**New MAA Participant Checklist**

1. \_\_\_ Please send an email to Jessica Victorino (Jessica.victorino@santacruzcounty.us) to request a MAA System account for the participant. (1\*)
2. \_\_\_ Check your Units current claim plan to make sure the classification is listed AND that there is a space available. (2\*)
3. \_\_\_ You will need to train the participant for the reporting year, the trainer MUST be trained. (3\*)
4. \_\_\_ Have participant and trainer sign the In-House training log (must be signed in blue). (4\*)
5. \_\_\_ Have Participant read and sign (date they started that position) current Duty Statement for Classification (5\*)
6. \_\_\_ SPMP Hires will need to also complete the SPMP Questionnaire and have it signedby the supervisor. (6\*)
* **Do not add any users to the MAA System!**
* **Participants can start reporting MAA hours the day AFTER they are trained.**

**1\*** - 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.

**2\*** - 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. Amendment 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.

**3\*** - The CMAA manual and MAA System Manual are both available in the pulldown menu in the MAA System.

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

**5\*** - Duty Statements are available in the pulldown menu in the MAA System.

**6\*** - Please attach a copy of the participants license (usually Nursing Staff).