LEA SMAA Workgroup Webinar 12/4/14

Presented by:
LEA SMAA Workgroup Members
Sponsored by-
The California Endowment
Teachers for Healthy Kids

1

Webinar Workshop Participation

ℰ To find all materials used in this webinar, please visit:

ℰ www.teachersforhealthykids.org

  ○ SMAA LEA Workgroup

    • Webinar materials

ℰ If you have any questions during this webinar, please feel free to ask them at any time using the "questions" tool.

LEA SMAA Workshop Overview

- Welcome
  - Presenter Introductions
- Workshop Overview
  - SMAA Workgroup History and Structure
  - Purpose of Workshops
  - Today's Workshop Topics
    - SMAA Deferred Claims
    - RMTS Basics
    - California RMTS Implementation Plan Structure and Roles
    - Immediate SMAA Issues
  - Keeping in the Loop

Purpose of LEA SMAA Workshops

    To promote collaboration between LEAs

    To establish regional networking opportunities

LEA SMAA Workgroup

History And Structure

Group Formation

- November 2011
  - Convening of LEA/SMAA workgroup with LGAs, LECs, DHCS and CDE representatives
- November 2013
  - Legislative briefing with LEAs, CDE and DHCS to discuss MAA concerns
- December 2013
  - CA Endowment sponsored meeting- Webinar -LEAs came together to discuss current and future SMAA program questions and concerns
  - LEA SMAA Workgroup meetings – include: LEAs, LGAs, Vendors, Education Associations, CDE, and DHCS
- January 2014 - Present
  - DHCS SMAA Stakeholder Meetings
  - Formation of the LEA/SMAA Workgroup funded by CA Endowment
- Interested? Join US!

LEA SMAA Workgroup

 Outreach Projects – Ongoing & During Open Enrollment (November 15th, 2014 – February 15th, 2015)

- o Teachers for Healthy Kids
- o All In Campaign

Update SMAA Deferred Claims

- CMS letter 10/7/2014
- DHCS letter to CMS 10/14/14
- Interim Payment
- Six Back-casting Proposals

RMTS Basics

RMTS Basics

What is RMTS?

⁊ RMTS = Random Moment Time Survey

⁊ Another method of collecting time samples for the Medi-Cal Activities (MAA) Program

⁊ A statistical sampling methodology required by the federal Centers for Medicare and Medicaid (CMS)

Building from what you know about MAA Time Surveys

Invoice
(costs)

