South Dakota Random Moment Time Study (RMTS) & Program Updates Training

School Based Medicaid Program (SBMP)





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Presentation Notes

- Vendor - Sivic Solutions Group (SSG)
- Training will be recorded and distributed after trainings conclude
- Please remain on mute during the presentation to reduce background noise
- Please take a moment to locate the GoTo Training “Questions” feature where you can post questions throughout the presentation
- We will pause for questions at the end of today’s presentation

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School Based Medicaid RMTS Presentation Agenda

- Learning Objectives
- Cost Based Reimbursement
- RMTS Overview
- RMTS Updates
- RMTS Calendaring/Work Schedules
- RMTS Quarterly Cycle
- RMTS Deadlines Overview
- RMTS Question & Answers Updates
- Cost Based Reimbursement Calculations
- Interim Claims Overview
- Upcoming Changes to the Medicaid Program Summary
- Technical Notes
- Questions
- Contact Information

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Learning Objectives

- Understand how the reimbursement process works and why RMTS is so important
- Understand what the RMTS is and how it works for you
- Know the timeframes and deadlines
- Know how to complete the required tasks for managing RMTS for your school district
- Gain some helpful tips and tools to ensure that your school district is maximizing your Medicaid reimbursement while meeting all program requirements
- Get familiarized with the upcoming changes to the program

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Cost Based Reimbursement
Why do we do the RMTS?

- The Random Moment Time Study (RMTS) is a statistical valid means of measuring time spend on reimbursable activities vs. non-reimbursable activities on a quarterly basis.
- Random emails are sent out asking what a participant is doing at one particular moment in their day.
- Completely random, and much easier than participants logging in what they were doing all day every day!
- Cost-based reimbursement is an alternative methodology that instead reimburses each school district based on actual, incurred costs to provide services.

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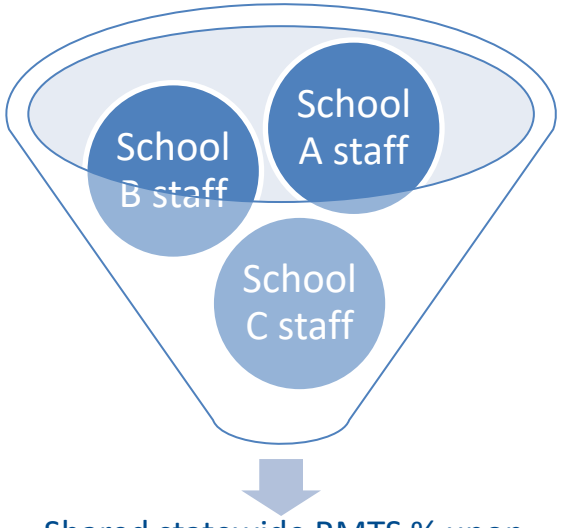
Cost Based Reimbursement
RMTS Results are Statewide

RMTS Results are statewide

All School Districts are in this together!

Therefore, the quality of each participant's responses, and the degree to which each school district is compliant with RMTS requirements impacts reimbursement to every participating school district in the state.

LEAs must strive to answer 100% of moments for both pools per quarter, so it's important to monitor/check your compliance reports to ensure that participants are answering their moments!

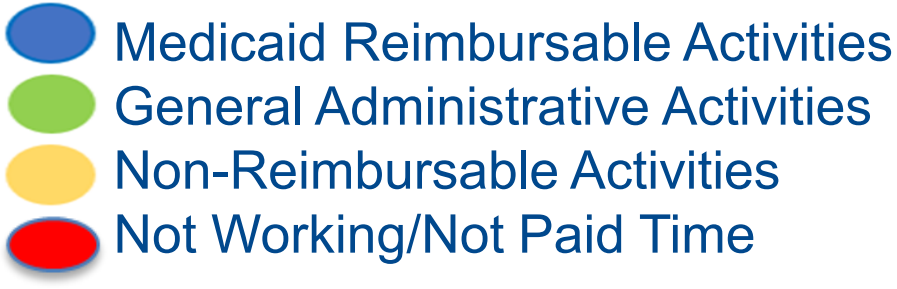


Shared statewide RMTS % upon which reimbursement is based for all school districts

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Cost Based Reimbursement
Distribution of Time

- The distribution of working time (quantified by the RMTS) is used to allocate costs –
  - i.e. to determine what portion of school staffing costs can be attributed to doing work activities that are eligible for Medicaid reimbursement.

