



Bulletin

NUMBER

#15-32-08

DATE

August 20, 2015

OF INTEREST TO

County Directors

IMRMS Coordinators

Income Maintenance
Supervisors and Staff

Fiscal Supervisors

ACTION/DUE DATE

Currently in effect

EXPIRATION DATE

August 20, 2017

Income Maintenance Random Moment Study (IMRMS) Operational Procedures; Programs/Activity Definitions

TOPIC

IMRMS operational procedures, programs and activity definitions.

PURPOSE

Provide operating instructions, programs and activity codes for county administration of the IMRMS.

Replace and merge bulletins # 11-32-07 (July 28, 2011) and # 13-32-16 (November 19, 2013)

CONTACT

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TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Background

The objective of the IMRMS is to enable the Minnesota Department of Human Services to equitably allocate administrative costs among various programs and activities. Income Maintenance staff engage in on a daily basis. Using a web based system participants are randomly selected via email to report the program(s) and activity(s) they are working on at a randomly chosen moment. This information is used to allocate Income Maintenance administrative costs across programs so counties receive appropriate federal funding.

II. Changes

The following two DHS Bulletins were merged:

- IMRMS Operational Procedures Bulletin #11-32-07, July 28, 2011
- IMRMS Codes and Definitions Bulletin #13-32-16, November 19, 2013

New required ADA bulletin format used to meet accessibility standards per Minnesota Statutes, section 16E.03, subdivision 9.

III. Action Required

County Human Service Directors must ensure that an IMRMS Coordinator has been assigned to carry out all responsibilities outlined in Attachments A – C and that they notify DHS in writing whenever a change in coordinator occurs.

IMRMS Coordinators must read all material in Attachments A - D. Coordinators are responsible for ensuring time study tasks are completed, that all policies and procedures outlined in this bulletin are followed, and that staff complete and submit their random moments in a timely manner.

IV. County Roles in Administration of the IMRMS

Responsibilities for the administration of the IMRMS are divided among county human service directors, coordinators, participants and validators.

A. County Human Service Directors

County Human Service directors must appoint an IMRMS coordinator to carry out the administration of the Income Maintenance Random Moment Study for their county. When a new coordinator is appointed, written notification from the director must be sent to the DHS IMRMS Project Manager verifying the new appointment.

B. IMRMS Coordinators

Coordinators serve as the primary IMRMS administrator and liaison for all DHS communication. They are the contact person for all county participants when questions arise. Coordinator responsibilities include identifying the participants, employee database management, training of participants and validators and the resolution of email issues and follow-up on random moments that are incomplete. Coordinators cannot participate in the IMRMS; therefore they cannot be someone in a job classification required to participate in the time study.

1. IMRMS Participant Management

It is the responsibility of each county's IMRMS coordinator to identify and enter all new time study participants, participant changes and deletions in the IMRMS database.

The second month of every quarter, coordinators receive email notification that it's time to update the IMRMS participant database. A county specific link is included in the email to access participant records. The link provided in the quarterly email reminder is active for a limited period of time. When a new quarter's reminder and link are issued, the previous link becomes inactive and is no longer accessible.

Coordinators must retain copies of the participant database each quarter. This will ensure the participant list is readily available for auditors and will assist fiscal staff when completing the quarterly Income Maintenance cost report. (Note – at the present time it is not possible to access and print historical participant information. Only the current quarter data is available.)

2. Training

Each coordinator is responsible for training all time study participants. Participant training must include reviewing the IMRMS programs, activity code definitions and procedures required for completing random moments. Instructional material for IMRMS programs and activity code definitions can be found in Attachment D, "IMRMS Program Categories, Activity Codes and Definitions". Time study participants must be provided a copy of this attachment to use for reference when completing random moments.

Coordinators must train participants on the functionality of the web based application used for completing random moments and initiating the validation process. Participants must receive training prior to receiving their first random moment. If a participant previously participated in the IMRMS in

another county, the participant must be retrained and the training date must be verified in the IMRMS application.

DHS recommends periodic refresher training sessions for all participants. This ongoing training has proven effective in improving both the accuracy of the time study and in maximizing reimbursement.

Training is mandated for all individuals designated as IMRMS validators. Coordinators must provide this training when a new validator is assigned. Validators must be familiar with IMRMS participant's daily activities and must be instructed on the validation component of the web based application. DHS will provide coordinator training as needed.

3. Training Verification

The coordinator must enter training dates for all participants in the IMRMS database prior to participants receiving their first random moment. Training verification is also required for coordinators.