Time Period

Samples

Coding

Participants
(training)
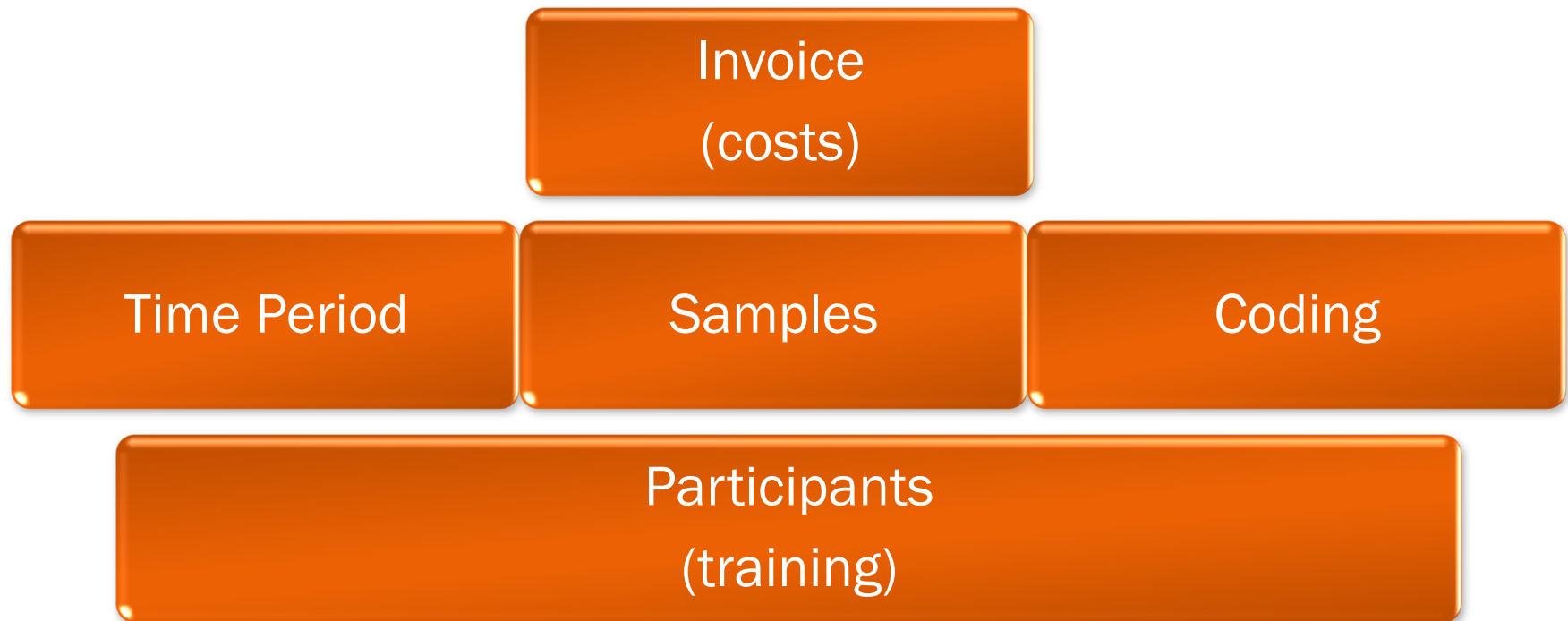
Participants

Worker Log

- Identify employees who do MAA functions
- Employee work hours are self-reported on time survey
- All participants on the initial list may not actually be included in the final invoice depending on survey completion, funding etc.
- Employee list "clean-up" is completed after the quarter ends and before the invoice is submitted.

RMTS

- Identify employees who do MAA functions (Time Survey Participants- TSP).
- Employees are divided into two cost pools (Direct Services; Administrative Service Providers)
- Employee daily work hours and school calendars are identified prior to the beginning of the time survey quarter.
- All participants on the initial list are included in the time survey.
- Clean-up of the list must be done PRIOR to the beginning of the time survey quarter.
- Employees included in the survey who should not have been included and who receive moments contribute to the 15% error count. Moments generated outside of an employee's work day also are counted as errors.

Trainings

Worker Log

- DHCS trains LECs & LGAs
- LECs & LGAs train MAA Coordinators
- MAA Coordinators train participants
  - Training focus is sample writing for billable codes only

RMTS

- DHCS trains LECs & LGAs
- DHCS trains Central Coders
  - Training focus: all codes
- LECs & LGAs train MAA Coordinators
  - Training focus: software orientation; participant lists and work hours; school calendars
- Participants are trained by RMTS software system
  - Training focus: RMTS software navigation; 5 day response time

Time Survey Period

Worker Log

- Quarterly
- One week of time
- One averaged quarter (optional)

RMTS

- Quarterly
- Every day students are in session
- Statistical sampling of 2761 moments per quarter (includes a 15% error margin)
- First quarter of the year is an averaged quarter based on prior three quarters

Time Samples

Worker Log

- Participants complete time samples
- Samples are for billable time only
- Time samples are for **15 minute** increments of time
- Participants must complete and submit the time samples before invoice generation (variable by LEA)

RMTS

- Participants answer who-what-why questions.
- Participants report what they are doing at the moment, regardless of whether it is billable time or not
- Random sampling methodology is statistically designed to capture billable and non-billable time across job class participants
- Time samples are for **1 minute** of time
- Participants must complete the time sample within 5 days or the moment becomes invalid and contributes to the 15% error

Coding

Worker Log

- Participants are trained to code their own samples
- MAA Coordinators review samples and codes
- MAA Coordinators assist participants in revising samples and codes

RMTS

- Central Coders are trained to code samples submitted by participants
- Central Coders can ask one clarifying question (CQ) if sample is unclear or incomplete
- All samples, coding history and CQs are tracked electronically
- Contact with participants is restricted to avoid invalidation of the statistical sampling and fraudulent activity.

Invoice

Worker Log

- One invoice is generated after the time survey samples and coding have been finalized

RMTS

- Two invoices are generated, one for each participant pool:
  - Direct Service
  - Administrative Services
- Code 15 is discounted in RMTS.
- Additional codes are added for unpaid time off and invalid moments.

