

This guide provides information for the RMTS Coordinator in each LEA. For more information on the RMTS, please see the [RMTS Provider Guide](#). The RMTS Coordinator may also be referred to as the ETS (Electronic Time Study) Coordinator. For the purposes of this guide, RMTS Coordinator will be used.

All communication for completing the RMTS Coordinator responsibilities will come via email from LDHs contractor – Postlethwaite & Netterville (their email address will be @pncpa.com). Be sure your email is set-up to allow these emails through any filtering system.

The responsibilities of the RMTS Coordinator are:

- Determine which LEA employees should be included in the RMTS
- Add and remove employees from the RMTS as appropriate
- Set the annual calendar for the LEA
- Set the normal weekly schedule for each employee
- Ensure all providers are completing all random moments within 48 hours

While many LEAs utilize a 3rd party biller (such as EIS) to support them in the implementation of the RMTS, the accuracy of the RMTS pool is the **sole** responsibility of the LEA.

How to Determine Which Employees Should Be Included in the RMTS

The **most important role** of the RMTS Coordinator is to ensure the correct individuals are included in the RMTS. Ask these questions for each LEA employee (remember – contractors do not go in the RMTS) to determine if they should be in the RMTS:

Question 1: Is this person an allowable Medicaid service provider (with a valid license)? If you are unsure, you can check the [Licensure Guide](#) for the list of allowable providers.

Yes – Continue to Question 2

No – This person does not belong in the RMTS

Question 2: Is at least a portion of this persons salary paid with General Funds (not IDEA Funds)?

Yes – Continue to Question 3

No – This person does not belong in the RTMS

Question 3: Does this person provide and bill for Medicaid allowable services on a regular basis (the majority of their time)? If you are unsure, you can ask the person about their Medicaid billing or refer to the [Covered Services and Qualified Providers](#) for services that are typically billed to Medicaid. Carefully consider any employee who is working in Pupil Appraisal. Many of these individuals do not provide Medicaid billable services on a regular basis.

Yes – This person should be included in the RMTS

No – This person does not belong in the RMTS

*According to Medicaid, if a person provides any billable service at any point in time during the year, they can be in the RMTS. However, if an LEA chooses to include an employee who is providing Medicaid billable services infrequently, their inclusion in the RMTS can hurt not just the LEA but the entire state by lowering the overall reimbursable percentage. While it is ultimately up to each LEA to decide who to include (as long as they meet the requirements listed here), each LEA should carefully consider who to include in the RMTS. Keep in mind however that if they are not in the RMTS – they cannot bill at all and the LEA will not be reimbursed for any of their activities.

**If the answers to Questions 1 and 3 were Yes, but the answer to Question 2 was No – consider working with your Business Manager to move this persons salary out of IDEA and into General Fund to increase the LEA reimbursement.

How to Add/Remove Employees and Update Their Schedule in the RMTS

In order to conduct the RMTS, Postlethwaite & Netterville must know who to send the moments to and when to send them. This information is updated on a quarterly basis. There may be significant differences in providers schedules from person to person. It is critical that you obtain and enter an accurate schedule for each person, each quarter. It is unlikely that every person in your LEA will have the same schedule.

You will be sent an email with a link to complete the update. You will need to download a template to complete.

PARTICIPANT FILE IMPORT

PARTICIPANT FILE IMPORT

Please verify the following information before proceeding with the import:

Program: LEA Name:

Period: Start Date: End Date:

Download file and save to desktop

Import:

Below is an example of the employee records which you should enter starting in row 2:

LEA Name	LEA ID	Employee ID	First Name	Middle Name	Last Name	Email Address	Job Code	Start Time	End Time
Baton Rouge	22222	0000111	John	P	Doe	John.Doe@gmail.com	61004	8:00 AM	5:30 PM

Once you have downloaded the template the first time, you can just continually update the file already saved on your computer. Be sure to add any new staff and remove any employees no longer with your LEA each quarter. Ensure each employees start and stop time is accurate so that they do not get moments when they

are not scheduled to work. You will also need to enter a Job Code for each person. See the [Licensure Guide](#) for the full list of Job Codes.

Once finished, upload the completed file:


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Please verify the following information before proceeding with the import:

Program: LEA Name:

Period: Start Date: End Date:

Import: 

Below is an example of the employee records which you should enter starting in row 2:

LEA Name	LEA ID	Employee ID	First Name	Middle Name	Last Name	Email Address	Job Code	Start Time	End Time
Baton Rouge	22222	0000111	John	P	Doe	John.Doe@gmail.com	61004	8:00 AM	5:30 PM

All participants will be sent a link to confirm that they should be enrolled in the RMTS and that their hours are correct each quarter.

It looks like this:

TIME STUDY PORTAL

LIVEDEMO - EMPLOYMENT CONFIRMATION

Participant Information:

Participant Name:

Local Education Agency Name:

Local Education Agency ID:

Job Title:

Start Time:

End Time:

By confirming this, I certify that I am as of this date an active and current employee of the agency above.

How to Set Your LEAs Calendar in RMTS

Each year, the RMTS Coordinator must provide Postlethwaite & Netterville the LEA calendar for the year. As soon as the calendar is set by your board, it should be emailed to Jason Coker (jcoker@pncpa.com). Any changes to the calendar throughout the year should also be sent to him as soon as they are made.

Quarter Dates

The RMTS operates on fiscal quarters. You must submit the quarterly update at least 3 days prior to the beginning of the new quarter:

Quarter	Dates Covered	RMTS Updates Due By
1	January 1 – March 31	December 29 th
2	April 1 – June 30	March 29 th
3	July 1 - September 30	June 28 th
4	October 1 – December 31	September 28 th

When Participants do not Answer Random Moments

As the RMTS Coordinator, you are responsible for ensuring all your LEAs participants answer their Random Moments. **Any LEA that falls below 85% completion in RMTS for 2 quarters will not be allowed to claim any reimbursement that year.** You will be notified if your LEA falls below 85% in a quarter. Each participant has 48 hours to answer the moment. If they do not answer with 24 hours, you will be sent a notice. At that point, it is your responsibility to reach out to that participant and ensure they complete their moment. For a person who continually fails to complete their Random Moments, you may need to take corrective action and/or reconsider their inclusion in the program.

For questions about the SBMP, please email sbmp@la.gov.