



# LEA Medi-Cal Billing Option Program

**August 5, 2020**

Preparing for the  
Random Moment Time Survey (RMTS) Training



# Introductions

## California Department of Health Care Services (DHCS)

Administers the Local Educational Agency Medi-Cal Billing Option Program (LEA Program) and School-Based Medi-Cal Administrative Activities Program (SMAA Program)

## Guidehouse (formerly Navigant Consulting)

Contractor to DHCS  
Provides assistance to DHCS as a subject-matter expert



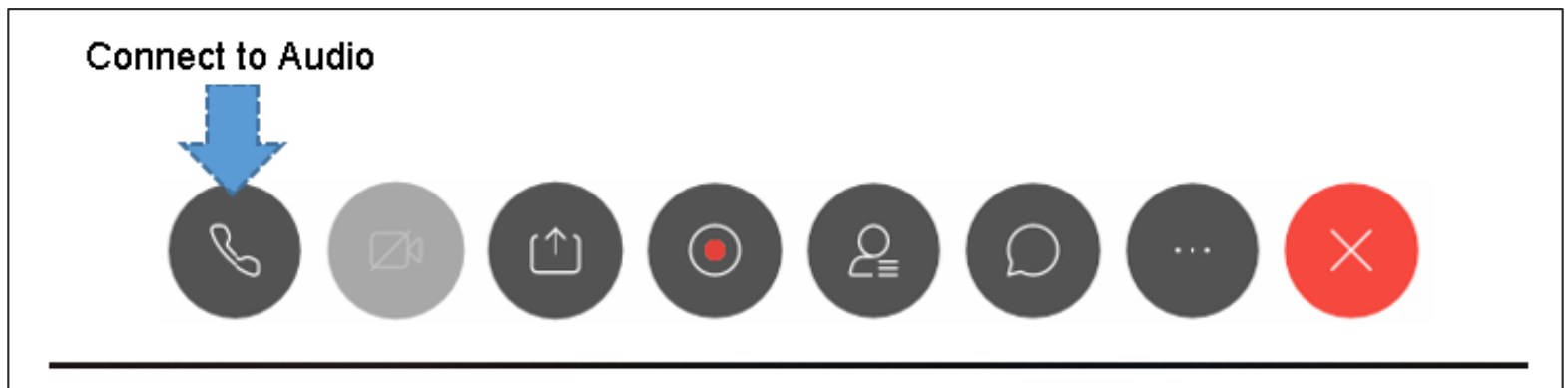
# Agenda

<b>Section</b>	<b>Topic</b>
1	Specialized Medical Transportation Update
2	Q2 to Q4 TSP List Development
3	Q1 TSP List Development
4	Future LEA Program Enrollment
5	RMTS: Roles and Responsibilities
6	Appendix



# Webex Audio Help

- Connect to meeting audio:
  - Open the event from Webex rather than calling the Webex call-in number, and use the call-in options provided there.
  - Select phone icon at bottom of screen.
  - Select the option for how you would like to connect.





# Chat, Feedback, and Q&A

The screenshot displays the Zoom meeting interface with the following components:

- Participants List:** Shows a search bar, a host named "Amarbir Ta..." (Host), and an attendee named "Amarbir Takhar" (Me).
- Chat:** A section for text communication.
- Q&A Section:** Includes a "My Q&A (1)" tab, a question from "Amarbir Takhar - 3:44 PM", and an "Ask:" dropdown menu currently set to "All Panelists". A "Send" button is located at the bottom right of the Q&A input area.
- Feedback Menu:** A dropdown menu is open, showing options: Yes, No, Too Fast, Too Slow, Applause, Laughter, and Check Feedback Result...



# Section 1

# Specialized Medical Transportation (SMT) Update



# CMS Update on SMT – June 2020

1. CMS provided guidance that bus attendants **would not** be an allowable personnel cost included on the CRCS (Cost and Reimbursement Comparison Schedule)
  - This will impact Worksheet E.1 on the CRCS for SFYs 2019-20 and onward
2. LEAs **will be able** to allocate SMT costs that are shared expenses between specialized transportation and general transportation



# 1. Bus Attendants

Worksheet E.1: Transportation Personnel Costs

Job Category	Total Hours Worked	Total Salaries	Total Benefits	Expenditures from Federal Resources or Grants	Gross Compensation Expenditures	Net Compensation Expenditures
<b>Specialized Transportation Costs</b>						
Bus Driver	325	\$11,000.00	\$3,100.00	\$1,000.00	\$14,100.00	\$13,100.00
Substitute Driver	35	\$2,500.00	\$750.00		\$3,250.00	\$3,250.00
<del>Attendant</del>	<del>650</del>	<del>\$16,000.00</del>	<del>\$1,125.00</del>	<del>\$2,000.00</del>	<del>\$17,125.00</del>	<del>\$15,125.00</del>
Mechanic	105	\$4,200.00	\$995.00		\$5,195.00	\$5,195.00
<b>Total</b>	<b>Transportation Costs (Specialized Transportation)</b>				<b>\$39,670.00</b>	<b>\$36,670.00</b>

- Personnel costs include the salary and benefit costs for listed job categories (positions are **employed by the school district**)
- Personnel costs are **limited to listed job categories**





## 2. Shared Transportation Costs

In instances where LEA transportation costs are not direct-costed to **specialized** transportation services, it is permissible for LEAs to allocate the costs of SMT services on the CRCS

The required allocation methodology will be the LEA's ratio of **specially adapted vehicles** to the **total number of vehicles**

For example, the LEA may allocate employee salaries/benefits to SMT services when that employee's duties include driving and/or servicing **both specially adapted vehicles and regular transportation vehicles**



# Shared Transportation - Allocation

The following example of a mechanic that works on both specialized and general transportation vehicles illustrates the required cost allocation methodology:

Total Mechanic Salary Cost: \$40,000

Number of Specially-Adapted Vehicles: 5

Number of Total Vehicles: 25

Specially-Adapted Vehicle Ratio: 20% (5 vehicles divided by 25 vehicles)

