

RMTS Supervisor Training

Florida Department of Children and Families

March 2023

[Click here to view
a training recording](#)

Agenda

Introduction

Why We Complete A Random Moment
Time Study

RMTS Myths

Account Setup Process

Role of Supervisor

Monitoring Participant Response Rate

Roster Review

Assisting Staff with EasyRMTS™

Available Reports

Supervisor Resources



Introduction

- The Florida Department of Children and Families (FL DCF) is partnering with Public Consulting Group LLC (PCG) to transition the administration of the Random Moment Time Study (RMTS) in PCG's EasyRMTS™ system
- On April 1, 2023, all DCF staff members in the current RMTS will begin using the EasyRMTS™ system to support FL DCF's cost allocation plan (CAP) and program cost claiming



**The RMTS is part of a
larger cost allocation
process**



Why We Complete A Random Moment Time Study

- An RMTS is a process where participants are emailed short surveys and asked to indicate what they were doing at an assigned minute or “moment” through a series of questions
- The RMTS is continuous (all working days of the year going forward). Historical data cannot be used to claim current or future costs
- The survey is required to determine the collective amount of time (and cost) spent on various activities
- Based on these results FL DCF determines the amount that can be charged to various funding sources.



RMTS Myths

- An RMTS is not a “big brother” tool to monitor participants
- An RMTS is not a job performance evaluation tool
- An RMTS cannot be used to determine what a single participant is doing throughout the day
- No answer is better than another (the “right” answer is what the Participant happened to be doing at the time of their survey)



Account Setup

1. You will receive an automatic email when you have been added to the EasyRMTS™ system.

Note: The subject of the email will read “You Have Been Added to the FL DCF – _____ Time Study” depending on the time study your staff participate in.

2. The email will contain a temporary password. The temporary password is valid for 48 hours.
3. Your username is your email address. Log in to the system using the temporary password provided.
4. Complete the security questions and set up an EasyRMTS™ password.

Your Password Must Contain:

1. At least 8 Characters
2. One Uppercase Character
3. One Lowercase Character
4. One Number
5. One Special Character (!@#?)



Example: Account Setup (cont.)

You Have Been Added to the FL DCF - **Child Protective Investigation**
Random Moment Time Study Inbox x



PCG Demo <pcgus.demo@gmail.com>
to me ▾

Hello,

Email will indicate which time study you are listed as a supervisor for (highlighted here)

This is to notify you that you have been added to the FL DCF - **Child Protective Investigation** Random Moment Time Study.

Find your username and temporary password here.

Your username is pcgus.demo@gmail.com



Your temporary password is: rZ%Hg+5

This temporary password will expire in 48 hours. If you do not set up your account within 48 hours of this email, you must select the forgot password link on the EasyRMTS™ login screen to get a new temporary password.

Please logon to <https://www.easyrmtspcg.com/> to set up your account and password. You can click on the website link in this email or type the address into your web browser.

If you have any questions, please contact your PCG administrator at FLDCF_CPI@pcgus.com.

Select the Link in the email:
<https://www.easyrmtspcg.com/>



Example: Account Setup (cont.)

The screenshot shows the EasyRMTS login interface. At the top left is the PUBLIC CONSULTING GROUP logo. The main content area features the EasyRMTS logo and the text 'Random Moment Sampling Software'. Below this are two input fields: 'USERNAME' and 'PASSWORD'. A blue button labeled 'Login to My Account' is positioned below the password field. A link for '[I forgot my password](#)' is located below the button. At the bottom of the page, the copyright information reads: 'COPYRIGHT © 2010-2020 PUBLIC CONSULTING GROUP ALL RIGHTS RESERVED. VER 28.0'. A blue callout box at the bottom center contains the text: 'Enter your Username and Temporary Password to login.' A purple callout box on the right side contains the text: 'Remember! Your Temporary Password is Valid for 48 hours. If it expires, use "I forgot my password" to get a new one.' A white callout box on the right side contains a list of features for the EasyRMTS system.

PUBLIC CONSULTING GROUP

EasyRMTS™
Random Moment Sampling Software

USERNAME

PASSWORD

[Login to My Account](#)

[I forgot my password](#)

COPYRIGHT © 2010-2020 PUBLIC CONSULTING GROUP
ALL RIGHTS RESERVED.
VER 28.0

Enter your Username and Temporary Password to login.

Remember!
Your Temporary Password is Valid for 48 hours. If it expires, use "I forgot my password" to get a new one.

PCG's web-based random moment sampling software is a moment sampling tool that is used to conduct statistical (RMTS) of a group of workers. EasyRMTS™ uses a decision study to be set up in a way that ensures participants see activities.

