

Introduction:

The Random Moment Time Study (RMTS) is attempting to measure what you were doing at the exact moment the survey was sent and if that activity is eligible for Medicaid reimbursement. The RMTS is administered by a contractor for the Louisiana Department of Health (it is NOT administered by a 3rd party biller like EIS). These questions are not meant to be tricky – you do not have to overthink them. Your answers to this survey, combined with the answers of all other providers across the state, determine the reimbursement level schools will receive for Medicaid based services. The RMTS has a greater impact your schools reimbursement than your billing does. ***The RMTS is one of the most important factors in calculating reimbursement so it is critical that you take the survey seriously and answer each moment accurately.***

The difference between billable services and Medicaid allowable administrative activities:

The time study does not just measure when you are doing a billable service, it also measures when you are doing a Medicaid allowable administrative activity.

- Billable services are services for which you bill in your billing system (such as EIS) and are mostly direct therapy and evaluations.
- Administrative activities are those activities that support the provision of Medicaid services. CMS has a very narrow and specific list of activities that count as administrative activities. Examples are given in this guide, but you can also learn more in the [Medicaid School-Based Administrative Claiming Guide](#).

Even though you can only bill for the services, both the services and the administrative activities will get you credit towards the reimbursable percentage in the time study. For that reason, some activities that you aren't directly billing for will still get you credit on the RMTS (which is why you may have to provide documentation to back them up).

For example, you can't bill Medicaid for arranging specialized transportation, but, if you are doing that activity when sent a Random Moment, that counts positively towards the overall reimbursement percentage for the entire state. Because some of the activities that are allowable under Medicaid are not billable services, the documentation you need for the audit is not always just the written plan of care and the service documentation. Sometimes the documentation includes things like calendar entries, emails or phone logs. The guide below gives some examples of these types of documentation – but any documentation that can back up what you said you were doing in that moment for the audit is acceptable.

When to select “other”:

Select the answer that makes the most sense for your activity at the time and only select “other” if you truly cannot fit your activity into one of the categories. If you select other, the technical team on the other end of the survey has to hand code the activity for you by making their best guess at what you were doing based on your answer in the box. This team is comprised of individuals who are audit experts – not school experts. You are far more likely to accurately describe what you were doing than they are to guess what you were doing.

Student Medicaid Status for RMTS:

The Medicaid status for a student is **not** a consideration for how you answer the RMTS questions. The study is trying to measure the amount of direct work and allowable administrative activities you and other providers

across the state do for all students regardless of Medicaid status. In many districts, you may not even know the Medicaid status of a student. You should answer questions the same way you would for a non-Medicaid student as you would a Medicaid student.

Documentation:

For some answers, you may need to keep documentation to support that activity on file. **As a reminder, you should always be documenting the services you provide.** This is not only required by Medicaid – but is also likely a requirement of your licensing board and LEA. In addition to service documentation, you may also need to provide documentation of administrative activities that are allowable under Medicaid but not a billable service.

The RMTS system does not require you to have the documentation in hand in order to complete the survey moment. You will only be asked to supply it if this particular moment is randomly selected for the audit. However, keep in mind, the audit may happen 1-4 years from when this moment happens (you are required to keep all documentation for 5 years) – so it is critical that you make sure all the documentation is in order when you complete this moment and it is fresh in your mind. Make sure it is stored somewhere someone can easily access it (either physically or electronically) in case you are no longer at your current school when the audit is done. Never be afraid to answer a moment honestly because you are concerned about the documentation required. All documentation requirements and sample documentation items are laid out in this guide. You should also be certain that your written plans of care and service documentation meet the required guideline found [here](#).

As you pull together your documentation after completing your moment, keep in mind these common errors and make sure none of them apply to the documentation you have gathered. Again – the audits happen so far from these moments – if you don't make sure you have all the correct documentation in the moment – you may forget or not have access to it when the time comes for the audit.

Common Documentation Errors to Lookout for:

- The written plan of care does not have all the required elements listed [here](#)
- The service documentation does not have all the elements listed [here](#)
- The provider who provided the service did not have an active license at the time of service provision. Sometimes people lose track of when their license expires – so there may be a gap where they do not have a valid license
- The service provided was not actually listed on the written plan of care
- Missing dates or signatures on either the written plan of care or service documentation
- The date and time on the service documentation do not match what was in the RMTS
- The service was provided on a date prior to the written plan of care authorizing the service being completed

What does “Written Plan of Care” mean?:

In 2019, the list of eligible service plans was expanded to include other plans in addition to an IEP*. Now, any service on a written plan of care provided to a student by a properly licensed provider is Medicaid billable.

