

The School District of Philadelphia focuses on a few key points to almost consistently achieve a 100% response rate for the Random Moment Time Study (RMTS).

We facilitate communication regarding RMTS with participants as part of professional development presentations regarding the School-Based ACCESS Program. Professional development is done annually with our staff so they are comfortable with the process and the program requirements. A single point of contact is assigned within the district to oversee the program, answer questions and assure compliance.

Maintaining a current list of participants is key. Remember to include contracted staff and note changes as received so you are prepared for the next quarter's update. When the quarter opens we cross reference our list with what is in the Claiming system using the Active and Inactive participant reports. We do not use the vacancy position holder unless we are certain the position will be filled during the quarter.

Moments should be monitored on a daily basis. We send Urgent/Time Sensitive reminder notices to participants within 24 hours of the missed moment. If moments are still not responded to after two days, the principal or supervisor is copied on the follow-up notice. If staff are identified as out on medical leave or no longer employed, we notify the SBAP support team. Additionally, when needed we've resent moments to providers who have changed their email address throughout the quarter or accidentally deleted moments. The Compliance Report is used as a tool to track and monitor compliance status.

We strive for 100% and do not settle for less.

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