

# 2013/2014 Interim Claiming Frequently Asked Questions

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## SMAA Claiming Unit Participant Universe (Grid)

*Question:*

Would DHCS like for the LECs/LGAs to submit the rosters for each LEA, or should the LEAs submit their rosters for approval directly to DHCS?

*Answer:*

The term “roster” refers to the list of the total universe of all possible Time Study participants in a given LEA. The Time Study Participant Universe refers to that sub-set of individuals listed on the roster that actually performed Time Study activities during the Time Study period. LECs/LGAs should maintain all rosters for their individual LEAs and only submit the Time Study Participant Universe GRID to DHCS.

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*Question:*

What happens if the GRID is submitted prior to time survey with certain activity codes, and after time survey the participant actually did another activity that was not ‘checked’ off?

*Answer:*

The LEC/LGA can submit a “Supplemental Description of Activity Code Duties” form for that individual with the particular invoice and describe the reasons that the non-authorized code was performed. DHCS will review those occurrences on a case-by-case basis.

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*Question:*

Will there be a ‘revision’ processes for the participant Universe GRID?

*Answer:*

There will not be a formal revision process, however MAA Coordinators should work with their SMAA staff analyst during the creation and submission of the GRID to ensure accuracy.

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*Question:*

- Will a Claiming Unit Participant Universe (Grid) be completed for each ‘group’ classification (attachment A)?
- Will we need to list them as Group 1: Providers or will we need to list each individual position title listed under Provider?
- For each job classification – do we list each individual job title?

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*Answer:*

The Claiming Unit Participant Universe GRID is to be completed by job classification. For each job classification listed on the GRID, a Description of Activity Code Duties form **MUST BE INCLUDED** in which the corresponding Group designation from the Authorized Job Classification list can be noted. For example, if the job classification listed on the Grid is a Licensed Vocational Nurse (LVN), then on the classification line of the Description of Activity Code Duties form you would list - LVN - Group 1F Nurse.

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*Question:*

Do we need to indicate which 'group' the job classification refers to?

*Answer:*

Each job classification listed on the Authorized Job Classification list is designated by a Group Number and a corresponding Letter. This Group Number and Letter must be referenced when indicating to which group the particular job classification belongs.

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*Question:*

For the number of staff (field 13) – do we list all that we have in that category, or just the ones that time survey? (ex: we may have 33 Office Managers, but only 5 time survey – do we list 33 or 5)

*Answer:*

The job classifications listed on the Time Survey Participant Universe GRID should be limited to only those job classifications that perform MAA Activities during the Time Study period.

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*Question:*

Where did the list of authorized positions come from, and how was it developed?

*Answer:*

The Authorized Job Classification List was established based on the development of the revised statewide claiming plan and the Random Moment Time Study methodology in consultation with the Centers for Medicare and Medicaid Services (CMS).

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## Description of Activity Code Duties

### *Question:*

- How can an LEA “foresee” the future and make assumptions about all possible activities, the methods for which they occur and the time they are supposed to take?
- How can detailed descriptions be based on assumptions? What is the intent of this information and how is it going to be used in the future?

### *Answer:*

The Description of Activity Code Duties form asks for the listing of the common duties performed by a particular job classification that may qualify as MAA Activities. If a particular job classification performs a MAA Activity Code during the time survey period that is not listed on the approved GRID, there will be an opportunity to provide an explanation for performing the specific activity when submitting the invoice. This process is part of the revised statewide claiming plan developed in consultation with CMS.

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### *Question:*

- Since lengths of time required to complete activities vary widely, should we use an average length of time or a range of lengths of time?
- Form instructions say, describe the method to be used to perform the activity, the location at which the activity will take place and the length of time required to complete the activity. How do we determine the method, location and length of time prior to a possible activity being performed? Can you provide examples?

### *Answer:*

The Method, location and length of time can be your best estimate based on your understanding of the common duties performed by that particular job classification for the specific activity.

### Examples:

Activity	Method	Location	Time
Code 4 Outreach	Handing out Flyers	Campus Hlth Fair	1 hr
Code 6 Application	Parent Meeting	Admin. Bldg	1.5 hr

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*Question:*

When the LECs/LGAs get the time survey results and/or invoices, are we to monitor what codes have been approved for each claiming unit and each classification? ... for each activity allowed and time allotted?

*Answer:*

In order to provide adequate program oversight, all LECs/LGAs must maintain a list of all job classifications and approved MAA Activities for the LEAs within their respective areas. If there are deviations from the authorized standards, the LECs/LGAs will need to work with their LEAs to provide DHCS with acceptable explanations for those deviations.

