

Step-by-Step Handbook for RMTS Coordinators

Commonwealth of Virginia, School-Based Services

Effective July 1, 2022

School-Based Services RMTS

Administered by UMass Chan Medical School

On behalf of the Virginia Department of Medical
Assistance Services (DMAS)

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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

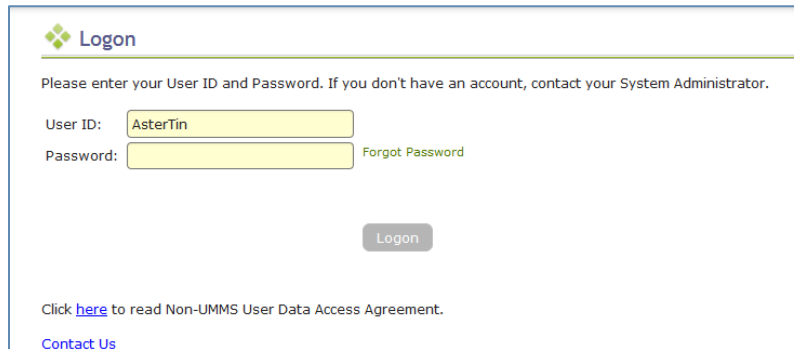
On a quarterly basis, prior to the start of the Random Moment Time Study (RMTS), each school division must update information in the RMTS system that will identify individuals who will be participating in the RMTS in the upcoming quarter. Part of this process is to identify a Work Schedule for each RMTS 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
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

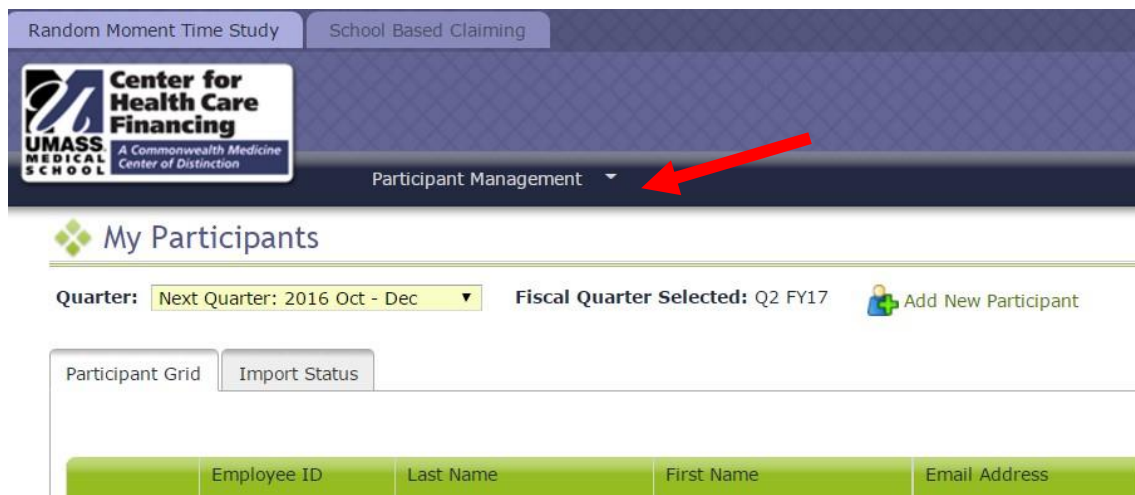
2. Logging on to the RMTS Administration System

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>

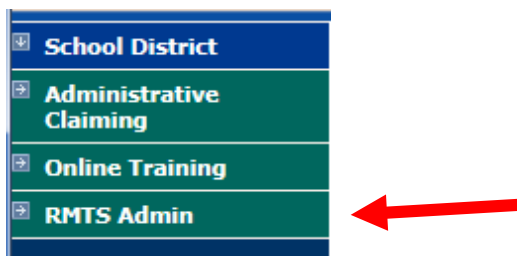


The screenshot shows the 'Logon' page of the RMTS Administration System. It features a header with a green diamond icon and the word 'Logon'. Below the header, a message states: 'Please enter your User ID and Password. If you don't have an account, contact your System Administrator.' There are two input fields: 'User ID' with the text 'AsterTin' and 'Password'. A 'Forgot Password' link is next to the password field. A 'Logon' button is centered below the fields. At the bottom, there is a link to 'Click here to read Non-UMMS User Data Access Agreement.' and a 'Contact Us' link.



The screenshot shows the main interface of the RMTS Administration System. At the top, there are two tabs: 'Random Moment Time Study' and 'School Based Claiming'. Below the tabs is the 'Center for Health Care Financing' logo, which includes the text 'UMASS MEDICAL SCHOOL' and 'A Commonwealth Medicine Center of Distinction'. To the right of the logo is a 'Participant Management' dropdown menu, indicated by a red arrow. Below the logo and menu is a 'My Participants' section. It includes a 'Quarter' dropdown set to 'Next Quarter: 2016 Oct - Dec', a 'Fiscal Quarter Selected: Q2 FY17', and an 'Add New Participant' button. Below this is a 'Participant Grid' section with an 'Import Status' button. The grid has columns for 'Employee ID', 'Last Name', 'First Name', and 'Email Address'.

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 participate 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.

My Participants

Quarter: **Next Quarter: 2016 Oct - Dec** Fiscal Quarter Selected: Q2 FY17 [Add New Participant](#)

Participant Grid | Import Status

	Employee ID	Last Name	First Name	Email Address
	UMMS81624	Apple	Penny	susan.dadah@umassmed.edu
	UMMS81628	Aster	Tina	susan.dadah@umassmed.edu
	UMMS81627	Chocolate	Cynthia	susan.dadah@umassmed.edu
	UMMS81620	Daffodil	Paul	susan.dadah@umassmed.edu

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.

	Employee ID	Last Name	First Name	Email Address
	UMMS81690	Blondie		Blondie@test.com
	UMMS81691	Bloomers		Bloom@test.com
	UMMS81692	Blossom		Blossom@test.com
	UMMS81722	Thistleblossom		Thistleblossom@tst.com

5 10 20

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)	(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

Participant Grid

Last Name	First Name

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:



	Employee ID	Last Name	First Name
	 UMMS81686	Beauty	Aurora
	 UMMS81687	Berry	Snow White
	 UMMS81688	Bibbidy	Cinderella

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.



