

# School-Based Medicaid Program Random Moment Time Study (RMTS):

## A Participant's Quick Reference Guide

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

RMTS is a tool used by the School-Based Medicaid Program to measure what a person is doing during a moment of time of the workday. A specific date and time are chosen and assigned to a participant to identify what activity (s)he is doing at that time.

### Who participates in a RMTS?

School personnel who provide direct services to children, such as PT, OT, SLP, nursing services or mental health services, as well as some support personnel who perform administrative activities such as assisting students and families in learning about or applying for Medicaid or connecting to health care.

### New Participants/Getting Started:

As a new participant, you will receive an email at the start of the quarter with a User name and temporary password allowing access to the system. New participants should log in to the RMTS system, select 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. It will note the moment you are to record.

1. Click on the web link provided.
2. Log into the system using your assigned User id and password that you created.
3. Once logged in, click on your "moment" (one minute).
4. Answer the four questions and provide a narrative:
  - What type of activity were you doing?
  - What were you doing?
  - Who were you working/interacting with?
  - Why were you performing this activity?
  - Narrative: *enter a brief description of what you were doing at the time of my moment that will provide a sufficient level of detail to support the responses I selected or typed in.*

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

5. Be sure to **review** and **certify** your response by clicking the box at the bottom left, click "save", then log off.
6. Two school days are allowed to complete your assigned moment. Email reminders are sent if moments are not completed. After the grace period, the moment cannot be completed, altered, or edited.
  - a. Depending on your response, you may be sent a message asking for further clarification of your response. It is important to respond to all messages to ensure that you receive credit for completing your moment.

### FAQs:

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

You will receive a series of emails specifying the selected moment.

#### What if I forget my password?

Click the "Forgot Password?" link on the site.

#### What if I am out sick, on vacation, or on leave at the time of my random moment?

Indicate you were sick, on vacation, or on leave by choosing the appropriate pre-defined option (*if applicable*).

#### What if I am traveling at the time of my random moment?

If you were traveling to/from: work, a therapy session, or other meetings please provide the specific purpose of your travel.

#### What if I am assigned to a student and he or she is not in school at the time?

Answer the moment indicating what you **are** doing at the time (do not worry about what you are not doing).

#### What if I am multi-tasking during a random moment?

Select the predominant activity and provide appropriate detail.

#### What if I cannot remember what I was doing?

Simply record that you cannot remember the activity that you were completing.

### 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.
- 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.
- Before submitting your moment, please review your answers to ensure that they make sense and do not contain any contradictions, as many of the options are similar.
- Look out for / avoid using any acronyms in your response.
- A sufficient response will provide adequate detail on the topic/context/purpose/content of the activity being performed. An insufficient response will only provide a literal/physical description of the activity.
- 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.

### Need more help?

**Do not wait!** Call or email:

**1-800-535-6741/SchoolBasedClaiming@umassmed.edu**

# School-Based Medicaid Program Random Moment Time Study (RMTS): Reference for Responding to a Random Moment

## Responding to a RMTS:

Before responding to your moment, look at the date/time that it was assigned for and think about what you were doing at that specific time. When you are responding to your assigned moment, please ensure that you thoroughly inspect all of the pre-defined responses. In most cases, they will cover many common activities as well as the cases where you are: not scheduled to work, sick, or on vacation at the time of your moment.

The “Other” option should only be selected if you have exhausted the entire list of pre-defined responses and you cannot find an answer that sufficiently describes your activity. You will be required to manually type in a response. This option provides an opportunity to prepare a more detailed response to a RMTS. However, we often find that participants do not provide a sufficient level of detail for UMMS to categorize the activity. Please see the “Tips for Completing a Random Moment” section for assistance in avoiding this common mistake.

### Sample answers might include:

- **What type of activity were you doing?** Other
- **What were you doing?** Phone call with parent about student’s physical therapy services.
- **Who were you working/interacting with?** Parent
- **Why were you performing this activity?** Parent required update on student’s PT progress.
- **Narrative:** Interacting with a parent to inform them of the relevant updates to their child’s progress related to the services that I provided.

## Get to the P.O.I.N.T:

### • Primary focus:

- What was the primary topic or focus of your activity? Remember we are concerned with one specific minute during your day.

### • Objective:

- Why were you completing your activity? Provide the specific purpose or objective.

### • Insight:

- Try to provide some insight for the activity that you were performing. There may be many situations where you perform a certain activity, providing some context can be helpful.

### • Necessary detail:

- Provide an appropriate level of detail in your answers. Responses with little or no detail make it difficult to ascertain what was actually going on at the time of the moment. Similarly, overly detailed answers can mask the true activity that was being performed.

### • Timely:

- There is a grace period to respond to you moment. When it expires, responses can no longer be accepted. If you receive a message asking to clarify your response, please respond as soon as possible. Your moment will not be counted for your school district until it can be properly categorized.

## Examples

<b>Insufficient Response</b>	<b>Get to the P.O.I.N.T</b>
“I was providing a PT service to a student because it is my job.”	“I was performing a PT session with a student. The service is pursuant to their IEP.”
“I was on the phone.”	“I was following up with parent(s) concerning a discipline issue related to their student.”
“I was driving.”	“I was traveling to attend a student’s IEP meeting.”
“I was on my prep/planning time.”	“I was preparing materials to use in an OT session for a student on an IEP.”
“I did not see my student today because they were absent.”	“I was scheduled to meet with a student but they were absent. Instead, I was sending an email regarding a student’s academic record.
“I was sending an email.”	“I was providing information to a parent concerning our free lunch program.”
“I was arranging transportation for a new student.”	“I was arranging regular transportation to / from school for a new student in our district.”