



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

WebRMS Desk Reference

Bureau of County Finance and Technical Assistance | Fiscal and Monitoring Services

Getting Started

Open your web Browser and go to: <https://odjfsrms.ssghosting.com>

Note: Configuring your Web Browser with SSG Hosting set as a trusted site will ensure that all pop-up messages and download functions will work properly.

https://*.ssghosting.com Trusted sites | Protected Mode: Off

The Web RMS Sign In Window

OHIO DEPARTMENT OF JOB & FAMILY SERVICES

Sign Into Your Account

User Id
 Password

Enter your user ID and password

Random Moment Sampling
Home

Welcome State, User
 Select Region Go...

System Timeout

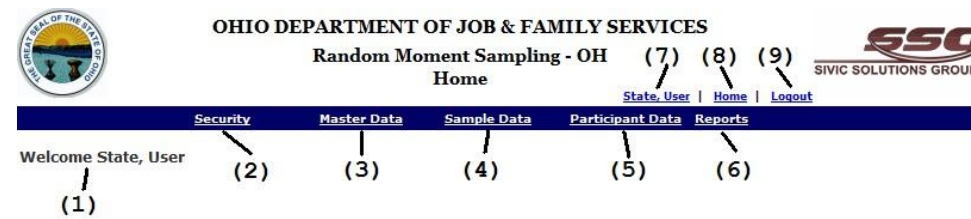
The System automatically times out after several minutes of inactivity. A pop-up message will alert you that the session is about to close. Click **OK** to continue your session and stay logged in, or click **Cancel** to end it.

There has been no server activity for an extended period of time.
 Your session will time out in 1 minute and 52 seconds.

Click OK to continue your session, or click Cancel to end it.

If you do not respond within two minutes your session will be terminated
 and you will lose any unsaved work on the current page.

The Web RMS Window



- (1) **Welcome Message** – Displays user name.
- (2) **Security Menu** – Used by CFIS_Help_Desk staff to manage coordinator, supervisor, roster, and management staff.
- (3) **Master Data** – Coding and relationships managed at the state and cost pool level coordinators can utilize these screens to review configurations.
- (4) **Sample Data** – Used by coordinators and managers for sample creation and observations.
- (5) **Participant Data** – Used by coordinators and roster managers for maintaining ongoing and active sample rosters.
- (6) **Reports** – Used by all RMS related staff for producing reports.
- (7) **User Name** – Used by all RMS staff for changing user information; specifically user password.
- (8) **Home** – Used by coordinators who have responsibilities for multiple cost pools to return to the home welcome screen and change cost pools.
- (9) **Logout** – Used by all RMS staff when exiting the system.

The Web Sub Menus

The Web RMS Master Data

- **Maintain Masters** – Coding and relationships managed at the state level coordinators can utilize these screens to review configurations.
- **Maintain Region Master** – Cost Pool specific coding and relationships managed at the state level coordinators can utilize these screens to review configurations.
- **Maintain Calendar** – Managed at the state level to create the default and region specific calendars used to block out normal work days from the sample moments (e.g. holidays).
- **Maintain Calendar Entity** – Enables coordinators to select an override calendar for their sample period.
- **Maintain Work Schedule** – Managed at the state level coordinators can use this screen to review the available work schedules.

The Web Sub Menus (continued)

The Web RMS Sample Data

- **Sample Details** – Enables coordinators to initiate each sample period.
- **Observations – RMS Coordinator** – Enables coordinators to review and *Accept* or *Invalidate* RMS individual moment responses.
- **Observations – Batch Review** – Enables coordinators to review and *Accept* or *Invalidate* RMS a group of moment responses.

The Web RMS Participant Data

- **Maintain Participant** – Enables coordinators to *Add*, *Edit*, and *Deactivate*, roster data by Position Control Number (PCN) within their specific region (cost pool).
- **Upload File** – Enables coordinators or roster staff to make group roster changes using excel roster files.
- **Approve Upload Files** – Enables coordinators to review and approve rosters they uploaded and/r were uploaded by regional roster staff.
- **Maintain Sample Participant** – Enables coordinators to make name, employee Id, phone, email, contact 1, contact 2, and supervisor changes to an active sample roster.
- **Note:** There is an option to apply these changes to the master roster if desired.

