



**Medicaid Administrative Claiming (MAC)  
Random Moment Time Study (RMTS)  
Implementation Training**

**For School Districts in Washington**

Participation begins.....

October 1, 2017



# Purpose

**This course provides an overview of the Random Moment Time Study (RMTS) methodology and how staff should prepare for the initial implementation.**

# Topics

- **What is Medicaid Administrative Claiming (MAC)**
- **Examples of MAC Activities**
- **MAC Background Information**
- **What is the Random Moment Time Study (RMTS)**
- **RMTS Methodology**
- **Compliance Requirements**
- **Questions/Closing**

# What is MAC?

A federal reimbursement program that allows eligible governmental entities the opportunity to receive partial reimbursement for the expenses incurred when staff perform administrative activities that support the goals of the state Medicaid Plan.

# MAC Activities

Examples of activities in support of the state Medicaid plan:

- Outreach to students and families in need of health care services.
- Assisting individuals in applying for Washington Apple Health (Medicaid) coverage.
- Arranging, coordinating, or referring students and families to transportation, translation/interpretation, or health-care services related to Medicaid.
- Program planning or development that benefits Medicaid.

# MAC Background Information

- Centers for Medicare and Medicaid Services (CMS) is the federal agency that authorizes the MAC program.
- Health Care Authority (HCA) is the Medicaid agency in Washington state that administers the MAC program.
- University of Massachusetts Medical School (UMMS) contracts with HCA to operate the Random Moment Time Study (RMTS).

# What is the RMTS?

- Participants receive random moments over each quarter.
- A moment is one minute in time during your normal work day.
- A moment can represent both Medicaid and non Medicaid activities.
- Participant results of the RMTS are used to calculate the quarterly MAC claim.



# What is a moment?

You will answer four questions regarding your randomly assigned moment and certify your responses:

- 1) What type of activity were you doing?
- 2) What specifically were you doing?
- 3) Why were you performing this activity?
- 4) Who were you primarily working with?

\*Followed by a brief narrative describing your activity

# When do I need to complete a moment?

- Since moments are randomly selected, over a quarter, it may be necessary for you to complete a single moment, multiple moments, or no moments at all.
- Moments usually take 2 to 3 minutes to complete.
- All moments need to be answered within five (5) working days.

# RMETS Methodology

# Welcome/Welcome Back Email

Welcome Amanda Penguins,

This confirms your registration for the Washington State Random Moment Time Study for Public School Districts, administered by the University of Massachusetts Medical School.

If you are selected to participate in this quarter's Random Moment Time Study process, you will receive future email notification(s) that will provide you with this link to the system website: <https://cbe-rmts-uat.chcf-umms.org/?username=PenguiA1> where you will use the following information to log in and complete your assigned moment(s):

Your User ID:	PenguiA1
Your Initial, Temporary Password:	swjxx7wt

#### IMPORTANT INFORMATION:

- 1) Your User ID and Password are case sensitive. Enter them exactly as shown above in upper and lower-case.
- 2) For security reasons, when you log in for the first time, you will be asked to create a new Password. Passwords must be at least eight (8) characters long and include both letters and numbers. Once you create your private Password, the temporary Password becomes invalid.
- 3) If you forget your Password or need a new one, you can reset it. On the main login screen, click on the "Forgot Password?" button and follow the instructions.
- 4) To complete the required RMTS training login to the system and access the Online Training from the left navigation bar and follow the instructions.

Thank you for your participation.

For further assistance logging on or accessing the site, please e-mail [MedicaidAdmMatch@umassmed.edu](mailto:MedicaidAdmMatch@umassmed.edu) or 1-800-535-6741. For program questions please contact your HCA MAC Coordinator at [MAC@hca.wa.gov](mailto:MAC@hca.wa.gov) or call 360-725-1907.

Thank you.



# Login Screen



## WASHINGTON RANDOM MOMENT TIME STUDY

### Login

Please enter your User ID and Password. If you don't have an account, contact your System Administrator.

User ID:

Password:

[Forgot Password](#)

Click 'Forgot Password' and follow the directions

Click [here](#) to read Non-UMMS User Data Access Agreement.

[Contact Us](#)



# Online Training Link



## Random Moment Time Study

### Moments

- ▼ Answer a moment (20)
- ▼ Prior Moments (11)
- ▼ Messages (0)



Welcome Brandi Bubblegum, You have been chosen to participate in the Washington State Random Moment Time Study. Your active moments are listed to the left. They will remain active for 5 working days. Please click the moment you wish to complete and answer the displayed questions. Thank you for your participation!

