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Local Education Agency (LEA)

Random Moment Time Study

Agenda

Random Moment Time Study (RMTS) will include:

- ☐ RMTS Overview
- ☐ RMTS Requirements
- ☐ Contacts – Roles and Responsibilities
- ☐ Participant List
- ☐ Polling Questions
- ☐ School Health and Related Services (SHARS) Cost Reporting Overview
- ☐ Medicaid Administrative Claiming (MAC) Overview
- ☐ Questions?



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What is Random Moment Time Study (RMTS)

- ❑ Measures the participant's time performing work activities.
- ❑ The "Moment" represents one minute of time.
 - The participant should only respond to what activity was being done at the exact time their moment occurs.
 - Do not include a summary of job duties for the day or their job description.
 - Do not list multiple activities.
- ❑ Statewide time study sample.
 - The participant will still respond to their moment if providing services outside of their district by including the name of the district.



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Overview – Purpose of RMTS

- ❑ To determine the percentage of time the Local Education Agency (LEA) employees 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 Employee Training
 - Medicaid Transportation
 - Medicaid Translation
 - Medicaid Program Planning, Development & Interagency Coordination
 - Medicaid Provider Relations
- ❑ To reasonably identify employees time spent on activities during the given quarter.



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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 Education Program (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



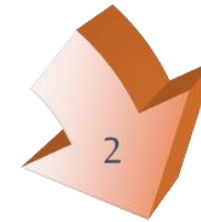
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Overview – RMTS Process

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



RMTS Contact ensures selected participants are trained



Participant responds to selected moment by answering moment online



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Requirements for RMTS

Applicable for Both (SHARS/MAC)

- Participate in Time Study Periods in all Federal Fiscal Quarters.
 - 1st Quarter – October, November, December
 - 2nd Quarter – January, February, March
 - 3rd Quarter – April, May, June
 - 4th Quarter – No Time Study conducted
- Mandatory annual training for RMTS Contact and participants is required.
- Participant List (PL) must be certified for LEA to participate in the random moment time study (RMTS).
- A statewide response rate of **85%**.
- The position must be included on the PL to report MAC claims or SHARS cost.

Specific by Program:

SHARS: Must be enrolled as an active Texas Medicaid SHARS Provider by the first quarter PL due date.

MAC: An executed contract with HHSC and an approved Program Operating Plan (POP) by the first day of the federal quarter is required for participation.



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Important Quarterly Dates for RMTS

Event	Participant List Open	Participant Close (6p.m. CT)	Time Study Begin	Time Study End (5pm)
1 st Quarter	05/13/22	9/15/22	10/3/22	12/09/22
2 nd Quarter	09/16/22	12/15/22	01/09/23	03/31/23
3 rd Quarter	12/16/22	03/03/23	04/03/23	05/26/23
4 th Quarter	No Time Study Conducted for LEA's			



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RMTS Training

Annual training is mandatory for all contacts designated by the LEAs as an RMTS Contact. The RMTS contact is responsible for ensuring the district complies with all RMTS requirements.

- ☐ An RMTS contact is required to complete only one HHS annual initial training and then are eligible to take “refresher” trainings .
- **Initial training** - Those who have never attended RMTS training must attend an initial training. Initial training must be interactive and therefore must be conducted via face-to-face, webinar or teleconference.
- **Refresher training** – Those who have ever attended an initial training may attend refresher training or may attend an initial training again. Refresher training may be conducted via CDs, videos, web-based and self-paced training.



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RMTS Training & Compliance

- ❑ HHSC requires that all participating LEAs have at least 2 LEA employees attend mandatory RMTS Contact training.
 - The Primary RMTS Contact is required to have their annual training completed before the first quarter PL due date.
 - The Secondary RMTS Contact is required to have their annual training completed before the 3rd quarter PL due date. Secondary RMTS Contacts are unlimited in number. **District employees, SSA's, Co-ops and third-party vendors can only be a secondary contact.**
 - At least one district employed secondary contact has to have their training completed for compliance.
 - Participants are required to have their annual training completed before responding to the first moment of the FFY.
 - Annually trained RMTS contacts are responsible for training Time Study (TS) participants annually



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(cont'd) RMTS Training & Compliance

- ❑ Failure to adhere to the training requirements will result in a non-compliance.
 - LEA superintendents and primary RMTS contacts will be notified.
 - May possibly result in your LEA not be able to certify the participant list.

Note: RMTS contacts who have not completed annual training will be given view-only access to the RMTS PL and will not have the ability to access, input, or update the RMTS PL.



