



Random Moment Time Study

At-A-Glance for MI Personal Care Aides

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 allowable 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 long does it take to complete an RMTS survey?

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

Is an IEP considered a Medical Plan of Care?

IEPs containing medical services are considered to be a type of Medical Plan of Care.

How should I respond to the RMTS survey questions?

- Provide truthful and thorough responses. There are no wrong answers but remember to answer completely and accurately. Do not include student names.
- The survey is asking about one minute in time. When answering your RMTS survey, provide specific information about that sixty second period

Tips for specific situations

IF YOU WERE...	ANSWERS SHOULD REFLECT SPECIFICALLY...
Providing Personal Care activities - Toileting, Feeding, Mobility, Safety monitoring, transitioning, Behavior support, etc.	How specifically were you assisting the student with the personal care activity? Indicate the plan of care that directs the personal care service you are providing.
Redirecting a student	Were you intervening in order to redirect inappropriate behavior or to keep the student focused on an assignment?
Providing/Receiving training for one-to-one care of a student	Is the care you're receiving/providing at the time being provided to the student simultaneously during the training you are receiving/providing?
With a student on a sensory break	At your assigned RMTS time, were you providing supervision or physically helping to calm the student?
Opening a student's lunch packages	Were you actively assisting the student due to their disability, or for another reason? Please explain why?
Taking a student to the bathroom	What disability requires the service to be provided?
One-to-One activity	Please indicate the specific activity you were doing and if it is directed by a plan of care
On a prep period	What were you preparing at your assigned RMTS time and Why?
Preparing for a meeting or in a meeting	If preparing, what specifically were you preparing? If in a meeting, what specifically was being discussed at your assigned RMTS time?
In an IEP/504/other plan of care meeting	What was the specific topic of discussion at your assigned RMTS time?
Working on email	What was the content of the specific email you were reading or writing at your assigned RMTS time?
Talking on the phone	What was the specific topic of discussion at your assigned RMTS time?
Driving to next location	What was the First Activity you participated in once you entered the building at your <u>New Destination</u> ?
Conducting an assessment/evaluation	What type of assessment/evaluation were you conducting at your assigned RMTS time and Why? Was this an initial or re-evaluation?
Discussing a student	What was the single topic of discussion at your assigned RMTS

	time?
Completing an IEP/504/other plan of care	What specifically were you documenting on the IEP/504other plan of care at your assigned RMTS time?
Working on an IEP/504/other plan of care goal	Was the goal related to academics, health or behavior?
Billing for services or documenting progress notes	All activities associated with the direct service being performed are considered part of providing the service. Medicaid Billing is included. For progress notes , were you working on quarterly/monthly/weekly/daily progress reports at your assigned RMTS time? Was the data related to academics, health or behavior?
Writing assessment/evaluation reports	Was the report related to academics, health or behavior? Was this an initial or re-evaluation?
Completing multiple tasks	Which specific task was getting your immediate attention at your assigned RMTS time?
At a conference/training/PD	What was the specific topic of discussion at your assigned RMTS time?
Speaking with a colleague	What was the single topic of discussion at your assigned RMTS time?

General Tips

- Please be sure to accurately answer the questions regarding the **student’s classification** and the **plan of care** that directs the service you are providing.
- When answering questions, be sure to specifically state how you were assisting the student. (academic, physically, emotionally, behavioral support)
- Only complete your moment for the assigned date and time. The assigned moment in time relates to one specific **minute** in your day.
- Always remember to indicate what type of **plan of care** the student has on record (ex. **IEP/IFSP, 504 Plan, Nurse/Health Plan**, etc.)
- 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 your assigned RMTS date and time.
- Please do not include the student(s) name or identifying information.