4. Communication

Since most administrative correspondence regarding the IMRMS is done via email, coordinators must notify DHS of changes to their email as well as to their USPS address when they occur.

5. Coordinator Changes

Coordinators are unable to make changes to their data in the IMRMS. Therefore, email or other written notification must be provided to DHS by the county human services director when changes occur.

C. Participants

It is the responsibility of IMRMS participants to complete each moment received by selecting the program(s) and activity(s) best representing what they are working on at the time of observation. A seven calendar day time limit exists for completing random moments. If the participant does not complete the random moment within seven calendar days, the moment becomes invalid.

Occasionally a random moment will require validation. IMRMS prohibits participants from validating their own random moments. All validations are completed by a designated IMRMS validator. When validation is requested, the participant enters the validator's email address in the required area and submits it to the validator for

completion. To ensure delivery of the random moment to the validator for completion, it is crucial that their valid email address is entered accurately.

D. Validators

Validators are responsible for reviewing participant responses and submitting the approved random moment. Validators ensure that the program(s) and activity(s) selected by the participants are an accurate reflection of work being conducted at the time of the random moment. Validation is included in the seven calendar day window established for responding to random moments.

The validation process is one of the steps taken to assure the federal government that they are receiving an authentic and accurate sampling of random moments. Federal guidelines mandate that 5% of all random moments be validated.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3725 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA Coordinator.

Attachment A

IMRMS Coordinator Responsibilities

October 1

2013

Summarizes responsibilities of the coordinator and provides direction to administer the IMRMS training to staff



Minnesota Department of **Human Services**

The IMRMS Coordinator Role

Coordinators serve as the primary IMRMS administrator and liaison for all DHS communication. In addition, they are the contact person for all county time study participants.

Each coordinator is responsible for providing mandated training to all time study participants and validators. This attachment provides instruction regarding all roles involved in the IMRMS and explains the expectations associated with the coordination and administration of the time study.

Time Study Participation Overview

Program personnel funded by the county's Income Maintenance Fund in the following positions must participate in the IMRMS: financial worker, financial assistant specialist, case aide and child care worker. Classes of staff under the Minnesota Merit System are identified as:

- Eligibility Worker
- Lead Eligibility Worker
- Case Aide

FPI investigators are not IMRMS time study participants. Costs associated with these staff are reported quarterly to the Department of Human Services (DHS) on the DHS-2550 Income Maintenance Quarterly Expense Report. Refer to DHS Bulletin # 14-32-01 (January 24, 2014) for detailed explanation of quarterly reporting.

Random Moments

Throughout each quarter IMRMS participants are selected and emailed a link containing a short survey, or random moment, to be completed for a specific time within the time study period. It is the responsibility of the participant to complete each random moment by selecting the program(s) and activity code(s) best representing what they are working on at the time of the random moment.

IMRMS web-based random moment sampling assumes a Monday through Friday work week. A sampling window of 7:00 a.m. to 5:00 p.m. is used for all participants. Random moments must be completed by the participant within seven calendar days of receipt. If the participant does not complete the random moment within the seven calendar day time limit, the moment becomes invalid. Non-compliance with this deadline can affect data that comprises the federal claim, and affect payments to counties.

I. Training

Participants

Coordinators must provide training to participants prior to receiving their first random moment. If a participant previously participated in the IMRMS in another county, the participant must be retrained and the training date must be verified in the IMRMS application. Participant training must include reviewing the IMRMS programs, activity code definitions and procedures required for completing random moments. Instructional material from DHS on IMRMS programs and activity code definitions can be found in this bulletin. Two handouts are included that must be given to participants; Attachment B, "IMRMS Participant Instruction" and Attachment D, "IMRMS Program Categories, Activity Codes and Definitions." If the IMRMS coordinator chooses, they may train and delegate the participant training responsibilities to other staff. DHS will continue to provide coordinators with additional training as needed.

Attachment B explains the role of the participant and describes the importance of the IMRMS. An example of an IMRMS Random Moment and the validation process is also included. During training sessions it is the coordinator's responsibility to inform IMRMS participants of the validation process and provide them with the applicable email address for each individual assigned as an IMRMS validator.

To ensure delivery of the random moment to the validator for completion when validation is required, it is crucial that the validator's email address is entered accurately. In the event that the email address is invalid or entered incorrectly the moment will become invalid because it will not reach the validator before the seven calendar day window closes. Participants are encouraged to review validator email addresses prior to submittal.

