

# Random Moment Time Study (RMTS)

## Quarter 1 Implementation

# Welcome



# Introductions



## » **California Department of Health Care Services (DHCS)**

- The Local Educational Agency Medi-Cal Billing Option Program (LEA BOP)
- School-Based Medi-Cal Administrative Activities (SMAA) Program

# Training Goals

- » Understand how the 2023 CMS guidance impacts Quarter 1 RMTS participation.
- » Learn how to prepare using best practices for a successful Quarter 1.

**CMS approval of the Time Study Implementation Plan (TSIP) is “pending” and has not been formally approved as of the date of this training.**

# Commonly Used Terms

- » Centers for Medicare and Medicaid Services (CMS)
- » Cost and Reimbursement Comparison Schedule (CRCS or cost report)
- » Department of Health Care Services (DHCS)
- » Direct Medical Services Percentage (DMSP)
- » Local Educational Agency (LEA)
- » LEA Medi-Cal Billing Option Program (LEA BOP)
- » Local Educational Consortium (LEC)
- » Random Moment Time Study (RMTS)
- » School-Based Medi-Cal Administrative Activities (SMAA)
- » System Software Platform (SSP)
- » Time Study Participant (TSP)

# RMTS & Quarter 1



# What Is RMTS?

- » The Random Moment Time Study (RMTS) is a federally approved, **statistically valid** web-based time study **methodology** used to determine how staff allocate time to Medi-Cal reimbursable activities.
- » Under RMTS, TSPs are randomly selected and asked what they are doing during their assigned moment, a duration of one minute.
  - Moments are then coded as a reimbursable or non-reimbursable activity based on the TSP's response.
- » The RMTS supports cost allocation for both the LEA BOP and the SMAA Program.

# How Does RMTS Impact Your LEA?

- » The RMTS is one of the key components for determining federal reimbursement for administrative and direct services since it is part of the payment methodology for both programs.
- » The RMTS results determine the Direct Medical Services Percentage (or DMSP) in LEA BOP which is applied the cost report.
- » The RMTS results determine the RMTS percentage which is applied to the SMAA invoice.



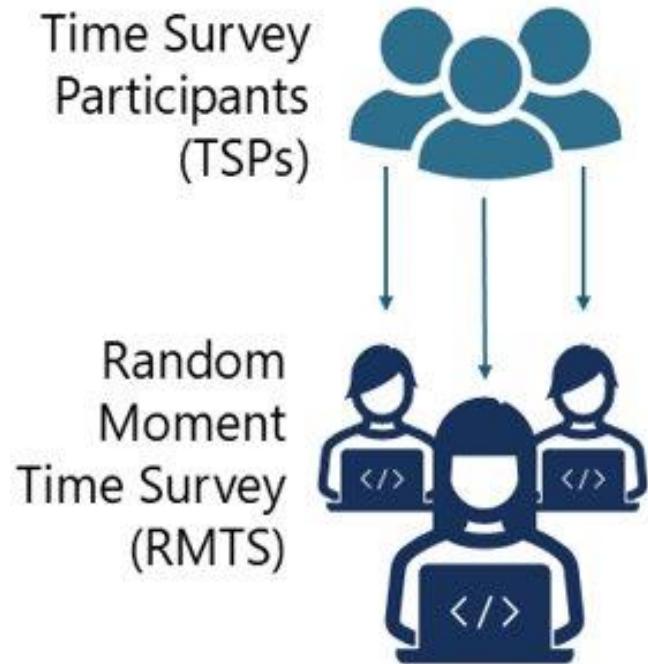
# **The TSP List & Quarter 1 Implementation**



# What Is The TSP List?

- » TSP = Time Study Participant.
- » The TSP list includes all administrative service personnel and direct service practitioners that are expected to deliver Medicaid covered services to students in the upcoming quarter.
- » Individuals listed in Participant Pool 1 must meet the qualifications necessary for reimbursement through the LEA BOP.
  - See [LEA BOP Provider Manual](#)
- » Individuals listed in Participant Pool 2 (SMAA) are administrative activity claiming staff and perform allowable Medicaid administrative activities on a regular basis.
  - See [SMAA Manual](#)
- » A TSP **cannot** be listed in both Participant Pools.

