

Notice to All Participating SHARS and MAC Providers: RMTS Participant List

To ensure all participating and interested School Health and Related Services (SHARS) and Medicaid Administrative Claiming (MAC) providers have the most up to date information, the Health and Human Services Commission Provider Finance Department (HHSC-PFD) is providing a full listing of the Random Moment Time Study (RMTS) training dates and participant list (PL) deadlines.

Please be advised, the PL for FFY24 SHARS Program officially closed September 15, 2023. No extensions or exemptions will be granted.

The PL closing dates for FFY 2024 are as follows:

- 1st quarter - September 15, 2023
- 2nd quarter - December 15, 2023
- 3rd quarter - March 08, 2024
- 4th quarter – May 15, 2024

The PL is only accessible to individuals employed by a Local Education Agency (LEA) who complete their annual Random Moment Time Study (RMTS) training *before* the deadline date. A primary RMTS employed by the LEA that is not a third-party billing vendor or contractor is **required** to complete RMTS annual training before the first quarter PL close date. The secondary RMTS contact is required to complete annual RMTS training before the second quarter PL close date.

Please see the current federal fiscal year RMTS training schedule to identify which RMTS training date coincides with the primary and secondary RMTS contact annual training deadline date to ensure compliance.

The chart below displays the month in which training is provided and the corresponding PL close date:

Quarter	RMTS Training	PL Close date
1	August	09/15/23
2	November	12/15/23
3	February	03/08/24
4	April* *New Quarter Training only. No training credit will be given.	05/15/2024

If a district fails to adhere to the RMTS training requirements, **they will be unable to certify the participant list.** If a district certifies the PL without an approved training credit on file with HHSC-PFD, the LEA will be removed from participation.

A district is unable to make any changes to the PL or change their eligibility status because of non-compliance when the PL closes. If an LEA participates in the SHARS program, they will be ineligible to participate or submit a cost report for the entire fiscal year. For LEAs participating in MAC, they are ineligible to submit a quarterly claim for the current quarter.

If you have any questions, please contact the Texas Health and Human Services Commission (HHSC) Time Study Unit at Timestudy@hhs.texas.gov or at (737) 867-7794.