

**Distribute via Fairbanks email**

To RMTS contacts

August 31, 2015

**Reminder #8**

**Federal Fiscal Year 2016  
(October 2015 to September 2016)**

**Random Moment Time Study (RMTS)  
Mandatory Annual Training for Independent School Districts**

RMTS annual training is mandatory for all independent school districts (ISDs) that wish to participate in the Medicaid Administrative Claiming (MAC) and/or School Health and Related Services (SHARS) programs. Training sessions are conducted by the Texas Health and Human Services Commission (HHSC).

It is crucial ISDs understand that compliance with the RMTS annual training requirement is mandatory. Failure to comply with this requirement will impact the ISD’s ability to draw federal funding for MAC and/or SHARS services provided. In addition, ISD’s will not be given full access to the online time study system for FFY 2016 until the annual training requirement is met.

The below link will take you to the HHSC Rate Analysis Department ISD training information webpage on which you will find details about training requirements, training registration, as well as a list of contacts should you have any questions.

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

**Upcoming Training Sessions for FFY 2016:**

<b>Date</b>	<b>Qtr</b>	<b>Mode</b>	<b>Type</b>	<b>Start</b>	<b>End</b>
09/01/15	1st	Webinar	Refresher	8:30 AM	11:00 AM
09/03/15	1st	Webinar	Initial	1:00 PM	4:30 PM
11/05/15	2nd	Webinar	Initial	8:30 AM	12:00 PM
11/19/15	2nd	Webinar	Refresher	1:00 PM	3:30 PM
02/02/16	3rd	Webinar	Initial	8:30 AM	12:00 PM
02/23/16	3rd	Webinar	Refresher	1:00 PM	3:30 PM

**"Initial versus Refresher"**

Training requirements can be met by one of two methods. RMTS Contacts who have never attended RMTS ISD training must attend “initial” training. Those who have attended an initial training may attend either initial or refresher training. See above website for additional details.

The training for RMTS Contacts is held separate from the training for MAC Financial Contacts and SHARS Cost Report Contacts. Training for the MAC Financial Contacts and SHARS Contacts will be offered closer to the actual financial reporting periods. Although an overview of the MAC Financial and SHARS Cost Report will be provided during the RMTS training, it is

mandatory for the MAC Financial Contact to attend the separate MAC Financial training and the SHARS Contact to attend the separate SHARS Cost Report training in order to have access to the online financials. Information about the MAC Financial and SHARS Cost Report training session is available at the links provided below.

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

SHARS - <http://www.hhsc.state.tx.us/rad/acute-care/shars/index.shtml>

If you have any questions, please contact the Texas Health & Human Services Commission (HHSC) Time Study Unit at [TimeStudy@hhsc.state.tx.us](mailto:TimeStudy@hhsc.state.tx.us) or (512) 490-3194