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RMTS Training Verification

LEAs can verify their RMTS contacts annual training status by:

1. Logging into STAIRS (www.Fairbanksllc.com).
2. Select "Manage" tab.
3. Click on the "Manage Training Status" link.



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RMTS Training – RMTS Contact Training Verification

Filters: FY2022 [Redacted] RMTS Contact Trainings All Users Confirm

 [Preparers Available for Hire](#)

Actions	FB User Id	First Name	Last Name	District	Trained	Status	Training	Training Period	Willing to Hire Out? *
Yourself	1262984	[Redacted]	[Redacted]	[Redacted] (Primary RMTS Contact, Primary MAC Financial contact, Primary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refresher (Webinar 2021-05-04, 08:30:00-11:00:00 Austin, TX)	FY2022	No Change to Yes
Make View-only	1761396	[Redacted]	[Redacted]	[Redacted] (Secondary RMTS Contact, Secondary MAC contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Initial (Webinar 2021-05-11, 13:00:00-16:30:00 Austin, TX)	FY2022	No
Make View-only	1527936	[Redacted]	[Redacted]	[Redacted] (Secondary RMTS Contact, Secondary MAC contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refresher (Webinar 2021-05-04, 08:30:00-11:00:00 Austin, TX)	FY2022	No
Make View-only	1033832	[Redacted]	[Redacted]	[Redacted] (Secondary RMTS Contact, Secondary MAC contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refresher (Webinar 2021-05-04, 08:30:00-11:00:00 Austin, TX)	FY2022	No
Make View-only	1522016	[Redacted]	[Redacted]	[Redacted] (Secondary RMTS Contact, Secondary MAC contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Initial (Webinar 2021-08-19, 13:00:00-16:30:00 Austin, TX)	FY2022	Yes
Make View-only	1649901	[Redacted]	[Redacted]	[Redacted] (Secondary RMTS Contact, Secondary MAC contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refresher (Webinar 2021-05-04, 08:30:00-11:00:00 Austin, TX)	FY2022	No
Make View-only	1317455	[Redacted]	[Redacted]	[Redacted] (Secondary RMTS Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ISD Refresher (Webinar 2021-11-10, 13:00:00-15:30:00 Austin, TX)	FY2022	No
Not Trained	1662864	[Redacted]	[Redacted]	[Redacted] (Primary Superintendent)	No	No Access to PL and TS			



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(cont'd) RMTS Training Verification

Understanding LEA's RMTS training status:

- ☐ Filters – Select the FFY and the trainings (RMTS/MAC Financial) you are needing to verify by selecting the drop-down option.
- ☐ Trained - Yes (trained) / No (not trained)
- ☐ Status - Full access to PL and TS / No access to PL and TS.
- ☐ Training - Type, Date and Time of training.
- ☐ Training Period - Federal Fiscal Year.
- ☐ Willing To Hire Out - Yes (included spreadsheet) / No (excluded on spreadsheet).
- ☐ Preparers Available for Hire - Includes trained RMTS Contacts that are available to assist LEAs that have met the annual RMTS training requirement.



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Contacts - RMTS Contact

RMTS Contact Responsibilities

- ☐ A Primary and at least one Secondary RMTS Contact is required to be a district employed contact.
 - ISD assumes all responsibility for designee's actions/non-actions.
- ☐ Attends annual training provided by HHSC
- ☐ Ensure all contact information is current and accurate
- ☐ Verifies and updates quarterly participant list each quarter.
- ☐ Monitors annual training compliance for districts RMTS contacts (see training requirements, page 9-10).
- ☐ Provides RMTS training to sampled participants.



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(cont'd) Contacts – RMTS Contact

- ☐ Ensures ISD compliance rate of 85%.
 - Receives weekly list of participants that did not respond to their moments (document reason for missed expired moments).
- ☐ Enters “paid” or “unpaid” leave for participants who are not in attendance.
- ☐ Provides ongoing technical assistance to participants

Note: SSA's, Co-ops or third-party vendors cannot be listed as a primary contact.



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(cont'd) Contacts - RMTS Contact

- ☐ Participants absent at the time of their selected moment but will return within 5 business days should complete the moment.
- ☐ The RMTS contact will respond to a moment as “paid or unpaid” leave if the participant will not return within 5 business days.
- ☐ Responds to vacant position not filled as “unpaid” leave.
 - If a position has been filled, the selected moment should be forwarded to the new employee for response.
- ☐ A vacant position filled after the emailed 3-day notification has been sent to the vacant position or the employee previously in that position, the new employee will have to use the username and password provided on the 3-day notification.



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Contacts – Participants

Participants

- ☐ Required to be trained annually (before their first moment occurs for the FFY).
 - Participants are trained by the HHSC trained RMTS contact.
- ☐ Must answer each of the questions in the sampled moment.
 - Failure to enter the information will disqualify the moment.
- ☐ Notified of their sampled moment 3 days in advance.
 - Enter response within 5 business days of moment.
 - Reminders sent to participants via e-mail at 24, 48, & 72 hrs.
 - Primary RMTS Contact is copied on the 72- hour reminder.
- ☐ Receives email from coders if follow-up information is needed.
 - Participant is required to respond within 3 business days from receipt of e-mail.
 - Primary RMTS Contact will be copied on the e-mail.



