



# MAA Time Survey Training

2012-2013  
&  
2013-2014



## 2013 - 2014 MAA Time Survey Dates

	Time Survey Dates	Date Completed	Survey Due Date
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			

### Your MAA Checklist: Did You...

- Complete your Annual MAA Training? Date Completed: \_\_\_\_\_
- Complete your Time Survey on MAA Gateway?
- Include time AND samples in Codes 4, 6, 8, 10, 12 and/or 14?
- Identify the TYPE of Medi-Cal Covered Service in your samples (i.e. Speech, Nursing, Mental Health, Occupational Therapy, Physical Therapy, etc.)
- Write only one sentence in each sample box on MAA Gateway?
- Include the time you spent doing clerical activities, paperwork, training, travel, and various communication activities (meetings, email, voicemail) related to the particular code?
- AVOID these Red Flag words in your samples as these words often require additional clarification that they do not refer to non Medi-Cal covered services:

<b>Assess</b>	<b>Behavior</b>	<b>Counseling</b>	<b>Education</b>	<b>Evaluate</b>
<b>Nutrition</b>	<b>Obesity</b>	<b>Physical Health Services</b>	<b>Providing Transportation</b>	<b>Report Writing</b>
<b>Screening</b>	<b>Social Services</b>	<b>Toileting</b>	<b>Updating Records</b>	<b>504</b>

**Need help? Contact the "MAA Hotline" with any questions.**

**(888) 536-0920**

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"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# Medi-Cal Administrative Activities (MAA)

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## What is MAA?

The MAA program reimburses your district for the time you spend connecting and linking students and families to Medi-Cal and Medi-Cal covered health services. When you talk with students, parents, or other school staff about students' physical health, mental health, substance abuse, you are potentially doing MAA!

You are more than likely already engaging in MAA activities on a regular basis.

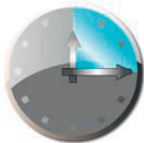
## How Does it Work?

The State Department of Health Care Services (DHCS) randomly selects one week in each quarter when you will complete a MAA time survey that documents how you spend all of your paid time. The time survey is broken down into 16 different activity codes. Some codes are reimbursable through the MAA program, and some are not. All the time surveys from your district are then used to develop a quarterly reimbursement claim.

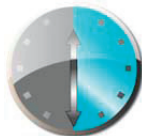
## Reporting Your Time

The time survey should reflect all paid hours during the time survey week. Unpaid overtime and non-paid furlough days should not be recorded on the time survey. You will account for each hour in your workday, in 15 minute increments. (This will require you to round up or round down.)

15 min = .25 hour



30 min = .50 hour



45 min = .75 hour



60 min = 1.0 hour



## MAA Activity Codes

You will record your time throughout each day according to the 16 different activity codes listed on the time survey form. Most of the 16 activity codes come in pairs—a Medi-Cal (reimbursable) and a non Medi-Cal (not reimbursable) version of the same activity. Depending on the activity, you will select a code that best fits what you are doing.

## Writing a Sample

For any time recorded in a MAA reimbursable activity code, you are required to provide a brief statement of what the activity entailed. Samples help those who review time surveys to validate that you recorded your time appropriately. There is a Sample Builder tool in this manual to assist you in writing simple, clear, and accurate samples of your individual work that include the 3W's (what the action was, who it was with, and what Medi-Cal covered service it involved).

## Completing & Submitting Your Time Survey

The time survey submission and review process is completed online, using MAA Gateway™. The basic steps are as follows:

- 1 – Create and submit your time survey online
- 2 – Wait to hear from your MAA coordinator on necessary corrections
- 3 – If your time survey needs correction, edit and resubmit your time survey online
- 4 – Wait to hear from your MAA coordinator on final approval
- 5 – Once approved, print your time survey, sign in BLUE ink, obtain your supervisor's signature (in BLUE ink), and then forward the signed paper version to your MAA coordinator for audit purposes

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# Medi-Cal Covered Services

The list below identifies some Medi-Cal covered services or programs. When writing your samples, be sure to reference the specific type of Medi-Cal covered service being provided.

Audiological and Audiometric Services  
California Children Services (CCS)  
Child Health and Disability Prevention (CHDP) Services  
Clinical Laboratory or Laboratory Services  
Comprehensive Perinatal Service Providers (CPSP) and Services  
County Mental Health/Rehabilitation Services  
Dental and Dental School Clinic Services  
Diabetic Monitoring  
Dietician Services (for non-nutritional, Medi-Cal covered services only)  
Early Periodic Screening, Diagnosis, and Treatment (EPSDT) Services  
Gastronomy Services  
Mental Health Counseling  
Nurse services (including medication management)  
Occupational Therapy Services  
Ophthalmology/Vision Services  
Orthodontic Services  
Organized Outpatient Clinics (County Mental Health Clinic, Public Health Clinic, Community Clinic)  
Perinatal Services Program and Teen Pregnancy Service  
Physical Therapy Services, including CCS  
Physical Therapy Components of an Adaptive PE Service  
Physician Services  
Psychologists (when providing Medi-Cal covered mental health or substance abuse services)  
Regional Center Services  
Respiratory Therapy Services  
Renal Dialysis Centers and Community Hemodialysis Units  
Speech-Language Pathology and Therapy Services  
Substance Abuse and Organized Drug Detoxification Services

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# MAA Activity Codes: Quick Reference

The following pages provide detailed information about the 16 MAA activity codes used on the time survey form. Most of the codes come in pairs—a Medi-Cal and non-Medi-Cal version of the same activity. You will only use the Medi-Cal versions when the services are covered by Medi-Cal.

Medi-Cal covered health services could include the following\*:

- Nursing Services
- Physician Services
- Speech Therapy/Audiological Services
- Occupational Therapy/Physical Therapy Services
- Mental Health/Psychological Services
- Substance Abuse Services
- Non-Mandated Vision Services
- Non-Mandated Dental Services

\*For a list of additional Medi-Cal covered services, please see page 3.

Use the above definition of "health" as your guide for choosing between pairs. Always start by identifying your activity. Then, if the activity is "health" related, you will use the Medi-Cal version of the activity code. If the activity is not related to "health," you will use the non-Medi-Cal version. For each code you use, always include the time you spend doing clerical activities, paperwork, training, travel, and various communication activities (meetings, email, voicemail) related to the particular code.

