April 21, 2009

PPL No. 09-008

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) 2009-10

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 June and July 2009 for LEC and LGA Coordinators.

SMAA Time Survey Training sessions will be held:

Thursday, June 4, 2009
12:30 p.m. to 3:30 p.m.
Yolo County Office of Education
1280 Santa Anita Court
Suite 100
Woodland, CA 95776

Room Capacity: 80

Thursday, July 9, 2009
1:30 p.m. to 4:30 p.m.
Sacramento County
Department of Health and Human Services
7001 A East Parkway Suite 1100
Sacramento, CA 95823

Room Capacity: 90

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 or their approved authorized alternate.

- Registration for all of the training sessions is required and will be coordinated by DHCS.
- Only registration forms received by the LEC/LGA Coordinators electronically will be accepted.
- Registration forms that are not submitted by a LEC/LGA Coordinator will not be processed and the registration form will be returned.
• The time survey registrant must send the enclosed SMAA time survey training registration form to the LEC/LGA Coordinator before May 12, 2009.
• The LEC/LGA Coordinator will forward the registration form(s) to DHCS thereby giving the registrant(s) permission to enroll.
• LEC/LGA Coordinators: Please submit SMAA Time Survey Training Registration Forms, including approved alternate, to DHCS no later than close of business on May 15, 2009 to SMAA.TSTraining@dhcs.ca.gov.
• An email confirming enrollment will be sent to the registrant and the LEC/LGA Coordinator after May 15, 2009.

This training is mandatory for all LECs and LGAs claiming MAA for schools. LEAs will not be allowed to claim SMAA for fiscal year 2009/2010 if their LEC/LGA Coordinator or their approved alternate fails to attend one of the sessions of the SMAA Time Survey 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 by May 8, 2009. 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 email request to SMAA.TSTraining@dhcs.ca.gov. DHCS will respond to all alternate requests by May 12, 2009.

If you have any questions regarding this registration process, please contact Denise Boyd at 916-650-0200.

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