LEA Coordinator Training 2021

Region 2 LEC

GLENN COUNTY
OFFICE *of* EDUCATION

Program Reminders:

- Remain in contact with your LEC with any staffing changes, as soon as known
- Obtain TRUE start and end dates from HR for any new or ending staff
- Review resource codes quarterly to ensure there are no staff who are 100% federally funded
- Advise LEC immediately if there any changes in LEA Coordinator role for your district
- Do your best to adhere to deadlines, ask for help when needed
- Advise LEC immediately of any school closure situations

What are SMAA & LEA BOP?

School-Based Medi-Cal Administrative Activities (SMAA) Program:

- The SMAA Program is a Federal program that reimburses LEAs for providing **administrative and outreach** activities
  (i.e., Outreach and referral, arranging transportation, translation services, SMAA claims coordination)

Local Educational Agency Medi-Cal Billing Option Program (LEA BOP):

- The LEA BOP is a Federal program that reimburses LEAs for providing **direct health services** to Medi-Cal enrolled students *(i.e., speech therapy, occupational therapy, nursing, psychological services)*

Roles of an LEA Coordinator

- Add board approved calendars
- Build time study participant lists
- Add shifts
- Add staff
- Create and delete vacancies
- Certify staff pool lists and calendars for each quarter
- Monitor Random Moment Time Survey (RMTS) moments
- Contact time study participants on overdue moments
- Monitor program compliance (85% Compliance)
- Ensure your LEC/RMTS Coordinator has your correct contact information and contact information for a backup coordinator

What is RMTS (Random Moment Time Survey)?

The RMTS is a time study mechanism that California uses to determine **the amount of time spent** on activities throughout a participant's workday.

Random moment = **one minute of work** done by **a Time Survey Participant** (TSP). Moments are randomly assigned on a quarterly basis.

As of SFY 2020-21, **both** school-based programs are incorporated into one RMTS.

****RMTS webpage contains additional resources****
https://www.dhcs.ca.gov/provgovpart/Pages/School-Based-RMTS.aspx

Examples of Reimbursable Activities

- Time spent referring students to health care services
- Conducting Medi-Cal outreach
- Arranging transportation in support of Medi-Cal Services
- Translation that assists the individual to access and understand necessary care or treatment covered by Medi-Cal or how to access the application process for Medi-Cal
- Activities associated with the development of strategies to improve the coordination and delivery of Medi-Cal covered health services to students and their families
- For Direct Billing staff and/or LEA Medi-Cal Billing Option Program districts, most of your direct medical services

Types of TSPs

TSPs are classified by the LEA Coordinator as either:

- **Pool 1 participants:** direct health service practitioners that are qualified to bill under the LEA Program

- **Pool 2 participants:** administrative claiming staff that will not bill direct medical services

Pool 1 (Direct Service) – Approved Participants

- Associate Marriage and Family Therapists
- Certified Nurse Practitioners
- Certified Public Health Nurses
- Credentialed Audiologists
- Credentialed School Counselors
- Credentialed School Psychologists
- Credentialed School Social Workers
- Credentialed SLPs
- Licensed Audiologists
- Licensed Clinical Social Workers
- Licensed Educational Psychologists
- Licensed Marriage and Family Therapists
- Licensed Occupational Therapists
- Licensed Optometrists
- Licensed Physical Therapists
- Licensed Physicians
- Licensed Physician Assistants
- Licensed Psychiatrists
- Licensed Registered Nurses
- Licensed Respiratory Care Practitioners
- Licensed SLPs
- Licensed Vocational Nurses
- Occupational Therapy Assistants
- Orientation and Mobility Specialists
- Physical Therapist Assistants
- Program Specialists
- Registered Associate Clinical Social Workers
- Registered Credentialed School Nurses
- Registered Dieticians
- Registered School Audiometrists
- Speech-Language Pathology Assistants
- Trained Health Care Aides

Pool 2 (Administrative) – Approved Participants

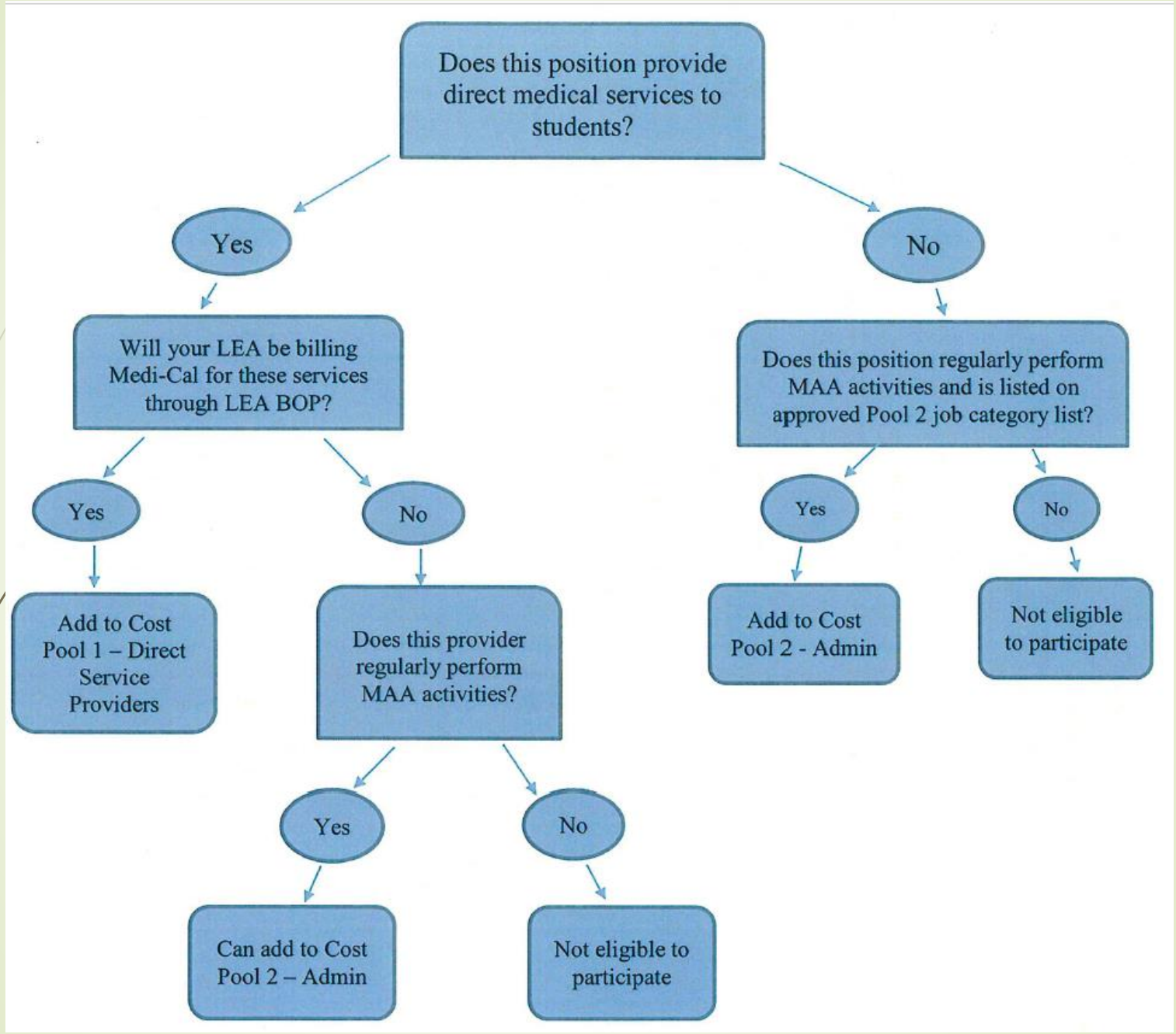
- Community Liaison
- Coordinator, various selected positions (i.e., Medi-Cal, Mental Health, Speech, Nursing, etc.)
- Direct health service practitioners (Pool 1) that are unqualified to bill under the LEA BOP reimbursement rules (i.e., a practitioner that requires supervision to bill under LEA BOP but the LEA does not have a supervisor to oversee the services, etc.)
- Direct health service practitioners (Pool 1) that are not providing direct billable health services (i.e., a practitioner that is in a supervisory role)
- Director/Administrator - various selected positions (i.e., Mental Health, Speech, Nursing, etc.)
- Education/Instructional Aides
- Family Resource Center Staff (i.e., manager, secretary, office manager, clerk, assistant, director, coordinator, etc.)
- Health Care Assistant/Advocate
- Health Center Staff (i.e., manager, secretary, office manager, clerk, assistant, director, coordinator, etc.)
- Health Technicians/Specialist
- Interpreters/Interpreter Assistants
- Medical Administrative Coordinator/Assistant
- Medical Assistant
- Medical Interns
- Office Clerical Staff (i.e., technician, secretary, office manager, clerk, assistant, etc.)
- Organization Facilitator
- Parent Community Facilitator/Liaison
- Principal and/or Assistant Principal
- Pupil Support Services Administrators
- Pupil Support – Technicians
- School Bilingual Assistants
- Special Education Administrators
- Special Education Support Technician/Assistant
- Student Support Services Coordinator
- Teacher- various selected positions (i.e., special ed, alternative ed, resource, SDC)
- Translator; Senior Translator
- Transportation Planner / Router

Why is RMTS Important?

- **Responses to moments are coded** into one of several pre-determined categories
- RMTS results from certain categories are used to **allocate costs for school-based reimbursement**
- It is **VERY** important to complete your moment within four-student attendance days, or it becomes **invalid**
- Each participating LEAs must have an **85% moment completion response rate** to be eligible to participate in the school-based programs

Questions?

Time Study Participant (TSP) Lists


Does this position provide direct medical services to students?
Yes
No
Will your LEA be billing Medi-Cal for these services through LEA BOP?
Does this position regularly perform MAA activities and is listed on approved Pool 2 job category list?
Yes
No
Yes
No
Add to Cost Pool 1 – Direct Service Providers
Does this provider regularly perform MAA activities?
Add to Cost Pool 2 - Admin
Not eligible to participate
Yes
No
Can add to Cost Pool 2 – Admin
Not eligible to participate

Building Time Study Participant (TSP) List

- Review the two cost pools to determine what positions qualify as time study participants. **SMAA staff should be in Cost Pool 2 (Administrative Services Providers), LEA Medi-Cal Billing Option Program staff should be in Cost Pool 1 (Direct Services Providers)**
- Work with your Administrator, Business Office, and/or Human Resources Department to identify time study participants that meet the SMAA and/or LEA BOP time study participant requirements as outlined in the DHCS SMAA & LEA BOP Manual(s)
- If Applicable: Work with your SMAA and/or LEA BOP point person and your billing vendor to ensure accuracy of information for staff, job duties, work schedules, etc.

TCM Certification - WHO

Qualified TCM Practitioners:

- Credentialed Speech-Language Pathologist
- Licensed Occupational Therapists
- Licensed Physical Therapists
- Licensed Speech-Language Pathologist
- Associate Marriage and Family Therapists
- Registered Associate Clinical Social Worker
- Psychologist (licensed, licensed educational and credentialed)
- Nurse
- Social Worker (licensed & credentialed)
- Program Specialist
- LVN
- Counselor (licensed MFT & credentialed school counselor

TCM Certification - WHAT

III. Targeted Case Management Services (TCM):

a. Comprehensive Assessment and Periodic Assessment of Individual

Needs:

b. Development of a Specific Care Plan:

i. the goals/actions to address the medical, social, educational and

service needs,

ii. Includes meeting with the individual and parents/guardian to

establish needs,

iii. Includes activities for the active participation of the individual to

develop those goals, and

iv. Identifies a course of action to respond to the assessed needs of

the individual.

TCM Certification – WHAT cont…

c. Referral and Related Activities:

i. Activities that help link the individual with medical, social, educational providers or other programs and services that are capable of providing needed services in the care plan.

d. Monitoring and Follow-Up Activities:

i. Activities include making necessary adjustments in the care plan,

ii. Periodic reviews to be completed at least every six months,

iii. Activities and contacts to ensure the care plan is implemented to

address needs:

1. Services furnished in accordance with the individuals care plan,

2. Services in the care plan are adequate, and

3. Changes in the needs or status of the individual are reflected in the care plan.

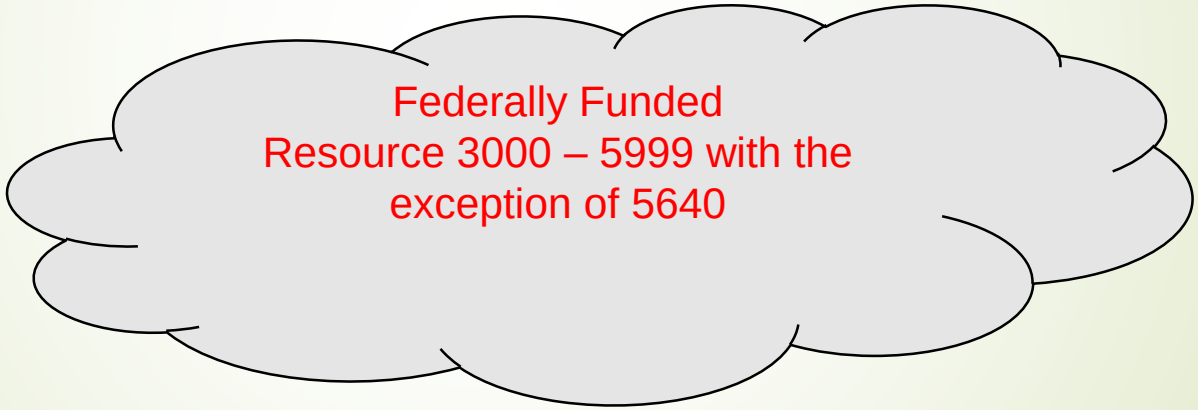
TCM Certification – HOW

- If LEA BOP only: ***TCM Certification form needs to be on file each quarter, with copy sent to Region 2 Coordinator*** for any practitioner you designate as a Targeted Case Manager (TCM). In the staff pool, TSP will have TCM reflected in job title, i.e., 'School Psychologist **– TCM**'
- If LEA BOP & SMAA: you have the option to bill for all other NON-TCM activities in Pool 1, and claim TSP costs for Pool 1 staff performing TCM on the quarterly SMAA invoice. *No TCM Certification form is needed*.
- If LEA BOP & SMAA: you have the option to input staff into *job categories 3 or 4*, in Cost Pool 2, *No TCM Certification form is needed* :
  - **Direct service practitioners (Cost Pool 1) that are not providing direct billable health services or**
  - **Direct service practioners (Cost Pool 1) that are unqualified to bill under the LEA BOP**

TSP Equivalency Request Form

- TSP(s) who do not specifically fit into an approved job category listed in Participant Pool 1.
- TSP Equivalency Request Form needs to be submitted to DHCS, along with job description, for approval by December 31 of the fiscal year, with CC: of Region 2 Coordinator. Submission is via email to : RMTS@dhcs.ca.gov

- Review list with Business Office or Payroll to determine if staff person is someone who is 100% federally funded. If they are, they should not be included as a time study participant.



