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

Random Moment Time Study

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
- ☐ 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 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



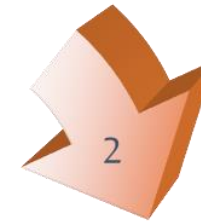
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Overview – RMTS Process

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



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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, December2nd Quarter – January, February, March3rd Quarter – April, May, June4th Quarter – July, August, SeptemberMandatory 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.	<p>MAC: An executed contract with HHSC is required for participation and due by the first day of the federal quarter.</p>



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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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RMTS Training

Each RMTS Contact must complete HHSC training annually:

- ☐ An RMTS contact is required to complete only one HHS annual initial training and then are eligible to take “refresher” trainings .
 - **Initial training** - Initial training must be interactive and therefore must be conducted via face-to-face, webinar or teleconference.
 - **Refresher training** –Refresher training may be conducted via CDs, videos, web-based and self-paced training.
- ☐ HHSC requires that all participating entities have at least 2 entity employees attend mandatory RMTS Contact training.
- ☐ Trained RMTS Contacts are responsible for training Time Study (TS) participants
- ☐ MAC Financial Contact training is mandatory and help separately.

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 input, or update the RMTS PL.



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RMTS Training Verification

Entities 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 ▾ Any Baby Can Child and Family Resource Center ▾ 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	271365	Alexandra	Alfau	Any Baby Can Child and Family Resource Center (Primary RMTS Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ECI Refresher (Webinar 2022-05-04, 08:30:00-11:00:00 Austin, TX)	FY2022	No Change to Yes
Make View-only	1158383	Guillermo	Lopez	Any Baby Can Child and Family Resource Center (Secondary RMTS Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ECI Refresher (Webinar 2021-08-18, 13:00:00-15:30:00 Austin, TX)	FY2022	No
Make View-only	764980	Cynthia	Quiñones	Any Baby Can Child and Family Resource Center (Secondary RMTS Contact)	Yes	Full Access to PL and TS	RMTS 2022 - ECI Refresher (Webinar 2021-08-18, 13:00:00-15:30:00 Austin, TX)	FY2022	No
Not Trained	271003	Veronda	Durden	Any Baby Can Child and Family Resource Center (Primary CEO, Secondary RMTS Contact)	No	No Access to PL and TS			

* Choosing "Yes" means that you authorize the release of your name and contact information to the general public as someone who is willing to be hired to provide contract services to others.

NOTE: You must have attended training for the relevant period and role type in order to select "Yes". Neither HHSC nor Fairbanks will endorse an individual's capabilities to provide the contract service.



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(cont'd) RMTS Training Verification

Understanding 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 entities that have met the annual RMTS training requirement.

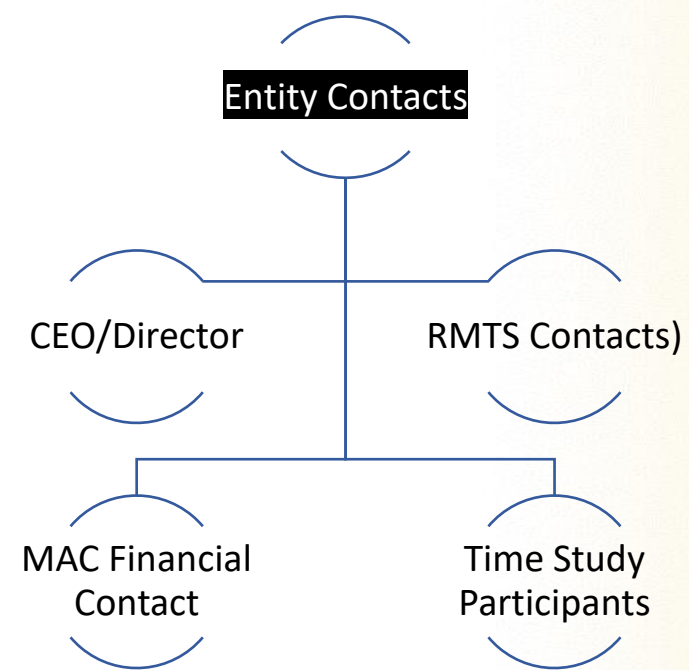
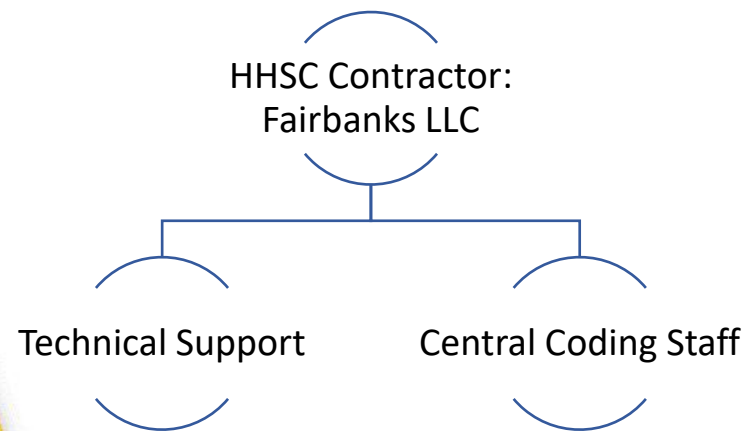