Activity	Non Medi-Cal	Medi-Cal
School Related, Educational & Other	1	
Direct Medical Services	2	
Initial Outreach	3	<b>4</b>
Facilitating the Application	5	<b>6</b>
Ongoing Referral, Coordination & Monitoring	7	<b>8</b>
Arranging Transportation	9	<b>10</b>
Translation Services	11	<b>12</b>
Program Planning, Policy Development & Interagency Coordination	13	<b>14</b>
Medi-Cal Claims Administration, Coordination & Training		15
General Administration & Paid Time Off		16

**Your time survey must include at least some time in one of these bolded green codes to be considered eligible for reimbursement.**

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# Build-A-Sample!

If you have recorded time in a MAA reimbursable code you are required, and prompted, to write a sample explaining what you did during that time. If you are given **one sample box, only write one sentence**. If you are given two sample boxes, write one sentence in EACH box.

**Write it Right! The sample needs to include the 3 W's and the words "Medi-Cal covered."**

1 - What Action?	2 - Who?	3 - What Service or Program?
<ul style="list-style-type: none"> <li>Assisted</li> <li>Provided (information, flyer, etc.)</li> <li>Referred</li> <li>Collaborated</li> <li>Followed up on</li> </ul>	<ul style="list-style-type: none"> <li>Student(s)</li> <li>Family/Parent(s)</li> <li>Provider (Speech Therapist, Occupational Therapist, Physical Therapist, Nurse, Teacher, etc.)</li> <li>Student Population</li> <li>NOTE: Do <u>not</u> use proper names!</li> </ul>	<ul style="list-style-type: none"> <li>Mental Health Services</li> <li>Speech Therapy Services</li> <li>Nursing/Physician Services</li> <li>Occupational Therapy Services</li> <li>Physical Therapy Services</li> <li>Psychological Services</li> <li>Substance Abuse Services</li> </ul>

"Medi-Cal Covered"

**WRONG** I referred a student to services. Student was having headaches for about a week.

**RIGHT** I made an initial referral for a student for Medi-Cal covered physician services.  
(What Action?)                      (Who?)                      (What Medi-Cal covered service?)

**Identify the TYPE of "Medi-Cal Covered" Service.** Use the "Medi-Cal covered" phrase in every sample when describing the type of "health" service involved in your reimbursable activity (e.g., "Medi-Cal covered speech therapy"). It is NOT enough to say "Medi-Cal covered health service." The *type* of "health" services must be specified, i.e. speech, mental health, nursing, etc. See page 3 for more types of Medi-Cal covered services.

**Remember: "Medi-Cal" not "Medical"**

**Code-specific keywords** should be used to demonstrate a clear connection between your activity and the code in which it belongs (e.g., "initial referral" for Code 4 versus "follow-up" for Code 8).

**Specify non-mandated services when necessary.** Mandated health services are not reimbursable activities! If you are referring to a commonly mandated service like dental, vision, hearing and immunization, please confirm in your sample that it is non-mandated! For immunizations, you will also need to state the specific non-mandated immunization (i.e. Hepatitis A, HPV, etc.).

**Avoid Red Flag Words.** In general, reviewers have declared that these words do not describe Medi-Cal covered services:

Assess	Behavior	Counseling	Education	Evaluate
Nutrition	Obesity	Physical Health Services	Providing Transportation	Report Writing
Screening	Social Services	Toileting	Updating Records	504

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# Practicing Writing it Right

## Code 4: Initial Medi-Cal Outreach

<b>1 - What Action?</b>	<b>2 - Who?</b>	<b>Connecting Words</b>	<b>"Medi-Cal Covered"</b>	<b>3 - What Service or Program?</b>
<ul style="list-style-type: none"> <li>• Made an initial referral for</li> <li>• Attended an IEP where an initial referral was made for</li> <li>• Handed out flyers to</li> <li>• Informed</li> <li>• Supplied information to</li> </ul>	<ul style="list-style-type: none"> <li>• Student(s)</li> <li>• Family(ies)</li> <li>• Parent(s)</li> </ul>	<ul style="list-style-type: none"> <li>• To</li> <li>• About</li> <li>• To receive</li> <li>• Regarding available</li> </ul>		<ul style="list-style-type: none"> <li>• Mental Health</li> <li>• Speech Therapy</li> <li>• Nursing/Physician</li> <li>• Occupational Therapy</li> <li>• Physical Therapy</li> <li>• Psychological</li> <li>• Substance Abuse</li> </ul>

You try:

I \_\_\_\_\_ what action \_\_\_\_\_ who \_\_\_\_\_ connecting words \_\_\_\_\_  
 Medi-Cal covered \_\_\_\_\_ service or program \_\_\_\_\_ services.

## Code 8: Ongoing Referral, Coordination, and Monitoring of Medi-Cal Covered Services

<b>1 - What Action?</b>	<b>2 - Who?</b>	<b>Connecting Words</b>	<b>2 - Who?</b>	<b>"Medi-Cal Covered"</b>	<b>3 - What Service or Program?</b>
<ul style="list-style-type: none"> <li>• Followed up with</li> <li>• Spoke with</li> <li>• Discussed the progress of</li> <li>• Attended an IEP meeting where we discussed</li> <li>• Discussed with</li> </ul>	<ul style="list-style-type: none"> <li>• Student(s)</li> <li>• Family(ies)</li> <li>• Parent(s)</li> <li>• Colleague(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Regarding</li> <li>• About</li> <li>• Receiving</li> <li>• Progress of</li> </ul>	<ul style="list-style-type: none"> <li>• A student's</li> <li>• A colleague's</li> <li>• Their</li> <li>• Her/his</li> </ul>		<ul style="list-style-type: none"> <li>• Mental Health</li> <li>• Speech Therapy</li> <li>• Nursing/Physician</li> <li>• Occupational Therapy</li> <li>• Physical Therapy</li> <li>• Psychological</li> <li>• Substance Abuse</li> </ul>

You try:

I \_\_\_\_\_ what action \_\_\_\_\_ who \_\_\_\_\_ connecting words \_\_\_\_\_  
 \_\_\_\_\_ who Medi-Cal covered \_\_\_\_\_ service or program \_\_\_\_\_ services.

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.



# MAA Activity Codes: The Details

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## Code 1: School-Related, Educational & Other

Use this code for educational or social activities that are not about students' needs for health services or Medi-Cal.

