

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



To enter the Random Moment Time Study (RMTS) System website, open an internet browser and enter: <https://easyrmts.pcgus.com/rmtsv2>

A screenshot of the login page for the Random Moment Time Study system. The page has a dark blue header with the Public Consulting Group logo and the text "Random Moment Time Study". Below the header is a white login form with two input fields for "User Name:" and "Password:". There is a "Login" button and a link for "Forgot your password?". A footer message reads: "Have trouble logging into the system? Please contact Public Consulting Group by using the toll-free number listed in the e-mail notification you received."

Enter User Name and Password that were sent in an auto generated email from inmac@pcgus.com. **NOTE:** Usernames are case sensitive. Enter the name exactly as provided, using capital and lowercase letters where designated.

A close-up screenshot of the login form. It shows the "User Name:" and "Password:" labels next to their respective input fields. Below the fields is a "Login" button and a link for "Forgot your password?". A footer message reads: "Have trouble logging into the system? Please contact Public Consulting Group by using the toll-free number listed in the e-mail notification you received."

Then click the login button.

Indiana Medicaid Administrative Claiming (MAC) Random Moment Time Study (RMTS) System Participant Moment Completion



Once logged in, a series of screens will walk the participant through a description of the MAC program. The participant will select the *Next* button to navigate through each screen.

The screenshot shows the 'Random Moment Time Study INDIANA MAC DEMO' interface. At the top left is the 'PUBLIC CONSULTING GROUP' logo. The title 'Random Moment Time Study INDIANA MAC DEMO' is centered at the top. On the right, it says 'EasyRMTS™' and 'Logout'. Below the title is a table with four columns: 'Name', 'Category', 'Location', and 'Moment'. The first row contains 'Janet Reading', '8', 'District 3', and an empty cell. Below the table is a section titled 'Program Overview' with a paragraph of text. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Exit'.

Name	Category	Location	Moment
Janet Reading	8	District 3	

Program Overview

This time study is required by the Federal government in order for your school corporation to be reimbursed for the administrative and outreach activities you do for students in your school corporation. Your participation is mandatory, but will only take a few minutes of your time.

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 PUBLIC CONSULTING GROUP

Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

What is the Indiana Medicaid Administrative Claiming Program (IndianaMAC)

IndianaMAC:

Allows school corporations to recover some costs for Medicaid-related Administrative activities (not direct medical services) performed by school staff.

Medicaid administrative activities support efficient and effective operation of the Medicaid program

Federal MAC dollars do **not duplicate or replace schools' reimbursements for Medicaid-covered direct medical services provided to students with Individualized Education Programs (IEPs)**

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 PUBLIC CONSULTING GROUP

Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

What is the Indiana Medicaid Administrative Claiming Program (IndianaMAC)(cont)

The school setting offers unique advantages and opportunities to reach children and families to inform and encourage them to enroll in the Medicaid Program, as well as to provide assistance to students in accessing medical services. Most children attend schools, and since most parents consider schools a trusted conduit for important information, schools are a critical link to reach uninsured children who may qualify for Medicaid services. Public school corporations in Indiana provide physical health, mental health, and substance abuse care services. Coordination and follow-up activities are provided when screenings and evaluations identify a specific need of the student. Federal statute and regulations allow for reimbursement by Medicaid to certain governmental entities that provide Medicaid-related outreach services.

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 PUBLIC CONSULTING GROUP

**Random Moment Time Study
INDIANA MAC DEMO**

EasyRMTS™
[Logout](#)

Name	Category	Location	Moment
Janet Reading	8	District 3	

What is the Indiana Medicaid Administrative Claiming Program (IndianaMAC) (cont)

The Indiana Medicaid Administrative Claiming Program (IndianaMAC) provides funds to the school corporations that are working to identify children that are uninsured and may qualify for Medicaid coverage. These outreach activities involve working with the entire student population regardless of their eligibility status for Medicaid or Special Education. School corporations receive reimbursement for activities such as outreach, referral, Medicaid application assistance, interagency coordination, monitoring of the delivery of Medicaid-covered services, and training of staff and parents on the Medicaid Program.

[Previous](#) [Next](#) [Exit](#)

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



The system lists the Medicaid covered services as well as the allowable Medicaid activities under MAC. Also listed are other types of administrative activities.

