In this Issue:
- What do clinical and support staff need to know about Medi-Cal Administrative Activities (MAA)?
- What are Quality Assurance/Utilization Review activities and time card codes?

Question: What is MAA?

Answer:
MAA is a federal Medicaid reimbursement program that covers many of the things we do on a daily basis that are not direct client services. MAA includes “activities necessary for the proper and efficient administration of the Medi-Cal State Plan”, especially outreach, planning, and assistance with access to services.

Question: Who qualifies as “Skilled Professional Medical Personnel (SPMP)”?

Answer:
This is one of the most poorly conceived initialisms ever because it implies that only SPMP staff are skilled and professional! The federal definition of SPMP contains licensure and education toward licensure requirements. Please use this to determine your status (not your value):

- SPMP: MD/DO, PA, RN, NP, LCSW, LMFT, LPCC or Licensed Psychologist
- Non-SPMP: PT, LVN, Intern, Trainee, all support staff

Question: What are the MAA codes that clinical and support staff will use most often?

Answer:

<table>
<thead>
<tr>
<th>Activity Name/Activity #</th>
<th>Serv. Code</th>
<th>Brief Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medi-Cal Outreach (4)</td>
<td>414</td>
<td>Informing about Medi-Cal services, including MH services; encouraging Medi-Cal application, assisting with access</td>
</tr>
<tr>
<td>Eligibility Intake (6)</td>
<td>415</td>
<td>Screening for Medi-Cal or SSI eligibility or helping with application for Medi-Cal or SSI</td>
</tr>
<tr>
<td>Crisis Intervention/Referral (Non-open cases) (8)</td>
<td>416</td>
<td>Assessing nature of MH crisis and referring to appropriate services (non-open cases ONLY)</td>
</tr>
<tr>
<td>Case Management (Non-open cases) (16)</td>
<td>417</td>
<td>Gathering information about MH and health needs, evaluating whether specialty MH services are needed, helping with access to services, providing referrals, following up, etc. (non-open cases ONLY)</td>
</tr>
<tr>
<td>SPMP Plan/Policy Development (14)</td>
<td>470</td>
<td>Interagency coordination; developing strategies to improve services and programs</td>
</tr>
<tr>
<td>Program Planning &amp; Policy Development – non SPMP</td>
<td>471</td>
<td>Interagency coordination; developing strategies to improve services and programs</td>
</tr>
</tbody>
</table>
**Question:** How do I document MAA?

**Answer:**
Most clinical and front office line staff will enter MAA in Anasazi. When a MAA activity is provided to a specific person (MAA Crisis, MAA Case Management, for example), write a Progress Note using the MAA code. When an activity is not specific to an individual or if the identity of the individual is unknown, use client 499999, MAA Generic Client and write a Progress Note. Managers will enter and approve time in Tractivity Pro.

**Question:** Where can I get more information?

**Answer:**
More information is available from Enrique Limon or Monica Lemelle. Information about how to document in Anasazi is available in the Documentation Guidelines and in an attachment to this newsletter.

**Question:** What are Quality Improvement and Utilization Review Activities?

**Answer:**
QI/UR activities are completed by many Mental Health staff when authorizing services, improving or evaluating performance or reviewing documentation. Here are specific examples:

- Participating in Site Authorization Team
- Authorizing services (if not claimed as Plan Development)
- Program Supervisor review of TPs or assessments for approval (not clinical supervision)
- Attending QST Committee, preparing for or following up on QST activities
- Participating in a Performance Improvement Project (PIP) or PIP Committee
- Participating in Utilization Review/Peer Review Committee
- Participating in or preparing for a DHCS or an EQRO audit

**Question:** How is QI/UR claimed?

**Answer:**
Document QI/UR on timecards using one of the following codes:

<table>
<thead>
<tr>
<th></th>
<th>Mental Health</th>
<th>MHSA-funded staff</th>
<th>DAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPMP</td>
<td>166R126ADSP</td>
<td>166R310000SP</td>
<td>166S2DMCL01</td>
</tr>
<tr>
<td>Non-SPMP</td>
<td>166R126ADUS</td>
<td>166R310000US</td>
<td>166S2DMC01</td>
</tr>
</tbody>
</table>