



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



GAVIN NEWSOM  
GOVERNOR

Date: October 7, 2021 PPL 21-026  
*Supersedes PPL-19-018*

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

SUBJECT: Additional Response Options for the Random Moment Time Survey  
(RMTS) Pre-Sample Question 1

PURPOSE: This Policy and Procedure Letter (PPL) supersedes PPL 19-018 and  
notifies the LEC, LGA, and LEA Coordinators participating in the  
SMAA and LEA BOP RMTS that additional response options will be  
added to the current pre-sample question 1.

REFERENCE: California Welfare & Institutions Code section 14132.47

BACKGROUND:

RMTS is a time survey methodology used to accurately assess a Time Survey Participant's (TSP) work time for the purpose of billing school-based services and administration. This survey samples the participant's activities during the full workday when students are in session. The TSPs are required to respond to the questions issued by the RMTS System Software Platform (SSP) to certify their moment. This PPL provides additional response options that will be added to the current pre-sample question 1, namely "Were you working at the time of your moment?"

Through state fiscal year 2021-22 Quarter 1, the options approved by DHCS are:

- Yes, I was working.*
- No, I was on paid time off.*
- No, I was on unpaid time off.*
- No, moment was before/after my work day.*
- No, I was on a paid lunch or break.*
- No, I was on an unpaid lunch.*

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The purpose for these additional response options is to help TSPs respond to the RMTS more accurately, to assist RMTS Coders in identifying the specific activity code assignment that will be applied to the moment response, and to help reduce the need for clarifying questions.

**POLICY:**

Beginning with state fiscal year 2021-22 Quarter 2, DHCS will separate the options related to lunch and break for RMTS pre-question into two answers.

The additional response options to this question will now include:

*No, I was on a break.*

*No, I was on paid lunch.*

The response options to the pre-sample question will appear as:

*Yes, I was working.*

*No, I was on paid time off.*

*No, I was on unpaid time off.*

*No, moment was before/after my work day.*

*No, I was on a break.*

*No, I was on a paid lunch.*

*No, I was on an unpaid lunch.*

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

Sincerely,  
Original Signed by

Brian Fitzgerald, Chief  
Local Governmental Financing Division  
Department of Health Care Services