Examples of Medicaid-Covered Medical Services

- Immunizations
- Physical, Occupational and Speech Therapies
- Diabetes and Asthma Care Services
- Nursing Services
- Prescription Drugs
- Home Health Care
- Psychological/Behavioral Health Services
- Audiology Services
- Vision Services
- Hearing Services
- Dental Services
- Physician Services
- Lab & X-ray Services

Previous Next Exit

Done

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 PUBLIC CONSULTING GROUP

Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Examples of Medicaid Administrative Activities

- Raising awareness about Medicaid programs benefits
- Reaching out to students that are medically at risk
- Helping families complete the Medicaid application
Note: Schools may serve as Medicaid Enrollment Centers
- Helping students access Medicaid services
- Participating in school-based health care planning
- Evaluating school-based health programs and services
- Referring students to Medicaid providers

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 PUBLIC CONSULTING GROUP

Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Examples of Other Similar School-based Administrative Activities

- Informing families about School Lunch benefits
- Helping students complete scholarship applications
- Participating in curriculum planning
- Recording state-mandated education data
- Evaluating after school enrichment programs
- Referring students to assistance programs such as Food Stamps, Children's Special Health Care Services, Temporary Assistance for Needy Families

Previous Next Exit

Indiana Medicaid Administrative Claiming (MAC) Random Moment Time Study (RMTS) System Participant Moment Completion



A participant's role is explained in the system.



**Random Moment Time Study
INDIANA MAC DEMO**

EasyRMTS™
[Logout](#)

Name	Category	Location	Moment
Janet Reading	8	District 3	

What is my role in the RMS?:

As a school corporation staff person who potentially performs reimbursable outreach activities, your role in the random moment sampling process is to document the activity you are performing at the specific moment selected in your work day. You will document your activity by answering five questions: Who was with you? What were you doing? Why were you doing the activity? Was the activity related to providing a direct medical service? Was the medical service provided per a student's IEP?

In the Random Moment Sampling process, moments of time are selected throughout the entire quarter, and are randomly assigned to school corporation staff for completion. You receive a RMS notification each time you are selected that identifies one moment for which you need to document. There is a possibility that you may be selected for multiple moments within a quarter. It is essential that you follow these instructions completely.

[Previous](#) [Next](#) [Exit](#)

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



The next series of screens describe examples of activities that are covered under the Medicaid Administrative Claiming Program.



**Random Moment Time Study
INDIANA MAC DEMO**

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Effective Outreach, Enrollment or Application Assistance

Informing individuals about the benefits and eligibility criteria for programs, aid and or scholarships available to assist students and their families

Helping to complete program/scholarship/aid applications

Explaining the eligibility determination process, where/how to enroll or apply and what documentation is needed to verify eligibility for the program, scholarship or assistance

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 PUBLIC CONSULTING GROUP

Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Effective Translation and Interpretation to Help Families

Oral language translation, sign language interpretation or Braille transcription to:

- Inform students/families of available assistance, programs, benefits and eligibility criteria
- Help students/families complete application for program, scholarship, aid, benefits
- Explain program/aid eligibility determination process, where and how to apply/enroll and what documentation is needed for eligibility verification
- Develop translated or transcribed materials to help individuals access and understand programs, services or benefits

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 PUBLIC CONSULTING GROUP

Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Effective Program Planning, Development and Evaluation

- Developing advisory groups of professionals and stakeholders to consult regarding delivery of program services and benefits to school populations
- Developing procedures for tracking families' requests for help accessing program services
- Developing strategies to assess or increase the capacity of program services for students
- Monitoring outcomes of program services in schools
- Developing or monitoring contracts for provision of program services or benefits for school populations

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 **Random Moment Time Study
INDIANA MAC DEMO** EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Effective Training Related to Services and Programs

- Participating in or coordinating training to improve delivery or program services to school populations
- Participating in or coordinating training on program administrative requirements
- Participating in or coordinating training to enhance program outcomes, quality or participant satisfaction

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 **Random Moment Time Study
INDIANA MAC DEMO** EasyRMTS™
[Logout](#)

Name	Category	Location	Moment
Janet Reading	8	District 3	

Effective Service Referral, Coordination, Access Facilitation and Follow Up

- Arranging/scheduling (not providing) transportation to help individuals access programs or services
- Arranging/scheduling (not providing) translation, interpretation or transcription services to help individuals access program services/benefits
- Following up with the student or family about the outcome of a referral or program service
- Referring a student/family to the closest appropriate program or participating service provider

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 PUBLIC CONSULTING GROUP

Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

How to Make Effective Indiana Medicaid Service Referrals

Web-based Medicaid Providers Directory

Search by type, specialty and location:

Go to: <http://provider.indianamedicaid.com/>

Under Quick Links, Click Provider Search

Previous Next Exit

Indiana Medicaid Administrative Claiming (MAC) Random Moment Time Study (RMTS) System Participant Moment Completion



The next series of screens describe the importance of the Random Moment Study and the requirements of the participant.



