



Random Moment Time Study Fiscal Year 2019 Annual Training for

Children's Services Private Agency Workers

Each fiscal year, all Children's Services Private Agency Workers are required to complete Random Moment Time Study (RMTS) training. Training for fiscal year 2019 will be available as a computer-based training (CBT) in the [Learning Management System \(LMS\)](#) beginning September 15, 2018.

Training Highlights:

- On-demand training (no scheduled training times – participate when your schedule permits).
- Stop and Start (pause training and resume later).
- Open-book format (participants may use all resources available to them to pass the exam).

Requirements:

- Review the "RMTS Private Agency FY 2019" training module in LMS.
- Pass the "RMTS Private Agency Exam FY 2019" with a score of 85% or higher within a maximum of three attempts.
- Participants who do not pass the exam, within 3 attempts, must review all training materials with their supervisor or local office training coordinator.
- Exam reset requests must be emailed to MDHHS-RMTS@michigan.gov by a supervisor or local office training coordinator. The requestor must verify that the training materials were reviewed and that the participant will pass if allowed a 4th attempt. Please allow five business days for processing.

Instructions:

- Log into the [LMS](#).
- Locate the training "RMTS Private Agency FY 2019" using the search function
- Review all training slides
- Bookmark the [MDHHS Contractor Resources](#) page
- Click "Review Time Study Instructions" link listed in the "Random Moment Time Study" section MDHHS Contractor Resources page to open the time study instruction manual.
- Locate the exam "RMTS FIS and ES Exam FY 2019" in [LMS](#) using the search function
- Use the time study instruction manual to complete and pass the exam with a score of 85% or higher within a maximum of 3 attempts.
- Credit will be recorded in LMS once the training slides are reviewed and the post test has been taken and successfully passed.

All questions should be directed to the MDHHS RMTS Administrator by emailing MDHHS-RMTS@michigan.gov.