

School Health and Related Services (SHARS)

and

Random Moment Time Study (RMTS)

Enrollment for Federal Fiscal Year 2025

This notice is for informational purposes only. The Texas Health and Human Services Commission (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., the LEA is now eligible to participate in the upcoming FFY 2025.

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 make sure it is currently active. For more information or to verify provider status, please visit the Texas Medicaid and Healthcare Partnership (TMHP) website at <https://www.tmhp.com/topics/provider-enrollment>.

Once an LEA has an active NPI, the LEA must send an email to the HHSC SHARS staff for State of Texas Automated Information Reporting System (STAIRS) account set-up and SHARS participation and information. The LEA will also need to send a separate email to HHSC Time Study for STAIRS account set-up for RMTS participation and information.

For any other assistance with SHARS enrollment, you may visit the [HHSC SHARS website](#) or contact the HHSC SHARS staff at ProviderFinanceSHARS@hhs.texas.gov.

- 2) **Participate in all four federal fiscal quarters for RMTS:** October – December (OD), January – March (JM); April – June (AJ); July – September (JS) and attend annual training.

For more RMTS information, please visit [HHSC LEA RMTS website](#). For any assistance with RMTS, you may contact HHSC Time Study at TimeStudy@hhs.texas.gov.