Annual refresher training sessions are recommended for all time study participants. Ongoing training has proven effective in improving both the accuracy of the time study and in maximizing reimbursement.

Validators

IMRMS validators can be the IMRMS coordinator, a supervisor or co-worker. Validators must be knowledgeable of IMRMS program codes and the activities participants engage in on a daily basis. Responsibilities of the IMRMS validator include validating the participant's activity at the time of the random moment, choosing to validate or not validate a random moment, submitting the completed validated random moment and responding to a random moment needing validation within the specified seven calendar days after the occurrence of the random moment.

Federal guidelines mandate that five percent of all generated random moments are validated each quarter. Random moments to be validated are randomly selected by the IMRMS system during the quarterly random moment generation.

Two attachments must be given to the validator during their training. They are Attachment C, IMRMS Validator Information and Attachment D, IMRMS Program Categories, Activity Codes and Definitions.

Training Verification

The coordinator must enter training dates for all participants in the IMRMS database prior to participants receiving their first random moment. Training verification is also required for coordinators.

II. Communication

Since much of the administrative correspondence regarding the IMRMS is done via email, IMRMS coordinators must notify DHS of changes to their email as well as to their USPS address when they occur.

III. Coordinator Changes

IMRMS coordinators are unable to make changes to coordinator data in the IMRMS application. Therefore, if coordinator changes occur, email or other written notification must be provided to DHS by the County Human Services Director.

IV. IMRMS Database Administration

Each quarter DHS emails the coordinators a link to their county's participant database allowing them to add, change or delete time study participants. This email notification is sent to coordinators on the 20th day of the second month of each quarter.

The link contained in the quarterly email is primarily used for updating the upcoming quarter's employee database but is also used to enter termination dates for the current quarter. Participant database links remain active until the next quarter's database email is released. Coordinators are encouraged to bookmark this link for easy access to the database throughout the quarter. A copy of the quarterly participant database must be retained by the coordinator for audit purposes and to assist fiscal staff with quarterly cost reporting. (Note – at the present time it is not possible to access and print historical participant information. Only the current quarter data is available.)

When the coordinator clicks on the link provided in the quarterly email a screen similar to the following appears:



Minnesota Department of Human Services

County: Sherburne

[Add New Staff](#)

Search employee by: Last Name for: Search

Adding/Changing/Deleting IMRMS Participants

To add new staff click “Add New Staff”. Enter the participant information in the boxes provided and click “Save”. Training dates should be verified and entered at this time.

To make changes to or delete participant records, perform a search of county participants by using the “Search employee by” drop down box shown above. Searches can be conducted by participant last name, first name or by selecting all. If the option “All” is selected, a complete staff list will appear. Choose the participant and click “Select”. Enter the changes and click “Save”. If deleting a participant record, the effective date will be the participant’s last day of employment. Click “Delete”.

Timing of employee terminations affects how the system will handle the generation of random moments. The following examples outline how random moments are handled depending on when a termination occurs:

1. If a participant was deleted from the database prior to the deadline for submitting quarterly changes:
 - No random moments will be generated for the participant the next quarter
2. If a participant was deleted from the database after the quarterly deadline expired but before the beginning of the new quarter:
 - The web based software will not release random moments because the end date occurred before the onset of the new quarter
3. If a participant terminates employment with the county after the quarter begins and an end date is entered into the database:
 - The participant will receive random moments through the end date
 - Random moments generated prior to the end date that have not been completed will appear in the Wednesday reminder email
 - Random moments will not be generated after the participant’s end date and will not appear in Wednesday’s reminder email.

Changes made to the IMRMS participant database are instantaneous. The coordinator must close out of the database and reopen the employee screen to view the changes that have occurred.

Error Messages

Error messages will occur if the IMRMS participant chooses an invalid action, steps are not followed or the system is unable to recognize the action taken. Corrections should be made and saved at this time. The error message(s) will continue to appear until the error is resolved. In some instances, corrections are not possible (e.g. window of time to complete or validate a random moment has expired.).

V. Notifications

Email notifications are distributed to coordinators on a weekly and quarterly basis in an effort to assist with maintenance and management of the IMRMS. These emails communicate information regarding deadlines, changes and errors existing in the time study database. If an email notification to a coordinator is undeliverable, the email will bounce back to the web based application and the DHS program manager will be notified.

