



Office of the State
Superintendent
of Education

Medicaid

Random Moment Time Study (RMTS)

Frequently Asked Questions



Q: What is the purpose of RMTS?

A: It is a federal requirement that States and the District of Columbia must determine shared administrative costs for each Medicaid recovery program. The RMTS aids the District in accounting for the use of staff time when claiming federal Medicaid school-based health service funds to support administrative costs. In addition, participation in the RMTS process ensures that school districts are reimbursed by Medicaid for all Medicaid-allowable costs associated with the delivery of medically necessary services to Medicaid-eligible students with Individualized Education Programs (IEPs). Participants are not required to understand complicated Medicaid regulations or activity codes, and the entire online process takes no more than a few minutes to complete.

To facilitate this process for Independent Charter LEAs, OSSE has assumed the cost of providing LEAs with an automated RMTS process. With this service, even small LEAs can collect the data necessary to participate in claiming.

Q: How does RMTS work?

A: RMTS is based on 'moments' that are equal to one minute. Each 'moment' is randomly assigned. Participants are asked to document their activity during that assigned 'moment'. Every minute of a work day that students are in session and every minute of a work day considered paid time for staff participants will be included in the sample universe of eligible 'moments'. Only days that are designated federal or local holidays or days on which students and district staff will not be in attendance are excluded from the sample universe.

Q: Why should my LEA participate in the RMTS process?

A: LEAs are strongly encouraged to take advantage of this opportunity, so that you can maximize access to available funding, secure needed resources, and enhance service delivery in your LEA.

Q: What is the process of enrolling my LEA in the Random 'Moment' Time Study?

A: Please contact the Medicaid Recovery Unit within OSSE at (202) 741-6412 or via email at Medicaid.osse@dc.gov. We are also available on the internet at <http://osse.dc.gov/service/medicaid-recovery-unit>. An OSSE RMTS coordinator will walk you through the enrollment process.

Q: Now that my LEA is enrolled and ready to go, who are the personnel that are required to participate?

A: Any staff member who performs direct service and personal care service activities will participate in a quarterly time study. Each LEA must designate a Program RMTS Coordinator. This individual is designated to provide oversight for the implementation of the time study. The LEA must also provide an Assistant RMTS Coordinator to provide back-up support for time study responsibilities. 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.

Q: What are direct service and personal care service activities? Where can I find a list of what qualifies as an allowable activity?

A: There are 2 cost pools for Medicaid-covered school-based health services in the District of Columbia:

- Direct Service Cost Pool – which consist of:
 - Audiology Services
 - Behavioral Supports (Counseling Services)
 - Nutrition Services
 - Occupational Therapy
 - Orientation and Mobility
 - Physical Therapy
 - Psychological Evaluation
 - Skilled Nursing
 - Speech-Language Pathology

and

- Personal Care Service Cost Pool
 - Personal Care

You can find a list of allowable activities on our website <http://osse.dc.gov/service/medicaid-recovery-unit>, where you can download a copy of the LEA Medicaid Guidelines. You will also find a brochure you can print for your convenience or you can call the Medicaid Recovery Unit at (202) 724-6412.

Q: What is the responsibility of the RMTS Program Coordinator at my LEA?

A: The RMTS Coordinator is responsible for submitting quarterly updated staff rosters, supporting documentation for the study and ensuring an adequate response rate among sampled staff.

Q: What is the responsibility of the sampled participants?

A: It is the participant's responsibility to respond in a timely manner to every notification and also to provide responses that are accurate, thorough, and give a clear picture of the activity.

Q: What if a participant leaves the school during the sampled period?

A: When a participant leaves the school and his or her position is filled, the 'moments' sent to that provider will be reassigned to the new participant (provider). The OSSE RMTS Coordinator must be notified of any provider staff changes to your LEA as soon as possible.

Staff rosters will be updated on a quarterly basis to reflect staff changes, but staff replacement updates can be done routinely.

Q: Are there any RMTS trainings?

A: Yes, RMTS trainings are provided on an as needed basis. Notifications for trainings will be sent out to the LEAs when trainings are scheduled. Newly enrolled LEAs will receive a full and comprehensive training so that the designated LEA RMTS coordinator is fully equipped to provide this training in-house to all involved staff.

Q: Who must attend the training?

A: Each LEA's RMTS Coordinator staff must attend all trainings.

Q: How will the training be conducted?

A: Trainings will be provided live and via WebEx by the RMTS contractor. The RMTS coordinator will then train the RMTS participants using a PowerPoint designed by the RMTS contractor.

Q: How does the Random Moment Sampling (RMS) system select what workers will be sampled?

A: RMS is based on a federal quarterly reporting system, July – September, October – December, January – March and April – June. Prior to the beginning of a quarter, the RMS system scans its database of all staff to be sampled and creates a randomly selected "sample set" for the upcoming quarter.

Q: How do the participants know they have been selected?

A: Time study participants are notified via email of their requirement to participate in the time study and of their sampled 'moment'.

Q: When must the participants complete the 'moments'?

A: The RMTS participant will receive email notifications when he or she has been randomly selected for a sample study. Each notification is sent in a separate e-mail and must be responded to individually. Pre-notification is sent 5 business days before the 'moment', followed by another pre-notification 24 hours before the 'moment' and finally, notification 0-15 minutes before the actual 'moment'. If observation is not completed, reminders are sent 24 hours and 48 hours after the 'moment'. Be aware that the observation expires 72 hours after the initial 'moment' (weekends & federal holidays are excluded in the timing).

Q: Is there a penalty for not completing a sampled 'moment'?

A: A minimum of 85% of all 'moments' sampled within the District must be completed by the sampled staff. Failure to complete sampled 'moments' could impact the time study results and reduce the amount of reimbursement available to those participating in the program. In addition, lack of participation could limit the District's ability to continue to participate in the program, which would eliminate the ability to claim reimbursement. In essence, all LEAs will suffer if the response rate falls below 85%.

Please note that *failure to comply with the participation requirement may result in the LEA being excluded from the RMTS for that quarter. If excluded from the RMTS, the LEA will not be able to participate in the direct services claiming for the next quarter.*