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Manage Time Study Sample

Open Quarter: April - June 2022

Quarter-to-Date Compliance
47%
Overall Compliance
15%

Open Quarter: April - June 2022 Change Quarter

(Training status: full access)

Download Sampled Usernames/Passwords to Distribute Reference Materials

Paid Leave Unpaid Leave Edit

Showing: 1 - 146

Job Category	Last Name	First Name	Email	Location	Employment Type	Moment ↑	Is Certified
Outreach Worker (MAC ONLY)					Full Time	04/05/2022, 12:16 PM	Certified 04/05/2022, 12:17 PM CDT
Outreach Worker (MAC ONLY)					Full Time	04/05/2022, 12:29 PM	Certified 04/06/2022, 02:32 PM CDT
<input type="checkbox"/> Psychology - Licensed Specialist in School Psychology					Contract	04/07/2022, 11:14 AM	Not Certified Become Enter Explanation
Outreach Worker (MAC ONLY)					Full Time	04/07/2022, 02:21 PM	Certified 04/07/2022, 05:10 PM CDT
<input type="checkbox"/> Nurse - Delegated Nursing Services Provider					Full Time	04/08/2022, 08:34 AM	Not Certified Enter Explanation
<input type="checkbox"/> Personal Care Service Provider					Full Time	04/08/2022, 09:17 AM	Not Certified Enter Explanation
Outreach Worker (MAC ONLY)					Full Time	04/11/2022, 01:41 PM	Certified 04/05/2022, 09:44 AM CDT
<input type="checkbox"/> Interpreter/Translator/Bilingual Specialist (MAC ONLY)					Contract	04/11/2022, 02:21 PM	Not Certified Enter Explanation
<input type="checkbox"/> Personal Care Service Provider					Full Time	04/12/2022, 11:38 AM	Not Certified Enter Explanation
<input type="checkbox"/> Service Coordinator/Case Manager (MAC ONLY)					Full Time	04/13/2022, 11:31 AM	Not Certified Email Print
<input type="checkbox"/> Psychology - Licensed Specialist in School Psychology					Contract	04/20/2022, 12:37 PM	Future Moment Email Print
<input type="checkbox"/> Nurse - Delegated Nursing Services Provider					Full Time	04/20/2022, 01:05 PM	Future Moment Email Print
<input type="checkbox"/> Social Worker - Licensed Clinical Social Worker (LCSW)					Full Time	04/20/2022, 01:21 PM	Future Moment Email Print
<input type="checkbox"/> Psychology - Licensed Specialist in School Psychology					Contract	04/29/2022, 03:10 PM	Future Moment
<input type="checkbox"/> Service Coordinator/Case Manager (MAC ONLY)					Contract	05/02/2022, 08:24 AM	Future Moment
<input type="checkbox"/> Personal Care Service Provider					Full Time	05/27/2022, 02:54 PM	Future Moment

RMTS Information

RMTS Information Website (TX - HHSC)

MAC Information

MAC Information Website (TX - HHSC)

