

School Health Services (SHS) Program Department of Health Care Policy and Financing (Department)

Annual Training

Random Moment Time Study (RMTS)

August 2021

Agenda

- Introduction
- RMTS Updates
- Plans of Care
- New Claiming System Features
- Preparing for OD21
- Important Dates
- Program Resources



Introduction

Acronyms

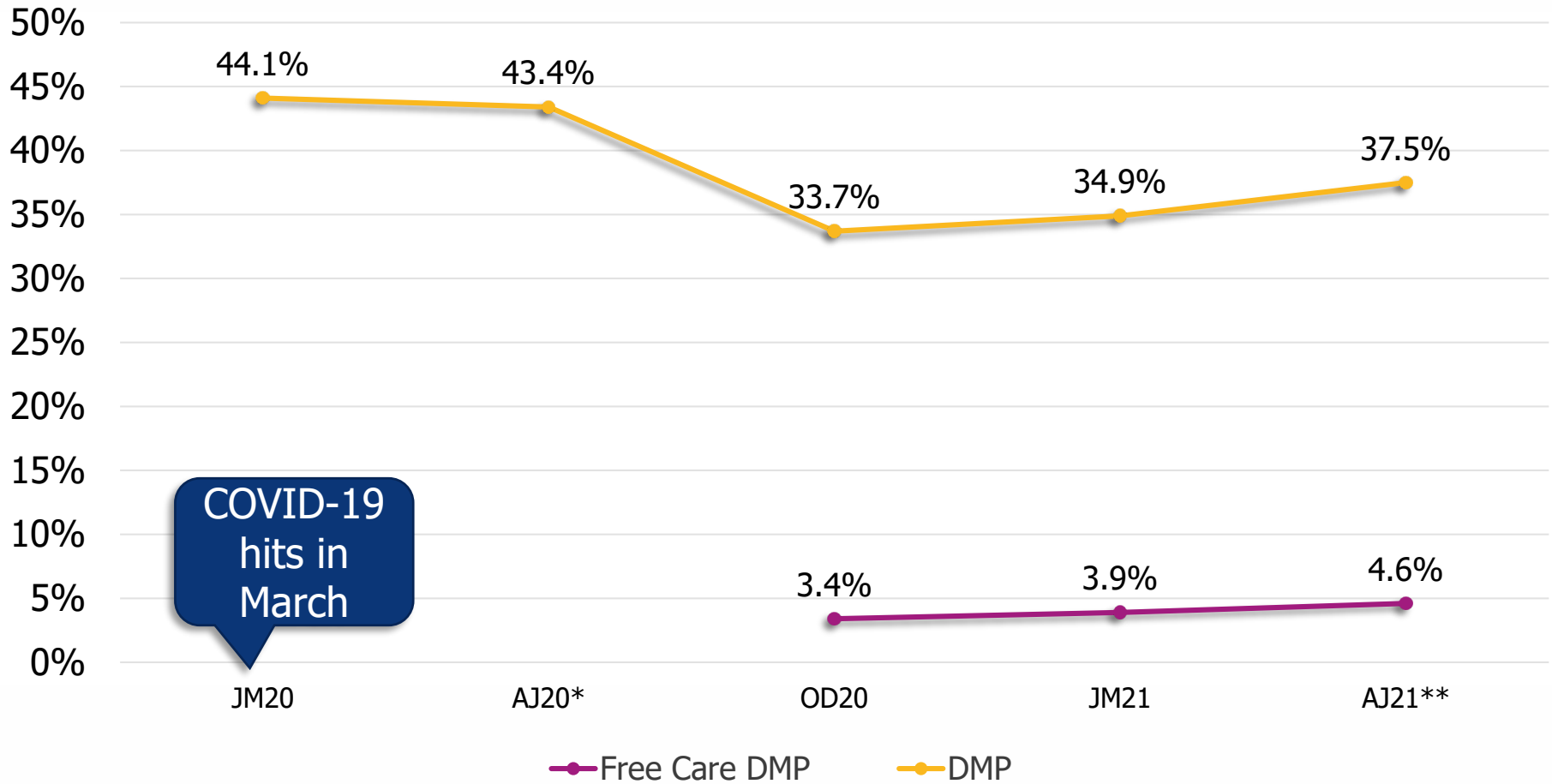
Acronym	Full Names
<i>AJ</i>	April-June
<i>BOCES</i>	Board of Cooperative Educational Services
<i>CMS</i>	Centers for Medicare and Medicaid Services
<i>DMP</i>	Direct Medical Percentage
<i>DS</i>	Direct Service
<i>IEP</i>	Individualized Education Program
<i>IFSP</i>	Individualized Family Services Plan
<i>JM</i>	January-March
<i>MAC</i>	Medicaid Administrative Claiming
<i>MTSS</i>	Multi-Tiered Systems of Support
<i>OD</i>	October-December
<i>OMPOC</i>	Other Medical Plan of Care
<i>PCG</i>	Public Consulting Group
<i>RMTS</i>	Random Moment Time Study
<i>SHS</i>	School Health Services
<i>SPL</i>	Staff Pool List



