

What is the Random Moment Time Study (RMTS)?

The RMTS is the federally accepted method of documenting the amount of staff time spent on direct service and administrative outreach activities.

What is the purpose of the RMTS?

The RMTS is a program requirement that helps schools receive federal reimbursement for time spent on allowable related activities.

What is my role in the RMTS?

Your role is to respond to all moments you have been selected for in a timely manner.

How did I get selected to complete an RMTS survey?

Your district's RMTS coordinator identified you as a person who performs activities related to Medicaid and health-related services as part of your job.

How long does it take to complete an RMTS survey?

The survey is five questions and can usually be completed in less than five minutes.

How should I respond to the RMTS survey questions?

- Provide truthful and thorough responses. There are no wrong answers but remember to answer completely and accurately. Do not include student names.
- The survey is asking about one minute in time. When answering your RMTS survey, provide specific information about that sixty second period

Tips for specific situations:

IF YOU WERE...	TELL US...
Preparing for a meeting, in a meeting, preparing for therapy, providing therapy, or documenting therapy	Always remember to indicate what type of plan of care the student has on record (ex. IEP/IFSP, 504 Plan, Nurse/Health Plan, etc.)
In an IEP/504/health plan/nursing plan meeting	What was the single topic of discussion at your assigned RMTS time?
Therapy Lesson Plans/Therapy Notes	Be sure to indicate if the therapy lesson plan/therapy notes are for a student who has an IEP/IFSP/Medical Necessity identified on a plan of care other than an IEP, or if the therapy is not outlined in a plan of care.
Conducting an assessment	What specific assessment are you conducting and for what disability are you testing for?
Discussing a student	What was the single topic of discussion at your assigned RMTS time?
On a prep period	What were you preparing at the time of your moment?
Working on an IEP/504/health plan/nursing plan goal	What specific part of the IEP was being worked on at the time of your moment?
Working on an IEP goal	What specific goal was being worked on at the time of your moment?
Working on email	What was the content of the specific email you were reading or writing?
On a phone call	What was the specific content of the phone call?
Driving to next location	Tell us what activity you had previously done before traveling and tell us the first activity you participated in once you entered the building at your new destination.

IF YOU WERE...	TELL US...
Completing multiple tasks	What one specific task was being completed at the exact time of your moment?
At a conference/training/PD	What was the topic of discussion at the time of your moment?
Reading/Writing an email	What was the specific topic of the email you were reading/writing?
Staff Development/Training	What was the specific topic of the staff development/training, and how would the information being discussed be used in your duties?
Speaking with a colleague	What was the single topic of discussion at your assigned RMTS time?
Providing/Receiving training for 1:1 care of a student	Is the care you're receiving/providing at the time being provided to the student simultaneously during the training you are receiving/providing?
With a student on a sensory break	What specifically were you doing during the sensory break, and why was the sensory break necessary?
Opening a student's lunch packages	Were you actively assisting the student due to their disability, or for another reason? Please explain why?
Taking a student to the bathroom	How specifically were you assisting the student with toileting?
Working 1:1 with a student	How specifically were you actively working 1:1 with the student, and on what specific activity/goal?
Keeping a student on task	Were you actively cueing, redirecting, or monitoring the student to ensure the student performs the assigned task?
Redirecting a student	Were you intervening in order to redirect inappropriate behavior or to keep the student focused on an assignment?
Accompanying a student	Were you accompanying the student due to a disability, behavioral issues, or for another reason? Please be specific in explaining the reason.
Providing a Direct Service	What specific direct service were you actively providing? Was it academic in nature or health/behavioral related? And how, specifically, were you performing the service?

General Tips

- When responding to the “why” question, think about the intended outcome of the activity you were doing.
- You should not drop everything to complete your RMTS survey. However, you should complete it as soon as possible after the moment passes. Ideally, complete the RMTS survey before leaving work for the day.
- If you are absent, not scheduled, or leaving work before your moment occurs, complete it the next day.
- If you are not working with a student at the time of your moment, that is fine. You should still complete the moment and respond with the activity you were doing at your assigned moment's date and time.