



Random Moment Time Study (RMTS)

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May 20, 2010

[illegible]

AGENDA

- What is Random Moment Time Study (RMTS)?
- How does it work?
- How much money will I get?
- When does it start?
- Looks good! How do I join??
- Discussion

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What is Random Moment Time Study (RMTS)??

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WHAT IS MAC?

- o Medicaid Administrative claiming (MAC) is a federal reimbursement program aimed at determining what portion of the selected group of staffs' workloads are spent performing activities that are necessary for the proper and efficient administration of the Medicaid State Plan
- o Eligible activities are administrative in nature and directly support efforts to identify and enroll potential eligible clients into Medicaid, to bring them into services covered by Medicaid, to remove barriers to accessing Medicaid services and to reduce gaps in Medicaid services.

WHAT IS MAC?

There are four MAC reimbursement types:

- o **Non-Discounted** activities are MAC activities that are 100% Medicaid applicable and reimbursable at the full 50% rate.
- o **Discounted activities** are administrative activities that are only reimbursable for the Medicaid eligible individuals (as determined by the Medicaid Eligibility Rate, or MER) for the claiming unit.
- o **Unallowable activities** are not reimbursable under Medicaid, (regardless of whether or not the population served includes Medicaid eligible individuals) but account for the balance of the time study participants' time.
- o **Reallocated** applies to the activity code for general administrative activities. Time allocated to this activity is reallocated across the other activities, including those that are unallowable.

WHAT IS RMTS?

- o **Random Moment Time Studies (RMTS)** is accepted as a statistically valid methodology of measuring the extent of effort that can be claimed for MAC reimbursement.
- o Random moments are sampled throughout a quarter and are based on the most common calendar for all county boards/COGs
- o A moment represents one minute at an identified time

BENEFITS OF RMTS

- o Administratively simple-- Participants only document activity for a randomly assigned moment in time
- o Easy to use, centralized online system and online trainings provided by DODD
- o A random sample of participants are selected from a pool of all participating county boards and COGs
- o Participants do not need to know activity codes
- o Less likelihood of audit findings

How does it work?

RMTS METHODOLOGY

- o Participants from all county boards and COGs are combined into one statewide cost group.
- o Moments are randomly selected from the cost group and randomly assigned to participants.
- o Moments are limited to common calendar dates (excludes holidays and weekends) and the core hours 9 am to 3 pm.

RMTS METHODOLOGY

- o Selected participants will be notified by an email one business day prior and at the moment that they have been selected for.
- o If selected, staff must participate in a web-based participant training prior to completion of their first RMTS.
- o Once received, no further training is required for future surveys.



DOCUMENTATION OF RANDOM MOMENT

- o Selected participants will log onto the web-based system and answer the following questions for the random moment identified:
 - What type of activity were you doing?
 - What were you specifically doing in this category?
 - Who were you working with/did your work benefit?
- o Participants can select pre-identified responses from a list or provide a written response.
 - Participants only have to document what they are doing at the moment.



DOCUMENTATION OF RANDOM MOMENT

- o Pre-identified responses will have a code assigned to it. Written responses will be coded by DODD staff, known as Central Coders.
- o Staff will receive 2 reminder emails after their moment has passed: 48 hours and 72 hours after the moment has passed.
- o After five (5) business days, the participant will no longer be allowed to complete or edit their moment.



SAMPLE EMAIL NOTIFICATION

Welcome John Doe,

You have been selected to participate in the RMTS Time Study for Sample County Board.

Your sample moment in time will occur at 04/21/2008 07:10 AM.

In order for your county board to receive the Medicaid reimbursement, it is essential that you take a moment and, click on the link below and complete your observation form. Your User ID is DoeJohn.

<https://www.chcf.net/chcfweb?userID=ParticipantUserID>

Thank you for your time and dedication to this important revenue generating program for your county board.

SAMPLE WEB-BASED SYSTEM

Random Moment Time Study

Login

User ID:

Password:

☐ Remember User ID

[Instructions for Logging in](#)

[Contact Us](#)

Sample Web-based System

Random Moment Time Study

Welcome Barbara Reviewer. Your active moments are listed below. They will remain active for 5 hrs and answer the displayed questions. Thank you for your participation!

Active Moments

Expired Moments

Click on the moment ID for 03/17/2008 11:00 AM

Document your Activity for 03/17/2008 11:00 AM

If you need to revise a previously documented moment, you may do so by clicking on the "Prior Moments" tab above.

Please Note: A prior moment may only be revised during the acceptable grace period for that moment. The Grace Period for completing or revising your activity is 5 day(s) from the moment time.

For further assistance, please e-mail mac.coord@utor@ut.dodd.ohio.gov.

SAMPLE WEB-BASED SYSTEM

Random Moment Survey - Windows Internet Explorer

https://pa-www.chf.net/chfweb/jsp/submitdata.jsp?RMSLst.do?momentSeqId=CT220000momentDate=07%2F10%2F2010mode=lgMomentDetails?P=1

Center for Health Care Financing
A MISSION-DRIVEN APPROACH TO COST-EFFECTIVE HEALTH CARE

Administrative Clipping
Random Moments

Random Moment Time Study

Profile
Participant : Kevin Bracken Job Description : Fiscal Specialist

Observation Moment : 03/10/2010 10:10 AM

What type of activity were you doing Answer the Question

What were you specifically doing in this category Answer the Question

Who were you working with/did your work benefit Answer the Question

☐ I certify that the answers submitted are accurate and complete.

