



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

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**Local Education Agency (LEA)**

# RMTS – Agenda

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- 1) Housekeeping
- 2) RMTS Reference Guides
- 3) RMTS Overview
- 4) RMTS Requirements
- 5) RMTS Process
- 6) RMTS Training
- 7) State of Texas Automated Information Reporting System (STAIRS) Contact(s)



# **RMITS – Agenda (cont.)**

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- 8) Participant List (PL) Development
- 9) System Demonstration
- 10) Personal Care Service
- 11) Moment Selection
- 12) Moment Response
- 13) Polling Questions



# RMTS – Housekeeping Items

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- **Webinar audio options**
  - ▶ Phone Call  
*Must use the telephone number, access code, and audio pin found on the right side of screen.*
  - ▶ Computer Audio  
*Must have a microphone-enabled computer to speak during the webinar.*
- **Technical difficulties**
  - ▶ Contact Webinar Support at 1-800-263-6317 and
  - ▶ Notify Time Study Unit via email at [TimeStudy@hhs.Texas.gov](mailto:TimeStudy@hhs.Texas.gov).
- **Training** duration – 2 hours
- **Breaks**
- **Present and attentive** during the entire training presentation for training credit eligibility.

# RMTS – Housekeeping Items (cont.)

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- **Group Participation**

- ▶ Email the list of attendees to Time Study Unit (TSU).

- **Polling Questions**

- ▶ Each participant must respond to each polling question for training credit eligibility.
- ▶ Each participant is responsible for sending their individual responses to polling questions. Group responses are not allowed.

\* Have you taken a Federal Fiscal Year (FFY) 2025 RMTS training and received credit? To verify your status:

- Log into [STAIRS](#)
- Select “Manage”
- Select “Manage Training Status”



# RMTS – Reference Guides

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- [Title 1 Texas Administrative Code \(TAC\) Section 355.8443 \(d\)](#), Title 1 of the Texas Administrative Code, Part 15, Chapter 355.8443 states,  
“Time study. The LEA must participate in the HHSC-administered time study in the manner prescribed by HHSC.”
- [Texas Medicaid Provider Procedures Manual \(TMPPM\)](#)
- [Independent School District \(ISD\) Implementation Guide](#)



# What is RMTS?

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***RMTS is a valid rapid sampling technique that:***

- **Reduces the amount of staff time** needed to record an individual time study participant activity.
- **Identifies the proportion of allowable and reimbursable administrative time** under the Medicaid Administrative Claiming (MAC) program.
- **Identifies the proportion of allowable and reimbursable direct service (DS)** time under Medicaid.
- **Is Used for DS cost reporting to conduct a cost settlement** at the end of the fiscal year in the School Health and Related Services (SHARS) program.

## **Statewide Time Study**

- Participants must respond to the moment if providing services outside their home district (include name and district).

**Note:** Any LEA seeking reimbursement is required to participate in a time study using the Random Moment Time Study methodology.



# RMTS Requirements

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- Provider must be enrolled as a Texas Medicaid SHARS provider before the first quarter PL due date if participating in SHARS.
- Provider must have an HHSC-executed MAC contract and approved Program Operating Plan (POP) before the first quarter PL due date, if participating in MAC.
- Provider must participate in ALL four federal fiscal quarters:
  - ▶ October – December (Q1)
  - ▶ January – March (Q2)
  - ▶ April – June (Q3)
  - ▶ July – September (Q4)



# RMTS Requirements

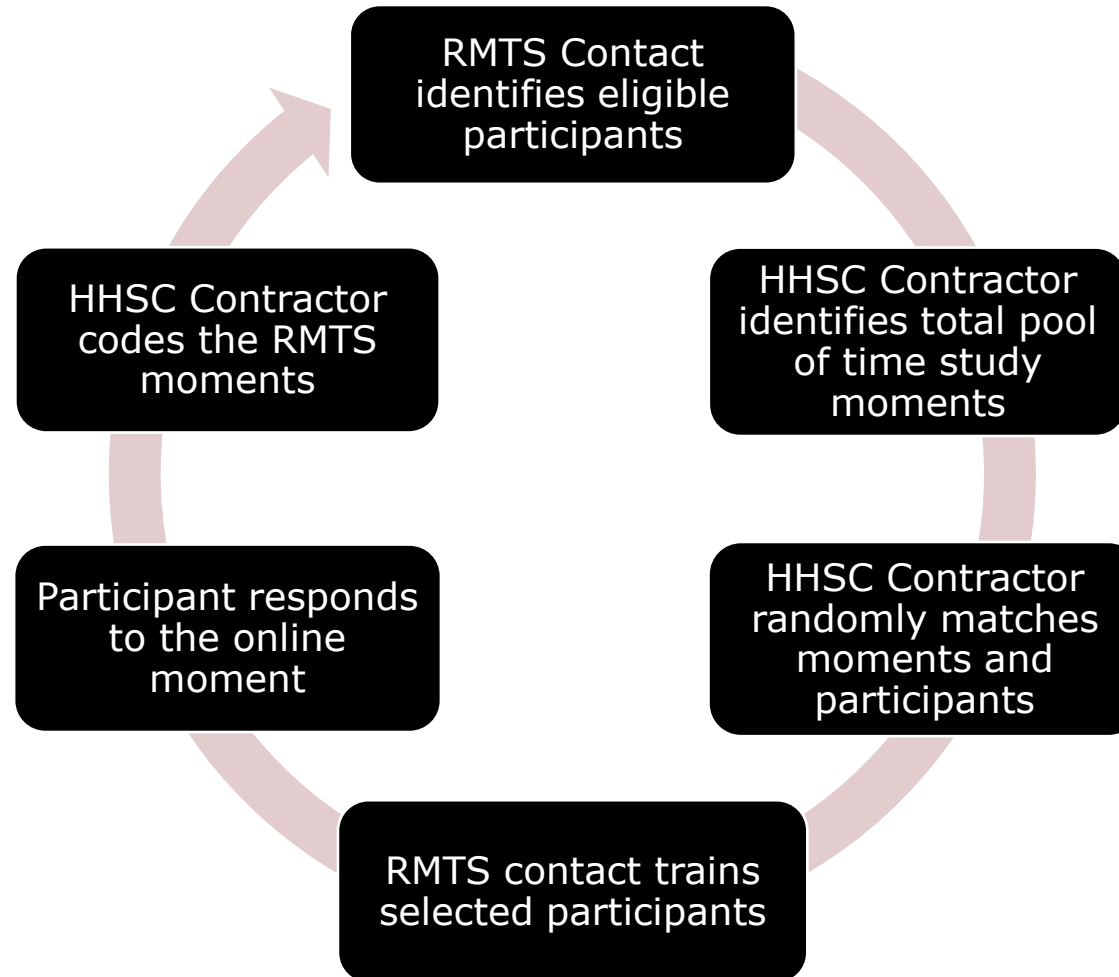
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- Annual RMTS training for RMTS contacts and participants.
- Quarterly PL certification is required.
  - ▶ To report claims or costs, the position must be on the PL.
- Entity response rate of at least 85%.
- Statewide response rate of 95%.



