

Random Moment Time Study (RMTS)

Mandatory Annual Training for Local Education Agencies (LEA)

Federal Fiscal Year 2025

(October 2024–September 2025)

TRAINING REQUIREMENTS

The Primary RMTS Contact is responsible for ensuring the LEA complies with *all* RMTS requirements and serves as a liaison between Health and Human Services Commission (HHSC) and their district participants. Compliance with the RMTS annual training is mandatory.

Annual training is mandatory for at least two district employees (Primary RMTS Contact and Secondary RMTS Contact) designated by the entity as RMTS Contacts. *A third-party vendor, Shared Service Arrangement (SSA), or Cooperative Education (Co-op) training credit will not count as fulfilling a district's annual training compliance.*

- A **Primary RMTS Contact** must complete annual training (August 2024) *before* the first quarter participant list (PL) **closes on September 13, 2024.**
- A **Secondary RMTS Contact** must complete annual training (November 2024) *before* the second quarter PL **closes on December 13, 2024.**
- *February 2025 and April 2025* RMTS trainings are make-up trainings for those granted permission by Time Study only.

If a district has multiple Secondary RMTS Contacts who are district employees, the primary contact may select at least one person who will be responsible for completing the annual training. An LEA is notified of any upcoming training throughout the entire fiscal year.

If the Primary and Secondary RMTS contact fail to complete the annual training requirements by the required deadline, they will become:

- Unable to certify the participant list (PL) or manage the RMTS Time Study Sample.
- Unable to participate in RMTS and MAC for the quarter or submit a MAC quarterly claim.

- Unable to participate in RMTS and SHARS or submit a SHARS cost report for the entire fiscal year.

The [HHSC Provider Finance LEA Training Information webpage](#) provides details about training requirements, training registration, and a list of contact information for school districts.

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.