Distributed via Fairbanks email
To RMTS Contacts
November 14, 2014

REMINDER

Federal Fiscal Year 2015
(October 2014 to September 2015)

Random Moment Time Study (RMTS)
Certify Sample Moments Before Holiday Time Off

As you approach the holiday season you are reminded to log onto the STAIRS system and check the completion of all RMTS sampled moments and to ensure any unanswered moments will not exceed the five working day response deadline. Sampled moments must be completed in the STAIRS system within five working days after the sampled date.

The sampled participant should make every effort to answer their moment, however, in the event the participant will not be available at the time of the moment or within the allowed five working days after the moment, you as the trained RMTS Contact have the responsibility and ability to mark a moment as "paid" or "unpaid" leave for the sampled participant.

If you have any questions, please contact the Texas Health and Human Services Commission (HHSC) Time Study Unit at TimeStudy@hhsc.state.tx.us or (512) 730-7403.