

Welcome to Random Moment Time Survey (RMTS) for School-Based Medi-Cal Administrative Activities (SMAA)

2018-2019 Quarter 3 (January – March 2019)

Your program administrator(s) has selected you to be a **Time Survey Participant (TSP)** in the SMAA program. Due to the random nature of the RMTS methodology there is a possibility that you may or may not receive one or more moments in a given quarter.

If selected, you will receive your first email notification **5 student attendance days** prior to the moment and another email **1 hour prior** to the moment.

Once each random moment occurs, you will have 5 student attendance days to respond to three simple questions:

1. Who were you with?

- DO NOT use proper names, use job title or category

2. What were you doing?

- Be specific, detailed and precise for your **one** minute moment
- Do not use abbreviations or acronyms

3. Why were you performing this activity?

- Again be specific. This part of the response makes clear to an outside reviewer the purpose of your activity for the moment, and why you did it.

Things to Remember:

- A response from you is required whether or not you are performing SMAA.
- Check your email regularly. Notification of pending random moments will be made via email from calec@pcgus.com Please 'white-list' this email address.
- You do not need a user log-in or password. Time study notification email contains a unique link to access the system to record your response. The unique link is locked until your moment has passed. Links can be accessed on any computer or smartphone with web capabilities. The link is not browser specific.
- Do not delete time study notification emails until your random moment has been completed.
- You will receive reminder emails 24 hours and 72 hours after your moment has passed to respond. Your district SMAA Coordinator will be copied on these and may also follow-up with you.
- If you know you will be absent for your RMTS moment, please contact your district's SMAA Coordinator.

If you have any questions or problems, please contact your school district's SMAA Coordinator.

Thank you in advance for your participation in the SMAA program