

INSTRUCTION GUIDE
FOR RMTS CALENDARS
AND WORK SCHEDULES
for the
Commonwealth of
Massachusetts
School-Based Medicaid Program

Effective FY 2018

Massachusetts Calendar Entry

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A. RMTS Calendars: Overview and Purpose

Prior to the start of the Random Moment Time Study (RMTS), each school district must complete the set-up in the system that will identify when participants are available to be chosen for random moments. Information such as scheduled closures for holidays and vacations, as well as the **work days** and **hours** for each 'Work Schedule' will be entered into the system. This will provide the proper framework from which moments may be accurately selected.

All calendar entry (or changes) must be completed in the School Based Claiming (SBC) system no later than the first Friday of the month preceding the start of each quarter.

<u>Time Study Quarter:</u>	<u>Calendar Entry/Edit Deadline:</u>
October 1 – December 31	First Friday of September
January 1 – March 31	First Friday of December
April 1 – End of School Year	First Friday of March

Steps to Enter RMTS Calendars

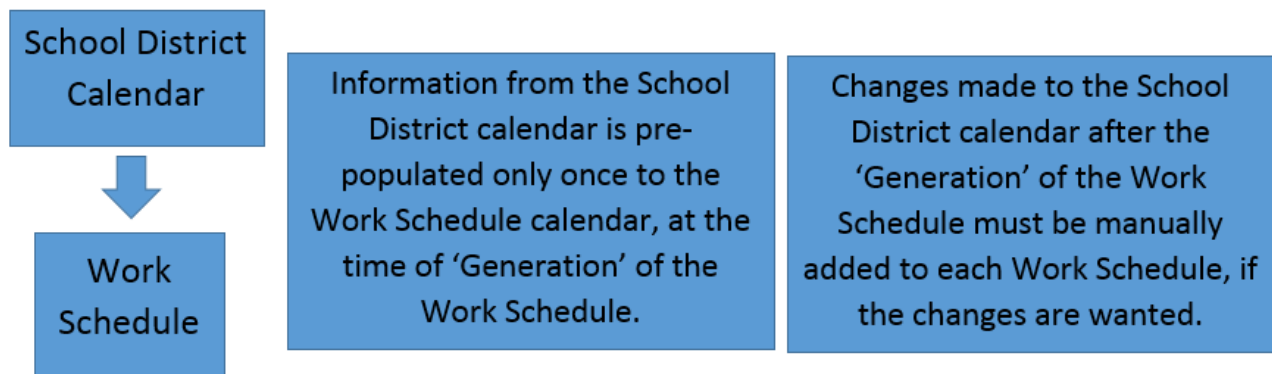
Prior to each RMTS quarter, you will complete the following tasks:

1. Annually, enter your School District (district wide) calendar – days and shifts
2. Quarterly, determine if any new Work Schedules are needed and create them if needed
3. Quarterly, Enter or Edit Work Schedules as needed – days and shifts
4. Review system-generated reports to ensure the accuracy of your Work Schedules
5. Fourth Quarter Note: Don't forget to update any calendars/work schedules as needed if there was a change to the last working day of the school year due to winter weather closings.

B. Key Concepts for RMTS Calendars

Calendar Hierarchy:

The calendars work in a hierarchical order. This means that the schedule information that is entered into the system for the School calendar will be used to pre-populate the Work Schedule level calendars. So school district-wide holidays and non-working days should be entered into the School District calendar first, then when Work Schedule calendars are generated afterwards, they will be pre-populated with the School District holidays and days off. But this only works once, at the exact time that the work schedule is initially generated for the year. Any changes made to the school district-wide calendar **after** the Work Schedule calendars are generated will not appear in the Work Schedule calendars.



Global Calendar Information Section:

The information displayed in the top section of the calendar screen is **global** information that applies to the **entire calendar**. So, if you change the Weekends setting to be Moment Days, that change will apply to the whole calendar. Likewise, if you change the Start and End times in this top section, that change will apply to every working day in the calendar that has not been configured to a special/modified shift.

Calendars			
School District	Work Schedule		
Search Criteria			
School District Abc Public Schools	Work Schedule Elementary (07/01/2012-)		
Fiscal Year 2018	<input type="button" value="Show Calendar"/>		
Global Calendar Setup			
Start Date 07/01/2017	End Date 06/30/2018		
Weekends Non-Moment Days			
<input type="button" value="Update Calendar"/>	<input type="button" value="Delete Calendar"/>		
Shifts			
*Start Time 08:00 AM	*End Time 03:30 PM		
<input type="button" value="Add"/>			
Start Time	End Time	Save	Delete
08:00 AM	03:30 PM	<input type="button" value="Save"/>	<input type="button" value="Delete"/>

Detail Daily Calendar Information Section:

The information displayed in the bottom portion of the calendar is the **detail or daily** information. To work within this section, you will click on **specific day(s)** which you wish to edit (the color of selected day(s) will change to blue) then click on the action button to the right to make modifications to the selected days. You can select specific days

- Mark as Working Days
- Mark as Non-Moment Days
- Modify Shifts (to change the start and end times for the selected days)

**Action
Buttons**



<

July 2016

August 2016

September 2016

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8

October 2016

November 2016

December 2016

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

Mark as Working Days

Mark as Non-Moment Days

Modify Shifts

Color Codes

1

 Standard Working Day (Editable)

1

 Non-Moment Day (Editable)

1

 Different Shifts Configured (Editable)

1

 Selected for Editing

Outside the Fiscal Year Calendar Days (Non-Editable)

1

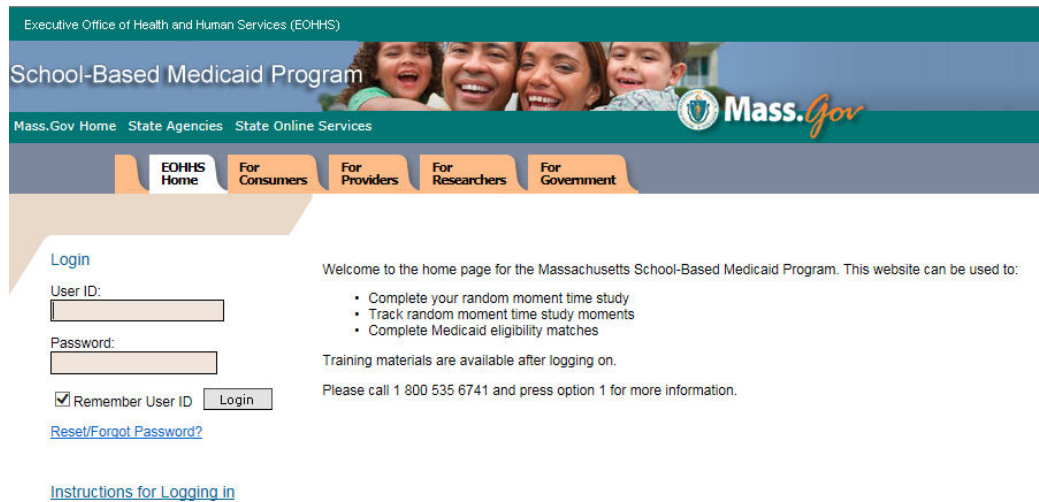
 Day not of current month (Non-Editable)

