

DATE: May 25, 2023 **PPL 23-005**

TO: All Local Educational Consortia (LEC) and Local Governmental Agency (LGA) Coordinators for the Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) and the School-Based Medi-Cal Administrative Activities (SMAA) Program

SUBJECT: Submitting Quarterly Random Moment Time Survey (RMTS) Percentage Results to the Department of Health Care Services (DHCS)

PURPOSE: The purpose of this Policy and Procedure Letter (PPL) is to provide instructions to LECs and LGAs for the submission of finalized quarterly RMTS percentage results to DHCS.

REFERENCE: This PPL supersedes PPL 20-023.

**BACKGROUND:**

State Plan Amendment (SPA) 15-021 incorporated RMTS methodology into the cost settlement process for the LEA BOP. RMTS is a web-based federally approved statistical sampling technique that is used to capture the amount of time providing administrative and direct medical services in a school-based setting. Per PPL 20-023, LECs and LGAs were required to submit final RMTS quarterly percentage results to DHCS no later than five months after the end of each quarter, by completing Attachment A of PPL 20-023.

**POLICY:**

Effective July 1, 2023, LECs and LGAs must submit their finalized RMTS results for all four quarters to DHCS by **December 31 annually**, which is six months after the end of the state fiscal year (SFY).

LECs and LGAs must complete Attachment A of this PPL and submit it to the RMTS mailbox at [RMTS@dhcs.ca.gov](mailto:RMTS@dhcs.ca.gov). Instruction for completing Attachment A can be found on the first tab of the attachment, titled "Instructions". If you need to request an extension for the submission of finalized RMTS percentages, please email the RMTS mailbox. Extensions will be approved or denied at the discretion of DHCS.



The table below shows annual deadlines for LECs and LGAs to follow during SFY Quarter 4 to ensure RMTS percentages are finalized within the six month timeline.

Task To Be Completed	Turnaround Time	Due Date
Quarter 4 Closed / Codes Assigned	NA	July 15
LEC/LGA Review	45 days	August 31
Moment Notification Date to DHCS	NA	September 1
DHCS 10% Review	30 days	September 30
LEC/LGA Review of Code Changes	30 days	October 31
LEA Review / Appeal (if necessary)	30 days	November 30
Final RMTS Percentages Due to DCS	30 days	December 31
DHCS Coding Appeal Determination	60 days	January 31

If a LEC/LGA and LEA cannot come to an agreement over how to code a specific moment, the LEA may utilize the coding appeal process as outlined in the SMAA Manual. Final determinations for all codes in the appeal process will be made by DHCS no later than January 31, at which time, the LEC/LGA must submit their finalized RMTS percentages to DHCS using Attachment A.

**Notice for the LEA BOP Providers:**

Upon submission of Attachment A to this PPL, the LEA BOP will apply the Participant Pool 1 results identified for Code 2A moments using the average from the three quarterly time studies and calculate the direct medical services percentage (DMSP) as identified in the payment methodology of SPA 15-021. The LEA BOP will publish each region’s DMSP percentage for the prior SFY on the LEA BOP Cost and Reimbursement Comparison Schedule (CRCS) web page by January 31 annually. LEAs will use the DMSP to complete the CRCS for that SFY. The CRCS is due annually on March 1.

Please note that if the appeals process is initiated, the final DMSP results for that region may be delayed and published after the January 31 timeline.

**Notice for SMAA Participants:**

SMAA invoices are submitted to DHCS 15 months after the end of the quarter. Time survey participant (TSP) Pool 2 – administrative service personnel – that participate in SMAA are expected to regularly perform billable Medi-Cal administrative activities in order to have their salaries and benefits included on the SMAA invoice. If a LEC/LGA or LEA determines that a Participant Pool 2 TSP did not qualify for participation in SMAA, the TSP must be removed by the LEC/LGA and all of their moments must be recoded to Code 17. If finalized RMTS percentages were already submitted to DHCS, the LEC/LGA must submit corrected RMTS percentages to DHCS for Participant Pool 2 as soon as the error is discovered. Corrected percentages must be submitted to DHCS for verification prior to the LEC/LGA submitting quarterly invoices.

[PPL 21-030](#) further explains how to handle moments for TSPs that are erroneously included in the incorrect cost pool.

If you have any questions or require further assistance regarding this PPL, please contact the RMTS mailbox at [RMTS@dhcs.ca.gov](mailto:RMTS@dhcs.ca.gov).

Sincerely,

**ORIGINALLY SIGNED BY BRIAN FITZGERALD**

Brian Fitzgerald, Chief  
Local Governmental Financing Division

Enclosure:

Attachment A – School-Based Medi-Cal Programs: Random Moment Time Survey (RMTS) Percentages and MER Calculation Guide