

The OESD 114 participates in Medicaid Match to ensure our program is fully funded. The Random Moment in Time Study (RMTS) is the way these Match payments are calculated.

In our Early Learning Department, anyone who is paid, partially or fully, out of ECEAP funds is registered to participate. The following is the process for documentation for the RMTS to ensure correct calculations of Match funds.

### PARTICIPANT ACCESS

#### New Participant

- You will receive an email at the beginning of the quarter with a user name and temporary password. Follow these steps:
  - Log in
  - Change your temporary password
  - Complete required annual training

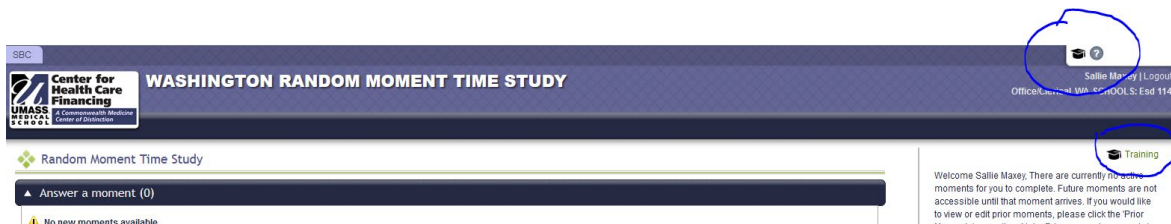
#### EXISTING PARTICIPANTS

- You may receive an email prompting you to log in and update your passwords at the beginning of the new quarter
- You may receive a reminder if you are due for the annual training

### ANNUAL TRAINING *(required)*

To complete the annual training:

- Log into the Washington Random Moment Time Study using the link from the email you received or <https://cbe-rmts.chcf-umms.or/?username=yourusername>
- Click on the training icon (a graduation cap) illustrated below *(either icon will launch training window)*



- There are two short training videos that are 10-15 minutes each
- You must complete the first training video to be able to complete “moments”
- The second one is helpful in understanding how to answer the questions

### COMPLETING A “MOMENT”

When you are selected for a “Moment”, you will receive an email with the link to the website. Follow these steps:

- Log in using your password
- The moment should be listed under the “Answer a Moment”
- Click on your “Moment” and answer the four questions
- Certify your answer by clicking the box at the bottom
- Click “save”