Random Moment Time Study INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

What is RMS?

Random Moment Sampling (RMS) is a Federally accepted method for documenting staff time spent performing ALL, not just Medicaid-related, activities

The RMS includes all selected IndianaMAC participating school corporation staff who were placed into the statewide sample pool

From this statewide pool, staff names are randomly selected and paired with random moments in time to create "sample moments" used to "study" or describe how staff time is spent

Notification of sampled moments will go out to the selected participant three days and one day prior to the selection of time, after "living" the moment participants will document their activity in a narrative format.

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 **Random Moment Time Study
INDIANA MAC DEMO**

EasyRMTS™
[Logout](#)

Name	Category	Location	Moment
Janet Reading	8	District 3	

Participation Requirements

Your employer chose you to participate in the RMS because your routine job tasks include activities that assist children who are eligible/potentially eligible for Medicaid

From all RMS participants you may be randomly selected to participate in a quarterly time study.

When selected to document a sample moment, you must respond per the designated polling method

- All RMS moments must be documented to achieve a statistically valid statewide random sample
- Failure to respond may invalidate the entire sample
- Untimely responses may invalidate the entire sample

[Previous](#) [Next](#) [Exit](#)

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 **Random Moment Time Study
INDIANA MAC DEMO** EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Participation Requirements (cont.)

- You may be randomly selected for RMS participation multiple times or not at all during one quarter
- Each "sample moment" is identified and shared with your school MAC liaison
- Responses to RMS polling is mandatory and is tracked by the State and your school corporation
- You must document details about your activity and complete your questionnaire by the deadline
- The State's centralized coders will code each sample moment based on your documentation describing your activity at that moment

Indiana Medicaid Administrative Claiming (MAC) Random Moment Time Study (RMTS) System Participant Moment Completion



Participants are instructed to respond clearly, and with adequate detail to a series of questions.

 PUBLIC CONSULTING GROUP

Random Moment Time Study INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Be Prepared To Respond

At your sampled moment:

1. Who was with you? (Describe the person or individuals with you during your sampled moment)
2. What were you doing? (Describe in clear detail the activity you were performing during your sampled moment)
3. Why were you doing this activity? (Describe the purpose of the activity you were performing during your sampled moment.)
4. Was the activity related to providing a direct medical service?
5. If you answered 'yes' in question 4, was the medical service provided per a student's IEP?

Note You do not need to identify that a child is Medicaid eligible or a service/activity is Medicaid-covered

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



 PUBLIC CONSULTING GROUP

Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Give Detailed, Clear Responses

Describe in detail:

- o Your activity
- o Reason for your activity and
- o Who was with you

Avoid individual identifiers, e.g. names, ID #s.

Avoid jargon and acronyms not familiar to non-educators/persons outside your school.

Answer both questions 4 and 5

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



PUBLIC CONSULTING GROUP Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Detailed, Clear Responses

- **What** were you doing?

Good Detail downloading school lunch eligibility data
NOT computer work or a SNAP download

Good Detail practicing 'r' sounds with 3 third graders
NOT group speech in Mr. Miller's room

Good Detail giving out Medicaid enrollment center info
NOT answering a phone call

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



PUBLIC CONSULTING GROUP Random Moment Time Study
INDIANA MAC DEMO

EasyRMTS™
Logout

Name	Category	Location	Moment
Janet Reading	8	District 3	

Give **Detailed, Clear Responses**

- **Why** were you doing this activity?

Good Detail to comply with a state education mandate
NOT it's my job or FERPA requirement

Good Detail to help parents complete the school lunch app - they don't speak/read English
NOT helping family or filling out forms

Good Detail it's required per the students' IEP goals
NOT we work on the "r" sound every Tuesday"

Clearly mark YES,NO or N/A in response to questions 4 and 5

Previous Next Exit

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



Finally, participants are given instructions to complete their moment and a toll free number to call if they are having difficulty.

