

Medicaid School-Based Services Random Moment Time Study (RMTS): A Participant's Quick Reference Guide

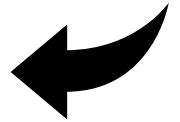


What is a Random Moment Time Study (RMTS)?

RMTS is a tool used by the Medicaid School-Based Services Program to quantify how much time school staff spend doing certain work activities. A specific date and time are chosen and assigned to a participant to identify what activity they are doing at that time. Your participation in this program is invaluable.

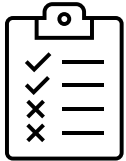
New Participants/Getting Started:

As a new participant, you will receive an email *at the start of the quarter* with a User ID and temporary password allowing access to the system. New participants should log in to the RMTS system, create a personal password, and watch the brief online training video.



Completing Your "Moment(s)":

If you are selected to record a random moment, you will receive an email from MedicaidAdmMatch@umassmed.edu. It will include the date and time of the moment you are to document.



Answer four questions:

- What type of activity were you doing?
- What specifically were you doing?
- Why were you performing this activity?
- Who were you primarily working with?

Also, you'll provide a brief narrative describing your work activity in your own words.

Select your answer from the lists. If the options do **not** sufficiently describe your activity, you may choose "If none of the above responses accurately describes what activity you were doing, please type your answer below:" and use the free-text section to provide adequate detail.

2.

Be sure to complete your answers and certify your response within 2 business days from the assigned date and time.

Tips for Completing a Random Moment:

- ✓ Remember that the RMTS corresponds to **one minute**. We are not concerned with what you were doing before or after the one assigned minute (unless it provides necessary context).
- ✓ When you see the email notification that you have a moment, it may be helpful to jot down what you were doing at the assigned time if you cannot respond immediately.
- ✓ Before submitting your moment, please review your answers to ensure that the context of your work activity will easily be understood by someone who was not there.
- ✓ Avoid using acronyms in your response or spell them out and provide context.
- ✓ A sufficient response will provide adequate detail on the topic/context/purpose/content of the activity being performed.
- ✓ If you were engaged in communication at the time of your moment (either in person or via email or on the telephone), please describe the topic of the conversation/communication and other appropriate context for the work to be categorized.



NEED MORE HELP? WE'RE HERE FOR YOU!

CALL OR EMAIL TODAY: 1-800-535-6741/ MedicaidAdmMatch@umassmed.edu

YOU CAN ALSO REPLY TO ANY RMTS EMAIL!

Medicaid School-Based Services Random Moment Time Study (RMTS): A Participant's Quick Reference Guide



Frequently Asked Questions & Additional Tips



How will I know I have a random moment to complete?

You will be notified, and reminded, by email that specifies the selected moment date and time.

What if I forget my password?

Click the “Forgot Password?” link on the site and follow the prompts.

What if I am out sick, on vacation, on leave, had a snow day, or otherwise not working at the time of my random moment?

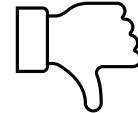
That’s a valid response! There is an option for “not working.” We do not need to know why you were not working, but it is important to identify whether you were using paid time off (such as earned vacation or sick time).

What if the service/meeting/activity I was supposed to be doing was cancelled (for reasons such as the student was absent)?

Answer the moment with what you were actually doing at that time, not what you would have been doing.



Do's and Don'ts for Answering Moments



- DO: Provide detail in your answers/narrative:
- DO: We may occasionally need to follow-up with additional questions about your moment. Please be sure to respond to these questions.
- DO: Focus on just the one moment in time you are assigned.
- DO: Complete, certify, and submit your moments before the end of the moment's grace period!
- DO: Call or Email us with any questions!
- DON'T: Leave out essential information or answer inappropriately:
- DON'T: Use the “If none of the above responses accurately describes what activity you were doing, please type your answer below:” option without checking if your activity fits in one of the pre-defined options. This may result in additional follow-up questions for you to answer.
- DON'T: Do not include sensitive information such as names or other identifying factors that is not necessary
- DON'T: Wait until your moment is about to expire before contacting us for help! Call or email us as soon as possible.



NEED MORE HELP? WE'RE HERE FOR YOU!

CALL OR EMAIL TODAY: 1-800-535-6741/ MedicaidAdmMatch@umassmed.edu

YOU CAN ALSO REPLY TO ANY RMTS EMAIL!