e-SivicMACS

Coordinator Guide

Random Moment Time Study (RMTS)

South Dakota Department of Social Services (DSS)

Sivic Solutions Group (SSG)

School Based Medicaid Program (SBMP)

Version 1.2 April 2026

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- 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
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Websites & Trainings:

1) e-SivicMACS RMTS web address: https://sdmac.ssghosting.com/rms/Login.aspx

**Please note that all updated Guides are also located in the 'Resources' section in the e-SivicMACS RMTS online system.*

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1.0 Overview – Random Moment Time Study (RMTS)

The State of South Dakota Department of Social Services (DSS) uses the federally approved Random Moment Time Study (RMTS) methodology, to record the percentage of staff time and activities, used to determine costs for its Medicaid Claiming programs. Sivic Solutions Group (SSG) administers the RMTS, quarterly MAC (Medicaid Administrative activities only), and annual Cost Settlement (Direct Services only) portions of the School Based Medicaid Program (SBMP) on behalf of, and in conjunction with DSS.

SBMP then reimburses LEAs (Local Education Authorities) based on actual costs incurred. To quantify the proportion of reimbursable staff time for the purpose of allocating staffing costs, the RMTS is used.

The RMTS samples LEA staff time at random moments throughout the school year. Staff from all participating LEAs in South Dakota are put into subgroups based on job function. These subgroups are called RMTS pools. Respondents in each RMTS pool answer questions to indicate what they were doing at randomly assigned moments. A specified number of moments are randomly assigned across each RMTS pool. The methodology then determines a statistically valid statewide proportion of reimbursable time for each RMTS pool. *See the list of the RMTS pools below in section 1.2:*

1.1 RMTS Pools

Pool 1. Direct Services Pool
Pool 2. Administrative Services Pool

The results of the RMTS are used to allocate LEA-specific costs in both cost pools. These cost pools are split out to place RMTS participants with similar Medicaid qualified job functions in the same pool. All employed and contracted practitioners for whom the LEA wishes to seek Medicaid/Federal reimbursement must be included in the RMTS. LEAs may claim costs for staff in each RMTS pool on the quarterly MAC report and Direct Service costs in the annual Cost Settlement.

The RMTS process is designed to be as quick and unobtrusive to participants as possible and is completed online using the statewide RMTS system. Each response is expected to take roughly five minutes. The RMTS is completed in the RMTS Moments e-SivicMACS web application.

1.2 Participants RMTS Questions

**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.

1) Please select the following dropdown answers:

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• 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
• Not Paid Time Off' to '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.

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)

1.3 Applicable Laws, Regulations, and Published Guidance

Any LEA participating in the SBMP Program must comply with all applicable federal and state laws, regulations, published guidance, and the terms of the Provider Contract, including:

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- Section 1902(a) of the Social Security Act
- Code of Federal Regulation (CFR) Titles 42 and 45
- OMB Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards (2 CFR 200)
- OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations
- South Dakota SBMP Program Provider Contract

LEAs may not claim reimbursement and staff must be excluded from the RMTS in any of the following situations.

- 100% of the staff person's salary is paid through a federal grant or from other federal funds. As a reminder, this includes any state or local funds that were a required match to receive the federal grant, which are considered part of the federal funding percentage related to staff salary.
- Any staff member whose full salary is included in the LEA's Unrestricted Indirect Cost Rate (UICR) since these costs are included in the UICR percentage claimed within the quarterly Medicaid Administrative Claim (MAC).

1.4 RMTS Impact on Reimbursement

The results of the RMTS are used to allocate LEA-specific costs quarterly MAC and annual Cost Settlement reimbursement. The formula below in section 1.5 illustrates how the percentage of reimbursable time is applied as an allocation factor to LEA-reported allowable costs in the calculation of the gross Medicaid reimbursable amount.

RMTS results are calculated statewide in each RMTS pool. This means the percentage of reimbursable time identified for each statewide pool is impacted by every LEA, and the accuracy with RMTS administration and participant responses impacts statewide revenue.

1.5 Calculation to determine Gross Medicaid Reimbursable Amount for Quarterly MAC and Annual Cost Settlement:

***MAC Formula:** [Allowable Costs for Covered Services] x [RMTS Results (statewide)] x [Medicaid Eligibility Rate (LEA Specific)] x [Federal FMAP] = [*Gross Medicaid Reimbursable Amount*]

***Cost Settlement Formula:** [Allowable Costs for Covered Services] x [RMTS Results (statewide)] x [Medicaid Eligibility Rate (LEA Specific)] – [Direct Service/Interim Claims (LEA Specific)] x [Federal FMAP] = [*Gross Medicaid Reimbursable Amount*]

***Note:** Individual 'Net' LEA payments may vary depending on the quarterly administrative fee applied by DSS

1.6 RMTS Participation Requirements

Participation is crucial to the accuracy of the RMTS results. A statewide compliance rate of 85 percent per RMTS pool per quarter has been set by Centers for Medicare & Medicaid Services (CMS). If the statewide participation rate is not met, a statewide penalty could be applied, and all unanswered moments will be considered non-reimbursable. This will negatively impact statewide federal reimbursement. Each RMTS Coordinator should monitor RMTS participant compliance for their respective LEAs.

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1.7 Non-Compliance and Corrective Action

Failure to comply with SBMP RMTS requirements may result in implementation of a corrective action plan, the inability to claim expenditures for federal reimbursement, or other financial consequences.

- Requirements include, but are not limited to:
  - Meeting established deadlines;
  - Maintaining an accurate and appropriate list of RMTS participants;
  - Overseeing and monitoring staff participating in the RMTS to ensure compliance by LEA;
  - Achieving the required 85 percent LEA-participation-compliance percentage;
  - Responding to DSS or SSG quality assurance inquiries;
  - Maintaining reasonably accurate RMTS participant work schedules;
  - Complying with the other requirements outlined in this instruction guide.

1.8 Designating LEA RMTS Coordinator(s)

The LEA RMTS Coordinator oversees compliance with all RMTS requirements on behalf of the LEA. LEAs may assign tasks related to RMTS duties to a subcontractor or to multiple LEA staff, but the ultimate responsibility for the LEA's compliance with all RMTS responsibilities and requirements should be designated to the LEAs RMTS Coordinator. To update this information as required, please contact Sivic Solutions Group (SSG) at sdsupport@sivicsolutionsgroup.com.

2.0 Overview - LEA RMTS Coordinator Roles & Responsibilities

This section presents an overview of the RMTS process to help RMTS Coordinators fulfill their responsibilities as they administer the RMTS. This section also describes what actions are needed by the LEA RMTS Coordinator to ensure compliant and successful participation.

2.1 RMTS Management Deadlines

The RMTS is conducted over four (4) quarters annually from the first day of school to the last day of school (LEA specific).

RMTS work schedules must be entered at the beginning of each school year no later than the first Friday of September. Quarterly edits and updates to both work schedules and certified RMTS participant information must be completed no later than the first Friday of the month preceding the start of each quarter. The quarterly RMTS due dates are shown below:

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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**

2.2 Understanding the RMTS Process

Understanding the RMTS quarterly cycle, as well as the activities that happen during different stages of the RMTS process, will help RMTS Coordinators manage their time and keep track of deadlines. These steps are discussed in greater detail in upcoming sections of this guide. Section references are indicated in the following outline.

2.2.1 Annually – Starting a New School Year

- ✓ RMTS Coordinators submit to SSG the online Smartsheet workbook with school district calendars for each school year (Q1-Q4) for common days off/holidays for all participants and anticipated end of school year date no later than the *first Friday of August*.
- ✓ No later than the *first Friday of March* (for the Q3 April-June RMTS quarter), adjust any changes to the last day of school for the current year, and submit the first day of school for the next year via the Smartsheet form.

