



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Procedures for the Medi-Cal Administrative Activities (MAA)/Random Moment Time Survey (RMTS) Program and Related Trainings

NUMBER: REF-5358.3

ISSUER: Dr. Debra Duardo, Executive Director
Student Health and Human Services

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ROUTING
 Educational Service Centers
 Principals
 Assistant Principals, EIS
 Assistant Principals, SCS
 Central Offices
 Non-Public School Specialists
 Organization Facilitators
 Special Education Administrators
 SHHS Administrators
 Support Unit Administrators
 Transportation Administrators
 K-12 Counseling Coordinators

PURPOSE: The purpose of this Reference Guide is to inform designated employee groups about changes to procedures and requirements for the time sampling methodology called Random Moment Time Survey (RMTS) for the Medi-Cal Administrative Activities (MAA) program.

- MAJOR CHANGES:**
- The MAA program will use the RMTS methodology for time study documentation from October 1, 2013 to June 30, 2014.
 - All employees designated to participate in MAA/RMTS are required to complete two annual trainings in the LAUSD Learning Zone by September 30, 2013.
 - New MAA/RMTS participant will complete an additional training for orientation to the use of the web-based RMTS system.
 - Security enhancements have changed the MAA/RMTS website access procedures.
 - LAUSD employees designated to complete work time samples for the MAA/RMTS program are required to complete their samples accurately and completely in compliance with the standards set by the LAUSD Medi-Cal Reimbursement and Compliance Program in compliance with state and federal mandates, including state and federal false claim acts.
 - Designated employees serve as MAA supervisors with responsibilities for employee roster development and maintenance, and for compliance monitoring.

INSTRUCTIONS: Annual Training

1. All MAA/RMTS Participants
 - In 2013-2014, all LAUSD employees selected to participate in the MAA/RMTS program will complete the following two trainings in the LAUSD Learning Zone:
 - Annual Medi-Cal Administrative Activities (MAA) Program Training



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- Federal False Claim Act Training
 - Participants will be notified of their individual enrollment in these courses during the second week of September.
 - Course completion is required by September 30, 2013.
2. New MAA/RMTS Participants
- Employees who are new MAA/RMTS participants are required to complete one additional training, the RMTS System Orientation, to learn how to navigate the RMTS program web site operated by CalMAA.
 - Upon completion of the training, new participants will receive a practice random moment.
 - Access to the RMTS System Orientation will be via a link in an e-mail sent by the CalMAA system during the second week in September.
 - Course completion is required by September 30, 2013.
 - Employees who become MAA/RMTS participants during the school year are required to complete all trainings prior to start of the quarter (i.e., January 1, 2014 or April 1, 2014) in which they begin participation.

E-mail Notifications

1. Welcome E-mail
 - In mid-September, MAA/RMTS participants will receive a “Welcome E-mail” generated by CalMAA.
 - The purpose of the e-mail is to verify that the participant’s e-mail address on record is valid and operational in anticipation of the beginning of the first RMTS quarter on October 1, 2013. The welcome e-mail will also remind participants that they are required to complete annual trainings.
2. Random Moment Notification
 - Participants selected for random moment sampling will be notified throughout the school year via their LAUSD e-mail account.
 - On September 24, 2013, the RMTS system will begin to generate e-mail messages giving employees a 5-day notice for moments starting on the first day of the quarter, October 1, 2013. This advance notification will continue through the end of the school year.
 - Random time selection is continuous through the school year. The number of times an employee will be selected to document his/her time will vary according to the randomization process.
3. E-mail Functionality
 - The RMTS system has critical timelines mandated by the federal government. Failure to meet these timelines will result in a loss of reimbursement to the LAUSD General Fund. Therefore, it is very important that employees monitor the functionality of their e-mail accounts by deleting or archiving old or oversized messages in order to receive and respond to the RMTS messages in a timely manner.



