# Step-by-Step Handbook for RMTS Coordinators

Commonwealth of Virginia, School-Based Services
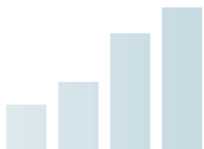
Updated April, 2024

*School-Based Services RMTS*

Administered by UMass Chan Medical School

On behalf of the Virginia Department of Medical Assistance Services (DMAS)
RMTSHelp@umassmed.edu | 800.535.6741

# Contents

## Introduction

This *Step-by-Step Handbook* describes the procedures that an LEA RMTS Coordinator will need to complete all required responsibilities related to managing the LEA's RMTS participation.  A full description of the Random Moment Time Study (RMTS) and its use in the School-Based Services reimbursement methodology, including details of all LEA requirements and the role of an RMTS Coordinator, can be found in the *Virginia School-Based Services Random Moment Time Study Instruction Manual* available on the DMAS School-Based Services website at https://www.dmas.virginia.gov/for-providers/school-based-services/.  RMTS Coordinators and any other LEA staff with responsibility for managing the LEA's participation in the RMTS should review and understand all program requirements listed in the *Instruction Manual*. This handbook is limited in scope to the "how-to" procedural information needed for successfully navigating and using the RMTS System, hosted by UMass Chan Medical School on behalf of DMAS.

## Designating an RMTS Coordinator

Only designated LEA staff will be provided with a User ID and login information to access the RMTS system and perform RMTS Coordinator duties on behalf of the LEA.  This access is granted based on proper completion of the *School-Based Services Authorization of Designated LEA Contacts Form*, available on the DMAS website at https://www.dmas.virginia.gov/for-providers/school-based-services/. Properly completed and signed forms should be scanned and emailed to the UMass RMTS Help Desk at RMTSHelp@umassmed.edu.

# 1. Participant Management: Overview and Purpose
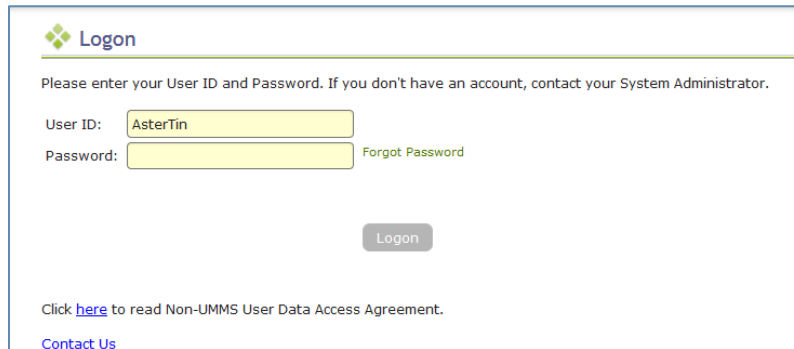
On a quarterly basis, prior to the start of the Random Moment Time Study (RMTS), each school division must update information in the RMTS system that will identify individuals who will be participating in the RMTS in the upcoming quarter. Part of this process is to identify a Work Schedule for each RMTS participant, and to configure the work schedules in the RMTS system. All RMTS participant information, including work schedules, must be completed in the RMTS system no later than the first Friday of the month preceding the start of each quarter.

| Time Study Quarter | Deadline for Participant Lists and Work Schedules |
|---|---|
| Q1:  July 1-September 30 | First Friday of June |
| 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 |

## 2. Logging on to the RMTS Administration System

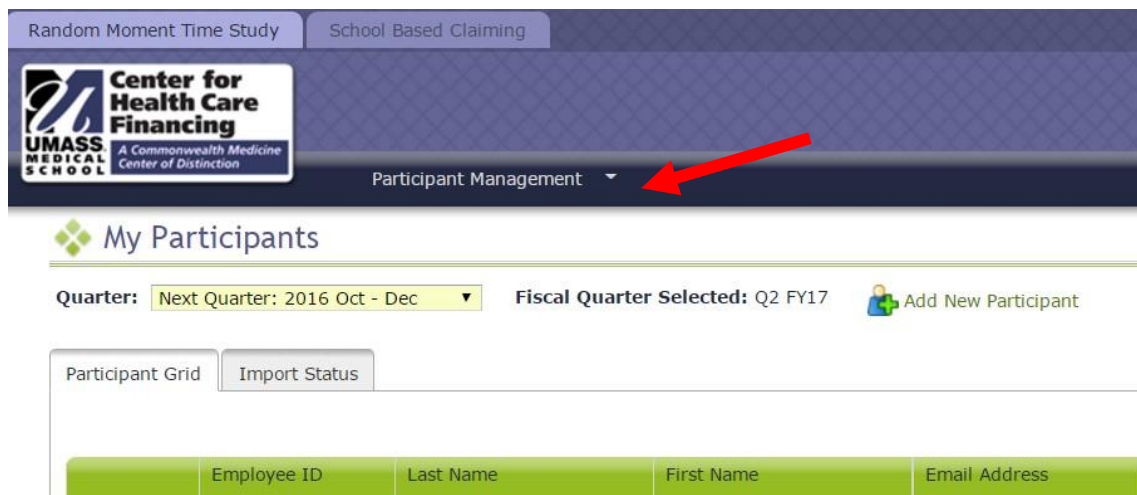LEA RMTS Coordinators can log on to the RMTS Administration System with their User ID and password at the following website:
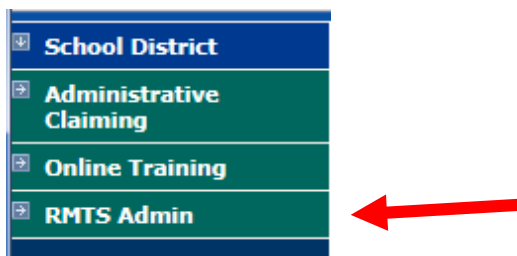
https://cbe.chcf-umms.org/RMTSAdmin





If you are logged into the School Based Claiming system, select 'RMTS Admin' from the left-hand navigation menu to transfer to Participant Management.

# 3. Updating the Participant List

Instructions about identifying LEA staff who should participant in RMTS can be found in the *Virginia School-Based Services Random Moment Time Study Instruction Manual* available on the DMAS School-Based Services website. Gather the following information about each staff member.

- **Employee ID:** The employee ID should uniquely identify each staff member. It can be a real employee ID from your school division payroll/human resources information system, or you can choose to leave it blank and the RMTS system will randomly assign a unique ID number to each person.
- **Last Name:** The last name of the staff member
- **First Name:** The first name of the staff member
- **Email Address:** The email address of the participant. This field is very important because all communication with the participants when they are randomly selected to respond to a moment are sent by email.
- **Job Pool:** Identify the job pool that the participant will be part of. See Appendix C of the *Virginia School-Based Services Random Moment Time Study Instruction Manual* for additional details on job pools and their purpose, and which staff can be considered for each pool.
- **Job Description:** Each participant's RMTS job description must be selected from the drop-down list provided. This may or may not exactly match their job title by which you refer to them at your school division. You will provide your school division's job title for each participant in the field called 'Actual Job Title.'
- **Job Type E or C:** The designation E or C stands for Employee or Contractor. Contracted staff may only be included in the RMTS in the Administrative Only pool. If you have contracted staff who provide direct medical services to students, you will not include them in the RMTS.
- **Active Yes or No:** This indicates whether the participant will be participating in the RMTS for the quarter. Participants who will not be participating should be marked as 'No.' If any inactive participant returns to work or otherwise needs to begin to participate in RMTS at a later time, they can be re-activated.
- **Fed Fund %:** Enter the percentage of the staff member's salary that is funded by Federal Grants, other than an IDEA grant (IDEA funding is identified separately)
- **State/Local %:** Enter the percentage of the staff member's salary that is funded by State/Local revenue.
- **IDEA %:** Enter the percentage of the staff member's salary that is funded by Federal IDEA Grants
- **Other Funding %:** Enter the percentage of the staff member's salary that is funded by any other funding source not already listed.

*Note: the sum of the 4 funding percentages should equal 100%*

- **Other Funding (Specify):** Enter a brief description of the funding source indicated in the Other Funding % column if applicable.
- **FTE:** Full Time Equivalency. Most full-time staff are an FTE = 1. Part-time staff would have an FTE between 0 and 1 based on the number of hours that they work.
- **Work Schedule:** Enter the name of the Work Schedule assigned to each participant.
- **Supervisor Email #1 - #3**: Add up to 3 email addresses of 'supervisors' or individuals who will be responsible for following up with each participant to make sure all moments are completed. Any email addresses provided here will be cc'd on 'late' reminder notifications if the participant fails to respond to any assigned moments.
- **Actual Job Title**: This is the job title used within your school division to refer to the position that each participant holds.
- **License Number:** For any participants in either of the direct service pools where an active clinical license is required for the type of service that the participant provides, enter their license number in this field.
- **License Type**: Enter the type of clinical license held by the participant.
- **License Expiration Date:** Enter the expiration date of the participant's license.
- **UMMS Comment:** No Entry Required. This is a comment field that will be used by UMMS if any unusual licensing circumstances need to be noted.
- **SD Comment:** This is a comment field for the School Division to enter any information needed about unusual licensing circumstances.
- **New Hire Date:** Any time a new staff member is added to the RMTS, please provide their hire date in this field. For staff members who have been existing employees but are just joining the RMTS now due to a change of job position, enter the effective date that the participant became eligible to participate.

The "**My Participants**" page lists individuals from your School Division that you have named to participate in the RMTS. From this screen, you will be able to:

- Add new participants
- Update information about current participants who will be continuing to participate
- De-activate staff members who will no longer be participating
- Re-activate staff who participated in the past, but did not participate in the most recent RMTS quarter

The system allows more than one way to complete most functions, including clicking on an action icon in the left-hand column of the participant grid, opening an online form by clicking on

the Employee ID, making changes directly in the participant grid, or importing and exporting the list as an Excel file.

## Confirm that you are Working in the Correct Quarter

The RMTS System will default to displaying participant information related to the Next Quarter. But it's always a good practice to double check that the Next Quarter is displayed in the 'Quarter' navigational field near the top left of the screen.



## General Information about Using the 'My Participants' Grid

On the grid, you will notice that the first four columns will freeze as you scroll to the right, and filters at the top of every field will help you search for information as you type in the field. Find what works best for you.



Maximize your screen to see as many fields as possible. Fields listed include: Employee ID, Last Name, First Name, Email Address, Job Pool, Job Description, Job Type (Employee or Contractor), Federally Funded %, State/Local %, IDEA %, Other Funding %, Other Funding. FTE, Work Schedule, Supervisor Email #1, Supervisor Email #2, Supervisor Email #3, Actual Job Title.

## My Participants

Quarter: [Next Quarter: 2016 Oct - Dec ▼]   Fiscal Quarter Selected: Q2 FY17   ✛ Add New Participant

| Participant Grid | Import Status |

☒ ☐ Include Inactive Participants

| | Employee ID | Last Name | First Name | Job Pool | Job Description | Job Type E or C | Fed Fund % | State/Local % | IDEA % | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| | ▼ | ▼ | ▼ | (All) ▼ | (All) ▼ | (All) ▼ | ▼ | ▼ | ▼ | |
| ✏🔒✖ 🔒 | 14 | Armani | Giorgio | Nursing, Psychological & Medical Services | Counselor | Employee | 0 | 100 | 0 | 0 |
| ✏🔒✖ 🔒 | UMMS81684 | Bankss | Tyras' | Therapy Services | OT | Employee | 0 | 100 | 0 | 0 |
| ✏🔒✖ 🔒 | 22 | Cardin | Pierre | Therapy Services | Speech Therapist | Employee | 0 | 100 | 0 | 0 |
| ✏🔒✖ 🔒 | 20 | Chanel | Coco | Therapy Services | Speech Asst./Aide | Employee | 50 | 50 | 0 | 0 |
| ✏🔒✖ 🔒 | 12345 | Evanss | Chris | Administrative Services Only | OT | Employee | 0 | 100 | 0 | 0 |
| ✏🔒✖ 🔒 | 8 | Jacobs | Marc | Nursing, Psychological & Medical Services | RN/LPN | Employee | 0 | 100 | 0 | 0 |
| ✏🔒✖ 🔒 | 26 | Karan | Donna | Administrative Services Only | Clerical and Technical Support Personnel | Employee | 0 | 100 | 0 | 0 |
| ✏🔒✖ 🔒 | 10 | Kors | Michael | Nursing, Psychological & Medical Services | RN/LPN | Employee | 0 | 100 | 0 | 0 |
| ✏🔒✖ 🔒 | 4 | Lagerfeld | Karl | Nursing, Psychological & Medical Services | Nursing Director or Administrator | Employee | 0 | 100 | 0 | 0 |
| ✏🔒✖ 🔒 | UMMS81680 | Lauder | Estee | Administrative Services Only | Guidance Counselor | Employee | 0 | 100 | 0 | 0 |

5 10 20                                                                 Page 1 of 2 (17 items) [1] 2

Use the scroll bar to move left and right to see all the columns of information

If you need to navigate to a different quarter, select the quarter from the 'Quarter' drop-down menu.