PCG's EasyRMTS™ system has many features, including:

- Decision-tree response process.
- Flexible sample parameters (e.g., number of moments, sample size).
- Ability to set multiple reminders and cc supervisors.
- User-friendly calendar functionality.
- Ability to set multiple work schedules and time zones.
- Configurable administrator dashboard.
- Approved random moment generation algorithm.
- Automated sub-sample process.
- Quality control checks when recording responses.
- Standard reports that meet result tabulation and monitoring needs.
- Customized reports.
- Customized, detailed user manual.
- Secure website and data transfer.
- Secure login credentials.
- Configurable roles and user access permissions.
- Extensive data back-up and disaster recovery plan.

Example: Account Setup (cont.)

Answer three security questions and set up your permanent password.

Welcome to EasyRMTS™

Please select your security questions and enter your responses

QUESTION 1 *

ANSWER 1 *

QUESTION 2 *

ANSWER 2 *

QUESTION 3 *

ANSWER 3 *

Please set your permanent password

NEW PASSWORD *

CONFIRM NEW PASSWORD *

Password should meet the following rules

- Passwords do not match!
- Needs at least 8 characters.
- Needs at least one uppercase character.
- Needs at least one special character.
- Needs at least one digit.
- Needs at least one lowercase character.

SUBMIT



Role of Supervisor

As a Supervisor, you are critical to the success of the FL DCF Time Study!

Supervisor responsibilities include:

- Monitoring participants' responses to ensure assigned moments are completed
- Reviewing the RMTS participant roster regularly to ensure your staff are accurately reflected
- Assisting your staff with EasyRMTS™ needs such as password resetting when requested and deactivating departed staff throughout the quarter



A - Monitoring Participant Response Rate

As a Supervisor, you will be alerted in real time if a participant has not completed their assigned moment through the following process:

1. Each time a participant is assigned a moment, they will receive an email with the subject: “URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED”
2. They will log on to <https://www.easyrmtspcg.com/> using their username and password. Once logged in, they will select the specific moment to respond to, select the appropriate options to reflect their activity at the assigned moment, and Submit their response.

Participants have 1 business day to respond to the assigned RMTS!

They will receive reminder emails at 4 and 6 hours with the Supervisor copied if they have not yet responded. Reminders will no longer go out once a response is submitted.



Moment Reminders - Supervisor Role

- If you receive a moment reminder email, look at the Username listed to determine which participant the moment is assigned to.
- Look at the subject of the email to determine if it is a 4 hour reminder or the final moment reminder, which is sent 6 hours after the assigned moment.
 - **Moments are only answerable for 24 business hours from the assigned moment.**
 - **Expiration time for each moment is listed in the moment reminder email.**
- Reach out to your participant to ensure they complete the assigned moment before the listed expiration time.



Moment Email Example

URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED - 4 HOUR REMINDER ✕ 🖨 🔗

Inbox ✕



FLDCF_ESS@pcgus.com

to me ▼

Tue

See who the moment is assigned to by reviewing the username.

Hello,

You have been selected to complete a Random Moment Time Study (RMTS) observation by the Florida Department of Children and Families. Your participation is mandatory and allows the state to receive federal funding to support your program, the department, and related services.

Your username is pcgus_demo@gmail.com. Please access your observation here: <https://www.easymtspcg.com/>

You will no longer be able to answer this observation after 03/15/23 09:30 AM. It is imperative that you complete this sample before it expires.

In your observation, please record the activity you were performing at 03/14/23 09:30 AM.

If you need to set up a password or can't remember your password, please use the "I forgot my password" function on the website.

If you have questions or need assistance, please reply directly to this email.

Supervisors – if this moment is assigned to a staff person who is out of office and unable to answer, forward this email to Sally Hamby at Sally.Hamby@myflfamilies.com with the reason the participant is unable to answer (Paid Leave, FMLA, etc.) and their expected date of return.

Thank you,

PCG Time Study Staff

Ensure the participant answers the moment before the listed expiration time

If participant is on leave, follow these directions



A - Monitoring Participant Response Rate (cont.)

In addition to being copied on moment reminder emails, Supervisors have several tools within the EasyRMTS™ system to help monitor their participants' response rate.

The image shows a screenshot of the EasyRMTS™ login interface. The page has a teal and white color scheme. At the top left is the logo for EasyRMTS™, which includes a green checkmark inside a circular arrow icon, followed by the text 'EasyRMTS™' and 'Random Moment Sampling Software' below it. The login form consists of two input fields: 'USERNAME' and 'PASSWORD'. Below the password field is a blue button labeled 'Login to My Account'. A link for 'I forgot my password' is located below the button. At the bottom of the page, there is copyright information: 'COPYRIGHT © 2010-2020 PUBLIC CONSULTING GROUP ALL RIGHTS RESERVED.' and 'VER. 28.0'. A large blue callout box with white text is overlaid on the right side of the login form, stating: 'Enter Username and Password to Login. Your email address is your username.' To the right of the callout box, there is a white text box with a teal border containing descriptive text about the software and a bulleted list of features. The text in the white box reads: 'PCG's web-based random moment sampling software, EasyRMTS™, is a proprietary random moment sampling tool that is used to conduct statistically valid random moment time studies (RMTS) of a group of workers. EasyRMTS™ uses a decision-tree question design that allows each time study to be set up in a way that ensures participants select only valid combinations of programs and activities. PCG's EasyRMTS™ system has many features, including but not limited to:'. The bulleted list includes: 'Decision-tree response process.', 'Flexible sample parameters (e.g., number of moments, sample response times, ...)', 'Customized, detailed user manual.', 'Secure website and data transfer.', 'Secure login credentials.', 'Configurable roles and user access permissions.', and 'Extensive data back-up and disaster recovery plan.'

