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Health and Human
Services

**Early Childhood Intervention (ECI),
Local Health Department/Districts (LHD) and
Mental Health and Intellectual Developmental Disabilities
(MH-IDD)**

Overview Training

Random Moment Time Study

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 entity by including the name of the entity they are providing the services for.



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Overview – Purpose of RMTS

- To determine the percentage of time the entity's employees incurs assisting individuals to access medically necessary Medicaid funded services.
 - 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 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



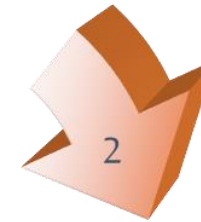
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Overview – RMTS Process

HHSC contractor codes moment



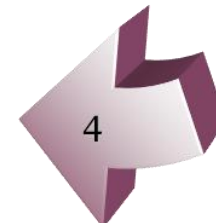
RMTS Contact identifies pool of time study participants



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



HHSC contractor codes moment



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Requirements for RMTS

| Applicable for MAC | Program: |
|--|--|
| <ul style="list-style-type: none">• Participate in Time Study Periods in all Federal Fiscal Quarters.<ul style="list-style-type: none">• 1st Quarter – October, November, December• 2nd Quarter – January, February, March• 3rd Quarter – April, May, June• 4th Quarter – July, August, September | <p>MAC: An executed contract with HHSC is required for participation and due by the first day of the federal quarter.</p> |
| <ul style="list-style-type: none">• Mandatory annual training for RMTS Contact and participants is required.• Participant List (PL) must be certified 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. | |



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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 | 08/12/22 | 9/15/22 | 10/3/22 | 12/30/22 |
| 2 nd Quarter | 09/16/22 | 12/15/22 | 01/02/23 | 03/31/23 |
| 3 rd Quarter | 12/16/22 | 03/15/23 | 04/03/23 | 06/30/23 |
| 4 th Quarter | 03/16/23 | 06/15/23 | 07/03/23 | 09/29/23 |



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PL Development

A trained RMTS contact provides a list of eligible employees to be on the participant list in STAIRS. The PL provides a basis to identify the positions that are included in the MAC report.

- When the PL is closed:
 - A participant cannot be added/deleted or change position/function category.
- Every time the PL is updated, it is certified.
 - Certify the PL even if there are no changes to the participant list from the previous quarter.
- If an entity does not update/certify its PL by the deadline:
 - They are ineligible to submit a MAC claim for the quarter.
 - **The entity will not be able to claim any costs for the current quarter.**
- Entities must adhere to the PL requirements.
 - Time Study may conduct random PL audits to ensure the positions listed are adhering to the PL requirements.

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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(cont'd) 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 who 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.



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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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Questions and Contact Information

Time Study:

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- Ri-Chard Thomas – Team Lead
- Alexandra Young – Rate Analyst

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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

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