## My Participants

Quarter:
| Future Quarter: 2017 Jan - Mar |
| Next Quarter: 2016 Oct - Dec |
| Current Quarter: 2016 Jul - Sep |
| 2016 Apr - Jun |
| 2016 Jan - Mar |
| 2015 Oct - Dec |
| 2015 Jul - Sep |
| 2015 Apr - Jun |
| 2015 Jan - Mar |
| 2014 Oct - Dec |
| 2014 Jul - Sep |
| 2014 Apr - Jun |
| 2014 Jan - Mar |

Fiscal Quarter Selected: Q2 FY17

## Editing Information About a Participant

There is more than one way to quickly and easily update information for a specific participant that is already on the participant list.

The first option is to edit directly on the 'grid' or list view by locating your participant (using the Last Name or Employee ID filter if needed), and then click the 'pencil' icon in the column to the left of the participant's information:



Clicking the pencil opens up the information fields shown for that participant, making them editable directly in the grid or list view. The 'tab' key will allow you to move from one field to the next, or you can scroll over to see the information that you need to update and then click into the field to make a change.

Click the green check mark to save your changes.



Alternatively, participant information can be updated by opening up the 'Edit Participant' online form. Access this easily by clicking the Employee ID of the participant.



Make any desired changes to the participant's information on the 'Edit Participant" page:

### ❖ Edit Participant

**Fiscal Quarter Selected:** Q2 FY17

#### Profile

| | |
|---|---|
| * Employee ID : | UMMS0055 |
| * Last Name : | Mouse |
| * First Name : | Mary |
| * Email Address : | Susan.dadah@Umassmed.edu |
| * Active Yes or No : | Yes |

#### Job Details

| | |
|---|---|
| * Job Pool : | Administrative Services Only |
| * Job Description : | Speech Therapist |
| * Job Type E or C : | Employee |
| * Fed Fund % : | 0 |
| State/Local % : | 100 |
| IDEA % : | 0 |
| Other Funding % : | 0 |
| Other Funding (specify) : | 0.0 |
| * FTE : | 1 |
| * Work Schedule : | A |

#### Supervisor Emails

| | |
|---|---|
| Supervisor Email #1 : | Catina.claytor@Apsva.us |
| Supervisor Email #2 : | |
| Supervisor Email #3 : | |

#### Additional Information

| | |
|---|---|
| Actual Job Title : | Speech Therapist |
| License Number : | |
| License Expiration Date : | |
| License Type : | |
| SD Comment : | |
| UMMS Comment : | |
| New Hire Date : | |

[New Change of Status Request]   [Save]   [Cancel]

## Inactivating a Participant

If someone is no longer going to participate in the RMTS for the next quarter, or indefinitely, they can be marked as inactive. If someone leaves during the quarter, see the section on Change of Status (COS) requests. There is more than one way to inactivate a participant for the upcoming quarter.

The first option is to edit directly on the 'grid' or list view by locating your participant (using the Last Name or Employee ID filter if needed), and then click the red 'X' icon in the column to the left of the participant's information.

| | | Employee ID | Last Name | First Name |
|---|---|---|---|---|
| ✏ ✖ | 👤 | UMMS81686 | Beauty | Aurora |
| ✏ ✖ | 👤 | UMMS81687 | Berry | Snow White |
| ✏ ✖ | 👤 | UMMS81688 | Bibbidy | Cinderella |

Click 'Yes' to confirm the deactivation in the confirmation pop-up box.

**Confirm** ✖

Do you want to deactivate the participant?

[Yes]   [No]

Alternatively, the participant can be deactivated by opening up the 'Edit Participant' online form. Access this easily by clicking the Employee ID of the participant.



On the 'Edit Participant" page, update the 'Active Yes or No' field to 'No.' Click 'Save.'



## Re-activating a Returning Participant

When a prior participant returns to the RMTS for the next quarter, you can reactivate their participant information. To locate the participant, click on the check box to 'Include Inactive Participants' in the grid or list view. With that box checked, both active and inactive participants

The green circular arrows icon (like a recycling symbol) are displayed in the left-hand column next to any inactive participants. Clicking this icon will reactivate the participant.

Click 'Yes' to confirm the deactivation in the confirmation pop-up box.
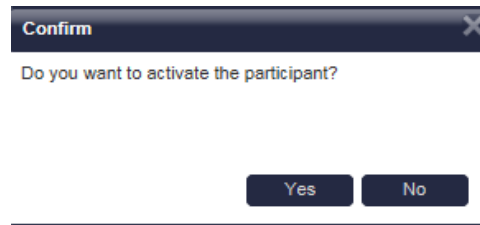


Alternatively, the participant can be re-activated by opening up the 'Edit Participant' online form. Access this easily by clicking the 'Employee ID' of the participant.



On the 'Edit Participant" page, update the 'Active Yes or No' field to 'Yes.' Click 'Save.'



## Adding a New Participant

To add a new staff member to the RMTS participant list, click on the 'Add New Participant' link above the participant list.

## ❖ Add Participant

Fiscal Quarter Selected:  Q2 FY17

**Profile**

| | |
|---|---|
| Employee ID : | |
| * Last Name : | |
| * First Name : | |
| * Email Address : | |
| * Active Yes or No : | Select... ▼ |

**Job Details**

| | |
|---|---|
| * Job Pool : | Select... ▼ |
| * Job Description : | Select... ▼ |
| * Job Type E or C : | Select... ▼ |
| * Fed Fund % : | |
| State/Local % : | |
| IDEA % : | |
| Other Funding % : | |
| Other Funding (specify) : | |
| * FTE : | |
| * Work Schedule : | Select... ▼ |

**Supervisor Emails**

| | |
|---|---|
| Supervisor Email #1 : | |
| Supervisor Email #2 : | |
| Supervisor Email #3 : | |

**Additional Information**

| | |
|---|---|
| Actual Job Title : | |
| License Number : | |
| License Expiration Date : | |
| License Type : | |
| SD Comment : | |
| UMMS Comment : | |
| New Hire Date : | |

Save    Cancel

Leave the Employee ID blank if you want the system to assign a unique ID number. Otherwise, enter a real Employee ID that is unique to this participant.

### Important Notes:

- Required fields are marked with a red asterisk (*).
- Be sure to complete the Additional Information Section as appropriate for new participants.
  - 'Actual Job Title' and 'New Hire Date' should always be provided for a new participant
  - When adding a new participant to either of the Direct Service participant pools, most of these positions also require that the participant hold an appropriate clinical license. Please provide the 'License Number' and 'License Type' when adding a new qualified medical provider to either direct service pool.

### Updating the RMTS Participant List by Exporting to Excel, then Importing Changes

If you have a lot of changes to make, you may find it easier to use the 'Export to Excel' and 'Import Participant File' icons on the top right of the participant grid. **Always begin with a brand new 'Export to Excel.'**

Clear Filters ☐  Include Inactive Parti  Export to Excel

| | Job Type E or C | Fed Fund % |
|---|---|---|
| ▼ | (All) ▼ | ▼ |
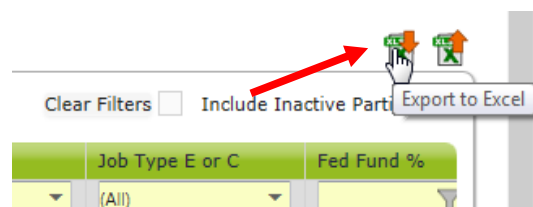
**Update participants** by making edits directly in the Excel spreadsheet as needed.

- Edit any field directly in the spreadsheet
- Use Dropdowns to help select valid choices for each field
- Use Excel functions if helpful, such as 'Copy / Paste' and Sort/Filter
- Make sure all information for all participants is current and accurate for the new quarter
- Don't forget to check participant email addresses and Supervisor email addresses that may have changed.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Employee ID | Last Name | First Name | Email Address | Job Pool | Job Description | Job Type E or C | Active Yes or No | Fed Fund % | Work Schedule | Supervisor Email #1 | Supervisor Email #2 |
| 2 | UMMS81686 | Beauty | Aurora | Beaty@test.com | Education | Secondary Teacher | E | Y | 0 | | BigBadWolf@test.com | Walt.Disney@test.com |
| 3 | UMMS81687 | Berry | Snow White | Berry@test.com | Education | Other Teacher | E | Y | 0 | | BigBadWolf@test.com | Walt.Disney@test.com |
| 4 | UMMS81688 | Bibbidy | Cinderella | Bibbidy@test.com | Education | Other Teacher | E | Y | 0 | | BigBadWolf@test.com | Walt.Disney@test.com |
| 5 | UMMS81689 | Birdadette | Tiana | Birdadette@test.com | Social & Health Care Services | Nurse | E | Y | 0 | | BigBadWolf@test.com | Walt.Disney@test.com |
| 6 | UMMS81690 | Blondie | Rapunzel | Blondie@test.com | Administration | Elementary Principal | E | Y | 0 | | BigBadWolf@test.com | Walt.Disney@test.com |
| 7 | UMMS81691 | Bloomers | Aurora | Bloom@test.com | Administration | Office/Clerical | E | Y | 0 | | BigBadWolf@test.com | Walt.Disney@test.com |
| 8 | UMMS81692 | Blossom | Mulan | Blossom@test.com | Social & Health Care Services | Psychologist | E | Y | | | m Walt.Disney@test.com | |
| 9 | UMMS81693 | Brie | Cinderella | Brie@test.com | Education | Other Teacher | E | Y | | | m Walt.Disney@test.com | |
| 10 | UMMS81694 | Daisy | Rapunzel | Daisy@test.com | Education | Secondary Teacher | E | Y | | | om Walt.Disney@test.com | |
| 11 | UMMS81695 | Fern | Aurora | Fern@test.com | Education | Other Teacher | E | Y | 0 | | BigBadWolf@test.com | Walt.Disney@test.com |
| 12 | UMMS81696 | Gleam | Rapunzel | Gleam@tst.com | Social & Health Care Services | Counselor | E | Y | 0 | | BigBadWolf@test.com | Walt.Disney@test.com |
| 13 | UMMS81697 | Honeycake | Snow White | Honeycake@tst.com | Administration | Secondary Principal | E | Y | 0 | | BigBadWolf@test.com | Walt.Disney@test.com |

*(note: cell I7 is selected, showing tooltip "Enter a percentage value here — Value should be between 0 and 100")*

**Add New Participants** by scrolling down to the bottom of the participant list and adding the required information to a new, blank row of the spreadsheet.

