# WA Tribes Calendar Entry

Prior to beginning the time study, the Tribe must identify scheduled days off such as holidays or non-work days, and each participant's work shift (start and end hours); including work days, scheduled hours per day and non-paid break time. The MAC Coordinator enters this calendar information into the RMTS System prior to the beginning of each quarter. All calendar changes must be made before moments are generated. Participants will only be selected for moments during days and hours that the RMTS System's calendar indicates they are working.

To assist in the accurate entry of the individual participant calendars it is recommended you complete the *Participant Calendar Entry Form* before entering information into the System.

Prepare the Participant Calendar Entry Form

STEP 1- AFTER successfully uploading the RMTS participant list for the future quarter; for example Q1 FY 16
Select 'File Extract' from the Administrative Claiming Menu
- Confirm the correct Year (2016) and Quarter (First) are selected
- Click the 'Submit' button
- An Excel document will open containing the list of active time study participants for Q1 FY 16
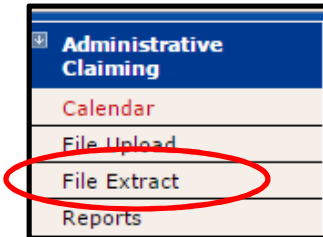
STEP 2- Copy the information from the following columns from the extracted document and put it into the *Participant Calendar Entry Form:*
- First Name
- Last Name
- Email Address

Employee ID	Last Name	First Name	Email Address	Job Description	Job Type E or C	Active Y or N	Fed Fund %	FTE	Work Schedule	Supervisor Email #
56	Aqua	Lobster	lobsteraqua@yahoo.com	Mental Health Supervisor	E	Y	0	1		mousepad3456@yah
59	Black	Chicken	chickenbloack@yahoo.com	Clinical Supervisor	E	Y	0	1		casemanager45@yal

First	Last	Email	Days/wk	Time Frame	Base Hours Per Week	How much time (In minutes) during the work day is unpaid time?
Aqua	Lobster	lobsteraqua@yahoo.com				
Black	Chicken	chickenbloack@yahoo.com				
Blue	Ant	antblue@Yahoo.com				
Blue	Clam	clamwhite@yahoo.com				

STEP 3- You will then need to add the following information to the *Participant Calendar Entry Form* spreadsheet, for each time study participant:
- Work Schedule - **Days/wk**, i.e., Mon-Fri
- Work Hours – **Time Frame**, i.e., start and end hours - 8:00am - 5:00pm
- **Base hours per week**, i.e., 45
- **Time during the work day that is unpaid time** (in minutes), i.e., 60 minutes

First	Last	Email	Days/wk	Time Frame	Base Hours Per Week	How much time (In minutes) during the work day is unpaid time?
Aqua	Lobster	lobsteraqua@yahoo.com	M-F	8:00-5:00	40	60
Black	Chicken	chickenblack@yahoo.com	Mon-Thu	8:30-7:30	50	60
Blue	Ant	antblue@yahoo.com	W, Th, F	8:00-4:30	32	30
Blue	Clam	clamwhite@yahoo.com	M-F	8:30-5:00	37.5	60

Base Hours Per Week = Number of paid hours per week for each staff member. Full time is typically 40 hours per week.
Non-Paid Break Time Per Day (in minutes) = Number of minutes in the staff member's daily schedule that is non-paid.
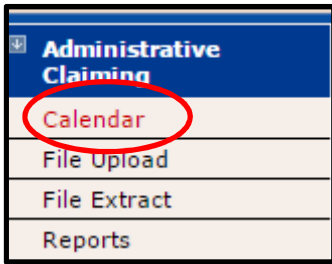
Example: Staff is scheduled Monday – Friday from 8:00am – 5:00pm for a 9 hour shift, which includes a 60 minute non-paid lunch break.

      Base Hours Per Week = 40

      Non-Paid Break Time per Day (in minutes) = 60

Once you have completed the 3 STEPS, you are now ready to go into the System to enter the necessary data.

