

# School-Based Medicaid Program Random Moment Time Study (RMTS): A Participant's Quick Reference Guide

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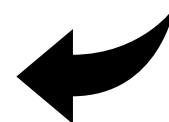


## What is a Random Moment Time Study (RMTS)?

RMTS is a tool used by the School-Based Medicaid Program (SBMP) to quantify how much time school staff spend doing certain work activities. A specific date and time are chosen and assigned to a participant to identify what activity they are doing at that time. Your participation in this program is invaluable.

## 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, create a personal password, and watch the brief online training video.



## Completing Your “Moment(s)”:

If you are selected to record a random moment, you will receive an email from [Schoolbasedclaiming@umassmed.edu](mailto:Schoolbasedclaiming@umassmed.edu). It will include the date and time of the moment you are to document. Once you have logged in, you will need to answer the following questions:

- What type/category of activity were you doing?
- What were you doing more specifically-What was the primary focus of your activity?
- What were you doing more specifically- If health-related, what type of service or treatment?
- Where were you?
- Who were you working or interacting with in performance of this activity?
- Why were you performing this activity? - Was it pursuant to an IEP?
- Why were you performing this activity? - How was it authorized?
- Why were you performing this activity? - Did the service meet Medicaid medical necessity requirements?
- Why were you performing this activity? - Were you acting within the scope of your clinical license?

Also, you'll provide a brief narrative describing your work activity in your own words.

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

**Be sure to complete your answers and certify your response  
within 2 school days of the assigned date and time.**

## 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 (unless it provides necessary context).
- ✓ 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.
- ✓ A sufficient response will provide adequate detail on the topic/context/purpose/content of the activity being performed.
- ✓ 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 and other appropriate context for the work to be categorized.



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**NEED MORE HELP? WE'RE HERE FOR YOU!**

CALL OR EMAIL TODAY: 1-800-535-6741/ [SCHOOLBASEDCLAIMING@UMASSMED.EDU](mailto:SCHOOLBASEDCLAIMING@UMASSMED.EDU)  
YOU CAN ALSO REPLY TO ANY RMTS EMAIL!

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## Frequently Asked Questions & Additional Tips



### How will I know I have a random moment to complete?

You will be notified, and reminded, by email that specifies the selected moment date and time.

### What if I forget my password?

Click the “Forgot Password?” link on the site and follow the prompts.

### What if I am out sick, on vacation, on leave, had a snow day, or otherwise not working at the time of my random moment?

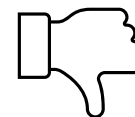
That’s a valid response! There is an option for “not working.” We do not need to know why you were not working, but it is important to identify whether you were using paid time off (such as earned vacation or sick time).

### What if the service/meeting/activity I was supposed to be doing was cancelled (for reasons such as the student was absent)?

Answer the moment with what you were actually doing at that time, not what you would have been doing.



## Do's and Don'ts for Answering Moments



- DO: Provide detail in your answers/narrative:
  - “I was performing PT with a student as prescribed in their IEP”
  - “I was on the phone following up with a parent concerning their child’s re-evaluation that was completed for the continuation of their IEP services”
  - “I was travelling to attend an IEP meeting”
- DO: We may occasionally need to follow-up with additional questions about your moment. Please be sure to respond to these questions.
- DO: Focus on just the one moment in time you are assigned.
- DO: Complete, certify, and submit your moments before the end of the moment’s grace period!
- DO: Call or Email us with any questions!
- DON'T: Leave out essential information or answer inappropriately:
  - “I was providing PT because it’s part of my job”
  - “I was talking on the phone”
  - “It was my prep time”
- DON'T: Use the “Other Activities not categorized above” option without checking if your activity fits in one of the pre-defined options. This may result in additional follow-up questions for you to answer.
- DON'T: Do not include sensitive student names or other identifying information that is not necessary
- DON'T: Wait until your moment is about to expire before contacting us for help! Call or email us as soon as possible.



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