



Medi-Cal Administrative Activities (SMAA) Program

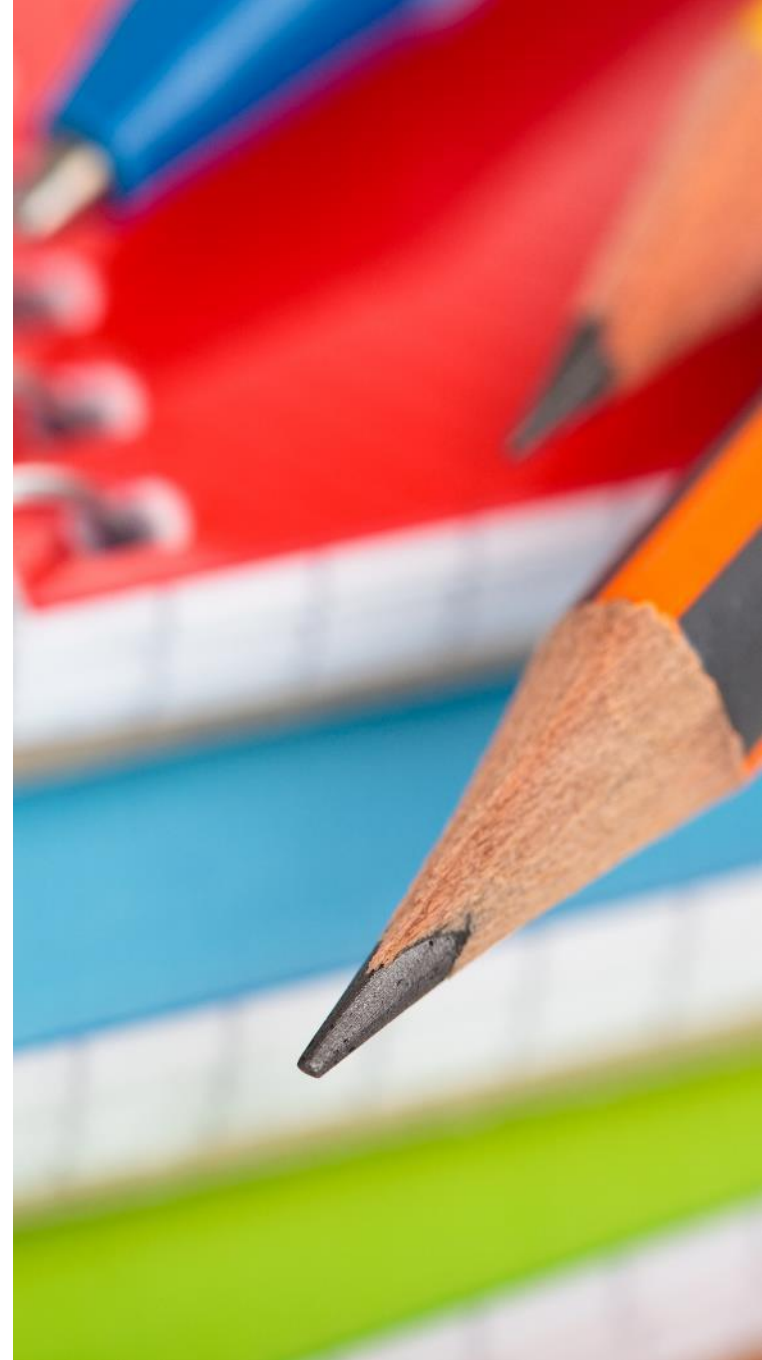
Random Moment Time Study (RMTS)

Quarterly Training

February 2015

Agenda

- RMTS –Quarterly Updates
- Calendars
- Shifts
- TSP Updates
- Sample Generation
- RMTS– System Reminders



RMTS –Quarterly Updates

RMTS Quarterly Updates

Each quarter the following will be updated unless otherwise directed by your LEC/LGA coordinator:

