

Tips for a Successful RMTS in FY 2018

Things to do NOW:

1. **Get started on your Work Schedule Calendars before you leave for the summer.** There's no reason you can't go ahead and enter your School District calendar for the 2017-2018 (FY 2018) school year now. Remember to:
 - a. Enter your School District Calendar first before you enter any Work Schedules. This way the non-moment days indicated on the School District Calendar will pre-populate into the Work Schedules for you.
 - b. Evaluate your Work Schedules and determine if additional work schedules will be needed. Create any new Work Schedules as needed.
 - c. Be sure that all work schedules reflect the correct days off and working hours of the staff who will be associated with each schedule. *Note: Remember that all paid work time is eligible for a random moment, regardless of whether students are in attendance at that time or not.*
2. **Inactivate staff members who are retiring or leaving at the end of the current school year.** Unless a staff member will be leaving employment prior to the end of the current school year, this does not need a Change of Status request. All that you need to do is go ahead and inactivate the staff member as of "Next Quarter: 2017 Jul – Sep" on the *My Participants* grid.
3. **Verify that all RMTS Participants have 'Supervisor Emails' identified for them.** From the *My Participants* grid, go ahead and export your list of RMTS participants as of "Current Quarter: 2017 Apr – Jun" and verify that you have included any appropriate 'supervisor' email addresses (up to 3 per participant) for each staff member. *Note: you (or the MAC Coordinator) do not need to list your own email address as a 'supervisor' because the MAC Coordinator is already automatically cc'd on 'late' reminder emails.*
4. **Share the System Requirements Document with your IT department.**
5. **Work within your school district organization to smooth out any communication channels** and identify any personnel changes or position changes among the group of staff who have a role in the MAC Program. Ask yourself:
 - a. Who will be the primary and back-up MAC Coordinator next year?
 - b. How will information about new staff members hired or job position changes be communicated to the MAC Coordinator?
 - c. How will information about staff schedule changes or federal funding percentage changes be communicated to the MAC Coordinator?
 - d. Who will have a role in the gathering of financial data for the quarterly MAC claims?
 - e. Will/do any of these individuals need training on the MAC program?

Things to do in August/September:

1. **Update your list of staff who will be participating in the RMTS by the September 10th due date.**
Using the My Participants grid, make sure that all updates are made to the RMTS Participant data, including:
 - a. Addition of any new hires to positions which are reasonably expected to perform reimbursable MAC activities.
 - b. Inactivate any staff who left employment or moved to a new position which is not qualified for the MAC program.
 - c. Update any information pertaining to returning participants as needed, such as: job description, email address, name changes, federal funding percentage changes, supervisor email address changes and work schedule changes.
2. **Update Work Schedule Calendars as needed by the September 10th due date.** Remember to:
 - a. If you haven't already done so, enter your School District Calendar first before you enter any Work Schedules. This way the non-moment days indicated on the School District Calendar will pre-populate into the Work Schedules for you.
 - b. Evaluate your Work Schedules and determine if additional work schedules will be needed. Create any new Work Schedules as needed.
 - c. Be sure that all work schedules reflect the correct days off and working hours of the staff who will be associated with each schedule. *Note: Remember that all paid work time is eligible for a random moment, regardless of whether students are in attendance at that time or not.*
 - d. Utilize the *Calendar Data Entry Report* and *Calendar Data Entry Summary Report* to do 'quality control' to help make sure your work schedules are accurate.
3. **Communicate with your RMTS participants about what to expect by September 15th.** HCA has provided resources for your RMTS participants, but the key to a successful start to the new school year is communication from you! We suggest the following:
 - a. Communication with any new staff members who will be participating for the first time.
 - i. Share the "*Basic Reference Guide for RMTS*" document
 - ii. Explain the MAC program and why their participation is important in your school district
 - iii. Provide a "heads up" that they will be receiving a "Welcome" email from the RMTS system sometime during the week of 9/18 – 9/22 and what they are expected to do at that time
 1. Try logging into the RMTS system using the URL which will be provided in the Email along with their User ID and a temporary password
 2. Bookmark (or save to 'favorites') the RMTS website for easy access in the future
 3. Complete the Online Training module, and be sure to 'certify' that they have completed the training
 - b. Communication with returning staff members who have participated previously.
 - i. Share the "*Basic Reference Guide for RMTS*" document

- ii. Remind them that their participation in the MAC program is important
- iii. Provide a “heads up” that they will be receiving a “Welcome Back” email from the RMTS system sometime during the week of 9/18 – 9/22 and what they are expected to do at that time
 - 1. In case they have forgotten the URL for the RMTS website or their User ID and password, that information will be included in the email and they should try logging into the RMTS system and re-setting their password which will most likely have expired over the summer
 - 2. Bookmark (or save to ‘favorites’) the RMTS website for easy access in the future
 - 3. Complete the Online Training module because there are important updates included in the training, and be sure to ‘certify’ that they have completed the training.

Things to do beginning in October:

- 1. **Monitor your school district’s RMTS participation.** Using the live reports in the MAC claiming system, track that your participants are successfully answering their assigned moments.
- 2. **Provide training and assistance to your participants as needed.**
- 3. **Communicate any ‘Change of Status’ requests by submitting the online COS Request form.**