SHARS Information

SHARS Information Website

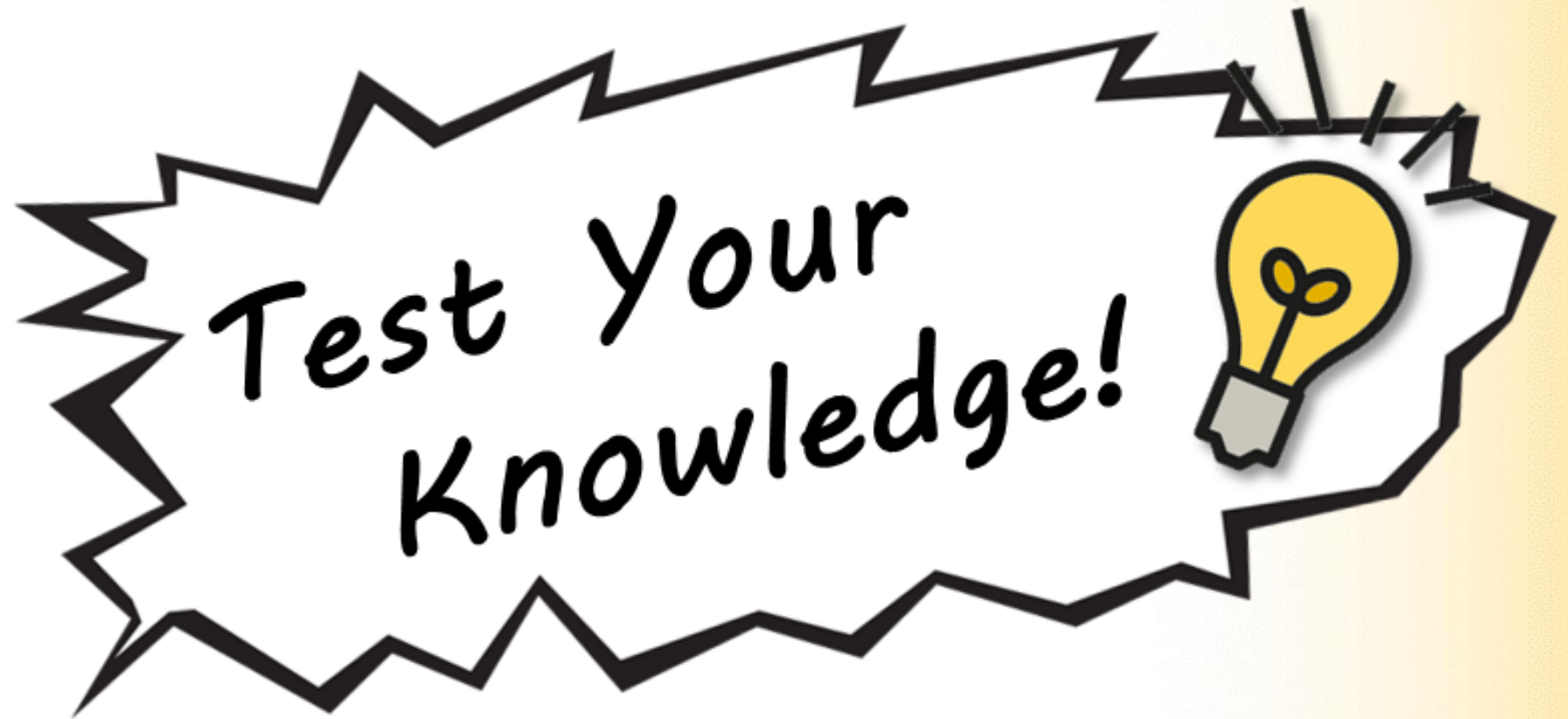


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Polling Questions Time!!!!



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Polling Questions

1. A district should explain only one specific activity at the time their moment occurs. **True/False?**

- A. True
- B. False

2. An RMTS Contact can take a refresher before taking an initial training and still get training credit. **True/False /False?**

- A. True
- B. False



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Participant List (PL) Agenda



- ☐ Development
- ☐ Certification
- ☐ Who's In
- ☐ Drop Down Options
- ☐ System Demonstration



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PL Development

RMTS contact provides a list of eligible employees to be on the participant list. **Employees who perform a direct service on a weekly basis that is billed to Medicaid should only be listed on the PL.**

- ❑ The PL provides a basis to identify the positions that are included in the MAC claim and SHARS cost report.
- ❑ Employees chosen to participate in RMTS will be categorized in one of two staff pools in Fairbanks as:
 - Administrative Services (MAC only)- Only includes employees who perform administrative activities associated with billing Medicaid.
 - Direct Medical and Administrative Services - Eligible employees providing direct medical services and administrative activities for the purposes of billing Medicaid.

Note: *Administrative employees such as executive directors, program directors, principals, assistant principals, special education directors, and other managers/supervisory employees are not to be included in the time study.*



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PL Development

- ☐ When the PL is closed:
 - A participant cannot be added/deleted or change position/function category.
- ☐ Early access to the 1st quarter PL can be given if:
 - An early May training is attended.
 - An RMTS contact will gain access to PL mid-May.
- ☐ Every time the PL is updated, it is certified.
 - The PL is required to be certified even if there are no changes to the participant list from the previous quarter.



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(cont'd) PL Development

- ❑ If an LEA does not update/certify its PL by the deadline:
 - They are ineligible to submit a MAC claim for the quarter.
 - They are ineligible for SHARS reimbursement for the entire FFY 2023.
 - All monetary reimbursements received during the current FFY will have to be returned.
- ❑ LEA's must adhere to the PL requirements.
 - Time Study may conduct random PL audits to ensure the positions listed are adhering to the PL requirements.



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PL Development –Vacant Positions

Vacant Positions

Are inconsistent implementations from year to year and district to district.

- ☐ Are selected for RMTS.
- ☐ A district's RMTS Contact's email address is required to be the contact email address.
 - **Do not** list the vendor email address for vacant positions.
- ☐ "Vacant" should be written as the first and last name on the PL.
- ☐ Only add vacant position(s) anticipated on being filled during the quarter on the PL.
 - Remove any vacant positions on the current PL open that were not filled during the previous quarter.
- ☐ Should be reviewed, edited and removed each quarter before the PL closes.
- ☐ Excessive number of vacant positions limits the moment as a "reimbursable" response.
- ☐ RMTS Contact responds to the vacant moment as "paid" or "unpaid" leave.
- ☐ Excess ultimately lowers the RMTS percentage across the state.



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PL Development- Duplicates

Duplicate Positions

If more than one job function is performed by the participant, include it only once on the PL in the category/function performed majority of the time.

- ☐ Please review your PL for duplicates before certifying the PL.
- ☐ Email(s) will be sent to those LEAs identified as having possible duplicate entries.
- ☐ HHSC trained RMTS Contact will be responsible for removing duplicate entries prior to the PL close date.
 - **Time Study does not/cannot remove duplicates.**
- ☐ To remove duplicates from the PL do the following:
 - Export your PL to Excel. Choose the column of data (e.g. address, external ID) that may have duplicates. Highlight that column and choose the "conditional formatting" option. You'll see an option there to "highlight duplicate value"
 - Be sure to identify and remove any duplicates.



