



## Monroe County Intermediate School District

Special Education and Early Childhood Services

1101 S. Raisinville Road, Monroe, Michigan 48161

734-242-5799

### Random Moment Time Study (RMTS)

#### Direct Service Providers and Personal Care Providers

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You have been added to your district's staff pool list and quarterly financial report as a participant in Medicaid School Based Services Program.

As a participant, you may be randomly selected to complete Random Moment Time Studies. The time study design logs only what the participant is doing at one moment in time. A random moment consists of one minute of work done by one employee, both chosen at random, from among all such minutes of work that have been scheduled for all designated staff statewide. The RMTS measures the work effort of each group of approved staff involved in the time study process by sampling and analyzing the work efforts of a randomly selected cross-section of each staff pool. The RMTS methodology employs a technique of polling employees at random moments over a given time and tallying the results of the polling over that period. The method provides a statistically valid means of determining the work effort being accomplished in each program of services.

**Random Moment Time Studies (RMTS)** are used to track the time spent on activities that identify potential obstacles and impediments to students becoming successful. This component of the program reimburses ISDs and districts for distributing information about Medicaid benefits to students and their parents/guardians/families.

You will receive your RMTS electronically via your district's email system. Please be sure you check your email filters to allow communication from: [miaop@pcgus.com](mailto:miaop@pcgus.com) and [ClaimingSystem@pcgus.com](mailto:ClaimingSystem@pcgus.com)

Notification	Subject Line of Email
<ul style="list-style-type: none"><li>• 24 hours before moment (with link)</li></ul>	Michigan School-Based Services Program Random Moment Time Study - 1 Day Notification
<b>Reminders (if not complete):</b>	
<ul style="list-style-type: none"><li>• 1 hour after the moment (with link)</li></ul>	Michigan School-Based Services Program Random Moment Time Study - 0 Day Notification
<ul style="list-style-type: none"><li>• 6 hours after the moment (coordinator cc, no link)</li></ul>	Michigan School-Based Services Program RMTS: 0 Day Late Notice for [RMTS Participant Name]
<ul style="list-style-type: none"><li>• 24 hours after the moment (with link)</li></ul>	Michigan School-Based Services Program Random Moment Time Study - 1 Day Notification
<ul style="list-style-type: none"><li>• 28 hours after the moment (coordinator cc, no link)</li></ul>	Michigan School-Based Services Program RMTS: 1 Day Late Notice for [RMTS Participant Name]

- 48 hours after the moment (with link)

Michigan School-Based Services Program  
Random Moment Time Study - 2 Day  
Notification

Late notices are sent:

- Coordinator-Shawna Dippman, is copied
- Coordinator copied and Regional Director/Program Supervisor informed of status
- LEA Superintendent may be informed of status

Monroe County strives to attain 100% completion of all RMTS. If 100% is not obtained, that percentage impacts the reimbursement of all other districts within Michigan.

For questions, please contact Shawna Dippman (734) 342-8620.

06.09.2025