

# Random Moment Time Study (RMTS)

MANDATORY ANNUAL TRAINING FOR LOCAL EDUCATION AGENCY (LEA)

**Federal Fiscal Year 2024**

(October 2023 to September 2024)

## **Participant List Closing #4**

Please remember that the federal fiscal year (FFY) 2024 (October 2023 to September 2024) first quarter PL closing date is **December 15, 2023**.

The RMTS Contact must update/certify the PL prior to this closing date. The PL can only be accessed by a RMTS Contact who has completed the HHSC mandatory annual training requirements.

If your entity certified a PL for the previous quarter, that PL information has been carried over to the PL for the current quarter. The RMTS Contact must ensure that any necessary changes, additions or deletions are entered. Even if there are no changes, the PL must be updated/certified prior to the closing date using the “no change” option.

Once the PL closes on December 15<sup>th</sup>, you will not be able to make any other changes for the second quarter of FFY 2024. It is important to remember that for a position to be included on the MAC claim or the School Health and Related Services (SHARS) cost report it must first be included on the PL.

**If the current PL is not updated/certified and/or if a district has not completed their annual RMTS contact training requirements by the deadline date(s), the entity will be ineligible to participate in SHARS program for the entire 2024 fiscal year, and ineligible to participate in the Medicaid Administrative Claiming (MAC) program for the quarter.**

To verify if your district has met the annual RMTS training requirement , please:

- Log into STAIRS ([www.fairbanksllc.com](http://www.fairbanksllc.com))
- Select “Manage”
- Select “Manage Training Status”

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