


# Random Moment Time Survey (RMTS) Coder Training 2023



CALIFORNIA DEPARTMENT OF  
HEALTH CARE SERVICES

September 21, 2023

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# Welcome

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## Introduction

### California Department of Health Care Services

- School Based Administrative Activities Program (SMAA)
  - Tara Gutierrez
  - Melissa Giamugnani
  - Rida Munir
  - Levi Higgins
  - Ezralene Rose-Walker
  - Terry Barber
  - Muhammad Fazel
- Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) Operations Unit (LEA Ops)
  - Sarah Borkowski
  - Monica Velasco
  - Rehana Sharma
  - Edward Jackson
  - Lydia Outland
  - Ankita Singh

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## Purpose of this Training

- » Annual training is provided for regional/county senior coding staff who will then train their primary coding staff. (SMAA Manual 6-17)
- » Provide guidance to assist in correctly coding all activities.
- » Provide examples of submitting Clarifying Questions (CQ).
- » Provide examples for coding Time Survey Participant (TSP) responses.
- » Provide an update on Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) policy.

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## Training Overview

- » Update: Centers for Medicare and Medicaid Services (CMS) Guidance – Melissa (SMAA)
- » Section 1: Participant Pools & Activity Codes – Ankita (LEA Ops)
- » Section 2: Reimbursable SMAA Activity Codes – Levi (SMAA)
- » Section 3: Non-Reimbursable SMAA Activity Codes – Rida (SMAA)
- » Section 4: Direct Service Activity Codes – Lydia (LEA Ops)
- » Section 5: Health Education and Anticipatory Guidance – Monica (LEA Ops)
- » Section 6: Interrelated, Parallel, and Non-Parallel Activity Codes – Terry (SMAA)
- » Section 7: Clarifying Questions (CQ) – Ezralene (SMAA)
- » Section 8a: Moment Response and Code Assignments – Muhammad (SMAA)
- » Section 8b: Moment Response and Code Assignments – Rehana/Edward (LEA Ops)

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## 2023 CMS Comprehensive Guide



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## 2023 CMS Comprehensive Guide

- » Released on May 18, 2023
- » Current SMAA Manual, Sections 5 and 6 policy remains
- » DHCS will submit a SPA by June 30, 2026
- » DHCS draft RMTS manual with CMS

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## 2023 CMS Comprehensive Guide

- » Next CMS information Webinar 9/28/2023
- » DHCS will work with stakeholders in the upcoming months
- » Send questions to your LEC coordinator or your Regions Analyst.

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## Section 1: Participant Pools and Activity Codes



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## Participant Pool 1 List Direct Service Practitioners

### Psychology and Counseling Services:

- » Associate marriage and family therapist
- » Licensed Marriage and family therapist
- » Credentialed school counselor
- » Credentialed school psychologist
- » Credentialed school social worker
- » Licensed clinical social worker
- » Licensed psychiatrist
- » Licensed psychologist
- » Licensed educational psychologist
- » Licensed physicians
- » Licensed physician assistant
- » Registered associate clinical social worker

### Respiratory Care Services:

- » Licensed respiratory care practitioner

### Speech Therapy Services:

- » Licensed speech-language pathologist
- » Credentialed speech-language pathologist
- » Speech-language pathology assistant

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## Guiding Principle

42 CFR 433.15(b)(7)

- » All activities the Secretary of Health and Human Services finds necessary for proper and efficient administration of the State Plan.

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## Participant Pool 1 List Direct Service Practitioners cont.

### Nutrition Services:

- » Registered dietitians
- » Certified nurse practitioners
- » Certified public health nurses
- » Licensed physicians
- » Licensed physician assistants
- » Licensed registered nurse
- » Registered credentialed school nurse

### Occupational Therapy:

- » Licensed occupational therapist
- » Licensed occupational therapy assistant

### Physical Therapy:

- » Licensed Physical therapist
- » Licensed physical therapist assistant

### Targeted Case Management (TCM)

- » Program specialist

### Vision Services:

- » Licensed optometrist
- » Licensed physician
- » Licensed physician assistant
- » Registered credentialed school nurse

### Orientation and Mobility:

- » Orientation and mobility specialists

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## Participant Pool 1 List Direct Service Practitioners cont.

### Hearing Services:

- » Licensed audiologist
- » Credentialed audiologist
- » Licensed physician
- » Licensed physician assistant
- » Credentialed speech-language pathologist
- » Registered school audiometrist
- » Registered credentialed school nurse who is also a registered school audiometrists

### Nursing Services:

- » Registered credentialed school nurse
- » Licensed registered nurse
- » Certified public health nurse
- » Certified nurse practitioner
- » Licensed vocational nurse
- » Trained health care aide

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## Reimbursable IEP/IFSP Assessment Services by Practitioner Type

### Practitioners and Treatments

Practitioner	IEP/IFSP Treatment Services	Non-IEP/IFSP Treatment Services	TCM
Associate marriage and family therapist	Yes	Yes	Yes
Audiologist	Yes	Yes	No
Certified nurse practitioner/Public health nurse	Yes	Yes	Yes
Credentialed school counselor	Yes	Yes	Yes
Credentialed school psychologist	Yes	Yes	Yes
Credentialed school social worker	Yes	Yes	Yes
Licensed clinical social worker	Yes	Yes	Yes
Licensed educational psychologist	Yes	Yes	Yes
Licensed professional counselor	Yes	Yes	Yes
Licensed professional therapist	Yes	Yes	Yes

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## Participant Pool 2 List Administrative Service Personnel -cont.

### Directors, Administrators, Principals and Coordinators:

- » Director – various selected positions (Speech, Nursing, etc.)
- » Director/Administrator – various selected positions (i.e. Mental Health, Speech, Nursing, etc.)
- » Special Education Administrators
- » Medical Administrative Coordinator/Assistant
- » Pupil Support Services Administrators
- » Principal and/or Assistant Principal
- » Principal at Special Education Schools
- » Student Support Services Coordinator/Case Manager

- » Coordinator – various selected positions (Medical, Mental Health, Speech, Nursing, etc..)

### Instructors:

- » Instructor, Orientation and Mobility (visually handicapped)
- » Education/Instructional Aides
- » Special Education Support Technician/Assistant
- » Teacher – various selected positions (special ed, alternative ed, resource, SDC)

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## Participant Pool 2 List Administrative Service Personnel

### Direct service practitioners:

- » Direct service practitioners (Pool 1) that are unqualified to bill under LEA BOP (i.e. an SLPA without supervision)
- » Direct service practitioners (Pool 1) that are not providing direct billable health services

### Liaisons:

- » Parent Community Facilitator/Liaison
- » Community Liaison

### Health Care:

- » Health Care Assistant/Advocate
- » Health Center Staff (i.e. manager, secretary, office manager, clerk, assistant, director, coordinator, etc.)
- » Health Technician/Specialist
- » Health Services Special Education Teachers
- » Medical Assistant
- » Medical Interns

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## Activity Codes

- » **Code 1** School-Related, Educational, and Other Activities
- » **Code 2A** Direct Medical Services – Billable
- » **Code 2Z** Direct Medical Services - Non-billable
- » **Code 3** Non-Medi-Cal Outreach
- » **Code 4** Medi-Cal Outreach
- » **Code 5** Facilitating Application for Non-Medi-Cal Programs
- » **Code 6** Facilitating Medi-Cal Application
- » **Code 7** Referral, Coordination, and Monitoring of Non-Medi-Cal Services
- » **Code 8** Referral, Coordination, and Monitoring of Medi-Cal Services
- » **Code 9** Arranging Transportation for Non-Medi-Cal Services

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## Participant Pool 2 List Administrative Service Personnel cont.

### Clerical and Secretarial Staff:

- » Office Clerical Staff (i.e. technician, secretary, office manager, clerk, assistant, etc.)
- » Secretary, Sr. Secretary
- » Family Resource Center Staff (i.e. manager, secretary, office manager, clerk, assistant, director, coordinator, etc.)

### Speech and Language:

- » Sign Language Interpreter
- » School Bilingual Assistant
- » Translator; Sr. Translator
- » Interpreters & Interpreter Assistants

### Other:

- » Transportations Planner/Router
- » Organization Facilitator
- » Placement Assistant
- » Professional Expert
- » Pupil Support – Technicians
- » Other groups/individuals that may be approved by DHCS.

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## Activity Codes

- » **Code 10** Arranging Transportation in Support of Medi-Cal Services
- » **Code 11** Non-Medi-Cal Translation
- » **Code 12** Translation Related to Medi-Cal Services
- » **Code 13** Program Planning, Policy Development, and Interagency Coordination Related to Non-Medi-Cal Services
- » **Code 14** Program Planning, Policy Development, and Interagency Coordination Related to Medi-Cal Services
- » **Code 15** Medi-Cal Claims Administration, Coordination, and Training
- » **Code 16** General Administration/ Paid Time Off
- » **Code 17** Not Working/Not Paid
- » **Code 18** Invalid Moment/No Response

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## RMTS Moment Notification

- » TSPs will be notified one student attendance day before the sampled moment and will have four student attendance days to respond.
- » Clarifying questions can be asked within 15 calendar days of the moment.
  - » TSPs will still have five student attendance days to respond to any clarifying questions.

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## Section 2: Reimbursable SMAA Activity Codes

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### Reimbursable SMAA Activity Codes

- » **Code 4** Medi-Cal Outreach
- » **Code 6** Facilitating the Medi-Cal Application
- » **Code 8** Referral, Coordination, and Monitoring of Medi-Cal Services
- » **Code 10** Arranging Transportation in Support of Medi-Cal Services
- » **Code 12** Translation Related to Medi-Cal Services
- » **Code 14** Program Planning, Policy Development, and Interagency Coordination Related to Medi-Cal Services
- » **Code 15** Medi-Cal Claims Administration, Coordination, and Training
- » **Code 16** General Administration / Paid Time Off
- » [SMAA Manual Section 5](#)

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## Code 4 – Medi-Cal Outreach

- » Code 4 is reserved for activities that inform potentially eligible individuals about Medi-Cal programs and how to access them.
- » This includes the following activities:
  - Bringing potentially eligible individuals into the Medi-Cal system for the purpose of determining eligibility.
    - Including informing children and their families on how to effectively access, use, and maintain participation in all health resources available through Medi-Cal
  - Related paperwork, clerical activities, or staff travel required to perform these activities, including initiating and responding to e-mail and voicemail regarding eligibility.