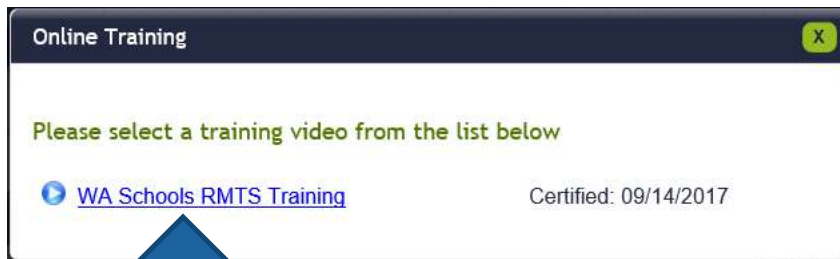
For further assistance logging on or accessing the site, please e-mail

[MedicaidAdmMatch@umassmed.edu](mailto:MedicaidAdmMatch@umassmed.edu) or 1-800-535-6741. For program questions please contact your School District MAC Coordinator.

\*Note: Online training is required every 365 days

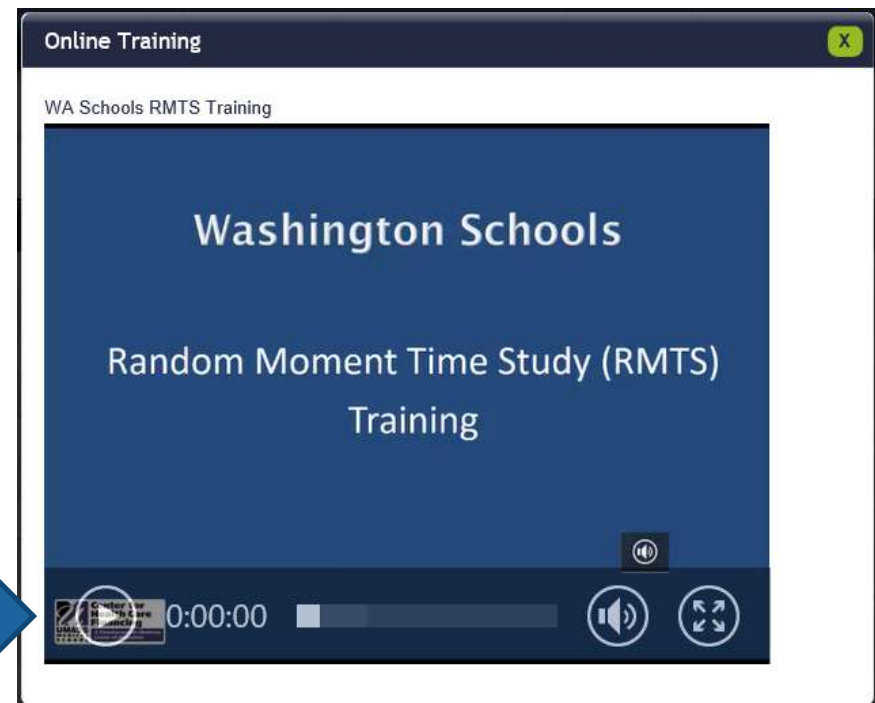


# Online Training

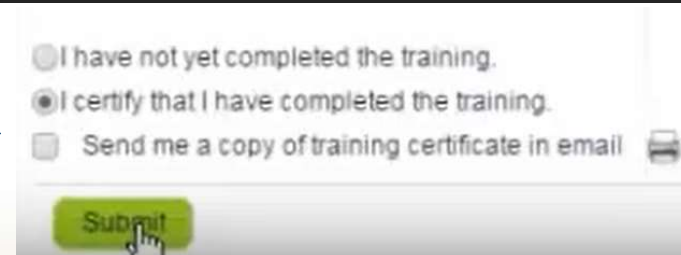


Click on the hyperlink for the RMTS training video

Watch the training video using the control buttons



Certify your completion of the training video



# Moment Notification Email

Welcome Julie Zebra,

As indicated in prior email(s), you have been selected to participate in Washington State Random Moment Time Study (RMTS) for Medicaid Administrative Claiming.

YOUR MOMENT IN TIME OCCURS AT 02/09/2017 02:32 PM. You have 5 WORKING DAYS from the time of your moment to complete your assigned moment, which expires on 02/16/2017 02:32 PM.

