

Preparing for the January-March 2017 (JM17) Quarter Three (Q3) and Changes Based on the Approved School-Based Medi-Cal Administrative Activities (SMAA) Manual!

With the Center for Medicare & Medicaid Services (CMS) approval of the revised California SMAA manual along with the opening of the JM17 quarter, 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

PCG Claiming System Updated

PCG has worked diligently over the past few weeks after DHCS posted the finalized manual on November 10, 2016, to update the PCG Claiming System requirements as outlined in the approved SMAA manual so that each LEC and LGA can approve their sample coding and close quarters appropriately. At this time, each LEC and LGA region or consortia can begin the process of closing their quarters once all other necessary steps have been completed as outlined in the SMAA manual. PCG will continue to communicate to all LECs and LGAs of any additional updates that would impact the end users.

System Updates

Moment Compliance Dashboard

Based on new directive from the approved SMAA manual, PCG has been actively working with developers to update the 'Moment Compliance' dashboard located on the home page of the PCG Claiming System. The dashboard will display the revised return rate compliance methodology by using the new calculation of code 18 divided by codes 1-17. Please use the 'Time Study Summary' report in the meantime to calculate each LEA, region or consortia's return rate compliance.

Vacant Moment Auto-Code

Per the directive outlined in the approved SMAA manual, all vacant moments will now be auto-assigned code 17 at the time of quarter close if they have not already been assigned a different code. The code change functionality must be used if a vacant moment meets the outlined requirements found in the manual indicating that it be assigned to code 16 or code 18. All code assignment changes MUST be made prior to quarter closing.

Tips

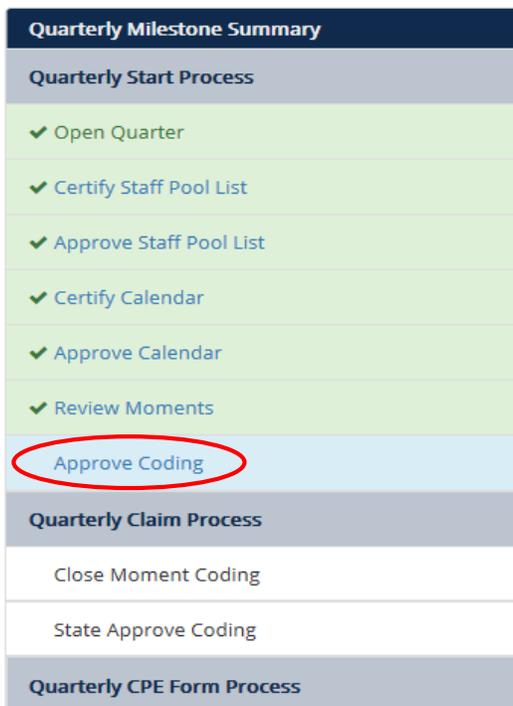


How to Close the RMTS Quarter

Please follow the step by step instructions below that outline how to close an RMTS quarter in the PCG Claiming System and lock all moment coding. **Please note that only a host or consortia user type within your site can/should be performing the following steps. Additionally, these steps should not be**

performed until it is confirmed that all moment coding, reviews, and required code changes have been completed as everything will become final and un-editable once the steps below are complete.

1. From the 'Home' page, select the 'Approve Coding' link found under the 'Quarterly Milestone Summary' checklist.

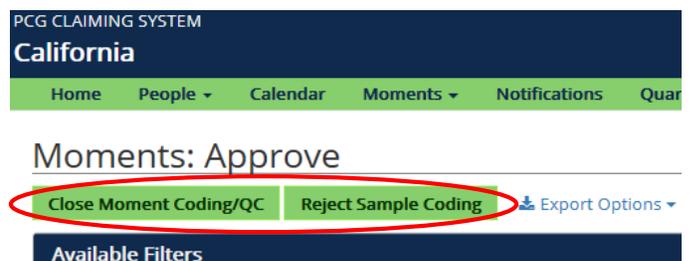


2. From the 'Moments: Approve' page, approve the 10% subsample by clicking the 'Approve Sample Coding' button at the top of the page.

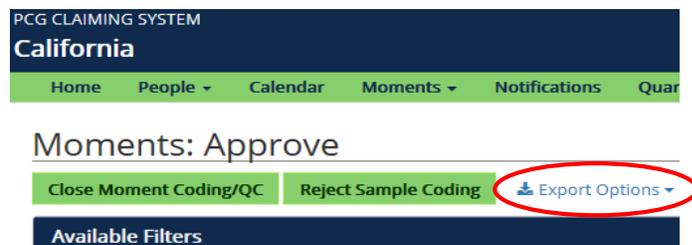


3. After the subsample has been approved, select either 'Close Moment Coding/QC' if you have confirmed that the quarter should be closed at this

time or select 'Reject Sample Coding' if it identified that changes need to be made prior to closing the quarter. If 'Reject Sample Coding' is required, repeat steps one and two after completion of changes until the region/consortia is ready to select 'Close Moment Coding'.



