



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

**TITLE:** Procedures for the Medi-Cal Administrative Activities (MAA) Program / Random Moment Time Survey (RMTS) and Federal False Claims Act Training

**NUMBER:** REF-5358.6

**ISSUER:** Rene Gonzalez, Interim Executive Director  
Student Health and Human Services

**DATE:** August 8, 2016

**ROUTING**  
Local Districts Offices  
Principals  
Assistant Principals, EIS  
Assistant Principals, SCS  
Central Offices  
Non-Public School Specialists  
Organization Facilitators  
Special Education Administrators  
SHHS Administrators  
Transportation Administrators  
K-12 Counseling Coordinators

**PURPOSE:** This Reference Guide replaces REF-5358.5 of the same title dated August 24, 2015. 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 4, 2016 to June 9, 2017.
  - All employees designated to participate in MAA/RMTS are required to complete two annual trainings in the LAUSD Learning Zone by September 30, 2016.
  - New MAA/RMTS participants will complete one additional training for orientation to the use of the web-based RMTS system.
  - Time survey participants should check their e-mail for moment notifications and their Clutter and Junk E-mail folders daily.

**INSTRUCTIONS:** RMTS SYSTEM ACCESS

LAUSD contracts with an outside source known as CalMAA for the operation of the RMTS software system. All access to the CalMAA system is through e-mail links sent directly to participant LAUSD e-mail accounts.

E-mail notices with links to CalMAA are generated for:

- RMTS System Orientation to the CalMAA system.
- Moment notification five days in advance of the moment occurrence.
- Access for moment documentation on the day of the moment.
- Responses to clarifying questions from the Medi-Cal office.
- MAA supervisor Dashboard access.

If the e-mail with the link to CalMAA is lost, participants and MAA supervisors should log into the CalMAA website at <https://calmaa.hfa3.org> and enter their



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LAUSD e-mail address. A log-in link will be sent from CalMAA via e-mail to the participant or MAA supervisor.

## ANNUAL TRAINING

### 1. All MAA/RMTS Participants

- All LAUSD employees selected to participate in the MAA/RMTS program are required to complete two trainings in the LAUSD Learning Zone:
  - a. Annual Medi-Cal Administrative Activities (MAA) Program Training
  - b. Federal False Claim Act Training
- Participants will be notified of their individual enrollment in these courses during the third week in September.
- Course completion is required by September 30, 2016.

### 2. New MAA/RMTS Participants

- Employees who are new MAA/RMTS participants are required to complete three trainings: the two Learning Zone trainings described above and the RMTS System Orientation which is located in the CalMAA system. This orientation instructs new participants on how to navigate the web-based RMTS program operated by CalMAA. Upon completion of the training, new participants will receive an e-mail with a “practice” random moment which must be completed.
- Access to the RMTS System Orientation will be via a link in an e-mail sent by the CalMAA system during the third week in September (see Welcome E-mail section below).
- Course completion is required by September 30, 2016.
- Employees who become new MAA/RMTS participants during the school year are required to complete all three trainings prior to start of the quarter (i.e., January 9, 2017 or April 3, 2017) in which they begin participation.

## E-MAIL NOTIFICATIONS

### 1. Welcome E-mail

- In mid-September, all MAA/RMTS participants will receive a “Welcome E-mail” generated by CalMAA. New MAA/RMTS in succeeding quarters will also receive a “Welcome E-mail” prior to the beginning of the quarter.
- The purpose of the e-mail is to verify that the participant’s LAUSD e-mail address is valid and operational in anticipation of the beginning of the RMTS quarter on October 4, 2016. The “Welcome E-mail” will remind all participants that they are required to complete annual trainings, and it will contain a link to the RMTS System Orientation for new MAA/RMTS participants.



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## 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 26, 2016, 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 4, 2016. 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.
- 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](mailto:RMTS@calmaa.hfa3.org). These e-mails must be opened within 24 hours. At the same time, participants need to check their Clutter and Junk E-mail folders of their LAUSD.net e-mail account for moment notification messages.

## TIME SURVEY DOCUMENTATION

- All designated employees will document their one moment of work time using the web-based RMTS system in CalMAA.
- 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.
- System access for moment documentation is allowed only after the moment has occurred.



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## 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 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 employees accurately may result in a significant loss of revenue to the LAUSD General Fund.
- MAA supervisors will submit a *Participant Roster Change Form* to the Medi-Cal office no later than August 19, 2016.
- MAA supervisors will provide an updated *Participant Roster Change Form* before each quarter of RMTS operation, on October 28, 2016 and February 10, 2017.

### 2. Use of Dashboard

- MAA supervisors monitor participant activity and compliance through a Dashboard established in the RMTS system for their unique MAA Group.
- MAA supervisors receive daily e-mail updates for their group from CalMAA. These e-mails will have a link to the dashboard for their MAA group.

### 3. Training Compliance

- MAA supervisors must follow up with employees who have not completed the RMTS training and ensure that the training is completed no later than September 30, 2016. Employees can send certificates of Learning Zone training completion to MAA supervisors. MAA supervisors can access the record of CalMAA training completion for new participants on the CalMAA website.
- On October 4, 2016 the Medi-Cal office will send a RMTS *Training Non-compliance* report to the MAA supervisors.
- The Medi-Cal office will continue to generate RMTS *Training Non-compliance Reports* on a weekly basis to MAA supervisors until all participants have completed the training. Principals and program administrators will be copied on this report.



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#### 4. Time Study Moment Compliance

- On October 7, 2016, 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 compliance reports will continue daily through the end of the school year.

#### **RELATED RESOURCES:**

BUL-5359.2, *Medi-Cal Administrative Activities (MAA): Random Moment Time Study (RMTS) Methodology*, dated August 8, 2016.

#### **ASSISTANCE:**

For assistance or further information, please contact Andrea Coleman, Coordinator, Medi-Cal Reimbursement and Compliance Programs, at (213) 241-0615 or [andrea.coleman@lausd.net](mailto:andrea.coleman@lausd.net).