TSP List Building – SUMMARY

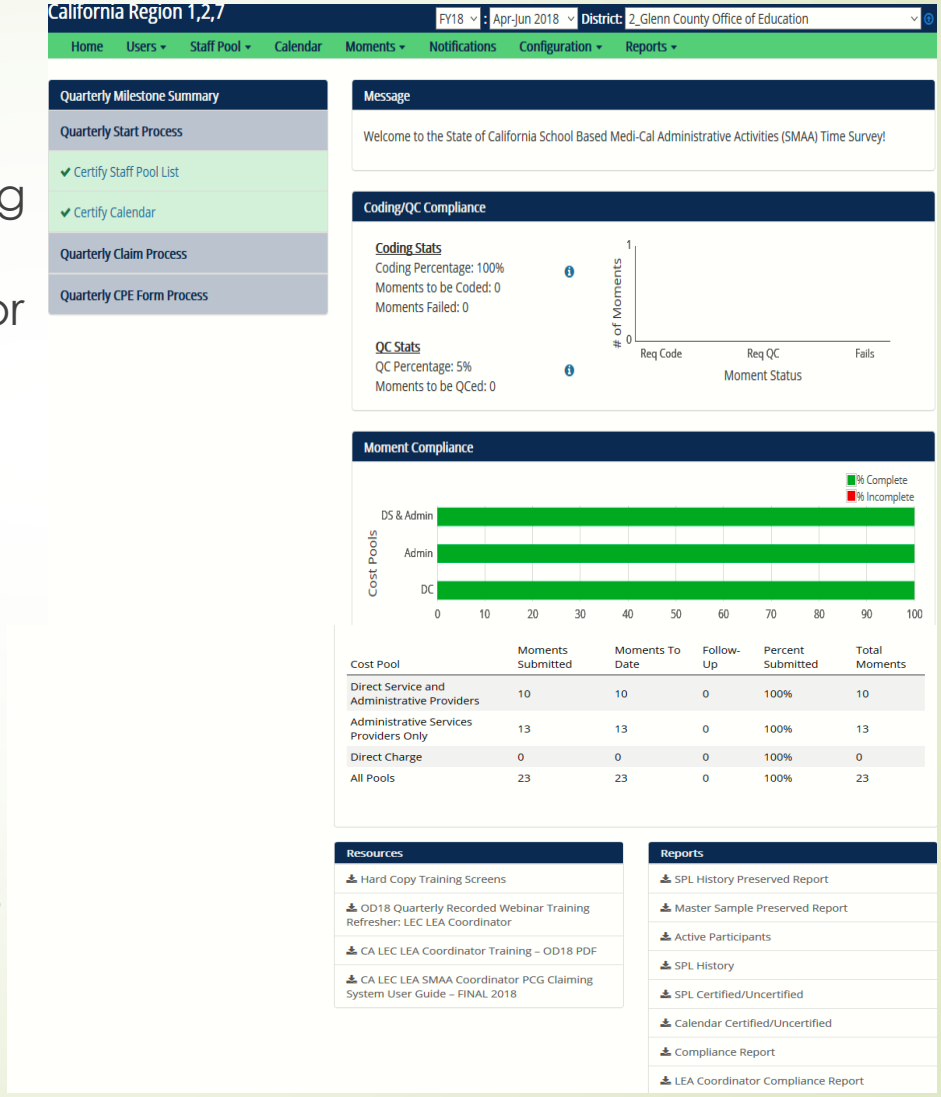
- Review contracts with Human Resources to determine the shift of the time study participants
- Review job titles with Human Resources to ensure accuracy in claiming system
- Ascertain participants email address & correct name spelling
- Ensure time study participants are not 100% federally funded
- Ensure a TCM Certification form is on file EACH QUARTER for any staff designated as TCM and LEA BOP only
- Ensure a TSP Equivalency Request form is submitted with job description for any staff who don't specifically fit into a job category in Cost Pool 1, i.e., ***Job Category: Licensed Clinical Psychologist*** with ***Job Title: ERMHS Clinician***

System Processes: add/edit/vacate Time Study Participants (TSPs), Calendar & Shift Configuration

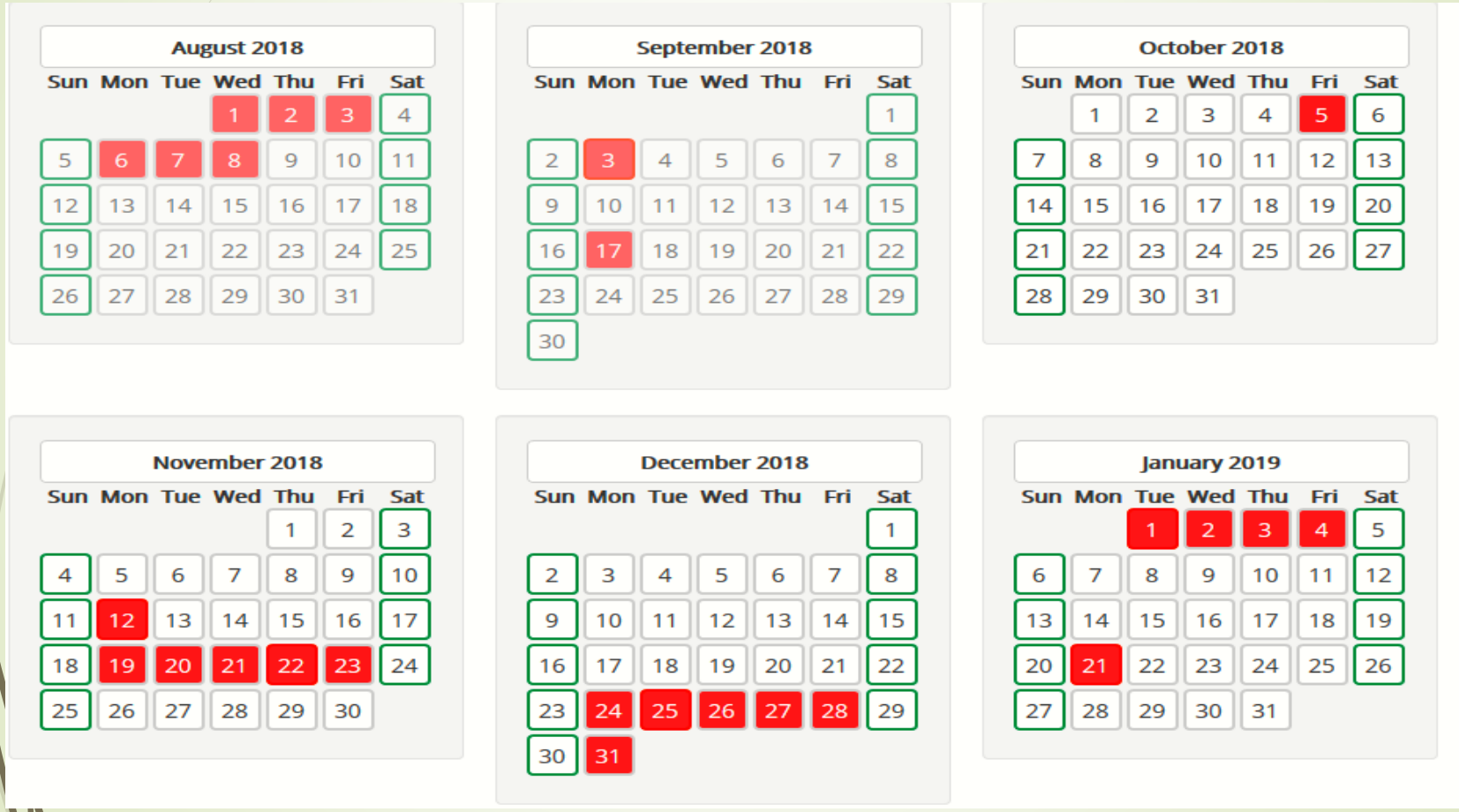
Dashboard

Your Home page or 'Dashboard' can be used to:

- Monitor compliance (during quarter)
- Access the LEA Coordinator RMTS User Guide (at any time)
- Access Reports (at any time)
- Access Calendar for Edit/Review
- Access Staff Pool for Edit/Review
- Access Shift Configuration screen to edit time study participant work schedules (before start of quarter)

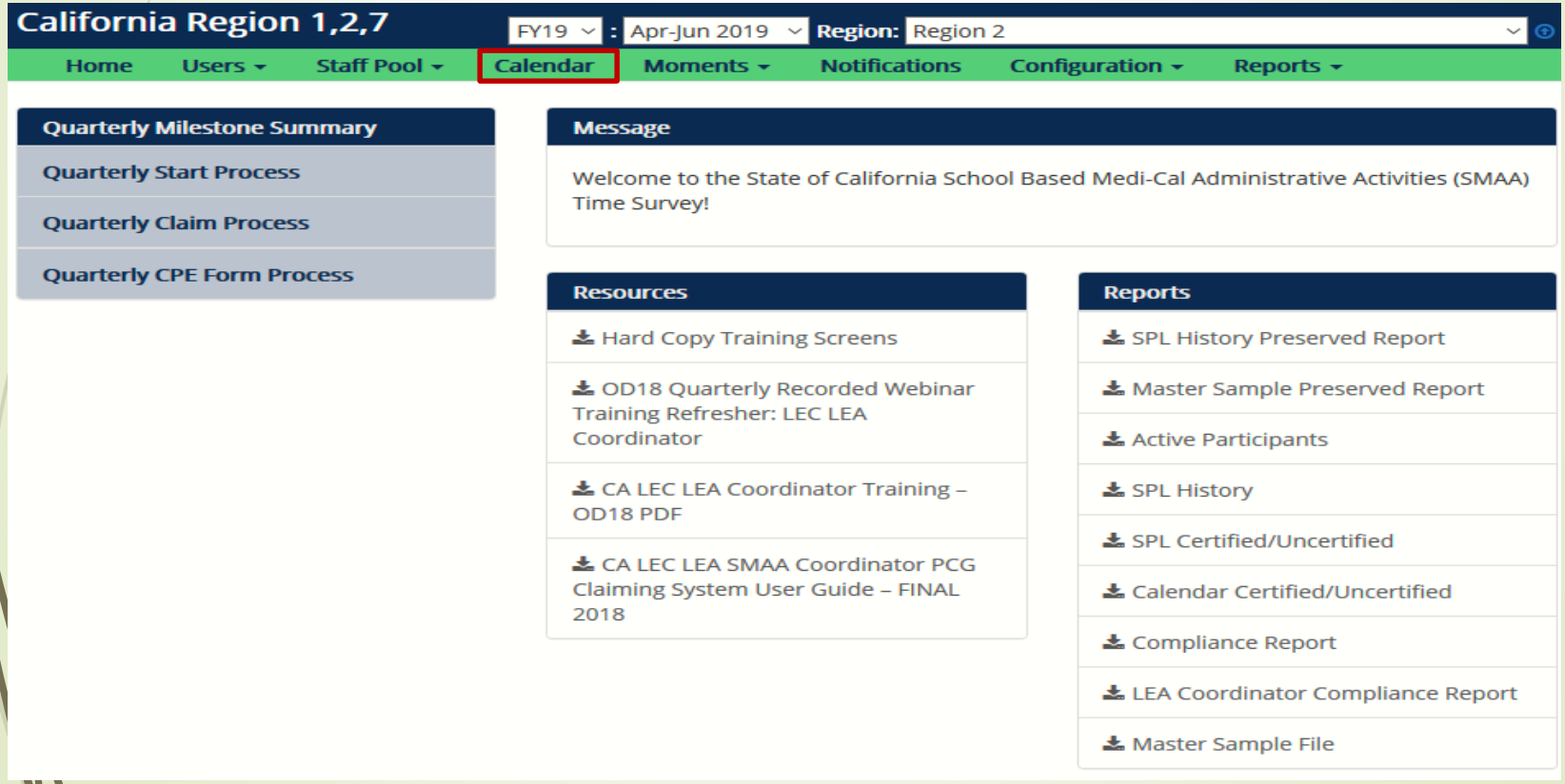


Calendars


August 2018
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
September 2018
Sun Mon Tue Wed Thu Fri Sat
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30
October 2018
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
November 2018
Sun Mon Tue Wed Thu Fri Sat
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30
December 2018
Sun Mon Tue Wed Thu Fri Sat
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31
January 2019
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

Calendars

From your dashboard page, click on the Calendar tab.



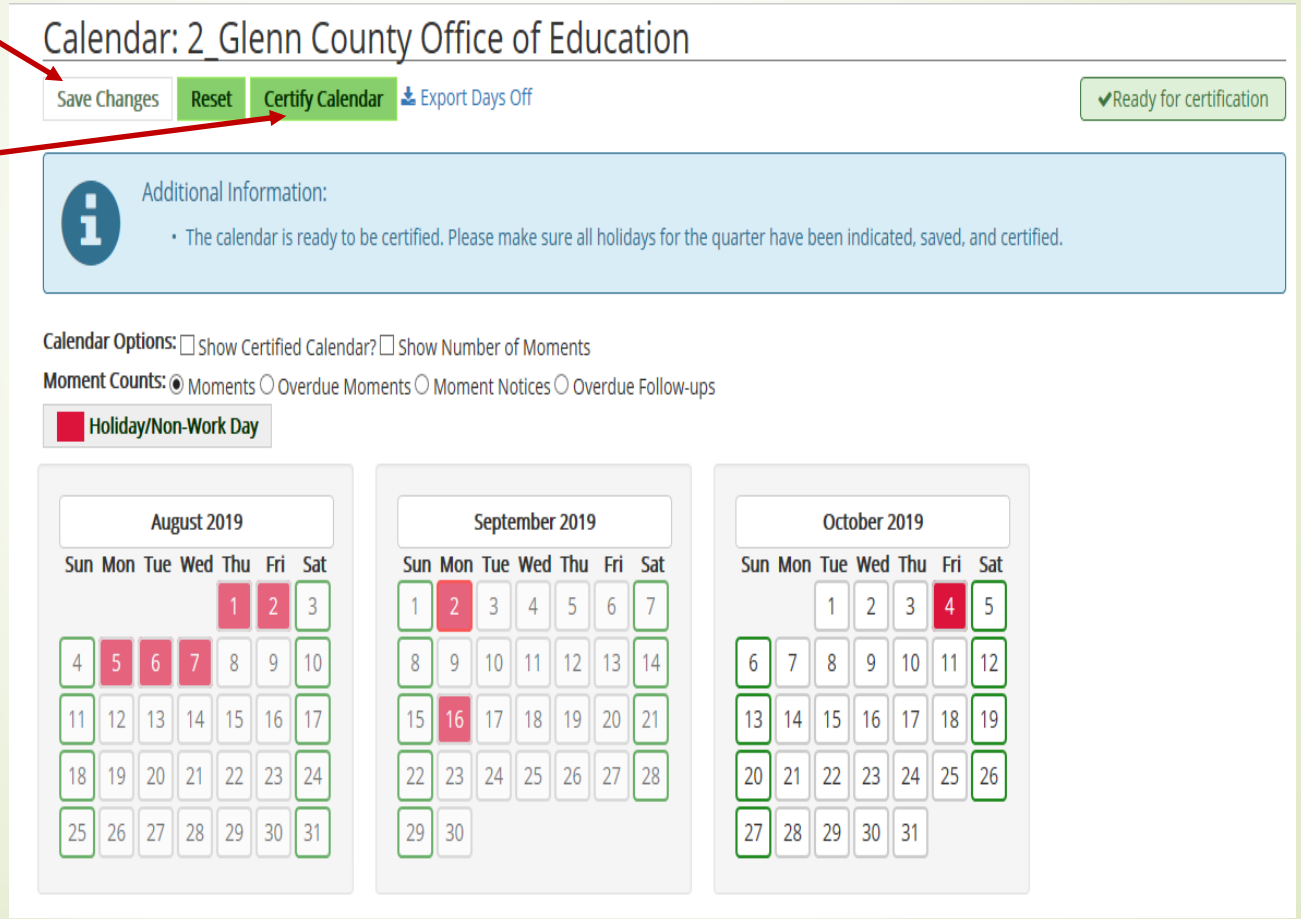
Calendars

- Use board approved school calendar
- Review each quarter to ensure all days in RED, which indicates a 'non-student day' are appropriately input
- Certify Calendar
- Contact your LEC/RMTS Coordinator to make changes if the certification was selected prematurely

Calendars

Save Changes

Certify Calendar



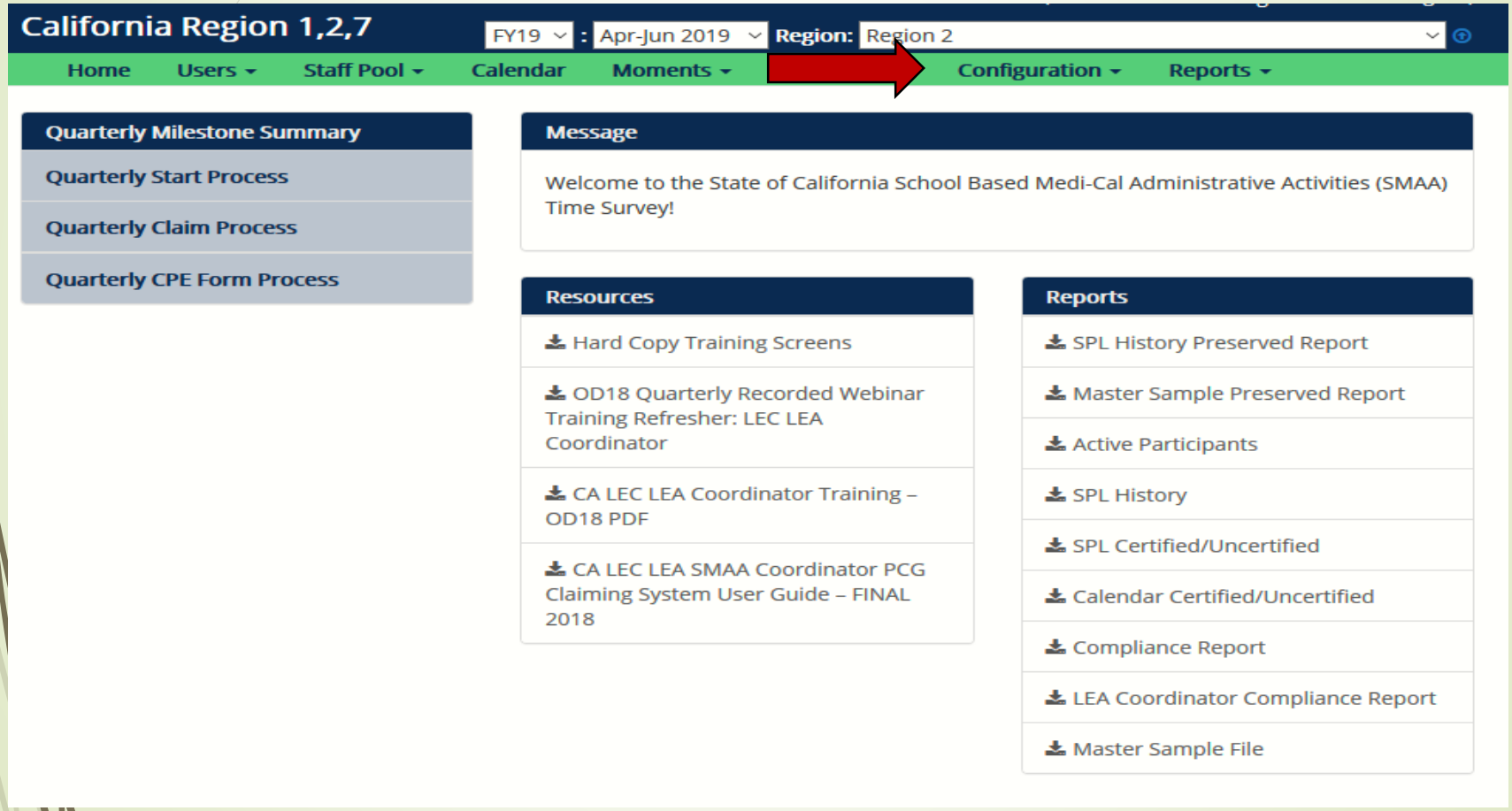
Questions?

