

Random Moment Time Study (RMTS) Guide

Indiana Department of Education (IDOE)
Indiana Medicaid Administrative Claiming
(IndianaMAC)

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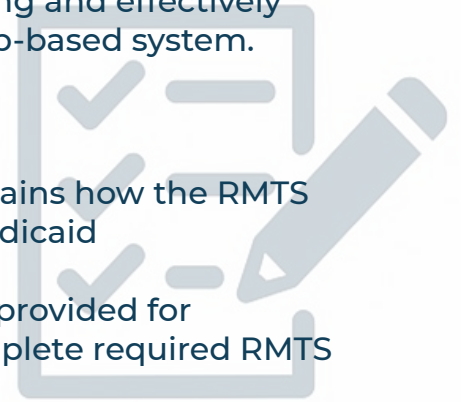
Purpose of This Guide

This document provides a comprehensive overview of the Random Moment Time Study (RMTS) process as it applies to Medicaid Administrative Claiming (MAC).

It is intended to support RMTS Contacts in understanding and effectively managing their responsibilities using the Fairbanks web-based system.

Key points to understand:

- **Understanding the RMTS Process:** This guide explains how the RMTS functions, why it matters, and how it supports Medicaid reimbursement efforts.
- **System Navigation:** Step-by-step instructions are provided for accessing and using the Fairbanks system to complete required RMTS tasks.
- **Compliance Oversight:** The guide outlines tools and reports available to help RMTS Contacts monitor time study participation and maintain compliance.



A strong grasp of the RMTS process and system tools is essential for ensuring your School Corporation's participation is successful and that eligible costs can be accurately reported and reimbursed.

RMTS Introduction

1. Overview

The Random Moment Time Study (RMTS) is a federally approved method used to determine how much of a selected group's workload is spent on Medicaid-reimbursable activities.

In a school setting, staff perform a variety of tasks — some Medicaid administrative activities that may be claimed under the Medicaid Administrative Claiming (MAC) program, and others that are not. RMTS helps distinguish between these activities by providing a statistically valid way to measure what portion of staff time is claimable to Medicaid versus non-Medicaid programs.

How It Works:

- Each quarter, School Corporations report eligible staff through the Participant List (PL) tab on the Fairbanks system.
- That participant data is compiled, and a sample of staff is selected to take part in the RMTS.
 - Email addresses are collected for every staff member during the PL process.
- Each sampled participant is assigned a random moment—a one-minute interval during the quarter—and is asked to record what activity they were performing at that time.
 - The sampled participant will receive an automated email containing a link to complete the survey three days prior to their sampled date and time.
 - The sampled participant will also receive an automated email containing a link to complete the survey on the day of their sampled date and time.
 - For participants who do not have email access, the RMTS Contact may print the system notification and deliver it directly.
- These responses are compiled and analyzed to determine the proportion of time the group spends on reimbursable activities under the Medicaid Administrative Claiming (MAC) program.

This time study measures the work effort of the entire group by analyzing data from a representative subset of staff. It captures the mix of activities performed and determines which portions are eligible for Medicaid claiming.

Both RMTS completion and compliance monitoring are conducted entirely online using the Fairbanks web-based system.

2. Program Requirements

To participate in the Medicaid RMTS, all School Corporations must meet several programmatic and technological requirements. These ensure proper administration, staff accountability, and compliance with claiming rules.



RMTS Contact Training

RMTS Contacts are expected to attend RMTS Contact training annually to fully understand the program and its RMTS requirements.



Staff Communication

RMTS Contacts must communicate with sampled staff (participants) regarding Medicaid program expectations and time study responsibilities.



Sampled Staff Training

All sampled participants must review online training that includes RMTS instructions before completing their sampled moment:

- Instructions are built directly into the Fairbanks system
- They provide essential context for completing the moment accurately
- The RMTS survey is only available to sampled participants upon completion of the online training



Timely Moment Completion

Sampled participants must complete their assigned RMTS moment within 5 school days.

- Responses submitted after the deadline will not be accepted



Follow-Up Requirements


If an RMTS response lacks sufficient detail for proper coding, staff must respond to coder follow-up emails within 5 business days.



Quarterly Compliance Threshold

School Corporations are required to reach at least 85% compliance each quarter to be included in Medicaid claiming.

- RMTS Contacts are responsible for monitoring compliance
- RMTS Contacts must follow up with staff who have incomplete or overdue moments


 School Corporations that do not meet the compliance requirement may be excluded from the Medicaid claims process.

3. Technology Requirements

Since RMTS communication is primarily managed via email, it is critical that School Corporation email systems authorize Fairbanks communications to ensure successful delivery to all participants.

Please coordinate with your IT department to ensure the following:

- Whitelist the Fairbanks IP Address:
 - 208.117.57.18
- Allow Access to the Required URLs:
 - <http://mac.fairbanksllc.com/>
 - <http://www.fairbanksllc.com/>


 Failure to receive system emails may result in missed notifications and compliance issues.