Supervisor Dashboard



INSTANCE: FL DCF - Child Protective Investigation

Current Sample

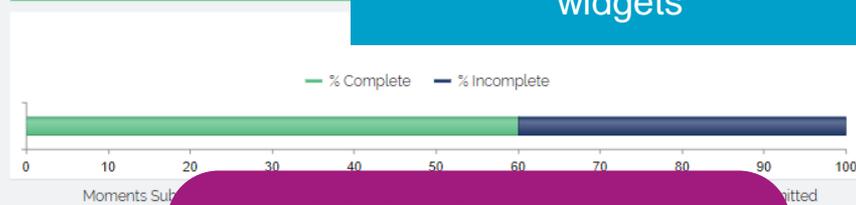
2/7/2023 - 2/7/2023

Go

Location Response Rate

Location	# Moment Res
FL CPI Sample Location	3

Moment Completion Status



Moment QC

QC Percentage:	0.00%
Moments to be QC'ed:	1

Make sure the Current Sample shows the date range you want to review then click Go to access Supervisor widgets

All the data on the supervisor dashboard is related ONLY to the RMTS participants you supervise (not the whole time study).

Supervisors will automatically only see the time study they supervise participants in under Instance.

Top 5 Activity Responses

- Children with a Completed In-Home Safety Plan / Gather additional information from family/collaterals after an in-home safety plan is established
- Child Abuse Allegations / Review of the family's prior child welfare involvement and criminal history

Reports

Location Response Rate Report

Go

Get quick access to reports for the selected sample by picking from the drop down and clicking Go

Important Dates

No Dates at this time

Site News

No News at this time

Training

Training Status	Completion Date
Not Compliant	

Compliance Training Document
FL CPI Supervisor Training

Additional Training Document
No Training Document available to download

Go

Training documents can be accessed by toggling the drop-down menu to the desired document and selecting Go.



Supervisor Dashboard



INSTANCE: FL DCF - Child Protective Investigation

Log Out | pcgus.demo3@gmail.com

Current Sample

2/7/2023 - 2/7/2023

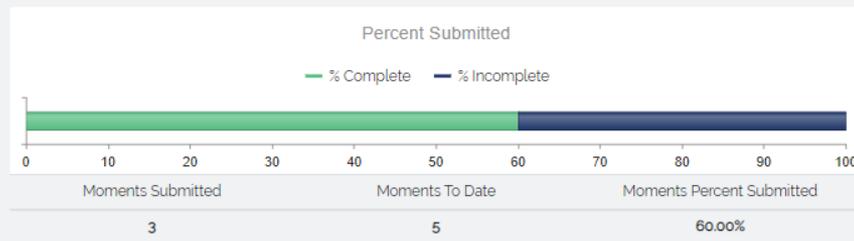
Go

Location Response

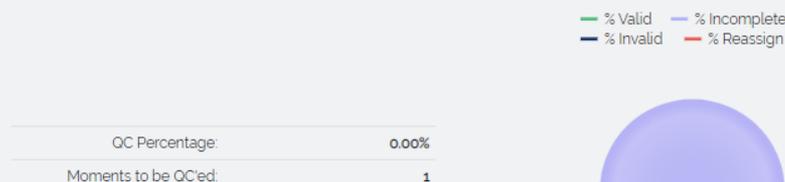
Top 5 Activity Responses shows the most selected activities by your staff.

Location	# Moment Responses	# Moments to Date	Date
FL CPI Sample Location	3	5	60.00%

Moment Completion Status



Moment QC Status



Top 5 Activity Responses

Children with a Completed In-Home Safety Plan / Gather additional information from family/collaterals after an in-home safety plan is established	1	50.00%
Child Abuse Allegations / Review of the family's prior child welfare involvement and criminal history	1	50.00%

Reports

Location Response Rate Report

Go

Moment Completion Status shows how many moments have been sent out to your staff and how many they've completed (both current and expired).

No News at this time

Training

Training Status	Completion Date
Not Compliant	

Compliance Training Document

FL CPI Supervisor Training

Go

Additional Training Document

Moment QC status shows how many subsample moments have been marked Valid or Invalid by the Quality Assurance admin.



