

# Michigan School-Based Services Program

Random Moment Time Study (RMTS) &  
Personal Care Services (PCS)



# Random Moment Time Study (RMTS)

- The RMTS is performed to gather information about the amount of time that certain school staff spend performing medically related direct service activities in support of special education students.
- This information is needed to determine the federal reimbursement formula for our state for Medicaid School Based Services.

# Medicaid Reimbursement Formula



# RMTS cont.

- Random Moment Time Study is the methodology that Michigan has been using for several years in order to determine the amount of time school staff spend on activities that are in support of the Medicaid program.
- Each quarter=14,000 RMTS across the state.
- RMTS based on 4 staff pools which included Para educators who perform Personal Care Services (PCS).

## RMTS cont.

- In the Random Moment Time Study, a “moment” is one minute of time.
- Completion of the time study moment will require you to answer three questions regarding the activity you were performing during that one moment of work time.

## RMTS cont.

- If you are selected to participate, you simply need to complete the on-line RMTS survey. Completing the moment should take no more than 10 minutes of your time. It is important that if you are selected to complete a RMTS survey that you do so in a timely manner (ASAP).
- Studies not returned effect the reimbursement rate across the whole state. Non-responders list sent to ISD Supt. on a quarterly basis.

## RMTS cont.

- If you have submitted your RMTS and still receive a message that you need to call PCG, it is because the agency needs clarification on your response.
- Please follow up with a phone call or your moment cannot be counted!



# RMTS “Usable” Responses for Personal Care Services Could Include:

- Assisting with:
  - Eating, feeding, meal preparation
  - Toileting, maintaining continence
  - Personal hygiene, grooming, dressing
  - Transferring, ambulation, mobility, positioning
  - Skin care
  - Assistance w/self-administered meds
  - Redirection/intervention for behavior
  - Health related functions through hands-on assistance, supervision or cueing
  - See *\*PCS Definition Form*



# Sample “Unusable” Responses

- Supervising students in the gym during busing
  - Usable: Assisting a physically impaired student in gym and transferring them to the bus.
- Supervising a student get ready for lunch
  - Usable: Assisting a student with preparing meal and eating lunch.

# Sample “Unusable” Responses

- In class with a student taking notes, keeping a student on track
  - Usable: In class with student monitoring behavior.
- Accompanying a student to science class
  - Usable: Student has mobility issues, assisted them with walking to class.
- With student during class time
  - Usable: Redirecting a student with behavior issues back on task.

# RMTS Training Video

<http://www.mistreamnet.com/vidflv.php?who=percare08| | | |n03>

# Personal Care Services

- Personal care services are a range of assistance services provided which enables a student to accomplish tasks that they would normally do for themselves if they did not have a disability.
- Assistance may be in the form of hands on assistance or cuing so that the student performs the task by him/herself.

# Bottom Line.....


- Primarily “Educational” Para educators should not be selected for this service on the IEP and supervisors should be sure these staff are not in the Staff Pool List for these types of responses reduce the percentage of “usable” moments.
- PCS should not be a group service; however one or more students may be served sequentially.
- Personal Care Service must be documented in the IEP under “Supplementary Aids and Services”.
- The statement on the IEP should contain the details of the health related service along with a description of the frequency/duration or condition.
- Your logging should reflect what is listed on the student’s IEP.

# Personal Care Services

- Personal Care Services must be medically necessary.
- Authorization for Personal Care Services may be done by a physician or “other licensed practitioner” operating within the scope of their practice each year.
- A script must be sent to MAISD Central Office to be signed on a yearly basis by the supervisor of the program.

# Personal Care Services

- Case managers will need to add the name of the Para educators to the “IEP Team” so they have access to log services.
- If the name of the Para educator does not appear on the “IEP Team,” page, contact your Easy IEP Admin. Assistant secretary to have it added.



# Verifying that a service was completed

- Logging worksheet can be used as tools for the provider for documentation.
- Case managers are responsible to electronically log that they were “overseeing” the service performed on the Easy IEP Wizard site.



# Personal Care Services Logging



## Page: Easy IEP's Medicaid Wizard

### Add Summary Log for Katherine Test (Targeted Case Management) (August, 2011)

Provider: tester user  
 Doctor Authorization: Not on File

Services Provided (August, 2011)									
Provider	Date	Start Time	End Time	Duration	Service Type	Group Size	Status	Comments	Areas Covered/Assessed
tester user	08/03/2011			0:00	Case Management (T2023)			This is the text	Coordinate evals, assessments and other services

Date of Service:

08/31/2011  

Service Type: Monthly Summary

Progress Report:

N/A 

Comments: Be specific enough to individualize and recreate the service:



#### Areas Covered/Assessed:

s and other services

'communication or choosing provider

the development, review and evaluation of the IEP/IFSP treatment

Coordinate school based services and treatment with parents and the child

Monitor and recommending a plan of action

Provide summary of provider, parent and student consultation

Coordinate with staff/health professionals to establish continuum of health and setting

Activities that support linking and coordinating needed health services

Assure re-examination and follow-up to ensure student receives needed diagnosis

[Update the Database](#)

[Skip this Student/Service](#)

# Personal Care Services Logging

## Directions.....

1. Click on Wizards in the menu bar.
2. Click on the “Personal Care Services Logging Wizard (Medicaid Only)” .
3. Choose the student(s) to log by checking the box next to their name(s) and click to continue.
4. Fill out the service type, date, and areas covered for that day for the student.
5. Click “Update the Database” at the bottom of the screen.
6. After confirming the information, click on of the “Yes” button to confirm the service.

# Personal Care Services Logging

- One log represents all the work done for that day for a student(Areas Covered).
- A “Monthly Summary” : highlight of the student’s progress on goals must be logged at the end of each month.
- Click on the Wizards in the menu bar and locate “PCS Monthly Summary(Medicaid Only)”
- Enter Service Date, Service Type, and Comments.
- See *\*Personal Care Services Tip Sheet*

# Service Documentation: Monthly Summary

- Monthly Summaries must be dated in the month that the services were provided.
- Comments must be:  
Highlights of the activities provided and as a result what is the child's progress? You could list frequency or type of assistance needed (see your worksheets.) Note any changes in the students progress as it relates to any corresponding goals.
- Statements should not be generic such as:  
Doing well, making progress, or see log notes  
ISD policy: Log no later than the 15<sup>th</sup> of the following month

# Required Tasks

- It is very important that all the components are in place for personal care services.



Task	Responsible Staff
Personal Care Service selected on IEP drop down menu under SA& S with description of service with frequency, duration, or condition. Views and accepts logs of PCS provider.	Case Manager
Para-educator added to “IEP Team” page of Easy IEP.	Case Manager
Script form completed and sent to Sandy at Central Office for physician’s authorization. Case manger set up in system to over see logs.	Supervisor
Logging activity for assistance and monthly summary completed.	Para-educator
Para educator on quarterly PCS staff pool list.	Supervisor

# Error reports

- Distributed on a monthly basis to Special Education Coordinators
- Types of Reports:
  - Direct services missing
  - Monthly Summaries missing
  - Duplicate service

You may need to send some responses back to PCG if you get an error report. Directions are listed on reports.

# Let's Go Look at the Wizard



# Questions