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- MAA participants should check their LAUSD.net e-mail accounts a minimum of once a day for e-mail messages received from RMTS@calmaa.hfa3.org. These e-mails must be opened within 24 hours.

Time Survey Documentation

1. All designated employees will document their one moment of work time using the web-based RMTS system in CalMAA.
2. If selected, MAA/RMTS participants must:
 - Use the 5-day advance notification to monitor the occurrence of the random moment selected for them
 - Record their work activities truthfully and completely.
 - Failure to do so may result in penalties for the individual employee as defined by federal and state false claim acts.
 - Submit documentation of one minute of work time within two days of the occurrence of the random moment.
 - Failure to do so may result in a loss of reimbursement to the LAUSD General Fund.
3. System access for moment documentation is allowed only after the moment has occurred.
4. Participant access to the RMTS system has changed. Login access with a password is no longer required or available.
 - Access to the CalMAA system will be only through links sent via LAUSD e-mail accounts.
 - Access for moment documentation will be through a link in an e-mail received from CalMAA on the day of the moment.
 - If a participant loses the e-mail with the link, he/she should log into the CalMAA website at CalMAA.org and enter his/her LAUSD e-mail address. A log-in link will be sent to the participant for moment completion.
 - Responses to clarifying questions from the Medi-Cal office will also be via e-mail links sent to participants when a question is generated.

Roles and Responsibilities of MAA Supervisors

MAA supervisors are designated by each employee group which participates in the MAA/RMTS program. MAA supervisors have the following roles and responsibilities:

1. Employee Rosters
 - MAA Supervisors are also responsible for the development and maintenance of a list of employees for their unit who participate in MAA/RMTS. These lists are called MAA/RMTS rosters.
 - It is essential to the operation of the MAA/RMTS program that these lists are maintained as accurately and completely as possible. Failure to identify



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employees accurately may result in a significant loss of revenue to the LAUSD General Fund.

- MAA supervisors will submit an *Annual Employee Roster Verification Report* to the Medi-Cal office no later than August 21, 2013.
 - MAA supervisors will provide a *Roster Change Report* before each quarter of RMTS operation, on December 1, 2013 and March 1, 2014.
2. Use of Dashboard
 - MAA supervisors monitor participant activity and compliance through a Dashboard established in the RMTS system for their unique MAA Group.
 - System access to the Dashboard has changed. Login access with a password is no longer required or available.
 - MAA supervisors will continue to receive daily e-mail updates from CalMAA. These e-mails will have a link to the dashboard for their MAA group.
 3. Training Compliance
 - On September 27, 2013, the Medi-Cal office will send a *Training Non-compliance Report* for the Annual Medi-Cal Administrative Activities (MAA) Program Training and the Federal False Claim Act Training to MAA supervisors.
 - Training Non-compliance Reports for the RMTS System Orientation for new participants will be sent to MAA supervisors as a separate report from the Cal MAA system.
 - MAA supervisors must follow up with employees who have not completed either or both of these trainings and ensure that the trainings are completed no later than September 30, 2013.
 - The Medi-Cal office will continue to generate *Training Non-compliance Reports* on a monthly basis to MAA supervisors until all participants have completed the training. Principals and program administrators will be copied on this report.
 4. Time Study Moment Compliance
 - On October 5, 2013, the Medi-Cal office will begin sending MAA supervisors a *RMTS 2-day Non-Compliance Report*.
 - MAA supervisors must follow up with employees who have not met the 2-day completion requirement to ensure immediate compliance.
 - These reports will continue daily through the end of the school year.

**RELATED
RESOURCES:**

BUL-5359.0, [*Medi-Cal Administrative Activities \(MAA\): Random Moment Time Study \(RMTS\) Methodology*](#), dated December 20, 2010.

ASSISTANCE:

For assistance or further information, please contact Sherry L. Purcell, Coordinator, Medi-Cal Reimbursement and Compliance Programs, at (213) 241-0551 or sherry.purcell@lausd.net.