

# Random Moment Time Survey

Claiming Unit  
Coordinator Training

# Role of the Claiming Unit Coordinator

- Coordinators are school district employees.
- Assign an alternate/assistant RMTS Coordinator to fill in when you are unavailable.
- Inform all relevant staff included on the roster that they may be selected for the RMTS and why they are required to respond to their moment.
- Send general reminders to time survey participants regarding the process of completing an RMTS 'moment', the e-mail address where RMTS moment comes from, and the importance of their role within the SMAA program, etc.

# Role of the Claiming Unit Coordinator

- Accurately identify appropriate staff for participation.
- After checking the list of approved time survey participant positions, the coordinator submits the list to the LEC/LGA. The LEC/LGA then verifies that the list includes only eligible participants who routinely perform MAA activities as a normal part of their job duties.
- The LEA MAA coordinator needs to ensure that the list of time survey participants submitted includes the following information: First and last name, e-mail address, job title, work schedule and school district.
- Abide by all deadlines.
- Update staff pool lists as required.

# Role of the Claiming Unit Coordinator

## Notify LEC/LGA of Changes

- Provide first and last name and termination date of staff currently on roster.
- Provide first and last name and e-mail address of replacement staff member.
- Provide any name or email changes.
- Monitor follow-up e-mails from the LEC/LGA regarding requests for additional information on participant moments, rosters, etc.
- Review compliance reports and encourage participation in the time study.
  - Maintain a minimum of 85% response rate (strive for 100%) to meet compliance requirements.
  - If participant is unable to respond within the allowable 5 day time frame due to absence or a leave, send the LEC/LGA an e-mail stating that they were out during their entire 5 day response period; indicate whether the absence or leave was paid or unpaid and include relevant start/end date of absence or leave.

# Role of the LEC/LGA

- ▶ Provide support to claiming units for the RMTS process including phone and e-mail support for general RMTS questions.
- ▶ Collaborate with your claiming unit coordinator to accurately identify staff who should be on the claiming unit staff pool list.
- ▶ The participant lists for participant pool 1 and participant pool 2 must be updated by LEAs on a quarterly basis for each participating claiming unit.
- ▶ LEC/LGA coordinator must certify each staff pool list after all updates are completed and submit to DHCS.

# Participant Pool Overview

- ▶ Each participant must only be listed in one participant pool.
- ▶ Each participant must have a unique e-mail address that is not shared.
- ▶ RMTS system usernames and passwords are confidential and are unique to the time survey participant.
- ▶ Participants selected for a moment will be notified of their moment and system username/password via e-mail.

# General Information

- ▶ The LEC/LGA coordinator does not share user log-in or passwords with anyone other than the user.
- ▶ Only the time survey participant can respond to their moment; others cannot respond on the participant's behalf.
- ▶ Once the new quarterly sample has been generated, updates to staff can be made.
- ▶ Any changes in status or the addition of new staff will not affect the sample for the current quarter once it has been generated.
- ▶ Changes in positions mid-quarter will not take effect until the beginning of the next sample quarter.