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## Code 4 Medi-Cal Outreach

- » Outreach materials should be submitted to DHCS.
- » LEAs are only reimbursed when conducting outreach for the populations served by their schools (i.e., students and their parents or guardians).
- » Activities that are not considered Medi-Cal outreach under any circumstances are:
  - General preventive health education programs or campaigns addressed to life-style changes in the general population (e.g., maintaining healthy teeth and gums, anti-smoking, alcohol abstinence, etc.).
  - Outreach campaigns directed toward encouraging persons to access social, educational, legal, or other services not covered by Medi-Cal.

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## Code 4 Examples

### » Code 4

- "Passed out pamphlets to students for a local health clinic that accepts Medi-Cal students and families."

### » Not Code 4

- "Provided information to students about the educational assistance programs." (Code 3)

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## Code 6 - Facilitating the Medi-Cal Application

- » Code 6 should be used when TSPs are assisting individuals in completing the Medi-Cal application.
- » This includes the following activities:
  - Guiding individuals or families to complete a Medi-Cal application,
  - Related paperwork, clerical activities, or staff travel required to perform these activities.
  - Initiating and responding to e-mail and voicemail regarding applications.
- » Note: This activity does not include the actual determination of Medi-Cal eligibility.

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## Code 6 Examples

### » Code 6

- “Discussed Medi-Cal eligibility and assisted with the completion of the Medi-Cal application with a parent.”

### » Not Code 6

- “Discussed the procedures for obtaining and completing a CalWORKs application with a parent.” (Code 5)

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## Code 8 – Referral, Coordination, & Monitoring of Medi-Cal Services

- » Code 8 should be used when TSPs perform referrals for, coordinate, and/or monitor the delivery of Medi-Cal covered services.
- » This includes the following:
  - Making referrals for and/or coordinating medical or physical examinations and necessary medical/mental health evaluations.
  - Related paperwork, clerical activities, or staff travel necessary to perform these activities.
  - Initiating and responding to e-mail and voicemail for Medi-Cal covered services.

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## Code 8 – Referral, Coordination, & Monitoring of Medi-Cal Services cont.

- » The following activities are considered part of the education mandate and must not be claimed as Code 8:
  - Making sure the IEP meeting is conducted.
  - Referral and coordination for the assessment of IEP meeting services.
  - Developing the initial IEP meeting goals.
  - Determining eligibility for special education.
  - Determining the student's placement.
  - Writing the IEP.
  - Ensuring Parental sign-off is obtained.
  - Confirming IEP meetings with the parents are scheduled.
  - Completing the IEP meeting.
- » These activities should be coded to Code 1 instead.

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## Code 8 Examples

- » Code 8
  - "I was referring the parent to a Medi-Cal physician for an evaluation based on the physical symptoms the parent explained."
- » Not Code 8
  - "I was referring student to tutoring group for help with their math classes." (Code 7)
  - "I was working with the IEP team to develop IEP goals." (Code 1)

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## Code 10 – Arranging Transportation in Support of Medi-Cal Services

- » This code should be used when a TSP is assisting an individual or family in obtaining transportation to Medi-Cal health-related services including:
  - Scheduling or arranging transportation to Medi-Cal covered services.
  - The time spent by a transportation supervisor or staff in coordinating transportation to Medi-Cal health-related services.

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## Code 10 – Arranging Transportation in Support of Medi-Cal Services cont.

- » Not included in Code 10 are the following:
  - Providing the actual transportation service.
  - Any activity that contributes to the actual billing of transportation as a medical service.
  - Accompanying the student to a Medi-Cal covered service.
  - Calling 911.

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## Code 10 Examples

### » Code 10

- "Arranged transportation for a student in Medi-Cal to attend a speech therapy appointment."

### » Not Code 10

- "Arranged medical transportation for a school sporting event." (Code 9)

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## Code 12 – Translation Related to Medi-Cal Services

- » This code should be used when a TSP is providing translation services as a third party to facilitate access to Medi-Cal covered services.
- » Translation can only be allowable as an administrative activity if it is not included as part of a direct medical service.
- » Note: Translation services that occur during an IEP meeting may be assigned to Code 12 depending on the moment response.
  - TSP translating as 3rd party = Code 12
  - TSP translating own work = Code 2Z

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## Code 12 Examples

### » Code 12

- "I translated for a parent and the speech therapist during a meeting where they discussed Medi-Cal covered speech therapy services."

### » Not Code 12

- "I was translating report card comments for a parent."  
(Code 11)

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## Code 14 – Program Planning, Policy Development, and Interagency Coordination Related to Medi-Cal

- » This code should be used when TSPs perform activities associated with the development of strategies to improve the coordination and delivery of Medi-Cal covered services to students and their families.
- » This code can also be used when TSPs are performing collaborative activities with other agencies and/or providers for the purposes of increasing access to Medi-Cal covered services.
- » For a moment to be coded to Code 14, the TSP should have program planning and/or policy development in their job description.

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## Code 14 Examples

### » Code 14

- “Met with the County Health Department to develop strategies for increasing the capacity of school Medi-Cal health programs.”

### » Not Code 14

- “Developing strategies to increase services offered to families and their children.” (Code 13)

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## Code 15 – Medi-Cal Claims Administration, Coordination and Training

- » The code should be used when the TSP is a LEC or LEA coordinator and they are performing activities that are directly related to Medi-Cal Administrative Activities claims administration, coordination, and/or training activities.
- » This includes the following:
  - Related paperwork, clerical activities, or staff travel necessary to perform these activities.
  - Initiating and responding to e-mail and voicemail regarding Medi-Cal administration, coordination, and training.

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## Code 15 Examples

### » Code 15

- "As the district's MAA coordinator, I trained staff on state, federal, and local requirements for SMAA claiming."

### » Not Code 15

- "I was completing payroll." (Code 1)

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## Code 16 – General Administration / Paid Time Off

- » Code 16 should be used for general administration activities & paid time off.
- » The general administration activities must be administrative and clerical activities related to facilities, district functions, and operations.
- » This includes related paperwork, clerical activities, or staff travel to perform these activities.

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## Code 16 – General Administration / Paid Time Off

- » Activities that must not be coded to Code 16:
  - Functions that are considered overhead:
    - Payroll.
    - Maintaining inventories.
    - Developing budgets.
    - Executive functions.
    - Similar overhead-related activities.
    - These activities are only allowable through the application of an approved indirect cost rate and must be coded to Code 1.
  - General administration related to students, instruction, and curriculum.
  - Any other activity that is not directly related to general administration of facilities, district functions, and operations.

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## Code 16 Examples

- » Code 16
  - "I was completing an annual evaluation on a teacher."
  - "I was interviewing SLPs to fill a vacancy."
  - "I was filling out personal mileage reimbursement forms."
- » Not Code 16
  - "I was completing purchase orders." (Code 1)
  - "I was checking e-mails." (Code 1)

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## Section 3: Non-Reimbursable SMAA Activity Codes



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### Non-Reimbursable SMAA Activity Codes

- » **Code 1** School-Related, Educational, and Other Activities
- » **Code 3** Non-Medi-Cal Outreach
- » **Code 5** Facilitating Application for Non-Medi-Cal Programs
- » **Code 7** Referral, Coordination, and Monitoring of Non-Medi-Cal Services
- » **Code 9** Arranging Transportation for Non-Medi-Cal Services
- » **Code 11** Non-Medi-Cal Translation
- » **Code 13** Program Planning, Policy Development, and Interagency Coordination Related to Non-Medi-Cal Services
- » **Code 17** Not Working/Not Paid
- » **Code 18** Invalid Moment/No Response

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## Code 1: School Related, Educational, and Other Activities

- » This code should be used for school-related activities that are not health related, such as:
  - Social services
  - Educational/teaching services
  - Employment and job training that is specific to education/curriculum
  - Other activities that are not health related
- » Note:
  - This code is the code of last resort. If the activity does not clearly fit in any other code, it should be coded to code 1.

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## Code 1 Examples

- » Providing classroom instruction and monitoring student academic achievement.
- » Performing administrative activities or participating in training related to instructional or student-focused areas.
- » Preparing for or providing disciplinary behavior management principles to students.

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## Code 3 - Non-Medi-Cal Outreach

- » This code should be used when a TSP is performing activities that inform eligible or potentially eligible individuals about non-Medi-Cal programs, such as:
  - Social
  - Vocational
  - Education
- » It also includes describing the range of benefits that are covered under those programs or explaining how to obtain enrollment in those programs.

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## Code 3 Examples

- » Informing families about non-Medi-Cal wellness programs.
- » Conducting outreach campaigns to access social, educational, legal, or services not covered by Medi-Cal.
- » General preventive health education programs for lifestyle changes.

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## Code 5 – Facilitating Applications for Non-Medi-Cal Programs

- » This code should be used when a TSP is informing an individual and/or family about programs such as CalWORKs, Food Stamps, WIC, childcare, legal aid, and other social or educational programs.
- » It includes related paperwork, clerical activities, or staff travel required to perform these activities.

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## Code 5 Examples

- » Explaining the eligibility or assisting the individual/family on application for a non-Medi-Cal Program.
- » Helping a student fill out a CalWORKs health questionnaire or applying for college financial assistance.
- » Developing and verifying eligibility for the National School Lunch Program.

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## Code 7 – Referral, Coordination, & Monitoring for Non-Medi-Cal Services

- » This code should be used when a TSP is making referrals for, coordinating, and/or monitoring the delivery of non-Medi-Cal services, such as educational services.
- » It includes related paperwork, clerical activities, or staff travel required to perform these activities.

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## Code 7 Examples

- » Making referrals for, coordinating, or monitoring the delivery of scholastic, vocational, and other non-health-related examinations.
- » Inquiring if social services can assist with finding a childcare/after-school program for a foster youth student.
- » Discussing a student's lack of academic progress and developing a plan to support the student.