2.2.2 Quarterly – Before the Quarter Starts

- ✓ LEAs identify staff for whom they will seek Medicaid/Federal reimbursement for the quarter.
- ✓ LEAs must accurately identify partial federal reimbursement-eligible staff and include those staff in the RMTS (as a reminder, fully federal reimbursement eligible staff cannot be claimed in the SBMP Program). Staff excluded from the RMTS cannot be claimed.
- ✓ RMTS participant lists should be reviewed and updated quarterly to reflect any changes in workload or duties that would impact whether staff will be performing reimbursable activities during the quarter.
- ✓ The RMTS methodology depends on sampling all paid time and only paid time. RMTS Coordinators should carefully review the working days and hours of staff included in the RMTS to ensure that all paid time is captured through the accurate assignment of staff to RMTS Work Schedules, including work hours that occur when no students are present. This helps improve accuracy, and similarly, unpaid time should be excluded from work schedules to the extent work schedules are known. *Notes/Examples listed below:*

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- Staff can be grouped into common work schedules based on sharing the same scheduled days of the week and start and end times per working day. The e-SivicMACS system allows flexibility to create individual work schedules to accommodate staff with complex schedules, including part-time staff.
    - All scheduled working hours must be available to be sampled, including days or hours when students are not in school; all working hours in all buildings and travel time between buildings; and time scheduled to work during school vacations or holidays, as applicable.

    - Contractors should be entered with work schedules that reflect only their working hours within the specific LEA for whom they are employed (some contractors work for multiple LEAs; each district should only enter the work schedule for each individual contractor per their individual LEA as applicable) to the extent that these schedules are known.

    - Staff members who hold more than one job at the LEA should be associated with an RMTS work schedule that reflects only their time spent performing Medicaid reimbursable activities. For example, a part-time librarian who is also a part-time occupational therapy assistant should be associated only with the occupational therapy work schedule. This must be based on a reasonable estimate of scheduled hours related to the staff member's different duties.

    - Staff paid a stipend to provide supervision for extracurricular activities (such as an athletic coach or club advisor, etc.) should not be available for RMTS sampling when performing those duties, to the extent that these schedules are known.

✓ LEA RMTS Coordinators then complete and certify participant lists, including identifying correct staff for each pool, providing required information, and assigning staff to accurate work schedules to ensure that staff are selected for moments when they are scheduled to work (even if students are not scheduled to be in school at the time).

✓ LEA RMTS Coordinators should include staff in the RMTS as of the earliest possible RMTS quarter following a staff member's date of hire or transfer to a qualified position. The following process should be used to identify staff to include in the RMTS:

- For the <u>Direct Service pool</u>, identify staff who are direct medical service providers who meet the qualifications for their specialty area.
    - *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*

- For the <u>Administrative pool</u>, identify staff who routinely perform at least one of the types of Medicaid administrative activities listed below:
    - *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;*

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- *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*

- **Please note that Staff can be listed in only one RMTS pool.*

  The determination to include a staff member in the RMTS must be based on job ***function***, not job title. The LEA RMTS Coordinator should not include staff members based solely on the job descriptions associated with the Direct Service or Administrative RMTS pools.
- Staff members who do not perform MAC or Direct Services are not allowed to be included in the RMTS; and doing so would negatively impact statewide revenue by reducing the percentage of reimbursable time.

2.2.3 Quarterly – During the Quarter

- ✓ At the time of the preselected moment, RMTS participants receive email notification that they have a moment to respond to in the RMTS system.
  - SSG will notify Coordinators of an invalid email address for adjustment as needed.
- ✓ If necessary, RMTS participants are reminded to answer their moment, and the LEA RMTS Coordinator is copied to remind them of the RMTS deadline.
- ✓ RMTS participants access the RMTS website and submit accurate responses to selected moments within the allowed three (3) business-days/72-hour grace period.
- ✓ If necessary, RMTS Coordinators can submit requests 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 at any time to sdsupport@sivicsolutionsgroup.com during the quarter.
- ✓ If necessary, SSG staff will contact participants for clarification of RMTS responses.

RMTS Participant & Supervisor Moment Notifications and Reminders:

- Participants receive email reminders from the RMTS system at the following intervals.
  - ✓ 1st email: Prior moment notification – 24 hours before the actual moment occurs (only to participant)
  - ✓ 2nd email: Actual moment notification (only to participant)
  - ✓ 3rd email: Reminder - 24 hours before moment expiration with a copy to supervisor and/or RMTS Coordinator
- **Note: Participants receive notification of moments from the RMTS system at the time of the moment listed on the notification email (this could be approximately two to three minutes after the moment, depending on email delivery time).*

Coding Process & Follow-up

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- SSG reviews all moment responses. Participants will be contacted as needed to clarify their responses. RMTS participants are required to respond to any follow-up inquiries related to their moments.
- If no response is received to this request, SSG will send additional reminders, and RMTS Coordinators will be copied on the reminder.

Participant Moment Excusal Requirements:

- If a participant is no longer able or eligible to complete the time study (e.g., leaves the LEA temporarily or permanently, or changes jobs), the RMTS Coordinator should notify SSG at sdsupport@sivicsolutionsgroup.com with:
  - (1) dates of excusal;
  - (2) reason; and
  - (3) if excusal is paid or unpaid time (paid time within the RMTS quarter is Medicaid reimbursable for qualified Medicaid RMTS participants).
    - *If excusal paid/unpaid time is split throughout the duration of time off, please specify dates for paid and unpaid time off so moments can be codes appropriately assigned.

- The following is a list of guidelines for assessing whether an excusal is appropriate:
  - *Not Allowable:*
    - If participants were working at the time of their moment, or at any time during the grace period, they should complete the moment. An excusal request may not be submitted.
    - If participants are selected for a random moment on a day/time when they were not scheduled to work due to a work schedule error made by the LEA, an excusal request should not be submitted.
  - *Allowable for specific dates:*
    - Participant resigns voluntarily or involuntarily;
    - Participant is on leave before the date of the moment, and past the 3 (three) day grace period (meaning participant could not answer the moment);
    - Participant retires;
    - Participant is reassigned to a new job position within the LEA, and in the new job position, the participant is not anticipated to perform any Medicaid- reimbursable activities;
    - Participant becomes 100 percent federally funded;
    - Participant is a contractor who will no longer be contracted to work for the LEA;
    - Participant(s) could not answer moment(s) within 3 (three) school days due to unforeseen circumstances (for example: consecutive snow days)

- *Note: If a participant is expected to end employment with the LEA effective as of the start of the next quarter, it is not necessary to submit an excusal request as long as the RMTS Coordinator inactivates the participant for the next quarter when making quarterly updates.*

2.2.4 Quarterly - After the Quarter ends

✓ If necessary, RMTS Coordinators can submit requests for unforeseen circumstances impacting staff's ability to respond to the time study (such as terminations or leaves of absence). These excusal requests (referenced above)

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may be submitted to SSG at sdsupport@sivicsolutionsgroup.com at any time during the quarter but are due no later than 3 (three) business days after the end of the quarter.

- ✓ RMTS responses are used to calculate RMTS pool statewide percentages of time spent doing reimbursable activities (RMTS results).

RMTS Moment Generation

- Approximately seven-to-ten days before the start of each RMTS quarter, SSG generates the statistically valid random sample of moments for each of the statewide RMTS pools. After moment generation, RMTS information (including participant information and work schedules) cannot be changed. The only exception is that participant name and participant/ 'supervisor/contact' email addresses may be changed at any time using the 'Maintain *Sample* Participant' screen. RMTS Coordinators should maintain accuracy throughout the quarter to ensure RMTS notification and moment reminder emails are received.
- Any changes other than participant names, and participant/ 'supervisor/contact' email addresses that RMTS Coordinators makes after moment generation will be effective the following quarter using the 'Maintain Participant' screen. RMTS Coordinators are encouraged to access the e-SivicMACS system and make changes for the next quarter as soon as changes are known / once the new quarter is opened in the e-SivicMACS system, allowing the updates to be effective for the next RMTS quarter.
    - For example, as soon as a new staff member is hired, or a staff member changes job position which could be moved to a different RMTS pool, coordinators are encouraged to make those updates in the e-SivicMACS system for the next possible quarter using the 'Maintain Participant' screen.
- The RMTS process includes a sample of moments randomly selected per RMTS pool, per quarter. These moments are shared across all LEAs participating in the RMTS statewide. Depending on the final number of participants in each statewide RMTS pool for the quarter, an individual participant may be chosen once, multiple times, or not at all.

