

RANDOM MOMENT TIME STUDY (RMTS)

MANDATORY ANNUAL TRAINING FOR LOCAL EDUCATION AGENCY (LEA)

Federal Fiscal Year 2024

(October 2023 to September 2024)

TRAINING Requirements

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. It is crucial LEAs understand that compliance with the RMTS annual training is required and mandatory.

A Primary RMTS Contact is required to complete their annual RMTS training (May 2023 – August 2023) before the 1st quarter participant list (PL) closes. If the primary contact cannot meet these requirements, please reassign the role to another district employee.

A Secondary RMTS Contact will be required to complete annual training (May 2023 – November 2023) before the 2nd quarter PL closes. If a district has multiple district secondary RMTS Contacts, the primary contact will need to select one who will be responsible for completing their annual training. Only after the district RMTS contact (primary and secondary) have completed their RMTS annual training, will a district be in full RMTS training compliance. *A third-party vendor, SSA or Co-op training credit will not be counted as fulfilling a districts annual training compliance.*

Please be sure to log in on time for training. RMTS trainings begin at its exact time. Anyone who is more than 15 minutes late to any of the trainings, will automatically be ineligible to receive training credit. However, if an attendee is having technical difficulties, they will need to contact technical support and send an email to Time Study immediately. If there is a discrepancy of information provided, Time Study may ask for supporting documentation. Failure to do adhere to these rules will automatically disqualify the attendee from being ineligible to receive training credit.

If a district fails to complete their two-district employee annual training requirements for the primary and secondary RMTS contact by the required due date, they will be:

- Unable to certify the participant list (PL) or manage the RMTS Time Study Sample in STAIRS.
 - If the SSA, Co-op or third party vendor certifies the PL despite the primary and secondary RMTS contact not completing their annual training, the district will be removed from participation.
- Unable to participate in RMTS and MAC for the current quarter.
- Unable to participate in RMTS or SHARS for entire fiscal year.
- Unable to submit a SHARS cost report for the entire current fiscal year.

- Unable to submit a MAC claim for the current quarter only.

If a district has an SSA, Co-op or third party vendor, they will be able to continue to provide the services they have been providing and/or contracted to do, however each district must conform to the training requirement.

The link provided below is to the HHSC Provider Finance Department LEA (ISD) webpage for information and 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>

If you have any questions, please contact the Texas Health & Human Services Commission (HHSC) Time Study Unit at (737) 867-7794 or TimeStudy@hhsc.state.tx.us.