

# RMTS Participant information...

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The School Based Medi Cal Administrative Activities Program (SMAA) will implement a statewide Random Moment Time Study (RMTS) methodology to support the Medicaid reimbursement process, for covered services delivered by LEAs to eligible students.

As a Time Survey Participant staff member, you may be randomly selected to participate in the time study by answering four questions describing what you were doing during your assigned “moment” on a specific work day, at a specific time.

Quarterly Random Moment Time Studies are conducted *three times* per school year:

October – December, January – March, and April – June (no time study occurs during the July – September “summer quarter”). Due to the random nature of the time study, staff members may be sampled more than once in a quarter or not at all.

Since all notifications and documentation will occur electronically, it is very important that staff members check their email multiple times per week, at a minimum. This ensures that you are aware that you have been selected to participate in the time study, and can later describe your activity during your sample moment.

If selected, you will receive an email from PCG five days in advance of the date/time of your sample moment. This email will also provide the URL (website address), user name, and password you’ll need to document your sample moment (that is, *one minute* of time). A reminder email containing the same information will be sent one day prior to your sample moment, and the email subject line will contain the phrase “*Urgent Do Not Delete Random Moment Time Study.*” Do not delete these emails. As mentioned, you will need the information in these emails to complete the time study process.

You should be able to complete the required response in five-ten minutes. The questions you will be asked are:

1. Were you working during your assigned sample moment?
  - a. *If the answer is “no” you must identify why you were not working and the survey ends*
  - b. *If the answer is “Yes” you will be prompted through a series of screens to explain the response process and asked the following questions:*
2. Who was with you?
3. What were you doing?
4. Why were you performing this activity?

Accurate and candid responses are required. Your response is intended to describe your activity for that ONE MINUTE that you were assigned. Your answer cannot incorporate multiple tasks as you are only reporting on a ONE MINUTE period of time.

Please remember that the purpose of the time study is to record normal, routine activities performed by school staff (employees and contracted) involved in SMAA. This will allow for a determination of how much time participating LEAs spend supporting and delivering SMAA reimbursable services. To collect a statistically valid random sample, it is essential that time study participants complete their sample moments in a timely manner and in sufficient detail.

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## Events and Timeline for Individuals Selected as an RMTS Participant:

1. Advance notice -- You will receive an email from [RMTSsupport@pcgus.com](mailto:RMTSsupport@pcgus.com) **five days** prior to the date of your “moment”. These email notifications will contain the URL [claimingsystem@pcgus.com](http://claimingsystem@pcgus.com), your user name and password needed to electronically document your sample moment will be included in this email.
2. Day of the “moment” -- Please note, you should NOT log in to the Web-based system *during* the sample moment; rather, conduct your normal business during the sample moment.
3. After “living the moment” -- You will receive a reminder email **24 hours** after your moment has occurred. You should log in to the Website provided in the email to enter answers to the required questions.
4. Day after the “moment” – If you complete and submit your responses within the first 24 hours after your “moment” you will not receive any further emails. If you have not submitted your response with your documented sample moment within the first **24** hours after your “moment,” you will receive a reminder email from [RMTSsupport@pcgus.com](mailto:RMTSsupport@pcgus.com), which is copied to the District MAA Coordinator as well.
5. Three days after the “moment” -- Three days (**72** hours) after the assigned moment, you will receive another reminder email, IF you have not responded.
6. Notifications to the MAA Coordinator —District MAA Coordinators will receive a copy of the reminder emails sent to their participants (as described in #4 and #5 above).
7. Expiration of the “moment” – you have **five days** from the time of the “moment” to respond – after that, you will no longer be able to participate in the time study for that moment. This is critical for your District. If responses fall below a specific completion rate, the District will not be able to claim **any** MAA reportable time for two full quarters, greatly reducing the reimbursement of revenue already expended in providing the services to students.

The sooner you respond following the “moment,” the easier it will be to answer the questions, and you will lessen the risk of forgetting to respond. Again, the process will take about five to ten minutes. Once you have completed the time study documentation you will be able to print a copy for your records. It is a good idea to print and retain a copy in case you receive a follow-up call asking for clarification or additional information about one of your system entries.

Please try to complete the survey associated with any sample moment within 24 to 72 hours following the sample moment. And remember, you may be randomly selected multiple times throughout the Quarter so do not ignore any additional emails assigning additional moments. If you have any further questions, please contact your district MAA Coordinator.