

## CCR/Safe and Healthy Schools

# Random Moment Time Study Guide

Service Provider Resource

6-1-24

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### Introduction

The purpose of the Random Moment Time Study (RMTS) is to determine how much time school staff spend performing Medicaid reimbursable work activities. The RMTS measures what providers are doing at the exact minute the survey was sent and if the activity is eligible for Medicaid reimbursement. The answers determine if the activity is part of the healthcare service, a Medicaid administrative activity, or educational activity. The [Centers for Medicare and Medicaid RMTS resource](#) provides additional information to understand the Random Moment Time Study.

The answers to this survey, combined with the answers of all other providers across the state, determine the reimbursement level schools will receive for Medicaid based services. The RMTS has a greater impact on school system reimbursement than interim claims. The RMTS is one of the most important factors in calculating reimbursement, so it is critical that all employees providing services are trained in the purpose and application of the time study.

### Mechanism

School systems determine which employees (nurses, behavioral health providers and therapists) will participate in the Medicaid reimbursement program based on their job duties and funding sources. At the beginning of each school year, school systems submit their annual calendar which is used to determine which days employees in their school system are sent moments. Each quarter, school systems submit the employee participant list along with the individual employee schedules. Each employee schedule should be individualized for each employee's work schedule rather than a standardized work day. If an employee also serves in another capacity such as a coach, and the employee receives a separate stipend for this work, then that time should not be included in the employee schedule.

Each quarter, each identified employee receives a verification email from the contractor administering the time study. Employees must verify their employment and individualized schedule. Employees should notify the school system time study coordinator of any corrections required. If the employee does not verify their employment and schedule the employee will not be included in the time study and the cost of their funding will not be reimbursed.

A random moment generator then selects moments in time and employees to send the RMTS email. Employees

have 48 hours to submit answers to the email. A coding system determines whether or not the employee was providing:

- Claimable activity as part of a healthcare service
- Non-claimable educational activity
- Allocated expense or cost that can be claimed as a Medicaid administrative activity

Based on all answers for the entire state throughout the year a percentage is determined for each provider pool.

## RMTS Email

Participating providers receive an email at the time of each moment selected. The emails asks three questions:

- What are you doing?
- Who are you with?
- Why are you doing this activity?

Each provider pool (nursing, therapy and behavioral health) has a drop down list for providers to select an appropriate answer. Providers should review the entire dropdown list and select the activity that describes their work. The Medicaid status for a student is not a consideration for how the RMTS questions are answered. The Medicaid status is accounted for in the cost settlement process.

## Coding

All of the answers are then coded to one of the following (as outlined in [CMCS Comprehensive Guide to Medicaid Services and Administrative Claiming Guide for School Based Services](#) and Louisiana Time Study Implementation Plan).

### Outreach - not Medicaid Reimbursable

- Informing families about wellness programs and how to access those programs
- Scheduling and promoting activities which educate individuals about the benefits of healthy life-styles and practices
- Conducting general health education programs

### Outreach - Medicaid reimbursable

- Specific activities to inform eligible individuals about Medicaid and EPSDT benefits and how to access the program
- Informing Medicaid eligible and potential Medicaid eligible children and families about the benefits and availability of services provided by Medicaid (including preventive treatment and screening) including services provided through the EPSDT program
- Encouraging families to access medical/dental/mental health services provided by the Medicaid program

### Enrollment - Not Medicaid Reimbursable

- Developing and verifying initial and continuing eligibility for the Free and Reduced Lunch Program
- Explaining the qualifying process for non-Medicaid programs (other social service programs)

### Enrollment - Medicaid

- Referring an individual or family to the local assistance office to make an application for Medicaid benefits

- Verifying an individual's current Medicaid eligibility status for purposes of the Medicaid eligibility process; explaining the Medicaid eligibility process to prospective applicants
- Explaining the Medicaid eligibility rules to prospective applicants

#### Educational

- Performing any other school-related activities such as social programs, educational services, teaching services, statewide testing
- Performing activities that are specific to instruction and curriculum
- Participating in or presenting training related to curriculum or instruction (e.g., language arts workshop, computer instruction)
- Providing general supervision of students (e.g., playground, lunchroom)

