

Random Moment Time Study (RMTS)

Mandatory Annual Training for

Local education agency (LEA)

Federal Fiscal Year 2024

(October 2023 to September 2024)

Training Requirements

The Primary RMTS Contact is responsible for ensuring the district complies with all RMTS requirements and serves as a communicator between HHSC and their district participants. It is crucial LEAs understand that compliance with the RMTS annual training is required and mandatory.

A Primary RMTS Contact is required to complete their annual RMTS training (August 2024) before the first quarter participant list (PL) closes. If the primary contact cannot meet these requirements, please reassign the role to another district employee.

A Secondary RMTS Contact will be required to complete annual training (August 2024 – November 2024) before the second quarter PL closes. If a district has multiple district secondary RMTS Contacts, the primary contact will need to select one who will be responsible for completing their annual training.

Only after the district RMTS contacts (primary and secondary) have completed their RMTS annual training, will a district be in full RMTS training compliance. *A third-party vendor, SSA or Co-op training credit will not be counted as fulfilling a districts annual training compliance.*

If a district has an SSA, Co-op or third-party vendor, they will be able to continue to provide the services they have been providing and contracted to do, however each district must conform to the RMTS training requirement.

All of trainings will begin on time. If a training attendee is more than 15 minutes late to any of the trainings, they will automatically be ineligible to receive training credit. However, if an attendee is having technical difficulties, they will need to contact technical support and send an email to the Time Study Unit (TSU) immediately. The training attendee may be asked for supporting documentation if they are tardy or having technical difficulties. Failure to adhere to these rules will automatically disqualify the attendee from being ineligible to receive training credit.

If the Primary and Secondary RMTS contact fail to complete their two-district employee annual training requirements by the required deadline, they will be:

- Unable to certify the participant list (PL) or manage the RMTS Time Study Sample in STAIRS.
 - If the SSA, Co-op or third-party vendor certifies the PL despite the primary and secondary RMTS contact not completing their annual training, the district will be removed from participation.
- Unable to participate in RMTS and MAC for the current quarter.
- Unable to participate in RMTS or SHARS for entire fiscal year.
- Unable to submit a SHARS cost report for the entire current fiscal year.
- Unable to submit a MAC claim for the current quarter only.

The link provided below is to the HHSC Provider Finance Department LEA (ISD) webpage for information and details about training requirements, training registration and a list of contact information.

<https://pfd.hhs.texas.gov/time-study/time-study-independent-school-districts-isd/time-study-isd-training-information>

If you have any questions, please contact the Texas Health & Human Services Commission (HHSC) Time Study Unit at (737) 867-7794 or TimeStudy@hhsc.state.tx.us.