# RMTS Process

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# RMTS – Fiscal Quarterly Dates

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Quarter	PL Open	PL Close 6 p.m. (CST)	Time Study Begin	Time Study End
1 <sup>st</sup>	08/12/24	09/13/24	10/1/24	12/13/24
2 <sup>nd</sup>	09/14/24	12/13/24	01/06/25	03/31/25
3 <sup>rd</sup>	12/14/24	03/07/25	04/01/25	05/23/25
4 <sup>th</sup>	03/08/25	05/15/25	08/18/25	09/30/25



# RMTS - Training

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- An RMTS Contact is required to complete one annual training per federal fiscal year.
- Granted full access to STAIRS.
- Annual training is required to meet RMTS compliance.
- Once training is completed and training credit is received, annual training compliance is met.
- Annual training is held in August, November, \*February, and \*April.

**\*Note:** February and April trainings are only for those granted permission by the HHSC Time Study Unit. Additional training information can be found on the [RMTS LEA Training](#) page.



# RMTS – Training Requirements

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- **Appoint *at least two district employees* as RMTS contacts:**
  - ▶ Primary
  - ▶ *At least one Secondary*
- **Complete RMTS Contact annual training** before the deadline date:
  - ▶ Primary RMTS contact – **before the first quarter PL close date.**
  - ▶ Secondary RMTS contact – **before the second quarter PL close date.**

**Note:** See the Fiscal Year Quarterly Dates to identify which date corresponds with the deadline date. Training credit for districts who have a Shared Service Agreement (SSA), Co-op, or third-party vendor will not be counted as fulfilling a district's annual training compliance. They will still be able to fulfill any district obligations as previously assigned and/or contracted.



# RMITS – Training Requirements (cont.)

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## Failure to adhere to the training requirements will result in:

- View-only access
  - ▶ Inability to update or certify the PL.
  - ▶ Inability to manage the time study sample.
- Superintendent notified
- Ineligibility for participation
  - ▶ Inability to participate in MAC or submit a quarterly claim for the upcoming quarter.
  - ▶ Inability to participate in SHARS or submit a cost report for the entire fiscal year.
    - ◇ Any interim claims received for the year will be recouped.

**Note:** Please make sure to verify training status in STAIRS to ensure compliance.



# RMTS – Training Verification



RMTS contacts can verify their annual training status and compliance by:

- Logging into STAIRS.
- Selecting the “Manage” tab.
- Clicking on the “Manage Training Status” link.

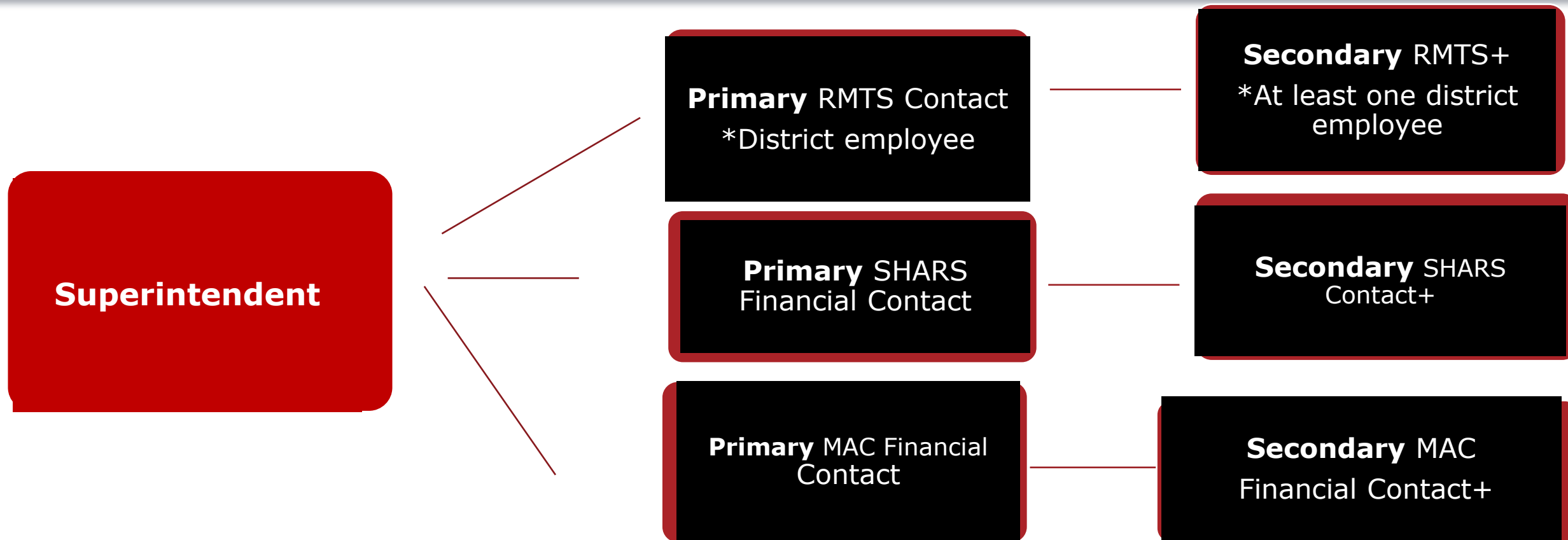
**Note:** The primary RMTS contact is responsible for ensuring the district meets its annual training compliance and meets all district RMTS requirements.

