

FIRST PHASE – INITIAL STEPS

START TASK	TASK	FINISH TASK
1 May 2017	Summer point of contact if MAC coordinator and backup are unavailable	Last Day of School
2 May 2017	System IT requirements Note: Start this step as early as possible to iron out technical issues	August 31, 2017
3 May – June 2017	Identify RMTS Participants and collect data for participant upload file/management: participants name, job title, email address, work schedule, any federal funding for their position, and email address of supervisor	September 10, 2017
4 May – June 2017	Identify Participant Work Schedule Groups (Group participants with same schedules)	September 10, 2017

SECOND PHASE – TRAINING & UPLOADS

START TASK	TASK	FINISH TASK
1 August – September 2017	HCA & UMMS - train RMTS coordinators and backups (including MAC claiming)	September 30, 2017
2 August – September 2017	Enter School Calendar information (holidays, school vacation weeks etc.) and Work Schedule Group information (working days/hours for each Work Schedule Group identified in phase 1, #4. Note: If you are not working during summer, please get this done before summer break	September 10, 2017
3 August – September 2017	Upload participants to the UMMS system	September 10, 2017
4 Mid – Late September 2017	‘Welcome’/‘Welcome Back’ emails will go out to all participants providing them with User ID’s and temporary passwords for the RMTS system. Coordinators responsible for: <ul style="list-style-type: none"> Following up with UMMS on any ‘undeliverable’ emails to correct them and ensure all participants are receiving emails from the RMTS system okay 	September 30, 2017
5 August – September 2017	Online training to Participants. Coordinators responsible for monitoring whether staff have completed the online training (using live reports from the RMTS system)	September 30, 2017 (or prior to first moment)
6 October 1, 2017	Time Study Begins. First moments (statewide) occur 10/1. Participants will not be able to answer their moments if they haven’t completed the online training	October 1, 2017

THIRD PHASE – MONITOR THE TIME STUDY

START TASK	TASK	FINISH TASK
1 October 1, 2017	<p>During the quarter, Coordinators responsible for:</p> <ul style="list-style-type: none"> Monitoring whether staff have completed their moments (using live reports from the RMTS system) Providing training and assistance to participants <p>Communicating with HCA regarding any issues that come up preventing participants from answering their moments (including submitting 'change of status' forms, etc.)</p>	December 31, 2017

FOURTH PHASE – CLAIMING PART

START TASK	TASK	FINISH TASK
1 January 1, 2018	<ul style="list-style-type: none"> Enter/Upload all your costs (Salaries & benefits, operating costs, etc.) Generate the A19 and mail original to HCA <p>Great Job! You are done! – <i>On to next Quarter</i></p>	April 30, 2018 (120 days after quarter ends)