**Total Cost Allocated to Specialized Transportation Services = \$8,000 (\$40,000 x 20%)**



# Allocated Costs on CRCS

The total cost allocated to SMT (\$8,000, in this example) would be entered into the LEA's CRCS on Worksheet E.1

**Worksheet E.1: Transportation Personnel Costs**

Job Category	Total Salaries	Total Benefits	Expenditures from Federal Resources or Grants	Gross Compensation Expenditures	Net Compensation Expenditures
<b>Specialized Transportation Costs</b>					
Bus Driver	\$23,590.00	\$3,100.00	\$1,000.00	\$26,690.00	\$25,690.00
Substitute Driver	\$895.00	\$400.00		\$1,295.00	\$1,295.00
Mechanic	\$8,000.00	\$995.00		\$8,995.00	\$8,995.00
<b>Total</b>	<b>Transportation Costs (Specialized Transportation)</b>			\$36,980.00	\$35,980.00

**SFY 2019-20 CRCS**



# Shared Transportation Costs

- The allocation methodology **can** be used for costs on Worksheet E.1 and E.2
  - Worksheet E.1: Transportation Personnel Costs
  - Worksheet E.2: Other Transportation Costs (Lease/Rental, Insurance, Maintenance and Repairs, Fuel and Oil, and Contract costs)
  - *(Note: Added after training was presented for clarity) If a LEA contracts out for all transportation services and cannot isolate the specialized medical transportation costs, the described methodology on Slide 11 may be used to allocate SMT costs accordingly. \**
- The allocation methodology **is not applicable** to costs on Worksheet E.3
  - Worksheet E.3: Transportation Equipment - Depreciation

*\* Slide updated following August 2020 Training – clarity on contracted transportation costs*



# Section 2

## Q2 to Q4 TSP List

### Development



# Time Survey Participant (TSP) List

## List of Pool 1 Participants

- Certified Nurse Practitioners
- Certified Public Health Nurses
- Credentialed Audiologists
- Credentialed School Counselors
- Credentialed School Psychologists
- Credentialed School Social Workers
- Credentialed SLPs
- Licensed Audiologists
- Licensed Clinical Social Workers
- Licensed Educational Psychologists
- Licensed Marriage and Family Therapists
- Licensed Occupational Therapists
- Licensed Optometrists
- Licensed Physical Therapists
- Licensed Physicians
- **Licensed Physician Assistants\***
- Licensed Psychiatrists

*\*New SPA 15-021 practitioner*



# Time Survey Participant (TSP) List (Cont'd)

## List of Pool 1 Participants (Cont'd)

- Licensed Registered Nurses
- Licensed Respiratory Care Practitioners
- Licensed SLPs
- Licensed Vocational Nurses
- **Occupational Therapy Assistants\***
- **Orientation and Mobility Specialists\***
- **Physical Therapist Assistants\***
- Program Specialists
- **Registered Associate**
- **Clinical Social Workers\***
- Registered Credentialed School Nurses
- **Registered Dieticians\***
- **Associate Marriage and Family Therapists\***
- Registered School Audiometrists
- **Speech-Language Pathology Assistants\***
- Trained Health Care Aides

*\*New SPA 15-021 practitioner*



# Exclusions from Pool 1

- As of July 1, 2020, the following should be **excluded from the Participant Pool 1 TSP List:**
  - ✗ Direct health service contractors
  - ✗ Any participant that is not qualified to bill for direct medical services under SPA 15-021
  - ✗ Any qualified practitioner that the LEA does not intend to bill for during the upcoming quarter
  - ✗ Any participant that is 100% federally funded in the upcoming quarter

**Note:** If the LEA has not determined a practitioner's funding source, they should be included on the TSP List, and federal funds will be backed out on the CRCS.





# TSP Equivalency Process

- **A Pool 1 TSP Equivalency Form** must be submitted to request approval of job categories that are not listed in the SMAA Manual
  - The form for Q2 is **due by August 14, 2020**
  - LEAs that do not submit a Pool 1 TSP Equivalency Form by the deadline cannot include the practitioner(s) on their Pool 1 TSP List for Q2
  - The Pool 1 TSP Equivalency Form is available on the [LEA Program website](#)
- **DHCS-approved** equivalent positions may be included in Pool 1
- Aides whose primary purpose is to provide educational services should not be included in Pool 1



## TSP Equivalency Process (Cont'd)

Submit exceptions for **a specific job classification**, which covers multiple TSPs who perform and bill for LEA Program services, or for **one individual TSP** that provides direct medical services

**Note:** Participant Pool 1 job classification #32 (*Other position approved by CMS for the LEA Program*) requires approval through the TSP Equivalency Request Form process

- Equivalency requests granted for Participant Pool 1 in **previous periods will no longer be effective** as of July 1, 2020
- Exception requests for SFY 2020-21 Quarter 2 can be submitted anytime, up until **August 14, 2020**



# TSP Equivalency: Two Approaches

The table below provides an example of the **2 different approaches** for completing the Pool 1 TSP Equivalency Request Form:

	Specific Job Classification Example	Individual TSP Example
<b>Approved Job Classification:</b>	Trained Health Care Aide (THCA)	THCA
<b>Job title of TSP exception request:</b>	Paraprofessional <i>* In this example, all staff with this job title perform THCA covered services</i>	Health Specialist <i>* In this example, <u>one</u> health specialist performs THCA covered services</i>



# TSP Equivalency: Two Approaches (Cont'd)

	Specific Job Classification Example (Cont'd)	Individual TSP Example (Cont'd)
<b>Applicable population:</b>	One specific job classification exception request is made to DHCS because there are multiple paraprofessionals that all provide direct medical services.	One individual TSP exception request is made per LEA employee; however, if there is a second employed “health specialist” that the LEA would like to include in Participant Pool 1, the LEA must submit a separate specific request for each employee.

- Applicable time periods: **Once the TSP Exception Request is granted, the LEA does not need to re-apply for the exception.** However, the LEA must let DHCS know if the job duties for this job title change so that DHCS can ensure that the job title still meets the exception criteria.



