# Random Moment Time Study (RMTS)

## MANDATORY ANNUAL TRAINING FOR LOCAL EDUCATION AGENCY (LEA)

## Federal Fiscal Year 2023

(October 2022 to September 2023)

## Training Reminder #9

RMTS annual training is mandatory for all independent Local Education Agency's (LEAs) that wish to participate in the Medicaid Administrative Claiming (MAC) and/or School Health and Related Services (SHARS) programs. Training sessions are conducted by the Texas Health and Human Services Commission (HHSC).

It is crucial LEAs understand that compliance with the RMTS annual training requirement is mandatory. Failure to comply with this requirement will impact the LEA's ability to draw federal funding for MAC and/or SHARS services provided. In addition, LEA's will not be given full access to the online time study system for FFY 2022 until the annual training requirement is met.

If you have attended and received training credit for any of the FFY 2023 RMTS Trainings in May or August 2022, you have fulfilled the annual training requirement and will not need to attend any remaining trainings for the rest of the FFY.

Annual training is mandatory for at least two district employees designated by the entity as a RMTS Contact. If your district is contracted with a Co-op, SSA or third-party vendor, the district's RMTS Contact(s) is still required to complete annual training. The RMTS Contact is responsible for ensuring the district complies with all RMTS requirements and serves as a communicator between HHSC and their district participants.

Early FFY 2023 RMTS training begins in May 2022. Since FFY 2022, a Primary RMTS Contact will now be required to take annual training every FFY. A primary RMTS contact will be required to complete annual training (May 2022 – August 2022) before the 1st quarter PL closes. A Secondary RMTS Contact will be required to complete annual training (May 2022 – February 2023) before the 3rd quarter PL closes. If a district has multiple secondary RMTS Contacts, the primary contact can select one person who will be responsible for completing the annual training. Once a district's primary and secondary RMTS contact have completed the required 2 district employee annual training, the district will be in full training compliance for the current federal fiscal year.

The below link will take you to the HHSC Provider Finance Department LEA (ISD) training information webpage on which you will find details about training requirements, training registration, as well as a list of contacts should you have any questions.

https://pfd.hhs.texas.gov/time-study/time-study-independent-school-districts-isd/time-study-isd-training-information.

Upcoming Training Sessions for **FFY 2023:**

| Date | Program | Mode | Type | Start | End | QTR |
|---|---|---|---|---|---|---|
| 11/8/2022 | ISD | Webinar | Initial | 8:30 AM | 12:00 PM | 2nd |
| 11/10/2022 | ISD | Webinar | Refresher | 1:00 PM | 3:30 PM | 2nd |
| 2/2/2023 | ISD | Webinar | Initial | 8:30 AM | 12:00 PM | 3rd |
| 2/16/2023 | ISD | Webinar | Refresher | 1:00 PM | 3:30 PM | 3rd |

*If you are more than 15 minutes late to any training, you are automatically ineligible to receive training credit.

**"Initial vs Refresher"**

Training requirements can be met by one of two methods. RMTS Contacts who have never attended RMTS LEA training must attend "initial" training. Those who have attended an initial training may attend either initial or refresher training. See above website for additional details.

The training for RMTS Contacts is held separate from the training for MAC Financial Contacts and SHARS Cost Report Contacts. Training for the MAC Financial Contacts and SHARS Contacts will be offered closer to the actual financial reporting periods. Although an overview of the MAC Financial and SHARS Cost Report will be provided during the RMTS training, it is mandatory for the MAC Financial Contact to attend the separate MAC Financial training and the SHARS Contact to attend the separate SHARS Cost Report training in order to have access to the online financials. Information about the MAC Financial and SHARS Cost Report training session is available at the links provided below.

MAC - https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-independent-school-districts-isd/mac-isd-training-information

SHARS - https://pfd.hhs.texas.gov/acute-care/school-health-and-related-services/shars-training

If you have any questions, please contact the Texas Health and Human Services Commission (HHSC) Time Study Unit at Timestudy@hhs.texas.gov or at (737) 867-7794.