

**Yolo County Office of Education
1280 Santa Anita Court
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**LEC Advisory Committee Meeting Minutes
Thursday, August 6, 2015**

LEC Coordinator/Representative Attendees:

Sharon Battaglia, Sonoma County Office of Education, **Co-Chair** – Region 1
Randy Jones, Glenn County Office of Education – Region 2
Marjorie Rollins, Sutter County Superintendent of Schools – 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
Margaret Roux, Kern County Superintendent of Schools – Region 8
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

Other Attendees:

Michelle Kristoff, Department of Health Care Services (DHCS)
Tony Teresi, Department of Health Care Services (DHCS)
Amanda Dickey, California County Superintendents Educational Services Association (CCSESA)
Krystle Schmidt, Public Consulting Group (PCG)
Florie Wong, Public Consulting Group (PCG)
Janice DiCroce, San Diego County LGA

Absent:

Ken Gragg, Kern County Superintendent of Schools – Region 8

1.0 Introductions

Each Individual stated his/her name and agency affiliation

2.0 Additions to the Agenda

- 4.1.4 RMTS Monday Calls
- 4.8 DHCS Analyst Staff
- 7.7 LEC Lunch Fund

3.0 Approval of Minutes

The June 4, 2015 LEC Advisory Committee meeting minutes were approved and the committee thanked Monica Morgan for all of her hard work over the past few years as secretary.

4.0 Department of Health Care Services (DHCS) Report

4.1 RMTS Implementation

4.1.1 Updated SMAA Manual – Status (What will be the effective date? Are we to incorporate changes to TSP pools effective for 15/16 Qtr.2? If so, will the RMTS system reflect those changes?)

- Chief Michelle Kristoff stated that the manual is nearing the end of revisions and will be submitted to stakeholders for comment. Effective date of the manual is pending discussion with CMS; DHCS is suggesting July 1, 2014 or January 1, 2015 (RMTS).
- Chief Tony Teresi stated that there will not be any changes to the SMAA TSP pools for 2015/16 Qtr.2 (those positions identified in the RMTS Implementation Advisory Group for LEA Billing Option (IAG)). He stated that a realignment of the job classifications would not be recognized until the LBOP plan is approved and implemented.

4.1.2 CMS clarification of compliance and vacated positions

- Chief Tony Teresi stated that the 85% compliance rate would be applied at the “universe” level not the LEA level.
- Chief Tony Teresi stated that there “technically “are no sanctions regarding not meeting compliance currently outlined in the SMAA manual. Chief Tony Teresi suggested that at the LEC level a conversation needs to occur with the LEAs or information needs to be included in training that there are repercussions for non-response and overall percentages will be affected.
- A committee member reminded everyone that prior discussions involving sanction guidelines being clearly delineated in the SMAA manual revisions process had been discussed to ensure consistent treatment from all LECs/LGAs.
- Chief Michelle Kristoff asked PCG how this is handled in other states that they operate in. PCG stated that in most other states, a minimum number of moments per quarter threshold has been identified and sanctions or penalties are only applied to those LEAs that meet or exceed that minimum number of moments assigned. PCG continued to explain that this is more of an operational decision usually described in more detail in a Procedures Guide or Best Practices rather than the state’s manual.
- LEC Co-Chairs will circulate proposed language to include in the manual amongst committee members and provide to DHCS for consideration.
- Chief Michelle Kristoff asked PCG how the treatment of vacated positions is handled in other states that they operate in. PCG stated that since they typically administer the RMTS moments and code all moments in other states, once they are notified by the LEA that a non-response/invalid moment occurred due to a paid/unpaid leave, they adjust the coding appropriately and maintain all documentation in their files.

- Chief Michelle Kristoff stated that the treatment of invalid moments would be status quo and not set any new precedents. Once a moment expires and is coded to invalid, LECs/LGAs would not change a non-response/invalid moment to paid/unpaid time off.

4.1.3 RMTS 2014/2015 Invoice – Status

- Chief Tony Teresi stated that they are working on finalizing the RMTS invoice. He thanked those that assisted with its development and that it would be submitted to CMS for review and approval along with the manual revisions.
- Chief Tony Teresi explained the complications DHCS was experiencing involving the incorporation of the “enhanced rate” for translation services and asked the group for feedback. DHCS is working with CMS for more clarification.
- Chief Michelle Kristoff asked the group for an estimated number of TSPs identified in the RMTS universes as Certified Translators that could possibly be affected. Members responded that they believe the total to be about 1 to 2%.
- Chief Tony Teresi stated that once the invoice template is approved DHCS would provide training.

