DATE: September 4, 2012

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

SUBJECT: Notification of the Time Survey Period for Local Educational
Agencies (LEAs) Claiming MAA for the Second Quarter of Fiscal Year
(FY) 2012-2013

This Policy and Procedure Letter (PPL) is notification of the designated second quarter
time survey week for FY 2012-2013 for LEAs. The time survey results are used to
determine the percentage of time spent on allowable MAA.

The time survey week for the second quarter of FY 2012-2013 begins on Friday,
December 21, 2012. Staff are required to time survey for five consecutive days when
students are in session, in accordance with the latest approved California SMAA
Manual which is available for download at:
http://www.dhcs.ca.gov/provgovpart/Pages/SMAAManual.aspx

LECs and LGAs must ensure LEAs use the latest official Time Survey Template which
is available for download at:

If you have any questions or require further assistance regarding this PPL, please
contact Ms. Carolyn Cain-Smith, Chief of the SMAA Unit, by telephone at (916) 552-
9049, or by email at Carolyn.Cain-Smith@dhcs.ca.gov.

Sincerely,

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