- Use the drop-down menus to select valid values for accurate information.
- You may choose to leave the 'Employee ID' field blank for the system to generate a unique ID for your new participants.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 35 | UMMS81719 | Sweetie | Snow White | Sweetie@tst.com | Education | Paraprofessional | E | Y | 0 | | BigBadWolf@test.com |
| 36 | UMMS81720 | Taj | Jasmine | Taj@tst.com | Education | Other Teacher | E | Y | 0 | | BigBadWolf@test.com |
| 37 | UMMS81721 | Teacup | Belle | susan.dadah@umassmed | Education | Other Teacher | E | Y | 0 | | BigBadWolf@test.com |
| 38 | UMMS81722 | Thistleblossom | Snow White | Thistleblossom@tst.com | Social & Health Care Services | Nurse | E | Y | 0 | | BigBadWolf@test.com |
| 39 | UMMS81723 | Treasure | Ariel | Treasure@tst.com | Administration | Elementary Principal | E | Y | 0 | | BigBadWolf@test.com |
| 40 | UMMS81725 | Windflower | Pocahontas | Windflower@tst.com | Social & Health Care Services | Psychologist | E | Y | 0 | | BigBadWolf@test.com |
| 41 | | Newperson | Test | newperson@tst.com | Social & Health Care Services | Psychologist | E | Y | 1 | | BigBadWolf@test.com |
| 42 | | Mouse | Mickey | mickey@tst.com | | ychologist | e | y | 0 | | BigBadWolf@test.com |
| 43 | | | | | Administration | | | | | | |
| 44 | | | | | Education | | | | | | |
| 45 | | | | | Social & Health Care Services | | | | | | |

**Deactivate Participants** by highlighting the entire row that contains the participant's information and deleting that entire row from the Excel file.

Tip:    *This is most easily accomplished by clicking on the row number on the left-hand side of the spreadsheet to highlight the row, then use the 'right click' of your mouse to bring up a drop-down menu. Choose 'delete' from the drop-down menu. You'll know you completed this step correctly when the participant's information you selected to delete is gone from the spreadsheet, and there are **no blank row(s)** where the information used to be.*

After all changes have been made to your participant information in the Excel file, the next step is to import those changes into the RMTS Participant List.

1. Name and save your file.

   - Note there is no special naming convention requirement for the file name.
   - We suggest you name the file something that will be helpful and meaningful to you so that you can accurately identify the file when you browse for it.
   - File names cannot exceed 45 characters in length.
   - The file format cannot be changed (i.e. the file must be in the latest version of Excel (.xlsx)

2. Click on the 'Import Participant File' icon at the top right of the participant list.
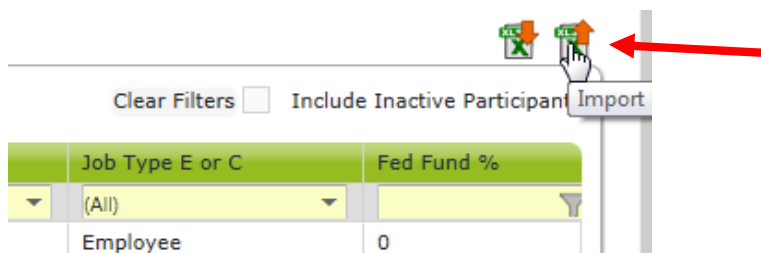


3. In the 'Please select file' window, confirm the Year, Quarter and School Division name, then click 'Browse' to locate your file on your local computer.
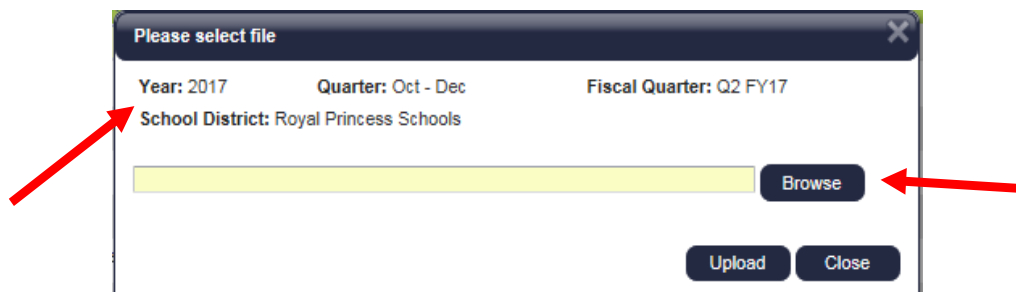
4. Navigate to your file on your local computer, select the file and click 'Upload.'
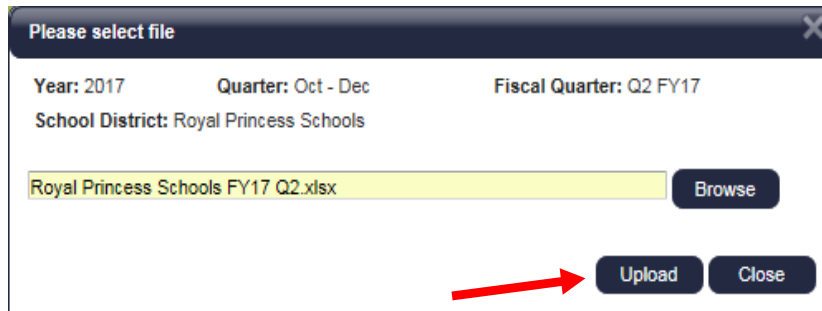


5. **Review the Import Report** to verify the changes. This report identifies all changes that your upload file will make to your list of participants. These changes are detailed in three (3) sections:
   - New Participants
   - Deactivated Participants
   - Upload Changes



6. **Review the changes** to make sure that everything is accurate. Then you must choose one of the following actions:
   - **Review**: Click this button to export an Excel version of the report for further review. This is helpful if you have made a lot of changes and would like more time to check that they are all correct.

     Note: If you select this option, you will need to return to the 'Import Status' tab screen later to 'confirm' or 'reject' the upload file.

   - **Confirm**: Click this button to confirm that the changes in the file are accurate

and to process those changes.

- **Reject**: Click this button to reject the upload file if errors have been found. Once an upload file has been rejected, you then need to correct and re-upload a new file.

Access the '**Import Status**' tab of the My Participants grid/list view page to check on the status of any uploads, and to confirm an upload that you chose to leave in 'Review' status.



## Certify the Participant List – Complete Quarter

When all updates have been completed, and before the submission deadline listed in Section A, click 'Complete Quarter' in the lower right-hand corner. This will confirm that you have completed your updates for the next quarter, and it will lock the system. If for any reason you realize you need to make changes after you have already marked a quarter as complete, contact the RMTS Help Desk to unlock the participant list for you.

# 4. Managing Work Schedules - Overview

All participants in your Participant List must be linked to a Work Schedule that accurately reflects their scheduled workdays and shift (start and end times). This is done on the 'My Participants' page, following the instructions earlier in this handbook. This section describes how to configure or define the work schedules for the RMTS system, so that it knows when participants linked to the schedule are available to be randomly assigned to respond to a 'moment.'

Prior to each RMTS quarter, you will complete the following tasks:

1. Annually, enter your School Division (division wide) calendar – days and shifts
2. Quarterly, determine if any new Work Schedules are needed and create them if needed
3. Quarterly, Enter or Edit Work Schedules as needed – days and shifts
4. Review system-generated reports to ensure the accuracy of your Work Schedules

Work Schedule calendar information is managed in the School-Based Claiming section of the system:  https://chcf.net/chcfweb

## Key Concepts for RMTS Calendars

## Calendar Hierarchy:

The calendars work in a hierarchical order. This means that the schedule information that is entered into the system for the School Division calendar will be used to pre-populate the Work Schedule level calendars. School division-wide holidays and non-working days should be entered into the School Division calendar first, then when Work Schedule calendars are generated afterwards, they will be pre-populated with the School Division holidays and days off.  But this **only works once**, at the exact time that the work schedule is initially generated for the year.



**School Division Calendar**

Information from the School Division Calendar is pre-populated only once to the Work Schedule Calendar at the time of 'Generation' of the Work Schedule
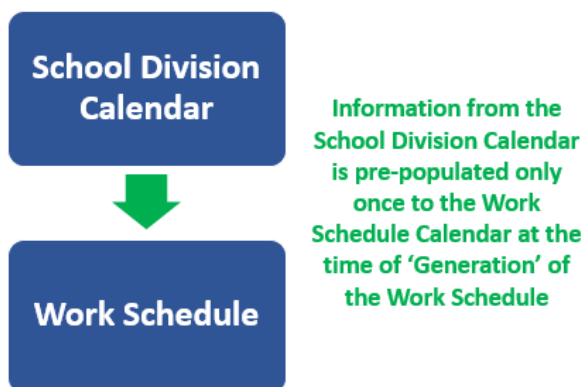
**Work Schedule**

**TIP:** When generating your School Division calendar, think about the "business days" that the division is open and operating, including during summer periods when staff may not be attending. You'll adjust summer period schedules at the "work schedule" level.

## Global Calendar Information Section:

The information displayed in the top section of the calendar screen is global information that applies to the entire calendar. So, if you change the Weekends setting to be Moment Days, that change will apply to the whole calendar. Likewise, if you change the Start and End times in this top section, that change will apply to every working day in the calendar that has not been configured to a special/modified shift.



## Detail Calendar Information Section:

The information displayed in the bottom portion of the calendar is the detail or daily information. To work within this section, you will click on specific day(s) which you wish to edit (the color of selected day(s) will change to blue) then click on the action button to the right to make modifications to the selected days. You can 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)

## Create New Work Schedules

Review your participants and the scheduled hours that they work. Group participants together by common work schedules, not necessarily by job title or work location. For each Work Schedule, you'll create a Work Schedule' name in the system. That name will then be used on your list of participants to match your participants to their correct Work Schedule so that the RMTS will select random moments for participants on dates and times when they will be working.

From the left-hand navigation bar select 'School Division' and the screen below will be displayed. Click on the hyperlink for the School Division Name.



A list of all the current Work Schedules, if any, will be displayed on the next screen. To add a new Work Schedule, click on the 'Add' hyperlink.



Enter a name for your work schedule in the 'Name' field and enter a 'Start Date' as of the first day of the quarter when you will first use this schedule. Then click 'Save.'

## Configure the School Division Calendar

At the start of each new school year, **prior to configuring any Work Schedules**, start by entering a **'School Division' calendar**. This calendar will contain your division-wide school vacation days and holidays. By entering these division-wide days off on the 'School Division' calendar, the information will automatically be populated into each of the 'Work Schedule' calendars for you, saving you time, and ensuring consistency.

From the left-hand navigation bar select 'Administrative Claiming' and that menu section will expand. Then select 'Calendar.'
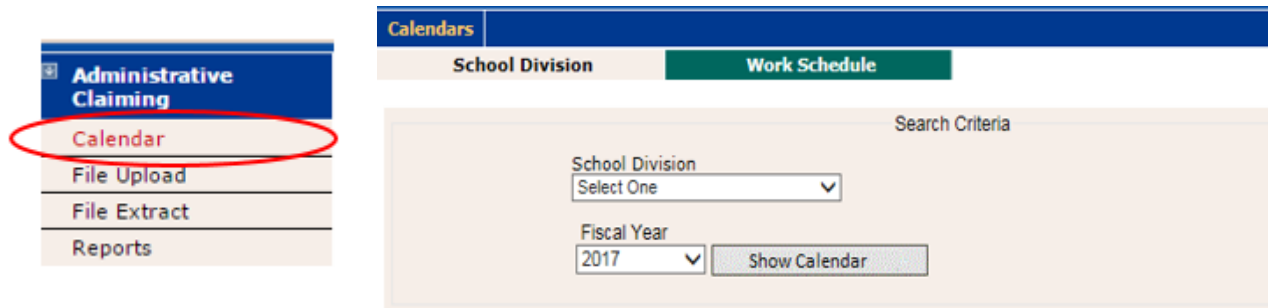


Along the top of the screen, you will see two tabs, representing different calendar levels:

- **School Division level** – a calendar that identifies holidays, non-working days and general work hours for the entire School Division. This information will pre-populate to the next level, Work Schedule, when each Work Schedule is initially generated so that the common days off do not have to be entered more than once.
- **Work Schedule level** – a calendar that identifies holidays, non-working days and work hours, pre-populated from the School Division level, which you can customize by changing the Start Time and End Time, and adding or deleting days off, for groups of individuals who work the same days and hours.

**Tip**: If you have participants with unique schedules who require an individualized calendar, simply create a unique Work Schedule and assign only that participant to the schedule. We suggest naming unique schedules by the participant's last name for easy identification.