4. Compliance Requirements

Sampled participants can only access the RMTS after their assigned moment has occurred. Once it has passed:

- The participant logs into the Fairbanks system
- They answer a short series of questions in the online RMTS survey
- Participants have five days to complete their moment

To remain eligible for Medicaid claiming, each School Corporation must achieve a minimum RMTS compliance rate of 85% each quarter. Failure to meet this threshold may jeopardize the School Corporation's ability to receive Medicaid reimbursement.

 The Fairbanks system allows RMTS Contacts to manage non-responses caused by valid issues (e.g., illness, school closures, medical leave), ensuring these situations do not negatively affect compliance rates.

5. RMTS Notification Process & Compliance Monitoring

Fairbanks manages the full RMTS notification and follow-up process for each School Corporation using the email addresses provided in the Participant List.

Participant Notifications

- **Advance Notice:** Sampled participants receive an email three (3) days prior to their assigned moment, notifying them of the exact date and time they will be required to complete the RMTS survey.
- **Moment Notification:** A second email is sent on the day of the sampled moment, reminding the participant to complete the time study starting that day.
- **Reminder Notification:** If the moment is not completed, a daily reminder email is sent for up to 5 days before closing the moment.

For participants without email access, the RMTS Contact can print and deliver notifications manually.

RMTS Contact Support

To support compliance, Fairbanks also provides RMTS Contacts with real-time tools and automated alerts:

- A daily summary email showing any current uncertified moments
- Access to the Time Study Sample tab for real-time tracking of upcoming and completed moments
- The ability to send custom reminder emails directly from the Fairbanks system
- Weekly compliance notices are sent out by Fairbanks to the RMTS Contacts.

Real-Time Monitoring Tools

Throughout the quarter, RMTS Contacts can:

- View upcoming sampled moments



- Monitor real-time compliance metrics
- Send additional reminders as needed from within the system

🕒 Maintaining an 85% compliance rate each quarter is required for participation in Medicaid claiming. These tools help School Corporations stay on track.

6. RMTS Coding

After a participant completes their RMTS moment, the response is reviewed by two Central Coders who each independently assign the appropriate Medicaid activity code. In the event additional information is needed to finalize coding, an email will be sent to the sampled participant requesting clarifying information. This approach ensures consistent and objective coding, following guidelines established by the Indiana Department of Education (IDOE).

Rather than requiring staff or School Corporation Contacts to learn the technical details of Medicaid activity codes, training now focuses on:

- Understanding the purpose of the RMTS
- Providing clear and complete responses in the Fairbanks system

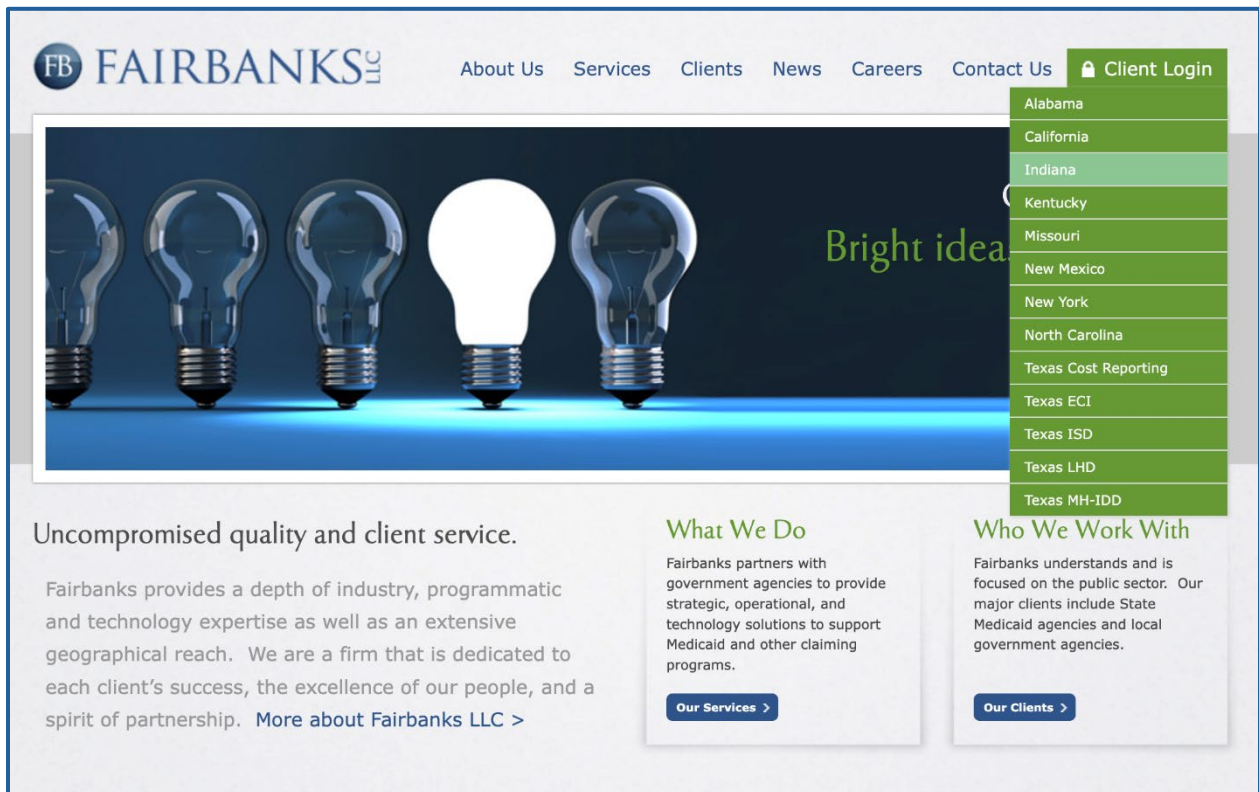
Participants are expected to describe—in their own words—what activity they were performing at the sampled moment. These narrative responses allow Coders to accurately apply the correct code without relying on staff to interpret Medicaid-specific classifications.