3.0 Overview - e-SivicMACS RMTS Step-by-Step Participant and Calendar Entry

This step-by-step User Manual is designed to support e-SivicMACS training and provide a reference tool for the functionality and use of the system. The Manual format follows the screen-by-screen process users employ to enter data.

3.1 e-SivicMACS Browser Options

Currently e-SivicMACS supports Microsoft Edge, Firefox, Google Chrome and Safari web browsers.

4.0 General Navigation of the e-SivicMACS RMTS system

This section will show you how to navigate accessing the e-SivicMACS system for LEA data.

4.1 Login to e-SivicMACS

e-SivicMACS web address: https://sdmac.ssghosting.com/rms/Login.aspx

Enter User ID and Password and click on the Login button to enter the System.

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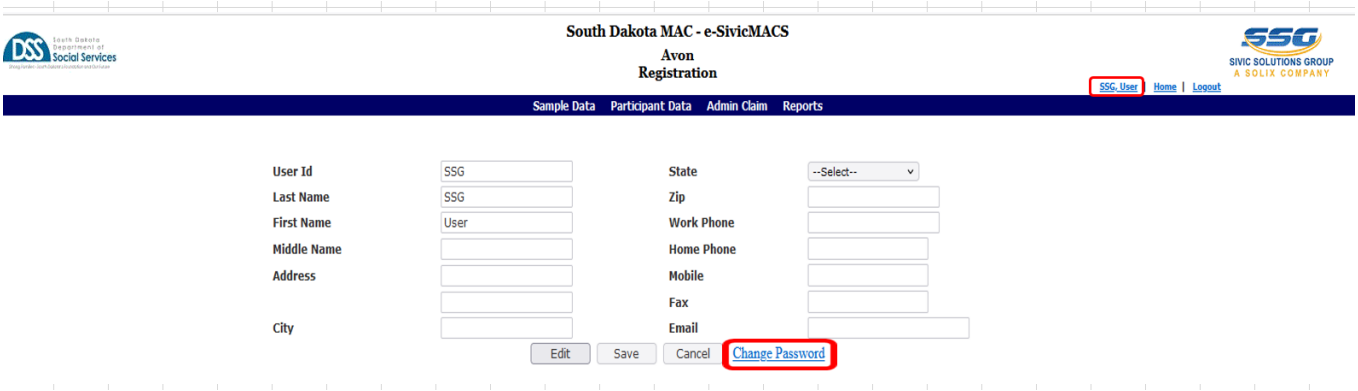
***Note:** If you enter an incorrect username or password, the System will return an error message to inform you of the invalid data. Re-enter your username and password correctly and click the Login button to enter the System.



4.1.1 Change Password

To change password, log in, and from any screen click on User ID above the blue navigation bar (in the screenshot below, it is 'SSG User'). The Registration screen will open. Click *Change Password* and the Change Password screen will open. Enter current password, the new password, and the new password again, to confirm. Select *Save* to the complete action.

NOTE: Passwords must be changed every 30 days, which the system will prompt.



4.1.2 Logout of e-SivicMACS

To log out of the System, select *Logout* above the blue navigation menu bar.

4.1.3 Return to Home Page

From anywhere in the System, return to the Home Page by selecting the '*Home'* button above the blue navigation menu bar. From the Home Page, use the blue navigation bar to change user password, enter and edit RMTS participant data and access and view reports.

4.1.4 System Timeout

The System automatically times out after several minutes of inactivity. A pop-up message will alert the user that the System is about to close. Click OK to continue the session and stay logged in or click '*Cancel'* to end the session.

- If you do not respond to the message within two minutes, your session will be terminated and unsaved work will be lost. If the System does time out, you must login again.
- Ensure that computer pop-up blockers are disabled for this website only (DO NOT turn off pop-up blockers for all websites).

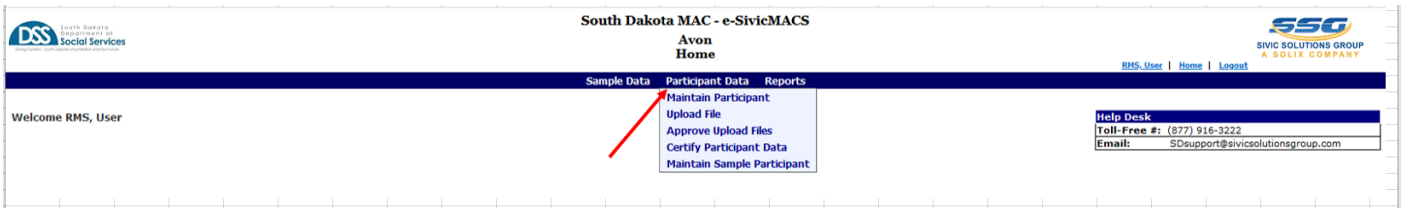
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5.0 Updating Participant Data

The Participant Data main menu allows you to do the following:

- ✓ Maintain (update) Participant(s) – Enter and update individuals on the staff pool lists
- ✓ Upload File – Upload staff pool lists using an Excel template
- ✓ Approve Upload File – Approve uploaded participant lists
- ✓ Certify Participant Data – Certify staff pool lists
- ✓ Maintain Sample Participant – Edit participant data or Deactivate participants during the current sample period



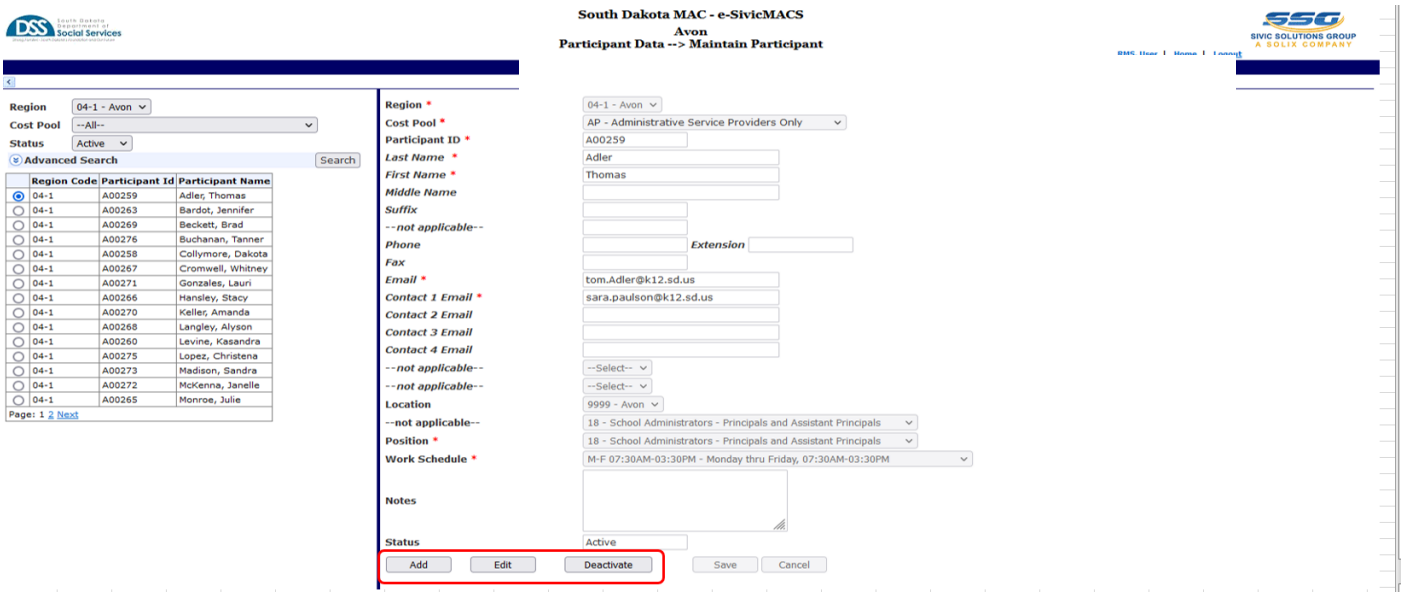
5.1 Maintain & Update Participant(s) for Upcoming/Next Quarter

Note: Once an RMTS sample has been generated, changes made on this screen will only be reflected in the next quarterly sample.

