MAA TIME SURVEY MANUAL

2017-2018

Logging In to the MAA Timesurvey System

MAA Time Survey is a web-based application that uses a web browser. You must be connected to the internet to use it. Use web browser Internet Explorer V9 (or above) or Google Chrome.

1. Type this web address into the address area of your web browser:
    http://maa.co.santa-cruz.ca.us/
2. Save it as a Favorite or create a shortcut on to your Desktop:
    *   *Internet Explorer*: Right-click in blank area of web page and choose 'Create Shortcut'.
    *   *Google Chrome*: Click on '3 line horizontal' button > Click Tools > Click 'Create application shortcuts'.

3. Enter your MAA Time Survey username (your first initial followed by your last name) and your password (the default password is: *password*) and click the **Log In** button (or press the Enter key on your keyboard). **Password should NEVER be shared.**

Enter your username here (*example: kcosker*): _____
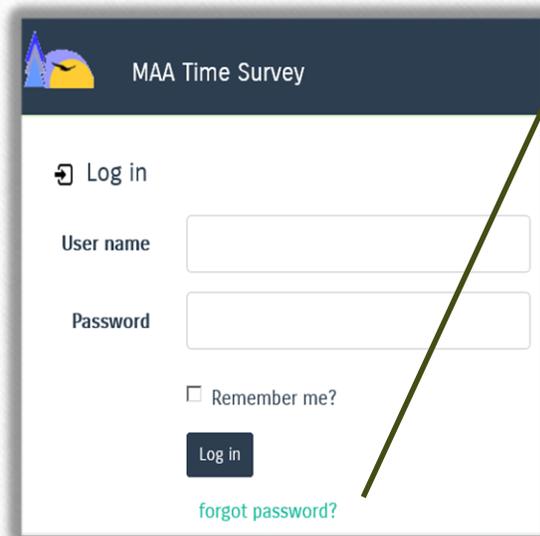
If you forget your password click the 'forgot password' button. You will be asked to enter your username. Click the Submit button and an email will be sent to you with instructions how to reset your password.
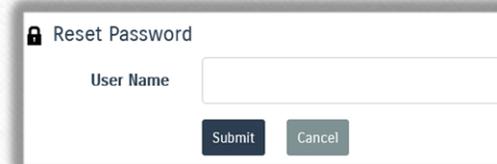
4. After you successfully log-in you will then change your password to one that only you know. This will become your new password. Type it in twice and then press **submit** when you are done.
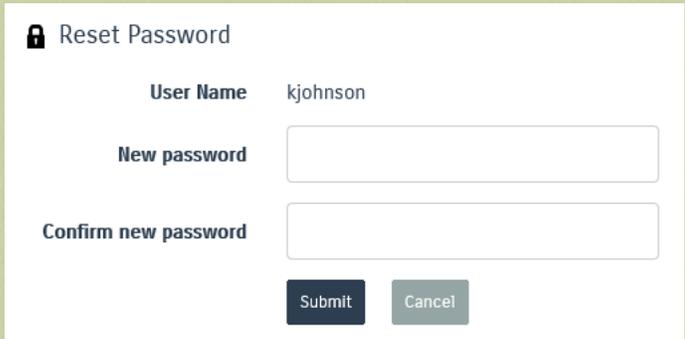
5. You will then be returned to the login screen to login using your new password.
6. After you login you should then see your time survey for the current month (as shown on the following page)
    a) If you are a supervisor (and if you are not completing time surveys for yourself) you will see the list of people in your organization that you supervise.

VIEWING YOUR PROFILE

1. To view your profile information click in the upper right corner on your name. You should then see the following information that has been setup for you within the system:

👤 Adele Realista

Your profile

Employee #	000
First Name	Participant
Last Name	CBO
Middle Initial	
Classification	
Claiming Unit	HSA Test CBO
Phone	4544000
Email	kennedy.cosker@co.santa-cruz.ca.us
MAA	SPMP
TCM	

Schedule

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

Hide Activity Code?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

☑ ☐

[Save] [MAA Home]

Adjust your working schedule here. Your surveys total area (at the bottom of your survey) will show yellow if you work outside this schedule.

Hide activities that have been assigned to you that you don't use.

If you've made changes press **Save**. If you didn't change anything click **MAA Home** to return back to your survey.

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PARTICIPANT TIME SURVEY SCREEN

1. MAA opens to the current Time Survey.

2. Use the left/right arrows to navigate survey periods.

3. Enter time in quarter-hour increments. Daily Total (on bottom of Columns) should add up to match the hours worked in a day. Make sure to save every time you log off.

4. **Certify** your Time Survey on your last working day of the month, when your Time Survey is complete, so that your supervisor, can approve it.

5. Sign & date your Time Survey, using the same date as you CERTIFIED it on the system. State requires justification if Time Surveys are signed after your last working day.

FISCAL/PAYROLL –TIME CARD ENTRY SCREEN – ALL PARTICIPANTS

1. My MAA dropdown menu.
2. Select My Units Time Cards
3. Click on each employee and enter all time card hours

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FISCAL PERSON ONLY – TIME CARD ENTRY SCREEN

1. Enter time card hours - Save

CLAIMING UNIT COORDINATOR (CUC) ROLES

1. Run validation report (page 10)
2. Approve/Reject staff Time Surveys (page 11)
3. Accepts Time Surveys (page 12)
4. Prints, signs, has employee sign Time Surveys (page 13)
5. Generates the Time Survey Summary report (page 14)
6. Submits monthly original Time Surveys with the Time Survey Summary Report, **BEFORE** the 15th business day of the month following the reporting month (page 15)
7. Add/Edit users information (page 16-18)
8. Coordinates with the HSA Staff for any problems

SUPERVISOR VALIDATION SCREEN

1. Run Time Survey Validation Report, if a report runs it means there ARE errors.
2. TimeSurvey-TimeCard Validation Errors Report.
3. Reject time survey if employee is on the report. Have employee correct errors and re-certify.
4. Re-run report until, report shows no errors.