# TSP Equivalency Form Excerpt



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



GAVIN NEWSOM  
GOVERNOR

## Participant Pool 1 Time Survey Participant (TSP) Equivalency Request Form

LGA/LEC: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

LEA Name: \_\_\_\_\_ Fiscal Year and Quarter: \_\_\_\_\_

National Provider Identifier (NPI) Number: \_\_\_\_\_ CDS Code: \_\_\_\_\_

Approved Job Classification Title: \_\_\_\_\_

Proposed Equivalent Job Classification Title: \_\_\_\_\_

### Request for:

Individual TSP     Specific job classification (list number of TSPs that will participate): \_\_\_\_\_

Pursuant to the California School-Based Random Moment Time Survey Manual, each LEC/LGA must ensure LEA staff performing school-based Medi-Cal activities are included on the authorized Time Study Participant (TSP) list. Please answer the following questions for the Equivalent Job Classification listed above in order to describe how that job classification complies with the authorized list and performs an equivalent job function. Please attach additional pages as necessary. Include a job description and copies of credential, certification or license, if applicable. Submit requests with the subject line "Pool 1 TSP Equivalency Request" to the RMTS mailbox at [RMTS@dhcs.ca.gov](mailto:RMTS@dhcs.ca.gov).

- Is the primary job function of the proposed equivalent classification to provide instructional services or direct medical services?
  - This job classification routinely (daily) provides instructional services
  - This job classification routinely (daily) provides direct medical services
  - This job classification routinely (daily) provides both instructional and medical services
- Does the LEA intend to bill for services provided by the proposed equivalent classification when covered services are provided to Medi-Cal students?
  - Yes, we intend to bill Medi-Cal covered services to the LEA Program
  - No, we do not intend to bill for this job classification's services
- Do all practitioners in the proposed equivalent classification meet the practitioner qualification requirements outlined on the RMTS Webpage?
  - Yes, all practitioners in the job classification meet the LEA Program qualifications
  - No, all practitioners in the job classification do not meet the LEA Program qualifications

If no, please explain: \_\_\_\_\_

DHCS Form XXXXX  
Page 1

I certify that the information provided herein is true and correct and accurately reflects the performance of LEA Medi-Cal Billing Option Program (LEA BOP) services. I also certify the information provided complies with 2 CFR Part 200 et seq.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

### DHCS Review/Authorization Process:

Processing Date: \_\_\_\_\_

Effective FY/RMTS Quarter: \_\_\_\_\_

Date Approval/Denial Sent to LEC/LGA: \_\_\_\_\_

Notes (follow-up notes, need for additional information, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DHCS Form XXXXX  
Page 2



# TCM Certification Form

## Time Survey Participant (TSP) List

- All TCM practitioners billing for TCM services under the LEA Program **must be on the Pool 1 TSP List**
- TSPs who certify as a TCM Pool 1 practitioner **will not be eligible** for SMAA reimbursement

## TCM Certification Form

- TCM-related moments can look identical to coders, making it impossible to know if a service was for the SMAA or LEA Program
- Therefore, a **TCM Certification Form** will be used to assign moments to one of the two school-based programs
- The TCM Certification Form timeline will run parallel to the development of quarterly TSP lists



# TCM Certification Form Excerpt

**Local Educational Agency (LEA) Medi-Cal Billing Option Program  
Targeted Case Management (TCM) Certification Statement**  
Fiscal Year: \_\_\_\_\_ Quarter: \_\_\_\_\_

- TCM services are defined in the LEA Billing Option Provider Manual.
- To bill TCM services under the LEA Medi-Cal Billing Option Program the LEA must:
  - a. Meet all billing requirements in the LEA Billing Option Program Provider Manual.
  - b. Review TCM training materials provided by DHCS.
  - c. **For Random Moment Time Survey (RMTS) Quarter 2:** Identify all qualified practitioners that the LEA will submit TCM claims for direct service reimbursement and submit the form with your Quarter 2 Time Survey Participant List, due in September.
  - d. **For RMTS Quarters 3 and 4:** Review the prior quarter's TCM Certification Statement, and update the Certification, as necessary. These updates include removing practitioners who will not be claiming direct service reimbursement for TCM in the upcoming quarter and adding newly identified TCM practitioners. If your LEA did not submit a Quarter 2 TCM Certification Statement, you must submit this form prior to the quarter your LEA intends to bill for TCM services.

**TCM Certification:** I, the undersigned, state the following: As a public administrator, a public officer or other public individual duly authorized by the LEA as having the authority to sign on behalf of the LEA, I am authorized or designated to make this certification on behalf of the Public Entity for \_\_\_\_\_ (LEA Name), and declare that the information included on this TCM Certification Statement is true and correct.

Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Enter the names of all qualified TCM practitioners for which the LEA will submit claims for TCM direct service reimbursement in the table below. Add rows and additional pages if needed.

TCM Qualified Practitioners	Practitioner Names	Practitioner Names
<b>Nursing Practitioners:</b>		
Registered Credentialed School Nurse		
Certified Public Health Nurse		
Licensed RN		
Certified Nurse Practitioner		
Licensed Vocational Nurse		
<b>Social Workers/Counselors:</b>		
Licensed Clinical Social Worker		
Credentialed School Social Worker		
Reg. Associate Clinical Social Workers		
Licensed Marriage and Family Therapist		
Credentialed School Counselor		
Associate Marriage and Family Therapists		
<b>Psychologists:</b>		
Licensed Psychologist		
Licensed Educational Psychologist		
Credentialed School Psychologist		
<b>Program Specialists</b>		