- ✓ Select '*Maintain Participant*' from the '*Participant Data'* main menu to make changes to participant data (1st selection from dropdown menu, please note this is a different selection than '*Maintain Sample Participant*', which is used after the quarter begins to edit email/name). By selecting this menu, a list of all school district participants is displayed.
- ✓ To filter the list by First Name, Last Name, or Participant ID, select the desired search field from the dropdown menu, enter the search criteria, and click the Search button.
- ✓ To find a participant, search the alphabetized list. Move between pages by selecting a page number 'Previous' or 'Next'. Select the Participant by clicking the radio button.
- ✓ Detailed participant information is displayed on the right side of the screen. From this screen, add a new participant or change the data of an existing participant. Select Add (if you want to add a new participant), edit a current participant, or deactivate a current participant based on the desired action and make the appropriate changes.
    - ✓ Select *Save* or *Cancel* to complete the action.

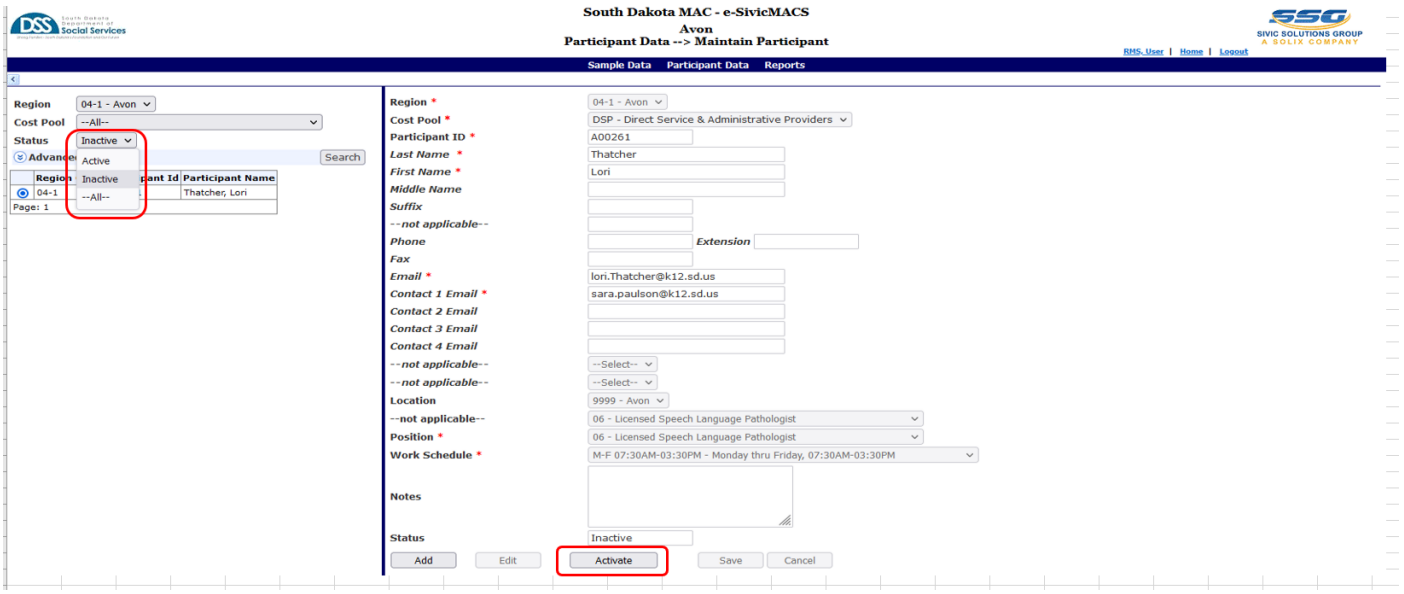
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✓ To reactivate/deactivate a currently inactive/active participant for the next quarter, change the 'Status' to inactive (or deactivate), click search, and then click 'Activate'/'Deactivate' at the bottom of the screen.

✓ Select *Save* or *Cancel* to complete the action.



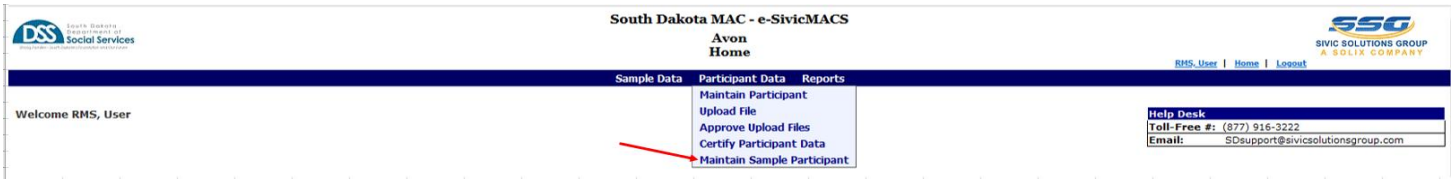
5.2 Maintain & Update Participant(s) during Quarter

Note 1: This menu is used to change participant data **during** a sample period/quarter. Only participant email and name can be updated during the quarter.

Select '*Maintain Sample Participant*' from the '*Participant Data*' menu (last selection in the dropdown menu, please note this is a different selection than '*Maintain Participant*', which is used before the quarter begins). Select the sample from the dropdown list. A list of all participants in the sample is displayed.

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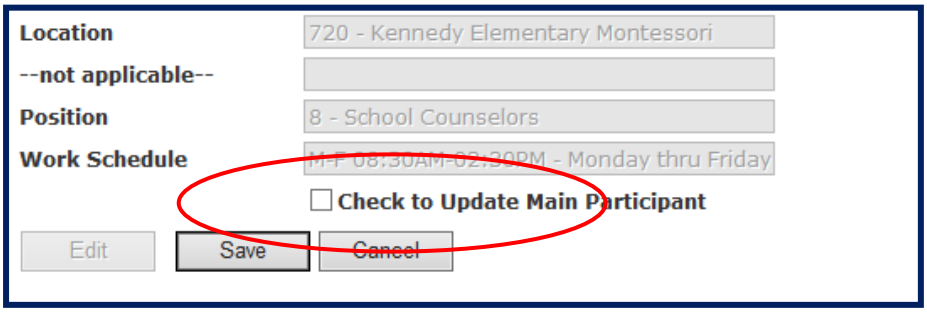
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To find a participant on the alphabetized list, move between pages by selecting the *Previous* or *Next* buttons, or a page number. The list can also be filtered by *First Name*, *Last Name*, or *Participant ID*. Select the desired search field from the dropdown choices, enter the criteria, and click the *Search* button.

Detailed participant information is displayed on the right side of the screen. Select *Edit* and make the appropriate changes.

Note 2: The changes can be applied to the staff pool list for the next quarter by clicking the checkbox *Check to Update Main Participant*.

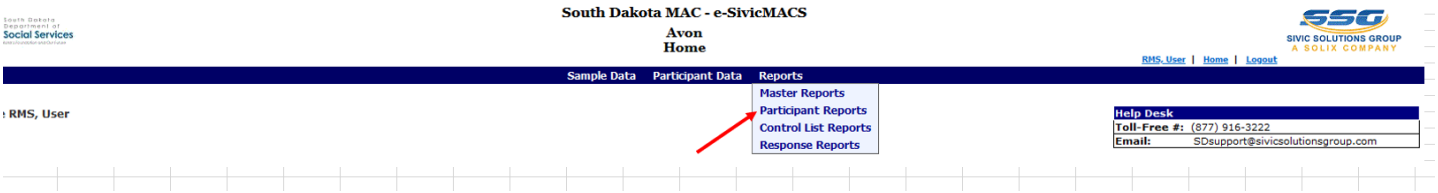


Select *Save* or *Cancel* to complete the action.

