

**Medicaid Coordinator Guidance on Random Moment Time Study (RMTS)
Virginia Department of Medical Assistance Services**

The quarterly RMTS is used for both the quarterly Medicaid administrative claiming and the annual medical services cost report. To complete an RMTS, a random sample of participants is asked to answer the following questions at a random moment in time:

- What type of activity were you doing?
- What were you doing?
- Who were you with?
- Why were you performing this activity?

The University of Massachusetts Medical School (UMMS) transforms responses to specific activity codes and calculates statewide RMTS percentages.

Psychiatrists, psychologists, and medical social workers are selected for more moments to report on than other groups. The reason for this is the requirement that each category of practitioner must have at least 2,882 moments selected during a quarter in order to be statistically significant.

Implementing the RMTS has significantly reduced the school division workload for Medicaid reimbursement purposes. Only a statewide random sample of eligible participants has to furnish information on what he or she is doing at the selected moment rather than providing a complete weekly log of activities. The administration of time study and preparation of administrative claims and components of the medical services cost report are free to school divisions.

The cooperation of school division staff is critically important to ensuring full reimbursement for Medicaid activities. When randomly selected, it is important that the participant responds as instructed. All school divisions suffer if the response rate falls below 85%. If the response is incomplete, not all Medicaid activities may be accurately identified and reimbursement to all school divisions will be affected.

DMAS monitors response rates by school division to ensure that all participants are returning moments. If a school division has non-returns greater than 15% for all job groups combined in a quarter, DMAS sends a letter asking the Medicaid coordinator to explain the reasons for the non-returns. If a school division has non-returns greater than 20% for all job groups combined in a quarter, DMAS sends a letter asking the Medicaid coordinator to develop a corrective action plan. If a school division has non-returns greater than 25% for two consecutive quarters, the school division cannot claim for the most recent quarter for either admin or medical and the school division responses are excluded from the statewide time study results.

Random Moment Time Study Implementation

1. DMAS through its contractor UMMS conducts a statewide time study three times each year during the quarters 10/1-12/31, 1/1-3/31, and 4/1-6/30 using the RMTS. An average of the results from these quarters is used for the 7/1-9/30 quarter.
2. All randomly selected participants must complete the time study online using the web-based system made available by UMMS. Randomly selected participants are contacted by email one day prior to the selected moment and receive reminders by email before and after the selected moment.
3. School calendars and staff hours or a category of similar beginning and ending schedules, with each participant identified as a member of a school or group need to be submitted by each school division Medicaid Coordinator to determine eligible RMTS moments. Calendars should be submitted to UMMS by August 1st of a given year. School divisions must adhere to this deadline. An updated calendar, including changes and final day of school must be submitted to UMMS by March 1 of the following year.
4. There are three job categories used in the time study. One job category is for administrative services only. The other two job categories are for medical services divided into the nursing, psychological, and medical services category and the therapy services category. Participants are exclusively placed in one of these three job categories. It is necessary for school divisions to only identify medical service personnel and their job titles. UMMS determines the specific medical service job category based on the job title.
5. UMMS sends a list (excel file) of all active time study participants from the prior quarter to each school division. The school division Medicaid coordinator should review the list, verify or update as needed names, job categories and job titles, and add new participants or delete participants who have left the school division or are no longer eligible to participate. The list should include everyone who furnishes either administrative or medical services. School divisions should return the file via email to UMMS no later than September 1 for the October through December quarter, December 1 for the January through March quarter, and March 1 for the April through June quarter. The completion of this task by the specified deadline is important to ensure that all eligible participants are identified for the RMTS prior to the beginning of the quarter. Failure to comply may result in the school division being excluded from the RMTS for that quarter. If excluded from the RMTS, the school division will not be able to submit claims for that quarter.
6. Statewide time study percentages are calculated by UMMS and are used in both the administrative claim and the annual medical services cost report.

Please share this information with other staff responsible for administrative claiming and cost reports. DMAS, DOE and UMMS are committed to assisting school divisions in conducting the quarterly time study. If you need assistance please feel free to contact:

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Please note that Chandra Shrestha is responsible for school cost reports and the time study at DMAS.