Supervisor Widgets

The screenshot displays the EasyRMTS software interface. At the top left is the logo for EasyRMTS (Random Moment Sampling Software). The main header shows the instance name 'FL DCF - Child Protective Investigation', a 'Log Out' button, and the user email 'pcgdemo3supervisor@yopmail.com'. Below the header, there are navigation options for 'Previous Date Range', 'Current Date Range' (set to 3/3/2023 - 3/3/2023), and 'Next Date Range'. Two widget buttons are visible: 'Roster' with a red '1' and 'Reports' with a red '2'. The 'Roster' widget is expanded, showing a search bar, 'Replace Contact' and 'Export' buttons, and a table with the following data:

	User Account ID	User Name	First Name	Last Name	Email	Phone	Text Message	Use Scree Reader
	34924	pcgus.demo3@gmail.c...	PCG	Demo3	pcgus.demo3@gmail.c...		No	No

Supervisors have 2 “widgets” or system tools they use. Information in widgets is only related to your specific participants.



Reports – Monitoring Participant Response Rate

The screenshot shows the EasyRMTS software interface. At the top, there is a header with the logo and the text 'Random Moment Sampling Software'. Below the header, there is a navigation bar with a dropdown menu for 'INSTANCE' set to 'FL DCF - Child Protective Investigation' and a 'Log Out' button. The main content area is divided into two sections: 'Roster' and 'Reports'. The 'Reports' section is highlighted, and a red arrow points to the 'Reports' widget. Below the 'Reports' section, there is a list of reports: Hours Detail Report, Location Response Rate Report, Missing Moments Report, Moment Response Report, Participant Details Report, Participant Response Rate Report, Sample Results Report, Sample Results Report (Responses Only), and Training Compliance Report.

Clicking on the Reports widget will bring you to a list of available on demand reports related to your participants.

All highlighted reports relate to moment response rate.

- **Missing Moments Report**- shows you currently due and expired unanswered moments assigned to your participants
- **Moment Response Report** – lists all individual moments to date assigned to your staff and when/if they were completed
- **Participant Response Rate** – shows each of your participants with their current % of assigned moments answered

Example Report

Select date range within a sample or go right to Generate Report to include data for the entire sample

The screenshot displays the EasyRMTS software interface. At the top left is the logo for EasyRMTS™, Random Moment Sampling Software. Below the logo is the 'Report Criteria:' section, which includes 'START DATE' and 'END DATE' fields, both set to 02/07/2023. A red arrow points from the 'Report Criteria:' label to these date fields. To the right of the date fields is a green 'Generate Report' button, with a red arrow pointing from the blue callout box above to it. Below the date fields is the 'Missing Moments Report' section, which includes the client name 'FL DCF - Child Protective Investigation' and the start/end dates '2/7/2023 End Date: 2/7/2023'. Below this is a search bar and a row of export buttons: PDF, Excel, CSV, and Excel (No Header). A red arrow points from the blue callout box on the right to the 'Excel' button. Below the export buttons is a table with columns: Other ID, First Name, Last Name, Current Status, Location, Participant Email, Participant Contact 1, Moment Date/Time, and Moment Expiration Date/Time. The table contains two rows of data. At the bottom right of the table are navigation buttons: First, Previous, 1, Next, Last.

Report Criteria:

START DATE: 02/07/2023

END DATE: 02/07/2023

Generate Report

Missing Moments Report

Client Name: FL DCF - Child Protective Investigation

Start Date: 2/7/2023 End Date: 2/7/2023

Search for...

PDF Excel CSV Excel (No Header)

Other ID	First Name	Last Name	Current Status	Location	Participant Email	Participant Contact 1	Moment Date/Time	Moment Expiration Date/Time
PCG	Demo	Demo	Active	FL CPI Sample Location	pcgus.demo@gmail.com	PCG Demo3	2/7/2023 4:57:00 PM	2/8/2023 4:57:00 PM
PCG	Demo	Demo	Active	FL CPI Sample Location	pcgus.demo@gmail.com	PCG Demo3	2/7/2023 5:46:00 PM	2/8/2023 5:46:00 PM

First Previous 1 Next Last

Export in desired file format by clicking on it here



A - Monitoring Participant Response Rate (cont.)

What if a moment is assigned to a participant who is not working?

