

Summer 2016

As we wrap up the first full year of the California SMAA Random Moment Time Survey (RMTS) program and head into summer break, PCG would like to share some important information and key updates through this month's bulletin which includes RMTS general updates and tips for success.

General Updates

Quarter Four (Q4) Moment and Clarifying Question Expiration

For the current quarter (Q4), April-June 2016 (AJ16), PCG would like to offer the LECs and LGAs as one last friendly reminder that all moments and clarifying questions that occur during the last week of school as certified on LEA calendars will expire after 5 student attendance days but no later than July 15th. This information is based off final DHCS directive that was given upon three separate occurrences this year (February 24th, March 9th, and June 9th).

Summer Housekeeping

PCG would recommend that the LEC and LGA coordinators perform a "summer housekeeping" by reviewing your system users along with the current shifts and Time Study Participants (TSP) lists. The LECs and LGAs should review the system users and remove any coder or coordinator who is no longer employed by the school district and should not have access to the PCG Claiming System. Also, it is important to review all active shifts within the system to ensure that the most accurate set of shifts are assigned to the TSPs. In addition, it is important to ensure no TSP is assigned a shift that has since been inactivated, and that there are no active/inapplicable shifts that are no longer in use. Lastly, PCG recommends that the LECs and LGAs review their TSP lists for job titles listed under each of the identified job categories to determine if the most appropriate staff have been included.

Active Participant Vs. SPL History Vs. Preserved SPL History

Active Participant – Displays all participants who are active at the time the report is generated. Please keep in mind that this report will also display agencies that are in the system but are no longer participating. In order to inactivate participants for agencies that are no longer participating in the RMTS, place an end date for each TSP by selecting their name from the People>Staff Pool Position screen.

SPL History – Displays the finalized snapshot of the staff pool list (SPL) from which the sample was drawn for a particular quarter. Please keep in mind that the SPL History report will update throughout the quarter to display a real time list of participants at the time the report is generated.

Preserved SPL History – This report has recently been released for LEC and LGA coordinators to help capture a snapshot of each quarter’s staff pool list. Effective October – December 2016 (OD16), the SPL History Preserved report can be generated at any time throughout a quarter to display the TSP list as certified prior to sample generation as a preserved file for audit purposes. Unlike the SPL History report, the new preserved report will not update throughout the quarter. PCG recommends utilizing the Preserved SPL History report to help identify vacancies and/or replacements that have occurred throughout the quarter as well as dates associated with these changes. The Quarterly Participant Snapshot report can also be used to help identify changes that have occurred on the TSP list since the time of certification. Always reference the unique Job Position ID assigned to each position to help identify TSPs that fill/filled each position.

Tips



LEA Coordinator Follow-Up Question Notifications

Clarifying question (CQ) requests cannot be copied to coordinators given that the reminder includes a unique link that is confidential to the TSP. LEA coordinators are copied on late notice emails for follow-up notifications. Please inform your LEA coordinators of the two available options to track pending CQs:

1. Use the ‘Status’ filter in the moment screen and select option ‘Pending Participant Response’ which will display any pending CQ
2. As displayed in the upcoming pages, the LEA coordinator can select ‘Show Alternate Label’ and ‘Show Follow-up Overdue Dates’ to see when the pending follow-up(s) will expire

In addition, LEC and LGA coordinators can use the ‘Time Study Report’ found under ‘Export Options’ on the moments screen for follow-up tracking. This report will display all moments along with information to identify if the moment has had, or currently has, a follow-up question submitted. A follow-up report is currently in development.

Calendar Functionality Options

- ***Show Certified Calendar*** – If selected, this option displays the calendar that was certified prior to sample generation. Any changes made during the quarter(s) can be identified by selecting the “Show Certified Calendar”

- Show Alternate Label – If selected, this option will allow the user to then further select from the three alternate label options listed below. Each of the following alternate labels display the total number of moments on specific days in accordance to the alternate label that was selected:

1. **Show Moment Dates:** Displays the total number of moments that are assigned on each date as applicable throughout the quarter

Calendar: California LEA

Save Changes **Reset** [Export Calendar](#) [Export Days Off](#)

Calendar Options: Show Certified Calendar? Show Alternate Label?

Alternate Labels: Show Moment Dates? Show Moment Overdue Dates? Show Moment Notice Dates? Show Follow-up Overdue Dates?

Unplanned Closure

April 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					112	
	144	100	157	89	105	
			109	176	82	138
	158	102	159	81	116	

May 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	164	113	160	99	122	
	155	104	152	99	124	
	170	107	161	77	120	
	164	111	156	94	102	
		118				

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			171	92	120	
	190	108	137	93	111	

2. **Show Moment Overdue Dates:** Displays when the total number of moments are set to expire each date

Calendar: California LEA

Save Changes **Reset** [Export Calendar](#) [Export Days Off](#)

Calendar Options: Show Certified Calendar? Show Alternate Label?

Alternate Labels: Show Moment Dates? Show Moment Overdue Dates? Show Moment Notice Dates? Show Follow-up Overdue Dates?

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		164				

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			111	156	94	
	102	118	171	92	120	

- 3. **Show Follow-up Overdue Dates:** Displays the total number of follow-up (CQ) expirations on each date as applicable throughout the quarter

Calendar: California LEA

Save Changes **Reset** [Export Calendar](#) [Export Days Off](#)

Calendar Options: Show Certified Calendar? Show Alternate Label?

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