

RANDOM MOMENT TIME STUDY (RMTS)

MANDATORY ANNUAL TRAINING FOR LOCAL EDUCATION AGENCY (LEA)

Federal Fiscal Year 2024

(October 2023 to September 2024)

Participant List Open

Participant List Is Now Open

The Random Moment Time Study (RMTS) Participant List (PL) for the first quarter of federal fiscal year 2024 (October 2023 – December 2024) is now open.

To be eligible to obtain Medicaid reimbursements for School Health and Related Services (SHARS) and/or Medicaid Administrative Claiming (MAC), each provider entity must participate in the RMTS each quarter. Failure to do so will result in the provider entity being ineligible to participate in MAC for that quarter or SHARS for the federal fiscal year 2024.

The following are key dates for the first quarter. These are critical dates and there can be no exceptions or extensions. Please keep in mind that PLs can be updated at any time up to 6:00 p.m., central time, on the PL closing date.

- PL Open Date: May 12, 2023
- PL Close Date: September 15, 2023
- RMTS Begins: October 2, 2023
- RMTS Ends: December 15, 2023

IMPORTANT: The RMTS Contact's ability to access and update and certify the PL and manage the sampled participants will be limited to View – Only until such time that RMTS Contact training requirements are met. View-Only means the PL can be viewed but cannot be updated or certified and the sampled participants can be tracked and monitored but changes cannot be made. In order to gain early access to the 1st quarter PL, an RMTS Contact will have to take a FFY 2024 RMTS ISD early training in May 2023, otherwise an RMTS Contact will have to wait until August 2023 to take a training and have full access.

Each provider entity should ensure that 1) the Primary RMTS Contact is an employee of the entity and 2) at least two district-employed RMTS Contacts (Primary and Secondary) are required to attend the mandatory annual HHSC RMTS webinar training. This will allow districts to have adequate time to update and/or certify the PL by the closing date. HHSC requires each provider entity have no less than two trained RMTS Contacts to guard against problems that could occur due to employee turnover.

RMTS Contacts can verify their individual status and annual district training compliance by:

- Logging onto the Fairbanks website (STAIRS, www.fairbanksllc.com)

- Select the “Manage” option and
- Click on the “Manage Training Status” link.

Provider entities can visit the HHSC website located at the below web address to learn about training requirements, training methods and other training opportunities. Provider Entities will also be able to register for training for the 2024 federal fiscal year at the provided web link below.

<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 HHSC Time Study Unit at (737) 867-7794 or TimeStudy@hhs.texas.gov.