RMTS Updates

Direct Medical RMTS Percentages

Statewide Direct Medical Percentages (DMPs) by Quarter



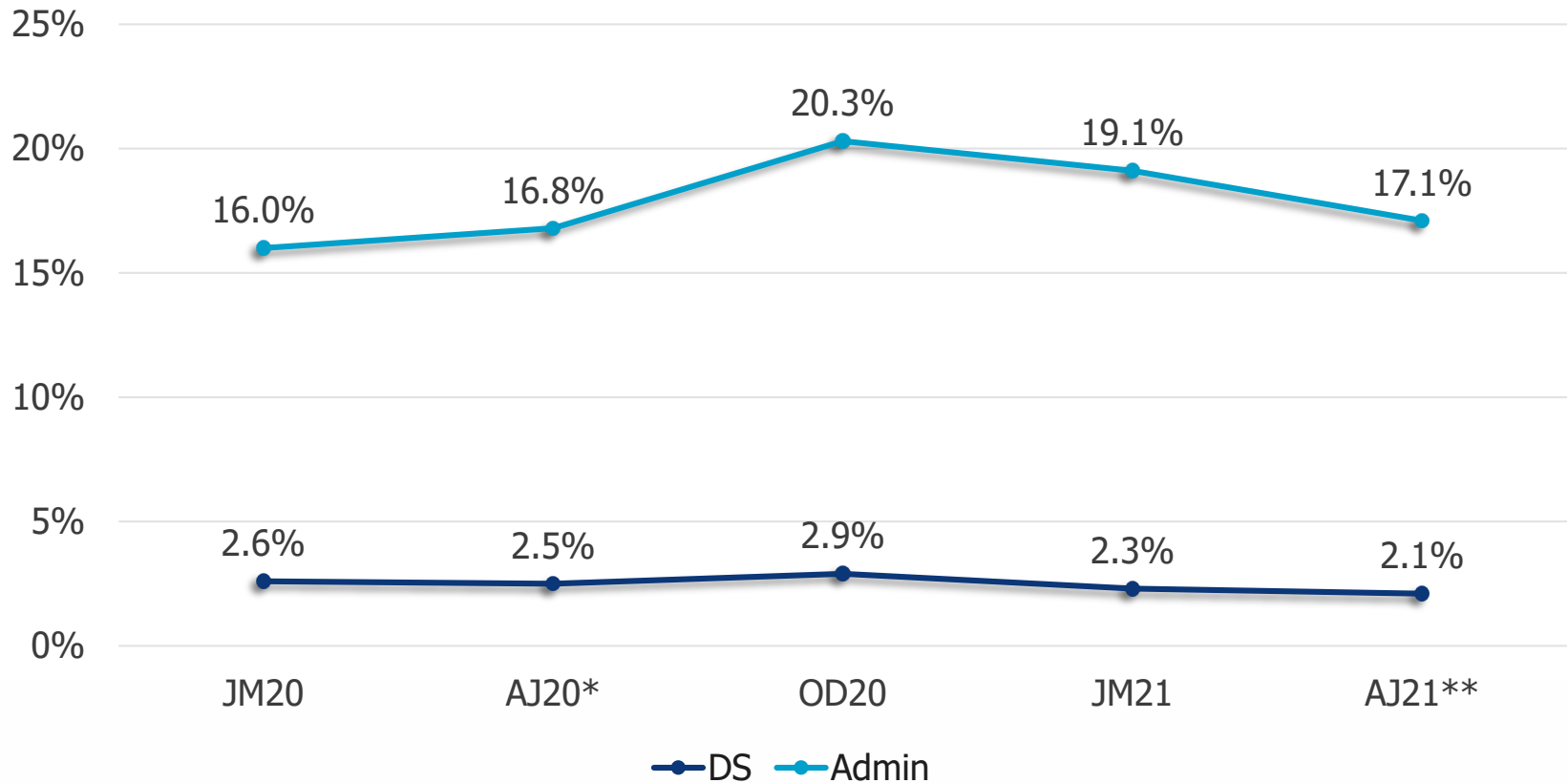
* AJ20 used hybrid time study results per the CMS waiver exception

