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DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: August 7, 2015

PPL No. 15-025

TO: Local Educational Consortia (LEC) and
Local Governmental Agency Coordinators (LGA)

Subject: Exception for Time Study Participants (TSPs) in a
Small/Rural School District

The purpose of this Policy and Procedure Letter (PPL) is to establish a policy exception to the list of approved Random Moment Time Study (RMTS) participants contained in Section 6-4 of the June 2014 School-Based Medi-Cal Administrative Activities (SMAA) Manual. This exception applies to any school district with an average daily attendance (ADA) of no more than 600 students, and allows the qualifying district to designate any one staff person at each physical school site within the district to perform Medi-Cal Administrative Activities (MAA) and participate in the Random Moment Time Study (RMTS) process as a Time Study Participant (TSP). This exception will only be granted in cases where the designated staff person is the only individual participating in the SMAA program at the physical school site within the district.

The district must follow the exception process outlined above for any job classifications at the physical site not included on the approved participant lists. If any district intends to utilize this exception, they must submit to DHCS through their respective LEC/LGA or Consortium a completed Attachment A at the same time they submit the TSP universe for certification for a given quarter. If any district meeting this criteria requests to include more than the one designated staff person, the district must utilize the standard TSP justification process for all non-authorized positions. Specific information about current SMAA policy regarding the approved participant lists can be found in the June 2014, SMAA Manual, Section 6-4.

If you have any questions or require further assistance regarding this PPL, please contact Tony Teresi, Chief, DHCS SMAA Unit at (916) 449-5182, or Tony.Teresi@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY MICHELLE KRISTOFF

Michelle Kristoff, Chief
Medi-Cal Administrative Claiming Section