- If they are **out for the day**, they should complete the moment when they return before the 1 business day expiration to reflect the reason they were out (Paid Leave/Unpaid Leave)
 - Ex: A moment assigned for 1pm on a Friday can be answered until Monday at 1pm.
- If they are **out for the entire time the moment can be answered** but will return to work, forward the reminder email to the following contact with the reason they are out (such as Paid Time Off) and the expected date of return included:
 - CPI & CBC – Brett Litt at brett.litt@myflfamilies.com
 - APS and ESS – Sally Hamby at Sally.Hamby@myflfamilies.com
- If they are not working because they have **left the agency you also should update their account in EasyRMTS™ accordingly.**
 - See instructions in subsequent slides

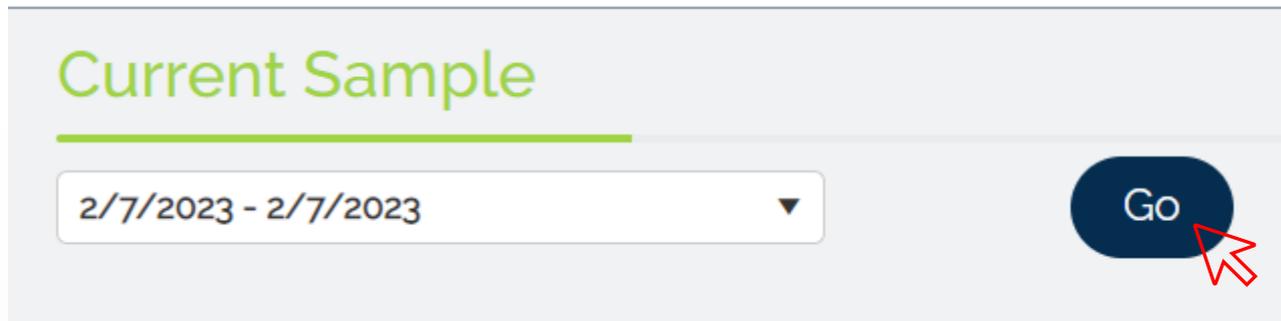


B. Roster Review

Every sample period, the rosters will be updated by your FL DCF administrator. Supervisors should review their staff roster regularly to ensure most current information is in EasyRMTS™.

- Staff who are included in the roster as an Active participant at the start of the sample period will receive assigned RMTS moments. (monthly for CPI and CBC, quarterly for APS and ESS)
- RMTS moment assignments cannot be altered (reassigned, cancelled, etc.) once the sample period begins.
- If you do not Remove someone who leaves the agency, they could be assigned moments which will be counted as Unanswered and count against the RMTS response rate.

To review your roster, start by logging into EasyRMTS™ and opening the current sample.



Current Sample

2/7/2023 - 2/7/2023 ▼

Go

B. Roster Review

Review your staff members in the Roster widget to ensure only eligible staff will be assigned moments.

EasyRMTS™
Random Moment Sampling Software

INSTANCE FL DCF - Child Protective Investigation

< Previous Date Range

Current Date Range
3/3/2023 - 3/3/2023

Roster Reports

Roster

Search for...

Replace Contact Export

	User Account ID	User Name	First Name	Last Name	Email	Phone	Text Message	Use Screenshot
	34924	pcgus.demo3@gmail.c..	PCG	Demo3	pcgus.demo3@gmail.c..		No	No

Click on the pencil icon to view/edit that individual's account details.



B. Roster Review

Edit Participant ×

USER NAME *

pcgus.demo@gmail.com

FIRST NAME *

PCG

LAST NAME *

Demo

EMAIL *

pcgus.demo@gmail.com

PHONE

TEXT MESSAGE

USE SCREEN READER

JOB TITLE

OTHER ID

LOCATION *

FL CPI Sample Location

LOCATION 2

HOLIDAY SCHEDULE *

Holiday Calendar

HOURS SCHEDULE *

First Shift (M-F 9-6pm)

REMINDER CONTACT 1

PCG Demo3

REMINDER CONTACT 2

Select Contact

ROSTER STATUS *

Active

DEACTIVATION REASON

REACTIVATION REASON

DEACTIVATION DATE :

REACTIVATION DATE :

Cancel

Update

Make sure to review:

- *Email is correct:* this is where the moment notifications will be sent
- *Hours Schedule is accurate:* within these hours, the participant may be assigned moments
- *Reminder Contact 1*:* this should be you, their supervisor (being selected in this field enables you to see their info)

**If participant has new supervisor, select that supervisor from the dropdown for the participant. Contact administrators if new supervisor isn't listed in dropdown options.*



B. Roster Review

ROSTER STATUS *

Active

Select Roster Status

Active

Inactive

Removed

REASON

END DATE :

