



Presentation Contents

- Why We Complete the Time Study, Who Participates, and RMTS Overview
- RMTS and Cost Settlement Process
- Response Rates
- Participant Training Topics
- EasyRMTS™ System Update
- AlloTrac™ Introduction
- Important Dates and Summary

- Questions?

Why Do We Complete the Time Study?

- The time study is required to determine the amount of time (and cost) spent on various activities.
- Based on these results, we determine the amount that can be charged to various funding sources.
- It is required as part of the annual cost reconciliation process.
- This is one of the most crucial reimbursement determinants used by the Department of Health (DOH).



Who Participates in the RMTS?

Included in RMTS Process

- ✓ School district staff providing direct medical services

Excluded from RMTS Process

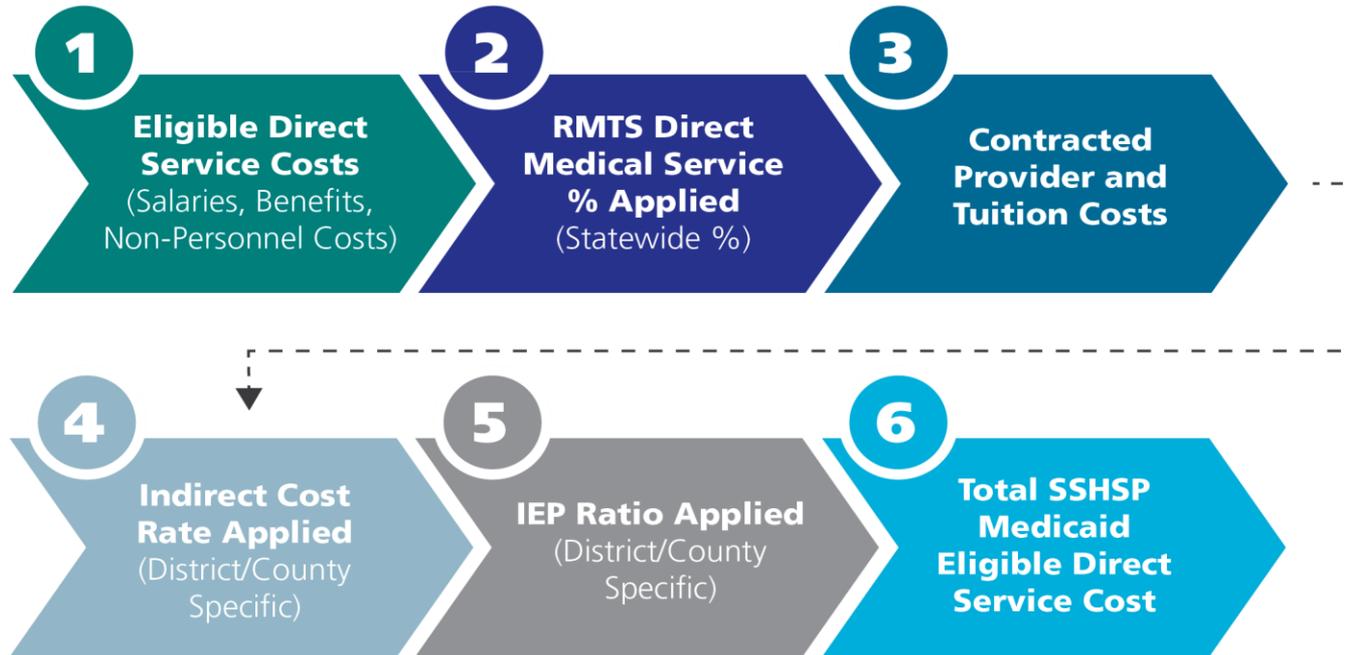
- × School district or county contracted providers of SSHSP services
(cost included in cost report process)
- × County staff providing direct medical services
(included in separate 100% time tracking process)

RMTS Overview

- The random moment time study (RMTS) includes the distribution of 3,000 moments to participants, at random, every quarter.
 - Moments are not generated for the summer quarter (no moments sent July-September).
 - Moments are generated for two cost pools each quarter.
 - The RMTS is an ongoing, quarterly process.
- The RMTS is **NOT** a management tool used to evaluate staff activities or performance. The results of the time study will **ONLY** be used for cost allocation purposes.
- RMTS Coordinators are responsible for updating the staff pool lists each quarter, training staff, and maintaining compliance.

RMTS and Cost Settlement Process

- The RMTS identifies the statewide proportion of allowable and reimbursable direct service time, and the results are used as a statistic in the cost reimbursement process.



RMTS and Cost Settlement Process

- Updating staff pool lists in the EasyRMTS™ system **accurately** and **on-time** is crucial
 - If an eligible staff member does not participate in the RMTS, their costs **will not** be captured in the cost settlement process.
 - It is the responsibility of the RMTS coordinator to make any and all additions and/or deletions on a quarterly basis.

Example: If the direct medical services RMTS percentage is 50% and a school district paid a physical therapist \$60,000, the direct medical service cost is \$30,000 ($60,000 \times 0.50$). If this staff member was excluded from the time study for the school year, the district is unable to include this cost in the Medicaid cost report process.