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## Code 9 – Transportation for Non-Medi-Cal Services

- » This code should be used when a TSP is assisting or accompanying an individual to obtain transportation to services that are not covered by Medi-Cal.
- » It includes related paperwork, clerical activities, or staff travel required to perform these activities.

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## Code 9 Examples

- » Scheduling or arranging transportation to social, vocational, educational, or any other non-Medi-Cal services, programs, and activities.
- » Arranging transportation for field trips or school sporting events.
- » Reviewing transport arrangements to take homeless students to a college placement interview.

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## Code 11 – Non-Medi-Cal Translation

- » This code should be used when a TSP is providing translation services for non-Medi-Cal activities.
- » It includes related paperwork, clerical activities, or staff travel required to perform these activities.

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## Code 11 Examples

- » Arranging translation related to social, educational, and vocational services.
- » Arranging translation with the secretary to assist a parent with finding childcare services.
- » Arranging translation services to assist the individual to access and understand the state education or state-mandated health screenings.

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## Code 13 – Planning/ Development/ Interagency Coordination

- » This code should be used when TSPs perform collaborative activities with other agencies to develop strategies to improve coordination and delivery of non-medical/non-mental health services.
- » It includes related paperwork, clerical activities, or staff travel required to perform these activities.
- » Only TSPs whose position descriptions include program planning, policy development, and interagency coordination can perform this activity.

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## Code 13 Examples

- » Identifying gaps or duplication of other non-medical services (e.g., social, vocational, and educational programs) to students and their families.
- » Meeting with the County Department of Social Services to discuss coordination of services.
- » Developing procedures for tracking families' requests for assistance with non-medical services and the providers of such services.

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## Code 17 – Not Working/ Not Paid

- » This code should be used when a TSP responds to a moment and indicates they were not working at the time of the moment, or they were on an unpaid lunch break or other unpaid break/time off.
- » Used for moments received by a position that is vacant.
  - Pre-certification
  - Post-certification
- » [PPL # 19-030](#) provides further guidelines on TSP replacement and vacancies for RMTS.

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## Code 17 Examples

- » My random moment happened during our lunch time. I was sitting at my desk eating my lunch.
- » **Note:** The RMTS software will initially ask the TSP if they were working at the time of their assigned moment. LEA Coordinators may assist in verifying attendance during the coding review process.

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## Code 18 – Invalid Moment/No Response

- » This code should be used when an active TSP fails to provide a response to an assigned moment within the required four student attendance day response time.
- » **Note:**
  - For TSPs who were on leave but failed to notify their coordinator prior to the moment expiration, Code 18 will be initially assigned to a non-response until the TSP's leave status is verified by the LEA Coordinator.
  - If the TSP's leave status can be verified as paid leave, the moment is reassigned to Code 16. If the leave status is verified as un-paid leave, then the moment is reassigned to Code 17.
- » **Example:**
  - When a TSP is at work during their moment and decides not to answer the moment within the specified time.

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## Section 4: Direct Service Activity Codes (LEA BOP)



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## Code 2 – Direct Medical Services

- » Code 2 is split into two different sub-codes:
  - 2A (allowable under the LEA BOP) – Medically necessary direct medical services, including:
    - Assessments
    - Direct medical treatment services
    - Allowable Targeted Case Management (TCM) services
    - Extensions of a billable direct medical service
  - 2Z (unallowable) – Includes a noncovered direct medical service, or an extension of a noncovered direct medical service.

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## Pre-Sample Question

This question is asked to TSPs in Participant Pool 1

- » “Was this activity related to an assessment or screening, or related to a service that is authorized in an Individualized Education Plan (IEP), Individual Family Service Plan (IFSP), or other service/care plan?”
  - Potential answers to pre-sample question:
    - Yes = Code 2A or 2Z (Review moment response to confirm).
    - No = Unlikely to code 2A. Review moment response and code accordingly.
    - Not Sure = Ask a Qualifying Question. Review moment response and code accordingly.

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## Code 2 – Direct Medical Services

» An extension of a direct medical service includes, but is not limited to:

- Patient follow-up
- Patient counseling
- Patient assessment
- Patient education
- Parent consultations\*
- Billing activities
- All related paperwork, clerical activities, or staff travel required to perform these activities.

\*Parent consultations may also be Code 8 (referrals for, coordinating, and/or monitoring the delivery of Medi-Cal covered services), depending on moment response. Teacher consultations can also be Code 2 or Code 8 depending on the TSP's Cost Pool.

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## Code 2A – Allowable Direct Medical Services Examples

- » Providing direct treatment services, such as speech, occupational, physical, and other therapies.
- » Assessment of students, including mandated screening tests.
- » Interviewing student and/or parent when conducting an assessment.
- » Completing treatment session notes.
- » Traveling to and from the treatment location.
- » TCM related direct medical service activities.
- » Specialized physical health care services such as catheterization, gastric tube feeding and suctioning.
- » Mental health counseling, including substance abuse counseling and guidance.
- » Following cleaning protocols before/after student specific service (including COVID protocols).

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## Code 2A – Direct Medical Services Examples

- » "I was writing a report for a speech assessment."
- » "I was assessing a student's hearing."
  - General screenings are code 2A if done by a TSP from Pool 1
- » "I was writing a student assessment report in preparation for an upcoming Individualized Education Program (IEP) meeting."
- » "I was discussing a student's psychological assessment results with his parent."
- » "I was completing progress notes for a student that had just finished a therapy session."
- » "I was referring a student to another medical practitioner to receive additional medical services per the student's care plan."

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## Code 2Z – Unallowable Direct Medical Services Examples

- » Direct care services that are not medically necessary (e.g., treatments not listed in an IEP meeting, IFSP meeting or IHSP).
- » Administering first aid or emergency services.
- » Participating in IEP/IFSP meetings.
- » Supervising a direct medical service.
- » This could be a Code 16 for general administration/paid time off → Ask a Clarifying Question.
- » Supervisory review of treatment logs or progress notes.
- » Providing Applied Behavioral Analysis (ABA) services to a student.
- » Monitoring students related to a short-term illness or recent injury.
- » Any direct medical service response by a Pool 2 TSP.
- » General cleaning up/organizing materials for the next day.

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## Code 2Z – Unallowable Direct Medical Services Examples

- » "I was taking the temperature of a student with a headache."
- » "I was providing first aid to a student."
- » "I was inventorying medical supplies."
- » "I was reporting out a student's psychological assessment results during a student's IEP meeting."
- » I was editing an IEP."

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## Code 2 - FAQ #1

**Q: In a situation where a TSP responds to a moment by saying they were discussing a student's covered direct medical service with another TSP, does it matter if the TSP was the service practitioner or the consulting practitioner?**

- » A: For moments when two direct service practitioners are discussing services that one of them is providing to a student, it would be coded as follows:
  - If the TSP responding is the one providing the services, it would be Code 2A as an extension of a direct medical service.
  - If the TSP is talking to the direct service practitioner and discussing services that the practitioner is providing, it would be Code 8 for coordination of services.

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## Code 2 – FAQ #2

**Q: A Participant Pool 1 TSP answered "no" to the moment being related to a care plan. But the moment response identified that the action was related to an IEP. Would the moment be coded 2A and override the initial "no" response?**

» A: Yes. The moment would be coded 2A and override the initial "no" response if the moment clearly indicates that it was a part of a care plan.

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## Code 2 – FAQ #3

**Q: If a TCM-certified TSP provides a moment response that indicates they completed TCM related services, how would it be coded?**

» A: The coder must look at the TSP's response to pre-sample question #2 and proceed as described below. If the TSP's response to pre-sample question #2 was:

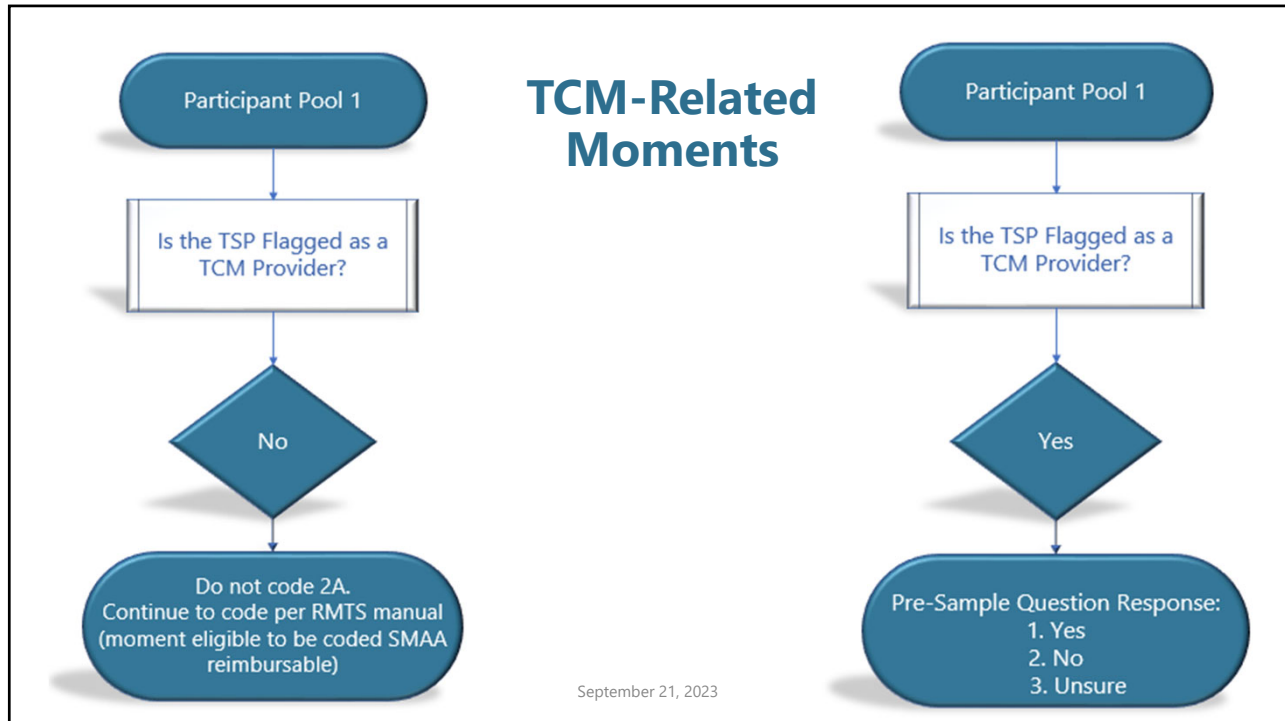
- Not sure → Ask a clarifying question and code according to the RMTS manual.
- No → Cannot be Code 2A. Continue coding per the RMTS manual.
- Yes → Code to either Code 2A or 2Z.

