



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



GAVIN NEWSOM  
GOVERNOR

DATE: September 30<sup>th</sup>, 2021

PPL No. 21-023

TO: Local Educational Agency (LEA), Local Educational Consortia (LEC), and Local Governmental Agency (LGA), Coordinators in the School-Based Medi-Cal Administration Activities (SMAA) Program

**SUBJECT: Notification of Changes to the Quarter One Time Survey Participant (TSP) List for the SMAA Program**

### **Overview**

This Policy and Procedure Letter (PPL) notifies participants in the SMAA Program of changes to the quarter 1 TSP List and which quarter will be used as the source of TSPs for quarter 1.

The SMAA Program conducts a Random Moment Time Survey (RMTS) in quarters 2, 3, and 4 in order to calculate the percentage of time that TSPs spend on allowable Medi-Cal administrative activities, which are known as RMTS percentages. RMTS is not conducted in quarter 1 (July – September) since most schools are not in session during the full quarter. Instead, RMTS percentages for quarter 1 are calculated by using an average of the RMTS percentages for the previous three RMTS quarters (quarters 2-4 of the previous state fiscal year).

### **Quarter One TSP List for SMAA**

Because the RMTS is not administered in quarter 1 (July 1<sup>st</sup> to September 30<sup>th</sup>), there is not a corresponding TSP List created. Historically, the quarter 1 TSP List was based on the quarter 4 TSP List from the previous state fiscal year. Effective July 1, 2020, the SMAA Program implemented changes so that the quarter 2 TSP List would serve as the basis for the quarter 1 TSP List. This change allows TSPs who were hired in-between school years to be included on the quarter 1 TSP List and thus have their salaries and benefits included on the quarter 1 SMAA Invoice.

The LEA/LEC/LGA SMAA Coordinators must ensure the quarter 2 TSP List is utilized to calculate the quarter 1 SMAA Invoice, reporting all appropriate costs for only employed and/or contracted staff during the quarter 1 that meet the SMAA Program requirements.

If you have questions about this PPL, please reach out to the SMAA mailbox at [SMAA@dhcs.ca.gov](mailto:SMAA@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY**

Brian Fitzgerald, Chief  
Local Governmental Financing Division  
Department of Health Care Services