Filters: FY2022 | Austin ISD | RMTS Contact Trainings | All Users | Confirm

[Preparers Available for Hire](#)

Actions	FB User Id	First Name	Last Name	District	Trained	Status	Training	Training Period	Willing to Hire Out? *
Yourselves	1262984	M		(Primary RMTS Contact, Primary MAC Financial Primary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refresher (Webinar 2021-05-04, 08:30:00-11:00:00)	FY2022	No <a href="#">Change to Yes</a>
<a href="#">Make View-only</a>	1761396	A		(Secondary RMTS Contact, Secondary MAC Contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Initial 11, 13:00:00-16:30:00 A	FY2022	No
<a href="#">Make View-only</a>	1527936	S		(Secondary RMTS Contact, Secondary MAC Contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refre: 05-04, 08:30:00-11:00:00	FY2022	No
<a href="#">Make View-only</a>	1033832	S		(Secondary RMTS Contact, Secondary MAC Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refre: 05-04, 08:30:00-11:00:00	FY2022	No
<a href="#">Make View-only</a>	1522016	D		(Secondary RMTS Contact, Secondary MAC Contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Initial 19, 13:00:00-16:30:00 A	FY2022	Yes
<a href="#">Make View-only</a>	1649901	C		(Secondary RMTS Contact, Secondary MAC Contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refre: 05-04, 08:30:00-11:00:00	FY2022	No
<a href="#">Make View-only</a>	1317455	K		(Secondary RMTS Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refre: 11-10, 13:00:00-15:30:00	FY2022	No
Not Trained	1662864	S		(Primary Superintendent)	No	No Access to PL and TS			

# RMTS – STAIRS Contact Roles



**Note:** "District-employee" means the email address is specific to the district participating in RMTS (i.e., Johnson ISD - [jdoe@johnsonisd.net](mailto:jdoe@johnsonisd.net)). An SSA, Co-op, or third-party vendor can only be a secondary contact.



# RMTS – STAIRS Contact Roles

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- **Superintendent**

- ▶ Designated contact in STAIRS.
- ▶ Appoints primary contact.
- ▶ Ability to update contact roles.
- ▶ Not included on the PL.

- **RMTS Contact**

- ▶ Responsible for district actions/non-actions.
- ▶ Ensures quarterly PL Certification.
- ▶ Responds to vacant moment(s).
- ▶ Ability to respond to moments of absent participants.
- ▶ Ability to update contact changes.
- ▶ Ability to add secondary contact(s).
- ▶ Ensure district RMTS compliance.



# RMTS – STAIRS Contact Roles

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## Contact Rules for Superintendent and RMTS Contact:

- A Primary can change themselves to a secondary role.
- A primary can update the superintendent role.
- Only one primary contact permitted.
- Unlimited number of secondary contacts can be added.
- Primary and secondary contacts can manage the time study sample if received current RMTS training.



# RMTS – Participant List (PL) Development

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**Employees who perform a direct service *that is billed to Medicaid or a MAC claimable service*, should only be listed on the PL.**

- RMTS contact(s) will add eligible participants to the PL.
  - ▶ Position(s) is included in MAC and SHARS cost reporting.
    - ◇ To report claims or cost, the position must be on the PL.
- Employees on the PL will be categorized in one of two staff pools:
  - ▶ Administrative Services (MAC only) - Only includes employees who perform administrative activities associated with billing Medicaid.
  - ▶ Direct Medical and Administrative Services (SHARS) - Eligible employees who provide direct medical services and administrative activities that are billed to Medicaid.

**Note:** Administrative employees such as executive directors, program directors, principals, assistant principals, special education directors, and other managers or supervisory employees are not to be included in the time study.



# RMTS – PL Certification

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- PL certification is required quarterly to participate in SHARS and MAC.
- Updates to the PL are unlimited during the open PL quarter.
- No updates to the PL after the quarter closes.
  - ▶ RMTS contact can only update positions on the PL during the current open PL period.

## **If a district fails to certify the PL, they will be:**

- Ineligible to participate or submit a quarterly claim for the upcoming quarter if participating in MAC.
- Ineligible to participate or submit a cost report for SHARS for the entire fiscal year.



# RMTS PL Development - Vacant Positions

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- Add vacant positions to the PL that are anticipated to be filled during the upcoming time study period.
  - ▶ First/last name written as “vacant.”
  - ▶ Only a district RMTS contact email address should be listed as the contact.
  - ▶ Review, edit, and remove vacant positions from each quarter if not filled from previous quarter.
- Vacant positions are selected for RMTS moments.
  - ▶ Vacant positions are responded to by the RMTS contact as “unpaid leave” if not filled.



# RMTS PL Development - Vacant Positions

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- Vacant positions are not reimbursable.
  - ▶ Do not count towards the time study percentage.
- Excess of vacant positions will:
  - ▶ Limit the opportunity of filled positions being selected for a reimbursable response that can be counted towards the time study percentage.



# RMTS PL Development - Duplicates

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- Only one job function can be listed on the PL.
  - ▶ Dual roles are prohibited.
  - ▶ Include only the job performed majority of *the time*.
- Review the PL for any duplicates before certifying the PL.
- The Primary RMTS contact is notified and responsible for removing duplicates.
  - ▶ Time Study Unit **DOES NOT** remove duplicates.

## **How to remove a duplicate:**

Export your PL to Excel. Choose the column of data (i.e., address, external ID) that may have duplicates. Highlight that column and choose the “conditional formatting” option. You will see an option to “highlight duplicate value.”

# RMTS PL Development - PL Participants

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## Employees who perform SHARS Direct Medical Services or MAC activities:

- **Regular employees** - Regular duties performed on a weekly basis.
- **Federally funded employees** - If excluded from the PL and the funding source changes during the quarter, the costs cannot be claimed.
- **Contractors** (including all positions) who are not employees of the district but provide services for the district.\*
  - ▶ Shared Service Staff
  - ▶ Co-Op Staff
  - ▶ Contracted Vendor's staff

\* For one position being filled by multiple contractors, it should be listed as one position on the PL. For multiple positions filled by one or more contractors, each position should be listed on the PL.



# RMTS PL Development - PL Participants (cont.)

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- Substitute
  - ▶ Must be in one specific position 51% of the time per quarter (at least seven consecutive weeks).

## **Who is NOT eligible for SHARS:**

- Educational Diagnostician job title.
  - ▶ Unless performing Personal Care Service (PCS) and/or being on PL for MAC (if school participates in MAC).
- Bus Aide, bus monitor, or any other transportation aide.