**Enter Staff Work Schedule Calendars into the System:**

STEP 4 - When you log into the System, on the left hand navigation bar, under Administrative Claiming, click the 'Calendar' tab. On the upper right corner of the screen will be hyperlinks that allow you to navigate to the Tribal Government and 'Fiscal Year' that you need. Please be sure to select the correct fiscal year for the future RMTS quarter that you are setting up. In our example, this is 2016.

If you are setting up the first quarter of a new fiscal year, start working on the 'Tribal Government' calendar first by clicking on 'Tribal Government' near the top of the screen as shown:

- Choose your Tribe from the drop down menu.
- You will only be able to choose a Tribe(s) to which you have been assigned.
- Click the 'Show Calendar' button
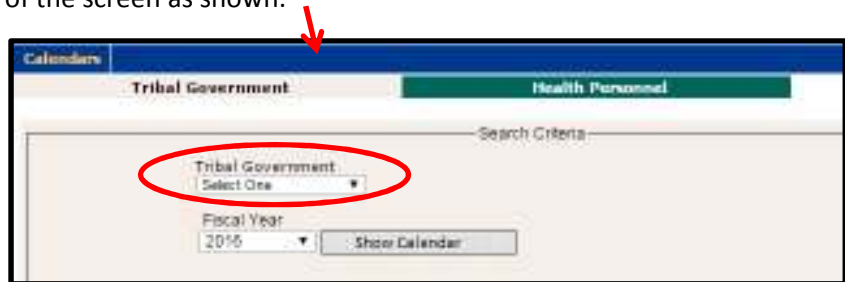
STEP 5- In the 'Global Calendar Setup' you will enter the most common start time and end time for your participants. The information entered here, in the 'Tribal Government' calendar, will be copied onto each individual 'Health Personnel' (participant) calendar.   You will have an opportunity to make changes to individual participant work schedules under the 'Health Personnel' Tab.
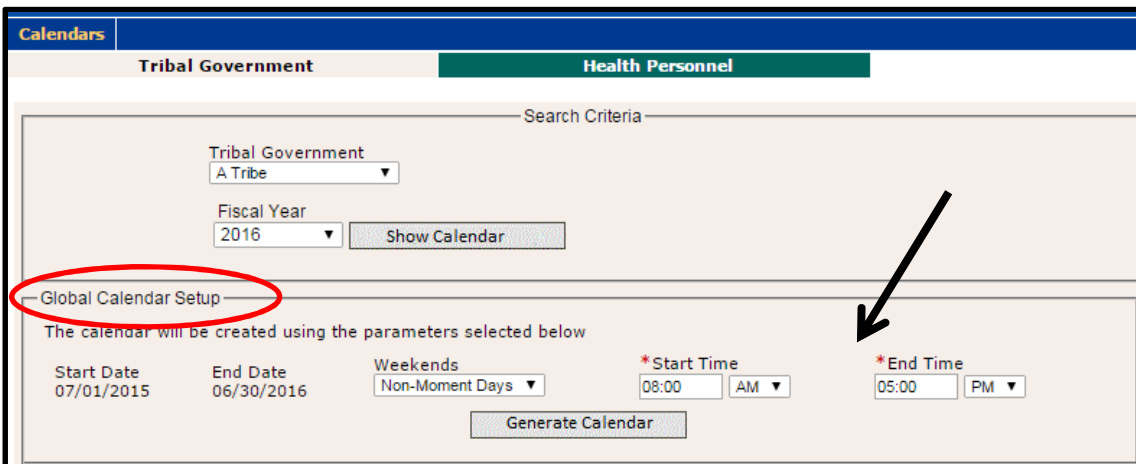
- Weekends: If most staff do not work weekends, select 'Non-Moment Days'. If most staff do work on the weekend, then select 'Working Days'
- Enter the most common 'Start Time' and 'End Time'
- Click 'Generate Calendar' button

The calendar for 2016 has been generated.

