MassHealth

MassHealth School–Based Medicaid Program

Step-by-Step Manual:
RMTS Work Schedules

Updated August 2019

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STEP-BY-STEP INSTRUCTIONS: RMTS WORK SCHEDULES

Purpose of this manual

This manual is for LEA RMTS Coordinators who manage and update RMTS participant lists and work schedules. This guide should be used in conjunction with and following the review of the **"LEA Coordinator Guide to Random Moment Time Study,"** (available on the School-Based Medicaid Program online Resource Center: https://www.mass.gov/info-details/sbmp-resource-center) which describes RMTS in detail and provides detailed guidance and clarifies requirements for RMTS administration. This manual provides the step-by-step instructions for carrying out the RMTS Coordinator's responsibilities related to maintaining RMTS work schedules as described in the Coordinator Guide. For instructions on maintaining RMTS Participant information please see the **"Step-by-Step Manual for RMTS Participant Management."**

Overview

RMTS Coordinators must enter their annual school district calendar and work schedules (days and shifts) into the RMTS system no later than the first Friday of September. Quarterly edits and updates must be completed no later than the first Friday of the month preceding the start of each quarter. System-generated reports are available to ensure the accuracy of calendars and work schedules.
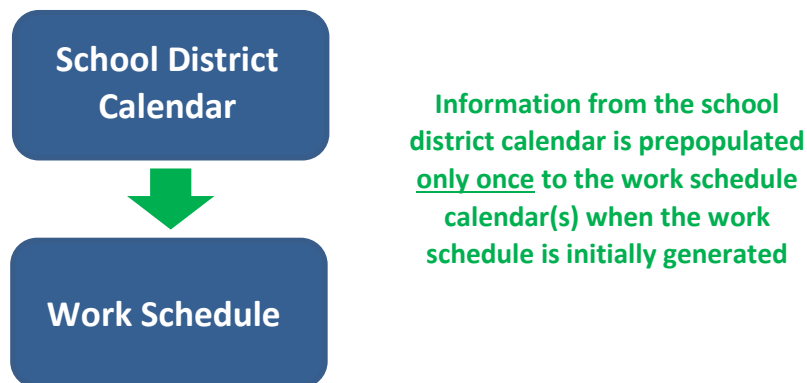
Time Study Quarter	Work Schedule Deadline
Q2: October 1 – December 31	First Friday of September
Q3: January 1 – March 31	First Friday of December
Q4: April 1 – June 30	First Friday of March

Key Concepts for working with RMTS Work Schedules

Calendar Hierarchy:

Calendars work in a hierarchical order. Information in the school district calendar will prepopulate work schedule calendars. Therefore, school district-wide holidays and non-working days should be entered into the school district calendar first. Each type of calendar is defined below:

1. School district calendar: identifies holidays, non-work days and general work hours for the entire school district. This calendar also identifies the business days for the school district used to calculate the grace period of when moments will expire and no longer be available to answer.

2. Work schedule calendars: holidays, non-work days and work hours are prepopulated from the school district level calendar and should be edited to accommodate specific hours or non-work days of individuals who work the same schedule. Coordinators must utilize specific work schedules so that RMTS participants may receive a moment for all and only time when they are scheduled to work.

School District Calendar

Work Schedule

Information from the school district calendar is prepopulated only once to the work schedule calendar(s) when the work schedule is initially generated

Global Calendar Information Section

The calendar screen functions are identical for both school district and work schedule levels. The information displayed in the top section of the calendar screen is **global** information that applies to the **entire calendar**. For example, if the RMTS Coordinator changes the "Weekends" setting to be "Working Days," that change will apply to the calendar for all future quarters of the fiscal year. Likewise, changes to "Start Time" and "End Time" in the global section will apply to every working day in all future quarters of the calendar that have not been configured to a special/modified shift.