» Please remember: Moments from TCM certified TSPs in Participant Pool 1 cannot be coded to codes 8, 10, or 12.

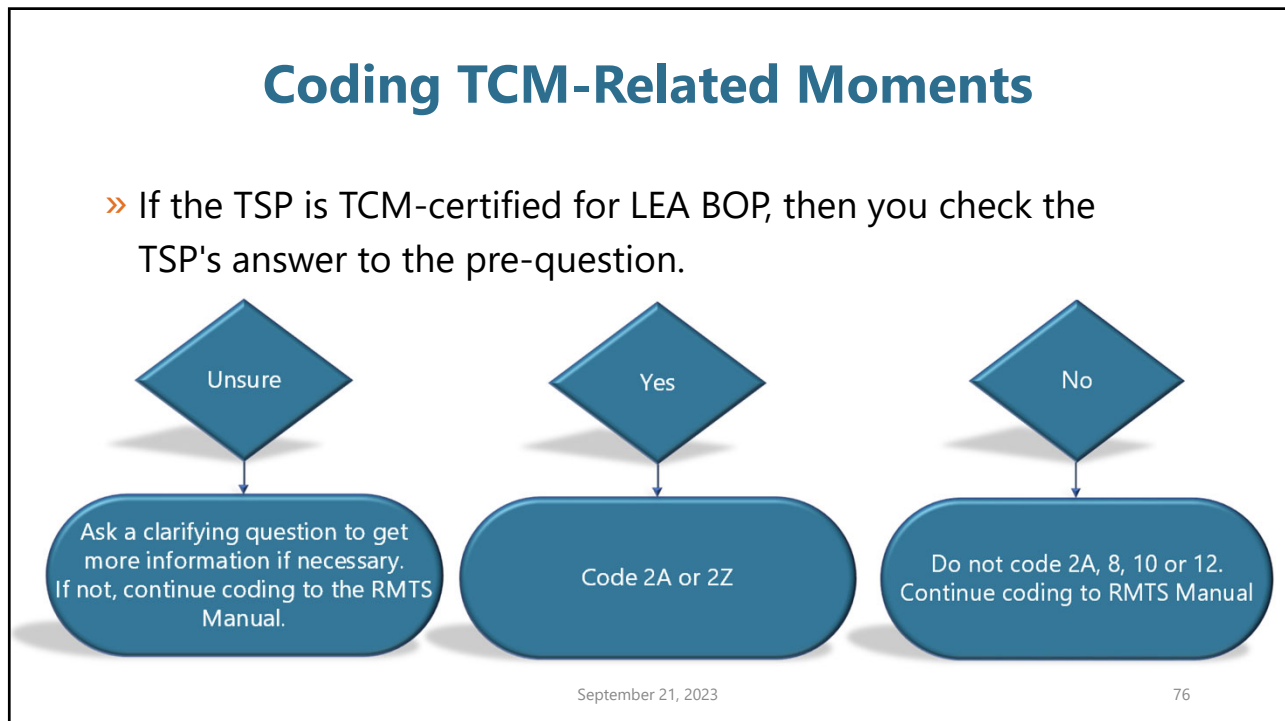
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## Training Related FAQ

**Q: What differentiates the trainings being coded to Codes 1, 2Z, or 16?**

- » Code 1 is typically used for trainings that are school, curriculum, or education related.
- » Code 2Z is for Participant Pool 1 TSPs being trained on how to conduct a direct service.
- » Code 16 is used for trainings that are more general in nature, including school/district wide trainings.

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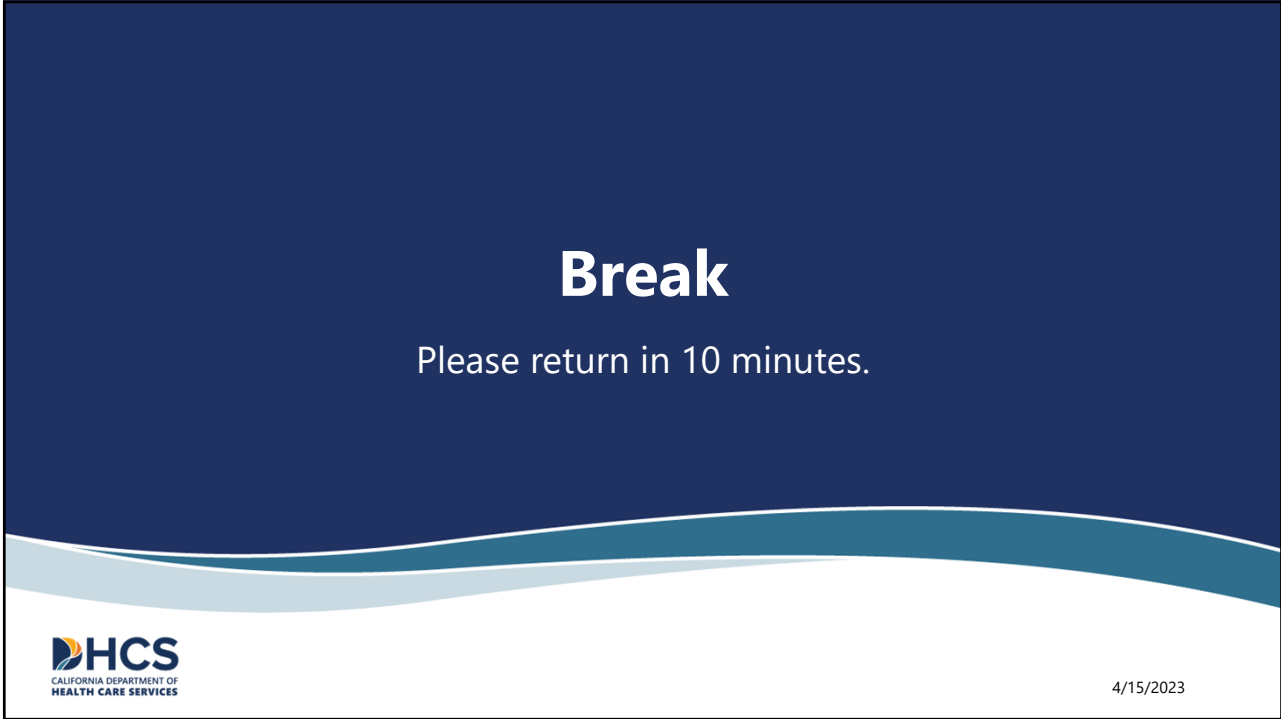
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## Questions?



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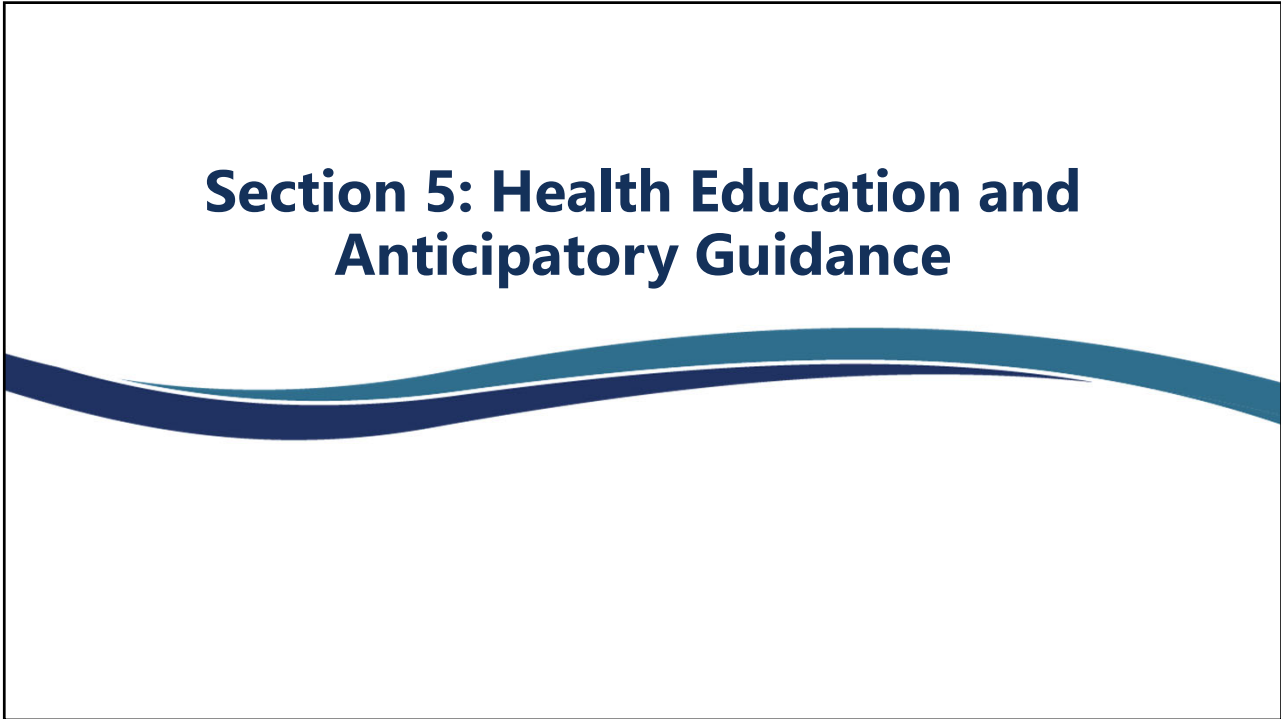
**Break**

Please return in 10 minutes.