STEP 6- On this screen you will mark any non-work days, such as holidays which most staff share. You will have an opportunity to apply unique schedule changes to each individual participant's schedule under the 'Health Personnel' tab

- Click on the day(s) to be marked as non-working, they will highlight in blue
- Then click the 'Mark as Non-Moment Days' button
- The selected days will change from blue to pink, indicating a non-moment day
- The system will automatically save your data, there is no 'save' button when marking moment or non-moment days.

STEP 7- In the top section of the calendar page is the 'FTE Setup.' Here you may select the most common 'Base Hours per Week' and most common 'Not Paid Break Time per day in minutes'. Using your *Participant Calendar Entry Form*:

- Enter 'Base Hours Per Week'
- Enter 'Not Paid Break Time Per Day'
- Select the 'Add' button

STEP 8- To ensure each time study participant is active and will receive moments, <u>you must open EACH time study participants calendar</u> by clicking the 'Health Personnel' tab, then select the proper quarter and select the time study participant.
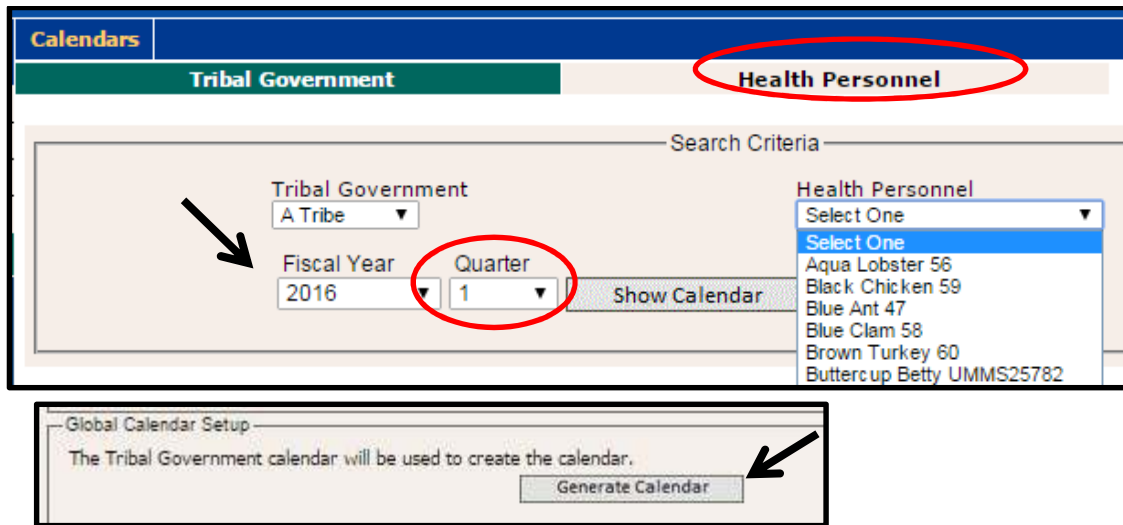

STEP 9- The Health Personnel tab contains each participant's individual calendar. In this tab you will make adjustments to each participant's calendar to reflect the correct work schedule, base hours and non-paid break time.

- Select the applicable Tribe from the Tribal Government drop down
- Select the participant from the 'Health Personnel' drown down
- Click the 'Show Calendar' button
- Click the 'Generate Calendar' button

The information entered on the Tribal Government tab will be displayed as the default. If the participant's work schedule (days or hours) differs, you may make adjustments following the steps below.

