LEA Coordinator Training
2022
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 [Resource Codes 3000-5999, with the exception of 5640].
- Advise LEC immediately if there are 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.
Program Reminders:

- For LEA BOP/Medi-Cal Direct Billing Program, contracted providers are not to be entered on TSP list, but rather reconcile costs via the CRCS (worksheet D).
  - *PPL 21-029*

- Ensure TSP's are in correct cost pool. Cost Pool 1 vs Cost Pool 2 and vice versa *PPL 21-030*
Program Updates:

- Additional response options for pre-sample question 1, “No, I was on a break”, “No, I was on a paid lunch” *PPL 21-026*

- TSP Equivalency Requests for SMAA program *PPL 22-007*

- Unsatisfactory Immigration Status (UIS) with LEA BOP – Claims for beneficiaries with an UIS are not eligible for…reimbursements. *PPL 22-015R*

- Long-Term Direct Service Practitioner Substitutes AND Administrative Service Substitutes in the Random Moment Time Survey (RMTS) Process *PPL 21-028*

- Alternative Format Request Requirements – to adhere to federal and state law, including ADA (Americans with Disabilities Act). Guidance currently being re-reviewed by DHCS, more to come. *PPL 21-017R*
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

Will your LEA be billing Medi-Cal for these services through LEA BOP?

Yes

Add to Cost Pool 1 - Direct Service Providers

No

Does this provider regularly perform MAA activities?

Yes

Can add to Cost Pool 2 - Admin

No

Not eligible to participate

No

Does this position regularly perform MAA activities and is listed on approved Pool 2 job category list?

Yes

Add to Cost Pool 2 - Admin

No

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 Medical 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.
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 individual’s 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 practitioners (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.

Federally Funded Resource 3000 – 5999 with the exception of 5640
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

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

Additional Information:
- The calendar is ready to be certified. Please make sure all holidays for the quarter have been indicated, saved, and certified.

Calendar Options:
- Show Certified Calendar
- Show Number of Moments

Moment Counts:
- Moments
- Overdue Moments
- Moment Notices
- Overdue Follow-ups

Holiday/Non-Work Day

August 2019

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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.
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’
Adding Shifts

Add new shifts for time study participants – enter:

- Desired name of shift (name the shift exactly as it is, i.e. Mon-Fri 8am-5pm)
- 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

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<th>Shift</th>
<th>Hours</th>
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<td>37 hours 30 minutes</td>
</tr>
<tr>
<td>914</td>
<td>M - F 8:00 to 5:00</td>
<td>45 hours 0 minutes</td>
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<tr>
<td>922</td>
<td>M - F 8:30 - 1:30</td>
<td>25 hours 0 minutes</td>
</tr>
<tr>
<td>3085</td>
<td>Th 8:00 - 4:30</td>
<td>8 hours 30 minutes</td>
</tr>
<tr>
<td>3081</td>
<td>M, T, W, F 8:00 - 3:15</td>
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<td>2616</td>
<td>M - F 8:00 - 12:00</td>
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<td>925</td>
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<tr>
<td>3162</td>
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</tr>
<tr>
<td>3170</td>
<td>Harms M, W, Th</td>
<td>14 hours 0 minutes</td>
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<td>1826</td>
<td>M - F 8:00 to 4:30</td>
<td>42 hours 30 minutes</td>
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<tr>
<td>2064</td>
<td>M, T, Th, F 8:00 AM to 3:30 PM</td>
<td>30 hours 0 minutes</td>
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<tr>
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<td>M - Th 8:00 to 4:00</td>
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<td>915</td>
<td>M - F 7:30 to 3:00</td>
<td>37 hours 30 minutes</td>
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<td>2297</td>
<td>M, W, F 8:00 to 3:30</td>
<td>22 hours 30 minutes</td>
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<td>546</td>
<td>M - T, F 8:00 to 3:30</td>
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Shifts

Create New Shift

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<th>End Time</th>
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<tr>
<td>Friday</td>
<td>8:00 AM</td>
<td>4:29 PM</td>
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Enter begin time in standard or military time. Ex: 3:00 PM or 15:00

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
One or more validation errors occurred. Please correct these issues and try again.

- This shift type is currently in use and cannot be inactivated.

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<thead>
<tr>
<th>Day of week</th>
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<tr>
<td>Friday</td>
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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

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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

Quarterly Milestone Summary
- Quarterly Start Process
- Certify Staff Pool List: 81%
- Certify Calendar: 81%
- Quarterly Claim Process
- Quarterly CPE Form Process

Message
Welcome to the State of California School Based Medi-Cal Administrative Activities (SMAA) Time Survey!

