

## **IMRMS Participant Responsibilities**

The objective of the random moment time study you have been asked to participate in is to enable the Minnesota Department of Human Services to equitably allocate administrative costs among the various programs and activities you are normally engaged in on a day-to-day basis. You have been selected at random to tell us which programs you are working on and which activities you are engaged in at a randomly chosen moment. This information will be compiled along with the random responses of your co-workers to help us allocate your costs on the basis of your responses. **THIS IS NOT A DEVICE FOR EVALUATING YOUR INDIVIDUAL PERFORMANCE.**

### **Electronic Responders**

When notification of a random moment appears on your computer, you should respond as soon as possible. On the IMRMS log sheet appearing on the screen, select a program (or programs) that you are working on and an activity (or activities) that you are performing. You may select more than one program and more than one activity. If you need help determining which box to check, please refer to the program and activity descriptions in Attachment C and the matrix on Attachment E.

### **Written Responders**

A small number of participants are sampled individually through written interview. In these instances you will log your responses on a written observation form.

### **Identification**

If you are involved with a specific case at the randomly chosen moment, write the case number in the space provided. (This is the only audit trail the federal government has and the entire process could be invalidated if case numbers are not entered where applicable.)