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Participant List Employees

- ☐ Employees who perform SHARS Direct Medical Services or MAC activities:
 - Regular duties on a weekly basis
 - Regular employees
 - Federally funded employees
 - If these employees are excluded from the PL and the funding source changes during the quarter, then the costs can't be claimed.
- ☐ Contractors (including all positions) who are not employees of the district but provide services for district.
 - For one position being filled by multiple contractors, it should be listed as one position on PL.
 - For multiple positions filled by one or more contractors, then each position should be listed on PL.
 - Responds to the state-wide time study wherever services are provided, including the name of the district.
- ☐ Vacant positions anticipated to be filled (with reasonable certainty) during the quarter.



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Participant List Employees

☐ Substitutes

- In order to add a substitute to the PL, they must be in that one specific position 51% of the time per quarter (7 weeks consecutive weeks).

☐ Bus Monitor

- Only add bus monitors who provide a SHARS billable service to Medicaid
 - If they are not providing this service, do not add. If they are currently listed on the PL, please remove ASAP.

☐ Bus Drivers

- Bus Drivers are not permitted on the PL and must be removed.



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PL – Category Classification

PL categories with
mixed job functions
and titles:

Personal Care
Service Provider

Delegated
Nursing

Service
Coordinator/Case
Manager

Outreach Worker

Behavioral
Counselor



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PL – Category Classification

Who is NOT eligible for SHARS:

- ☐ Educational Diagnostician job title, unless performing PCS and/or being on PL for MAC if school participates in MAC.

Note: Educational Diagnosticians have to qualify under the Admin Cost Pool eligible category by performing Medicaid allowable activities to be included in the RMTS.



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PL - SHARS Direct Medical Categories

- Registered Nurses (RN)
- Licensed Vocational Nurses (LVN)
- Advanced Practical Nurses (APRN)
- **Delegated Nursing Services**
- Physicians (MDs & DOs)
- Licensed Audiologist
- Licensed Assistant in Audiology
- Licensed Occupational Therapist (OT)
- Certified Occupational Therapy Assistant (COTA)
- Licensed Physical Therapist (PT)
- Licensed Physical Therapy Assistant (LPTA)
- Licensed Psychologist
- Licensed Specialist in School Psychology (LSSP)
- Licensed Psychiatrist
- Speech Language Pathologist (SLP) with Texas license
- TEA- or SBEC-Certified Speech Therapists
- Licensed Assistant in SLP
- Licensed SLP Intern
- Licensed Professional Counselor (LPC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Clinical Social Worker (LCSW)
- **Personal Care Service Providers**

**All inclusive list of SHARS providers approved by Center for Medicare & Medicaid Services (CMS)



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PL – MAC only Categories

- ☐ Behavioral Counselor
- ☐ Interpreter/Translator/Bilingual Specialist
- ☐ Licensed Bachelor of Social Work (LSW)
- ☐ Licensed Master of Social Work (LMSW)
- ☐ Physician Assistant (PA)
- ☐ Pregnancy, Education & Parenting Program Personnel
- ☐ Psychology Intern
- ☐ Orientation & Mobility Specialist
- ☐ Outreach Workers
- ☐ Service Coordinator/Case Managers



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Participant List Audit

In February 2022, Time Study sent out an email regarding a PL Audit we are conducting and is currently ongoing. While the audit is being done to get more information pertaining to job descriptions of positions listed on the PL, it is also to make sure these positions are providing a SHARS billable service to Medicaid on a weekly basis. To ensure this is being done, Time Study may request additional documentation.

Some of our findings from the PL Audit were:

- 3rd party vendors email addresses listed as a contact for vacant positions.
- Bus drivers listed on the PL
- Naming conventions (Para vs Paraprofessional).
- Positions that do not bill for Medicaid



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(Cont'd) Participant List Audit

Additional documentation will be requested to ensure the positions bill for Medicaid on a weekly basis, such as:

- ARDS
- Medicaid Logs

Note: If you are aware that either a position does not bill at all and/or bill on a weekly basis, they should automatically be removed from the PL.