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## **Time Survey Participant Universe Authorized Positions – Attachment A**

*Question:*

Under which job classification should the MAA Coordinator be listed?

*Answer:*

If the individual designated as MAA Coordinator does not have any additional responsibilities and does not hold any additional job classifications, then that position would be categorized as GROUP 5L Student Support Services Coordinator. However, if the MAA Coordinator also holds an additional job classification and has additional duties beyond the MAA program, then that individual would need to be categorized under the additional job classification.

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*Question:*

- How would I classify a speech therapist, or a physical therapist, or a Licensed Vocational Nurse, or an Office Manager?
- Since the list of authorized positions is so tightly defined, how do we help LEAs begin to classify their positions as being “authorized” or for “supplemental review”?
- Why are the specific positions not on the authorized list such as all positions qualified to bill under the LEA Medi-Cal billing program?

*Answer:*

The Time Survey Participant Universe Authorized Positions list is designed to be a “big picture” or “overarching” list of job categories under which multiple job classifications can be categorized. The specific job category assigned to a particular

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job classification is highly dependent on the specific duties performed by that particular classification. For example, the specific job classification of “Licensed Vocational Nurse” would be categorized under GROUP 1F Nurse.

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*Question:*

Does Group 2E exclude general education teachers for 2013/2014 or are they included in “various”?

*Answer:*

Regular General Education Teachers are prohibited from participating in the Time Survey process unless a specific exemption is granted. If a claiming unit has a Regular General Education Teacher they want to include in the Time Survey, they can seek an exemption by submitting the Supplemental Description of Activity Code Duties form to DHCS for review.

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*Question:*

Can DHCS please define “etc.” on group 2E?

*Answer:*

“ETC” in Group 2E is meant to include any specialty class of “teacher” that may provide services to special education students.

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*Question:*

For positions that are equivalent to the list but have different titles, can LECs/LGAs establish an equivalency list for the audit file?

*Answer:*

LECs and LGAs are encouraged to create an equivalency list of DHCS approved job classifications that may differ from but are equivalent to job categories on the Authorized Job Classification list.

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*Question:*

What does the Supplemental Description form provide that the other Description form does not?

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*Answer:*

As the instructions for the form indicate, the purpose for the Supplemental Description of Activity Code Duties form is to list all job classifications that perform MAA activity codes not generally associated with that particular job classification. Such as clerical staff performing Code 4 or Code 8.

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## **2013-2014 SMAA Time Survey Training**

*Question:*

- Will training be required for LEAs that have participated in the past?
- If there are any new LEAs, will they be required to go through training if the training is waived for LEAs that have previously participated?
- If LEAs that have participated have new participants, and if the training is waived for the LEAs, do the new participants have to be trained?

*Answer:*

CMS has conditionally waived the annual training requirement for continuing Time Survey participants. LECs/LGAs will be required to provide training for new or first-time Time Survey participants including new or first-time LEAs participating in the process. Annual training is conditionally waived for LEAs and Time Survey participants that received training during SFY 2012/2013. LECs/LGAs/LEAs must ensure that proper training documentation is maintained in the audit file.

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## **DHCS Responsibilities**

*Question:*

How will DHCS be able to review all submissions before the time survey period begins on December 9?

*Answer:*

All submissions will be reviewed by the SMAA analyst assigned to that particular LEC/LGA.

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*Question:*

How will DHCS communicate with the LEC/LGA regarding approval of the forms that are submitted?

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*Answer:*

As long as all procedures are followed correctly, all submissions will be conditionally approved upon receipt by DHCS. However, DHCS reserves the right to seek additional information, documentation, or clarification of all documents submitted as part of the Interim Claiming process. The conditional approval does not represent a final determination of allowability since the documents included in this process are still subject to further review by DHCS, CMS and other cognizant federal agencies.

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*Question:*

Will there be a chance for additional discussion if a position is denied?

*Answer:*

Yes, there will be an opportunity to discuss the potential approval of denied positions. LECs/LGAs are encouraged to discuss the issue with their SMAA Unit analyst.

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## **Miscellaneous**

*Question:*

Are the 2013/2014 claims subject to back casting and the Reasonableness Test Criteria (RTC)?

*Answer:*

All interim claims for SFY 2013/2014 will be reconciled to allowable costs under the revised statewide claiming plan using a backcasting methodology to be developed by DHCS after SFY 2014/2015.

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*Question:*

How is DHCS handling direct charges?

*Answer:*

The billing procedures for Direct Charges will remain unchanged.