**Start by generating your School Division calendar for the new year**.

1. Select your School Division, if not already displayed
2. Select the correct Fiscal Year from the drop down (e.g. 7/1/22-6/30/23 = Fiscal Year 2023)
3. Click the 'Show Calendar' button
4. Click the "Generate Calendar' button

Once the calendar has been generated, configure the default start and end times in the "Global" calendar section. These times can be changed when configuring the various Work Schedules, so select the division's general business hours.



Update the 'Start Time' and 'End Time' by editing the times shown.

Then click "Save" icon

The blank start time and end time fields are used to **add a split shift** (this is not common)

Next, indicate any holidays or non-working days that apply to all participants in the school division, again thinking in terms of the division's general business days. The calendar should already be pre-populated with the federal holidays, so review those days as well for accuracy and revise as needed.

## Marking Non-Moment Days

Review the calendar displayed for any additional days that are not business days for the school division and aren't marked as non-moment days. The federal holidays have already been pre-populated.

Non-moment days are shown in a pink color.

To mark a day as a non-moment day for the school division, click on the day or days to be marked, then click the "**Mark as Non-Moment Days**" action button on the right. More than one day in more than one quarter, can be selected at a time. Selected days will turn blue to indicate they have been selected.



The days will be shown in pink after the system has made the update.



## Modify Shifts

To modify the start and end times for any day (for example, if your division closes all offices at noon on the day before Thanksgiving), select the day or days to be modified, and then click the "**Modify Shifts**" action button on the right.
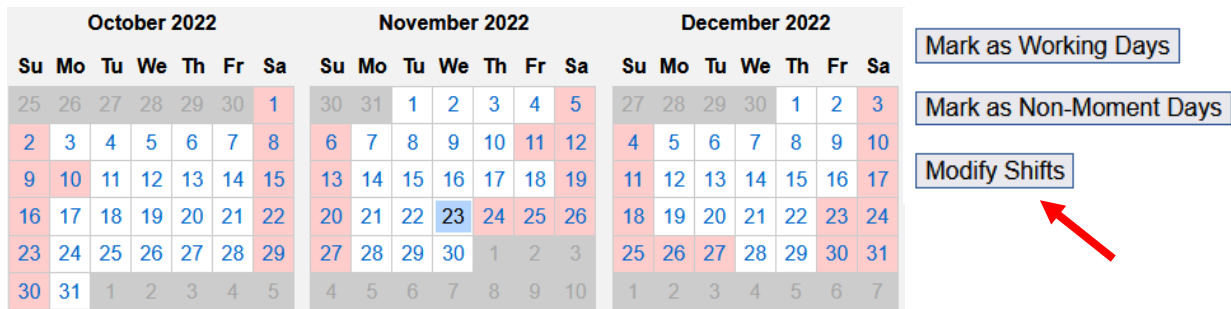
A "Modify Shifts" pop-up window will open, displaying the current start and end times for the selected day(s).

Step 1:  Delete the current shift by clicking the red 'X' as shown
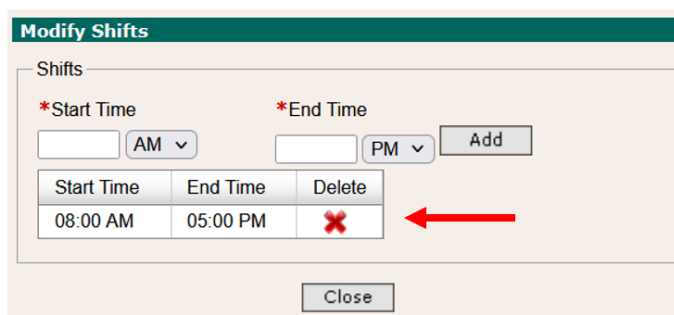


Step 2:  The system will return this screen, showing no records found.
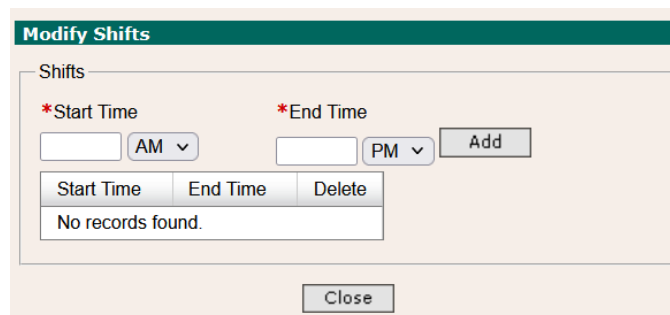


Step 3:  Enter the desired start and end time for the day(s), then click "**Add**".
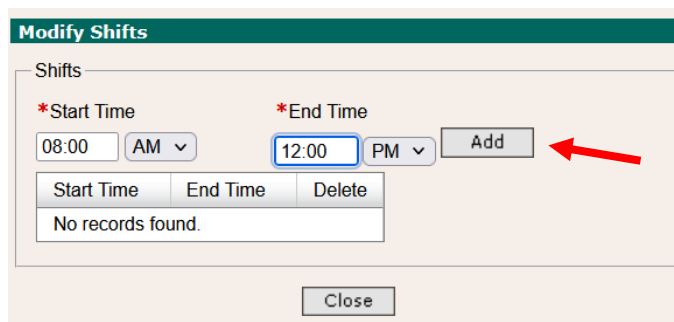


**Tip:**  Be sure to change the end time to be "AM" instead of "PM" if appropriate

Step 4:  The updated start and end times will be shown. Click "Close" to return to the calendar screen.



The day(s) will be shown in green after the system has made the update.



Tip:    If you don't see the modified day(s) shown in green, refresh the page by using the "refresh" icon in your browser, or by clicking "Update Calendar" in the Global Calendar Setup section of the calendar.



## Configure Work Schedules

Once you have completed all configuration of your School Division calendar, then you can move on to configuring Work Schedules. Proceeding in this order will ensure that all the school division holidays are populated into the individual Work Schedules, saving time, and ensuring accuracy.

Navigate to the Work Schedule section of the Calendar page and select the Work Schedule to be configured from the drop-down list.

Follow the same steps as described in the sections above to:

1. Generate the calendar and set up the "Global' calendar section
2. Mark non-moment days
3. Modify shifts

In general, work schedules should ensure accuracy that participants are available to be randomly sampled during all scheduled working days and hours, but only scheduled working days and hours. The *Virginia School-Based Services Random Moment Time Study Instruction Manual*, Section III describes the policies and expectations for maintaining accurate work schedules and addresses specific scenarios, such as professional development days.
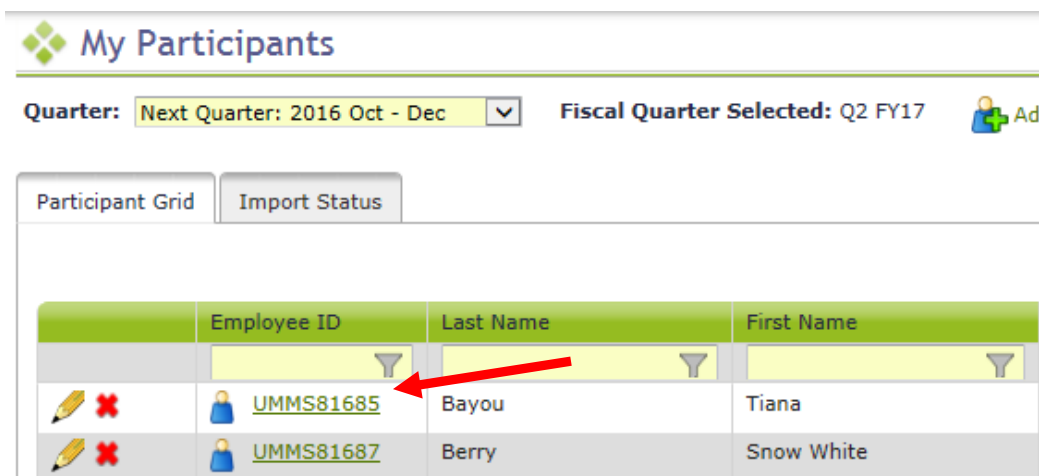
Note:  All Work Schedules are initially generated for an entire fiscal year (July-June).  However, the data "locks" only one quarter at a time, at the time that the random moments are generated in advance of each quarter. So, although it's convenient to go ahead and enter what is known about each Work Schedule at the beginning of a new year, the information can and should be maintained and updated throughout the year, as needed.

# 5. Change of Status Requests

When a participant leaves the school division temporarily or permanently, or changes jobs and is no longer eligible to complete the time study, a Change of Status Request should be submitted online, using the 'My Participants' screens.

All Change of Status requests will still be reviewed and processed by UMass to make sure the requests are only submitted in a valid scenario and that moments are handled appropriately. Please note that if a request for a Leave of Absence is submitted, the participant will not be deactivated. In this case, they will be 'excused' from answering moments during the period of their leave of absence, but they will remain as an active participant in the system in anticipation of their return to work.

To submit a Change of Status Request, first locate the staff member on the My Participants grid and click on their Employee ID number.



From the 'Edit Participant' details screen, click 'New Change of Status Request.'
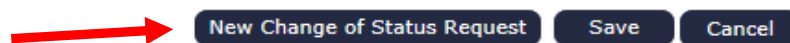


Complete the Change of Status request online form, filling in all required information for the type of request (Leave of Absence, Change of Employment Status, or Termination) and click 'Submit.'

Click "Confirm" to complete the request.
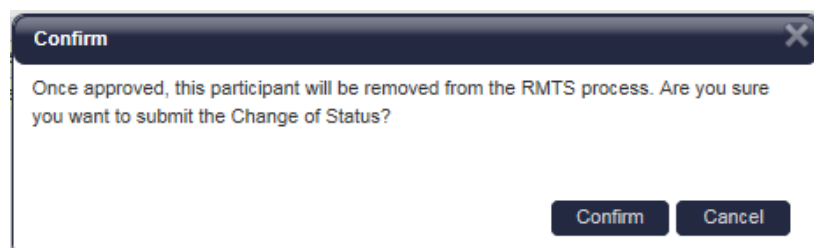
# 6. Reports

RMTS Coordinators have access to many reports designed to help you perform the various responsibilities of your role. Reports are grouped in this handbook by the following categories:

A.  Participant List and Participant History

    a.  Export the 'My Participants' List

    b.  School District History Report

    c.  Participant Extract

B.  Work Schedule Quality Control

    a.  Calendar Data Entry Report

    b.  Calendar Data Entry Summary Report

C.  Training Compliance Monitoring

    a.  Viewed Training Documents Report

    b.  Training Documents Not Viewed Report

D.  RMTS Participation Compliance Monitoring

    a.  RMTS Participant Moment Not Completed Report

    b.  RMTS Participant Moments Completed Report

    c.  RMTS Participation Compliance Status Report

    d.  RMTS Incomplete Moments Report with Supervisors

Example reports are included in Appendix A of this handbook.

# 7. Resources

For assistance with the Random Moment Time Study please e-mail RMTSHelp@umassmed.edu or call 1-800-535-6741.

Additional program resources:

- Medicaid and Schools Program Information provided by the Department of Education

  http://doe.virginia.gov/support/health_medical/medicaid/index.shtml

- Department of Medical Assistance Services (DMAS)

  https://www.dmas.virginia.gov/for-providers/school-based-services/

# Appendix A: Example Reports

Examples of all reports available for LEA RMTS Coordinators are shown in this appendix.

## Export the 'My Participants' List

From the RMTS Administration system, the information about all active participants for any quarter, including the "Next Quarter," can be exported from the 'My Participants' page.