📄 This process supports program integrity and helps ensure compliance with federal Medicaid requirements while reducing the training burden on School Corporation staff

Fairbanks System

RMTS Sampled Staff Screen

Each sampled RMTS staff will receive an email from Fairbanks with system access details, instructions, and a link to their moment.



RMTS Sampled Staff – Welcome Screen

Upon login, the sampled participant will view a welcome screen that validates their information.

Welcome, [Redacted] ([Logout](#))

Medicaid Administrative Claiming

Time Study - Random Moment Sampling

[Start Random Moment Time Study](#)

Your Profile ([Edit](#))

Name: [Redacted]

Email: [Redacted]

LEA: Argos Community Schools

MAC Category: School Nurses/LPNs


Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at (877) 219-1343.

For questions, please contact Fairbanks LLC Client Information Center: (877) 219-1343 or info@fairbanksllc.com Fairbanks LLC. All Rights Reserved. [Privacy Policy](#) | [Terms of Use](#)

RMTS Sampled Staff – RMTS Training Screen

The training and instructions page is provided for sampled staff to understand the appropriate completion of the RMTS. Fairbanks Central Coders are used to apply Medicaid activity codes, and therefore participant training is focused on the accurate completion of a process.


Welcome, [REDACTED] ([Logout](#))

Medicaid Administrative Claiming

RMTS Training & Completion Instructions

You have been selected to participate in the Random Moment Time Study (RMTS) on behalf of your district. You are required to complete the following Time Study screen, which will ask three questions that you will answer for your sampled date and time: who was with you, why were you performing this activity, and what were you doing. The specific information that you provide on the Time Study is not shared with your district, however it is reviewed by Fairbanks personnel and coded for Medicaid reimbursement purposes. As a result, it is important that you complete the Time Study accurately.

The following provides training and guidance on the accurate completion of the Time Study:

1. Please keep in mind that you are responding for one precise minute in time. Document what you were doing at the sampled date and time.
2. Dropdowns are provided for your convenience; if you do not see a response in the dropdown that applies, click "other" and provide details.
3. Your activity description should be approximately two to four sentences and include a detailed response of what you were doing. Please keep in mind the person coding your moment has no idea of your job description, the tasks you perform, or why you perform them. It is up to you to provide the information needed for those independent coders to accurately code your response.
4. If you use acronyms in the description of your activity, please provide a definition of the acronym.
5. If you were with a student, do not provide student-specific names; instead your response can state that you were working with a student or group of students.
6. If you were not working, please indicate if it was paid or unpaid time-off.
7. If you were participating in training, please indicate the topic of the training.
8. Some responses do not provide enough description for coding purposes. Examples of unacceptable responses:
 - "I was doing my job."
 - "I was completing my job responsibilities."
 - "I was completing this time study form."
9. If insufficient information is provided, you will receive a follow-up email or phone call requesting more information.

Please click on the button below to indicate that you have read the above training/instructions and to continue to the RMTS survey.

Continue to Random Moment Time Study

Your Profile ([Edit](#))

Name: [REDACTED]

Email: [REDACTED]

LEA: Argos Community Schools

MAC Category: School Nurses/LPNs

Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at **(877) 219-1343**.

RMTS Sampled Staff – RMTS Survey Screen

The RMTS screen includes the following questions necessary for the sampled participant to complete. Six questions are asked during the survey:

1. Were you working during your sampled moment?
2. Who was with you?
3. What were you doing?
4. Why were you performing this activity?
5. Was the activity related to providing a direct medical service?
6. If yes, was the medical service provided per a student’s IEP?


Welcome, [REDACTED] [\(Logout\)](#)

Medicaid Administrative Claiming

Time Study - Random Moment Sampling

❗ YOUR TIME STUDY IS NOT COMPLETE.

🕒 Random Moment Time: 09/11/2025, 11:01 AM Eastern Time

Were you working during your sampled moment?

1. Who was with you?
Please do not include personally identifiable student information such as names, initials, or identification numbers in your response below.