Examples of Code 1 are:

- Teaching a class
- Planning curriculum, academic services, and instruction
- Time spent in IEP meetings discussing only students' education needs, unrelated to their Medi-Cal covered health services
- Providing discipline to students where no referrals to Medi-Cal covered health services are made
- Supervising the playground or lunchroom

**TIP!** Code 1 is your default, or "other" code. For any time during the day that does not fit the definition of any of the other codes, you should record the time in Code 1.

## Code 2: Direct Medical Services

Use this code for the time you spend providing direct health services, including "hands-on" medical care, LEA Billing Option services, and all related documentation.

Examples of Code 2 are:

- Performing treatments, testing, assessments, screenings, counseling, nursing, or therapy
- Administering medication or providing first aid
- Updating students' health records
- Caring for an ill or injured student or mandated hearing, vision, or scoliosis screenings

### Notes:

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"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

## Codes 3 & 4: Initial Outreach

These codes are used when providing information, making initial referrals, and/or assisting with access to various programs. This may occur during one-on-one direct contact, within groups of individuals or families (e.g. mass mailings, or events such as informational fairs and back-to-school nights), or with service providers. Initial IEP meetings can fall into these codes.

**TIP!** If you are making an initial referral, you **MUST** include the specific type of service. If you are giving general information about Medi-Cal, the specific type of service does not need to be stated.

### Code 4

Medi-Cal Outreach should be used when you or someone in your presence provides an initial referral to a Medi-Cal covered service provides information or assists with access to Medi-Cal programs and services.

Examples of Code 4 are:

- Made an initial referral for a student to Medi-Cal covered speech therapy.
- Informed parents about Medi-Cal and the health services it covers.
- I informed pregnant and parenting teens about the availability of Medi-Cal covered prenatal and well-baby programs.
- I made an initial referral for a student to receive a Medi-Cal covered mental health assessment.
- I informed parents and their child about Medi-Cal covered substance abuse services.
- I attended a meeting where new Medi-Cal covered speech services were added to the student's plan.

### Code 3

Non Medi-Cal Outreach should be used when performing or planning outreach for social, educational, or vocational programs not related to Medi-Cal covered health services.

Examples of Code 3 are:

- Made an initial referral for a student to an academic tutor.
- Made an initial referral for a family to the local food bank or social services.

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## Codes 5 & 6: Facilitating the Application

These codes should be used when helping individuals/families complete an application process. This may include gathering necessary documentation and completing the application forms.

### TIPS!

- If you are helping out with a Medi-Cal/Healthy Families application, you must also include "Medi-Cal" in your sample (e.g. Medi-Cal/Healthy Families).
- If you assisted with an application for a specific service (such as mental health), the time and sample are better suited for Code 4.

### Code 6

Medi-Cal/Healthy Families application assistance and referrals should be used for helping with the Medi-Cal/Healthy Families application only.

#### Examples:

- Assisted with completing the student's Supplemental Security Income (SSI) documentation in order to maintain Medi-Cal as their health insurance.
- Gathered documentation for family to apply for Med-Cal/Healthy Families.
- Referred a family to the local Medi-Cal/Healthy Families eligibility office to apply for Medi-Cal.

### Code 5

Non Medi-Cal applications should be used for facilitating all other applications. For example, assisting a family and student with a job or housing application.

### Code Comparison

What is the difference between Code 4: Initial Medi-Cal Outreach and Code 6: Facilitating Medi-Cal Application?

Code 4: Initial Medi-Cal Outreach	Code 6: Facilitating Medi-Cal Application
If you are helping a family or parent fill out an application for a specific Medi-Cal covered service, such as mental health or speech services, this time belongs in Code 4.	If you are assisting with the completion of the Medi-Cal/Healthy Families, Medi-Cal or Supplemental Security Income (SSI) enrollment application or referring a family or parent to Medi-Cal for assistance, this time belongs in Code 6.

### Notes:

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## Codes 7 & 8: Ongoing Referral, Coordination & Monitoring of Services

These codes are used when you are following up, assisting with access to services and programs, arranging and coordinating needed services, or monitoring/case managing services to ensure effectiveness. Annual, Triennial and Amended IEP meetings fall into these codes.

### Code 8

Ongoing Referral, Coordination, and Monitoring of Medi-Cal services should be used when performing these activities related to physical health, mental health or substance abuse services.

Examples of Code 8 are:

- I followed up with teacher about a student's Medi-Cal covered mental health services.
- I attended a meeting where we discussed with parents about their son's on-going Medi-Cal covered speech language services.
- I coordinated with teacher on a student's Medi-Cal covered nursing services.
- I discussed with a teacher the progress of the Medi-Cal covered mental health counseling provided to students.
- I followed-up with a parent regarding a student's continuing Medi-Cal covered occupational therapy services.

### Code 7

Coordination and Monitoring of non Medi-Cal services should be used for social, educational, or vocational programs not related to Medi-Cal covered health services.

Examples of Code 7 are:

- I followed up with teacher about a student's tutoring services for English.
- Attended a meeting where we discussed with parents about their child's academic program.

### Code Comparisons

What is the difference between Code 2: Direct Medical Services and Code 8: Ongoing Referral, Coordination & Monitoring of Medi-Cal Services?

Code 2	Code 8
<ul style="list-style-type: none"><li>• If the service provider is speaking with their assistant about a student's direct medical service as part of supervision, this time belongs in Code 2.</li><li>• If the service provider is updating the parents on their student's test or assessment results, this time belongs in Code 2.</li><li>• If the service provider is arranging or scheduling services, this time belongs in Code 2.</li></ul>	<ul style="list-style-type: none"><li>• If you are not the direct service provider, any time you spend arranging, coordinating or overseeing the delivery of Medi-Cal covered services, belongs in Code 8.</li><li>• If you are the direct service provider, time spent on case coordination, monitoring of other's referrals and follow up, belongs in Code 8.</li></ul>

What is the difference between Code 4: Initial Medi-Cal Outreach and Code 8: Ongoing Referral, Coordination & Monitoring of Medi-Cal Services?

Code 4	Code 8
<ul style="list-style-type: none"><li>• If you are making an initial referral, this time belongs in Code 4.</li><li>• You are not allowed to make initial referrals for mandated services! This time belongs in Code 2.</li></ul>	<ul style="list-style-type: none"><li>• If you are following up on an initial referral, this time belongs in Code 8.</li><li>• If you are following up on physical exams, vision or hearing services, this time belongs in Code 8 and you do not need to specify "non-mandated."</li></ul>

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## Codes 9 & 10: Arranging Transportation

Use these codes when assisting a student and/or family to obtain transportation to services, activities, or programs.