- Calendars
- Shifts
- TSP list

Work with your Business Office and Human Resource department to identify TSPs who are:

- 100% federally funded (eliminate from TSP list)
- Currently employed with the LEA
- Meets SMAA participant time study requirements as outlined in Section VI in the DHCS manual

Calendar Updates

Calendars

Reminder: Change to the appropriate quarter

Claiming System - California

Jeri (Session 58:09, Unimpersonate, Manage Account, Log off)

Quarter: FY15 Apr-Jun 2015 District: California LEA

Home People **Calendar** Moments Configuration Reports

Quarterly Milestone Summary

PCG Message

Welcome to the State of California School Based Medi-Cal

Calendar Certification

- Each LEA SMAA coordinator must certify a LEA calendar indicating non-student attendance days
 - Note: Be sure to indicate when summer vacation is by marking the days as non-student attendance days by using the non-work/holiday indicator (red in the system)
- Calendars must be certified prior to sample generation
- Calendars must be dual-certified by LEC/LGA coordinators

Calendars

- Access calendars by clicking on the **'Calendar'** link
- Add holidays/non-working days for the upcoming quarter by clicking on the appropriate label (**'Holiday/Non-Work day'**) and then click on the date to label appropriately
- Certify calendars by clicking the **'Save Changes'** then **'Certify'**.

Home People Calendar Moments Notifications Configuration Reports

Save Changes Reset Certify Calendar Approve All Calendars Export Days Off

Warning: The calendar is ready to be certified. Please make sure all holidays for the quarter have been indicated, saved, and certified.

Calendar Options: Show Certified Calendar? Show Alternate Label?

Alternate Labels: Show Moment Dates? Show Moment Overdue Dates? Show Moment Notice Dates?

Holiday/Non-Work Day Teacher Inservice Work Day Early Release Day (Inactive)

January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Shift Updates

Shift Updates

Quarter: FY15 Apr-Jun 2015

Home People Calendar Moments Configuration Reports

Shifts

Add New Shift

Id	Shift	Hours	Agency
25	Elementary M-F 8-3	35 hours 0 minutes	California LEA
26	M-F 7a-2p	35 hours 0 minutes	California LEA
19	Middle School F 8-2	6 hours 0 minutes	California LEA
24	M-Th 8-4	32 hours 0 minutes	California LEA
9	TeacherElementarySchool 9-3	40 hours 0 minutes	California LEA

- Shifts previously established will transfer from the previous quarter
 - Review Shifts
 - Shifts can be added, edited or inactivated for the prospective quarter
- LEA SMAA coordinator will select the most appropriate shift for each employee
- Shifts must be completed before the TSP list is certified

Adding or Editing Shifts

- Add new shifts for TSPs, enter:
 - Desired name of shifts
 - Day(s) of the week
 - Begin time associated with each day
 - Duration for each day in hours and minutes (6h)
- Edit Shifts for TSPs:
 - Edit any desired field or delete rows
- Inactivate Shifts
 - To inactivate entire shift select “inactive” box

Reminder : “Position” indicates the order in which shifts will display in the TSP shift type drop down menu

Edit Shift

Shift:

Position:

Inactive

Day of week	Begin Time	Duration	Delete
Monday <input type="button" value="v"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="6h"/>	✘
Wednesday <input type="button" value="v"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="6h"/>	✘
<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	

Updating TSP Lists

TSP List Updates

The screenshot shows the 'Claiming System - California' interface. The top navigation bar includes 'Home', 'People', 'Calendar', 'Moments', 'Notifications', 'Configuration', and 'Reports'. The 'People' dropdown menu is open, showing options: 'All Users', 'Staff Pool Positions' (circled in red), 'Direct Support Positions', and 'Sessions'. A red callout box points to the 'Quarter' dropdown menu, which is currently set to 'FY15 Apr-Jun 2015'. The callout text reads: 'Reminder: Change to the appropriate quarter'. The main content area includes a 'PCG Message' section with a welcome message and two compliance sections: 'Calendar Compliance' and 'Staff Pool Compliance'.