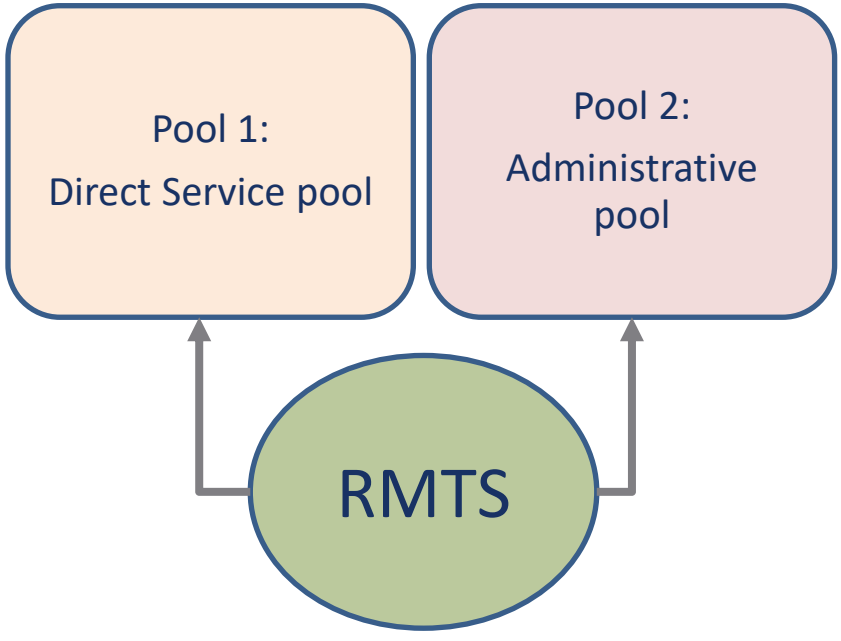


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RMTS Overview

RMTS is a Program Requirement

- LEAs must identify whether participants will be added to the Direct Service or the Administrative Cost Pool
- RMTS participation is required for both pools to claim Medicaid Reimbursable costs
- Participants can only be entered into one (1) pool.
- Direct Service pool costs can only be claimed in the annual Cost Settlement claim
- Both Direct Service pool & Administrative pool costs can be claimed in the quarterly MAC claim



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RMTS Overview

Who should be included in the RMTS pools?
Ask yourself the 'reasonable' test!

- What are participants 'reasonably expected' to perform as their current job function?
- Don't focus solely on job description; it is not about staff job descriptions, it's about who does this type of work.
- Both pools perform Medicaid reimbursable activities. Participants in each of the cost pools may perform activities that are Medicaid reimbursable.
- Pool 1: Direct Service
  - Is it reasonably expected that this individual will be providing direct Medicaid allowable health related services for students? (OT, PT, Speech, Nursing, Psych etc.)
- Pool 2: Administrative Services
  - Is it reasonably expected that this individual will to provide Medicaid allowable administrative support for direct service staff and students? Note: These individuals would not be providing services directly to students. (School/Special Education Administrators, Interpreters & Interpreter Assistants, Special Education Teachers etc.)

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RMTS Overview
Who should be included in the RMTS pools?

- Full and part time school employees performing Medicaid qualified duties (Direct Service staff or Administrative Service staff separated by cost pool)
- Full and Part time contractors that work for your school performing Medicaid qualified duties (Direct Service or Administrative Service staff separated by cost pool)
- *NEW Policy –
  - Previously 'Support Staff' or 'Non-Sampled Staff' were able to be included in the MAC claim without being part of the RMTS
  - CMS (Centers for Medicare & Medicaid Services) has made it clear that in order for staff costs to be claimed, staff should be included in the RMTS
  - DSS has implemented this change as of the Oct-Dec 2025 quarter and will no longer be an option in the MAC claiming system
    - 'Support Staff' or 'Non-Sampled Staff' may be included through the July-Sept 2025 quarter

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RMTS Overview
Medicaid Qualified Direct Services

- Direct medical service LEA providers that are expected to provide health-related IEP services regardless if these providers currently have a student on Medicaid;

