

Nate Singer

Authorized signatureNumber: APD-AR-15-071Issue date: 12/08/2015Topic: OtherDue date:Subject: RMSS online eLearning Training Courses**Applies to (check all that apply):**

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|-------------------------------------|--------------------------------------|--------------------------|---|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Aging and People with Disabilities | <input type="checkbox"/> | Office of Developmental Disabilities Services(ODDS) |
| <input checked="" type="checkbox"/> | Self Sufficiency Programs | <input type="checkbox"/> | ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> | ODDS Children's Residential Services | <input type="checkbox"/> | Other (please specify): |
| <input checked="" type="checkbox"/> | Child Welfare Programs | | |

Action required:

Effective 12/01/2015, the following Random Moment Sampling System (RMSS) online eLearning training courses are now available on the [DHS Learning Center](#) for all RMSS participants/users, and coordinators:

Course ID: C05100, RMSS Awareness – Understanding the Basics

Course ID: C05101, RMSS Participant Training

Course ID: C05102, RMSS Branch Coordinator Training – Managing RMSS Surveys

Reason for action:

The RMSS Awareness course was created to help provide a general overview and understanding of how the RMS System works and why it was created.

The RMSS Participant Training is a continuance of the RMSS Awareness Training, and was designed to assist RMSS participants in understanding the survey process.

The RMSS Branch Coordinator Training course was created specifically for the RMSS primary and backup coordinators; guiding them in understanding their role in supporting the RMSS participants/community, which includes monitoring the surveys and providing technical and administrative assistance to the RMSS participants, while also acting as the communication piece and liaison between the RMSS participants,

Managers, and the RMSS Central Coordinator/Cost Allocation Unit.

Please note: Program related training per each discipline (APD, CW, SS) will follow as they become available; these individual training courses will provide understanding and assistance for participants, in determining what activity codes to select when processing their RMSS surveys.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

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