

[DATE]

Mr. John Smith, Superintendent
DEF Unified School District
123 Main St
Anywhere, CA 90000

This correspondence serves as the initial notification that **[SCHOOL DISTRICT NAME]** failed to meet the Time Study Return Compliance requirements outlined in Section 6-13 of the California School-based Medi-Cal Administrative Activities (SMAA) program.

The SMAA program utilizes a quarterly time study process, known as Random Moment Time Study (RMTS) to identify the proportion of administrative time allowable and reimbursable by Medi-Cal. The RMTS method randomly polls participants identified by LEAs across the region to assess how their time is distributed across a range of activities. The RMTS method provides a statistically valid means of determining what portion of the participants' workload is reimbursable. In order to maintain a statistically valid time sample, the SMAA program requires LEAs to maintain a Time Study Return Compliance rate of 85 percent or greater. At the closing of the **[FISCAL YEAR AND QUARTER]** our records indicate that **[SCHOOL DISTRICT NAME]** maintained a Time Study Return Compliance Rate of **[PERCENTAGE]**.

Should your LEA fail to meet future time Time Study Compliance Requirements for the **[FISCAL YEAR AND QUARTER]**, your LEA will not be eligible to participate in the RMTS Time study process for the remainder of the **[FISCAL YEAR]** period. Consequently, **[SCHOOL DISTRICT NAME]** will not be able to participate in the SMAA program and claim reimbursements until FY 2016-17.

Please contact our office at **[INSERT TELEPHONE NUMBER HERE]** to discuss strategies and practices that can ensure **[SCHOOL DISTRICT NAME]** successful participation in SMAA. Also, should you have any questions, or wish to discuss this matter in further detail please do not hesitate to contact our office.

Cordially,

[LEC/LGA COORDINATOR NAME]