Navigate to the desired quarter:
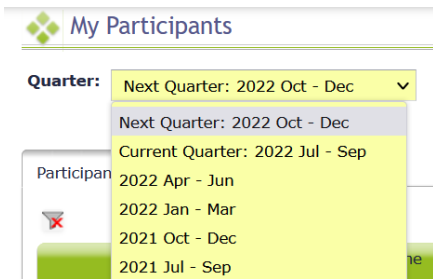


Then click the 'Export to Excel' icon in the top right corner of the list:
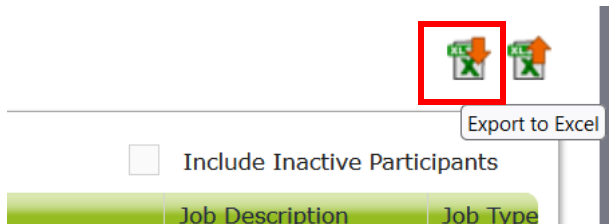


The system will process the request:
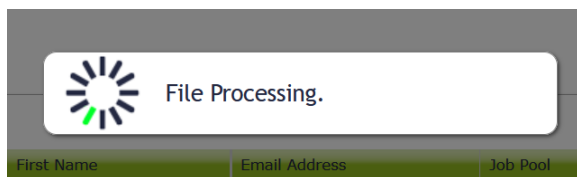


The Excel file will be downloaded to your local PC (the way downloaded files are displayed varies by internet browser):
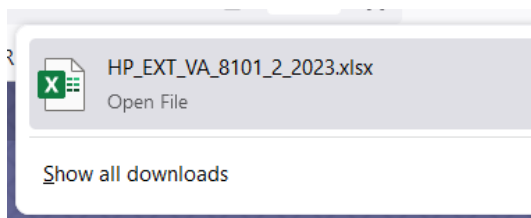
## Example 'My Participants' Exported File in Excel
(Note: the full report is 24 columns wide, populating data in columns A-Z, therefore it's been divided in half to display below)

| Employee ID | Last Name | First Name | Email Address | Job Pool | Job Description | Job Type E or C | Active Yes or No | Fed Fund % | State/ Local % | IDEA % | Other Funding % | Other Funding (specify) | FTE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 22955 | Alfalfa Sprout | Allissa | Allissa@mail.net | Therapy Services Pool 3 | Speech Therapist | Employee | YES | 0 | 100 | 0 | 0 | | 0.6 |
| 32022 | Apple | Tara | Tara@mail.net | Therapy Services Pool 3 | Speech Therapist | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 25847 | Apricot | Dillon | Dillon@mail.net | Therapy Services Pool 3 | Speech Therapist | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 24050 | Artichoke | Milissa | Milissa@mail.net | Nursing, Psychological & Medical Services Pool 2 | School Social Worker | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 29068 | Asparagus | Paige | Paige@mail.net | Nursing, Psychological & Medical Services Pool 2 | Psychologist | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 9263 | Avocado | Jean | Jean@mail.net | Nursing, Psychological & Medical Services Pool 2 | School Social Worker | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 32794 | Banana | Donna | Donna@mail.net | Therapy Services Pool 3 | Speech Therapist | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 29974 | Bean | Brittany | Brittany@mail.net | Nursing, Psychological & Medical Services Pool 2 | Billing Personnel | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 29033 | Bean Sprout | Janet | Janet@mail.net | Nursing, Psychological & Medical Services Pool 2 | School Social Worker | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 15904 | Beet | Lauren | Lauren@mail.net | Therapy Services Pool 3 | OT | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 16056 | Bell Pepper | Sara | Sara@mail.net | Therapy Services Pool 3 | OT | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 16148 | Blackberry | Christina | Christina@mail.net | Administrative Services Only Pool 1 | Speech Therapist | Employee | YES | 100 | 0 | 0 | 0 | | 1 |
| 2905 | Blueberry | Becky | Becky@mail.net | Administrative Services Only Pool 1 | Substance Counselor | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 28925 | Bok Choy | Greta | Greta@mail.net | Nursing, Psychological & Medical Services Pool 2 | School Social Worker | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 28930 | Boysenberry | Jodi | Jodi@mail.net | Nursing, Psychological & Medical Services Pool 2 | School Social Worker | Employee | YES | 0 | 100 | 0 | 0 | | 1 |
| 24098 | Broccoli | Shayla | Shayla@mail.net | Therapy Services Pool 3 | PT | Employee | YES | 0 | 100 | 0 | 0 | | 0.6 |
| 22945 | Brussel Sprout | Marisa | Marisa@mail.net | Therapy Services Pool 3 | PT | Employee | YES | 0 | 100 | 0 | 0 | | 1 |

| Work Schedule | Supervisor Email #1 | Supervisor Email #2 | Supervisor Email #3 | Actual Job Title | License Number | License Expiration Date | License Type | SD Comment | UMMS Comment | New Hire Date | NPI |
|---|---|---|---|---|---|---|---|---|---|---|---|
| M T W until 3 | Tara@mail.net | Marie@mail.net | | Speech Therapist | 2202007637 | 6/30/2022 | Speech-Language Pathologist | Current Active | | | 1619464401 |
| M-F 730-315 | Tara@mail.net | | | Speech Pathologist | 2203000838 | 6/30/2022 | School Speech-Language Pathologist | | | 7/1/2020 | 1437765617 |
| M-F 715-305 | Shayla@mail.net | | | Speech Pathologist | 2202007523 | 6/30/2023 | Speech-Language Pathologist | Current Active | | | 1487216057 |
| M-F 725-225 | Brittany@mail.net | Marie@mail.net | | school Social Worker | | | | | | 8/27/2012 | 1780248773 |
| M-F 745-330 | Brittany@mail.net | Marie@mail.net | | School Psychologist | 0813000972 | 6/30/2022 | School Psychologist-Limited | | | 8/24/2017 | 1760811145 |
| M-F 710-210 | Tara@mail.net | | | school social Worker | | | | | | 8/25/2003 | |
| M-F 705-235 | Tara@mail.net | Shayla@mail.net | | Speech Language Pathologist | 2202010130 | 6/30/2022 | School Speech-Language Pathologist | | | 8/19/2021 | 1629733175 |
| M-F 725-225 | Tara@mail.net | | | Sped Secretary | | | | | | 8/23/2018 | |
| M-F 745-330 | Tara@mail.net | | | School Social Worker | 0904007737 | 7/1/2022 | Licensed Clinical Social Worker | | | 8/24/2017 | 1497218994 |
| M-F 745-330 | Shayla@mail.net | | | Occupational Therapist | 0119004092 | 2/29/2024 | Occupational Therapist | | | 8/24/2017 | 1245732452 |
| M-F 725-225 | Shayla@mail.net | | | OT | 0119003289 | 7/31/2022 | occupational Therapist | Current Active | | | 1003948258 |
| M-F 705-235 | Shayla@mail.net | Tara@mail.net | | AsTech Coordinator | 2202005049 | 6/30/2022 | Speech-Language Pathologist | | | 8/25/2014 | |
| M-F 745-330 | Shayla@mail.net | | | substance Abuse Counselor | 0710103095 | 6/30/2021 | | | | 1/26/2004 | |
| M-F 705-235 | Marie@mail.net | Tara@mail.net | | School Social Worker | 0904009544 | 6/30/2021 | Licensed Clinical Social Worker | | | 8/24/2017 | 1518243682 |
| M-F 730-315 | Marie@mail.net | Tara@mail.net | | School Social Worker | | | | | | 8/24/2017 | 1013470517 |
| M T W until 3 | Marie@mail.net | | | Physcial Therapist | 2305204419 | 12/31/2022 | Physical Therapist | | | | 1164747283 |
| M-F 730-315 | Tara@mail.net | | | PT | 2305205373 | 12/31/2022 | Physical Therapist | | | | 1275762478 |

## School District History Report

From the RMTS Administration System, navigate to the School District History Report from the Participant Management drop-down menu:
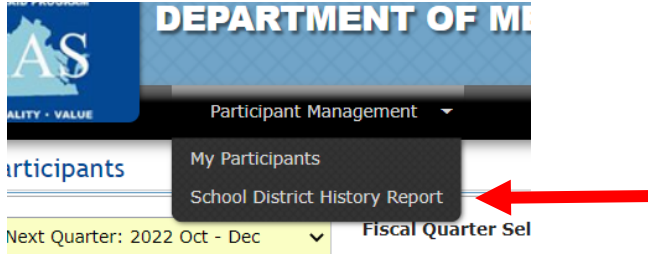


Select your School Division and the Quarter you're looking for information about:



The screen lists all changes to all fields of information about participants for the selected quarter. Filters on the top row can help search for a specific participant, or a particular field (such as Active Yes or No) to see all changes related to the selection specifically.

| Employee ID | Last Name | First Name | FieldName | Old Value | New Value | Modified By | Modified Date |
|---|---|---|---|---|---|---|---|
| | | | Activ | | | | |
| 24811 | Fort Spring | Cecile | Active Yes or No | Y | N | Zechariah Mitchell | 03/23/2021 09:30 AM |

The full report can be exported to an Excel file using the Excel Export icon in the top right corner of the screen:



| ified By | Modified Date |
|---|---|
| | |
| hariah Mitchell | 03/23/2021 09:30 AM |
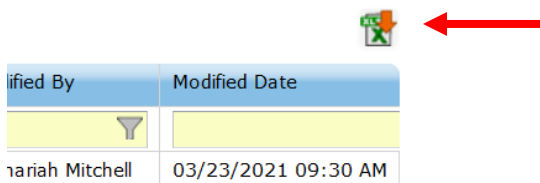
## Example School District History Report

| School Division | Employee ID | Last Name | First Name | FieldName | Old Value | New Value | Modified By | Modified Date | Change Effective Date | Edit Mode | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Training Public Schools | 24811 | Bean Sprout | Janet | Active Yes or No | Y | N | Zechariah Mitchell | 3/23/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 30251 | Beet | Lauren | Job Description | Psychologist | Psychologist | Suzie Sunshine | 3/11/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 30251 | Beet | Lauren | Job Pool | Nursing, Psychological & Medical Services Pool 2 | Administrative Services Only Pool 1 | Suzie Sunshine | 3/11/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 27853 | Bell Pepper | Sara | License Type | | School Psychologist-Limited | Suzie Sunshine | 3/11/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 27970 | Blackberry | Christina | License Type | | School Speech-Language Pathologist | Suzie Sunshine | 3/11/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 29974 | Blueberry | Becky | License Number | 2202008817 | 2202008817 | Suzie Sunshine | 3/11/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 29974 | Blueberry | Becky | License Type | | Speech-Language Pathologist | Suzie Sunshine | 3/11/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 29664 | Boysenberry | Jodi | License Expiration Date | 12/31/2020 | Wed Jun 30 2021 | Joyce Burns | 2/4/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 24454 | Broccoli | Shayla | License Expiration Date | 12/31/2020 | Sat Dec 31 2022 | Joyce Burns | 2/4/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 28162 | Brussel Sprou | Marisa | License Expiration Date | 12/31/2020 | Sat Dec 31 2022 | Joyce Burns | 2/4/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 28069 | Cabbage | Christine | License Expiration Date | 12/31/2021 | Wed Jun 30 2021 | Joyce Burns | 2/4/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 27950 | Cantaloupe | Jamila | License Expiration Date | 12/31/2020 | Sat Dec 31 2022 | Joyce Burns | 2/4/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 26753 | Carrot | Caroline | License Expiration Date | 12/31/2020 | Fri Dec 31 2021 | Joyce Burns | 2/4/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 22945 | Cauliflower | Stephanie | License Expiration Date | 12/31/2020 | Sat Dec 31 2022 | Joyce Burns | 2/4/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 32017 | Cherry | Dale | License Number | | 0813000344 | Joyce Burns | 2/3/2021 | 4/1/2021 | Online | Edit |
| Training Public Schools | 32017 | Cherry | Dale | License Expiration Date | | Wed Jun 30 2021 | Joyce Burns | 2/3/2021 | 4/1/2021 | Online | Edit |

## Calendar Data Entry Report

From the School-Based Claiming system, navigate to Administrative Claiming>Reports



To use this report to check that you've got your Work Schedules configured correctly, you'll want to generate the report for the upcoming quarter that you're updating schedules for, the "Work Schedule" calendar type, and "ALL" Work Schedules:



Then click on "View as Excel" to generate the report.