It is essential that you take the time to click on the link below and document your activity as soon as possible.

Your User ID is - ZebraJul

Simply click on the link below and record your activity for the assigned time:

<https://cbe-rmts-uat.chcf-umms.org/?username=ZebraJul>

NOTE: Your User ID, ZebraJul, will pre-populate but you need to enter your Password. If you need to have your Password reset, on the main login screen select Forgot Password? and follow the instructions.

Once you complete your moment, you may verify or edit your entry by logging in and selecting Prior Moments.

This RMTS system is designed and managed by the University of Massachusetts Medical School.

For help accessing the system, please email [MedicaidAdmMatch@umassmed.edu](mailto:MedicaidAdmMatch@umassmed.edu) or call 1-800-535-6741.

For further assistance, please email your HCA MAC Coordinator at [MAC@hca.wa.gov](mailto:MAC@hca.wa.gov) or call 360-725-1907.

Contact information

Thank you for your participation.





# Active Moments

'Answer a moment'  
tab

Random Moment Time Study

Moments

- ▲ Answer a moment (1)  
Tue, Mar 7 2017 2:54 PM ← Expires Thu, Mar 14 2017 2:54 PM →
- ▼ Prior Moments (2)
- ▼ Messages (0)

Training

Welcome Amanda Penguins. You have been chosen to participate in the Washington State Random Moment Time Study. Your active moments are listed below. They will remain active for 5 working days. Please click the moment you wish to complete and answer the displayed questions. Thank you for your participation!

For further assistance logging on or accessing the site, please e-mail [MedicaidAdmMatch@umassmed.edu](mailto:MedicaidAdmMatch@umassmed.edu) or 1-800-535-6741. For program questions please contact your HCA MAC Coordinator at [MAC@hca.wa.gov](mailto:MAC@hca.wa.gov) or call 360-725-1907.



# Answering a Moment

## Answer Moment Questions

Mon, Sep 4 2017 7:10 AM

Question 1 of 4

What type of activity were you doing?

- Time Off/Not at Work (including break, lunch, not scheduled to work, flexible schedule)
- Educational/Instructional Activities (including related paperwork/travel)
- Application assistance or outreach activities (including related paperwork/travel)
- Arranging /scheduling transportation or translation/interpretation services (including related paperwork/travel)
- Delivering Direct Medical Services (including related paperwork/travel)
- Other/General Work/Random Moment Time Study (RMTS) (including related paperwork/travel)
- Developing/Planning School Programs or Policies (including related paperwork/travel)
- Referral/coordination/monitoring of services for student(s) (including related paperwork/travel)
- Training or professional development (including related paperwork/travel)
- Writing/planning/meeting regarding IEP, IFSP, or 504 (including related paperwork/travel)
- If none of the above responses accurately describes what activity you were doing, please type your answer below:

Previous

Start Over

Next

### Moment Questions

- Q: What type of activity were you doing?  
A: Application assistance or outreach activities (including related paperwork/travel)
- Q: What specifically were you doing?  
A:
- Q: Why were you performing this activity?  
A:
- Q: Who were you primarily working with?  
A:

Read all options and select the appropriate response based on your activity

Click "next" when finished



# Writing In an Answer

Mon, Sep 4 2017 7:10 AM

Question 2 of 4

## What specifically were you doing?

- Meetings related to application assistance
- Documenting activities related to application assistance
- Explaining the application process or providing application materials
- Helping to complete an application
- Meetings related to outreach
- Documenting activities related to outreach
- Explaining or providing information about programs/services and their benefits
- Performing outreach activities
- If none of the above responses accurately describes what activity you were doing, please type your answer below:

164 characters remaining

Traveling to student's home to provide application materials for our tutoring program.]

Previous Start Over

Next

Q: What type of activity were you doing?

A: Application assistance or outreach activities  
(including related paperwork/travel)

Q: What specifically were you doing?

A: If none of the above responses accurately  
describes what activity you were doing,  
please type your answer below:

Q: Why were you performing this activity?

A:

Q: Who were you primarily working with?

A:

Click 'Previous' if you need to go back a question, or 'Start Over' to erase all answers.



# Review Moment Answers

## Answer Moment Questions

Mon, Sep 4 2017 7:10 AM

Question 4 of 4

Who were you primarily working with?