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STAIRS Contacts



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Contacts – CEO/Director

CEO/Director

- ☐ Must be designated as a contact in STAIRS
 - Username and password will be provided via email
- ☐ Ability to add the “Primary” RMTS Contact in STAIRS
- ☐ Should not be included on the participant list in any job category



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Contacts - RMTS Contact

RMTS Contact Responsibilities

- ☐ A Primary and at least one Secondary RMTS Contact is required to be an entity employed contact.
 - Each entity 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 completion for the entity's RMTS contacts
- ☐ Provides RMTS training to sampled participants.



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(cont'd) Contacts – RMTS Contact

- ☐ Ensures 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
- ☐ Monitors and adjusts selected participant start times (MHIDD only)



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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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Contacts – HHSC Time Study Unit

- ☐ Provides RMTS support and guidance
- ☐ Provides training to RMTS Contacts and Central Coders
- ☐ Works with appropriate federal agencies to design and implement programs
- ☐ Conducts ongoing program review to include:
 - Time Study results
 - Compliance with training requirements
 - Documentation compliance
- ☐ Sends out the non-compliance notification letters



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Contacts - Fairbanks LLC., Central Coders

- ☐ Receives training from HHSC on activity codes
- ☐ Review the participant's response for the sampled moment
- ☐ Assigns activity code using uniform time study codes
- ☐ Requests additional information from participants if needed
 - Information is requested via email
 - Participants must submit a response within 3 business days of request
- ☐ Moments and assigned codes are reviewed by a 2nd and 3rd coder for agreement and quality assurance



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Contacts – Fairbanks, Technical Support

- ☐ Contracted by HHSC to operate and administer the web-based RMTS system
- ☐ Assist in annual training for RMTS Contacts
- ☐ Ongoing system support
- ☐ Send e-mail notification to selected participant 3 days prior to the sampled moment
- ☐ Send reminder e-mails for non-response to the sampled moment



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Manage Time Study Sample

FB FAIRBANKS LLC

Welcome, (Logout)

DashboardParticipant ListTime Study SampleMAC Financial SubmissionManage

Open Quarter: July - September 2022

Quarter-to-Date Compliance25%Overall Compliance2%

Open Quarter: July - September 2022Change Quarter(Training status: full access)

Download Sampled Usernames/Passwords to DistributeReference Materials

Adjusting Start Times - If you need to adjust the starting time of one of the individuals on this list, place a check in the box next to their name and click the "Edit" button. This will take you to the moment edit screen where you can adjust the start time. Once you are through, you can click save or cancel and you will be brought back to this screen.