**DHCS**  
CALIFORNIA DEPARTMENT OF  
HEALTH CARE SERVICES

4/15/2023

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**Section 5: Health Education and  
Anticipatory Guidance**

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## Current Policy

- » The [Bright Futures Periodicity Schedule](#) includes routine health education/ anticipatory guidance (e.g., age-appropriate risk factor reduction counseling).
- » Considered to be an assessment in the LEA BOP; must be a face-to-face, individual service or telehealth.
- » Health education and anticipatory guidance can be provided by:
  - Physicians and physician assistants
  - Licensed/credentialed psychologists
  - Licensed/credentialed social workers and associate clinical social workers
  - Marriage and family therapists and associate marriage and family therapists
  - School counselors
  - Nurses
- » LEA BOP is in the process of implementing additional guidance to LEAs on what constitutes health education/anticipatory guidance.

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## Service Examples

- » Promoting an alcohol and drug-free lifestyle/preventing alcohol and drug use.
- » Promoting healthy eating and nutrition.
- » Promoting mental and emotional health (discussing signs/symptoms of depression, anxiety, or other behavioral health issues).
- » Promoting physical activity and personal health/wellness.
- » Promoting safety and injury prevention.
- » Promoting a tobacco-free lifestyle.
- » Preventing violence and intentional injury.
- » Providing information on pregnancy and STD/STI prevention.
- » Providing information about the benefits of healthy lifestyles and practices.
- » Providing age-specific information on health and safety-related topics.

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## Coding – 2A versus Other Codes

### » Code 2A (when pre-question response is 'yes'):

- Risk-factor reduction counseling
- Discussions with parents on age-appropriate development or concerns
- Discussions on risks of alcohol and drug abuse with a student
- Pregnancy prevention discussions with a student
- Crisis intervention (e.g., meeting on grief/loss, suicidal ideation)

### » **Would Not Classify as Code 2A:**

- On-going grief counseling services for students without a care plan
- Sending flyers home with students
- Talking to an entire class about benefits of a healthy lifestyle
- Doing a suicide awareness/prevention talk with a classroom
- Discussing puberty/sex ed with a 5<sup>th</sup> grade class

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## Moment Review Example #1 SCHOOL PSYCHOLOGIST

**Participant Pool:** 1

**PS Q2:** Not sure

**Who:** Guidance counselor and a student.

**What:** Suicide risk assessment

**Why:** Student reported wanting to harm self.

**CQ Asked:** What kind of plan resulted from the assessment, if any?

**CQ Response:** A support plan was developed with student and parent when she came in to pick him up, provided referral for counseling and important phone numbers, parent will communicate with current psychiatrist.

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## Answer #1 Code

# 2A

**Reason:** A one-on-one risk factor reduction service is being provided as a direct service and qualifies for Code 2A.

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## Moment Review Example #2 LICENSED MARRIAGE AND FAMILY THERAPIST

**Participant Pool:** 1

**PS Q2:** Yes

**Who:** Student

**What:** Talking to a student and providing grief support after loss of a parent.

**Why:** Student is in crisis and struggling with loss.

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## Answer #2 Code

# 2A

**Reason:** A one-on-one anticipatory guidance is being provided.

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## Moment Review Example #3 SCHOOL COUNSELOR

**Participant Pool:** 1

**PS Q2:** No

**Who:** Myself

**What:** Developing a flyer on mental health resources and programs.

**Why:** Post-COVID mental health struggles.

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## Answer #3 Code

# 3

**Reason:** General preventative health education programs or campaigns addressed to lifestyle changes in the general population; this is not a direct service so not eligible for Code 2A.

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## Moment Review Example #4 LICENSED CLINICAL SOCIAL WORKER

**Participant Pool:** 1

**PS Q2:** No

**Who:** The crisis team of a local high school.

**What:** Presenting a professional development on suicide risk assessment.

**Why:** To train the school crisis teams on policy and protocol.

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## Answer #4 Code

# 16

**Reason:** Although this involves a risk factor reduction topic, this is not a direct service, it is a training.

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## Moment Review Example #5 SCHOOL NURSE

<b>Participant Pool:</b>	1
<b>PS Q2 :</b>	No
<b>Who:</b>	A diabetic student.
<b>What :</b>	Reviewing glucose monitor, warning signs and action steps when levels are low.
<b>Why:</b>	The student's glucose levels were low, and I was helping her understand what could have led to this and what to do next time.
<b>CQ:</b>	Does this student have a care plan, such as an IEP or 504 Plan, in place?
<b>Response:</b>	Yes, she has a 504 Plan for management of diabetes.

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## Answer #5 Code

# 2A

**Reason:** Although the pre-question was no, a CQ clarified that there is a 504 Plan in place for this student related to her diabetes, therefore making this a 2A.

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## Section 6: Interrelated, Parallel, and Non-Parallel Activity Codes



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**Activity Codes**

		<b>SMAA Parallel Codes</b>	
		<b>Non-Medi-Cal</b>	<b>Medi-Cal</b>
<b>Parallel</b>	<u>Code 3</u> Non Medi-Cal Outreach	<u>Code 4</u> Medi-Cal Outreach	
	<b>Non-Parallel</b>	<u>Code 5</u> Facilitating Application for Non Medi-Cal Programs	<u>Code 6</u> Facilitating Medi-Cal Application
<b>Interrelated</b>	<u>Code 7</u> Referral, Coordination, and Monitoring of Non Medi-Cal Services	<u>Code 8</u> Referral, Coordination, and Monitoring of Medi-Cal Services	
<b>LEA BOP</b> 2A 2Z	<u>Code 9</u> Arranging Transportation for non-Medi-Cal Services	<u>Code 10</u> Arranging Transportation in Support of Medi-Cal Services	
	<u>Code 11</u> Non Medi-Cal Translation	<u>Code 12</u> Translation Related to Medi-Cal Services	
	<u>Code 13</u> Program Planning, Policy Development, and Interagency Coordination Related to Non Medi-Cal Services	<u>Code 14</u> Program Planning, Policy Development, and Interagency Coordination Related to Medi-Cal Services	

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**Activity Codes**

		<b>SMAA Non-Parallel Codes</b>	
<b>Parallel</b>		<u>Code 1</u> School-Related, Educational, and Other Activities	<u>Code 15</u> Medi-Cal Claims Administration, Coordination and Training
<b>Non-Parallel</b>			<u>Code 16</u> General Administration/Paid Time Off
	<b>Interrelated</b>		<u>Code 17</u> Not Working/Not Paid
			<u>Code 18</u> Invalid Moment/No Response

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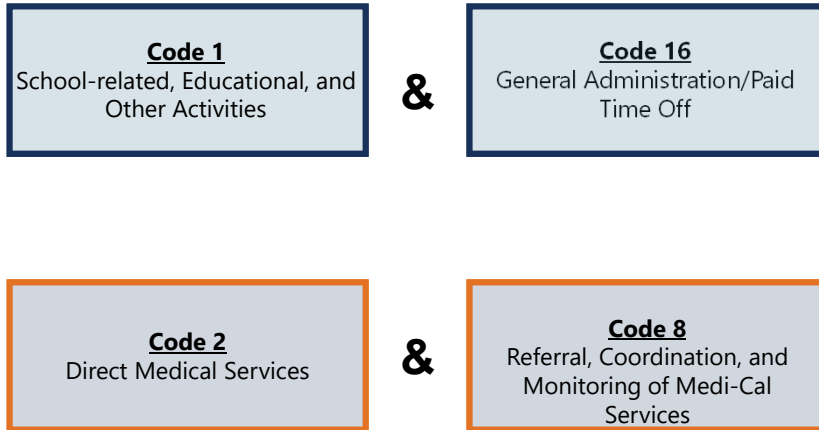


## Activity Codes

Parallel

Non-Parallel

### Interrelated



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**Code 1**  
School-related, Educational, and Other Activities

- School-related activities **that are not health-related**
- Activities specific to **education/curriculum**
  - Teaching services
  - Social services
  - Training services
- Includes activities that are primary job duties **outside of those relating to Medi-Cal**
- "Last Resort" Code
  - If an activity does not clearly fit in any other code, it should be coded to code 1.



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**Code 16**  
General Administration/Paid Time Off

**Facilities, District Functions & Ops**


- General administration duties that are **specific to** administrative/clerical activities related to facilities, district functions and operations

**Paid Time Off**

- This code also captures paid time off.
  - Defined as an individual who is being paid but is not at work
  - Includes lunch, breaks, leave, vacation or other paid time not at work

**Training**


- Must be general in nature and unrelated to curriculum, instruction or students
  - School-wide training, Professional Development, Staff meeting



**Interrelated**

Note: If an activity does not fit into a specific activity code, then it must be coded to code 1 and not to code 16.

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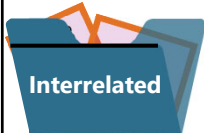
<div style="border: 2px solid blue; padding: 5px; margin-bottom: 10px;"> <p><b>Code 1</b> School-related, Educational, and Other Activities</p> </div> <p style="font-size: 2em; font-weight: bold;">Vs.</p> <div style="border: 2px solid blue; padding: 5px;"> <p><b>Code 16</b> General Administration/Paid Time Off</p> </div>	<p><b>Code 1</b></p>	<p><b>Code 16</b></p>
	<p><b>Education Requirements</b></p> <ul style="list-style-type: none"> <li>• Performing administrative or clerical activities specific to instructional, curricular, student-focused areas (e.g., attendance)</li> <li>• Performing activities related to immunization requirements for school attendance</li> <li>• Enrolling new students or obtaining registration information</li> <li>• Compiling, preparing, and reviewing reports on textbooks or attendance</li> <li>• Reviewing the education record for students who are new to the school</li> <li>• Conducting external relations related to school/educational issues/matters</li> </ul>	<p><b>Education Requirements</b></p> <ul style="list-style-type: none"> <li>• Does not qualify under Code 16</li> </ul>
	<p><b>Instruction</b></p> <ul style="list-style-type: none"> <li>• Providing classroom instruction (including lesson planning)</li> <li>• Testing, correcting papers, completing reports</li> <li>• Monitoring student academic achievement</li> </ul>	<p><b>Instruction</b></p> <ul style="list-style-type: none"> <li>• Does not qualify under Code 16</li> </ul>
<div style="text-align: center;">  <p><b>Interrelated</b></p> </div>	<p>September 21, 2023</p>	<p>100</p>

**Code 1**  
School-related, Educational,  
and Other Activities

Vs.

