DATE: May 27, 2005

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 Time Survey Quarter for Local 
Educational Agencies Claiming Medi-Cal Administrative Activities for 
Fiscal Year 2005-2006

This is notification of the Local Governmental Agency (LEA) designated time survey 
week for the first quarter of fiscal year (FY) 2005-2006. The time survey results are 
used to determine the percentage of time spent on allowable Medi-Cal Administrative 
Activities (MAA).

The first quarter time survey period will begin August 26, 2005, excluding Saturday and 
Sunday. Local Education Consortia (LEC)/Local Governmental Agencies (LGA) must 
use the official LEA MAA Time Survey form. It is included in the California 
School-Based MAA Manual, and it is available to download at www.dhs.ca.gov/maa.

If five consecutive work days, when students are in attendance, cannot be completed 
before staff are out of session and will be out for more than one month:

- They must time survey upon their return;
- Time surveying must begin six days from the day children return to school per 
  adopted district attendance calendar;
- Time surveying must continue for five consecutive school days following the 
  first day children are in attendance.

If five consecutive workdays cannot be completed due to holidays or breaks of less than 
30 days, staff must resume surveying upon the first day of return when students are in 
attendance per adopted district attendance calendar.
If you have any questions, please contact Mr. Willie Holmes, MAA Analyst, at (916) 552-9592 or by email at Wholmes@dhs.ca.gov.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming, Local
and Schools Services Section

cc: Ms. Susan Ruiz
Health Insurance Specialist
Centers for Medicare and Medicaid Services
75 Hawthorne Street, Fifth Floor
San Francisco, CA 94105

Mr. Brian Burdullis, Accountant
Division of Medicaid and Children’s Health
Centers for Medicare and Medicaid Services
801 I Street, Room 210
Sacramento, CA 95814

Ms. Cathleen Gentry
MAA/TCM Consultant
Local Governmental Agency
455 Pine Avenue
Half Moon Bay, CA 94109