

**Yolo County Office of Education
1280 Santa Anita Court, Suite 100
Woodland CA 95776**

**LEC Advisory Committee Meeting Minutes
August 7, 2014**

LEC Coordinator/Representative Attendees:

Sharon Battaglia, Sonoma County Office of Education - Region 1
Randy Jones, Glenn County Office of Education - Region 2
Marjorie Rollins, Sutter County Superintendent of Schools, **Co-Chair** - Region 3
Michelle Cowart, Contra Costa County Office of Education - Region 4
Monica Morgan, Santa Cruz County Office of Education - Region 5
Janice Holden, Stanislaus County Office of Education - Region 6
Susan Ellyson, Madera County Office of Education - Region 7
Ken Gragg, Kern County Superintendent of Schools - Region 8
Margaret Roux, Kern County Superintendent of Schools - Region 8
Annette Jewell, Orange County Department of Education - Region 9
Rosalee Hormuth, Orange County Department of Education - Region 9
Andrea Tennyson, San Bernardino County Superintendent of Schools - Region 10
Octavio Castelo, Los Angeles County Office of Education **Co-Chair** - Region 11
Phillip Downing, Los Angeles County Office of Education - Region 11

Other Attendees:

Tony Teresi, Department of Health Care Services (DHCS)
Janice DiCroce, San Diego LGA
Bill Cornelius, Sutter County Superintendent of Schools
Ellin Chariton, Orange County Department of Education

Absent:

1.0 Introductions

Each individual stated his/her name and agency affiliation.

2.0 Additions to the Agenda

None

3.0 Approval of Minutes

The June 5, 2014 LEC Advisory Committee Meeting Minutes were approved.

4.0 Department of Health Care Services (DHCS) and Co-Chairs Report

4.1 DHCS Update

4.1.1 SMAA Implementation Plan for final submission to CMS (July 31, 2014) – status

DHCS Chief Tony Teresi reported that the final version of the SMAA manual was submitted to CMS (Centers for Medicare and Medicaid Services) on 7/31/14. No feedback was received from CMS as of today (8/7/14).

4.1.2 DHCS July 18th request to CMS for an extension of RTC deferred invoices to June 30, 2015 – status

No response yet from CMS, DHCS hopes to hear something soon.

4.1.3 Request for a delay of the RMTS methodology to start 2014/2015 3rd quarter

- No response yet from CMS, DHCS hopes to hear something soon. A committee member asked Chief Tony Teresi if he had any idea how long it could take for a response from CMS. Chief Tony Teresi responded that all requests must go through a chain of command and that CMS (Baltimore) would weigh in on each request before the regional CMS representative would provide a response to DHCS.
- Co-Chair Margie Rollins stated that she notified Jennifer Brooks (DHCS) of the current RMTS vendor timeline and that it was imperative that CMS provide guidance/approval relative to the start date of RMTS. Jennifer Brooks informed Co-Chair Margie Rollins that she would follow up with CMS on Monday (8/11/14).

4.2 DHCS Meeting with LEC LGA Coordinators and Committees – status

4.2.1 New plans on how DHCS will be communicating with contractors?

- Chief Tony Teresi stated that DHCS was still evaluating how communications would be handled with contractors. At this time, everything would continue as it has in the past.
- A committee member stated that contractors (LECs) should be notified in advance of any planned changes in communication between DHCS and LECs. Chief Tony Teresi agreed.
- A committee member recalled that DHCS had stated in the past that discussion between LECs & DHCS would happen prior to any decision by DHCS to cease attending LEC Advisory Committee meetings.

4.2.2 RMTS Collaborative/Advisory Workgroup – report/purpose of the Workgroup and expected outcomes

- Chief Tony Teresi stated that the purpose of the RMTS Collaborative and the Advisory Workgroup was to facilitate communication between stakeholder groups.
- Superintendent Cornelius asked what the role of CDE (California Department of Education) was in these meetings and Chief Tony Teresi replied that they were invited because they have a direct line to school districts. Superintendent Cornelius stated that he had not seen anything published to school districts from CDE relative to the SMAA Program.
- Superintendent Cornelius stated that he understood the need for DHCS to include stakeholder input. He also stated that the Advisory Workgroup meetings are much different than LEC Advisory Committee meetings and he would encourage DHCS to continue attending the LEC Advisory Committee meetings. Chief Tony Teresi stated that he would bring this suggestion back to DHCS administration.
- Chief Tony Teresi stated that DHCS would continue to meet with the Advisory Workgroup (comprised of representatives from CCESA, ACSA, CTA, CDE, CSBA, Teachers for Healthy Kids, Health and Human Services) as long as there was a stated interest from the parties involved. It was the intent of DHCS to provide a platform to SMAA stakeholders as long as the stakeholders felt that it was necessary.
- A committee member stated that as long as all possible stakeholders now have a communication bridge with DHCS, we could keep the LEC Advisory Committee separate as a contractor meeting between regional LECs and DHCS.
- A committee member asked DHCS what the expectation of the new Advisory Workgroup attendees was – was it to spread communication? Chief Tony Teresi stated he did not know what the expectation (of DHCS) was relative to the Workgroup attendees, but he would take this question back to DHCS administration.
- Superintendent Bill Cornelius suggested that DHCS provide a summary of the Advisory Workgroup meetings to everyone to provide a common message. Chief Tony Teresi stated he would take this suggestion back to DHCS administration.
- A LEC Committee member stated that in her region, one of her claiming units contacted DHCS (Jennifer Brooks) directly regarding conditional denial letters. Superintendent Cornelius stated that this is an example of DHCS not following the proper process. DHCS should ask the claiming unit if they went through the proper channels (LEC, County Superintendent) before DHCS attempts to assist the claiming unit.
- Co-Chair Margie Rollins asked if DHCS conducts SMAA meetings/telephone conversations with individual stakeholders. Chief Tony Teresi stated that as far as he knew, DHCS participates in meetings/conferences when they are invited (depending on their availability).
- Co-chair Margie Rollins stated that because LECs are responsible for providing oversight and support to LEAs in their respective regions, it is

