

A high-angle photograph of a classroom with several black chairs and wooden desks arranged in rows. A large white circle is centered over the image, containing text. To the left of the circle, there are several short, horizontal yellow dashes. To the right of the circle, there is a solid orange circle.

Independent School Districts

Random Moment
Time Study

The Agenda

Random Moment Time Study (RMTS) will include:

RMTS Overview

RMTS Requirements

Contacts – Roles and Responsibilities

Participant List

Moment Selection

Moment Response

System Demonstration

Polling Questions

School Health and Related Services (SHARS) Cost Reporting Overview

Medicaid Administrative Claiming (MAC) Overview

Wrap up

What is Random Moment Time Study?

- 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 district 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 district.

Overview - Purpose of RMTS

- To determine the percentage of time the Independent School District (ISD) incurs assisting individuals to access medically necessary Medicaid funded services.

Direct Medical Services - SHARS

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 students, families and groups about available services

Eligibility – Assisting students or families with the Medicaid eligibility process

Referral, Coordination, and Monitoring – Making referrals, coordinating and/or monitoring activities on a student’s Individualized Educational Plan (IEP)

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

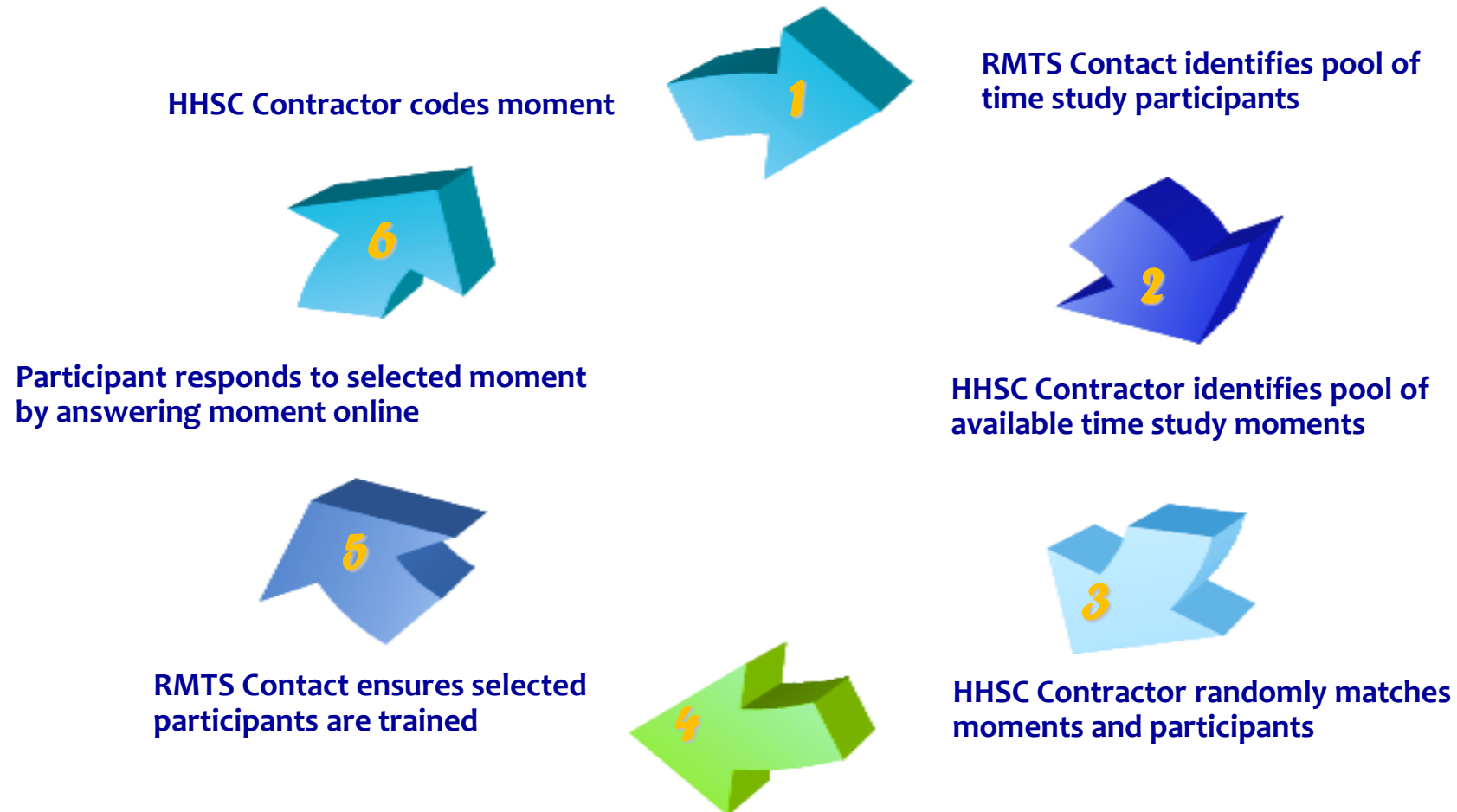
Translation – Arranging or providing translation to a student or family to access medical or Medicaid services

Transportation – (Exclude bus drivers) aides and monitors accompanying students in need of personal care services or arranging transportation to medical 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



Requirements for RMTS

- Participate in Time Study Periods (Federal Fiscal Quarters)

1st Quarter - October, November, December

2nd Quarter - January, February, March

3rd Quarter - April, May, June

4th Quarter – **No Time Study conducted**

- For SHARS - An active **Texas Provider Identifier (TPI) number** from Texas Medicaid & Healthcare Partnership (TMHP) is required.
- For MAC - A valid **Contract number** from HHSC is required.
- **Participant List (PL) must be certified** for ISD to participate in the random moment time study (RMTS).
- The position must be included on the PL to report MAC claims or SHARS cost.
- A statewide **response rate of 85%** for RMTS moments is required.
- Mandatory annual training for RMTS Contact and participants is required.

Requirements - Important Dates

Event	Opens/Begins	Closes/Ends (6 p.m. CT)
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Participant List (PL)

1st Quarter PL	05/14/2021	09/15/2021
2nd Quarter PL	09/16/2021	12/15/2021
3rd Quarter PL	12/16/2021	03/04/2022

Time Study (TS)

1st Quarter TS	10/01/2021	12/10/2021
2nd Quarter TS	01/10/2022	03/31/2022
3rd Quarter TS	04/01/2022	05/27/2022

Requirements — Training

- Each RMTS Contact must complete HHSC training annually
- RMTS contacts are required to complete only one HHS annual initial training and then are eligible to take “refresher” trainings.
- Initial training must be interactive and therefore must be conducted via Face-to-Face, Webinar, Skype or Teleconference
- Refresher training may be conducted via CD's, videos, web-based and self-paced training
- HHSC **requires** that all participating ISD's have at least 2 employees attend mandatory RMTS Contact training
- Trained RMTS contacts are responsible for training Time Study (TS) participants annually
- MAC Financial Contact training and SHARS Financial Contact training are mandatory and held separately

PL - Development

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

A participant cannot be added/deleted or or change position/function category once the PL is closed.

Changes cannot be made after the 3rd quarter PL closes until the new FFY PL opens, however attending an early May training will gain a district access to PL mid-May.

PL - Development

An accurate PL is a critical part for ensuring eligibility for MAC and/or SHARS

- If an ISD does not update/certify its PL by the deadline:
- They are ineligible to submit a MAC claim for that quarter
- They are ineligible for SHARS reimbursement for the entire FFY 2021

Every 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.

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

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

Emailed 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

Role in Fairbanks dictates what messages you receive

- Authorize your 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

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Thank you!!! 😊

Time Study Unit