Weekly Email Notifications:

Every Monday notification is provided to coordinators missing participant information. Monday's emails are ongoing and allow certain updates to be performed during an open quarter. Included in these emails are notifications of incorrect emails or inclusion of a missing email address to ensure the delivery of random moments to the participants. IMRMS coordinators can also enter termination dates for IMRMS participants who left county employment or no longer are required to participate in the IMRMS. It is the responsibility of the IMRMS coordinator to follow up on random moments that did not reach the designated participant.

Email notifications are also sent to coordinators every Wednesday. Wednesday's emails contain a list of random moments that have not been completed or received by DHS. These emails include random moments that were not completed timely by the IMRMS participant or the validator. Also included in Wednesday's notifications are moments that have become invalid because the seven calendar day deadline was missed.

In circumstances when an IMRMS coordinator is aware of an IMRMS participant's absence, the coordinator may complete the random moment for the participant. The random moment will open after the IMRMS coordinator clicks on the reference control number provided. The IMRMS coordinator then selects the activity code which indicates the IMRMS participant is unavailable.

In some instances timing issues occur. Reminder emails to coordinators are a snapshot of the status of random moments at the specific moment the email was created; however, random moments may have been completed between the time the email was created and when it was delivered and opened by the coordinator. For example: A

participant or validator completes a random moment on a Wednesday morning AFTER the web based application has already generated the Wednesday reminder email to the coordinator. The sequence of events occurs as follows:

- Tuesday night, the system prepares the reminder emails for delivery to coordinators on Wednesday morning
- The participant or validator completes a random moment Wednesday morning after the Wednesday reminder email to the coordinator was created
- Coordinator contacts the participant or validator with a request to complete the process
- Participant or validator responds that the moment or validation has been completed
- Participant or validator doesn't realize that they completed the random moment after the overnight Wednesday reminder email was created
- Coordinator can verify by clicking on the link contained within the email; if a "Thank You" message appears, then the random moment has been completed
- If the "Thank You" message does not appear, the random moment has not yet been completed and the coordinator must follow up with the participant to ensure that the random moment is completed.

When validation is needed for a random moment that is completed by the coordinator in a participant's absence, the IMRMS coordinator may forward the link to the validator or complete the validation if the validator is not available.

Coordinators must inform validators of the importance of completing validation on a timely basis. Validators must also be made aware of the seven calendar day deadline for completing random moments and subsequent validations. Links to random moments become inactive on the eighth day following email notification of the moment. An error message will appear if attempts are made to access the link after expiration. Missed moments are excluded from the tabulation of time study results and can result in loss of federal revenue.

If the random moment has not been resolved within seven calendar days of receipt, the random moment becomes invalid. Invalid random moments occur when either the IMRMS participant fails to complete the random moment or the IMRMS validator fails to complete the validation process. Random moments cannot be changed after they become invalid.

Quarterly Email Notifications

Prior to each new quarter, the IMRMS web based application will automatically send an email to coordinators containing a new link to the county's participant database for the upcoming quarter. This email notification is sent to coordinators on the 20th day of the second month of each quarter. IMRMS coordinators use this link to maintain the participant database. Maintenance includes updating information, additions or deletions of participants, training dates, changes and corrections to participant names and email addresses.

Occasionally IMRMS coordinators, participants and validators attempt to respond to email notifications. When this occurs, a return notification is sent to the sender advising them they have responded to an unmonitored email address. The coordinator must be contacted for assistance, if needed.

VI. Deadlines

Coordinators may enter participant changes in the IMRMS database throughout the quarter. In order to have the changes reflected in a new quarter's time study however, participant changes must be entered in the database by the following deadlines:

Effective Date	Deadline for IMRMS Entry of Participant Changes
Quarter 3, 2015 (July 1, 2015)	June 20, 2015
Quarter 4, 2015 (October 1, 2015)	September 20, 2015
Quarter 1, 2016 (January 1, 2016)	December 20, 2015
Quarter 2, 2016 (April 1, 2016)	March 20, 2016

Additions or changes to participant records after the specified deadline will be retained and applied to the next quarter's participant database.

Attachment B

IMRMS Participant Instruction

October 1

2013

IMRMS Participant Instructions to complete the
time study



Minnesota Department of **Human Services**



Minnesota Department of **Human Services**

Income Maintenance Random Moment Time Study

The Income Maintenance Random Moment Study (IMRMS) is the federally approved claiming mechanism for reimbursing county agencies for administrative income maintenance costs. The IMRMS uses a random moment time study to generate statistically valid samples for allocating federal funding.

