

**School-Based Medi-Cal Administrative Activities  
Train the Trainer Parking Lot Q&A 2008**

**1. Question**

When time survey samples are not 80% accurate and the invoice must be revised, how do we calculate the invoice?

**Response**

Since the Invoice has been prepared and the timesheet has gone through the final review/approval process, the original timesheet can not be revised/amended. The LEC/LGA should secure a copy of the original timesheet and record the correction(s) and the coding (where the hours should have been coded) on the copy of the time survey form and staple it to the original time survey form.

If corrections have been made, and the participant still has chargeable hours to the "MAA" Code, then the LEC/LGA should prepare a worksheet showing the revised hours and recalculate the invoice. The Invoice should be marked as "Amended" and submitted to DHCS. The LEC/LGA should notify DHCS prior to sending the amended invoice.

If the participants does not have chargeable hours to the "MAA" codes, then the timesheet must be "removed" from the sample. If the participant's timesheet(s) must be removed from the sample, the LEC/LGA may need to recalculate the Invoice including invoices for other quarters as well.

The LEC/LGA should retain the corrected timesheet, worksheets, and Amended Invoice with the other program documentation so it is available in the event of a review/audit by DHCS.

**2. Question**

A child who is non-verbal is issued an electronic device. What activity code should be coded on the time survey when a staff person goes into the classroom to determine if the machine is being integrated into the classroom (re: assistive technology devices)?

**Response**

When a staff person goes into the classroom to determine if an assistive technology device is being integrated into the classroom the participant should code their time to activity code 2, Direct Services. This activity is considered an extension of a direct service and activities that are part of a direct service are not claimable as an administrative service.

**3. Question**

When filling out an absence request should this activity be coded to code 1 or code 16?

**Response**

The activity would be claimed under Code 16. However, please note, time must be claimed in 15 minute increments. The SMAA Provider manual states all reimbursable time must "be necessary and reasonable for proper and efficient administration of the SMAA program." Therefore, the activity must be justifiable and explainable to State and federal reviewers.

**4. Question**

Does Medi-Cal flyers have to be federally issued or can the LEA make their own flyers?

**Response**

LEAs can develop their own Medi-Cal flyers and claim for the activity. This excludes materials that have already been developed such as pamphlets and flyers, these must not be claimed as MAA if they are redeveloped by schools.

---

LEA staff must not claim for activities that are already being offered or should be provided by other entities or through other programs. Claims for duplicate activities can be avoided by close coordination between the school claiming units, COEs, DHCS, State Department of Education, providers, the County Health Care Agency, community and non-profit organizations, and other entities related to the activities performed.