Critical Differences

- Participant lists must be accurate BEFORE the quarter begins.
- Participant work hours and school calendars must be submitted for sampling BEFORE the quarter begins.
- Participants describe ONE MINUTE of billable and unbillable time based on who-what-why questions.
- MAA Coordinators do not "coach" samples.
- Participants are not trained to understand codes.
- Participants do not code their own samples.
- Coding is centralized.
- There are two invoices, one for each cost pool.
- Invoices differences are minimal.

How RMTS Works: Three Phases

- Before the quarter begins

- During the quarter

- After the quarter ends

How RMTS Works: Three Phases

- Before the quarter begins
  - Identify employees who will be Time Survey Participants (TSP)
  - Put employees into two cost pools (Direct Services; Administrative Service Providers)
  - Identify school calendar for the quarter and the daily work hours for each employee
  - RMTS software randomly generates 2761 moments for each cost pool = Master Moment List
  - Master Moment List is maintained as part of audit file

How RMTS Works: Three Phases

- During the quarter
  - TSPs are notified of moment 5 days in advance of the occurrence of the moment
  - After the moment has occurred, TSPs answer who-what-why questions; certify and submit moments
  - Moments must be completed within 5 school days
  - Moments not completed within 5 school days contribute to error count for the cost pool
  - Central Coders code the moment
  - Central Coders can ask one clarifying question (CQ) per sample
  - Time survey responses, coding and CQs are tracked electronically in the RMTS software system for audit purposes

How RMTS Works: Three Phases

୧ **After the quarter ends**

- The costs of ALL employees in the original cost pool are included on the invoice

- The time survey percentages of those employees who receive moments are applied to the costs

- One invoice is generated for each cost pool.

How RMTS Works in California: Two Models

LAUSD

- Single LEA model
- Lease RMTS software (Hansine Fisher & Associates)
- Two Cost Pools- 2761 moments for each pool
- 4 Central Coders who are LAUSD employees
- 2 MAA/RMTS supervisors who review and approve final codes
- Generate two invoices in-house

All Other LEAs

- Proposed RMTS Implementation Plan (posted on DHCS website-June 2014)
- Consortium Model
- RMTS software contracted by LEC/LGA (PCG)
- Multiple LEAs in LEC/LGA combined to form two cost pools- 2761 moments for each pool
- Central Coders are hired by LECs. LGA has hired a contractor to do coding (Fairbanks)
- Final coding is done by LEC or LGA
- LEAs have 30 days to review final coding
- Two invoices will be generated. Details re: invoicing processes in the California plan have not been fully defined by DHCS or the LEC/LGA. Some LECs are requiring LEAs to contract with the LEC for invoicing.

23

LAUSD Model = One LEA

PARTICIPANT POOL #1: DIRECT SERVICE PROVIDERS

2761 MOMENTS PER QUARTER

INVOICE #1

PARTICPANTS POOL #2: ADMINISTRATIVE SERVICE PROVIDERS

2761 MOMENTS PER QUARTER

INVOICE #2

LEC MODEL = MULTIPLE LEAs

PARTICPANTS POOL #1:
DIRECT SERVICE PROVIDERS
(2761 MOMENTS PER QUARTER)

ALL LEAs in the LEC:

LEA 1 + LEA 2 + LEA 3 + LEA 4 + LEA 5 + LEA 6 + + + +

INVOICE #1
One per LEA
Calculations?

PARTICPANTS POOL #2:
ADMINISTRATIVE SERVICE PROVIDERS
(2761 MOMENTS PER QUARTER)

ALL LEAs in the LEC:

LEA 1 + LEA 2 + LEA 3 + LEA 4 + LEA 5 + LEA 6 + + + +

INVOICE #2
One per LEA
Calculations?