**Note:** Educational Diagnosticians must qualify under the Admin Cost Pool eligible category by performing Medicaid-allowable activities to be included in the RMTS.

# RMTS - PL Category Classification

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PL Categories with mixed job functions and titles:

Personal  
Care  
Service  
Provider

Delegated  
Nursing

Service  
Coordinator/  
Case  
Manager

Outreach  
Worker

Behavioral  
Counselor

**Note:** These categories must include the functional (or working) job title to be included on the PL..

# RMTS – PL SHARS Direct Medical Categories

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- Registered Nurses (RN)
- Licensed Vocational Nurses (LVN)
- Advanced Practical Nurses (APRN)
- Delegated Nursing Services
- Physicians (MDs & DOs)
- Licensed Audiologist
- Licensed Assistant in Audiology
- Licensed Occupational Therapist (OT)
- Certified Occupational Therapy Assistant (COTA)
- Licensed Physical Therapist (PT)
- Licensed Physical Therapy Assistant (LPTA)
- Licensed Psychologist
- Licensed Specialist in School Psychology (LSSP)
- Licensed Psychiatrist
- Licensed Speech-Language Pathologist (SLP)
- Licensed Assistant in SLP
- Licensed SLP Intern
- Licensed Professional Counselor (LPC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Clinical Social Worker (LCSW)
- Personal Care Service Providers



## **RMTS – PL MAC only Categories**

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- Behavioral Counselor
- Interpreter/Translator/Bilingual Specialist
- Licensed Bachelor of Social Work (LSW)
- Licensed Master of Social Work (LMSW)
- Orientation & Mobility Specialist
- Outreach Workers
- Personnel
- Physician Assistant (PA)
- Pregnancy, Education, & Parenting Program
- Psychology Intern
- Service Coordinator/Case Managers
- TEA- or SBEC-Certified Speech Therapist



# Fairbanks – System Demonstration

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## Fairbanks Demonstration:

- PL Development
- Managing Contacts
- Designating Contacts
- Tracking Training
- Time Study Sample
- Monitoring Response Completion
- Documenting Non-Response



# RMTS – Educational or Direct Medical

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**Educational Services** include any services or accommodations to assist in any of the following:

- Reading/English/Language Arts
- Writing
- Mathematics
- Science
- Social studies
- Physical education
- Functional curriculum
- Electives



# RMTS – Educational or Direct Medical (cont.)

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**Direct Medical Services** are medical services that require a licensed, skilled, or trained professional, such as:

- Nursing
- Psychology, Counseling
- Physician services
- Occupational Therapy
- Physical Therapy
- Speech Therapy
- Audiology
- Personal Care Services (PCS)



## **RMTS – Personal Care Service (PCS)**

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- PCS is a range of human assistance provided to accomplish ADLs (Activities of Daily Living) or IADLs (Instrumental Activities of Daily Living) the student would normally do for themselves if they did not have a disability.
  - ▶ An individual may physically be capable of performing ADLs and IADLs but has limitations in performing these activities because of a functional, cognitive, or behavioral impairment.
- PCS is a direct medical service that is billable to Medicaid.
  - ▶ An Individualized Education Program (IEP) should list the specific activity and personal care service needed and why.





## RMTS – Personal Care Service (PCS)

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- If providing a direct medical service defined on a student's IEP, then the personal service should define the PCS being performed.
- *Provide a detailed description of the PCS assistance being provided to the student and why it is needed.*
- Group PCS is not a billable or reimbursable service under SHARS.

**Note:** Follow-up questions may be asked to ensure PCS is being documented correctly.

# RMTS – ADLs and IADLs

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***ADLs and IADLs are limited to the following:***

## **ADL**

- Bathing (ADL)
- Dressing (ADL)
- Eating (ADL)
- Locomotion or mobility (ADL)
- Personal hygiene (ADL)
- Positioning (ADL)
- Toileting (ADL)
- Transferring (ADL)

## **IADL**

- Escort (IADL)
- Medication Assistance (IADL)
- Money Management (IADL)
- Telephone Use or Other Communication (IADL)

**Note:** PCS providers are required to carefully review and document PCS services ([TMPPM SHARS Handbook Section 2.3.4](#)).



# RMITS – PCS (cont.)

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Per TMPPM, Personal Care services *DO NOT* include the following:

- ADLs, IADLs, or HMAs that a typically developing child of the same chronological age could not safely and independently perform without adult supervision.
- Services that provide direct intervention when the client has the physical, behavioral, and cognitive abilities to perform the ADL or IADL without adult supervision.
- Services used for or intended to provide respite care, childcare, or restraint of a client.
- Stand-by supervision related to safety.



# RMTS – PCS (cont.)

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- Teaching a life skills or vocational curriculum.
- Services delivered solely for the purpose of education such as, reading, English, Language Arts, Writing, Mathematics, Science, Social Studies, Physical Education, Functional Curriculum or Electives.
- Supervision, monitoring, cueing, redirection, or other form of assistance that is unrelated to the listed ADLs and IADLs.



## RMTS – Polling Questions – True or False (T/F)

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- 1) Participants should respond to a RMTS moment with multiple activities? T/F
- 2) Two district employees must complete training for annual compliance? T/F
- 3) Participants should be on the PL if they *do not* bill to Medicaid or perform MAC activities ? T/F
- 4) Educational service and accommodation provided is a personal care service? T/F
- 5) Behavioral intervention is a personal care service? T/F
- 6) Dual roles are prohibited on the participant list? T/F
- 7) RMTS contacts should review and remove duplicates from the PL before certifying? T/F
- 8) Loading the PL with vacant positions *does not affect* the time study percentage? T/F
- 9) Helping a student (with an IEP) to read their book is educational? T/F
- 10) Giving verbal cues to assist a student (IEP) using the bathroom is not PCS. T/F



# RMTS – Moment Response

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## **RMTS Contact Moment Response:**

- Participant is absent when the moment occurs and will not return within five business days to provide a response.
  - ▶ Paid leave, or
  - ▶ Unpaid leave
- Vacant Positions
  - ▶ Unpaid leave
- If the participant is no longer with the district.
  - ▶ Unpaid leave

***If a vacant position is still listed on the PL but has been filled, the RMTS contact will need to:***

- Forward the notification letter from the “Time Study Sample” tab to complete, or
- Update vacant position with the new employee’s name and contact info and send an email to the employee from the “Time Study Sample” tab.

