

Medicaid Administrative Claiming

Random Moment Time Study

RMTS Calendar Guide for

School Districts in Washington

Updated August, 2016

RMTS Calendars: Overview and Purpose

Prior to the start of the time study, each school district must complete the set-up in the RMTS system that will identify when participants are available to be chosen for random moments. Information such as scheduled closures for holidays and vacations as well as the work days and hours for each 'Work Schedule' will be entered into the system. This will provide the proper framework from which moments may be accurately selected.

All calendar entry (or changes) must be completed in the RMTS system no later than the 10th of the month preceding the start of each quarter.

<u>Time Study Quarter:</u>	<u>Calendar Entry/Edit Deadline:</u>
October 1 – December 31	September 10
January 1 – March 31	December 10
April 1 – End of School Year	March 10

Steps to Enter RMTS Calendars

Prior to each RMTS quarter, you will complete the following tasks:

1. Annually, by Sept. 10th, enter your School District (district wide) calendar
2. Quarterly, determine if any new Work Schedules are needed and create them if needed
3. Quarterly, Enter or Edit Work Schedules as needed
4. Review system-generated reports to ensure the accuracy of your Work Schedules

SECTION ONE: Enter any new Work Schedules, if needed:

Review your participants and the scheduled hours that they work. Group participants together by common work schedule. For each work schedule that you'll be assigning to one or more of your participants, you'll create a 'Work Schedule' name in the system. That name will then be used on your list of participants to match up your participants to their correct Work Schedule so that the RMTS will select random moments for your participants on dates and times when they will be working.

From the left hand navigation bar select 'School District' and the screen below will be displayed. Click on the hyperlink for the School District Name.

The screenshot shows the RMTS Admin interface. On the left is a navigation bar with 'School District' selected. The main content area has a search bar with fields for 'School District', 'Provider Number', and 'NPI', and dropdowns for 'Status' (Active) and 'Service Type' (Any). Below the search bar is a table with the following data:

School District ▲	Provider Number	NPI	Service Type
Training School District	06119	00000K1608	AAC

A red arrow points to the 'Training School District' link in the table.

A list of all the current Work Schedules, if any, will be displayed on the next screen. To add a new Work Schedule, click on the 'Add' hyperlink.

School District	SD Hierarchy
Administrative Claiming	School District : Training School District Service Type : AAC
Online Training	Page 1 2
RMTS Admin	Add Delete

School Name ▲	Start Date	End Date	
630 am -300 pm	10/01/2015		<input type="checkbox"/>
700 am -300 pm	10/01/2015		<input type="checkbox"/>
700 am -330 pm	10/01/2015		<input type="checkbox"/>
730 am -300 pm	10/01/2015		<input type="checkbox"/>
730 am -330 pm	10/01/2015		<input type="checkbox"/>
730 am -400 pm	10/01/2015		<input type="checkbox"/>
730 am -530 pm	10/01/2015		<input type="checkbox"/>
740 am -310 pm	10/01/2015		<input type="checkbox"/>
745 am -300 pm	10/01/2015		<input type="checkbox"/>
745 am -315 pm	10/01/2015		<input type="checkbox"/>
800 am -330 pm	10/01/2015		<input type="checkbox"/>
800 am -430 pm	10/01/2015		<input type="checkbox"/>
800 am -500 pm	10/01/2015		<input type="checkbox"/>
810 am -350 pm	10/01/2015		<input type="checkbox"/>
830 am -230 pm	10/01/2015		<input type="checkbox"/>

[Add](#) | [Delete](#)

Enter a name for your work schedule in the 'Name' field and enter a 'Start Date' as of the first day of the quarter when you will first use this schedule. Then click 'Save'

School District : [Training School District](#)
Service Type : AAC

Add School

* School Name :

School ID :

School Short Name :