4.1.4 RMTS Monday Conference Calls

- Chief Tony Teresi asked the group if there was a consensus about moving the Monday morning implementation conference calls to every other Monday. The group agreed to every other Monday.

4.2 Summit Recap

4.2.1 Changes to RMTS Training Screens-Status (Was language submitted to PCG? Can the LECs receive a copy before August 10th?)

- Chief Tony Teresi distributed copies of the updated RMTS training screens to the LEC yesterday, August 5, 2015, via email. All changes are due to DHCS by 10am Friday, August 7, 2015 so DHCS can submit all changes to PCG.
- Chief Tony Teresi confirmed that LECs would receive final submitted version by COB Friday.

4.2.2 RMTS Review Timeline

- Chief Tony Teresi stated that the RMTS review timeline has been completed and is being formatted for posting to DHCS website by next week.

4.2.3 Quality Assurance (QA) Report

- Chief Tony Teresi stated that the final version of the QA Report approved on the last Monday morning call is also being formatted for posting to DHCS website by next week.
- DHCS to provide timeline specifically for 2014/15 Qtrs. 3 and 4.

4.2.4 LEA Coding Review Report – Status (Is there a procedure? Some LGAs have distributed results, but the LECs have not.)

- Chief Michelle Kristoff stated that the manual will detail the report and process.
- Committee members reminded DHCS that we’ve been asking for the release of 2014/15 Qtr.3 LEA Coding Review Report to the LEAs for review.
- Chief Tony Teresi stated that DHCS has completed their 100% review of 4 or 5 universes and there are codes assigned with which they do not agree. DHCS will be sending out requests to LECs/LGAs for code changes. He further stated that DHCS has been reviewing codes on an ongoing basis. He estimated that this would be sent out by the end of August.
- Chief Tony Teresi stated that coding results should be distributed to the LEAs about the same time and that he was surprised that some LGAs had already distributed results. Group consensus was to wait for DHCS results/feedback and code changes, then release coding reports to LEAs for their review.

4.2.5 Clarifying Question (CQ) Procedure (Does the 15 day timeline for LECs/LGAs to send a CQ only apply to CQ#1? What if we need to ask CQ#2?)

- Chief Tony Teresi stated that the 15 day timeline applies to each of the two clarifying questions individually. He will clarify in the written procedure.
- Chief Michelle Kristoff asked PCG how this is handled in other states that they operate in. PCG responded that this does not apply in other states and that other states have an unlimited number of clarifying questions.

(Will the RMTS system notify us/restrict us from sending if the 15 days have lapsed?)

- PCG stated that the system is not currently configured in this way, but it could incorporate this change once the procedure is finalized and included in the manual.

4.2.6 LEA Real-time system view – Update, Communication to LEAs

- Chief Michelle Kristoff explained that there have been some misunderstandings regarding this type of access for LEAs. LEAs will not have real-time view access to the RMTS system as it is currently configured. A change would require an additional cost that would be passed on.
- DHCS will clarify on a Monday morning conference call.

4.2.7 RMTS Training – Update (Can LECs prepare their own trainings?)

- Chief Michelle Kristoff stated that DHCS is developing and will provide high level RMTS training materials for TSPs and Superintendents. Her concern is that TSPs don't know what they are doing and why.
- Several committee members suggested DHCS provide LEA Coordinator level trainings rather than individual TSP trainings. The LEA Coordinators would then be responsible for training their individual TSPs, going back to the train-the-trainers model SMAA used to follow.
- Chief Tony Teresi stated that DHCS will be finalizing LEA Coordinator and TSP training materials and should be distributed to the LECs prior to start of October RMTS. He hopes that LECs will have input and assist with the development of these trainings.
- Chief Tony Teresi stated that all trainings must be approved by DHCS. He asked the group to email him any examples.
- The group discussed the possibility of DHCS creating a marketing tool to reach districts that are not currently participating or are no longer participating that could also be shared with LEA upper level management.
- Chief Tony Teresi stated that DHCS will be putting together a coder training for some time in September via webinar.

4.2.7 Backcasting process

- Chief Michelle Kristoff stated that the proposal was submitted to CMS and DHCS is still awaiting final approval. No stakeholder feedback was received.

