Quick Start for LEA Random Moment Time Study (RMTS)Coordinators

The information included in this handout is excerpted from the **_LEA RMTS Coordinator Guide_** *(RMTS Guide)* and other resources provided on the School-Based Medicaid Program (SBMP) website. It is a summary of key information and a "quick start" tool to support LEA RMTS Coordinators responsible for overseeing program operations in their districts. For complete and detailed information on all program requirements, RMTS Coordinators should refer to the full set of resources and instruction guides available on the SBMP website's Resource Center and Training Resources pages and in the *Step by Step Instruction Manuals* available from the SBMP Help Desk.

New Fiscal Year Checklist

☐ Review your LEA's SBMP Contact and Designee information forms (blank forms can be found on the SBMP Resource Center here) and provide any updates to the School Based Claiming help desk at SchoolBasedClaiming@umassmed.edu. If Extended School Year (ESY) contacts and designees differ from the School Year, please make note of that on the form. You can also request a copy of the current forms on file for your LEA from the help desk.

☐ Share the new year's updated *Technical Notes & System Requirements* document, that was sent out by the SBMP Help Desk via email, with your IT department. This is important to ensure that your staff can receive any RMTS related emails and can successfully access the RMTS website.

☐ **Beginning in May**, update your LEA's RMTS participating staff list (*see RMTS Guide section 3.5 and Step by Step Manual for RMTS Participant Management sections 1 and 2*).

- Collaborate with others (HR, Special Education department, administrators, supervisors) to gather information about new staff and any changes in job responsibilities, positions or position funding for ESY and returning staff. For new staff, if Employee ID has not been assigned, UMass will provide the Employee ID. Once you have the Employee ID, you can contact the School Based Claiming Help Desk to make that change. If you do not have an email address, you can add your best guess at what it should be and correct when you confirm later. Email addresses can be updated by RMTS Coordinators at any time.

- Consider any planned changes from the prior year, such as beginning to participate in reimbursement for a new category of services or implementing shared responsibilities for RMTS participant communication and follow-up with others/supervisors, etc.

- Update all licensure information for staff participating in a Direct Service RMTS pool, as required.

☐ Enter LEA-wide "School District calendar" indicating all business days and hours for your LEA (this is not a student or school day calendar and should include all days your district is open for business). (*see RMTS Guide section 3.4.1 and Step by Step Manual for RMTS Work Schedules*)

☐ Update staff work schedules (*see RMTS Guide section 3.4.1 and Step by Step Manual for RMTS Work Schedules*)

- Note that all "work schedule" calendars must be entered for the year including ESY Work Schedules. The work schedule names used last year will carry forward, but their associated schedules (calendars) need to be set-up for the new year. **Keep in mind that only the July-September quarter is "locked in" by June 6th**. All other information can be changed in subsequent quarters.

☐ Certify that your participant list and work schedules are complete no later than the **first Friday of June.** (*see RMTS Guide section 3.5.4 and Step by Step Manual for RMTS Participant Management section 3*)

☐ Communicate with and provide training for your LEA's RMTS participants, including directing them to complete the CMS-required annual training module, which is accessed once logged in to the RMTS website. (*see RMTS Guide section 3.4.3, 3.4.4 and 3.4.5*)

- RMTS and Medicaid program training can be incorporated during professional development time, at staff meetings early in the school year or prior to the end of the school year.
- The SBMP website provides a wealth of resources to support LEA RMTS coordinators' training efforts. Visit the SBMP Trainings page for a comprehensive SBMP 101 Training Series. Each module is targeted to specific audiences. In addition, there are user trainings for SBMP applications and links to external trainings developed in partnership with area universities that target specific provider types. Check the page for additional trainings.
- The SBMP Resource Center includes several resources to assist staff, such as the **RMTS Participant Quick Reference Guide** and **Top Five Things Providers Need to Know**.
- Note that if the required RMTS online training video is used during a group training session, the RMTS Coordinator can send the list of trainees to the UMMS Help Desk so that the training can be recorded in the RMTS system for all those who participated.