(see example on next page)

Daily Calendar Information Section

The information displayed in the bottom portion of the calendar is the **daily** information. To work within this section, RMTS Coordinators will click on **specific days** to edit. The color of selected days will change to blue. Then click on the action button to the right to make modifications to the selected days. Select specific days to

- Mark as Working Days
- Mark as Non-Moment Days
- Modify Shifts (to change the start and end times for the selected days)

Step 1: Create work schedules (If new work schedules are not needed, proceed to Step 2)

Review participants and their scheduled work hours. Group participants together by common work schedules, not by job title, work location or RMTS Pool. For each work schedule, create a name that will be used to match pa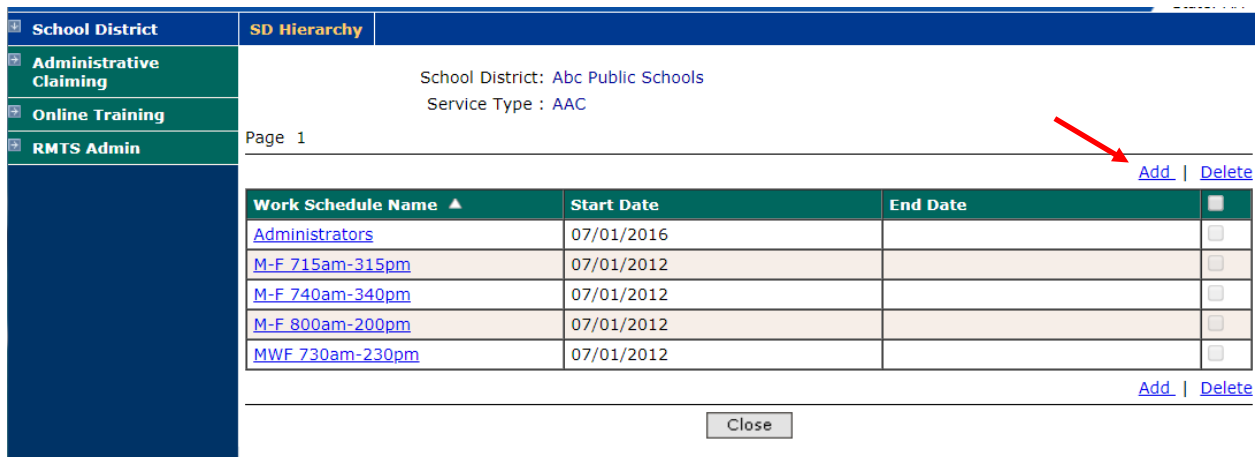rticipants to their correct work schedule. For example, name your work schedules with descriptive names like "Full Time Elementary," or "MWF 830-300." For instructions on how to associate staff with their appropriate work schedule in the RMTS Participant List, please refer to the **"Step-by-Step Manual for RMTS Participant Management."**

1. Log in to the RMTS system to enter calendar information: https://www.chcf.net/chcfweb/

2. From the left-hand navigation bar select 'School District'. Click on the hyperlink for the School District Name.

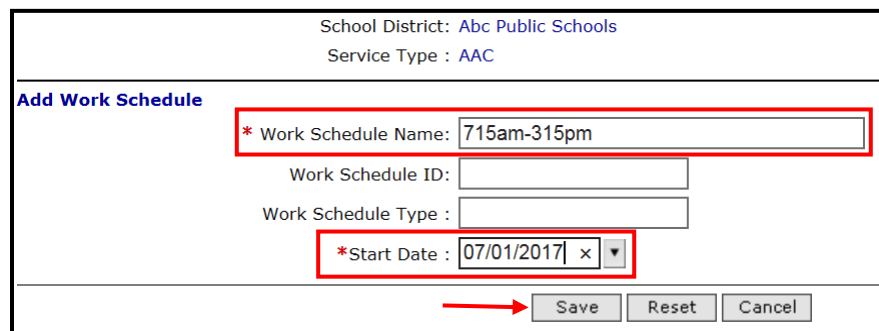3. A list of current work schedules will be displayed. To add a new work schedule, click **'Add'**.

