



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Medi-Cal Administrative Activities (MAA): Random Moment Time Study (RMTS) Methodology

NUMBER: BUL-5359.0

ISSUER: Rene Gonzalez, Assistant Superintendent
Student Health and Human Services

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Office of Curriculum, Instruction and School Support

DATE: December 20, 2010

ROUTING
All Employees
All Locations

POLICY: The Los Angeles Unified School District (LAUSD) has participated in the federal Medi-Cal Administrative Activities (MAA) program since 1994. Over 3,700 LAUSD employees, representing 80 different job classifications, participate in the program annually. The revenue generated by this time survey methodology represents the activities employees do as a part of their regular job functions to enroll students in Medi-Cal health insurance and/or to assist students in obtaining certain Medi-Cal covered health services, for example speech therapy, occupational therapy, physical therapy, mental health counseling, etc. The annual revenue is variable, depending on the level of employee participation and changes to the program implemented by the federal government. Currently, the LAUSD realizes approximately \$6 million a year in General Fund revenue from the MAA program.

MAJOR CHANGES: On October 18, 2010, the federal Centers for Medicare and Medicaid (CMS) approved LAUSD to covert to a new MAA methodology called Random Moment Time Study (RMTS). Effective January 2011, District employees mandated to participate in the MAA program will document their work time using the RMTS methodology. LAUSD is projected to triple its annual General Fund revenue to approximately \$18-20 million using this new methodology.

- GUIDELINES:** The following guidelines apply:
1. **LAUSD Expectation:** Employees designated to participate in MAA/RMTS are expected to complete the RMTS requirements as part of their job duties. Failure to do so may result in disciplinary action.
 2. **Employee Training:** Employees designated to participate in MAA/RMTS are required to complete two annual on-line trainings: a) an orientation to the RMTS procedures, and b) the Federal False Claim Act training. Training notices will be sent via LAUSD e-mail.



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3. **Time Sampling and Employee Compliance:** Employees designated to participate in MAA/RMTS will receive two e-mail notices in advance of their random moment (five days in advance and one day in advance) telling them the time and date of the moment selected for their time study. Once the moment has occurred, these employees are required to describe the work they were doing at their designated time by answering three questions in response to the e-mail notice (Who were you with? What were you doing? Why were you doing it?). If a response is not submitted on-line **within 2 days of the occurrence of the selected random moment**, the employee's supervisor will be notified for follow-up action. Failure to participate within the required timelines will result in a loss of potential General Fund revenue for the LAUSD.
4. **Supervisory Oversight:** Administrators and supervisors of employees in the designated employee groups which participate in MAA/RMTS will receive ongoing notification of employee non-compliance throughout each quarter. Administrators and supervisors are responsible for ensuring employee compliance with training and the 2-day response requirements.
5. **Medi-Cal Office Oversight:** The Medi-Cal office will monitor employee compliance. Re-training will be mandatory for employees or employee groups found to be out of compliance. The Medi-Cal office will generate the following regular reports for administrators and supervisors to assist them with program compliance monitoring:
 - a. Random Moment 2-day Non-compliance Report
 - b. RMTS Orientation Non-compliance Report

Medi-Cal staff will review each statement submitted and identify claimable activities for reimbursement.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

RELATED RESOURCES: REF-5358.0, *New Procedures for the Medi-Cal Administrative Activities (MAA): Training for Random Moment Time Study (RMTS) Methodology*, provides information about RMTS on-line training and timeline for completion.

ASSISTANCE: For assistance or further information, please contact:

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