Random Moment Time Study (RMTS)

Federal Fiscal Year 2021

(October 2020 to September 2021)

Certify Sample Moments Before Holiday Time Off

REMINDER

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 email the Texas Health and Human Services Commission (HHSC) Time Study Unit at TimeStudy@hhsc.state.tx.us.