

# Random Moment Time Study – PA

## Overview for Participants

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The PA School Based ACCESS Program (SBAP) will implement a statewide Random Moment Time Study (RMTS) methodology to support the Medicaid reimbursement process, for covered services delivered by LEAs to eligible students.

The most important step is to identify and list SBAP service providers and administrators in an RMTS roster. As a staff member, you may be selected randomly to participate in the time study by answering six questions describing what you were doing during your assigned “moment” on a specific work day, at a specific time. You should be able to complete the required information in less than five minutes. The questions you’ll be asked are:

1. Were you working during your sampled moment? (*If the answer is “no” the survey ends*)
2. Who was with you?
3. What were you doing?
4. Why were you doing this activity?
5. Is this activity regarding a Special Education student?
6. Is the service you provided part of the child’s IEP?

Quarterly Random Moment Time Studies are conducted *three times* per school year: October – December, January – March, and April – June (no time study occurs during the July – September “summer quarter”). Due to the random nature of the time study, staff members may be sampled more than once in a quarter or not at all.

If selected, you will receive an email from PCG five days in advance of the date/time of your sample moment. This email will also provide the URL (website address), user name, and password you’ll need to document your sample moment (that is, *one minute* of time). A reminder email containing the same information will be sent one day prior to your sample moment, and the email subject line will contain the phrase “*Urgent Do Not Delete Random Moment Time Study.*” Please do not delete these emails. As mentioned, you will need the information in these emails to complete the time study process. You can delete the emails once you’ve submitted your completed time study responses.

Since all notification and documentation will be done electronically, it is very important that staff members on the roster check email at least weekly. This ensures that you are aware that you have been selected to participate in the time study, and can later describe your activity during your sample moment.

Please remember that the purpose of the time study is to record normal, routine activities performed by PA school staff (employees and contracted) personnel involved in SBAP. This will allow for a determination of how much time participating LEAs spend supporting and delivering SBAP reimbursable services. To collect a statistically valid random sample, it is essential that time study participants complete their sample moments in a timely manner and in sufficient detail.

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### Events and Timeline for Individuals Selected as an RMTS Participant:

1. Advance notice -- You will receive an email from [RMTSsupport@pcgus.com](mailto:RMTSsupport@pcgus.com) **five** days, and again, **one** day prior to the date of your “moment.” These email notifications will contain the URL (Website address), user name, and password needed to electronically document your sample moment.
2. Day of the “moment” -- Please note, you should NOT log in to the Web-based system during the sample moment; rather, conduct your normal business during the sample moment.
3. After “living the moment” -- You will receive a reminder email **one hour** after your moment has occurred. You should log in to the Website provided in the email to enter brief answers to six questions.
4. Day after the “moment” – If you complete and submit your responses within the first 24 hours after your “moment” you will not receive any reminder emails. If you have not submitted your response with your documented sample moment within the first **24** hours after your “moment,” you will receive a reminder email, which is copied to the RMTS District Coordinator as well, from [RMTSsupport@pcgus.com](mailto:RMTSsupport@pcgus.com)
5. Three days after the “moment” -- Three days (**72** hours) after the assigned moment, you will receive another reminder email, IF you have not responded.
6. Notifications to the RMTS Coordinator – (the person whose name(s) was provided on the RMTS Roster (on the District Contact tab) – this person indicated that they wanted to be copied on reminder emails that go to any of the LEA staff on the Roster, so they will receive a copy of the reminder emails sent to their participants (as described in #4 and #5 above).
7. Expiration of the “moment” – you have **five days** from the time of the “moment” to respond – after that, you will no longer be able to participate in the time study for that moment.

The sooner you respond following the “moment,” the easier it will be to answer the questions, and you will lessen the risk of forgetting to respond. Again, the process will take about five to ten minutes. Once you have completed the time study documentation you will be able to print a copy for your records. It is a good idea to print and retain a copy in case you receive a follow-up call asking for clarification or additional information about one of your system entries.

Please try to complete the survey associated with any sample moment within 24 to 72 hours following the sample moment. The system will not allow you to fill out the documentation prior to the date/time designated in the sample moment notification. If you have any further questions, please contact your district RMTS Coordinator or submit them to [RMTSsupport@pcgus.com](mailto:RMTSsupport@pcgus.com).