

TIME SURVEY SAMPLES
&
CODE DESCRIPTIONS
Region 8 LEC

All of the MAA reimbursable activities performed should be a routine part of your job, not something done only during time survey week.

Good samples should provide a description of the activity and (any of these that apply) whom, what, why, where, or when.

CODE 1: SCHOOL-RELATED, EDUCATIONAL, AND OTHER ACTIVITIES

This code should be used for the activities that you were hired to perform with the **exception** of (1) activities that are billable to the LEA program (code 2); (2) activities related to Medi-Cal covered services that are appropriately placed into reimbursable codes (4, 6, 8, 10, 12, 14, 15); (3) activities that are appropriately placed into other non-reimbursable codes (3, 5, 7, 9, 11, 13); and activities that are appropriately placed into the reimbursable code 16.

CODE 4: INITIAL MEDI-CAL OUTREACH

This should be used for (1) coding time spent informing students and families about Medi-Cal services and how to access and use them and (2) linking potentially eligible students/families with the Medi-Cal system for the purpose of determining eligibility and/or arranging initial services.

There are key words to look for when reviewing samples for code 4 and they include: *initial, Medi-Cal and Healthy Families, referred and Medi-Cal covered service.*

Good Samples:

1. Noticed student with eye injury and referred to Ophthalmologist.
2. Referred student and parent to Medi-Cal eligibility worker.

Poor Samples:

1. Referred student. (To whom, why, where)
2. Created and handed out health information. (Creation of new outreach materials is against regulations)
3. Attended a CPR class. (Code 2)
4. Referred student and family member to health services. (What services, why, where)
5. Checking on mandated vision, hearing, scoliosis screenings and immunizations status. (Code 2)

CODE 6: FACILITATING MEDI-CAL APPLICATION

Use this code when you are helping individuals or families apply for Medi-Cal.

The types of examples that you may come across will include: providing Medi-Cal and Healthy Families applications and packets, providing information about the eligibility process and assisting to fill out the application itself.

Good Samples:

1. Spoke with parents about the requirements for enrollment in Medi-Cal.
2. Worked with parents in gathering the necessary documents for completing the Medi-Cal application.

Poor Samples:

1. Assisted student's parents with filling out their Food Stamps application. (Code 5)
2. Spoke with parents about the requirements for enrollment in WIC. (Code 5)
3. Assisted with application. (Code 5)

CODE 8: ONGOING REFERRAL, COORDINATION, AND MONITORING

Use this code when you are assisting students and families with ongoing access to Medi-Cal covered services, as well as arranging and tracking these services to ensure that their needs are addressed and there is continuity of care. These ongoing referral and coordination services may be known as "case management."

Code 8 is similar to Code 4 but there is a distinction. Code 4 focuses in on the "initial" referral. All subsequent referrals, follow-up and case management time should be recorded under Code 8.

Code 8

Good Samples:

1. Followed up with Ophthalmologist after student went in for exam.
2. Discussed mental health issues of a student with counselor.
3. Discussed the health issues of a student during a SARB meeting.
4. Updated a teacher on hearing treatment services one of her students was receiving.

Poor Samples:

1. Followed up with CalWORKS worker after student went in for consultation. (Code 3)
2. Discussed academic performance of student during IEP. (Code 1)
3. Discussed student health issues in a 504 meeting. (Code 7, 504 is a federally funded program)

CODE 10: TRANSPORTATION-RELATED ACTIVITIES

Use this code when assisting an individual or family to obtain transportation to Medi-Cal covered services. This also includes the administrative activities involved in scheduling or arranging specialized transportation in order to access Medi-Cal covered services. This activity does not include 1) accompanying students or families to Medi-Cal covered services; or 2) providing transportation to a student or family to Medi-Cal covered services (i.e. driving them to services yourself).

Please keep in mind that it is essential that when a participant records time under Code 10, he/she references that they were not accompanying the child but instead arranging for transportation.

Good Samples:

1. Arranged transportation for student to receive OT services at an off-campus location.
2. At IEP, spoke with family about arranging student's transportation services to healthcare provider.
3. Worked with the Transportation Department on developing routes for IEP students to attend health service appointments off site.