4. Enter **'Work Schedule Name'** and **'Start Date'** as of the first day of the quarter when this schedule will be used. Click **'Save'**.
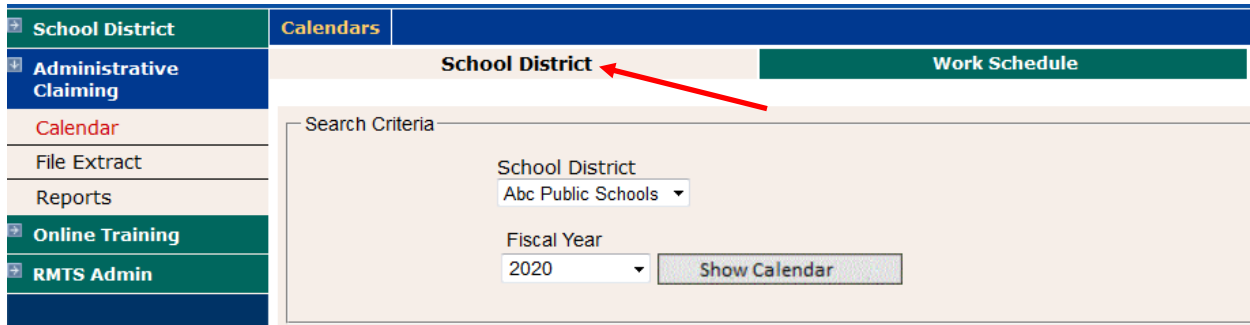
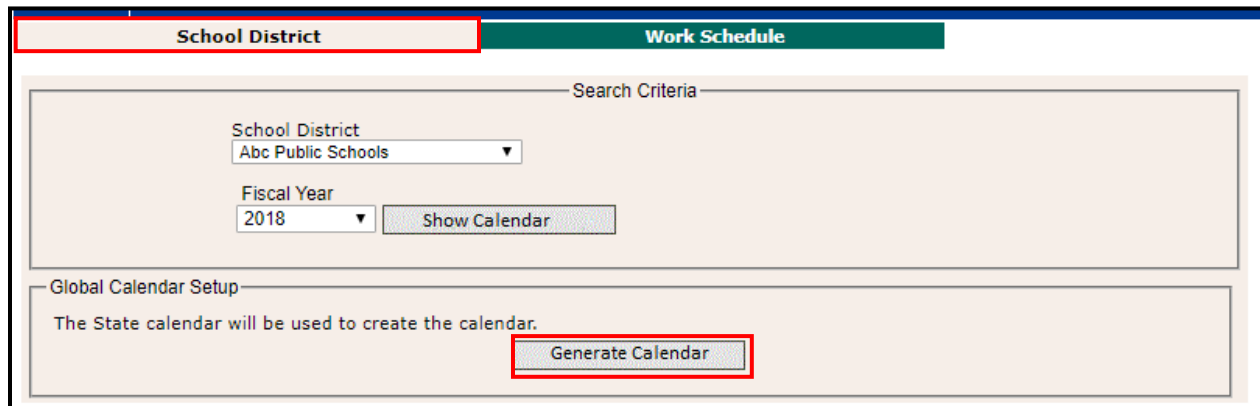## Step 2: Enter School District Calendar Information

Enter holidays, non-work days and general work hours for the entire school district in the 'School District' calendar. This information will prepopulate into the work schedules as long as the school district calendar information is completed prior to generation of the work schedule calendar. If this was entered for the previous quarter, review for accuracy.

Note: Information entered into the 'School District' calendar will be carried forward into the individual 'work schedule' calendars only if entered prior to initial generation of the work schedule. After that, if changes are needed to the work schedules, those changes must be made to each individual work schedule as updating the School District calendar will have no effect on the work schedules after they are already generated.

1. From the left-hand navigation bar select **'Administrative Claiming,'** and then select **'Calendar'**.

2. Click on the '**School District**' tab to access the School District level calendar:

3. Choose the school district name from the school district drop down menu. Users will only be able to choose school district(s) to which they have been assigned.

4. Select the correct fiscal year from the fiscal year drop down menu (for example, 7/1/19-6/30/20 = FY 2020).

5. Click **'Show Calendar.'** If a calendar has not been created for the year, click **'Generate Calendar'**.

Step 3: Enter Shift Start and End Time for School District

Enter the most common start and end time here, then click 'Save.' This can be edited when entering specific work schedule hours in the next section.

Step 4: Mark Non-Moment Days and update Working Days for School District Calendars

Three options appear to the right of the calendar: "Mark as Working Days;" "Mark as "Non-Moment Days;" and "Modify Shifts."