	Employee ID	Last Name	First Name	Email Address	Job Pool	Job Description	Job Type E or C
	 UMMS81686	Beauty	Aurora	Beaty@Test.com	Education	Secondary Teacher	Employee
	UMMS81687	Berry	Snow White	Berry@test.com	Education	Other Teacher	Employee
	UMMS81688	Bibbidy	Cinderella	Bibbidy@test.com	Education	Other Teacher	Employee

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.

	Employee ID	Last Name	First Name
	 UMMS81686	Beauty	Aurora
	 UMMS81687	Berry	Snow White
	 UMMS81688	Bibbidy	Cinderella



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?

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.

	Employee ID	Last Name	First Name
 	 UMMS81686	Beauty	Aurora
 	 UMMS81687	Berry	Snow White
 	 UMMS81688	Bibbidy	Cinderella

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


Profile

* Employee ID :

* Last Name :

* First Name :

* Email Address :

* Active Yes or No : 

Yes

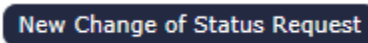
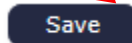
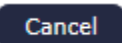
No

Job Details

* Job Pool :

* Job Description :


* Job Type E or C :


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

My Participants

Quarter: Fiscal Quarter Selected: Q2 FY17 

Participant Grid

 ☒ Include Inactive Participants

	Employee ID	Last Name	First Name	Email Address	Job Pool	Job Description	Job Type E or C	Fed Fund %	Work Sched
	 UMMS81685	Bayou	Tiana	Bayou@test.com	Social & Health Care Services	Counselor	Employee	0	
	 UMMS81686	Beauty	Aurora	Beaty@test.com	Education	Secondary Teacher	Employee	0	
 	 UMMS81687	Berry	Snow White	Berry@test.com	Education	Other Teacher	Employee	0	
 	 UMMS81688	Bibbidy	Cinderella	Bibbidy@test.com	Education	Other Teacher	Employee	0	

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.

Confirm

Do you want to activate the participant?

Yes

No

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.

	Employee ID	Last Name	First Name
 	 UMMS81686	Beauty	Aurora
 	 UMMS81687	Berry	Snow White
 	 UMMS81688	Bibbidy	Cinderella

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

Profile

* Employee ID :

UMMS81687

* Last Name :

Berry

* First Name :

Snow White

* Email Address :

Berry@Test.com

* Active Yes or No :

Yes

Yes

No

Job Details

* Job Pool :

Education

* Job Description :

Other Teacher

* Job Type E or C :

Employee

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.

My Participants

Quarter: Next Quarter: 2016 Oct - Dec

Fiscal Quarter Selected: Q2 FY17

 Add New Participant

Participant Grid

Import Status

Add Participant

Fiscal Quarter Selected: Q2 FY17

Profile

Employee ID :

* Last Name :

* First Name :

* Email Address :

* Active Yes or No :

Job Details

* Job Pool :

* Job Description :

* Job Type E or C :

* Fed Fund % :

State/Local % :

IDEA % :

Other Funding % :

Other Funding (specify) :

* FTE :

* Work Schedule :

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 Participant ☐   

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	Beauty@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	Bibbity	Cinderella	Bibbity@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			BigBadWolf@test.com	Walt.Disney@test.com
9	UMMS81693	Brie	Cinderella	Brie@test.com	Education	Other Teacher	E	Y			BigBadWolf@test.com	Walt.Disney@test.com
10	UMMS81694	Daisy	Rapunzel	Daisy@test.com	Education	Secondary Teacher	E	Y			BigBadWolf@test.com	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@test.com	Social & Health Care Services	Counselor	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com
13	UMMS81697	Honeycake	Snow White	Honeycake@test.com	Administration	Secondary Principal	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com

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		Psychologist	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.

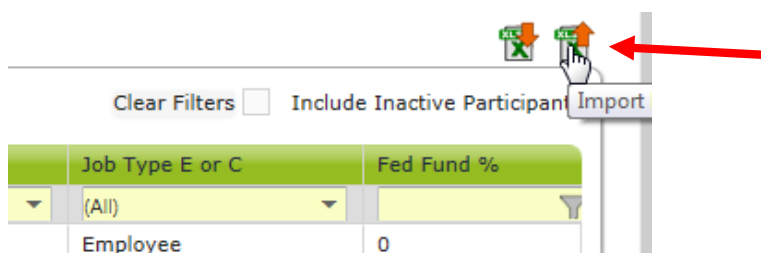
2	UMMS81624	Apple	Penny	Penny@mymail.net	Social & Health Care Services	Speech-Language P
3	UMMS81628	Aster	Tina	Tina@mymail.net	Social & Health Care Services	Occupational Ther
4	Calibri	10	A	Cynthia	Cynthia@mymail.net	Administration
5	B	I	Paul	Paul@mymail.net	Social & Health Care Services	Nurse
6	UMMS81630	Daffodil	Robert	Robert@mymail.net	Social & Health Care Services	Speech-Language P
7		Forsynthia	Shirley	Shirley@mymail.net	Social & Health Care Services	Social Worker
8		Iris	John	John@mymail.net	Education	Other Teacher
9		Peach	Judith	Judith@mymail.net	Social & Health Care Services	Psychologist
10		Pear	Michael	Michael@mymail.net	Administration	Secondary Vice Pri
11		Petunia	Ann	Ann@mymail.net	Administration	Secondary Principa
12		Poppy	Richard	Richard@mymail.net	Administration	Elementary Princip
13		Rose	Amy	Amy@mymail.net	Social & Health Care Services	Counselor
14						
15						
16						
17						

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.

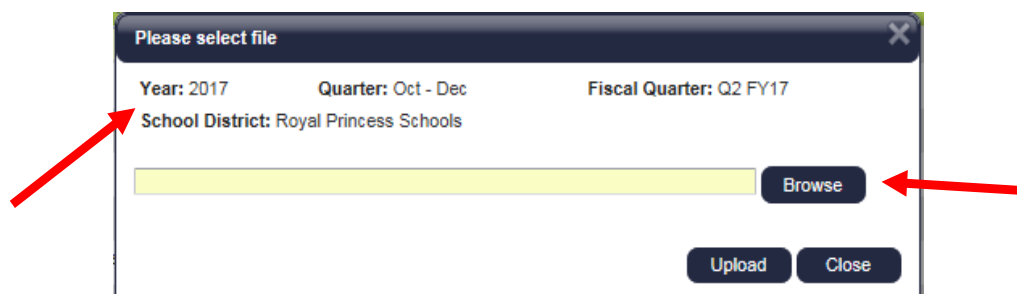
1. Name and save your file.