The most common types of written plans of care are:

- IEP
- IHP
- 504 plan
- Prescription Medication Form
- Behavioral Health Treatment plan (sample templates can be found [here](#))
- Any other written plan of care that meets all the requirements listed [here](#)

*The only exception to this is special transportation. Special transportation can still only be provided if it is required on an IEP or IFSP (EarlySteps only). No other type of service plan can authorize special transportation and only IEPs that have the “special transportation required” box can be used to authorize special transportation.

RMTS Questions Guide

This guide is meant to serve as reference, if needed, when you are completing your moment. No matter what is in this guide - you should always select the answer you feel best describes what you were doing in the moment. The examples listed here are in no way fully inclusive of all the possible reasons you would select an answer. They are, however, meant to give you an idea about what that particular answer is generally referring to.

Question 1: What were you doing?

Administrative tasks

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Attending an SBLC meeting • Substituting for a teacher • Attending a school event • Monitoring attendance • Chairing a PBIS meeting • Getting parental consent to bill Medicaid or to provide services 	No

Arranging specialized transportation

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Phone calls, emails or meetings to schedule or arrange for transportation for a student for days when they receive services in their written plan of care • Phone calls, emails or meetings to schedule or arrange for necessary specially equipped transportation • Clerical/paperwork activities required to accomplish the above tasks including verifying eligibility on IEPs and service logs 	Yes – anything that documents the arrangements you were making. Possible examples include: <ul style="list-style-type: none"> • Emails • Phone logs • IEPs you were verifying • Calendar entries • If all else fails - a signed and dated note to yourself about the transportation you were arranging

Assessment/Evaluation of student

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Psycho/social evaluation • Nursing assessment • Hearing/Vision screenings • Mental Health Status exam • Speech evaluation or screening • Physical Therapy evaluation • Depression screening • Suicide risk assessment 	Yes - <ul style="list-style-type: none"> • The signed and dated evaluation OR • The medical exam documentation AND • The license of the provider who provided the service that is valid on the date the service was provided.

**You must be licensed by your scope of practice to complete the evaluation*

***For nurses: remember – any medical exam for which a student would otherwise seek medical care is an evaluation. Some examples include hearing/vision screenings, a full exam of a student who is constantly coming to the nurse for*

headaches, examining a possible broken arm to determine if further care is needed, or a neuro check of a student who had an unexplained fall. Often, school nurses are the first line of defense in catching medical conditions that need additional treatment. Your evaluations looking for those issues are covered by Medicaid.

Assisting with Medicaid Enrollment

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Verifying Medicaid eligibility • Explaining Medicaid eligibility rules and the process to students or parents • Assisting students or families in completing a Medicaid application • Assisting the student or family in collecting/gathering the required information and documents for the Medicaid application • Preparing handouts or literature on Medicaid to be distributed at school events 	Yes – anything that documents the activity you were doing. Possible examples include: <ul style="list-style-type: none"> • Emails • Phone logs • Calendar entries • Handouts you were making • If all else fails - a signed and dated note to yourself about the student or family you were assisting in enrolling

Assisting with Non-Medicaid eligibility enrollment

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Assisting a family in enrolling for SNAP benefits • Helping a family seek emergency housing • Verifying participation in the free and reduced lunch program 	No

Attending a meeting

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • IEP meeting • Therapy meeting • Staff professional development • Orientation • Behavior meeting • Parent meeting to update them on the status of the treatment as prescribed by the written plan of care • Care coordination meeting 	Possibly. You will need documentation if the meeting is required by/in reference to an already existing written plan of care and the meeting is required by the written plan of care. Documentation can include: <ul style="list-style-type: none"> • Your calendar entry that identifies the meeting date and time, • The existing written plan of care ordering the meeting • Any notes taken during the meeting (if notes were taken).