5.3 Update Participant(s) using Upload File

Uploading a file allows you to change multiple participants' data at once. You can add/edit/deactivate participants using this upload file option, *but please note that using the user interface screens to update your participant data is a much easier option*.

- ✓ Navigate to *Reports* in the e-SivicMACS system*, and then select 'Participant Reports RR200'* to download your current participant list into an excel file for editing.

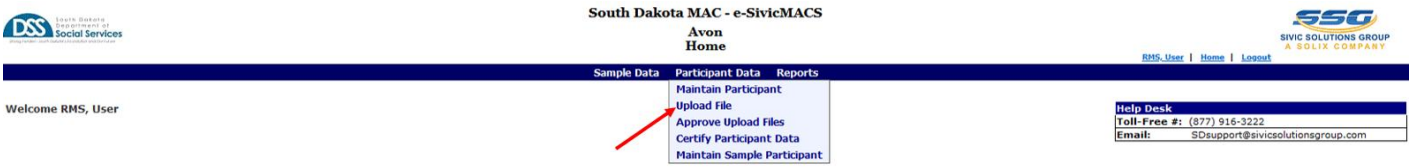


- ✓ Select *Upload File* from the *Participant Data* menu. Select the file you wish to upload by either typing the file name in the *Select File* field or use *Browse* to search your local computer then Select *Upload File*.

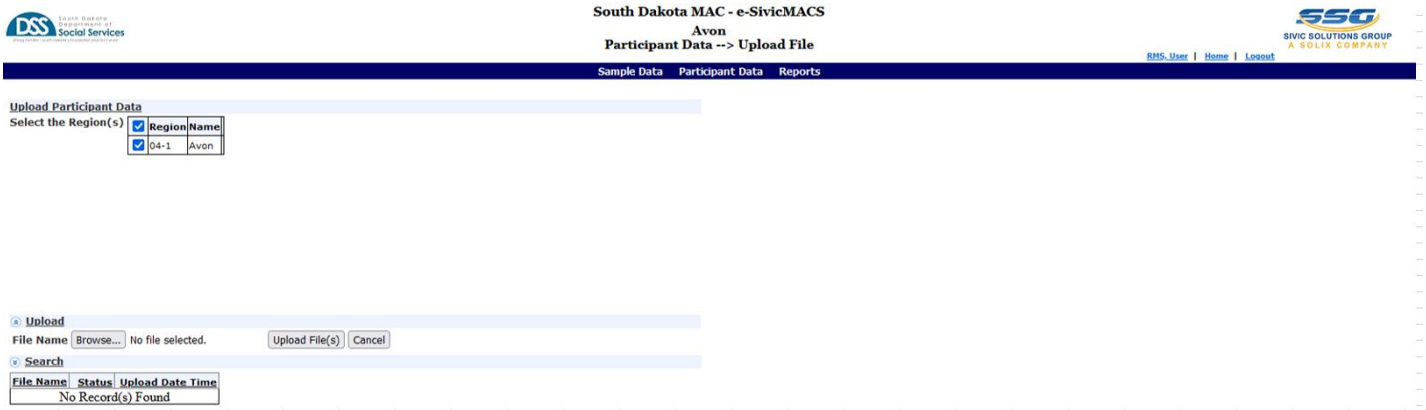
Step 1 – Navigate to Upload File screen

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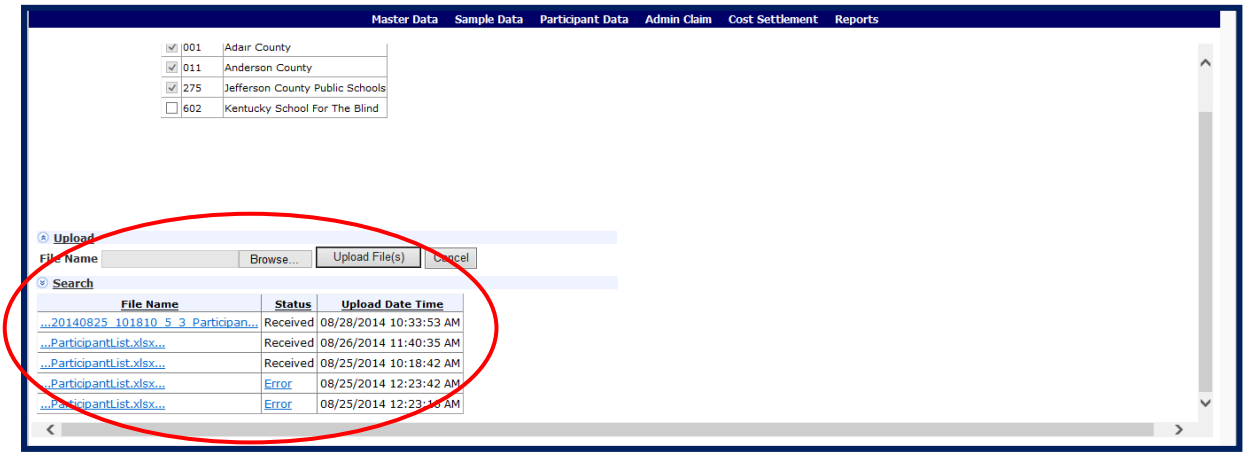
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Step 2 – Browse for file, upload file



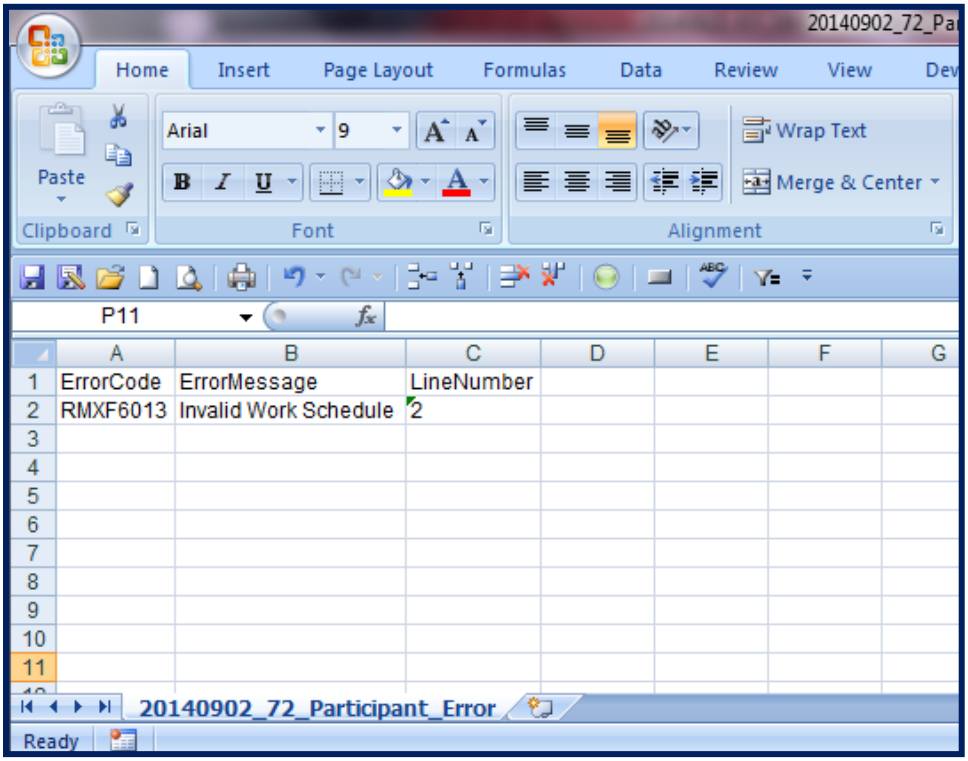
- ✓ The System will process the uploaded file within 1-5 minutes and display the uploaded file status, the please email sdsupport@sivicsolutionsgroup.com to inform the SSG help desk that you have uploaded your file (*Received, Ready for Approval* or *Error*).
- ✓ SSG will then process your file to check for errors. You will receive an email from SSG telling you that you can log into the RMS site to check to see if your file has errors or if it was processed successfully.