Paid LeaveUnpaid LeaveEditUpdate Moment Date/Times

Showing: 1 - 61

	Job Category	Last Name	First Name	Email	Location	Employment Type	Moment ↑	Shift Start Time	Is Certified
	Direct Care Personnel				9630	Full Time	07/01/2022, 08:16 AM	8:00 AM	Certified 07/05/2022, 08:39 AM CDT
<input type="checkbox"/>	Direct Care Personnel				9272	Full Time	07/05/2022, 02:24 PM	8:00 AM	Not Certified Email Print
<input type="checkbox"/>	Direct Care Personnel	VACANT	VACANT		9252	Full Time	07/05/2022, 04:03 PM	8:00 AM	Not Certified Email Print
<input type="checkbox"/>	Other Personnel with Client/Consumer Contact	VACANT	VACANT		9620	Full Time	07/06/2022, 04:57 PM	8:00 AM	Not Certified Email Print
<input type="checkbox"/>	Direct Care Personnel	VACANT	VACANT		9262	Full Time	07/11/2022, 01:59 PM	8:00 AM	Future Moment Email Print
<input type="checkbox"/>	Direct Care Personnel	VACANT	VACANT		9629	Full Time	07/15/2022	8:00 AM	Future Moment
<input type="checkbox"/>	Direct Care Personnel				9273	Full Time	07/15/2022	8:00 AM	Future Moment
<input type="checkbox"/>	Direct Care Personnel				9221	Full Time	07/19/2022	8:00 AM	Future Moment
<input type="checkbox"/>	Direct Care Personnel				9620	Full Time	07/19/2022	8:00 AM	Future Moment
<input type="checkbox"/>	Administrative Personnel				9016	Full Time	09/30/2022	8:00 AM	Future Moment

RMTS Information

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

MAC Information

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

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

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Manage Time Study Sample

- **Future Moment shaded grey without the option to email or print** - indicates the 3-day notification hasn't occurred and any changes to the moment will need to be saved and forwarded on to the time study participant
- **Future Moment shaded grey with the option to email or print** - indicates the 3-day notification has occurred and any changes to the moment will need to be saved and the system will forward on to the time study participant once the 3-day notification occurs
- **Red Stop Sign** – indicates that the moment is ready to be responded to within the 5 business days
- **Green Check Mark** – indicates the time study participant assigned to the moment responded
- **Green Check Mark with the letters FB embedded** – indicates that the moment was completed Fairbanks CIC by recording the TS participant responses to the moment
- **Green Check Mark with the letters PC embedded** – indicates that the moment has been completed by Program Contact (RMTS) as paid or unpaid leave
- **Red Stop Sign shaded pink with option to “Enter an Explanation”** – indicates the moment wasn't responded to within the 5 business days and is ineligible and an explanation must be entered why no response

