

Distributed to all RMTS Contacts via Fairbanks e-mail
January 21, 2011

NOTICE

RMTS Contact

Responding To Moments In Advance

As covered in the annual RMTS Contact training, RMTS Contacts have the ability to respond to a sampled moment for a participant that is unable to do so due to absence or for a position that is anticipated to be vacant at the time of the moment. Some RMTS Contacts have used this tool to respond to these types of moments well in advance only to find that circumstances have changed and a staff member is available to respond after all.

HHSC has been contacted on many occasions by an RMTS Contact asking that a certified moment be reopened. Though it is sometimes possible, complications can arise preventing HHSC from doing so. One such example is that the seven day response period allowed after the moment occurred has already expired.

HHSC appreciates the RMTS Contact's vigilance in making sure no moment goes uncertified. However, responding sometimes weeks or months in advance in anticipation of an absence can be counterproductive to accurately identifying the actual activity that occurred at the time of the moment.

So as to avoid complications that risk a moment being improperly coded as not worked instead of having the proper code assigned that describes the actual activity, HHSC recommends that no moments be certified more than a week in advance of the selected Time Study moment.

If you have any questions or if we can be of any assistance, please contact the HHSC Time Study Unit at TimeStudy@hhsc.state.tx.us or 512-491-1715