Day highlighted

C. Logging on to the system

1. Calendar information is entered into the School Based Claiming section of the system.
Logon:

<https://www.chcf.net/chcfweb/>



The screenshot shows the login page for the School-Based Medicaid Program. At the top, there is a banner with a family photo and the text "Executive Office of Health and Human Services (EOHHS)" and "School-Based Medicaid Program". Below the banner is a navigation bar with links: "Mass.Gov Home", "State Agencies", "State Online Services", and "Mass.gov". A secondary navigation bar has tabs: "EOHHS Home", "For Consumers", "For Providers", "For Researchers", and "For Government". The main content area has a "Login" section on the left with fields for "User ID:" and "Password:", a "Remember User ID" checkbox, and a "Login" button. Below these are links for "Reset/Forgot Password?" and "Instructions for Logging in". To the right of the login section, there is a welcome message: "Welcome to the home page for the Massachusetts School-Based Medicaid Program. This website can be used to:" followed by a bulleted list: "Complete your random moment time study", "Track random moment time study moments", and "Complete Medicaid eligibility matches". Below the list, it says "Training materials are available after logging on." and "Please call 1 800 535 6741 and press option 1 for more information."

2. If you are logged onto the RMTS Admin system, you can toggle to the School Based Claiming system by clicking on the tab at the top.



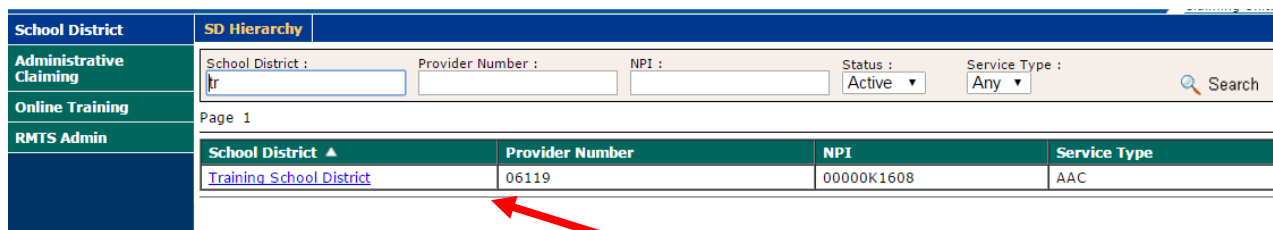
D. Steps to Enter RMTS Calendars

I. Create new Work Schedules, if needed.

If new Work Schedules are not needed, proceed to section II. If you find you need additional Work Schedules later, come back to this section.

Review your participants and the scheduled hours that they work. Group participants together by common work schedules, not necessarily by job title or work location. For each work schedule that you'll be assigning to one or more of your participants, you'll create a 'Work Schedule' name in the system. That name will then be used on your list of participants to match your participants to their correct Work Schedule so that the RMTS will select random moments for participants on dates and times when they will be working.

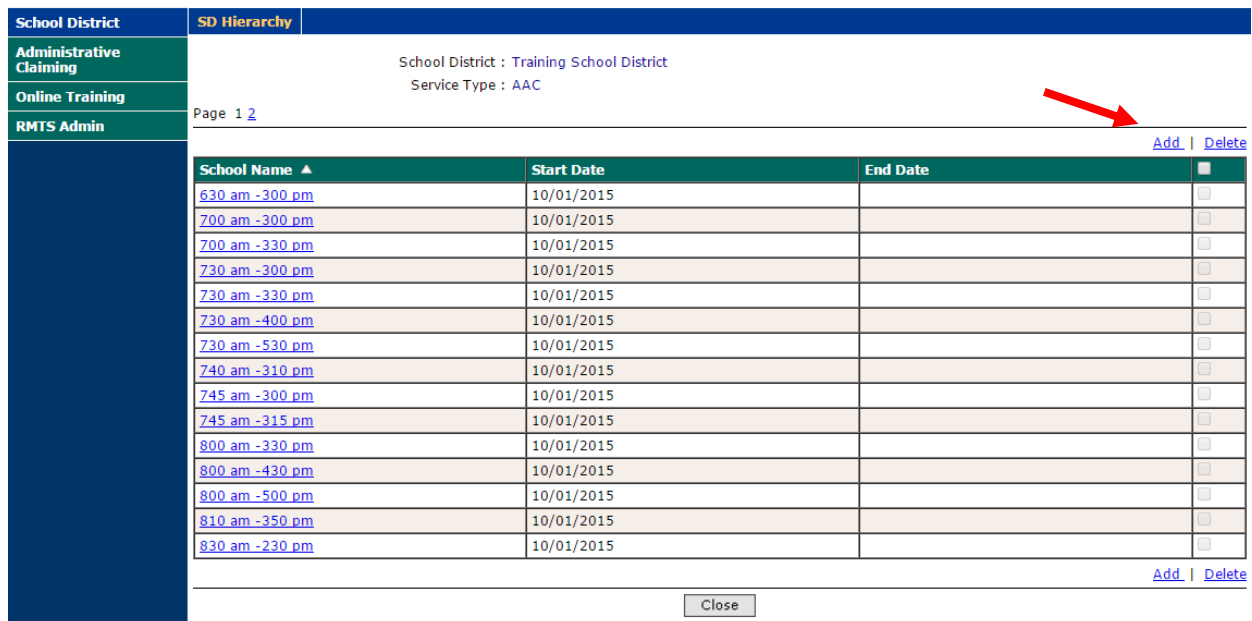
From the left hand navigation bar select 'School District' and the screen below will be displayed. Click on the hyperlink for the School District Name.



