

Who is eligible to participate?



Staff performing Medicaid-related activities in an LEA seeking reimbursement should participate in the District-wide time study using the approved Random

moment Time Study methodology. Any staff member who performs Direct Service and Personal Care Service activities will participate in a quarterly time study. Administrative staff such as executive directors, program directors, principals, assistant principals, special education directors and other managers/ supervisory staff is not to be included in the time study.

The following categories of staff have been identified as appropriate participants for the District of Columbia providers' time studies:

- ◆ Audiology
- ◆ Behavioral Supports
- ◆ Nutrition Services
- ◆ Occupational Therapy
- ◆ Orientation and mobility
- ◆ Physical Therapy
- ◆ Psychological Evaluation
- ◆ Skilled Nursing
- ◆ Speech-Language Pathology
- ◆ Specialized Transportation

For additional information,
please contact:

The Medicaid Recovery Unit

Yvonne S. Smith
Chief Utilization Manager



Office of the State
Superintendent of Education
Operations Division
Government of the District of Columbia
1050 First St, NE, 3rd Floor
Washington, DC 20002
(202) 724-6412 (o)
(202) 741-0227 (f)



Government of the
District of Columbia

Your Guide to Understanding Medicaid's Random Moment Time Study Requirements

Office of the State
Superintendent of Education
Operations Division
Medicaid Recovery Unit

What is the purpose of RMTS?

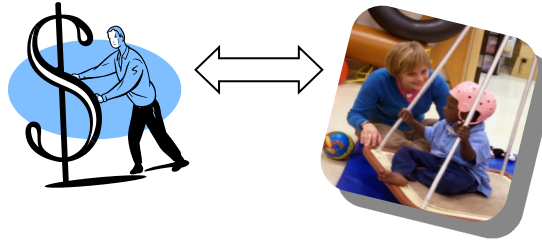
The Random Moment Time Study aids the District in accounting for the use of staff time when claiming federal funds to support costs. The purpose of the RMTS is to fairly allocate the costs, based on the fact that it is a federal requirement that States and the District of Columbia must determine shared administrative costs for each program.

Participation in the Random Moment Sampling (RMS) 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 Local Education Agencies (LEAs), the Office of the State Superintendent of Education (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.

Why should my school participate in the RMTS process?

LEAs are strongly encouraged to take advantage of this opportunity to maximize funding levels, access needed resources, and enhance service delivery in your LEA.



Is there a penalty for a provider not completing their sampled 'moment'?

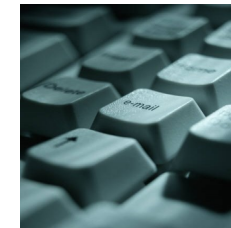
A minimum of 85% of all 'moments' sampled within the district must be completed by the sampled staff. Failure to complete sampled 'moments' could impact the time study results and reduce the amount of reimbursement available to those participating in the program and could limit the District's ability to continue to participate in the program which would eliminate their ability to claim reimbursement. In essence, all LEAs will suffer if the response rate falls below 85%. If the response is incomplete, we may not be able to accurately identify all Medicaid activities, which will affect reimbursement to all LEAs. *Failure to comply with the 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.*

What are the various responsibilities within the LEA?

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.

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.

For Enrollment Information?



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.