

Random Moment Time Study Participant Training

2019



PUBLIC
CONSULTING GROUP

Solutions that Matter

Agenda

- AOP Program Overview
- What is the School-Based Services Program
- Staff Pool List (AOP, DS, CM, PC)
- Random Moment Time Study
- RMTS Questions
- Frequently Asked Questions
- How should I respond to the RMTS survey questions?
- Tips for specific situations



AOP Program Overview

- The Administrative Outreach Program (AOP) offers reimbursement for the costs of the administrative activities, such as outreach, that are in support of the Medicaid State Plan and that support efforts to identify and enroll potentially eligible persons into Medicaid.

These activities fall into several categories:

- Medicaid Outreach
- Facilitating Medicaid Eligibility Determination
- Transportation Arrangement Related to Medical Services
- Translation Related to Medical Services
- Program Planning, Policy Development, and Interagency Coordination Related to Medical Services
- Medical-Related Training
- Referral, Coordination and Monitoring of Medical Services



What is the School-Based Services Program:

- The school setting offers opportunity to reach children and families to inform them of and encourage them to enroll in the Medicaid Program, as well as to provide assistance to students in accessing medical services.
- Since most children attend schools, and most parents consider schools a trusted conduit for important information, schools are a critical link to reach uninsured children who may qualify for Medicaid services.
- Public schools in Michigan provide physical health, mental health, and substance abuse care services. Coordination and follow-up activities are provided when screening and evaluations identify a specific need of the student.
- Federal statute and regulations allow for reimbursement by Medicaid to certain governmental entities that provide Medicaid-related services.



Staff Pool List (AOP, DS, CM, PC)

AOP Staff – Administrative and non-credentialed employees

Direct Service – Providers that perform direct services and have proper credentials

Case Management – Assesses, develops, refers, and monitors student education plans

Personal Care – Provides a range of human assistance to persons with disabilities and chronic conditions

Random Moment Time Study

- The Random Moment Time Study (RMTS) process is a federally approved technique of polling a statistically valid sampling of randomly selected participants.
- The RMTS method measures the work effort of the entire group of approved participants involved in the schools Medicaid and health-related services programs by sampling and analyzing the work efforts of a randomly selected cross- section of the group.
- A computer program chooses each moment randomly from the total working hours of all the school days of the entire quarter and assigns the selected moment to an eligible participant.
- Notification of the chosen moment will go out to the chosen participant one week prior to the selection of time. After “living” the moment, participants will document their activity in a narrative format.
- ***Your participation is mandatory, but will only take a few minutes of your time.***



RMTS Questions

- 1. Is the service you provided part of the child's medical plan of care or for which medical necessity has been determined?**
 - (Radio buttons with the options of "Yes – IEP/IFSP", "Yes- medical plan of care other than an IEP/IFSP (i.e. 504 plan, student health plan, nursing plan, physicians order, crisis intervention services)", "medical necessity established in other method", ("No" or "N/A".)
- 2. Who was with you? (open text response)**
 - Student, PT, Counselor, Special Education Coordinator
- 3. What were you doing? (Open text response)**
 - Providing PT, At lunch, In an IEP Meeting discussing speech services, teaching math
- 4. Why were you performing that activity? (open text response)**
 - Speech services per IEP, Discussing student's need for academic services
- 5. Are you the child's case manager? (For targeted case management only)**



Frequently Asked Questions: RMTS

What is the Random Moment Time Study (RMTS)?

The RMTS is the federally accepted method of documenting the amount of staff time spent on direct service and administrative outreach activities.

What is the purpose of the RMTS?

The RMTS is a program requirement that helps schools receive federal reimbursement for time spent on allow-able related activities.

What is my role in the RMTS?

Your role is to respond to all moments you have been selected for in a timely manner.

How did I get selected to complete an RMTS survey?

Your district's RMTS coordinator identified you as a person who performs activities related to Medicaid and health-related services as part of your job.

How many RMTS surveys will I get?

It varies, but people typically receive 0-5 surveys per quarter.

How long does it take to complete an RMTS survey?

The survey is five questions and can usually be completed in less than five minutes.



How should I respond to the RMTS survey questions?

- Provide truthful and thorough responses. There are no wrong answers, but re-member to answer completely and accurately. Do not include student names.
- The survey asks about **one minute** in time. When answering your RMTS survey, provide specific information about that **sixty second period**.
- When responding to the “why” question, think about the intended outcome of the activity you were doing.
- You should **not** drop everything to complete your RMTS survey. However, you should complete it as soon as possible after the moment passes. Ideally, complete the RMTS survey before leaving work for the day.
- If you are absent, not scheduled, or leaving work before your moment occurs, complete it the next day.
- If you are not working with a student at the time of your moment, that is fine. You should still complete the moment and respond with the activity you were doing at that date and time.



Tips for specific situations:

IF YOU WERE...	TELL US...
In an IEP meeting	What was the single topic of discussion at your assigned RMTS time?
Conducting an assessment	What type of assessment were you conducting?
Discussing a student	What was the single topic of discussion at your assigned RMTS time?
On a prep period	What were you preparing at the time of your moment?
Completing an IEP	What specific part of the IEP was being worked on at the time of your moment?
Working on an IEP goal	What specific goal was being worked on at the time of your moment?
Working on email	What was the content of the specific email you were reading or writing?
Driving to next location	What was the first task completed upon arriving at your next location?
Completing multiple tasks	What one specific task was being completed at the exact time of your moment?
At a conference	What was the topic of discussion at the time of your moment?





Solutions that Matter