School District	SD Hierarchy
Administrative Claiming	School District : <input type="text"/> Provider Number : <input type="text"/> NPI : <input type="text"/> Status : <input type="text"/> Service Type : <input type="text"/> <input type="button" value="Search"/>
Online Training	Page 1
RMTS Admin	

School District ▲	Provider Number	NPI	Service Type
Training School District	06119	00000K1608	AAC

A list of all the current Work Schedules, if any, will be displayed on the next screen. To add a new Work Schedule, click on the 'Add' hyperlink.



School District	SD Hierarchy
Administrative Claiming	School District : Training School District Service Type : AAC
Online Training	Page 1 2
RMTS Admin	Add Delete

School Name ▲	Start Date	End Date	
630 am -300 pm	10/01/2015		<input type="checkbox"/>
700 am -300 pm	10/01/2015		<input type="checkbox"/>
700 am -330 pm	10/01/2015		<input type="checkbox"/>
730 am -300 pm	10/01/2015		<input type="checkbox"/>
730 am -330 pm	10/01/2015		<input type="checkbox"/>
730 am -400 pm	10/01/2015		<input type="checkbox"/>
730 am -530 pm	10/01/2015		<input type="checkbox"/>
740 am -310 pm	10/01/2015		<input type="checkbox"/>
745 am -300 pm	10/01/2015		<input type="checkbox"/>
745 am -315 pm	10/01/2015		<input type="checkbox"/>
800 am -330 pm	10/01/2015		<input type="checkbox"/>
800 am -430 pm	10/01/2015		<input type="checkbox"/>
800 am -500 pm	10/01/2015		<input type="checkbox"/>
810 am -350 pm	10/01/2015		<input type="checkbox"/>
830 am -230 pm	10/01/2015		<input type="checkbox"/>

[Add](#) | [Delete](#)

Enter a name for your work schedule in the 'Name' field and enter a 'Start Date' as of the first day of the quarter when you will first use this schedule. Then click 'Save.'

School District: [Abc Public Schools](#)
Service Type : AAC


Add Work Schedule

* Work Schedule Name:

Work Schedule ID:

Work Schedule Type :

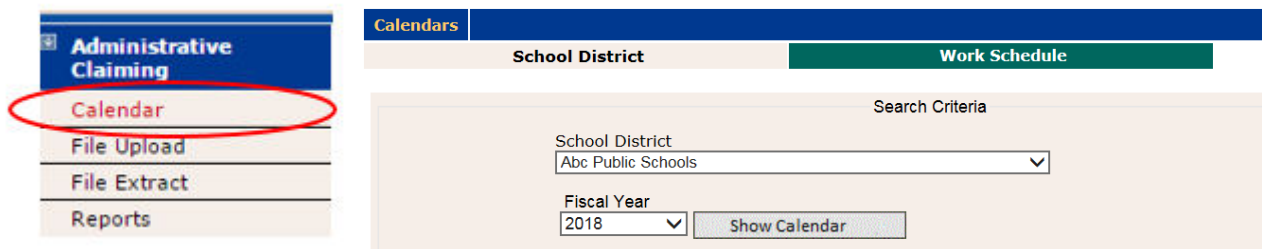
*Start Date : x ▾



II: Calendar Information:

Start by entering a 'School District' calendar. *If the School District calendar was entered for last quarter, you may only need to review holidays and vacation days.* This calendar will contain your district-wide school vacation days and holidays. By entering these district-wide days off on the 'School District' calendar, the information will automatically be populated into each of the 'Work Schedule' calendars for you, saving you time, and ensuring consistency.

From the left hand navigation bar select 'Administrative Claiming' and that menu section will expand. Then select 'Calendar.'



The screenshot shows the 'Administrative Claiming' menu on the left with 'Calendar' highlighted. The main area shows the 'Calendars' interface with two tabs: 'School District' (selected) and 'Work Schedule'. Below the tabs, there is a 'Search Criteria' section with a 'School District' dropdown menu (set to 'Abc Public Schools'), a 'Fiscal Year' dropdown menu (set to '2018'), and a 'Show Calendar' button.

Along the top of the screen, you will see two tabs, representing different calendar levels:

- a. **School District level** – a calendar that identifies holidays, non-work days and *general* work hours for the entire School District. This information will default to the next level, Work Schedule, so that the common days off do not have to be entered more than once. ***Note: The information is transferred from the School District level calendar to any Work Schedule Calendars only once, at the time the Work Schedule calendar is created. Subsequent updates to the School District calendar must be made to each individual Work Schedule, as needed.***

- b. **Work Schedule level** – a calendar that identifies holidays, non-work days and work hours (pre-populated from the School District level upon initial creation), which you can personalize by changing the Start Time and End Time, and adding or deleting days off, for groups of individuals who work the same days and hours. By entering more specific work hours and days, you are avoiding individuals from receiving moments when they do not normally work, or allowing them to receive moments when they do work. The goal is to group all individuals who work the same days and hours into Work Schedules. Individuals in these groups will cross over job descriptions and work locations.

Note: If you have specific participants who may work unique hours, such as limited part time hours, and cannot be grouped with others in a Work Schedule level, simply create a Work Schedule level calendar, even if it's assigned only to one individual. You can name the Work Schedule by the participant's name to keep it clear.

E. School District Calendar Set-up

I. Generating a School District Calendar

1. Start by entering the Global Calendar Setup under 'School District' calendar.
 - a. Select the School District tab along the top
 - b. Choose your School District from the School District drop down menu. You will only be able to choose School District(s) to which you have been assigned.
 - c. Select the correct Fiscal Year from the Fiscal Year drop down menu (for example, 7/1/16-6/30/17 = FY 2017)
 - d. Click 'Show Calendar' button
 - e. If a calendar has not been created for the year, click the next button labeled 'Generate Calendar'

The screenshot shows a web interface for managing calendars. At the top, there are two tabs: 'Calendars' (highlighted in blue) and 'Work Schedule' (highlighted in green). Below the tabs, there is a 'Search Criteria' section. This section contains two dropdown menus: 'School District' with 'Abc Public Schools' selected, and 'Fiscal Year' with '2018' selected. To the right of these dropdowns is a button labeled 'Show Calendar'. A red arrow points to this button.

Calendars | **School District** | **Work Schedule**

Search Criteria

School District:

Fiscal Year:

Global Calendar Setup

The calendar will be created using the parameters selected below

Start Date: 07/01/2017 End Date: 06/30/2018 Weekends:

*Start Time: AM *End Time: PM

II. Entering Shift Start and End Time for School District Calendar

Search Criteria

School District:

Fiscal Year:

Global Calendar Setup

Start Date: 07/01/2016 End Date: 06/30/2017 Weekends:

Shifts

*Start Time: AM *End Time: PM

Start Time	End Time	Save	Delete
07:30 AM	03:30 PM	<input type="button" value="Save"/>	<input type="button" value="Delete"/>

On the right, under Shifts, the Start Time and End Time are pre-populated from a State level calendar. This should be the most common start and end times. You can change this time, or leave this time and change it when you enter the more specific Work Schedule hours in the next section.