important that LECs be informed when additional meetings/conversations take place. Chief Tony Teresi reiterated that he would take all of these concerns back to DHCS administration.

4.3 LEC and PCG Contracts – CMS/DHCS requiring specific language in the contracts? Any provisions/items that must be included?

- Chief Tony Teresi stated that DHCS would need to see contracts at some point in time to ensure that they comply with the manual. CMS would also be reviewing the contracts. Co-Chair Margie Rollins said that she would provide the boilerplate contract to DHCS to begin the review process.
- Co-Chair Octavio Castelo asked if DHCS would be reviewing the LEC contracts with their respective LEAs. Chief Tony Teresi stated that right now DHCS would only be reviewing the vendor contracts. LEA contracts would be reviewed as part of future site visits.
- A committee member stated that the RMTS vendor (Public Consulting Group-PCG) was asking LECs to meet implementation timelines that were already very difficult, if DHCS and CMS must review each LEC contract, the implementation process would be slowed down.
- A committee member asked DHCS to clarify whether or not LECs could move forward with RMTS software training (for MAA Coordinators) before DHCS provides a statewide training. Chief Tony Teresi stated that DHCS must review and approve all training materials. He further stated that he had not seen PCG's training materials and that CMS had not yet approved DHCS' training materials. A committee member reminded Chief Tony Teresi that the PCG training was only on the RMTS software, not on the MAA Program.
- Superintendent Bill Cornelius stated that it was imperative for DHCS to provide immediate guidelines on training so that LECs could move forward in the event that RMTS would begin on October 1, 2014. Chief Tony Teresi responded that he would talk with DHCS administration and provide an answer.
- Chief Tony Teresi stated that at this time he could not recommend that anyone move forward with training until DHCS gets approval from CMS. He further stated that all training requirements come from CMS.

4.4 RMTS Implementation

4.4.1 Coder training – scheduled?

Chief Tony Teresi stated that coder training could not be scheduled until DHCS gets a response on the request for an extension of the RMTS implementation date. That should apply to all trainings.

4.4.2 Consortia language indicates all consortia must be developed and identified three months prior to the beginning of the SFY. Exception for initial implementation?

Chief Tony Teresi stated that DHCS would be flexible and make exceptions during the initial RMTS implementation.

4.4.3 Revised timeline for implementation

- DHCS is in the process of developing a new timeline for implementation. Once DHCS receives approval from CMS, LECs will be asked for input into the timeline development.

- A committee member asked DHCS about the use of an equivalency list to use for job title approval for RMTS participants. Chief Tony Teresi stated that there was not an official process in place at this time, but an equivalency list would be a good idea. DHCS would be required to pre-approve participant lists and equivalency lists. The initial approval of titles/positions would be addressed at some point by DHCS and by a higher level of administration than Chief Tony Teresi's position. The decision to allow titles that are not on the authorized position list and the decision to allow equivalency lists would be made by DHCS administration and CMS.
- A committee member asked about community college job categories and approved titles and asked if this was being worked on by DHCS. Chief Tony Teresi stated that a community college participation list was being worked on by DHCS and a community college representative. Chief Tony Teresi does not know at this time if the college list will stand on its own or be incorporated into the approved participation list.

4.4.4 Status of San Diego LGA's RFP

Chief Tony Teresi said he would defer to the LGA Co-Chairs regarding this item. There were no LGA Co-Chairs present.

