

	<p style="text-align: center;"><b>Department of Human Services Online Directives Information System</b></p>	<p><b>Index:</b> <b>Revised:</b> <b>Next Review:</b> <b>Pages</b></p>	<p><b>POL 1209</b> <b>04/03/2019</b> <b>04/03/2021</b> <b>2</b></p>
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**Subject: Random Moment Sample Study (RMSS)**

**POLICY**

The policy of the Department of Human Services is conduct Random Moment Sample Studies to assign to each benefiting funding source its share of the cost of administering DHS programs and activities.

**A. Authority**

The Office of Management and Budget’s Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200. United States Department of Health and Human Services regulations applicable to public assistance agencies.

**B. References**

Electronic Code of Federal Regulations  
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=7e5de53d8d245f5edcd1a6d6e028f41a&mc=true&n=pt2.1.200&r=PART&ty=HTML>

**C. Applicability**

This policy is applicable to all divisions and offices of the Department of Human Services.

**D. Definitions**

- 1) **Random Moment Sample Study:** a statistical method of determining the activities of a group of workers and the percentage of time this group spends on various activities. The results may be used to distribute indirect administrative costs or prorate direct service costs among various benefiting programs.
- 2) **RMSS Application:** a system programmed to select a sample of workers from a universe of grouped employees. It also selects an observation time for each employee; which is referred to the strike time.
- 3) **Universe:** the population of specific groups of workers in the divisions or offices from whom the quarterly samples are selected.
- 4) **Strike:** is the moment of time selected by the RMSS automated system for making an observation. Also known as a “Code 4 Call”.
- 5) **RMSS Interviewer:** conducts “Code 4 Calls” by contacting sampled employees at the times specified by the RMSS Application, and ask “What are you doing at this moment”. Interviewers are required to record their strikes on the RMSS computerized system within a 48-hour period after the time of the interview. If a response is not provided

within the allowable 48 hours, the strike is considered invalid.

- 6) **Code Four Call:** Interviewers will make Random Moment calls or send emails to eligible employees for the purpose of asking what they are doing at a particular moment in time.
- 7) **Activity codes:** numeric or alphabetic codes that represent work activities in which the specific group of workers may be engaged during work hours.

#### **E. Responsibilities**

The Director of the DHS Office of Financial Services (OFS) is responsible for issuing and updating procedures to implement this policy.

#### **F. History**

None

#### **G. Evaluation**

The outcomes of this policy are evaluated by the Georgia Department of Audits, and by representatives of federal agencies as they perform financial management reviews. The precision and reliability of the sampling process and of the sample results are evaluated by the Cost Allocation Section of the Office of Financial Services.