# Example Calendar Data Entry Report

**Calendar Data Entry Report**

| | |
|---|---|
| State: | VA |
| Year: | 2022 |
| Quarter: | 4 |
| Date: | 08/03/2022 |

| | | | Day | | | | Weekly | 04/03/2022 | | 04/04/2022 | | 04/05/2022 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 04/01/2022 | | 04/02/2022 | | | | | | | | |
| School Division | Work Schedule | Count of TSPs with this schedule | Minutes/Day | Start/End Time | Minutes/Day | Start/End Time | HRS | Minutes/Day | Start/End Time | Minutes/Day | Start/End Time | Minutes/Day | Start/End Time |
| Training Public Schools | M T W until 3 | 1 | 480 | 07:30 AM - 03:30 PM | | | 8.00 | | | 480 | 07:30 AM - 03:30 PM | 480 | 07:30 AM - 03:30 PM |
| Training Public Schools | M-F 730-315 | 0 | 480 | 07:30 AM - 03:30 PM | | | 8.00 | | | | | | |
| Training Public Schools | M-F 715-305 | 1 | 480 | 07:30 AM - 03:30 PM | | | 8.00 | | | | | | |
| Training Public Schools | M-F 725-225 | 0 | | | | | | | | | | | |
| Training Public Schools | M-F 745-330 | 2 | | | | | 0.00 | | | 480 | 07:30 AM - 03:30 PM | 480 | 07:30 AM - 03:30 PM |
| Training Public Schools | M-F 710-210 | 3 | 480 | 07:30 AM - 03:30 PM | | | 8.00 | | | 480 | 07:30 AM - 03:30 PM | 480 | 07:30 AM - 03:30 PM |
| Training Public Schools | M-F 705-235 | 1 | | | | | 0.00 | | | 450 | 07:30 AM - 03:00 PM | 450 | 07:30 AM - 03:00 PM |
| Training Public Schools | Tue Thur 800-200 | 0 | | | | | | | | | | | |
| Training Public Schools | Tue Only | 1 | 480 | 07:30 AM - 03:30 PM | | | 8.00 | | | 480 | 07:30 AM - 03:30 PM | 480 | 07:30 AM - 03:30 PM |
| Training Public Schools | Tue Thur 715-215 | 1 | | | | | 0.00 | | | 480 | 07:30 AM - 03:30 PM | | |
| Training Public Schools | Administration | 0 | | | | | | | | | | | |
| Training Public Schools | Garlic G | 1 | 360 | 08:00 AM - 02:00 PM | | | 6.00 | | | 360 | 08:00 AM - 02:00 PM | 360 | 08:00 AM - 02:00 PM |
| Training Public Schools | Carrot C | 0 | 480 | 07:30 AM - 03:30 PM | | | 8.00 | | | 480 | 07:30 AM - 03:30 PM | 480 | 07:30 AM - 03:30 PM |
| Training Public Schools | Eggplant E | 0 | 480 | 07:30 AM - 03:30 PM | | | 8.00 | | | 480 | 07:30 AM - 03:30 PM | 480 | 07:30 AM - 03:30 PM |

## Calendar Data Entry Summary Report

From the School-Based Claiming system, navigate to Administrative Claiming>Reports



To use this report to check that you've got your Work Schedules configured correctly, you'll want to generate the report for the upcoming quarter that you're updating schedules for, the "Work Schedule" calendar type, and "ALL" Work Schedules:



Then click on "View as Excel" to generate the report.

# Example Calendar Data Entry Summary Report

**Calendar Data Entry Summary Report**

| | |
|---|---|
| State: | VA |
| Year: | 2022 |
| Quarter: | 4 |
| Date: | 08/03/2022 |

| School Division | Work Schedule | Count of TSPs with this 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Training Public Schools | M T W until 3 | 2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Training Public Schools | M-F 730-315 | 12 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Training Public Schools | M-F 715-305 | 24 | 8.00 | 40.00 | 40.00 | 40.00 | 40.00 | 32.00 | 40.00 | 40.00 | 40.00 | 32.00 | 40.00 | 40.00 | 32.00 | 32.00 |
| Training Public Schools | M-F 725-225 | 36 | 8.00 | 40.00 | 0.00 | 32.00 | 40.00 | 32.00 | 40.00 | 40.00 | 40.00 | 32.00 | 40.00 | 40.00 | 0.00 | 0.00 |
| Training Public Schools | M-F 745-330 | 41 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Training Public Schools | M-F 710-210 | 15 | 8.00 | 8.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 |
| Training Public Schools | M-F 705-235 | 46 | 8.00 | 40.00 | 0.00 | 32.00 | 40.00 | 32.00 | 40.00 | 40.00 | 40.00 | 32.00 | 40.00 | 40.00 | 0.00 | 0.00 |
| Training Public Schools | Tue Thur 800-200 | 6 | 8.00 | 16.00 | 0.00 | 16.00 | 16.00 | 8.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 0.00 | 0.00 |
| Training Public Schools | Tue Only | 2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Training Public Schools | Tue Thur 715-215 | 2 | 8.00 | 16.00 | 0.00 | 16.00 | 16.00 | 8.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 0.00 | 0.00 |
| Training Public Schools | Administration | 3 | 0.00 | 30.00 | 0.00 | 30.00 | 30.00 | 22.50 | 30.00 | 30.00 | 30.00 | 22.50 | 30.00 | 30.00 | 0.00 | 0.00 |
| Training Public Schools | Garlic G | 1 | 0.00 | 22.50 | 0.00 | 22.50 | 22.50 | 15.00 | 22.50 | 22.50 | 22.50 | 15.00 | 22.50 | 22.50 | 0.00 | 0.00 |
| Training Public Schools | Carrot C | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Training Public Schools | Eggplant E | 1 | 8.00 | 24.00 | 0.00 | 24.00 | 24.00 | 16.00 | 24.00 | 24.00 | 24.00 | 16.00 | 24.00 | 24.00 | 0.00 | 0.00 |

## Training Documents Viewed Report

From the School-Based Claiming system, navigate to Online Training>Training Summary:



Filter the report by your School Division, only 'active' users (optional), the Training Material you're monitoring, and a date range. We recommend entering no more than 1 year date range at a time:



Then click on "View as Excel" to generate the report.

# Example Training Documents Viewed Report

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Training Documents Viewed Report** | | | | | | | | | | | | | |
| 2 | State: | VA | | | | | | | | | | | | |
| 3 | School Division: | Training Public Schools | | | | | | | | | | | | |
| 4 | Name: | ALL | | | | | | | | | | | | |
| 5 | Training Document: | VA - RMTS Training: Updated | | | | | | | | | | | | |
| 6 | Run Date: | 08/05/2022 | | | | | | | | | | | | |
| 7 | Run Time: | 03:32 PM ET | | | | | | | | | | | | |
| 8 | Date Range: | 09/01/2021 to 06/30/2022 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | School Division | Last Name | First Name | User ID | User Status | Employee Id | Job Type | Job Description | Email Address | Training Material Title | Date Accessed | Certification Date | Certification | No. Of Attempts |
| 11 | Training Public Schools | Alfalfa Sprout | Allissa | Alfal7 | Active | 32022 | Employee | Speech Therapist | Allissa@mail.net | VA - RMTS Training: Updated | 02/01/2022 | | No | 1 |
| 12 | Training Public Schools | Apricot | Dillon | Apric5 | Active | 14876 | Employee | Speech Therapist | Dillon@mail.net | VA - RMTS Training: Updated | 01/28/2022 | | No | 2 |
| 13 | Training Public Schools | Artichoke | Milissa | Artic4 | Active | 31999 | Employee | Speech Therapist | Milissa@mail.net | VA - RMTS Training: Updated | 05/23/2022 | | No | 1 |
| 14 | Training Public Schools | Asparagus | Paige | Aspar8 | Active | 3579 | Employee | Substance Counselor | Paige@mail.net | VA - RMTS Training: Updated | 01/12/2022 | 01/12/2022 | Yes | |
| 15 | Training Public Schools | Avocado | Jean | Avoca4 | Active | 22955 | Employee | Speech Therapist | Jean@mail.net | VA - RMTS Training: Updated | 10/13/2021 | 10/13/2021 | Yes | |
| 16 | Training Public Schools | Banana | Donna | Banan5 | Active | 24050 | Employee | School Social Worker | Donna@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 17 | Training Public Schools | Bean | Brittany | Bean4 | Active | 29068 | Employee | Psychologist | Brittany@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 18 | Training Public Schools | Bean Sprout | Janet | Bean 1 | Active | 9263 | Employee | School Social Worker | Janet@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 19 | Training Public Schools | Beet | Lauren | Beet3 | Active | 29033 | Employee | School Social Worker | Lauren@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 20 | Training Public Schools | Bell Pepper | Sara | Bell 6 | Active | 15904 | Employee | OT | Sara@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 21 | Training Public Schools | Blackberry | Christina | Black5 | Active | 16056 | Employee | OT | Christina@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 22 | Training Public Schools | Blueberry | Becky | Blueb2 | Active | 16148 | Employee | Speech Therapist | Becky@mail.net | VA - RMTS Training: Updated | 03/03/2022 | 03/03/2022 | Yes | |
| 23 | Training Public Schools | Bok Choy | Greta | Bok C4 | Active | 28925 | Employee | School Social Worker | Greta@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 24 | Training Public Schools | Boysenberry | Jodi | Boyse5 | Active | 28930 | Employee | School Social Worker | Jodi@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 25 | Training Public Schools | Broccoli | Shayla | Brocc6 | Active | 24098 | Employee | PT | Shayla@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 26 | Training Public Schools | Brussel Sprout | Marisa | Bruss5 | Active | 22945 | Employee | PT | Marisa@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 27 | Training Public Schools | Cabbage | Christine | Cabba4 | Active | 32055 | Employee | School Social Worker | Christine@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 28 | Training Public Schools | Cantaloupe | Jamila | Canta1 | Active | 32017 | Employee | Psychologist | Jamila@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 29 | Training Public Schools | Carrot | Caroline | Carro2 | Active | 5861 | Employee | Psychologist | Caroline@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 30 | Training Public Schools | Cauliflower | Stephanie | Cauli5 | Active | 25707 | Employee | OT | Stephanie@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 31 | Training Public Schools | Celery | Mary Barbara | Celer2 | Active | 28980 | Employee | Psychologist | MaryB@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 32 | Training Public Schools | Cherry | Dale | Cherr1 | Active | 9709 | Employee | Psychologist | Dale@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 33 | Training Public Schools | Coconut | Michelle | Cocon1 | Active | 6428 | Employee | Speech Therapist | Michelle@mail.net | VA - RMTS Training: Updated | 10/11/2021 | 10/11/2021 | Yes | |
| 34 | Training Public Schools | Corn | Marie | Corn2 | Active | 29245 | Employee | Psychologist | Marie@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |
| 35 | Training Public Schools | Cranberry | Shelly | Cranb5 | Active | 31099 | Employee | Psychologist | Shelly@mail.net | VA - RMTS Training: Updated | 01/18/2022 | 01/18/2022 | Yes | |

## Training Documents Not Viewed Report

From the School-Based Claiming system, navigate to Online Training>Training Summary:



Filter the report by your School Division, only 'active' users (optional), the Training Material you're monitoring, and a date range. We recommend entering no more than 1 year date range at a time:



Then click on "View as Excel" to generate the report.

How to use this report:

This report identifies staff who did **not** complete the selected training within the date range selected. So, to be most helpful, be thoughtful with the date range you choose. For example, if your school division requires all staff to complete training at the beginning of every school year (regardless of when they were hired or when they last took the training during last school year), then you might want to use a date range from the first day that staff reported to work this year through today so that the report can be used for follow-up.

