Need-to-Know Facts about RMTS for the Coordinator

How will I know if/when my staff are selected to participate in RMTS?

- MAC Coordinators and Assistant MAC Coordinators will be copied on 24 hour notifications sent to staff. This will alert coordinators that a participant in their county board or COG has been selected.

  It is important that participants respond to their sampled moments to ensure we meet our compliance rate. Failure to meet our compliance rate will negatively impact our reimbursements. Thus, both MAC Coordinators and Assistant MAC Coordinators will be copied on all reminder emails if the participant has not responded to their sampled moment. It is the responsibility of the local MAC Coordinators and Assistant MAC Coordinators to ensure participants respond timely and accurately to their sampled moments.

What if we share our Superintendent or staff with another County Board?

- Many CBs are sharing a superintendent and sometimes staff. If the superintendent or staff is performing MAC-able activities, each county should include this person on their quarterly participant list. The shared staff member will get a unique userIDs for each CB that includes him/her on the participant list. If sampled, the staff person must use the appropriate userID and respond to the moment. If he/she is working at another location when sampled, the appropriate response is "not scheduled to work."

  When submitting the quarterly salary information, each CB should only include their portion of the shared staff's salary, paid on an actual, cash basis and based on pay periods that fall within the quarter.

Do I have to train my staff?

- When participants are selected to document their first sampled moment, they will need to participate in a web-based training prior to responding to the moment. The training should be completed soon after the notification email sent 24 business hours prior to the sampled moment and prior to the end of the 5-business day grace period after the sampled moment.

  The training can be found at https://odmrdd.state.oh.us/apps/internet/rmts/. In case participants need to review the training again, a PowerPoint version of the training will be available on the department's website http://dodd.ohio.gov/counties/mac.htm. Once they have completed the training, participants do not need further training.

Please note that staff must participate in the web-based training;
Reviewing the PowerPoint version does not qualify as training.

I just received information regarding validation. What am I supposed to do?

- As part of our commitment to collecting **complete** and **accurate** information through the RMTS program, MAC Coordinators and Assistant MAC Coordinators will be responsible for validating 5% of all moments.

  The MAC Administrator will generate the validation sample and email a spreadsheet to MAC Coordinators and Assistant MAC Coordinators whose participants show up on the sample. It is the responsibility of the coordinators to determine (1) the work activity of the participant at the sampled moment and (2) ensure that the participant responded to their sampled moment accurately.

  Coordinators need to be sure that participants associated with the validation sample respond to their moment in a timely manner so the coordinators can then review the answer prior to the end of the 5 business day grace period.

  If a correction is needed in the RMTS response, ask the participant to edit it prior to the end of the 5 day grace period. If the participant is not available to make edits, please send the information to mac.coordinator@list.dodd.ohio.gov so the MAC Administrator can edit. If requesting the MAC Administrator to edit, you will need to submit the information prior to the end of the 5-day grace period to allow edits in the system.

  Document validations in the spreadsheet sent by the MAC Administrator as noted. Once you've completed all your validations, please send the spreadsheet to mac.coordinator@list.dodd.ohio.gov.

IMPORTANT!!!

You may not --under any circumstances --notify participants that they've been selected for a random moment prior to their receipt of the 24-hour notification email sent prior to their sampled moment.