Random Moment Time Study
Helpful Tips for a Successful RMTS

The next Random Moment Time Study process begins January 5, 2009

The following provide suggestions and ideas that will help to maximize your school district's participation rate:

How do I find out who has been selected to participate in the Random Moment Time Study?
At the beginning of each quarter, you can log onto the School Based Claiming web site and run the *'RMTS Participant Moment by Date Report'* for the entire quarter. This report will show all of the people in your school district who have been selected to complete a moment, the day and time they are selected, the expiration date, and their email address. You may also want to run the report yourself weekly or monthly. An online tutorial on how to run the RMTS reports will be available shortly.

How will I know if the staff completed the time study?
There are two additional reports available to assist you in monitoring who has completed their moment. The *'RMTS Participant Moment Not Completed Report'* and *'RMTS Participant Moment Completed Report'* are 'live' reports that give you up to the minute information. More information about these reports can be found in the User Guide for Statewide Random Moment Time Study September 2008. You can also reference the online training link, located above.

What is the best way to keep track of time study participants moments?
You may want to put the time study participants (TSP) name into your calendar and schedule reminders to the TSP's. In most cases, an email reminder from you encouraging the staff to complete the time study is enough. In some cases, it may be helpful to call the TSP and remind them, especially those who don't check their email daily or those with limited computer access. TSPs may be out out due to illness or a scheduled absence - plan ahead by sending out your reminders early.

Does it really matter that the staff at my school doesn't participate?
It is important to *all school districts in the state* that your staff completes the time study, regardless if they worked that day or not. Everyone's participation is important.

Are there other deadlines I need to know?
In mid-February you will receive a notice asking you to update the last day of school. Please complete the form and return it no later than March 1st. We realize there may be changes after this but we need to gather the information and update our data base prior to the start of the April to June RMTS period. At the same time you will also receive the list of time study participants that needs to be updated and returned no later than March 1st. Please return this list even if there are no changes.

Distribute the handout called Random Moment Time Study Frequently Asked Questions for Time Study Participants (see attached) - this should answer most questions to completing the time study.

We feel the use of these tips will help reduce the number of "Incomplete Expired Moments" and will lessen the need for you to send email reminders.

For more information or clarification please email us at SchoolBasedClaiming@umassmed.edu or call us at 1-800-535-6741 option 1.