

**Yolo County Office of Education  
Davis Room  
1280 Santa Anita Ct. #100  
Woodland CA 95776  
Committee Meeting Minutes  
February 5, 2009  
Final: April 2, 2009  
Gathering 9:30 a.m. Meeting 10:00 a.m.-2:15 p.m.**

**LEC Coordinator/Representative Attendees:**

Greg Englar, Sonoma County Office of Education– Region 1  
Debbie Geer, Glenn County Office of Education- Region 2  
Eileen Dolan, Glenn County Office of Education – Region 2 (phoned in)  
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  
Sue Hamblin, 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  
Christine Ridley, San Bernardino County Superintendent of Schools- Region 10  
Cathy Bray, Los Angeles County Office of Education, **Co-Chair**- Region 11

**Other Attendees:**

Elizabeth Touhey, Department of Health Care Services (DHCS)  
Bob Baxter, Department of Health Care Services (DHCS)  
Barbara Shultz, Department of Health Care Services (DHCS)  
Holly Hermansen, Nevada County Superintendent of Schools  
Janice DiCroce-, LGA Co-Chair Lynda Lindsay - LGA Co-Chair  
Lynda Lindsay, LGA Co-Chair  
Cathy Bennett, Sacramento City Unified School District  
Anysia Drumheller, Butte County Office of Education  
Sherry Purcell, LA Unified School District  
Jamie Porter, Butte County Office of Education  
Linda Davis-Alldritt, Department of Education

**Absent:**

## **1.0 Introductions**

- Each individual stated his/her name and agency affiliation

## **2.0 Additions to the Agenda**

## **3.0 Approval of Minutes**

- December 4, 2008 minutes were approved

## **4.0 DHCS and Co-Chair Report:**

### **Elizabeth Touhey, Department of Health Care Services**

#### **4.1 DHCS 2009-2010 Training**

- Scheduling for the June “Train the Trainer” sessions are status quo. Pending legislation changes.

#### **4.2 2287 Final?**

- Rahm Emanuel, Assistant to the President and Chief of Staff sent out communication to all Heads of Executive Departments and Agencies on January 20, 2009. President Obama was extending for 60 days the effective date of all new and pending regulations in order to give new staff time to evaluate. Elizabeth Touhey states that although nothing official it looks as if 2287 would be included in the extension.
- The committee discussed if 2287 became implemented as a final rule that the program would need to be reauthorized within six months in order to continue in its present form of efficiency.

#### **4.3 2007-2008 Site Review Letters**

- All LEC's have been sent their exit letters

#### **4.4 DHCS Website**

- Time Survey training Question and Answer for 2007-2008 and 2008/2009 are in the process of being placed on the website.

#### **4.4 SMAA Record Retention**

- A DHCS PPL addressing record retention is in the process of being developed and will be released soon. When released and there is new information DHCS will default to the year specific manual when making decisions during an audit.

#### **4.5 Financial Audits**

- The retention audit information for financial audits must be kept forever at this time. CMS has sent Elizabeth Touhey an email relating to financial audits. Nothing has been pursued re; financial audits.
- CMS 64 and financial audit are two separate things.

#### **4.6 08-09-Host LEC budget**

- The Host LEC budget has been finalized and will be sent out to each LEC by the end of the month.
- 07-08- Host LEC budget invoices have gone out.

#### **4.7 Training – 07-08-4**

- Time survey participants must be trained within the fiscal year for which they are claiming.
- New participants can come on anytime, but must be trained prior to the first time survey period, in the fiscal year they are claiming.

#### **4.8 Using copies of time surveys as originals**

- DHCS stated that when time survey quarters coincide participants can copy the original time survey, sign it in blue ink (below the other signature) and use it as an original. i.e.; 07-08-4 and 08-09-1
- Make sure that you include a letter in the audit binder addressing why you did this.

#### **4.9 New Administration at DHCS**

- No changes are anticipated to affect the SMAA structure or program.
- No changes in staffing are expected at this time
- Furlough Friday is in effect at the DHCS office. No business is conducted on the first and third Friday of every month.

#### **4.10 Three Year Rotation desk review**

- DHCS will be sending out a PPL in the next couple of months. DHCS has processed all site reviews through two completed three-year cycles and will list all issues they discovered in an upcoming PPL. All concerns indicated in this PPL must be in compliance during any future site review.
- If information is not provided when requested from the DHCS, they will assume that you are not going to continue in the SMAA program and are out of compliance.

#### **4.11 Save the Date**

- NAME Conference is scheduled in San Diego October 14-16 2009
- Pre-Conference meeting March 12, -13, 2009, in San Diego. If you would like to participate on a committee contact Elizabeth Touhey.
- Looking for suggestions for speakers

#### **4.12 DHCS Site Visit 80% compliance rule clarification**

- 80% of the individual time survey samples must be in compliance, not 80% of the entire claiming unit.
- Back up documentation is looked at individually.
- Multiple code narratives will help participants meet the 80% compliance rule.

#### **5.0 Federal Updates**

- CCSESA meetings will continue to have the SMAA program on their active agenda for the 2009 calendar year.
- CCSESA is sending delegates to Washington DC April 20-24, 2009. The hope is to further educate legislators on how this program impacts children.
- CCSESA will be sending Henry Waxman written gratitude for his support of the SMAA/MAC program.

#### **6.0 LEA Billing**

- On March 10, 2009 DHCS will be providing important training to all LEA Medi-Cal Billing Option Program.
- DHCS /Navigant are continuing to work out the content of the training. Bob Baxter encouraged LEC's to voluntarily get the word out about the training session to all of their districts.
- Vendor attendance is limited based on seating, if you work with private vendors that may not know about the training please let Bob Baxter know prior to February 25, 2009.
- It is planned to digital record the training session and post the video on the DHCS website at a later date.

#### **7.0 Proposed Manual Changes**

- On January 30, 2009 each LEC received a copy of the LEC's proposed changes to the 2009/2010 manual to be submitted to the DHCS for consideration.
- Annette Jewell reviewed the final language that will be proposed to DHCS. The LEC committee discussed manual changes. Annette Jewell will follow up on submitting them in final format to be submitted to DHCS on February 10, 2009 for DHCS consideration.

#### **8.0 07-08-4 New Participant training**

- See 4.7

#### **9.0 Healthy Families/Medi-Cal application Fee**

- Barbara Shultz will address this in the Q & A

## **10.0 Invoice News**

- The DHCS is tentatively planning invoice training in October 2009.

## **11.0 Review 2006/2007 State Wide Revenue**

- LGA 2006/2007 revenue provided by DHCS, for the SMAA program will be distributed and used as a legislative tool.
- LEC 2006/2007 revenue was requested to be provided by the DHCS. This data will also be used for the education of legislators.

## **12.0 LGA Liaison Report**

- Janice DiCroce has been re nominated as LGA Co-Chair for the DHCS advisory committee.
- LGA's are also discussing record retention and waiting on a PPL announcing clarification.
- CMAA deferral-(CBO related) back to 2000 are presently under review and not yet resolved. These audits are being conducted by the State for CMS