



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



ARNOLD SCHWARZENEGGER
Governor

June 20, 2008

PPL No. 08-009

TO: All Local Governmental Agency (LGA) Coordinators for
County-Based Medi-Cal Administrative Activities (CMAA)

SUBJECT: Elimination of MAA Implementation Training (Activity H)

This Policy and Procedure Letter (PPL) is notification that the Department of Health Care Services (DHCS) has eliminated MAA Implementation Training (Activity H) from the CMAA/TCM Combined Time Survey form for Fiscal Year (FY) 2008-09. As a result of program oversight activities, DHCS has determined that this activity has been used by various LGAs to claim a wide range of activities for which it was not intended.

DHCS issued guidance in PPL 06-017 which advises LGAs not to conduct time survey training during the time survey month. Ideally, staff members who will complete the time surveys should be trained before the first day of the time survey month.

DHCS has reviewed and discussed this decision with LGA MAA/TCM Coordinators and received guidance from DHCS legal staff. If it is necessary to conduct Time Survey Training during the Time Survey month, DHCS has identified an alternative method for LGAs to claim the legitimate direct and indirect costs of program-related training.

How to code time on the time survey for training:

1. Staff being trained during time survey month to perform specific Medi-Cal administrative activities should code that time to that specific activity, such as Outreach A or Facilitating Medi-Cal Application, if approved in the Claiming Plan.
2. Staff being trained during time survey month on any other MAA-related duties, such as how to complete the time survey, should code that time to General Administration. The activity involved in completing the time survey form and compiling the secondary documentation should be coded to General Administration.

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3. LGA staff conducting training who are eligible to perform MAA/TCM Coordination and Claims Administration (Activity G) may code that time to that activity.
4. Other staff conducting training during time survey month should code their time either to the specific activity being trained or to General Administration, as described in 1. and 2., above.

If you have questions regarding this PPL, please contact Ms. Linda Hayes, Chief, County-Based MAA Unit, at (916) 341-3969 or Linda.hayes@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY ELIZABETH TOUHEY

Elizabeth Touhey, Chief
Administrative Claiming Local and
Schools Services Branch

cc: Ms. Cathleen Gentry
MAA/TCM Consultant
Local Governmental Agency
455 Pine Avenue
Half Moon Bay, CA 94019