



B.J. Walker, Commissioner

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May 22, 2006

MEMORANDUM

TO: Employees Covered in the Departmental/Divisional
Random Moment Sample Studies

FROM: John Sartain, Director

SUBJECT: Random Moment Sample Studies

There has been confusion at times of why some employees get Random Moment Calls. This memorandum is intended to help clarify exactly what the calls are for and what is acceptable type answers. The answers listed are just examples and in no way are all inclusive.

Random Moment Sample Studies (RMSS) are conducted for the purpose of executing the Department of Human Resources Cost Allocation Plan which is the basis for obtaining reimbursement of administrative expenses by federal funds. These RMSS are conducted by the Cost Allocation Subsection of the Office of Financial Services.

The results of the RMSS are used to distribute administrative costs to the programs or grants for which the units being sampled provide support. It is very important that employees respond to RMSS inquiries with **complete honesty**. **The only purpose of RMSS is to determine the amount of time spent on each program. The results of the study are not intended for, nor may they be used for, a check on the working habits of any employees and confidentiality is maintained on all responses.**

Interviewers will make Random Moment calls identifying them as **"Code Four"** calls. When you receive a **"Code Four"** call, it is **very important** that you respond with what you are doing **at that moment**. Random Moment calls are chosen entirely at random by a computer program. You may receive one or more calls in a day, or you may not be called for several days.

When leaving your office, notify the person who is to answer the telephone about the nature of your absence, such as type of meeting, break, lunch, etc. This will enable the interviewer to complete the RMSS form. Otherwise, the interviewer will leave his/her name, telephone number and time of call and you are required to return the call **within one hour**. When returning the call, be sure to indicate what you were doing at the moment the interviewer **initially** called you.

An account must be made for **every** Random Moment call. Failure to respond to the **"Code Four"** call will require removal of that **"Code Four"** strike from the sample. Each **"Code Four"** call has a considerable dollar value that affects reimbursement of administrative expenses by federal funds.

To correctly code your activity, the interviewer will need to know related program information or other identifying information. The following are examples of correct and incorrect responses to "**Code Four**" calls:

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Incorrect: Working on a report for Mental Health.
Correct: Preparing the annual report for the Mental Health Residential Services Program.

Incorrect: Doing work on food cost reports for the hospitals.
Correct: Filing the Food Cost report for Central State Hospital.

Incorrect: Working on Social Services.
Correct: Typing a memorandum regarding an adoption case in (county).

Incorrect: Mailing out client notices.
Correct: Mailing out Medicaid client notices to (county).

Incorrect: Reviewing a FY 2000 budget request.
Correct: Reviewing a FY 2000 budget request for organization code 4275742211.

Incorrect: Working on a Public Health report.
Correct: Working on a Public Health report for Family Planning.

Incorrect: Reviewing a contract.
Correct: Reviewing a SSBG contract.

Incorrect: Working on a Title III budget.
Correct: Working on a Title III budget for Ombudsman activity.

Incorrect: Worker is out of the office, on leave or gone for the day.
Correct: The worker is on break, at lunch, in restroom, at a meeting (*specify purpose of meeting*), flexitime, on annual, sick, personal or leave without pay, etc.

NOTE: "Maternity Leave", "Family Leave" or "On Vacation" is not a valid response. The employee's absence is either Annual Leave, Sick Leave, Personal Leave or Leave Without Pay.

The RMSS is a partnership among all divisional administrative and programmatic staff and the Office of Financial Services. Our goal is to obtain the best data possible with the least disturbance to your work; and with your continued help and cooperation, this goal will be accomplished.

If you desire any further clarification of the procedures for the RMSS, ask your supervisor or contact Mr. Gabriel Benoit 404-656-3768.

JS:chm

cc: Mr. Gabriel Benoit