**Code 16**  
General Administration/Paid  
Time Off

<b>Code 1</b>	<b>Code 16</b>
<p><b>IEP</b></p> <ul style="list-style-type: none"> <li>Developing, coordinating, and processing the components of the IEP for a student, which includes ensuring that annual reviews of the IEP are conducted, parental sign-off is obtained, IEP meetings are scheduled, and the IEP is completed</li> </ul>	<p><b>IEP</b></p> <ul style="list-style-type: none"> <li>Does not qualify under Code 16</li> </ul>
<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>Performing administrative or clerical activities related to general operations such as accounting, budgeting (including budget development and monitoring of program expenditures), payroll, purchasing and data processing (when these activities are not included in the indirect rate)</li> <li>Compiling, preparing, and reviewing reports related to instruction, curriculum, or student operations</li> </ul>	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>Fulfilling administrative and oversight responsibilities as Assistant Superintendent, Principal, or Assistant Principal</li> <li>Compiling, preparing, and reviewing reports related to overall general operations, but unrelated to the instructional, curricular, or student information</li> </ul>



**Interrelated**

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**Code 1**  
School-related, Educational,  
and Other Activities

Vs.

**Code 16**  
General Administration/Paid  
Time Off

<b>Code 1</b>	<b>Code 16</b>
<p><b>Meetings and Training</b></p> <ul style="list-style-type: none"> <li>Coordinating, participating in, or presenting training related to curriculum, instruction, student focused areas with the goal to improve the delivery of student services for programs other than Medi-Cal.</li> <li>Attending or facilitation of school or unit staff meetings, board meetings, or required in-service trainings and events related to curriculum, instruction, or student focused areas including discipline and behavior.</li> </ul>	<p><b>Meetings and Training</b></p> <ul style="list-style-type: none"> <li>Coordinating, participating in, or presenting training necessary to clarify site and district policy, procedures or issues related to employees.</li> <li>Attending or facilitation of school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction, or students).</li> <li>Professional Development trainings</li> </ul>
<p><b>Review and Planning</b></p> <ul style="list-style-type: none"> <li>Reviewing articles related to curriculum and instructional services.</li> <li>Evaluating curriculum and instructional services, student/teacher policies, and procedures as they relate to student instruction for the school site or district.</li> </ul>	<p><b>Review and Planning</b></p> <ul style="list-style-type: none"> <li>Reviewing technical literature and research articles.</li> </ul>




**Interrelated**


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<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Code 1</b> School-related, Educational, and Other Activities</p> </div> <p style="font-size: 2em; font-weight: bold;">Vs.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Code 16</b> General Administration/Paid Time Off</p> </div> <div style="margin-top: 20px;">  <p><b>Interrelated</b></p> </div>	<p><b>Code 1</b></p>	<p><b>Code 16</b></p>
	<p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• Providing general supervision of students (e.g., playground, lunchroom)</li> <li>• Conferring with students/parents about discipline, academic matters, or other school non-health related issues</li> <li>• Applying discipline activities with students</li> <li>• Handling behavioral issues with students</li> </ul>	<p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• Providing general supervision of staff, including supervision of student teachers or classroom volunteers</li> <li>• Evaluation of employee performance (including person being evaluated)</li> </ul>
	<p><b>Survey Participant Paperwork</b></p> <ul style="list-style-type: none"> <li>• Paperwork related to initial IEP development</li> <li>• Completing student academic progress reports</li> </ul>	<p><b>Survey Participant Paperwork</b></p> <ul style="list-style-type: none"> <li>• Completing expense claims as required for work-related travel</li> </ul>
	<p><b>Paid Time off</b></p> <ul style="list-style-type: none"> <li>• Does not qualify under Code 1</li> </ul>	<p><b>Paid Time off</b></p> <ul style="list-style-type: none"> <li>• Paid time off (when you are being paid, but you are not at work)</li> <li>• Includes vacation days, jury duty, sick leave and lunch breaks (if it is paid time)</li> </ul>
	<p>September 21, 2023</p>	<p>109</p>

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<div style="border: 2px solid orange; padding: 10px; margin: 0 auto; width: 60%;"> <p><b>Code 8</b> Referral, Coordination, and Monitoring of Medi-Cal Services</p> </div>
<ul style="list-style-type: none"> <li>• Referrals for, coordinating, and/or monitoring the delivery of Medi-Cal covered services</li> <li>• Includes:             <ul style="list-style-type: none"> <li>• Related paperwork, clerical activities, or staff travel necessary to perform these activities</li> <li>• Gathering any information in advance that may be required for medical/dental/mental health referrals</li> </ul> </li> </ul>
<div style="margin-top: 20px;">  <p><b>Interrelated</b></p> </div>
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**Code 8**

Referral, Coordination, and  
Monitoring of Medi-Cal  
Services

**42 CFR 440.169**

- Ensure the care plan is *effectively* implemented
- Monitoring may be conducted as frequently as necessary to help determine whether the following conditions are met:
  - Ensuring services are being furnished in accordance with the individual's care plan;
  - Ensuring services in the care plan are adequate; and
  - Reviewing if there are changes in the needs or status of the eligible individual
- Adjustments to the care plan and service arrangements with providers



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**Code 8**

Referral, Coordination, and  
Monitoring of Medi-Cal  
Services

- Attending IEP meetings is part of an education mandate and must not be assigned to Code 8.
  - Initial assessments leading to IEP meetings must not be assigned as Code 8.
  - Once an IEP is established, Code 8 can be assigned to referrals, coordination, and monitoring of services.
- Referral, coordination and monitoring of services provided outside of an IEP/IFSP may be assigned as Code 8.



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**Code 8**  
Referral, Coordination, and Monitoring of Medi-Cal Services

**Attending**

Initial      Annual      Triennial

Pool 1? **2Z**      Pool 2? **1**

**Referrals, Coordination, Monitoring**

Initial      Annual ✓      Triennial ✓

Interrelated

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**Code 8**  
Referral, Coordination, and Monitoring of Medi-Cal Services

Vs.

**Code 2**  
Direct Medical Services

- The TSP's Participant Pool should be examined when coding for Code 2 versus Code 8.
- Moments for TSPs in Participant Pool 2 should never be assigned to Code 2A; however, Code 2Z may be relevant for these TSPs:
  - For example, a speech language pathologist in Participant Pool 2 may submit a moment related to the provision of speech therapy services.
- When two direct service practitioners are discussing a student's progress, it is important to examine which TSP is performing the direct medical service.
- The TCM Decision Tree will help central coding staff evaluate TCM-related moments.

Interrelated

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## Section 7: Clarifying Questions



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### Definition

- » Clarifying Questions (CQs)
  - Open-ended question used to gain additional information to assign the correct activity code.

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## Clarifying Question for RMTS Pre-Sample Question

- » Guidance is specific for Participant Pool 1 TSPs.
- » Effective SFY 2021-22:
  - Coders should ask Participant Pool 1 TSPs a clarifying question when their response to pre- sample question 2 ("Was this activity related to an assessment or screening, or related to a services that is authorized in an IEP, IFSP or other service/care plan?") directly conflicts with the TSP's narrative to the moment.
- » For example:
  - If the TSP responds "no" to pre-sample question 2, but their narrative response references an IEP student and/or services.
  - In this case, DHCS suggests asking a clarifying question, such as "Was the activity being conducted at the time of your moment related to services authorized in an IEP, IFSP or service/care plan? or " Was the activity being conducted at the time of your moment related to an assessment [or screening] service?".

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## Clarifying Questions (CQs)

- » Are relayed through the System Software Platforms.
- » Must be open-ended and cannot be a leading.
- » Used to gain clarity on moment responses.
- » No more than two (2) can be asked for a given moment response.
  - Both CQs must be issued within 15 calendar days from the moment response.
- » May be presented in the form of a statement.
- » A 10% sample is reviewed quarterly.
- » Reminder: When in doubt – ask a CQ.

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## Example of Open-ended Questions

- » In detail, what were you discussing during the one-minute survey?
- » Can you describe the topic being discussed during the time of the one-minute survey?
- » Without violating privacy, can you provide detail of what was being discussed during the one-minute survey?
- » Please indicate what was being discussed during the IEP meeting.
- » Note: No Personal Identifiable Information (PII).

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## Example of Leading Questions

- » Did you discuss a Medi-Cal service at the meeting you attended?
- » You were performing a Medi-Cal service, correct?
- » Is the activity described in this moment related to a Medi-Cal service?

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## Section 8a: Moment Response and Code Assignments (SMAA)



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### Moment Response #1 HEALTH CARE ASSISTANT

**Participant Pool:** 1

**PS Q2:** No.

**Who:** I was alone.

**What:** I was delivering supplies.

**Why:** Classrooms needed face mask for adults and children, disinfecting wipes, and gloves.

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## Answer #1 Code

# 1

**Reason:** Anything related to illness prevention protocols would fall under code 1.

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## Moment Response #2 PRINCIPAL

**Participant Pool:** 2

**Who:** I was by myself.

**What:** I was on the computer.

**Why:** I was checking e-mails.

**CQ1:** Please describe the nature of the e-mail.

**Response:** The e-mail was regarding renting the football field for an event.

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## Answer #2 Code

# 16

**Reason:** Typically checking e-mails would be code 1; however, this was related to general school facilities, it is code 16.

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## Moment Response #3 SCHOOL PSYCHOLOGIST

<b>Participant Pool:</b>	1
<b>PS Q2:</b>	Yes.
<b>Who:</b>	I was with the speech language pathologist.
<b>What:</b>	We were discussing special education programs and speech language services for a student who was just assessed for initial placement.
<b>Why:</b>	We were performing this activity to determine what the student will need in order to progress in his educational development.

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## Answer #3 Code

# 1

**Reason:** Developing the initial IEP is a part of an education mandate. This includes related activities such as developing the initial IEP goals, determining eligibility for special education, determining the student's placement, and writing the IEP.

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## Moment Response #4 SPEECH LANGUAGE PATHOLOGIST

**Participant Pool:** 1

**PS Q2:** No.

**Who:** No one, I was by myself.

**What:** I was writing an e-mail to another Speech Language Pathologist in another district.

**Why:** To try and obtain a file for a student.

**CQ 1:** Please elaborate further on the purpose of the e-mail written during the 1-minute moment and expand on the reason for obtaining the student file.