### Code 10

Transportation for Medi-Cal services should be used when arranging transportation to Medi-Cal covered health services. (This code does not include driving or accompanying a student or family to the service site, which would be more appropriate in Code 9.)

Examples of Code 10 are:

- I arranged transportation for a student to go from school to Medi-Cal covered speech therapy.
- I provided directions to a student's family to the Regional Center for Medi-Cal covered mental health services.
- I spoke with a transportation supervisor about bus changes to a route for a student who receives Medi-Cal covered occupational therapy services.

### Code 9

Non-Medi-Cal Transportation should be used with non Medi-Cal covered services only.

Examples of Code 9 are:

- Arranged for student to get home from school.
- Called 911 for emergency transportation/ambulance.
- Arranged for field trip transportation.

## Codes 11 & 12: Translation Services

These codes are used when you spend time arranging for a translator, spend time interpreting for someone who is having a conversation with another party, or translating documents.

### Code 12

Medi-Cal Translation should be used for any type of Medi-Cal covered services.

Examples of Code 12 are:

- I arranged for a translator for a meeting with parents and a teacher to discuss the student's progress in Medi-Cal covered nursing services.
- I translated a referral to Medi-Cal covered occupational therapy services from the school nurse to a parent.
- I translated a student's written Medi-Cal covered speech language services plan for a parent.

### Code 11

Non Medi-Cal Translation should be used with non Medi-Cal covered health services only.

Examples of Code 11 are:

- Performing translation services for educational services in an IEP meeting.
- Arranging for a translator to assist during a meeting where they will discuss a student's academic progress.
- Translating the academic progress documentation for parents of student.

### Notes:

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## Codes 13 & 14: Program Planning, Policy Development & Interagency Coordination

These codes are to be used by administrators who assess district, county, and/or community needs, find ways to meet those identified needs, and work towards improving service delivery.

### Code 14

Medi-Cal Program Planning, Policy Development & Interagency Coordination should be used for Medi-Cal covered health, mental health & substance abuse services.

Examples of Code 14 are:

- Attended meeting to expand the Medi-Cal covered drug/alcohol counseling services available in our district.
- I collaborated with the county health department staff to develop a network of Medi-Cal covered nursing services for our school's students and their families.
- I negotiated and processed contracts that support interagency coordination and improvement in the delivery of Medi-Cal covered speech language services in my district.

### Code 13

Program Planning, Policy Development & Interagency Coordination for non Medi-Cal services should be used for program planning for non Medi-Cal covered programs, such as developing district-wide goals for educational or social programs that are not related to health.

Examples of Code 13 are:

- Developing strategies to implement mandated H1N1 or TDAP (i.e., Pertussis or Whooping Cough) immunizations.
- Working with community afterschool programs to ensure the needs of students and their families are being met.

## Code 15: Medi-Cal Claims Administration, Coordination & Training

Use this code when you are performing activities directly related to the coordination of the MAA program. This does not include completing your time survey. (Effective this year, that time belongs in Code 16.)

Examples of Code 15 are:

- As the MAA Coordinator, I answered questions about MAA from time survey participants.
- As the MAA Coordinator, I discussed the MAA activity codes with my MAA participants.
- As the MAA Coordinator, I planned a refresher training on the MAA program.

### Notes:

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## Code 16: General Administration & Paid Time Off

Use this code when you are completing tasks that would be common to any job and are not specific to working in an educational setting, for paid time off or for time spent filling out the MAA time survey. If you are not paid for your time off, you cannot record that time on the survey. Unpaid days off, such as non-paid furlough days, should not be recorded on your time survey.

Examples of Code 16 are:

- I filled out my MAA time survey.
- I took a paid sick day on 9/8/11.
- I took my daily paid breaks.
- I performed a Human Resources evaluation of staff.
- I participated in an emergency earthquake drill.

## Code Comparisons

What is the difference between Code 1: School-Related, Educational & Other and Code 16: General Administration & Paid Time Off?

Code 1	Code 16
<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Filling out MAA time survey</li> </ul>
<ul style="list-style-type: none"> <li>• Social and educational activities you were specifically hired to do (non-health related)</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<ul style="list-style-type: none"> <li>• All clerical activity and paperwork related to education (i.e. instruction, curriculum, academics, attendance, etc.)</li> <li>• Tidying desk space, answering general email and voicemail messages</li> </ul>	<ul style="list-style-type: none"> <li>• Filling out Human Resources and personnel related paperwork and forms</li> <li>• Completing personal mileage and expense claims</li> </ul>
<ul style="list-style-type: none"> <li>• Attending meetings or conferences that are related to your job:               <ul style="list-style-type: none"> <li>- Weekly staff meetings</li> <li>- Student Success Teams (SST)/ School Attendance Review Boards (SARB) meetings</li> <li>- Professional development conferences</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Attending required general purpose (i.e., non-academic) in-service trainings and events such as:               <ul style="list-style-type: none"> <li>- Emergency preparedness meeting</li> <li>- Human Resources meeting regarding benefits planning</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• General supervision of students (lunch, recess)</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Supervisory work that is academic or educational in nature that you were specifically hired to do</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources - related annual staff performance reviews</li> </ul>
<ul style="list-style-type: none"> <li>• Reviewing school policies related to education and curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing non-academic general policies, such as emergency preparedness, procedures or rules</li> </ul>
<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Paid Time Off (i.e., vacation days, sick time, jury duty, lunch break, etc.)</li> </ul>

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.



# Coding Considerations for Health Providers

Examples: Nurses, Psychologists, Counselors, Occupational Therapists, Physical Therapists, Speech/Language Pathologists, Health Assistants/Technicians, and Audiologists

## Non-Reimbursable Activities

CODE 1

- I sat in a staff meeting where new health education curriculum was discussed.
- I attended an all-day nursing conference.

CODE 2

- I assessed/tested a student.
- I treated/did therapy with a student.
- I administered medication to students.
- I provided first aid for a student.

CODE 3

- I referred families to social service programs such as McKinney-Vento, Women, Infants and Children (WIC) or Child Protective Services (CPS).

## Reimbursable Activities: Example Samples

CODE 4

- I explained the Medi-Cal program to a parent.
- I made an initial referral for a student to receive Medi-Cal covered physician services.
- I informed staff about the different Medi-Cal programs and services available to students.

CODE 6

- I helped a parent complete the Supplemental Security Income (SSI)/Medi-Cal application.

