

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 2025

(October 2024 to September 2025)

TRAINING ANNOUNCEMENT

Random Moment Time Study (RMTS) annual training is mandatory for Early Childhood Intervention (**ECI**); Local Health Department/District (**LHD**), and Mental Health/Intellectual and Developmental Disability (**MH-IDD**) entities that wish to participate in the Medicaid Administrative Claiming (MAC). The Texas Health and Human Services Commission (HHSC) conducts all training sessions.

NEW HHSC has made the following changes to RMTS training:

- 1.) HHSC will no longer have "Initial" and "Refresher" trainings. These trainings have now consolidated into one single training.
- 2.) Morning training will begin at 9:00 a.m., central standard time.

Annual training is mandatory for at least two employees, (Primary RMTS Contact and Secondary RMTS Contact) designated by the entity as RMTS Contacts. The Primary RMTS Contact is responsible for ensuring the entity complies with all RMTS requirements and serves as a liaison between HHSC and their entity's participants.

Once an entity's Primary and Secondary RMTS contacts complete their required two employee annual training, the entity will be in full training compliance for the current federal fiscal year. **Compliance with the RMTS annual training is required for continued program eligibility.**

Full access to the online time study system is granted when the annual training requirement is met. Entities that fail to adhere to the RMTS training requirements will not be eligible to participate in RMTS and MAC, and will also be unable to submit a MAC claim for the quarter.

RMTS contacts may check training status in State of Texas Automated Information Reporting System (STAIRS), 24 hours a day, 7 days a week, by following the steps below:

- 1) Log into [Fairbanksllc](https://fairbanksllc.com).
- 2) Select the "Manage" tab.
- 3) Select "Manage Training Status."

The HHSC Provider Finance Training Information webpage provides details about training requirements, training registration, and a list of contact information for ECI, LHD and MH-IDD.

The links below provide details about training requirements, training registration and a list of contact information for ECI, LHD and MH-IDD.

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 2025:

To register for fiscal 2025 RMTS training, click the training date in the “registration” column of the training date of your choice and fill out the form.

Table 1. 2025 Training Dates

Date	Program	Mode	Start	End	QTR	Registration Link
8/7/2024	ECI/LHD/MH-IDD	Webinar	9:00 AM	11:00 AM	1st	Register 8/7/2024
8/14/2024	ECI/LHD/MH-IDD	Webinar	1:00 PM	3:00 PM	1 st	Register 8/14/2024
11/13/2024	ECI/LHD/MH-IDD	Webinar	9:00 AM	11:00 AM	2nd	Register 11/13/2024
2/19/2025	ECI/LHD/MH-IDD	Webinar	1:00 PM	3:00 PM	3 rd	Register 2/19/2025
5/07/2025	ECI/LHD/MH-IDD	Webinar	9:00 AM	11:00 AM	4th	Register 5/7/2025

Note: The training times are central standard time. If you are more than 15 minutes late to any training, you are automatically ineligible to receive training credit.

RMTS vs. MAC Financial Training

An RMTS Contact training is separate from a training from MAC Financial Contact training. It is mandatory for the MAC Contact to attend the MAC Financial training to access online financials.

Information about the *MAC Financial Training* sessions are available at the link provided below.

- MAC – <https://pfd.hhs.texas.gov/acute-care/medicaid-administrative-claiming>

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.