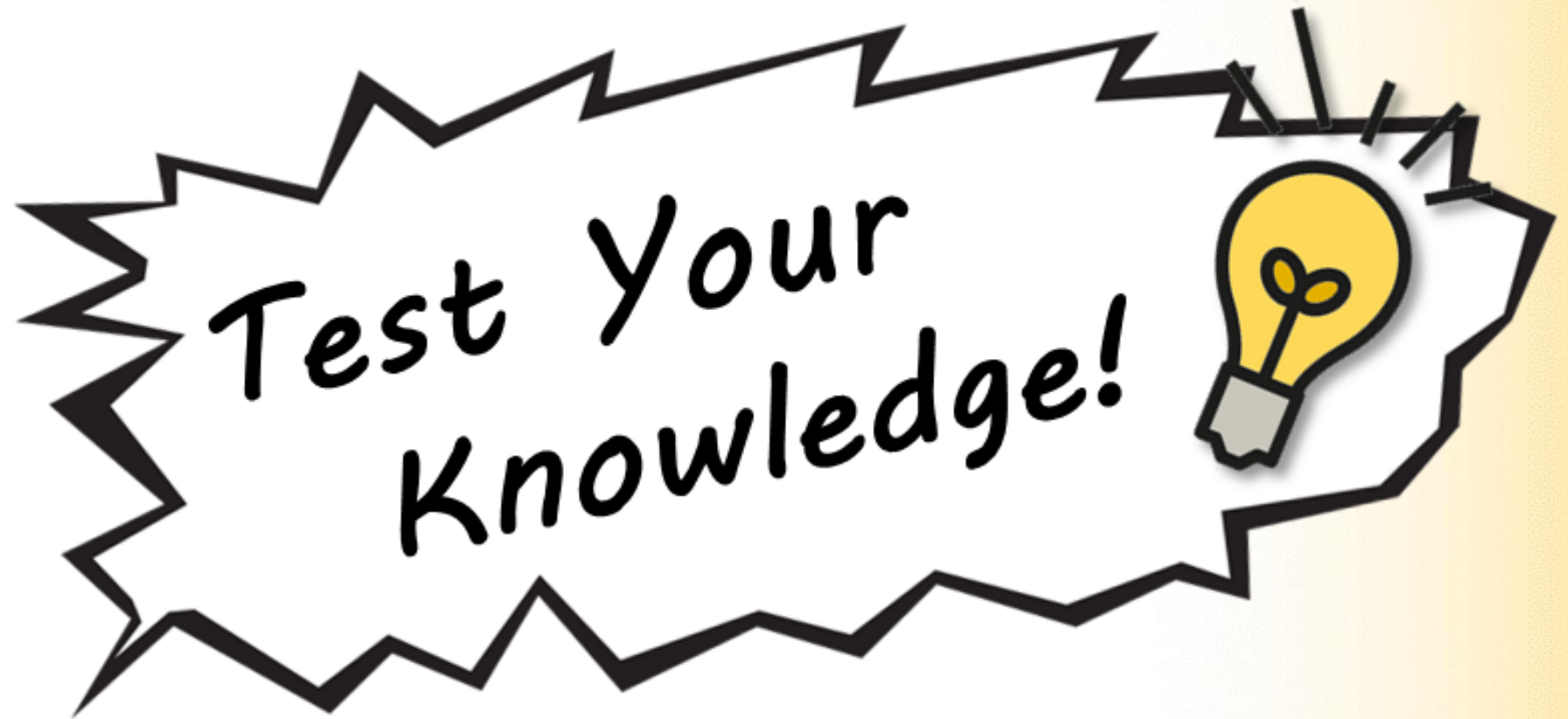


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Polling Questions Time!!!!



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Polling Questions

1. A participant 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?**

A. True

B. False



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Participant List (PL) Agenda



- ☐ Development
- ☐ Certification
- ☐ Participant List Eligible Employees
- ☐ Drop Down Options
- ☐ System Demonstration



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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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PL Development –Vacant Positions

Vacant Positions

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

- ☐ Are selected for RMTS.
- ☐ “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 entities 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 Eligible Employees

- ☐ Employees who perform MAC activities as part of their regular duties at least 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 cannot 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.
- ☐ Vacant positions anticipated to be filled (with reasonable certainty) during the quarter.



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PL Drop Down Options - ECI

- ABA Specialist
- Assistant Director
- Audiologist – Licensed
- Dietitian - Licensed
- Early Intervention Specialist (EIS)
- Licensed Professional Counselor (LCP)
- Marriage and Family Therapist
- Nurse – Advanced Practice (APN)
- Nurse – Licensed Vocational (LVN)
- Nurse – Registered (RN)
- Occupational Therapist – Licensed (OT)
- Occupational Therapist –Certified Assistant (COTA)
- Other Management Staff
- Parent Educator
- Physical Therapist – Licensed (PT)
- Physical Therapist – Assistant (LPTA)
- Pre-Enrollment Staff
- Program Director
- Program Supervisor
- Psychologist – Licensed
- Psychologist – Licensed Associate (LPA)
- Public Outreach/Child Find Staff
- Service Coordinator
- Site Manager
- Social Worker – Licensed Clinical (LCSW)
- Social Worker – Licensed Master (LMSW)
- Social Worker – Licensed Baccalaureate (LBSW)
- Speech and Language Pathologist – Licensed (SLP)
- Speech and Language Pathologist – Licensed Assistant (SLPA)
- Team Leader
- Trainer/Coordinator



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PL Drop Down Options - LHD



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- Administrative Assistant/Technician
- Aide – Health Clinic
- Audiologist
- Clerk - Intake/Screening/Eligibility
- Coordinator – Immunization/HIV/STD/TB
- Dental Assistant
- Dental Hygienist
- Dentist (DO)
- Dietitian
- Health Education - (Specialist/Technician)
- Interpreter/Translator/Bilingual Specialist
- Licensed Chemical Dependency Counselor (LCDC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Professional Counselor (LPC)
- Medical Assistant
- Nurse -Advanced Practitioner (APN)
- Nurse - Licensed Vocational (LVN)
- Occupational Therapist - Licensed (OT)
- Occupational Therapist - Certified Assistant (COTA)
- Outreach Worker/Case Worker/Community Relations Specialist
- Physical Therapist - Licensed (PT)
- Physical Therapist - Licensed Assistant (LPTA)
- Physician - Medical Doctor (MD)
- Physician Assistant (PA)
- Psychiatrist – Licensed
- Psychologist - Licensed
- Psychology – Licensed Intern
- Receptionist/Telephone Operator