IMRMS Participants

Program personnel funded by the county's income maintenance fund and in one of the following positions must participate in the IMRMS: Financial Worker, Financial Assistant Specialist, Case Aide and Child Care Worker.

Training

Program and activity code training is mandated for all IMRMS participants. Training must be completed prior to a participant receiving their first random moment. Annual refresher training sessions are recommended for all participants. The ongoing availability of training will ensure that all staff are well acquainted with the IMRMS programs, activity codes, definitions and procedures.

Random Moments

IMRMS web based random sampling assumes a Monday through Friday work week, observes holidays and has a 7:00 a.m. to 5:00 p.m. window. Random moments must be completed within seven calendar days. Non-compliance with this deadline can affect data that comprises the federal claim and affect payments to counties.

Random moments are delivered to participants directly from the IMRMS web based application. The random moment email participants receive will appear as follows:

[Participant Name]

Click on the link below to complete your random moment from **[date time]**

Access to this random moment expires on: **[date]**

Consult the time study instructions to complete your random moment. If you have questions or need a copy of the instructions—contact your time study coordinator.

This random moment must only be completed and submitted by the time study participant.

All random moment responses are subject to federal audit. Falsification of this information diminishes the integrity of the random moment sample and compromises the federal administrative claim.

Click on this link **[control number]** or copy and paste this address into your web browser.

[actual link to web based application]

****This message is being sent from an unmonitored email address. Please do not reply to this email.****

When the IMRMS participant clicks on the link within the random moment email, the following screens will appear providing the participant with a program choice (Section I) followed by an activity choice (Section II):

Welcome [Participant Name]! Please complete the random moment for [date time]. ([Not you?](#))

Date and Time: 4/7/2015 2:54:00 PM

Case Number:

SECTION I: Select a program (Indicate each program you are working on - select as many as necessary)

<input type="checkbox"/> 100 - TANF, Other	<input type="checkbox"/> 200 - Minnesota Supplemental Aid
<input type="checkbox"/> 110 - MFIP Admin	<input type="checkbox"/> 300 - MA General
<input type="checkbox"/> 120 - MFIP Child Care	<input type="checkbox"/> 310 - MA PMAP
<input type="checkbox"/> 130 - Basic Sliding Fee Child Care	<input type="checkbox"/> 320 - MA County Based Purchasing
<input type="checkbox"/> 140 - Refugee Assistance	<input type="checkbox"/> 330 - Minnesota Care/Basic Health Program (BHP)
<input type="checkbox"/> 150 - Child Support IV-D	<input type="checkbox"/> 340 - CHIP for Prenatal Care
<input type="checkbox"/> 160 - SNAP (Food Support)	<input type="checkbox"/> 400 - All other Programs
<input type="checkbox"/> 170 - Foster Care Title IV-E	<input type="checkbox"/> 701 - Common To All Programs
<input type="checkbox"/> 180 - General Assistance	<input type="checkbox"/> 801 - Employee Not Available
<input type="checkbox"/> 190 - Group Residential Housing	<input type="checkbox"/> 802 - Invalid Response

SECTION II: Select an activity (Indicate each activity you are performing for each Program you selected in SECTION I - select as many as necessary)

300 - MA General

<input type="checkbox"/> 120 - Intake, verif, elig determination/renewal & maintenance of information for MA; excluding MNCare/BHP	<input type="checkbox"/> 240 - Providing program information to clients
<input type="checkbox"/> 140 - Assisting clients who are MA eligible in choosing a health plan	<input type="checkbox"/> 250 - Screening and assessments
<input type="checkbox"/> 160 - Referral to needed services	<input type="checkbox"/> 300 - Case management
<input type="checkbox"/> 170 - Verification of Immigration Status	<input type="checkbox"/> 310 - Fraud and abuse prevention and detection
<input type="checkbox"/> 180 - Investigating and resolving complaints	<input type="checkbox"/> 320 - All other provision of program services
<input type="checkbox"/> 190 - Appeals and disqualification	<input type="checkbox"/> 340 - All other activites
<input type="checkbox"/> 200 - Staff development and training activities	

All random moment responses are subject to federal audit. Falsification of this information diminishes the integrity of the random moment sample and compromises the federal administrative claim.

When completing the random moment, the participant chooses the program(s) and code(s) best reflecting their activity at the time of the random moment. Once complete, the participant clicks the “submit” button for processing. Confirmation of successful submittal will appear on the random moment screen. Participants are encouraged to review the codes selected prior to completing a random moment. Corrections cannot be made after the moment has been submitted.

