

Random Moment Time Study (RMTS)

Local Education Agency (LEA)

Federal Fiscal Year 2025

(October 2024–September 2025)

Holiday Reminder

As you approach the holiday season, Local Education Agencies (LEA) are reminded to log onto the STAIRS system and check the completion of all RMTS sampled moments to ensure any unanswered moments will not exceed the five working day response deadline. Sampled moments must be completed in the STAIRS system **within five working days** after the sampled date.

The sampled participant should make every effort to answer their moment. However, in the event the participant is absent at the time of the moment or within the allowed five working days after the moment, the trained RMTS Contact will need to respond to the moment as “paid” or “unpaid” leave for the sampled participant. If the participant is not absent during the time their moment occurs, the RMTS contact is responsible for making sure the participant completes their moment before leaving for the holiday break or else it will expire.

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