## Example Training Documents Not Viewed Report

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | **Training Documents Not Viewed Report** | | | | | | | | |
| 2 | **State:** | **VA** | | | | | | | |
| 3 | **School Division:** | **Training Public Schools** | | | | | | | |
| 4 | **Name:** | **ALL** | | | | | | | |
| 5 | **Training Document:** | **VA - RMTS Training: Updated** | | | | | | | |
| 6 | **Run Date:** | **08/04/2022** | | | | | | | |
| 7 | **Run Time:** | **06:45 AM ET** | | | | | | | |
| 8 | **Date Range:** | **09/01/2021 to 06/30/2022** | | | | | | | |
| 9 | | | | | | | | | |
| 10 | **School Division** | **Last Name** | **First Name** | **User Status** | **Employee ID** | **Job Type** | **Job Description** | **Email Address** | **Training Material Title** |
| 11 | Training Public Schools | Alfalfa Sprout | Allissa | Inactive | 30298 | Employee | OT | Allissa@mail.net | VA - RMTS Training: Updated |
| 12 | Training Public Schools | Apple | Tara | Inactive | 32619 | Employee | Speech Therapist | Tara@mail.net | VA - RMTS Training: Updated |
| 13 | Training Public Schools | Apricot | Dillon | Active | 25847 | Employee | Speech Therapist | Dillon@mail.net | VA - RMTS Training: Updated |
| 14 | Training Public Schools | Artichoke | Milissa | Inactive | 27965 | Employee | Speech Therapist | Milissa@mail.net | VA - RMTS Training: Updated |
| 15 | Training Public Schools | Asparagus | Paige | Active | 32794 | Employee | Speech Therapist | Paige@mail.net | VA - RMTS Training: Updated |
| 16 | Training Public Schools | Avocado | Jean | Active | 29974 | Employee | Speech Therapist | Jean@mail.net | VA - RMTS Training: Updated |
| 17 | Training Public Schools | Banana | Donna | Active | 2905 | Employee | Substance Counselor | Donna@mail.net | VA - RMTS Training: Updated |
| 18 | Training Public Schools | Bean | Brittany | Active | 21280 | Employee | Speech Therapist | Brittany@mail.net | VA - RMTS Training: Updated |
| 19 | Training Public Schools | Bean Sprout | Janet | Active | 2530 | Employee | Social Worker | Janet@mail.net | VA - RMTS Training: Updated |
| 20 | Training Public Schools | Beet | Lauren | Active | 29221 | Employee | Speech Therapist | Lauren@mail.net | VA - RMTS Training: Updated |
| 21 | Training Public Schools | Bell Pepper | Sara | Active | 25137 | Employee | Substance Counselor | Sara@mail.net | VA - RMTS Training: Updated |
| 22 | Training Public Schools | Blackberry | Christina | Active | 27094 | Employee | Billing Personnel | Christina@mail.net | VA - RMTS Training: Updated |
| 23 | Training Public Schools | Blueberry | Becky | Active | 19539 | Employee | Psychologist | Becky@mail.net | VA - RMTS Training: Updated |
| 24 | Training Public Schools | Bok Choy | Greta | Active | 26598 | Employee | Speech Therapist | Greta@mail.net | VA - RMTS Training: Updated |
| 25 | Training Public Schools | Boysenberry | Jodi | Active | 30044 | Employee | School Social Worker | Jodi@mail.net | VA - RMTS Training: Updated |
| 26 | Training Public Schools | Broccoli | Shayla | Active | UMMS139846 | Employee | Speech Therapist | Shayla@mail.net | VA - RMTS Training: Updated |
| 27 | Training Public Schools | Brussel Sprout | Marisa | Active | 32567 | Employee | Psychologist | Marisa@mail.net | VA - RMTS Training: Updated |
| 28 | Training Public Schools | Cabbage | Christine | Active | 5791 | Employee | Speech Therapist | Christine@mail.net | VA - RMTS Training: Updated |
| 29 | Training Public Schools | Cantaloupe | Jamila | Active | 13747 | Employee | Speech Therapist | Jamila@mail.net | VA - RMTS Training: Updated |
| 30 | Training Public Schools | Carrot | Caroline | Active | 27970 | Employee | Speech Therapist | Caroline@mail.net | VA - RMTS Training: Updated |
| 31 | Training Public Schools | Cauliflower | Stephanie | Active | 27985 | Employee | Speech Therapist | Stephanie@mail.net | VA - RMTS Training: Updated |
| 32 | Training Public Schools | Celery | Mary Barbara | Active | 19562 | Employee | Psychologist | MaryB@mail.net | VA - RMTS Training: Updated |
| 33 | Training Public Schools | Cherry | Dale | Active | 28005 | Employee | Speech Therapist | Dale@mail.net | VA - RMTS Training: Updated |
| 34 | Training Public Schools | Coconut | Michelle | Active | 30195 | Employee | Speech Therapist | Michelle@mail.net | VA - RMTS Training: Updated |
| 35 | Training Public Schools | Corn | Marie | Active | 32692 | Employee | Speech Therapist | Marie@mail.net | VA - RMTS Training: Updated |
| 36 | Training Public Schools | Cranberry | Shelly | Active | 28550 | Employee | Speech Therapist | Shelly@mail.net | VA - RMTS Training: Updated |

## RMTS Participant Moment Not Completed Report

From the School-Based Claiming system, navigate to Administrative Claiming>Reports:

| School Division | AAC Reports | |
|---|---|---|
| **Administrative Claiming** | | |
| Calendar | | |
| Reports | | |
| Online Training | | |
| RMTS Admin | | |

**Administrative Activity Claim Reports**

**Random Moment Time Study Reports**

RMTS Participant Moment Not Completed Report

RMTS Participant Moments Completed Report

Calendar Data Entry Report

RMTS Participation Compliance Status Report

Calendar Data Entry Summary Report

RMTS Pool Report

RMTS Incomplete Moments Report with Supervisors

Select the Year and Quarter, and a date range within the quarter, if desired. Date range may be left blank.

**RMTS Participant Moment Not Completed Report**

State :
VA

Year :
2022

Quarter :
Fourth Quarter     Refresh

School Division :
Arlington County Public Schools

Job Position :
ALL

Work Schedule :
All

Start Date :

End Date :

View As Excel

Back to Reports

The system will initially display the current year and quarter. If you change the Year and/or Quarter, click "**Refresh**" to update the page in order to continue.

Then click on "View as Excel" to generate the report.

## Example RMTS Participant Moment Not Completed Report

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | RMTS Participant Moment Not Completed Report | | | | | | | | | | | | |
| 2 | Run Date: | 4/12/2022 | | | | | | | | | | | |
| 3 | Run Time: | 03:36 PM ET | | | | | | | | | | | |
| 4 | State: | VA | | | | | | | | | | | |
| 5 | School Division: | Arlington County Public Schools | | | | | | | | | | | |
| 6 | Year: | 2022 | | | | | | | | | | | |
| 7 | Quarter: | 4 | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | Name | Emp ID | Job Desc | Job Code | Work Schedule | Moment Date | End of Grace Period | Email | Status | Supervisor Email #1 | Supervisor Email #2 | Supervisor Email #3 |
| 10 | | Alfalfa Sprout, Allissa | 7077 | PT Assistant | 3 | M-F 730-315 | 04/05/2022 12:01 PM | 04/10/2022 12:01 PM | Allissa@mail.net | Incomplete Expired | Tara@mail.net | Marie@mail.net | |
| 11 | | Apple, Tara | UMMS139846 | Speech Therapist | 3 | M-F 715-305 | 04/05/2022 01:37 PM | 04/10/2022 01:37 PM | Tara@mail.net | Incomplete Expired | Tara@mail.net | | |
| 12 | | Apricot, Dillon | 31255 | School Social Worker | 2 | M-F 725-225 | 04/05/2022 01:55 PM | 04/10/2022 01:55 PM | Dillon@mail.net | Incomplete Expired | Shayla@mail.net | | |
| 13 | | Artichoke, Milissa | 28137 | OT | 3 | M-F 745-330 | 04/05/2022 02:16 PM | 04/10/2022 02:16 PM | Milissa@mail.net | Incomplete Expired | Brittany@mail.net | Marie@mail.net | |
| 14 | | Asparagus, Paige | 31255 | School Social Worker | 2 | M-F 710-210 | 04/06/2022 02:44 PM | 04/11/2022 02:44 PM | Paige@mail.net | Incomplete | Brittany@mail.net | Marie@mail.net | |
| 15 | | Avocado, Jean | 28298 | Speech Therapist | 3 | M-F 705-235 | 04/06/2022 03:01 PM | 04/11/2022 03:01 PM | Jean@mail.net | Incomplete | Tara@mail.net | | |
| 16 | | Banana, Donna | 28069 | Speech Therapist | 3 | M-F 725-225 | 04/06/2022 07:45 AM | 04/11/2022 07:45 AM | Donna@mail.net | Incomplete | Tara@mail.net | Shayla@mail.net | |
| 17 | | Bean, Brittany | 12864 | Speech Therapist | 3 | M-F 745-330 | 04/06/2022 09:03 AM | 04/11/2022 09:03 AM | Brittany@mail.net | Incomplete | Tara@mail.net | | |
| 18 | | Bean Sprout, Janet | UMMS139846 | Speech Therapist | 3 | M-F 745-330 | 04/06/2022 09:08 AM | 04/11/2022 09:08 AM | Janet@mail.net | Incomplete | Tara@mail.net | | |
| 19 | | Beet, Lauren | 28298 | Speech Therapist | 3 | M-F 725-225 | 04/07/2022 01:15 PM | 04/12/2022 01:15 PM | Lauren@mail.net | Incomplete | Shayla@mail.net | | |
| 20 | | Bell Pepper, Sara | 33206 | Speech Therapist | 3 | M-F 705-235 | 04/07/2022 01:34 PM | 04/12/2022 01:34 PM | Sara@mail.net | Incomplete | Shayla@mail.net | | |
| 21 | | Blackberry, Christina | 28298 | Speech Therapist | 3 | M-F 745-330 | 04/07/2022 02:01 PM | 04/12/2022 02:01 PM | Christina@mail.net | Incomplete | Shayla@mail.net | Tara@mail.net | |
| 22 | | Blueberry, Becky | 32109 | Speech Therapist | 3 | M-F 705-235 | 04/07/2022 02:56 PM | 04/12/2022 02:56 PM | Becky@mail.net | Incomplete | Shayla@mail.net | | |

## RMTS Participant Moments Completed Report

From the School-Based Claiming system, navigate to Administrative Claiming>Reports:

| School Division | AAC Reports | |
|---|---|---|
| **Administrative Claiming** | | |
| Calendar | | |
| Reports | | |
| **Online Training** | | |
| **RMTS Admin** | | |

**Administrative Activity Claim Reports**

**Random Moment Time Study Reports**

RMTS Participant Moment Not Completed Report

RMTS Participant Moments Completed Report

Calendar Data Entry Report

RMTS Participation Compliance Status Report

Calendar Data Entry Summary Report

RMTS Pool Report

RMTS Incomplete Moments Report with Supervisors

Select the Year and Quarter, and a date range within the quarter, if desired. Date range may be left blank.

**RMTS Participant Moments Completed Report**

State : VA

Year : 2022    Quarter : Fourth Quarter    Refresh

Statewide : Excluded    School Division : Arlington County Public Schools

Job Position : ALL

Start Date :    End Date :

View As Excel

Back to Reports

The system will initially display the current year and quarter. If you change the Year and/or Quarter, click "**Refresh**" to update the page in order to continue.

Then click on "View as Excel" to generate the report.

