

RANDOM MOMENT TIME STUDY (RMTS)

MANDATORY ANNUAL TRAINING FOR LOCAL EDUCATION AGENCY (LEA)

Federal Fiscal Year 2024

(October 2023 to September 2024)

Training Reminder #6

RMTS annual training is mandatory for all independent Local Education Agency's (LEAs) that wish to participate in the Medicaid Administrative Claiming (MAC) and/or School Health and Related Services (SHARS) programs. Training sessions are conducted by the Texas Health and Human Services Commission (HHSC).

It is crucial LEAs understand that compliance with the RMTS annual training requirement is mandatory. Failure to comply with this requirement will impact the LEA's ability to draw federal funding for MAC and/or SHARS services provided. In addition, LEA's will not be given full access to the online time study system for FFY 2024 until the annual training requirement is met.

Annual training is mandatory for at least two district employees designated by the entity as a RMTS Contact. The RMTS Contact is responsible for ensuring the district complies with all RMTS requirements and serves as a communicator between HHSC and their district participants.

A **Primary RMTS contact** will be required to complete annual training (**May 2023 – August 2023**) before the 1st quarter PL closes. A **Secondary RMTS contact** will be required to complete annual training (**May 2023 – November 2023**) before the 2nd quarter PL closes. If a district has multiple secondary RMTS Contacts, the primary contact can select one person who will be responsible for completing the annual training. A third-party vendor, SSA or Co-op training credit will not be counted as fulfilling a district's annual training compliance.

Once a district's primary and secondary RMTS contact have completed the two district employee required annual training, their full training compliance for the current federal fiscal year will be met.

If a district has an SSA, Co-op or third party vendor, they will be able to continue to provide the services they have been providing and/or contracted to do for the district, however each district must conform to the annual training requirement.

Please remember, if a district fails to complete their two-district employee annual training requirements for the primary and secondary RMTS contact by the required deadline date, it will result in the district being:

- **Unable to certify the participant list (PL) or manage the RMTS Time Study Sample in STAIRS.**
 - If an SSA, Co-op or third party vendor certifies the PL despite the primary and/or secondary RMTS contact not being in annual training compliance, the district will be removed from participation.
- **Unable to participate in RMTS and MAC for the current quarter.**
 - Unable to submit a MAC claim for the current quarter only.
- **Unable to participate in RMTS and SHARS for entire current fiscal year.**
 - Unable to submit a SHARS cost report for the entire current fiscal year.

The below link will take you to the HHSC Provider Finance Department LEA (ISD) training information webpage on which you will find details about training requirements, training registration, as well as a list of contacts should you have any questions.

<https://pfd.hhs.texas.gov/time-study/time-study-independent-school-districts-isd/time-study-isd-training-information>.

Upcoming Training Sessions for FFY 2024:

It is now easy to register for training for fiscal year 2024. To register for the training date, click the training date in the “registration link” column of the training date of your choice and complete the form.

The dates bolded in “**red**” indicate the last date of training for the primary and secondary RMTS contact in order to meet compliance. Please make sure the selected training date is adhering to the deadline date for the primary or secondary RMTS contact role:

- **Primary RMTS Contact** must complete training May 2023 – August 2023.
- **Secondary RMTS Contact** must complete training May 2023 – November 2023.

| Date | Program | Mode | Type | Start | End | QTR | Registration link |
|------------------|---------|---------|-----------|---------|----------|------------|-------------------------------|
| 8/15/2023 | ISD | Webinar | Refresher | 8:30 AM | 11:00 AM | 1st | Register 8/15 |
| 8/17/2023 | ISD | Webinar | Initial | 1:00 PM | 4:30 PM | 1st | Register 8/17 |
| 11/7/2023 | ISD | Webinar | Initial | 8:30 AM | 12:00 PM | 2nd | Register 11/7 |
| 11/9/2023 | ISD | Webinar | Refresher | 1:00 PM | 3:30 PM | 2nd | Register 11/9 |
| 2/13/2024 | ISD | Webinar | Initial | 8:30 AM | 12:00 PM | 3rd | Register 2/13 |
| 2/15/2024 | ISD | Webinar | Refresher | 1:00 PM | 3:30 PM | 3rd | Register 2/15 |

**If you are more than 15 minutes late to any training, you are automatically ineligible to receive training credit.*

An RMTS contact can verify training status in STAIRS, 24 hours a day, 7 days a week by simply:

- Logging into Fairbanks @ www.Fairbanksllc.com
- Enter your username and password
- Select the “Manage” tab and
- Select “Manage Training Status”.

"Initial vs Refresher"

Training requirements can be met by one of two methods. RMTS Contacts who have never attended RMTS LEA training must attend “initial” training. Those who have attended an initial training may attend either initial or refresher training. See above website for additional details.

The training for RMTS Contacts is held separate from the training for MAC Financial Contacts and SHARS Cost Report Contacts. Training for the MAC Financial Contacts and SHARS Contacts will be offered closer to the actual financial reporting periods.

For any information about the MAC Financial and SHARS Cost Report training session 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.