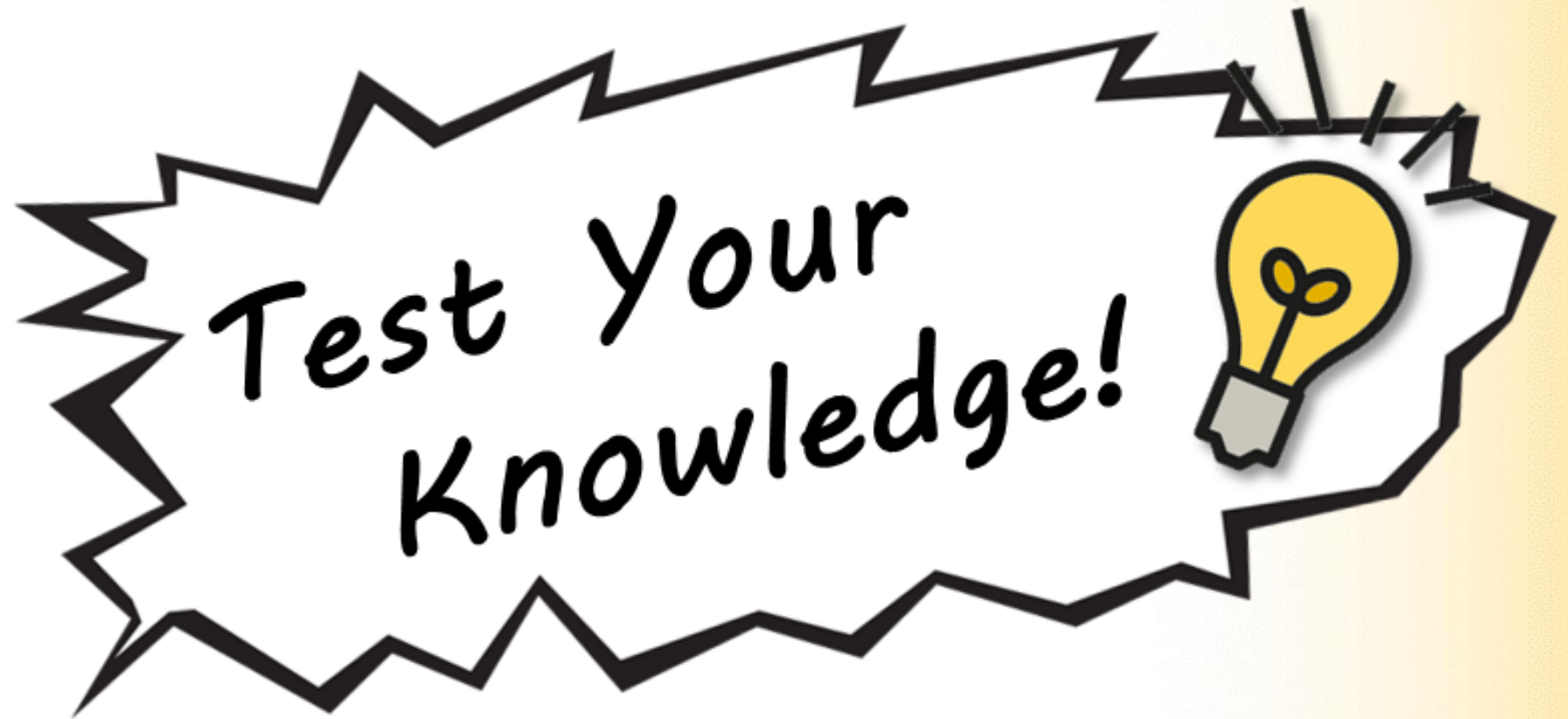


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Polling Questions Time!!!!



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Polling Questions Time!!!!

3. To be included on the MAC claim and/or SHARS Cost Report, the position must be included on the PL, **True/False**.

- A. True
- B. False

4. Staff and/or positions who do not bill for SHARS can be on the PL, **True/False**?

- A. True
- B. False



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Personal Care Service

The RMTS Contact is responsible for training time study participants as it pertains to personal care service.

- ☐ A personal care service is a direct medical service that is billable to Medicaid.
 - A student receiving a personal care service should have an IEP that lists the specific activity and personal care service needed.
 - Staff listed on the PL under PCS, should only be listed if they are billing for the services provided to Medicaid on a weekly basis.
- ☐ If the "Why" states "to provide a direct medical service as defined on a student IEP", then the "What" should clearly define the personal care service.
- ☐ In situations where lesson planning is being done, please indicate the specific student audience and if it is IEP related.
 - A participant should address if they are with a student before other employees.

Note: To ensure Personal Care Services are being documented correctly, follow-up questions may be asked.



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Personal Care Service (PCS)

- ❑ PCS is provided to assist a student with a disability or chronic health condition so they may benefit from special education services.
- ❑ PCS includes a range of human assistance provided to students to accomplish ADLs or IADLs the student would normally do for themselves if they did not have a disability.
 - An individual may be physically capable of performing Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs) but may have limitations in performing these activities because of a functional, cognitive, or behavioral impairment.

PCS may be provided by a wide range of school personnel:

Teacher Aides
Mobility Specialists
Instructional Aides
Bilingual Aides

Bus Aides/Monitors
Health Care Aides Orientation
Teachers
Clerks

Note: Staff listed on the PL under PCS, should only be listed if they are billing for the services provided to Medicaid on a weekly basis.



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Personal Care Service

PCS Services included but are not limited to:

- Eating/feeding
- Meal preparation
- Toileting
- Maintaining continence
- Dressing
- Grooming
- Transferring
- Assisting with self administering medication
- **Monitoring***
- **Redirection***
- Personal hygiene
- **Cueing***
- Respiratory assistance
- Positioning
- Ambulation
- Intervening with behaviors

Note: *PCS includes direct intervention (assisting the child in performing a task) or indirect intervention (monitoring, cueing or redirecting the student to perform a PCS task).



