

Ohio Medicaid Schools Program

Random Moment Time Study (RMTS)

Presented by:

The Ohio State University Medical Center &
University of Massachusetts Medical School
Center for Health Care Financing

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Agenda

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RMTS Overview

- Objective:
 - To identify the proportion of time allowable and reimbursable under the MAC program and Direct Service cost report.
 - Effective October 1, 2009, Ohio school districts will participate in a statewide quarterly Random Moment Time Study (RMTS):
 - Completed using an online web-based system
 - All participants will be combined into one of three statewide cost pools
 - Completed during three quarters of the school year (Oct-Dec, Jan-March, April-June)
 - Results will be combined into statewide percentages to be used with direct service cost reports and MAC claims
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RMTS Overview

Benefits of RMTS

Administratively simple-- Participants only document activity for a randomly assigned moment in time!!

Easy to use, centralized online system and online trainings provided by ODE

A random sample of participants are selected from a pool of all participating school districts

Participants do not need to know activity codes!!

Time study results are calculated and distributed by ODE

ODE contractor to assist school districts with monitoring compliance

RMTS Overview

- A centralized online system will be used by all RMTS participants
 - Easy to use!
 - No cost to school districts for using system
 - Available 24 hours per day/7 days per week
 - Online user guides and training tools provided
 - Real-time reports available to assist with monitoring participation
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RMTS Overview

- A random sample of participants are asked to answer the following questions at a random moment:
 - Who was with you?
 - What were you doing?
 - Why were you performing this activity?
 - Participants can choose responses from a list of answers or provide a written response if the answers do not apply.
 - Participants are *NOT* responsible for knowing activity code descriptions.
 - ODE contractor will code responses to an activity code and calculate RMTS percentages.
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School District Responsibilities

- Designate a Program Coordinator
 - Submit school district calendars/staff hours which are used to determine eligible moments. (A moment is defined as a specific one-minute unit of a specific day.)
 - August 15th: Initial calendar
 - March 1st: Updated calendar with changes/final day of school
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School District Responsibilities

- Calendars should represent core hours that staff are expected to be at school
 - Calendars should:
 - Include staff start and end times
 - Indicate staff days, even if students are not in school
 - Indicate in-service days and state testing days
 - Calendars should NOT include:
 - Extended day programs, either prior to or after the start of the school day
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School District Responsibilities

- Submit a list of eligible RMTS participants:
 - Quarter ending 12/2009:
 - ODE will email blank template to school districts
 - Complete all required fields in the template
 - Return completed template to ODE
 - Ongoing quarters:
 - UMMS will email template which includes current participant information, 45 days prior to the start of the quarter
 - Make all necessary changes to existing data
 - Email updated template to UMMS 30 days prior to the quarter
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Eligible RMTS Participants

Cost Pool 1	Cost Pool 2	Cost Pool 3
<ul style="list-style-type: none"> • Licensed Audiologists, Aides • Licensed Speech-Language Pathologists, Aides • Licensed Professional Clinical Counselors • Licensed Counselors • Licensed Registered Nurses • Licensed Practical Nurses (LPNs) • Licensed Occupational Therapists • Licensed Occupational Therapy Assistants (COTAs) • Licensed Physical Therapists • Licensed Physical Therapy Assistants • Licensed Psychologists • Licensed School Psychologists • Licensed Psychiatrists • Licensed Independent Social Workers • Licensed Social Workers 	<ul style="list-style-type: none"> • Targeted Case Management (TCM) Personnel <p><i>NOTE:</i> as specified in an IEP and not included in any other category in Cost Pool 1, but possibly titled in categories in Cost Pool 3</p>	<ul style="list-style-type: none"> • Bilingual Specialists • Interpreters (Hearing Impaired) • Orientation & Mobility Specialists • Program Specialists • Psychology Interns • Special Education Administrators • Social Work Interns • Teacher Consultant • Professional Pupil Service License Holders: School Psychologists/School Counselors

RMTS Participant Template

- Complete all required fields for each participant:
 - Employee ID: Unique identifier up to 15 characters
 - First/Last Name:
 - Email address: Email address of participant
 - Job Description: Choose appropriate description from drop-down list
 - Job Type E/C: E=employee, C=contractor
 - Cost Pool: Cost Pool 1, 2 or 3
 - *Note:* Exclude anyone paid with 100% federal funds
 - *Note:* Contractors should not participate in the RMTS

