



State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

March 5, 2004

PPL No. 04-001

TO: Local Educational Consortia and
Local Governmental Agency Coordinators for
Medi-Cal Administrative Activities

SUBJECT: Notification of Local Education Consortia/Local Governmental Agency
Medi-Cal Administrative Activities fourth-quarter time survey for Local
Educational Agencies claiming Medi-Cal Administrative Activities for fiscal
year 2003-2004

A new method of Medi-Cal Administrative Activities (MAA) claiming for school-based programs was effective July 1, 2003. This Policy and Procedure Letter (PPL) is notification of the designated fourth-quarter time survey week for fiscal year 2003-2004 for Local Educational Agencies (LEA). The time survey results are used to determine the percentage of time spent on allowable MAA.

This new claiming method requires LEAs to conduct a one-week time survey during each of the first three quarters of the fiscal year. The fourth-quarter time survey may be an average of the results of these three time surveys (the method used to calculate this average was specified at the invoice training held on January 22, 2004). If the LEA doesn't average the first three quarters, they must time survey the fourth-quarter. If the LEA time surveys the fourth-quarter, the time survey must be used. The LEA cannot time survey during the fourth-quarter, and then average the fourth-quarter. The fourth-quarter time survey week will be May 5-11, 2004, excluding Saturday and Sunday. LECs/LGAs must use the official LEA MAA Time Survey form. It is included in the draft California School-Based MAA Manual, and is available to download at www.dhs.ca.gov/maa.

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If you have any questions concerning this PPL, please contact Ms. Elizabeth Touhey, Acting Chief of the Administrative Claiming Operations Unit, at (916) 552-9616 or by email at ETouhey@dhs.ca.gov.

Sincerely,

Original signed by Mary Lamar-Wiley

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