Name	Category	Location	Moment
Janet Reading	8	District 3	

Instructions:

1. Your selected time study moment is pre-determined. Do not answer the activity questions for any other time than your selected moment.
2. Answer the activity questions with enough detail about your activity so that if you are asked about your assigned moment during a review, you can easily recall the activity you were doing without revealing student information.
3. If you have questions about completing this process, please contact **PCG at (877) 427-3694.**

The next screen displays the date and time of the moment(s) that have occurred and require responses from the participant. Click on *Respond* next to the date and time of the moment.

Name	Category	Location	Moment
Janet Reading	8	District 3	

Moments	
9/21/2011 10:02:00 AM	Respond

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



The first question asks if the participant was working at the time of the moment.

Indicate if working or not working. If not working, indicate if the time off was paid or unpaid or if the moment occurred outside regular scheduled hours.

Then select “next”.

Moment List

Name	Category	Location	Moment
Rose Whittle	48	Houston County	10/5/2010 8:36:00 AM

Were you working during your sampled moment?

- No, Moment is before/after workday(This does not include Lunch)
- No, Moment is during paid day off
- No, Moment is during an unpaid day off
- Yes, I was working

If answered not working at the time of the moment, there are no additional questions to respond to and the moment is complete.

Indiana Medicaid Administrative Claiming (MAC) Random Moment Time Study (RMTS) System Participant Moment Completion



If selected “Yes, I was working”, the following questions appear:

CONSULTING GROUP INDIANA MAC DEMO EasyRMTS™

Moment List

Name	Category	Location	Moment
Cleophas Abdella	50	District 3	9/21/2011 11:04:00 AM

1. Who was with you? (Describe the person or individuals with you during your sampled moment)
2. What were you doing? (Describe in clear detail the activity you were performing during your sampled moment)
3. Why were you doing this activity? (Describe the purpose of the activity you were performing during your sampled moment.)
4. Was the activity related to providing a direct medical service?
 1.Yes
 2.No
 3.N/A
5. If you answered 'yes' in question 4, was the medical service provided per a student's IEP?
 1.Yes
 2.No
 3.N/A

A participant must respond to all 5 questions then select *Next*.

Note: A participant must only respond to the questions about the activity during the minute that was assigned.

Indiana Medicaid Administrative Claiming (MAC) Random Moment Time Study (RMTS) System Participant Moment Completion



The next screen allows the participant to verify their responses.

If changes must be made, select *Edit*, which will return the participant to the response screen.

If no changes are necessary, the participant must put a check mark in the box next to the acknowledgement statement and then select *Submit*.

Name	Category	Location	Moment
Cleophas Abdella	50	District 3	9/21/2011 11:04:00 AM

1. Who was with you? (Describe the person or individuals with you during your sampled moment)
Answer: respond here

2. What were you doing? (Describe in clear detail the activity you were performing during your sampled moment)
Answer: respond here

3. Why were you doing this activity? (Describe the purpose of the activity you were performing during your sampled moment.)
Answer: respond here

4. Was the activity related to providing a direct medical service?
Answer: N/A

5. If you answered 'yes' in question 4, was the medical service provided per a student's IEP?
Answer: N/A

* By checking this box you certify that the information submitted is accurate and reflects the activity you were performing at the sampled moment.

Note: The submit button does not illuminate until a check is placed in the box next to the acknowledgement statement.

**Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS) System
Participant Moment Completion**



Once the moment had been submitted, the moment is complete and a verification statement appears at the bottom of the screen. **Thank You for completing your Moment, it has been successfully submitted.**

Name	Category	Location	Moment
Cleophas Abdella	50	District 3	9/21/2011 11:04:00 AM

1. Who was with you? (Describe the person or individuals with you during your sampled moment)
Answer: respond here

2. What were you doing? (Describe in clear detail the activity you were performing during your sampled moment)
Answer: respond here

3. Why were you doing this activity? (Describe the purpose of the activity you were performing during your sampled moment.)
Answer: respond here

4. Was the activity related to providing a direct medical service?
Answer: N/A

5. If you answered 'yes' in question 4, was the medical service provided per a student's IEP?
Answer: N/A

* By checking this box you certify that the information submitted is accurate and reflects the activity you were performing at the sampled moment.

Thank You for completing your Moment, it has been successfully submitted.

The moment is now complete; the participant can print the response for their records and exit out of the system by closing the browser.