



TOBY DOUGLAS  
DIRECTOR

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



EDMUND G. BROWN JR.  
GOVERNOR

DATE: February 14, 2014

PPL No. 14-004

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 Fourth Quarter of Fiscal  
Year (FY) 2013-2014

This Policy and Procedure Letter (PPL) is notification of the designated fourth 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 fourth quarter of FY 2013-2014 begins on **Monday, April 28, 2014**, and requires LEA staff to time survey for five consecutive days when students are in session, in accordance with the latest approved 2012-2013 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 **Friday, March 28, 2014**. Please submit the Grids to the SMAA SharePoint website.

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 Ms. Carolyn Cain-Smith, Chief, School-Based MAA Unit at (916) 552-9049, [Carolyn.Cain-Smith@dhcs.ca.gov](mailto:Carolyn.Cain-Smith@dhcs.ca.gov)

Sincerely,

**ORIGINAL SIGNED BY MICHELLE KRISTOFF**

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