

IMRMS:

Frequently Asked Questions & Answers

Question

Answer

How are changes or updates made to the record of the time study coordinator?	Coordinators cannot change their own record in the IMRMS participant database. The HHS Director must submit a written request to the DHS IMRMS Project Manager requesting this change. The request must include the following: the effective date, the new coordinator's name, email address and telephone number.
What should be done when a participant goes on a leave of absence (LOA)?	While a formal policy does not exist regarding participants on LOA, it is recommended that a participant be removed from the time study when the leave is anticipated to be six weeks or longer. The participant should be added to the time study after he/she has returned from LOA.
When should a new participant be added to the time study?	Coordinators must add new time study participants to the county's database as soon as possible. A new participant added to the database after the 20th of the last month of the quarter will not be included in the sampling for the upcoming quarter.
When a participant leaves employment, when should their end date be entered in the database?	Coordinators must enter the end date of a participant's employment in the county's participant database as soon as a termination date is known. Participants will continue to receive random moments until an end date has been entered in the county's participant database. Failure to enter an end date can result in missed moments for the county.
Why can't the link to a random moment be opened after the moment has expired?	Once a random moment has expired, the link is no longer active and the moment cannot be accessed again.
Who are the IMRMS participants?	Financial Workers, Case Aides, Financial Assistance Specialists and Child Care Workers are mandated to participate in the time study. Merit classifications include: Eligibility Workers, Lead Eligibility Worker & Case Aides) Time study participants are not restricted to only these classifications.
Should the participant database be updated when refresher training occurs?	Yes, Any time training occurs, the training date should be updated to reflect that activity.

If a coordinator does not want to receive the weekly reminder emails, can they be stopped?	Weekly reminder emails are system generated and sent to counties as a courtesy for those who keep track of participant activity. The email is updated each week and contains a list of missed opportunities. If a coordinator does not receive the weekly email, no missed opportunities have occurred. Coordinators not interested in this information are free to disregard the weekly email.
Who do participants go to when questions arise?	When time study participant questions arise, the time study coordinator must be consulted.
Who do coordinators go to when questions arise?	Time study coordinators must contact the DHS Income Maintenance Project Manager directly when problems or questions arise.
Who do validators go to when questions arise?	Time study validators must contact the time study coordinator when questions arise.
How many random moments does each IMRMS participant receive per quarter?	There is no set number that participants receive each quarter. The random moment distribution is entirely random. It is possible that one participant will not receive any random moments in a quarter while another participant receives many.

DHS - 2550:

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Where are costs reported when capitalizing purchases?	Capitalization costs CANNOT be reported on the DHS-2550.
Where are costs reported when expensing purchases?	When expensing, item(s) should be reported in the appropriate COFARS category.
Where do time study participant salaries and expenses get reported?	Time study participant costs are reported in Section A of the DHS 2550.
A staff person was erroneously entered as a time study participant. They participated in the time study all quarter and should not have. How is that person's salary reported?	Costs incurred during the quarter that are associated with the participant are reported in Section A: IMRMS Expenditures
A person who should have been on the time study was not entered in the database by the required deadline, therefore he did not participate in the time study this quarter. Where should the costs associated with this person be reported?	Being the person did not participate in the time study, the costs associated with him/her are reported in Section E: Administrative Overhead.
Can mailing costs for one program be direct charged to that program?	Because situations vary when it comes to mailing equipment (e.g. how it is treated for federal reporting purposes, who uses it, etc.) the DHS IMRMS Project Manager should be consulted directly for assistance when questions arise.
Where are costs associated with RENT reported?	Because situations vary when it comes to rental property, the DHS IMRMS Project Manager should be consulted directly for assistance when questions arise.
How are adjustments submitted?	Adjustments are submitted via the 2550 website and can be submitted for up to one year prior to the current reporting period.