

Kansas – Website Review for Participants

Kansas School District Administrative Claiming (SDAC) Program







RMTS Site Review for Participants

- You will receive an email notification from kssdac@pcgus.com indicating that you have randomly been selected to complete a Random Moment Time Study (RMTS). You will receive the following notifications prior to your Time Study via email:
 - 5 Day Notification
 - 3 Day Notification
 - 1 Day Notification
- To complete your RMTS, follow the instructions on the remaining slides.



RMTS Site Review for Participants

- Participants will enter their User Name and Password here. The website is:
<https://easyrmts.pcgeducation.com/RandomMomentTimeStudy/LoginCheck.aspx>

 [About PCG](#) 

User Name:

Password:

[Forgot your password?](#)

Have trouble logging into the system? Please contact Public Consulting Group by using the toll-free number listed in the e-mail notification you received.

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**Read the
instructions and
then click NEXT**

Random Moment Time Study
Kansas SDAC Program

Participant | Logout

Name	Category	Location	Moment

Program Overview

This time study is required by the Federal government in order for your school district to be reimbursed for the administrative and outreach activities you do for students in your school district. Your participation is mandatory, but will only take a few minutes of your time.

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What is the School District Administrative Claiming Program (SDAC)

The school setting offers unique advantages and opportunities to reach children and families to inform and encourage them to enroll in the Medicaid Program, as well as to provide assistance to students in accessing medical services. Most children attend schools, and since most parents consider schools a trusted conduit for important information, schools are a critical link to reach uninsured children who may qualify for Medicaid services. Public schools in Kansas provide physical health, mental health, and substance abuse care services. Coordination and follow-up activities are provided when screenings and evaluations identify a specific need of the student. Federal statute and regulations allow for reimbursement by Medicaid to certain governmental entities that provide Medicaid-related outreach services.

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Name	Category	Location	Moment
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What is the School District Administrative Claiming Program (SDAC)(cont)

The School District Administrative Claiming Program (SDAC) provides funds to the districts that are working to identify children that are uninsured and may qualify for Medicaid coverage. These outreach activities involve working with the entire student population regardless of their eligibility status for Medicaid or Special Education. Districts receive reimbursement for activities such as outreach, referral, Medicaid application assistance, interagency coordination, monitoring of the delivery of Medicaid-covered services, and training of staff and parents on the Medicaid Program.

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Random Moment Time Study
What is the Random Moment Time Study(RMTS)?

The Random Moment Time Study (RMTS) process is a federally approved technique of polling a statistically valid sampling of randomly selected moments (one moment = one minute) which are assigned to randomly selected participants. The RMTS method measures the work effort of the entire group of approved participants involved in the schools Medicaid and health-related services programs by sampling and analyzing the work efforts of a randomly selected cross-section of the group. A computer program chooses each moment randomly from the total working hours of all the school days of the entire quarter and assigns the selected moment to an eligible participant. Notification of the chosen moment will go out to the chosen participant one week prior to the selection of time, after "living" the moment participants will document their activity in a narrative format.

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What is my role in the RMTS?:

As a district staff person who potentially performs reimbursable outreach activities, your role in the time study process is to document the activity you are performing at the specific moment selected in your work day. You will document your activity by answering three questions: Who was with you? What were you doing? Why were you doing the activity?

In the Random Moment Time Study process, moments of time are selected throughout the entire quarter, and are randomly assigned to district staff for completion. You receive a RMTS notification each time you are selected that identifies one moment for which you need to document. There is a possibility that you may be selected for multiple moments within a quarter. It is essential that you follow these instructions completely.

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Random Moment Time Study Examples:

Who was with you? A student
What were you doing? Providing academic support to a special education student with a learning disability.
Why were you doing this activity? Student's IEP requires academic support.

Who was with you? District Staff.
What were you doing? Attending a student study meeting.
Why were you doing this activity? Discussing a student's need for health and behavioral services.

Who was with you? Outside agencies.
What were you doing? Attending a health/behavioral coordinating meeting.
Why were you doing this activity? Identifying the reduction of service overlaps, duplication and gaps and establishing referral policies and procedures between agencies.

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Random Moment Time Study Additional Examples:

Who was with you? A student
What were you doing? Providing academic support to a special education student with a learning disability.
Why were you doing this activity? Student's IEP requires academic support.

Who was with you? Students.
What were you doing? Walking a student to the bus to help them get on.
Why were you doing this activity? Student needs personal assistance in getting on the bus per IEP.

Who was with you? Students.
What were you doing? Distributing medication to general education students during the lunch hour.
Why were you doing this activity? General education students require their medication.

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instructions and
then click NEXT**

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Name	Category	Location	Moment

Instructions:

- Your selected time study moment is pre-determined. Do not answer the activity questions for any other time than your selected moment.
- Answer the activity questions with enough detail about your activity so that if you are asked about your assigned moment during a possible audit, you are able to easily recall the activity you were doing without revealing student information.
- If you have questions about completing this process, please contact **PCG at (877) 395-5015.**

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RMTS Site Review for Participants

Click the BLUE respond button to complete the Time Study Moment


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Name	Category	Location	Moment

Moments
1/2/2013 9:21:00 AM

Respond



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Name	Category	Location	Moment

Were you working during your sampled moment?

☐ No, Moment is before/after workday(This does not include Lunch)

☐ No, Moment is during paid day off

☐ No, Moment is during an unpaid day off

☐ Yes, I was working

Select the appropriate response and then click NEXT

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Answer each of the questions to the best of your ability and then click **NEXT**

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1. Who was with you?
Example: A Student. Family of a student. By myself. Students. School staff.

2. What were you doing?
Example: Meeting a student for a direct therapy. Talking with a student's family who is interested in obtaining food stamps. Scheduling an appointment with an outside agency for a student.

3. Why were you doing this activity?
Example: Required by the students IEP. To assist the family in filling out the application form. Student is in need of counseling service outside the school setting. Part of my daily activities.

4. Is this activity regarding a Special Education student? ("Unknown" is not applicable if you were delivering a direct medical service at the time of your moment!)

--Select--

5. Does the Student have an IEP/FSP in place for the services you are performing?

☐ 1. Yes

☐ 2. No

☐ 3. N/A



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Once you click the checkbox next to the red asterisk, the **SUBMIT** button will appear. Click the **SUBMIT** button, and the user will then receive a message in bold that states that they have successfully submitted their Time Study moment

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Name	Category	Location	Moment

1. Who was with you?
Answer: "

2. What were you doing?
Answer: "

3. Why were you doing this activity?
Answer: "

4. Is this activity regarding a Special Education student? ("Unknown" is not applicable if you were delivering a direct medical service at the time of your moment!)
Answer: No

5. Does the Student have an IEP/IFSP in place for the services you are performing?
Answer: N/A

☒ *****

By submitting this information, I attest that I have read the materials on this site and certify that I understand the purpose of the administrative claiming program, my role in the program, and how to accurately complete the Random Moment Time Study.

Edit

Submit



RMTS Site Review for Participants

You have now successfully submitted your Random Moment Time Study (RMTS)!

We recommend completing your RMTS within twenty-four hours of your sampled time.

For question, please contact Public Consulting Group at:

**kssdac@pcgus.com
(877) 395 - 5015**