2. What were you doing?
Please provide a 2-4 sentence description of your sampled moment; do not include acronyms, student specific names, or job descriptions.

3. Why were you performing this activity?

4. Was the activity related to providing a direct medical service?

I confirm that my response above is an accurate representation and description of my activity/activities during the Random Moment Time Study (RMTS) sample date and time. I certify that I am the individual authorized to complete this RMTS as indicated in the upper right hand corner of this screen. I also confirm that I have received training regarding my participation and the accurate completion of this RMTS form.

Your Profile [\(Edit\)](#)

Name: [REDACTED]

Email: [REDACTED]

Corporation: Liberty-Perry

Category: Counselors, Coaches and Mentors

Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at (877) 219-1343.

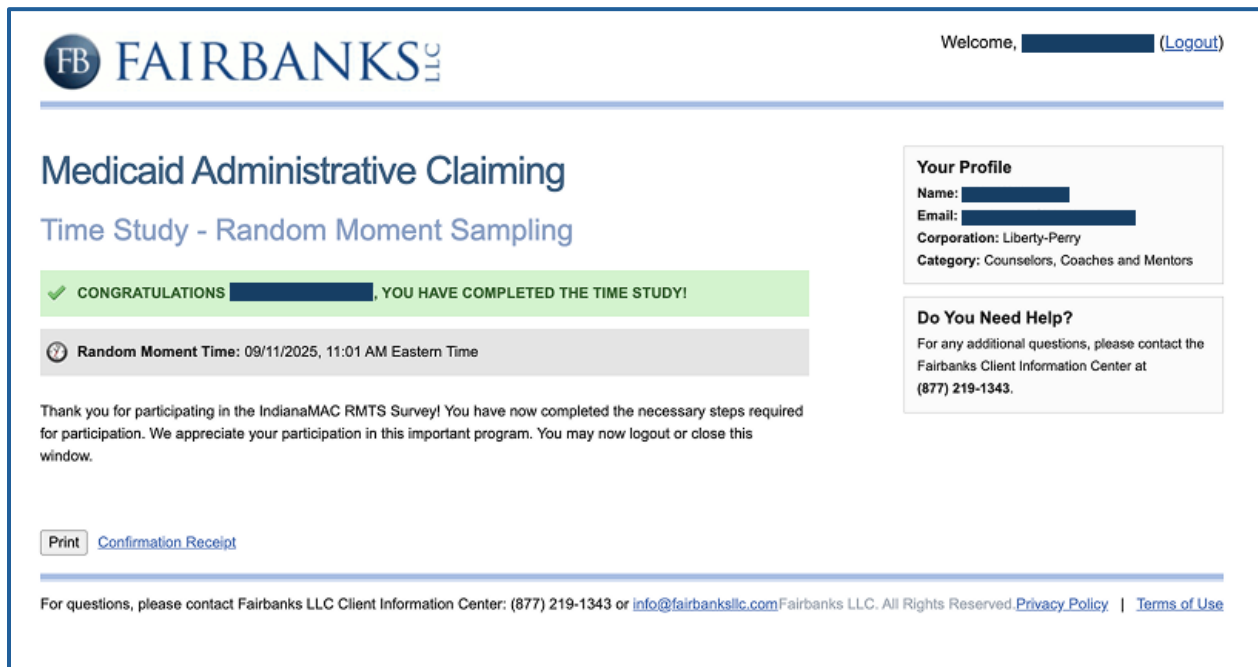
For questions, please contact Fairbanks LLC Client Information Center: (877) 219-1343 or info@fairbanksllc.com Fairbanks LLC. All Rights Reserved. [Privacy Policy](#) | [Terms of Use](#)

The system provides pulldown menus for those questions with a yes or no response. The remaining questions require a 2-3 sentence narrative from the sampled staff to provide sufficient detail for coding purposes.

If insufficient information is received, the Fairbanks Central Coder will send a follow-up email to the sampled participant requesting additional information.

RMTS Sampled Staff – RMTS Complete Screen

Upon completion of the RMTS, a confirmation page appears. The participant can print out a copy for their records or select the “Confirmation Receipt” to receive a validation of their entered responses.



The screenshot shows a confirmation page for the RMTS. At the top left is the Fairbanks LLC logo. At the top right, it says "Welcome, [redacted] (Logout)". The main heading is "Medicaid Administrative Claiming" followed by "Time Study - Random Moment Sampling". A green banner with a checkmark says "CONGRATULATIONS [redacted], YOU HAVE COMPLETED THE TIME STUDY!". Below that, a grey box shows "Random Moment Time: 09/11/2025, 11:01 AM Eastern Time". A paragraph of text thanks the user for participating. On the right side, there are two boxes: "Your Profile" with fields for Name, Email, Corporation (Liberty-Perry), and Category (Counselors, Coaches and Mentors); and "Do You Need Help?" with contact information for the Fairbanks Client Information Center at (877) 219-1343. At the bottom left, there is a "Print Confirmation Receipt" button. At the bottom, a footer contains contact information and links to Privacy Policy and Terms of Use.