4.5 Reasonableness Test Criteria (RTC)

4.5.1 New instructions regarding the payback of deferred invoices – status

- Chief Tony Teresi stated that DHCS is almost ready to submit a few test packages of invoices (to the DHCS accounting unit) that will require netting amounts owed with amounts not yet paid. One package will be for invoices within a fiscal year and one package will be for invoices that cross fiscal years. Accounting will work on the test packages to determine a best practice for processing. No policies are in place at this time for a process to “net” dollars and reconcile accounts of money owed to DHCS and money held by DHCS. The test packages will assist accounting in developing a policy to ensure all accounts are balanced.
- A committee member asked DHCS if LECs would be receiving a list of approved invoices from DHCS. Chief Tony Teresi responded that DHCS is getting close to completing the development of reports for LECs that will include a report listing invoice status. Chief Tony Teresi anticipates that these reports would be ready (to share) within weeks.
- A committee member asked about the vendor fee calculation sheet and clarification on whether a claiming unit could submit more than one quarter at a time on the vendor fee calculation sheet. Chief Tony Teresi stated that he would look into this and provide clarification.

5.0 CCSESA (California County Superintendents Educational Services Associate) Update

- Superintendent Bill Cornelius reported that he and CCSESA Executive Director Peter Birdsall would continue to attend stakeholder meetings representing CCESSA. In addition, he would keep county superintendents apprised of SMAA Program status at CCSESA meetings.

- Superintendent Bill Cornelius stated that the LEC Advisory Committee has the support of the County Superintendents and he encouraged LEC committee members to talk with their respective County Superintendents about the SMAA Program. He further encouraged LEC committee members to keep him informed of what items require involvement at higher administrative levels. Superintendent Cornelius stated that he would continue to advocate for the LEC Committee as necessary with DHCS management and state legislators.
- The LEC Advisory Committee expressed their gratitude to Superintendent Cornelius for his continued advocacy and support.

6.0 Review of June 5, 2014 Committee Meeting Items

No discussion

7.0 LEC Committee Business

7.1 Review DHCS Report

- The committee discussed the on-going RTC process and the associated frustration with meeting RTC submission deadlines.
- The committee discussed the importance of DHCS' continued presence at LEC Advisory Committee meetings.

7.2 Finalize LEC Bylaws

The committee approved all recommended changes to the bylaws at the June meeting. The working copy of the bylaws will be finalized and prepared for Co-Chair signature.

7.3 MAA LEAs Appeals Process

- The committee discussed the importance of LEC involvement in the new DHCS appeals process. The discussion led to questions about whether or not the RTC process was exempt from the DHCS appeals process.
- LEC members discussed how the appeals process would be implemented with RMTS methodology and how appeals could potentially slow down the RMTS invoicing process within a region and/or within several regions.

7.4 Paper Moments – best practices

Margaret Roux provided a handout detailing best practices for paper moments for committee discussion. Software vendor PCG currently has the paper moment set up for the LEA to print, enter, etc. However, after discussions with PCG software support, it was determined that the system could be configured as detailed in the best practice handout.

7.5 Shifts – best practices

The committee discussed best practices in setting up and inputting “shift” information. If multiple shifts could be assigned to a person, this would eliminate extra work. The committee discussed whether it would be best for the LEA or the LEC to input the shift information into the RMTS software program. Shift set up would be discussed further with PCG.

7.6 Moment Reminders

The committee discussed “moment” reminders emailed to time survey participants and/or the local MAA Coordinator as part of the RMTS system. This item would be discussed further with PCG.

7.7 Number of cc’s on moment notification & reminders

The committee discussed the number of cc’s that would be best for moment notification and moment reminders. The RMTS software system could accommodate two cc’s on moment notification and reminders, and committee members agreed that two cc’s would be adequate.

7.8 If RMTS must begin 2nd quarter, could we move the implementation out two weeks

The committee discussed the short time frame to begin RMTS implementation on October 1, 2014 and whether or not it would be possible to begin RMTS at a later date (perhaps 8 weeks into the quarter).

7.9 Discussion on agenda topics from PCG / LEC weekly implementation call

The committee discussed agenda topics from the August 1, 2014 conference call with PCG.

7.10 Review PCG and follow-up and next steps

The committee discussed the items listed below. These items would be discussed further with PCG.

- Moment notification language
- Paper moment best practices
- Shift best practices
- Time study participant training screens
- Time survey participant training schedule

8.0 LEA Medi-Cal Billing Option Ad-Hoc Committee Report

- DHCS announced that they would be creating an RMTS committee (for the LEA Billing Option Program) to develop a plan by September 2015. The committee members would be selected by DHCS. It appears that DHCS would like to develop RMTS for both

programs (SMAA and LEA Billing Option) to eliminate the possibility of duplication of payments.

- A workgroup would be assembled in Fall to begin working on a new SPA (State Plan Amendment). The committee discussed the importance of having people with experience in the LEA Billing Program as part of this workgroup. The committee concluded that it would be a good idea to have practitioners from each job title/category participate on this workgroup.

9.0 Items for October 2014 Committee Meeting

No discussion

10.0 Adjourn

*The next LEC Committee Meeting is **Thursday, October 2, 2014** at:*

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