



TEXAS
Health and Human
Services

Local Education Agency (LEA)

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 district by including the name of the district.



TEXAS
Health and Human
Services

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.



TEXAS
Health and Human
Services

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



TEXAS
Health and Human
Services

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



TEXAS
Health and Human
Services

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.



TEXAS
Health and Human
Services

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			



TEXAS
Health and Human
Services

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



TEXAS
Health and Human
Services

(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.



TEXAS
Health and Human
Services

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.*



TEXAS
Health and Human
Services

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.



TEXAS
Health and Human
Services

(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.



TEXAS
Health and Human
Services

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.



TEXAS
Health and Human
Services

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



TEXAS
Health and Human
Services



TEXAS
Health and Human
Services

Thank you!!! 😊

Time Study Unit