# TCM Certification Form (Cont'd)

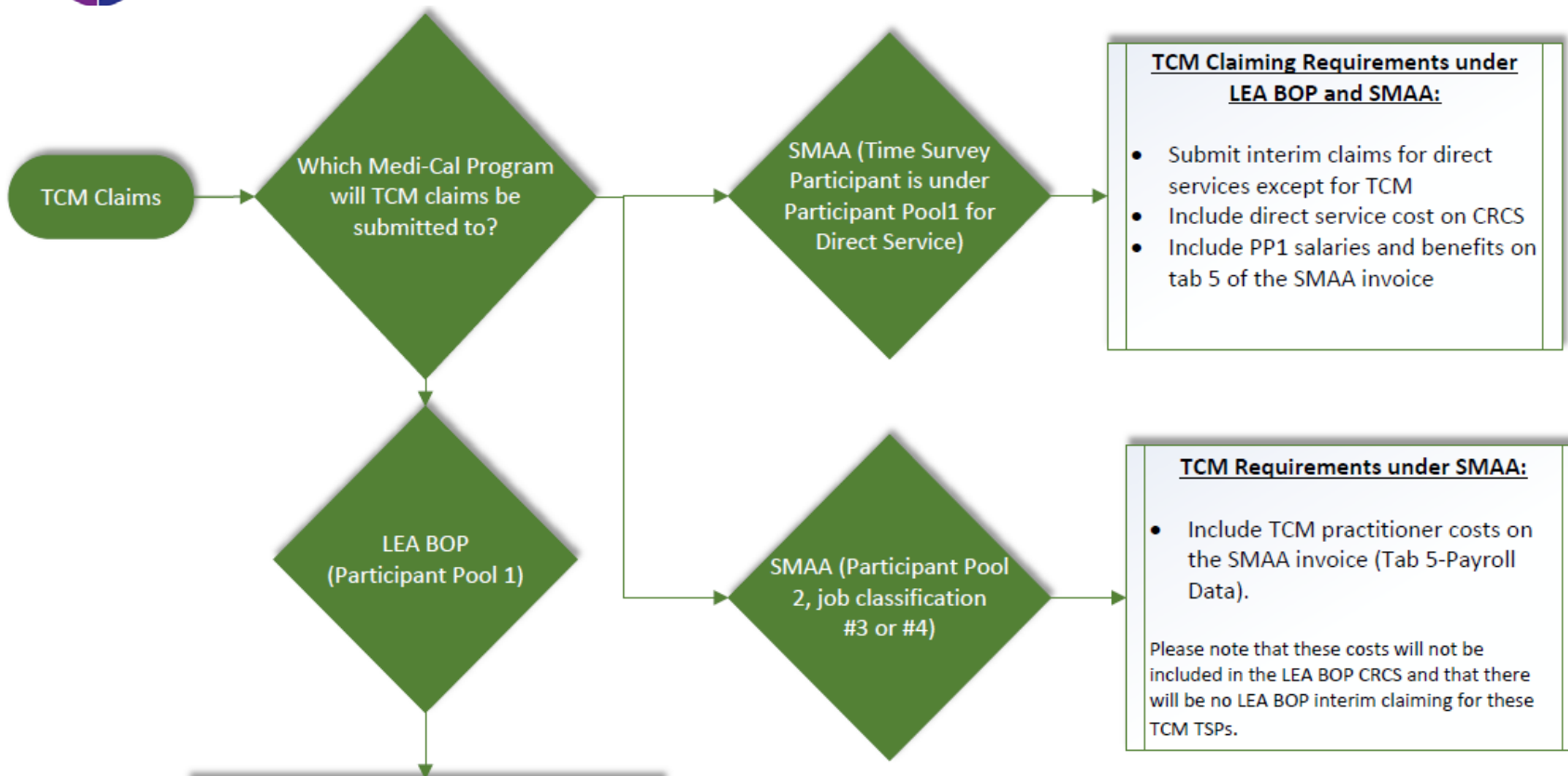
## Requirements and Logistics

- LEAs must **notify LECs/LGAs** which practitioners have been listed on the TCM Certification Form so these practitioners can be identified in the RMTS software platform
- The TCM Certification Form **does not need to be submitted to DHCS**; forms are retained by the LEA for audit purposes
- If an LEA receives TCM reimbursement and does not maintain the TCM Certification Form, reimbursement will be disallowed during an audit
- LEAs must make **quarterly updates** to the TCM Certification Form, as necessary





# School-Based TCM Reimbursement



**TCM Requirements under LEA BOP:**

- Completed TCM Certification Form
- Submit interim TCM claims through FI
- Include TCM practitioner costs on the CRCS (do not include these costs on the SMAA invoice (Tab 5: Payroll Data)

**TCM Claiming Requirements under LEA BOP and SMAA:**

- Submit interim claims for direct services except for TCM
- Include direct service cost on CRCS
- Include PP1 salaries and benefits on tab 5 of the SMAA invoice

**TCM Requirements under SMAA:**

- Include TCM practitioner costs on the SMAA invoice (Tab 5-Payroll Data).

Please note that these costs will not be included in the LEA BOP CRCS and that there will be no LEA BOP interim claiming for these TCM TSPs.



# Section 3

## Q1 TSP List

### Development



# Q1 TSP List Development

Q1 TSP Lists will be **developed retrospectively** based on employed practitioners that are qualified to provide and bill for LEA services

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**TSP Equivalency Forms** for Q1 direct health service practitioners will be due to DHCS by **October 31<sup>st</sup>**

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Q1 TSP Lists will be **developed and maintained by LEAs** for audit and review purposes

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The SFY 2020-21 Q1 TSP List will be applicable to costs on the SFY 2020-21 CRCS due **March 2022**



# Q1 TSP List – Example (Step 1)

## Step 1 - Quarter 2 Approved TSP List

Participant Name	Job Title	Job Classification
Sarah Smith	Speech and Hearing Specialist	Licensed SLP
Tim Anderson	Occupational Therapist	Licensed OT
Jennifer Jacobs	Paraprofessional	Trained Health Care Aide

- LEAs should begin with the approved Pool 1 TSP list for Q2
- Note that TSP Equivalency Requests related to Q2 may be applied retroactively to Q1