Poor Samples:

1. Accompanied student to Psychiatry appointments. (Code 9)
2. Drove family members to an appointment with Medi-Cal Eligibility Worker. (Code 9)

CODE 12: TRANSLATION RELATED TO MEDI-CAL SERVICES

Use this code when translating, or arranging translation, for conversations or documents about Medi-Cal covered health services.

The role of the translator is to listen to what one person is saying in one language and then translate it into the language spoken by the second person. In order for someone to record time in Code 12, there are 3 people present (the translator, the healthcare provider, and the student or family member) discussing Medi-Cal covered services.

It is extremely important to note that time spent translating a direct medical service (treating an injury, administering a vision screening, attending a counseling session) does not qualify under the Code 12. Instead, time spent translating a direct medical service should be recorded under Code 2. Also, when there are 3 people present, the person who is not translating codes their time dependent upon the conversation (initial referral (code 4), follow-up (code 8)).

Good Samples:

1. Translated Medi-Cal information from nurse to parent.
2. Acted as translator for nurse who was explaining a mental health referral to a student.
3. Arranging for translation during IEP meeting in which health services are discussed.

Poor Samples:

1. Translated for nurse to parent. (Code 2)
2. Informed student in Spanish about the Medi-Cal program. (There is not a 3rd person present) (Code 4)
3. Translated during IEP meeting. (Code 11 unless clarified)

CODE 14: PROGRAM PLANNING, POLICY DEVELOPMENT, AND INTERAGENCY COORDINATION

Use this code when developing and implementing strategies to improve the coordination and delivery of Medi-Cal covered medical/mental health services to students and families. Please note that this activity does **not** include time spent on an *individual* students' case coordination and planning – that time should be recorded under Code 8: Referral, Coordination and Monitoring of Medi-Cal Covered Services.

Code 14 is a high-level activity code, typically performed by administrators, directors, and managers. Code 14 focuses on developing systems and tracking their success in providing healthcare services to a larger number of students and family members.

Good Samples:

1. Attended a meeting with public health department to have dental van visit multiple school sites.
2. Worked with county agency to develop a Dual Diagnosis directory accessible for all schools sites in the district.

Poor Samples:

1. Made referral for student to receive services at dental van. (Code 4 or Code 8)
2. Distributed Spanish language Healthy Families brochures. (Code 4)

CODE 15: MEDI-CAL CLAIMS ADMINISTRATION, COORDINATION AND TRAINING

Use this code when performing activities that are directly related to MAA claiming, such as, tallying/checking your survey at the end of the survey week, asking the MAA coordinator to clarify coding.

You cannot include time for here for initial or annual required trainings. However, please keep in mind that if you are discussing Medi-Cal services instead of MAA, the time should **not** be recorded as Code 15 but instead, Code 4 or 8.

Good Samples:

1. Filled out my time survey and checked for accuracy.
2. Reviewed time survey manual to determine coding.

Poor Samples:

1. Filled out LEA billing forms sheet. (Code 2)
2. Training.

Code 16: General Administration (Samples are now required on the time survey sheet in 0708 for Code 16)

This code is NOT for the specific activities for which you were hired regardless of your classification or proximity to students. This code does include: Paid time off, reviewing school and district procedures and rules, supervision documentation requirements (not the supervision itself), attending or facilitating board meetings, attending or facilitating meetings related to personnel matters (including benefits), fire or safety training.

Good Samples:

1. I attended a meeting about work site / facilities or employee benefits/safety procedures or contractual requirements.
2. 16 hours of paid time off.
3. I completed a staff evaluation or discipline report per job requirements.

Not Code 16 Samples or Duties:

1. Reviewed school budget. (Code 1)
2. Staff meeting. (Code 1)
3. Off. (Better to explain paid time off)
4. Report writing. (Code 1)
5. Performed as a Principal. (Code 1)
6. Attended a meeting about budget issues. (Code 1)
7. General office duties. (answering phones, office work, filing, sorting mail) (Code 1)
8. Meetings. (Code 1)
9. Paperwork. (Code 1)
10. I work at the district office/family resource center, not a school site, so my time is code 16.
11. I don't deal with or see students, my duties are not student-focused, therefore my time is code 16.
12. Purchasing. (Code 1)
13. Arranged for substitute teachers or staff attendance. (Code 1)
14. Performed fiscal duties. (Code 1)