Shift Changes Applied to All Days

- To change the time for *all work days* in the calendar, click in the Start Time or End Time box, change the time, change AM and PM if needed, and click Save. For example, click in the box that says 07:30, type 08:30 AM, then click Save.

Shifts

*Start Time: AM *End Time: PM

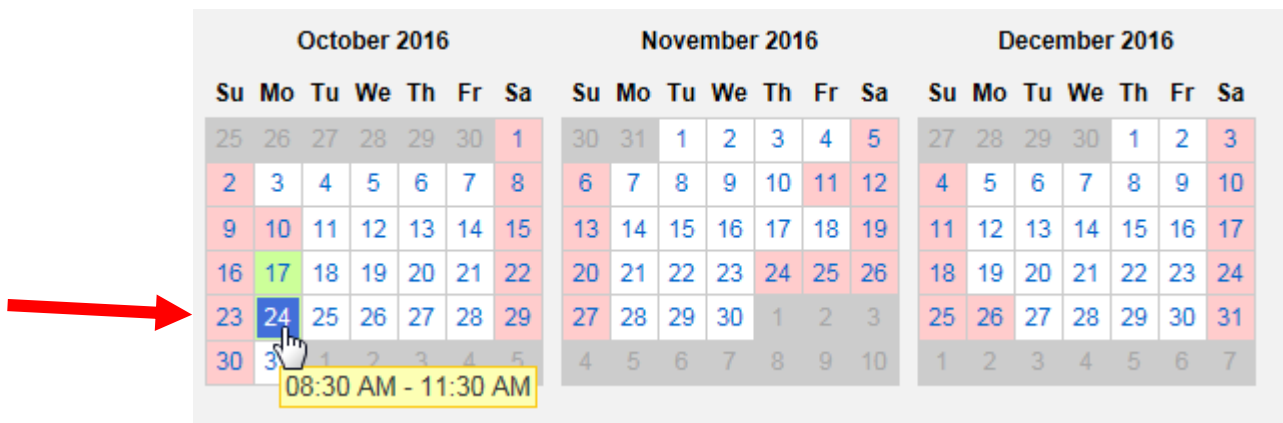
Start Time	End Time	Save	Delete
08:30 AM	03:30 PM	<input type="button" value="Save"/>	<input type="button" value="Delete"/>

Note: There must always be a shift time listed. If you are changing times within the listed time period for the *entire quarter*, edit the Start Time, End Time fields. If you are changing times for *specific dates*, see Modify Shift below.

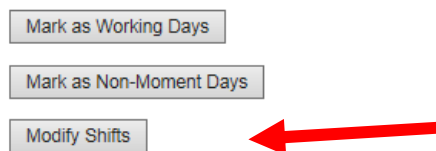
Shift Changes Applied To Specific Days

- g. To change the time for certain days, such as partial work days that apply to the entire district, click on the appropriate day or days, which will turn blue.

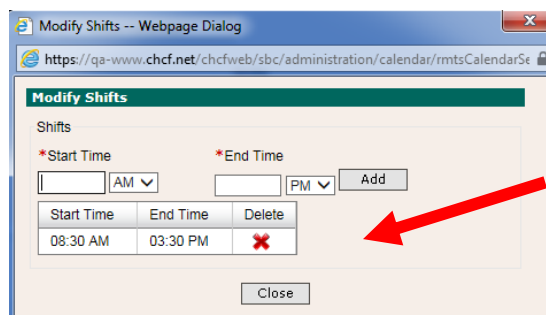
Note: Changes will apply to any days selected in blue.



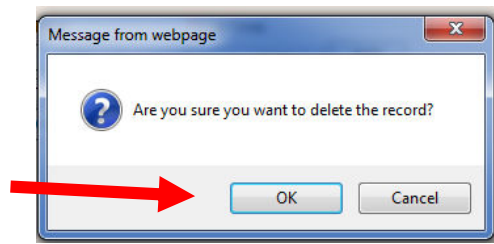
- h. click Modify Shifts on the right.



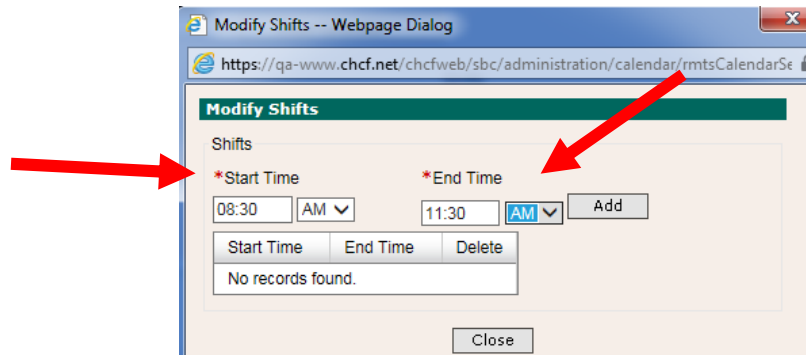
- i. Click the Red X to delete the shift time listed. Click Close.



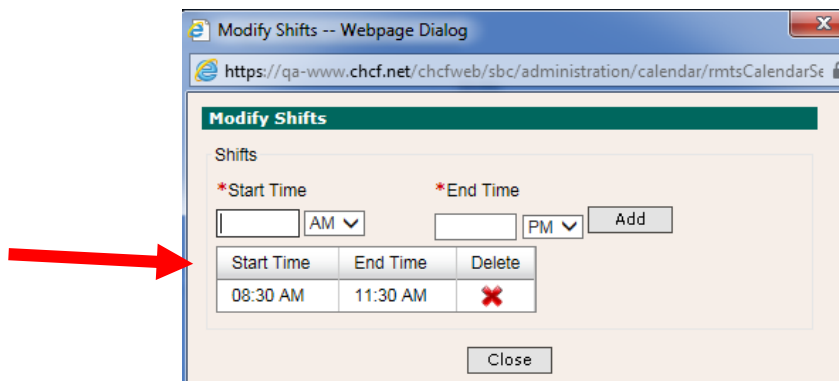
- j. Click OK to confirm the action.



k. Enter the new Start Time and End Time, indicating AM or PM. Click Add.



l. See the new Start and End Times listed. Click Close.



m. Use your cursor to hover over the date and see the time change.

