

Allegheny Intermediate Unit #3

To prepare for the start of the upcoming quarter, certain steps are taken to ensure the staff pool list has all applicable information for moments and staff members are informed of their Random Moment Time Study responsibilities:

TEN DAYS BEFORE THE QUARTER STARTS (e.g., September 21)

1. Go to Claiming System and Export "Staff Pool Positions."
2. If any lines of the "EmailCCPersonEmail" column are not the correct e-mail address for the applicable CC person, go to The Claiming System and update the providers profile.

FIVE DAYS BEFORE THE QUARTER STARTS (e.g., September 26)

1. Go to Claiming System and run The Compliance Report.
2. Sort by Email. Copy the e-mail addresses and Paste them into the Blind Copy (Bcc) area for a new e-mail. We make the Subject line "Commonwealth of Pennsylvania Time Study preliminary information" and our text is:
"Hello. You have been selected by the Random Moment Time Study this coming quarter. What this means: sometime over the next few months, you will be notified by e-mail to visit a website and answer questions about a certain minute ('Random Moment') of a workday. After your Moment occurs you must respond within 120 hours (5 days) otherwise your School District (or School or Intermediate Unit) will be subject to a penalty. So please, over the next few months, be on the lookout for Random Moment Time Study e-mails---do not ignore or delete them!"
3. Correct any incorrect e-mail addresses that have bounced back ASAP in The Claiming System.
4. Check for duplicate E-mail addresses indicating more than one moment for a single provider. If found, copy and paste into a new e-mail letting them know they will have 2 (or more) Moments in the coming quarter!
5. After your Sort, Moments missing e-mail addresses will be at the bottom---get e-mail addresses for those providers ASAP and enter the missing addresses into Claiming System!

Once the quarter has started and providers begin to receive moment notifications, follow-up on unanswered moments is essential. When a moment has gone days without being responded to but before 120 hours (5days) has elapsed, it is crucial to follow-up with providers and take action with their superiors, if necessary. Our steps include:

1. Remind the employee by e-mail. If that fails
2. Remind the employee by telephone. If that fails
3. Reach out to either the employee's supervisor or the Special Education point-person. If that fails
4. Warn the Special Education Director.

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