(cont'd) PL Drop Down Options– LHD

- Registered Nurse (RN)
- Service Coordinator/Case Manager
- Social Worker - Licensed Baccalaureate (LBSW)
- Social Worker - Licensed Clinical Social Worker (LCSW)
- Social Worker – Licensed Master (LMSW) – (Non-clinical)
- Specialist - Pregnancy, Education and Parenting Program
- Specialist - Prevention (Immunization/HIV/STD/TB)
- Speech Language Pathologist - Licensed (SLP)
- Technical – Medical Records/Quality Assurance
- Technician – Laboratory/Radiology



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PL Drop Down Options - MHIDD

Direct Care Personnel

- Case management / service coordination
- Continuity of care
- Client / consumer supervision
- Counseling / psychological services
- Habilitation / rehabilitation / skills training
- Licensed medical personnel
- Other client / consumer service

Administrative Personnel

- Contract management
- Director / manager / supervisor
- External / public relations
- Quality assurance / management
- Utilization management/service authorization
- Other administrative positions



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(cont'd) PL Drop Down Options - MHIDD

Other Personnel with client/consumer contact

Benefits assistance / eligibility

Client / consumer rights

Enrollment / intake / service eligibility

Hotline / information line/ screening

Transportation / van driver

Other client / consumer support



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PL – System Demonstration



Demonstration of online system:

- ☐ Participant List Development
- ☐ Managing Contacts
- ☐ Designating “Willing to Hire Out”
- ☐ Training Tracking
- ☐ Time Study Sample
- ☐ Monitoring Response Completion
- ☐ Documenting non-response