A predetermined percentage of random moments require validation each quarter. If a random moment has been selected for validation a message will appear asking for a validator’s email address. The IMRMS participant must select a designated validator to validate the program(s) and activity(s) selected. If the email address provided by the participant is incorrect when submitted, the moment will become invalid and will be excluded from response tabulation. IMRMS participants cannot validate their own random moments.

Federal guidelines require participants to provide a case number, if available, for any program they are working on at the time of the random moment. A case number box is provided at the top of the random moment log sheet for entering this information.

Out of Office

DHS recognizes that there may be instances when an IMRMS participant is not available at the time the random moment occurs. An email reminder is sent to participants if a random moment is not completed within 48 hours of receipt. This reminder provides another opportunity for the participant to complete and submit their random moment. In instances where the participant is out of the office during the seven calendar day window of the observation, the IMRMS coordinator may complete and submit the moment on the participant’s behalf. If the moment is not completed, completed incorrectly or not corrected within the seven calendar day window, the random moment becomes invalid and will no longer be available.

Federal Audit

All random moment responses are subject to federal audit. Falsification of this information diminishes the integrity of the random moment sample and compromises the federal administrative claim. All random moment emails contain the following: ****This message is being sent from an unmonitored email address. Please do not reply to this email.**** If a participant has questions or concerns regarding completion of a random moment the IMRMS coordinator should be contacted as soon as possible.

Questions

If a participant has questions or concerns regarding completion of a random moment the IMRMS coordinator should be contacted as soon as possible.

Attachment C

IMRMS Validator Information

October 1

2013

Instructions for individuals completing IMRMS
validation



Minnesota Department of **Human Services**

The IMRMS Validator Role

Validators play an important role in helping fulfill the federal guideline that mandates validation of 5% of all random moments. Moments to be validated are randomly selected by the IMRMS system during the quarterly random moment generation.

IMRMS validators are designated by human services staff, such as the director, and can be the IMRMS coordinator, a supervisor or co-worker. Validators must be knowledgeable of IMRMS programs, codes and the activities participants engage in on a daily basis. The responsibility of the validator is to review participant responses and choose whether or not to validate the moment. Validators are to ensure that the programs and activities selected are an accurate reflection of work being conducted at the time the random moment was received. All random moments must be validated within 7 calendar days from the date of the moment or they will expire and be considered invalid for federal claiming purposes. Validators cannot validate their own random moments.

Time Study Participants

Program personnel funded by the county's Income Maintenance Fund in the following positions must participate in the IMRMS: financial worker, financial assistant specialist, case aide and child care worker.

Random Moments

Random moments not validated because the deadline was missed or because the IMRMS validator selected "Can NOT validate" are considered invalid. Once a random moment is complete and submitted by the validator, no changes can be made.

To ensure delivery of the random moment to the validator for completion it is crucial that the time study participant enters a valid email address. In the event that the email address is invalid or entered incorrectly the moment will not be delivered and will become invalid.

When the IMRMS validator clicks on the link provided, they will be able to validate the information provided by the participant and submit the random moment. The validator will receive an email indicating that the random moment was successfully submitted.

Random moments that are not validated because the deadline was missed or because the IMRMS validator selected "Can NOT validate" are invalid. After a random moment is completed and submitted by the validator, no changes can be made.

The following email will be received by the validator after a participant has submitted a random moment for validation:

[Validator Name]

Please click on the link below to validate the random moment for **[date time]** for **[Participant Name]**.

[Participant Name] chose the following for the random moment

Program = [program selected]

Activity = [activity code selected]

Click on this link [control number] Logsheet

Or Copy and paste this address into your web browser **[actual link to the address of the web based application]**

****This message is being sent from an unmonitored email address. Please do not reply to this email.****

EMAIL NOTIFICATION

Courtesy reminders are emailed to validators when a moment has not been validated and completed within the seven calendar day window. One reminder email is sent for each moment requiring validation during that time.

FEDERAL AUDIT

All random moment responses are subject to federal audit. Falsification of this information diminishes the integrity of the random moment sample and compromises the federal administrative claim.

QUESTIONS

The IMRMS coordinator should be contacted as soon as possible if questions or concerns regarding the validation of a random moment arise.

