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ACTING DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

DATE: December 10, 2019

**PPL No. 19-030**

TO: Local Educational Consortia (LEC),  
Local Governmental Agency (LGA), and  
Local Educational Agency (LEA) Coordinators for the  
School-Based Medi-Cal Administrative Activities (SMAA) Program, and  
LEA Medi-Cal Billing Option Program (LEA BOP)

SUBJECT: Time Survey Participant (TSP) Replacements and Vacancies for the  
Random Moment Time Survey (RMTS)

The purpose of this Policy and Procedure Letter (PPL) is to notify the LEC, LGA, and LEA Coordinators participating in the SMAA program and the LEA BOP that effective July 1, 2020, the RMTS quarterly certified TSP list may include vacant positions that may be filled within 30 calendar days from the beginning of the quarter.

Any vacant position included on the quarterly TSP list prior to certification must be supported by documentation, maintained in the audit file, demonstrating that the hiring process will be completed within 30 calendar days. The vacant position(s) shall require all appropriate information be entered into the RMTS system including Participant Pool, Job Category, Job Description and Shift Schedule. If any of these vacant positions are filled during the quarter, the newly hired TSP shall complete the time study moment(s) (if sampled), and the actual costs incurred for the position(s) during the quarter are eligible to be reported on a pro rata basis. If a vacant position is not filled during the quarter, then any sampled time study moments shall be coded to Code 17 "Not Working/Not Paid."

If a previously certified position becomes vacated during the quarter, it may be filled with a Direct Replacement. A Direct Replacement requires that the Participant Pool, Job Category, Job Description, and Shift Schedule be identical to the original or vacated TSP. The Direct Replacement will complete the time survey moment(s) (if sampled), and the proportional costs incurred for both the original participant and the Direct Replacement are eligible to be reported. If the vacated position is not filled during the quarter, then any sampled time survey moments shall be coded to Code 17 "Not Working/Not Paid," and the proportional costs incurred during the period in which staff received compensation are eligible to be reported.

If you have any questions or require further assistance regarding this PPL, please contact the SMAA program at [SMAA@dhcs.ca.gov](mailto:SMAA@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY**

Tony Teresi, Chief  
School-Based Medi-Cal Administrative Activities Program