- All changes such as adding a new participant, updating TSP information, inactivate/activating participants must be made directly in the system from the '[Staff Pool Positions](#)' link
 - Changes can be made up until TSP list has been certified, if changes need to be made in the system after it has been certified the LEA will need to coordinate with LEC/LGA due to dual certification requirement
 - Once the sample has been generated and moments have been assigned, the information becomes 'locked' and is no longer editable
 - Changes made to TSP lists are effective with the upcoming quarter and does not change data for the current quarter
- TSP list must be certified after all updates are completed in the system

Adding a new TSP

- Access the TSP list from the 'People' tab then 'Staff Pool Positions'

- Add a new participant:

Option 1:

- Manually by clicking on 'Add New Job Position' and completing the required information, or

Option 2:

- Via export / import feature

- Click 'Export'
- Save file as an Excel spreadsheet

- All new participants must be added to the bottom
- To remove a TSP enter a date in the end date column

Reminder: all newly added TSPs for April-June must have a start date of 4/1/15

Claiming System - California LEA

Jesse (Session 59:24, Manage Account, Log off)

Quarter: FY15 Apr-Jun 2015 District: California LEA

Home People Financials Calendar Moments Notifications Configuration

Add New Job Position **Certify Staff Pool** Approve All Staff Pool Export Import Ready for certification

Available Filters

Staff at District: California LEA

Cost Pool	Name ^	Job Category	Job Title	Email	Inactivate
Admin	Aide, Health	Education Aides	Health Aide	healthaide@calea.com	✗
DS & Admin	Bobb, Lori Jeanette	Licensed Registered Nurse		lbobb@pcgus.com	✗
Admin	Clopper, Jesse Shay	Special Education Administrators	High School Attendance Dean	jclopper@pcgus.com	✗

Create New Job Position

Location:

Cost Pool:

(Required)

Job Category:

(Required)

Shift Type:

(Required)

Employment Type:


(Required)


Editing TSP Information


- To make edits to an existing TSP use the drop down menus in the TSPs profile
- Inactivate a participant by clicking on the 'X' in the 'Inactivate' column
- Certify the TSP list by clicking on the 'Certify Staff Pool' option
- TSP lists must be dual certified by LEC/LGA coordinators prior to claim sample generation

Edit Job Position 4 / 35

Location: California LEA


Cost Pool: Administrative Service Providers Only 


Job Category: Pupil Support - Technicians 

Shift Type: Elementary M-F 8-3 

Job Title: Audiologist

Description:

Employment Status	Employee ID	Email	Name	Start Date	End Date	Delete
District Payroll		rboley@yahoo.com.com	Boley, Ryan	01/01/2015		

Action: Edit 

Edit staff.

Sample Generation

Sample Generation

- Once all quarterly updates have been completed by the LEA, the LEC/LGA coordinator will need to dual certify the calendars and TSP lists
- PCG will then provide any additional QA elected by the LEC/LGA
- After all QA is finished the quarterly sample can be generated and TSPs will be notified 5 student attendance prior to their first moment
- Once the new quarterly sample has been generated, updates to TSPs email addresses and last names are the only changes that can be made during the quarter



RMTS – System Reminders

RMTS System Reminders

TSPs document their activity during assigned moment(s) in the web-based RMTS system

TSPs receive the following notifications:

- 5 student attendance days before the moment
- 1 hour before the time of the moment
- 24 hours after the moment
- 3 student attendance days after the moment
- The LEA SMAA coordinators are copied on the 24 hour and 3 day late notifications

Paper (Hard Copy) RMTS moments are generated for TSPs that do not have an available email address

- TSP must complete, certify, and submit their paper moment within 3 student attendance days of the moment to the LEA SMAA coordinator unless otherwise directed by your LEC/LGA coordinator
- LEC/LGA coordinator must enter the responses within the 5 student attendance day response window



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