STEP 10- To modify the hours simply change the existing 'Start Time' and 'End Time' and click 'Save.'
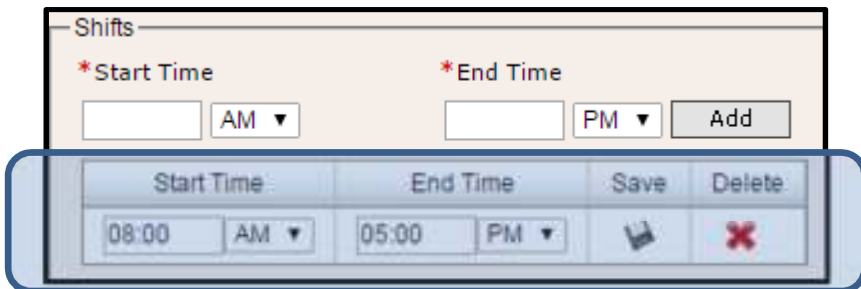

- To mark a day as non-working – click on the calendar day then click the 'Mark as Non-Moment Days' button. *Any day you select will turn blue.*
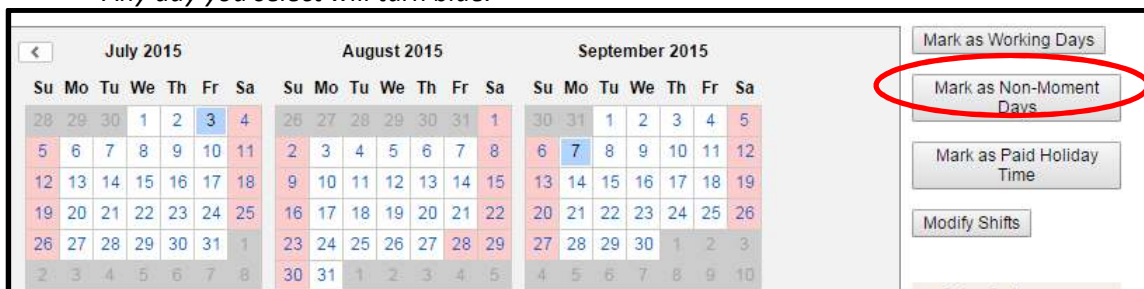
Modify Shift – If, for example, a staff person works from 8:00am-5:00pm most days, but on Fridays they work a different shift, such as 6:20am – 3:00pm, you can 'Modify' the shift. Begin by selecting the days that need to be modified. In our example, this would mean clicking on every Friday.
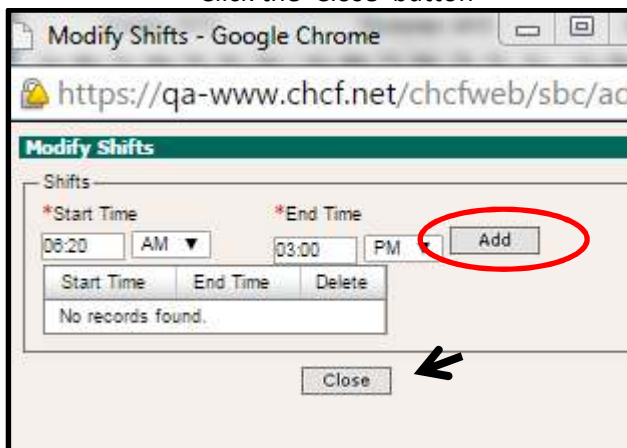

- Click the 'Modify Shifts' button
- The 'Modify Shifts' dialog box will appear
- Select the red X to delete the current shift times ✖

