

Medicaid Random Moment Time Samples

In July 2009 the Kansas Health Policy Authority, the agency that administers Medicaid for the state of Kansas, initiated some policy changes. In addition to Medicaid fee for service (FFS) and Medicaid Administrative Claiming which were already in place, Cost Settlement was added to the equation.

Medicaid FFS:

The NCKSEC participating in the FFS program and is able to bill Medicaid for services based on your service logs. All current requirements for FFS are continued with a couple of additions. Three billable areas are being added to the current FFS provider manual. These areas are Psychological and Social Work services as well as Attendant Care services.

Administrative Claiming:

School districts have had the option of participating in a Medicaid program that provides a funding source for school districts when they are conducting medical outreach via the school. More specifically for time spent: identifying, referring, linking or coordinating health related services for students.

Cost Settlement:

The KHPA has contracted with Professional Consulting Group (PCG) to administer the Medicaid program and more specifically the cost settlement piece. As a result all staff determined to be conducting any Medicaid activity, FFS or Administrative, had to have their contact information submitted to the PCG. PCG will then conduct Random Moment Time Samples (RMTS or moments) to determine a statewide statistical factor for the amount of time staff are conducting Medicaid activities.

Completing the Random Moment Time Samples

The PCGS is conducting 13,000 samples in Kansas this quarter. Because the sampling is random, not everyone will be selected for a RMTS but some may receive multiple RMTS's. Below is a series of instructions and screen shots from the RMTS form. If you are selected for a RMTS:

1. You will receive an email (see below) indicating that you have been sampled. The email will contain the exact day and time of your RMTS as well as a link to the PCG website and your login information. This email will come 5 days in advance of your RMTS. You will receive reminder emails 3days and 1 day prior to your RMTS also. (sample email below)

Hello,

You have been selected to complete a random moment time study (RMTS) survey for the Kansas School District Administrative Claiming Program (KSSDAC). Your participation in this process is required in order to collect data for the KSSDAC claim.

The date and time of your moment is: Oct 1 2009 8:22AM

After this moment passes, please logon to

https://easyrmts.pcgus.com/rmtsv2/LoginCheck.aspx?Client_Id=147611

and answer the questions about your activities during the specified time. You can click on the website link above or type the address into your web browser.

You will receive a reminder of your sampled moment 24 hours prior to the moment. Your username is _____ Your password is _____

Web Based RMTS reminders: 1) Read all of the information provided on the website and follow instructions. 2) Only access your moment after the assigned date/time. 3) Include adequate detail in your responses, but no student-specific names. Questions: contact PCG (877) 395-5015.

- After your “moment” has passed you need to go to the website and log-in to complete the RMTS. You will be provided with directions, follow the prompts through the various screens. <https://easyrmts.pcgus.com/RMTSv2/LoginCheck.aspx> (Below are screen shots taken from the PCG Random Moment Time Study Website)

PUBLIC CONSULTING GROUP Random Moment Time Study
Kansas SDAC Program

EasyRMTS™ Logout

Name	Category	Location	Moment
Kristi VanDerVeen	57	Thunder Ridge	

Program Overview

This time study is required by the Federal government in order for your school district to be reimbursed for the administrative and outreach activities you do for students in your school district. Your participation is mandatory, but will only take a few minutes of your time.

What is the School District Administrative Claiming Program (SDAC)

The school setting offers unique advantages and opportunities to reach children and families to inform and encourage them to enroll in the Medicaid Program, as well as to provide assistance to students in accessing medical services. Most children attend schools, and since most parents consider schools a trusted conduit for important information, schools are a critical link to reach uninsured children who may qualify for Medicaid services. Public schools in Kansas provide physical health, mental health, and substance abuse care services. Coordination and follow-up activities are provided when screenings and evaluations identify a specific need of the student. Federal statute and regulations allow for reimbursement by Medicaid to certain governmental entities that provide Medicaid-related outreach services. The School District Administrative Claiming Program (SDAC) provides funds to the districts that are working to identify children that are uninsured and may qualify for Medicaid coverage. These outreach activities involve working with the entire student population regardless of their eligibility status for Medicaid or Special Education. Districts receive reimbursement for activities such as outreach, referral, Medicaid application assistance, interagency coordination, monitoring of the delivery of Medicaid-covered services, and training of staff and parents on the Medicaid Program.