Coding/QC Compliance
- Coding Stats: Coding Percentage: 96%, Moments to be Coded: 14, Moments Failed: 0
- QC Stats: QC Percentage: 8%, Moments to be QCed: 10

# of Moments
- Req Code
- Req QC
- Fails

Moment Status
Welcome to the State of California School Based Medi-Cal Administrative Activities (SMAA) Time Survey!

**Calendar Compliance**

Region 2 Certified?: Yes

**Staff Pool Compliance**

Region 2 Certified?: Yes

**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.
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 or Unqualified to bill under LEA BOP

<table>
<thead>
<tr>
<th>Job Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Service Providers</td>
</tr>
<tr>
<td>Administrative Service Providers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shift Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Required)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Pool:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Required)</td>
</tr>
</tbody>
</table>

- Direct service practitioners (Cost Pool 1) that are not providing direct billable health services
- Direct service practitioners (Cost Pool 1) that are unqualified to bill under the LEA BOP (i.e., an SLPA without supervision)
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.

Use this
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:

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Cost pool</th>
<th>Position</th>
<th>Moment</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Alyassi, Ricky</td>
<td>Admin</td>
<td>Special Education Administrators</td>
<td>04/04 8:17AM (PST)</td>
<td>04/06 10:40AM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Giroux, Michelle</td>
<td>Admin</td>
<td>Principal and/or Assistant Principal</td>
<td>04/04 9:00AM (PST)</td>
<td>04/06 9:56AM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Medrano, Lourdes</td>
<td>DS &amp; Admin</td>
<td>Certified school counselor</td>
<td>04/04 12:14PM (PST)</td>
<td>04/04 12:23PM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Massey, Ramone</td>
<td>DS &amp; Admin</td>
<td>Trained health care aide</td>
<td>04/05 8:53AM (PST)</td>
<td>04/05 11:35AM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Morales, Jessica</td>
<td>Admin</td>
<td>Teacher - various selected positions (special ed, alternative ed, resource, SDC)</td>
<td>04/05 7:43PM (PST)</td>
<td>04/05 2:38PM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Brodeur, Jennifer</td>
<td>Admin</td>
<td>Teacher - various selected positions (special ed, alternative ed, resource, SDC)</td>
<td>04/12 9:33AM (PST)</td>
<td>04/12 2:14PM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Alyassi, Ricky</td>
<td>Admin</td>
<td>Special Education Administrators</td>
<td>04/13 7:38AM (PST)</td>
<td>04/13 10:24AM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Geytan, Jovanna</td>
<td>DS &amp; Admin</td>
<td>Licensed vocational nurse</td>
<td>04/13 8:16AM (PST)</td>
<td>04/13 9:24AM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Geytan, Jovanna</td>
<td>DS &amp; Admin</td>
<td>Licensed vocational nurse</td>
<td>04/13 8:56AM (PST)</td>
<td>04/13 9:27AM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Giroux, Michelle</td>
<td>Admin</td>
<td>Principal and/or Assistant Principal</td>
<td>04/13 9:32AM (PST)</td>
<td>04/14 10:16AM (PST)</td>
</tr>
<tr>
<td>✔</td>
<td>Anonical, Alejandra</td>
<td>DS &amp; Admin</td>
<td>Certified school counselor</td>
<td>04/13 12:41PM (PST)</td>
<td>04/19 8:44AM (PST)</td>
</tr>
</tbody>
</table>