**Note:** Make sure the employee filling the vacant position name is included in the moment



# RMTS – Moment Response

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## Participant Moment Response:

- If the participant is absent when the moment occurs but will return within five business days.
  - ▶ RMTS contact has the option to respond as paid or unpaid leave.
- Filled vacant position after the three-day RMTS notification is sent.



# RMTS – Time Study Sample

FAIRBANKS LLC

Welcome, [User] (Logout)

Dashboard Participant List **Time Study Sample** MAC Financial Submission SHARS Cost Report Manage

Open Quarter: April - June 2022

Quarter-to-Date Compliance: 87%  
Overall Compliance: 15%

Open Quarter: April - June 2022 Change Quarter (Training status: full access)

Download Sampled Usernames/Passwords to Distribute Reference Materials

Paid Leave Unpaid Leave Edit

Showing: 1 - 146

Job Category	Last Name	First Name	Email	Location	Employment Type	Moment ↑	Is Certified
Outreach Worker (MAC ONLY)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/05/2022, 12:16 PM	Certified 04/05/2022, 12:17 PM CDT
Outreach Worker (MAC ONLY)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/05/2022, 12:29 PM	Certified 04/06/2022, 02:32 PM CDT
<input type="checkbox"/> Psychology - Licensed Specialist in School Psychology	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Contract	04/07/2022, 11:14 AM	Not Certified Become Enter Explanation
Outreach Worker (MAC ONLY)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/07/2022, 02:21 PM	Certified 04/07/2022, 05:10 PM CDT
<input type="checkbox"/> Nurse - Delegated Nursing Services Provider	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/08/2022, 08:34 AM	Not Certified Enter Explanation
<input type="checkbox"/> Personal Care Service Provider	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/08/2022, 09:17 AM	Not Certified Enter Explanation
Outreach Worker (MAC ONLY)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/11/2022, 01:41 PM	Certified 04/05/2022, 09:44 AM CDT
<input type="checkbox"/> Interpreter/Translator/Bilingual Specialist (MAC ONLY)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Contract	04/11/2022, 02:21 PM	Not Certified Enter Explanation
<input type="checkbox"/> Personal Care Service Provider	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/12/2022, 11:38 AM	Not Certified Enter Explanation
<input type="checkbox"/> Service Coordinator/Case Manager (MAC ONLY)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/13/2022, 11:31 AM	Not Certified Email Print
<input type="checkbox"/> Psychology - Licensed Specialist in School Psychology	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Contract	04/20/2022, 12:37 PM	Future Moment Email Print
<input type="checkbox"/> Nurse - Delegated Nursing Services Provider	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/20/2022, 01:05 PM	Future Moment Email Print
<input type="checkbox"/> Social Worker - Licensed Clinical Social Worker (LCSW)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	04/20/2022, 01:21 PM	Future Moment Email Print
<input type="checkbox"/> Psychology - Licensed Specialist in School Psychology	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Contract	04/29/2022, 03:10 PM	Future Moment
<input type="checkbox"/> Service Coordinator/Case Manager (MAC ONLY)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Contract	05/02/2022, 08:24 AM	Future Moment
<input type="checkbox"/> Personal Care Service Provider	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Full Time	05/27/2022, 02:54 PM	Future Moment

RMTS Information:  RMTS Information Website (TX - HHSC)

MAC Information:  MAC Information Website (TX - HHSC)

SHARS Information:  SHARS Information Website

For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or info@fairbanksllc.com

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Managing the Time Study Sample in STAIRS.





# RMTS – Moment Information



- RMTS “moments” are randomly selected throughout the entire quarter.
- RMTS moments represent “one minute” at the selected time.
- Participants are required to be trained annually before their first RMTS moment of the fiscal year occurs.
- Participant will receive a 3-day notification of the upcoming RMTS moment.
- Participants are to document (in detail) the activity being performed when responding to the moment.
- Do not list multiple activities, summary of job duties, or tasks.
- Do not list any names of students or staff, including abbreviations.

# RMTS – Moment Information (cont.)



- Address if a student, staff, or both were present during the time study.
- If additional information is needed, Fairbanks Central Coders may email a participant. The Primary RMTS contact will be copied on email.
- Participant reminders are sent after 24, 48 and 72 hours.
- Primary RMTS Contact is copied on the 72-hour reminder for RMTS moments.
- Participants will have five workdays to complete the moment, or it will expire.
- Participants are required to respond to the moment.
- Failure to respond will disqualify the moment.
- Some options have a “hover-over” and/or “question mark” that will provide additional information.

# RMETS – Time Study Activities



- **Direct Medical** – Providing care, treatment, and/or counseling.
- **Outreach** – Informing students, families, and groups about available services.
- **Eligibility** – Assisting students or families with the Medicaid eligibility process.
- **Referral, Coordination, and Monitoring** – Making referrals, coordinating, and/or monitoring activities on a student’s IEP.
- **Staff Training** – Coordinating, conducting, or participating in training pertaining to medical or Medicaid services.
- **Translation** – Arranging or providing translation to a student or family to access medical or Medicaid services.
- **Transportation** – (Excludes bus drivers, bus aides, and other transportation aides) arranging transportation to medical services.
- **Program Planning, Development, & Interagency Coordination** – Developing strategies to improve the coordination and delivery of medical or Medicaid services.
- **Provider Relations** – Activities to secure and maintain Medicaid providers.

# **RMTS Moment – Survey Questions**

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- Who was with you?
- What were you doing?
- Why were you doing it?