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RMTS Moment – What's New???

504 Audiology RMTS Update

504 Audiology Services

- ☐ Effective FFY 2023, these services are being time studied and can now be billed to Medicaid.
- ☐ RMTS has an additional drop-down option for **"Who?"** Question 1 ("504 Plan Student") & **"What?"** Question 3 ("To provide 504 Audiology Services") for the time study participant.



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RMTS Moment – 504 Audiology RMTS Update Question #1



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FAIRBANKS LLC

Welcome, [\(Logout\)](#)

Random Moment Time Study

YOUR TIME STUDY IS NOT COMPLETE.

Random Moment Time: 07/10/2020, 08:04 AM Central Time

1. Who was with you?

Please select an answer...

Please select an answer...

Special Ed student

504 Plan Student

Student - Not Special Ed

Student with learning disability (dyslexia, language difficulty, reading difficulty, math difficulty, etc.)

Multiple students

Teachers, Aides, or School Administrator(s)

Related Service Provider

Parent, Guardian, or Caregiver

No one, alone

Not Working

Other - please specify below

3. Why were you performing this activity?

Please answer the above questions to see the available answers for this question.

I confirm that my response above is an accurate representation and description of my activity/activities during the Random Moment Time Study (RMTS) sample date and time. I certify that I am the individual authorized to complete this RMTS as indicated in the upper right hand corner of this screen. I also confirm that I have received training regarding my participation and the accurate completion of this RMTS form.

Certify & Submit

Your Profile (Edit)

Name:

Email: isd.net

Program: ISD

MAC Category: Behavioral Counselor (MAC ONLY)

Reference Materials

[RMTS Information Website \(TX - HHSC\)](#)

[RMTS Participant Manual 2-11-09](#)

Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.

Will Only Appear for Audiologists, or Audiology Assistants

For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or info@fairbanksllc.com

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RMTS Moment – 504 Audiology RMTS Update

Question #2 and #3



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Random Moment Time Study

YOUR TIME STUDY IS NOT COMPLETE.

Random Moment Time: 07/10/2020, 08:04 AM Central Time

1. Who was with you?

504 Plan Student

2. What were you doing?

Please provide a 2-4 sentence description of the ONE activity/service that you were MOST involved in (i.e. teaching, therapy, supervision, cueing, staff meeting, prompting, reading, lunch, monitoring, testing, redirection, evaluation, etc.) Do not use proper names or acronyms.

I was assisting a student with an Audiology eval/test as part of their 504 Plan

Name: Jennifer M. Garcia

Email: [redacted]@[redacted].isd.net

Program: [redacted] ISD

MAC Category: Audiologist - Licensed

Reference Materials

[RMTS Information Website \(TX - HHSC\)](#)

[RMTS Participant Manual 2-11-09](#)

Do You Need Help?

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RMTS Moment – 504 Audiology RMTS Update

Question #3



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FAIRBANKS LLC

Welcome ([Logout](#))

Random Moment Time Study

YOUR TIME STUDY IS NOT COMPLETE.

Random Moment Time: 08:03 AM Central Time

- Who was with you?

504 Plan Student
- What were you doing?

Please provide a 2-4 sentence description of the ONE activity/service that you were MOST involved in (i.e. teaching, therapy, supervision, cueing, staff meeting, prompting, reading, lunch, monitoring, testing, redirection, evaluation, etc.) Do not use proper names or acronyms.
- Why were you performing this activity?

To provide 504 Plan Audiology Services

I confirm that my response above is an accurate representation and description of my activity/activities during the Random Moment Time Study (RMTS) sample date and time. I certify that I am the individual authorized to complete this RMTS as indicated in the upper right hand corner of this screen. I also confirm that I have received training regarding my participation and the accurate completion of this RMTS form.

Certify & Submit

For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or info@fairbanksllc.com

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Your Profile ([Edit](#))

Name:
Email:
Program:
MAC Category: Service Coordinator/Case Manager (MAC ONLY)

Reference Materials

[RMTS Information Website \(TX - HHSC\)](#)
 [RMTS Participant Manual 2-11-08](#)

