any claim from a participating LEC/LGA if the department determines that the claim is not adequately supported in accordance with criteria established pursuant to this subdivision and implementing regulations before it forwards the claim for reimbursement to the federal Medicaid program.

If the department denies any claim submitted under this section, the affected participating LEC/LGA may, within 30 days after receipt of written notice of the denial, request that the department reconsider its action. The participating LEC/LGA may request a meeting with the director or his or her designee within 30 days to present its concerns to the department after the request is filed. If the director or his or her designee cannot meet, the department shall respond in writing indicating the specific reasons for which the claim is out of compliance to the participating LEC/LGA in response to its appeal. Thereafter, the decision of the director shall be final.