RMTS Contact Screens

Each RMTS Contact will receive an email notification from Fairbanks with instructions to set up their account. Once created, in order to access the RMTS, the RMTS Contacts will login through the Fairbanks system at: www.fairbanksllc.com and select “Indiana” by hovering over the “Client Login”.



RMTS Contact Screens – Dashboard Screen

Upon login to the Fairbanks system, the main home page appears which serves as the “Dashboard” to access each unique step of the Medicaid process. To access the time study information, the RMTS Contact will select the “Time Study Sample” tab.


Welcome, [Redacted] [\(Logout\)](#)

John Glenn School Corporation

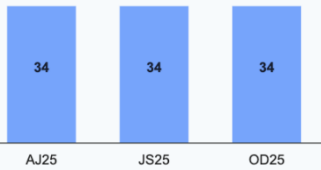
Dashboard
Participant List
Time Study Sample
Financial Submission
Manage Contacts

[Reference Materials](#)

Participant List

- **OD25 is not certified**

Participants by Quarter

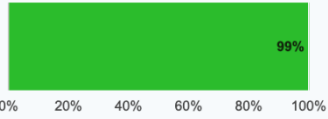


▲ Hide Charts

Time Study Sample

- **JS25 is open for TS**

JS25 TS Compliance - Quarter to Date



Financial Submission

✓ No quarters are open for Financial Submission - certification is not necessary

[Edit My Info](#) | [Add Role](#) | [Reset Password](#)

Walkerton, IN

Phone: [Redacted]

Fax: [Redacted]

Your Roles

- John Glenn School Corporation
 - RMTS Contact (Primary)
 - Financial Contact (Primary)

Important Information

07/02/2025 2025 Summer Newsletter

Important Upcoming Dates


08/05/2025	OD25 - RMTS Contact Training - 10:00 a.m. - 11:15 a.m. EST https://attendee.gotowebinar.com/register/4955983139861416021	(4 Weeks Away)
08/29/2025	October - December 2025 Participant List Due Date	(7 Weeks Away)
09/30/2025	July - September 2025 Time Study Ends	(12 Weeks Away)
10/01/2025	October - December 2025 Time Study Begins	(12 Weeks Away)
12/31/2025	October - December 2025 Time Study Ends	(25 Weeks Away)

RMTS Contact Screens – Time Study Sample Tab Screen

The “Time Study Sample” page provides a full listing of all of the sampled moments for the quarter. The page automatically sorts moments in date order from oldest to newest, and the hyperlink at the top of each column can be used to sort using other filters.

The “Is Certified” column indicates the status of each sampled moment: certified, not certified, or future survey. Visual cues are provided to quickly assess status: green checkmark indicating a completed/certified RMTS; a red stop-sign indicating a past-due RMTS.

In addition, overall compliance can be viewed in the upper right corner of the screen.


Welcome, [Redacted] (Logout)

Anderson Community School Corp

Dashboard
Participant List
Time Study Sample
Financial Submission
Manage Contacts

Open Quarter: July - September 2025
Quarter-to-Date Compliance
 33%

Overall Compliance
 3%

[Filtering Options](#)
[Download Sampled Usernames/Passwords to Distribute](#)
[Reference Materials](#)

Showing: 1 - 35

MAC Category	Last Name	First Name	Email	Location	Employment Type	Moment ↑	Is Certified
Psychologists	[Redacted]	[Redacted]	[Redacted]		Full Time	07/01/2025, 02:59 PM	✔ Certified 07/08/2025, 02:25 PM EDT
<input type="checkbox"/> Speech-Language Pathologists and Assistants	[Redacted]	[Redacted]	[Redacted]		Full Time	07/02/2025, 08:47 AM	✘ Not Certified Become
<input type="checkbox"/> Counselors, Coaches and Mentors	[Redacted]	[Redacted]	[Redacted]		Full Time	07/08/2025, 02:40 PM	✘ Not Certified Become Email Print
<input type="checkbox"/> Speech-Language Pathologists and Assistants	[Redacted]	[Redacted]	[Redacted]		Full Time	07/10/2025, 02:54 PM	Future Survey Become


RMTS Contact Screens – Marking Paid/Unpaid Time Off

The Fairbanks system provides the RMTS Contacts with the ability to manage incomplete RMTS surveys for those staff that were not working during their sampled moment. This ensures that School Corporations are not penalized for staff unable to complete the survey due to illness, medical leave, school closings, vacation, etc.

How to Record a Participant as Not Working:

To complete a time study on behalf of a participant who was not working during their sampled moment:

1. Select the participant by checking the box next to their name
2. Click the “Paid Leave” or “Unpaid Leave” button at the top of the screen
3. Confirm the selected leave status

 This action can be completed before or after the sampled moment occurs, as long as it is done while the RMTS quarter is still open.