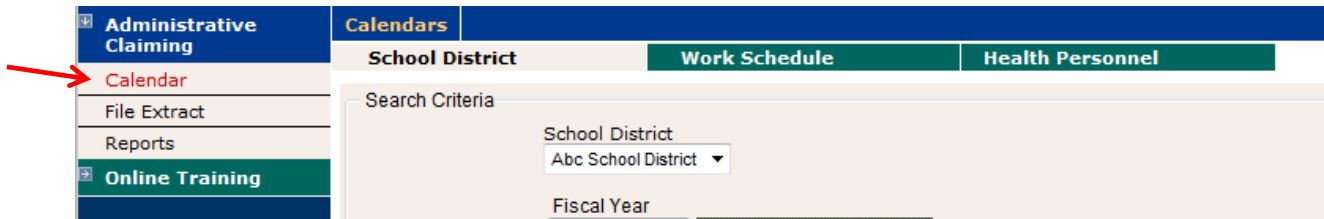
School Type :

*Start Date : ▼

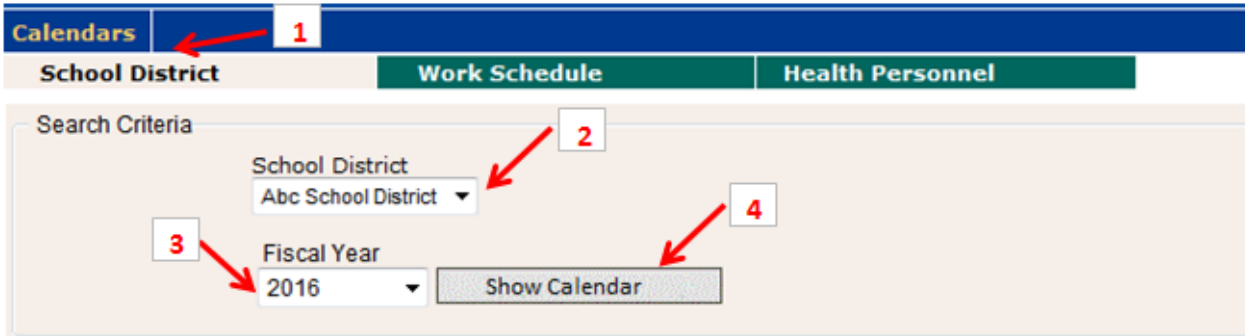
SECTION TWO: Enter your *School District (district-wide)* calendar information:

Start by entering a 'School District' calendar. This calendar will contain your district-wide school vacation days and holidays. By entering these district-wide days off on the 'School District' calendar, the information will automatically be populated into each of the 'Work Schedule' calendars for you, saving you time, and ensuring consistency

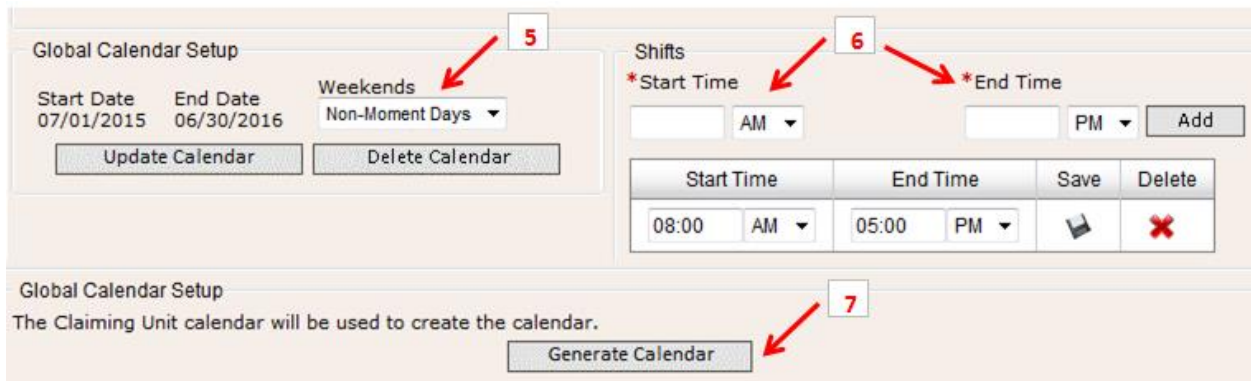
From the left hand navigation bar select 'Administrative Claiming' and that menu section will expand. Then select 'Calendar.' Across the top of the screen will be three tabs: *School District*, *Work Schedule* and *Health Personnel*.



