



What is the Random Moment Time Study (RMTS)?

RMTS is a tool used by the School-Based Medicaid Program to measure what a person is doing during a moment of time of the workday. A specific date and time are chosen and assigned to a participant to identify what activity they are doing at that time.

Who participates in the RMTS?

School personnel who provide direct services to children, such as PT, OT, SLP, nursing services or mental health services, as well as some support personnel who perform administrative activities such as assisting students and families in learning about or applying for Medicaid or connecting to health care.

New Participants/Getting Started:

As a new participant, you will receive an email *at the start of the quarter* with a User ID and temporary password allowing access to the system. New participants should log in to the RMTS system, select a personal password, and watch the brief online training video.

Completing Your "Moment(s)":

If you are selected to answer a random moment, you will receive an email from SchoolBasedClaiming@umassmed.edu. It will note the moment date and time you are to document.

1. Click on the web link provided.
2. Log into the system using your assigned User id and password that you created.
3. Once logged in, click on your "moment" (one minute).
4. Answer the five questions:
 1. What type/category of activity were you doing?
 2. What were you doing more specifically?
 3. Where were you?
 4. Who were you working or interacting with?
 5. Why were you performing this activity?
 - Narrative (*This narrative should be brief (no more than 250 characters)*)

Select your answer from the lists. If the options do **not** sufficiently describe your activity, you may choose "Other" and use the free-text section to provide adequate detail.

5. Be sure to **review** and **certify** your response by clicking the box at the bottom left, click "save", then log off.
6. Two school days are allowed to complete your assigned moment. Email reminders are sent if moments are not completed. After the grace period, the moment cannot be completed, altered, or edited.
 - a. Depending on your response, you may be sent a message asking for further clarification of your response. It is important to respond to all messages to ensure that you receive credit for completing your moment.

FAQs:

How will I know I have to record a random moment?

You will receive an email specifying the selected moment date/time.

What if I forget my password?

Click the "Forgot Password?" link on the RMTS login page.

What if I am out sick, on vacation, or on leave at the time of my random moment?

Select "Not Working." Indicate you were sick, on vacation, or on leave by choosing the appropriate pre-defined option.

What if I am traveling at the time of my random moment?

If you were traveling to/from: work, a therapy session, or other meetings please provide the specific purpose of your travel.

What if I am not working in my normal work location (e.g. working at home)?

Simply document the work activity that you were performing at the time and indicate where you were working in response to the third question.

What if I'm working with student(s) virtually or telephonically?

The location of the student(s) is not important. Simply document the activity that you were doing with the student(s).

Tips for Completing a Random Moment:

- Remember that the RMTS corresponds to **one minute**. We are not concerned with what you were doing before or after the one assigned minute.
- Some of the questions (2 & 5) have sub-parts that are designed to gather sufficient detail about your work activity.
- When you see the email notification that you have a moment, it may be helpful to jot down what you were doing at the assigned time if you cannot respond immediately.
- Before submitting your moment, please review your answers to ensure that they make sense and do not contain any contradictions, as many of the options are similar.
- Look out for / avoid using any acronyms in your response.
- A sufficient response will provide adequate detail on the topic/context/purpose/content of the activity being performed. An insufficient response will only provide a literal/physical description of the activity.
- If you were engaged in communication at the time of your moment (either in person or via email or on the telephone), please describe the topic of the conversation/communication.

Online Training Video:

All RMTS participants are required to complete a brief online training video that is available once logged into the RMTS website. The video will answer many common questions you may have and will provide a demonstration of how to respond to a moment, including some example responses.

Participants who complete the training prior to documenting any randomly assigned moments do a better job with their documentation, ensuring the integrity of the time study and experiencing a smooth process.

Responding to a RMTS:

Before responding to your moment, look at the date/time that it was assigned for and think about what you were doing at that specific time. The pre-defined responses cover most work activities as well as the cases where you are not working at the time of your moment.

The “Other” option should only be selected if you have exhausted the entire list of pre-defined responses and you cannot find an answer that sufficiently describes your activity. You will be required to manually type in a response.

Please be sure to adequately describe your work activity and fully respond to all questions. A well-documented moment will clearly describe the primary focus of the work activity, the objective or purpose of the activity, and sufficient detail so that a reviewer or auditor who does not work in your school can fully understand your work activity.

After you have answered the moment questions, the final step will be to provide a narrative description of your work activity in your own words.

Need more help?

Do not wait! Call or email:

1-800-535-6741

SchoolBasedClaiming@umassmed.edu

Get to the P.O.I.N.T:

- **P** Primary focus:
 - What was the primary topic or focus of your activity? Remember we are concerned with one specific minute during your day.
- **O** Objective:
 - Why were you completing your activity? Provide the specific purpose or objective.
- **I** Insight:
 - Try to provide some insight for the activity that you were performing. There may be many situations where you perform a certain activity, providing some context can be helpful.
- **N** Necessary detail:
 - Provide an appropriate level of detail in your answers. Responses with little or no detail make it difficult to ascertain what was actually going on at the time of the moment. Similarly, overly detailed answers can mask the true activity that was being performed.
- **T** Timely:
 - There is a grace period to respond to your moment. When it expires, responses can no longer be accepted. If you receive a message asking to clarify your response, please respond as soon as possible. Your moment will not be counted for your school district until it can be categorized.

Here are some examples of insufficient responses and how they can be modified to get to the P.O.I.N.T:

- ❌ “I was providing a PT service to a student because it is my job.”
- ✅ “I was performing a PT session with a student. The service is pursuant to their IEP.”

- ❌ “I was on the phone.”
- ✅ “I was on the phone with student A.H.’s pediatrician discussing follow-up care needed to treat the student’s asthma.”

- ❌ “I was driving.”
- ✅ “I was traveling to attend a student’s IEP meeting.”

- ❌ “I was on my prep/planning time.”
- ✅ “Working on preparing materials about a free mobile dental clinic for the school’s newsletter”

- ❌ “I did not see my student today because they were absent.”
- ✅ “I was scheduled to meet with a student but they were absent. Instead, I was sending an email regarding a student’s academic record.”

- ❌ “I was checking email.”
- ✅ “Corresponding by e-mail with parent to refer to medical provider for follow-up care.”

- ❌ “I was arranging student transportation.”
- ✅ “I was on the phone with a parent discussing the needs for a student’s specialized transportation.”