CODE 8

- I attended an IEP meeting to discuss a student's progress in Medi-Cal covered physical therapy.
- I discussed a student's Medi-Cal covered medication/nursing services related to asthma.
- I followed-up with the School Nurse on a student's Medi-Cal covered nursing services.

CODE 12

- I arranged for an interpreter to attend an IEP where a student's Medi-Cal covered speech/language services would be discussed.

CODE 14

- I planned a meeting with a community health clinic regarding the expansion of Medi-Cal covered nursing services to students district-wide.

CODE 16

- I took two 15 minute paid breaks daily.
- I filled out my MAA time survey.

## Special Considerations

- Providing direct medical services (including related paperwork, clerical activity and training) is Code 2.
- Referrals or coordination for state-mandated screenings and immunizations belong in Codes 3 or 7 (state mandated services are not covered by Medi-Cal).
- Code 13 and 14 are typically reserved for high level program planning, policy development and interagency coordination on the county/district-wide level.

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# Coding Considerations for Administrators

Examples: Assistant Superintendents, Principals, Assistant Principals, and Special Education Directors

## Non-Reimbursable Activities

### CODE 1

- I attended an all-day school administrators' conference where education was discussed.
- I performed educational-specific oversight responsibilities and supervised the campus.
- I attended a meeting to plan academic goals and curriculum for the school year.
- I discussed curriculum and lesson planning with teachers.

### CODE 2

- I gave first aid to a student.

### CODE 7

- I discussed ongoing tutoring services of a student at a meeting with a teacher.

### CODE 13

- I met with various agencies to expand student access to social service or educational programs district-wide.

## Reimbursable Activities: Example Samples

### CODE 4

- I handed out Medi-Cal brochures to students.
- I informed families of health services available through Medi-Cal.
- I provided information on where to apply for Medi-Cal in the principal's newsletter.
- I directed a School Counselor to make initial referral for student to Medi-Cal covered mental health services.

### CODE 8

- I discussed, with a teacher, a Medi-Cal covered mental health service follow-up referral for student.
- I conferred with an Assistant Principal about a student's Medi-Cal covered mental health counseling progress.
- I followed up with family about a child who is in a Medi-Cal covered substance abuse treatment program to check on his progress.
- I participated in an IEP discussion about student's Medi-Cal covered speech therapy services.
- I followed-up with a teacher about a student's need for ongoing Medi-Cal covered mental health services.

### CODE 12

- I arranged for a translator to assist me with a discussion with a parent about their student's ongoing Medi-Cal covered occupational therapy and nursing services.

### CODE 14

- I met with County Mental Health to discuss increasing the Medi-Cal covered mental health services available to children in the district.
- I worked with district speech therapists to develop a program to fill gaps in Medi-Cal covered speech services to students district-wide.

### CODE 16

- I reviewed our district emergency evacuation plan.
- I conducted a Human Resources annual personnel evaluation of a staff member.
- I filled out my MAA time survey.

## Special Considerations

- Performing program specific oversight responsibilities and supervision should be recorded in Code 1.

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# Coding Considerations for Teachers

Examples: SDC/RSP Teachers, Cal-SAFE Teachers, Learning Specialists, and Adaptive PE Teachers

## Non-Reimbursable Activities

CODE 1

- I performed classroom instruction.
- I provided information about only the students' academic progress in the classroom and made recommendations for new classroom placement.
- I supervised students during recess/lunch.

CODE 3

- I referred students to the district's educational (i.e. tutoring) or social services.

CODE 7

- I contacted a social worker to follow up on a student's placement in foster care.

## Reimbursable Activities: Example Samples

CODE 4

- I encouraged a parent to apply for Medi-Cal due to child's frequent visits to the nurse's office.
- I passed out Medi-Cal /Healthy Families brochures to students.
- I reviewed a brochure about Medi-Cal and explained eligibility to pregnant teens.
- I discussed the availability of Medi-Cal covered physician services with a parent.
- I made an initial referral for Medi-Cal covered speech therapy services for a student.
- I handed out Medi-Cal information packets to parents at Back to School Night.

CODE 8

- I monitored a student's progress to determine if Medi-Cal covered speech services were meeting IEP goals.
- I conferred with a Physical Therapist about additional Medi-Cal covered physical therapy services needed for a student.
- I discussed the progress of a student's IEP Medi-Cal covered occupational therapy services as part of ongoing case coordination.
- I case managed a student's Medi-Cal covered speech services as part of case coordination.

CODE 10

- I helped a student plan a bus route to a Medi-Cal covered prenatal appointment.
- I gave directions to a student to a local health clinic for Medi-Cal covered nursing services for illness.

CODE 12

- I arranged for an interpreter to translate during a parent-teacher meeting where Medi-Cal covered speech therapy services would be discussed.

CODE 16

- I filled out my MAA time survey.
- I took a daily paid 15 minute break.
- I took a paid sick day on 09/12/11.

## Special Considerations

- "Special education services" are often Medi-Cal covered services. However, samples must be linked to Medi-Cal and further explained to clarify the specific TYPE of Medi-Cal covered services involved (such as mental health services, speech services, occupational therapy services, physical therapy services, etc.).

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# Coding Considerations for Clerical Staff & Community Outreach

Examples: Attendance Clerks, School Secretaries, Administrative Assistants, and School Community Liaisons

## Non-Reimbursable Activities

Code 1

- I organized, updated and filed student academic and attendance records.
- I prepared education-related forms and correspondence (e.g. school calendar/events).
- I processed time sheets and payroll information for the pay period.
- I attended a staff meeting where student registration was discussed.
- I monitored/supervised the playground.

Code 2

- I provided first aid to students.

Code 3

- I sent out informational fliers on a tutoring program

## Reimbursable Activities: Example Samples

Code 4

- I copied Medi-Cal outreach flyers for distribution at Parents' Night.
- I referred a parent to the Resource Center for information on Medi-Cal mental health services.
- I prepared and sent letters home giving information on where to access Medi-Cal covered physician services.

Code 6

- I copied documents that a family needed for their Supplemental Security Income (SSI)/Medi-Cal application.
- I assisted a family with completing their Medi-Cal/Healthy Families enrollment application.

Code 8

- I followed up on a referral made for a family to make sure they received the Medi-Cal mental health services.
- I discussed a student's progress in Medi-Cal covered speech therapy with the speech therapist.

Code 10

- I arranged transportation for a family to get to a Medi-Cal covered mental health service appointment.

