

**DEPARTMENT OF HEALTH SERVICES
DIVISION OF HEALTH CARE ACCESS AND
ACCOUNTABILITY
ADMINISTRATOR'S MEMO SERIES**

NOTICE: 13-02

**DATE: December 2012
DISPOSAL DATE:
Ongoing**

**RE: Random Moment
Sample Changes**

TO: County Departments of Human Services Directors
County Departments of Social Services Directors
Tribal Chairpersons/Human Services Facilitators
Tribal Economic Support Directors

FROM: Brett Davis
Administrator

PURPOSE

This administrator's memo describes the changes associated with the Random Moment Sample (RMS) associated with the changes to W-2.

BACKGROUND

RMS is a system used to document staff effort in support of federal, state, and local programs. The information collected through this system is used by the state to claim federal funding for the effort provided at the local level.

Starting January 1, 2013, W-2 cases that had previously been managed by local agencies will be managed by new agencies selected through a competitive bidding process. This change results to a number of changes to how the RMS process occurs.

RMS Changes for 2013

Beginning in 2013, the following changes are being made to the RMS process:

- Groups 1 (IM Only) and 3 (IM/W-2) will be combined into one group. This change means that RMS will move from a total of three groups to two groups. The groups will now be essentially Milwaukee County and the Balance of State.
- While most agencies will no longer be doing any W-2 eligibility, the RMS combination program codes for IM/W-2 will remain through the first quarters of 2013. The following codes should only be used by county staff if the county is subcontracted by the new W-2 agency:

Code	Program
75	IM/W-2 Programs (Common)
228	WHEAP/IM/W-2
229	WHEAP/IM/W-2
238	W-2 (TANF)/FS
239	W-2 (TANF)/FSET (group 3 only)
240	W-2 (TANF)/FS/BC+
245	W-2 (TANF)/FS/BC+/CC
246	W-2/FS/BC+/MA
255	W-2 (TANF)/BC+

The key to these changes is remembering to code your time to the programs you are working on. If staff needs a refresher on how to code their time, they should reference the RMS training that is available on the DHS learning Center.

Central Office Contact: Andre Small
 Division of Health Care Access and Accountability
Andre.Small@wisconsin.gov