Shifts

Shifts

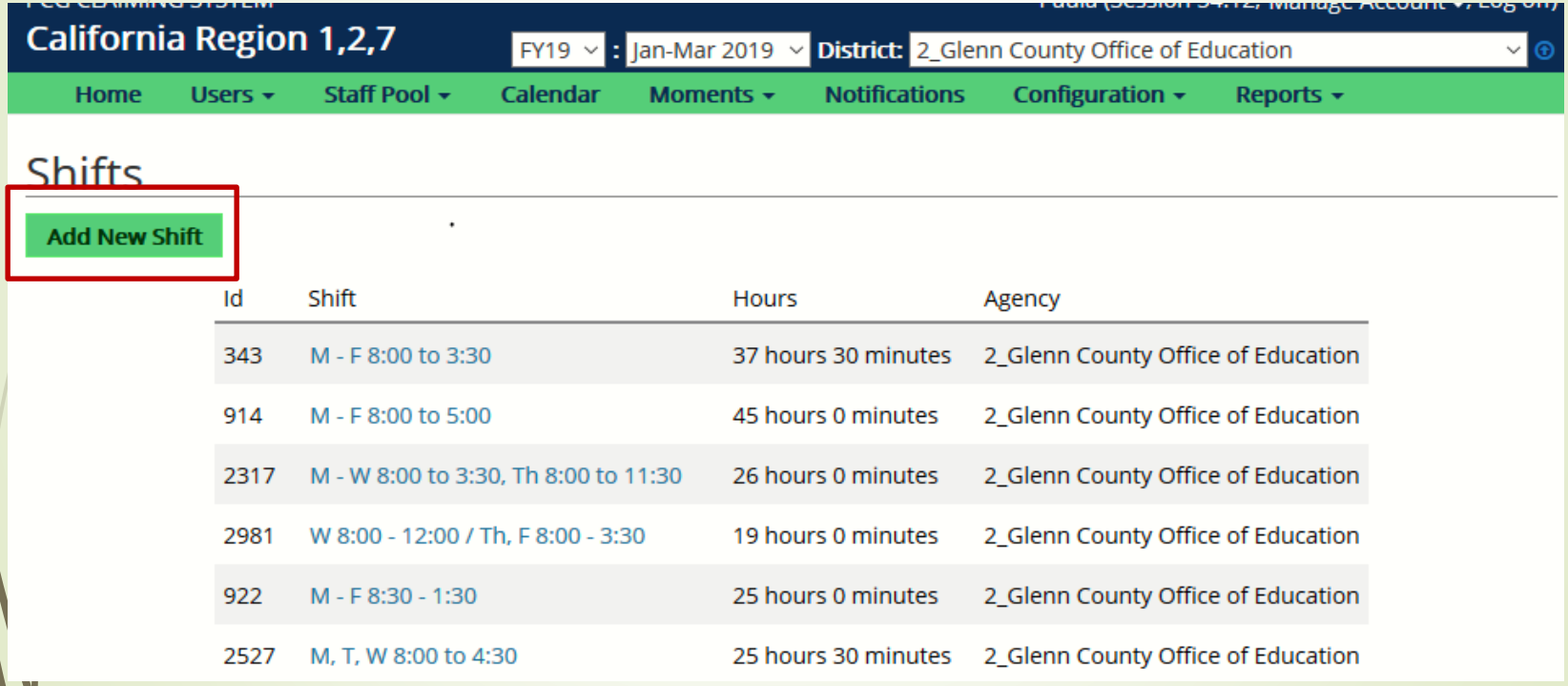
- From dashboard under ‘Configurations’
- Shifts previously established will ‘roll over’ from previous quarter.
- The coordinator will select the most appropriate shift for each employee.
  - Review all shifts assigned to each time study participant
  - Shifts can be added, edited, inactivated or re-activated
- Shifts must be completed before the time study participant list can be certified.

Shifts


California Region 1,2,7
FY19
Apr-Jun 2019
Region:
Region 2
Home
Users
Staff Pool
Calendar
Moments
Configuration
Reports
Quarterly Milestone Summary
Quarterly Start Process
Quarterly Claim Process
Quarterly CPE Form Process
Message
Welcome to the State of California School Based Medi-Cal Administrative Activities (SMAA) Time Survey!
Resources
Hard Copy Training Screens
OD18 Quarterly Recorded Webinar Training Refresher: LEC LEA Coordinator
CA LEC LEA Coordinator Training – OD18 PDF
CA LEC LEA SMAA Coordinator PCG Claiming System User Guide – FINAL 2018
Reports
SPL History Preserved Report
Master Sample Preserved Report
Active Participants
SPL History
SPL Certified/Uncertified
Calendar Certified/Uncertified
Compliance Report
LEA Coordinator Compliance Report
Master Sample File

Shifts

- Click on ‘Add New Shift’



Shifts

Adding Shifts

Add new shifts for time study participants – enter:

- Desired name of shift (highly recommended to name shift as the schedule, i.e., M-F 8-5)
- Day(s) of the week
- Begin time associated with each day
- End time associated with each day (MINUS 1 MINUTE)
- Durations will automatically populate on the Shift home page and Shift report

Shifts

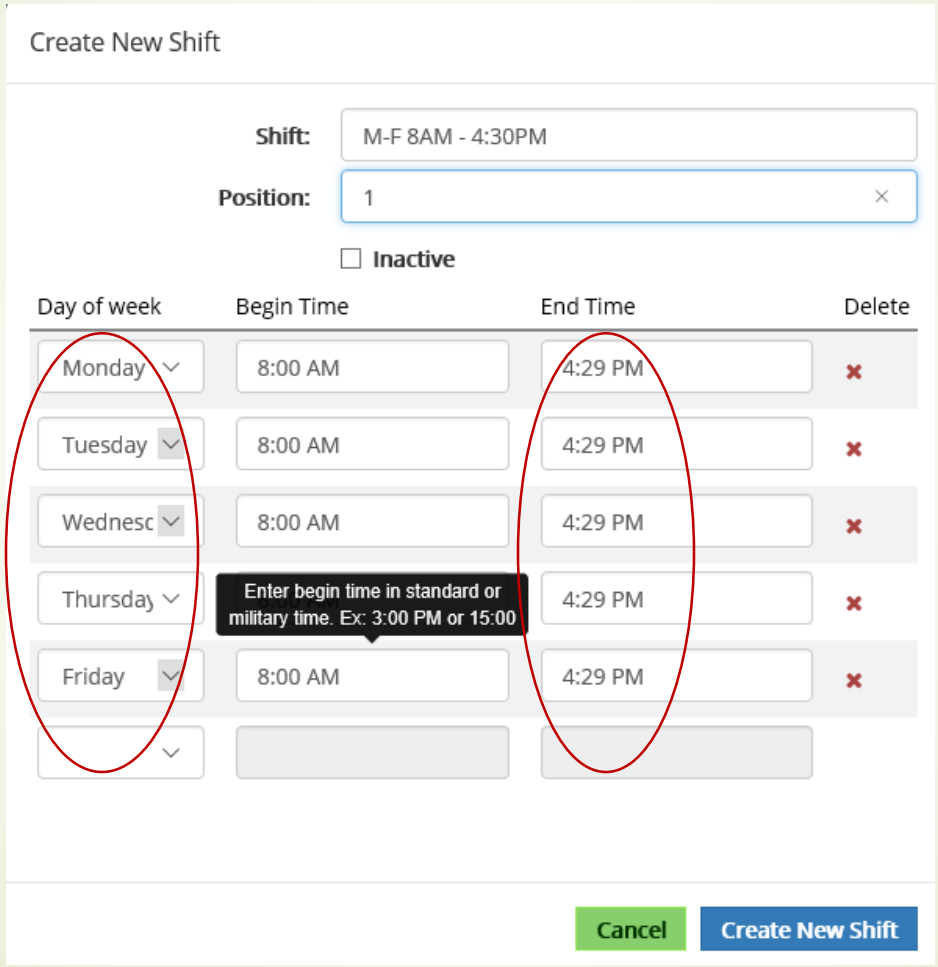
‘Shifts’ home page view

Id	Shift	Hours
343	M - F 8:00 to 3:30	37 hours 30 minutes
914	M - F 8:00 to 5:00	45 hours 0 minutes
922	M - F 8:30 - 1:30	25 hours 0 minutes
3085	Th 8:00 - 4:30	8 hours 30 minutes
3081	M, T, W, F 8:00 - 3:15	29 hours 0 minutes
2616	M - F 8:00 - 12:00	20 hours 0 minutes
925	M - Th 8:00 to 3:30	14 hours 0 minutes
3162	T - F 8:00 to 3:30	30 hours 0 minutes
3170	Harms M, W, Th	14 hours 0 minutes
1826	M - F 8:00 to 4:30	42 hours 30 minutes
2064	M, T, Th, F 8:00 AM to 3:30 PM	30 hours 0 minutes
918	M - Th 8:00 to 4:00	32 hours 0 minutes
915	M - F 7:30 to 3:00	37 hours 30 minutes
2297	M, W, F 8:00 to 3:30	22 hours 30 minutes

Duration

Inactive Shift

Shifts

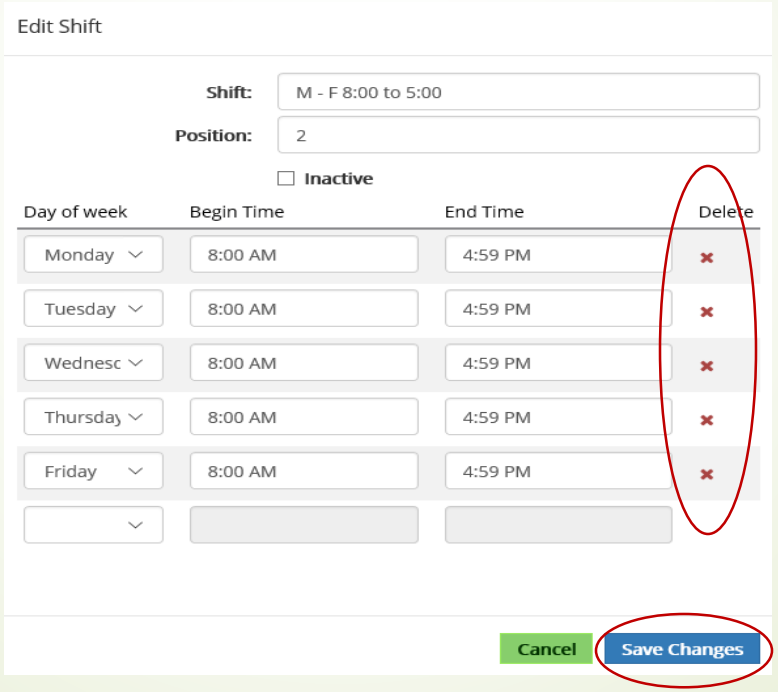

Create New Shift
Shift:
M-F 8AM - 4:30PM
Position:
1
Inactive
Day of week
Begin Time
End Time
Delete
Monday
8:00 AM
4:29 PM
Tuesday
8:00 AM
4:29 PM
Wednesc
8:00 AM
4:29 PM
Thursday
Enter begin time in standard or military time. Ex: 3:00 PM or 15:00
4:29 PM
Friday
8:00 AM
4:29 PM
Cancel
Create New Shift

Shifts

Edit Shifts for time study participants prior to certification

Edit any desired field or delete rows

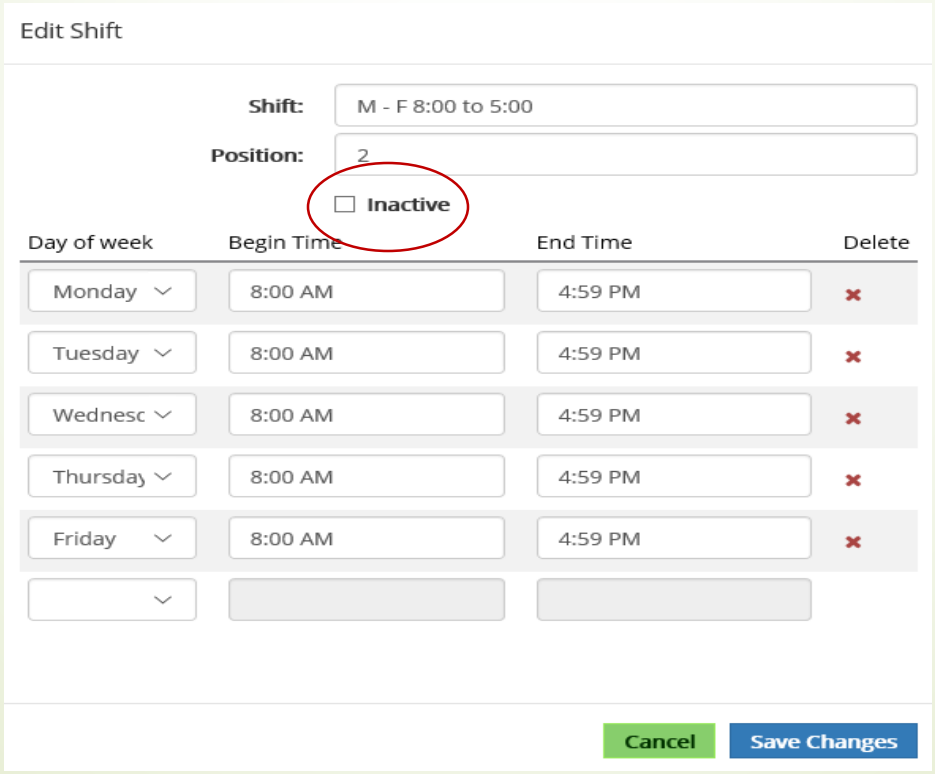
Save Changes



Shifts

Inactivate Shifts

To inactivate entire shift select ‘inactive’ box

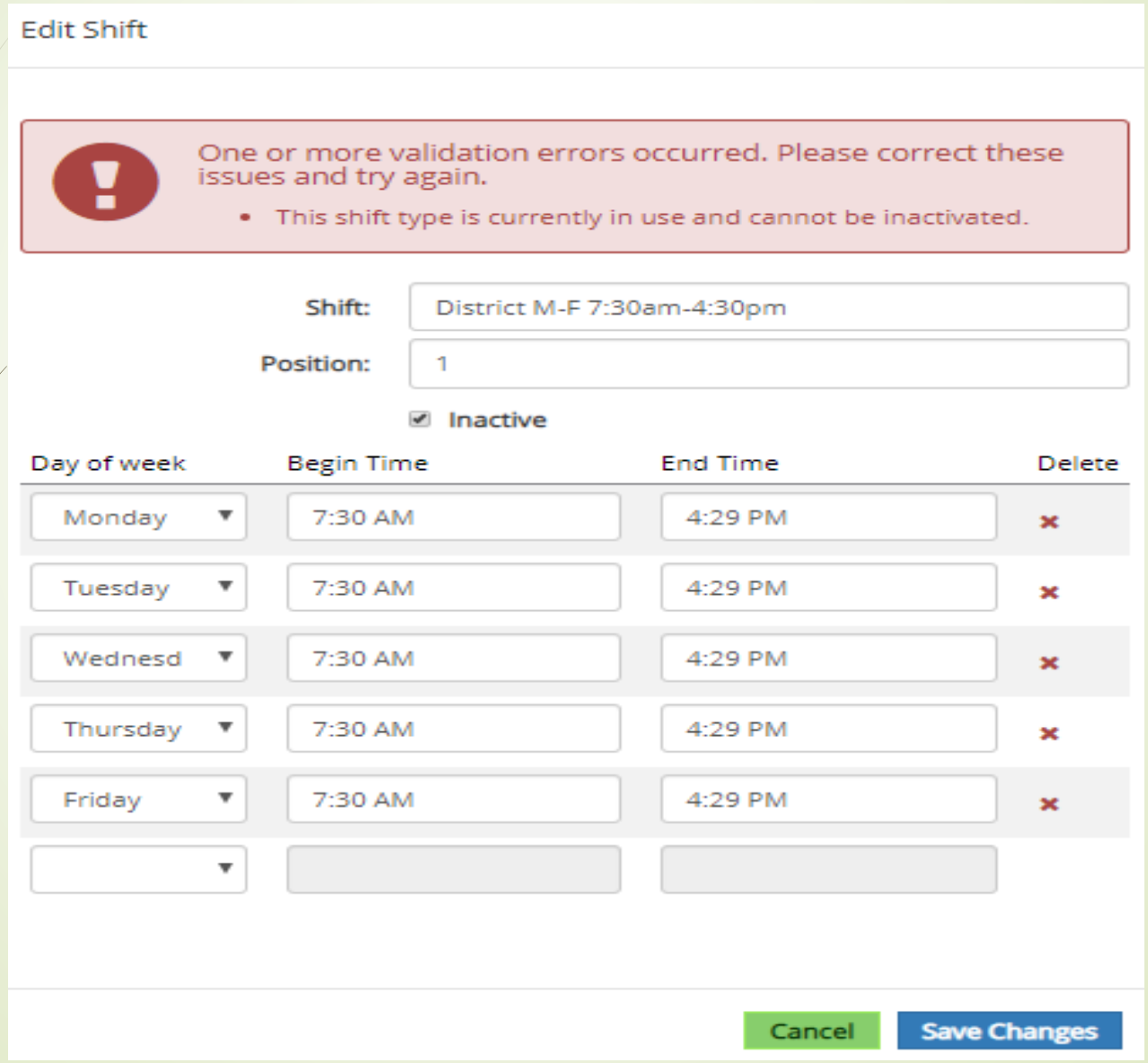


Shifts

Shift Errors

- When inactivating a Shift, an error will prompt if TSP's are still assigned to that Shift

