

Welcome to the April-June Quarter

As the new quarter starts, PCG would like to take this opportunity to address various moving components of the Random Moment Time Study that will affect the fourth quarter (April-June). In this bulletin, please find information regarding system changes, pending developments, tips for success, as well as program achievements from the implementation.

System Updates

Activity Questions Verbiage:

The language on the activity questions for time study participants completing moments now reads 'unpaid *time* off' instead of 'unpaid *day* off'

Were you working at the time of your moment?

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

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Student-Attendance Days:

The system has been configured to account for five (5) student-attendance days for notifications as well as moment and clarifying question due dates.

Shift Report:

An additional report has been added to the 'Reports' tab called the 'Shift Report.' This report (available as an

excel file) will allow you to review start times and durations of all shifts within your LEC, LGA, or consortia. For future quarters, please utilize this report to ensure that all shifts in the system have valid durations and begin times.

End of Quarter deadline:

After conversations with DHCS, as well as input from the LECs and LGAs, the PCG Claiming System will be configured so that all moments at the end of any school year's fourth quarter will expire fifteen (15) *calendar* days after quarter closes (unless it would expire before then based on student attendance days). This is to prevent the student attendance day configuration causing moment expirations to roll over to the subsequent school year. For all other quarters moving forward, moments will continue to expire (5) *student attendance* days after the moment date.

Development Status Updates

LEA Coordinator Visibility

A feature request has been submitted to development so that the limited visibility for LEA Coordinators reflects student-attendance days rather than calendar. This feature is expected to be released for the October-December 2015 quarter.

Notifications

Developers are currently working on a system update that will generate notifications on a daily basis, capturing any changes made to participant and coordinator information (e.g., last names, email addresses, etc.) as the quarter progresses. Our team will

keep the LECs and LGAs informed on the progress of this update and its go-live date.

Code Change Procedure

PCG will communicate the procedure to change codes from the 3rd quarter (January-March) soon and our development team is working on adding functionality that will allow LEC and LGA coordinators to change codes throughout the quarter, allowing for ongoing review.

Program Achievements

Even with moments still active at the end of the third quarter, seven out of eight Claiming System sites maintained moment submission rates over 90% with the average submission rate for California clients at 92%. This is a great achievement for the first RMTS quarter in California. **Congratulations on all your hard work!!!**

Tips

Marking Vacated Moments for Monitoring Moment Submission



It's important to mark vacated moments as such to maintain the most accurate and up-to-date moment submission rates on your dashboard. While vacated moments will be coded as such at the close of each quarter, the submission tracker on your dashboard will count vacated moments against this rate unless the *moment itself* is marked as vacant. This option is available by selecting a vacated moment from the Moments>All screen:

Update Moment 1 / 300

Agency	Job Category	Job Title	Participant	Moment
California LEA	Pupil Support - Technicians	Audiologist	(Vacancy)	01/01/2015 8:06AM (PST)

1. Who were you with? Status: Pending Coding
student As of: 01/16/2015 7:23AM (PST)

2. What were you doing? Code:
working on the letter 's'

3. Why were you performing this activity?
speech therapy