- ✓ An *Error* status indicates one or more record must be corrected and the file uploaded again. Select the *Error* link to view a report which identifies the Error Code, Error Message, and Line Number.
- ✓ Correct any identified errors and repeat the process to re-upload the file.

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5.3.1 Approve Uploaded Files

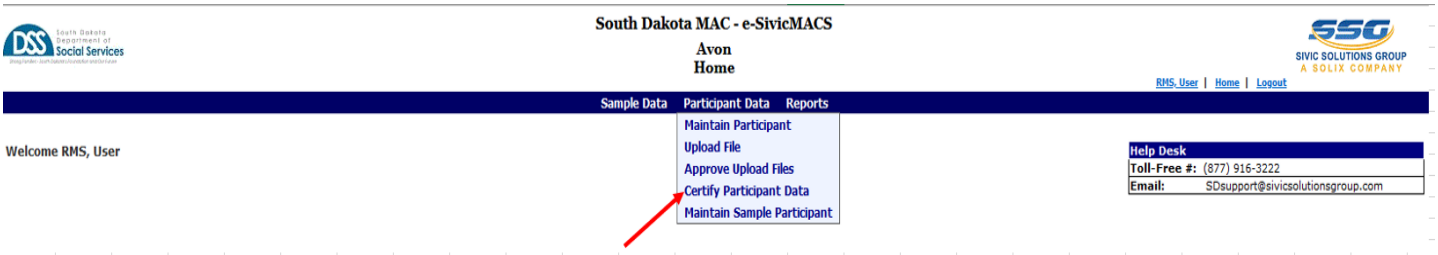
This menu is used to approve the participant data files uploaded and ready for approval. Select '*Approve Uploaded Files*' from the '*Participant Data*' menu. The system will display files that are ready for approval. Select the file by clicking the check box and click '*Approve*' to approve the file. Then, email sdsupport@sivicsolutionsgroup.com to inform the help desk that you clicked Approve for your participant list. SSG will then inform you that you can review your final list.

5.3.2 Certify Participant Data

Select this menu to confirm that all participant data is accurate.

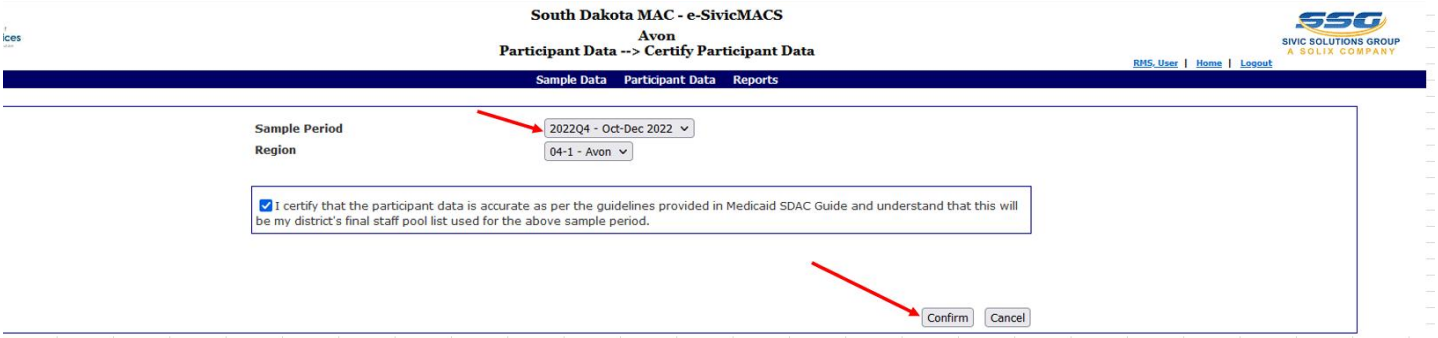
Select *Certify Participant Data* from the Participant Data menu. Click the certification statement. Select *Confirm* to complete certification.

Step 1 – Navigate to 'Certify Participant Data' screen



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Step 2 – Click dropdown quarter you wish to certify and click 'Confirm'



**Please note, once you click 'Confirm', you will no longer be able to update participant data for the upcoming quarter*

6.0 Annual Calendars/Quarterly Work Schedules

Annual initial calendar and work schedules are set up before Q1 (October-December) and sent to SSG at sdsupport@sivicsolutionsgroup.com before the *first Friday of August* deadline so SSG can input the calendar/work schedules in the RMTS system for you. SSG provides this service for LEAs, so LEAs are not burdened with entering their own work schedules in the system.

6.1 Annual LEA Calendars

Annual calendars will be sent by SSG via an online Smartsheet form before the Oct-Dec Q, and are used to ensure participants are not receiving moments on scheduled holidays/planned days off throughout the annual calendar year for your LEA when no one will be working and the 'last day of school' (which can also be edited/submitted to SSG before the last quarter of the year, RMTS due date 'First Friday of March' – April-June Q if the originally submitted last day of the year changes).

SSG will also add a 'first day of school' column to the online Smartsheet form before the last quarter of the year, RMTS due date 'First Friday of March' – April-June Q for individual LEA start dates for the next year.

> ***Last Day of School** should be the date that your LEA assumes is the last working day of the school year, but the last day of school can be edited/submitted to SSG before the last quarter of the year (April-June Q before the RMTS participant due date of the '*First Friday of March'*)
>
> ***First Day of School** should be the date that your LEA assumes is the first working day of the school year, submitted to SSG before the last quarter of the year (Q3 April-June before the RMTS participant due date of the '*First Friday of March'*)

6.2 Quarterly Participant Work Schedules

Quarterly Participant Work Schedules are used to ensure all participants are receiving moments when they are working (this includes days when students are not in attendance, but RMTS participants are still working), since not all participants work the same schedule.

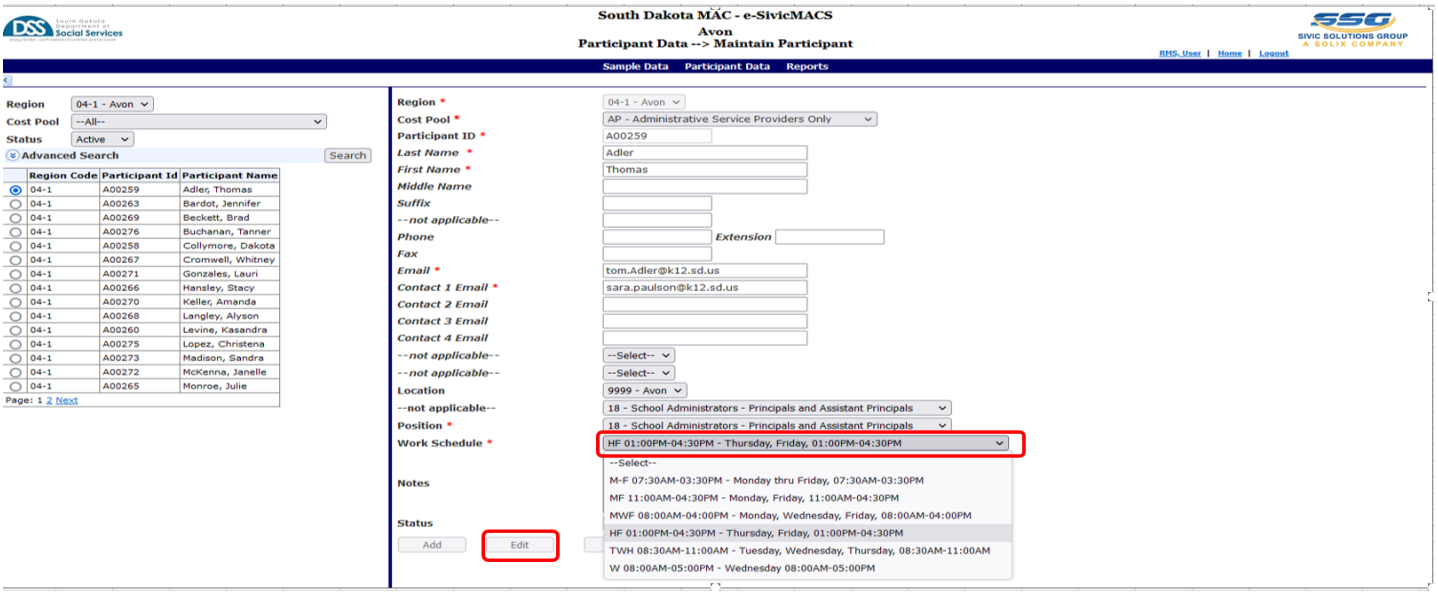
Please submit any new Work Schedules not found in the system dropdowns to SSG at sdsupport@sivicsolutionsgroup.com) for addition.

