



Random Moment Time Study

At-a-Glance for Administrative Outreach Cost Pool

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.

I don't deliver services to students, why am I on the list to receive the RMTS survey?

The AOP program offers Federal reimbursement for the costs of administrative activities that support the delivery of direct services including:

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

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 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...	PLEASE TELL US IN YOUR MOMENT...
In training, professional development, or conference	The topic of the training and what was being discussed or facilitated during your sampled one minute of time.
Completing an IEP or other plan of care	What specifically were you documenting on the IEP/504 other plan of care at your assigned one minute of time?
Working on an IEP or other plan of care goal	Was the goal related to academics, health or behavior?
Completing multiple tasks	Which specific task was getting your immediate attention at your one minute of time?
In an IEP or other plan of care meeting	What was the specific topic of discussion at your one minute of time?
Speaking with a colleague	What was the single topic of discussion at your one minute of time?
Preparing for a meeting or in a meeting	What specifically were you preparing? If in a meeting, what specifically was being discussed at your one minute of time?
Working on email	What was the content of the specific email you were reading or writing at your one minute of time?
Talking on the phone	What was the specific topic of discussion at your one minute of time?
Driving to next location	What was the First Activity you participated in once you entered the building at your <u>New Destination</u> ?
Discussing a student	What was the single topic of discussion at your assigned one minute of time?

General Tips

- Only complete your moment for the assigned date and time. The assigned moment in time relates to one specific **one minute** in your day.
- 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.