1. Pull down My MAA menu and select My Group Time Surveys

2. Approve for each person –Time Survey <u>must</u> be certified by employee or else buttons will not appear at the bottom of screen.

1. Accept for each employee

2. From the "My MAA" pull down menu, select "My Claiming Unit Time Surveys", "accepted" each participants time survey, that meets the required criteria.

EXAMPLE OF A PRINTED TIME SURVEY

Health and Human Services Agency
Program Time Survey for Employees Performing
Medi-Cal Administration Activities and/or Targeted Case Management

MAA: SPMP ☐, Non-SPMP ☐, CBO ☒
TCM: Supervisor ☐, Case Manager ☐, Support Person to Case Mgr ☐

Department of Health Care Services — Month: January, Year: 2015

Name (Last, first, middle initial) | Job classification | Employee Number | Claiming unit | Claiming unit location

Code	Day of the month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	% of Time
1	Other Programs/Activities		3.75							3.75				4.5	5		3.75					5		3.75					5		3.75		38.25	76.50%
3	Outreach to Non-Medi-Cal Programs																																	
4	Medi-Cal Outreach					1					1									1									1				4.00	8.00%
5	Referral, Coordination, and Monitoring of Non Medi-Cal Services																																	
6	Referral, Coordination, and Monitoring of Medi-Cal Services																																	
7	Facilitating Non Medi-Cal Application																																	
8	Facilitating Medi-Cal Application																																	
9	Arranging and/or Providing Non-Emergency, Non-Medical Transportation to a Non-Medi-Cal Covered Service																																	
10	Arranging and/or Providing Non-Emergency, Non-Medical Transportation to a Medi-Cal Covered Service																																	
20	MAA/TCM Implementation Training														0.25																			0.25	0.50%
21	General Administration		1								1			0.5	0.25		1.25					0.5		1.25					0.5		1.25		7.50	15.00%
22	Paid Time Off (PTO)																																	
TOTAL HOURS			4.75			1				4.75			1	5	5.5		5			1		5.5		5			1		5.5		5		50.00	100.00%

Employee's signature (BLUE INK ONLY) | Employee's telephone number (831) 469-0462 | Date | Supervisor's signature (BLUE INK ONLY) | Date

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1. Employee signs and dates (last working day of the reporting month)
2. Supervisor signs and dates
3. Time Survey, justification letters and Time Survey Summary are submitted to HSA/MAA by the 15th business day of the month

ALL SIGNATURES <u>MUST</u> BE IN BLUE INK

CU COORDINATOR – GENERATING TIME SURVEY REPORT

1. Run Time Survey Summary Report – found under reports
2. Enter month of report. Year/Month (i.e. 201501)

CU COORDINATOR – TIME SURVEY SUMMARY REPORT

1. Match printed Time Survey to list on screen, put in same order as report. Sign and date in BLUE ink, submit to HSA within 15 business days of last day of reporting month.
2. Deliver/mail package to:
   Jessica Victorino
   County of Santa Cruz, Health Service Agency
   1080 Emeline Avenue, Building D
   Santa Cruz, CA 95060

ADDING AND EDITING USERS

1) Contact Jessica Victorino (Jessica.victorino@santacruzcounty.us) with the following information to add or Edit a participant:
    1) Name
    2) Job Title
    3) Email Address
    4) Are they one or more then one of the following:
        1) Participant
        2) Supervisor
        3) Fiscal Staff (will be entering the time cards NOT the time surveys)
        4) Claiming Unit Coordinator)
    5) Direct Phone number
    6) Number of hours worked a day and which days
    7) If the person is SPMP

DELETING USERS

If a person is no longer doing MAA time surveying for your unit or has left the unit, then they should be deactivated.

Before notifying Jessica for account deactivation, please check the following:
1. Make sure the participant has completed all of their time surveys.
2. Make sure that all the participants time surveys have been approved by their Supervisor online.
3. Make sure that the CU Coordinator has accepted all of the participants times surveys online.

DO NOT deactivate them yourself, this will cause record retention issues within the system.

All deactivations MUST be done by HSA/MAA staff.

**MAA Time Survey System
CBO Flow Chart**

Employee enters Time Survey hours

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Employee Saves & Certifies Time

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Fiscal person enters Time Card hours

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Supervisor approves Time Survey

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Supervisor prints Time Survey

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Supervisor runs Time Survey Validation Report

If there are errors | If report is blank

↓ | ↓

"Reject" time survey and have employee correct | CU Accepts

↓

CU runs Time Survey Summary Report.

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CU signs and submits to HSA/MAA

Time Survey Coding

(Paycode legend applies to County Participants ONLY)

Legend:

Pay Code	Description	Code to:
033	Administrative Leave Taken	PTO
20J	Administrative Leave Taken	PTO
955	Management Uncompensated Time Worked	Appropriate Activity
999	Compensatory Time Worked	Appropriate Activity
044	Compensatory Time Taken	DO NOT Record Hours on Time Survey
777	Overtime	Appropriate Activity
QLE	Rollover Furlough Time Taken	DO NOT Record Hours on Time Survey
11B	Bereavement Leave	PTO
011	Vacation Pay	PTO
022	Sick Pay	PTO
888	Regular Hours	Appropriate Activity