

# RANDOM MOMENT TIME STUDY (RMTS)

Mandatory Annual Training for  
**Early Childhood Intervention**  
**Local Health Department/District**  
**Mental Health/Intellectual and Developmental Disability**  
**Federal Fiscal Year 2024**  
(October 2023 to September 2024)

## Training Reminder #3

RMTS annual training is mandatory for all Early Childhood Intervention (ECI), Local Health Department/District (LHD), Mental Health/Intellectual and Developmental Disability (MH-IDD) entities that participate in the Medicaid Administrative Claiming (MAC). Training sessions are conducted by the Texas Health and Human Services Commission (HHSC). *Please remember, once an RMTS contact has successfully completed one training for the current fiscal year (August 2023 – May 2024), they have met the annual requirement.* Training reminders will continue to be e-mailed to program entities in the event additional staff want to be involved in the process.



Beginning FFY 2024 all ECIs, LHDs and MH-IDDs will have one combined annual training. Time Study will no longer have “refresher” trainings.

It is crucial to understand that compliance with the RMTS annual training requirement is mandatory. Failure to comply with this requirement will impact your program’s ability to draw federal funding for MAC services provided. In addition, program contacts will not be given full access to the online time study system for FFY 2024 until the annual training requirement is met.

The below links will take you each program’s HHSC Provider Finance Department training information webpage for details regarding training requirements, training registration and a list of contacts should you have any questions.

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

**LHD:** <https://pfd.hhs.texas.gov/acute-care/time-study/time-study-local-health-districts-lhd>

**MH-IDD:** <https://pfd.hhs.texas.gov/acute-care/time-study/time-study-mental-healthintellectual-and-developmental-disability-mhidd>

## **Upcoming Training Sessions for FFY 2024:**

It is now easy to register for training for fiscal year 2024. To register, click the training date in the “registration link” column for the training date of your choice and complete the form. Again, both primary and secondary RMTS contacts must attend annual fiscal year training in order to be in compliance.

Date	Program	Mode	Start	End	QTR	Registration Link
8/9/2023	ECI / LHD / MH-IDD	Webinar	8:30 AM	11:00 AM	1st	<a href="#">Register 08/09</a>
8/16/2023	ECI / LHD / MH-IDD	Webinar	1:00 PM	3:30 PM	1 <sup>st</sup>	<a href="#">Register 08/16</a>
11/8/2023	ECI / LHD / MH-IDD	Webinar	8:30 AM	11:00 AM	2nd	<a href="#">Register 11/08</a>
2/21/2024	ECI / LHD / MH-IDD	Webinar	1:00 PM	3:30 PM	3 <sup>rd</sup>	<a href="#">Register 02/21</a>
5/15/2024	ECI / LHD / MH-IDD	Webinar	8:30 AM	11:00 AM	4th	Coming soon

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

An RMTS contact can verify training status in STAIRS, 24 hours a day, 7 days a week by simply:

- Logging into Fairbanks @ [www.Fairbanksllc.com](http://www.Fairbanksllc.com)
- Enter your username and password
- Select the “Manage” tab and
- Select “Manage Training Status”.

## **RMTS versus MAC Financial Training**

The training for RMTS Contacts is held separate from the training for MAC Financial Contacts. Training for the MAC Financial Contacts will be offered closer to the actual financial reporting periods. It is mandatory for the MAC Financial Contact to attend the separate MAC Financial training in order to have access to the online financials. Information about the MAC Financial training session is available at the links provided below. RMTS trainings no longer include a MAC Financial overview.

MAC - <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-early-childhood-intervention-eci>.

If you have any questions, please contact the Texas Health & Human Services Commission (HHSC) Time Study Unit at [TimeStudy@hhs.texas.gov](mailto:TimeStudy@hhs.texas.gov) or (737) 867-7794.