1. Click on the appropriate date to indicate a holiday or non-working day. Click **'Mark as Non-Moment Days.'** Multiple days can be selected at one time before clicking **'Mark as Non-Moment Day.'**

- In the example below, Veteran's Day, Thanksgiving break and winter holidays have been selected to **'Mark as Non-Moment Days.'**
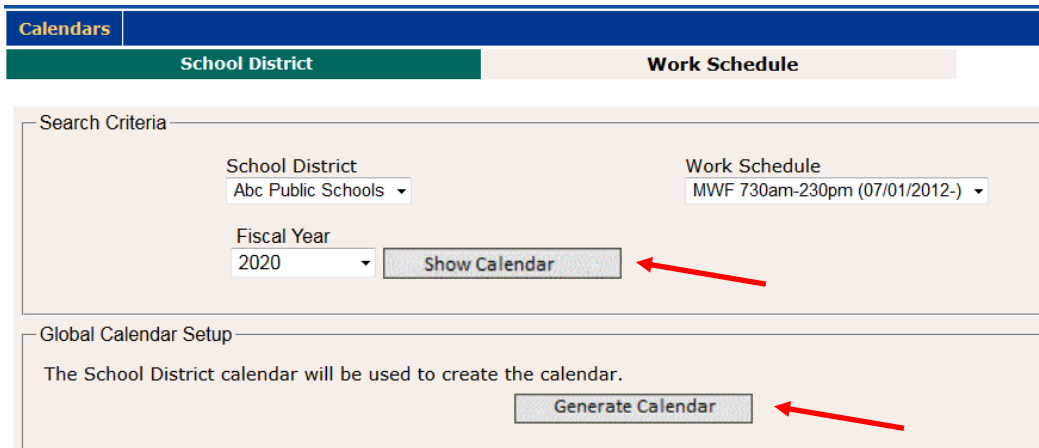
2. If a day is inaccurately marked as a **Non-Moment Day**, but is a work day, click on that date, then click **'Mark as Working Day.'** Changes will apply to any date selected and marked as blue. Be sure to deselect the date if you do not want a change to apply.

Step 5: Set-up Work Schedule Calendars

Once the school district calendar has been completed, a calendar must be completed for each work schedule to which participants are assigned. Work schedules must be named before they can be set up (see Step 1 above).

Complete the necessary fields for each work schedule calendar.

1. Select the **'Work Schedule'** tab along the top.

2. Choose the school district from the drop down menu.

3. Select a work schedule from the drop down menu.

4. Select the correct Fiscal Year from the Fiscal Year drop down menu (e.g. 7/1/19-6/30/20 = FY 2020).

5. Click **'Show Calendar'**. If a calendar has not been created for the year, click **'Generate Calendar'**.

Step 6: Enter Shifts Start and End Time for Work Schedules

When each work schedule calendar is generated for the **first time** each fiscal year, it will prepopulate with the information you selected when setting up the school district calendar. Make any adjustments to the schedule that are needed to accurately reflect when the staff associated with this schedule will be working.

1. Update the start and end time for the selected work schedule by clicking directly into the Start Time and End Time fields that are prepopulated from the school district calendar.

Shifts

*Start Time   *End Time

[ ] AM ▾   [ ] PM ▾   [Add]

Start Time	End Time	Save	Delete
07:30 AM ▾	03:30 PM ▾	💾	✖

> The 'Add' button creates a **'split shift'** - this is uncommon.

2. To change the start and end time for certain days, such as partial work days that apply to the specific work schedule, click on the appropriate day or days (which will turn blue). Changes will apply to any days selected in blue.

October 2016

Su	Mo	Tu	We	Th	Fr	Sa	S
25	26	27	28	29	30	1	3
2	3	4	5	6	7	8	6
9	10	11	12	13	14	15	1
16	17	18	19	20	21	22	2
23	24	25	26	27	28	29	2
30	3	1	2	3	4	5	4