# Q1 TSP List – Example (Step 2)

## Step 2 - Additions to Quarter 2 TSP List

Participant Name	Job Title	Job Classification	Requires a TSP Equivalency Form? (yes/no)	Equivalency Approved by DHCS? (yes/no)
Justin Schmidt	Extended School Year Specialist	Other positions approved by CMS for the LEA BOP	Yes	Yes

- Then, LEAs will include any participants that were **not included** in the approved Quarter 2 TSP list, but **were eligible** to provide and bill for LEA covered services in Q1
- This may include employees such as Extended School Year (ESY) employees, if the employees meet LEA Program requirements



# Q1 TSP List – Example (Step 3)

## Step 3 - Deletions to Quarter 2 TSP List

Participant Name	Job Title	Job Classification
Sarah Smith	Speech and Hearing Specialist	Licensed SLP

- Then, LEAs will exclude any participants that were in the approved Quarter 2 TSP list, but **were not eligible** to provide and bill for LEA services in Q1
- Reasons for excluding an employee may include the following, among other reasons:
  - (1) the employee was not yet hired,
  - (2) the employee was not providing covered direct medical services as a routine part of their job,
  - or (3) the employee was on leave



# Q1 TSP List – Example (Step 4)

## Step 4 - Final Q1 List

Participant Name	Job Title	Job Classification
Tim Anderson	Occupational Therapist	Licensed OT
Jennifer Jacobs	Paraprofessional	Trained Health Care Aide
Justin Schmidt	Extended School Year Specialist	Other positions approved by CMS for the LEA BOP

- LEAs should maintain backup documentation supporting their Q1 Pool 1 TSP List development and should be able to produce the Q1 list during audit or review
- Costs for Q1 on the CRCS for each fiscal year will be limited to those employees on the Q1 TSP List, using the methodology described



# Section 4

## Future LEA Program Enrollment

*Note that after this training was presented, DHCS revised its policy on enrolling new LEAs, which includes a more flexible enrollment policy for SFY 2020-21. Updates to the policy can be identified in purple, italicized, text in the following slides. \**

***\* Slide updated following August 2020 Training – SFY 2020-21 LEA Program enrollment***





# LEA Program Enrollment

LEAs interested in participating in the LEA Program must complete and/or submit the following as part of the enrollment process:

- 1) Establish a National Provider Identifier (NPI) number from NPPES NPI Registry
- 2) Complete Medi-Cal Provider Enrollment Information Sheet and Annual Report
- 3) Execute a signed Provider Participation Agreement (PPA)
- 4) Execute a signed contract with the LEA's respective Local Educational Consortium (LEC) or Local Governmental Agency (LGA) regarding the administration of the Random Moment Time Survey (RMTS)
- 5) Enroll as a Medi-Cal provider through the Provider Enrollment Division (PED)



## LEA Program Enrollment (Cont'd)

LEAs interested in participating in the LEA Program must complete and/or submit the following as part of the enrollment process:

- 6) Prescribing (ORP) providers through PE
- 7) Execute the Data Use Agreement (DUA)
- 8) Establish a MOVEiT account to order and receive tape match data to determine student Medi-Cal eligibility
- 9) Complete the Time Survey Participant (TSP) List Certification required for RMTS
- 10) Complete the Targeted Case Management (TCM) Certification Statement (required if the enrolling LEA will bill for TCM through the LEA BOP)
- 11) Complete the Model 2 Certification Form (for practitioners who contract out all service practitioners)



# LEA BOP Enrollment: Two Phases

## Phase I: January 1, 2021 - June 1, 2021 Enrollment Period

- The next enrollment period for the LEA Program will begin on **January 1, 2021**
- *LEAs that submit all required documents by November 15, 2020 will be eligible for a January 1, 2021 effective enrollment date, coinciding with RMTS Quarter 3 for SFY 20-21 \**
- *LEAs that submit all required documents by February 15, 2021 will be eligible for a April 1, 2021 effective enrollment date, coinciding with RMTS Quarter 4 for SFY 20-21 \**

## Phase II: Quarterly Enrollment Process Starting SFY 2021-22

- Effective SFY 2021-22 and onward, the LEA Program will enroll LEAs on a **quarterly basis**
- The effective start date will be **the quarter after** the LEA submits all required and executed documents

*\* Slide updated following August 2020 Training – SFY 2020-21 LEA Program enrollment*