**Response:** There is a new student enrolling at Brightwood, and parents do not have a copy of the child's IEP. I was writing an e-mail to the previous SLP to obtain a copy of the student's IEP and to request his file be sent over.

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## Answer #4 Code

# 8

**Reason:** SLP to another SLP requesting information for coordination of Medi-Cal service.

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## Moment Response #5 SPEECH LANGUAGE PATHOLOGIST Pool 1

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** I was with the school psychologist.

**What:** I was discussing a new student who will be transitioning to ATP during the summer.

**Why:** To learn about a new student's speech/language goals and services, including her AAC needs.

**CQ 1:** Please define the acronyms ATP and AAC. Please avoid using acronyms when responding to your moment.

**Response:** Adult Transition Program (ATP) and Augmentative and Alternative Communication (AAC)

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## Answer #5 Code

# 8

**Reason:** Based on 8L from the SMAA Manual. The TSP was discussing with the school psychologist to coordinate or review a student's needs for health-related services covered by Medi-Cal.

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## Moment Response #6 COORDINATOR OF SPECIAL EDUC

**Participant Pool:** 2

**Who:** Alone.

**What:** Running a Preschool Special Education Transition Meeting.

**Why:** Preschool aged students transition to Kinder and must have an IEP meeting.

**CQ 1:** What type of services does the preschool student currently receive that will be transitioned to an IEP?

**Response:** Speech and Language, Specialized academic instruction, Occupational Therapy

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## Answer #6 Code

# 1

**Reason:** Code 1 because developing the initial IEP is a part of an education mandate.

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## Moment Response #7 COUNSELOR

**Participant Pool:** 2

**Who:** A student.

**What:** Explaining wellness services.

**Why:** Student self-referred and wanted more information.

**CQ 1:** Please provide detail of the type of wellness services you were explaining during the one-minute survey?

**Response:** Counseling in our wellness center.

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## Answer #7 Code

# 7

**Reason:** Wellness services are not considered Medi-Cal related services.

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## Moment Response #8 SPEECH/LANGUAGE SPECIALIST

<b>Participant Pool:</b>	1
<b>PS Q2:</b>	Yes.
<b>Who:</b>	Myself.
<b>What:</b>	Parent phone calls, left voicemails with both parents.
<b>Why:</b>	To request that parents sent AT/AAC (Augmentative and Alternative Communication Device) device for communication to school with student.
<b>CQ 1:</b>	What does AT/AAC stand for?
<b>Response:</b>	AT/AAC is an Augmentative and Alternative Communication Device.

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## Answer #8 Code

# 8

**Reason:** The TSP was Coordinating the completion of the prescribed services.

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## Moment Response #9 SDC TEACHER

**Participant Pool:** 2

**Who:** I was working with students in Directed Study class who have IEPs or 504s.

**What:** I was working with a student who was struggling in an online English class, and she was stressed and overwhelmed near the point of tears. We determined a game plan on how to manage her stress and reached out to her counselor.

**Why:** As part of my position, I work with students on a variety of different subjects and try to support mental health as they arise, but staffing is thin with counselors and school psychologists.

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## Answer #9 Code

# 1

**Reason:** Please re-assign to Code 1 per SMAA Manual section 5-3 letter D. Should have asked a clarifying question asking what specific activity the TSP was performing during the 1-minute moment.

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## Moment Response #10 DIRECTOR

**Participant Pool:** 2

**Who:** Special Ed Administrators.

**What:** Planning for the mental health needs of students.

**Why:** A part of my job.

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## Answer #10 Code

# 1

**Reason:** A CQ is needed to determine what type of planning the TSP was doing; educational assistance, assessments, referrals, staffing, etc. Without knowing that, it can't be accurately coded and can't be reimbursed by SMAA.

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## Moment Response #11 PSYCHOLOGIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** Behavior Specialist II, Lead Special education teacher, assistant principal, and speech therapist.

**What:** Developing a behavior support plan for a student with an IEP.

**Why:** Student's negative behaviors have escalated in the last week, so the team came together to develop a behavior plan for this student before he returns from suspension.

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## Answer #11 Code

# 8

**Reason:** Referral, Coord., and Monitoring of Medi-Cal Services. However, please ask a CQ next time to determine 2 things:

- 1) If the student already had behavioral interventions in their IEP
- 2) If this occurred during an IEP meeting

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## Moment Response #12 PSYCHOLOGIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** Teacher of Special Education.

**What:** Discussing a behavior of a student.

**Why:** Due to a behavior incident on Thursday. Discussion included scheduling an IEP to document incident.

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## Answer #12 Code

# 1

**Reason:** Behavioral issues are typically Code 1 unless already established through an IEP. A CQ should have been asked to clarify if the student already had an IEP, or if the TSP wanted to create an initial IEP. Without knowing that, we can't allow it to be coded to a reimbursable code.

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## Moment Response #13 CREDENTIALLED SCHOOL PSYCHOLOGIST

**Pool:** 1

**PS Q2:** Yes.

**Who:** School Psychologist.

**What:** Consult for Behavior.

**Why:** Planning for behavior intervention.

**CQ 1:** Please confirm, was this consultation for a student? If so, who will be presenting and working with the student towards their behavior intervention?

**Response:** It was for a student, and the school psychologist I was consulting with will be working with the IEP team.

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## Answer #13 Code

# 8

**Reason:** It is a code 8 activity based on section 5-10 bullet L, "Participating in a meeting/discussion to coordinate or review a student's needs for health-related services covered by Medi-Cal."

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## Moment Response #14 LICENSED OCCUPATIONAL THERAPIST

- Pool:** 1
- PS Q2:** Yes.
- Who:** SPED Teacher.
- What:** Discussing tomorrow's morning occupational therapy group.
- Why:** Creating secondary plans, due to having to be in an IEP at that time.

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## Answer #14 Code

# 1

**Reason:** Without a CQ, we can't determine whether the secondary plans were OT or educationally based.

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## Moment Response #15 OFFICE CLERICAL STAFF

**Pool:** 2

**Who:** I was alone in my office.

**What:** Working on submitting Office Depot and Southwest orders for the end of the school year.

**Why:** To supply the school with necessary items to end the school year.

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## Answer #15 Code

# 1

**Reason:** TSP is performing clerical activities specific to instructional or curriculum areas.

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## Moment Response #16 CREDENTIALLED SCHOOL COUNSELOR

**Pool:** 1

**PS Q2:** No.

**Who:** School Principal, 2 Sixth Grade Teachers, and a consultant specializing in Positive Behavior Intervention Supports applications.

**What:** We were going through Tier 1, 2, and 3 data filling out the Positive Behavior Intervention Supports application for Sky View Elementary.

**Why:** Every year our school applies for an award/recognition for the Positive Behavior Intervention Supports we are providing for our students on campus.

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## Answer #16 Code

# 1

**Reason:** Would not be Code 16 because it is meant for the general administration of building and facilities. This should be code 1 as it is related to receiving an award. It is important to consider if Medi-Cal should be paying for this activity. Code 1 should be code used if the activity does not fit in any other code.

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## Section 8b: Moment Response and Code Assignments (LEA BOP)



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## Code 2A and 2Z

- » In LEA BOP, there are two codes that are reviewed which are code 2A and 2Z.
  - » [Code 2A](#) - Includes medically necessary direct medical services, or an extension of direct medical services that are allowable covered services under the LEA BOP.
  - » [Code 2Z](#) - This code includes non-covered direct medical services, or an extension of non-covered direct medical service.

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## LEA OPS – Our Reviews

- » What it looks like:
  - » We pull moments and sort for all 2A and 2Z moments
- » What we look for:
  - » How the TSP responded to the pre-sample question
  - » If the moment is related to a billable direct service
  - » Whether the moment was performed by an allowable service practitioner
  - » Whether or not the moment is related to an IEP, IFSP, or other IHSP/Care Plan (if needed for that particular service)
  - » Make sure that no Personal Health Information (PHI) has been mistakenly added to the moment responses
- » What we use:
  - » [SMAA Manual - Section 5](#)
  - » [LEA BOP Provider Manual](#)

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## Moment Response #1 OCCUPATIONAL THERAPIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** I am by myself.

**What:** I was organizing treatment supplies and creating a sample project for a pending OT sessions.

**Why:** In order to provide students with an activity related to the acquisition of their IEP goals.

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## Answer #1 Code

# 2A

**Reason:** This moment is an extension of a covered LEA BOP occupational therapy service for an IEP student and is considered a Code 2A.

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## Moment Response #2 LICENSED SPEECH LANGUAGE SPECIALIST

### Participant Pool: 1

- PS Q2:** Yes.
- Who:** By myself.
- What:** I was writing a report for an upcoming IEP meeting.
- CQ:** What report were you writing?
- A:** I was writing an assessment report.

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## Answer #2 Code

# 2A

**Reason:** Code 2A includes evaluating the student and developing a report that will be presented at an upcoming IEP meeting.

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## Moment Response #3 LICENSED SPEECH LANGUAGE SPECIALIST

**Participant Pool: 1**

**PS Q2:** Yes.

**Who:** By myself.

**What:** I was editing/finalizing an IEP.

**Why:** In preparation for an upcoming IEP meeting.

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## Answer #3 Code

# 2Z

**Reason:** Preparing for IEP/IFSP meetings, including writing or editing an IEP/IFSP is not a medically necessary service. (Note: the IEP/IFSP is a requirement of Department of Education, not Medicaid)

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## Moment Response #4 LICENSED NURSE

### Participant Pool: 1

- PS Q2:** Yes.
- Who:** Myself in the office.
- What:** Talking to a parent to update a health assessment.
- Why:** To finish a health assessment for an upcoming IEP meeting.