** AJ21 preliminary



Medicaid Administrative Claiming (MAC) RMTS Percentages

Statewide MAC Percentages by Quarter



* AJ20 used hybrid time study results per the CMS waiver exception

** AJ21 preliminary



Plans of Care

Scope, Frequency and Duration

Scope, frequency and duration must be included in the Other Medical Plan of Care (OMPOC) to be acceptable in the School Health Services (SHS) program:

Scope

Explanation of services to be provided

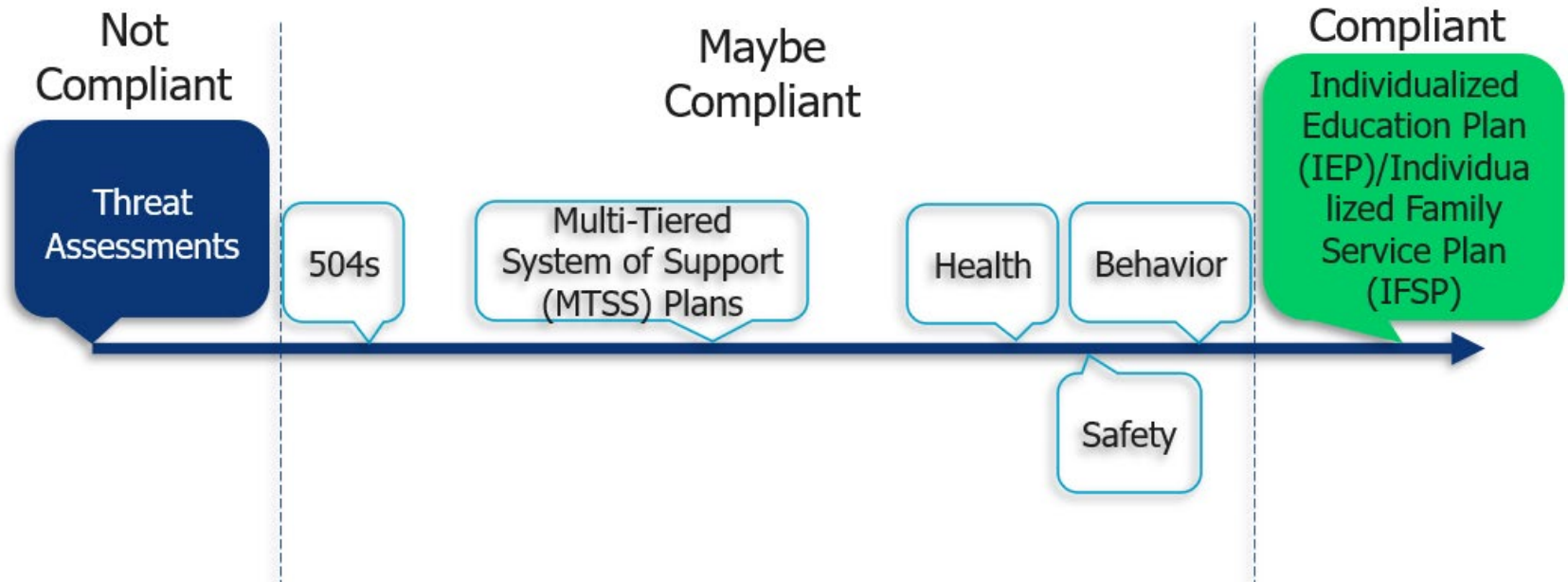
Frequency and Duration

For which the service will be delivered

- How often
- Length of each session
- Length of plan

Compliant Plans of Care

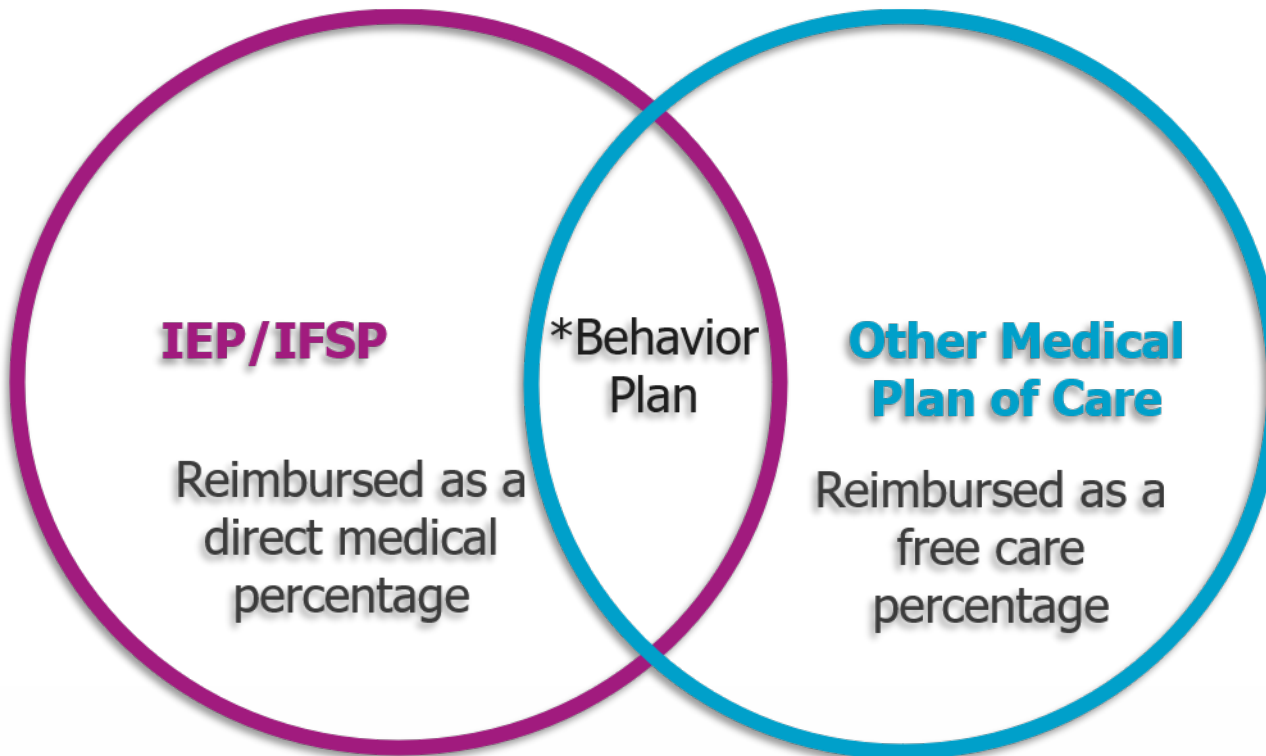
The list of care plans below illustrates a continuum of compliance that may be represented at your district:



- Districts should continue to work on updating other medical plans of care to realize maximum benefits of Free Care expansion

Overlapping Medical Plans of Care

Some students have plans of care that may overlap:



It is important that participants are trained to know what plans of care they are servicing students from and if they standalone or are part of an IEP

*Behavior plans can stand alone or be part of an IEP/IFSP

Examples of Phased Training Approaches

Example 1

- Identify plans of care that are already SHS Program compliant and train participants that are responsible for delivering services on those plans

Example 2

- Research the plans of care that house the most services or support the most students and focus on making them compliant (if applicable)

Example 3

- First identify the largest number of providers with the same job category (Health Technicians/Personal Care Aides) on your Staff Pool List (SPL) and determine the types of plans they support when services are rendered (i.e., behavior plans, safety plans, etc.)
- Focus training on the overlapping plans of care and the importance of knowing the difference



RMTS Options for Other Medical Plans of Care

RMTS questions now have additional options from the drop-down menu to include other medical plans of care

Question: Is the service you provided part of the child's medical plan of care where medical necessity has been otherwise established?

Radio buttons offered:

- Yes – IEP/IFSP
- Yes – Medical plan of care other than an IEP/IFSP (i.e. 504 plan, student health plan, nursing plan, physician's order, crisis intervention services)
- Yes – Medical necessity established in other method (i.e. EPSDT or other state/Federal mandates)
- No
- N/A

Implemented
in OD20

Why is this important for participants to know?



