

Random Moment Time Study

Out-of-Office Procedure

On occasion Random Moment Time Study (RMTS) Participants will be sampled when they are out of the office. These are the procedures that you must follow if you plan to be absent or are absent when sampled:

- If you plan to be absent, you are required to use an “Out of Office Response” using the auto-reply feature in Outlook (for both internal and external emails).
- In the event that you do not work at all during the three business day response window, your auto-reply will be used as your response. You will receive credit for a completed response when the auto-reply is received and your supervisor verifies your time off with the RMTS Administrator.
- If you are sampled and work for any period of time during the three business day response window you must complete your sample. You will not be given credit for an auto-reply if you logged any work hours during the response window. If you were not at work when you were sampled you must log into the RMTS system. The system will ask if you were working on a case or with a client. When you click “no” the time off options will be available.

Please remember that RMTS participation is mandatory for all private agency workers that carry MDHHS cases. It is essential that you answer all samples when you are working and use an auto-reply in Outlook if you will not be.

Please note: *your auto-reply will not stop the automated reminder emails. We manually collect the responses and adjust our records. The reminders are automated and the only thing that will stop those is logging in and responding. ** To receive credit for an automated reminder your supervisor must verify that you were not working during the sampling period.***