



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: January 1, 2015

TO: Local Educational Consortia (LEC),
Local Governmental Agency Coordinators (LGA), and
Local Educational Agencies (LEAs)

SUBJECT: Transition to the Random Moment Time Study (RMTS) Methodology for
the School-Based Medi-Cal Administrative Activities (SMAA) Program

The Department of Health Care Services (DHCS) will begin the transition to the new Random Moment Time Study (RMTS) methodology for the School-Based Medi-Cal Administrative Activities (SMAA) program beginning January 1, 2015. The new RMTS methodology will replace the worker log methodology that had been the foundation of the SMAA program for more than a decade.

School district staff that participate in RMTS will be referred to as time study participants (TSPs). The RMTS method polls a randomly selected TSP at random time intervals over a given time period and totals the results to determine the work effort for the entire population of TSPs over that same time period. The RMTS method provides a statistically valid means of determining what portion of the selected TSP's workload is spent performing activities that are reimbursable by Medi-Cal. Due to the random nature of the RMTS methodology there is a possibility that a TSP may or may not receive one or more moments in a given quarter. In either case, the TSP will no longer have to track their activities over the course of an entire week.

TSPs will be randomly matched to a specific moment in time during a particular quarter. Once that moment occurs, TSPs will have 5 student attendance days to respond to three simple questions:

1. Who were you with? (do not use student names)
2. What were you doing?
3. Why were you doing that activity? (be specific, do not use abbreviations)

(Please see attachment A for an example of a random moment.)

Notification of pending random moments will be made via email. 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. TSPs must not delete time study notification emails until the moment has been completed. Emails associated with the RMTS will always come from Claimingsystem@pcgus.com. TSPs should add this email address to their safe ender list so it is not moved to “spam” or “junk” folders.

TSP participation in the RMTS process is critical. If the TSP fails to respond to their moment within the 5 student attendance day time frame, their moment will be locked and they will not have an opportunity to respond. In that case, their moment will be coded as invalid and will be added to the total pool of invalid moments. Each LEA must maintain a minimum 85% response rate of valid moments to be eligible to continue participating in the SMAA program. If a claiming unit has non-returns greater than 15% of the total moments for a quarter, the claiming unit will receive a warning letter. The claiming unit’s Superintendent or equivalent will be copied on all warning letters sent to the claiming units. If the same claiming unit is in default the following quarter after receiving a warning, they will not be able to participate for the remainder of that fiscal year.

The RMTS process is a web-based system that requires a school district to have current information technology which may not be available to every school district. If this is the case or if school policies restrict the use of an electronic information system (EIS), then an RMTS-paper-based moment will be made available. TSPs will receive the same 5 student attendance day advanced notice of pending moments directly from the LEA Coordinator.

Along with a new RMTS process, each school district must select a Local Education Consortia (LEC) or Local Governmental Agency (LGA) as their partner in order to participate in the SMAA program. Beginning January 2015, the SMAA program will begin using a two participant pool methodology. All TSPs in the Participant Universe will be identified and assigned to one of two participant pools - Participant Pool 1 “Direct Service and Administrative Providers” and Participant Pool 2 “Administrative Services Providers Only”. The two participant pools are mutually exclusive, i.e., no claiming unit staff can be included in both pools. In addition, mutually exclusive time studies will be conducted for each participant pool. Although some staff may perform both direct services and MAA related activities, they will only be allowed to participate in one of the two participant pools.

In conclusion, DHCS looks forward to ensuring an effective transition to the RMTS methodology for all school districts that participate in the SMAA program. The RMTS methodology will dramatically reduce the overall workload for school district staff while allowing them to continue to participate in the SMAA program. If you would like more information on RMTS, please contact your LEC or LGA, or visit the SMAA web page at: <http://www.dhcs.ca.gov/provgovpart/Pages/SMAA.aspx>

Sincerely,

ORIGINAL SIGNED BY MICHELLE KRISTOFF

Michelle Kristoff, Chief
Administrative Claiming, Local and School Services Branch

District: California LEA; Name: Smith, Stacey; Email: ; Moment: 12/16/2014 at 9:57 AM

Were you working at the time of your moment?

- Yes, I was working
- No, moment is during paid day off
- No, moment is during an unpaid day off
- No, moment is before/after workday

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District: California LEA; Name: Evenson, Meghan; Email: mevenson@pcgus.com; Moment: 12/16/2014 at 9:58 AM

1. Who were you with?

Example:

2. What were you doing?

Example:

3. Why were you performing this activity?

Example:

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District: California LEA; Name: Smith, Stacey; Email: ; Moment: 12/16/2014 at 9:57 AM

1. Who were you with?

2. What were you doing?

3. Why were you performing this activity?

By submitting this information, I hereby attest that I have read the materials on this site and certify that I understand the purpose of the Medi-Cal Administrative Activities (MAA) program, my role in the program, and how to accurately complete the Random Moment Time Study.

Submit Moment Edit

District: California LEA; Name: Smith, Stacey; Email: ; Moment: 12/16/2014 at 9:57 AM

✓ You've successfully completed this moment!