# RMTS – Moment Notification



From: [redacted]@fairbanksllc.com



To: [redacted]

 Cc & Bcc

Medicaid Random Moment Time Study AJ22

Name: [redacted]  
District: [redacted]  
District Contact: [redacted]  
RMTS Category: Outreach Worker (MAC ONLY)  
Random Moment: 10:56 AM on 04/14/2022

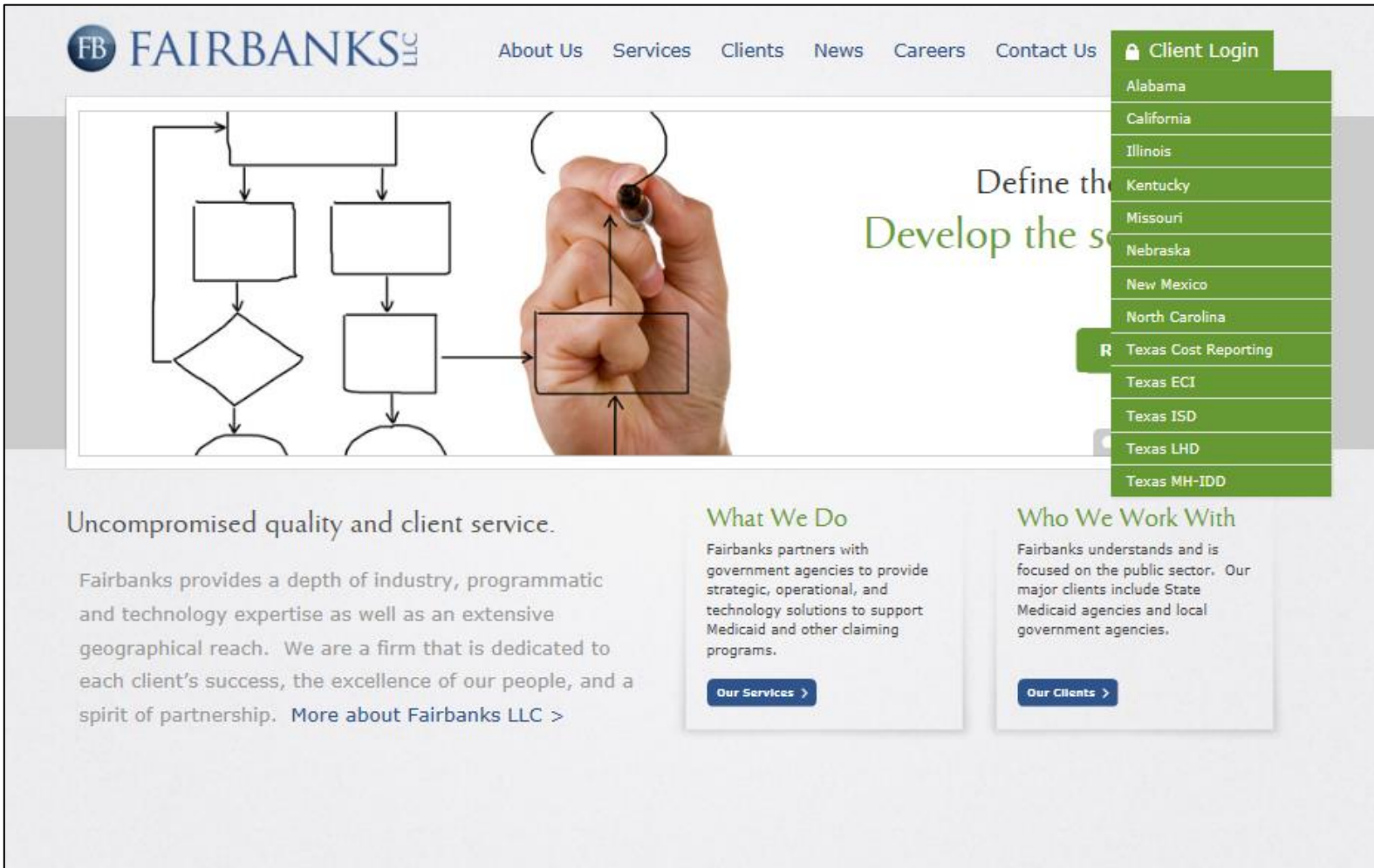
You have been selected to participate in the Random Moment Time Study (RMTS) which is a brief online survey on behalf of your school District. Your participation is mandatory and assists your school District in obtaining reimbursement for school-based health and outreach activities.

In order to complete the Random Moment Time Study, you will need to go to [www.fairbanksllc.com](http://www.fairbanksllc.com) and select CLIENT LOGIN (in upper right hand corner). You will then need to login with the information below and answer three simple questions to report the activity you were performing at your sampled moment of 10:56 AM on 04/14/2022.

User Name: [redacted]  
Password: [redacted]

If you need any assistance or have any questions, please contact your District Contact listed above or the Fairbanks support line at (888) 321-1225 or at [info@fairbanksllc.com](mailto:info@fairbanksllc.com).  
Sent from [Mail](#) for Windows

# RMTS Moment – Login



The screenshot shows the Fairbanks LLC website. The top navigation bar includes links for About Us, Services, Clients, News, Careers, and Contact Us. A 'Client Login' dropdown menu is open, listing various states and programs: Alabama, California, Illinois, Kentucky, Missouri, Nebraska, New Mexico, North Carolina, Texas Cost Reporting, Texas ECI, Texas ISD, Texas LHD, and Texas MH-IDD. The main content area features a hand-drawn flowchart and a hand holding a pen. Below the flowchart, there are three columns of text: 'Uncompromised quality and client service.', 'What We Do', and 'Who We Work With'. Each column has a corresponding 'Our Services' or 'Our Clients' button.

**FB FAIRBANKS LLC**    About Us    Services    Clients    News    Careers    Contact Us    **Client Login**

- Alabama
- California
- Illinois
- Kentucky
- Missouri
- Nebraska
- New Mexico
- North Carolina
- R** Texas Cost Reporting
- Texas ECI
- Texas ISD
- Texas LHD
- Texas MH-IDD

Define the  
Develop the s

**Uncompromised quality and client service.**

Fairbanks provides a depth of industry, programmatic and technology expertise as well as an extensive geographical reach. We are a firm that is dedicated to each client's success, the excellence of our people, and a spirit of partnership. [More about Fairbanks LLC >](#)

**What We Do**

Fairbanks partners with government agencies to provide strategic, operational, and technology solutions to support Medicaid and other claiming programs.

[Our Services >](#)

**Who We Work With**

Fairbanks understands and is focused on the public sector. Our major clients include State Medicaid agencies and local government agencies.

[Our Clients >](#)

Fairbanks (STAIRS) website page.