Shifts


Edit Shift
One or more validation errors occurred. Please correct these issues and try again.
This shift type is currently in use and cannot be inactivated.
Shift:
District M-F 7:30am-4:30pm
Position:
1
Inactive
Day of week
Begin Time
End Time
Delete
Monday
7:30 AM
4:29 PM
Tuesday
7:30 AM
4:29 PM
Wednesd
7:30 AM
4:29 PM
Thursday
7:30 AM
4:29 PM
Friday
7:30 AM
4:29 PM
Cancel
Save Changes

Shifts

- Prior to inactivating a Shift, select ‘Staff Pool Positions’ and assign an active Shift to the TSP
- Once the TSP has been assigned an active Shift, the previous Shift can now be inactivated

Shifts

Shift Report

- A new header has been added labeled 'ShiftSpan.EndTime' which displays all active and inactive Shift's begin/end times
- Are coordinators generating the shift report?
- Shift reports **should not** have zero's listed in the JobPosition.Count column for an active Shift
- If zero's are present, it requires inactivation of the Shift

Shifts

Agency.Name	Agency.Certified	ShiftType.Inactive	ShiftType.Id	ShiftType.Name	JobPositions.Count	ShiftSpan.Day	ShiftSpan.BeginTime	ShiftSpan.EndTime	ShiftSpan.Duration
Jacobs Union Elementary School District	No	No	233	Elementary School M-F 7-3:00	0	1 - Monday	7:00:00	14:59:00	7:59:00
Jacobs Union Elementary School District	No	No	1239	Elementary 7:45-2:15	1	1 - Monday	7:45:00	14:14:00	6:29:00
Jacobs Union Elementary School District	No	No	1448	District M-F 7:30am-4:30pm	16	1 - Monday	8:00:00	16:29:00	8:29:00
Jacobs Union Elementary School District	No	No	1456	Mon - Tues 8:30am 2:00pm	1	1 - Monday	8:30:00	13:59:00	5:29:00
Jacobs Union Elementary School District	No	No	1457	Mon-Wed 9am-2pm	0	1 - Monday	9:00:00	13:59:00	4:59:00
Jacobs Union Elementary School District	No	No	1459	Thur - Friday 8am - 12am	0	4 - Thursday	8:00:00	23:59:00	15:59:00
Jacobs Union Elementary School District	No	Yes	231	Elementary School M-F 7:45-2:45 (Inactive)	0	1 - Monday	7:45:00	14:45:00	7:00:00
Jacobs Union Elementary School District	No	Yes	232	Junior High M-F 7:45-2:45 (Inactive)	0	1 - Monday	7:45:00	14:45:00	7:00:00

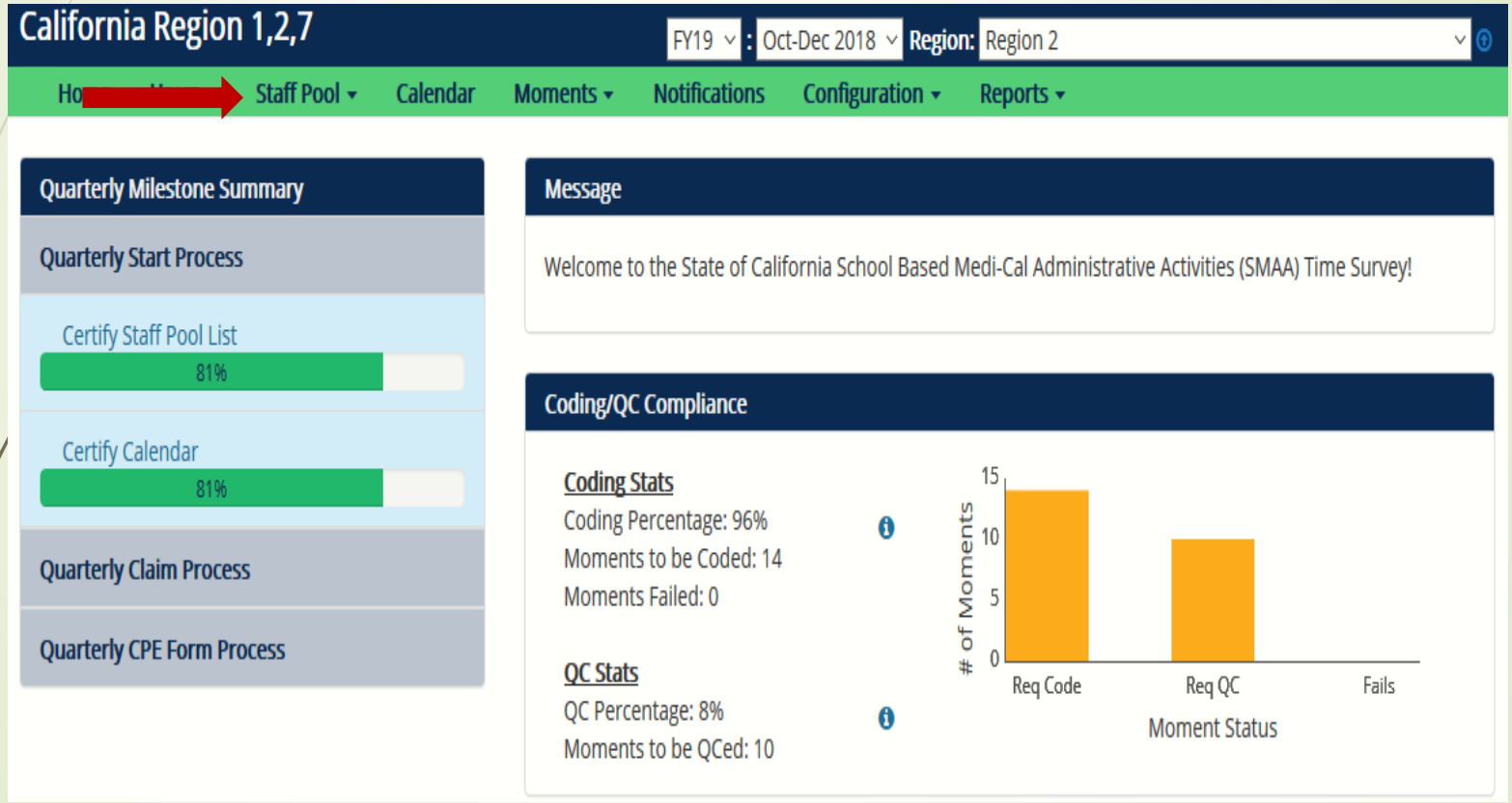
Shifts

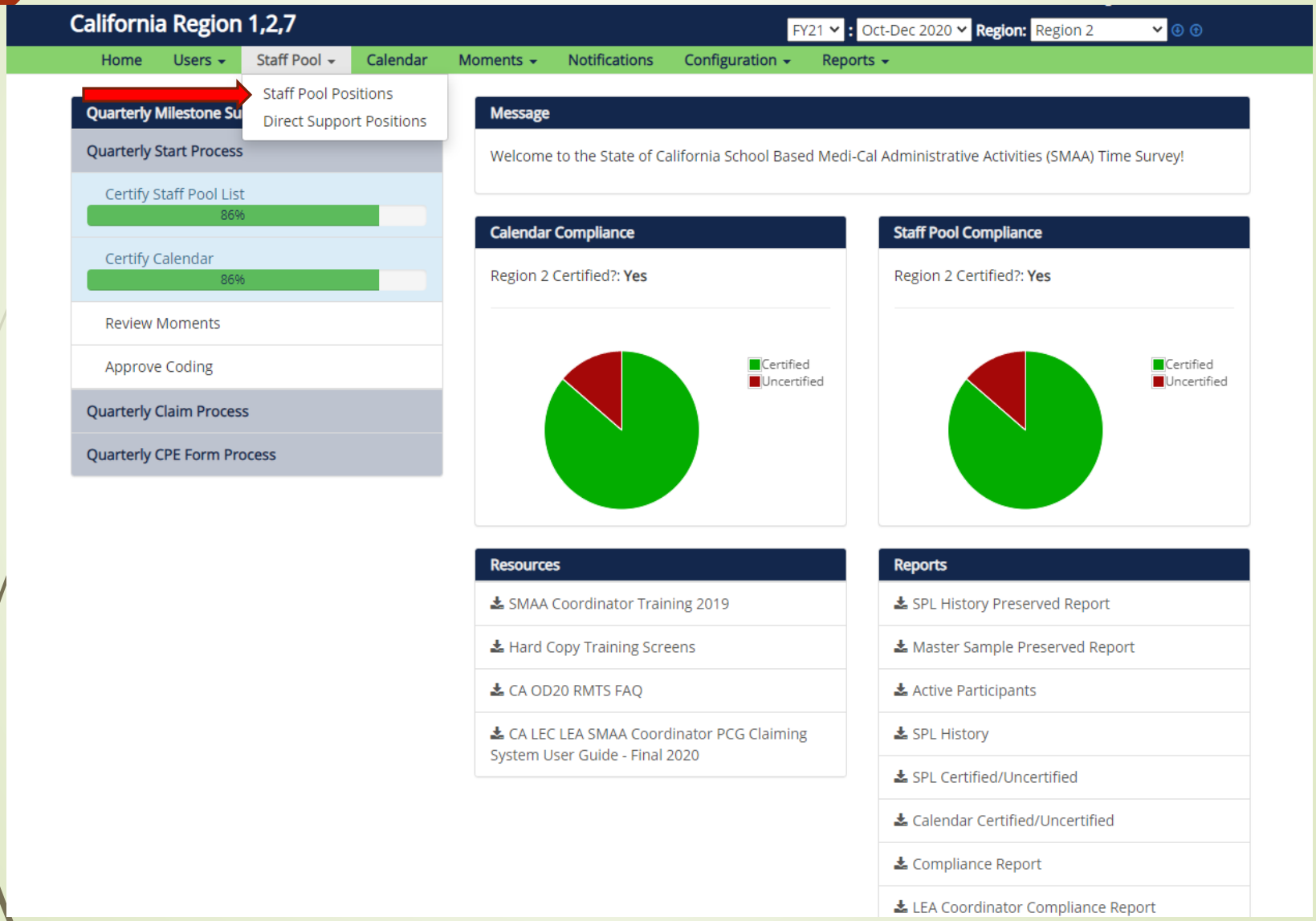
Shift Best Practices

- Assigned Shifts must cover a TSP's entire workday
- Earliest start time and latest end times are required to cover a work period (not school hours)
- Inactivate Shifts that are no longer used by any staff
- Activate an inactive Shift instead of creating a new Shift

Questions?

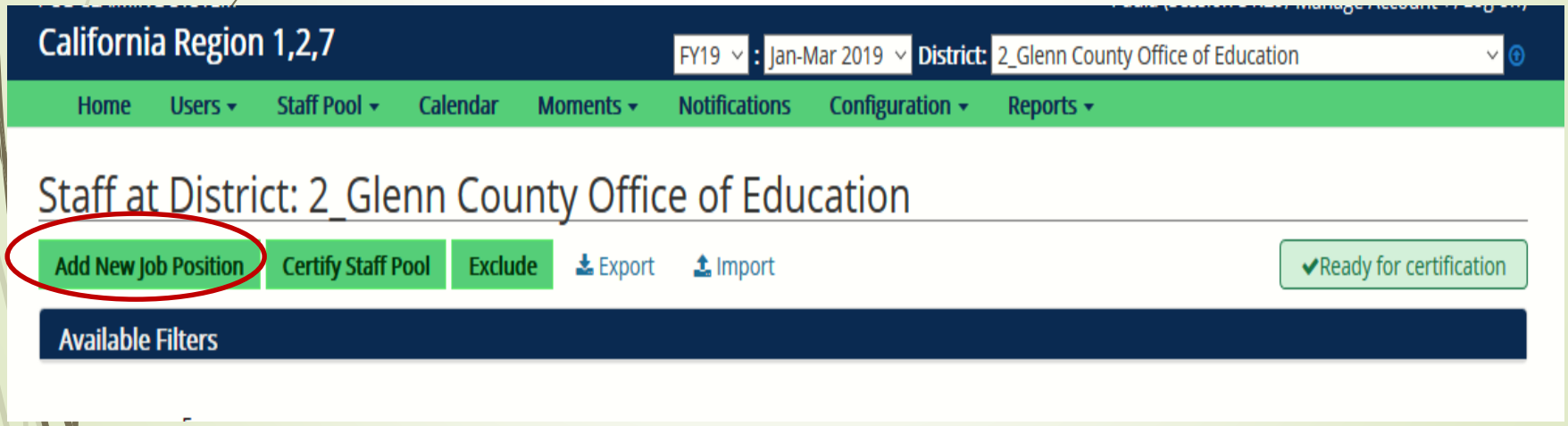
Time Study Participant (TSP) List




California Region 1,2,7
FY21 : Oct-Dec 2020 Region: Region 2
Home
Users
Staff Pool
Calendar
Moments
Notifications
Configuration
Reports
Staff Pool Positions
Direct Support Positions
Quarterly Milestone Su
Quarterly Start Process
Certify Staff Pool List
86%
Certify Calendar
86%
Review Moments
Approve Coding
Quarterly Claim Process
Quarterly CPE Form Process
Message
Welcome to the State of California School Based Medi-Cal Administrative Activities (SMAA) Time Survey!
Calendar Compliance
Region 2 Certified?: Yes
Certified
Uncertified
Staff Pool Compliance
Region 2 Certified?: Yes
Certified
Uncertified
Resources
SMAA Coordinator Training 2019
Hard Copy Training Screens
CA OD20 RMTS FAQ
CA LEC LEA SMAA Coordinator PCG Claiming System User Guide - Final 2020
Reports
SPL History Preserved Report
Master Sample Preserved Report
Active Participants
SPL History
SPL Certified/Uncertified
Calendar Certified/Uncertified
Compliance Report
LEA Coordinator Compliance Report

Adding a Job Position/Time Study Participant (TSP)

- From the 'Staff Pool Positions' screen, click on 'Add New Job Position'.
- The job position is created first, then a staff person is assigned to it.