Attachment D

IMRMS Program Categories, Activity Codes and Definitions

October 1

2013

IMRMS Activity Categories, Codes and
Definitions



Minnesota Department of **Human Services**

IMRMS Program and Activity Definitions

Effective October 1, 2013, the following definitions should be used in determining the appropriate program and activity to select when IMRMS participants are completing random moments.

PROGRAMS

- 100 TANF Other** – Temporary Assistance for Needy Families (TANF) should be indicated for TANF programs other than MFIP. Programs included under this category would include Statewide MFIP Employment Services, Diversionary Assistance, Diversionary Work Program (DWP) and Emergency Assistance.
- 100 MFIP Administration**
- 120 MFIP Child Care** Activities related to child care for a child in a family who is receiving assistance through the MFIP program or the transitional year child care program
- 130 Basic Sliding Fee Child Care** – Activities related to child care in a non-MFIP family
- 140 Refugee Assistance** – Refugee Assistance Program
- 150 Child Support IV-D** - Child Support Enforcement activities.
- 160 Supplemental Nutrition Assistance Program (SNAP)** – Select this program when engaged in SNAP activities unrelated to the MFIP program.
- 170 Foster Care Title IVE** – Foster care assistance activities extended under Title IVE.
- 180 General Assistance** – State General Assistance
- 190 Group Residential Housing (GRH)**
- 200 Minnesota Supplemental Aid** – Supplemental State Assistance (MSA)
- 300 MA General** - Medical Assistance (Medicaid) programs including Qualified Medicare Beneficiary (QMB) and Specified Low-Income Beneficiary (SLMB).
- 310 MA PMAP** – Prepaid Medical Assistance Program
- 320 MA County Based Purchasing**
- 330 MinnesotaCare/Basic Health Program (BHP)**
MinnesotaCare – Persons aged 65 and older who are ineligible for Medical Assistance and premium-free Medicare Part A (without a premium)

Basic Health Program (BHP) –

- a) Individuals with income between 138% and 200% FPG
- b) 19-20 year old children and adults with income between 138% and 200% FPG
- c) Children under 19 who are not eligible for MA solely due to federal household composition rules with income between 0% and 200% FPG
- d) Lawfully present noncitizens who are ineligible for MA because of immigration status with income between 0% and 200% FPG

340 CHIP for Prenatal Care – CHIP coverage for the unborn of uninsured non-citizen pregnant women ineligible for federally-funded Medical Assistance.

400 All Other Programs – All other programs not listed above

701 Common To All Programs - This code should be selected when on lunch, break, paid vacation, paid medical leave, etc.

801 Employee Not Available – Nonattendance by employee in pay status because of flextime or part-time employee only. No activity should be selected with this program.

802 Invalid Response - Unpaid leave, unpaid medical leave, leave without pay, leave of absence, employee terminated. (Only the coordinator can check this code. No activity should be selected.)

ACTIVITIES

110 Determining or re-determining eligibility for programs other than MA

120 Client intake, verification, eligibility determination/re-determination and maintenance of client file information for MA Programs

140 Assisting clients who are MA eligible in choosing a health plan

150 Assisting clients who are not MA eligible in choosing a health plan

160 Referral to needed services: *(Not to be used with program codes 701, 801 or 802.)* The provision of initial information needed to refer an individual to a needed program or service. This activity should be selected in combination with a program code that represents the program to which the individual is referred.

170 Verification of Immigration Status: *(Not to be used with program codes 150, 170, 701, 801 or 802.)* Activities related to verifying the immigration status of clients.

