Early Childhood Intervention
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

Significantly reduces staff time needed to record participant activities
Overview

Purpose of RMTS

Determine the percentage of time the ECI incurs assisting individuals to access medically necessary Medicaid funded services through:

- 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 individuals, families and groups about available services

Eligibility — Assisting individuals or families with the Medicaid eligibility process

Referral, Coordination, and Monitoring — Making referrals, coordinating and/or monitoring the delivery of medical services

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

Transportation — Arranging or providing transportation to medical or Medicaid services

Translation — Arranging or providing translation to an individual or family to access medical or Medicaid 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 ECI entities 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 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

Time Study Periods (Federal Fiscal Quarters)

1st Quarter - October, November, December
2nd Quarter - January, February, March
3rd Quarter - April, May, June
4th Quarter - July, August, September

To claim MAC must participate in time study

Participant List (PL) must be certified for entity to participate in the time study

To be included on the MAC claim, 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

If the participant performs more than one function.

Only list on the PL once in the 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. Then, choose the column of data (e.g. address, external ID) that may be duplicated. Then, highlight that column and choose the “conditional formatting” option. You’ll see an option there to “highlight duplicate values.”
PL - Development

An accurate PL is a critical part for ensuring eligibility for MAC.

If an ECI entity does not update/certify its PL the entity is ineligible to submit a MAC claim for that quarter.

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 ECI entities that have not certified their PL.

The PL provides a basis to identify the positions that may be included in the MAC claim.
## Requirements

### Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Opens/Begins</th>
<th>Closes/Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participant List (PL)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Quarter PL</td>
<td>08/15/2018</td>
<td>09/14/2018</td>
</tr>
<tr>
<td>2nd Quarter PL</td>
<td>09/15/2018</td>
<td>12/14/2018</td>
</tr>
<tr>
<td>3rd Quarter PL</td>
<td>12/15/2018</td>
<td>03/15/2019</td>
</tr>
<tr>
<td>4th Quarter PL</td>
<td>03/16/2019</td>
<td>06/14/2019</td>
</tr>
<tr>
<td><strong>Time Study (TS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Quarter TS</td>
<td>10/01/2018</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>2nd Quarter TS</td>
<td>01/02/2019</td>
<td>03/29/2019</td>
</tr>
<tr>
<td>3rd Quarter TS</td>
<td>04/01/2019</td>
<td>06/28/2019</td>
</tr>
<tr>
<td>4th Quarter TS</td>
<td>07/01/2019</td>
<td>09/30/2019</td>
</tr>
</tbody>
</table>

*(6 p.m. CT)*
E-Mail Correspondence

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 ECI 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, @hhsc.state.tx.us, extensions pass through firewalls and spam filters.
Contact Information

Time Study
Beverly Tackett
Alexandra Young

E-Mail Address:
TimeStudy@hhsc.state.tx.us

Web site:
https://rad.hhs.texas.gov/time-study/early-childhood-intervention.eci

Fairbanks, LLC.
info@fairbanksllc.com

(512) 490-3194
(888) 321-1225