- n. For holiday or vacation days, click on the date, for example November 11th, Veteran's Day, Thanksgiving and Christmas Holidays, which will turn blue, then click 'Mark as Non-Moment Day'. After the change, the box will turn pink and the number blue. You can click on as many days in a week or months as you need at one time before clicking 'Mark as Non-Moment Day'.

October 2015							November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

Mark as Working Days

Mark as Non-Moment Days

Modify Shifts



- o. If a day is marked as Non-Moment Day, but is an actual work day, click on that date, then click 'Mark as Working Day'.

Note: changes will apply to any date selected and marked as blue. Be sure to deselect the date if you don't want a change to apply.

F. Work Schedule Calendar Set-up

Once the District-wide calendar information has been completed, then proceed to enter the calendar data for each Work Schedule group.

Work Schedules are used to make calendars more specific to the actual work hours and days for groups of individuals, by changing the Shifts hours and or adding or deleting days off. By entering more specific work hours and days, you are avoiding individuals from receiving moments when they do not normally work, or allowing them to receive moments when they do work. Individuals in these groups may cross over job descriptions and work locations.

I. Creating Work Schedule Groups

You can create as many Work Schedules as needed, but you will need to update and maintain each schedule as needed. When you choose the name of the Work Schedule, make it descriptive enough so that you can select the correct calendar from the drop down menu when you need to make edits.

The screenshot shows the 'Calendars' tab with the 'Work Schedule' dropdown menu open. The 'School District' is set to 'Abc Public Schools' and the 'Fiscal Year' is '2018'. The 'Work Schedule' dropdown is open, showing options: 'Select One', '715am-315pm (07/01/2017-)', 'Elementary (07/01/2012-)', 'Elementary-Middle (07/01/2012-)', 'High School (07/01/2012-)', and 'Tuesday noon-5 pm (01/01/2017-)'. A red arrow points to the 'High School (07/01/2012-)' option.

II. Generating a Work Schedule Calendar

- Select the Work Schedule tab along the top
- Choose your School from the School District drop down menu. You will only be able to choose School(s) to which you have been assigned.
- Select the Work Schedule from the drop down menu. (Be sure to use descriptive names.)
- Select the correct Fiscal Year from the Fiscal Year drop down menu (for example, 7/1/16-6/30/17 = FY 2017)
- Click 'Show Calendar' button

The screenshot shows the 'Calendars' tab with the 'Work Schedule' dropdown menu open. The 'School District' is set to 'Abc Public Schools' and the 'Fiscal Year' is '2018'. The 'Work Schedule' dropdown is open, showing options: 'Select One', '715am-315pm (07/01/2017-)', 'Elementary (07/01/2012-)', 'Elementary-Middle (07/01/2012-)', 'High School (07/01/2012-)', and 'Tuesday noon-5 pm (01/01/2017-)'. A red arrow points to the 'Show Calendar' button.

- If a calendar has not been created, click the button labeled 'Generate Calendar'

The screenshot shows the 'Calendars' tab with the 'Work Schedule' dropdown menu open. The 'School District' is set to 'Abc Public Schools' and the 'Fiscal Year' is '2018'. The 'Work Schedule' dropdown is open, showing options: 'Select One', '715am-315pm (07/01/2017-)', 'Elementary (07/01/2012-)', 'Elementary-Middle (07/01/2012-)', 'High School (07/01/2012-)', and 'Tuesday noon-5 pm (01/01/2017-)'. A red arrow points to the 'Generate Calendar' button.

The Work Schedule calendar is automatically populated with the non-moment days that were set-up in the School District Calendar. The Work Schedule level will allow you to create 'work schedule calendars' that are more specific for groups of people who work the same days and hours. People are grouped by work schedule, not by job title or work location. The calendar in this example will be for Work Schedule A. You will repeat these steps for each Work Schedule you create in your school district.

Search Criteria

School District
Royal Princess Schools ▼

Fiscal Year
2017 ▼

Work Schedule
Work Schedule A (10/01/2016-) ▼

Show Calendar

Global Calendar Setup

Start Date
07/01/2016

End Date
06/30/2017

Weekends
Non-Moment Days ▼

Update Calendar

Delete Calendar

Shifts

*Start Time
AM ▼

*End Time
PM ▼

Add

Start Time
08:30 AM ▼

End Time
03:30 PM ▼

Save

Delete

Calendar View

July 2016

August 2016

September 2016

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8

October 2016

November 2016

December 2016

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

January 2017

February 2017

March 2017

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31	1	2	3	4	26	27	28	1	2	3	4	26	27	28	29	30	31	1

Mark as Working Days

Mark as Non-Moment Days

Modify Shifts

Color Codes

- Standard Working Day (Editable)
- Non-Moment Day (Editable)
- Different Shifts Configured (Editable)
- Selected for Editing
- Outside the Fiscal Year Calendar Days (Non-Editable)
- Day not of current month (Non-Editable)
- Day highlighted (Editable)
- Standard Working Day (Non-Editable)
- Non-Moment Day (Non-Editable)
- Different Shifts Configured (Non-Editable)

III. Entering Shifts Start and End Time for Work Schedules

Search Criteria

School District
Royal Princess Schools

Fiscal Year
2017

Show Calendar

Global Calendar Setup

Start Date
07/01/2016

End Date
06/30/2017

Weekends
Non-Moment Days

Update Calendar

Delete Calendar

Shifts

*Start Time

*End Time

Add

Start Time	End Time	Save	Delete
07:30 AM	03:30 PM		

On the right, under Shifts, the Start Time and End Time are pre-populated from the State District level calendar. You can change this time if your Work Schedule group works different hours.

Shift Changes Applied to All Days

- g. To change the time, click in the Start Time or End Time box, change the time, change the AM or PM as needed and click 'Save.' For example, if changing to an End Time that is before noon, be sure to change the PM to AM, then click 'Save.'