- Parent/Guardian
- School/District Staff
- Student(s)
- Alone
- Other

Previous Start Over

Next

### Moment Questions

**Q:** What type of activity were you doing?

**A:** Application assistance or outreach activities  
(including related paperwork/travel)

**Q:** What specifically were you doing?

**A:** Helping to complete an application

**Q:** Why were you performing this activity?

**A:** To help access educational, social, or  
vocational programs

**Q:** Who were you primarily working with?

**A:** Student(s)

After you select each answer, it appears on the right.



# Narrative Required

## Answer Moment Questions

Mon, Sep 4 2017 7:10 AM

**REQUIRED: Narrative for documentation of activity (limited to 250 characters)**

154 characters remaining

I drove to student JRs home to provide them with application materials for our tutoring program.

Previous

Start Over

Next

Please do not use student names, SSNs, or ID numbers. Initials are permitted.

## Moment Questions

- Q: *What type of activity were you doing?*  
A: *Application assistance or outreach activities (including related paperwork/travel)*
- Q: *What specifically were you doing?*  
A: *Helping to complete an application*
- Q: *Why were you performing this activity?*  
A: *To help access educational, social, or vocational programs*
- Q: *Who were you primarily working with?*  
A: *Student(s)*

Use the narrative to briefly sum up the activity and provide any additional relevant details.



# Narrative Examples

- Referring E.S. and his family to online resources to apply for Medicaid benefits.
- Providing general supervision of students at lunch
- Giving required immunizations to a student
- Scheduling transportation for an educational program/activity.
- Attending an in-service training regarding school emergency protocols.

# Certify Your Answers

## Review Your Answers

Mon, Sep 4 2017 7:10 AM

**Q:** What type of activity were you doing?

**A:** Application assistance or outreach activities (including related paperwork/travel)

**Q:** What specifically were you doing?

**A:** Helping to complete an application

**Q:** Why were you performing this activity?

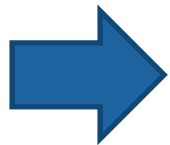
**A:** To help access educational, social, or vocational programs

**Q:** Who were you primarily working with?

**A:** Student(s)

**Q:** **REQUIRED:** Narrative for documentation of activity (limited to 250 characters)

**A:** I drove to student JRs home to provide them with application materials for our tutoring program.



I certify that the answers submitted are accurate and complete.

Previous

Start Over

Submit

Check the box,  
and click  
'Submit' when  
finished.



# Completing A Moment



A screenshot of a web application dialog box titled "Confirm Your Submission". The dialog has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains the text "Are you sure you want to submit the answers?". At the bottom right of the dialog, there are two buttons: "Yes" and "No".

Click 'Yes' to  
complete the  
submission.





# Moment Confirmation

## Submitted Moment

Mon, Sep 4 2017 7:10 AM

✔ **Submission Confirmation Number: CBE-WA-SCHOOLS-2794506-274279**

**Q:** *What type of activity were you doing?*

**A:** *Application assistance or outreach activities (including related paperwork/travel)*

**Q:** *What specifically were you doing?*

**A:** *Helping to complete an application*

**Q:** *Why were you performing this activity?*

**A:** *To help access educational, social, or vocational programs*

**Q:** *Who were you primarily working with?*

**A:** *Student(s)*

**Q:** *REQUIRED: Narrative for documentation of activity (limited to 250 characters)*

**A:** *I drove to student JRs home to provide them with application materials for our tutoring program.*

I certify that the answers submitted are accurate and complete.

Home



You will see a 'Submission Confirmation Number.'  
Click 'Home' to return to the main page.



# Edit Prior Moments



Random Moment Time Study

'Prior Moments' tab.

Moments

▼ Answer a moment (19)

▲ Prior Moments (12)

 Mon, Sep 4 2017 7:10 AM	 Answered	Expires Mon, Oct 2 2017 7:10 AM
Fri, Sep 1 2017 10:07 AM	Not Answered	Expired Fri, Sep 8 2017 10:07 AM
Fri, Sep 1 2017 9:12 AM	Not Answered	Expired Fri, Sep 8 2017 9:12 AM
Fri, Sep 1 2017 7:53 AM	Not Answered	Expired Fri, Sep 8 2017 7:53 AM
Thu, Aug 31 2017 10:40 AM	Not Answered	Expired Thu, Sep 7 2017 10:40 AM
Thu, Aug 31 2017 8:16 AM	Not Answered	Expired Thu, Sep 7 2017 8:16 AM
Wed, Aug 30 2017 10:33 AM	Not Answered	Expired Wed, Sep 6 2017 10:33 AM
Wed, Aug 30 2017 9:58 AM	Not Answered	Expired Wed, Sep 6 2017 9:58 AM
Wed, Aug 30 2017 8:13 AM	Not Answered	Expired Wed, Sep 6 2017 8:13 AM
Tue, Aug 29 2017 9:08 AM	Not Answered	Expired Tue, Sep 5 2017 9:08 AM
Tue, Aug 29 2017 7:30 AM	Not Answered	Expired Tue, Sep 5 2017 7:30 AM
Tue, Aug 29 2017 7:09 AM	Not Answered	Expired Tue, Sep 5 2017 7:09 AM

