Independent School Districts

Random Moment Time Study
Overview –
What is Random Moment Time Study (RMTS)?

• A federally accepted statistically valid random sampling technique that measures the participant’s time performing work activities

• A RMTS “Moment” represents one minute of time that is randomly selected from all available moments within the time study period

• Statewide time study sample
  • Regardless of what district the time study participant is at once the moment has occurred please logon to STAIRS and respond to the series of questions documenting the activity being performed and the name of the district

• Significantly reduces staff time needed to record participant activities
Overview – Purpose of RMTS

• Determine the percentage of time the ISD incurs assisting individuals to access medically necessary Medicaid funded services
  • Direct Medical Services
  • Medicaid Outreach
  • Medicaid Eligibility Determination
  • Medicaid Referral, Coordination, and Monitoring
  • Medicaid Staff Training
  • Medicaid Transportation
  • Medicaid Translation
  • Medicaid Program Planning, Development & Interagency Coordination
  • Medicaid Provider Relations

• Reasonably identifies staff time spent on activities during the given quarter.
Overview – Time Study Activities

Direct Medical – Providing care, treatment and/or counseling

Outreach – Informing students, families and groups about available services

Eligibility – Assisting students or families with the Medicaid eligibility process

Referral, Coordination, and Monitoring – Making referrals, coordinating and/or monitoring activities on a student’s IEP

Staff Training – Coordinating, conducting or participating in training pertaining to medical or Medicaid services

Translation – Arranging or providing translation to a student or family to access medical or Medicaid services

Transportation – (Exclude bus drivers) aides and monitors accompanying students in need of personal care services or arranging transportation to medical services

Program Planning, Development & Interagency Coordination – Developing strategies to improve the coordination and delivery of medical or Medicaid services

Provider Relations – Activities to secure and maintain Medicaid providers
Overview – RMTS Process

1. RMTS Contact identifies pool of time study participants
2. HHSC Contractor identifies pool of available time study moments
3. HHSC Contractor randomly matches moments and participants
4. RMTS Contact ensures selected participants are trained
5. Participant responds to selected moment by answering moment online
6. HHSC Contractor codes moment
Requirements – Training

• Each RMTS Contact must complete HHSC training annually
  
  HHSC recommends that all participating ISD’s have at least 2 employees attend mandatory RMTS Contact training

• Each Time Study (TS) participant must be trained annually by a HHSC trained RMTS Contact

• Those who have never attended RMTS training must attend an initial training. Initial training must be interactive and therefore must be conducted via Face-to-Face, Webinar, Skype or Teleconference

• Those who have ever attended an initial training must attend refresher training or may attend an initial training again. Refresher training may be conducted via CD's, videos, web-based and self-paced training
Requirements for RMTS

- Time Study Periods (Federal Fiscal Quarters)
  1st Quarter - October, November, December
  2nd Quarter - January, February, March
  3rd Quarter - April, May, June
  4th Quarter – No Time Study conducted

- To claim SHARS you must have an active Texas Provider Identifier (TPI) number obtained from TMHP and participate in time study.

- To claim MAC you must have a valid HCAT number obtained from HHSC and participate in time study.

- Participant List (PL) must be certified for ISD to participate in the random moment time study (RMTS).

- To be included on the MAC claim and/or SHARS cost report position must be included on the PL.

- A statewide response rate of 85% for RMTS moments is required.

- There are mandatory training requirements.
PL - Development

At the beginning of each quarter the trained RMTS Contact provides a comprehensive list of staff eligible to participate in the RMTS.

The Participant List (PL) can only be updated by a HHSC trained RMTS Contact.

Once PL is closed:

- Cannot add/delete participants
- Cannot Change position/function category
- No changes after the 3rd quarter until the next FFY PL opens

If the participant performs more than one function:

- Select function which most closely matches the majority of their time during the quarter

To remove duplicates from the PL do the following:

Export your PL to Excel. Choose the column of data (e.g. address, external ID) that may have duplicates. Highlight that column and choose the “conditional formatting” option. You’ll see an option there to “highlight duplicate values”

It’s easy to identify and remove any duplicates.
PL - Development

An accurate PL is a critical part for ensuring eligibility for MAC and/or SHARS

If an ISD does not update/certify its PL by the deadline:

They are ineligible to submit a MAC claim for that quarter
They are ineligible for SHARS reimbursement for the entire FFY 2018

Every time the PL is updated, it is also certified.

Even if there are no changes to the participant list from the previous quarter the RMTS Contact must open the PL and click the certify the PL button prior to the deadline.

Reminder e-mails will be sent only to those ISDs that have not certified their PL.

The PL provides a basis to identify the positions that may be included in the MAC claim and SHARS cost report.
## Requirements – Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Opens/Begins</th>
<th>Closes/Ends (6 p.m. CT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participant List (PL)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Quarter PL</td>
<td>05/16/2017</td>
<td>09/15/2017</td>
</tr>
<tr>
<td>2nd Quarter PL</td>
<td>09/16/2017</td>
<td>12/15/2017</td>
</tr>
<tr>
<td>3rd Quarter PL</td>
<td>12/16/2017</td>
<td>03/09/2018</td>
</tr>
<tr>
<td><strong>Time Study (TS)</strong></td>
<td></td>
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</tr>
<tr>
<td>1st Quarter TS</td>
<td>10/02/2017</td>
<td>12/12/2017</td>
</tr>
<tr>
<td>2nd Quarter TS</td>
<td>01/09/2018</td>
<td>03/30/2018</td>
</tr>
<tr>
<td>3rd Quarter TS</td>
<td>04/02/2018</td>
<td>05/31/2018</td>
</tr>
</tbody>
</table>

* Dates are subject to change
E-Mail Messages

Communication is managed predominantly via e-mail, i.e.

• RMTS moment notifications and follow ups
• Participant list updates
• Compliance follow-ups
• MAC Financial notifications and follow-ups

Role in Fairbanks dictates what messages you receive

It’s critical that your district authorize your e-mail system to accept emails from Fairbanks.

Confirm with your IT staff to make sure that e-mails with info@fairbanksllc.com, and @hhsc.state.tx.us extensions pass through firewalls and spam filters.
Contact Information

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