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Once Work Schedules are entered by SSG, the Work Schedules will show up in each participants' calendar drop down for assignment per LEA, per participant.

The RMTS Coordinator should assign the actual work schedules for each participant. To do this, click 'Edit' at the bottom of the screen for your selected participant, and then select the drop down for actual staff schedule based on same/similar Work Schedules for easy updates for your LEA. Do this for contractual or other part-time staff as well (please only enter work schedules for the time that contracted staff works directly for your LEA if possible).



7.0 Reports

The Reports dropdown menu allows you to review numerous reports. Reports are grouped as follows:

- ✓ Master Reports
  - Master Job: *Displays job codes and job descriptions for service types used in RMTS*
  - Master Activity: *Displays RMTS activity codes used*
  - Calendar: *Displays all common days off submitted per LEA for the year*
  - Work Schedule Detail: *Displays the different individual work schedules used by LEAs*
- ✓ Participant Reports
  - Next Quarter Participant List: *Displays participants & work schedule calendars associated for the upcoming quarter used for uploads*
  - Participant List for a Sample: *Displays participants associated with current quarter RMTS*
- ✓ Response Reports
  - Observation Status Summary by Region: *Displays summary of moments during quarter (Accepted, No Response etc.)*
  - Activity Detail BY Region/Program: *Displays activity code percentages of moments during the quarter*
  - No Response: *Displays moments not responded to for your district throughout the quarter*
  - Response Summary by Date: *Displays how long it took for participants to respond to moments throughout the quarter*

Select the applicable report group from the *Reports* dropdown menu.

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Reports can be viewed on the screen, saved in Adobe Acrobat .pdf format or exported to Microsoft Excel format.

- Click the radio button ◯ to select *Report Nbr / Name* from the list in the panel on the left.
- To generate a report, enter the appropriate parameters (e.g., date range, specific school/region, etc.).
- To view the report on screen:

✓ Click the View Report button.

- To open the report in Microsoft Excel:

✓ Click the View Report in Excel button.

- To view or save the report in a pdf format:

✓ After viewing the report on the screen, click View PDF

Addendum 1:

RMTS Positions per pool:

Cost Pool 1 (Direct Service & Administrative Providers) –

- Advanced Practice Registered Nurse (NP) / Clinical Nurse Specialist
- Certified Physical Therapy Assistant
- Certified Social Worker – PIP / PIP Candidate
- Licensed Audiologist
- Licensed Marriage and Family Therapist
- Licensed Occupational Therapist
- Licensed Occupational Therapy Assistant
- Licensed Physical Therapist
- Licensed Practical Nurse (LPN)

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- Licensed Professional Counselor
- Licensed Registered Professional Nurse (RN)
- Licensed Speech Language Pathologist
- Licensed Speech Language Pathology Assistant
- Nurse Assistant / Health Aide
- Psychologist / Psychologist Interns / School Psychological Examiner
- Medicaid Direct Service Billing Coordinator
- Psychiatrist

Cost Pool 2 (Administrative Service Providers Only) –

- Interpreters & Interpreter Assistants
- Other groups/individuals that perform Medicaid allowable services/activities
- School Administrators that perform Medicaid allowable activities
- School Bilingual Assistants
- School Counselors
- Special Education Administrators
- Special Education Teachers

Addendum 2:

Direct Service Activities (DS)

Individuals included in the RMTS under the RMTS for the SBMP program DS pool should be staff members who are expected to perform Medicaid-related Direct Service activities.

1. Direct Service Activities for students on a health-related IEP:

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

2. Direct Service Activities for students on a health-related 'Other Plan of Care' (such as a 504 plan):

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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Medicaid Administrative Activities (MAC)

Individuals included in the RMTS under the RMTS for the SBMP program Administrative pool should be staff members who are expected to perform Medicaid-related administrative activities.

1. Medicaid Outreach:

These are activities that inform eligible or potentially eligible individuals about Medicaid benefits and services and how to access them.

- Examples include but are not limited to:
    - Providing a student's family with literature about the benefits and availability of EPSDT (Early and Periodic Screening Diagnosis and Treatment) programs or other Medicaid programs
    - Informing students and families how to effectively access, use, and maintain participation in DSS resources

2. Facilitate/Assist in the Medicaid Application *Process/ Medicaid eligibility determination*

These are activities that assist students or their families in applying for Medicaid. Examples include but are not limited to -

- Talking with a family about the Medicaid eligibility process, including helping them complete the Medicaid application
- Gathering information from the family related to the Medicaid application process

3. Provider Networking/Program Planning/Interagency Coordination – Medicaid-Related.

These are activities that are associated with developing strategies and procedures used to improve the coordination and delivery of Medicaid-covered services to students, and activities that coordinate with non-Medicaid programs to ensure an effective child health program.

- Examples include but are not limited to:
    - Identifying gaps or duplications to improve the coordination and delivery of Medicaid-covered health services
    - Working with agencies to improve the coordination and collaboration of Medicaid services they provide, including opportunities to expand access to those services
    - Developing advisory or work groups of health professionals to provide consultation and advice regarding the delivery of health care services to school populations

4. Individual Care Planning, Monitoring, Coordination, and Referral— Medicaid-Related.

These are activities in which staff are making referrals for, coordinating, or monitoring the delivery of Medicaid-covered services to specific students.

- Examples include but are not limited to:
    - Collaborating with other health care providers to coordinate students' health services
    - Arranging for Medicaid-covered medical, diagnostic, or treatment service as a result of a specifically identified medical condition
    - Coordinating the completion of the prescribed services, termination of services, and the referral of the child to other Medicaid service providers for continuity of care

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- Participating in a meeting/discussion to coordinate or review a student's needs for health-related services covered by Medicaid (other than an IEP/504 meeting)

5. Arrangement of Medicaid-covered Transportation.

These are activities in which staff help a student obtain Medicaid-covered transportation services. (Note: The provision of transportation is not included.)

- Examples include but are not limited to:
  - Scheduling a student's transportation to a Medicaid-covered service appointment outside school
  - Scheduling or coordinating transportation that is specially equipped or adapted to meet the needs of a student with a disability to attend school where Medicaid-covered services will be provided to the student

6. Arrangement of Translation/Interpretation Services Related to Medicaid Services.

These are activities in which staff arrange for or provide translation services related to Medicaid-covered services. (Note: The arrangement or provision of translation services at an IEP meeting or for any educational reason is not included.)

- Examples include but are not limited to:
  - Arranging translation or interpretation services that help the student or family access and understand necessary health-related care or treatment

7. Providing or Receiving Training Related to Medicaid.

These are activities in which staff is involved in a training activity that improves the delivery of health-related services to students.

- Examples include but are not limited to:
  - Providing or coordinating training that teaches or reinforces clinical best practices in patient care, such as training for school nurses on asthma management plans

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Addendum 3:

LEA RMTS Coordinator Best Practices

Best Practice #1: Figure out what works for your LEA

Each LEA has a different structure and size. Some LEAs are large with many sites. Others are a single school.

