

RANDOM MOMENT TIME STUDY (RMTS)

MANDATORY ANNUAL TRAINING FOR LOCAL EDUCATION AGENCY (LEA)

Federal Fiscal Year 2024

(October 2023 to September 2024)

TRAINING ANNOUNCEMENT

RMTS annual training is mandatory for all 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) beginning in May of the previous year and for each quarter when a time study takes place. *Please remember, once an RMTS contact has successfully completed one training for the current fiscal year (May 2023 – February 2024), they have met the annual requirement.* Annual training reminders will continue to be sent to districts throughout the entire fiscal year.

Annual training is mandatory for at least **two district employees** (Primary RMTS contact and Secondary RMTS contact) designated by the entity as a RMTS Contact. A third-party vendor, SSA or Co-op training credit will not be counted as fulfilling a district's annual training compliance. The primary 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 2024 RMTS training begins in May 2024. A **Primary RMTS Contact** is required to complete annual training (**May 2023 – August 2023**) before the 1st quarter PL closes.

A **Secondary RMTS Contact** will now be required to complete annual training (**May 2023 – November 2023**) before the 2nd quarter PL closes. If a district has multiple secondary RMTS Contacts, the primary contact may select one person who will be responsible for completing the annual training.

Once a district's primary and secondary RMTS contact have completed their required two-district employee annual training, the district will be in full training compliance for the current federal fiscal year.

It is very crucial to understand that compliance with the RMTS annual training requirement is mandatory. Districts will not be given full access to the online time study system for FFY 2024 until the annual training requirement is met. In addition, the district will be ineligible to participate in RMTS, MAC and SHARS or submit a MAC claim or cost report for the quarter and/or entire fiscal year.

RMTS contacts may check training status in STAIRS, 24 hours a day, 7 days a week by simply:

- Logging into Fairbanks @ www.Fairbanksllc.com
- Enter your username and password
- Select the "Manage" tab and
- Select "Manage Training Status".

The below link will take you to the HHSC Provider Finance ISD training information webpage. Districts will find details about training requirements, training registration and a list of contact information.

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

Upcoming Training Sessions for FFY 2024:

It is now easy to register for training for fiscal year 2024. To register for the training of your choice, click the training date in the “registration link” column of the training date of your choice and fill out the form. Please make sure the selected training date is adhering to the deadline date for the primary or secondary RMTS contact role.

Date	Program	Mode	Type	Start	End	QTR	Registration link
5/11/2023	ISD	Webinar	Initial	8:30 AM	12:00 PM	1st	Register 5/11
5/18/2023	ISD	Webinar	Refresher	1:00 PM	3:30 PM	1st	Register 5/18
8/3/2023	ISD	Webinar	Refresher	1:00 PM	3:30 PM	1st	Register 8/03
8/15/2023	ISD	Webinar	Refresher	8:30 AM	11:00 AM	1st	Register 8/15
8/17/2023	ISD	Webinar	Initial	1:00 PM	4:30 PM	1st	Register 8/17
11/7/2023	ISD	Webinar	Initial	8:30 AM	12:00 PM	2nd	Register 11/7
11/9/2023	ISD	Webinar	Refresher	1:00 PM	3:30 PM	2nd	Register 11/9
2/13/2024	ISD	Webinar	Initial	8:30 AM	12:00 PM	3rd	Register 2/13
2/15/2024	ISD	Webinar	Refresher	1:00 PM	3:30 PM	3rd	Register 2/15

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

"Initial versus Refresher"

Training requirements can be met by one of two methods. RMTS Contacts who have never attended an RMTS LEA training must attend “initial” training first before being eligible to attend a refresher training. Those who have successfully completed an initial training in the past years may attend either initial or refresher training. See above website link for additional details.

The training for RMTS Contacts is separate and different from the training for MAC Financial Contacts and SHARS Cost Report Contacts. Although an overview of the MAC Financial and SHARS Cost Report will be provided during the RMTS training it is not intended to meet the financial training requirements.

Training for the MAC Contacts and SHARS Contacts is also separate and different and will be offered near the actual financial reporting periods. It is mandatory for the MAC Contact to attend the MAC Financial training and the SHARS Contact to attend the 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.