

Participant Training

1. Welcome to the State of California School-Based Medi-Cal Administrative Activities (SMAA) Time Study!

This document will guide you through the process to complete your assigned Random Moment Time Study (RMTS) moment. If you have questions regarding RMTS, please call [Insert help line number here] Click 'Next' to continue.

2. Program Overview

Completion of this time study is required by the Department of Health Care Services in order for your school district to participate in the School Based Medi-Cal Administrative Activities (SMAA) program. This system uses the RMTS method which provides a statistically valid means of determining what portion of the selected group of participant's workload is spent performing activities that are reimbursable by Medi-Cal.

The Random Moment Time Study (RMTS) will include the distribution of moments to participants, at random, every quarter during the regular school year beginning January 1, 2015. Moments are not generated for the first quarter of the school year, July-September due to schools out for summer break. RMTS is NOT a management tool used to evaluate staff activities or performance. RMTS staff at the school district level consists of both RMTS Coordinators and Time Study Participants (TSPs). RMTS Coordinators are responsible for staff roster updates and maintaining compliance. TSPs are required to respond in a timely manner to each and every moment they receive.

If you have been randomly selected to participate in RMTS this quarter, your participation is required and will only take a few minutes of your time. Each school district must maintain an 85% response rate for the time study to be valid. If the return rate of valid moments is less than 85% then, all non-returned moments will be included and coded as a non-allowable code (Code 1). All invalid moments will be coded as invalid.

Required:

Were you working during your sample moment? (Select appropriate radio button when prompted)

- Yes, I was working
- No, Moment was before/after workday (This does not include lunch)
- No, Moment was during paid day off
- No, Moment was during an unpaid day off

Note* If a time survey participant's moment occurs during lunch, that moment is classified under code 16.

3. What are School Based Medi-Cal Administrative Activities (SMAA)?

The SMAA program allows school districts to be reimbursed for a portion of their administrative costs associated with performing certain administrative activities that are not claimable under the LEA Medi-Cal Billing Option Program.

4. What is the Random Moment Time Study?

-Random Moment Sampling is a time survey methodology for accurately assessing the time spent on administrative activities.

-Time studies are conducted on a quarterly basis in order for school districts to be able to participate in the SMAA program.

-Time Study Participants (TSPs) are randomly selected and randomly assigned a moment(s) in time to create time study sample moments. A moment is the one/single minute assigned.

- All moments will be received via e-mail. A direct link to the secure RMTS website will be provided in the e-mail.

A TSP will receive an e-mail notification 5 student attendance days prior to their moment and another email 24 hours prior to their moment. Do not delete time study notification emails until the moment has been completed. Emails associated with the RMTS will always come from **Claimingsystem@pcgus.com** and you should add this email address to your safe sender list so it is not moved to your “spam” or “junk” folders.

- After your moment has arrived, you will log into a secure website using the link provided in the e-mail.

-TSPs must complete their RMTS form on or after their time study sample moment. The sample moment will expire after 5 student attendance days and TSPs will no longer have an opportunity to complete this moment. Electronic forms are submitted directly to Public Consulting Group (PCG) through the completion of the electronic RMTS form.

- TSPs must accurately report what they are doing during their assigned moment.
- All data transferred and collected is secure and confidential. You will only have 5 student attendance days to complete your response in order for it to be considered valid. You will receive follow-up e-mails 24 hours and 72 hours after the moment if you have not yet completed your moment.

-All sampled moments must be completed to obtain a statistically valid sample.

5. Completing the Electronic RMTS Form

As soon as your sampled moment in time has occurred, complete your RMTS form by writing the activity you are performing at the specific moment selected in your work day. You will document your activity by answering three questions:

- 1.) Who were you with?
- 2.) What were you doing?
- 3.) Why were you performing the activity?

6. Instructions and Tips for Completing Your Moment

1. Your selected time study moment is pre-determined. Do not answer the activity questions for any other time than your assigned moment. It is the responsibility of each TSP to accurately record what they are doing during their assigned moment whether it is a MAA or non-MAA activity.
2. Answer the activity questions with as much detail as possible about your activity so in the event you are asked about your assigned moment during a possible audit or review by time survey coding staff, you are able to easily recall the activity you were doing without revealing student information. Do not use acronyms or abbreviations.
3. Keep in mind you are only describing what you were doing during that one-minute moment and not activities performed over a period of time.

You **MUST** press “Submit” when you are finished, so your responses are recorded. Once the TSP submits a response, it becomes certified. Once the moment is certified, the answers cannot be altered under any circumstances. Central coding staff may ask clarifying questions and all questions/answers must be memorialized in the software. Responding to a moment should not take more than a few minutes.

Do not use acronyms, students’ names, or personal information.

Be specific and use full, detailed sentences.

A “moment” refers to one-minute in time, not activities performed over a range of time.

If you have questions about completing this process, please contact your district MAA or <agency> coordinator.