

# Random Moment Time Study (RMTS)

## Local Education Agency (LEA)

### Federal Fiscal Year 2025

(October 2024–September 2025)

## **PARTICIPANT LIST OPEN**

### **Participant List Is Now Open**

The Random Moment Time Study (RMTS) Participant List (PL) for the first quarter of federal fiscal year 2025 (October 2024 – December 2024) is now open.

To be eligible to obtain Medicaid reimbursements for School Health and Related Services (SHARS) and/or Medicaid Administrative Claiming (MAC), each provider entity must participate in the RMTS each quarter and adhere to all RMTS requirements. Failure to do so will result in the provider entity being ineligible to participate in MAC for that quarter and SHARS for the federal fiscal year 2025.

The following are key dates for the first quarter. These are critical dates and there can be no exceptions or extensions. The PL can be updated at any time up to 6:00 p.m., central time, on the PL closing date.

- PL Open Date: August 12, 2024
- PL Close Date: September 13, 2024
- RMTS Begins: October 1, 2024
- RMTS Ends: December 13, 2024

**IMPORTANT:** The RMTS Contact's ability to access and update and certify the PL and manage the sampled participants will be limited to View – Only access until such time that RMTS Contact training requirements are met. View-Only access means the PL can be viewed, but not updated or certified. The RMTS contact will be able to track and monitor the sampled participants, but unable to make any changes.

The Health and Human Services Commission (HHSC) requires each provider entity to have at least two trained RMTS Contacts to guard against any problems that can occur due to employee turnover. Each provider entity should ensure that 1) the Primary RMTS Contact is an employee of the entity and 2) at least one district employee is listed as a Secondary RMTS Contact and 3) both Primary and Secondary RMTS contact each attend the mandatory annual HHSC RMTS webinar training before the deadline date for their contact role. This will allow LEAs to have adequate time to update and/or certify the PL by the closing date.

RMTS Contacts can verify their individual status and annual district training compliance by:

- Logging onto the Fairbanks website (STAIRS, [www.fairbanksllc.com](http://www.fairbanksllc.com))
- Select the “Manage” option and
- Click on the “Manage Training Status” link.

Provider entities can visit the below HHSC website to learn about training requirements, training methods and other training opportunities. Provider Entities will also be able to register for training for the 2025 federal fiscal year at the provided web link below.

<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 HHSC Time Study Unit at (737) 867-7794 or [TimeStudy@hhs.texas.gov](mailto:TimeStudy@hhs.texas.gov).