- 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))

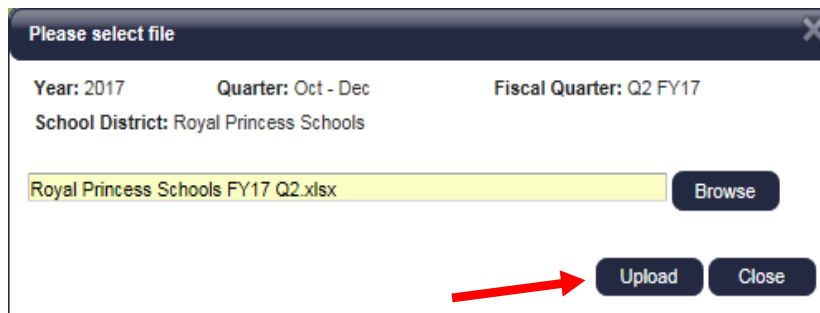
2. Click on the 'Import Participant File' icon at the top right of the participant list.



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.'



Please select file

Year: 2017 Quarter: Oct - Dec Fiscal Quarter: Q2 FY17

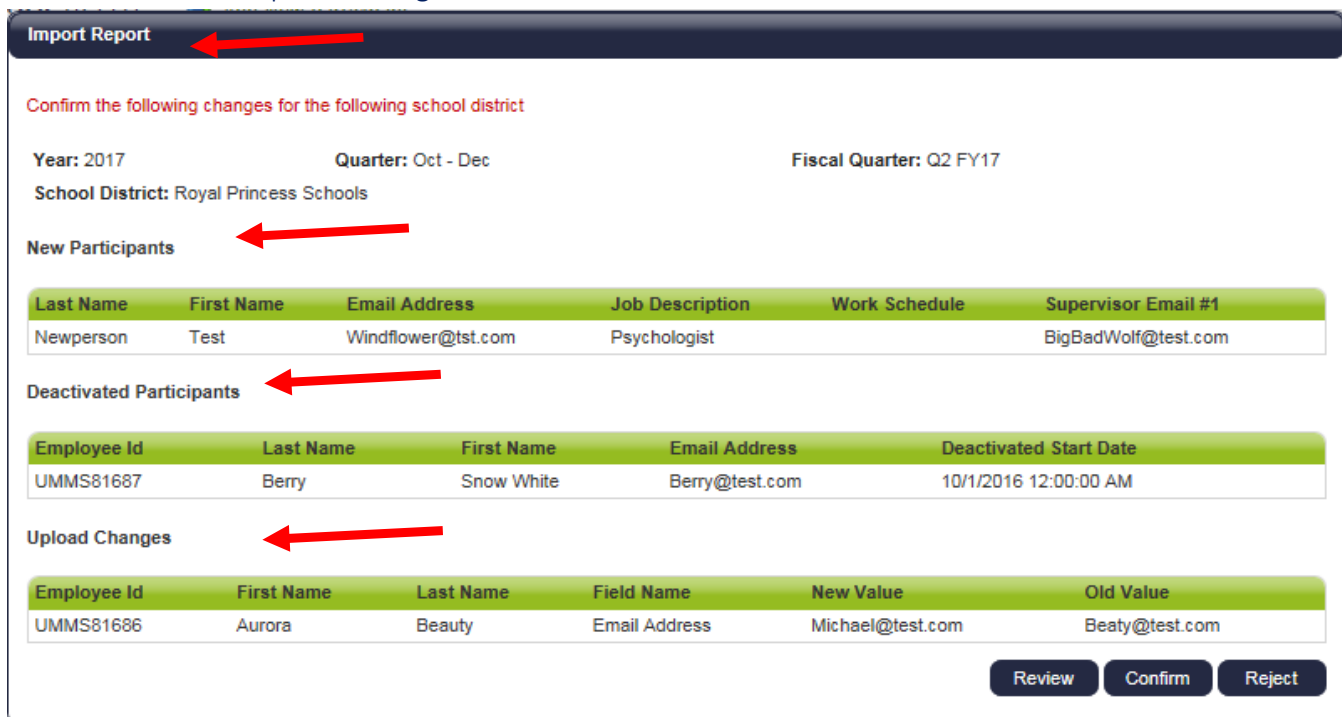
School District: Royal Princess Schools

Royal Princess Schools FY17 Q2.xlsx Browse

Upload Close

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



Import Report

Confirm the following changes for the following school district

Year: 2017 Quarter: Oct - Dec Fiscal Quarter: Q2 FY17

School District: Royal Princess Schools

New Participants

Last Name	First Name	Email Address	Job Description	Work Schedule	Supervisor Email #1
Newperson	Test	Windflower@tst.com	Psychologist		BigBadWolf@test.com

Deactivated Participants

Employee Id	Last Name	First Name	Email Address	Deactivated Start Date
UMMS81687	Berry	Snow White	Berry@test.com	10/1/2016 12:00:00 AM

Upload Changes

Employee Id	First Name	Last Name	Field Name	New Value	Old Value
UMMS81686	Aurora	Beaty	Email Address	Michael@test.com	Beaty@test.com

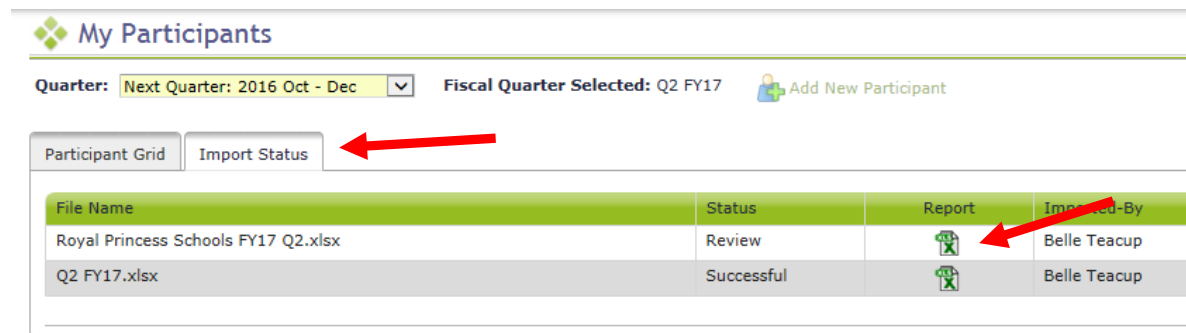
Review Confirm Reject

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.