The Web RMS Reports

- **Master Reports** – Information for state level mapping and configuration including: Region, Division, Area, Job, Activity, Program, Question, Basis, fund, Basis and Fund, Calendar, and Work Schedule.
- **Region Master Reports** – Information for cost pool level mapping and configuration including: Job, Activity, Program, Position, Calendar-Entity, Questions, Tasks, and Basis Task.
- **Participant Reports** – Listing of Roster information.
- **Control List reports** – Sample Control Data by Date, Region, Division, and Supervisor
- **Response Reports** – Multiple reports with information about responses Including: Response Stats, Timing, and Coding .
- **Statistical Reports** – Statistical Data by Program or Activity.
- **Allocation/Fund Reports** – Reports to review the funding impact of RMS responses.

Online Roster Updates (best for less than 10 changes)

- (1) Select **Participant Data \ Maintain Participant** from the main menu.
- (2) Select the **Region** (cost pool) associated with your RMS roster. Click **Search**.
- (3) Select the **Add** button to create a new Position Control Number (PCN) and associated participant information.
- (4) Select the **Edit** button to modify participant information within an existing Position Control Number (PCN).
- (5) Select the **Deactivate** button to eliminate an existing Position Control Number (PCN).
- (6) Select the **Save** button to save roster changes or the **Cancel** button to discard the changes made.

Roster Uploads (best for greater than 10 changes)

For more significant roster updates the rosters can be updated in one big group.

- (1) Select **Reports \ Participant Reports** from the main menu.
- (2) Click on **RR200 | Current Participant List**, select the desired cost pool and click. **View Report in Excel**
- (3) Make the necessary changes within the Excel file.
- (4) Using **Save As**; save the file with your region name and in the text (Tab delimited) (*.txt) format.

File name:

Save as type:

- (5) Close Excel and return to the WebRMS system.
- (6) Select **Participant Data \ Upload Participant** from the main menu.
- (7) Click **Browse...** to locate the updated TXT roster file and click the **Upload File** button.

Note: The roster upload process only runs once every 5 minutes and will require a little wait time between upload and the next step. You may also need to make changes within the file and reupload if any data errors exist.

- (8) Select **Participant \ Approve Upload Files** from the main menu.
- (9) Select the Sample Period and for ready file status.
- (10) Click **Search** to locate the file and then **approve** the upload.

Creating a Sample

Sample Code *

Sample Name

Sample Date Range *

June 2011							August 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	31	1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	1	2	28	29	30	31	1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10

Observation Count *

Entity Type *

Entity *

Status

- (1) Enter the Sample Code*, Name*, Date Range, Observation Count, and select the Entity (cost pool) for your sample and click **Save**.

Sample Code *

Sample Name

Sample Code *

Sample Name

Sample Code *

Sample Name

Sample Code *

Sample Name

Sample Code *

Sample Name

Note: The Sample Code and Name MUST comply with the State naming standards Listed:

- (2) Select the **Generate Observations** button.
- (3) Click on **Sample Observation distribution chart** to review the sample moment distribution.

Note: At this point the coordinator has electronically signed the sample that it is ready for the period to begin. The final step is to approve the sample set and will be performed by state staff after review of the sample code, name, dates, and observation count.

Observations

- (1) Select **Sample Data \ Observation Details – Observer** from the main menu.
- (2) Select sample and click **Search** to list the moments that ready for review.
- (3) Review **Green text** sample response; if the response and review for quality. If the response is acceptable click **Validate/QA** to mark the response approved.

Coordinator Entered Response

For Participants unable to access the system the coordinator can change the response type to **Phone** and complete the response on behalf of the participant.

- (1) Select **RMS Sample Data \ Observations – RMS Coordinator** from the main menu.
- (2) Within the **Change Type** drop down box select **Phone**.

Change Type :

Electronic

Electronic Paper

Phone

Go

Note: This option is to be utilized ONLY for participants who are unable to access the system at any point within the 24 hour response time limit. Sufficient comments to support the need for phone response should be entered along with the normal comments.

Caution: Once the response type is changed from electronic it cannot be changed back.

Complete the Responses

Response reports can be run at any time, however the reports will only include responses that have completed the Review process.

Review options include: **Accept, Invalid, or No response**

- (1) Select Sample Data \ Observations – RMS Coordinator
- (2) Select sample and click **Search** to list the moments that ready for review.
- (3) Review sample response and select either **Accept** Or **Invalid** to complete the response.
- (4) Select the **No Response** status for moments that have expired without the participant's response.
- (5) After updating the response status click **Sign off** as an electronic signature that coordinator has finalized the response.