School-Based ACCESS Program (SBAP) Random Moment Time Study (RMTS)

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What is a Random Moment Time Study

RMTS is federally approved and participation is required for Medicaid reimbursement for school-based services health-related services

LEAs are part of a statewide RMTS used to determine the frequency of staff participation in a Medicaid-reimbursable activity

A participant list is certified before the quarter for two cost pools: one with Direct Service Personnel (DSP) and one with Administrative Personnel (AP)

SBAP Coordinators in each LEA monitor RMTS compliance to assure district compliance. **The compliance goal is to strive for a 100%** response rate. DHS may issue Warning letters to LEAs that fail to meet compliance rate of at least 85%. Continued Non-compliance may result in DHS imposed sanctions on participation.

RMTS captures activities performed at a randomly selected moment, which may include direct services, lunch, paid time off, preparation when students are not in school, etc.

Timeliness, completeness and accuracy of responses is critical

SBAP RMTS - Why does the School Calendar and work schedules matter?

School Calendars are critical to make sure that moments are not created on a day when ALL school staff are not working

Having an accurate work schedule for participant is critical in achieving program compliance as well as revenue maximization
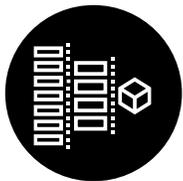
E-SivicMACS allows for multiple work schedules for an LEA to select from for their participants

If participant works different schedules during the quarter, then select the work schedule that covers the full extent of their time at work.

SBAP RMTS - Why does the Participant List matter?

Decisions today on the Participant List matter tomorrow on the annual Cost Settlement. Only those individuals that are listed on the Participant List will be eligible to have annual costs reported.

Only those listed on Direct Service Cost Pool (DSP) may submit claims for reimbursement.
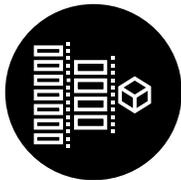
Want to have a correlation between the number of staff in your direct service staff pool and the number of providers entering services in MAXCapture

Accurate participants lists equates to accurate time study results. This can result in a higher claimable percentage in the MAC and Cost Settlement process

SBAC RMTS – Participant Lists

Two Cost Pools make up the Participant Lists

Direct Service Personnel (DSP)
– Individuals who perform and provide approved Medicaid health–related services

Administrative Personnel (AP)
— Individuals that perform administrative functions related to Medicaid services

Staff who spend most of their time on a typical day supporting the Special Education Program or health related services in an IEP AND are not on Direct Service Cost Pool are candidates for Administrative Cost Pool (ASP)

General rules:

Consider what the person is doing, not just their title

If they are billing and are on the annual practitioner list for direct billing, they must be included on the Direct Service staff pool list

Do **NOT** include any staff who are 100% Federally funded

FIRST AID KIT

RMTS and the Annual Cost Report and Direct Service Claiming

The CMS approved plan requires that providers submit an annual Cost Report, which will trigger cost reconciliation and a cost settlement

The plan also requires that providers must participate in the RMTS for SBAP to bill

A Direct Service Provider must be on the Direct Service Cost pool list to bill services

Ensuring the RMTS Participant List is updated each quarter. You may not submit costs for staff which were not included for a particular quarter

The results of the RMTS are the basis for the calculation of the direct medical services percentage that is used during the cost reporting process to allocate costs to the Medicaid program
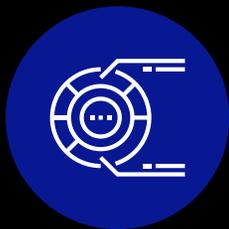
SBAP RMTS Program reminders

Participants need to provide detailed responses to time study questions

100% federally funded employees should not be listed on the staff pool list, and federal funds may not be claimed

Actively manage staff replacements or leaves of absence within your participant lists.

SBAP Coordinators in each LEA monitor RMTS compliance to assure district compliance. **The compliance goal is to strive for a 100% response rate**

Make sure school calendars and work schedules are actively maintained during the school year

Contact Information

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