

# SHARS Quick Reference Guide – Random Moment Time Study (RMTS)

## Introduction to Random Moment Time Study (RMTS)

- RMTS is a statistically valid sampling method used to determine the proportion of time school staff spend performing Medicaid-eligible activities, crucial for accurate Medicaid reimbursement.
- The objective is to accurately capture and report the time spent on direct medical and educational services, ensuring schools receive fair Medicaid reimbursement for medical based service delivery.

## Participants in RMTS

- School staff involved in direct medical services, personal care, and educational activities.
- Includes therapists, nurses, and other eligible providers.

## Process Overview

- **Annual Training:** Participants must complete RMTS training annually.
- **Moment Selection:** Moments are randomly selected, and participants are notified via email.
- **Responding to Moments:** Participants document their activities during the selected moment, providing detailed descriptions and categorizations (educational, direct medical, personal care).

## Compliance and Reporting Requirements

- Accurate and timely responses to RMTS moments are mandatory.
- Documentation should detail the activity performed and its relevance to Medicaid-eligible services.

## Documentation Requirements

For every RMTS moment, participants are required to answer three critical questions to ensure accurate and comprehensive documentation. These questions are designed to capture the essence of the activity being performed during the sampled moment. These questions help in classifying the activity correctly as either direct medical service, educational service, or other, providing vital information for Medicaid reimbursement calculations.

- **What Were You Doing?** Describe the specific activity you were engaged in at the moment of selection.
- **Who Were You With?** Indicate whether you were with students, colleagues, alone, etc., and if with students, how the activity relates to their educational or medical needs.
- **Why Was the Activity Performed?** Explain the purpose of the activity and how it relates to educational and/or medical services within the school setting.

## Educational vs. Medical Services

- **Educational Services:** Activities related to teaching and learning, including classroom instruction, lesson planning, and academic assessments. Not directly billable to Medicaid but crucial for RMTS reporting to show the distribution of staff time.
- **Direct Medical Services:** Services that are health-related and can be billed to Medicaid. Includes therapy sessions, nursing services, diagnostic testing, and any direct care provided to students as part of their individualized education plans (IEPs) or 504 plans.

## Reminders

- Participation is required by all district's seeking SHARS reimbursement.
- If selected, you are required to attend a brief training (once a school year) and answer a brief survey.
- Keep an eye out for additional information from your district's SHARS representative.

This guide integrates specific processes, responsibilities, and compliance tips from the detailed RMTS information and aligns with best practices at the time of its creation. It's designed to be a concise, easy-to-navigate resource for school staff participating in the RMTS process.



# Let's Practice

---

## Knowledge Check

- What is the primary purpose of the Random Moment Time Study in Texas schools?
  - a) To track the attendance of students.
  - b) To determine time spent on medical based care in school staff activities.
  - c) To monitor the performance of school staff.
- Which of the following activities should be documented in a RMTS moment? (Select all that apply)
  - a) Conducting a therapy session.
  - b) Planning a lesson.
  - c) Taking a lunch break.
- Who is responsible for ensuring accurate and timely RMTS documentation?
  - a) The school principal.
  - b) Each individual RMTS participant.
  - c) The district superintendent.

## True or False

- **True or False:** RMTS is only applicable to medical staff within schools.
- **True or False:** Every moment selected in RMTS requires a detailed documentation of medical services only.
- **True or False:** Only activities directly billable to Medicaid should be reported in RMTS moments.
- **True or False:** Responding to RMTS moments is optional for selected participants.
- **True or False:** Educational activities cannot be included in RMTS documentation.
- **True or False:** Missed RMTS moments do not require follow-up.

## Scenarios

- Mr. Smith, a school nurse, receives an email notification for an RMTS moment while he is conducting a vision screening for a student. Should he:
  - a) Ignore the email because he is busy.
  - b) Record his activity as non-billable because it's a health screening.
  - c) Document the vision screening as a direct medical service in his RMTS response.
- Ms. Johnson, a speech therapist, did not complete her annual RMTS training due to a scheduling conflict. She receives a moment selection notification. What should she do next?
  - a) Proceed with documenting the moment as usual.
  - b) Contact her SHARS coordinator to reschedule her training before responding to the moment.
  - c) Assume she cannot participate in RMTS for the year.

## Medical or Educational

- **Medical or Educational:** Administering medication to a student.
- **Medical or Educational:** Assisting a student with homework in an afterschool program.
- **Medical or Educational:** Conducting a speech therapy session for language development.
- **Medical or Educational:** Providing instruction on using assistive technology devices in the classroom.
- **Medical or Educational:** Evaluating a student's progress in physical therapy for motor skills development.
- **Medical or Educational:** Leading a group discussion on the importance of brushing your teeth in a self-contained classroom.
- **Medical or Educational:** Providing first aid to a student after a minor playground injury.

02.13.2024

