

Random Moment Time Study (RMTS)

Federal Fiscal Year 2024

(October 2023 to September 2024)

Certifying Sample Moments Before Summer

REMINDER

As the summer break approaches, the RMTS contact(s) for each district will need to check all RMTS sampled moments to ensure any unanswered moments do not exceed the five working day response deadline.

Participants must certify their sampled moment within five working days after the sampled date.

Any participant selected for a sampled moment should make every effort to certify and complete it. However, if the participant is absent when their sampled moment occurs, the RMTS Contact is responsible for selecting "paid" or "unpaid" leave for the sampled participant. Only RMTS contacts with full access in the State of Texas Automated Information Reporting System (STAIRS) will be able make changes.

Each RMTS contact receives a weekly notification of any participant(s) who has not certified their sampled moment for their district. RMTS contacts can review sampled moments in the "Time Study Sample" tab to identify any participant who has or has not responded to their moment by:

1. Logging into [STAIRS](#),
2. Selecting the "Time Study Sample" tab, and
3. Selecting the "April-June 2024" quarter.

If you have any questions, please contact the Texas Health and Human Services Commission (HHSC) Time Study Unit at TimeStudy@hhs.texas.gov or (737) 867-7794.