08:30 AM - 11:30 AM
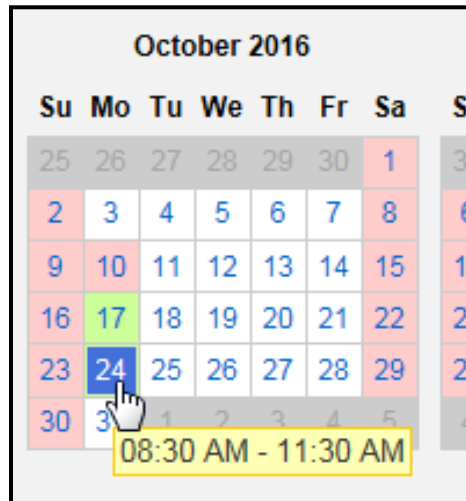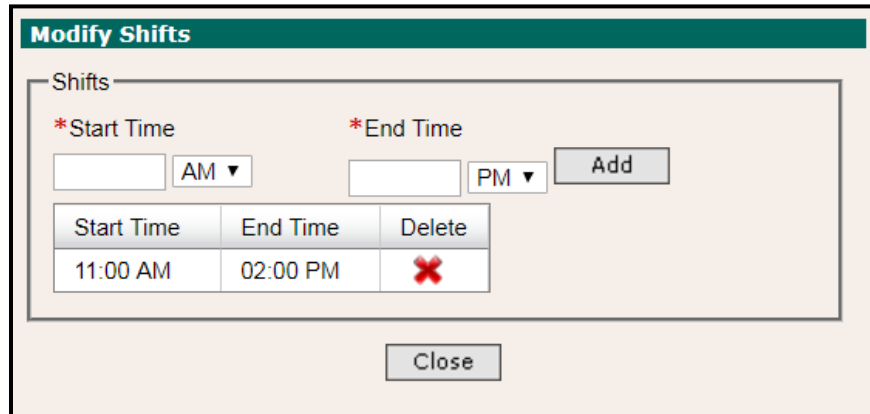
3. Click **'Modify Shifts'**. Click the Red **X** to delete the shift time listed.

Mark as Working Days

Mark as Non-Moment Days

Modify Shifts

Modify Shifts -- Webpage Dialog

https://qa-www.chcf.net/chcfweb/sbc/administration/calendar/rmtsCalendarSe 🔒

Modify Shifts

Shifts

*Start Time   *End Time

[ ] AM ▾   [ ] PM ▾   [Add]

Start Time	End Time	Delete
08:30 AM	03:30 PM	✖
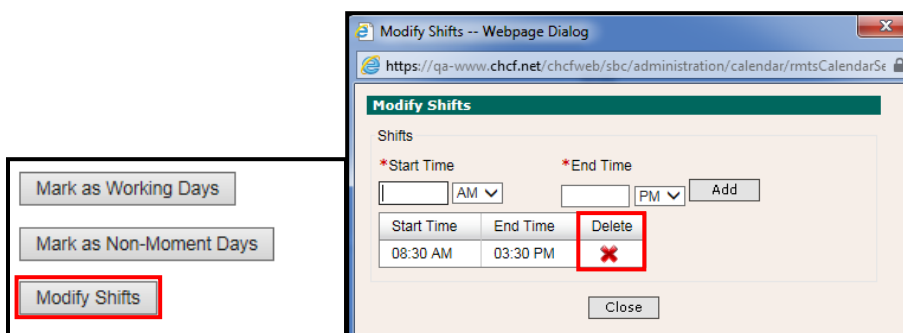
[Close]

4. Click '**OK**' to confirm the action.

Message from webpage

❓ Are you sure you want to delete the record?

[OK]   [Cancel]
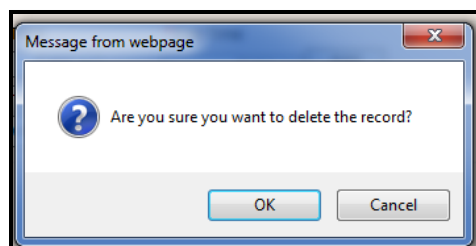
5. Enter the new **'Start Time'** and **'End Time,'** indicating **AM** or **PM**. Click **'Add'**. The new times will be listed. Click **'Close'** button or red X in the corner to close the pop-up window.

Modify Shifts

Shifts

*Start Time   *End Time

[   ] AM ▼   [   ] PM ▼   Add

Start Time	End Time	Delete
11:00 AM	02:00 PM	✖

Close

If the days that have modified shifts do not appear green after clicking **'Close,'** click **'Update Calendar'**.

