07-85 CPAS REVIEW PROCESS 11610

11610. CONTENTS OF THE STATE CPAS FILE

The State must supply or make available all the information and documentation necessary to conduct the Federal re-review of State CP findings. Each completed State review file should contain the following documentation:

1. Documentation of the claims payment authorization amount;

2. a copy of the provider invoice or provider invoice information;

3. provider certification documentation;

4. recipient eligibility certification documentation;

5. paid claim history information pertinent to the review findings;

6. documentation of any required medical judgment certifications;

7. a documentation source sheet if utilized;

8. permissible State practice references which bear on the review findings and which the reviewer deems necessary for clarification;

9. CPAS Review Schedule; and

10. explanation and documentation required to support review findings.

In addition, the State must have, or have available:

11. Certified provider listing and recipient eligibility files;

12. permissible State practice which defines allowed services, frequency limitations, and any other pertinent program requirements;

13. fee schedules, reimbursement tables, and other information on allowable payments to groups and individual providers; and

14. listing of covered services.

11611. CPAS CORRECTIVE ACTION

CPAS corrective action (CA) involves a full range of State initiated activities designed to eliminate errors in State claims processing and misspent Federal funds resulting from these errors.

All State agencies are required to submit a comprehensive corrective action plan to the HCFA-RO which provides an analysis of CPAS findings and detail State efforts to remedy deficiencies discovered in its claims processing. Each plan must address CP errors discovered subsequent to the period covered by the previous corrective action plan. The plan is to be submitted to the HCFA-RO by August 31 of each year as a part of the State's annual CPAS report.

The State agency must prepare the CA plan in three major steps.

Rev. 6 11-6-49

11611 (Cont.) CPAS REVIEW PROCESS 07-85

A. Identification of Errors and Causes.--This section summarizes State CPAS data and analyzes the major concentrations of errors. It also reports the results of any special studies used to obtain additional information on the identification of errors and related causes. Finally it includes a statement of the cause of each major concentration of errors.

B. Planned Corrective Action.--Section two details CA planned or implemented. This includes a description of CA selected for each identified cause of error and the overall implementation schedule for each action showing the major task to be conducted. In addition, list the specific dates for the completion of key tasks, along with all tasks and milestones for all affected agency and administrative components. Identify all anticipated results, costs, and time schedule of the CA.

C. Evaluation of Results of Planned CA Previously Reported.--This section describes the proposed method of evaluating the CA effectiveness and source and method of evaluation and assembling data.

11-6-50 Rev. 6

APPENDIX A

STATE CODES

ALABAMA AL 01 NEBRASKA NE 31

ALASKA AK 02 NEVADA NV 32

ARIZONA AZ 04 NEW HAMPSHIRE NH 33

ARKANSAS AR 05 NEW JERSEY NJ 34

NEW MEXICO NM 35

CALIFORNIA CA 06 NEW YORK NY 36

COLORADO CO 08 NORTH CAROLINA NC 37

CONNECTICUT CT 09 NORTH DAKOTA ND 38

DELAWARE DE 10 OHIO OH 39

DIST. OF COLUMBIA DC 11 OKLAHOMA OK 40

OREGON OR 41

FLORIDA FL 12

PENNSYLVANIA PA 42

GEORGIA GA 13 PUERTO RICO PR 72

HAWAII HI 15 RHODE ISLAND RI 44

IDAHO ID 16 SOUTH CAROLINA SC 45

ILLINOIS IL 17 SOUTH DAKOTA SD 46

INDIANA IN 18

IOWA IA 19 TENNESSEE TN 47

TEXAS TX 48

KANSAS KS 20

KENTUCKY KY 21 UTAH UT 49

LOUISIANA LA 22 VERMONT VT 50

VIRGINIA VA 51

MAINE ME 23 VIRGIN ISLANDS VI 78

MARYLAND MD 24

MASSACHUSETTS MA 25 WASHINGTON WA 53

MICHIGAN MI 26 WEST VIRGINIA WV 54

MINNESOTA MN 27 WISCONSIN WI 55

MISSISSIPPI MS 28 WYOMING WY 56

MISSOURI MO 29

MONTANA MT 30 GUAM GU 66

Rev. 6 11-6-51

APPENDIX B

**ANNUAL SAMPLE SIZES**

**(USE 1/2 for 6-Month Period.)**

**Region I**

Connecticut 6,000

Maine 4,200

Massachusetts 10,400

New Hampshire 2,600

Rhode Island 4,200

Vermont 2,600

**Region II**

New Jersey 10,400

New York 10,400

Puerto Rico 4,200

Virgin Islands 2,600

**Region III**

Delaware 2,600

District of Columbia 4,200

Maryland  8,100

Pennsylvania 10,400

Virginia 8,100

West Virginia 4,200

**Region IV**

Alabama 6,000

Florida 8,100

Georgia 8,100

Kentucky 6,000

Mississippi 4,200

North Carolina 8,100

South Carolina 6,000

Tennessee 8,100

**Region V**

Illinois 10,400

Indiana 8,100

Michigan 10,400

Minnesota 8,100

Ohio 10,400

Wisconsin 10,400

11-6-52 Rev. 6

APPENDIX B

Page 2

**ANNUAL SAMPLE SIZES**

**(USE 1/2 for 6-Month Period.)**

**Region VI**

Arkansas 6,000

Louisiana 8,100

New Mexico 4,200

Oklahoma 6,000

Texas 10,400

**Region VII**

Iowa 6,000

Kansas 6,000

Missouri 6,000

Nebraska 4,200

**Region VIII**

Colorado 4,200

Montana 2,600

North Dakota 2,600

South Dakota 2,600

Utah 2,600

Wyoming 2,600

**Region IX**

Arizona --------

California 10,400

Guam 2,600

Hawaii 4,200

Nevada 2,600

**Region X**

Alaska 2,600

Idaho 2,600

Oregon 6,000

Washington 8,100

Rev. 6 11-6-53