Use this functionality only for staff who were genuinely not working during their moment. It ensures accurate time study data and protects the School Corporation’s compliance standing.

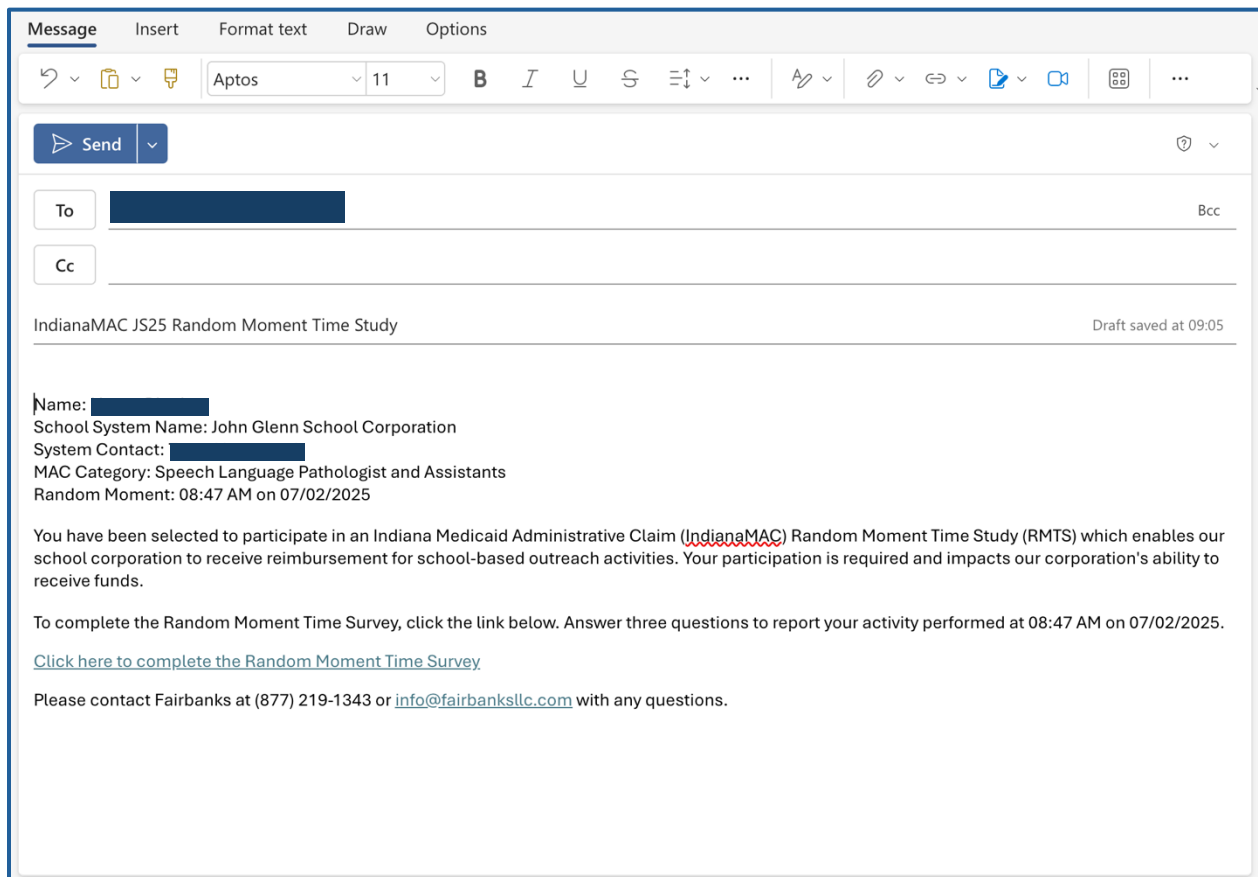
<input checked="" type="checkbox"/> Paid Leave <input type="checkbox"/> Unpaid Leave <input type="button" value="Edit"/> <input type="button" value="Email Multiple Participants"/> Showing: 1 - 35							
MAC Category	Last Name	First Name	Email	Location	Employment Type	Moment ↑	Is Certified
<input type="checkbox"/> Psychologists					Full Time	07/01/2025, 02:59 PM	<input checked="" type="checkbox"/> Certified 07/08/2025, 10:36 PM EDT Become
<input checked="" type="checkbox"/> Speech-Language Pathologists and Assistants					Full Time	07/02/2025, 08:47 AM	<input type="checkbox"/> Not Certified Become
<input type="checkbox"/> Counselors, Coaches and Mentors					Full Time	07/08/2025, 02:40 PM	<input type="checkbox"/> Not Certified Become Email Print
<input type="checkbox"/> Speech-Language Pathologists and Assistants					Full Time	07/10/2025, 02:54 PM	Future Survey Become

RMTS Contact Screens – Automatic Email Generation

The system provides RMTS Contacts with the ability to send additional RMTS reminder emails directly from the time study sample page. By selecting the “Email” link next to a participant’s name, the system automatically launches

