



Random Moment Time Study

Local Health Departments/Districts

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 at a 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

A blue stethoscope is positioned in the top right corner of the slide, partially overlapping the dark blue background.

- Determine the percentage of time the LHD 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 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 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



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 - July, August, September
- To participate in MAC must participate in RMTS.
- 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 sampled moments is required.
- There are Mandatory training requirements.

PL - Development



-

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; and
 - 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

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
 - If an LHD 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 LHDs 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



Event	Opens/Begins	Closes/Ends
<u>Participant List (PL)</u>		(6 p.m. CT)
1st Quarter PL	08/17/2015	09/15/2015
2nd Quarter PL	09/16/2015	12/15/2015
3rd Quarter PL	12/16/2015	03/15/2016
4th Quarter PL	03/16/2016	06/15/2016
<u>Time Study (TS)</u>		
1st Quarter TS	10/01/2015	12/18/2015
2nd Quarter TS	01/04/2016	03/31/2016
3rd Quarter TS	04/01/2016	06/30/2016
4th Quarter TS	07/01/2016	09/30/2016

*Dates 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 LHD 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 Unit

512-490-3194

Ray Wilson - Manager

Beverly Tackett – Team Lead

Alexandra Young – Rate Analyst

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

Time Study Web site:

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

Fairbanks, LLC.

888-321-1225

E-Mail Address: 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