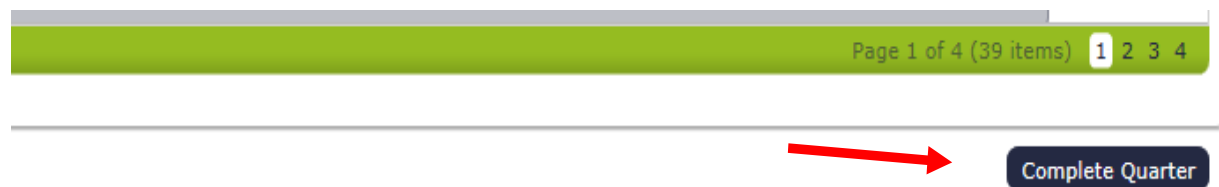
Access the **'Import Status'** tab of the My Participants grid/list view page to check on the status of any uploads, and to confirm an upload that you chose to leave in 'Review' status.



My Participants			
Quarter: Next Quarter: 2016 Oct - Dec		Fiscal Quarter Selected: Q2 FY17 Add New Participant	
Participant Grid		Import Status	
File Name	Status	Report	Imported-By
Royal Princess Schools FY17 Q2.xlsx	Review		Belle Teacup
Q2 FY17.xlsx	Successful		Belle Teacup

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:

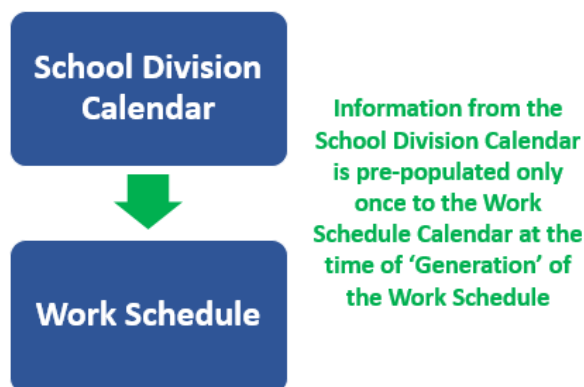
1. Annually, enter your School Division (division wide) calendar – days and shifts
2. Quarterly, determine if any new Work Schedules are needed and create them if needed
3. Quarterly, Enter or Edit Work Schedules as needed – days and shifts
4. Review system-generated reports to ensure the accuracy of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



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.

Calendars

School Division

Work Schedule

Health Personnel

Search Criteria

School Division

Work Schedule

Fiscal Year

Show Calendar

Global Calendar Setup

Start Date

End Date

Weekends

Update Calendar

Delete Calendar

Shifts

*Start Time

*End Time

Add

Start Time	End Time	Save	Delete
08:00 AM	03:30 PM		

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)

<

July 2016

August 2016

September 2016

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8

October 2016

November 2016

December 2016

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

Mark as Working Days

Mark as Non-Moment Days

Modify Shifts

Action Buttons

Color Codes

1

 Standard Working Day (Editable)

1

 Non-Moment Day (Editable)

1

 Different Shifts Configured (Editable)

1

 Selected for Editing

1

 Outside the Fiscal Year Calendar Days (Non-Editable)

1

 Day not of current month (Non-Editable)

1

 Day highlighted

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.

School District	SD Hierarchy								
Administrative Claiming	School District : <input type="text"/> Provider Number : <input type="text"/> NPI : <input type="text"/> Status : <input type="text"/> Service Type : <input type="text"/> <input type="button" value="Search"/>								
Online Training	Page 1								
RMTS Admin	<table border="1"><thead><tr><th>School District ▲</th><th>Provider Number</th><th>NPI</th><th>Service Type</th></tr></thead><tbody><tr><td>Training School District</td><td>06119</td><td>00000K1608</td><td>AAC</td></tr></tbody></table>	School District ▲	Provider Number	NPI	Service Type	Training School District	06119	00000K1608	AAC
School District ▲	Provider Number	NPI	Service Type						
Training School District	06119	00000K1608	AAC						

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.

School District	SD Hierarchy																								
Administrative Claiming	School District : Training School District																								
Online Training	Service Type : AAC																								
RMTS Admin	Page 1 2 Add Delete																								
	<table border="1"><thead><tr><th>School Name ▲</th><th>Start Date</th><th>End Date</th><th></th></tr></thead><tbody><tr><td>630 am -300 pm</td><td>10/01/2015</td><td></td><td><input type="checkbox"/></td></tr><tr><td>700 am -300 pm</td><td>10/01/2015</td><td></td><td><input type="checkbox"/></td></tr><tr><td>700 am -330 pm</td><td>10/01/2015</td><td></td><td><input type="checkbox"/></td></tr><tr><td>730 am -300 pm</td><td>10/01/2015</td><td></td><td><input type="checkbox"/></td></tr><tr><td>730 am -330 pm</td><td>10/01/2015</td><td></td><td><input type="checkbox"/></td></tr></tbody></table>	School Name ▲	Start Date	End Date		630 am -300 pm	10/01/2015		<input type="checkbox"/>	700 am -300 pm	10/01/2015		<input type="checkbox"/>	700 am -330 pm	10/01/2015		<input type="checkbox"/>	730 am -300 pm	10/01/2015		<input type="checkbox"/>	730 am -330 pm	10/01/2015		<input type="checkbox"/>
School Name ▲	Start Date	End Date																							
630 am -300 pm	10/01/2015		<input type="checkbox"/>																						
700 am -300 pm	10/01/2015		<input type="checkbox"/>																						
700 am -330 pm	10/01/2015		<input type="checkbox"/>																						
730 am -300 pm	10/01/2015		<input type="checkbox"/>																						
730 am -330 pm	10/01/2015		<input type="checkbox"/>																						

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.'