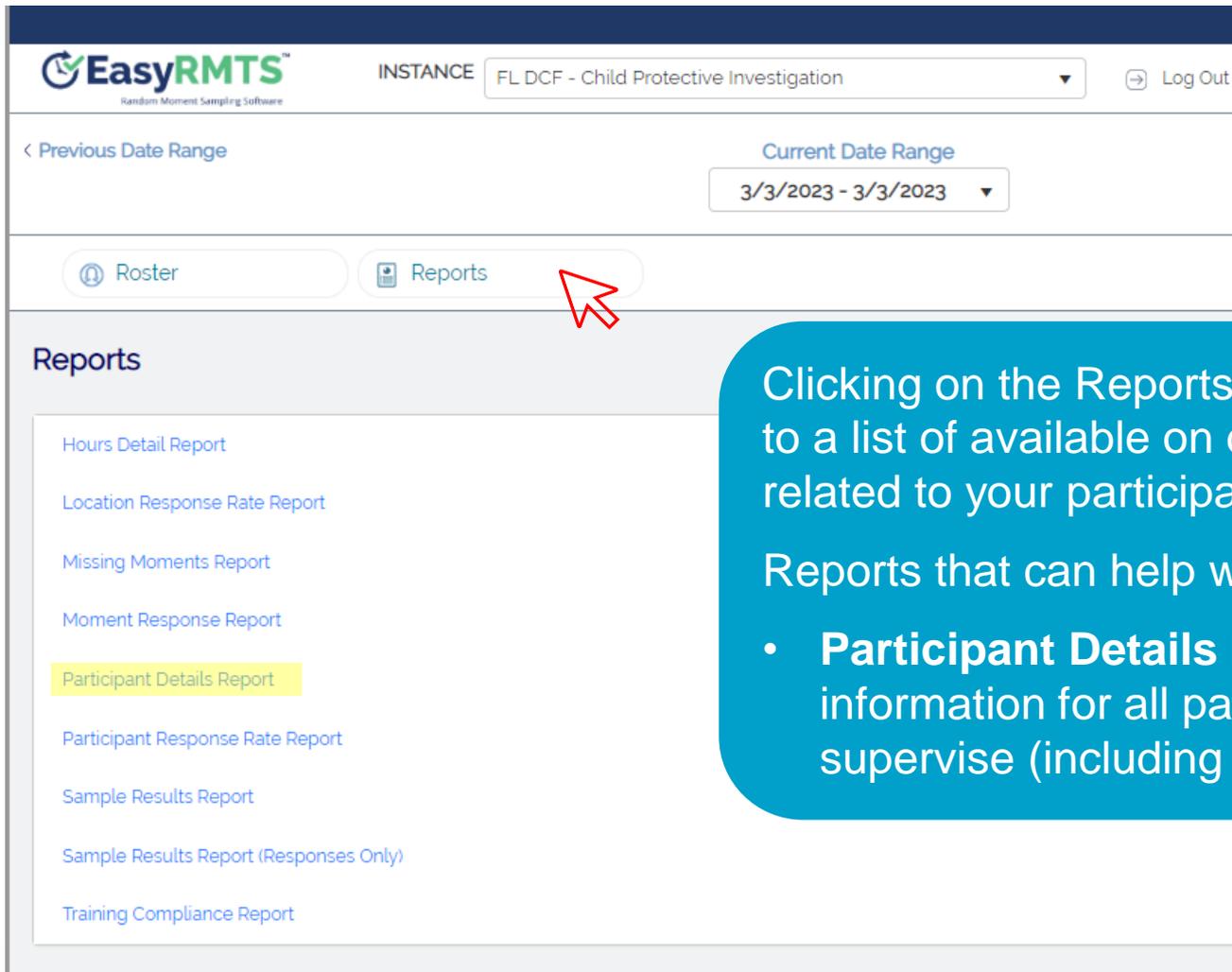
Cancel Update

Most importantly review the Roster Status and edit as needed!

- **Active** – eligible to receive moment assignments for the upcoming sample period because they are actively working on a caseload
- **Inactive*** – on leave but expected to return and should be included on future rosters
- **Removed*** – not working and not expected to return, participant won't be included in future sample rosters

*Moments will not be assigned for the upcoming sample period to Inactive or Removed Participants. A Deactivation Reason must be entered to inactivate or remove a participant.

Reports – Roster Review



The screenshot shows the EasyRMTS software interface. At the top left is the logo for EasyRMTS (Random Moment Sampling Software). To the right of the logo is a dropdown menu for the INSTANCE, currently set to 'FL DCF - Child Protective Investigation'. Further right is a 'Log Out' button. Below the instance dropdown are two date range selectors: 'Previous Date Range' and 'Current Date Range', with the current date range set to '3/3/2023 - 3/3/2023'. Below the date ranges are two buttons: 'Roster' and 'Reports'. The 'Reports' button is highlighted with a red mouse cursor. Below the buttons is a section titled 'Reports' containing a list of report options: 'Hours Detail Report', 'Location Response Rate Report', 'Missing Moments Report', 'Moment Response Report', 'Participant Details Report' (highlighted in yellow), 'Participant Response Rate Report', 'Sample Results Report', 'Sample Results Report (Responses Only)', and 'Training Compliance Report'.

Clicking on the Reports widget will bring you to a list of available on demand reports related to your participants.