- Direct medical service LEA providers that are expected to provide health-related 'Other Plan of Care' (such as a 504 plan) services regardless if these providers currently have a student on Medicaid

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RMTS Overview
Medicaid Qualified Administrative Services

- Outreach— Informing eligible or potentially eligible individuals and families about Medicaid and how to access it;
- Application assistance/ Facilitation Medicaid eligibility determination — Assisting individuals and families to apply for Medicaid;
- Participating in activities to develop strategies to improve coordination and/or the delivery of covered services, including when performing collaborative activities with other agencies regarding health-related services;
- Making referrals, coordinating, or monitoring the delivery of covered services;
- Assisting an individual to obtain Medicaid-covered transportation;
- Translation and interpretation services when required to access health-related services;
- Providing or receiving school staff training related to Medicaid topics

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RMTS Updates
Participant Job Descriptions

- Job descriptions have been updated/added – You can update them immediately via the 'Maintain Participant' screen in the system

- South Dakota DSS has approved updating Job Descriptions for a few important reasons:

  - CMS Policy–
    - Requires only staff who are doing Medicaid-qualified duties as part of their general job function in the RMTS.
    - RMTS % is low In South Dakota because there are a lot of people currently in the RMTS not performing Medicaid-qualified work as a general part of their job duties, which decreases Medicaid reimbursement
    - May seem counter-intuitive to remove people from RMTS because you can claim RMTS salaries in claims, but the RMTS % reflects that, so it actually hurts your reimbursement & is not CMS allowable to knowingly claim people not performing any Medicaid reimbursable duties in case of an audit
    - The upcoming Cost Settlement implementation needs to have specific Job Descriptions in the Direct Service Cost pool to be valid

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RMTS Updates
Participant Job Descriptions Action Items

- Need to reassign/remove *Teachers* and *Program Specialists* specifically since those job descriptions will soon be removed from the system, but all staff should be examined with the new updates
  - *Teachers* could be general educational teachers (who are not allowable) & *Program Specialist* is too vague a job description

- Need to add anyone to the RMTS you have previously claimed in the 'Non-Sampled Staff' for the MAC claim you think are doing Medicaid qualified work as part of their general job duties since CMS wants all claimable participants to participate in the RMTS

  - *The MAC 'non-sampled staff'/support staff option will be going away as of October 1st 2025

- We simply renamed a few Job Descriptions to make it easier for you so you don't have to update everyone on your end