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

<p>| ParentAgency | Agency Name | CostPool | Name | JobCategory | JobPosition | JobID | JobSpan Begin Date | JobSpan End Date | Person First Name | Person Last Name | Person Initials | Employment Status | Name | Source | Notes |
|--------------|-------------|----------|------|-------------|-------------|-------|-------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|-------|-------|-------|
| Region 2     | Glenn County Office Administrative Services Providers | Director | various selected positions | Assistant Superintendent Student | 2757 | 1/1/2015 | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Principal and/or Assistant Principal | William Finch Principal (Alt. Ed) | 7716 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Adaptive PE Teacher | 7714 | 1/1/2015 | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Early Start Infant/Toddler Teacher | 2719 | 10/1/2016 | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7718 | 10/1/2017 | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7720 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7721 | 1/1/2013 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7726 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7729 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7730 | 1/1/2016 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7734 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7737 | 1/1/2013 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7739 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7744 | 10/1/2013 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7745 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7746 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 7747 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | Education Specialist | 10220 | 10/1/2013 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | William Finch Teacher - Alt Ed | 7710 | 4/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | William Finch Teacher - Alt Ed | 10780 | 4/1/2016 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | William Finch Teacher - Alt Ed | 2728 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | William Finch Teacher - Alt Ed | 10781 | 4/1/2016 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | William Finch Teacher - Alt Ed | 2742 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | William Finch Teacher - Alt Ed | 10783 | 4/1/2016 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | William Finch Teacher - Alt Ed | 10802 | 10/1/2013 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | William Finch Teacher - Alt Ed | 10803 | 10/1/2013 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Teacher | various selected positions | William Finch Teacher - Alt Ed | 10804 | 10/1/2013 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Credentialed school counselor | Title I Academic Counselor | 10805 | 10/1/2013 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Credentialed school psychologist | School Psychologist | 7764 | 7/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Credentialed school psychologist | School Psychologist | 12558 | 10/1/2013 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Licensed marriage and family therapist | Mental Health Clinician | 2750 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Licensed registered nurse | Inclusion School Nurse | 2754 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Licensed/credentialed speech-language pathologist | Language Specialist | 2762 | 1/1/2015 | | | | | | | | | | |
| Region 2     | Glenn County Office Administrative Services Providers | Other positions approved by CWS Behavior Support Specialist | 13802 | 1/1/2019 | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th>Agency</th>
<th>Last Name</th>
<th>First Name</th>
<th>Moment Date</th>
<th>Submit Date</th>
<th>Week#</th>
<th>Job Category</th>
<th>Cost Pool</th>
<th>Direct Serv</th>
<th>Email</th>
<th>Employee ID</th>
<th>Moment ExpiresDate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2_Glenn</td>
<td></td>
<td></td>
<td>5/12/2013 12:30</td>
<td>5/12/2013 12:43</td>
<td></td>
<td>7 Credentialled Direct Serv</td>
<td></td>
<td></td>
<td></td>
<td>895</td>
<td>5/19/2013 12:30</td>
</tr>
</tbody>
</table>
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

How many positions currently assigned to this shift

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>76</td>
<td>7:30:00</td>
<td>7:00:00</td>
<td>2</td>
<td>669</td>
<td>7:30:00:02</td>
<td>M-F 7:30 - 2:30</td>
</tr>
<tr>
<td>No</td>
<td>79</td>
<td>9:00:00</td>
<td>6:30:00</td>
<td>1</td>
<td>670</td>
<td>9:00:02:02</td>
<td>M-F 9:00 - 3:30</td>
</tr>
<tr>
<td>No</td>
<td>88</td>
<td>102</td>
<td>7:00:00</td>
<td>1</td>
<td>671</td>
<td>7:30:02:02</td>
<td>M-F 7:30 - 2:30</td>
</tr>
<tr>
<td>No</td>
<td>99</td>
<td>102</td>
<td>9:00:00</td>
<td>1</td>
<td>877</td>
<td>7:30:02:02</td>
<td>Secretary 7:30AM-1:00PM M-F</td>
</tr>
<tr>
<td>No</td>
<td>125</td>
<td>7:30:00</td>
<td>5:30:00</td>
<td>1</td>
<td>878</td>
<td>8:00:02:02</td>
<td>Principal 8:00AM-5PM M-F</td>
</tr>
<tr>
<td>No</td>
<td>128</td>
<td>7:30:00</td>
<td>8:00:00</td>
<td>1</td>
<td>873</td>
<td>8:00:02:02</td>
<td>Teacher 8:00AM-3:30PM M-F</td>
</tr>
<tr>
<td>No</td>
<td>128</td>
<td>8:00:00</td>
<td>9:00:00</td>
<td>1</td>
<td>876</td>
<td>8:00:02:02</td>
<td>Secretary 8:30AM-3:30PM M-F</td>
</tr>
<tr>
<td>No</td>
<td>128</td>
<td>8:00:00</td>
<td>7:30:00</td>
<td>1</td>
<td>873</td>
<td>8:00:02:02</td>
<td>Teacher 8:00AM-3:30PM M-F</td>
</tr>
</tbody>
</table>

*Report Generated 10/12/2018 12:46:36 PM*
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 6)

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)
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/listssubscribe/default.aspx?list=DHCSSMAA

List Subscribe for LEA BOP Program:
http://apps.dhcs.ca.gov/listssubscribe/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