InteCare

DIRECTIONS TO COMPLETE THE ONLINE TIME STUDY

1. **On Monday, March 3rd, 2026 you will receive a link via email to your online time study from IndianaRMS1@rmsplus.com** .

2. Your name, participant category, day, and date will be pre-populated at the top of your time study. *Please verify that this information is correct on the time study before completion*. If the information is incorrect, please call your agency liaison or InteCare, Inc. for directions.

3. Please complete all 7 days of the time study beginning on Monday, March 3rd, 2026, through Sunday, March 8th, 2026.

4. Always start coding your time by the number 1, where it says "Start". (The numbers along the left side represent hours of work, not the actual time of day. 1st hour of work, 2nd hour of work, and so on.)

   ❑ completely and accurately fill out the time study (as described below),

   ❑ electronically sign the time study, and

   ❑ *submit the time study to your agency liaison by Monday March 9th , 2026*

5. Please complete the time study for all 7 days of the corresponding time study period.

   ❑ Type the activity you are performing in the 'Notes' column and select the code that supports the activity.

   ❑ **Code all 12 hours for each day, however, for hours you are not working please fill out the rest of the time study as 'not scheduled to work – code O'.**

   ❑ If you are doing an activity for a period of time, you can use the 'Copy Previous Response" button to prepopulate the notes and activity code for the next increment.

   ❑ Remember to click "Submit Responses" to save your responses --- After doing so, you can close your time study and return at any time during the time study week.

   ❑ Leaving any increment or code blank will send you a notification to complete.

   ❑ The time study will not allow you to sign the signature page until all increments and codes are completed for all 7 days.

6. If you do not work on one of the corresponding sample days, fill out the form as either "General Administration" (Code N) for paid leave or "Non-Paid Time" (Code O) for uncompensated time.

7. If you are on unpaid leave for the entire week, use the 'I am on unpaid leave' button to prepopulate all 7 days as "unpaid leave – code O".

8. You can use the 'I do not work Weekends' button at the top of the time study to prepopulate Saturday and Sunday to "not scheduled to work – code O".

9. The activity code descriptions to assist you in deciding what activity code you should mark are defined in the table included in a link at the top of your time study.

10. If you have questions regarding which activity code to use or directions on how to complete the time study, please contact InteCare at 1-888-591-6128.