

## NOTICE

### Random Moment Time Study (RMTS)

#### FFY 2023 RMTS Coding Informal Review Requirements

##### **Random Moment Time Study (RMTS) Coding:**

The Texas Health and Human Services Provider Finance Department (HHSC PFD) has provided every participating SHARS Local Education Agency (LEA)\* with a copy of the moments that were coded for their LEA. As of **12/13/2024**, the coding is accessible by viewing Step 10 of the FFY23 SHARS cost report in the State of Texas Automated Information System (STAIRS). This cost report includes all the details of the studied moment(s) as coded.

##### **To Access RMTS Coding:**

Please log into your [STAIRS account](#) located on the Fairbanks website and click on Step 10: Provider Adjustment Report. Once in Step 10. Then click on the "**District RMTS 2023 File**" link to open an Excel file. containing moments coded for your LEA and will display the final coded moments.

\*If your LEA does not have any moments to review, then your LEA did not have any SHARS providers selected for a moment. Your LEA may not have any moments to review despite uploading and certifying a participant list (PL).

##### **Informal Appeals:**

Per [Title 1 Texas Administrative Code §355.8443](#):

(i) Informal review. An LEA who disputes an action or determination under this chapter may request an informal review under §355.110 of this title (relating to Informal Reviews and Formal Appeals).

(1) HHSC Provider Finance must receive a written request for an informal review no later than 30 calendar days from the date of the written notification of the adjustments.

(2) An LEA must, with its request for an informal review, submit a concise statement of the specific actions or determinations it disputes, its recommended resolution, and any supporting documentation the LEA deems relevant to the dispute. It is the responsibility of the LEA to render all pertinent information *at the time* of its request for an informal review. Disputed actions or determinations that are not explicitly stated in the request will not be considered by HHSC, and the act of HHSC dismissing

implied items of dispute will not be considered grounds for a formal appeal. A request for an informal review that does not meet the requirements of this paragraph will not be accepted.

**To submit an Informal Review Request for RMTS Coding:**

LEAs who choose to appeal their coded moments are required to include all the following items to be reviewed and considered:

- 1) Full name of the person who responded to the random moment time study.
- 2) Full name of the student.
- 3) Copy of the student's Individualized Education Program (IEP) Supplement: Personal Care Services (PCS) (**only**). File naming convention: IEP PCS.
- 4) Contemporaneous service or billing logs clearly demonstrating the "one" service that was provided during the surveyed moment. File naming convention: Session Note.
  - If any documentation is created beyond the period by which logs can be completed, LEAs may be subject to civil and criminal prosecution and referred to the Office of the Inspector General for fraud, waste, and abuse.
  - As prescribed in the Texas Medicaid Provider Procedure Manual (TMPPM), the documentation of services should be generated at the time of service or shortly thereafter to maintain an accurate medical record. Documentation of services must occur within one week (seven days) of the time the service is rendered.
- 5) Identification of the "one" service of Activities of Daily Living or Instrumental Activities of Daily Living (ADL/IADL) that corresponds to the moment and support of the personal care recode. File naming convention: Appeal Cover Letter.

RMTS Coding appeal requests that are not accompanied by all five (5) elements noted above will **not** be reviewed. Files not named using the exact file naming convention run the risk of not being reviewed.

For questions regarding this notice, please contact the HHSC Time Study staff at (737) 867-7794 or email us at [Timestudy@hhs.texas.gov](mailto:Timestudy@hhs.texas.gov). For any assistance with STAIRS, please contact the Fairbanks Information Center at (888) 321-1225 or [info@fairbanksllc.com](mailto:info@fairbanksllc.com).