When you click the 'X' this pop up message will appear. Click 'OK'.
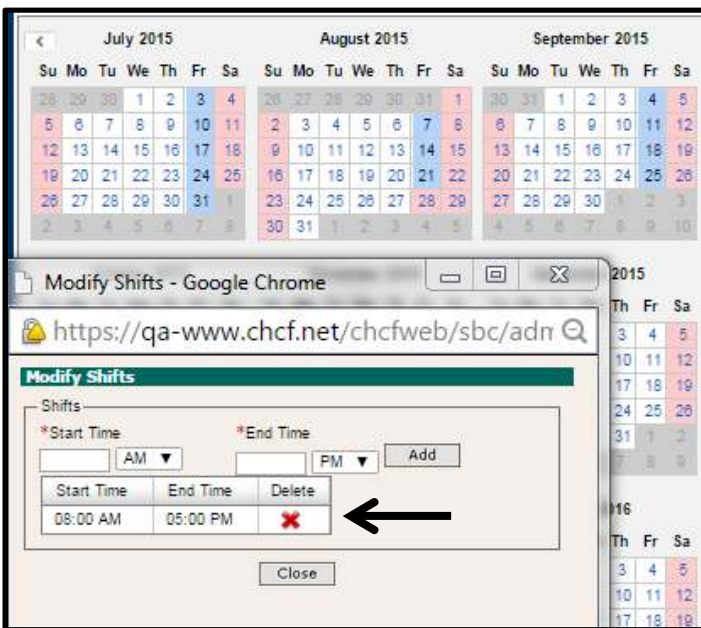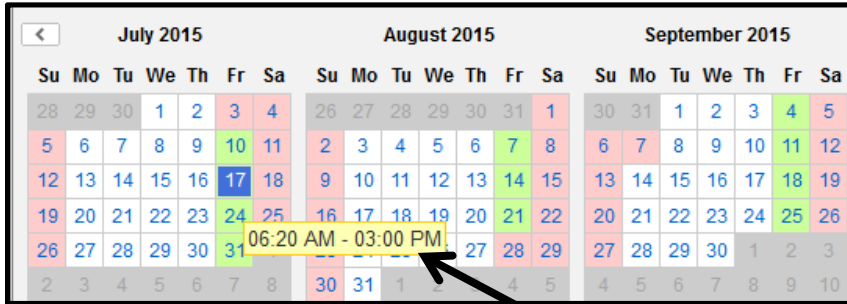
Enter the new Start and End times – carefully review the data entry, especially checking the AM/PM
- Click the 'Add' button
- Click the 'Close' button

The selected days will change to green, indicating that the shift for those days is different than the 'global' default shift shown at the top of the screen.

Tip: Hover your mouse over any day in the calendar to view the shift for that day.

Note: There is no 'save' button on the calendar screen, the system saves your work as you go. When you're done with a participant's work schedule, simply choose the next participant from the 'Health Personnel' drop down, or navigate away from the screen.

To select another participant, select the participant name from the Health Personnel drop down menu. You must generate a 'Health Personnel' calendar for ALL time study participants. The FTE Setup, shifts and days off must be entered for each time study participant.
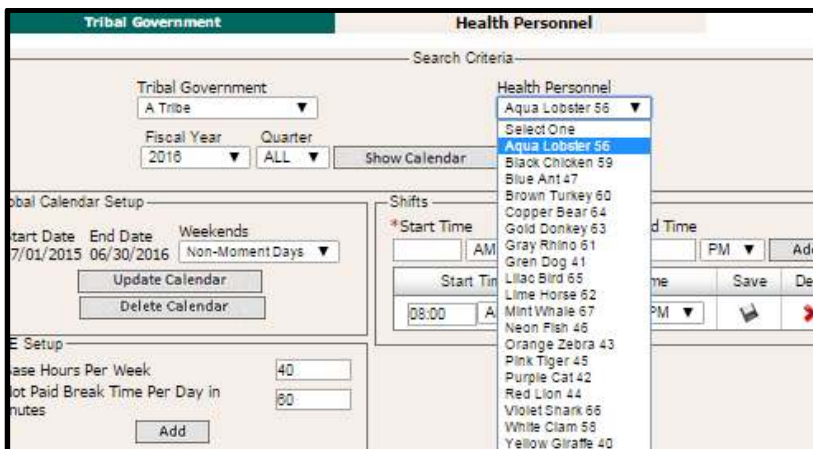

The calendar entry process is complete; however it is important to verify the information. The next section will focus on validation of the data through utilizing the report tools in the System.