4.3 Final Deferral Resolutions/Payments – Update

- Chief Michelle Kristoff stated that DHCS is still working on this issue but should have a resolution by next week.
- A committee member asked DHCS to review the netting/offset process being used; noting that it is not consistent with the way business is typically handled between the state controller and county offices of education.
- Chief Michelle Kristoff asked those LECs that have LEAs that returned monies through one of the earlier deferral clearing processes whose netting spreadsheet amounts are not reflective of that to send their analyst copies of all the documentation

4.4 FY 2014/15 Q1 & Q2 Interim Claiming Invoices – procedure/written guidance?

- Chief Tony Teresi stated that DHCS will be issuing specific direction on how to claim for 2014/15 Q1 and Q2 in the next couple of weeks. He further stated that CMS is going to allow changes to the Indirect Cost Rate and the Medi-Cal Eligibility Rate.
- A committee member asked about the treatment of vendor fees. Chief Tony Teresi said that he still does not have an answer but asked for suggestions from the group. DHCS will follow-up once clarification is received from CMS.
- Chief Tony Teresi explained that DHCS must ensure that the DHCS state participation fee is not included in the vendor/LEC fees and LEAs are not including those costs in their invoice reimbursement claims.
- Chief Tony Teresi explained that DHCS is currently working on a procedure to upload your detail invoices to SharePoint and then only mail in the summary invoice page. The LEC would maintain the original detail invoice documents. This should be in place fairly soon. DHCS will distribute procedure for comment.

4.5 Status of DHCS Contracts

- Chief Michelle Kristoff stated that DHCS is currently reviewing contract language and exhibits. Contracts will be going out as soon as possible.
- The IT department of DHCS has established a new procedure and Ashley has been working on this. Everyone who will be processing Tape Match will need to be issued a new user account so they can have access to the system. A Data Use Agreement (DUA) will now need to be completed and returned to DHCS (similar to the LEA Medi-Cal Billing Option Program).
- Chief Michelle Kristoff agreed to confirm that if a DUA is already on file with DHCS another would not need to be completed for SMAA.

4.7 Status of 2014-130 California DHCS SMAA and LEA Billing Option program – Audit requested by Senator Liu.

- Chief Michelle Kristoff stated that the audit is closed and the State Auditor should be issuing their report by August 20, 2015.

4.8 DHCS Analyst Staff

- A committee member discussed that not all DHCS analysts are aware of some important program information and seem to be out of the communication loop. Comments were not meant to be derogative to analyst capabilities or knowledge, merely expressed concerns.
- Chief Michelle Kristoff stated that they are aware and are working on internal communication.

5.0 CCSESA Update

- CCSESA Project Coordinator Amanda Dickey explained that CCSESA is looking for feedback from the LEC Committee on potential impacts of implementing RMTS in the LEA Medi-Cal Billing Option Program (LBOP). CCSESA is looking to anticipate reactions from those stakeholders involved in the SMAA RMTS implementation and gage support/concern on this issue. CCSESA asked DHCS if Ms. Dickey could start attending the RMTS Implementation Advisory Group (IAG) meetings and the LEA Billing Ad-Hoc Workgroup meetings so that she could listen and get a better understanding of the transition to RMTS and possible implications to school districts and county offices of education. DHCS responded that she could attend the Ad-Hoc meetings but was denied access to the IAG meetings.
- Additional comments were made that successful implementation of RMTS for the LBOP is contingent on a well-developed timeline and process for open communication, sufficient training, adequate time to inform all stakeholders and welcome feedback and involvement by DHCS.
- Comments were made that there are concerns from LECs that since the coding of RMTS moments would fall upon LECs, LECs would then be open for criticism again from stakeholders because time study results would also be used in the calculations of the LBOP reimbursements. Training is going to be key.

- Comments were made that it's still too early to tell how effective SMAA implementation was and how the transition to RMTS went as results are still pending and many programmatic decisions are still being made.
- Committee members asked for assistance with the resolution of the deferral interim payments; particularly the errors and missing claims that DHCS is having difficulties resolving. County offices of education are being put in a situation of billing and collecting monies from some of their districts in order to pay other districts in their regions.

6.0 PCG (Public Consulting Group)

Florie Wong provided a PCG staffing update that Miles is no longer with PCG. New employee is Aaron.

6.1 New Senior Coder functionality – Status

PCG stated that this has moved out of the development cue and is in testing. Anticipated release is soon, barring no major bugs. PCG will let all the contractors know when it is available and will explain how to use it.

6.2 Annual School Calendar – Status and instructions

PCG stated that the calendar functionality is “business as usual” for the upcoming quarter Oct-Dec until rollout is ready. PCG anticipates that this will be ready for the Jan-Mar quarter but it is still dependent on development. PCG will let all the contractors know when it is available.

6.3 When will the LECs receive documentation/instructions about any other updates/upgrades of the RMTS system prior to opening Oct-Dec Qtr.2 on August 10th?

