

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

## ***Mandatory Annual Training for***

**Local Education Agency (LEA)**

**Federal Fiscal Year 2025**

(October 2024–September 2025)

### **PARTICIPANT LIST Closing #3**

Please remember that the federal fiscal year (FFY) 2025 (October 2024 to September 2025) first quarter participant closing (PL) closing date is **September 13, 2024**.

The RMTS Contact must update/certify the PL prior to this closing date. The PL can only be accessed by a RMTS Contact who has completed the HHSC mandatory annual training requirements.

If an entity certified a PL for the previous quarter, that PL information has been carried over to the PL for the current quarter. The RMTS Contact must ensure that any necessary changes, additions, or deletions are entered. The PL must be updated/certified quarterly prior to the closing date using the “no change” option even if there are no changes.

Once the PL closes on September 13<sup>th</sup>, an entity will be unable to make any other changes for the first quarter of FFY 2025. It is important to remember that for a position to be included for Medicaid Administrative Claiming (MAC) or for the School Health and Related Services (SHARS) cost report, it first must be included on the PL.

If the current PL is not updated/certified, and annual RMTS contact training has not been completed by the deadline date(s), the entity will be ineligible to participate in the SHARS program for the entire 2025 fiscal year, and ineligible to participate in the Medicaid MAC program for the quarter.

If you have any questions, please contact the Texas Health and Human Services Commission (HHSC) Time Study Unit at [Timestudy@hhs.texas.gov](mailto:Timestudy@hhs.texas.gov) or at (737) 867-7794.