Training Reminders

Districts should consider the following:



Providers should be trained on all other medical plans of care that stand alone and document medical necessity



Providers should be able to answer time study questions with specificity about the services on the standalone plan of care they are delivering to students



RMTS questions have been updated to include other medical plans of care that stand alone but overlapping plans with IEPs can be confusing for participants

Interactivity

Is your district/Board Of Cooperative Educational Services (BOCES) still working on updating OMPOC?

Breakout Session 1

- 1. What questions/concerns does your district have regarding the individual plans of care and/or the overlap of these plans of care with IEPs?**
- 2. What other medical plans of care are you still working on to be program compliant?**

New Claiming System Features

Moment Justification Process

Current Process

Requires coordinators to reach out to PCG:

- Coordinators email the RMTS inbox with the participants name, leave start/end date, and whether it is paid/unpaid

Future Process

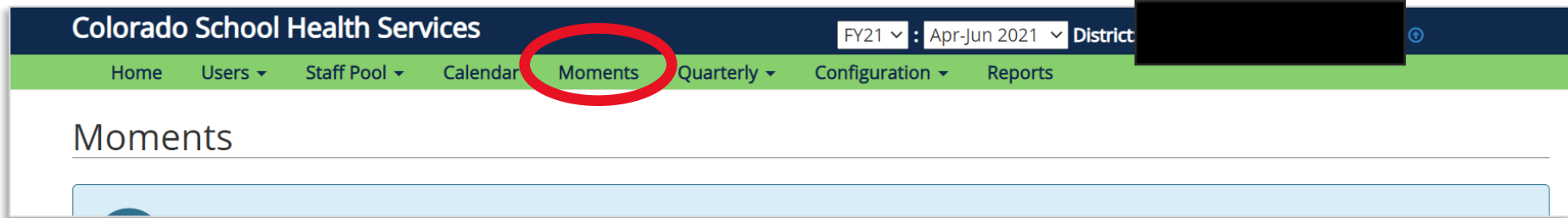
Starting in OD21, the leave status process will become simpler:

- Moments can now be directly justified in the PCG Claiming System by coordinators
 - There is no need to email PCG leave status information
- RMTS coordinators do not need to submit start/end dates
- If requested, coordinators will still need to provide documentation proving the leave and whether it is paid or unpaid
- The response window remains the same (two school days)

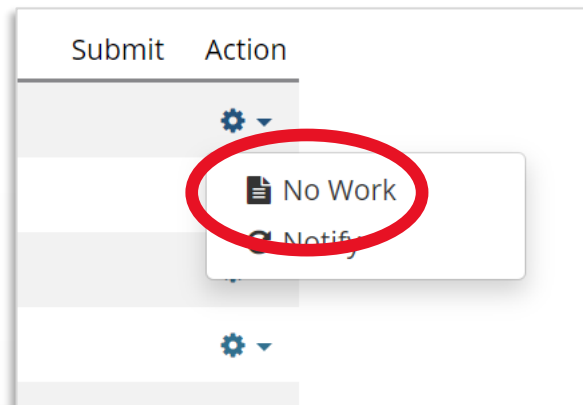


New Moment Justification Feature

Step 1: Click the Moments tab



Step 2: Click the action gear right of the participant's name. Select "No Work" from the drop-down menu options.



New Moment Justification Feature continued

Step 3: Click "Confirm"

Please Confirm

I attest that documentation exists supporting the response of this moment.

Cancel Confirm

Step 4: Select whether the participant was on a paid/unpaid day off and click update

Mark Participant Not Working

Were you working during your sample moment?

No, Moment is during paid day off.

No, Moment is during an unpaid day off.

