

Journeying Forward: Navigating Participate Lists and RMTS Training

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Trip Itinerary

- Explore the participant list
- Review the flight manifest – Who's in and who's not
- Wade through the RMTS basics
- Plan for future expeditions - Best Practice



What is the Participant List?

A list of all district employees and contract staff that provide a SHARS service and MAC services



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Participant List Reminders

- District must have 2 district employees trained annually.
 - SSA, Co-op and third-party vendor's do not count towards this training requirement.
- District RMTS Primary Contacts must complete an annual training prior to the 1st quarter PL due date.
- Districts Secondary must be trained prior to the 2nd quarter PL due date.
- Training dates can be found on the [Provider Finance website](#)



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Review the flight manifest – who's in and who's not.



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Who should I include on my district's participant list?

SHARS Direct Medical Categories

- Registered Nurses (RN)
- Licensed Vocational Nurses (LVN)
- Advanced Practical Nurses (APRN)
- Delegated Nursing Services
- Physicians (MDs & DOs)
- Licensed Audiologist
- Licensed Assistant in Audiology
- Licensed Occupational Therapist (OT)
- Certified Occupational Therapy Assistant (COTA)
- Licensed Physical Therapist (PT)
- Licensed Physical Therapy Assistant (LPTA)
- Licensed Psychologist
- Licensed Specialist in School Psychology (LSSP)
- Licensed Psychiatrist
- Licensed SLP
- Licensed Assistant in SLP
- Licensed SLP Intern
- Licensed Professional Counselor (LPC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Clinical Social Worker (LCSW)
- **Personal Care Service Providers**

MAC only Categories

- Behavioral Counselor
- Interpreter/Translator/Bilingual Specialist
- Licensed Bachelor of Social Work (LSW)
- Licensed Master of Social Work (LMSW)
- Physician Assistant (PA)
- Pregnancy, Education & Parenting Program Personnel
- Psychology Intern
- Orientation & Mobility Specialist
- Outreach Workers
- Service Coordinator/Case Managers
- TEA -or SBEC-Certified Speech Therapist

Who should not be included on my district's participant list?



- Superintendents
- Executive Directors
- Program Directors
- Special Education Directors
- Principals
- Assistant Principals
- Manager or Supervisors
- Bus Drivers
- Bus Monitors



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Poll Questions

1. Tricia is nurse at your district. She wins the lottery and retires on October 1st. Laurie takes her position. Can Laurie bill for services?

Answer: Yes. Laurie Woodel can bill for services since the participant list is position based not person based.

2. I have federally funded employees. Should I include them on the PL since salaries have to be backed out anyway?

Answer: Yes. Federally funded employees should be included on the PL so that if their funding source changes during the quarter their financials can be included on the cost report.

3. I removed a provider from the PL because they weren't billing. Now the provider has a Medicaid eligible student. Can the provider still bill for services?

Answer: No. If a position is not listed on the PL, services can not be billed until the next quarter opens and the provider is added.

Random Moment Time Study

Random Moment Time Study (RMTS) is a key component of Texas School Medicaid claiming, providing a statistically valid method to determine how much time staff spend on Medicaid-eligible activities



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RMTS Basics

- Participants are randomly selected to answer a brief survey.
- Participants are notified via email 3 days prior to their selected moment.
- Participants have 7 calendar days to answer their survey.
- Prior to answering the survey, participants must be trained.
- If participant does not answer within 7 calendar days, the moment is disqualified



RMTS Questions

Who was with you?

What were you doing?

Why were you doing it?



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Understanding educational services

Educational services encompass all instructional and support activities aimed at enhancing student learning. These include direct classroom teaching, curriculum planning, student assessments, and educational counseling not related to a medical diagnosis.



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Understanding Direct Medical Services

Direct medical services refer to activities directly related to assessing, diagnosing, treating, and managing students' health needs. These services, which are reimbursable by Medicaid, include therapies (physical, occupational, speech), nursing interventions, psychological services, and nutritional counseling.



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FAQ on Service Categorization

1. If a teacher is meeting with a parent to discuss a student's health plan, how should this be categorized?

Answer: Meetings focused on health plans should be considered under medical services, as they pertain directly to the student's health needs and coordination of care. (Note: It isn't billable, but it may be a medical service for RMTS purposes.)

2. When a student receives assistance with medication from a school staff member during school hours, how should this be documented?

Answer: Assistance with medication should be categorized as medical, as it directly involves managing the student's health needs.

3. If a service can be considered both educational and medical, how should it be classified?

Answer: Consider the primary purpose of the service at the time of the moment.



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Best Practice Suggestions for RMTS

1. Provide a brief introduction to RMTS for all staff. This could even be in writing.
2. Contact staff and train them prior to their specific selection for RMTS.
3. Schedule a time with them to complete and submit their moment.
4. The chosen staff member should be the one to enter the data.
5. Staff members should enter a session log to support their documented moment.

Questions ?



Type questions in the Zoom Q&A window to have them answered now.

If you would like to speak to a TASB consultant email SHARS@tasb.org