

New MAA Participant Checklist

- 1) ___ Check your Units current claim plan to make sure the classification is listed AND that there is a space available. (1*)
- 2) ___ You will need to train the participant for the reporting year, the trainer MUST already be trained. (2*)
- 3) ___ Have participant sign the In-House training log (must be signed in blue). (3*)
- 4) ___ Have Participant read and sign (date they started that position) current Duty Statement for Classification (4*)
- 5) ___ SPMP Hires will need to also complete the SPMP Questionnaire and have it signed by the supervisor. (5*)
- 6) ___ Mail Originals to Jessica. (6*)
- 7) ___ Please send an email to Jessica Victorino (Jessica.victorino@santacruzcounty.us) to request a MAA System account for the participant. (7*)

- **Do not add or remove any users in the MAA System!**
- **Participants can start reporting MAA hours the day AFTER they are trained.**

1* - IF NO SPACE AVAILABLE or CLASSIFICATION NOT LISTED— You will need to do a claim plan amendment. Please contact Nikki Yates (Nikki.yates@santacruzcounty.us) via email requesting the classification increase, so that it is included in the next quarters claim plan amendments. Amendments can only take place at the beginning of a quarter, if one needs to happen for the new participant, that participant CANNOT report until that has happened.

2* - The CMAA manual and MAA System Manual are both available in the pulldown menu in the MAA System and on the MAA Webpage.

3* - Submit original to Jessica Victorino at the MAA Office.

4* - Duty Statements are available in the pulldown menu in the MAA System. Submit original to Jessica Victorino.

5* - Please attach a copy of the participants license (usually Nursing Staff). Submit original to Jessica Victorino

6* - Mail all paperwork (originals) to Jessica Victorino, 1800 Green Hills Road, Suite 240, Scotts Valley, CA 95066

6* - You will need to provide: First and last name, phone number, employee number (if you use them, if not we will assign one to them), email, classification, days they work and number of hours each day and depending on your Unit if they are SPMP or Non-SPMP.

****If you have any questions please contact Jessica Victorino.****