Reports that can help with roster review:

- **Participant Details Report** – shows all information for all participants that you supervise (including status)

C- Assisting Staff with EasyRMTS™

While the assignment of moments cannot be changed once a sample period begins, you may still interact with the roster widget during the sample period for a variety of reasons such as:

- Inactivating a participant no longer with your agency
- Updating a participant's information such as email address or last name if changed
- Resetting a participant's password or unlocking their account

Click on the pencil icon next to the participant's name to get the Edit Participant pop up.

*You or your staff can also reach out to the **FLDCF_@pcgus.com** email for your time study if you need assistance.*

< Previous

Roster

Reports

Roster

Search for...

	User Account ID	User Name	First
	34924	pcgus.demo3@gmail.c...	PCG

Assisting Staff with EasyRMTS™ – Edit Participant

Edit the participant info by typing in new information or selecting from the pre-populated drop-down list.

Edit Participant

USER NAME *
Participant01

FIRST NAME *
Participant

LAST NAME *
1

EMAIL *
pcgus.demo@gmail.com

PHONE

TEXT MESSAGE

USE SCREEN READER

JOB TITLE

OTHER ID

LOCATION *
2

LOCATION 2

HOLIDAY SCHEDULE *
Holiday Calendar

HOURS SCHEDULE *
8:00 AM - 5:00 PM

REMINDER CONTACT 1
Select Contact

REMINDER CONTACT 2
Select Contact

ROSTER STATUS *
Active

DE-ACTIVATION REASON

RE-ACTIVATION REASON

DE-ACTIVATION DATE

RE-ACTIVATION DATE 01/27/2021 11:03 AM

Available Fields to Edit

- Edits to name and email will take effect immediately upon clicking Update. If someone has a name or email change, update their account ASAP.
- Reminder Contact can be changed if someone has a new supervisor. If you are not listed under Reminder Contact, you will no longer see the individual in the Roster.
- Status can be changed as needed but remember that moment emails will not be sent for Inactive or Removed Participants and any assigned moments will be reflected as unanswered.

Click Update to save changes. A deactivation reason is required for changes to Inactive or Removed.

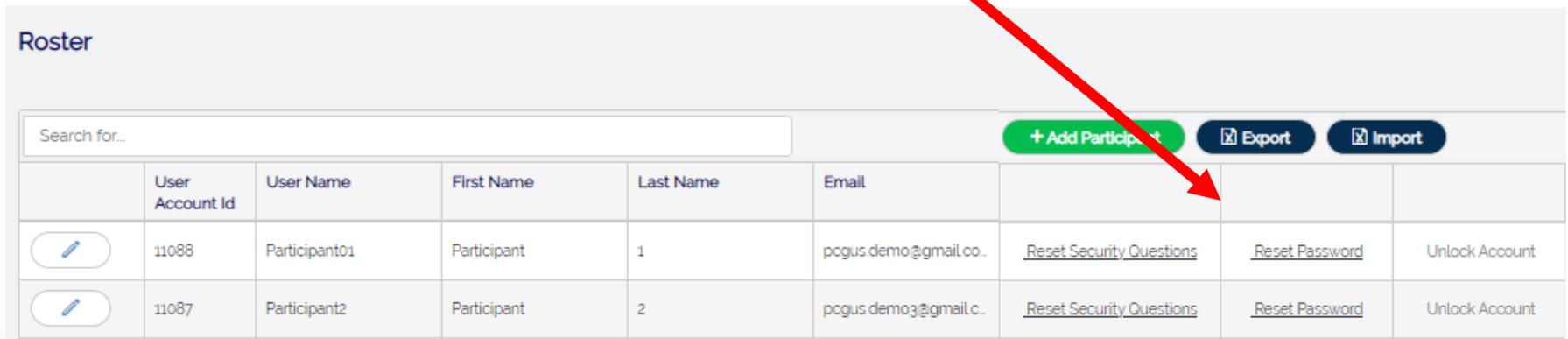


Assisting Staff with EasyRMTS™ – Password Reset

If your participant needs help logging in, you can help! Scroll all the way to the right in the Roster widget to find the following:

- **Reset Security Questions** – use if participant gets a message saying they've attempted to answer their Security Questions unsuccessfully too many times.
- **Reset Password** – sends a new temporary password (participants can also generate their own new temporary password by clicking “I forgot my password”).
- **Unlock Account** – only clickable if account access is locked due to too many unsuccessful attempts at entering password. If this is underlined, use this function!

All 3 options will send an email with a new temporary password that is valid for 48 hours so only use one at a time!



