

**RMS MONITORING TIME LINE (2015)**

STEP ----->			(1)	(2)	(3)	(4)	(5)
AFTER QTR---->			30 DAYS	60 DAYS	90 DAYS	120 DAYS	150 DAYS
30 DAYS	60 DAYS	90 DAYS					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
FIRST MONTH	SECOND MONTH	THIRD MONTH	BY THE END OF THE FIRST MONTH AFTER THE SAMPLE QUARTER	BY THE END OF THE SECOND MONTH AFTER THE SAMPLE QUARTER	BY THE END OF THE THIRD MONTH AFTER THE SAMPLE QUARTER	BY THE END OF THE FOURTH MONTH AFTER THE SAMPLE QUARTER	BY THE FIFTH MONTH AFTER THE SAMPLE QUARTER
SAMPLING PERIOD			<b>A.</b> DISTRICT CONTACT REVIEWS FORMS TO DETERMINE CORRECTIONS IF NEEDED* (DISTRICT MAY HAVE DATA MANAGER REVIEW FORMS IF DESIRED)  <b>B.</b> DATA MANAGERS WILL SEND SAMPLE DETAIL (NUMBER OF FORMS SENT) BY DISTRICT TO HEADQUARTERS	<b>C.</b> DISTRICT CONTACT PROVIDES FORMS TO AREA MONITOR FOR REVIEW.	<b>D.</b> AREA REVIEW FINISHED  <b>E.</b> PRELIMINARY ACTIVITY RESULTS SENT TO TALLAHASSEE  <b>F.</b> ELIGIBILITY CALCULATED BY HEADQUARTERS AND SENT TO DATA MANAGERS	<b>G.</b> MONITORING RESULTS SENT TO DISTRICTS  <b>H.</b> HEADQUARTERS TO REVIEW DISTRICTS PARTICIPATION.  <b>I.</b> REPEAT STEP ONE FOR THE APRIL JUNE QUARTER BEING SAMPLED	<b>J.</b> FIRST TWO WEEKS HEADQUARTERS TO RECEIVE DISTRICT GRIEVANCES  <b>K.</b> SECOND TWO WEEKS HEADQUARTERS TO RESOLVE DISTRICT GRIEVANCES  <b>L.</b> HEADQUARTERS TO SEND SAMPLING RESULTS TO DATA MANAGERS IF THERE ARE NO GRIEVANCES FILED

\* FORMS SHOULD BE REVIEWED DURING THE QUARTER BY THE DISTRICT CONTACT AND DATA MANAGER IF DESIRED. PROBLEMS ENCOUNTERED SHOULD BE SENT BACK TO SAMPLE PARTICIPANT AS SOON AS PROBLEM IS IDENTIFIED TO ELEMENATE A LARGE VOLUME OF DOCUMENTS AT THE END OF THE THIRD MONTH.

**STEPS**

- (1) DISTRICTS/DATA MANAGERS REVIEW THE FORMS DURING THE FOURTH MONTH (APRIL) OR FIRST MONTH AFTER THE SAMPLE PERIOD AND MAKE THE CORRECTIONS THEY CAN OR SEND THEM TO SAMPLE PARTICIPANT FOR CORRECTIONS NEEDED DURING THIS PERIOD. DATA MANAGERS WILL SEND SAMPLE DETAIL OF NUMBER OF FORMS SENT BY DISTRICT TO HEADQUARTERS.
- (2) BY THE END OF THE FIFTH MONTH (MAY) OR SECOND MONTH AFTER THE SAMPLE PERIOD, THE DATA MANAGER MUST PROVIDE FORMS TO THE MONITORS. IT SHOULD BE NOTED THAT FORM REVIEW (BUT NOT CHANGES) IN STEP ONE CAN BE DONE DURING THE EARLY PART OF THIS MONTH. THE IMPORTANT REQUIREMENT IS THAT THE FORMS BE MADE AVAILABLE FOR THE AREA MONITOR TO REVIEW BY THE END OF THIS MONTH.
- (3) BY THE END OF THE SIXTH MONTH (JUNE) OR THIRD MONTH AFTER THE SAMPLE PERIOD, THE AREA MONITOR MUST COMPLE EACH DISTRICT'S REVIEW AND TRANSMIT THE ACTIVITY SUMMARY FORM TO TALLAHASSEE FOR TABULATION.
- (4) BY THE END OF THE SEVENTH MONTH (JULY) OR FOURTH MONTH AFTER THE SAMPLE PERIOD, THE AREA MONITOR MUST SUBMIT/DISCUSS MONITORING RESULTS TO THE DISTRICT. THIS MONTH ALSO COINCIDES WITH THE MONTH OF APRIL AS THE FIRST MONTH FOLLOWING A SAMPLE QUARTER. STEP ONE WILL BE REPEATED FOR THE APRIL JUNE QUARTER.
- (5) DISTRICTS MAY SUBMIT A WRITTEN GRIEVANCE WITHIN THE FIRST TWO WEEKS OF THE EIGHTH MONTH (AUGUST) FOLLOWING THE NOTIFICATION OF THE RESULTS OF THE MONITORING. IF A GRIEVANCE IS FILED, THEN RESOLUTION WILL BE BY THE END OF THE EIGHTH MONTH. IF NO GRIEVANCES ARE FILED, HEADQUARTERS WILL SEND THE ACTIVITY RESULTS TO THE DATA MANAGERS BY THE END OF THIS EIGHTH MONTH. (WE WONT KNOW OF A GRIEVANCE UNTIL THE END OF THE FIRST TWO WEEKS)
- (6) HEADQUARTERS WILL SEND THE FINALIZED ACTIVITY SUMMARY AND PARTICIPATION REPORT TO THE DATA MANAGERS AFTER GRIEVANCE RESOLUTION BY THE END OF THE NINTH MONTH.