Code 12

- I translated for a school nurse to a parent regarding available Medi-Cal covered non-mandated dental services.
- I arranged for a translator at a Student Success Teams (SST) meeting for school staff and parents to discuss Medi-Cal covered nursing services.

Code 16

- I took two 15 minute paid breaks daily.
- I took a personal paid day off on 9/10/11.
- I filled out my MAA time survey.

## Special Considerations

- Code 13 and 14 are typically reserved for high level program planning, policy development and interagency coordination on the county/district-wide level. Only staff members who have this in their job description may record time in these codes.
- Time spent performing general administration directly related to your job description (e.g. filing, drafting correspondence, updating school records, data entry, etc.) belongs in Code 1. Please check with your MAA Coordinator for more details.

"Health" includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# "Did You... MAA Today?" & Sample Examples

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Remember: You do not need to know if a student is covered by Medi-Cal for your time to count as MAA time.

## Code 4: Did you...

... discuss a student's nursing, speech, occupational therapy, physical therapy, mental health counseling or substance abuse needs/issues and refer them to the district nurse, psychologist, occupational therapist, physical therapist or speech therapist either formally (such as a School Attendance Review Boards (SARB) or Student Success Teams (SST)) or informal (in passing conversation)?

- Example of a sample: *I made an initial referral of a student to Medi-Cal covered (Insert appropriate nursing, physician, speech, occupational therapy, physical therapy, mental health or substance abuse service here).*

...attend an IEP where an initial referral was made to a nursing, physician, speech, occupational therapy, physical therapy, mental health counseling, substance abuse, etc. service? (Only code the time spent discussing the initial referral)

- Example of a sample: *I made an initial referral of a student to Medi-Cal covered (Insert appropriate nursing, physician, speech, occupational therapy, physical therapy, mental health or substance abuse service here).*

...refer students to substance abuse intervention programs, mental health counseling, the 'doctor,' etc.?

- Example of a sample: *I made an initial referral of a student to Medi-Cal covered (Insert appropriate nursing, physician, speech, occupational therapy, physical therapy, mental health or substance abuse service here).*

## Code 8: Did you...

...discuss a student's ongoing speech therapy, occupational therapy, physical therapy services, physician/nursing and/or mental health counseling, etc. services with anyone (staff, student, parent, etc.)?

- Example of a sample: *I provided information to the (Insert title of person, i.e. parent, teacher, etc.) about a student's ongoing Medi-Cal covered (Insert appropriate nursing, physician, speech, occupational therapy, physical therapy, mental health or substance abuse service here) services in an IEP as part of case coordination.*

...discuss the progress of a student's speech or occupational therapy, physical therapy, substance abuse, nursing/physician and/or mental health counseling, etc. services with anyone (staff, student, parent, etc.)?

- Example of a sample: *I consulted with the (Insert title of person, i.e. parent, teacher, etc.) concerning the progress of a student's Medi-Cal covered (Insert appropriate nursing, physician, speech, occupational therapy, physical therapy, mental health or substance abuse service here) as part of case coordination.*

...review and monitor a student's IEP services such as IEP assessments, speech therapy, mental health counseling, or nursing treatments? Note: provision of assessments, reports, or any direct medical service is Code 2 activity.

- Example of a sample: *I reviewed and monitored progress of a student receiving Medi-Cal covered (Insert appropriate nursing, speech, occupational therapy, physical therapy, mental health or substance abuse service here).*

...follow up on any referrals made to physician, speech, occupational therapy, physical therapy, mental health and/or substance abuse services?

- Example of a sample: *I followed-up with the (Insert title of person, i.e. parent, teacher, case carrier, student, etc. here) to confirm follow through with the referral from student's Medi-Cal covered (Insert appropriate nursing, physician, speech, occupational therapy, physical therapy, mental health or substance abuse service)*

# MAA Daily Tracker

Record daily activities, including paid time off

	Day 1	Day 2	
HOUR 1			<ul style="list-style-type: none"> <li>•Did I copy, download and/or print any Medi-Cal outreach information today?</li> <li>•Did I provide any written/oral information to parents via students about the Medi-Cal Program or covered services?</li> <li>•Did I talk to any student's parents about speech or mental health services?</li> <li>•Did I make any initial referrals to speech, occupational therapy, physical therapy or mental health services?</li> <li>•Did I attend any meetings (Student Success Teams (SST), IEP, School Attendance Review Boards (SARB)) where nursing, speech or mental health referrals were discussed?</li> <li>•Did I collaborate with another professional regarding Medi-Cal outreach strategy for our district?</li> <li>•Did I speak to anyone about services which may be covered by Medi-Cal?</li> </ul> <p style="text-align: center;"><b>Code 4 Activities</b></p>
HOUR 2			
HOUR 3			<p style="text-align: center;"><b>Code 6 Activities</b></p> <ul style="list-style-type: none"> <li>•Did I provide any Medi-Cal/Healthy Family applications to any families?</li> <li>•Did I help anyone complete a Medi-Cal/Healthy Family application?</li> <li>•Did I submit a Medi-Cal/Healthy Family application for a family?</li> </ul> <p style="text-align: center;"><b>Code 8 Activities</b></p> <ul style="list-style-type: none"> <li>•Did I follow-up on any Medi-Cal outreach materials previously provided to families?</li> <li>•Did I follow-up on any student's mental health services?</li> <li>•Did I consult with any other staff members regarding student's on-going nursing services?</li> <li>•Did I follow-up on any referrals previously made for speech therapy services?</li> </ul> <p style="text-align: center;"><b>Code 10 Activities</b></p> <ul style="list-style-type: none"> <li>•Did I follow-up on any substance abuse services which were discussed during (Student Success Teams (SST), IEP, or School Attendance Review Boards (SARB)) meetings?</li> </ul> <p style="text-align: center;"><b>Code 12 Activities</b></p> <ul style="list-style-type: none"> <li>•Did I arrange for any transportation for a student to occupational therapy, physical therapy services?</li> </ul> <p style="text-align: center;"><b>Code 14 Activities?</b></p> <ul style="list-style-type: none"> <li>•Did I arrange for any translation services regarding mental health services covered by Medi-Cal?</li> <li>•Did I provide any translation about nursing services covered by Medi-Cal in an IEP?</li> </ul> <p style="text-align: center;"><b>Code 16 Activities</b></p> <ul style="list-style-type: none"> <li>•Did I work with any practitioners or outside agencies to provide or improve a specific Medi-Cal covered service district wide?</li> <li>•Did I take any paid time off today?</li> <li>•Did I record time filling out my MAA Time Survey?</li> </ul>
HOUR 4			
HOUR 5			
HOUR 6			
HOUR 7			
HOUR 8			

# MAA Daily Tracker

Record daily activities, including paid time off

	Day 3	Day 4	Day 5
HOUR 1			
HOUR 2			
HOUR 3			
HOUR 4			
HOUR 5			
HOUR 6			
HOUR 7			
HOUR 8			

\*Health\* includes services such as Nursing/Physician, non-mandated Dental/Vision, Speech, Occupational Therapy, Physical Therapy, Mental Health & Substance Abuse Services.