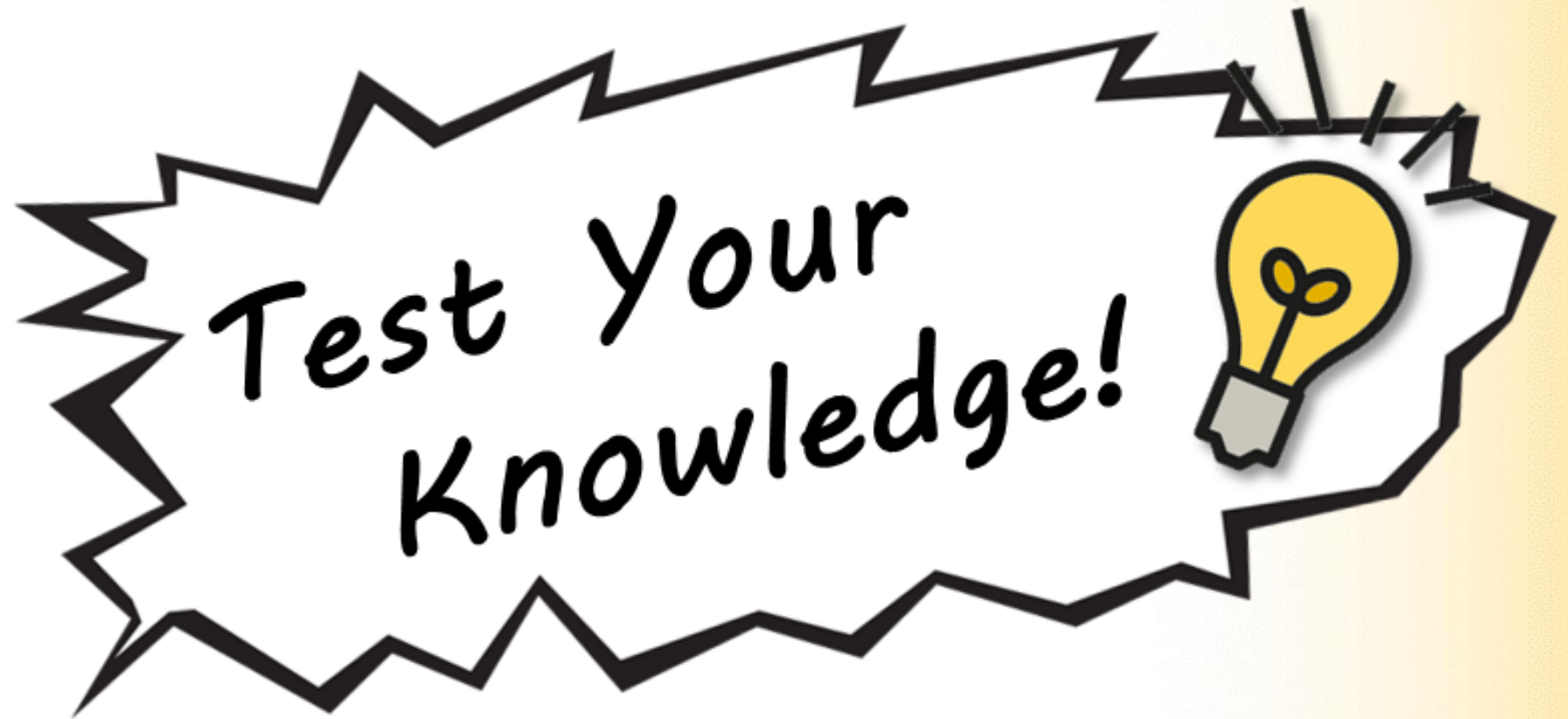
Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.

Polling Questions Time!!!!



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Polling Questions Time!!!!

5. Vacant positions that haven't been filled in a previous quarter, should be removed from the PL until filled. **True/False?**

- A. True
- B. False

6. Districts should review and remove any duplicate positions on the PL before certifying. **True/False?**

- A. True
- B. False



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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
- ❑ 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 **hhs.texas.gov** extensions pass through firewalls and spam filters.



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Helpful Hints

☐ Passwords

- Passwords will not change.
- You can reset your password at the log-in screen.

☐ Managing Contacts

- Delete contacts no longer with the district. (*Do not backspace or type over the name*)
- To add a contact in system, use the "Add a new contact."
 - Username & Password will be e-mailed
- Primary contacts can change primary status to secondary.
 - Make sure to immediately update any changes to primary contact roles.
- Secondary contacts cannot change to primary contact status.
- There is only one primary contact for each role (Superintendent, RMTS, SHARS, MAC Financial).
- Secondary Contacts are unlimited in number.

For system questions contact Fairbanks support line: (888) 321-1225



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Wrap-Up

- ☐ If you are not listed in the Fairbanks system as a contact, then you cannot receive credit until you have been added by the Primary RMTS contact or Superintendent
- ☐ There are NO certificates for training
- ☐ You will receive an email thanking you for attending today's training, however this does not mean that you will receive training credit
- ☐ RMTS Contacts can view attendance information via Fairbanks by clicking the "Training" tab on the top far right portion of the screen
- ☐ A maximum of 9 days processing time is required after attending training before the session attended will be listed next to the RMTS Contact's name and the "status" column will then show full access
- ☐ Once "Full Access" is indicated you will be able to update/certify the participant list
- ☐ You can print this screen using the printer icon located on the top right corner of the screen for your records



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Questions and Contact Information

Time Study:

(737) 867-7794

- Sarah Hollister- Director
- Ri-Chard Thomas – Team Lead
- Alexandra Young – Rate Analyst

E-Mail Address:

TimeStudy@hhs.texas.gov

Website:

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

Fairbanks, LLC:

(888) 321-1225

info@fairbanksllc.com



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Thank you!!!😊

Time Study Unit