Reporting tools to check that Work Schedules are Complete and Correct

1 To confirm that you have entered work schedules for all of your participating staff, you can run the "RMTS Calendar Configuration Report." This report is on your "Reports" menu which you can access from the left hand side navigation menu.
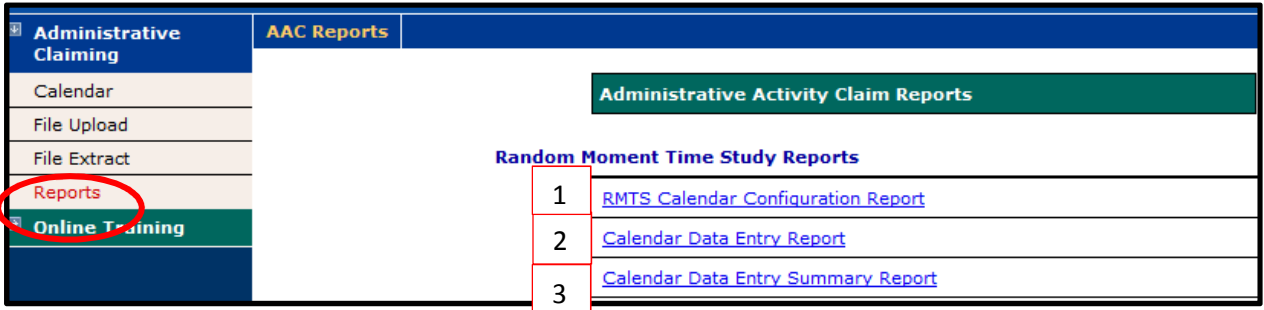
Choose the appropriate "Year" and "Quarter" for the report, and be sure to click the check box next to "Include Health Personnel" as shown below:
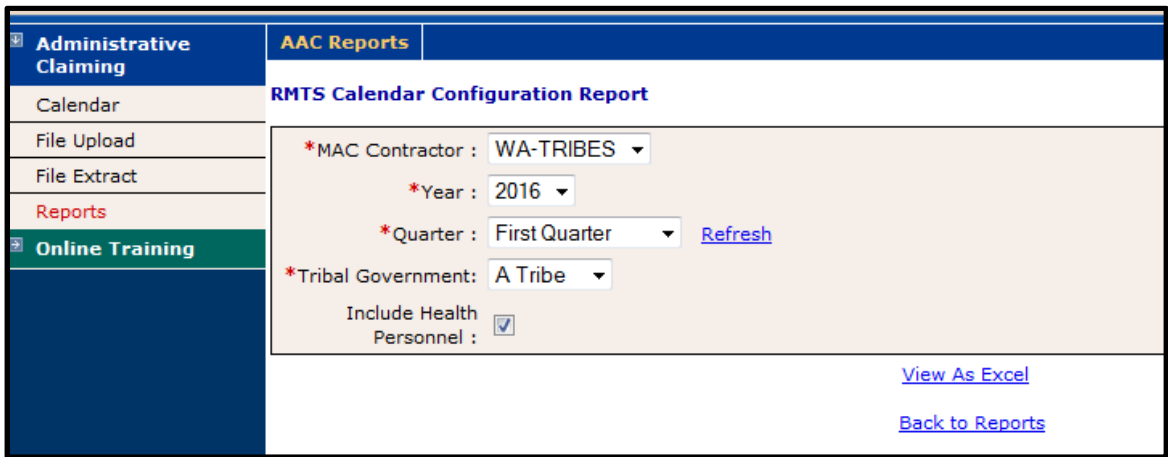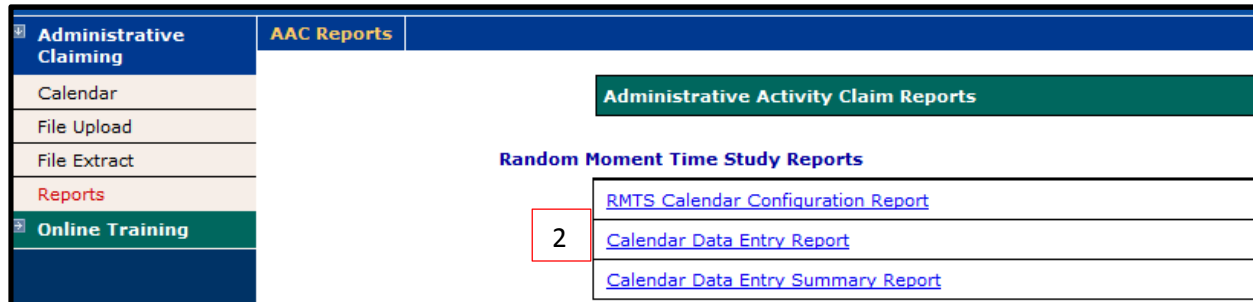