Shifts

*Start Time

*End Time

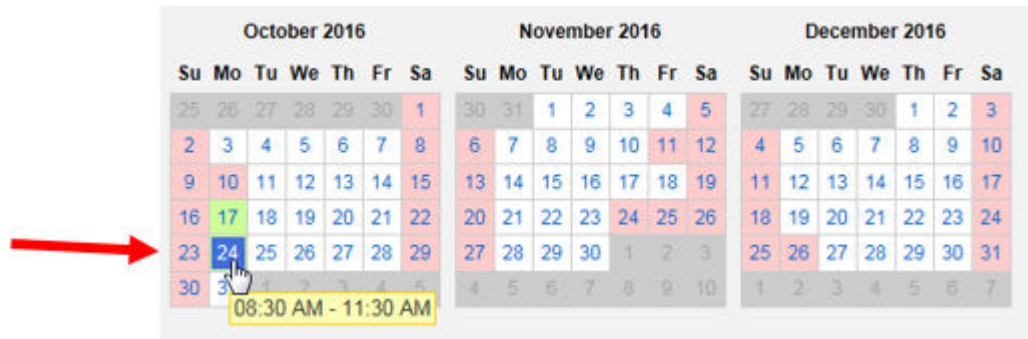
Add

Start Time	End Time	Save	Delete
08:30 AM	03:30 PM		

Note: There must always be a shift time listed. If you are changing times within the listed time period for the entire quarter, edit the Start Time, End Time fields. If you are changing times for specific dates, see Modify Shift below.

Shift Changes Applied To Specific Days

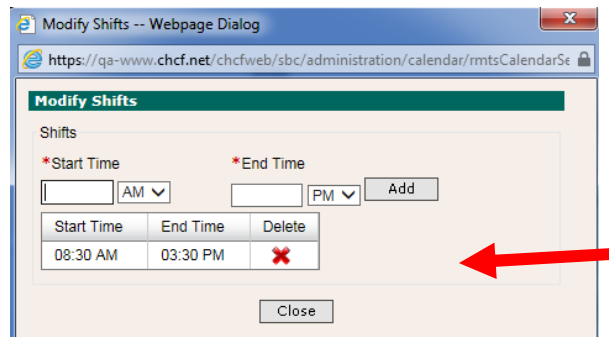
- h. To change the time for certain days, such as partial work days that apply to the Work Schedule, click on the appropriate day or days, which will turn blue.



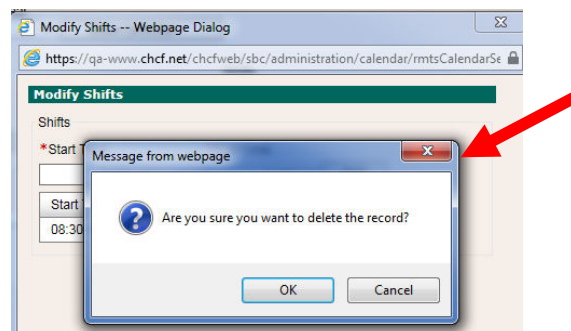
- i. Click Modify Shifts on the right.



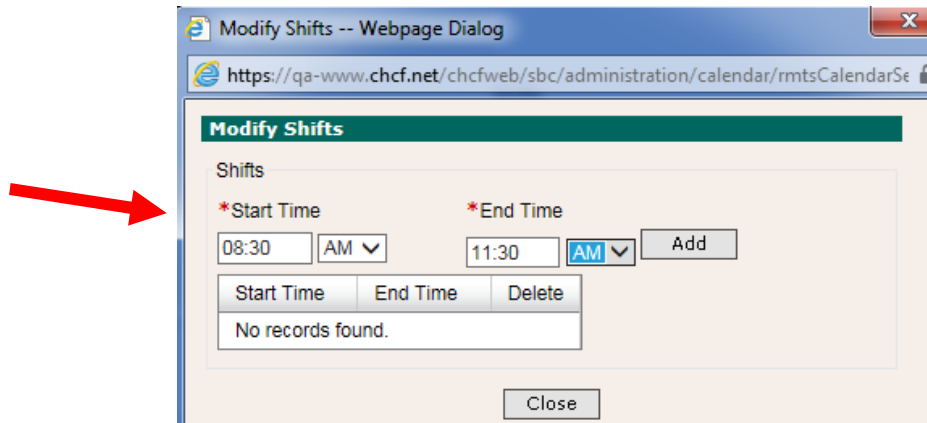
- j. Click the Red X to delete the shift time listed.



- k. Click OK to confirm the action.



- I. Enter the new Start Time and End Time, select AM or PM, click Add.



Modify Shifts -- Webpage Dialog

https://qa-www.chcf.net/chcfweb/sbc/administration/calendar/rmtsCalendarSe

Modify Shifts

Shifts

*Start Time: 08:30 AM

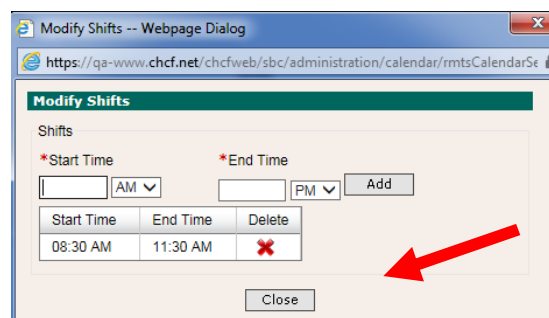
*End Time: 11:30 AM

Add

Start Time	End Time	Delete
No records found.		

Close

See the new Start and End Times listed.



Modify Shifts -- Webpage Dialog

https://qa-www.chcf.net/chcfweb/sbc/administration/calendar/rmtsCalendarSe

Modify Shifts

Shifts

*Start Time:

*End Time: 11:30 AM

Add

Start Time	End Time	Delete
08:30 AM	11:30 AM	X

Close

- m. Click Close.

The date box will appear green, indicating that date has a modified shift. Use your cursor to hover over the date and see the time change.

October 2016							November 2016							December 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

08:30 AM - 11:30 AM

IV. Marking Working Days and Non-Moment Days for Work Schedules

The screenshot displays a calendar interface for marking working and non-moment days. The calendar shows months from July 2016 to March 2017. The interface includes a color-coded legend on the right with the following items:

- ☒ Standard Working Day (Editable)
- ☒ Non-Moment Day (Editable)
- ☒ Different Shifts Configured (Editable)
- ☒ Selected for Editing
- ☐ Outside the Fiscal Year Calendar Days (Non-Editable)
- ☒ Day not of current month (Non-Editable)
- ☒ Day highlighted (Editable)
- ☒ Standard Working Day (Non-Editable)
- ☒ Non-Moment Day (Non-Editable)
- ☒ Different Shifts Configured (Non-Editable)

Buttons on the right side of the calendar include:

- Mark as Working Days (indicated by a red arrow)
- Mark as Non-Moment Days
- Modify Shifts

Next to the calendar, on the right side you will see three buttons:

- i. Mark as Working Days
 - ii. Mark as Non-Moment Days
 - iii. Modify Shifts
- n. Holidays or vacation days that are different from the School District calendar can be entered on specific Work Schedule calendars. For example, if staff in 'Work Schedule A' do not work the day before Thanksgiving, click on the date, November 23rd, then click 'Mark as Non-Moment Day'. The box for that date will turn pink. You can click on as many days in a week or months as you need at one time before clicking 'Mark as Non-Moment Day'.

