

# Early Childhood Intervention (ECI), Local Health Department/Districts and Mental Health and Developmental Disabilities

## Overview

*Random Moment Time Study*

# What is Random Moment Time Study (RMTS)?



A valid random sampling technique that measures the participant's time performing work activities



The “Moment” represents one minute of time that is randomly selected from all available moments within the quarter



Statewide time study sample

Regardless of the ECI the time study participant is located, once the moment has occurred, please logon to STAIRS and respond to the series of questions documenting the activity being performed and the name of the entity.



Significantly reduces staff time needed to record participant activities

# Overview - Purpose of RMTS

- **To determine the percentage of time the entity incurs assisting individuals to access medically necessary Medicaid funded services**
  - Medicaid Outreach
  - Medicaid Eligibility Determination
  - Medicaid Referral, Coordination, and Monitoring
  - Medicaid Staff Training
  - Medicaid Transportation
  - Medicaid Translation
  - Medicaid Program Planning, Development & Interagency Coordination
  - Medicaid Provider Relations
- **To reasonably identify staff time spent on activities during the given quarter.**

# Overview – Time Study Activities

**Direct Medical** – Providing care, treatment and/or counseling

**Outreach** – Informing individuals, families and groups about available services

**Eligibility** – Assisting an individual or family with the Medicaid eligibility process

**Referral, Coordination, and Monitoring** – Making referrals, coordinating and/or monitoring activities on the delivery of medical services

**Staff Training** – Coordinating, conducting or participating in training pertaining to medical or Medicaid services

**Translation** – Arranging or providing translation to an individual or family to access medical or Medicaid services

**Transportation** – Arranging or providing transportation to medical or Medicaid services

**Program Planning, Development & Interagency Coordination** – Developing strategies to improve the coordination and delivery of medical or Medicaid services

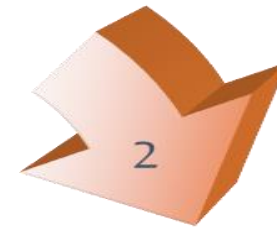
**Provider Relations** – Activities to secure and maintain Medicaid providers

# Overview – RMTS Process

**HHSC contractor codes moment**



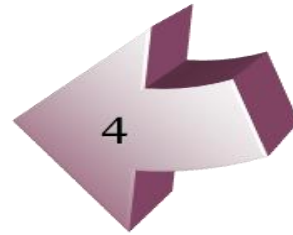
**RMTS Contact identifies pool of time study participants**



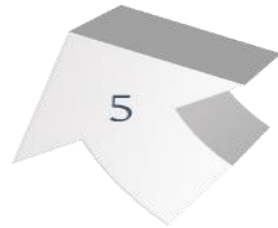
**HHSC Contractor identifies pool of available time study moments**



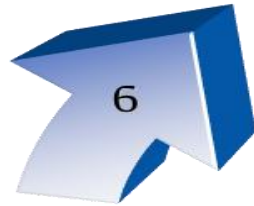
**HHSC Contractor randomly matches moments and participants**



**Participant responds to selected moment by answering moment online**



**RMTS Contact ensures selected participants are trained**



# Requirements for RMTS

- **Time Study Periods (Federal Fiscal Quarters)**

  - 1st Quarter - October, November, December

  - 2nd Quarter - January, February, March

  - 3rd Quarter - April, May, June

  - 4th Quarter – July, August, September

- To claim MAC must participate in time study.

- Participant List (PL) must be certified for entity to participate in the random moment time study (RMTS).

- To be included on the MAC claim, the position must be included on the PL.

- A statewide response rate of 85% for RMTS moments is required.

- Mandatory annual training for RMTS Contact and participants is required.

# Requirements - Important Dates

<u>Event</u>	<u>Opens/Begins</u>	<u>Closes/Ends</u> <b>(6 p.m CT)</b>
<b><u>Participant List (PL)</u></b>		
• 1st Quarter PL	08/13/2021	09/15/2021
• 2nd Quarter PL	09/16/2021	12/15/2021
• 3rd Quarter PL	12/16/2021	03/15/2022
• 4th Quarter PL	03/16/2022	06/15/2022
<b><u>Time Study (TS)</u></b>		
• 1st Quarter TS	10/01/2021	12/31/2021
• 2nd Quarter TS	01/03/2022	03/31/2022
• 3rd Quarter TS	04/01/2022	06/30/2022
• 4th Quarter TS	07/01/2022	09/30/2022



## PL - Development

A trained RMTS Contact provides in STAIRS a comprehensive list of staff eligible to participate in the RMTS at the beginning of each quarter.

After the PL closes, you cannot add/delete a participant nor change position/function category.

Each time the PL is updated, it is also certified.

The RMTS Contact must open the PL and click the “certify the PL” button prior to the deadline, even if there are no changes to the participant list from the previous quarter.



# PL - Development

An accurate PL is a critical part for ensuring eligibility for MAC

- If the PL is not updated/certified by the deadline, the entity is ineligible to submit a MAC claim for that quarter

Reminder e-mails will be sent only to those entities that have not certified their PL.

- If your entity receives an email, please check to make sure your PL has been certified.

The PL provides a basis to identify the positions that may be included in the MAC claim

- The positions that perform MAC activities should only be listed on the PL.

# Email Messages

## **Types of Communication managed predominantly via e-mail, i.e.:**

- RMTS moment notifications and follow ups
- Participant list updates
- Compliance follow-ups
- MAC Financial notifications and follow-ups

## **You will receive messages based on your role in Fairbanks (RMTS, MAC Financial Contact, etc.)**

- Authorize your ECI e-mail system to accept emails from Fairbanks.
- Confirm with your IT staff to make sure that e-mails with info@fairbanksllc.com, and @hhsc.state.tx.us extensions pass through firewalls and spam filters.

# Contact Information

Time Study

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Alexandra Young – Rate Analyst

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Website

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<https://pfd.hhs.texas.gov/time-study/time-study-local-health-districts-lhd>

<https://pfd.hhs.texas.gov/time-study/time-study-mental-healthintellectual-and-developmental-disability-mhidd>

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Thank you



**Time Study Unit**