# RMTS Moment – STAIRS Login Screen



User Name:

Your Password:

Forgot your password? Reset it here:

For Texas Cost Report users, please [click here](#)

STAIRS  
Login  
Screen

For questions, please contact Fairbanks Client Information Center: (888) 321-1225 or [info@fairbanksllc.com](mailto:info@fairbanksllc.com)

For ICF/ID, HCS/TxHmL and CPC questions, please contact: (877) 354-3831

For Kentucky Medicaid SBHS Cost Report questions, please contact: (866) 303-7501

For Missouri SDAC questions, please contact: (877) 285-0388

For Nebraska questions, please contact: (877) 219-1316

For New Mexico MSBS questions, please contact: (877) 340-1453

For New Mexico HSD sister agency questions, please contact: (877) 354-3842

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# RMTS Moment – Welcome Screen



Welcome, [redacted] ([Logout](#))

## Random Moment Time Study

Welcome to the Random Moment Time Study. Your participation in the random moment Time Study is an integral component for your program to receive Federal reimbursement and should only take a few minutes to complete.

Please complete the following screen indicating the activity that you were performing during your sampled date and time, providing as much detail as possible. If you have any questions, do not hesitate to contact the Fairbanks Client Information Center at (888) 321-1225.

[Start Random Moment Time Study](#)

### Your Profile ([Edit](#))

Name: [redacted]  
Email: [redacted]@[redacted].cisd.net  
Program: [redacted] CISD  
MAC Category: Personal Care Service Provider

### Reference Materials

- [RMTS Information Website \(TX - HHSC\)](#)
- [RMTS Participant Manual 2-11-09](#)

### Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.

For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or [info@fairbanksllc.com](mailto:info@fairbanksllc.com)

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STAIRS  
Welcome  
Screen



# RMTS Moment – Instruction Screen

**FB FAIRBANKS LLC** Welcome (Logout)

## Random Moment Time Study

### RMTS Training & Completion Instructions

You have been selected to participate in the Random Moment Time Study (RMTS) on behalf of your center/district. You are required to complete the following RMTS screens, which will ask a series of questions you will need to answer for your sampled moment. It is important that you complete the RMTS screens as accurately as possible.

1. Keep in mind that you are responding for one precise minute in time. Document what you were doing at the sampled moment of time.
2. Dropdowns and/or optional activity descriptions are provided to assist you. If you do not see a response that applies, choose "other" and you will be provided an explanation box in which you can describe what you were doing.
3. If a blue question mark icon appears at the end of an optional activity description, you may click on the "?" to obtain additional information.
4. The person who will be reviewing your response has no idea of your job description, tasks you perform, or why you perform them, so it is up to you to provide the proper information needed to adequately describe what you were doing at the time of your moment. If you provide insufficient information, you will receive a follow-up email or telephone call requesting additional information.
5. Responses such as the following do not provide sufficient information and should be avoided:
  - "I was doing my job."
  - "I was completing my job responsibilities."
  - "I was completing this time study response."
6. It is best to avoid the use of acronyms, and to instead spell out the definition, description, or title.
7. Do not provide client/student-specific names. Instead, your response should state that you were working with a client/student or a group of clients/students, if that were the case.
8. If you are traveling at the time of your sampled moment, please include a description of the activity you will be performing upon arrival.
9. If you were not working at the time of your moment, please indicate if it was paid or unpaid leave/time off.

For the purposes of this time study:

**Direct Medical Services**  
include:

- Activities that require human interventions such as hands on assistance, supervision, or cueing of a student with a disability or chronic medical condition, to accomplish tasks that the student would not normally do for themselves if they did not have a disability or chronic medical condition;
- Personal care services;
- Specialized transportation services;
- Psychological services;
- Physical therapy;
- Speech therapy; and
- For additional examples [click here](#).

**Educational Services**  
include activities associated with traditional courses that do not require human intervention to accomplish tasks the student would normally do for themselves if they did not have a disability or chronic medical condition. Traditional courses such as:

- Reading/English/language arts;
- Writing;
- Mathematics;
- Science;
- Social studies; and
- Physical education.

Please click on the button below to continue.

[Continue to Random Moment Time Study](#)

For questions, please contact Fairbanks LLC Client Information Center: (907) 321-1225 or [info@fairbanksllc.com](mailto:info@fairbanksllc.com)

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## RMTS Training and Completion Instructions



# RMTS Moment – Question #1

*Who was with you?*

FB FAIRBANKS LLC

Welcome, [redacted] (Logout)

## Random Moment Time Study

**YOUR TIME STUDY IS NOT COMPLETE.**

Random Moment Time: 04/13/2022, 11:36 AM Central Time

1. Who was with you?

Please select an answer...

2. Please select an answer...

- Special Ed student
- 504 Plan Student
- Student - Not Special Ed
- Student with learning disability (dyslexia, language difficulty, reading difficulty, math difficulty, etc.)
- Multiple students
- Teachers, Aides, or School Administrator(s)
- Related Service Provider
- Parent, Guardian, or Caregiver
- No one, alone
- Not Working
- Other - please specify below

3. Why were you performing this activity?

Please answer the above questions to see the available answers for this question.

I confirm that my response above is an accurate representation and description of my activity/activities during the Random Moment Time Study (RMTS) sample date and time. I certify that I am the individual authorized to complete this RMTS as indicated in the upper right hand corner of this screen. I also confirm that I have received training regarding my participation and the accurate completion of this RMTS form.

**Certify & Submit**

**Your Profile (Edit)**  
Name: [redacted]  
Email: [redacted]  
Program:  
MAC Category: Nurse - Delegated Nursing Services Provider

**Reference Materials**  
 RMTS Information Website (TX - HHSC)  
 RMTS Participant Manual 2-11-09

**Do You Need Help?**  
For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.



# RMTS Moment – Question #2

*What were you doing?*

The screenshot shows the Fairbanks LLC RMTS web application. At the top left is the logo for Fairbanks LLC. At the top right, it says "Welcome, [redacted] (Logout)". The main heading is "Random Moment Time Study". Below this is a red banner that says "YOUR TIME STUDY IS NOT COMPLETE." and a grey banner that says "Random Moment Time: 04/01/2015, 08:41 AM Central Time". The main content area is titled "2. What were you doing?" and contains the instruction: "Please provide a 2-4 sentence description of the ONE activity/service that you were MOST involved in (i.e. teaching, therapy, supervision, cueing, staff meeting, prompting, reading, lunch, monitoring, testing, redirection, evaluation, etc.) Do not use proper names or acronyms." Below this is a large text input field. To the right of the main content area are three boxes: "Your Profile (Edit)" with fields for Name, Email, Program, and MAC Category (Physical Therapist - Licensed); "Reference Materials" with links to "RMTS Information Website (TX - HHSC)" and "RMTS Participant Manual 2-11-09"; and "Do You Need Help?" with contact information for the Fairbanks Client Information Center at (888) 321-1225. At the bottom of the main content area is a "Certify & Submit" button. At the very bottom of the page, there is a footer with contact information for the Fairbanks LLC Client Information Center and a copyright notice for Fairbanks LLC.