1. Click on the 'School District' Tab from across the top of the screen
2. Select your School District in the Search Criteria drop down
3. Select the correct Fiscal Year from the Fiscal Year drop down menu (for example, 7/1/15-6/30/16 = FY 2016)
4. Click on the 'Show Calendar' button



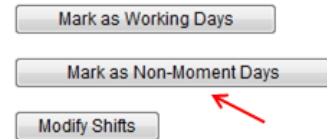
5. In the Global Calendar Setup section of the top of the screen, choose Weekends as 'Non-Moment Days'
6. Enter a default start and end time. This should be the most common start and end times for your staff. (Don't worry, you will be able to change this as you set up each Work Schedule Group).
7. Click on the 'Generate Calendar' button



8. Enter all district-wide non-working days, such as federal holidays or school vacation time, by clicking on any days off so that the selected days turn blue


October 2015							November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

9. Click on 'Mark as Non-Moment Days' button



10. All selected days turn pink to indicate that they are non-working or non-moment days

October 2015							November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

 Note: There is no 'Save' button or action. Work is saved automatically as you go.

Once the District-wide calendar information has been completed, then proceed to enter the calendar data for each Work Schedule Group.

SECTION THREE: Enter your Work Schedule calendar information:

1. Click on the 'Work Schedule' Tab
2. Select your School District in the 'School District' drop down
3. Select a Work Schedule Group from the 'Work Schedule' drop down menu
4. Select the correct Fiscal Year from the Fiscal Year drop down menu (for example, 7/1/15-6/30/16 = FY 2016)
5. Click on the 'Show Calendar' button

Calendars | **Work Schedule** 1

School District | **Work Schedule** | **Health Personnel**

Search Criteria

School District: 2

Fiscal Year: 4 5

Work Schedule: 3

6. Click on the 'Generate Calendar' button

Calendars | **Work Schedule**

School District | **Work Schedule** | **Health Personnel**

Search Criteria

School District:

Fiscal Year:

Work Schedule:

Global Calendar Setup

The School District calendar will be used to create the calendar.

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The Work Schedule calendar is automatically populated with the non-moment days that were set up on the School District calendar. Enter any additional days off, or change days off as needed.

7. To change days that are marked as Non-Moment Days (pink) and make them working days, simply click on the selected days so that they turn blue, then click on the button 'Mark as Working Days'

October 2015							November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

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8. Update the Start and End times for the selected Work Schedule Group by editing those times in the 'Shifts' section at the top of the screen

School District **Work Schedule** **Health Personnel**

Search Criteria

School District: Work Schedule:

Fiscal Year:

Global Calendar Setup

Start Date: 07/01/2015 End Date: 06/30/2016 Weekends:

Shifts

*Start Time: AM *End Time: PM

Start Time	End Time	Save	Delete
08:00 AM	05:00 PM	<input type="button" value="Save"/>	<input type="button" value="Delete"/>

To change the hours for a specific day, for example for a partial day, follow the steps below:

- Select the day, (if multiple days, simply click on the selected days to turn them blue) highlighting it blue means it's selected. In the example below, the day before Thanksgiving is selected.
- To modify the hours, click on 'Modify Shifts'

Calendars **School District** **School** **Health Personnel**

Search Criteria

School District: School:

Fiscal Year:

Global Calendar Setup

Start Date: 07/01/2015 End Date: 06/30/2016 Weekends:

Shifts

*Start Time: AM *End Time: PM

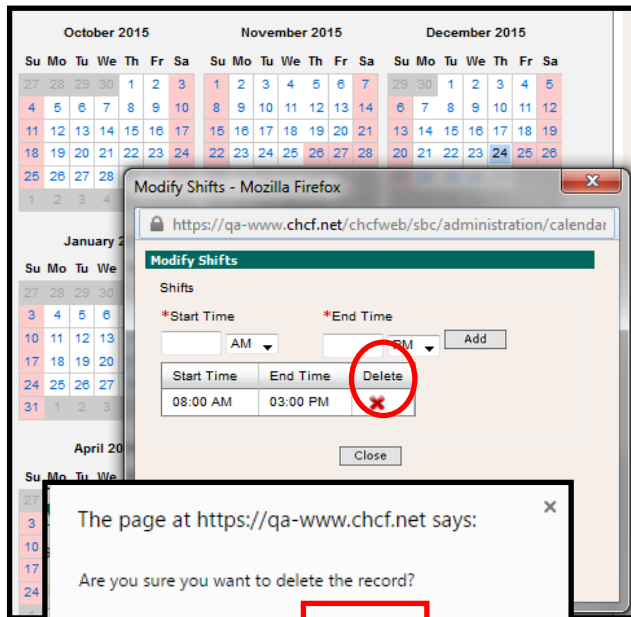
Start Time	End Time	Save	Delete
08:00 AM	03:00 PM	<input type="button" value="Save"/>	<input type="button" value="Delete"/>

July 2015							August 2015							September 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4	20	27	28	29	30	31	1	30	31	1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3
2	3	4	5	6	7	8	30	31	1	2	3	4	5	4	5	6	7	8	9	10

October 2015							November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

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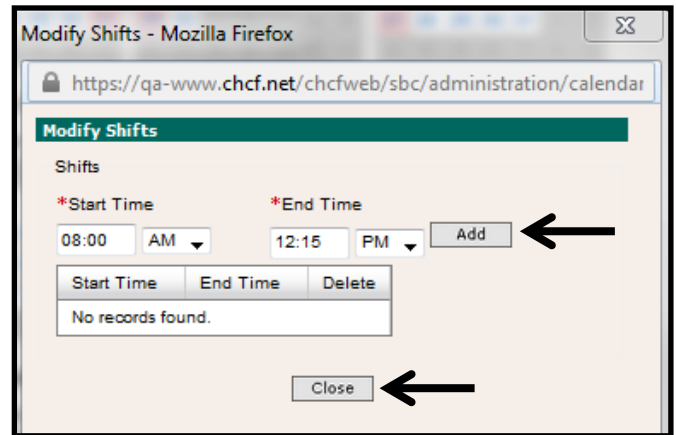
The 'Modify Shifts' dialog box will appear
 Select the red X to delete the current shift times ❌



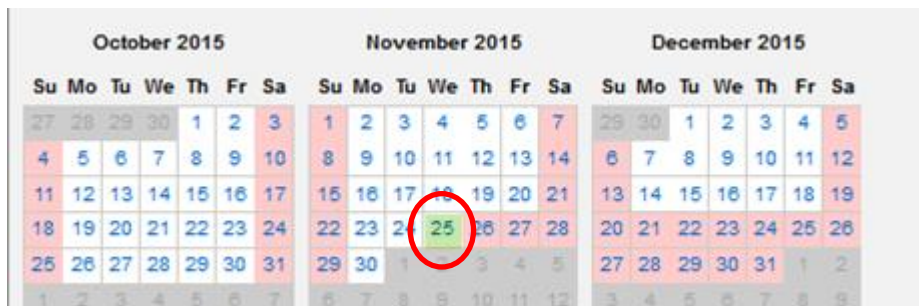
Click 'OK' when you see this message

Then enter the new Start and End times – carefully review the data entry, you must specify AM/PM

- Select the 'Add' button
- Then select the 'Close' button



- The selected day will change from white to green



The system will save your data. Complete the entire school year (September through June). If you have any difficulty or would like to talk through the process, please call us or email us for further assistance MedicaidAdmMatch@umassmed.edu or 1-800-535-6741, press '0.'