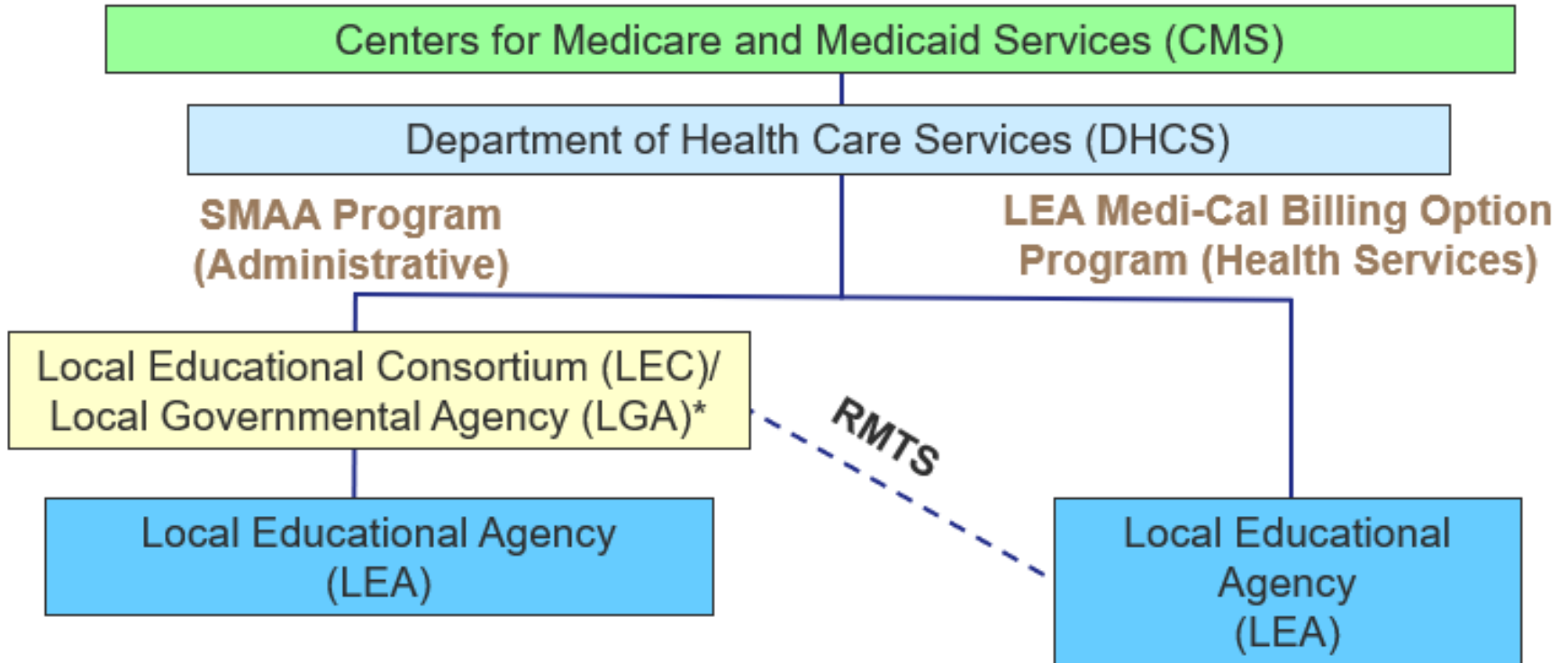


# Section 5

## RMTS: Roles and Responsibilities



# SMAA and LEA Program Partnerships



\* In California, the SMAA Program is locally administered by a Local Educational Consortium (LEC) or Local Governmental Agency (LGA). The LECs/LGAs are responsible for day-to-day administration of the RMTS.



# Role of DHCS in RMTS

- Single state agency charged with administering the Medicaid Program
- Developing and disseminating school-based program policies
- Monitoring and approving the TSP Lists
- Oversight of RMTS software system requirements
- Monitoring RMTS compliance
- Training of RMTS Central Coders
- Finalizing RMTS results
- Finalizing cost settlement and ensuring fiscal integrity of the Program
- Maintaining and updating school-based program materials



# Role of the LECs/LGAs in RMTS

- Provide support to LEAs for the **RMTS process**, including phone/e-mail support for RMTS questions
  - LECs/LGAs do not provide support for LEA Program policies or claims processing (email [LEA@DHCS.CA.gov](mailto:LEA@DHCS.CA.gov) for assistance with these questions)
- Collaborate with LEA Coordinators to accurately identify staff who should be on the TSP staff pool list
- Conduct annual LEA Coordinator training
- Assign and oversee RMTS central coding staff for that Region



# Role of the LECs/LGAs (Cont'd)

- Certify each TSP staff pool list after all updates are completed
- Submit TSP staff pool lists to DHCS
- Work with LEA Coordinators from LEAs not meeting the 85 percent compliance threshold on strategies to improve TSP response rate





# Role of the LEA Coordinator

- Each LEA must designate a **LEA Coordinator** who:
  - Is an **LEA employee** – system access cannot be given to anyone that is not an LEA employee
  - Oversees the implementation of each quarterly time survey
  - Serves as the liaison between TSPs and LECs/LGAs
  - Is crucial to the success of the Program

**Note:** It is crucial to contact DHCS with new LEA Coordinator contact information in the case of turnover or a staffing change



# Overview of Coordinator Responsibilities

- Develop and submit the **TSP Lists** to the LEC/LGA
- **Identify staff that will bill for TCM** through LEA BOP; complete the TCM Certification Form, if applicable
- **Support TSPs** as they complete the RMTS process
- Conduct **oversight and monitoring** of RMTS
- Maintain an **audit file** related to RMTS
- Attend **RMTS trainings**
- Other responsibilities and duties throughout the quarter, as necessary



# Coordinator Responsibilities – TSP Support

- **Inform all TSPs** that they may be randomly selected to complete a moment and why they must respond
- **Provide general reminders to TSPs regarding:**
  - The process of completing an RMTS moment;
  - The email address associated with RMTS moments;
  - The importance of RMTS and completing a moment.
- **Follow-up with TSPs to:**
  - Encourage response to their moment within the **four student attendance day** window
  - Encourage response to Clarifying Questions, as needed



# Coordinator Responsibilities – Oversight

- Provide your LEC/LGA with your **school calendar**
- Work with your LEC/LGA on any **changes to the TSP List**:
  - Provide first/last name and **termination date** of staff
  - Provide first/last name and e-mail address of **replacement staff** (if not same job classification, must submit this information)
  - Provide any **name or email changes**
- **Review and validate** the quarterly Coding Report
- **Monitor e-mails** from the LEC/LGA regarding requests for additional information on TSP moments, TSP list, etc.
- **Review response rate** and encourage RMTS participation



# Coordinator Responsibilities - Compliance Requirements

- The LEA Coordinator will work with TSPs to ensure a **minimum response rate of 85 percent** (but strive for 100 percent)
- LEAs that do not reach 85 percent compliance rate:
  - First occurrence – LEC/LGA notifies DHCS via email and a warning letter will be sent to the LEA
  - Second occurrence (within the subsequent 12 months) – Upon two quarters of non-compliance (regardless of fiscal year), the LEA will be suspended from participation for one quarter, during the next available quarter, and thereby forfeit the associated reimbursement. A letter will be sent to the superintendent informing them of this penalty.



# End-of-Quarter Coordinator Responsibilities

- If your LEA receives moments during the quarter, the LEA Coordinator will:
  - Receive the Coding Report
  - Validate the Coding Report for accuracy of coding
  - Verify paid and unpaid time off and leave (Activity Codes 16 and 17)
  - Verify expired moments (Activity Code 18) are not related to paid/unpaid leaves
  - Submit to the LEC/LGA any request for changes



# Helpful Reminders...



For TSPs unable to respond due to **absence or a leave**, send email to the LEC/LGA stating that the TSP was out during the response period.

