

## Cheers to a New Year and a New RMTS Quarter!

In anticipation of the upcoming holidays, PCG would like to take this opportunity to address various moving components of the Random Moment Time Survey (RMTS) that will affect the remainder of the second quarter (October-December 2015) and upcoming third quarter (January-March 2016). In this bulletin, please find information regarding system changes, pending developments, tips for success, as well as program achievements.

## System Updates

### LEA Coding Review Report

The LEA Coding Review Report based on approved DHCS fields is now available for LEC/LGA coordinators to distribute to their LEA coordinators. This report will allow LEA coordinators to review the coding of all moments within their LEA to accomplish the LEA appeals process outlined in the SMAA guide. The LEA Coding Review Report can be generated for current and past quarters and will display real-time assigned codes including current active quarters that have not yet been finalized.

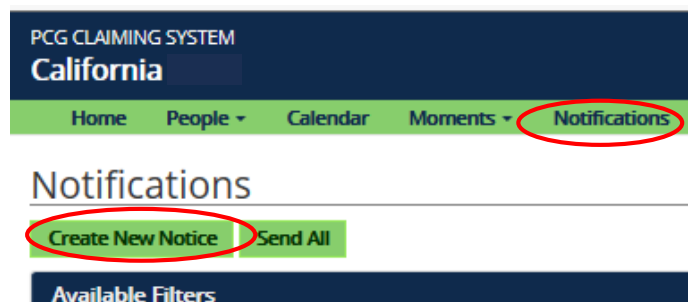
\*The coding report may be accessed by LEC/LGA coordinators and can be found under Reports>LEA Coding Report

## Tips



Please remember notifications are queued the night before they are scheduled to be sent. Any change made to a time study participant or coordinator information (e.g., last names, email addresses, etc.) will be reflected on all notifications queued the night of the change and forward. If a change was made to a time study participant or user information the day of the scheduled notification, or after notifications have already been sent, the notification must be manually corrected and resent. Re-sending a past notification will send the notification to the exact email it was sent to at the time it was queued and originally sent.

If there was an email change, you may email the moment link to the new email address by accessing the link found within the Master Sample File report. Simply copy the URL found in the column titled 'Link', and paste the URL into a new email. You can also generate a notification using the system's 'Create New Notice' feature located on the notifications page.



To 'Create New Notice':

1. Select the 'ResentMomentNotification' for notice type
2. Add the current date or date to be sent on
3. Type email that the notification should be sent to
4. Add a subject line
5. Add text as the body of the email including the URL copied from the Master Sample File
6. Select 'Create New Notification'

Create New Notification

Notice Type: ResentMomentNotification

Send On: mm/dd/yyyy

To: (Required)

Subject: Link to Moment

Body: (Required)

Sensitive

Create another?

## Coming Soon

Below is a list of upcoming development that is anticipated to be released within the coming quarter.

### Feature Requests and Changes Anticipated for FY16 Q3 (January-March 2016)

1. LEA Coordinator Compliance Report and 'Days Out' View: The compliance report export and Moments>All view for LEA coordinators will display relevant data utilizing five (5) student attendance days' time frame
2. Annual School Year Calendar: A full school year calendar will be available to be certified prior to future July-September quarters that will require only review and approval prior to each subsequent quarter