

Distrubuted via Fairbanks email
To MHMR CEO and RMTS Contacts
October 31, 2011

Mental Health & Mental Retardation RMTS Contacts Time Study Participant Training

Training Recommendation/ Decision Tree Change

As you provide training to time study participants please instruct them when responding to the first question “What are you doing?” to first select: *General Activities and activities specific to both Mental Health and Mental Retardation.*

Most activities will be found under the **General Activities** and not all options are seen when choosing either the MH specific or the MR specific activities.

If they do not find the activity they are performing from the selections offered under General Activities they should click edit Previous Answer and then choose either Mental Health specific activities or Mental Retardation specific activities.

Welcome, DEBORAH HOOKS ([Logout](#))

Random Moment Time Study

YOUR TIME STUDY IS NOT COMPLETE.

Random Moment Time: 10/25/2011, 01:53 PM Central Time

Previous Answer:

✓ WHAT WERE YOU DOING?
[EDIT GENERAL ACTIVITIES AND ACTIVITIES SPECIFIC TO BOTH MENTAL HEALTH AND MENTAL RETARDATION](#)

Please specify the activity you were doing. If the activity you were performing is not on the list, please select 'None of the Above'

- Abnormal Involuntary Movement Scale (AIMS)
- Application for funding or monetary assistance
- Befriending/engagement/rapport building
- Break
- Client rights
- Court testimony
- Financial assistance
- General administrative function
- Intake
- Not at work
- Outreach
- Policy development and program planning
- Quality assurance/improvement/management
- Referral and linking to services
- Residential services
- Screening
- Service provider network - including contractors
- Service provider relations

Your Profile (Edit)
Name: DEBORAH HOOKS
Email: deborah.hooks@bbtrails.org
Program: Bluebonnet Trails Community MHMR Center (MHMR)
MAC Category: Direct Care Personnel

Reference Materials
[RMTS Information Website \(TX - HHSC\)](#)

Do You Need Help?
For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.

Prior to the start of the 2nd Quarter Time Study, HHSC will implement a system change so that participants will automatically first see the general activities list. Then, if they choose none of the above they will be offered the choice of MH or MR specific activities. Until then please assist us by training your staff to first review the selections under the General Activities.

Additionally, in your training please remind staff the terms used in their response should be consistent with the language in the performance contact, e.g. Service Coordination is a MR term where Case Management is a MH term etc.

If you have any questions please contact the Time Study Unit at TimeStudy@hhsc.state.tx.us or 512-491-1715