

# DMHS Random Moment Time Study (RMTS)

## A Participant's Quick Reference Guide

### FAQs

**What is a Random Moment Time Study (RMTS)?** RMTS is a statistically valid means of determining what portion of time a group of people spend doing different activities.

**Who participates in RMTS?** For DMHAS there are over 1,200 staff from public and private Mental Health centers and agencies participating. These staff members are social workers, APRNs, psychologists, case managers and others.

**How does RMTS work?** All of the Time Study Participants across the state are grouped into one of 3 pools of participants who perform similar job duties. Names are randomly selected and assigned to a specific minute of time on a specific date. You may be selected multiple times per quarter or multiple times per day, the selection is completely random.

**New Participants/Getting Started:** As a new participant, you will receive an email *at the start of the quarter* with a User name and temporary password allowing access to the system should you later be selected to record a "moment." **Save this email and proceed to the following section.**

**Completing Your "Moment(s):"** If you are selected to record a random moment, you will receive an email from [dmhasTCMtimeStudy@ct.gov](mailto:dmhasTCMtimeStudy@ct.gov), one day prior and at the moment assigned. It will note the moment you are to record.

1. Click on the web link provided.
2. Log into the system using your assigned User ID and the password you created.
3. Once logged in, click on your first "moment" (one minute).
4. Answer the Four questions:
  - Choose the category that best describes what you were doing.
  - Choose the item that best describes what you were doing.
  - Was this activity part of the client's treatment plan?
  - Where was the client when this activity occurred?

Select your answer from the lists. **Please choose an answer to the first question to categorize your response**, then for the remaining questions, if the options do not adequately describe your activity, you may select the choice to provide an "other" response to provide adequate detail.

**How long do I have to respond to a "Moment"?** Two (2) working days are allowed to complete your assigned moment. Email reminders are sent if moments are not completed. After the grace period, the moment cannot be completed, altered, or edited.

**How will I know I have to record a random moment?** You will receive email notifications and reminders specifying the selected moment. These notices will come from [dmhasTCMtimeStudy@ct.gov](mailto:dmhasTCMtimeStudy@ct.gov).

**What if I forget my password?** Click the "Forgot Password?" link on the site. You'll receive a new, temporary password via email. When you enter it, you will be prompted to create a new, private password with at least 8 characters, letters and numbers.

**What happens if I don't record my assigned moment?** If you don't record your "moment" within two (2) working days, DMHAS is unable to use your time study information to calculate the percent of reimbursable time.

**Do I record clients' names in my RMTS?** No.

**What if I'm out sick or not working at the time of my assigned moment?** Choose the response "Not working" for the first question, then indicate if the time off was paid or unpaid in your response choice for the second question.

**What if I am driving at the time of my random moment?** Indicate where you are driving to/from and the purpose of the travel.

**What if I am multi-tasking during a random moment?** Remember that a moment = 1 minute in time. Select the predominant activity and provide appropriate detail.

**What if I cannot remember what I was doing?** Simply record that you cannot remember.

**What if I make a mistake or record the wrong activity?** During the grace period (2 days), you may log in at any time and change your response.

**Need more help? Don't wait! Email us at –** [dmhasTCMtimeStudy@ct.gov](mailto:dmhasTCMtimeStudy@ct.gov)