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Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

DATE: February 13, 2019

PPL No. 19-006

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

**SUBJECT: Notification and Response Timeline for Random Moment Time  
Survey (RMTS) Moments**

The purpose of this Policy and Procedure Letter (PPL) is to notify LECs, LGAs, and LEAs of a change to the notification and response timeline for RMTS moments. Currently, Section 6-12 of the 2015 SMAA Manual states that Time Survey Participants (TSPs):

*... will be notified of their sampled moment no more than five (5) student attendance days prior to the sampled moment ... Moments close after 5 student attendance days, which means TSPs will not be able to complete their moment after that time.*

Effective July 1, 2019, the RMTS process will implement a one (1) student attendance day notification and four (4) student attendance day response timeline for sampled moments per guidelines from the Centers for Medicare and Medicaid Services (CMS). Each TSP will be notified of their sampled moment no more than 1 student attendance day prior to the time of the moment and the TSP will have 4 student attendance days to respond to that moment. This change also applies to all hard copy moments.

If you have any questions or require further assistance regarding this PPL, please contact me at (916) 345-7887 or at [Tony.Teresi@dhcs.ca.gov](mailto:Tony.Teresi@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY**

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