



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: December 9, 2013

PPL No. 13-018

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
Claiming Medi-Cal Administrative Activities for the Third Quarter of Fiscal
Year (FY) 2013-2014

This Policy and Procedure Letter (PPL) is notification of the designated third quarter time survey week for FY 2013-2014 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 third quarter of FY 2013-2014 begins on **Monday, March 24, 2014**, and requires LEA staff to time survey for five consecutive days when students are in session, in accordance with the 2012-2013 (latest approved) California SMAA Manual which is available for download at:

<http://www.dhcs.ca.gov/provgovpart/Pages/SMAAManual.aspx>

Please note that Participant Universe Grids (Grids) are due to the SMAA Unit no later than **Monday, February 24, 2014**. LEC and LGAs must submit the Grids to the SMAA email box: smaa@dhcs.ca.gov

LECs and 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 or require further assistance regarding this PPL, please contact Mr. Tony Teresi, Acting Chief, School-Based MAA Unit at (916) 552-9084, or Tony.Teresi@dhcs.ca.gov

Sincerely,

Original Signed by Michelle Kristoff

Michelle Kristoff
Chief, Administrative Claiming and Local School Services Branch
Safety Net Financing Division