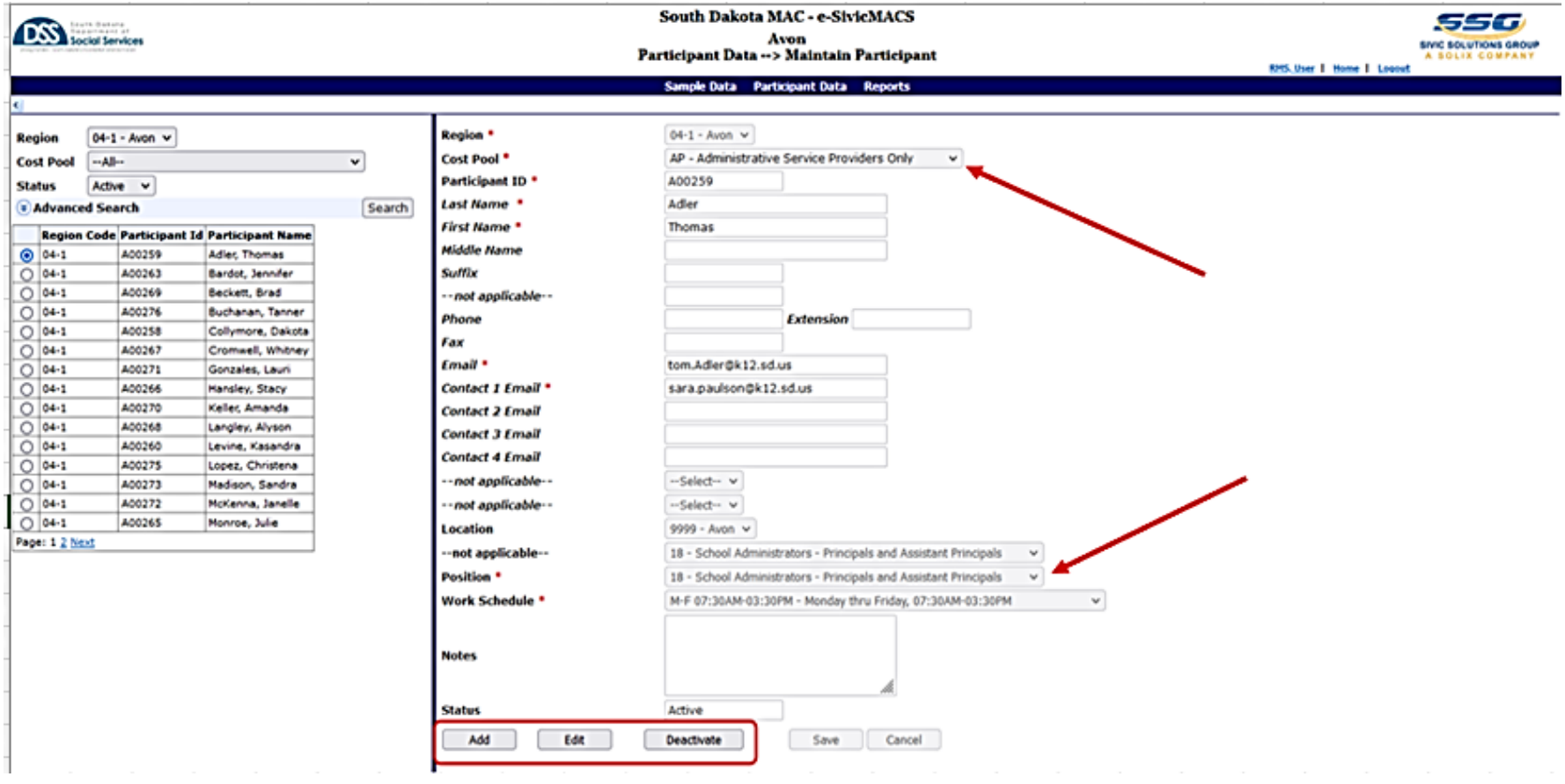
  - *You should still make sure that all your job descriptions make sense for everyone per usual on a quarterly basis

- We will be sending out a detailed spreadsheet of each district's participants and assigned job descriptions & what may or may not need to be changed

Deadline is **September 5th, 2025** for the Oct-Dec 2025 Quarter

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RMTS Updates
Participant Job Description Updates



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RMTS Updates
Participant Job Description Updates

Old Job Descriptions (Currently available to both Cost Pools):

- Graduate Physical Therapy Assistant
- Interpreters & Interpreter Assistants
- Licensed Audiologist
- Licensed Occupational Therapist
- Licensed Physical Therapist
- Licensed Registered Professional Nurse
- Licensed Speech Language Pathologist
- Licensed Speech Language Pathology Assistant
- LPNs
- Nurse Assistant/Health Aide
- Occupational Therapy Assistant or Occupational Therapy Aide
- Other groups/individuals that may be identified by the LSD
- Program Specialist *(Removing Entirely)*
- Psychiatrist
- Psychologist Interns
- School Administrators - Principals and Assistant Principals
- School Bilingual Assistants
- School Counselors
- School Psychological Examiner
- School Psychologist
- School Social Workers
- Special Education Administrators
- Special Education Teacher
- Teacher *(Removing Entirely)*

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RMTS Updates
Participant Job Description Updates

New Job Descriptions (Separated out by Cost Pool):

- **Cost Pool 1 (Direct Service & Administrative Providers) –**
  - Advanced Practice Registered Nurse (NP) / Clinical Nurse Specialist (*NEW)
  - Certified Physical Therapy Assistant (*Updated from 'Graduate Physical Therapy Assistant')
  - Certified Social Worker – PIP / PIP Candidate (*Updated from 'School Social Workers')
  - Licensed Audiologist (*Same)
  - Licensed Marriage and Family Therapist (*NEW)
  - Licensed Occupational Therapist (*Same)
  - Licensed Occupational Therapy Assistant (*Updated from 'Occupational Therapy Assistant or Occupational Therapy Aide')
  - Licensed Physical Therapist (*Same)
  - Licensed Practical Nurse (LPN) (*Updated from 'LPN')
  - Licensed Professional Counselor (*NEW)
  - Licensed Registered Professional Nurse (RN) (*Updated from 'Licensed Registered Professional Nurse')
  - Licensed Speech Language Pathologist (*Same)
  - Licensed Speech Language Pathology Assistant (*Same)
  - Nurse Assistant / Health Aide (*Same)
  - Psychologist / Psychologist Interns / School Psychological Examiner (*Combined)
  - Medicaid Direct Service Billing Coordinator (*NEW)
  - Psychiatrist (*Same)

