

Listed are the questions and answers from the SMAA Webinar "Train the Trainer", for the fiscal year 2012/2013. The webinar training was conducted on 06/12/2012.

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[Time Survey](#)

Q: Is the claiming unit still required to keep a hard copy of the time survey form in their audit binder, even though there are no physical signatures on it? [\[Q: 9:13 AM\]](#)

A: Yes, the claiming unit is to keep hard copies of time survey forms for the Site Review process.

Q: The newest Time Survey form online is for 11-12. Will there be an updated form for 12-13 posted soon? [\[Q: 9:20 AM\]](#)

A: The Fiscal Year 2012/2013 Time Survey form is posted on the DHCS website.

Q: Is a time survey participant's 'supervisor' the participant's direct supervisor or can the LEA Coordinator be considered the time survey participant's supervisor for time survey review purposes? [\[Q: 9:22 AM\]](#)

A: Yes, the LEA Coordinator can be considered the Time Survey participant's supervisor provided that the relationship is demonstrated on the organization chart and the LEA MAA Coordinator understands the participant's responsibilities.

Q: Can a MAA Coordinator modify the training date on the time survey without participant initials? [\[Q: 9:27 AM\]](#)

A: Yes, a MAA coordinator can modify the training date on the Time Survey without the participant initials because the MAA coordinator has the responsibility to ensure proper training dates.

Q: now that you accept electronic signatures will you be reviewing paper or electronic time surveys? [\[Q: 9:59 AM\]](#)

A: The Policy and Procedure Letter No. 12-009 addresses electronic signatures, although claiming methodologies will be further clarified in the state implementation plan once it is approved by CMS.

Q: Regarding electronic signatures - can electronic signatures be used for both the participant and the supervisor on the MAA time survey form? [\[Q: 9:12 AM\]](#)

A: Yes, electronic signatures can be used for both the participant and the supervisor on the MAA time survey form. The Policy and Procedure Letter No. 12-009 addresses electronic signatures.

Q: When providing teachers with "outreach" material during the week of the survey, is this permitted? Or is it considered to be planned ahead of time and not ok to do. ? [\[Q: 9:18 AM\]](#)

A: Outreach material should be provided during the entire year as a normal survey time activity, not only during the week of survey.

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Activity Codes

Q: can you please explain the updates to activity code 8? [Q: 9:24 AM]

A: The changes to Code 8 reflect that direct service health providers (those eligible to bill Medi-Cal) cannot code for case management when considered an extension of their direct service. The Code 8 they can claim includes making referrals to other Medi-Cal providers, or when engaging teachers/administrators and parents about the services they provide away from the direct service environment. All other activities in support of the student involving evaluation, therapy or treatment to student, arranging for their services to be delivered including securing service authorization from MD or IEP team is Code 2. Case managers (not the direct service provider) can claim time for Code 8 if they do not bill for TCM (LEA Billing Option).

Q: Community College staff make's initial referrals to Psychology Interns on the Community College campus for students that need mental health counseling. Is this a MAA Code 4 activity? The Interns do not bill Medi-Cal directly. [Q: 9:32 AM]

A: No, the interns are not Medi-Cal providers, and referring to the interns is not a MAA Code 4 activity. However, if interns refer the student to an outside Medi-Cal provider, that is okay as Code 4.

Q: The Code 4 samples just shown did not each explicitly state "Medi-Cal covered" or "Medi-Cal related" - are these specific designations not required? In the past, the LEC has rejected or required clarification in these situations, but is it not mandatory? [Q: 9:33 AM]

A: Activity code 4 is used by school staff performing initial Medi-Cal outreach activities and should be clearly stated as such by time study participants to best identify the time and subsequent costs spent on providing initial Medi-Cal outreach. Descriptions and examples of activity codes can be viewed on pages 33 and 34 in Section 5 of the SMAA Manual FY 2012/2013. Also, refer to Slide number 31 from the SMAA Train the Trainers Power Point Presentation on June 12, 2012, it addresses activity code 4. The term "Medi-Cal covered" is not required in the sample if the eligible Medi-Cal provider or service is identified.

Q: Is this an appropriate code 8 sample (from an Audiologist)? "I met with Speech Pathologist to discuss ongoing progress of an individual student in Medi-Cal covered auditory training as part of case management". This person does not bill TCM in the Direct Billing Option Program. [Q: 9:35 AM]

A: Yes, activity code 8 is the appropriate code to use when making ongoing referrals for monitoring the delivery of Medi-Cal covered services. The sample is appropriate since the direct service provider met with another direct service provider to explain the services being provided and coordinate additional service needed for the student.

Q: Is this an appropriate code 8 sample (from Speech pathologist)? "I met with a student's teacher and other staff to monitor a student's ongoing progress in M/C covered speech therapy" [Q: 9:35 AM]

A: Yes, activity code 8 is the appropriate code to use for the monitoring ongoing activities related to services in an IEP. It is code 8 because the direct service provider was meeting outside the direct service environment, away from student and informing staff of how services were being delivered to ensure case coordination.