Response Rates

- The response rate is calculated at the statewide level, but it is crucial that ALL districts and counties meet or exceed the goal of a 90% response rate each quarter.
- It is the Coordinator responsibility to review the weekly compliance report and follow up with participants with outstanding moments.
- If a minimum of 85% is not met, this has a direct impact on the RMTS direct service percentage used in the cost settlement process.



Participant Trainings

- Timely Moment Submission
 - It is important participants respond to all moments as soon as possible to provide the most accurate and detailed information.
- Provide Specific Information on Activity Performed
 - The use of acronyms is discouraged unless they are accompanied by the full program, report, test, etc.
 - PCG will continue to follow up on moments until enough information is provided and the moment can be accurately coded.
 - *For example, “entering notes,” “talking with a student,” or “in a meeting” are not detailed enough responses.*



Participant Trainings

- Importance of Appropriate Selections to Questions 4 & 5
 - Participants should be sure to confirm whether or not a student is categorized as “Special Education” if they are unsure prior to submitting the moment.
 - If the participant is performing an activity that supports the delivery of a service outlined in a student’s IEP, the appropriate response to Question 5 is “Yes.”

	Period	Participant	Job Title	Moment
NORTH SYRACUSE CSD/NORTH SYRACUSE CSD	04/01/2014-06/30/2014		Licensed Physical Therapist	5/21/2014 1:20:00 PM
1 . Who was with you?	I was by myself			
2 . What were you doing? Please be as specific as possible.	I was filling out progress notes using IEPDirect for 4 students I saw in the morning.			
3 . Why were you performing this activity?	It is mandatory by our district to fill out progress notes for each student we see for each time we see them.			
4 . Is this activity regarding a Special Education student?	Yes			
5 . Is the service you provided part of the child's IEP?	Yes			

RMTS System Update

- Effective for the October – December 2014 quarter, the EasyRMTS™ system will be updated.
 - There will be minor changes to the step-by-step staff pool update, edit, and certification process.
 - The questions and content for participants will not change.
- PCG will provide an updated RMTS Coordinator Manual in advance of the October-December staff pool update and certification request.
- PCG will conduct Web-Ex trainings after distribution of the updated Coordinator Manual to walk through the roster update process and the Web-Ex training will be posted to the SED website for reference.

AlloTrac™ Introduction

- Effective October 1, 2014, county employees providing direct medical services will not be included in the RMTS process, and will participate in 100% time tracking to support the cost settlement process.
- What is 100% time tracking?
 - Similar to an RMTS process, 100% time tracking is used to quantify the amount of time, and therefore the specific staff costs, spent in support of various programs.
 - Staff track their time in 15-minute intervals for all time spent at work.
 - Only county employees providing direct medical services will transition to 100% time tracking. School district employees will continue to participate in the RMTS process.
- What is AlloTrac™?
 - AlloTrac™ is a web-based tool, similar to EasyRMTS™, developed to allow staff to record time in 15-minute intervals throughout the day.

AlloTrac™ Introduction

The screenshot displays the AlloTrac web application interface. At the top left is the AlloTrac logo with the tagline "100% Time Tracking Software". To the right of the logo, it says "Test System for PCG". Below this is a navigation bar with four items: "Instructions", "Time Tracking", "My Account", and "Reports". The "Time Tracking" item is selected and highlighted. The main content area is titled "Time Tracking" and contains a message: "All the Time Track data for June, 2014 period is due by: 7/10/2014". Below the message is a form with three input fields: "Time Tracking Date" (09/12/2014), "Start Time" (09:00 am), and "End Time" (03:00 pm). Below the form is a checkbox labeled "If you are recording an activity for a block of time, check the box:". At the bottom of the form area is a button labeled "Start Time Tracking".

AlloTrac™ Introduction

The screenshot displays the AlloTrac web application interface. At the top left is the AlloTrac logo with the tagline "100% Time Tracking Software". To the right of the logo, the text "Test System for PCG" is displayed. Below the header is a navigation bar with four tabs: "Instructions", "Time Tracking", "My Account", and "Reports". The main content area is titled "Activity Response" and contains two time-based activity entry forms.

9:00 AM - 9:15 AM

Activities:
Activity 4
--Please Select--

Please describe your activity:
Providing speech therapy to my IEP student

Comment:

9:15 AM - 9:30 AM

Activities:
 Copy activities from previous interval
--Please Select--

Please describe your activity:

Important Dates

- PCG and RMTS Coordinator Timeline

Date	Item
08/24/14	PCG emails EasyRMTS™ credentials to coordinators.
08/25/14	PCG emails updated RMTS coordinator manual and training information.
08/25/14 – 08/27/14 (specific date/times to be determined)	PCG conducts Web-Ex training specific to coordinator staff pool update process.
09/12/14	Staff pool updates and certification deadline.
10/01/14	RMTS resumes.

Summary

- School district staff providing direct medical services participate in the time study.
- County direct medical service staff participate in 100% time tracking through AlloTrac™.
- County and district contracted providers are excluded from all time tracking (RMTS and 100% time tracking).
- Meeting the goal of a 90% response rate is crucial to the success and accuracy of the time study.
- Participants must provide as much specific information as possible with each moment submission.
- PCG will send all communication via email to RMTS coordinators.

What Should I Do If I Have Any Questions?

If you have any time study questions, please contact the NY SSHSP
RMTS Hotline at:

(866) 912-2974

or

NYSSHSP@pcgus.com