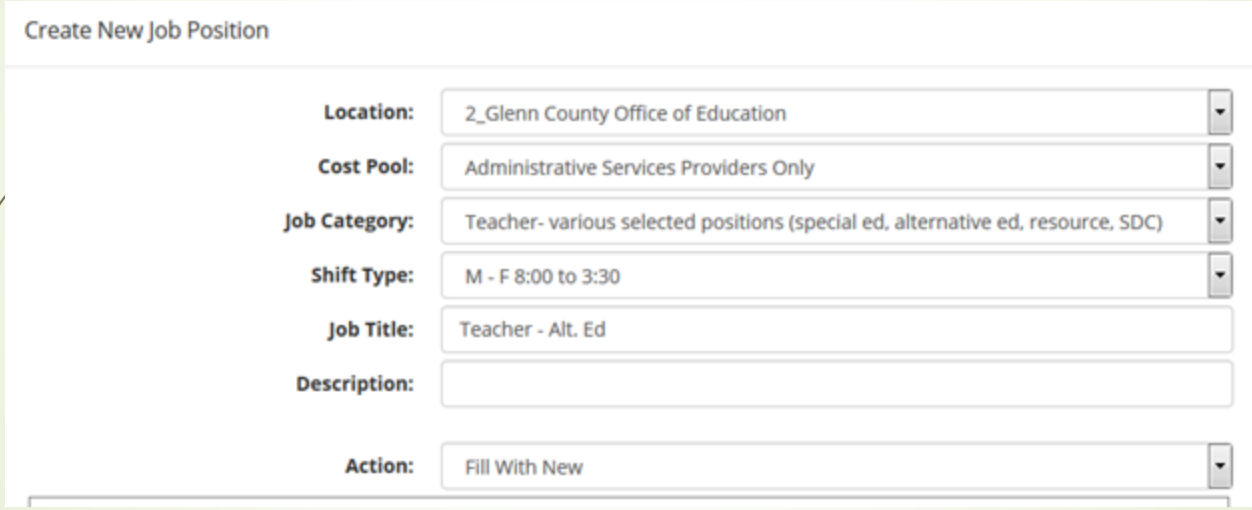
Adding a Job Position/Time Study Participant (TSP)

Required fields to be populated:

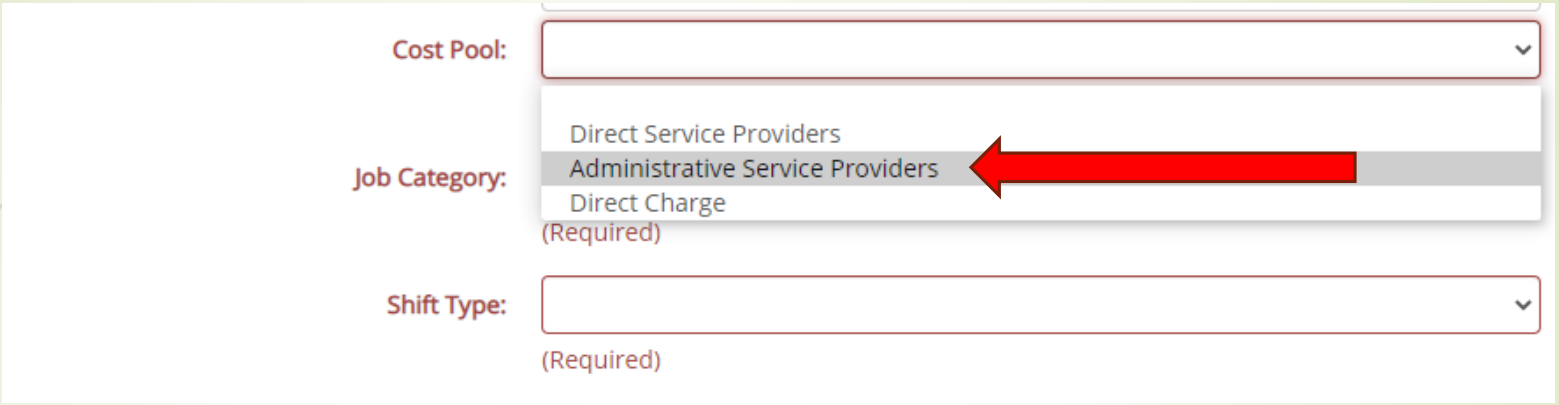
- Cost Pool – dropdown menu with the cost pools allowed
- Job Category – dropdown menu with job categories allowed in that cost pool
- Shift Type – dropdown menu with all shifts created by coordinator
- Job Title – Use official district job title

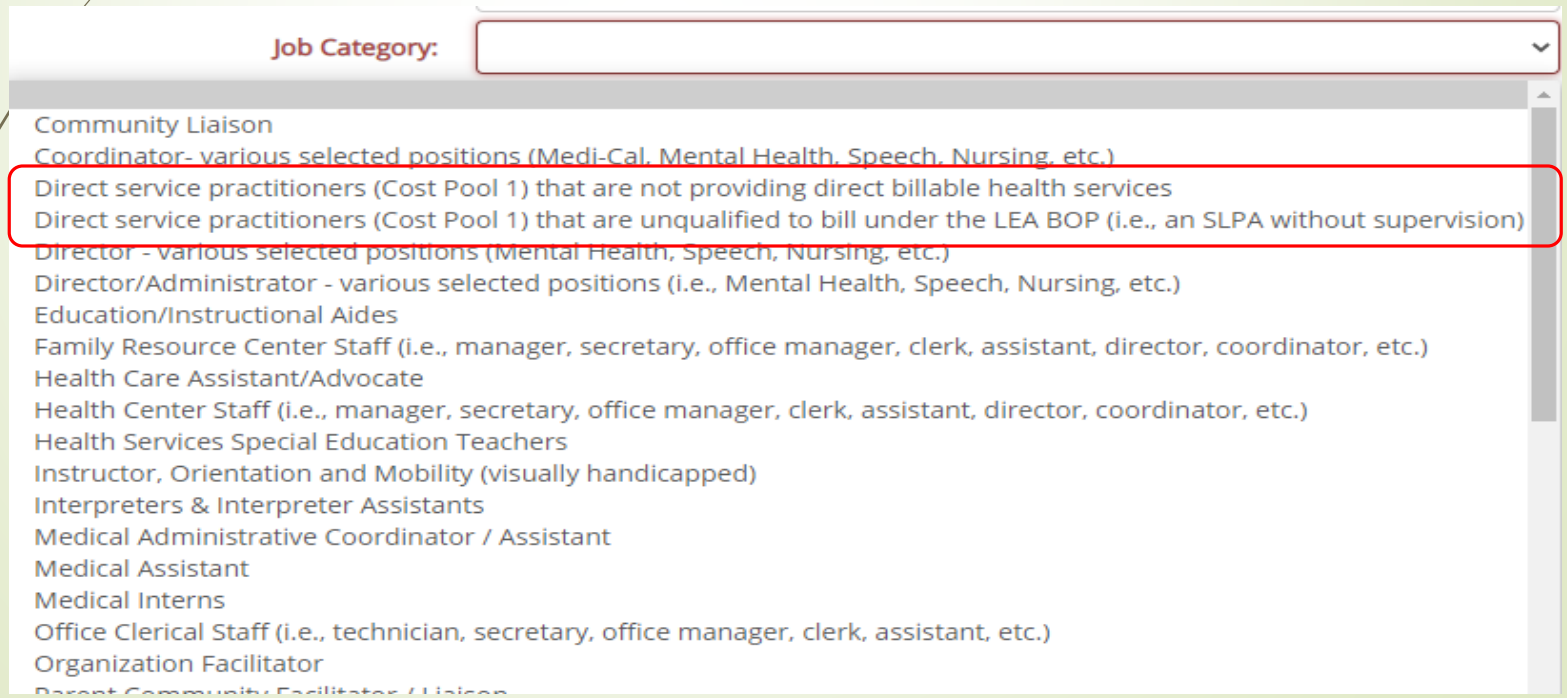
Adding a Job Position/Time Study Participant (TSP)

Enter the required information and then select 'Action'. When adding a new staff person, select the action 'Fill With New'.



SMAA Only with Direct Service Practitioners on your Staff Pool



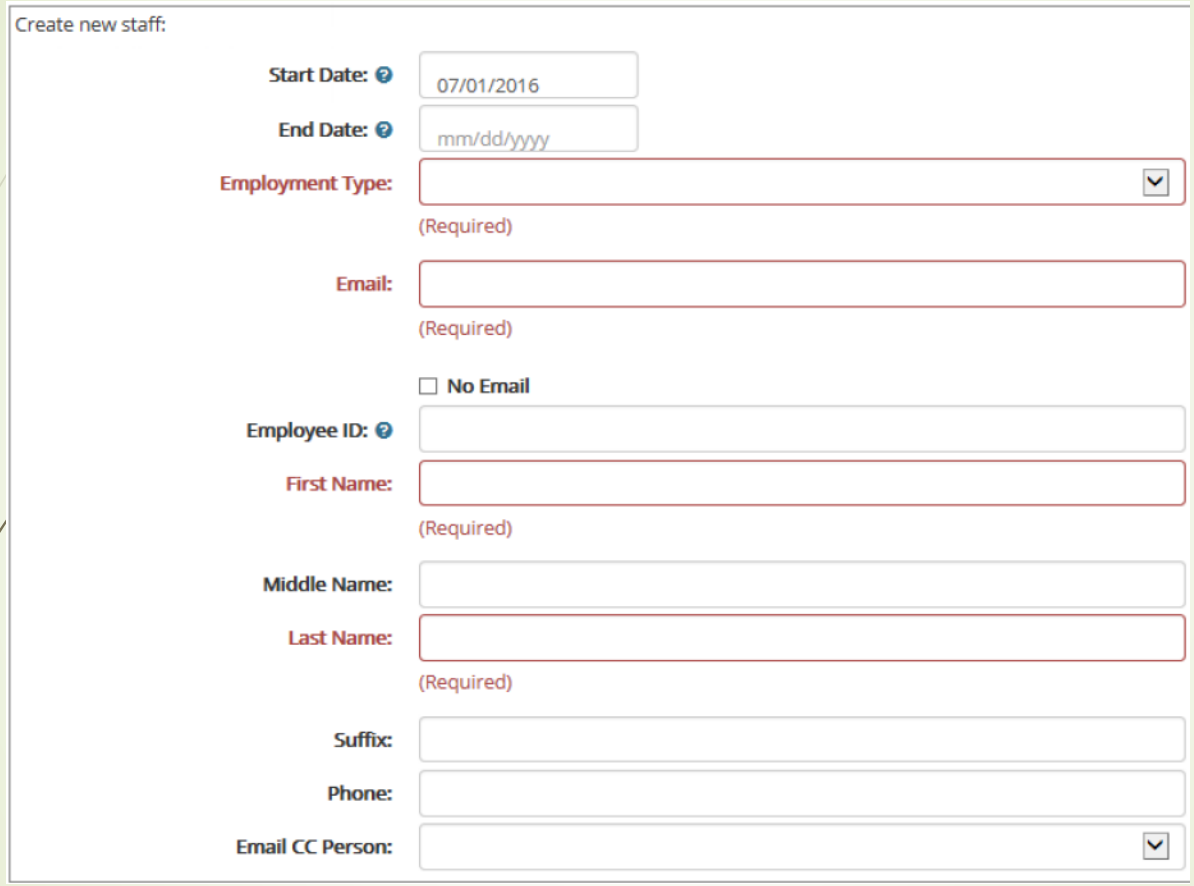


Adding a Job Position/Time Study Participant (TSP)

Complete the time study participant information with the required fields:

- Start Date
- End Date
- Employment Type
- Email – If this field is blank, the time study participant will be assigned a hard copy moment notification
- First Name
- Last Name

Adding a Job Position/Time Study Participant (TSP)

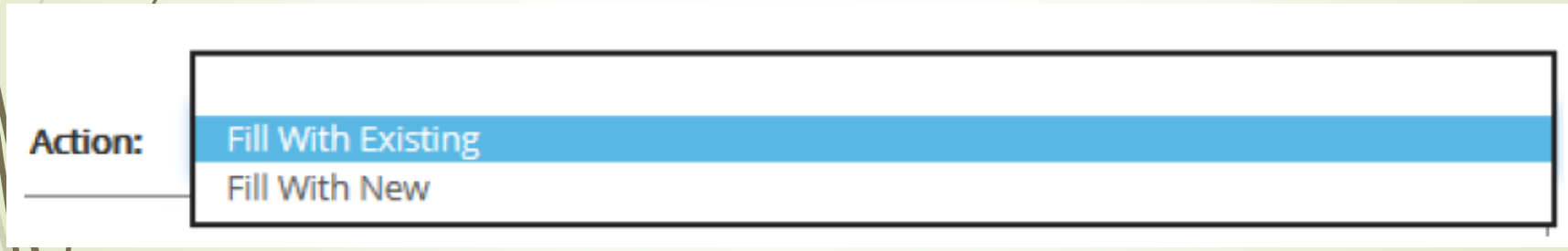


Click 'Create New Job Position'

Filling a New Position with Existing Staff

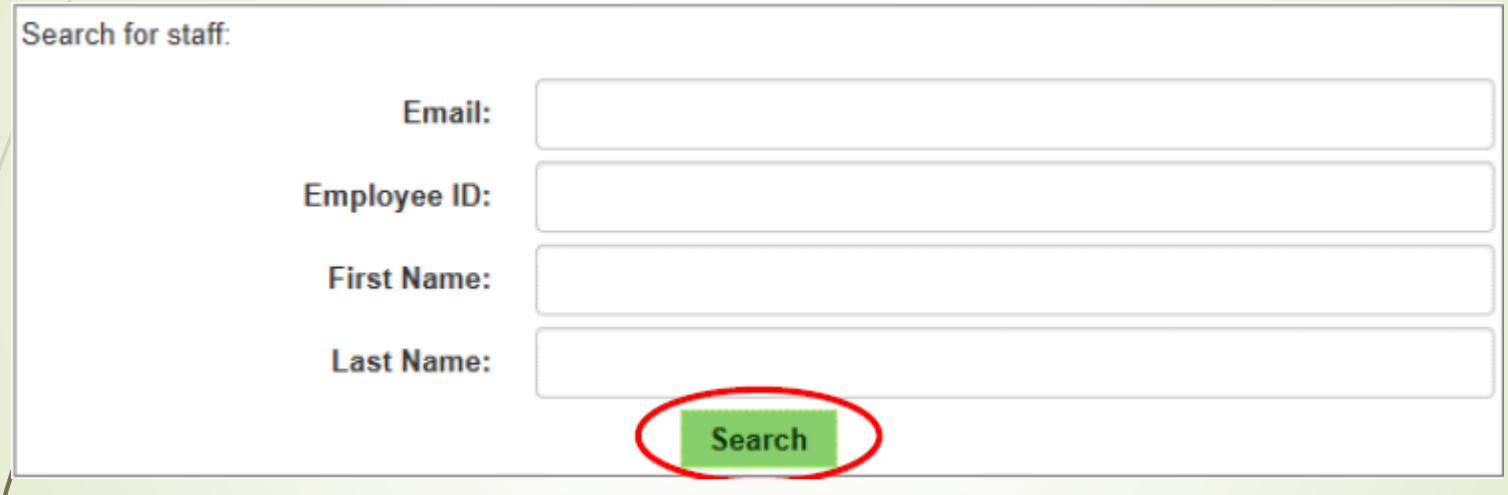
Create a new position and fill it with a time study participant's previously entered information.

Enter the required information and then select the action 'Fill with Existing'.



Filling a New Position with Existing Staff

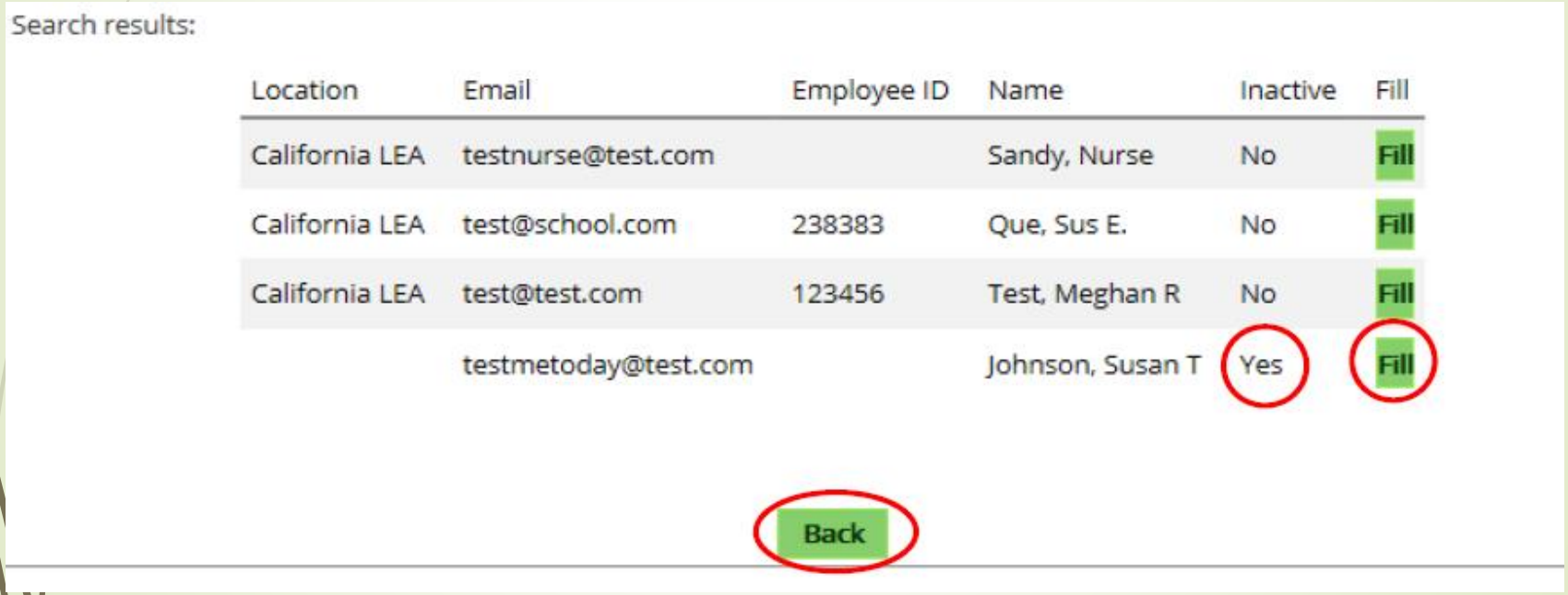
Search for the staff person by entering specific criteria in the search fields.