Submit Close

SAMPLE WEB-BASED SYSTEM

Random Moment Survey - Windows Internet Explorer

https://pa-www.chf.net/chfweb/jsp/submitdata.jsp?RMSLst.do?momentSeqId=CT220000momentDate=07%2F10%2F2010mode=lgMomentDetails?P=1

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Profile
Participant : Kevin Bracken Job Description : Fiscal Specialist

Observation Moment : 03/10/2010 10:10 AM

What type of activity were you doing Answer the Question

What were you specifically doing in this category Answer the Question

Who were you working with/did your work benefit Answer the Question

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Save Close

Conducting Outreach
Facilitating Eligibility Determinations
Coordinating current services
Planning and/or developing services, programs, policy and/or resources that relate to Medicaid funded services
Work related to Medication/Quality Assurance
Investigating Medication Incidents or Unusual Incidents
Performing a general administrative task that cannot be directly attributed to a service
Not working

SAMPLE WEB-BASED SYSTEM

Random Moment Survey - Windows Internet Explorer

https://pa-www.chf.net/chfweb/jsp/submitdata.jsp?RMSLst.do?momentSeqId=CT220000momentDate=07%2F10%2F2010mode=lgMomentDetails?P=1

Center for Health Care Financing
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Administrative Clipping
Random Moments

Random Moment Time Study

Profile
Participant : Kevin Bracken Job Description : Fiscal Specialist

Observation Moment : 03/10/2010 10:10 AM

What type of activity were you doing Answer the Question
Coordinating current services

What were you specifically doing in this category Answer the Question
Performing any work related to FAMS, such as entering FAMS data, FAMS utilization reviews, reviewing waiver match commitment, or communicating with providers regarding FAMS issues

Who were you working with/did your work benefit Answer the Question
No one

☐ I certify that the answers submitted are accurate and complete.

Submit Close

TIME STUDY RETURN COMPLIANCE

- o A statewide compliance rate of 85% must be met. If this is not met a penalty will be applied by adding non-reimbursable time to the RMTS results.
- o MAC Administrator and Coordinators will monitor the compliance rate throughout the quarter using management reports from the online system.

VALIDATION

As part of our commitment to collecting **complete** and **accurate** information through the RMTS program, MAC Coordinators will be responsible for validating 5% of all moments.

How much
money will I get?

CALCULATING THE CLAIM

- o All County Board and COG participants will be combined into one statewide cost pool. The results of this pool will be applied to each participating county's or COG's MAC claim.
- o Central Office staff will make up a separate cost pool and be submitted on a separate MAC claim.

SAMPLE CALCULATIONS- RMTS RESULTS-ALL CB/COGS

Result of all participating County Boards/COGs	
Activity Code	Time Study %
1	0.71%
2	1.39%
3	0.39%
4	0.44%
5	0.84%
6	1.06%
7	11.58%
8	1.75%
9	0.03%
10	0.00%
11	5.07%
12	1.10%
13	1.56%
14	0.16%
16	0.61%
17	13.82%
18	53.99%
19	5.49%
	100.00%

SAMPLE CALCULATIONS- APPLYING RESULTS TO COUNTY A

County A Net Quarterly Payroll Costs: \$427,410.20				
Activity Code	MER %	Time Study %	FFP %	claim amount
1	0.0000%	0.71%	0.0000%	\$0.00
2	0.0000%	1.39%	0.0000%	\$0.00
3	100.0000%	0.39%	50.0000%	\$823.19
4	0.0000%	0.44%	0.0000%	\$0.00
5	100.0000%	0.84%	50.0000%	\$1,864.31
6	0.0000%	1.06%	0.0000%	\$0.00
7	56.3400%	11.58%	50.0000%	\$13,947.79
8	0.0000%	1.75%	0.0000%	\$0.00
9	56.3400%	0.03%	50.0000%	\$41.54
10	0.0000%	0.00%	0.0000%	\$0.00
11	56.3400%	5.07%	50.0000%	\$6,108.57
12	0.0000%	1.10%	0.0000%	\$0.00
13	56.3400%	1.56%	50.0000%	\$1,874.89
14	0.0000%	0.16%	0.0000%	\$0.00
16	0.0000%	0.61%	0.0000%	\$0.00
17	56.3400%	13.82%	50.0000%	\$16,629.66
18	41.9436%	53.99%	50.0000%	\$48,751.16
19	0.0000%	5.49%	0.0000%	\$0.00
		100.00%		\$89,631.93

CLAIMING SCHEDULE

Quarter	Claim to DODD	DODD submits to ODJFS	Approval by ODJFS	Payment to CB/COG
January – March	June 30	August 31	September 30	October 31
April – June	September 30	November 30	December 31	January 31
July – September	December 31	February 28	March 31	April 30
October – December	March 31	May 31	June 30	July 31

When does it start?

UPDATE ON RMTS PROGRESS

- oDODD has contracted with OSU/UMass to customize a web-based program for RMTS
- oCMS is reviewing Guide, screen shots and training material.
- oRMTS methodology is scheduled to start with the July 2010 quarter

Looks good!
How do I join?

PARTICIPANT REQUIREMENTS

- o Identify a MAC Coordinator and Assistant Coordinator:
The identified coordinators are required to participate in a face-to-face training.
- o Contact or see me **before May 31st** if you are interested in participating in the July 2010 quarter.
- o Initial Coordinator training will be offered in November or December of 2010 for participation in calendar year 2011.
- o Thereafter, training will be offered annually in either November or December for participation in the following calendar year.

COORDINATOR RESPONSIBILITIES

- Submit an annual Implementation Plan
- Submit quarterly participant lists by stated deadline
- Ensure selected participants respond within the 5 business day grace period
- Validation of selected responses
- Submit quarterly salary and contractor information by stated deadline
- Provide overall direction and guidance on the MAC program to participants
- Maintain relevant documentation

IN CONCLUSION



Thank you!


