

Procedure for Hard Copy Moments for RMTS

1. When the Master Moment list is generated prior to the beginning of the quarter, the LEC/LGA Coordinator will identify any hard copy moments.
2. No sooner than six (6) student attendance days prior to the moment, the LEC/LGA Coordinator will notify the LEA MAA Coordinator of the date and time for a moment that will be generated for a Time Survey Participant (TSP) in their LEA.
3. No sooner than five (5) student attendance days prior to the moment, the LEA MAA Coordinator will notify the TSP of the date and time of their pending moment.
4. No sooner than 24 hours prior to the moment, the LEC/LGA coordinator will send, via facsimile or email, the hard copy moment to the LEA MAA Coordinator.
5. No sooner than the exact time of the moment, the LEA MAA Coordinator will provide the hard copy moment to the TSP and inform them that they have two (2) student attendance days to respond to the paper moment, sign and date the form, and return the paper moment to the LEA MAA Coordinator.
6. Once the hardcopy moment is completed by the TSP, the LEA MAA Coordinator will send, via facsimile or email or telephone, the information contained on the completed hardcopy moment(s) to the LEC/LGA Coordinator.
 - *The LEC/LGA Coordinator must receive the response to the hard copy moment no more than three student attendance days after the moment has occurred.*
 - *The LEA MAA Coordinator is responsible for retaining and filing the hardcopy moment(s), and a hard copy of the email or facsimile transmission of the moment(s) response that includes the date and time the response was received in the Audit Binder for audit and recordkeeping purposes.*
 - *If the communication is via telephone, the information must be:*
 - *Relayed by the LEA MAA Coordinator to the LEC/LGA Coordinator exactly as the response is written by the TSP;*
 - *Recorded by the LEC/LGA Coordinator exactly as relayed by the LEA MAA Coordinator; and*
 - *The time of the call must be noted on the same form on which the response was recorded.*

7. The LEC/LGA Coordinator must input the TSP response to the moment(s) into the software system exactly as recorded no more than five (5) student attendance days after the moment.
 - *Once five student attendance days after the moment have passed, the software system will no longer accept the information and the moment will be added to the list of invalid moments.*
 - *As part of the site visit review, DHCS will verify the information was transferred and input into the software system correctly.*

Claiming System (/calga?sessionId=c7de4ea1-33d1-431b-894c-260ae2dd8e31)

Moment: 12/18/2014 11:55 AM

Participant: Smith, Stacey

Job Category: Speech-Language Pathologist with a Valid Credential

District: California LEA

Generated By: Bobb, Lori (lbobb@pcgus.com)

Were you working at the time of your moment?

- Yes, I was working
- No, moment is during paid day off
- No, moment is during an unpaid day off
- No, moment is before/after workday

1. Who were you with?

Example:

2. What were you doing?

Example:

3. Why were you performing this activity?

Example:

By submitting this information, I hereby attest that I have read the materials on this site and certify that I understand the purpose of the Medi-Cal Administrative Activities (MAA) program, my role in the program, and how to accurately complete the Random Moment Time Study.

Signature

Date

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