

In Preparation for the Final Quarter of FY16

As we prepare for the last quarter (Q4) of Fiscal Year 2016 (FY16), PCG would like to take the time to share some important information through this month's bulletin which includes Random Moment Time Survey (RMTS) system changes, tips for success, pending developments, as well as Public Consulting Group's (PCG) recent address change.

System Updates

Paper Moment Icon

The paper moment printer icon will now display five (5) student attendance days prior to moment (at time of notification). Paper moments can be accessed, printed, and distributed by the LEC/LGA coordinator to be administered by the LEA coordinator at that time. Please refer to the outlined paper moment process distributed by DHCS to help you distribute and enter paper moments appropriately and timely.

Action Drop-down Menu: Change Employment Type

The option 'Change Employment Type' has been added to the Action drop-down menu to better accommodate the **cost reporting process** from the point of TSP list integration. This feature allows the coordinator to change the employment type for the position from 'District Payroll' to 'Contracted', or vice versa. Please reference the following language and screen-shots to help explain how the 'Change Employment Type' can be used:

- I. *Changing the current employment type within a past, present or upcoming quarter –*
 - a. Select 'Change Employment Type' in the 'Action' drop-down menu
 - b. Place the appropriate start date for the employment type change
 - c. Use the 'Employment Type' drop-down to change 'District Payroll' to 'Contracted', or vice versa
 - d. Click 'Save Changes'

Employment Status	Employee ID	Email	Name	Start Date	End Date	Delete
District Payroll	1234567899	tylermason@test.com	Mason, Tyler	10/01/2014		✘

Action:

Edit staff:

 Start Date:

 Employment Type:

Results of the changed employment type

Employment Status	Employee ID	Email	Name	Start Date	End Date	Delete
District Payroll	1234567899	tylermason@test.com	Mason, Tyler	10/01/2014	03/31/2016	✘
Contracted	1234567899	tylermason@test.com	Mason, Tyler	04/01/2016		✘

Action:

* Please be advised this function can be performed at any time as long as your financials have not yet been submitted for the quarter in which you are attempting to make the change(s).

Again, this is to facilitate the appropriate job span dates with the correct employment type for **cost reporting purposes**.

Tips



Non-Participating Agencies

Please follow the steps below to un-certify agencies who **will not** be participating in an upcoming quarter after all LEAs have been certified at the LEC/LGA level:

1. Using the 'State' dropdown menu, select the specific LEA who will not be participating in the upcoming quarter
2. Go to the Staff Pool Positions screen and click the 'Unlock Staff Pool' button

Unlock Staff Pool

Approve All Staff Pools

Export

3. Repeat steps above if there are multiple agencies not participating in the upcoming quarter
4. Drill back up to the consortia/regional level to confirm all non-participating LEAs are un-certified using one of two ways:
 - I. Go to the Staff Pool Positions screen and click on the LEA drop down menu. The un-certified LEAs will be listed as 'Ready for certification'
 - II. Generate the SPL Certified/Uncertified report and filter by 'No' in the 'Certified' column
5. Once you have confirmed all non-participating LEAs are un-certified, go to the Staff Pool Positions screen and click the 'Approve All Staff Pools' button

Unlock Staff Pool

Approve All Staff Pools

Export

The steps above will aide in unlocking/un-certifying TSP lists that will not be included in the sample generation. For additional assistance in this process, please feel free to contact PCG through the dedicated calec@pcgus.com or calga@pcgus.com email address or by the PCG toll free RMTS helpdesk number (866) 803-8825.

Marking Non-Student Attendance Days and Holidays for Upcoming Quarters

As a general reminder, please keep in mind that non-student attendance/holidays (including summer break) must be marked off not only for an upcoming quarter's calendar months April-June (Q4) but also for the subsequent quarter July-September (Q1). If these days are not marked off in the subsequent quarter's calendar months, the RMTS system will not be able to appropriately calculate the five (5) student attendance day moment expiration date for moments that occur towards the end of a current quarter and may expire in the upcoming quarter.

System Maintenance

In the month of February, Public Consulting Group's Information Technology department conducted their routine system maintenance. The scheduled maintenance occurred on two separate occasions (February 6th and 20th) to update system firewalls and expand our datacenters which lead to PCG networks, systems, and applications being unavailable for a period of time. PCG strategically conducts system maintenance on weekends and/or non-traditional

business hours when the systems are accessed less frequently by users. In a continual effort to notify all LEC and LGA coordinators of upcoming system maintenance, PCG will continue to send communications via email in a timely manner to advise when, at any point, the RMTS claiming system is scheduled to be unavailable.

prior to future July-September quarters that will require only review and approval prior to each subsequent quarter.



**PCG Has
Moved**

Coming Soon

Please see the following list of upcoming RMTS system development:

1. Preserved Staff Pool List (SPL) History Report and Master Sample File: SPL History report and Master Sample file preserved at the time of sample generation that does not update throughout the quarter.
2. Annual School Year Calendar: A full school year calendar will be available to be certified

Please be sure to update your address books as we have moved from our La Jolla office to our new office location in El Cajon:

**Attn: Education
Public Consulting Group
151 Van Houten Avenue
El Cajon, California 92020**