#### Direct Services - not Medicaid eligible

- Providing medically necessary services to a staff member
- Providing direct services that do not require a skilled licensed provider

#### Direct Services - Medicaid eligible

- All billable nursing services including: Medical Screenings; Vision Screenings; and Hearing Screenings and nurse consults; medication administration
- Therapy and behavioral health screening, evaluations
- Therapy and counseling services authorized by a written plan of care
- Pre and post service time activities when student is not present including preparation of materials for the service, paperwork related to the specific direct services, travel or from therapy session, updating plan of care
- Interpretation and writing of evaluation and reports when the client is not present

#### Medicaid Transportation for Non-Medicaid

- Arranging transportation to social or educational programs or activities

#### Medicaid Transportation

- Arranging or scheduling specialized transportation for students with medical needs

#### Non Medicaid Translation

- Arranging for or providing translation services that assist an individual to understand social, educational services (i.e. translating IEP)

#### Medicaid Translation

- Assisting an individual to obtain translation/interpreting services for the purpose of accessing Medicaid services
- Arranging for or providing translation services (oral and signing) that assist an individual or family to access and understand necessary care or treatment

#### Program planning, Referral and Coordination of Non-Medical Services

- Program planning educational services or vocational services working with other agencies to improve

coordination of non-medical services

- Developing strategies to assess or increase capacity of non-medical school programs
- Making referrals to NON-Medicaid programs such as TANF, Food Stamps, WIC, day care, legal aid, and other social or education programs

### Program planning, Referral and Coordination of Medical Services

- Strategies to improve coordination and delivery of medical services and collaboration with other providers
- Developing strategies to assess the capacity of school medical or health programs
- Analyzing Medicaid data
- Working with Medicaid resources such as Medicaid agency
- Developing advisory work groups of health professionals to provide consultation and advice regarding the delivery of health services in school population
- Coordinating or participating in training or seminars regarding the benefits of medical services
- Participating in training that enhances early identification intervention screening, and referral of students with special health needs
- Participating in training on administrative requirements related to medical/Medicaid services.
- Making referrals for, coordinating and or monitoring the delivery of medical services including monitoring activities related to services in an IEP

**Activities that are an integral part of a medical service (follow up from service, consulting, patient education, billing are not part of this code**

### General Administration

- Paid leave
- Lunch break, restroom break, duty
- Reviewing school or district procedures and rules
- Cleaning your office
- Attending or facilitating school or unit staff meetings
- Maintaining inventories and ordering supplies
- Developing budgets and maintaining records
- Performing administrative or clerical activities related to general building or district functions or operation
- Reviewing technical literature and research articles

### Not Scheduled to Work

- Moment was not during the employee's paid work schedule (i.e unpaid leave) (the employee is scheduled to work on Monday, Wednesday and Friday, and a moment is selected on Tuesday- the LEA should adjust the employee's schedule in the time study
- Moment selected during stipend or "coaching" (i.e. counselor that works as a coach after school) - the LEA should adjust the employees schedule

### Considerations when completing "other"

- Information should be written in a professional manner and should succinctly detail the activity to allow a coder to code the answer to one of the activities.
- Information should be written so that a non practitioner can understand the language
- Avoid abbreviations
- No student personal information should be written

### Documentation:

Providers are required to provide documentation to support answers for monitoring. Service documentation according to guidelines is sufficient to support a delivered service. In addition to service documentation, providers may also need to provide documentation of administrative activities that are allowable under Medicaid but not billable services. The monitoring may occur 1-4 years from when the moment happens so it is critical that providers provide sufficient documentation to support their answer to the time study coordinator according to school system procedures. All documentation requirements and sample documentation items are laid out in the [Quick Checklist](#).

