



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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

NUMBER: BUL-5359.2

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

DATE: August 8, 2016

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. District employees mandated to participate in the MAA program will document their work time using the Random Moment Time Survey (RMTS) methodology.

MAJOR CHANGES: This Bulletin replaces BUL- 5359.1 of the same title, dated August 24, 2015. Changes include modifications to align with the updated Reference Guide 5358.6 in the Related Resources section.

GUIDELINES: The following guidelines apply.

1. LAUSD Expectation
Employees designated to participate in MAA/RMTS are mandated to complete the RMTS requirements as part of their job duties.
2. Employee Training
Returning participants to the MAA/RMTS program are required to complete two trainings in the Learning Zone: a) Federal False Claims Act Training and b) Annual Medi-Cal Administrative Activities Training. Participants new to the MAA/RMTS program are required to also complete the RMTS orientation training on the Cal MAA website.
3. Time Sampling and Employee Compliance
Employees designated to participate in MAA/RMTS will receive two e-mail notices (five days in advance and one day in advance) in advance of their random moment (see REF 5358.6) informing them the time and date of the moment selected for their

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time study. Once the moment has occurred, these employees are required to describe 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 this activity?). 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 employees 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
- c. Learning Zone Training Non-compliance Report

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

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

RELATED RESOURCES: REF-5358.6, *Procedures for the Medi-Cal Administrative Activities (MAA): Timing 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 Andrea G. Coleman, Coordinator, Medi-Cal Reimbursement Programs, at (213) 241-0615 or at andrea.coleman@lausd.net.