Important: Before selecting either of the two options ('Close Moment Coding/QC' or 'Reject Sample Coding'), use the 'Export Options' dropdown list to export the 'Time Study Report' and filter by 'Code' (column P) to ensure all moments in the time survey are assigned a code.

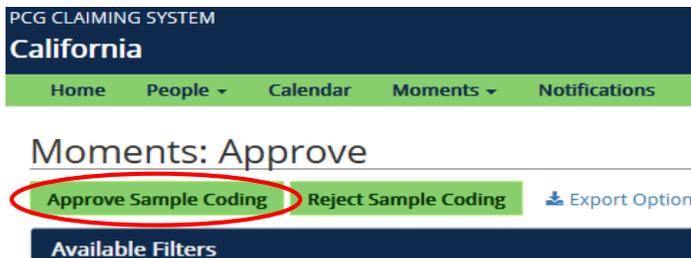


If there is a moment(s) found without an assigned code and that this not a vacant moment (identifiable by blank first and last name), select the 'Reject Sample Coding', assign the appropriate code(s) and repeats steps 1 through 3 above. Some examples of why you may identify moments without an assigned code are:

- ✓ Moments that have responses populated but do not have a 'submit date' mean that the TSP did not complete the attestation and submission process and therefore, as a consequence, did not complete/submit their moment. These moments will need to be

assigned an appropriate code as outlined in the approved SMAA Manual

- ✓ Moments assigned to a TSP that occur on the same date of termination of that TSP which must be coded according to exact time of moment and termination accordingly
- 4. Once the region/consortia has verified all moments have been assigned a code, select the 'Close Moment Coding/QC' option to lock the quarter. Once all moment coding has been approved and closed in the system, the quarter will be locked with no further codes changes permissible at that time.
- 5. Lastly, on behalf of the state, select the 'Approve Sample Coding' as the final step of closing the quarter in its entirety.



Once all five steps to close the quarter have been completed, the 'Quarterly Milestone Summary' should now appear as the screenshot displays below:



Job Title Change

If an employee has changed job titles that would exclude them from participation in the time study under their assigned cost pool you must place an end date for the TSP effective the date of change. The resulting vacancy can be filled by a direct replacement or deleted if not filled prior to the start of the next quarter. The employee's new position should then be added at the start of the next quarter. Please see the following scenario below to help better understand how job title changes are address in the PCG Claiming System and through the CA RMTS:

If a nurse who participates in the Q2 and Q3 time survey is hired on as a Health Care Advocate in Q4, you must place an end date of when the change is effective for his/her current position because the new position would exclude him/her from being eligible to participate in the direct service & administrative service provider cost pool. The old position must have an end date entered and could be filled by a direct replacement to assume the assigned moments or could lay vacant and any assigned moments would be coded accordingly. The new position would be added in the administrative service only cost pool the first day of the next quarter and the 'fill with existing' action item would be used in the system to add his/her employee information.

Please let PCG know if you have any additional questions surrounding the job title actions when a change would exclude participation in the time study for specific cost pools.

Notifications Que

As a general reminder, please keep in mind that all email notifications will appear in the system on the 'Notifications' page within the quarter in which they are sent. Therefore, if a moment notification that is

scheduled to be sent to a TSP five student attendance day prior to their moment on 01/02/2017, the notification would be sent out in the October-December 2016 (OD16) quarter and the notification can be found by going to the 'Notifications' page after selecting the appropriate quarter.

LEA Coding Report (Additional/Optional Fields)

The LEA coding report is available for LEC/LGA coordinators to distribute to their LEA coordinators. This report allows LEA coordinators to review the coding of all moments within their LEA to accomplish the LEA appeals process outlined in the SMAA manual. The report will display each moment generated for the entire quarter in Excel format and all of the corresponding information required to generate a subsample for QA including:

- TSP information (cost pool, job title, job category, LEA, Region/consortia, first / last name, and email)
- Moment date / time
- Assigned code as well as coded date / time
- Responses to all questions provided
- Follow up questions and provided responses
- Coder / QC comments

In addition to the information above, three additional fields can be added to the LEA Coding Report to assist with code change tracking. These three fields will display the previous code prior to the code change, the user ID in which who performed the change, and any comments surround the code change.

*Please let PCG know if your region/consortia would like to add these additional fields to this report.