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

TOBY DOUGLAS
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

DATE: January 5, 2015 **PPL No. 15 - 001**

TO: All Local Governmental Agency (LGA) Coordinators for the County-Based Medi-Cal Administrative Activities (CMAA) Program

SUBJECT: Notification of the FY 2014-2015 Third Quarter Time Survey Start Date for CMAA and/or TCM Budget Units with 100 or more Time Survey Participants

The FY 2014-2015 Third Quarter Time Survey start date for CMAA and/or Budget Units with 100 or more time survey participants begins on Monday, February 9, 2015.

Specific guidelines regarding the time survey frequency requirements can be found on page 30 of the CMAA/TCM Implementation Plan (v.11-05-13), Section II, C.4. However, the table below provides the basic guideline of how the time survey frequency start date would be implemented, assuming that all of the participants have a regular Monday through Friday work week.

Number of Budget Unit Participants	Time Survey Frequency	Notification Date for DHCS	Notification Date for the LGA	Time Survey Start Date	Time Survey End Date
400 or more	5 Consecutive Work Days	August 9th	August 23rd	August 30th	September 5th
200 to 399	10 Consecutive Work Days	August 9th	August 23rd	August 30th	September 12th
100 to 199	20 Consecutive Work Days	August 9th	August 23rd	August 30th	September 26th

To ensure prompt and efficient communication, all contact regarding the Worker Log Time Survey start date between the MAA/TCM Coordinators and the required participants will be via email or telephone. MAA/TCM Coordinators must also ensure that all participants have completed Time Survey Training prior to September 30, 2014. A complete list of all MAA/TCM Coordinator requirements regarding the time survey process can be found on page 36 of the CMAA/TCM Implantation Plan (v 11-05-13) Section II, E. 1.

If you have any questions or require further assistance regarding this PPL, please contact Laurie Tribbey Lay, Chief, CMAA Unit at (916) 552-9075 or Laurie.Lay@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY MICHELLE KRISTOFF

Michelle Kristoff, Chief
Administrative Claiming Local and School Services Branch