Need-to-Know Facts about RMTS for the participant

What is Random Moment Time Study (RMTS)?
- RMTS is the newer methodology of the MAC program. Under the old methodology, participants had to document their activities every 15 minutes for one week each quarter. Under RMTS, the method of determining what portion of staff workloads are spent on performing activities reimbursable by Medicaid involves randomly sampling participants throughout a quarter to document one identified minute. The results of the RMTS sampling determine the reimbursement generated. Random moments are sampled Monday through Friday – excluding holidays – between the core hours of 9 am and 3 pm.

How many people/entities are participating in RMTS?
- As of June 2013, we have 826 participants from 82 CB/COGs, as well as 233 participants from DODD's Central Office.

Who is participating in RMTS?
- Staff whose work involves support of Medicaid programs are included in the time study each quarter, as determined by the local MAC Coordinator or the Department's MAC Administrator. There are no 100% Medicaid designations in RMTS; staff with this designation will be included to participate in RMTS.

How will participants know if they are selected to respond to a moment?
- Selected participants will be notified by an email one business day prior <u>and</u> at the moment for which they have been selected. Participants will have 5 business days to respond to the moment before it expires. If the participant does not respond promptly, reminder emails will be sent the second and third days after the moment occurs.
- When responding to a selected moment, participants will answer three questions:
  - What type of activity were you doing?
  - What were you specifically doing in this category?
  - Who were you working with or who did your work benefit?

  Each question will have a drop down box of predefined answers and a place to write in your answer. You only need to identify your activity; there is no need to know the activity codes as in the old MAC methodology.

What about training?
- Once selected to document a moment for the <u>first</u> time, participants will need to complete a web-based training prior to responding to the sampled moment. When selected, participants receive a notification email 24 hours prior to the moment and have five business days after the moment to respond. Participants should complete training soon after the notification email sent 24 business hours prior to the sampled moment and prior to the end of the 5-business day grace period after the sampled moment.

The training can be found at https://odmrdd.state.oh.us/apps/internet/rmts/.   In case you need to review the training again, a PowerPoint version of the training will be available on the department's website http://dodd.ohio.gov/counties/mac.htm. Once you've completed the training, you do not need further training.

<p style="color:red; text-align:center;">Please note that you must participate in the <u>web-based</u> training;
Reviewing the PowerPoint version does <u>not</u> qualify as training.</p>

What if a participant is not available to answer a selected moment?
- If the participant is away from their workstation, they can reply when they return. You have a grace period of 5 business days.
- If the participant is not scheduled to work for the moment selected, the participant should – within the 5 business day grace period –respond appropriately by selecting "Not Working" in response to #1, then select "Not Scheduled to Work" in response to question #2, then respond appropriately to question #3. Please note that "Not Scheduled to Work" refers to time outside normal scheduled hours. It is not to be used when staff use paid leave.

<p style="color:red; text-align:center;">IMPORTANT!!!
Responding "Not Scheduled to Work" does not negatively affect reimbursements;
RMTS only allocates costs (e.g., <u>paid</u> time).</p>

- If a CB/COG participant is on leave or otherwise unable to answer the moment within the 5 business day grace period, the MAC Coordinator or Assistant Coordinator should send supporting documentation to mac.coordinator@list.dodd.ohio.gov for review by the MAC Administrator. If everything is in order, the MAC Administrator can enter coding on behalf of the individual as long as the 5 business day grace period has not expired.
- If a Central Office participant is on leave or otherwise unable to answer the moment within the 5 business day grace period, the MAC Administrator will contact the supervisor for information and enter coding on behalf of the individual as long as the 5 business day grace period has not expired.

What happens if a participant doesn't respond to a moment within the 5 business day grace period?
- If the moment expires without a response, it is counted as a non-response. If we fail to meet a statewide compliance rate of 85%, non-responses will be added to the results, which will result in reduced revenue. Therefore, it is very important that participants who are selected make every effort to respond regardless of what their schedule or activity is at the time.

<p style="color:red; text-align:center;">IMPORTANT!!!
It is important to respond to all sampled moments to ensure we meet our compliance rate.
Failure to meet our compliance rate <u>will</u> negatively impact our reimbursements.</p>