

Hints and Tips Check Sheet for Managing RMTS

In addition to other training materials and reference guides, this check sheet is designed to help you as the RMTS coordinator for your school district to stay on top of your quarterly tasks.

Annually, Before the First Time Study Quarter of the School Year:

- Review System Technical specifications document with IT staff**
- Determine if you need any new Work Schedule Groups.** You should review your list of participating staff members and determine if any new common schedule groupings will be needed. If so, this information needs to be communicated to UMMS by emailing or faxing the Work Schedule Group Form.
- Enter your school district's annual calendar into RMTS online system**

Before Each Quarter:

- Update your Participant List** at least 30 days prior to the start of each quarter.
- Tip #1: Always Start Your Participant Updates by Extracting Current Participant List.** You should always begin by extracting the list of current participants from the RMTS system. Don't forget to choose the *next/future* quarter (the quarter you are doing set-up for) when extracting the file.
- Tip #2: Remove People Who Will Not Be Participating by Deleting Them from the File.** Please be sure to delete the *entire row* in the spreadsheet that contains the data about anyone who will no longer be participating.
- Tip #3: Copy and Paste Job Descriptions into the file.** Please be sure to copy and paste any job descriptions into your upload file (either from another participant, or from the provided list of approved job descriptions)
- Tip #4: Federally Funded Percentage (FF%) is entered as a whole number.** For example, if a staff member's salary is 50% federally funded, the template should be completed with "50" entered in the FF% column for that staff member. (Do not enter "0.50" or "50%")
- Tip #5: Don't forget to check Supervisor Email addresses.** Please remember to update any supervisor email addresses as well as the participants' email addresses.
- Tip #6: Even if You Have No Changes, Upload a File for the New Quarter.** Please be sure to upload a participant list for every quarter even if you don't have any changes. Your upload file will result in a "Successful – No Changes" status to record that you have completed your work.

Tip #7: Review the File Upload Reports Prior to Verifying and Uploading. You should always review the upload reports before clicking on the “verify” check box and allowing the file to finish uploading.

Notify your new participants that they will be receiving a User ID and temporary password and will need to login and complete online training.

Do you have any Calendar changes for the next quarter? Be sure to notify UMMS any time there is a calendar change (such as elimination of a vacation due to snow, or modification to the last day of school). Calendar changes must be received by UMMS at least 7 days before the next time study quarter begins.

During Each Quarter:

Monitor participation using live system reports on a regular basis.

Tip: Remember that Moments Expire after 5 school days. Regular monitoring of the participation reports on at least a weekly basis will help to head off potential problems before moments expire.

Notify UMMS of any ‘Change of Status’ of RMTS participants. During each quarter, if something occurs which caused an RMTS participant to be unable to answer their moment(s), the Change of Status form must be completed and submitted to UMMS.

Additional Help:

If you still need help, contact UMass Medical School at 1-800-535-6741