Roster

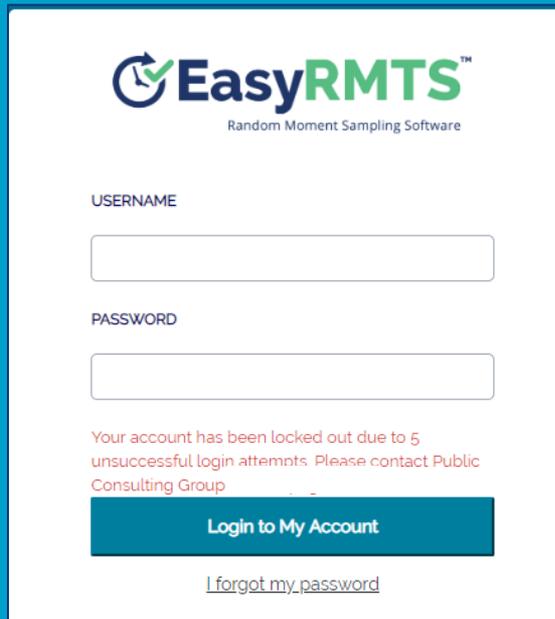
Search for...

+ Add Participant Export Import

	User Account Id	User Name	First Name	Last Name	Email			
	11088	Participant01	Participant	1	pogus.demo@gmail.co..	Reset Security Questions	Reset Password	Unlock Account
	11087	Participant2	Participant	2	pogus.demo3@gmail.c..	Reset Security Questions	Reset Password	Unlock Account

Password Reset – Error Messages

Use Unlock Account function



EasyRMTS™
Random Moment Sampling Software

USERNAME

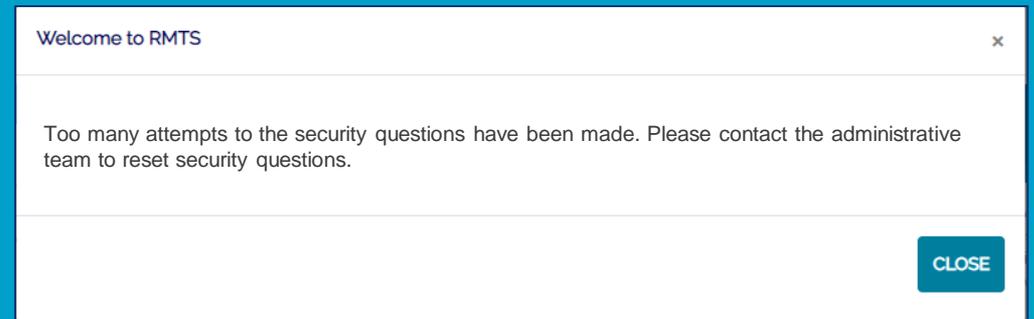
PASSWORD

Your account has been locked out due to 5 unsuccessful login attempts. Please contact Public Consulting Group

[Login to My Account](#)

[I forgot my password](#)

Use Reset Security Questions function



Welcome to RMTS ×

Too many attempts to the security questions have been made. Please contact the administrative team to reset security questions.

[CLOSE](#)

Your or your staff can also reply to the moment email/reminder for assistance with any login questions.

Reports

EasyRMTS™
Random Moment Sampling Software

INSTANCE FL DCF - Child Protective Investigation Log Out

< Previous Date Range Current Date Range
3/3/2023 - 3/3/2023

Roster Reports

Reports

- Hours Detail Report
- Location Response Rate Report
- Missing Moments Report
- Moment Response Report
- Participant Details Report
- Participant Response Rate Report
- Sample Results Report
- Sample Results Report (Responses Only)
- Training Compliance Report

Clicking on the Reports widget will bring you to a list of available on demand reports related to your participants.



9 Available Reports

Hours Detail Report – shows start and end times for each work hours shift available to assign to a participant
Location Response Rate Report – shows response rate (# of moments answered / # of moments assigned for sample so far) for each Location your supervised staff are listed in
Missing Moments Report – “live” report of any unanswered moments assigned to supervised staff, both expired and unexpired (run for entire sample period or enter custom start/end dates)
Moment Response Report - allows supervisor to see all moments assigned to their participant and when/if they were answered
Participant Details Report – contact information, status, location, schedule and additional details of all supervised staff
Participant Response Rate Report – shows response rate per each supervised staff and total rate for all supervised staff (run for entire sample period or enter custom start/end dates)
Sample Results Report – shows all moments assigned to staff so far with their selected activity/program (or blank for unanswered moments)
Sample Results Report (Responses Only) -shows all moments assigned to staff so far with their selected activity/program (omits unanswered moments)
Training Compliance Report – shows participants who have reviewed and completed the training slides under the training compliance of their Dashboard



Supervisor Resources

As a Supervisor, you have many resources to assist you in your RMTS responsibilities:

- EasyRMTS™ reports and system functions
- EasyRMTS™ Supervisor System Training Documents

If you have questions or need assistance, reach out to:

- Brett Litt, RMS Administrator: Brett.Litt@myflfamilies.com
- Sally Hamby: Sally.Hamby@myflfamilies.com
- Kristen Puckett, CPI Specialist: Kristen.Puckett@myflfamilies.com
- RMTS support inbox and hotline listed on all communications





Solutions that Matter