Global Calendar Setup

Start Date   End Date   Weekends
07/01/2017   06/30/2018   Non-Moment Days ▼

Update Calendar

Step 7: Mark Working Days and Non-Moment Days for Work Schedule Calendars

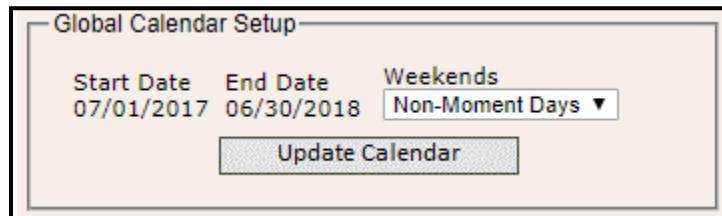The process for adjusting individual days to indicate that staff associated with this work schedule are or are not working is the same as described in Step 4 above. The only difference is that in this step a work schedule calendar has been selected for editing rather than the school district calendar.

Three options are displayed to the right of the calendar: Mark as Working Days, Mark as Non-Moment Days, and Modify Shifts.

1. Click on the appropriate date to indicate a holiday or other non-working day. Click **'Mark as Non-Moment Days.'**
- In the example below, Veteran's Day, Thanksgiving break, and Christmas Holidays have been selected to **'Mark as Non-Moment Day.' Note:** Multiple days in a week or month can be selected at one time before clicking **'Mark as Non-Moment Days,'** Selected days will be displayed in blue.

2. If a day is marked as a Non-Moment Day but is an actual work day, click on that date, and then click **'Mark as Working Day'**.

Step 8: Quality Assurance Reports

Two reports are should be used to ensure accuracy of calendar information. If any mistakes are identified when reviewing these reports, return to the calendar and make the necessary corrections.

Calendar Data Entry Report

This report details by day the working hours scheduled per the RMTS calendars that have been entered. The report should reflect the correct hours per day that staff members will work. This report should be run for all work schedules in the school district.

Review:

- Days listed for the quarter. Verify that holidays, school vacation weeks, and other non-working days have been indicated accurately.
- Number of minutes available per day. Review for potential data entry errors any days that have unusually low or unusually high total working minutes.
- Start/End Times: Verify that the times are correct, including AM and PM (particularly for half days).
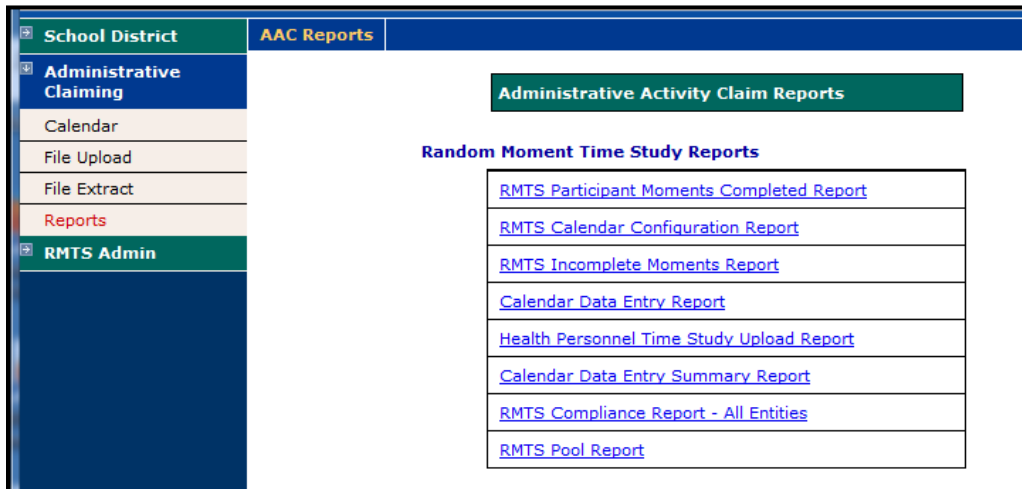
Calendar Data Entry Summary Report

This report summarizes the total number of hours per week of the quarter that have been scheduled per the RMTS calendars. The report should reflect the correct total weekly hours for each work schedule. This report should be run for all work schedules in the school district.

Review the number of work hours per week for the School District or work schedule for accuracy, confirming that weeks with unusually high or low scheduled working time are correct..