Indicate whether the absence or leave was paid or unpaid and include relevant start/end date of absence or leave.

LEA Coordinators **cannot be affiliated with, or employed by**, a consultant/consulting firm or vendor – they must be an employee of the LEA.

LEAs should assign an **alternate or assistant LEA Coordinator** to fill in when the LEA coordinator is unavailable.

Once **all moments are verified**, information to submit an SMAA invoice or complete the LEA Program CRCS will be available.



# LEA Coordinator Transition Plan

## June 2020 AWG Meeting – LGFD Updates/Discussion Points

- DHCS is currently developing a LEA Coordinator Transition Plan with the support of a LEA stakeholder workgroup
- DHCS has drafted a base template for creating a LEA-specific Coordinator Transition Plan that will be sent to the workgroup for review
- Please contact the LEA Program at [LEA@DHCS.CA.gov](mailto:LEA@DHCS.CA.gov) if you are interested in joining the workgroup





# Resources



- [RMTS Webpage](#)
- [LEA Medi-Cal Billing Option Program](#)
  - [LEA Provider Manual \(qualifications in Section located\)](#)
- [SMAA Program:](#)
  - [SMAA Manual](#)
  - [LEC/LGA Contact Information](#)



# Section 6 Appendix

***(provided as background information only,  
material not presented during training)***



# Purpose of the Time Survey



# RMTS Overview

## What is Random Moment Time Survey?

- A statistical sampling technique that estimates the amount of time spent on various tasks (educational instruction, direct medical services, administration, etc.)
- A web-based system that randomly assigns a “moment” in time (1 minute) to a pre-determined list of Time Survey Participants (TSPs)
- Selected TSPs are asked questions about what they were doing during their moment

## RMTS for California's School-Based Programs

- In California, the SMAA Program incorporated RMTS on January 1, 2015
- The LEA Program integrated into RMTS on **July 1, 2020**



# RMTS Overview (Continued)

- The RMTS process will result in an estimate of the work effort for the entire population of TSPs over that quarter
- TSP responses are coded into one of 18 Activity Codes
- The coding results are used to determine the percentage of staff costs that will be reimbursed to the district

## Why LEA Providers Must Participate in RMTS:

- **As of July 1, 2020, in order to be eligible to receive interim reimbursement under the LEA Program, an LEA must participate in RMTS\***

*\*Exception: LEAs that do not employ practitioners and contract out for **ALL** direct health services are not required to participate in RMTS to receive LEA Program reimbursement (Model 2).*



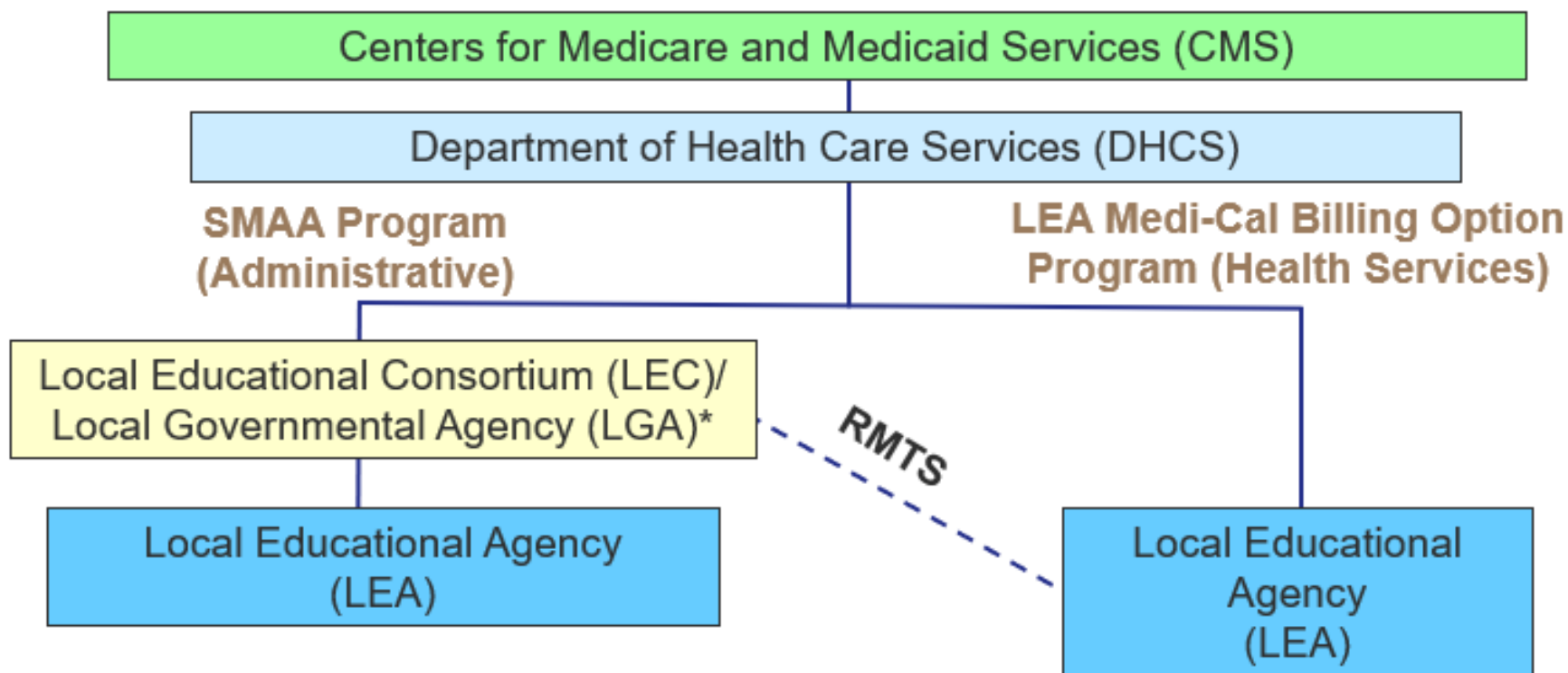
# RMTS Administration

- The quarterly RMTS is administered **3 times a year**:
  - **Quarter 2:** October – December
  - **Quarter 3:** January – March
  - **Quarter 4:** April – June

Due to summer break, there is no RMTS run during the first quarter, July – September
- The RMTS is conducted during student attendance days, aligned with the LEA's calendar



# SMAA and LEA Program Partnerships (Review)



\* In California, the SMAA Program is locally administered by a Local Educational Consortium (LEC) or Local Governmental Agency (LGA). The LECs/LGAs are responsible for day-to-day administration of the RMTS.