Regardless of your LEA's unique setup, it is critical to identify how all RMTS-related tasks will be managed. The person who monitors interim billing may be different (or at a different site) from the person who checks the Human Resources (HR) system to update participant lists for hirings and departures. It is imperative to identify what works for your LEA and make sure that a clear agreed-upon RMTS process, which accounts for all the moving parts, is followed.

Ultimately, the LEAs are responsible for ensuring that RMTS and all program requirements are met, so checks should be put in place to make sure no RMTS tasks are overlooked. LEAs have also found that debriefing after SBMP training to connect training materials to practices has been helpful.

Best Practice #2: Enlist building-level or department-level support

RMTS Coordinators are not always physically located in the same building with all staff participating in the RMTS. Therefore, LEAs can greatly benefit from the support of designated building or department-level SBMP resource staff. These individuals can be used as "first responders" for staff questions or training needs, for following up with staff who haven't answered moments, and for communicating personnel changes and leave time to the RMTS Coordinator. They also help break up the large task of managing moments, participant lists, and work schedules into smaller tasks at the building or department level.

Best Practice #3: Partner with business office, payroll, and human resources staff

LEA RMTS Coordinators who have support from the business office, payroll staff, and HR staff can build internal processes to ensure that staffing changes are communicated to RMTS Coordinators. This supports the requirement to maintain accurate RMTS participant information and ensure updates are timely.

RMTS Coordinators need to know information about staff who are participating in the RMTS, such as: full-time employee (FTE) status, federal funding status, paid versus unpaid time off, and "split" duties/roles. Involving the business office staff from the beginning of the RMTS process and making sure that they are trained properly in the Medicaid program rules and requirements will also help ensure that financial data is reported accurately in quarterly Medicaid Administrative Claiming (MAC).

Best Practice #4: Provide annual training for RMTS participants

RMTS and Medicaid program training can be incorporated during professional development time or at staff meetings early in the school year.

Best Practice #5: Increase understanding of Medicaid administrative activities

A full understanding of Medicaid administrative activities is essential for RMTS Coordinators to properly meet RMTS program requirements for staff participant inclusion. Including staff in the Administrative Only RMTS pool who spend very little-to-no time performing reimbursable activities negatively impacts statewide revenue.

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Best Practice #6: RMTS Coordinators should read and understand this guide

RMTS Coordinators are responsible for the proper administration of the Medicaid program for the LEA and should utilize all resources available to them to increase their knowledge and understanding of the program.

Best Practice #7: Monitor federal grant funding changes

Timeframes for various grant awards can vary, and each LEA might have different internal procedures for making final determination about allocating grant funds. Therefore, strong communication between the RMTS Coordinator and business office, or other personnel responsible for tracking grant funds, is important to ensure compliance with accurately reporting the percentage of all staff salary that is paid from federal funding sources. As a reminder, this includes any state or local funds that were a required match to receive the federal grant. These dollars should also be considered part of the federal funding percentage in RMTS participant information (and in the quarterly Medicaid Administrative Claiming (MAC).

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Addendum 4:

South Dakota School District Region Codes

State Code	Region Code	Region Name
SD	06-1	Aberdeen
SD	58-3	Agar-Blunt-Onida
SD	61-1	Alcester-Hudson
SD	11-1	Andes Central
SD	38-1	Arlington
SD	21-1	Armour
SD	04-1	Avon
SD	49-1	Baltic
SD	09-1	Belle Fourche
SD	03-1	Bennett County
SD	61-2	Beresford
SD	25-1	Big Stone City
SD	52-1	Bison
SD	04-2	Bon Homme
SD	22-1	Bowdle
SD	49-2	Brandon Valley
SD	30-3	Bridgewater-Emery
SD	45-4	Britton-Hecla
SD	05-1	Brookings
SD	26-2	Burke
SD	43-1	Canistota
SD	41-1	Canton
SD	28-1	Castlewood
SD	60-1	Centerville
SD	07-1	Chamberlain
SD	39-1	Chester Area
SD	12-2	Clark
SD	50-5	Colman-Egan
SD	59-3	Colome Consolidated
SD	21-3	Corsica-Stickney
SD	16-1	Custer
SD	61-8	Dakota Valley
SD	38-2	De Smet
SD	49-3	Dell Rapids
SD	05-6	Deubrook Area
SD	19-4	Deuel
SD	56-2	Doland
SD	51-1	Douglas
SD	64-2	Dupree
SD	20-1	Eagle Butte
SD	23-1	Edgemont
SD	22-5	Edmunds Central
SD	16-2	Elk Mountain
SD	61-7	Elk Point-Jefferson
SD	05-3	Elkton
SD	28-2	Estelline
SD	17-1	Ethan

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SD	44-1	Eureka
SD	46-2	Faith
SD	24-4	Faulkton Area Schools
SD	50-3	Flandreau
SD	14-1	Florence
SD	06-2	Frederick Area
SD	33-1	Freeman
SD	49-4	Garretson
SD	63-1	Gayville-Volin
SD	53-1	Gettysburg
SD	26-4	Gregory
SD	06-6	Groton Area
SD	27-1	Haakon
SD	28-3	Hamlin
SD	30-1	Hanson
SD	31-1	Harding County
SD	41-2	Harrisburg
SD	14-2	Henry
SD	10-1	Herreid
SD	34-2	Highmore-Harrold
SD	51-2	Hill City
SD	56-6	Hitchcock-Tulare
SD	23-2	Hot Springs
SD	53-2	Hoven
SD	48-3	Howard
SD	02-2	Huron
SD	22-6	Ipswich Public
SD	13-3	Irene-Wakonda
SD	02-3	Iroquois
SD	37-3	Jones County
SD	35-2	Kadoka Area
SD	07-2	Kimball
SD	38-3	Lake Preston
SD	45-5	Langford Area
SD	40-1	Lead-Deadwood
SD	52-4	Lemmon
SD	41-4	Lennox
SD	44-2	Leola
SD	42-1	Lyman
SD	39-2	Madison Central
SD	60-3	Marion
SD	43-7	Mccook Central
SD	15-1	McIntosh
SD	15-2	Mclaughlin
SD	46-1	Meade
SD	33-2	Menno
SD	25-4	Milbank
SD	29-4	Miller
SD	17-2	Mitchell
SD	62-6	Mobridge-Pollock
SD	43-2	Montrose

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SD	17-3	Mount Vernon
SD	51-3	New Underwood
SD	09-2	Newell
SD	56-7	Northwestern Area
SD	23-3	Oelrichs
SD	65-1	Oglala Lakota County
SD	39-5	Oldham-Ramona
SD	60-4	Parker
SD	33-3	Parkston
SD	32-2	Pierre
SD	01-1	Plankinton
SD	11-5	Platte-Geddes
SD	51-4	Rapid City Area
SD	56-4	Redfield
SD	54-4	Rosholt
SD	39-4	Rutland
SD	55-5	Sanborn Central
SD	04-3	Scotland
SD	62-5	Selby Area
SD	49-5	Sioux Falls
SD	05-5	Sioux Valley
SD	54-2	Sisseton
SD	26-5	South Central
SD	40-2	Spearfish
SD	57-1	Stanley County
SD	54-6	Summit
SD	41-5	Tea Area
SD	20-3	Timber Lake
SD	66-1	Todd County
SD	33-5	Tripp-Delmont
SD	49-6	Tri-Valley
SD	13-1	Vermillion
SD	60-6	Viborg-Hurley
SD	11-4	Wagner Community
SD	15-3	Wakpala
SD	51-5	Wall
SD	06-5	Warner
SD	14-4	Watertown
SD	18-3	Waubay
SD	14-5	Waverly (South Shore)
SD	18-5	Webster Area
SD	36-2	Wessington Springs
SD	49-7	West Central
SD	01-3	White Lake
SD	47-1	White River
SD	12-3	Willow Lake
SD	54-7	Wilmot
SD	59-2	Winner
SD	02-6	Wolsey-Wessington
SD	55-4	Woonsocket
SD	63-3	Yankton

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