PCG stated that there will not be any changes to the system that we need to know about for the Oct-Dec quarter. PCG stated that they will continue to provide updates and instructions in the guides.

6.4 Training Screens language – Update, Rec'd from DHCS? Will LECs get a copy prior to August 10th opening of Q2?

PCG stated that as mentioned earlier in the meeting under the DHCS Update topic, as long as PCG receives all final comment/changes by tomorrow, Friday, afternoon they will make all the changes in the system and it will be ready for opening the quarter on Monday.

6.5 Status of 10% LEC/LGA moment selection for QA Report. – Process/instructions

PCG stated that moving forward with Oct-Dec quarter there will be an exportable feature in the system that generates the random 10% sample. Currently this is in development.

6.6 Can a Sr. Coder ask a CQ on a moment that is considered to be “completed”? (Both primary coders agreed on a code by Sr. Coder does not but wants more info from TSP)

PCG stated that this is not a possibility based on the current configuration of the system and would require a change in the manual agreed to by DHCS.

6.7 Will the RMTS system notify or restrict the LEC/LGA from sending a CQ if the 15 day timeline has lapsed?

PCG stated that currently the system does not notify or restrict sending the CQs if the timeline has lapsed. Once there is a finalized manual, then conversations can happen about what the next step would be to have the system function in this manner. This would be a change to the system and additional costs more than likely would be involved.

A committee member then asked PCG **What should be the end date for someone who has left the district over the summer (prior to Oct)?**

PCG stated that the term date should be the actual last day of employment by the TSP. As a general rule, PCG stated that term dates should not be the first day of the new quarter; they should be at least the last day of the prior quarter.

7.0 LEC Committee Business

7.1 Community College issue

- A committee member discussed how DHCS was having meetings with several community college presidents and staff regarding the creation of a new LEC consisting of only Community Colleges throughout the state administered by a third party vendor.
- It was decided that this item would be brought up at the next LEC Committee meeting under the DHCS Update portion of the meeting.

7.2 Vendors doing SMAA in California

- A committee member asked the group if they were aware of PCG providing SMAA services to any of their school districts. Region 9 reported that at this point in time they were aware of at least three districts that were contracting for TapeMatch and Invoicing services with PCG.
- Concerns were discussed regarding guidance from third party vendors regarding records retention and maintaining proprietary supporting documentation.

7.3 Regional LEC Updates

The Committee discussed RMTS within their regions and shared best practices.

7.4 Subgroups for LEC Committee – Based on subject matter as a resource for DHCS

Committee members agreed that co-chairs would be contacted if members were interested in participating on subject matter workgroups or calls, should DHCS request assistance and/or feedback.

7.5 CASBO Annual Conference – April 13-16, 2016 Pasadena – BizTable Talks (Andrea Tennyson and Rosalee Hormuth)

Committee members shared that SMAA presentation and Table Talk were very well received and we have been asked to participate in the 2016 CASBO Annual Conference. Committee members agreed to participate in the Table Talk format again. Titles of presentations are due to CASBO by August 20, 2015. Ideas were asked to be emailed to Andrea.

7.6 Other LEC business/discussion items

- Co-chairs had been contacted by LGA Coordinators about the ability to attend and/or call into the LEC Committee meetings. The Co-chairs asked the Committee members for feedback. The Committee agreed to allow any interested LGA Coordinator to attend the LEC Committee meeting and listen to the DHCS Update portion of the meeting. Conference call in options would require an additional cost and coordination, so it was determined that this would not be an available option.
- The Committee discussed restructuring the LEC Committee meeting format. The Committee agreed to move the updates provided by CCSESA and PCG under LEC Business.

7.7 LEC Lunch Fund

The Committee agreed to \$500.00 each.

8.0 LEA Medi-Cal Billing Option Ad-Hoc Workgroup – Update (Janice Holden)

The next meeting is currently scheduled for October 15, 2016 at Natomas Unified SD. LEC Committee members were encouraged to attend if possible.

9.0 LEA Medi-Cal Billing Option Program RMTS Committee (IAG) – Update (Rosalee Hormuth and Margaret Roux)

There are 2 more scheduled meetings of the IAG remaining. Committee members were reminded to check the DHCS webpage for posted meeting notes and to submit any questions/concerns to the mailbox posted.

10.0 Adjourn

*The next LEC Committee Meeting is **Thursday, October 1, 2015** at:*

**Region 2 Migrant Education
1210 Commerce Ave., Suite 3
Woodland, CA**