School District : [Training School District](#)
Service Type : [AAC](#)

Add School

* School Name :

School ID :

School Short Name :

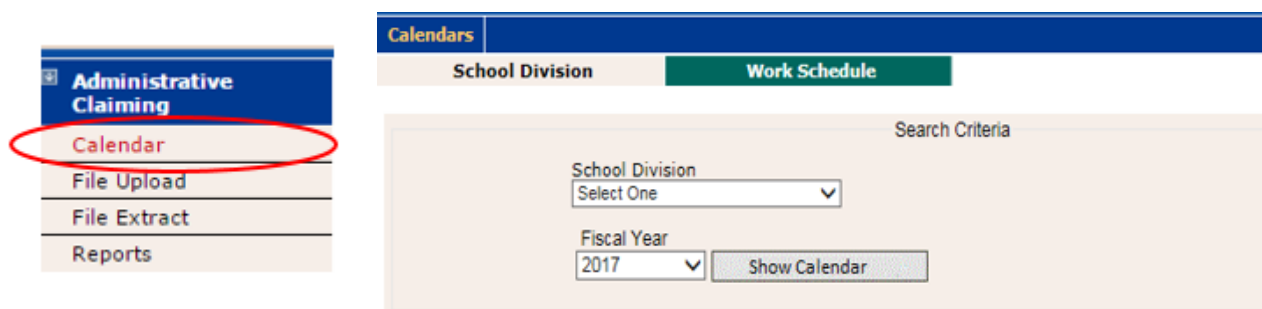
School Type :

*Start Date : ▼

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

Calendars

School Division **Work Schedule**

Search Criteria

School Division
Arlington County Public Schools ▼

Fiscal Year
2023 ▼

Show Calendar

Global Calendar Setup

The State calendar will be used to create the calendar.

Generate Calendar

Working in the School Division calendar

Click "Show Calendar"

Then click "Generate Calendar"

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.

Shifts

*Start Time *End Time

AM ▼ PM ▼ Add

Start Time	End Time	Save	Delete
08:30 AM ▼	03:30 PM ▼	Save	Delete

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

Update the ‘Start Time’ and ‘End Time’ by editing the times shown.

Then click “Save” icon

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.

Tip: Since there is no RMTS conducted in the July 1 – September 30 quarter, there is no need to mark holidays or other non-working days in those months.

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.

October 2022							November 2022							December 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

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.

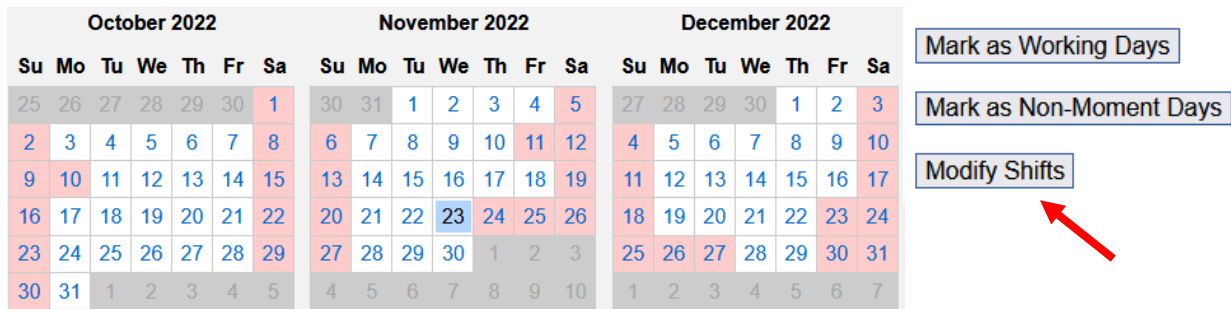
October 2022							November 2022							December 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

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

October 2022							November 2022							December 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

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

The screenshot shows the "Modify Shifts" pop-up window. It has a title bar "Modify Shifts" and a section "Shifts". Inside, there are input fields for "*Start Time" (08:00 AM) and "*End Time" (05:00 PM), with "AM" and "PM" dropdown menus and an "Add" button. Below this is a table with three columns: "Start Time", "End Time", and "Delete". The first row shows "08:00 AM", "05:00 PM", and a red "X" in the "Delete" column. A red arrow points to the red "X". At the bottom is a "Close" button.

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

The screenshot shows the "Modify Shifts" pop-up window. It has a title bar "Modify Shifts" and a section "Shifts". Inside, there are input fields for "*Start Time" and "*End Time", with "AM" and "PM" dropdown menus and an "Add" button. Below this is a table with three columns: "Start Time", "End Time", and "Delete". The first row shows "No records found." in the "Start Time" column. At the bottom is a "Close" button.

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

The screenshot shows the "Modify Shifts" pop-up window. It has a title bar "Modify Shifts" and a section "Shifts". Inside, there are input fields for "*Start Time" (08:00 AM) and "*End Time" (12:00 PM), with "AM" and "PM" dropdown menus and an "Add" button. Below this is a table with three columns: "Start Time", "End Time", and "Delete". The first row shows "No records found." in the "Start Time" column. A red arrow points to the "Add" button. At the bottom is a "Close" button.

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.

Modify Shifts

Shifts

*Start Time *End Time

AM PM Add

Start Time	End Time	Delete
08:00 AM	12:00 PM	X

Close

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

October 2022							November 2022							December 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

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.

Global Calendar Setup

Start Date End Date Weekends

07/01/2022 06/30/2023 Non-Moment Days

Update Calendar Delete 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.

Calendars	
School Division	Work Schedule
<div>Search Criteria</div> <div> <div> School Division Arlington County Public Schools ▼ </div> <div> Fiscal Year 2023 ▼ </div> <div>Show Calendar</div> </div>	
	<div>Work Schedule</div> <div> Select One ▼ <ul style="list-style-type: none"> Fridays (10/01/2017-) H-B Shriver (04/01/2016-) High 1 (10/01/2018-) M F (07/01/2019-) ← M T (10/01/2017-) M T W (10/01/2017-) M T W Th (10/01/2017-) M Th (10/01/2018-) M W Th (10/01/2017-) Middle 1 (10/01/2018-) </div>

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 school year, the information can and should be maintained and updated throughout the year, as needed.