All inactive and active staff will appear in the search results. 'Yes' under the 'Inactive' column header means the time study participant is inactive and can be selected to fill the position.

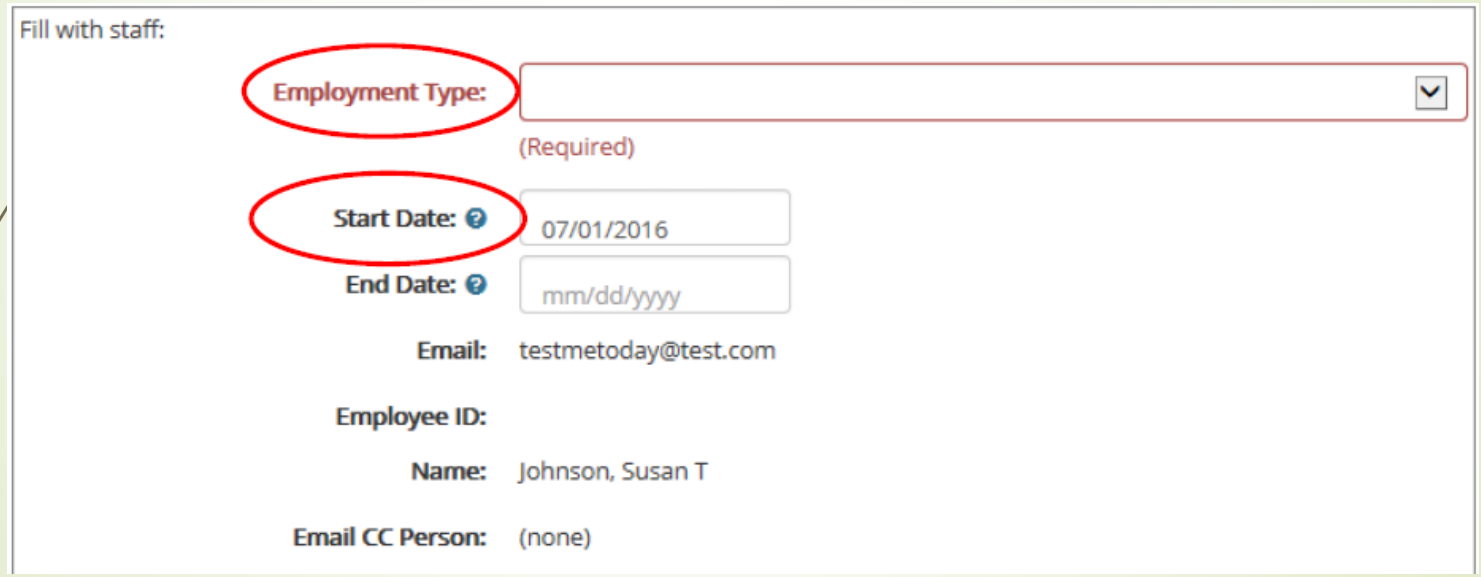
Filling a New Position with Existing Staff

Click the 'Fill' button once desired staff is located.



Filling a New Position with Existing Staff

Enter ‘Employment Type’ and ‘Start Date’ that the existing staff person is beginning the new position.



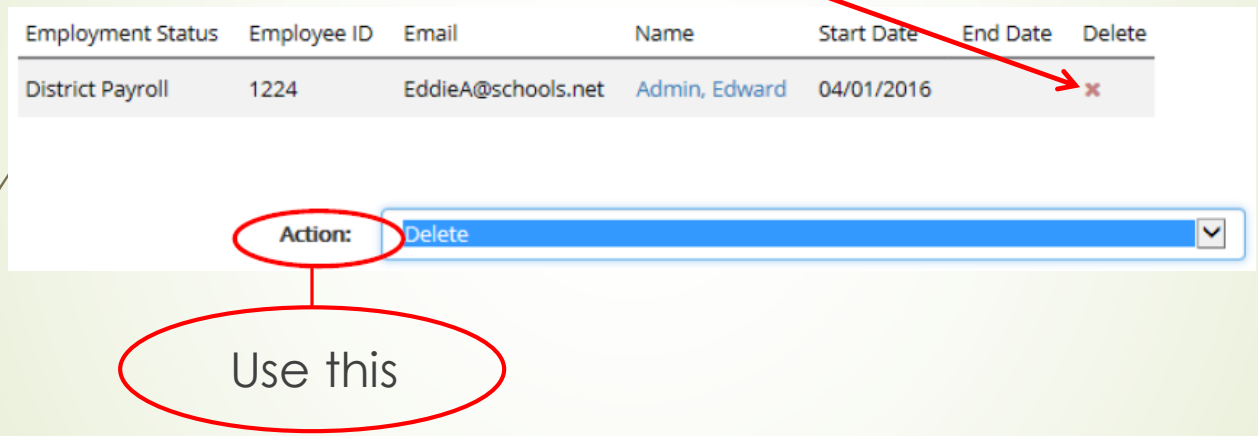
Vacating a Staff Person and a Position

When a time study participant is no longer employed within the LEA or should no longer be included on the list, they should be Vacated from the list.

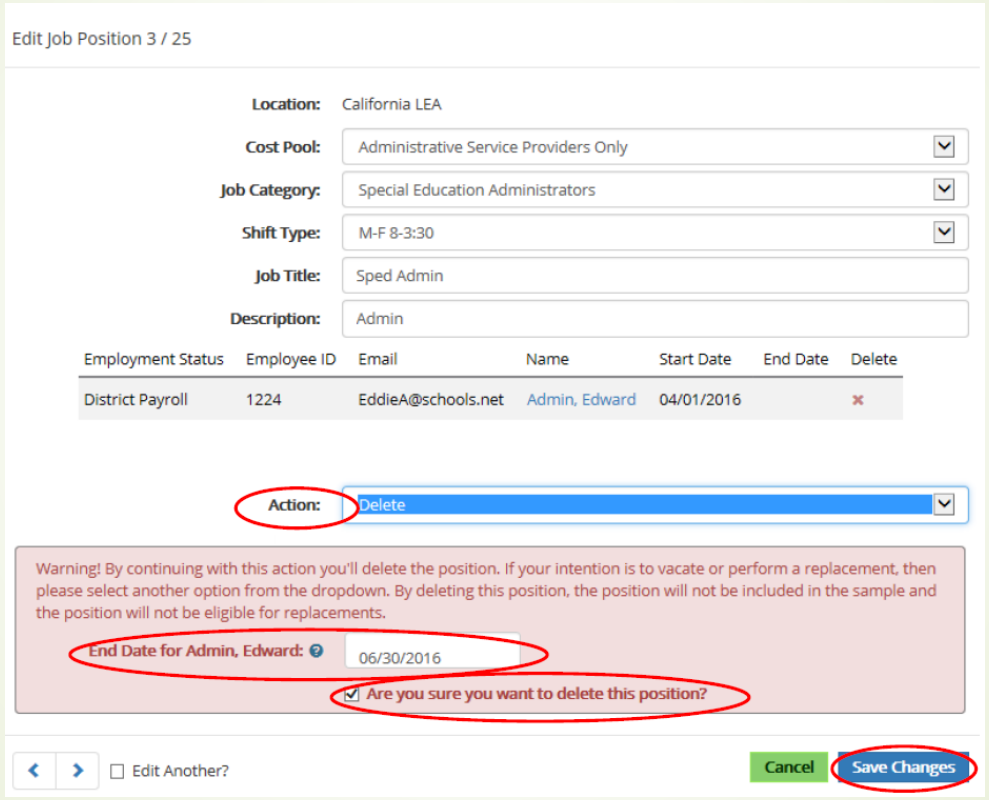
- Select staff person to be vacated
- Scroll to the 'Action' dropdown box to 'vacate'
- Enter 'End Date' of employment
- Confirm that you would like to delete the time study participant from the time study participant list on the box labeled 'Are you sure you want to vacate this position?'
- Click 'Save Changes'

Deleting a Staff Person and a Position

- Do not use the **X** that is to the right of the TSPs name to vacate.



Vacating a Staff Person and Position



Allowable Actions During a Quarter

Once the quarter has begun only the following actions are allowed:

- Vacate a position
- Replace position with existing staff
- Replace position with new staff
- Edit – last name or email address

Questions?

Monitoring of Random Moments

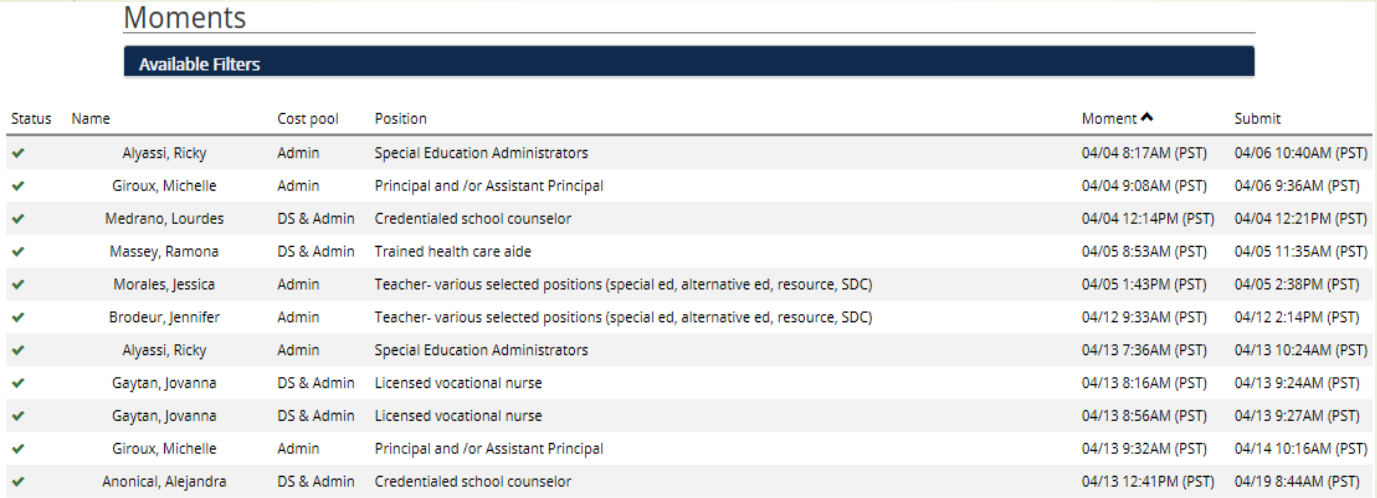
Monitoring Moments

Moments should be monitored during the quarter to ensure that the district meets their 85% compliance requirement.

Moments that are within one (1) student attendance day of the sampled moment and those that have already occurred can be found by selecting the Moments dropdown option from the home screen.

Monitoring Moments

The following screen will be displayed:



Moments

Available Filters

Status	Name	Cost pool	Position	Moment ▲	Submit
✔	Alyassi, Ricky	Admin	Special Education Administrators	04/04 8:17AM (PST)	04/06 10:40AM (PST)
✔	Giroux, Michelle	Admin	Principal and /or Assistant Principal	04/04 9:08AM (PST)	04/06 9:36AM (PST)
✔	Medrano, Lourdes	DS & Admin	Credentialed school counselor	04/04 12:14PM (PST)	04/04 12:21PM (PST)
✔	Massey, Ramona	DS & Admin	Trained health care aide	04/05 8:53AM (PST)	04/05 11:35AM (PST)
✔	Morales, Jessica	Admin	Teacher- various selected positions (special ed, alternative ed, resource, SDC)	04/05 1:43PM (PST)	04/05 2:38PM (PST)
✔	Brodeur, Jennifer	Admin	Teacher- various selected positions (special ed, alternative ed, resource, SDC)	04/12 9:33AM (PST)	04/12 2:14PM (PST)
✔	Alyassi, Ricky	Admin	Special Education Administrators	04/13 7:36AM (PST)	04/13 10:24AM (PST)
✔	Gaytan, Jovanna	DS & Admin	Licensed vocational nurse	04/13 8:16AM (PST)	04/13 9:24AM (PST)
✔	Gaytan, Jovanna	DS & Admin	Licensed vocational nurse	04/13 8:56AM (PST)	04/13 9:27AM (PST)
✔	Giroux, Michelle	Admin	Principal and /or Assistant Principal	04/13 9:32AM (PST)	04/14 10:16AM (PST)
✔	Anonical, Alejandra	DS & Admin	Credentialed school counselor	04/13 12:41PM (PST)	04/19 8:44AM (PST)

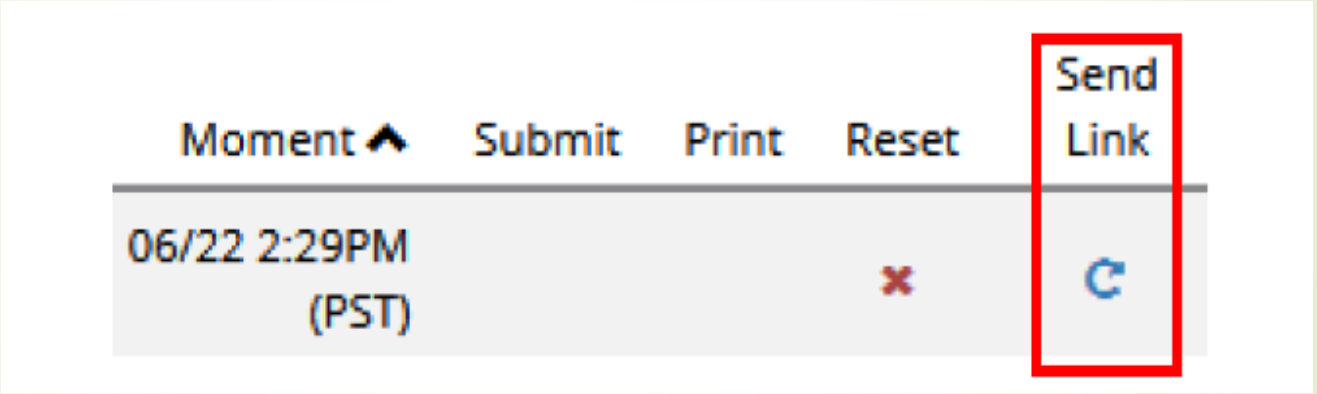
The checkmarks in the left hand column indicate that the moment has been completed by the time study participant. The far right hand column indicates the date and time the moment was completed, as well as a link to resend moment.

Monitoring Moments

1 Day Notification / 4 Day Response

- Time Study Participants (TSPs) will be given a (1) student attendance day notification of an upcoming moment, and will be given a four (4) student attendance day response timeline for sampled moments

Resending link to Random Moment



Email Notifications

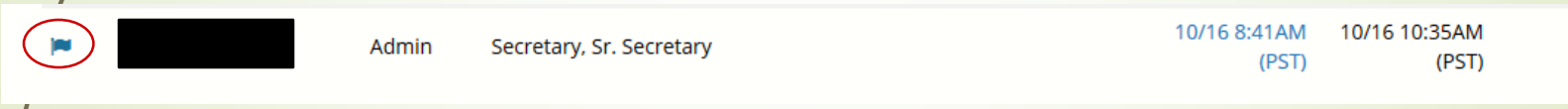
When a time study participant's moment is overdue, the coordinator and the time study participant will receive an email that indicates that they are either 24 or 72 hours overdue.

- Contact the time study participant to ensure that they complete the moment.
- If the time study participant can't find the email and it isn't in their junk or deleted folder, first, verify their email is entered accurately in the system, and then resend moment to your TSP using 'send link', or contact your LEC to resend moment.