**Note:** If with a child, please make sure to explain the “one” activity is being done and why the child needs the assistance/service.



# RMTS Moment – Question #3

*Why were you performing this activity?*

3. Why were you performing this activity?


Please select an answer...

Please select an answer...

- To ensure safety for student(s) from self, others, environment that they cannot perceive independently
- To keep the student on task, in seat, awake that they cannot manage independently
- To assist the student physically
- To assist the student intellectually (read or repeat instructions, demonstration, hand over hand)
- To assist the student toileting
- To monitor the student that requires supervision or physical assistance
- To transition the student that requires supervision or physical assistance
- To assist the student feeding/eating that requires supervision or physical assistance
- To monitor/intervene with behaviors (aggression, self-stimulation, verbal interference, etc.)
- To provide classroom instruction
- To supervise students in general population
- To provide medication/medical care/first aide
- To provide therapy (Speech, OT, PT, Sensory stimulation)
- To conduct assessment/evaluation
- To provide or obtain information to or from a student's family
- To determine student's/family's eligibility for Medicaid/Health benefits
- To determine student's/family's eligibility for other programs/benefits
- To upgrade professional skills through training
- To improve social/vocational/educational services for the district's students
- To improve health related services for the district's students
- To coordinate/provide transportation
- To coordinate/provide translation
- To provide counseling
- To participate in a meeting
- Not Working
- Other - please specify below



# RMTS Moment – Complete, Review, & Submit

Welcome, [redacted] ([Logout](#))

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## Random Moment Time Study

✓ CONGRATULATIONS [redacted] HAVE COMPLETED THE TIME STUDY!

🕒 **Random Moment Time:** 04/13/2022, 11:31 AM Central Time

Thank you for participating in the time study! You have now completed the necessary steps required for participation. We appreciate your participation in this important program. You may now logout or close this window.

[Print](#) [Confirmation Receipt](#)

### Your Profile

Name: [redacted]  
Email: [redacted]  
Program: [redacted]  
MAC Category: Service Coordinator/Case Manager (MAC ONLY)

### Reference Materials


- [RMTS Information Website \(TX - HHSC\)](#)
- [RMTS Participant Manual 2-11-09](#)

### Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.





# RMTS Moment – Confirmation Receipt

Welcome, [redacted] ([Logout](#))

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## Random Moment Time Study

 [redacted], YOUR TIME STUDY IS COMPLETE AND WAS CERTIFIED [redacted] AT 04/20/2022, 09:45 AM CENTRAL TIME.

 **Random Moment Time:** 04/13/2022, 11:31 AM Central Time

Here are your answers:

**Who was with you?**  
Special Ed student With health impairment (chronic medical condition)

**What were you doing?**  
I was working with ...



**Why were you performing this activity?**  
To provide classroom instruction

[Print](#)

### Your Profile

**Name:** [redacted]  
**Email:** [redacted]  
**Program:** [redacted]  
**MAC Category:** Service Coordinator/Case Manager (MAC ONLY)

### Reference Materials

 [RMTS Information Website \(TX - HHSC\)](#)  
 [RMTS Participant Manual 2-11-09](#)

### Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.

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# RMTS – Correspondence & Helpful Information



## **Contact roles will receive all communication predominantly via email, such as:**

- RMTS moment notifications and follow-ups.
- Participant list updates
- Compliance issues and follow-ups
- SHARS/MAC Financial notifications and follow-ups

## **Passwords**

- Username and passwords are emailed to contacts immediately after being added.
- Passwords can be reset at the login screen.

## **Withdrawing**

*If a district withdraws participation in RMTS/SHARS/MAC:*

- Submit a signed withdrawal request letter by the Superintendent or Primary RMTS contact to Time Study. Both contacts must be copied on the email.
- If a district withdraws after the PL closes, but during the time study period, the district must complete the RMTS moments for the quarter.
- The district must complete all time study moments if withdrawing after the PL closes and during an active time study quarter.

**Note:** A contact's role in Fairbanks dictates what message is received. *Please authorize and confirm with your district's IT staff to accept emails from Fairbanks and HHSC to ensure the emails pass through firewalls and spam filters.*

# RMTS – Correspondence & Helpful Information (cont.)



- **No Training Certificate**

- ▶ Only training credit is added in STAIRS.

- **Training Credit**

- ▶ Can only be applied after a STAIRS account is set up.
  - ◇ Contact your primary RMTS contact or Superintendent to be added in STAIRS.
- ▶ A maximum of nine days is needed to apply for credits before contacting the TSU.
  - ◇ Verify if training credit has been applied in STAIRS before contacting the TSU (see the "Training Verification" slide for instructions).
- ▶ A "thank you for attending" email will be sent to attendees, but it does not imply an attendee receives training credit.
  - ◇ Attendees must meet three criteria that are recorded throughout the training.

- **STAIRS Access**

Full access is granted after training credit has been applied for:

- ▶ PL certification
- ▶ Time Study Sample



# RMTS – Time Study Contact Information



## **Time Study:**

Phone: (737) 867-7794

Email: [TimeStudy@hhs.Texas.gov](mailto:TimeStudy@hhs.Texas.gov)

Mohib Nawab – **Manager**

Ri-Chard Thomas – Team Lead

Alexandra Young – Rate Analyst

## **Fairbanks:**

Phone: (888) 321-1225

Email: [info@fairbanksllc.com](mailto:info@fairbanksllc.com)

Website:

[Time Study Independent School Districts \(ISD\) | Provider Finance Department \(texas.gov\)](https://www.texas.gov/time-study-independent-school-districts-isd-provider-finance-department)



# Thank you

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**Time Study Unit**

**[Time.Study@hhs.Texas.gov](mailto:Time.Study@hhs.Texas.gov)**