



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



DATE: June 11, 2019

PPL No. 19-011R
Revised

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

**SUBJECT: Random Moment Time Survey (RMTS) Sampling Requirements –
Time Study Participant (TSP) Work Schedule**

The purpose of this Policy and Procedure Letter (PPL) is to revise the RMTS sampling requirements and the procedures for issuing random moments to TSPs. According to the 2015 SMAA Manual (Page 6-11):

Each selected moment is defined as a specific one-minute unit of a specific day from the total pool of time survey moments and is assigned to a specific TSP. Each moment selected from the pool is included in the time survey and coded according to the documentation submitted by the TSP.

Because a “moment” in the RMTS methodology is defined as one minute in time, no moments shall be issued at the final minute of a TSP’s assigned work schedule. The final minute eligible for a moment to be issued will be one minute prior to the end of a TSP’s designated schedule for that work day. For example, if a TSP is scheduled to work an eight hour day from 7:00 a.m. to 3:30 p.m. (with 30 minutes for lunch), then no moment will be issued at exactly 3:30 p.m. In this example, the last eligible moment for this TSP is 3:29 p.m. Any moment response received for moments issued during the final minute of a TSP’s work schedule must receive a Code 17: Not working/Not Paid regardless of the moment response.

If you have any questions or require further assistance regarding this PPL, please contact Tony Teresi, Chief of the SMAA Unit, at (916) 345-7887 or Tony.Teresi@dhcs.ca.gov

Sincerely,

ORIGINAL SIGNED BY

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