

**ACTIVITY CODE (19)  
MAA/TCM COORDINATION AND CLAIMS ADMINISTRATION**

Claiming Unit:	Submittal Date:
Local Governmental Agency:	Amended Date:

For each type of MAA/TCM Coordination and Claims Administration performed, provide the following information:

1. **Individually list** each type of allowable MAA/TCM coordination and claims administration activity performed and describe how staff perform this activity (if adding the LGA Participation Fee, list that here):

Staff will develop, revise and submit MAA claim plans and invoices in coordination with the LGA MAA/TCM staff, including overseeing, preparing, compiling, revising and submitting of MAA invoices for the claiming unit; attending training sessions, meetings and conferences involving MAA, including interacting with the LGA MAA/TCM Coordinator; training staff on state, federal and local requirements for MAA claiming; ensuring that MAA claims do not duplicate Medi-Cal claims for the same activities from other providers.

2. Indicate whether staff perform this activity part-time in addition to other duties:

Designated staff perform these activities on a part-time basis in addition to other duties.

3. Describe the method that will be used for claiming, i.e. direct charge or time survey:

The time survey method will be used to document time spent by staff performing this activity.

4. If applicable, indicate whether contractors or consultants will provide claims preparation activities. Then provide the names of those contractors/consultant:

Not applicable.

Documents Required:

1. Attach copies of any contracts entered into for the performance of LGA claims administration.