Q: Is written translation of the Individual Education Plan, IEP, a Code 12 activity? [Q: 9:39 AM]

A: Yes, written translation of the IEP medical components is a code 12 activity because of the sections referencing Medi-Cal services. Only those parts related to MAA activities are code 12 - not the entire IEP.

Q: Is comp. time (which is paid) allowable as a code 16 activity? [Q: 9:44 AM]

A: Compensation time off (paid) is included in activity code 16. Activity code 16 is used for general administration and paid time off. Approved paid time off includes paid vacation days, sick leave, jury duty, etc. Refer to Section 5 of the SMAA Manual.

Q: Administrators "supervise" staff all day or a good portion of the day. I thought that actual supervision was NOT a code 16 activity, yet your training says otherwise. [Q: 9:45 AM]

A: Supervision is limited to specific staffs that have major oversight duties such as site administrators who oversee staff and facilities. Please refer to the 2012/2013 SMAA Manual Appendix H for Code 1/Code 16 comparisons.

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Q: 4 Speech Therapists or Nurses collaborating on program planning and/or policy development for the improvement of delivery of M/C services within their district WITHOUT an outside agency or other District. Is this an acceptable Code 14 activity? [Q: 9:45 AM]

A: Code 14 is the appropriate activity code to use if the activity is included within the employee's duty statement. (The outside agency is not relevant.)

Q: DHCS' 2011-2012 training stated that a person performing interagency Medi-Cal coordination, but did not have those duties listed in their job description could claim that time in Code 8. Can they continue to do so for 2012-2013. [Q: 9:48 AM]

A: There has been no change. Participants who do not have Code 14 in their duty statements may be performing planning and development activities per Code 8 coordination of Medi-Cal services.

Q: How many MAA Coordinators can a claiming unit have? There are some "site" MAA Coordinators claiming only code 15/16 (within one claiming unit) because they handle MAA administration at their site. [Q: 9:49 AM]

A: The number of MAA coordinators in a claiming unit is determined by the reasonableness to the size of that claiming unit. Activities must be performed throughout the period of service.

Q: The manual does not state that a survey with Code 15/16 only would be allowed if the participant normally has MAA in prior quarters. It made it hard to justify this when it occurred. [Q: 9:50 AM]

A: The SMAA Manual FY 2012/2013, Section 5-15 states that the exceptions would be a LEC, LGA or LEA MAA staff member on paid absence or leave who typically performs MAA as demonstrated through previous time surveys and the duty statement.

Q: I think I heard you say that if a participant has claimable MAA time in previous quarters, it is acceptable for them to turn in a survey that claims only code 15. Is this correct? [Q: 9:52 AM]

A: The SMAA Manual FY 2012/2013, Section 5-15 states that the exceptions would be a LEC, LGA or LEA MAA staff member on paid absence or leave who typically performs MAA as demonstrated through previous time surveys and the duty statement.

Random Moment Time Survey

Q: What is the current status on the potential implementation of an RMTS methodology? [Q: 9:12 AM]

A: Claiming methodologies will be clarified in the statewide implementation plan once it is approved by CMS.

SMAA Manual

Q: When will the SMAA manual for FY 12/13 be available? [Q: 9:59 AM]

A: The SMAA Manual for FY 2012/2013 is posted on the DHCS website.

Duty Statements

Q: What happens when a participants district job description does not appear to include MAA activities, however they definitely perform them. We are not allowed to change district job descriptions. Would a note in the Audit File do? [Q: 10:02 AM]

A: No, a note is not acceptable. A duty statement must be developed to describe the currently assigned duties and responsibilities of the participant.

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Misc./General

Q: Will the power point presentation be available for print? [Q: 9:11 AM]

A: The SMAA Train the Trainers Power Point presentation for FY 2012/2013 has been posted on the DHCS website.

Q: Will clarifications be made to the upcoming changes to the Tapematch process? [Q: 9:18 AM]

A: There is no plan for revision of the tape match process, however, you may contact your analyst for further clarification and/or refer to Appendix C of the SMAA Manual.

Q: May we have the text the trainers are reading from for the online materials? [Q: 9:31 AM]

A: Speaker notes will not be provided to webinar participants.

Q: Time cards (for MAA TS participants) are not kept in the audit binder, but are available upon request in our HR/Payroll Unit. We can pull them prior to a site visit, but they are not available in the binder otherwise...is this OK? [Q: 9:53 AM]

A: Copies of the time cards should be kept in the operational plan. The Train the Trainers power point from the webinar presented in June 2012 explains the operational plan and time cards on slide 86. Refer to SMAA Manual, Section 7. Copies of time cards will be required for state and federal reviews.

Q: In the audit binder, what do you mean by "Location of flyers" under tab 3? [Q: 9:56 AM]

A: Hardcopies of the outreach flyers must be kept in the operational plan with the location description of the flyer postings.

Q: Please explain slide 91- looks like new information but too fast to process. [Q: 9:57 AM]

N/A. Slide 91 is not new information, it explains invoice support. Section 11 of the SMAA Manual details the instructions for preparing invoices.

Q: Is the state going to make a decision on regular ed teachers? [Q: 9:59 AM]

A There is no new information regarding regular education teachers claiming MAA, to post on the website at this time.

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