- 180 Investigating and resolving complaints:** *(Not to be used with program codes 170, 701, 801 or 802.)* Work activities related to investigating and/or resolving client complaints.
- 190 Appeals and disqualification:** *(Not to be used with program codes 150, 170, 701, 801 or 802.)* Activities related to handling client appeals and disqualifications.
- 200 Staff development and training activities:** *(Not to be used with program codes 801 or 802.)* Staff development, training and related course work related to the performance of your program management duties.
- 210 Certification of individuals for the Supplemental Nutrition Assistance Program (SNAP):** *(Use only with program code 160.)* Work activities related to the certification of individuals for receipt of SNAP benefits (formerly Food Stamps).
- 220 Issuance of Supplemental Nutrition Assistance Program (SNAP) Benefits:** *(Use only with program code 160.)* Work activities related to the issuance of SNAP (formerly Food Stamps) benefits to individuals.
- 230 Providing direct program benefits and services:** *(Not to be used with program codes 150, 170, 300, 310, 701, 801 or 802.)* Activities necessary for the provision of benefits and services of a given program, such as providing cash payments, vouchers or other forms designed to meet ongoing, basic needs: providing diversion payments, etc.
- 240 Providing program information to clients:** *(Not to be used with program codes 170, 701, 801 or 802.)* Activities related to the provision of information, brochures, fact sheets, forms and instructions to applicants and beneficiaries to educate or promote their understanding of program benefits and requirements
- 250 Screening and assessments:** *(Not to be used with program codes 150, 170, 701, 801 or 802.)* Activities related to screening and/or assessment activities designed to identify the needs of applicants and beneficiaries and to develop appropriate service strategies to meet those needs.
- 260 Development of employability plans:** *(Use only with program codes 100, 110, 120, 140, 160, 180, 200 or 400.)* Activities related to the generation and production of discrete plans, goals and objectives for the attainment of employment for individual applicants and beneficiaries.
- 270 Providing work activities:** *(Use only with program codes 100, 110, 120, 140, 160, 180, 200 or 400.)* Activities related to the arrangement for applicants and beneficiaries to engage or formally enroll in work activities, such as unsubsidized employment, subsidized private- sector employment, subsidized public-sector enrollment, work experience programs, on-the- job training, job search and job readiness assistance, community service programs, vocational

education training, job skills training directly related to employment, education directly related to employment, attendance at secondary school or in a course of study leading to a certificate of general equivalence, or providing child care services to individuals participating in community service programs.

- 280 Providing post-employment services:** *(Use only with program codes 100, 110, 120, 140, 160, 180, 200 or 400.)* Activities related to the provision of job retention services and post-employment follow-up services, such as counseling, employee assistance, or other post-employment supportive services.
- 290 Providing work supports:** *(Use only with program codes 100, 110, 120, 140, 160, 180, 200 or 400.)* Activities related to work-related supportive services, such as providing arrangements for transportation; providing arrangements for child care, etc.
- 300 Case management:** *(Not to be used with program codes 150, 170, 701, 801 or 802.)* General and routine case maintenance and management activities necessary for maintenance of records, issuance and ongoing determination of benefits, record keeping changes to files, monitoring of client progress, etc.
- 310 Fraud and abuse prevention and detection:** *(Not to be used with program codes 170, 701, 801 or 802.)* Activity related to the prevention and detection of fraud and abusive practices related to any of the programs administered.
- 320 All other provision of program services:** *(Not to be used with program codes 150, 170, 701, 801 or 802.)* All other activities related to the direct provision of program services and benefits not described above.
- 330 Lunch, leave or other administrative activities:** *(Use only with program code 701.)* Includes allowable leave time, regularly scheduled general administrative activities unrelated to program management, work involved in general supervisory conferences, unit meetings, coffee breaks, etc.
- 340 All other activities:** *(Not to be used with program codes 801 or 802.)*

Matrix of Cost Allocation Rules for IMRMS Responses (Revised 1/1/15)

Activity	Program	TANF, Other	MFIP Admin	MFIP Child Care	Basic Sliding Fee Child Care	Refugee Assistance	Child Support IV-D	SNAP (Food Support)	Foster Care Title IV-E	General Assistance	Group Residential Housing	Minnesota Supplemental Aid	MA General	MA PMAP	MA County Based Purchasing	MinnesotaCare/Basic Health Program (BHP)	CHIP for Prenatal Care	All other Programs	Common To All Programs	Employee Not Available	Invalid Response	
		100	110	120	130	140	150	160	170	180	190	200	300	310	320	330	340	400	701	801	802	
Determining or re-determining eligibility for programs other than MA	110																					
Client intake, verification, eligibility determination/re-determination & maintenance of client file information for MA Programs excluding MNCare/BHP	120																					
Assisting clients who are MA eligible in choosing a health plan	140																					
Assisting clients who are not MA eligible in choosing a health plan	150																					
Referral to needed services	160																					
Verification of Immigration Status	170																					
Investigating and resolving complaints	180																					
Appeals and disqualification	190																					
Staff development and training activities	200																					
Certification of individuals for SNAP	210																					
Issuance of SNAP Benefits	220																					
Providing direct program benefits and services	230																					
Providing program information to clients	240																					
Screening and assessments	250																					
Development of employability plans	260																					
Providing work activities	270																					
Providing post-employment services	280																					
Providing work supports	290																					
Case management	300																					
Fraud and abuse prevention and detection	310																					
All other provision of program services	320																					
Lunch, leave and other admin activities	330																					
All other activities	340																					

LEGEND