# Getting Started with Virtual MAA Training

Getting the most out of your training experience



You have been selected to complete your MAA time survey training online! Program regulations require that you participate

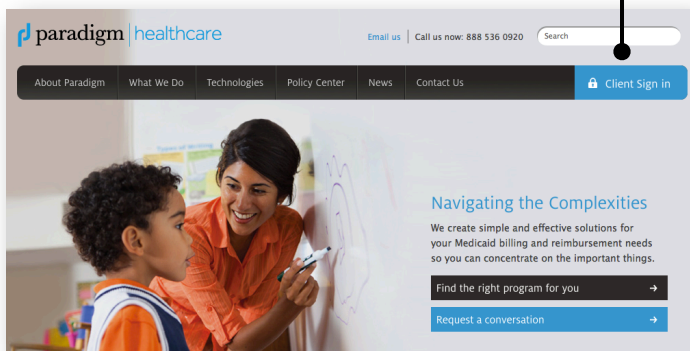
If you need technical assistance at anytime, please contact us at **888-536-0920**, or contact your MAA Coordinator.

## Getting Started

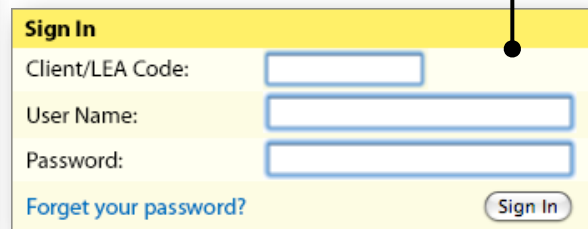
MAA Gateway is a web-based application. You must be connected to the internet.

**1** Go to [paradigm-healthcare.com](http://paradigm-healthcare.com)

**2** Click here to sign into MAA Gateway.



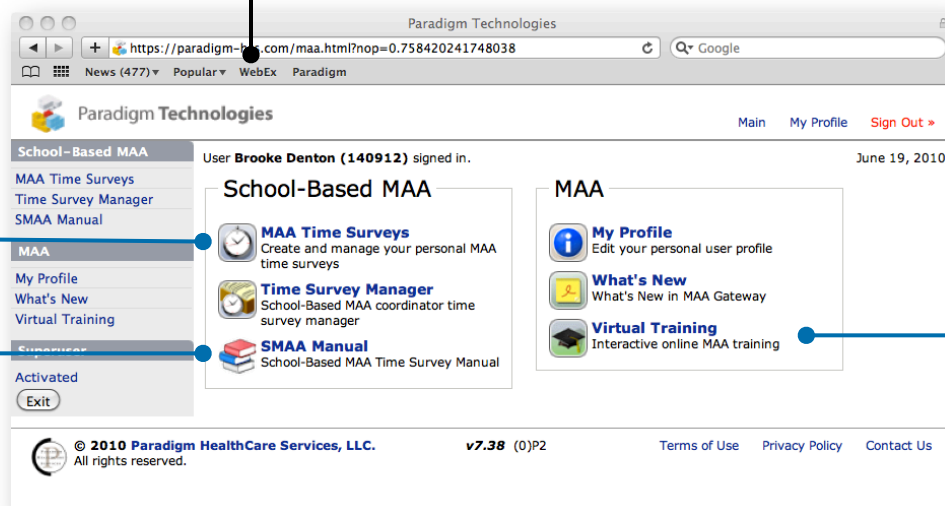
**3** Enter your user information, and click Sign In.



MAA home page.

**4** Click to create, edit, and view your time surveys.

View e-copy of training manual for assistance.



Access the MAA virtual training course (if available).

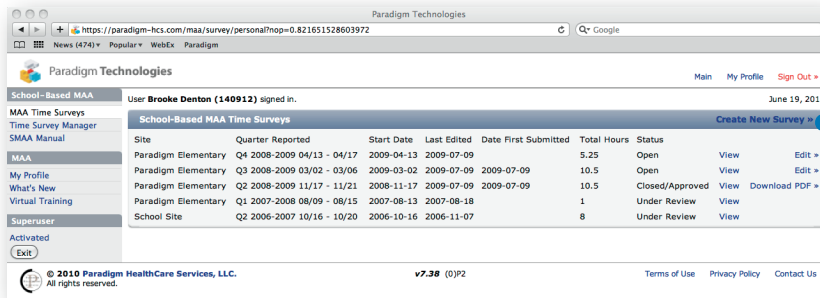




# MAA Time Surveys

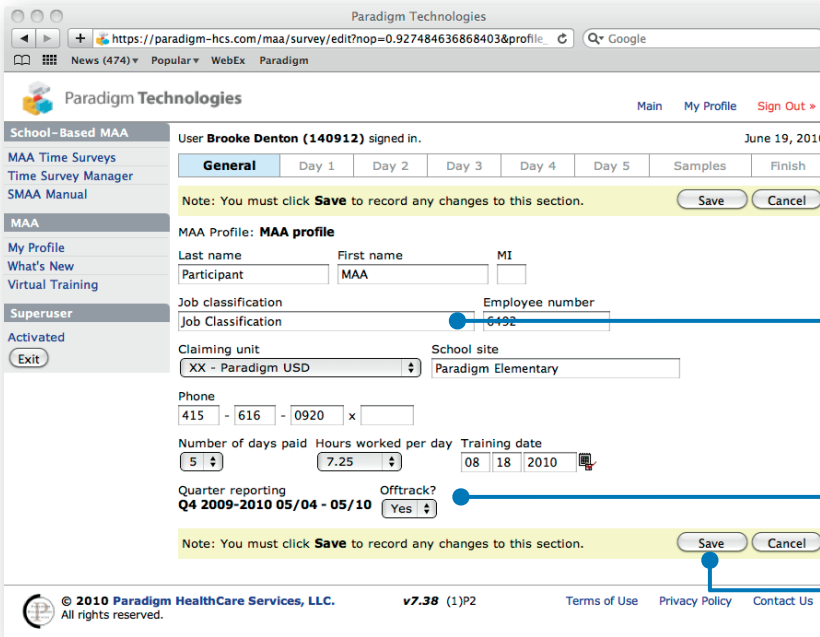
Getting started with your time surveys.