- **Cost Pool 2 (Administrative Service Providers Only) –**
  - Interpreters & Interpreter Assistants (*Same)
  - Other groups/individuals that perform Medicaid allowable services/activities (*Updated from 'Other groups/individuals that may be identified by the LSD')
  - School Administrators that perform Medicaid allowable activities (*Updated from 'School Administrators - Principals and Assistant Principals')
  - School Bilingual Assistants (*Same)
  - School Counselors (*Same)
  - Special Education Administrators (*Same)
  - Special Education Teachers (*Same)

RMTS Updates
'Summer Quarter'

- Replacement of 'Summer/Average' July-September Quarter
- Effective August 2026, the practice of averaging the first three quarters of the school year for the July-September quarter is no longer allowable, per CMS regulations. All valid school days must be sampled. The sampling period will be defined as follows:
  - Quarter 1: October 1st – December 31st
  - Quarter 2: January 1st – March 31st
  - Quarter 3: April 1st – Last Day of School
  - **NEW! Quarter 4: First day of School 2026 – September 30th**

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RMTS Calendaring/Work Schedules

- PURPOSE:
  - When staff are working – this is important for the statistical validity of the time study
- HOW?
  - Participants should be selected for moments at times they are working
  - This is accomplished by associating all participants with an accurate work schedule



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RMTS Calendaring/Work Schedules

- Annually: Submitted before new RMTS year begins for October-December Quarter –
  - **First Friday of August for Q1 (October-December quarter)** - Submit Smartsheet form of annual calendars to SSG (SSG will send you the Smartsheet to fill out via email communication bi-annually)
    - This is for common days off/holidays for all your participants, and anticipated end of school year date (last day of school date can be changed up until the RMTS Q3 (April-June quarter) deadline (first Friday of March due date of the current year)
    - *NEW! Important Update!* We are adding anticipated beginning of school year date to the Smartsheet for the next year. First day of school date can be changed up until the RMTS Q3 (April-June quarter) deadline (first Friday of March due date of the current year)
- Quarterly: Add/edit/remove participants and individual work schedules in the SSG RMTS system before new RMTS quarter begins –
  - **First Friday of Month before beginning of RMTS Quarter** - Submit request of any added work schedules you don't already see in the work schedule dropdown to SSG at sdsupport@sivicsolutionsgroup.com

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RMTS Calendaring/Work Schedules

- Employees & Contractors:
  - If possible, remove time not doing Medicaid qualified work
    - You should only include the time that employees & contractors are working in their primary role, not any extended hours worked in support of extracurriculars.
      - For example, if the SLP is also an athletics coach, they shouldn't be receiving moments during athletics practice
- Contractors:
  - Remove time contractors who are not working for the specific school district which you are entering work schedules if possible
    - *Important!* However, if a contractor does receive a moment while not working for your school, they should answer the moment with what they were doing regardless of what school they were working for at the time since it is a state-wide time study

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RMTS Calendaring/Work Schedules
Leave of Absence/Terminations for Active Participants

- If necessary, RMTS Coordinators can submit requests to SSG for unforeseen circumstances impacting staff's ability to respond to the time study (such as terminations or leave of absence).
  - These requests may be submitted to SSG at any time during the quarter as soon as the absence in known
  - SSG will also send out a list of non-answered moments to each district to review monthly to see what the leave of absence was for, or if staff just didn't answer the moment

- The reasoning for submission of leave of absences/terminations is so unanswered moments do not negatively affect the time study, and your LEAs compliance percentage (also no-one wants unnecessary reminder emails!)
  - Paid Time Off still leads to partial reimbursement (we just need to know)
  - Not working moments are thrown out / don't count (we just need to know)
  - Unanswered moments leads to less reimbursement for everyone!