Clarifying Questions

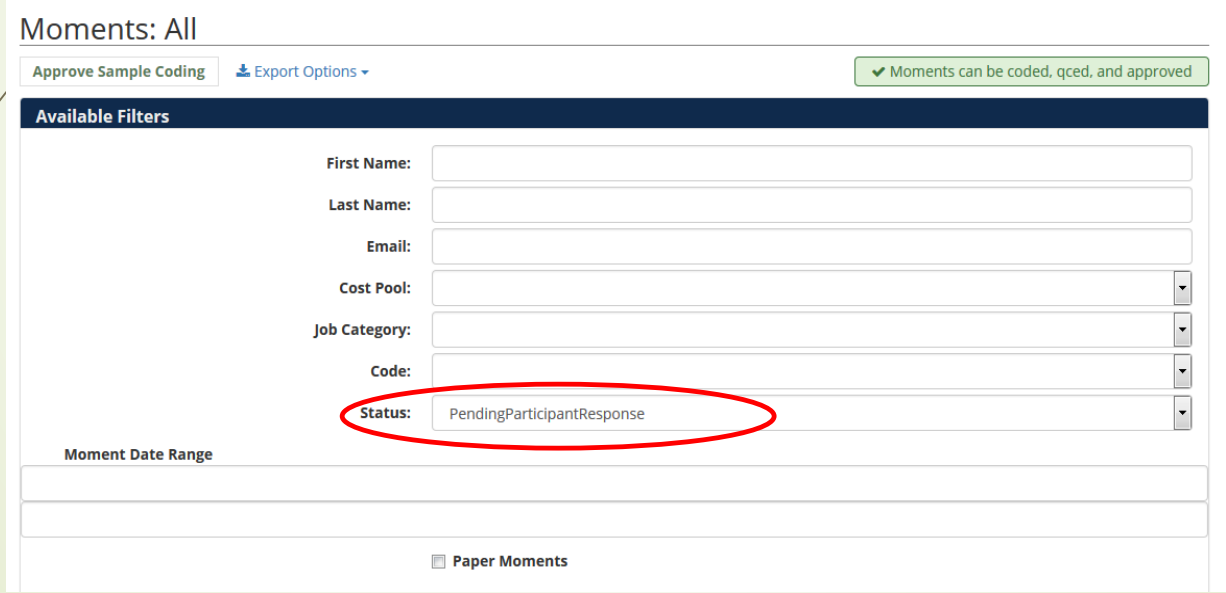
When a moment has been completed the 'Status' column is checked and the 'Submit' column contains the moment completion date. If a clarifying question has been asked:

- The checkmark in the 'Status' column is gone and replaced with a flag
- The completion date will remain in the 'Submit' column



Clarifying Questions

The coordinator can also click on ‘Available Filters’ in the Moment tab and click on the dropdown under ‘Status’ and select ‘Pending Participant Response’.



Clarifying Questions

The coordinator and the time study participant will receive an email when the clarifying question is:

- 3 days overdue
- 4 days overdue

Contact the time study participant to ensure that they respond to the question. **5 days total to respond to a Clarifying Question.**

Questions?

Audit Binder

Random Moment Time Survey (RMTS) Training Materials

- 1a Evidence of RMTS Training

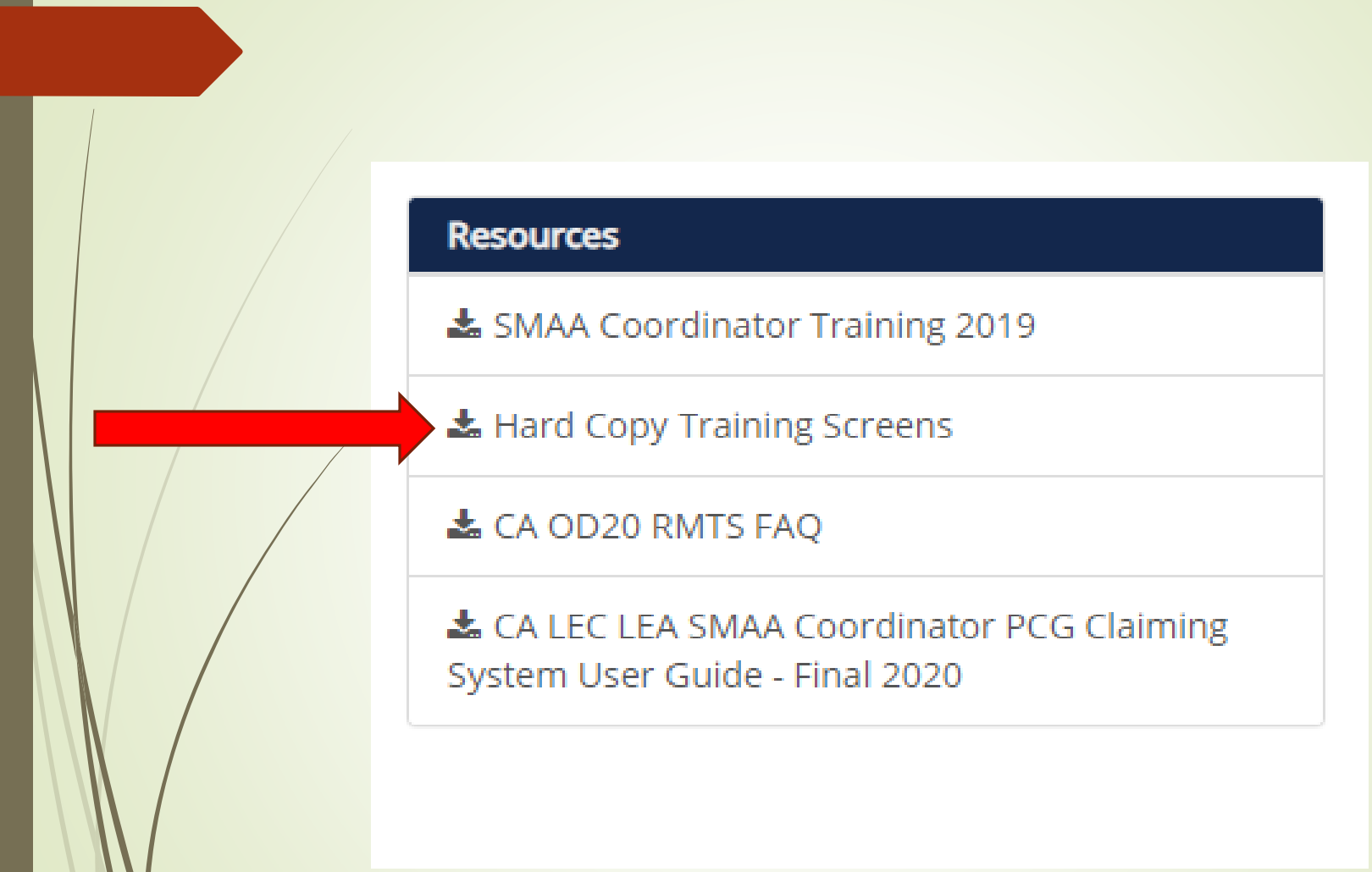
  LEC to provide certificate of training

- 1b Evidence of Annual Central Coder Training

  Inserted by LEC office

- 1c Copy of Online Tutorial for RMTS Participants

  Print from PCG Claiming System dashboard (hard copy training screens)


Resources
SMAA Coordinator Training 2019
Hard Copy Training Screens
CA OD20 RMTS FAQ
CA LEC LEA SMAA Coordinator PCG Claiming System User Guide - Final 2020

Random Moment Time Survey (RMTS) Time Survey Data

- 2a Participant List

  'Quarterly Participant Snapshot' Report
- 2b List of Centralized Coders

  Provided by LEC office
- 2c RMTS Master List

  Provided by LEC office
- 2d Documentation of Completed Random Moments

  LEA Coordinator Compliance Report

Time Study Participant (TSP) List/Quarterly Participant Snapshot Report

2_Glenn County Office of Education July-September 2019 - Quarterly Participant Snapshot

Report Generated 8/28/2019 1:53:27 PM

ParentAgency.Name	Agency.Name	CostPool.Name	JobCategory.Name	JobPosition.JobTitle	JobPosition.Id	JobSpan.BeginDate	JobSpan.E	Person.Last	Person.Fi	Person.Middle	Person.En	Person.En	EmploymentStatus.Nam
Region 2	2_Glenn County Office	Administrative Services Providers	Director- various selected position	Assistant Superintendent Student	2757	1/1/2015		[redacted]				[redacted]	
Region 2	2_Glenn County Office	Administrative Services Providers	Principal and /or Assistant Principal	William Finch Principal (Alt. Ed)	2716	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Adaptive PE Teacher	2741	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Early Start Infant/Toddler Teacher	2749	10/1/2016							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2718	10/1/2017							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2720	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2721	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2726	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2729	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2730	10/1/2016							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2734	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2737	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2739	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2744	10/1/2018							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2745	1/1/2015				le			
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2746	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	2747	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	10260	10/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	13176	10/1/2018				iley			
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	13182	10/1/2018							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	13183	10/1/2018							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	Education Specialist	13804	1/1/2019							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	William Finch Teacher - Alt Ed	2728	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	William Finch Teacher - Alt. Ed.	10783	4/1/2016							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	William Finch Teacher (Alt. Ed)	2742	1/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	William Finch Teacher (Alt. Ed)	10262	10/1/2015							
Region 2	2_Glenn County Office	Administrative Services Providers	Teacher- various selected positions	William Finch Teacher (Alt. Ed)	10780	4/1/2016							
Region 2	2_Glenn County Office	Direct Service Providers	Credentialed school counselor	Title I Academic Counselor	10781	4/1/2016							
Region 2	2_Glenn County Office	Direct Service Providers	Credentialed school psychologist	School Psychologist	2764	7/1/2015							
Region 2	2_Glenn County Office	Direct Service Providers	Credentialed school psychologist	School Psychologist	12558	10/1/2018							
Region 2	2_Glenn County Office	Direct Service Providers	Licensed marriage and family thera	Mental Health Clinician	2750	1/1/2015							
Region 2	2_Glenn County Office	Direct Service Providers	Licensed registered nurse, includin	School Nurse	2754	1/1/2015							
Region 2	2_Glenn County Office	Direct Service Providers	Licensed/credentialed speech-lang	Speech and Language Specialist	2762	1/1/2015							
Region 2	2_Glenn County Office	Direct Service Providers	Other positions approved by CMS f	Behavior Support Specialist	13802	1/1/2019							
Region 2	2_Glenn County Office	Direct Service Providers	Program specialist	Program Specialist	2725	1/1/2015							
Region 2	2_Glenn County Office	Direct Service Providers	Program specialist	Program Specialist	2736	1/1/2015							

Quarterly_Participant_Snapshot

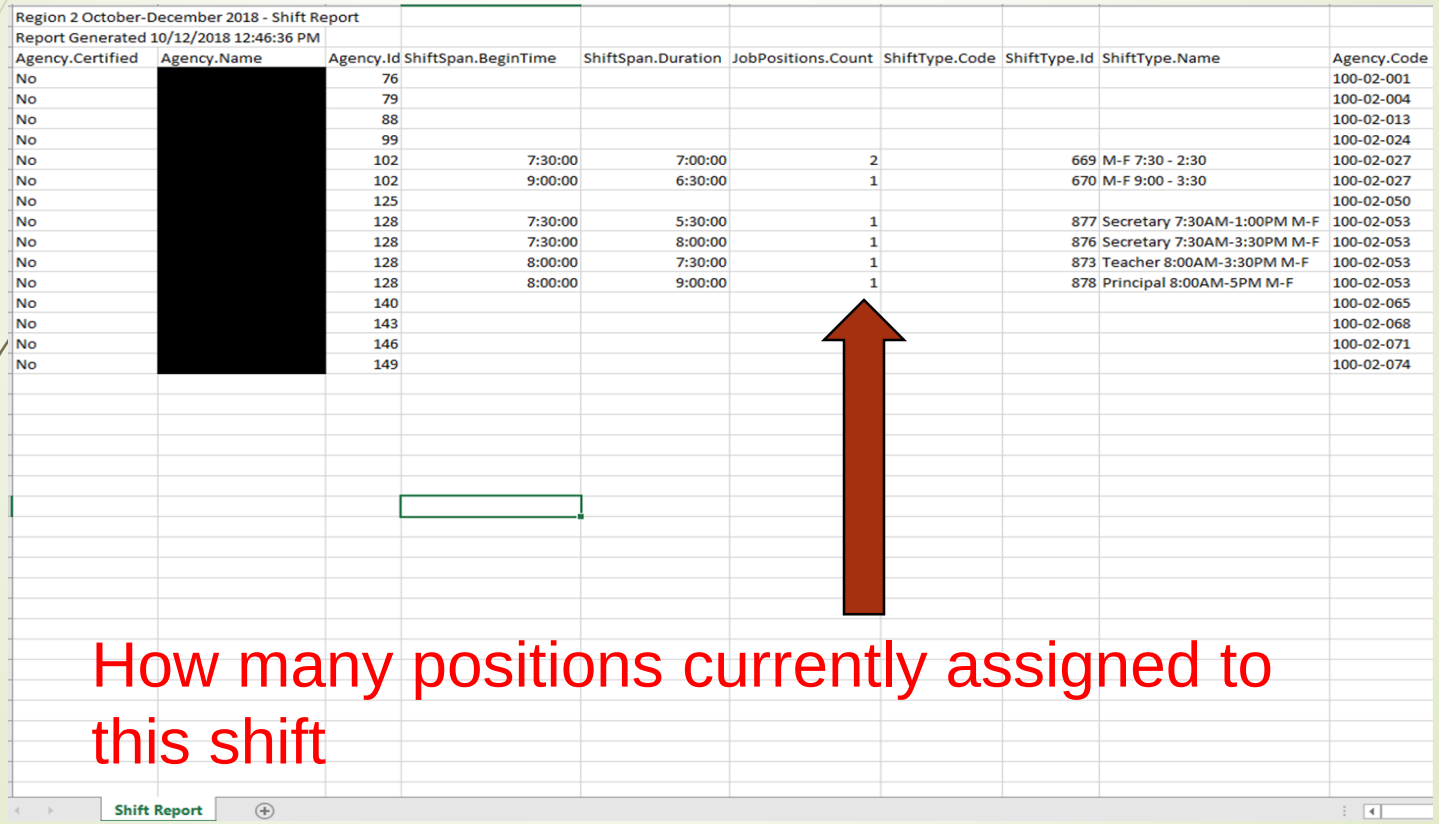
LEA Coordinator Compliance Report

	A	B	C	D	E	F	G	H	I	J	K
	Agency	Last Name	First Nam	Moment Date	Submit Date	Week#	Job Category	Cost Pool	Email	Employee ID	Moment.ExpiresDate
2	2_Glenn	[redacted]		5/9/2016 13:27	5/11/2016 8:13	7	Teacher- vari	Administr	[redacted]	953	5/16/2016 13:27
3	2_Glenn			4/13/2016 8:35	4/13/2016 11:59	3	Teacher- vari	Administr		2025	4/20/2016 8:35
4	2_Glenn			4/4/2016 9:35	4/5/2016 9:59	2	Teacher- vari	Administr		2762	4/11/2016 9:35
5	2_Glenn			5/26/2016 9:43	5/26/2016 11:06	9	Program spec	Direct Ser		58	6/3/2016 9:43
6	2_Glenn			4/14/2016 13:03	4/15/2016 10:29	3	Program spec	Direct Ser		1251	4/21/2016 13:03
7	2_Glenn			4/28/2016 13:47	4/28/2016 15:03	5	Teacher- vari	Administr		1954	5/5/2016 13:47
8	2_Glenn			5/27/2016 10:22	5/27/2016 11:04	9	Teacher- vari	Administr		1954	7/15/2016 20:59
9	2_Glenn			5/5/2016 13:56	5/6/2016 12:24	6	Credentialed	Direct Ser		815	5/12/2016 13:56
10	2_Glenn			5/16/2016 12:55	5/16/2016 15:43	8	Credentialed	Direct Ser		815	5/23/2016 12:55
11	2_Glenn			4/7/2016 11:53		2	Program spec	Direct Ser		2008	4/14/2016 11:53
12	2_Glenn			4/25/2016 15:07	4/26/2016 7:17	5	Program spec	Direct Ser		2008	5/2/2016 15:07
13	2_Glenn			4/26/2016 14:36	4/26/2016 20:04	5	Program spec	Direct Ser		2008	5/3/2016 14:36
14	2_Glenn			5/11/2016 13:17	5/12/2016 7:40	7	Program spec	Direct Ser		2008	5/18/2016 13:17
15	2_Glenn			4/28/2016 10:53	4/28/2016 11:03	5	Credentialed	Direct Ser		2006	5/5/2016 10:53
16	2_Glenn			5/5/2016 13:35	5/5/2016 14:38	6	Teacher- vari	Administr		1651	5/12/2016 13:35
17	2_Glenn			6/1/2016 13:41	6/1/2016 13:46	10	Speech-langu	Direct Ser		2633	7/15/2016 20:59
18	2_Glenn			6/2/2016 13:55	6/2/2016 13:59	10	Teacher- vari	Administr		244	7/15/2016 20:59
19	2_Glenn			5/24/2016 12:58	5/24/2016 14:10	9	Teacher- vari	Administr		2631	6/1/2016 12:58
20	2_Glenn			5/26/2016 8:22	5/26/2016 10:28	9	Registered oc	Direct Ser		772	6/3/2016 8:22
21	2_Glenn			5/20/2016 10:24	5/20/2016 11:20	8	Principal and	Administr		49	5/27/2016 10:24
22	2_Glenn			5/31/2016 13:40	5/31/2016 14:09	10	Teacher- vari	Administr		1303	7/15/2016 20:59
23	2_Glenn			5/11/2016 11:33	5/12/2016 10:41	7	Licensed regi	Direct Ser		1914	5/18/2016 11:33
24	2_Glenn			5/11/2016 14:01	5/12/2016 10:43	7	Licensed regi	Direct Ser		1914	5/18/2016 14:01
25	2_Glenn			4/18/2016 15:24	4/21/2016 17:39	4	Teacher- vari	Administr		2054	4/25/2016 15:24
26	2_Glenn			5/12/2016 12:30	5/12/2016 12:43	7	Credentialed	Direct Ser		959	5/19/2016 12:30
27	2_Glenn			4/28/2016 10:10	4/28/2016 15:03	5	Special Educa	Administr		462	5/5/2016 10:10
28	2_Glenn			5/10/2016 12:45	5/11/2016 15:18	7	Teacher- vari	Administr		495	5/17/2016 12:45
29	2_Glenn			4/15/2016 14:40	4/15/2016 17:56	3	Credentialed	Direct Ser		bank@glennco	4/22/2016 14:40
30	2_Glenn			5/18/2016 12:07	5/19/2016 8:40	8	Licensed regi	Direct Ser		1462	5/25/2016 12:07

Random Moment Time Survey (RMTS) Time Survey Data

- 2e Documentation of Coded Moments
  Moment Response Reports (provided by LEC)
- 2f Absence Reports
  Obtain from Payroll Staff
- 2g School Calendar
  Board Approved
- 2h Shift List
  Under 'Reports' section on dashboard, click on 'Shift Report' for excel spreadsheet

Shift Report



Region 2 October-December 2018 - Shift Report
Report Generated 10/12/2018 12:46:36 PM

Agency.Certified	Agency.Name	Agency.Id	ShiftSpan.BeginTime	ShiftSpan.Duration	JobPositions.Count	ShiftType.Code	ShiftType.Id	ShiftType.Name	Agency.Code
No	[redacted]	76							100-02-001
No		79							100-02-004
No		88							100-02-013
No		99							100-02-024
No		102	7:30:00	7:00:00	2		669	M-F 7:30 - 2:30	100-02-027
No		102	9:00:00	6:30:00	1		670	M-F 9:00 - 3:30	100-02-027
No		125							100-02-050
No		128	7:30:00	5:30:00	1		877	Secretary 7:30AM-1:00PM M-F	100-02-053
No		128	7:30:00	8:00:00	1		876	Secretary 7:30AM-3:30PM M-F	100-02-053
No		128	8:00:00	7:30:00	1		873	Teacher 8:00AM-3:30PM M-F	100-02-053
No		128	8:00:00	9:00:00	1		878	Principal 8:00AM-5PM M-F	100-02-053
No		140							100-02-065
No		143							100-02-068
No		146							100-02-071
No		149							100-02-074

Shift Report

How many positions currently assigned to this shift

Questions?

