

## Online Tutorial for RMTS Participants

### First Screen

Welcome to the SMAA Time Study!

Welcome to the State of California Random Moment Time Survey (RMTS)!

The following information will guide you through the process of completing your RMTS moment for the School-Based Medi-Cal Administrative Activities (SMAA) Program and the Local Educational Agency (LEA) Billing Option Program (BOP). If you have any questions regarding this RMTS, please contact your LEA RMTS Coordinator.

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#### Program Overview

Completion of this time survey is required by the Department of Health Care Services (DHCS) in order for your LEA to participate in the SMAA program and LEA BOP. These programs allow LEAs to be reimbursed for a portion of their costs associated with performing certain Medi-Cal administrative and direct service activities. This time survey uses the RMTS methodology which provides a statistically valid method of determining what portion of the selected group of participants' workload is spent performing activities or services that are reimbursable through Medi-Cal.

The RMTS includes the distribution of moments to participants, at random, every quarter during the regular school year. Moments are not generated for the first quarter of the school year, July-September, due to schools being out for summer break. RMTS is NOT intended to be a management tool used to evaluate staff activities or performance. RMTS staff at the LEA level consists of both LEA RMTS Coordinators and Time Survey Participants (TSPs). LEA RMTS Coordinators are responsible for staff roster updates and maintaining compliance. TSPs are required to respond in a timely manner to each and every moment they receive.

Your LEA has chosen to participate in this program and you have been randomly selected to participate in RMTS this quarter. Your participation is essential to your LEA's compliance and will only take a few minutes of your time.

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#### What is the Random Moment Time Survey?

Random Moment Time Survey is a methodology for accurately assessing the time spent providing Medi-Cal related administrative activities and direct medical services to students.

Time surveys are conducted on a quarterly basis in order for LEAs to be able to participate in the SMAA program and LEA BOP.

TSPs are randomly selected and randomly assigned a moment, or moments, in time to create time survey sample moments. A moment refers to the one minute assigned.

- All moment notifications will be received via email. A direct link to the secure RMTS website will be provided in this email. You do not need a log-in or password.
- You will receive an email notification one (1) student attendance day prior to your moment and another email the day of your moment. Do not delete time survey notification emails until you have responded to your moment. Emails associated with the RMTS will always come from [calec@pcgus.com](mailto:calec@pcgus.com) and you should add this email address to your safe sender list or contact list so it is not moved to your “spam” or “junk” folder.
- The link provided in the moment notification email will allow access after your moment has occurred.
- After the moment has occurred, you will access the secure RMTS website using the link provided in the email notification.
- The sampled moment will expire after four (4) student attendance days, after which time you will no longer be able to respond to the moment. You must accurately and clearly report what you were doing during your one minute assigned moment.
- All information collected is secure and confidential. You will only have four (4) student attendance days to complete your response in order for it to be considered valid. You will receive scheduled reminder emails after the moment if you have not yet completed your survey.

All sampled moments must be completed to achieve a statistically valid sample.

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### Completing the Electronic RMTS Form

After the sampled moment has occurred, you should complete your RMTS survey by clicking on the link provided in the moment notification email. You will first be asked to verify whether or not you were working during your RMTS moment.

Were you working at the time of your moment? (Select appropriate radio button/drop down below)

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

Next, if you are a direct medical service practitioner/provider whose job title/category is on the RMTS Participant Pool 1 listing, you will be asked to verify information regarding the activity being performed during your RMTS moment.

Was this activity being performed related to a student assessment, as defined in the LEA Provider Manual, or pursuant to a service listed on a student's Individualized Education Plan (IEP), Individually Family Service Plain (IFSP) or 'Care Plan'? (Select appropriate radio button/drop down below)

- Yes
- No
- Not sure

Finally, all participants working during their RMTS moment are then prompted to document the details of the specific time of the selected one minute moment by answering three questions:

- Who were you with?
- What were you doing?
- Why were you performing this activity?

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Instructions and Tips for Completing Your Moment

Your selected time survey moment is pre-determined. Do not answer the activity questions for any other time than the assigned one minute moment. It is your responsibility to accurately record what you were doing during your assigned moment, regardless of whether it is a Medi-Cal or non-Medi-Cal related activity.

Answer the questions with much detail as possible about the activity so in the event you are asked about your assigned moment during a possible audit or review, you are able to easily recall the activity you were doing without revealing student information.

- Do not use acronyms, proper names, abbreviations or personal information.
- Be specific, concise and use full, detailed sentences. Otherwise, a clarifying or follow-up question may be asked.

Keep in mind that you are only describing what you were doing during that one minute moment and not activities performed over a period of time.

You **MUST** press "Certify and Submit" when you are finished so your responses are recorded. Once you submit a response it becomes certified. Once the moment is certified, the answers cannot be altered under any circumstances.

If you have any questions about completing this process, please contact your LEA RMTS Coordinator.