



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



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GOVERNOR

**PPL No. 12-002**

DATE: February 22, 2012

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

SUBJECT: Notification of the Time Survey Period for Local Educational Agencies  
Claiming Medi-Cal Administrative Activities for the Fourth Quarter of Fiscal  
Year (FY) 2011-2012

This Policy and Procedure Letter (PPL) is notification of the designated fourth quarter time survey week for FY 2011-2012 for Local Educational Agencies (LEAs). The time survey results are used to determine the percentage of time spent on allowable Medi-Cal Administrative Activities (MAA).

The time survey week for the fourth quarter of FY 2011-2012 begins on Tuesday, April 10, 2012, and requires staff to time survey for five consecutive days when students are in session, in accordance with the latest approved California School-Based MAA Manual which is available for download at:  
<http://www.dhcs.ca.gov/provgovpart/Pages/SMAAManual.aspx>.

Local Educational Consortia (LECs) and Local Governmental Agencies (LGAs) must ensure LEAs use the latest official Time Survey Template which is available for download at <http://www.dhcs.ca.gov/provgovpart/Pages/SMAATimeSurveyForms.aspx>.

If you have any questions concerning this PPL, please contact Ms. Barbara Schultz, Chief of the School-Based MAA Unit, at (916) 552-9049, [Barbara.Shultz@dhcs.ca.gov](mailto:Barbara.Shultz@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY GERI BAUCOM**

Geri Baucom, Chief  
Administrative Claiming, Local and School Services Branch