- o. If a day is marked as Non-Moment Day, but is an actual work day, click on that date, then click 'Mark as Working Day'. For example, if staff in 'Work Schedule B' do not have the last week of December off, click on each date as needed, then click 'Mark as Working Days.' This will allow staff in Work Schedule B to receive moments during this time.
- p. Weekends in most cases will be 'Non-Moment Days.' If your staff work weekends, then select the date and click 'Mark as Working Days.'

G. Reports for Quality Assurance

After calendars have been completed, there are two reports you can run to check number of work hours.

On the left hand navigation bar, select Administrative Claiming, then Reports.

School District	AAC Reports								
Administrative Claiming	Administrative Activity Claim Reports								
Calendar									
File Upload									
File Extract									
Reports	Random Moment Time Study Reports <table border="1"> <tbody> <tr> <td>RMTS Participant Moments Completed Report</td> </tr> <tr> <td>RMTS Calendar Configuration Report</td> </tr> <tr> <td>RMTS Incomplete Moments Report</td> </tr> <tr> <td>Calendar Data Entry Report</td> </tr> <tr> <td>Health Personnel Time Study Upload Report</td> </tr> <tr> <td>Calendar Data Entry Summary Report</td> </tr> <tr> <td>RMTS Compliance Report - All Entities</td> </tr> <tr> <td>RMTS Pool Report</td> </tr> </tbody> </table>	RMTS Participant Moments Completed Report	RMTS Calendar Configuration Report	RMTS Incomplete Moments Report	Calendar Data Entry Report	Health Personnel Time Study Upload Report	Calendar Data Entry Summary Report	RMTS Compliance Report - All Entities	RMTS Pool Report
RMTS Participant Moments Completed Report									
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Health Personnel Time Study Upload Report									
Calendar Data Entry Summary Report									
RMTS Compliance Report - All Entities									
RMTS Pool Report									
RMTS Admin									

Under the grouping of Random Moment Time Study Reports, there are two reports, Calendar Data Entry Report and Calendar Data Entry Summary Report.

School District **AAC Reports**

Administrative Claiming

Calendar

File Upload

File Extract

Reports

RMTS Admin

Administrative Activity Claim Reports

Random Moment Time Study Reports

- [RMTS Participant Moments Completed Report](#)
- [RMTS Calendar Configuration Report](#)
- [RMTS Incomplete Moments Report](#)
- [Calendar Data Entry Report](#)
- [Health Personnel Time Study Upload Report](#)
- [Calendar Data Entry Summary Report](#)
- [RMTS Compliance Report - All Entities](#)
- [RMTS Pool Report](#)

Calendar Data Entry Report

When you click on the Calendar Data Entry Report, you need to identify the criteria of the calendar information you want to review. From the drop down menus, select the following information:

- Fiscal Year.
- Quarter.
- State
- Calendar Type – i.e. School District or Work Schedule
- School District
- Click 'View As Excel' to generate an Excel spreadsheet of calendar information.
- Click 'Back To Reports' to choose a different report.

Calendar Data Entry Summary Report

*Year : 2017

*Quarter : Third Quarter

*State : MA

*Calendar Type : Work Schedule

School District : Sunshine Public Schools

Work Schedule : ALL

[View As Excel](#) | [Back to Reports](#)

An Excel spreadsheet will open. Depending upon the criteria you select, you will see the School District calendar, Work Schedule or individual Health Personnel calendar reports. In Excel you can apply Filters to review the reports to see if there are any errors.

The report is designed to show:

- h. The Total Minutes for Moments that are available in a day. Is this consistent every day?
- i. Each day in the month is listed, for the quarter, as you scroll to the right.
- j. The number of minutes available per day, per shift, in the Work Schedule Calendar (if you select that criteria option)
- k. Start/End Times. Are the AM/PM times correct? Are the times correct?

Year: 2017		User Id: DadahS2			
Quarter: 2		Environment: QA			
Date: 08/04/2016		Is Data Scrambled: No			
Total Minutes for Moments:		1,050		1,050	
Day		10/03/2016		10/04/2016	
School District	Work Schedule	Minutes/Day Start/End Time		Minutes/Day	Start/End Time
Royal Princess Schools	Work Schedule A	270 08:30 AM - 01:00 PM		270	08:30 AM - 01:00 PM
Royal Princess Schools	Work Schedule A	150 01:30 PM - 04:00 PM		150	01:30 PM - 04:00 PM
Royal Princess Schools	Work Schedule B	180 08:30 AM - 11:30 AM		180	08:30 AM - 11:30 AM
Royal Princess Schools	Work Schedule B	90 12:00 PM - 01:30 PM		90	12:00 PM - 01:30 PM
Royal Princess Schools	Work Schedule C	360 08:30 AM - 02:30 PM		360	08:30 AM - 02:30 PM

- l. Week-end days, vacation days and holidays will list 0 minutes.
- m. Weekly Hours per Work Schedule are listed. Is it over 40 hours/week, under 40 hours/week? Consistent?
- n. The last week of the quarter may have less hours/week due to the number of days in the week.

1,050		1,050		0		
10/06/2016		10/07/2016		10/08/2016		Weekly
Minutes/Day	Start/End Time	Minutes/Day	Start/End Time	Minutes/Day	Start/End Time	HRS
270	08:30 AM - 01:00 PM	270	08:30 AM - 01:00 PM			35.00
150	01:30 PM - 04:00 PM	150	01:30 PM - 04:00 PM			
180	08:30 AM - 11:30 AM	180	08:30 AM - 11:30 AM			22.50
90	12:00 PM - 01:30 PM	90	12:00 PM - 01:30 PM			
360	08:30 AM - 02:30 PM	360	08:30 AM - 02:30 PM			30.00

If the report says “No Data Found,” and you did enter a calendar, check the criteria you entered, i.e. Fiscal Year, Quarter, etc.

