

The key to a successful Random Moment Time Study is implementing a systems process within the district itself. We at Blairsville-Saltsburg SD and Homer-Center SD remain proactive and stress communication. We not only communicate the importance of the time study process at the beginning of every school year during in-service training, but also through district specific program handouts issued to every new hire participating in the program. These handouts act as a reference guide in the event staff are issued a moment. Additionally, at the start of every quarter, staff receiving moments are emailed a reminder they will be issued a moment at some point during the quarter. This email includes a brief statement reviewing the importance of the process, their role and as always, allows the opportunity for questions. Participants are encouraged to check their email at least every other day. Teachers are asked to remind support staff of this. When a participant's moment has passed, they are sent a reminder email from the district RMTS Coordinator which includes the number of days they have to respond. The compliance report found on the Claiming System website is used to monitor completion of issued moments.

An additional inclusion to our program handouts are a few brief statements discussing the potential for a follow up email. From the beginning, staff are encouraged to provide a clear and thorough picture of what they were doing at the time they were issued a moment. This handout not only provides helpful tips in preparing to respond to a moment, but an example of a clear response compared to one that may seem unclear. If they do receive a follow up email from SBAP Support asking for clarification, this email is forwarded to them as a reminder, along with the initial handout providing tips and examples. Generally, staff are not prepared for the possibility of receiving a follow up email, especially if they are a Personal Care Assistant or classroom support staff and do not typically check email daily. In the case of a PCA or support staff being issued a follow up question, both the teacher and director of special education are copied to the email.

It is important to educate your staff, both direct and admin, on *what* the time study process entails and their role in the program.

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