The report will open as an Excel workbook like the one shown here. You want to verify that all of the lines on this report that include Health Personnel show up with the status of "Confirmed."

The *User ID* indicates the person who opened and configured the calendar/work schedule.

If any work schedules are "Not Configured" you can go back and enter their work schedules and then re-run the report to confirm that they are all set.

	A	B	C	D	E	F	G
1	RMTS Calendar Configuration Report						
2	Run Date:	05/14/2015					
3	Run Time:	08:32 AM PT					
4	MAC Contractor:	WA-TRIBES					
5	Tribal Government:	A Tribe					
6	Year:	2016					
7	Quarter:	1					
8	Include Health Personnel:	Yes					
9							
10	MAC Contractor	Tribal Government	Health Personnel	Status	User ID	Date	
11	WA-TRIBES			Not Configured			
12	WA-TRIBES	A Tribe		Confirmed	ButtercZ	05/07/2015	
13	WA-TRIBES	A Tribe	Aqua, Lobster	Confirmed	ButtercZ	05/07/2015	
14	WA-TRIBES	A Tribe	Black, Chicken	Confirmed	SunshiS3	05/13/2015	
15	WA-TRIBES	A Tribe	Blue, Ant	Confirmed	SunshiS3	05/14/2015	
16	WA-TRIBES	A Tribe	Blue, Clam	Not Configured			
17	WA-TRIBES	A Tribe	Brown, Turkey	Confirmed	SunshiS3	05/13/2015	
18	WA-TRIBES	A Tribe	Buttercup, Betty	Not Configured			
19	WA-TRIBES	A Tribe	Copper, Bear	Not Configured			
20	WA-TRIBES	A Tribe	Gold, Donkey	Not Configured			
21	WA-TRIBES	A Tribe	Gray, Rhino	Not Configured			
22	WA-TRIBES	A Tribe	Gren, Dog	Not Configured			
23	WA-TRIBES	A Tribe	Lilac, Bird	Confirmed	SunshiS3	05/14/2015	
24	WA-TRIBES	A Tribe	Lime, Horse	Not Configured			
25	WA-TRIBES	A Tribe	Mint, Whale	Not Configured			
26	WA-TRIBES	A Tribe	Neon, Fish	Not Configured			
27	WA-TRIBES	A Tribe	Pink, Tiger	Not Configured			
28	WA-TRIBES	A Tribe	Purple, Cat	Not Configured			
29	WA-TRIBES	A Tribe	Red, Lion	Not Configured			
30	WA-TRIBES	A Tribe	Violet, Shark	Not Configured			
31	WA-TRIBES	A Tribe	Yellow, Giraffe	Not Configured			

2 When you have finished entering all the work schedules for your staff; you should check your work for any data entry errors by running the **Calendar Data Entry Report**. This report is on your "Reports" menu which you can access from the left hand side navigation menu

Administrative Claiming	AAC Reports	
Calendar		
File Upload		**Administrative Activity Claim Reports**
File Extract		
Reports		**Random Moment Time Study Reports**
Online Training		RMTS Calendar Configuration Report
	2	Calendar Data Entry Report
		Calendar Data Entry Summary Report