	A	B	C	D
1	Calendar Data Entry Report			
2				
3	Year: 2016			
4	Quarter: 4			
5	Date: 08/04/2016			
6				
7	No Data Found for the Following Parameters:			
8				
9				

Calendar Data Entry Summary Report

Use the Calendar Data Entry Summary Report to review the number of work hours per week for the School District or Work Schedule and to make sure there are no outliers

Calendar Data Entry Summary Report

*Year :	2017	*Quarter :	Second Quarter
*State :	MA		
*Calendar Type :	Work Schedule		
School District :	Abc Sunshine School Of Ma	Work Schedule :	ALL

[View As Excel](#) | [Back to Reports](#)

- Under Administrative Claiming, go to Reports on left (or Back to Reports if available)
- Random Moment Time Study Reports grouping
- Calendar Data Entry Summary Report*
- Select Year, Quarter, Claiming Unit, Calendar Type.
- Hours ending in .98 may be due to a time shift like 11:59, so it is OK.
- Click View As Excel to generate an Excel spreadsheet of calendar information

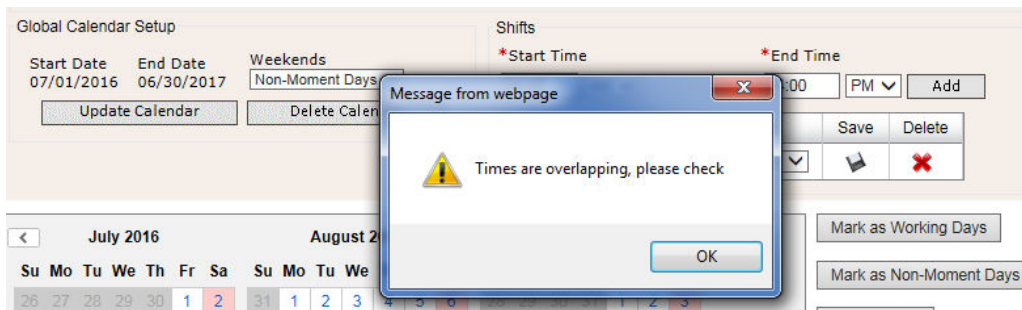
Depending upon the criteria you selected, School District or Work Schedule, the details will vary. Fourteen weeks will be listed across the spreadsheet, listing the number of hours per week. Are the hours consistent? Are the weeks with fewer hours, or zero hours, holiday or vacation weeks?

It helps to look at the actual calendar to look for holiday or vacation time.

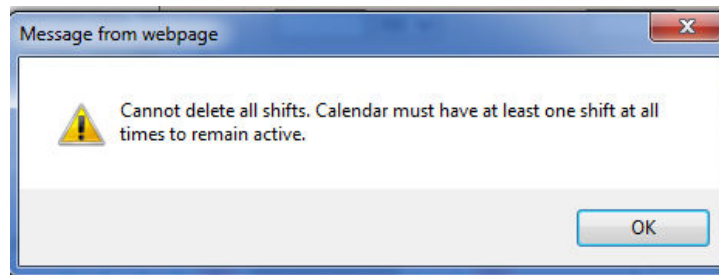
Calendar Data Entry Summary Report						
Year: 2017						
Quarter: 2						
Date: 08/04/2016						
		Week 1	Week 2	Week 3	Week 4	Week 5
School District	Work Schedule	HRS	HRS	HRS	HRS	HRS
Royal Princess Schools	Work Schedule A	0.00	35.00	28.00	35.00	35.00
Royal Princess Schools	Work Schedule B	0.00	22.50	18.00	22.50	22.50
Royal Princess Schools	Work Schedule C	0.00	30.00	24.00	30.00	30.00

I. Errors and Other Messages

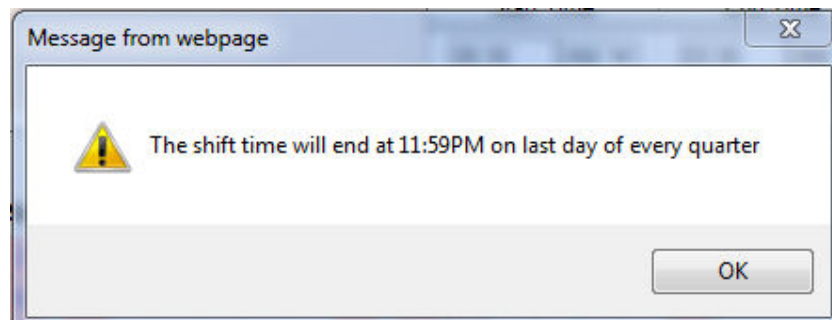
When entering a new or second shift by editing the boxes, if you don't click Save before entering the second Start and End Time, you will get an error message.



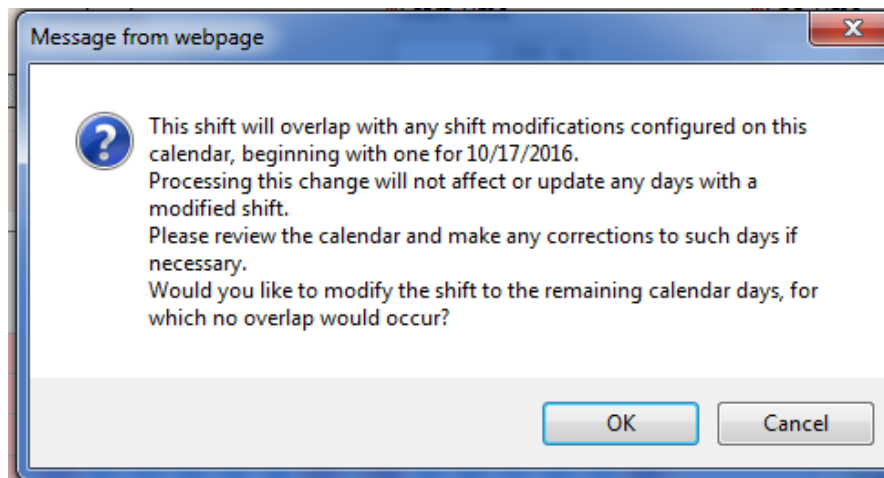
If there is only one shift schedule (Start Time and End Time) and you click the red Delete button, you will get the following error message. There must always be a shift time listed. If you are changing times within the listed time period for the entire quarter, edit the Start Time, End Time fields. If you are changing times for specific dates, see Modify Shift.



The time for last day of every quarter ends at 11:59 p.m. so that it does not affect the next quarter.



When a date in the calendar has been modified and other changes are made to apply to all days in the quarter, modified days need to be edited on an individual basis as needed.



J. Resources

For assistance please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741.