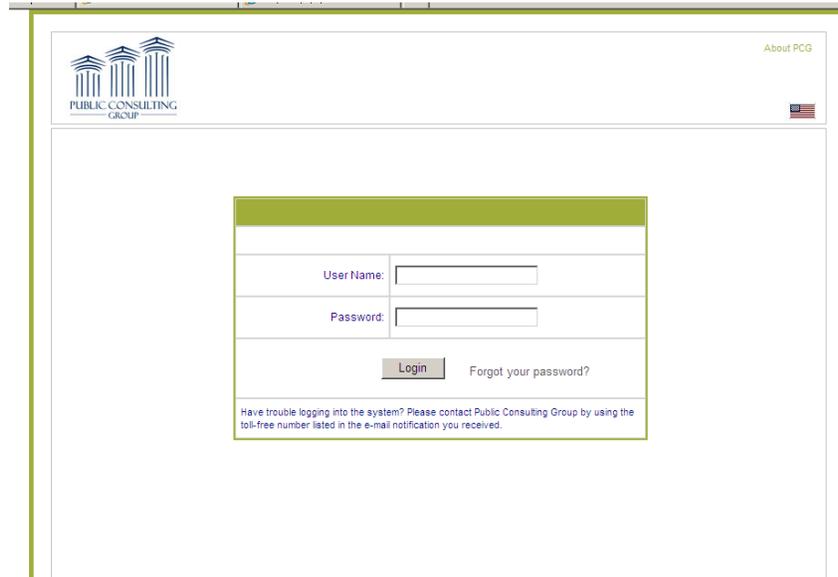


Participant Random Moment Completion

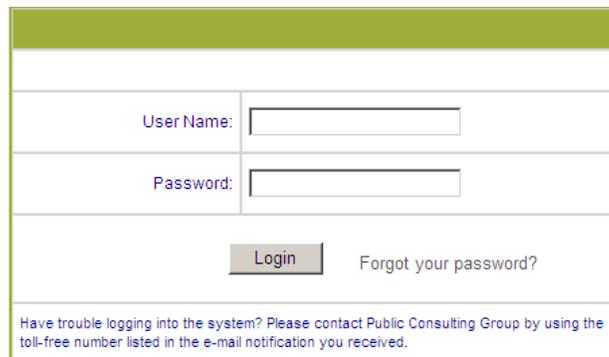
The following steps below describe what the random moment time study participants will see when they enter the site to complete a moment.

1. To enter the Random Moment Time Study (RMTS) System website, open an internet browser and enter: <https://easyrmts.pcgus.com/rmtsv2>



The screenshot shows the login page for the RMTS System. At the top left is the Public Consulting Group logo, and at the top right is a link for "About PCG" and a small American flag. The main content area features a login form with a green header bar. The form includes a "User Name:" label and an input field, a "Password:" label and an input field, a "Login" button, and a "Forgot your password?" link. Below the form is a small text box with the following text: "Have trouble logging into the system? Please contact Public Consulting Group by using the toll-free number listed in the e-mail notification you received."

2. Enter User Name and Password that were sent in an auto generated email from miaop@pcgus.com
NOTE: Usernames are case sensitive. Enter the name exactly as provided, using capital and lowercase letters where designated and click the login button.



This is a close-up view of the login form. It shows the "User Name:" label and the input field, the "Password:" label and the input field, the "Login" button, and the "Forgot your password?" link. Below the form is a small text box with the following text: "Have trouble logging into the system? Please contact Public Consulting Group by using the toll-free number listed in the e-mail notification you received."

3. Once logged in, a series of screens will walk the participant through a description of the program, the participant's specific role in RMTS, and twelve examples of how to complete the moment. Here are two examples. These two examples show how specific one should be when completing a moment. Be sure to include only the task performed during the **minute** of the moment assigned

**Random Moment Time Study Examples:
Examples for all Costpools:**

1. Who was with you? District Staff
 2. What were you doing? Attending an initial MET and IEP/IFSP meeting
 3. Why were you doing this activity? We were discussing a student's need for health and behavioral services.
1. Who was with you? District Staff
 2. What were you doing? Attending an annual MET and IEP/ISPF meeting
 3. Why were you doing this activity? Discussing student's need for academic services
1. Who was with you? District Staff
 2. What were you doing? Attending a monthly staff meeting to discuss general school issues.
 3. Why were you doing this activity? Required part of job
1. Who was with you? Other professionals
 2. What were you doing? Attending an Autism conference which discussed the signs and symptoms of Autism.
 3. Why were you doing this activity? Required for Professional Development

