



Time Study Week for Q4 2025: Monday, October 27th, 2025, through Sunday, November 2nd, 2025

Submission Date: Monday November 3rd, 2025 → Once you have completed each increment for all 7 days, you must submit your final time study to your liaison by clicking "Submit Responses".

Questions: contact your agency liaison or InteCare at 1-888-591-6128

DIRECTIONS TO COMPLETE THE ONLINE TIME STUDY

1. **On Monday, October 27th, 2025 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, October 27th, 2025, through Sunday, November 2nd, 2025.
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 November 3rd, 2025**
5. Please complete the time study for all 7 days of the corresponding time study period.
 - ☐ Select the code that supports your activity from the drop down then select the corresponding activity that pops up in the first line. Add your notes in the second line. Be as detailed as possible and remember **Staffing, Supervision, and Charting are not allowed.**
 - ☐ **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.