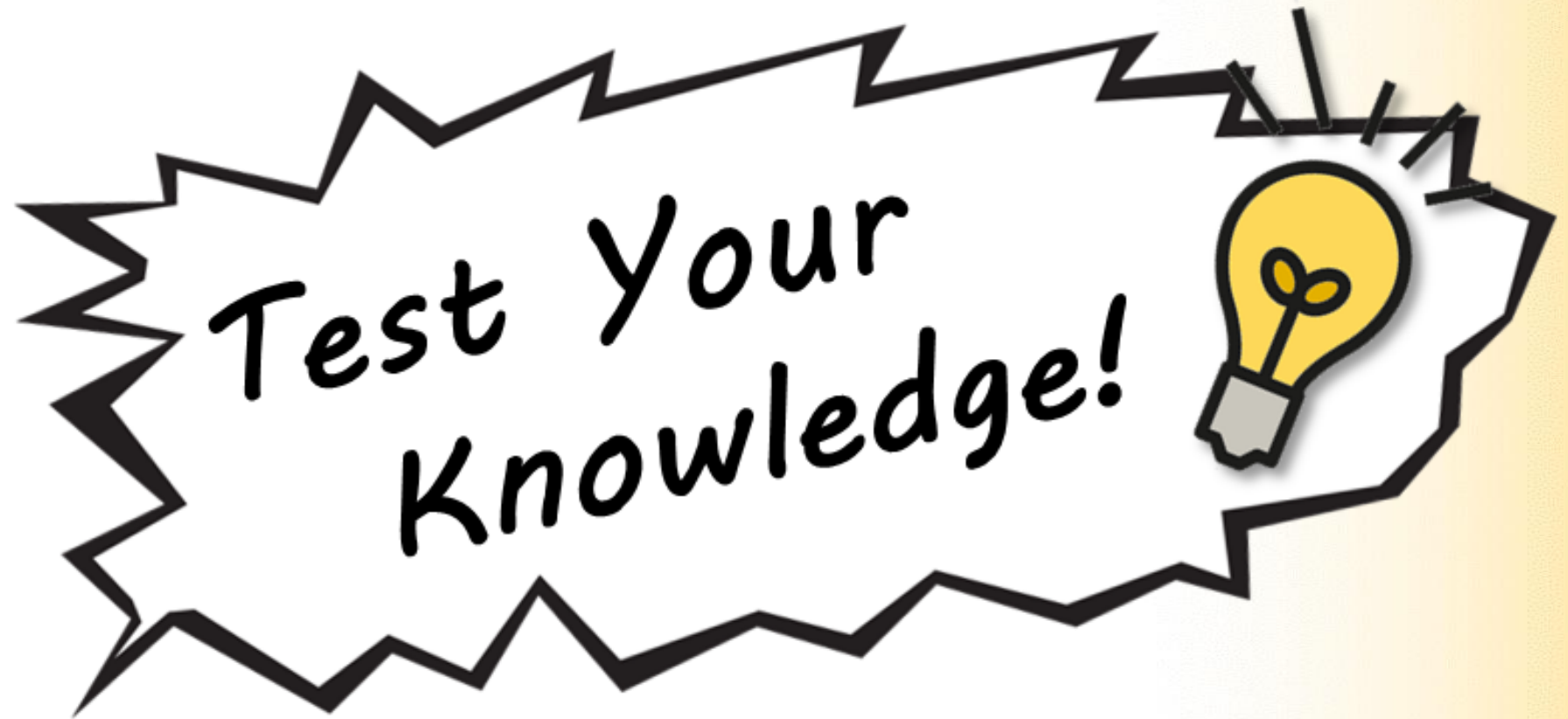


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Polling Questions Time!!!!



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Polling Questions Time!!!!

3. To be included on the MAC quarterly claim, the position must be included on the PL, **True/False**.

- A. True
- B. False

4. Only staff who provide a reimbursable MAC activity should be on the PL, **True/False?**

- A. True
- B. False



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Time Study Moment – General Information

- ☐ Total pool of moments calculation
 - (work days in quarter) x (work hours each day) x (60) x (# of participants).
- ☐ Time study “moments” are randomly selected throughout the entire quarter.
- ☐ A time study “moment” represents one minute at the selected time.
- ☐ If a participant is sampled for a “moment,” their only responsibility is to document what they were doing at that precise minute.
- ☐ Some options have “hover-over” and/or “question marks” that provide additional information that helps the participant make the best selection.



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RMTS Moment Information Outline



- ☐ Sampling and Notification
- ☐ Participant Questions
- ☐ System Demonstration
- ☐ Moment Completion



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ECI Website Information

ECI Website Information:

Below is the link to the HHSC RMTS website to access the following information:

<https://pfd.hhs.texas.gov/time-study/early-childhood-intervention-eci/time-study-eci-training-information>

- RMTS Training Schedule
- Registration for RMTS trainings
- RMTS Training Materials for the RMTS Contact and Time Study Participants
 - RMTS Contact – ECI RMTS Training Presentation
 - Time Study Participant – RMTS Training Time Study Participant



LHD Website Information

LHD Website Information:

Below is the link to the HHSC RMTS website to access the following information:

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

- RMTS Training Schedule
- Registration for RMTS trainings
- RMTS Training Materials for the RMTS Contact and Time Study Participants
 - RMTS Contact – LHD RMTS Training Presentation
 - Time Study Participant – RMTS Training Time Study Participant



MH-IDD Website Information

MH-IDD Website Information:

Below is the link to the HHSC RMTS website to access the following information:

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

- RMTS Training Schedule
- Registration for RMTS trainings
- RMTS Training Materials for the RMTS Contact and Time Study Participants
 - RMTS Contact – MH-IDD RMTS Training Presentation
 - Time Study Participant – RMTS Training Time Study Participant



Polling Question

Test
Your
Knowledge



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Polling Question

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. Entities 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, CEO or Program Director
- ☐ 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:

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

E-Mail Address:

TimeStudy@hhs.texas.gov

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<https://pfd.hhs.texas.gov/time-study/early-childhood-intervention-eci>

<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>

Fairbanks, LLC:

(888) 321-1225

info@fairbanksllc.com



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Thank you!!!😊

Time Study Unit

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