



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 14, 2007

GENERAL LETTER NO. 23-I-2

ISSUED BY: Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter I, **RANDOM MOMENT SAMPLE SYSTEM**, Title page, revised; Contents (page 1), revised; and pages 1 through 4, revised.

Summary

This chapter is revised to update the instructions to reflect current policies and procedures.

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter I, from Management Manual, Title 23, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title page	December 8, 1992
Contents (page 1)	December 8, 1992
1-5	December 8, 1992

Additional Information

Refer questions about this general letter to your area income maintenance or service administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 25, 2012

GENERAL LETTER NO. 23-I-3

ISSUED BY: Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter I, **RANDOM MOMENT SAMPLE SYSTEM**, Title page, revised; Contents (page 1), revised; pages 1 through 4, revised; and pages 5 through 26, new.

Summary

This chapter is revised to update the sampling instructions to reflect:

- ◆ Current policies and procedures for collecting random moment observations through on-line data entry instead of through paper forms.
- ◆ Changes made to federally approved cost allocation plan subsequent to the federal audit of Title IV-E Foster Care and Adoption Assistance claims.

Effective Date

Immediately.

Material Superseded

This material replaces the entire Chapter I, from Management Manual, Title 23, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	December 14, 2007
Contents (page 1)	December 14, 2007
1-4	December 14, 2007

Additional Information

Refer questions about this general letter to your central office random moment time study administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 14, 2014

GENERAL LETTER NO. 23-I-4

ISSUED BY: Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter I, ***RANDOM MOMENT SAMPLE SYSTEM***, pages 5 through 13, 17, and 18, revised.

Summary

This chapter is revised to update the instructions to reflect current policies and procedures as approved by the federal Division of Cost Allocation.

Effective Date

April 1, 2014

Material Superseded

This material replaces the following pages from Management Manual, Title 23, Chapter I:

<u>Page</u>	<u>Date</u>
5-13, 17, 18	May 25, 2012

Additional Information

Refer questions about this general letter to your central office random moment time study administrator.

October 7, 2022

GENERAL LETTER NO. 23-I-5

ISSUED BY: Bureau of Accounting Services
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 23, Chapter I, **Random Moment Sample System (RMS)**,
Contents Page I, 1-3, revised; 4, 5-13, 14-16, 17 and 18, and 19-26, removed.

Summary

This chapter is revised to reflect current random moment sampling practices and to update style and formatting throughout.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 23-, Chapter I, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	May 25, 2012
Contents Page I	May 25, 2012
1-3	May 25, 2012
4	May 25, 2012
5-13	November 14, 2014
14-16	May 25, 2012
17 and 18	November 14, 2014
19-26	May 25, 2012

Additional Information

Refer questions about this general letter to your division administrator.