Random Moment Time Study

What is the Random Moment Time Study(RMTS)?

The Random Moment Time Study (RMTS) process is a federally approved technique of polling a statistically valid sampling of randomly selected moments (one moment = one minute) which are assigned to randomly selected participants. The RMTS method measures the work effort of the entire group of approved participants involved in the schools Medicaid and health-related services programs by sampling and analyzing the work efforts of a randomly selected cross-section of the group. A computer program chooses each moment randomly from the total working hours of all the school days of the entire quarter and assigns the selected moment to an eligible participant. Notification of the chosen moment will go out to the chosen participant one week prior to the selection of time, after “living” the moment participants will document their activity in a narrative format.

What is my role in the RMTS?:

As a district staff person who potentially performs reimbursable outreach activities, your role in the time study process is to document the activity you are performing at the specific moment selected in your work day. You will document your activity by answering three questions: Who was with you? What were you doing? Why were you doing the activity?

In the Random Moment Time Study process, moments of time are selected throughout the entire quarter, and are randomly assigned to district staff for completion. You receive a RMTS notification each time you are selected that identifies one moment for which you need to document. There is a possibility that you may be selected for multiple moments within a quarter. It is essential that you follow these instructions completely.

Random Moment Time Study Examples:

Who was with you? A student

What were you doing? Meeting a student for direct therapy.

Why were you doing this activity? Referring Providing direct occupational services per IEP.

Who was with you? District Staff.

What were you doing? Attending a student study meeting.

Why were you doing this activity? Discussing a student's need for health and behavioral services.

Who was with you? Outside agencies.

What were you doing? Attending a health/behavioral coordinating meeting.

Why were you doing this activity? Identifying the reduction of service overlaps, duplication and gaps and establishing referral policies and procedures between agencies.

Who was with you? By myself.

What were you doing? Administrative related tasks.

Why were you doing this activity? Lesson planning.

Instructions:

1. Your selected time study moment is pre-determined. Do not answer the activity questions for any other time than your selected moment.
2. Answer the activity questions with enough detail about your activity so that if you are asked about your assigned moment during a possible audit, you are able to easily recall the activity you were doing without revealing student information.
3. If you have questions about completing this process, please contact **PCG at (877) 395-5015.**

3. The next screen will ask you to provide a narrative response to answer the questions and complete the RMTS. We have been told by PCG that most people complete the moments in less than 5 minutes.

When completing RMTS you should respond as accurately as possible as to what you are doing at the time of your “moment” (see examples above). For example: if you are in transit you would indicate you were “by yourself”, “traveling to school setting”, to provide direct speech and language service to student as per IEP”, etc (see additional examples above). By the same token if you were not performing a task directly related to providing service to a student (on lunch break, home sick, etc) you should answer honestly and indicate that you were not working with children at the time of your “moment”.

Because many Medicaid service providers do not work full time for the NCKSEC there is a chance your sampled “moment” will fall during a time you are not working within the NCKSEC.

- If your “moment” is a time when you are not working with children in a school setting you should indicate that on your RMTS.
 - If however you are working with children in a school setting, even if it is not within the NCKSEC, you can complete the RMTS. Because the samples are being conducted throughout the state it is not important which school you are working in when you are sampled, only whether or not you are working in a school setting and carrying out a Medicaid billable activity.
4. You need to complete the moments as soon as possible and compliance is critical to the success of the program. If you have not completed you moment within 24 hours you will begin receiving email notifications asking you to log-in and complete your RMTS. Emails will also be copied to district administration.

I realize and appreciate how busy all of you are and regret the fact that this adds one more responsibility. However your attention to this is extremely important as we do rely heavily on Medicaid funding. If you have questions regarding Medicaid or the Random Moment Time Samples please don't hesitate to ask.

Thank you,

Chris Hipp
NCKSEC Director