Attending a Conference/Seminar/Class

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Continuing education • State wide training • CPR training 	No

Completing documentation

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Documenting therapy sessions • Completing incident reports • Filling out timesheets 	<p>Possibly. Documentation is needed if you are documenting a service that was provided as required by a written plan of care or you are documenting an evaluation you are licensed to perform. Documentation may include:</p> <ul style="list-style-type: none"> • The service documentation and the written plan of care • The evaluation you performed • The license of the provider who provided the service that is valid on the date the service was provided.

Coordinating services

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Reaching out to a primary care doctor to discuss or update them on a written plan of care • Working with a provider to get the required documentation for a written plan of care • Connecting a student with medical services needed through their primary care doctor or other medical professional • Working with an in-patient care facility on a student's discharge and transition back to school plan • Communicating with private/outside providers • Collaborating with a student's previous provider 	<p>Yes -</p> <ul style="list-style-type: none"> • The written plan of care • Any emails, faxes or phone logs with the other care provider

Getting parental consent for services or to bill Medicaid is **not an example of coordinating services. This would fall under "Administrative tasks".*

Duty (Hall, Bus, Student Arrival, Lunch)

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Morning or afternoon bus duty • Hall monitoring 	<p>No</p>

Eating Lunch

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • You are eating lunch 	<p>No</p>

State Standardized Testing related

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Any duties related to any state assessment include LEAP 2025, NAPE, ACT, Work Keys or any other schoolwide standardized testing (including practice testing) • Proctoring a standardized test • Providing accommodations to students • Any duties related to acting as the primary or back-up test coordinator 	No

Not at work

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • PTO days • Sick days • Maternity leave • FMLA leave • Weather related closure 	No

** This answer and “Not scheduled to work” may sound the same – but they affect the time study in different ways – so it’s important to answer them accurately.*

***Think of this one as – based on your contract/offer letter – you were supposed to be there – but something happened that prevented you from being at work.*

Not scheduled to work

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • The moment took place outside your scheduled hours • A moment comes at 7:00am but you are not scheduled to be at work until 7:45am • You are a part time employee and only scheduled to work Monday, Wednesday and Friday and a moment comes on a Tuesday. 	No

** This answer and “Not at work” may sound the same – but they affect the time study in different ways – so it’s important to answer them accurately.*

***Think of this one as – you were never supposed to be at work at this time. If this is the case, after you submit your moment, check with your RMTS program coordinator to make sure your correct schedule is in the system.*

Providing a direct service (Therapy, Nursing, Behavioral Health)

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Therapy session • Crisis intervention • Speech therapy • Monitoring glucose levels • Administering an inhaler • Group therapy • Administering medication • ABA services 	<p>Possibly. Documentation is needed if the service you are providing is on a student’s written plan of care.</p> <p>Documentation includes:</p> <ul style="list-style-type: none"> • Service documentation of the session you were doing in the moment • The written plan of care that authorized that service • The license of the provider who provided the service that was valid on the date the service is provided.

Providing translation services

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Arranging for an interpreter (oral or signing) either for a meeting or for documents (including emails and phone calls) • Translating (if you are qualified) for the provision of services • Translating materials that allow individuals to understand Medicaid covered services 	<p>Yes – anything that documents the arrangements you were making or the translation you were providing.</p> <p>Possible examples include:</p> <ul style="list-style-type: none"> • Emails • Phone logs • Calendar entries • Documents that were translated • If all else fails - a signed and dated note to yourself about the translation services

Traveling/Driving

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Driving to or from work and home • Driving from one school to another • Driving to a conference or professional development 	<p>Possibly. Documentation is needed if you are driving from one school to another to provide a service that has been ordered by a written plan of care. In that case, you will need to provide:</p> <ul style="list-style-type: none"> • The written plan of care authorizing the service • The service documentation • The license of the provider who provided the service that was valid on the date the service is provided. • Any driving logs/documentation you are required to keep for your school. Be sure to note the locations you were traveling between and the reason for the travel.

Writing a new written plan of care

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Writing the initial IEP • Writing an interim IEP 	No

**You do not need to provide documentation for this because it is not a Medicaid billable activity because it is not on required by an existing written plan of care. This is also different from the initial evaluation – which is a Medicaid eligible activity.*

Question 2: Who were you with?

Answer	Notes
A student	The students Medicaid status does not matter in answering this question
District staff	Anyone from central office or outside your school who works for your LEA
Myself	When you are alone
Parent/Guardian	Of a student
School staff	Anyone that works at your school

Question 3: Why were you doing this activity?