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## Answer #4 Code

# 2A

**Reason:** Code 2A includes interviewing the parent/guardian when conducting an assessment.

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## Moment Response #5 SPEECH LANGUAGE PATHOLOGIST

### Participant Pool: 1

**PS Q2:** Yes.

**Who:** I was by myself.

**What:** I was documenting therapy services.

**Why:** I was reporting what happened in the student's session today.

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## Answer #5 Code

# 2A

**Reason:** Documenting direct services are considered a Code 2A (extension of a medical service).

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## Moment Response #6 LICENSED VOCATIONAL NURSE

### Participant Pool: 1

**PS Q2:** No.

**Who:** Myself.

**What:** Driving.

**Why:** To get to my next student.

**CQ 1:** What services would you provide student upon arrival and is it an IEP directive service?

**Response:** Yes, I was driving to see a student with an IEP. I am a diabetic nurse and my students that day were at different school sites.

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## Answer #6 Code

# 2A

**Reason:** Travel to or from a direct service is an example of indirect service time. Since the student has an IEP, this moment is considered a 2A.

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## Moment Response #7 LICENSED OCCUPATIONAL THERAPIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** I was by myself.

**What:** I was researching an adaptive device for a student to use in therapy sessions and in the classroom due to motor deficits.

**Why:** To improve effective treatment for a student with cerebral palsy.

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### Answer #7 Code

# 2A

**Reason:** This qualifies as pre-service time for a direct medical service.

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## Moment Response #8 LICENSED SPEECH THERAPIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** Student.

**What:** I was completing a standardized assessment with a 3rd grade student.

**Why:** I was completing this assessment as part of a triennial evaluation.

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## Answer #8 Code

# 2A

**Reason:** Completing an assessment for a triennial evaluation is considered a Code 2A.

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## Moment Response #9 CREDENTIALLED SCHOOL PSYCHOLOGIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** Special education teacher, 2 instructional assistants, and 7 special education pre-school students.

**What:** I was conducting an observation of a student in a pre-school special education class.

**Why:** I was performing this activity as part of a comprehensive assessment for the purpose of transition planning to kindergarten next school year.

**CQ 1:** Please elaborate further on the reason for the comprehensive assessment in which you were observing the student during the 1-minute moment.

**Response:** The reason for the comprehensive assessment for this student is a mandated Transition-to-Kinder assessment as the student is currently in a pre-school special day class and will be in kindergarten next year.

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## Answer #9 Code

# 2A

**Reason:** Observing a student in the classroom to gather information for the student's assessment is a Code 2A.

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## Moment Response #10 LICENSED/CREDENTIALLED SPEECH-LANGUAGE PATHOLOGIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** Student and parent.

**What:** Consulting with the parent, providing strategies to support language development at home.

**Why:** As part of the student's IEP to facilitate language development.

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## Answer #10 Code

# 2A

**Reason:** this is an example of allowable pre- and post-service.

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## Moment Response #11

### CREDENTIALLED SPEECH LANGUAGE PATHOLOGIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** I was by myself.

**What:** I was entering progress reports into SIS.

**Why:** This activity is related to my student's IEPs.

**CQ 1:** Please specify and provide further details on the aspect of the IEP you were entering into SIS during the 1-minute moment.

**Response:** Progress notes.

**CQ 2:** Please specify the aspect of the IEP the progress notes worked on during the 1-minute moment address.

**Response:** I was entering student progress notes into the SIS system for the students on my caseload.

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## Answer #11

### Code

# 2A

**Reason:** Paperwork associated with the delivery of direct care services, including the preparation of progress notes, is a Code 2A.

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## Moment Response #12 TRAINED HEALTH CARE AIDE

**Participant Pool:** 1

**PS Q2:** No.

**Who:** I was with staff and students.

**What:** I was helping students with educational chores.

**Why:** These chores are on their IEPs to help with life skills.

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## Answer #12 Code

# 2A

**Reason:** This is a moment describing a THCA assisting in IEP directed activities of daily living (ADL), which are allowable.

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## Moment Response #13

### CREDENTIALLED SPEECH LANGUAGE PATHOLOGIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** I was in the office by myself.

**What:** I was writing an assessment report.

**Why:** To finish assessing the student.

**CQ 1:** Please specify the type of assessment report written during the minute moment.

**Response:** Tri

**CQ 2:** Please specify the reason for the triennial assessment report written during the 1-minute moment and provide further details on what the assessment addresses.

**Response:** The assessment is to evaluate student's use of an AAC device.

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## Answer #13

### Code

# 2A

**Reason:** Writing a report to summarize assessment results and recommendations is considered a Code 2A.

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## Moment Response #14 PSYCHOLOGIST

**Participant Pool:** 1

**PS Q2:** No.

**Who:** I was by myself.

**What:** I was cleaning the table, and chair where I will be testing a student later, the person that tested a student the day before didn't wipe it down.

**Why:** For my safety and the safety of the students coming on campus to test for their assessment.

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## Answer #14 Code

# 2A

**Reason:** Pool 1 practitioners following cleaning protocols before/after student specific service is covered under code 2A.

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## Moment Response #15 SPEECH LANGUAGE PATHOLOGIST

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** I was by myself.

**What:** I was creating a lesson for a group therapy session.

**Why:** I have a session tomorrow and need to develop materials.

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## Answer #15 Code

# 2A

**Reason:** Planning activities for services when students have IEPs/IFSPs/Care Plans are considered a Code 2A.

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## Moment Response #16 SCHOOL NURSE

**Participant Pool:** 1

**PS Q2:** No.

**Who:** Knights Ferry staff.

**What:** Vision screening for second graders.

**Why:** Mandatory screening.

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## Answer #16 Code



**Reason:** A CQ should have been asked. Was the TSP conducting a screening, in a training about vision screening, taking a break during the vision screening? This moment response does not allow for accurate coding.

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## Moment Response #17 SCHOOL NURSE

<b>Participant Pool:</b>	1
<b>PS Q2:</b>	No.
<b>Who:</b>	Coworker.
<b>What:</b>	Checking incoming e-mails regarding new medication orders for a student that is not on an IEP.
<b>Why:</b>	New medication orders need to be reviewed by the nurse.
<b>CQ 1:</b>	For the new medication orders that you were reviewing at the time of your moment (8:18 AM), can you please clarify what type of medical/health need it was addressing and if it will be included on a care plan?
<b>Response:</b>	It was for an Epi Pen due to an allergy to fish. No separate care plan will be done.

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## Answer #17 Code

# 2Z

**Reason:** The student does not have a care plan (and one will not be developed, as noted in the moment response).

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## Moment Response #18 SPECIAL EDUCATION TEACHER

<b>Participant Pool:</b>	2
<b>Who:</b>	My co-teacher, paraprofessional, and our class of students.
<b>What:</b>	I was providing training and coaching to the paraprofessional regarding the support needs of one of the students with an IEP.
<b>Why:</b>	I was performing this activity because the student has complex needs including communication needs, executive function needs, motor planning needs, and self help needs. Specific training is essential for the student to be properly supported.

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## Answer #18 Code

# 2Z

**Reason:** This is a participant pool 2 practitioner so the moment would not be eligible for a Code 2A. Based on the SMAA Manual, Code 2Z, bullet D reads, "Training a direct service practitioner on how to conduct a direct service".

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## Moment Response #19 SCHOOL NURSE

**Participant Pool:** 1

**PS Q2:** Yes.

**Who:** Working alone.

**What:** I was reviewing student lists for initial and three-year IEPs.

**Why:** This activity helps me plan and know who are the students that I have to assess.

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## Answer #19 Code

# 2Z

**Reason:** This moment was more of a general planning activity, versus tied to a assessing a specific student and would therefore be a Code 2Z.

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## Moment Response #20 LICENSED/CREDENTIALLED SPEECH LANGUAGE PATHOLOGIST

**Participant Pool:** 1

**PS Q2:** No.

**Who:** I was with a SLPA.

**What:** Reviewing schedules, groups, and student goals.

**Why:** To ensure students are receiving speech service minutes as listed in their IEPs and to discuss therapy strategies to support student progress toward goals.

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## Answer #20 Code

# 2Z

**Reason:** This moment was more of a general planning activity, versus tied to a assessing a specific student and would therefore be a Code 2Z.

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## Moment Response #21 CREDENTIALLED SCHOOL COUNSELOR

**Participant Pool:** 1

**PS Q2:** No.

**Who:** One of my students on my caseload who does not have an IEP.

**What:** Teaching a lesson.

**Why:** I was working with my student to support their social-emotional well-being.

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## Answer #21 Code

# 2Z

**Reason:** Counseling provided to students without IEPs/IFSP/Care Plans cannot be coded to 2A.

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## Moment Response #22 TRAINED HEALTH CARE AID

**Participant Pool:** 1

**PS Q2:** No.

**Who:** Other students on lunch and staff on lunch duty.

**What:** I was supervising a student at lunch time.

**Why:** I was instructed by my administration.

**CQ 1:** Can you please provide the purpose for supervising the student at lunchtime and why this support was necessary?

**Response:** This support is necessary since it is in the nurse's assessment but not in her accommodations or services section of the IEP.

**CQ 2:** Can you please clarify how the support you were providing was in the nurse's assessment, what type of assessment was that related to and to address what area of need?

**Response:** A recommendation by the nurse in the health/status summary on the present levels page of the IEP and on the School Health Assessment for Triennial IEP Evaluation. Access to one-on-one paraprofessional for the student is recommended due to high fall risk related to left sided weakness/possible periods of vision loss.

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## Answer #22 Code

# 2Z

**Reason:** The services provided are not part of accommodations or services section of the IEP. In order for this to be a code 2A, the accommodation would need to be part of the IEP.

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## RMTS Coding Appeals

- » Each LEC will produce a Quarterly Coding Report (QCR) within 30 calendar\_days of coding being finalized for the quarter.
- » Each claiming unit will have 30 calendar days to review the QCR data to ensure accuracy and submit corrections to the LEC.
- » For any specific coding assignment for which the claiming unit and LEC are unable to reach an agreement, the coding appeals process can be utilized (*process contained in SMAA Manual, 6-24*).
- » Once a LEC has decided on the correction request, they will need to CC the LEA and submit a coding appeal request to DHCS within 30 calendar days .
- » DHCS will issue a written decision to all parties involved within 60 business days after the request for appeal has been received.

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## Next Steps



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## Next Steps

- » A PDF copy of this presentation will be provided for all attendees.
- » For any further questions or concerns please e-mail the RMTS mailbox ([RMTS@dhcs.ca.gov](mailto:RMTS@dhcs.ca.gov))

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# Questions?

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