### Common Documentation Errors:

- The written plan of care does not have all the required elements
- The service documentation does not have all the elements
- The provider who provided the service did not have an active license
- The service provided was not actually listed on the written plan of care
- Missing dates or signatures on either the written plan of care or service documentation
- The date and time on the service documentation do not match what was in the RMTS
- The service was provided on a date prior to the written plan of care authorizing the service being completed

### Roles and Responsibilities of the Provider

- Complete RMTS moment within 48 hours
- Adequately document services
- Adequately document RMTS according to school system requirements
- Report any technical issues or problems to school system time study administrator

## Therapy RMTS Drop Down List

What were you doing?	Who were you with	Why were you doing this?
Administrative tasks	A student(s)	Annual review
Arranging specialized transportation	Myself	As ordered by an existing written plan of care.
Assessment/Evaluation/Screening	Parent	Assist enrolling in health related services.
Assisting with Medicaid eligibility application	School staff	Assist student enrolling in Medicaid services
Attending Conference/Seminar/Class	Outside Vendor	Discuss therapy services available
Completing Progress Report	Other	Directed by Administration
Direct Therapy Documentation		IEP Meeting
Duty (Hall, Bus, Student Arrival, Lunch)		Lunch time
Eating Lunch, Restroom break		Not scheduled to work/outside of scheduled work hours
Educational activity		Other
Educational testing		Continuing professional education
Meeting with Parent		Part of an initial evaluation
Not at work		Part of the re-evaluation process
Not scheduled to work/outside of scheduled work hours.		Related to a health service plan.
Other		Required by Doctor's orders.
Providing Direct Therapy		Sick Leave/PTO/Maternity Leave
Providing Supervision		To provide educational support
Providing translation services		Weather related or unexpected school closure
Reviewing objectives, progress, and goals		Prepare for a Service
Traveling/Driving		
Verifying Medicaid Status		
Walking student to/from direct service		

## Nursing Drop RMTS Down List

What are you doing?	Who are you with?	Why are you doing it?
Administering Medication.	Student (s)	Annual review
Administrative tasks	Myself	Assist student enrolling in Medicaid services
Arranging specialized transportation	Other	Assist student enrolling in special educational related services
Assisting with eligibility application	Parent	Continuing professional education
Attending Conference/Seminar/Class	School staff	Directed by a parent
Completing health assessment		Directed by a Physician
Duty (Hall, Bus, Student Arrival, Lunch)		Directed by Administration
Eating Lunch, restroom break		Discuss changes in plan of care
Education related service - non medical		Emergency plan of care
Following up on services provided		Implementation of plan of care
Not at work		Not scheduled at work
Not scheduled to work		Other
Nursing Documentation		Part of the periodic screening schedule
Other		Related to a nursing assessment
Performing screenings.		Related to a written plan of care
Preparing an IHP/IEP		Required by IEP
Providing care coordination		Required by IHP/written plan of care
Providing First Aid		Sick Leave/PTO/Maternity Leave
Providing supervision		
Providing Nursing Services		To assist in transition of care
Providing translation services		To provide educational support
Receiving medication		Weather related or unexpected school closure
Reviewing immunizations records		
Reviewing medical records		
Training staff		
Traveling/Driving		
Verifying Medicaid Status		

## Behavioral Health RMTS Drop Down List

What are you doing?	Who are you with?	Why are you doing this?
Administrative tasks	A student (s)	Annual review of written plan of care.
Arranging specialized transportation	Myself	As ordered by an existing written plan of care
Assessment/Evaluation of student	Other	Case collaboration
Assisting with Medicaid enrollment.	Parent/Guardian	Continuing professional education
Assisting with Non-Medicaid eligibility enrollment	School staff	Discuss therapy services available
Attending Conference/Seminar/Class	Staff and Parent	Duty scheduled by administration
Completing documentation	Staff, Parent, and Student	Enroll student in behavioral health services
Completing Progress Report		IEP Meeting/504
Coordinating services		Lunch time
Crisis Intervention		Not scheduled to work/outside of scheduled work hours
Documenting services		Other
Duty (Hall, Bus, Student Arrival, Lunch)		Part of an initial evaluation
Eating Lunch; restroom break		Part of the re-evaluation process
Educational presentation		Related to a health service plan/written plan of care.
Not at work		Related to a service not ordered by a written plan of care
Not scheduled to work		Sick Leave/PTO/Maternity Leave
Other		To provide educational support
Providing supervision		Weather related or unexpected school closure
Providing translation services		
Transitioning student		
Traveling/Driving		
Verifying Medicaid Status		
Walking student to counseling session		
Writing a new written plan of care		
Providing Behavioral Health Services		