

## SHARS and RMTS Enrollment for FFY 2025

This notice is for informational purposes only. HHSC indicates that any Local Education Agency (LEA) entity participating in the School Health and Related Services (SHARS) program must participate in the HHSC Random Moment Time Study (RMTS) for the purpose of being eligible to receive federal funding through the SHARS program.

If an LEA was unable to participate in SHARS for federal fiscal year (FFY) 2024 or any previous fiscal year(s) due to: 1) failure to certify the RMTS participant list, 2) annual training non-compliance, or 3) receiving a payment denial code (PDC 65), etc., these LEAs may now be eligible to participate in the upcoming FFY 2025.

### Enrollment Steps

To become eligible to participate in SHARS and RMTS for FFY 2025, an LEA must:

- 1) **Enroll as an active SHARS Medicaid Provider before September 13, 2024.** If your LEA already has a National Provider Identifier (NPI) number, please ensure it is currently active.
  - For more information or to verify provider status, please visit the [Texas Medicaid and Healthcare Partnership \(TMHP\) website](#).
  - Once an LEA has an active NPI, the LEA must [email the HHSC SHARS staff](#) for State of Texas Automated Information Reporting System (STAIRS) account set-up and SHARS participation information.
  - The LEA must also [send a separate email](#) to HHSC Time Study for STAIRS account set-up and RMTS participation information.
- 2) **Participate in all four federal fiscal quarters for RMTS:**
  - October – December (OD), January – March (JM), April – June (AJ), and July – September (JS); and,
  - Attend annual RMTS training.

For additional information about SHARS enrollment, please visit the [HHSC SHARS website](#) or [email the SHARS staff](#). For additional RMTS information, please visit the [HHSC RMTS ISD website](#) or [email the HHSC Time Study staff](#).

For questions regarding this notice, please contact the HHSC SHARS staff at (512) 730-7400 or [email us](#).