Annual review of a written plan of care

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • IEP meetings (not the initial IEP meeting) • Summer conferences/PD that are specifically about a specific plan of care for a specific student 	Yes - <ul style="list-style-type: none"> • The written plan of care • Agenda/meeting attendees • Any notes taken

Assist student enrolling in special educational related services

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Scheduling a students initial evaluation 	Yes - <ul style="list-style-type: none"> • Email • Phone logs

As ordered by an existing written plan of care

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Giving a student a prescribed medication • Providing group speech therapy • Conducting an individual therapy session • Driving from one school site to another to provide OT • Making phone calls/emails about arranging specialized transportation if the students IEP requires it • Meeting as required about an existing written plan of care 	Yes - <ul style="list-style-type: none"> • The written plan of care • Service documentation of the service being provided • The license of the provider who provided the service that was valid on the date the service is provided. • Any other applicable documentation noted in your answer to question 1

Continuing professional education

Example activities	Documentation Needed?
<ul style="list-style-type: none"> Professional development Attending a CEUs class 	No

Discuss therapy services available

Example activities	Documentation Needed?
<ul style="list-style-type: none"> Meeting with students to discuss service they may benefit from Discuss services available with a student Collaboration with other providers to discuss the services needed by the student 	Yes – <ul style="list-style-type: none"> Emails Phone logs Calendar entries If all else fails - a signed and dated note to yourself about the translation services

Duty scheduled by administration

Example activities	Documentation Needed?
<ul style="list-style-type: none"> Duty Assisting or proctoring a state test PBIS duties Homeless liaison duties Attendance monitoring duties Parent/teacher conferences/night School wide activity (assembly) 	No

IEP Meeting

Example activities	Documentation Needed?
<ul style="list-style-type: none"> The initial IEP meeting An IEP reevaluation meeting 	Possibly. Documentation is required if this is a reevaluation meeting that was ordered by an existing written plan of care. In this case, you may need to provide: <ul style="list-style-type: none"> The existing written plan of care The meeting sign-in sheet.

Lunch Time

Example activities	Documentation Needed?
<ul style="list-style-type: none"> You are eating lunch 	No

Not scheduled to work/outside of scheduled work hours

Example activities	Documentation Needed?
<ul style="list-style-type: none"> A moment comes at 7:00am but you are not scheduled to be at work until 7:45am You are a part time employee and only scheduled to work Monday, Wednesday and Friday and a moment comes on a Tuesday. 	No

**If this is the case, after you submit your moment, check with your RMTS program coordinator to make sure your correct schedule is in the RMTS system.*

Sick Leave/PTO/Maternity Leave

Example activities	Documentation Needed?
<ul style="list-style-type: none"> Out sick PTO Maternity leave FMLA leave 	No

Part of an initial evaluation

Example activities	Documentation Needed?
<ul style="list-style-type: none"> Medical evaluation of a student that the student would normally go to a doctor for BHA on a student to determine and behavioral health needs IEP evaluation (only the time doing the actualy evaluation – not the documentation that accompanies it) 	Yes - <ul style="list-style-type: none"> The appropriately signed and dated evaluation The license of the provider who provided the service that was valid on the date the service is provided.

**You must be authorized by your scope of practice to do the evaluation*

Part of the re-evaluation process

Example activities	Documentation Needed?
<ul style="list-style-type: none"> Completing an evaluation Arranging a meeting Completing documentation 	Yes - <ul style="list-style-type: none"> Any evaluation you were completing at the time of the moment The applicable written plan of care The license of the provider who provided the service that is valid on the date the service was provided.

**You must be authorized by your scope of practice to do the evaluation*

Related to a service not ordered by a written plan of care

Example activities	Documentation Needed?
<ul style="list-style-type: none"> A social worker does a skills group with 5 students – and none of them have a written plan of care requiring that group PBIS interventions not on a written plan of care Giving tums or Advil to a student 	No

To provide testing accommodations

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Proctoring a small group • Assisting with test coordinator duties 	No

Weather related or unexpected school closure

Example activities	Documentation Needed?
<ul style="list-style-type: none"> • Hurricane closure • Flood closure • Snow closure 	No

The RMTS is a group project that requires all the providers across the state to participate and accurately record how they are spending their time. Not completing your moment or completing it inaccurately to avoid the paperwork required by the documentation requirements hurts not just your school, but the entire state.