

At Pittsburgh Public Schools we know how important the Random Moment Time Study is to the School Based Access Program and have maintained 100% completion across our District since the 3rd Quarter in 2013. We have well over 1000 people on our roster, have 55 schools in our District, and 120 sites that provide services to students in our Early Intervention program. The Pittsburgh Public Schools Medicaid Reimbursement Office consists of myself and one other person, but we have made the RMTS a priority.

The key has been to have buy in from the Special Education Program Director, Early Intervention Program Director, Principals, school secretaries, and staff on the roster. We have engaged all these key members via meetings, phone calls and emails to express the importance of RMTS and to establish the District goal of 100% participation. The fact is it is 6 questions and should not take more than a few minutes to complete, but has a profound effect on Medicaid Reimbursement. The initial time I have spent engaging stakeholders in the RMTS process, has been worth it since on a staff level I now have the majority of staff completing their moments on the day they were assigned.

For the remainder, I have established a morning routine that takes about 10 minutes. It consists of going on the RMTS Website and looking up who has not completed their time study. I created a base reminder email from this office to notify staff that they need to complete their moment and the expectation of 100% participation across the District, so all I need to do is plug-in the staff members email. The 1st day after the moment is not completed I CC the school secretary. Since the secretaries are aware of the program and have buy in they assist with contacting the staff member directly. If it goes to the 2nd day the school's principal is added to the reminder. Because we have actively engaged Principals into the process we have found that ALL time study moments get completed at this point.

Finally, it is important to make sure staff with upcoming moments are not on leave, have retired, have resigned or have terminated during their assigned moments. For our District, I check on our HR website the week before all staff names who have an upcoming moment to make sure they are still active. If not I notify PCG of their current status and they make sure the moment is appropriately coded for any staff who is not currently active during their moment. This insures we maintain 100% participation throughout the quarter even if a staff member is not active at the time of their moment.

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