

Random Moment Time Study (RMTS)

Federal Fiscal Year 2023

(October 2022 to September 2023)

Participant List Audit

During the current participant list (PL) audit, districts have been identified as including staff on the participant list that are not providing an actual billed SHARS service to Medicaid. These participants should not be included on the participant list.

Beginning October 2022, Time Study will begin sending corrective action plans to each district to include information that will assist each district with meeting PL requirements, which are as follows:

- Providing a SHARS service as a part of the regular duties, at least on a weekly basis that is actually billed to Medicaid.
- If an LEA does not update/certify its PL by the deadline, they are ineligible to submit a SHARS reimbursement for the entire federal fiscal year (FFY). All monetary reimbursements received during the current FFY will have to be returned.
- Remove any vacant positions on the current PL open quarter that were not filled during the previous quarter.
- Staff should only be included once on the PL. If more than one job function is performed by the participant, include it only once on the PL in the category/function performed majority of the time.
- Review your PL for duplicate staff before certifying the PL.
- Substitutes must be in that one specific position 51% of the time per quarter (7 weeks consecutive weeks).
- Bus Monitors who provide a SHARS billable service to Medicaid.
- Bus Drivers are not permitted on the PL and must be removed.

Once an LEA receives their Corrective Action Plan, the open quarter PL should be reviewed to make the necessary changes by the required due date.

Time Study will continue to provide ongoing monitoring of positions on the participant list to ensure staff are providing a SHARS billable service. Districts may be required to submit additional supporting documentation to ensure the PL requirements are being met.

Please contact Time Study for all RMTS participant list audit questions and concerns at timestudy@hhs.texas.gov or (737) 867-7794.