



JENNIFER KENT
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

DATE: January 10, 2019

PPL No. 19-004

TO: All Local Educational Consortia (LEC) and
Local Governmental Agency (LGA) Coordinators for the
School-Based Medi-Cal Administrative Activities (SMAA) Program

**SUBJECT: Submitting Quarterly Random Moment Time Survey (RMTS)
Percentage Results to the Department of Health Care Services
(DHCS)**

The purpose of this Policy and Procedure Letter (PPL) is to provide instructions to LECs and LGAs for the submission of final quarterly RMTS percentage results to DHCS. Effective July 1, 2019, LECs and LGAs must complete Attachment A PPL 19-004, and submit final RMTS quarterly results to DHCS no later than 120 calendar days after the end of each quarter. Results should be submitted to the SMAA mailbox at smaa@dhcs.ca.gov. The submission timeline must follow the guidelines below:

Quarter	Start of the Quarter	End of the Quarter	Due Date to DHCS
1	July 1	September 30	January 31
2	October 1	December 31	April 30
3	January 1	March 31	July 31
4	April 1	June 30	October 31

With regard to quarter 4, this timeline allows for LECs and LGAs to complete the initial code assignments for quarter 4 by July 31, complete the 10% random sample review by August 31, complete the LEAs' reviews of the quarterly LEA Coding Review Report by September 30, and submit the final code percentages to their LEAs and DHCS by October 31. DHCS will post final code percentages within 5 business days of receipt.

For any specific coding assignment for which a claiming unit and the LEC/LGA are unable to reach an agreement, the SMAA Appeals process may be utilized. Please note that if *PPL 14-006 School-Based Medi-Cal Administrative Activities (SMAA) Appeal Process* is initiated, delays in the above noted submission timelines may occur.

If you have any questions or require further assistance regarding this PPL, please contact me at (916) 345-7887 or at Tony.Teresi@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY

Tony Teresi, Chief
SMAA Program

Attachment:
Attachment A PPL 19-004