Previous

Next

Exit

**Random Moment Time Study Examples:(Cont)
Examples for AOP Costpool:**

1. Who was with you? Outside Agency
 2. What were you doing? Attending a health/behavioral coordinators meeting.
 3. Why were you doing this activity? To identify service overlaps, duplications, gaps and establishing referral policies and procedures between agencies.
1. Who was with you? By myself
 2. What were you doing? Creating Speech/Language plans for next week for the student's on my caseload.
 3. Required to provide the district with plan for all of the student's on my caseload.
1. Who was with you? 5th and 6th grade students
 2. What were you doing? Lunchroom duty
 3. Why were you doing this activity? Part of my daily responsibilities
1. Who was with you? Students
 2. What were you doing? Supervising students in the hallway during a passing period.
 3. Part of my daily responsibilities

Previous

Next

Exit

4. After the participant has viewed the examples on the previous screens, there will be an instructions screen to help explain to the participant what he/she will need to do in order to complete his/her moment.

Instructions:

1. Your selected time study moment is pre-determined. Do not answer the activity questions for any other time than your selected moment.

2. Answer the activity questions with enough detail about your activity so that if you are asked about your assigned moment during a possible audit, you are able to easily recall the activity you were doing without revealing student information.

3. **Be sure to click on the box which states that “By submitting this information, I attest that I have read the materials on this site and certify that I understand the purpose of the administrative claiming program, my role in the program, and how to accurately complete the Random Moment Time Study.”** If you do not select this box, the submit button will not populate and your moment will not be submitted.

4. If you have any questions about completing this process, please contact **PCG at (877)395-5017.**

Previous Next Exit

5. There will be a screen to select which moment (if there is more than one) that needs to be completed. Click on “respond” next to the date and time of the random moment.

Moments	
9/7/2012 8:06:00 AM	Respond

6. The first question asks if the participant was working at the time of the moment. Indicate if working or not working. If not working, indicate if the time off was paid or unpaid or if the moment occurred outside regular scheduled hours. Then select “next”.

Were you working during your sampled moment?

- No, Moment is before/after workday(This does not include Lunch)
- No, Moment is during paid day off
- No, Moment is during an unpaid day off
- Yes, I was working

Next > Exit

If answered not working at the time of the moment, there are no additional questions to respond to, the participant will only need to submit the moment.

If you selected “Yes, I was working”, the following questions appear:

1. Who was with you?
2. What were you doing?
3. Why were you performing this activity?
4. Does the student have an IEP/IFSP in place for the services your are performing?
5. In case there is a need for follow-up, please provide us with your contact information and/or email address.

1. Who was with you?
Example: Student, Counselor, Student's Family, Principal, Speech Therapist

2. What were you doing?
Example: Taking a student to the bathroom. Assisting a student with their class work. Transferring a student to his wheelchair. Providing the entire class with supervision.

3. Why were you doing this activity?
Example: Student need assistance in the bathroom. Student was struggling with her math assignment. It was time for the student to return to his wheelchair after an activity. The class was working on an assignment and I was supervising them.

4. Does the Student have an IEP/IFSP in place for the services you are performing?

1.Yes

2.No

3.N/A

5. In case there is a need for follow-up, please provide us with your contact information: phone and/or email address.

Next>

7. Respond to all five questions and then select “next”. Be sure to include only the task performed during the minute of the moment assigned.

8. Verify the information provided. If there are any changes that need to be made click the “Edit” hyperlink and it will return to the previous screen to enter corrections. If there is nothing to edit, put a check in the box next to the acknowledgement statement and click the “Submit” button.

1. Who was with you?

Answer: Respond Here

2. What were you doing?

Answer: Respond Here

3. Why were you doing this activity?

Answer: Respond Here

4. Does the Student have an IEP/IFSP in place for the services you are performing?

Answer: N/A

5. In case there is a need for follow-up, please provide us with your contact information: phone and/or email address.

Answer: 555-555-5555

* By submitting this information, I attest that I have read the materials on this site and certify that I understand the purpose of the administrative claiming program, my role in the program, and how to accurately complete the Random Moment Time Study.

Edit

9. It is important to note that the submit button will not appear until the check box has been checked.

* By submitting this information, I attest that I have read the materials on this site and certify that I understand the purpose of the administrative claiming program, my role in the program, and how to accurately complete the Random Moment Time Study.

Edit

Submit

NOTE: A moment is not submitted until a check is placed in the box next to the acknowledgement statement and click “submit”.

10. Once the moment has been “submitted”, the moment is complete and a verification statement appears at the bottom of the screen. *“Thank You for completing your Moment, it has been successfully submitted.”*

The participant can print the response for his/her records by clicking the print button, or click the return to the moment list button to complete additional moments assigned to him/her