5. Change of Status Requests

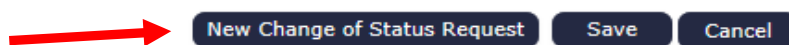
When a participant leaves the school division temporarily or permanently, or changes jobs and is no longer eligible to complete the time study, a Change of Status Request should be submitted online, using the 'My Participants' screens.

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.

	Employee ID	Last Name	First Name
	UMMS81685	Bayou	Tiana
	UMMS81687	Berry	Snow White

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.

Confirm

Once approved, this participant will be removed from the RMTS process. Are you sure you want to submit the Change of Status?

Confirm **Cancel**

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/>

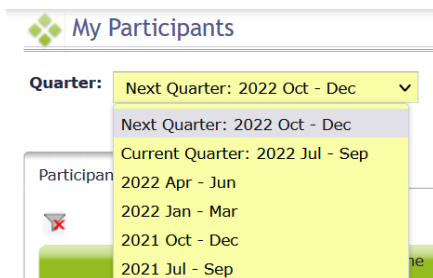
Appendix A: Example Reports

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

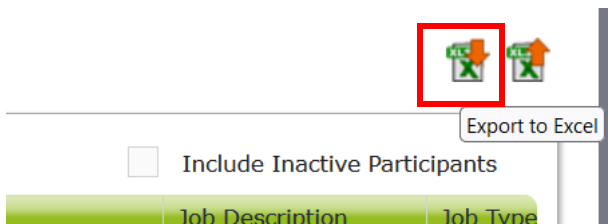
Export the 'My Participants' List

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.

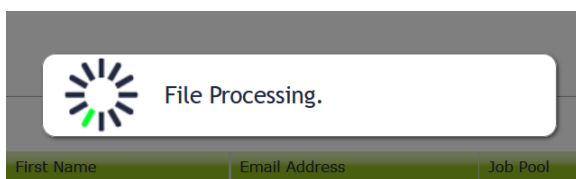
Navigate to the desired quarter:



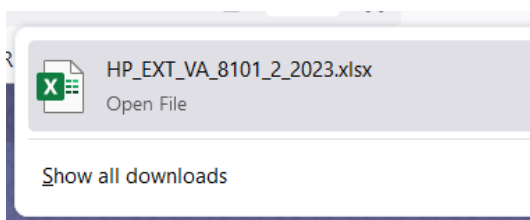
Then click the 'Export to Excel' icon in the top right corner of the list:



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

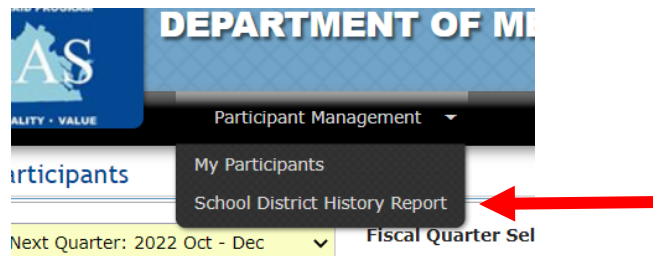
(Note: the full report is 24 columns wide, populating data in columns A-Z, therefore it's been divided in half to display below)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	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
2	22955	Alfalfa Sprout	Allissa	Allissa@mail.net	Therapy Services Pool 3	Speech Therapist	Employee	YES	0	100	0	0		0.6
3	32022	Apple	Tara	Tara@mail.net	Therapy Services Pool 3	Speech Therapist	Employee	YES	0	100	0	0		1
4	25847	Apricot	Dillon	Dillon@mail.net	Therapy Services Pool 3	Speech Therapist	Employee	YES	0	100	0	0		1
5	24050	Artichoke	Milissa	Milissa@mail.net	Nursing, Psychological & Medical Services Pool 2	School Social Worker	Employee	YES	0	100	0	0		1
6	29068	Asparagus	Paige	Paige@mail.net	Nursing, Psychological & Medical Services Pool 2	Psychologist	Employee	YES	0	100	0	0		1
7	9263	Avocado	Jean	Jean@mail.net	Nursing, Psychological & Medical Services Pool 2	School Social Worker	Employee	YES	0	100	0	0		1
8	32794	Banana	Donna	Donna@mail.net	Therapy Services Pool 3	Speech Therapist	Employee	YES	0	100	0	0		1
9	29974	Bean	Brittany	Brittany@mail.net	Nursing, Psychological & Medical Services Pool 2	Billing Personnel	Employee	YES	0	100	0	0		1
10	29033	Bean Sprout	Janet	Janet@mail.net	Nursing, Psychological & Medical Services Pool 2	School Social Worker	Employee	YES	0	100	0	0		1
11	15904	Beet	Lauren	Lauren@mail.net	Therapy Services Pool 3	OT	Employee	YES	0	100	0	0		1
12	16056	Bell Pepper	Sara	Sara@mail.net	Therapy Services Pool 3	OT	Employee	YES	0	100	0	0		1
13	16148	Blackberry	Christina	Christina@mail.net	Administrative Services Only Pool 1	Speech Therapist	Employee	YES	100	0	0	0		1
14	2905	Blueberry	Becky	Becky@mail.net	Administrative Services Only Pool 1	Substance Counselor	Employee	YES	0	100	0	0		1
15	28925	Bok Choy	Greta	Greta@mail.net	Nursing, Psychological & Medical Services Pool 2	School Social Worker	Employee	YES	0	100	0	0		1
16	28930	Boysenberry	Jodi	Jodi@mail.net	Nursing, Psychological & Medical Services Pool 2	School Social Worker	Employee	YES	0	100	0	0		1
17	24098	Broccoli	Shayla	Shayla@mail.net	Therapy Services Pool 3	PT	Employee	YES	0	100	0	0		0.6
18	22945	Brussel Sprout	Marisa	Marisa@mail.net	Therapy Services Pool 3	PT	Employee	YES	0	100	0	0		1

O	P	Q	R	S	T	U	V	W	X	Y	Z
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:

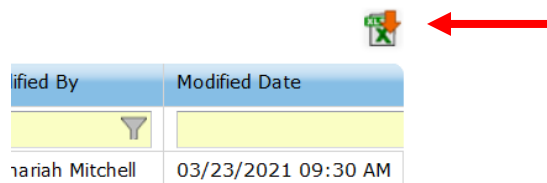
School District History Report

* State/Entity: * School Division: Quarter:

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
<input type="text" value="24811"/>	<input type="text" value="Fort Spring"/>	<input type="text" value="Cecile"/>	<input type="text" value="Active"/>	<input type="text" value="Y"/>	<input type="text" value="N"/>	<input type="text" value="Zechariah Mitchell"/>	<input type="text" value="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:

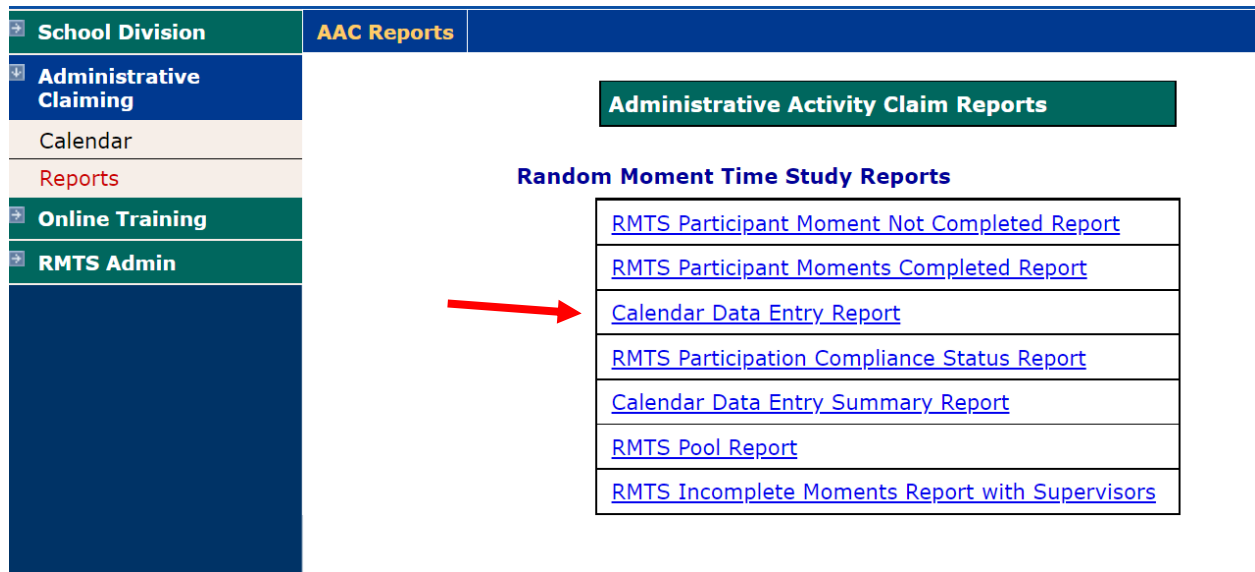


Example School District History Report

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 Sprout	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



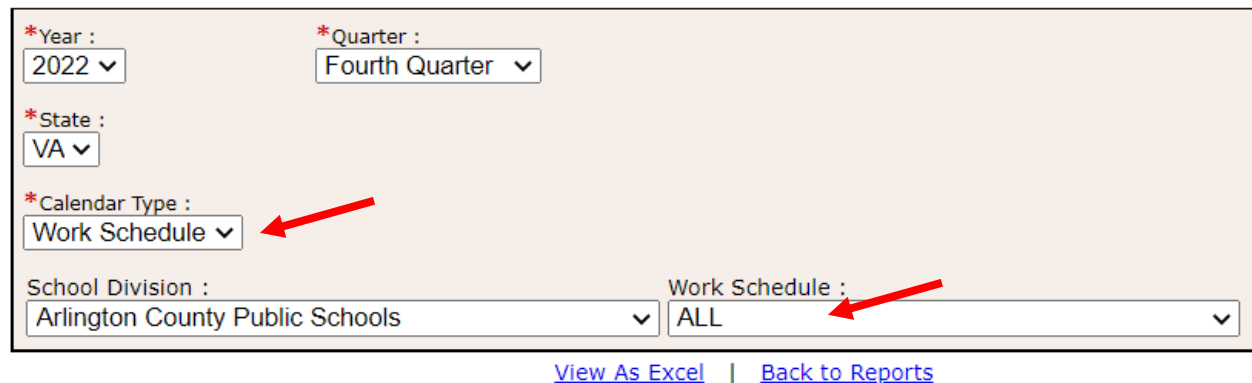
The screenshot shows the 'AAC Reports' navigation menu. The left sidebar contains links for 'School Division', 'Administrative Claiming', 'Calendar', 'Reports', 'Online Training', and 'RMTS Admin'. The main content area is titled 'Administrative Activity Claim Reports' and lists several report options under the heading 'Random Moment Time Study Reports'. A red arrow points from the 'Reports' link in the sidebar to the 'Calendar Data Entry Report' link in the list.

School Division	AAC Reports
Administrative Claiming	Administrative Activity Claim Reports
Calendar	
Reports	Random Moment Time Study Reports
Online Training	
RMTS Admin	

- [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](#)

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:

Calendar Data Entry Report



The screenshot shows the 'Calendar Data Entry Report' form. It includes dropdown menus for Year (2022), Quarter (Fourth Quarter), State (VA), Calendar Type (Work Schedule), School Division (Arlington County Public Schools), and Work Schedule (ALL). Red arrows point to the 'Calendar Type' and 'Work Schedule' dropdowns. Below the form are links for 'View As Excel' and 'Back to Reports'. A red arrow points from the 'View As Excel' link to the text below.

