Springing Forward into Q416 – April-June 2016 (AJ16)

As we wrap up Q316 (January –March 2016) and head into Q416, PCG would like to share some important information and key updates through this month's bulletin which includes Random Moment Time Survey (RMTS) general updates, system changes, and tips for success.

General Updates

Moment Expirations

Upon directive from DHCS, no moments for the April-June quarter (Q4) will expire after July 15th. Moments occurring during the October-December (Q2) and January-March (Q3) quarters will expire based on the standard expiration of five (5) student attendance days without exception.

System Updates

Time Study Results Report

The Time Study Results Report has been updated to include the actual time QC took place rather than the time the moment was coded unless it was auto-passed in the instance where both primary coders agreed on the assigned code. Also, the assigned code will not display prior to the senior coder's assignment of code (in case of a discrepancy of initial coders) or when a clarifying question has been sent to a Time Study Participant (TSP).

Annual School Year Calendar

The Annual School Year Calendar has been released and will be in use for the upcoming school year (FY17)! A full year calendar is now available for coordinators to enter all non-student attendance days and holidays prior to the start of Q2 (October-December) in order to appropriately calculate the 5 student attendance day notification and expiration required for the state of California. With LEA coordinators now having the opportunity to enter the entire school year calendar once, and verify prior to each quarter start via calendar certification, this should help eliminate the need for developers to perform 'sweeps', updates to moment expiration dates, and/or revisions to notification schedules.

Preserved SPL History and Master Sample File

Two new reports have been created to help capture a snapshot of each quarter's staff pool list (SPL Preserved) and sampled moments (Master Sample Preserved) at the time of sample generation. Effective OD16 the SPL History Preserved and Master Sample Preserved reports can be generated at any time throughout a quarter to display the preserved file for audit purposes. Unlike the current SPL History report and Master Sample File, the new preserved reports will not update throughout the quarter. PCG would also recommend utilizing the SPL History Preserved report to help identify vacancies and/or replacements that have occurred throughout the quarter as well as dates associated with these changes. When conducting this

search, it is beneficial to reference the unique ID assigned to each position.

Tips

Agencies (Districts) with Multiple Calendars

Agencies who are indeed one district, but have been placed in the RMTS System as multiple agencies (i.e. ABC Unified School District Modernized and ABC Unified School District Traditional) to accommodate multiple track calendars or schedules, should have each TSP assigned to **only one location (not both)** since both locations are the same billing agency. PCG recommends assigning TSPs to the specific "calendar" that is found to be the best fit according to their work schedule. Please refer to the Time Study Participant section of the *SMAA Manual* if you have any questions on participation requirements.

New Folder in Microsoft Outlook: "Clutter"

In a recent Microsoft Outlook update, a new folder has been added in addition to "Junk" called "Clutter". PCG has become aware that the new Clutter folder may be catching calec@pcgus.com or calga@pcgus.com generated emails including moment notifications and reminders. Microsoft has stated that the new Clutter feature is not considered a "spam" folder, but rather a "low priority" folder. With this said, please keep in mind that resending a notification will not get through to a TSP's inbox if the Clutter folder is found to be

housing moment notification emails. If a TSP reports that they did not receive a moment notification email even after the notification has been resent to them, PCG recommends that you advise the TSP to check their Clutter folder. The Clutter feature has the capability to be turned off in Outlook, so please work with your IT department to ensure this has been properly disabled.

Completed Moments without Submission Dates (Training Opportunity)

Any moment that has been responded to but is found without a submission date indicates that the TSP went through the process of completing the moment but did not complete the final step of selecting the attestation checkbox (example below) that will then allow them to select the 'Submit Moment' button.

Moments that are not completed in their entirety are considered **No Response** moments. Please advise TSPs to complete the entire process when responding to moments and to expect the following confirmation of submission: