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Director

CHILDREN'S MEDICAL SERVICES

California Children's Services

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EDWARD BLOCH, MD
Medical Director

January 23, 2010

CLAIMS/PROVIDER NOTIFICATION

January 20, 2010

Dear California Children's Services Providers,

This notification is to inform you about critical changes coming to Los Angeles County California Children's Services (CCS) Share of Cost (SOC) processing.

Los Angeles County CCS is planning to convert from our internal case management system (i.e., ACMS) to the State's electronic full-scope case management system in early 2010. This State system is commonly referred to as Children's Medical Services Network (CMS Net). Please be informed that effective the date of conversion to CMS Net and going forward your office's processes will change in the following ways:

- A. CCS will begin issuing authorizations for CCS services in the CMS Net system using the Service Authorization Request (SAR) form. You may obtain a copy of the SAR form at <http://www.dhcs.ca.gov/services/ccs/pages/Providerforms.aspx#services>.
- B. All claims for services authorized in CMS Net on the SAR form must be submitted directly to HP Enterprises (formerly known as Electronic Data System [EDS]) for approval and payment.
- C. All claims eligible for SOC will be dealt with individually in advance of your submission to HP. Los Angeles County CCS will work with you directly to obligate the SOC for CCS eligible clients who have Medi-Cal with a SOC. The procedure for obligating the SOC upon conversion to CMS Net is attached.

The CMS Net conversion date will be posted on our CCS website. Please check the website (<http://publichealth.lacounty.gov/cms/CCS.htm>) regularly for updates related to the CMS Net transition or any other program information.

CALIFORNIA CHILDREN'S SERVICES
PROVIDER'S SHARE OF COST (SOC) PROCESSING PROCEDURES

EFFECTIVE UPON CONVERSION TO THE
CHILDREN'S MEDICAL SERVICES NETWORK (CMS NET)
CASE MANAGEMENT SYSTEM

PURPOSE: Los Angeles County's (LAC) California Children's Services (CCS) will pay the Share-of-Cost (SOC) for a client when the Total Costs (TC) of the billed services are four times (4X) greater than the client's SOC.

POLICY: Identify CCS program eligible clients with SOC Medi-Cal benefits prior to billing Medi-Cal, and thus reduce the use of straight CCS funding when possible.

PROCEDURE:

The following procedure steps to be followed before billing Medi-Cal.

- I. A designated CCS Provider Relations (PR) staff member will contact the provider and assist with the processing of qualified SOC cases.
 - A. The PR staff member will work with the provider to determine whether the SOC case qualifies for CCS payment.
 - B. The PR staff member will obtain the total charge of the claim and apply the SOC calculation (4 times greater criterion) to determine how to proceed. The SOC calculation (4 times greater criterion) is defined as if the SOC (multiplied by 4) is **less than** the billed amount of the claim, CCS will pay the SOC.

Example: Claim Amount: \$7,263.96
SOC Amount: \$1,682.00
SOC Calculation: \$1,682.00 x 4 = \$6,728.00

Since the SOC calculation (\$6,728.00) is less than the total billed claim amount of \$7,263.96, CCS will pay the SOC amount of \$1,682.00, and the provider will bill Medi-Cal for \$5,581.96, which is the claim amount minus the SOC amount.

- C. If the criterion **is** met, the PR staff member will notify you and the following will apply:
 1. A CCS SOC Voucher and a SOC calculation page will be emailed to the provider.

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2. The provider will certify the SOC. Please refer to the Medi-Cal website at www.medi-cal.ca.gov under "Share of Cost (SOC) (share)" for instructions on how to certify the SOC.
 3. Once the SOC has been certified, the provider will mail the following items to the CCS PR office/staff member:
 - a. SOC Voucher,
 - b. SOC Calculation Page,
 - c. Acceptable verification that the SOC has been certified (e.g., Eligibility Verification Confirmation (EVC) printed from the Internet or Point of Service [POS] receipt), **and**
 - d. An original SOC claim or copy of the claim that will be sent to HP Enterprise Services [formerly known as Electronic Data Systems, Inc. (EDS)].
- Address:**
Los Angeles County – California Children's Services
Attn: (CCS PR staff member name), SOC Processing
9320 Telstar Avenue, Suite 226
El Monte CA 91731
4. Upon receipt of the above items, CCS will process the SOC for payment.
 5. The provider will bill Medi-Cal for the services rendered minus the SOC paid by CCS.
- D. If the criterion is **not** met, the PR staff member will advise the provider to bill the claim as straight CCS.