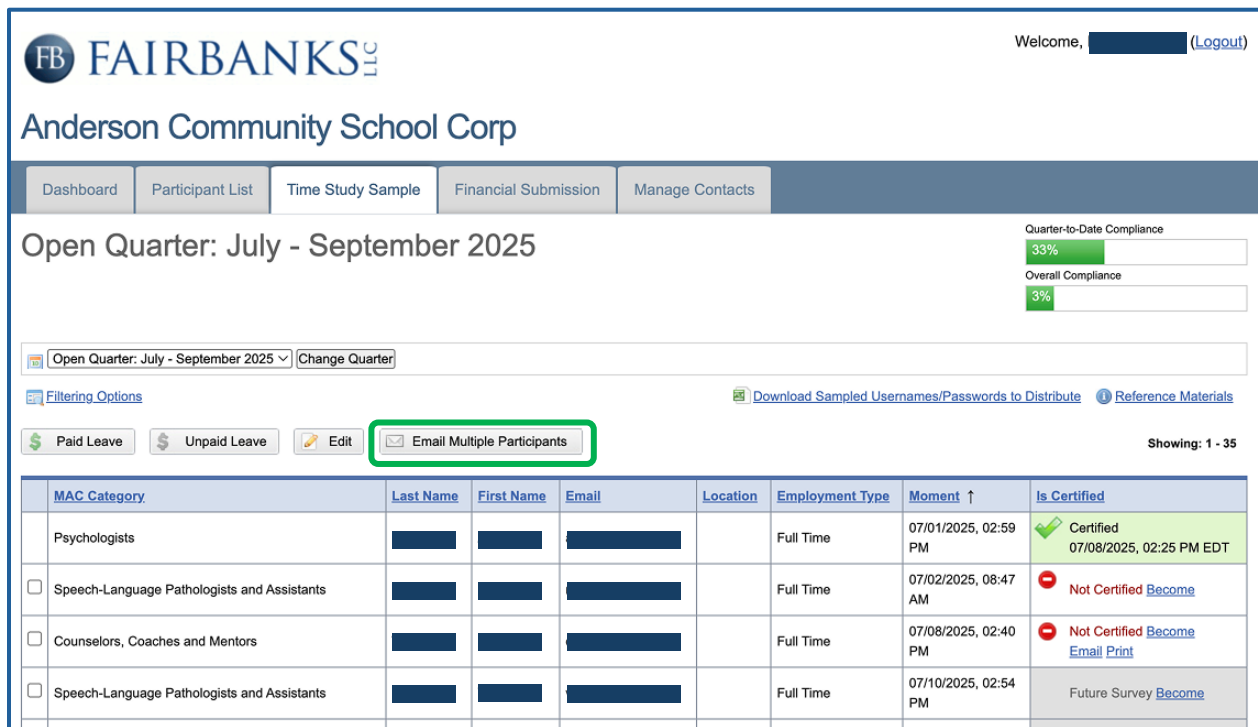
your email account and pre-populates a standard email reminder message. This email message can be edited by the School Corporation as appropriate. When the RMTS Contact selects “Send” on the email, the email is sent through the School Corporation’s email server rather than Fairbanks.

This email function is an effective tool if the School Corporation would like to send additional emails to sampled staff in addition to those sent by Fairbanks. To the sampled participant, these emails will appear to come from an internal School Corporation email account. The following is a sample of the automated email that can be generated through the time study page.



RMTS Contact Screens – Bulk Email Generation

The time study page allows the RMTS Contacts to send bulk emails to multiple sampled staff at one time. By selecting the “Email Multiple Participants” link, a new screen appears providing the ability to send emails to multiple participants.



The screenshot shows the Fairbanks LLC interface for Anderson Community School Corp. The top navigation bar includes Dashboard, Participant List, Time Study Sample, Financial Submission, and Manage Contacts. The current view is for the 'Open Quarter: July - September 2025'. Compliance metrics are shown as 33% for Quarter-to-Date and 3% for Overall. A toolbar contains buttons for Paid Leave, Unpaid Leave, Edit, and Email Multiple Participants (highlighted with a green box). Below the toolbar is a table of participants with columns for MAC Category, Last Name, First Name, Email, Location, Employment Type, Moment, and Is Certified.

MAC Category	Last Name	First Name	Email	Location	Employment Type	Moment ↑	Is Certified
Psychologists	[REDACTED]	[REDACTED]	[REDACTED]		Full Time	07/01/2025, 02:59 PM	✔ Certified 07/08/2025, 02:25 PM EDT
<input type="checkbox"/> Speech-Language Pathologists and Assistants	[REDACTED]	[REDACTED]	[REDACTED]		Full Time	07/02/2025, 08:47 AM	✘ Not Certified Become
<input type="checkbox"/> Counselors, Coaches and Mentors	[REDACTED]	[REDACTED]	[REDACTED]		Full Time	07/08/2025, 02:40 PM	✘ Not Certified Become Email Print
<input type="checkbox"/> Speech-Language Pathologists and Assistants	[REDACTED]	[REDACTED]	[REDACTED]		Full Time	07/10/2025, 02:54 PM	Future Survey Become

There are four different types of bulk emails that can be sent from the Fairbanks system:

- All Participants
- All Uncertified Participants with current and future Time Studies
- Only Uncertified Participants that currently have access to their Time Study
- Only Certified Participants

Select the button in front of the group of participants that you would like to message and a standard email message for those participants will appear. Each of these messages can be customized by the School Corporation prior to sending. Similar to the email link on the time study page, these emails will go through the School Corporation’s email server.