Employee ID #	Last Name	First Name	Email address	Job Description	Job Type	Cost Pool
200	Smith	Mary	Msmith@yahoo.com	Licensed Registered Nurse	E	1
201	Doe	John	Johndoe@yahoo.com	Licensed Speech/language Pathologists	C	1
202	Brown	Jane	JBrown@yahoo.com	Licensed Physical Therapist	E	1

RMTS Participant Template

- Tips regarding participant lists:
 - Be sure to submit an accurate list of eligible participants at the beginning of each quarter.
 - Inaccurate lists may impact an LEAs participation rate requirement
 - If participants leave the district during the quarter, submit a ‘Change of Status’ form to UMMS
 - Be sure to complete information in all columns
 - Do not eliminate any of the columns included in the file
 - Only use the drop-down boxes for selecting the job description
 - Be sure to verify staff qualifications/licensure for participants designated as “Medicaid Defined”
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RMTS Process

- Participants from all school districts are combined into one of three statewide cost pools.
 - Moments are randomly selected from each cost pool and assigned to participants:
 - A participant may be randomly assigned multiple moments within a quarter.
 - Participants will receive an email from schoolbasedclaiming@umassmed.edu which includes a User ID and temporary password for the online system.
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RMTS Documentation

- If a participant is assigned a moment, they will receive an email from schoolbasedclaiming@umassmed.edu three (3) days prior and at the moment they have been selected for.
 - Participants provide answers to the following questions at their randomly assigned moment and certify their responses:
 - Who was with you?
 - What were you doing?
 - Why were you performing this activity?
 - *Note:* Participants cannot document future moments.
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RMTS Documentation

- Participants will receive follow-up emails from schoolbasedclaiming@umassmed.edu 2 hours, 24 hours, 48 hours, 72 hours and 96 hours after the assigned moment if they do not complete it.
 - After five (5) business days, the participant will no longer be allowed to complete or edit their moment.
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RMTS Documentation

- Program coordinators should encourage participants to answer RMTS questions accurately:
 - Mention if the student has an IEP for the service being delivered
 - Mention if you are discussing a specific student, or “students” in general
 - For RMTS purposes, “related services” means the delivery of health related services (OT, PT, Speech, etc). This term should not be used to describe academic or social services.
 - “General Supervision of Students” should not be used when discussing a student’s health or academic services. It is intended for time spent filling in for a classroom teacher, hall duty, bus duty, etc., not to take the place of monitoring or following up on a child’s health or education services
 - Answer ‘Not scheduled to work’ for moments outside of work hours
 - Pick the primary activity when you record your moment
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RMTS Monitoring

- A statewide compliance rate of 85% must be met. If this is not met a penalty will be applied by adding non-reimbursable time to the RMTS results.
 - An oversample of moments will be used.
 - UMMS, ODE and Program Coordinators will monitor the compliance rate throughout the quarter using management reports from the online system.
 - Moments by Date Report
 - Completed Moments Report
 - Not Completed Moments Report
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RMTS Validation

- Program coordinators will be responsible for validating time study responses.
 - A random statewide sample of 5% of the assigned moments will be selected for validation.
 - Program Coordinators will be notified of participants/moments in their school district that have been chosen for validation.
 - Validation must be completed within five (5) calendar days
 - Validation includes:
 - 1:1 conversations with RMTS respondents to verify activities indicated in RMTS survey correspond to employee duties
 - Staff schedule verified to assure RMTS completed when staff was scheduled for work
 - Staff schedule verified to assure RMTS completed corresponds to expected/likely job duties that that time period
 - Verification of e-mail addresses to rule out e-mail failures for all non-respondents
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RMTS Results

- Statewide RMTS results will be calculated per cost pool and distributed to providers to be included in their direct service cost report and MAC claim.

Questions

Ohio Department of Education
schoolmedicaid@ode.state.oh.us

University of Massachusetts
School-Based Medicaid Program
Schoolbasedclaiming@umassmed.edu
