

PLACE ON COUNTY LETTERHEAD

[DATE]

Department of Health Care Services  
 County-Based Medi-Cal Administrative Activities  
 1501 Capitol Avenue, Suite 71.2203, MS 2628  
 Sacramento, CA 95899-7436  
 Attn: [NAME OF CMAA ANALYST]

RE: Request for Multiple Coordinators to Use Code 19 – [CLAIMING UNIT NAME] - FY [FISCAL YEAR])

Dear [NAME OF CMAA ANALYST],

[COUNTY NAME] requests approval to have [# of staff] staff members in its [CLAIMING UNIT NAME] Claiming Unit claim time to Code 19 to assist in the administration of the County CMAA program. The Full-Time Equivalent for these staff members time studying to Code 19 is 1 FTE. Please see chart below for details:

# of Employees	Work Schedule	Position Title	Normal Hrs Worked Per Week	Total # of Weeks	Compensable Hours	CMAA Hrs Per Week	CMAA FTE	CMAA Tasks
1	Part-Time	[POSITION TITLE]	32	52	1,664	16	0.40	Train, prepare claiming plan amendments, technical assistance, maintain audit files, invoices
1	Full-Time	[POSITION TITLE]	40	52	2080	4	0.1	Verify time study completion, send reminders, train
1	Part-Time	[POSITION TITLE]	24	52	999	20	0.5	Prepare claiming plan amendments, maintain audit files, invoices
3						40	1.0	

[UPDATE JOB DUTIES AS NEEDED] The primary LGA Coordinator, our [POSITION TITLE], will be

responsible for providing staff trainings, updating the CMAA plan, preparing invoices, maintaining audit file documentation, and being the primary contact with DHCS. The second Coordinator, the [POSITION TITLE], will be responsible for setting up time studies for new staff, providing time study training, reviewing time study completion, and reminding staff to complete time studies. The third Coordinator, the [POSITION TITLE], will learn all aspects of the CMAA program, complete quarterly invoices, and provide assistance with the expansion of CMAA to other county departments.

I appreciate your consideration in this matter. Please let me know if you have any questions at [PHONE # FOR LGA COORDINATOR] or [EMAIL ADDRESS FOR LGA COORDINATOR].

Sincerely,

[NAME OF LGA COORDINATOR]  
LGA Coordinator