Cancel Update



SPL Edit Check Feature

Current Process

PCG reaches out to coordinators if there is a large change in the number of participants in a job category

- Coordinators respond with an explanation as to why there is a large change

Future Process

Starting in OD21, the PCG claiming system will prompt districts to review the variances identified in job categories and allow edits before certifying

- Once the variances have been reviewed and confirmed as correct, the certification can be completed

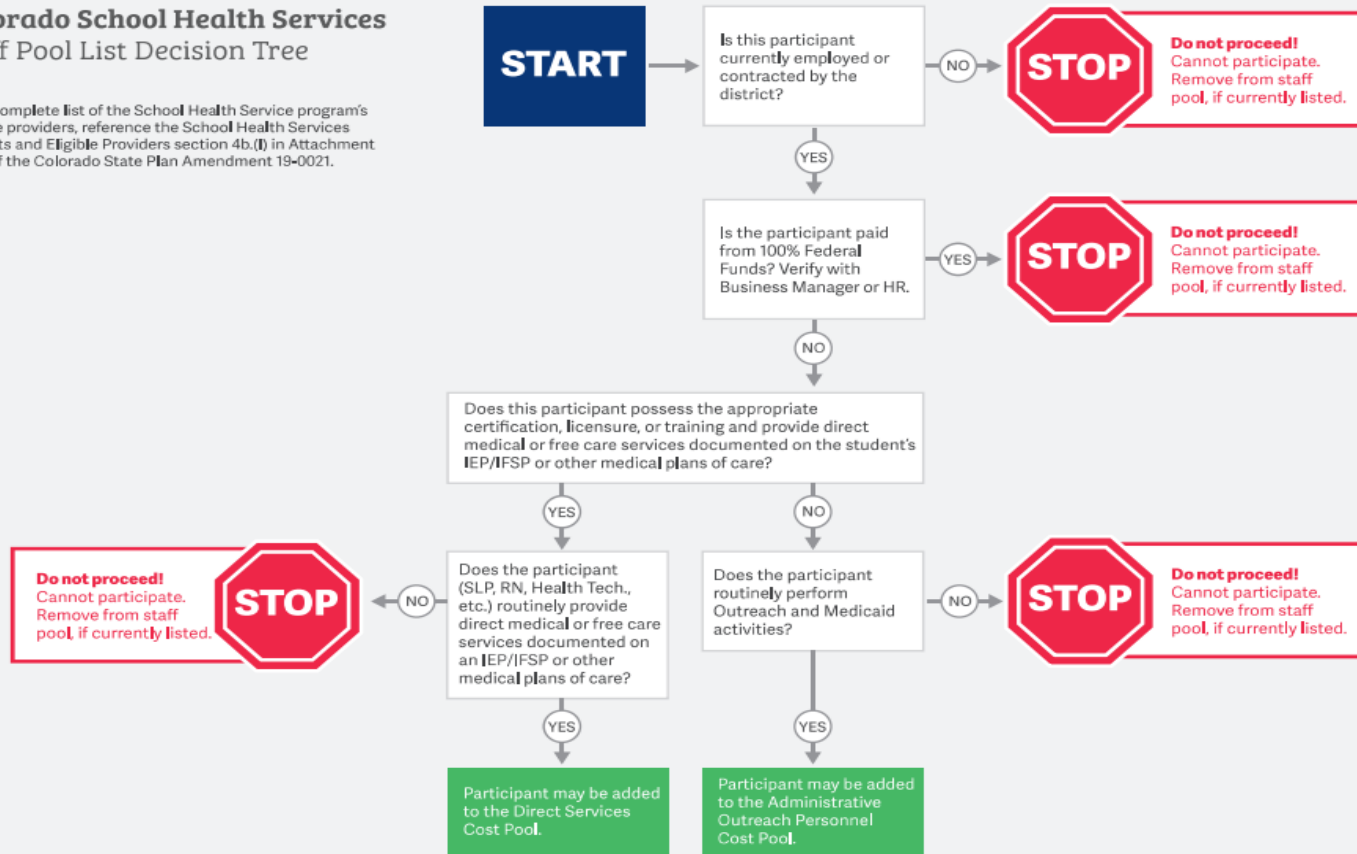


Preparing for OD21

Who should you add to your Staff Pool List (SPL)?

Colorado School Health Services Staff Pool List Decision Tree

For a complete list of the School Health Service program's eligible providers, reference the School Health Services Benefits and Eligible Providers section 4b.(f) in Attachment 3.1-A of the Colorado State Plan Amendment 19-0021.



Revised 05-28-20



SPL Checklist

SPLs are currently open for the OD21 quarter and require certification by August 30th

The following should be checked before certifying SPLs:

- Are there vacancies?
- Are participant emails correct?
 - Names are spelled correctly
 - Letter 'O' is not typed using numerical zero
 - Correct mail server and domain is used
 - No personal emails are included
- Are all participants still employed or contracted with the district?



