

**Yolo County Office of Education
Davis Room
1280 Santa Anita Court, Suite 100
Woodland, CA 95776-6127**

**Committee Meeting Minutes
December 6, 2007
Final February 7, 2008
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
Eileen Dolan, Glenn County Office of Education-Region 2
Debbie Geer, Glenn County Office of Education- Region 2
Jeff Holland , Superintendent-Sutter County Superintendent of Schools Region 3
Marjorie Rollins, Sutter County Superintendent of Schools, **Co-Chair**- Region 3
Michelle Cowart, Contra Costa County Office of Education- Region 4
Brenda Higdon, 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
Roger Chang, Los Angeles County Office of Education- Region 11

Other Attendees:

Elizabeth Touhey – California Department of Health Care Services (DHCS)
Barbara Schultz –California Department of Health Care Services (DHCS)
Sherry Purcell- Los Angeles Unified School District
Anysia Drumheller- Butte County Office of Education
Janice DiCroce- LGA Co-Chair
Brea Brown – Tehama County Office of Education
Cathy Bennett – Sacramento City Unified School District

Absent:

Barbara Colombo, Los Angeles County Office of Education- Region 11
Lynda Lindsay - LGA Co-Chair

1.0 Introductions

Each individual stated his/her name and agency affiliation.

2.0 Additions to the Agenda

13.0 Matrix Code 1 – Code 16 -discussion

3.0 Approval of November Minutes

November 1, 2007 minutes were approved.

4.0 DHCS and Co-Chair Report

1. Barbara Schultz announced that Lonnie King is the new Lead Research Analyst and that Sabrina Smith will be leaving. They are presently reviewing candidates to fill her position.
2. DHCS stated that LEC's should check their status reports for discrepancies and contact their analyst immediately if there are any problems with the reports. Status Reports will be sent out once during each quarter and will be dispensed sometime during the middle of the month.
3. 06-07 Reimbursement checks are being sent out.
4. LEC contracts have been received by DHCS. One LEC contract has been sent to an attorney for approval. Once that last contract has been approved all the other contracts will be submitted.
5. Provider manual suggestions have been extended to January 18, 2008. The LEC Co-Chair submitted key questions from The Train the Trainer Q & A to DHCS for review. DHCS stated that they will review those questions and return them to the LEC with comments by January 7, 2008.
6. The DHCS website is presently under construction. No information/updates will be accepted after December for submission to the website until after its completion, this includes the Q&A. No time line was available for the website completion.

4.1 How to Determine Time Survey Periods with Multiple Start Dates/Calendars

1. LEA's having multiple start dates was discussed at the June 2007 LEC meeting. At that meeting it was determined that County Offices would use the last school in session as their start time. This will be addressed in the 2008-2009 manual changes. LEA's will need documentation to support altered start dates.
2. Margaret Roux shared an email she had received from Barbara Schultz in 2005 that referred to multiple start dates.

3. Marjorie Rollins shared an email with the group from Elizabeth Touhey. Elizabeth Touhey emphasized the importance of LEA's being consistent in determining the survey week.
4. Due to the DHCS time survey dates for quarter 2 and 3, some LEA's will have overlapping survey dates. In this instance, LEA's will have the same time surveys for both quarter 2 and 3. The surveys need to be filled out for all 5 days even if they overlap each other. Time survey participants must submit separate time surveys for each quarter. Most schools will be starting their 3rd quarter time survey periods on their first day back from break with students in attendance.

4.2 Code 16 Percentage meeting with A & I

1. A meeting with DHCS Audits and Investigations took place with Cathy Bray, Ron Sherrod, Marjorie Rollins and Barbara Shultz to discuss code 16. It was determined that Code 1 needs clarification regarding positions and its use in the manual.
2. Code 16 percentages were also discussed. It was determined that when an invoice has 10-15 % code 16 time, (per claiming unit, per invoice) it will trigger additional clarification from DHCS.
3. DHCS is looking at splitting code 16 into 16a (paid time off) and 16b (administrative time) for the 2008-2009 manual.
4. If a LEC finds that code 16 percentages are too high, they must contact the claiming unit for justification. Absence reports will be needed for claiming units during site reviews. DHCS is reviewing high percentages of code 16 during their reviews of 2006-2007 invoices. When asked about previous years code 16 time, Barbara Shultz responded by saying that if they are looking at 06-07 and it is really high they are going to ask for justification. During site reviews this is not going to be a focus but will be reviewed. Barbara Schultz was asked to notify the LEC committee through the Co-Chairs if there were any great concerns with 05-06 that a justification would be needed either verbally or in written form.
5. The 2008-2009 manual will include more descriptions of what qualifies as code 16 time for administrators. DHCS Audits and Investigations did not feel it appropriate to see code 16 coded for an entire day because educators are in contact with students or educational materials and other education related matters.
6. The goal is to cover more examples in Code 1 in the manual and on the code 16 matrix. Looking at revising and possibly re-doing the matrix again will be part of the manual revisions. The LEC committee will help to develop a new Code 1 vs. Code 16 matrix and submit it to DHCS by January 18, 2008 for comment and possible implementation.
7. It was determined that the Manual Revision Committee will meet and bring to the next meeting ideas for the matrix. **LEC members on this committee include: Marjorie Rollins, Annette Jewell, and Greg Englar.** The Code_16 committee will bring to the next meeting ideas for the matrix. LEC members on this committee include: **Eileen Dolan, Barbara Colombo, Michelle Cowart, Margaret Roux, Greg Englar, and Janice DiCroce.**

