



SANDRA SHEWRY  
Director

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



ARNOLD SCHWARZENEGGER  
Governor

July 22, 2008

**PPL No. 08-018**

**TO:** All Local Educational Consortiums (LEC) and  
Local Governmental Agency (LGA) Coordinators for  
School-Based Medi-Cal Administrative Activities (SMAA)

**SUBJECT: SMAA Time Survey Training and  
Registration Process for Fiscal Year (FY) 2008-09**

This Policy and Procedure Letter is to announce that the Department of Health Care Services (DHCS) has scheduled mandatory School-Based Medi-Cal Administrative Activities Unit (SMAA) Time Survey Training in September and October 2008 for LEC and LGA Coordinators.

SMAA Time Survey Training sessions will be held:

**Tuesday, September 30, 2008**

10:00 a.m. to 1:00 p.m.  
Sacramento Unified School District  
The Serna Center  
5735 – 47<sup>th</sup> Avenue  
Sacramento, CA 95824

**Room Capacity: 60**

**Tuesday October 7, 2008**

10:00 a.m. to 1:00 p.m.  
San Bernardino County Superintendent  
of Schools  
IEHP Building  
303 East Vanderbilt Way  
San Bernardino, CA 92408

**Room Capacity: 110**

The Time Survey training sessions are designed as “Train the Coordinators” sessions and space is limited at each location (note capacity in each location block). Priority will be given to LEC/LGA Coordinators and their designated training staff or authorized alternate.

- Registration for all of the training sessions is required and will be coordinated by DHCS.
- Only registration forms received through the LEC/LGA Coordinators will be accepted. An email will be sent to registrant and the LEC/LGA Coordinator stating that registration must be submitted by the LEC/LGA Coordinator or authorized alternate.

All Local Educational Consortiums (LECs)  
Local Governmental Agencies (LGAs)  
Page 2  
July 21, 2008

- The enclosed SMAA Time Survey Training registration form must be sent to the LEC/LGA Coordinator by August 25, 2008.
- The LEC/LGA Coordinator will forward the registration form(s) to DHCS thereby giving the registrant(s) permission to enroll.
- Registration forms that are not submitted by an LEC/LGA Coordinator will not be processed. An email confirming enrollment will be sent to registrant and the LEC/LGA Coordinator.

This training is mandatory for all LECs and LGAs claiming MAA for schools. LEAs will not be allowed to claim MAA for fiscal year 2008/2009 if their LEC/LGA Coordinator or the Coordinator's authorized alternate representative has not attended this training.

### **Authorized Alternates**

If you are unable to attend and wish to send an authorized alternate representative in your place (i.e. representatives from your staff and/or the school-based claiming unit staff) a written request with justification must be sent to DHCS with the registration form by September 1, 2008. Please note that vendors will not be accepted as the sole alternate representatives for an LGA or LEC. Please submit the SMAA Time Survey Training alternate requests to [SMAA.TSTraining@dhcs.ca.gov](mailto:SMAA.TSTraining@dhcs.ca.gov). DHCS will respond to all alternate requests by September 8, 2008.

If you have any questions regarding SMAA, please contact your program analyst.

Sincerely,

**ORIGINAL SIGNED BY ELIZABETH TOUHEY**

Elizabeth Touhey, Chief  
Administrative Claiming Local  
and Schools Services Branch

Enclosure

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