



State of New Jersey

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
P.O. BOX 211
TRENTON, NJ 08625

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

MEMORANDUM TO: Chief School Administrator
School Business Administrator/Board Secretary
Director of Special Education

FROM: Nancy M. Kuprewicz
Department of the Treasury

DATE: November 21, 2011

SUBJECT: Random Moment Time Study (RMTS)

The U.S. Department of Health & Human Services' Centers for Medicare & Medicaid Services (CMS) is requiring States to reconcile payment for school-based medically related services with the actual cost of providing those services. The Special Education Medicaid Initiative (SEMI) implemented the Random Moment Time Study (RMTS) effective this school year to comply with the CMS directive.

The RMTS is an online, five question survey completed by a subset of randomly selected staff in the state. Participants are asked about the specific activity being performed at a designated minute of time ("moment"); the results of the RMTS are then applied to the state and used to measure the work effort of all approved participants involved in Medicaid and health-related services programs.

Participants in the RMTS are selected from the Staff Pool Lists submitted by districts. Staff can include related service providers, child study team members, and administrative staff. Selected participants will receive an email from njmac@pcgus.com with the subject line of: "Urgent Do Not Delete Random Moment Time Study" five days, three days, and one day prior to the assigned moment. Each notification will include a link to the RMTS System, where the questionnaire must be completed, as well as login credentials.

In order to maximize revenue, districts must be diligent in complying with the related requirements and deadlines set by the state regarding the RMTS. *It is critical that district leadership emphasize the importance of compliance with RMTS requirements to their staff and also ensure that all staff understands the RMTS process.* The state must meet a 90% response rate. **Failure to meet a 90% response rate will negatively impact SEMI revenues.**

All LEAs must designate at least one staff member to oversee compliance with the RMTS. The RMTS Coordinator is usually a program office staff; this can be the district's current SEMI Coordinator. The RMTS Coordinator will act as the liaison to Public Consulting Group (PCG) and should coordinate with the appropriate LEA staff to ensure that the RMTS is being completed by selected participants on a timely basis. To assist with this, PCG sends weekly compliance reports to districts whose staff has incomplete moments. *Districts who receive these compliance reports should follow up with designated staff members immediately.*

LEAs are encouraged to require staff to attend online training offered by Public Consulting Group. Details regarding the trainings and reference materials can be found on the district's EasyTrac™ site. All information is accessible to SEMI Coordinators, child study team members, and service providers.

Please contact me at Nancy.Kuprewicz@treas.state.nj.us or Public Consulting Group at njsemi@pcgus.com with any questions regarding the RMTS. You may also call PCG toll-free at 877-395-5018 for RMTS System support.

c: Elaine Lerner, DOE
Jessica Rod, PCG