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RMTS Quarterly Cycle

School District RMTS Coordinator Responsibilities:

Before the Quarter Starts

- Identify/Edit staff for RMTS participation
- Update RMTS list
- Update work schedules

* *Once upcoming quarterly RMTS deadline has passed, cannot add or remove participants to upcoming RMTS*

During the Quarter

- Monitor participation
- Follow-up on unanswered moments
- Submit Leave of Absence/Terminations
- Update participant names, participant/ supervisor emails as needed in real time

After the Quarter

- Submit Leave of Absence/Terminations
- Check final participation compliance reports
- Review completed moments reports

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RMTS Deadlines Overview

Time Study Quarter	RMTS Admin Task Deadline
Q1: October 1–December 31 (Submit to SSG Annual Holidays/Last day of school via Smartsheet form)	First Friday of **August**
Q1: October 1–December 31 (Update Quarterly Work Schedules & participant lists)	First Friday of **September**
Q2: January 1–March 31 (Update Quarterly Work Schedules in SSG System & participant lists)	First Friday of **December**
Q3: April 1–June 30 (Update Quarterly Work Schedules in SSG System & participant lists/Last & First day of school via Smartsheet form)	First Friday of **March**
Q4: First Day of School–September 30 (Update Quarterly Work Schedules in SSG System & participant lists)	First Friday of **June**

SSG will also send out due date reminders via email to all Coordinators

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RMTS Question & Answers Updates

- **Note 1*: Bullet points are dropdowns for questions 1, 5, 6 with no 'write in' response required.
- **Note 2*: Questions 2, 3, 4 are 'write in' responses to be filled in by the participant.

The questions that each participant to be asked are below:

1) Please select the following dropdown answers:
   - Working for a school/district at time of moment
   - Paid Time Off (Vacation/Sick/Personal/Inclement Weather or Event)
   - On lunch or break at time of moment & working for a school/district
   - Unpaid Time Off (You were not working or paid by school/ district at time of your moment)

2) If you were working at the time of your moment, please answer the following question. Who was with you? Indicate classifications (e.g., Speech Therapist, Student, Parent, etc.) rather than names. *Write in N/A for paid or unpaid time off/lunch/break.

3) If you were working at the time of your moment, describe in detail the specific activity you were doing during the exact minute indicated in the time study (e.g. if driving, please provide purpose of destination & what you will be doing). *Write in N/A for paid or unpaid time off/lunch/break.

4) If you were working at the time of your moment, why were you doing this activity? (please be more specific than 'it is part of your job duties'), *Write in N/A for paid or unpaid time off/lunch/break.

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RMTS Question & Answers Updates

- *Note 1: Bullet points are dropdowns for questions 1, 5, 6 with no 'write in' response required.
- *Note 2: Questions 2, 3, 4 are 'write in' responses to be filled in by the participant.

Continued - The questions that each participant to be asked are below:

5) Is the activity you were doing, as described above, with or on behalf of a student that has a 'Health-related' or 'Academic-related' IEP/IFSP or 'Other Plan of Care' (e.g. 504 plan)?

- Yes, I was working on the HEALTH-related section(s) of an IEP/IFSP that involves a student's medical/ health needs (OT, PT, Speech, Nursing, Psych/ Mental Health, Behavioral) which affects their ability to participate in school-related activities
- Yes, I was working on the HEALTH-related section(s) of an 'Other Plan of Care' (e.g. 504 plan) that involves a student's medical/ health needs (OT, PT, Speech, Nursing, Psych/ Mental Health, Behavioral) which affects their ability to participate in school-related activities
- Yes, I was working on the Academic/ Learning Disability/ Educational section(s) of IEP/IFSP and/or 'Other plan of Care (e.g. 504 plan) that ONLY involves student academic needs
- I was working on none of the above activities
- N/A (paid or unpaid time off/lunch/break)

6) If you were working with or on behalf of a student that has a 'HEALTH-Related' IEP/IFSP and/or 'Other Plan of Care'(e.g. a 504 plan), please indicate 'Yes' if the activity you were doing is a requirement in the student's IEP/IFSP and/or 'Other Plan of Care' (e.g. a 504 plan). Select 'No' if not.