*Year : 2022 ▼ *Quarter : Fourth Quarter ▼

*State : VA ▼

*Calendar Type : Work Schedule ▼

School Division : Arlington County Public Schools ▼ Work Schedule : ALL ▼

[View As Excel](#) | [Back to Reports](#)

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

Example Calendar Data Entry Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Calendar Data Entry Report													
2	State: VA													
3	Year: 2022													
4	Quarter: 4													
5	Date: 08/03/2022													
6														
7	Day			04/01/2022			04/02/2022		Weekly	04/03/2022		04/04/2022		04/05/2022
8	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
9	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
10	Training Public Schools	M-F 730-315	0	480	07:30 AM - 03:30 PM			8.00						
11	Training Public Schools	M-F 715-305	1	480	07:30 AM - 03:30 PM			8.00						
12	Training Public Schools	M-F 725-225	0											
13	Training Public Schools	M-F 745-330	2					0.00			480	07:30 AM - 03:30 PM	480	07:30 AM - 03:30 PM
14	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
15	Training Public Schools	M-F 705-235	1					0.00			450	07:30 AM - 03:00 PM	450	07:30 AM - 03:00 PM
16	Training Public Schools	Tue Thur 800-200	0											
17	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
18	Training Public Schools	Tue Thur 715-215	1					0.00			480	07:30 AM - 03:30 PM		
19	Training Public Schools	Administration	0											
20	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
21	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
22	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
23														

Calendar Data Entry Summary Report

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

School Division	AAC Reports
Administrative Claiming	Administrative Activity Claim Reports
Calendar	
Reports	
Online Training	Random Moment Time Study Reports
RMTS Admin	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

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:

Calendar Data Entry Summary Report

*Year :	2022	*Quarter :	Fourth Quarter
*State :	VA		
*Calendar Type :	Work Schedule		
School Division :	Arlington County Public Schools	Work Schedule :	ALL

[View As Excel](#) | [Back to Reports](#)

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

Example Calendar Data Entry Summary Report


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Calendar Data Entry Summary Report																
2		State: VA															
3		Year: 2022															
4		Quarter: 4															
5		Date: 08/03/2022															
6																	
7			Count of TSPs	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
8	School Division	Work Schedule	with this schedu	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
9	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
10	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
11	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
12	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
13	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
14	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
15	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
16	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
17	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
18	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
19	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
20	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
21	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
22	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:

School Division	Training Summary
Administrative Claiming	
Online Training	
Online Training Materials	
Training Summary	
RMTS Admin	

Training Summary Reports
[Training Documents Viewed Report](#)
[Training Documents Not Viewed Report](#)




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:

Training Documents Viewed Report

State : VA ▾	School Division : Arlington County Public Schools ▾	User Status : All ▾	User Type : Time Study Participants ▾
Name : ALL ▾	Start Date : 09/01/2021 ▾	End Date : 06/30/2022 ▾	Training Material : VA - RMTS Training: Updat ▾

[View As Excel](#) | [Back to Reports](#)



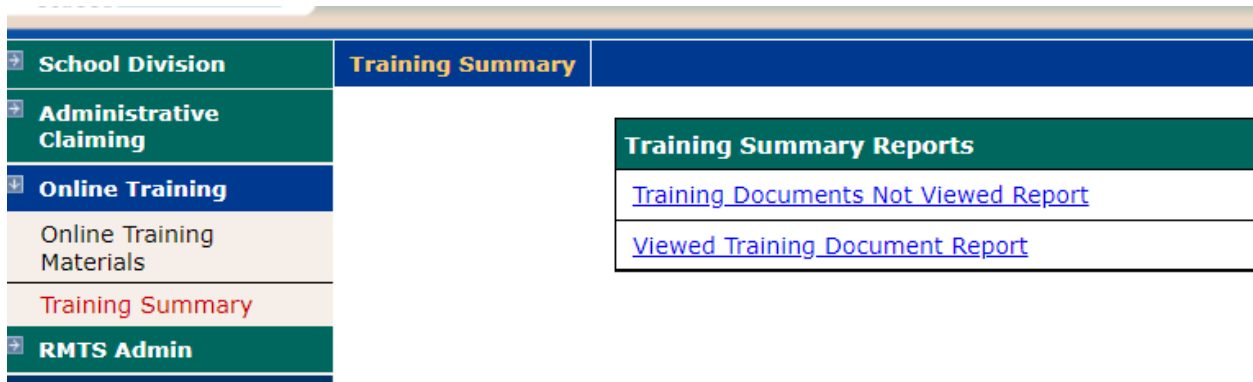
Then click on "View as Excel" to generate the report.

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	Alfa17	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:

Training Documents Not Viewed Report

The form contains the following fields and options:

- State : VA (dropdown)
- School Division : Arlington County Public Schools (dropdown)
- User Status : All (dropdown)
- Name : ALL (dropdown)
- Start Date : 09/01/2021 (calendar icon)
- End Date : 06/30/2022 (calendar icon)
- Training Material : VA - RMTS Training: Updat (dropdown)

Below the form, there are two links: [View As Excel](#) and [Back to Reports](#). A red arrow points to the 'View As Excel' link.

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	Administrative Activity Claim Reports
Calendar	
Reports	
Online Training	Random Moment Time Study Reports
RMTS Admin	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 : 		

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.

[View As Excel](#)

[Back to Reports](#)

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	Administrative Activity Claim Reports
Calendar	
Reports	
Online Training	Random Moment Time Study Reports
RMTS Admin	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	Quarter : Fourth Quarter	Refresh
Year : 2022	School Division : Arlington County Public Schools	
Statewide : Excluded		
Job Position : ALL		
Start Date : 	End Date : 	

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.

[View As Excel](#)

[Back to Reports](#)

Then click on “View as Excel” to generate the report.

Example RMTS Participant Moments Completed Report

	A	B	C	D	E	F	G	H	I	J
1	RMTS Participant Moments Completed Report									
2	Run Date:	4/12/2022								
3	Run Time:	03:38 PM ET								
4	State:	VA								
5	School Division:	Training 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
10		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
11		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
12		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
13		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
14		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
15		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
16		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
17		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
18		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
19		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
20		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
21		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
22		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
23		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
24		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
25		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
26		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
27		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
28		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
29		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
30		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:

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 your School Division, Year and Quarter:

RMTS Participation Compliance Status Report

State : School District :

Year : Quarter :

[View As Excel](#) | [Back to Reports](#)

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	Administrative Activity Claim Reports
Calendar	
Reports	
Online Training	Random Moment Time Study Reports
RMTS Admin	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 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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	RMTS Incomplete Moments Report												
2	Run Date: 4/12/2022												
3	Run Time: 03:41 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		