Instructions for Running the Reports

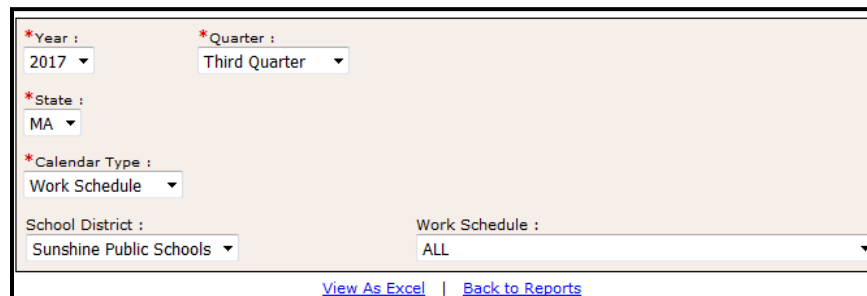On the left-hand navigation bar, select **'Administrative Claiming,'** then **'Reports'**. Click on the link for

the correct report.

Each field with a red asterisk ***** is required.

Depending on the criteria selected, the School District calendar or work schedule calendars will be included. In Excel, filters can be applied to review the reports for errors. Sample reports are shown on the next 2 pages.

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Sample Calendar Data Entry Summary Report

Tips for using the Calendar Data Entry Summary Report:

1. Check for weeks where an unusual number of total hours are listed for the work schedule – is this a holiday week?

2. Are there any schedules with over 40 hours per week scheduled?

3. If a schedule is supposed to represent part-time hours, do the total working hours per week look correct?

Calendar Data Entry Summary Report

State: MA
Year: 2019
Quarter: 2
Date: 12/26/2018

School District	Work Schedule	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	Week 13 HRS	Week 14 HRS
Anytown Public Schools	HS Full Time	32.67	0.00	32.67	32.67	32.67	32.67	26.13	16.40	32.67	32.67	32.67	32.67	0.00	0.00
Anytown Public Schools	MS Full Time	37.50	0.00	37.50	37.50	37.50	37.50	30.00	22.50	37.50	37.50	37.50	37.50	0.00	0.00
Anytown Public Schools	Admin	42.50	34.00	42.50	42.50	42.50	42.50	34.00	21.50	42.50	42.50	42.50	42.50	16.40	34.00
Anytown Public Schools	Elem Full Time	30.42	0.00	30.42	30.42	30.42	30.42	24.33	15.25	30.42	30.42	30.42	30.42	0.00	0.00
Anytown Public Schools	Elem Tue Thur	13.00	0.00	13.00	13.00	13.00	13.00	6.50	13.00	13.00	13.00	13.00	13.00	0.00	0.00
Anytown Public Schools	Morning Only	80.00	0.00	80.00	80.00	80.00	80.00	40.00	80.00	80.00	80.00	80.00	80.00	0.00	0.00

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Sample Calendar Data Entry Report

Tips for using the Calendar Data Entry Report:

1. Check for days where an unusual number of total hours are listed for the work schedule.

2. Are there any schedules with over 8 hours per day (480 minutes) scheduled?

3. Are there work schedules listed with hours on a holiday?

Calendar Data Entry Report							
State: MA							
Year: 2019							
Quarter: 2							
Date: 12/26/2018							
	Day	10/01/2018		10/02/2018		10/03/2018	
School District	**Work Schedule**	**Minutes/Day**	**Start/End Time**	**Minutes/Day**	**Start/End Time**	**Minutes/Day**	**Start/End Time**
Anytown Public Schools	HS Full Time	392	07:25 AM - 01:57 PM	392	07:25 AM - 01:57 PM	392	07:25 AM - 01:57 PM
Anytown Public Schools	MS Full Time	450	07:30 AM - 03:00 PM	450	07:30 AM - 03:00 PM	450	07:30 AM - 03:00 PM
Anytown Public Schools	Admin	510	07:30 AM - 04:00 PM	510	07:30 AM - 04:00 PM	510	07:30 AM - 04:00 PM
Anytown Public Schools	Elem Full Time	365	09:00 AM - 03:05 PM	365	09:00 AM - 03:05 PM	365	09:00 AM - 03:05 PM
Anytown Public Schools	Elem Tue Thur	365	08:40 AM - 02:45 PM			365	08:40 AM - 02:45 PM
Anytown Public Schools	Morning Only	960	07:40 AM - 11:40 PM	960	07:40 AM - 11:40 PM	960	07:40 AM - 11:40 PM