# RMTS Participant Pools





# Participant Pool Overview

- California has two participant pools – Direct Service Providers and Administrative Services Providers
- Each TSP must **only be listed in one participant pool**
- A TSP selected for a moment will be notified of their moment via e-mail **1 student attendance day prior to the moment**
- TSPs cannot have a shared email address and must use their work email address (personal emails are not allowed)



# Participant Pools

- **Participant Pool 1** = Direct Service Providers
- **Participant Pool 2** = Administrative Service Providers
- **Participant Pool 1 Excludes:**
  - Employees that are **100 percent federally-funded**
  - Direct service practitioners that are **not qualified** to provide and bill for LEA Program covered services
  - Direct service practitioners that the **LEA does not intend to bill** for during the upcoming quarter
  - **Direct health service** contractors\*

*Note: The SMAA Program does allow contractors to be in Participant Pool 2; the policy on whether contractors participate in RMTS differs between LEA BOP and SMAA (note: this point was edited for clarity after this training was presented)*

*\* Slide updated following August 2020 Training – clarity on contractors in RMTS*



# Pool 1: Direct Service Providers

- The LEA Coordinator identifies employees who **perform and bill** for direct services on a regular basis
- LEA Provider Manual Section *loc ed rend* contains list of approved direct health practitioners and qualifications



# Pool 1 (Direct Service) – Approved Participants

- Certified Nurse Practitioners
- Certified Public Health Nurses
- Credentialed Audiologists
- Credentialed School Counselors
- Credentialed School Psychologists
- Credentialed School Social Workers
- Credentialed SLPs
- Licensed Audiologists
- Licensed Clinical Social Workers
- Licensed Educational Psychologists
- Licensed Marriage and Family Therapists
- Licensed Occupational Therapists
- Licensed Optometrists
- Licensed Physical Therapists
- Licensed Physicians
- **Licensed Physician Assistants\***
- Licensed Psychiatrists

*\*New SPA 15-021 practitioner*



# Pool 1 (Direct Service) – Approved Participants (Continued)

- Licensed Registered Nurses
- Licensed Respiratory Care Practitioners
- Licensed SLPs
- Licensed Vocational Nurses
- **Occupational Therapy Assistants\***
- **Orientation and Mobility Specialists\***
- **Physical Therapist Assistants\***
- Program Specialists
- **Registered Associate Clinical Social Workers\***
- Registered Credentialed School Nurses
- **Registered Dietitians\***
- **Associate Marriage and Family Therapists\***
- Registered School Audiometrists
- **Speech-Language Pathology Assistants\***
- Trained Health Care Aides

*\*New SPA 15-021 practitioner*



# Pool 2: Administrative Services Providers

- The LEA Coordinator identifies employees who perform Medi-Cal administrative activities on a regular basis
- TSPs in Pool 2 will not bill direct medical services under the LEA Program during the assigned quarter



# Pool 2 (Administrative) – Approved Participants

- Community Liaison
- Coordinator, various selected positions (i.e., Medi-Cal, Mental Health, Speech, Nursing, etc.)
- Direct health service practitioners (Pool 1) that are unqualified to bill under the LEA Program reimbursement rules (i.e., a practitioner that requires supervision to bill under LEA Program but the LEA does not have a supervisor to oversee the services, etc.)
- Direct health service practitioners (Pool 1) that are not providing direct billable health services (i.e., a practitioner that is in a supervisory role)
- Director/Administrator - various selected positions (i.e., Mental Health, Speech, Nursing, etc.)
- Education/Instructional Aides
- Family Resource Center Staff (i.e., manager, secretary, office manager, clerk, assistant, director, coordinator, etc.)
- Health Care Assistant/Advocate
- Health Center Staff (i.e., manager, secretary, office manager, clerk, assistant, director, coordinator, etc.)
- Health Technicians/Specialist



# Pool 2 (Administrative) – Approved Participants (Cont'd)

- Interpreters/Interpreter Assistants
- Medical Administrative Coordinator/Assistant
- Medical Assistant
- Medical Interns
- Office Clerical Staff (i.e., technician, secretary, office manager, clerk, assistant, etc.)
- Organization Facilitator
- Parent Community Facilitator/Liaison
- Principal and/or Assistant Principal
- Pupil Support Services Administrators
- Pupil Support – Technicians
- School Bilingual Assistants
- Special Education Administrators
- Special Education Support Technician/Assistant
- Student Support Services Coordinator
- Teacher- various selected positions (i.e., special ed, alternative ed, resource, SDC)
- Translator; Senior Translator
- Transportation Planner / Router
- Other groups/individuals that may be approved by DHCS





# TSP Equivalency Requests

- TSPs with job classifications that differ from the approved TSP lists (although duties are substantially similar), must request an exception to the list of approved job classifications, and provide a signed duty statement.
  - Requests must be submitted or made available to DHCS no later than 45 calendar days prior to the beginning of a new quarterly time survey
  - DHCS will have final approval of all requests



# Helpful Hints – Participant Pools



For the LEA Program, only employees in Participant Pool 1 in a given quarter may be included on the CRCS for that quarter.

TSPs who cannot access email due to district policy or lack of internet access, equipment or software, will be given the option to access a hard copy RMTS moment.

For SMAA, direct charge positions need to track their time on a daily basis and be included on the Roster Report.

Make sure the email address from which moments are sent is considered a safe sender by your LEA's IT Department.