

# Random Moment Time Study Roster

## FREQUENTLY ASKED QUESTIONS

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### **What are the Staff Pools that are available for my staff?**

There are two staff pools, Direct Service and Admin. Since Personal Care staff can bill to Medicaid, they should be included in the Direct Service pool.

### **What types of providers should be participating in the Random Moment Time Study and added to the Staff Pool List?**

Providers who provide direct services to students or evaluations to students at the school should be included. This may include Occupational Therapists, Speech and Language Pathologists, Personal Care Aids, Physical Therapists, Counselors, Psychologists, Social Workers, Nurses etc.

For the Admin pool, consider staff members that may not traditionally be seen as “medically related,” but who are overseeing the delivery of various related services (e.g., speech-language, social work). For example:

- ***Special Education teachers and/or teachers***
- ***Principals, Asst principals and/or administrators***
- ***Special Education Coordinators and/or program coordinators***

These staff members may be performing some of the following reimbursable activities, including:

- Educating parents on available medical/related services.
- Sitting in on IEP meetings where students’ related/medical services are discussed and reviewed.
- Meeting to develop strategies to better access or increase capacity of program and/or related services.

### **How do I add a provider to the staff pool list if they do not have a work email address?**

If a staff member does not have an email address, you can add them to the roster with a non work email address such as a home email address. The RMTS website can be accessed from any computer with an internet connection. You can also use a common email address to a point of contact at the district, and that person can let the participant know when they have a moment. The participant must complete his/her own moment with his/her unique user name and password.

### **I have a staff member who is partially federally funded. Can I add this person to the staff pool list?**

If a staff member is partially federally funded, they can be included on the staff pool list. The percentage of costs that is not federally funded will be the only portion included on the cost report. Staff who are 100% federally funded should not participate in the RMTS as their costs cannot be included on the cost report.

**What types of providers should not be participating in the Random Moment Time Study and added to the Staff Pool List?**

Providers for which there are no costs should not be participating in the RMTS and thus should not be included on the roster.

**If I know that we are hiring a provider, but we do not have a name or an email address yet, can I still add this person to the Staff Pool List?**

Yes, you can add an item to your Staff Pool List called 'Vacancy Vacancy.' Once you have a name, we can put that person in. **Only do this if you are 100% certain that the vacant spot will be filled before the quarter will begin.**

**If I include a provider on the Staff Pool List who after the Staff Pool List is finalized must go on extended leave, what do I do?**

- 1) If a new provider will be coming in to take the role of the provider on leave, a replacement can be completed for you.
- 2) If there is no replacement for the provider, contact your RMTS Coordinator or PCG with the begin and end dates of the leave, and whether it is paid or unpaid time off, and moments will be completed on behalf of that provider.

**How do I complete my calendar for teacher in service days or inclement weather days?**

The days off should only include days where school is closed. Weather make up days are typically included as days off because there may not be school that day. Half days are usually included as days off as well.

**Each school in my district has a different calendar. How do I complete my calendar spreadsheet for these dates?**

Our typical recommendation is that if more than half of the schools are open on a specific date, then it should be included in the time study. If more than half of the schools are closed, then it should be considered a day when school is closed.

## **Helpful tips for completing the Staff Pool List Spreadsheet:**

### **Roster Tab**

- CostPool values should be Direct Service and Admin– they are referenced in the job codes spreadsheet.
- Job\_Code and Job\_Title are also referenced in the job codes tab.
- Other\_ID can be ignored as this will be set internally when we do the initial upload (PCG Unique Identifier)

### **District Contact Tab**

- CC\_To needs to be a “Y” or “N” – a “Y” means that this contact will be carbon copied to late responses of the providers.
- Other\_ID can be ignored as this will be set internally when we do the initial upload (PCG Unique Identifier)

### **I have job titles that are not listed on the job codes page. What do I do?**

For the Admin pool, as much as possible we should put staff in the Administrator or Program Specialist job codes. The Job Title field will appear as it is entered on the spreadsheet even if the job code is slightly different. If there are other titles missing, we will keep a central list of those and determine the appropriate job codes to add for those staff.