Choose the appropriate "Year" and "Quarter" for the report, and be sure to select the "Calendar Type" of "Health Personnel" as shown in the example below:
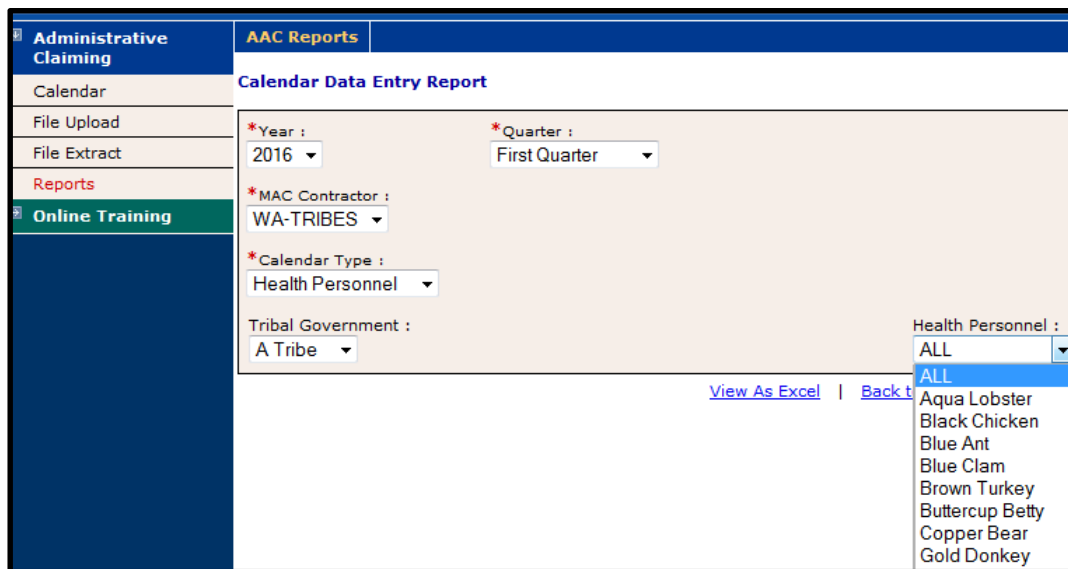
A sample of this report is shown below. This report can be used as a tool to identify any errors in data entry.

3	You can also run the **Calendar Data Entry Summary Report** in the same manner to see total hours scheduled to work by week for each participant.

Select the 'Calendar Entry Summary Report.'

Remember to select the fiscal year and quarter and indicate the calendar type (suggest Health Personnel). The Summary Report looks like this:

Calendar Data Entry Summary Report
MAC Contractor: WA-TRIBES
Year: 2016
Quarter: 1
Date: 05/14/2015

Tribal Government	HPs Available for Moments	HRS	Week 1 HRS	Week 2 HRS	Week 3 HRS	Week 4 HRS	Week 5 HRS	Week 6 HRS	Week 7 HRS	Week 8 HRS	Week 9 HRS	Week 10 HRS	Week 11 HRS	Week 12 HRS
A Tribe	Aqua, Lobster		26.67	44.67	44.67	44.67	44.67	44.67	44.67	44.67	36.00	44.67	44.67	44.67	44.6
A Tribe	Black, Chicken		18.00	44.50	44.50	44.50	44.50	44.50	44.50	44.50	36.00	44.50	35.50	44.50	44.5
A Tribe	Blue, Ant		18.00	44.67	44.67	44.67	44.67	44.67	44.67	44.67	36.00	44.67	35.67	44.67	44.6
A Tribe	Blue, Clam		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
A Tribe	Brown, Turkey		27.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	36.00	45.00	45.00	45.00	45.0

For assistance please e-mail MedicaidAdmMatch@umassmed.edu or call 1-800-535-6741, option 1.