## Creating a New Time Survey



1

Click **Create New Survey**. Fill in the details on the next screen, and click **Create Survey**.



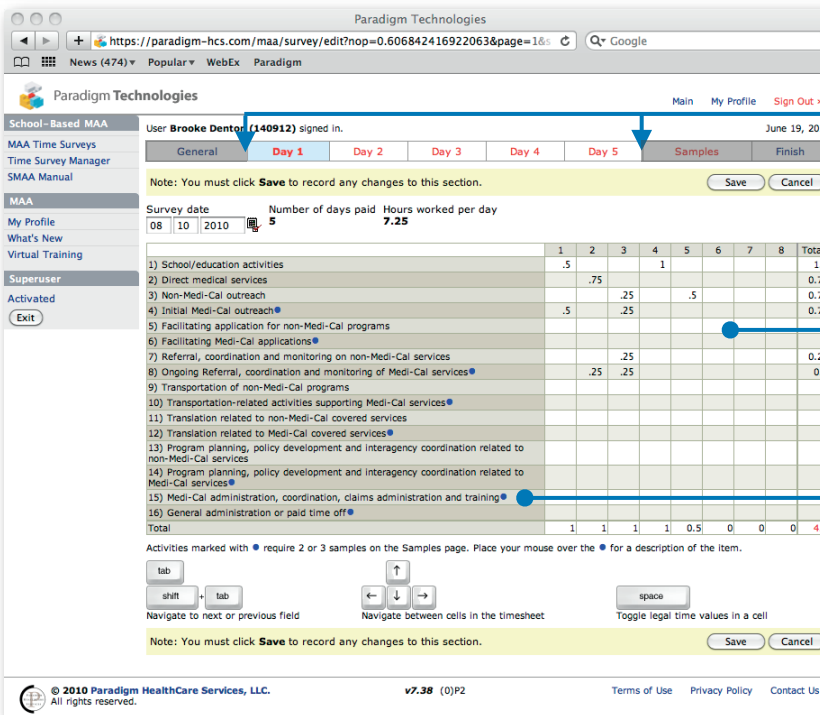
2

Fill in your **General Information** as instructed during your training (see page 4).

Be careful to select the right job classification, **paid** working hours, and days for the time survey week.

Select **Yes** for **Offtrack?** if the dates listed for "Quarter reporting" do not match the dates you are actually time surveying.

Click **Save** before leaving the page.



3

Click the links along the top to access each time survey day.

Enter your time in 15 minute increments. Each column should add up to "1" (except the last column, in some cases).

**Tips:** Mouseover the **blue dots** for information on the reimbursable codes. Items in **red** indicate incomplete information or an error.

## Filling In Your Samples

Save time and frustration by writing it right! See page 16 in your manual for help on writing samples.

4

Click the **Samples** link to enter in sample text.

Write one sample for each text box you see.

**Tips:** Use **keywords** in your samples, and look to the on-screen notes for assistance.

Mouseover the **blue dots** for extra help in writing your samples.

Click **save** before leaving the page.

## Submitting Your Time Survey

5

Click the **Finish** link. If your time survey has no errors, click the **Submit for Approval** button and then click **Save**. This will submit your time survey to your MAA coordinator.

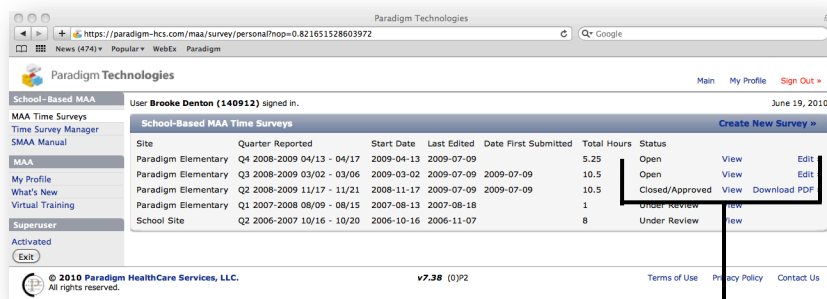
**Tip:** If you are unable to click Submit for Approval due to errors, look for the **red links**. This will direct you to the page that needs correction.

## What Happens Now?

Your time survey is now ready for review! Your MAA coordinator (in partnership with Paradigm) will review your time survey to identify any errors. Your MAA coordinator will be in touch to alert you of needed corrections, or final approval. Once this occurs, follow the steps outlined in the next section, "Edit, Print Your Survey"

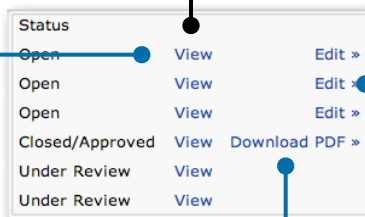
# Edit, Print Your Survey

After your MAA coordinator has reviewed your time survey, you may need to make corrections. You are the only one that can edit the details of your time survey. Follow these steps to complete your corrections, and when instructed, to print your time survey for signature (in **blue ink!**).



**1** Click **View** to review correction notes for your time survey.

**Tip:** Print this page for reference while you edit your time survey.



**2** Click **Edit** to access your time survey. Simply go the page that needs correction (e.g., **Samples**).

**3** You will only print your time survey once your MAA coordinator has instructed you to do so.

To print your time survey, click **Download PDF**. A pop-up box will appear. Select **Open**. Your time survey will appear in PDF format, ready to be printed and signed (in **blue ink!**).

Immediately forward the signed time survey to your MAA coordinator.

After you have made your corrections, remember to click **Finish** to resubmit your time survey to your coordinator. (See also previous page, "Submitting Your Time Survey.")

**Tip:** If you do not see **Edit**, contact your MAA coordinator to reopen your time survey.

## Tips!

- You can reset your own password by clicking the **Forget Your Password?** link on the Sign In box.
- Visit page 5 for information on samples and how to "Write it Right!"
- If you need assistance at any time, feel free to contact Paradigm at **888-536-0920**.