

Welcome to Fiscal Year 2016!

PCG would like to congratulate you all for a successful implementation of the RMTS process in Quarters 3 and 4 of Fiscal Year 2015 (FY15), and look forward to a smooth transition into the next FY beginning with the October through December 2015 quarter, or Quarter 2 (Q2). Please continue to certify your calendars and Time Study Participant (TSP) lists using the tips shared via prior trainings and email communication from PCG. PCG recommends Q2 samples should be generated by **9/18** in order for moment notifications to be sent timely to TSPs. Ready, set, here we go!

System Updates

Code Changes

The ability to change codes within the system is now available by user type. PCG will automatically allow this ability to all LEC/LGA coordinators as well as senior coders within each site **unless otherwise instructed**. Please notify PCG no later than **9/25** if you would like the privileges assigned differently. PCG will be scheduling trainings by 10/1 on how to use this new functionality prior to allowing any user the ability to change codes. Please continue to use the supplied template and instructions to request code changes in the meantime. If your region or LGA needs an additional copy of the template or instructions, please contact us.

TS Results Summary Report

There are two new reports available for any user that currently has the rights to export the existing Time Study Report. The reports will be available prior to 10/1

under the same 'Export' icon and are labeled 'Time Study Summary' (displays a total count of moments per code) and the 'Time Study Summary by Job Category' (displays a total count of moments per code by job category). The Time Study Summary will be enhanced in the future to display the percentage associated with the total count as well.

Time Study Report

The Time Study Report now includes fields associated with clarifying questions. Specifically, the report displays each clarifying question, the TSP response, and the date the response was submitted. This will help LEC/LGA coordinators identify who has been sent a clarifying questions, and whether or not a response has been received. A similar report is in development for LEA coordinators that will be released in the near future.

Tips

Select the correct quarter

Always verify that you are in the correct quarter when making system changes or when viewing information for a particular quarter. Use the drop down at the top right corner of the screen to select the appropriate quarter. All terminations and replacements should be made in the quarter in which they occur. For example, if a TSP ended their contract on June 30, 2015, this information should be entered within the Jul-Sep 2015 quarter and their end date should be 6/30/2015. If there was a replacement that filled the vacancy the previous action created, then they should be entered

within the appropriate quarter of their true start date. For example, if a new person was hired to fill the position and they started on July 1, 2015, this information should be entered within the Jul-Sep 2015 quarter and their start date should be 7/1/2015. If the position remained unfilled as of 10/1/2015, the vacancy must be deleted prior to the certification of the OD15 (Q2) TSP list. All start and end dates should be true and accurate unless the position being entered is participating in the RMTS for the first time in which case the position should be assigned the first day of the quarter start (ex: 10/1/2015). Shifts will always be locked for quarters that have already been certified.



System Filtering Tips

Remember that you can display users, TSPs, moments, and reports specific to one school district or region simply by selecting that region from the state drop-down option at the top of the home screen.



Program Achievements

A big thanks to DHCS for hosting a productive 2015 summit for California LEC/LGAs and PCG. While we still have some work still ahead of us, it was a very productive two days. Everyone worked together to make many key decisions, discussed important issues,

and established next steps. PCG looks forward to a successful FY 2016!

Coming Soon

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

Feature Requests and Changes Anticipated for FY16 Q2 (October-December)

1. *10% QA process*: allow export of the subsample created within the system to facilitate the QA process at the end of a quarter
2. *Training Screen Language Included on Paper Moments*: the language from the training screen will be displayed on paper moments
3. *Vacancy Error*: An error message will alert coordinators attempting to generate a sample that contains vacancies (similar to the existing prompt when attempting to certify a TSP list that contains vacancies)