Duty Statements

- A duty statement **OR** job description describing the current duties and responsibilities for each job class in the RMTS sample universe that describes their approved scope of work

Duty Statements

- 3a Duty Statement

  Use duty statements from past years for your current time study participants, revising duties as necessary for the position (The LEC office can provide you with duty statement templates

  or

  Use district job description

Duty Statement

Instructional Aide

1. Implement teachers' plans by assisting regular or handicapped students individually, in small groups, or in a lab setting, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and related activities. (Code 1)

2. Confers with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the IEP. (Code 1)

3. Assists in the administration of various assessments. (Code 1)

4. Make available to students and their families information about services and programs, including Medi-Cal and may provide help accessing these services. (Code 4)

5. Distribute flyers or outreach regarding Medi-Cal/Healthy Families information. (Code 4)

6. Provide instruction and assistance to regular and handicapped students in social, gross motor, fine motor, and self-help skills; assist student in the community to cross streets, purchase supplies and meals and utilize good manners. (Code 1)

7. Maintain inventory of educational supplies. Maintain schedules to coordinate use of district facilities, equipment and vehicles. (Code 1)

8. Observe and control behavior and interaction of students according to approved procedures; report progress regarding student performance and behavior. (Code 1, 7, 8)

9. Assist students on and off bus; push wheelchairs and lift students as needed. (Code 1)

10. Operate various exercise, therapeutic, instructional and office equipment. (Code 1, 2)

11. Attend meetings on MAA Program. Complete time survey quarterly. (Code 15)

12. Prepare lessons and instructional materials for individual students as directed by teacher; maintain daily records of achievement for students. (Code 1)

13. Coordinate and schedule ongoing appointments for Medi-Cal covered services as required by IEP. (Code 8)

14. Assists in the supervision and coordination of medically fragile or medically involved students under the direction of the teacher and/or school nurse. (Code 1, 7, 8)

15. Maintains daily accurate records of all activities completed for or by a student. (Code 1)

16. Consults routinely with teachers and Medi-Cal providers regarding students. (Code 7, 8)

17. Assist with filling out and/or gathering information for Medi-Cal application. (Code 6)

18. Schedule or arrange transportation to Medi-Cal covered services. (Code 10)

DHCS Manual & Helpful Links

Copy of the most current Department of Health Care Services Manual.

http://www.dhcs.ca.gov/provgovpart/Pages/SMAAManual.aspx

School Based Claiming Random Moment Time Survey Webpage:

https://www.dhcs.ca.gov/provgovpart/Pages/School-Based-RMTS.aspx

LEA Medi-Cal Billing Option Program Policy & Procedure Letters Webpage:

https://www.dhcs.ca.gov/formsandpubs/Pages/LEA_BOP_PPLs.aspx

SMAA Policy & Procedure Letters Webpage:

https://www.dhcs.ca.gov/formsandpubs/Pages/SMAA_Surv_Rand_Inv.aspx

TO GET ON LISTSERV FOR EITHER PROGRAM, IN ORDER TO RECEIVE IMPORTANT EBLAST PROGRAM INFORMATION:

List Subscribe for SMAA Program:

http://apps.dhcs.ca.gov/listsubscribe/default.aspx?list=DHCSSMAA

List Subscribe for LEA BOP Program:

http://apps.dhcs.ca.gov/listsubscribe/default.aspx?list=DHCSLEA

Questions?

Assistance

For further assistance you can contact

the following at **(530) 934-6575**

Coreen De Leon, MAA Program & RMTS Coordinator – ext. 3125

Margaret Parisio, Invoice/Business Trainer – ext. 3032

Oscar Ayala, Administrative Asst./Data Analyst – ext. 3031

Randy Jones, Director – ext. 3050

This concludes the presentation portion that is applicable to BOTH Programs

Thank you

Invoice Documents – Tab 4

- Copy of the SMAA Invoice (Tabs 1-11)
- Time Survey Summary Report
- Copy of Tape Match and back-up Calculations
- Copy of the Indirect Cost Rate from the CDE website
- Direct Charges Calendar Supporting Direct Charges claimed on Tab's 3 and 4 of the SMAA Invoice.
- Financial Reports and Supporting Documentation for Direct Charges.
  - This would include salaries and benefits report for Direct Charge participant and/or Financial Reports for miscellaneous direct charges costs.

Invoice Documents

- Financial Reports Supporting Salaries and Benefits Claimed on Tab 5 of the SMAA Invoice.
- Financial Reports Supporting Costs, Revenues and Expenses on Tab 6 and Tab 7 of the SMAA Invoice.
- Supporting Documentation

Contracts

- Contract between LEA and the Regional LEC for SMAA participation OR to administer the Random Moment Time Survey (RMTS)
- Contract or Memorandums of Understanding (MOUs) with contracting agencies and providers, including personal service contracts

Agency Documents

- Charts that show the supervision responsibility of staff in SMAA claiming down to the level of the clerical staff whose costs are included in the invoice.

Example:

ABC Elementary School District – 2017/18

Aaron Rodgers – Superintendent

School Site 1

Jordy Nelson – Principal

Randall Cobb – Secretary

Joe Callahan – Sp, Ed Teacher

Davante Adams – Education Aide

School Site 2

Geronimo Allison – Principal

Trevor Davis – Secretary

Brett Hundley – Sp, Ed Teacher

Clay Matthews – Education Aide

Agency Documents

- 6a Organizational Charts (Staff Directories)

  Only TSP Universe

- 6b Quality Control/Site Review

  Provided by LEC

Resource Directories

- Documents used to promote Medi-Cal that directly relate to surveyed time for such activities. Should include flyers, announcements & other materials pertaining to Medi-Cal. Provide a statement that gives the locations where these materials will be maintained for future DHCS and CMS review.

Resource Directories

- 7a Resource Directory

  Provided by LEC office

- 7b Medi-Cal Outreach Materials

  Include DHCS approved fliers, announcements, and location of fliers

Questions?

Data Match

What is Data Match:

- Formerly referred to as 'Tape Match'
- Data match is the percentage of students who receive Medi-Cal at your school and is determined by DHCS.
- The Medi-Cal status of a student is a very confidential matter. DHCS provides secure delivery of all transfer activities of student data with an automated file transfer system.

Data Match

Who provides the information from your district:

- MAA Coordinator
- You may ask someone from the tech department to extract the student data from your database, however it is up to the MAA coordinator to ensure the information is sent to the LEC office.

Data is submitted twice a year from the 2nd fiscal quarter (Oct-Dec) and the 4th fiscal quarter (Apr-June).

Note: Do not submit data from the 3rd quarter for the 4th quarter data match.

Data Match

The following information needs to be provided in this order:

- Last Name
- First Name
- Middle Initial*****
- Date of Birth
- Sex

***If at all possible provide this field so you get the best tape match results.**

Data Match

Deadline for submission:

- Quarter 2 data match
  - ⇒ December 31st
- Quarter 4 data match
  - ⇒ June 30th

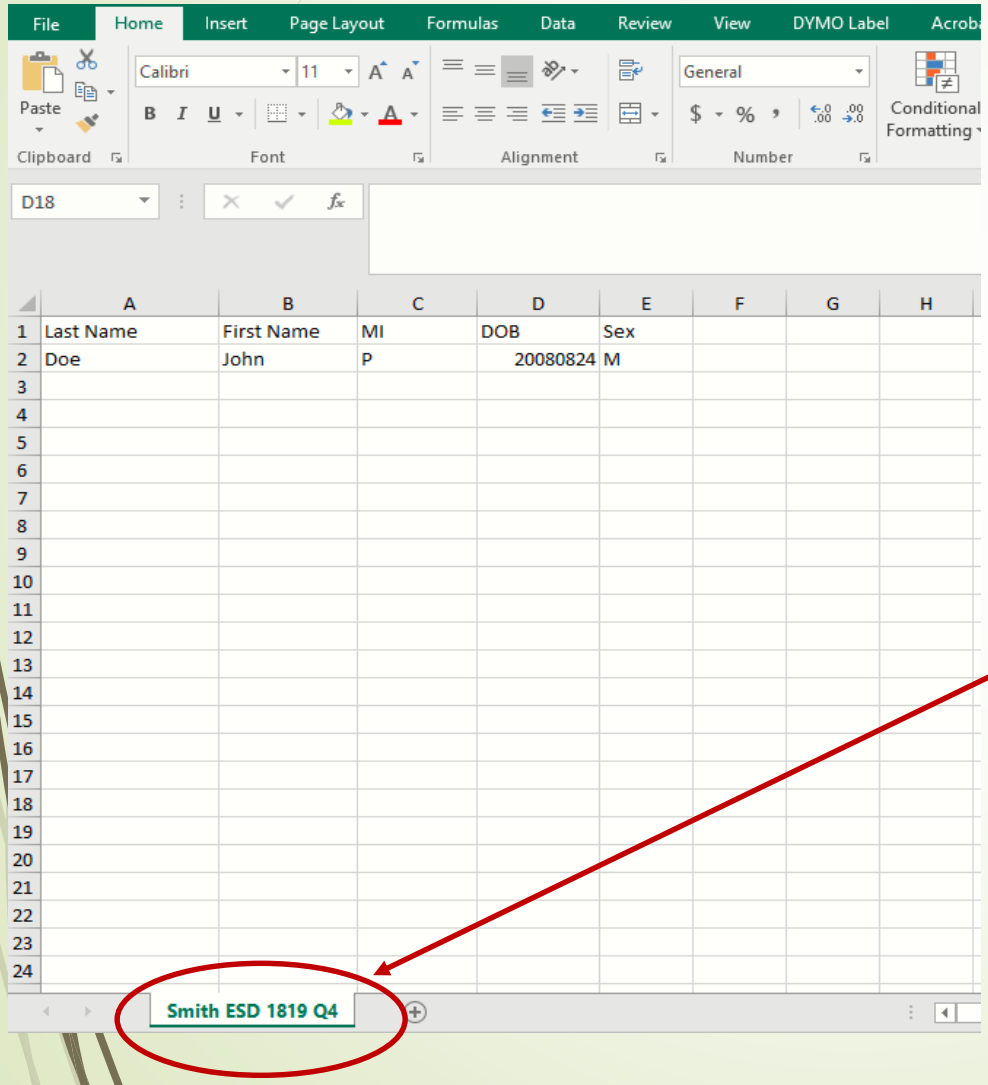
Data Match

How to pull the information:

- Two options for pulling your student data
  - You can create a spreadsheet of ALL students (and their information) enrolled during the applicable quarter.
  - OR you can choose a day that falls within the quarter and pull the list of students that attended school that day.
- Remember to filter out your 'exited' students for accurate student enrollment data and accurate match percentage from DHCS.

Note: Data must be submitted in Excel format.

Data Match



This is an example of the file naming convention that is most helpful.

*School Name

*School Year of the Data

*Quarter of the Data

If you name your Excel file this way, it makes identifying your submission much easier!

Data Match

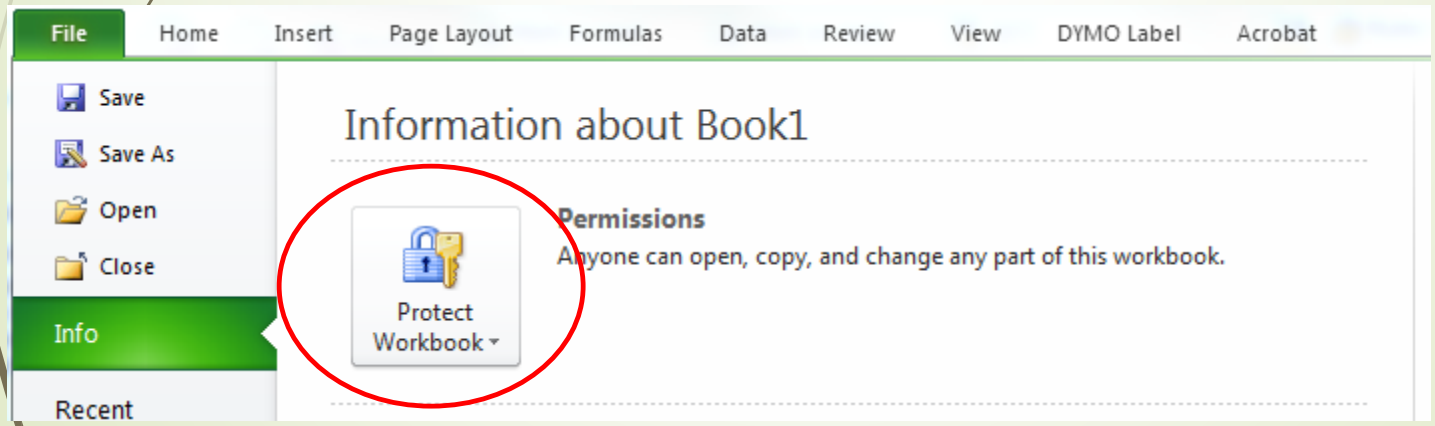
Secure your Excel Spreadsheet with password protection to prevent hacking of confidential information.

- Each claiming unit will use their **county-district** CDS code (without the hyphen) as the password for encryption.
  - Example: 4569921 (45 is the county code and 69921 is the district code) If you don't know your CDS code, contact the LEC office for assistance.
- **Do not include the password in the body of the email.**

Data Match

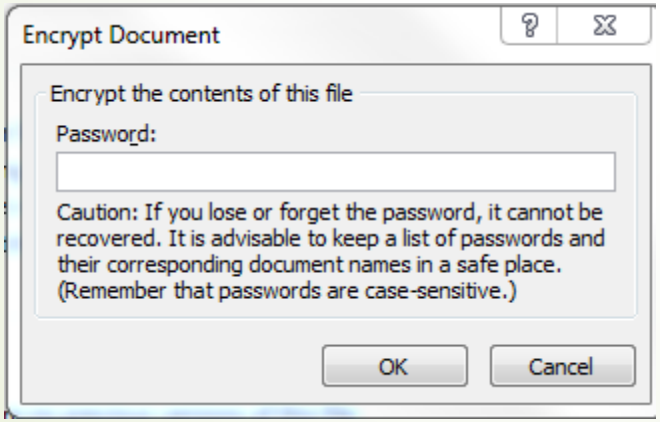
To protect your spreadsheet:

- Open the spreadsheet
- Click on ‘File’
- Click on ‘Protect Workbook’



Data Match

- Click on ‘Encrypt with Password’
- In this box enter your 7 digit county-district CDS number without spaces or hyphens



- Confirm password

Data Match

Submit your **Excel** spreadsheet via **email** to:

Oscar Ayala, Administrative Assistant/Data Analyst

oayala@glenncoe.org

Data Match Report

- One copy of the data match report is for the Audit Binder, at the back of your invoice section.
- One copy is given to the person who is creating the invoice

Questions?

Assistance

For further assistance you can contact

the following at **(530) 934-6575**

Coreen De Leon, MAA Program & RMTS Coordinator – ext. 3125

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