Send message to:

All Participants (105)

All Uncertified Participants with current and future Time Studies (85)

Only Uncertified Participants that currently have access to their Time Study (11)

Only Certified Participants (14)

Subject:

IN Medicaid School-Based Program OD25 Time Study

Message:

You have been selected on behalf of our school corporation to participate in a Random Moment Time Study (RMTS) for Indiana Medicaid Administrative Claiming (IndianaMAC). The time study is a brief web-based survey that assists our school corporation in obtaining reimbursement for school-based outreach activities.

To participate in the time study, you will receive a separate email from Fairbanks LLC that will include your sampled date and time, a link to the survey, and participation instructions. This email will be sent to you three days prior to your sampled date. Please DO NOT DELETE the Fairbanks email as it provides all the information you will need to participate in the time study.

You are required to complete the web-based time study by answering a few simple questions to report the activity you were performing at your sampled date and time. This should take no longer than a few minutes to complete and is required by our corporation. Once your moment passes, you should answer the questions via the Fairbanks system within 5 business days.

Thank you in advance for your participation in this important program! Please contact me or Fairbanks at (877) 219-1343 or info@fairbanksllc.com if you have any questions.

See next page for Frequently Asked Questions

Frequently Asked Questions

1. How can I track time study compliance?

A snapshot of the School Corporation's overall RMTS compliance rate can always be found on the dashboard upon logging in.

For more detailed compliance information, the RMTS Contact can view real-time RMTS compliance on the "Time Study Sample" screen. The "Is Certified" column indicates the status for each participant and is updated in real-time. In addition, quarter-to-date and overall School Corporation compliance is tracked and reported in the upper right corner of the screen.

2. When will RMTS sampled staff be notified regarding their sampled date/time?

Fairbanks will send an email notification 3 days prior to the sampled participant's date and the day of their sampled moment. All emails will come from fairbanksllc.com. Participants should not respond to the RMTS email notifications and should direct all questions to their School Corporation's RMTS Contact or the Fairbanks Client Information Center at 877-219-1343.

3. What if the participant deletes their email notifications with the link?

The participants can be sent the link by contacting their RMTS Contact or the Fairbanks Client Information Center at 877-219-1343.

4. What if a participant does not have an email account or has difficulty accessing email?

If a participant does not have an email account, they can provide a personal email address. If no email is available, the RMTS Contact can have emails sent directly to them to distribute RMTS notifications or can print out notifications directly from the Fairbanks system.

5. What if a selected participant is on leave during the sampled moment in time?

The RMTS Contact can login to the “Time Study Sample” page, select the participant, and select “Paid Leave” or “Unpaid Leave” button on behalf of the participant.

6. What if a sampled participant is no longer employed at their sampled date/time?

If there is a direct replacement for the position, provide the replacement’s name and email address to complete the RMTS. If there is no direct replacement, the RMTS Contact can login to the “Time Study Sample” page, select the participant, and select “Unpaid Leave” which indicates the sampled participant is not working/not paid during the sampled moment.

7. What if an unfilled vacant position is sampled for the RMTS?

If a vacancy reported on the Participant List is sampled for the RMTS and the position is not filled, the RMTS Contact can login to the “Time Study Sample” page, select the position, and select “Unpaid Leave” which indicates the sampled position/participant is not working/not paid during the sampled moment.

8. Can participant data be updated in the RMTS system during the quarter?

Updating participant data such as correcting the spelling of a name or updating an email address can be completed at any time during the quarter.

9. Why am I being asked to report Excluded Dates?

To ensure a statistically valid Random Moment Time Study Sample, the approved methodology requires that only days your School Corporation is in session are selected. Thus, each School Corporation must indicate what dates they are out of session.

10. What am I using as the basis for selecting Excluded Dates?

Each School Corporation should use their individual School Corporation calendar for each quarter.

11. What do I do about Professional Development days?

If the Participants are working, even if no students are in attendance, then the date should be included.

12. My Participant List has incorrect Start and End times in the system, what do I do?

Each start and end time needs to be edited to correspond to the correct start and end time for each participant listed.

13. Do I need to update the start and end times each quarter?

Once the start and end time are captured on the OD25 quarter, that same information will automatically roll over to the next quarter for review and certification. If there are no changes to the start and end times for the next quarter, the correct information will already be in place.

14. Who should I contact with questions?

Please contact the Fairbanks Client Information Center:

 877-219-1343

 info@fairbanksllc.com