LGA MODEL = MULTIPLE LGAs (Multiple LEAs)

**PARTICPANTS POOL #1:
DIRECT SERVICE PROVIDERS
(2761 MOMENTS PER
QUARTER)**

ALL LEAs within ALL LGAs

**LGA 1 (all LEAs within LGA1) +
LGA 2 (all LEAs within LGA 2) +
LGA 3 - 11**

**INVOICE #1
ONE PER LEA
CALCULATIONS?**

**PARTICPANTS POOL #2:
ADMINISTRATIVE SERVICE
PROVIDERS
(2761 MOMENTS PER
QUARTER)**

ALL LEAs within ALL LGAs

**LGA 1 (all LEAs within LGA1) +
LGA 2 (all LEAs within LGA 2) +
LGA 3 - 11**

**INVOICE #2
ONE PER LEA
CALCULATIONS?**

California RMTS Implementation Plan

- Overview of the Role of DHCS

- Overview of the Role of LECs/LGAs

- Overview of the Role of LEA Coordinators

- Overview of the Role of MAA/RMTS Participants

The Role of DHCS in RMTS

State Oversight Agency - DHCS

- Approve and provide all RMTS training material to the LEC/LGA. Annual Training for RMTS and Coder Training

- Review and approve Time Survey Participants (TSP) Universe

- Review a minimum of 10% sampling of all coded Random Moments per quarter

- Review and approve SMAA invoices

- Issue Invoice payments to LECs/LGAs

- Site visits: minimum of 3 LEC and 3 LGA per year, site visits include 2 claiming units

The Role of the LEC/LGA in RMTS

Local Oversight Agency - LEC or LGA

o Contract with DHCS, RMTS Software Vendor, and LEAs

o Provide RMTS software

o Provide annual training to MAA Coordinators and TSPs

  o MAA Coordinator : software, program participation understanding, deadlines, program updates and compliance issues

  o TSP Training: software should incorporate necessary training

o Provide LEAs with program deadlines; i.e. TSP lists & invoicing

o Provide master moment list to DHCS

o Issue warning letters to LEAs who are not compliant with the 85% response rate

o Monitoring and Coding of random moments

o Provide LEAs with quarterly coded moments report

o Provide LEAs with quarterly shared RMTS results for invoicing

o Review, approve and submit SMAA invoices to DHCS

o Issue invoice payments to LEAs

The Role of the LEA SMAA Coordinator in RMTS

Claiming Unit Program Oversight - LEA

o   Procure SMAA contract with LEC or LGA

o   Provide LEC/LGA with School Calendars and participant daily work hours.

o   Develop quarterly TSP Rosters and provide to LEC/LGA

o   Monitor RMTS responses to ensure 85% return rate

o   Review quarterly time survey coding results within 30 days for appeal process

o   Verify coded paid time off of TSP

o   Obtain Medi-Cal Percentage

o   Determine if MAA Coordinator is direct charge or not

o   Prepare, certify and submit MAA invoice to LEC/LGA

o   Maintain Audit Binder

o   ? TSP Equivalency?

The Role of the TSP in RMTS

Time Survey Participant is responsible for:

o Participating in online training when selected for a moment

o Complete their selected moment within 5 student attendance days and promptly answer, *certify* and submit the 3 RMTS questions

o Respond timely to the one clarifying question sent from the LEC/LGA if your answer was unclear

Immediate SMAA Issues

- SMAA Deferred Claims
  - Feedback on Six Back-casting Proposals

- SMAA LEC/LGA Contracts

- RMTS Timelines and TSP lists

SMAA Deferred Claims

↊ Hold on to your RTC packets

↊ Be realistic about your ultimate reimbursement (good and bad)

↊ Alternatives to back-casting – Six Proposals

↊ Role of SMAA Stakeholder's Group - Feedback

LEC/LGA Contracts

- Not distributed and/or signed in the state

- Conflict of interest issues

- LEAs have all the accountability – none of the responsibility

- Reference to SMAA manual (Yet the manual is not final/approved)

- Suggested contract edits for possible negotiations

RMTS Timelines

ᔆ Countdown to January 1, 2015 RMTS Start Date

12 working days away!

- • TSP rosters – DHCS approval
- • Edit SMAA Manual
- • Train MAA Coordinators
- • Re-train Central Coders

Keeping in the Loop

- Accessing information from the DHCS website
  - http://www.dhcs.ca.gov/provgovpart/pages/smaa.aspx
  - Sign up to DHCS email blasts

- Attend DHCS stakeholders meetings

- Joining the LEA SMAA Workgroup
  - Email Ruchi Malani at: rmalani@teachersforhealthykids.org

- Creating networking relationships between the LEAs in the region

Thank you for Participating

- For more information and updates, please visit: www.teachersforhealthykids.org

- If you would like to participate in our weekly conference calls please email Ruchi at rmalani@teachersforhealthykids.org to be included in our mailing list