Random Moment Time Study (RMTS)
Helpful Reminders for Beginning FFY 2021

As you prepare to start another year, Health and Human Services Commission (HHSC) would like to remind you to complete the following to make your job easier and ensure compliance with RMTS requirements.

1. **Administrative Staff excluded from the Participant List**

   The time study guide, approved by Centers for Medicare and Medicaid Services (CMS) on April 25, 2007, states:

   > Administrative staff, such as executive directors, program directors, principals, assistant principals, special education directors, and other managers/supervisory staff are not to be included in the time study. Likewise, there should be no clerical or administrative support staff included. These staff will be included in the claiming process by allocating their time and appropriate costs based on the total time study effort.

   HHSC does not have a CMS exemption from this requirement.

   Therefore, to maintain compliance with the CMS-approved time study guide, Early Childhood Intervention (ECI), Local Health Districts (LHD) and Mental Health and Intellectual Developmental Disabilities (MH_IDD) participating in the Medicaid Administrative Claiming (MAC) program must exclude these staff from their quarterly time study participant lists and cost pools for their annual cost reports. HHSC expects all Early Childhood Intervention (ECI), Local Health Districts (LHD) and Mental Health and Intellectual Developmental Disabilities (MH_IDD) MAC entities to be fully compliant with this requirement in federal fiscal year 2021.

2. **Update RMTS contacts information in State of Texas Automated Information Reporting System (STAIRS)**
   a. Delete any old contacts that are no longer with your entity. Review and update job titles and designated roles.
   b. Ensure e-mail addresses are current
   c. Ensure accuracy of physical addresses and phone numbers with extensions for all contacts.

3. **Important Information about RMTS Contacts**
   It is very important you ensure:
   a. Your Primary RMTS contact is an employee of the entity and not an employee of your vendor.

b. It is out of compliance for your vendor employees to be listed as the Primary RMTS Contact but it is permitted that they be listed as Secondary Contacts.

c. All logon information is personal and confidential and should **never** be shared or delegated to anyone. Failure to comply with this requirement could affect the entity's eligibility to participate in the RMTS.

4. New to MAC (Medicaid Administrative Claiming)

If you are new and this is your first year to participate in MAC, please:

a. Contact the HHSC Time Study unit (Timestudy@hhsc.state.tx.us) to receive the form necessary to set up your entity in STAIRS.

b. Log on to HHSC website and ensure someone (preferably two) from your entity registers for initial RMTS training as soon as possible.

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

https://rad.hhs.texas.gov/time-study/time-study-local-health-districts-lhd

https://rad.hhs.texas.gov/time-study/time-study-mental-healthintellectual-and-developmental-disability-mhidd

5. Participant List Oversight/Monitoring

a. Vacant Positions
   i. Only the vacant position(s) the entity anticipates filling during the quarter should be included on the PL
   ii. Should be reviewed and edited each quarter before the PL closes
   iii. Loading the PL with vacant positions limits the opportunity for the selected moment to be a reimbursable response
   iv. RMTS Contact responds to the moment as paid/unpaid leave
   v. If position is filled make sure to edit the first & last name and email address before forwarding to be responded to.
   vi. Excess ultimately lowers the RMTS percentage across the State

b. Duplicate Positions
   i. Identify and remove from PL
   ii. If more than one job function is performed by the participant, only include it once on the PL in the category/function performed majority of the time
   iii. An email will be sent to those entities identified as having possible duplicate entries
   iv. HHSC trained RMTS Contact will be responsible for removing duplicate entries prior to the PL close date

6. Responding to a selected moment

a. The RMTS Contact has the ability to identify staff who will be selected for a "moment" before the moment occurs.

b. The RMTS Contact will need to log into STAIRS and go to the "Time Study Sample" tab.
   i. Next, select the current quarter (October – December).
   ii. After selecting the current quarter, select the participant(s) who will not be able to respond to their moment during this time span.
   iii. After the participant(s) have been identified and selected, click on the "paid" or "unpaid" leave button.
   iv. You will not have to wait for their moment to occur in order to do this. Your input will take effect immediately.