Managing Undeliverable Emails

PCG will send an email template in mid-August that coordinators send to their OD21 participants

- This allows districts to identify bounce-back email notices from undelivered emails
 - Fix any incorrect emails
 - Work with Human Resources to determine who has been termed
 - Provide an end date for the participant
 - Delete or directly replace their vacant position before the OD21 quarter

Tip: You can export your SPL as an excel file from the PCG Claiming System to speed up your review process. Create a follow up tab to isolate a list of participants you need to follow-up on



Working Calendar Days

Early Release Day

- Moments are valid and are sent as scheduled
- Participants sampled on these days are expected to answer their moments
- Flagged before the sample is generated

Teacher In-service

- Moments are valid and are sent as scheduled
- Use when staff are still scheduled to work but students are not scheduled to attend school
- Participants sampled on these days are expected to answer their moments
- Flagged before the sample is generated

Note: Notification schedules remain the same across working/non-working calendar days.



Non-Work Calendar Days

Holiday/Non-Work Day

- There are no moments scheduled for these days
- These days are not counted as part of the response window (like weekends)
- Flagged **before** the sample is generated

Snow Day/Unplanned Closure

- Moments are valid and are sent as scheduled
- Used when staff and students are excused from work/school unexpectedly (i.e. inclement weather)
- These days are not counted as part of the response window
- Flagged **after** the sample is generated

Note: Notification schedules remain the same across working/non-working calendar days.



Calendar Day Options

Colorado School Health Servi FY21 : Jul-Sep 2020 State: Colorado

Home Users Staff Pool Calendar Moments Notifications Quarterly Annual Configuration Reports Audit

Calendar: Colorado

Save Changes Reset Certify Calendar Approve All Calendars Export Days Off Export Day Changes

✓ Ready for certification

Additional Information:

- The calendar is ready to be certified. Please make sure all holidays for the quarter have been indicated, saved, and certified.

Calendar Options: Show Certified Calendar? Show Number of Moments

Moment Counts: Moments Overdue Moments Moment Notices Overdue Follow-ups

Early Release Day **Teacher in-service** **Holiday/Non-Work Day**

April 2020 May 2020 June 2020

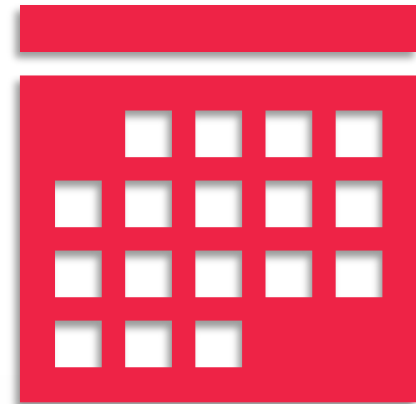
Note: Snow Days/Unplanned Closures are only available in active quarters.



Holidays in OD21

Use the 'Holiday/Non-Work Day' Calendar Option for the following dates:

- Frances Xavier Day (if applicable): October 4th
- Fall Break (if applicable): varies
- Veterans Day (if applicable): November 11th
- Thanksgiving Break: November 25th and 26th
- Winter Break: varies



Shift Checklist

Before certifying the OD21 SPL, the following quality control steps should be taken:

- Confirm all shifts have an appropriate span/duration (no zero hour or >40-hour shifts)
- Confirm all start and end times are reasonable (in general, shifts should be between 7:00am and 4:30pm)
- Identify if anyone on the SPL is assigned to an inactive shifts
- Verify that there is at least one 6.5 hours shift (full-time)
- Review accuracy of all assigned shifts to staff



Important Dates

Important RMTS Dates

AUGUST 2021

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

NOVEMBER 2021

s	m	t	w	t	f	s
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4



SPL/Calendars Open



SPL/Calendars Certification Due



RMTS Refresher Training



Program Resources and Contact Information

Program Resources

Free Care resources can be found in the following locations:



School Health Services Program: colorado.gov/pacific/hcpf/school-health-services



PCG Claiming System: claimingsystem.pcgus.com/co

- Free Care recorded Webinars
- Free Care FAQs
- User Guides
- Stakeholder information
- Program Manual
- Program Calendar
- Training schedule
- Newsletters
- Fact Page
- Annual training PowerPoint presentations
- Staff Pool List Decision Tree



Contact Information

If you have any questions, please feel free to contact us!



Department

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PCG

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Solutions that Matter