- Yes, the activity I was working on involved the HEALTH-related section(s) of an IEP/IFSP and/ or 'Other Plan of Care' (e.g. 504 plan) that involves a student's medical/ health needs (OT, PT, Speech, Nursing, Psych/ Mental Health, Behavioral) which affects their ability to participate in school-related activities
- No, the activity I was working on DID NOT involve the HEALTH-related section(s) of an IEP and/ or 'Other Plan of Care' (e.g. 504 plan) that involves a student's medical/ health needs (OT, PT, Speech, Nursing, Psych/ Mental Health, Behavioral) which affects their ability to participate in school-related activities
- N/A (paid or unpaid time off/ lunch/ break)

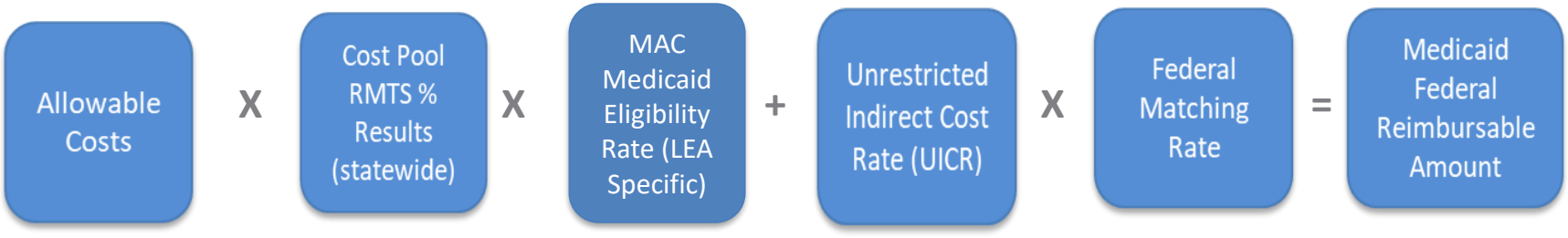
*Note – Staff receive a 1 business day 'pre-notification' before their moment occurs. Once the moment occurs, they have 3 business days to answer the moment before it locks down.

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Cost Based Reimbursement Calculations
MAC

RMTS results have a significant impact of reimbursement!

*Calculation to Determine Gross Medicaid Reimbursable Amount **MAC**:

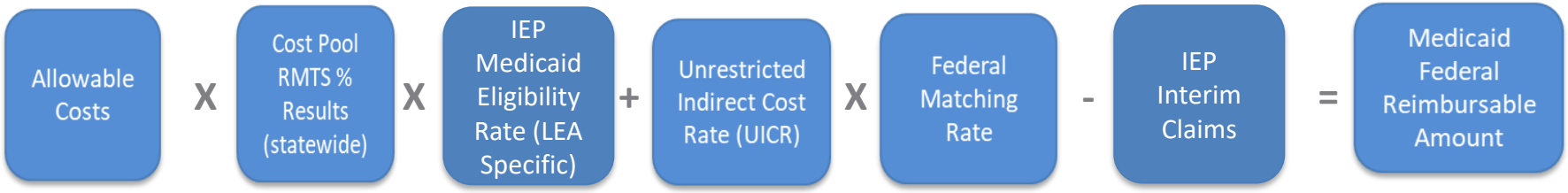


MAC MER is (Total Medicaid Population/Total District Population = MAC MER %)

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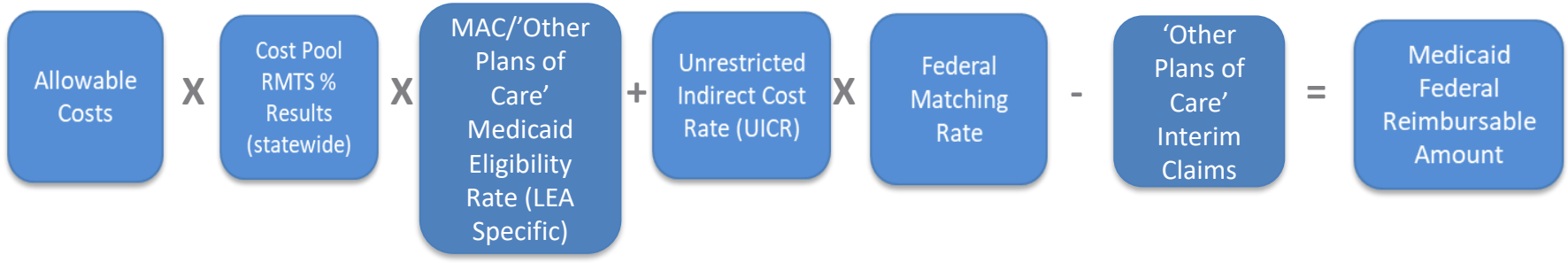
Cost Based Reimbursement Calculations
Cost Settlement