8. Elizabeth Touhey spoke to the federal level concerns and updates regarding the status of TCM. IFC (Interim Final Comment) were posted last Friday which would make February 3, 2008 as the implementation date which is 60 days after publication. Based on the 2005 Reduction Act, this becomes final March 3, 2008 regardless of legislation. This would affect IEP assessments in that the first assessment would not be allowed and then only if a referral for services were made. TCM-IEP continues to be reimbursed under LEA which would replace code 8 if the MAA program ceased to exist.
9. The SCHIP Bill is still threatened to be vetoed by the President. The Dingle/Kennedy Bill is still out there. The Medicaid Bill may carry verbiage to cover blocking movement regarding 2287. There is presently a committee with Nancy Pelosi to explore ideas with the President in an effort to secure passage of the SCHIP. It is their hope that compromises can be agreed upon and that the bill will pass. If it only gets a one year extension there is no language to protect the MAA program. New language would need to be added. No time frame has been suggested for passage of the SCHIP Bill. It is the hope of many that it will be resolved before winter recess. If nothing happens on the SCHIP bill or new legislation is not introduced, then 60 days after 2287 is published it goes into effect. As of today it has not yet been published.
10. Barbara Schultz was asked if a blanket two week extension could be given to 06-07-1 invoices as was done last year. She said that this will not be the case. Individual extensions will be honored with the proper paperwork and must be received in their office by December 21, 2007.

5.0 Reports and follow up

1. Official notification of site reviews will be coming to those who have received unofficial site review notification.
2. Barbara Schultz was asked about Time Survey Dates going to vendors before going to the LEC. Barbara Schultz apologized for this oversight.
3. A PPL regarding what codes community colleges can bill under is in the creation stage. When the PPL is completed, it will be sent out via email.
4. Updates were asked of DHCS regarding site review results in general.

6.0 CCESSA and Legislative Update – Jeff Holland

See 4.2

7.0 LGA Liaison Report – Susan Ellyson

1. A conference call on 11-8-07 took place with the LGA Committee. Code 16 and Code 1 were discussed. Lonnie King wanted clarification on Code 16. Discussion regarding Code 16 percentages was discussed.

8.0 Sub-Committee Report – Annette Jewell

1. Barbara Colombo pulled out a few specific State Training Q & A items that the sub-committee selected for submission to the Co-Chairs to discuss with DHCS. There was no time line set by DHCS as to when they would respond to those questions. DHCS felt their present priorities and responsibilities were to site reviews and invoices. It was suggested that by January 7, 2008 DHCS could have something back to the LEC committee. DHCS has stated that they will place the Q&A on their website when it is completed.

9.0 Invoicing – Margie Rollins

No report on invoicing.

10.0 Manual Changes/DHCS Training

1. Greg Englar sent proposed manual changes to each LEC. Only a few responses were received and they have been given to Annette Jewell today.
2. Marjorie Rollins has volunteered the JPA to create a new time survey form to include code 16a and 16b format for the 2008-2009 manual.
3. DHCS, in their site reviews, are looking at actual time survey dates and matching them to the official time survey period. If there is a difference between these dates, you will need justification in your audit file binder.

11.0 Conferences and Workshops – Michelle Cowart

No report on conferences and workshops.

12.0 LEA Billing Report – Cathy Bray –

1. The CRCS submission extension continues to be in effect until further notice.
2. As of July 1, 2007, the LEA claims processing system was modified to reflect the new LEA billing codes and policy changes. The DHCS has identified errors in the claims processing system which may cause claims to be inadvertently denied or incorrectly paid to the LEA providers. In October 2007 LEA's were sent a letter alerting them to the fact that over and under payments were made.
3. Beginning in January 2008, EDS will start reconciling this issue. Overpayments will be withheld from future payments. If districts want to know the exact dollar amount of the error they need to call EDS at the phone number listed on the October letter, or from their vendor. Under- payments will be reconciled at the same time.

4. Navigant is working on the toll free number for LEA's to call if they need assistance or have questions. When it becomes available it will be posted on the DCHS website.

Three OIG audits were shared with the group.

1. **Utah** 2001-2005 – findings: They were using interim rates that were not in compliance with their State Plan amendments.
2. **Minnesota**- TCM 2003-2004- 118 claims were reviewed, 7 claims had improper documentation, resulting in a \$3 million dollar over pay claim.
3. **Iowa** – TCM- 200 claims were reviewed and 60 did not have enough documentation, which resulted in a \$1.5 million federal share over- payment.

The sample sizes were very small

13.0 Matrix code 1 – Code 16 – discussion

1. The Code 1 vs. Code 16 Matrix found in the 05-06 manual was discussed. Many suggestions were provided to Greg Englar. He will now take the ideas, condense them and revise the form for the 08-09 manual revision. It is the hope that a revised matrix can be presented at the next LEC meeting in January.

14.0 Homework and Action items – Debbie Geer

Action Items

1. Revise Code 1 vs. Code 16 Matrix for the 2008-2009 manual – Greg Englar, Manual Changes committee
2. Revise the MAA time survey form for the 2008-2009 manual –Manual Committee
- 3.

Homework

1. **Greg Englar will send to the manual committee revised Code 16-Code 1 matrix format. To be discussed at the January 10, 2008 meeting.**
2. **Co-Chairs were asked to discuss Site Review Criteria with DHCS at their next meeting.**
3. **Susan Ellyson and Janice Holden to forward official site review documents to Co-Chairs when the documents arrive.**
4. **The rough draft of suggestions will be sent by Greg Englar to the Manual Changes Committee. Where it will be retyped and revised. The Manual Changes Committee will re-submit to the LEC committee at the January meeting.**