

**From:** [Glass, Anne](#)  
**Subject:** School District Administrative Claiming: Coding random moment when selected participant is not scheduled to work and not on paid leave  
**Date:** Wednesday, April 24, 2019 2:05:00 PM

Medicaid Contacts:

Re: Coding Random Moment in School District Administrative Claiming

Leila Jett at AHCA has clarified coding when an employee is selected through the random moment sampling and is not scheduled to work (does not include when employee is on paid leave during regular school hours, which is a code 12).

Please see the examples below:

Example: A participant works at a school and the school hours are 7:30 – 3:30 M-F. The participant is a part-time staff person who works Monday, Wednesday and Friday during the regular school hours of 7:30 – 3:30. The participant is selected to complete a random moment time study at 8:30 am on Tuesday.

Code: The moment should be coded a 13, since the participant's moment occurred during the regular school hours, but was not scheduled to work.

Counting moment to meet the 75% rate on completed forms: This moment is included in the 75% rate of completed forms, as the participant did complete the form .

Example: A participant works at a school and the school hours are 7:30 – 3:30 M-F. The participant is included in the sample roster as working during the school hours of 7:30 – 3:30. The participant is selected to complete a random moment time study at 3:45. The participant completes the form, stating that the moment occurred when not scheduled to work.

Code: The moment cannot be coded. It is an invalid moment, as the moment should not have occurred outside of the operational hours of the school. This moment will be removed from the sample as an invalid moment.

Counting moment to meet the 75% rate on completed forms: This moment is included in the 75% rate of completed forms, as the participant did complete the form.