



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
- 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



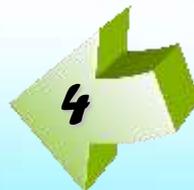
HHSC contractor codes moment



Participant responds to selected moment by answering moment online



RMTS Contact ensures selected participants are trained



RMTS Contact identifies pool of time study participants



HHSC Contractor identifies pool of available time study moments



HHSC Contractor randomly matches moments and participants

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 entity to participate in the time study.
- 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.

Requirements – Important Dates



Event	Opens/Begins	Closes/Ends
<u>Participant List (PL)</u>		(6 p.m. CT)
1st Quarter PL	05/18/2015	09/15/2015
2nd Quarter PL	09/16/2015	12/04/2015
3rd Quarter PL	12/05/2015	03/04/2016
<u>Time Study (TS)</u>		
1st Quarter TS	10/01/2015	12/11/2015
2nd Quarter TS	01/05/2016	03/31/2016
3rd Quarter TS	04/01/2016	05/25/2016

* Dates are subject to change

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

NEW

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". 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 2016
- 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.

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



Time Study

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<http://www.hhsc.state.tx.us/rad/time-study/ts-isd.shtml>

Fairbanks, LLC.

888-321-1225

info@fairbanksllc.com

The HHSC Time Study Unit assists with questions pertaining to:

Random Moment Time Study (RMTS)
On-line System (Fairbanks, LLC)
Participation Eligibility
Training

Quarterly Participant List
Sampled Participants
Compliance
Disqualification