*Calculation to Determine Gross Medicaid Reimbursable Amount **Direct Service IEP**:



IEP MER is (Total IEP Population/Total Medicaid Population = IEP MER %)

*Calculation to Determine Gross Medicaid Reimbursable Amount **Direct Service 'Other Plans of Care' (i.e., 504 Plan)**:



'Other Plans of Care' MER is (Total Medicaid Population/Total District Population = IEP MER %)

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Interim Claims Overview

- You must submit Direct Service/Interim Claims to claim costs/participate in the annual Cost Settlement and submit interim claims for each service type (OT, PT, Speech, Pych, Nursing) throughout the year to claim Cost Settlement costs at the end of the year

- Direct Service/Interim Claims will be separated by a modifier in the DSS billing system to differentiate between IEP and 'Other Plans of Care'

  - *Example 1 –*
    - If you submitted *valid/paid* IEP 'OT' Direct Service/Interim claims, you *can* claim IEP 'OT' costs.
    - If you do *not* submit *valid/paid* IEP 'Speech' Direct Service/Interim claims throughout the year, you *cannot* claim any IEP 'Speech' costs

  - *Example 2 –*
    - If you submitted *valid/paid* 'Other Plans of Care' (e.g. 504 plan) 'Nursing' Direct Service/Interim claims, you *can* claim 'Other Plans of Care' 'Nursing' costs.
    - If you do *not* submit *valid/paid* 'Other Plans of Care' (e.g. 504 plan) 'Speech' Direct Service/Interim claims throughout the year, you *cannot* claim any 'Other Plans of Care' 'Speech' costs

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Upcoming Changes to the Medicaid Program Summary

- RMTS –
  - Job Description Updates as of Oct-Dec 2025 (*Please start ASAP!)
  - RMTS Question Updates as of Oct-Dec 2025

- MAC -
  - Removing 'Non-Sampled Staff as of Oct-Dec 2025 MAC claim

- Cost Settlement addition to the School-Based Medicaid Program –
  - Effective October 2026, South Dakota Medicaid will be adding an annual Cost Settlement to the School-Based Medicaid Program (we will keep you updated)
  - Cost Settlement cost-based reimbursement equals more reimbursement that just submitting direct service/interim claims if you choose to participate
  - Direct Service/Interim billing - IEP & 'Other Plans of Care' (there will be a modifier to differentiate)
  - Different MER for Cost Settlement IEP/Other Plans of Care (same as MAC MER)

- *Important Notes –
  - *You do not have to submit both a quarterly MAC or an annual Cost Settlement to participate in the program. You can do one or the other or both.

  - *If you do choose to submit direct service/interim claims, you must submit a Cost Settlement, or you will be required to pay back annual interim claims

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Technical Notes

- All updated Manuals & Guides are located in the 'Resources' section in the e-SivicMACS RMTS online system
- All email communications from SSG will come from sdsupport@sivicsolutionsgroup.com
  - If you or your participants are not receiving emails from this address –
    - ✓ Please check your SPAM folder, and make mark the above address as "Not Junk"
    - ✓ If the email communications from the above address are not in your SPAM folder, please contact your school's Information Technology Department to allow emails from the above address to be delivered

Questions?

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Contact Information

Live Support:

By Phone: 1-877-916-3222

Technical Support e-mail: sdsupport@sivicsolutionsgroup.com
Program Support e-mail: zechariah.mitchell@sivicsolutionsgroup.com
DSS SBMP Website: https://dss.sd.gov/medicaid/providers/schoolbased.aspx

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