

Random Moment Time Study

Background

The Random Moment Time Study is a mandatory survey used to determine Medicaid reimbursement at school districts and BOCES. Participants are randomly selected to complete the survey regarding a 1-minute moment in time. The time study, conducted on a continual basis, gathers information on how staff members spend their time on certain health-related activities.

Identified Staff

Each school district identifies staff members in specific Cost Pools used in the reimbursement methodology. Those within a district's Cost Pool will fall into one of the following groups:

- Direct Services (DS) – those providing Direct Services to students with an IEP/IFSP
- Medicaid Administrative Claiming (MAC) – those completing outreach, enrollment and health-related activities to support the administration of the state Medicaid program
- Targeted Case Management (TCM) – those assisting eligible students gain access to services outlined in the student's TCM plan

Time Study Response

Staff within a Cost Pool will have the potential to receive the survey. Those selected will receive an email from PCG with "State of Colorado Time Study" in the subject line. The email is sent one week in advance of the assigned moment and a reminder email is sent 24 hours before the assigned moment. Save the RMTS email as it will contain instructions needed to complete the survey.

After the moment has passed, use the instructions in the email to log-on the RMTS website and answer the questions. Completing the survey on-line will allow responses to be immediately documented and processed. Please note the following in responding to the survey:

- Responses are a crucial to secure additional revenue for health services
- It should take less than 5 minutes to complete
- Must be completed within 120 hours from the assigned moment
- Answers should be thorough and accurate
- Describe any possible health-related activities from a health and safety standpoint
- Do not modify activities during the assigned moment
- Do not include identifying information, such as a student's name

Example Responses

Responses are only used to determine time spent on reimbursable activities; not for staff management. All questions must be answered completely. The following examples represent accurate and thorough responses:

1. Were you working during your sampled moment?

Answer yes or no. Regardless of your answer, you must respond to all remaining questions.

2. Describe your activity during the moment.

If a health-related activity was completed, please describe the activity from a health and safety standpoint.

- Giving medication to a student
- Explaining Medicaid/CHP+ programs
- Completing a mental health evaluation
- Assisting a Student with eating/toileting
- Monitoring student safety in the building/on the bus
- Providing OT therapy to a group of students
- Providing 1:1 speech therapy to a student

3. Describe why you were doing the activity.

If a health-related activity was completed, please describe the activity from a health and safety standpoint.

- Delegated to distribute meds by the nurse
- Student is in need of health insurance
- To determine if student is eligible for an IEP
- Student needed assistance to complete activity due to their disability
- Working on student's health goals per the IEP

4. Were you working with a student?

Answer this question yes, no or N/A accordingly.

5. Was the service listed on the IEP/IFSP?

*Answer this question yes, no or N/A accordingly.**

***Note:** A child receiving specialized care or services on an individual level will most likely have an IEP/IFSP. If you are unsure of the IEP/IFSP, please contact the Special Educator at your school.

Once finished responding to all RMTS questions, please remember to click the Submit button.

Importance & Impact

RMTS results will determine Medicaid reimbursement for health-related services and activities provided for children. Response to the survey is extremely important as each district is required to maintain an 85% response rate. Falling below this rate may result in a reduction in reimbursement. The revenue received from Medicaid can be used to help strengthen and expand health services for all children.

For additional information on the Random Moment Time Study, please contact your district's Medicaid Coordinator at [phone number] or [email address].