

Random Moment Time Study (RMTS)

Mandatory Annual Training for

Local Education Agency (LEA)

Federal Fiscal Year 2025

(October 2024–September 2025)

TRAINING REMINDER #13

Random Moment Time Study (RMTS) annual training is mandatory for all Local Education Agencies (LEAs) that wish to participate in the Medicaid Administrative Claiming (MAC), School Health and Related Services (SHARS) programs, or both. The Texas Health and Human Services Commission (HHSC) conducts all training sessions.

NEW HHSC has made the following changes to RMTS training:

- 1.) HHSC will no longer have “Initial” and “Refresher” trainings. These trainings have now consolidated into *one* single training.
- 2.) First quarter trainings will begin in August 2024.
- 3.) Fourth quarter training added in April 2024.
- 4.) Morning training will begin at 9:00 a.m.
- 5.) *February 2025* and *April 2025* RMTS trainings are make-up trainings for those granted permission by HHSC Time Study only.

If an LEA was ineligible to participate in RMTS and SHARS in the previous federal fiscal year(s), the LEA may be eligible to participate in FFY 2025. Each district will need to do the following: 1) have a currently active National Provider Identifier number (NPI) before [September 13, 2024](#). 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>, 2) contact Time Study to set-up or update your State of Texas Automated Information Reporting System (STAIRS) account, and 3) attend RMTS annual training and adhere to the training requirements below.

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.* The Primary RMTS Contact is responsible for ensuring the district complies with *all* RMTS requirements and serves as a liaison between HHSC and their district participants.

- 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.**

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

Upcoming Training Sessions for Federal Fiscal Year 2025:

To register for fiscal 2025 RMTS training, click the training date in the “registration” column of the training date of your choice and fill out the form. **Please register individually and not as a group linked registration.** The system will not recognize or save more than one registration at a time.

Also, please make sure the selected training date adheres to the training deadline date for your contact role as either primary or secondary. The training dates with the asterisks represent the last training date available for the primary and secondary RMTS contact to meet training compliance. Third and fourth quarter RMTS trainings are only for districts with new onboarding staff resulting in staff changes during the second and third quarter time study periods.

Table 1. 2025 Training Dates.

Date	Program	Mode	Start	End	QTR	Registration
2/04/2025	LEA	Webinar	1:00 p.m.	3:00 p.m.	3rd	Register 2/04
2/13/2025	LEA	Webinar	9:00 a.m.	11:00 a.m.	3rd	Register 2/13
4/08/2025	LEA	Webinar	1:00 p.m.	3:00 p.m.	4th	Register 4/08

*The last training date available for the primary and secondary RMTS contact to meet training compliance is before the first and second quarter PL close date as stated above.

Note: The training times are central standard time. If you are more than 15 minutes late to any training, you are automatically ineligible to receive training credit.

Once a district’s Primary and Secondary RMTS contact have completed their required two-district employee annual training, the district will be in full training compliance for the current federal fiscal year. **Compliance with the RMTS annual training requirement is required for continued program eligibility.**

Full access to the online time study system is granted when the annual training requirement is met. Districts that fail to adhere to the RMTS training requirements will not be eligible for RMTS, MAC or SHARS. The district will

also be unable to submit a MAC claim for the quarter or submit a SHARS cost report for the entire fiscal year.

RMTS contacts may check training status in STAIRS, 24 hours a day, 7 days a week, by following the steps below:

- 1.) Log into STAIRS: www.Fairbanksllc.com.
- 2.) Select the "Manage" tab.
- 3.) Select "Manage Training Status."

An RMTS Contact training is separate from a training for a MAC and SHARS Financial Contact. MAC and SHARS contact trainings are both different, held separately, and offered near their actual financial reporting period. It is *mandatory* for the MAC Contact to attend the MAC Financial training and the SHARS Contact to attend the SHARS Cost Report training to access the online financials.

Information about the MAC Financial and SHARS Cost Report training sessions is available at the links provided below.

- MAC – <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-independent-school-districts-isd/mac-isd-training-information>
- SHARS – <https://pfd.hhs.texas.gov/acute-care/school-health-and-related-services/shars-training>

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