# Purpose and Impact of the TSP List



The TSP list is a key component for how funding is calculated and for determining what an LEA will receive through participation in the LEA BOP and SMAA Program.

# What to Consider When Developing a TSP List

- » Review and update the Quarterly TSP list for Participant Pool 1 and Pool 2.
- » Verify credentialing and licensing requirements (Participant Pool 1).
- » Submit Participant Pools 1 and 2 TSP Equivalency Request Form.
- » Confirm important deadlines: **check with your LEC!**

# Implementing Quarter 1 Time Study

- » The 2023 CMS Guidance requires RMTS to be conducted for any quarter in which services are being rendered, and costs will be claimed.
  - Beginning on **July 1, 2026**, an LEA wanting to claim costs for Quarter 1 must now participate in RMTS, consistent with the process already in place for Quarters 2 through 4.

**If an LEA does not participate in RMTS for Q1, they cannot include costs for Q1 on their LEA BOP cost report or SMAA invoice.**

# Quarter 1 (July 1 – September 30)

Current Practice	Future Practice*
Time study occurs in Quarters 2-4.	Time study occurs in all 4 Quarters.
LEAs get paid for covered services for Q1 based off the average of the time study from Quarters 2-4.	LEAs get paid for covered services in Quarter 1 <b>if</b> they participate in the time study for that Quarter.  Note: LEAs <b>cannot</b> claim costs for Q1 on their SMAA invoices and CRCS without participating in a time study.
LEA/TSP calendars and TSP lists are not required for Q1.	LEA/TSP calendars and TSP lists are required for Q1.

# Time Study Participant (TSP) Calendars – Paid Working Days

## » **Quarter 1 Time Period: July 1-September 30**

- LEAs will submit their Quarter 1 calendars to include all working days when LEA staff whose costs will be on the SMAA invoice or LEA BOP CRCS, are paid to work, including in-service days when students are not in attendance.
  - When students are not in attendance, but staff are scheduled to work, associated costs will be allowable, and Time Survey Participants (TSPs) may still be assigned a moment during this period.
- Although sampling periods fall within a standard quarter, the sample universe only captures moments associated with TSPs' paid working hours and days.

**\* Pending CMS approval**

# Potential Quarter 1 TSP Timeline

Q1 TSP List Timeline*			
March/April	May	June	July 1st
Open quarter	Create/Submit TSP List to LEC	LEC/DHCS Review & Appeal	Time Study Starts

*\*This visual represents a generalized timeframe. Each LEA must confirm deadlines with their LEC.*

# Considerations For A Successful Quarter 1



# Getting Ready For Quarter 1

- » Know the TSPs at your LEA and:
  - » Be sure they are trained and prepared to receive and respond to a moment
  - » Ensure they understand the importance of their role and financial impact to the LEA
- » Be sure to know who the various LEA Coordinators are at your LEA (RMTS Coordinator, LEA BOP Coordinator, SMAA Coordinator).
- » Contact your Human Resources representative and finance department to be clear on TSP positions and potential funding exclusions.
- » Know your regional LEC contact(s).

*Remember: RMTS participation is required for all quarters an LEA wants to receive reimbursement, starting July 1, 2026.*

# Working With Your LEC

- » Get to know your LEC – there are 11 LEC regions in California.
  - Use the LEC Contact Tool on the DHCS RMTS [webpage](#) to find out who your LEC Coordinator is in your region.
- » Find out the required deadlines:
  - When are TSP lists due?
  - When do you need to certify the Quarterly Coding Report?
- » Attend **all** LEC Trainings.
- » Reach out to your LEC for any questions you may have.

# Key Takeaways

- » Work closely with your LEC.
- » Regularly update and certify your TSP list.
- » Coordinate with HR and finance teams to track staffing and funding sources.
- » Review Quarterly Coding Reports for each moment's assigned coding.
- » Plan for the Quarter 1 TSP timeline and confirm deadlines with your LEC.

# QUESTIONS

**Please submit additional questions to the RMTS Inbox:**  
**RMTS@dhcs.ca.gov**