# Example RMTS Participant Moments Completed Report

| | Name | Emp ID | Job Desc | Job Code | Work Schedule | Moment Date | End of Grace Period | Email | Status |
|---|---|---|---|---|---|---|---|---|---|
| **RMTS Participant Moments Completed Report** | | | | | | | | | |
| **Run Date:** 4/12/2022 | | | | | | | | | |
| **Run Time:** 03:38 PM ET | | | | | | | | | |
| **State:** VA | | | | | | | | | |
| **School Division:** Training Public Schools | | | | | | | | | |
| **Year:** 2022 | | | | | | | | | |
| **Quarter:** 4 | | | | | | | | | |
| | | | | | | | | | |
| | **Name** | **Emp ID** | **Job Desc** | **Job Code** | **Work Schedule** | **Moment Date** | **End of Grace Period** | **Email** | **Status** |
| | Alfalfa Sprout, Allissa | 32043 | School Social Worker | 2 | M-F 730-315 | 04/01/2022 07:44 AM | 04/06/2022 07:44 AM | Allissa@mail.net | Not Paid Time |
| | Apple, Tara | 9709 | Psychologist | 2 | M-F 715-305 | 04/01/2022 09:29 AM | 04/06/2022 09:29 AM | Tara@mail.net | Auto Mapped |
| | Apricot, Dillon | 25759 | Speech Therapist | 3 | M-F 725-225 | 04/01/2022 11:28 AM | 04/06/2022 11:28 AM | Dillon@mail.net | Auto Mapped |
| | Artichoke, Milissa | 31999 | Speech Therapist | 3 | M-F 745-330 | 04/01/2022 11:57 AM | 04/06/2022 11:57 AM | Milissa@mail.net | Auto Mapped |
| | Asparagus, Paige | 12864 | Speech Therapist | 3 | M-F 710-210 | 04/01/2022 12:05 PM | 04/06/2022 12:05 PM | Paige@mail.net | Auto Mapped |
| | Avocado, Jean | 24100 | OT | 3 | M-F 705-235 | 04/01/2022 12:23 PM | 04/06/2022 12:23 PM | Jean@mail.net | Auto Mapped |
| | Banana, Donna | 25707 | OT | 3 | M-F 725-225 | 04/01/2022 12:46 PM | 04/06/2022 12:46 PM | Donna@mail.net | Auto Mapped |
| | Bean, Brittany | 32645 | School Social Worker | 2 | M-F 745-330 | 04/01/2022 01:04 PM | 04/06/2022 01:04 PM | Brittany@mail.net | Auto Mapped |
| | Bean Sprout, Janet | 27853 | Psychologist | 2 | M-F 745-330 | 04/04/2022 08:54 AM | 04/09/2022 08:54 AM | Janet@mail.net | Auto Mapped |
| | Beet, Lauren | 32645 | School Social Worker | 2 | M-F 725-225 | 04/04/2022 11:32 AM | 04/09/2022 11:32 AM | Lauren@mail.net | Approved |
| | Bell Pepper, Sara | 32151 | Social Worker | 2 | M-F 705-235 | 04/04/2022 01:41 PM | 04/09/2022 01:41 PM | Sara@mail.net | Auto Mapped |
| | Blackberry, Christina | 32794 | Speech Therapist | 3 | M-F 745-330 | 04/04/2022 02:21 PM | 04/09/2022 02:21 PM | Christina@mail.net | Auto Mapped |
| | Blueberry, Becky | 19656 | School Social Worker | 2 | M-F 705-235 | 04/04/2022 02:36 PM | 04/09/2022 02:36 PM | Becky@mail.net | Auto Mapped |
| | Bok Choy, Greta | 26842 | Speech Therapist | 3 | M-F 730-315 | 04/05/2022 08:42 AM | 04/10/2022 08:42 AM | Greta@mail.net | Auto Mapped |
| | Boysenberry, Jodi | 32677 | OT | 3 | M-F 715-305 | 04/05/2022 10:17 AM | 04/10/2022 10:17 AM | Jodi@mail.net | Approved |
| | Broccoli, Shayla | 25752 | Speech Therapist | 3 | M-F 725-225 | 04/05/2022 12:34 PM | 04/10/2022 12:34 PM | Shayla@mail.net | Auto Mapped |
| | Brussel Sprout, Marisa | 22955 | Speech Therapist | 3 | M-F 745-330 | 04/05/2022 01:17 PM | 04/10/2022 01:17 PM | Marisa@mail.net | Auto Mapped |
| | Cabbage, Christine | 11859 | Speech Therapist | 3 | M-F 710-210 | 04/05/2022 03:28 PM | 04/10/2022 03:28 PM | Christine@mail.net | Auto Mapped |
| | Cantaloupe, Jamila | 2690 | OT | 3 | M-F 705-235 | 04/06/2022 07:45 AM | 04/11/2022 07:45 AM | Jamila@mail.net | Not Paid Time |
| | Carrot, Caroline | 14876 | Speech Therapist | 3 | M-F 725-225 | 04/06/2022 08:26 AM | 04/11/2022 08:26 AM | Caroline@mail.net | Auto Mapped |
| | Cauliflower, Stephanie | 26729 | OT | 3 | M-F 745-330 | 04/06/2022 10:29 AM | 04/11/2022 10:29 AM | Stephanie@mail.net | Auto Mapped |

## RMTS Participation Compliance Status Report

From the School-Based Claiming system, navigate to Administrative Claiming>Reports:



Select your School Division, Year and Quarter:



Then click on "View as Excel" to generate the report.

Note:  This report can be run at any point during the quarter to see how your division is doing with participation compliance so far. The report is also available after a quarter has ended to see your final results.

## Example RMTS Participation Compliance Status Report

| VA RMTS Participation Compliance Status Report | |
|---|---|
| **Run Date:** | 08/04/2022 |
| **Run Time:** | 07:45 AM ET |
| **State:** | VA |
| **School Division:** | Training Public Schools |
| **Year:** | 2022 |
| **Quarter:** | 4 |
| | |
| **Job Code:** | 1 |
| **Total Number of Moments for quarter:** | 5 |
| **Number of Moments occurred to date:** | 5 |
| **Number of Moments completed to date:** | 3 |
| **Number of Moments "Left/LOA" for quarter:** | 0 |
| **Number of Moments "Left/LOA" to date:** | 0 |
| **Number of Moments not completed and expired:** | 1 |
| **Number of Moments not completed and not expired:** | 0 |
| | |
| **Compliance Tracking To Date:** | |
| **RMTS Participation Compliance Rate= Number of Valid Answered Moments / Total Number of Moments Sampled:** | 60 % |
| | |
| **End of Quarter Compliance Rate:** | |
| **RMTS Participation Compliance Rate= Number of Valid Answered Moments / Total Number of Moments Sampled for Quarter:** | 60 % |
| | |
| **Job Code:** | 2 |
| **Total Number of Moments for quarter:** | 102 |
| **Number of Moments occurred to date:** | 102 |
| **Number of Moments completed to date:** | 98 |
| **Number of Moments "Left/LOA" for quarter:** | 0 |
| **Number of Moments "Left/LOA" to date:** | 0 |
| **Number of Moments not completed and expired:** | 4 |
| **Number of Moments not completed and not expired:** | 0 |
| | |
| **Compliance Tracking To Date:** | |
| **RMTS Participation Compliance Rate= Number of Valid Answered Moments / Total Number of Moments Sampled:** | 96.08 % |
| | |
| **End of Quarter Compliance Rate:** | |
| **RMTS Participation Compliance Rate= Number of Valid Answered Moments / Total Number of Moments Sampled for Quarter:** | 96.08 % |
| | |
| **Job Code:** | 3 |
| **Total Number of Moments for quarter:** | 159 |
| **Number of Moments occurred to date:** | 159 |
| **Number of Moments completed to date:** | 145 |
| **Number of Moments "Left/LOA" for quarter:** | 0 |
| **Number of Moments "Left/LOA" to date:** | 0 |
| **Number of Moments not completed and expired:** | 14 |
| **Number of Moments not completed and not expired:** | 0 |
| | |
| **Compliance Tracking To Date:** | |
| **RMTS Participation Compliance Rate= Number of Valid Answered Moments / Total Number of Moments Sampled:** | 91.19 % |
| | |
| **End of Quarter Compliance Rate:** | |
| **RMTS Participation Compliance Rate= Number of Valid Answered Moments / Total Number of Moments Sampled for Quarter:** | 91.19 % |

## RMTS Incomplete Moments Report with Supervisors

From the School-Based Claiming system, navigate to Administrative Claiming>Reports:

| School Division | AAC Reports | |
| --- | --- | --- |
| **Administrative Claiming** | | |
| Calendar | | **Administrative Activity Claim Reports** |
| Reports | | **Random Moment Time Study Reports** |
| **Online Training** | | RMTS Participant Moment Not Completed Report |
| **RMTS Admin** | | RMTS Participant Moments Completed Report |
| | | Calendar Data Entry Report |
| | | RMTS Participation Compliance Status Report |
| | | Calendar Data Entry Summary Report |
| | | RMTS Pool Report |
| | | RMTS Incomplete Moments Report with Supervisors |

Select your School Division, Year and Quarter, and a specific date range within the quarter, if desired (optional):

**RMTS Incomplete Moments Report with Supervisors**

State :
VA

Year :
2022

Quarter :
Fourth Quarter      Refresh

School Division :
Arlington County Public Schools

Job Position :
ALL

Work Schedule :
All

Start Date :

End Date :

View As Excel

Back to Reports

Then click on "View as Excel" to generate the report.

## Example Incomplete Moments Report with Supervisors

| | RMTS Incomplete Moments Report | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Run Date: | 4/12/2022 | | | | | | | | | | |
| | Run Time: | 03:41 PM ET | | | | | | | | | | |
| | State: | VA | | | | | | | | | | |
| | School Division: | Arlington County Public Schools | | | | | | | | | | |
| | Year: | 2022 | | | | | | | | | | |
| | Quarter: | 4 | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Name | Emp ID | Job Desc | Job Code | Work Schedule | Moment Date | End of Grace Period | Email | Status | Supervisor Email #1 | Supervisor Email #2 | Supervisor Email #3 |
| | Alfalfa Sprout, Allissa | 7077 | PT Assistant | 3 | M-F 730-315 | 04/05/2022 12:01 PM | 04/10/2022 12:01 PM | Allissa@mail.net | Incomplete Expired | Tara@mail.net | Marie@mail.net | |
| | Apple, Tara | UMMS139846 | Speech Therapist | 3 | M-F 715-305 | 04/05/2022 01:37 PM | 04/10/2022 01:37 PM | Tara@mail.net | Incomplete Expired | Tara@mail.net | | |
| | Apricot, Dillon | 31255 | School Social Worker | 2 | M-F 725-225 | 04/05/2022 01:55 PM | 04/10/2022 01:55 PM | Dillon@mail.net | Incomplete Expired | Shayla@mail.net | | |
| | Artichoke, Milissa | 28137 | OT | 3 | M-F 745-330 | 04/05/2022 02:16 PM | 04/10/2022 02:16 PM | Milissa@mail.net | Incomplete Expired | Brittany@mail.net | Marie@mail.net | |
| | Asparagus, Paige | 31255 | School Social Worker | 2 | M-F 710-210 | 04/06/2022 02:44 PM | 04/11/2022 02:44 PM | Paige@mail.net | Incomplete | Brittany@mail.net | Marie@mail.net | |
| | Avocado, Jean | 28298 | Speech Therapist | 3 | M-F 705-235 | 04/06/2022 03:01 PM | 04/11/2022 03:01 PM | Jean@mail.net | Incomplete | Tara@mail.net | | |
| | Banana, Donna | 28069 | Speech Therapist | 3 | M-F 725-225 | 04/06/2022 07:45 AM | 04/11/2022 07:45 AM | Donna@mail.net | Incomplete | Tara@mail.net | Shayla@mail.net | |
| | Bean, Brittany | 12864 | Speech Therapist | 3 | M-F 745-330 | 04/06/2022 09:03 AM | 04/11/2022 09:03 AM | Brittany@mail.net | Incomplete | Tara@mail.net | | |
| | Bean Sprout, Janet | UMMS139846 | Speech Therapist | 3 | M-F 745-330 | 04/06/2022 09:08 AM | 04/11/2022 09:08 AM | Janet@mail.net | Incomplete | Tara@mail.net | | |
| | Beet, Lauren | 28298 | Speech Therapist | 3 | M-F 725-225 | 04/07/2022 01:15 PM | 04/12/2022 01:15 PM | Lauren@mail.net | Incomplete | Shayla@mail.net | | |
| | Bell Pepper, Sara | 33206 | Speech Therapist | 3 | M-F 705-235 | 04/07/2022 01:34 PM | 04/12/2022 01:34 PM | Sara@mail.net | Incomplete | Shayla@mail.net | | |
| | Blackberry, Christina | 28298 | Speech Therapist | 3 | M-F 745-330 | 04/07/2022 02:01 PM | 04/12/2022 02:01 PM | Christina@mail.net | Incomplete | Shayla@mail.net | Tara@mail.net | |
| | Blueberry, Becky | 32109 | Speech Therapist | 3 | M-F 705-235 | 04/07/2022 02:56 PM | 04/12/2022 02:56 PM | Becky@mail.net | Incomplete | Shayla@mail.net | | |