▼ Messages (0)

Moments with a pencil in front can be edited.

'Expired' moments are past the grace period and cannot be edited.

 Training

Welcome Brandi Bubblegum, You have been chosen to participate in the Washington State Random Moment Time Study. Your active moments are listed to the left. They will remain active for 5 working days. Please click the moment you wish to complete and answer the displayed questions. Thank you for your participation!

For further assistance logging on or accessing the site, please e-mail [MedicaidAdmMatch@umassmed.edu](mailto:MedicaidAdmMatch@umassmed.edu) or 1-800-535-6741. For program questions please contact your School District MAC Coordinator.

# Follow-up Questions

## Random Moment Time Study

### Moments

▼ Answer a moment (0)

▼ Prior Moments (8)

▲ Messages (1)



Tue, Feb 7 2017 9:45 AM



Follow up question

Expired Thu, Feb 9 2017 9:45 AM

Messages tab.

Click on the message and respond.



# Answering a Follow-up Question

## View Moment

Wed, Aug 30 2017 9:30 AM

✔ Submission Confirmation Number: CBE-WA-SCHOOLS-2794436-274244

Q: *What type of activity were you doing?*

A: *Traveling to off site training*

Q: *What specifically were you doing?*

A: *Travel to training session*

Q: *Why were you performing this activity?*

A: *To go to a training seminar to increase my working knowledge*

Q: *Who were you primarily working with?*

A: *Alone*

Q: **REQUIRED:** *Narrative for documentation of activity (limited to 250 characters)*

A: *Traveling to off site training seminar to increase my working knowledge*

I certify that the answers submitted are accurate and complete.

Home

Edit

## Messages



Thu, Aug 31 2017 11:32 AM - Evan Tsweet

At the time of your moment, were you considered to be on paid or unpaid time? Thank you for your participation.

Type in your answer here

Send Message



# Compliance Standards

- 85% of the moments are required to be answered within five (5) working days of the moment occurrence
- Inform the MAC Coordinator of extended absences
- School Districts may not receive full reimbursement if it does not meet standards

# Moment Reminder Email

Welcome Sandra Eighteen,

You were recently selected to participate in Washington State's, Medicaid Administrative Claiming, Random Moment Time Study administered by the University of Massachusetts Medical School. Our records indicate you have not yet completed your last moment.

Your participation is an important part of the Medicaid Administrative Claiming program that helps ensure all Washington residents have access to appropriate health care. Please complete your moment which occurred on 01/26/2017 05:00 AM before it expires.

Simply click on the link below and record your activity for the assigned time:

<https://cbe-rmts-uat.chcf-umms.org/?username=Eightees>

Your User ID is Eightees

Thank you for your attention and commitment to this random moment time study program.

NOTE: Your User ID, Eightees, will pre-populate but you need to enter your Password. If you need to have your Password reset, on the main login screen select Forgot Password and follow the instructions.

For help accessing the system, please email [MedicaidAdmMatch@umassmed.edu](mailto:MedicaidAdmMatch@umassmed.edu) or call 1-800-535-6741.

For further assistance, please email your HCA MAC Coordinator at [MAC@hca.wa.gov](mailto:MAC@hca.wa.gov) or call 360-725-1907.

Thank you for your participation.

# Questions & Closing

**Jonathan Rush, MAC Program Manager**  
Medicaid Program Operations and Integrity  
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[Kevin.curry@hca.wa.gov](mailto:Kevin.curry@hca.wa.gov)

**University of Massachusetts Medical School  
RMTS Support Team**  
Tel: 800-535-6741 (7:30 am – 7:30 pm EST)  
[MedicaidAdmMatch@umassmed.edu](mailto:MedicaidAdmMatch@umassmed.edu)

More information is available at

<http://www.hca.wa.gov/billers-providers/programs-and-services/medicaid-administrative-claiming-mac>