

Montana School-Based Services: MAC Random Moment Time Study

Montana Department of Public and Human Services (DPHHS)

November 2025



DEPARTMENT OF
**PUBLIC HEALTH &
HUMAN SERVICES**

Agenda

- ▶ Random Moment Time Study Process
- ▶ Staff Pool List
- ▶ Shifts
- ▶ Calendars
- ▶ Monitoring Moments
- ▶ Key Dates
- ▶ PCG Claiming System Demonstration



What is the Random Moment Time Study (RMTS)?



Methodology

The RMTS is **Federally** approved statistically valid sampling method designed to determine the amount of effort a group of staff/contractors spends on all work activities.



Survey Questions

The RMTS consists of individual moment observations of **one-minute** random intervals over a given time period.

What RMTS is NOT

- RMTS is **not** a management tool that is in any way used to evaluate employee activities or performance.
- Employees **should not** intentionally alter their activity at any particular time because of their participation in the RMTS.



Why RMTS?

The RMTS replaced the old practice of collecting provider time sheets which was a considerable administrative burden on school districts.

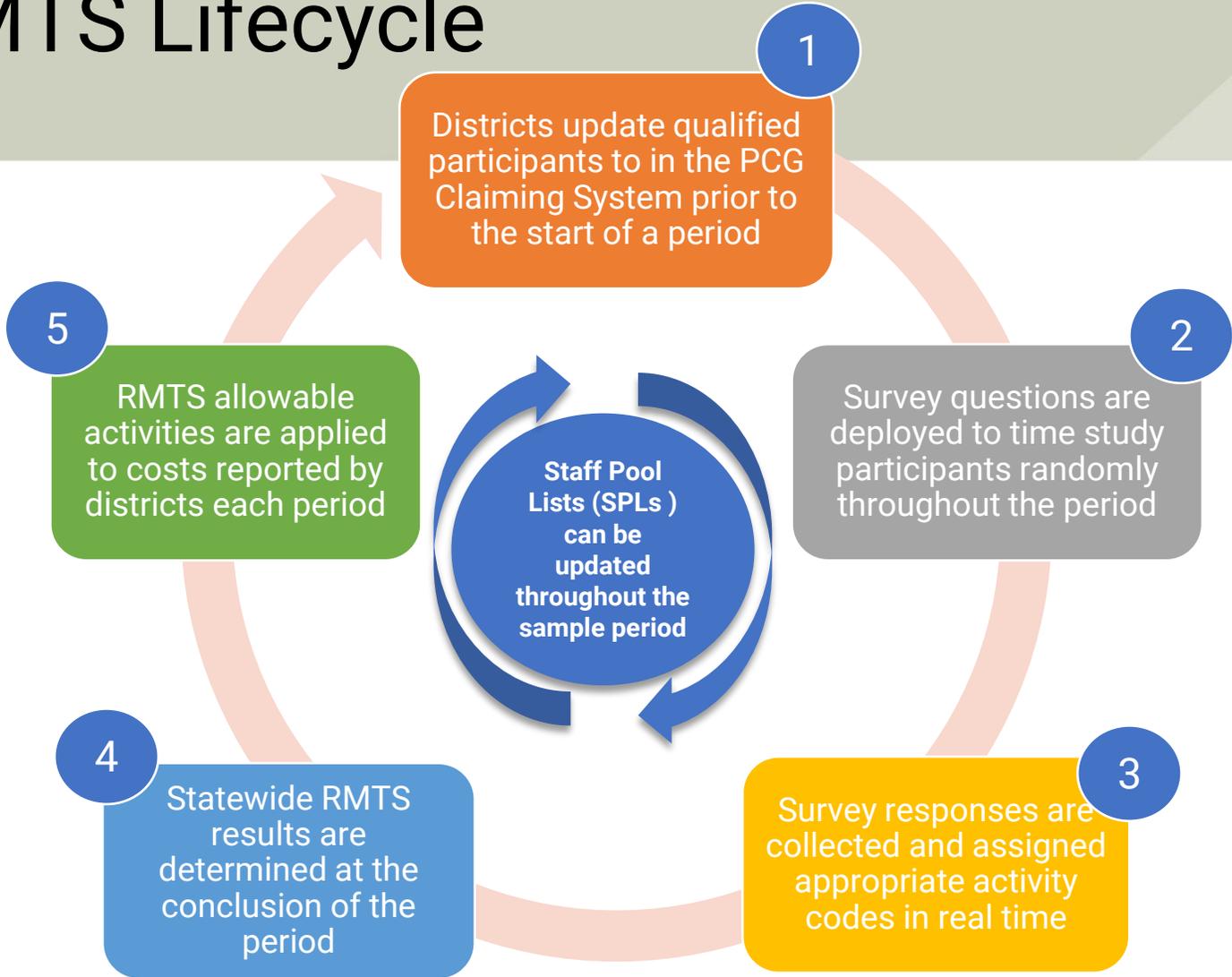


Established Success

Based on the observations of the randomly selected moments, the total effort of the employees can be estimated with a high degree of confidence and should approximate the same results as having observed 100% of the employees' time.



RMTS Lifecycle



RMTS District Overview

- ▶ Districts should strive to meet a minimum time study response rate of **85%** to remain program compliant
- ▶ There is no time study in July

Important Note: If statewide compliance is not met in each cost pool, the reimbursable activities will be diluted resulting in lower reimbursement for all districts

Staff Pool List



Medicaid Admin Claiming (MAC) Activities

-  Providing information to individuals / families regarding the MT Medicaid program and available medical services
-  Preparing and sharing information regarding medical and mental health related services
-  Assisting families in the Medicaid application process
-  Making referrals for coordinating/monitoring the delivery of health services
-  Participating in a parent meeting regarding health / medical / mental health services
-  Attending or conducting training for the purpose of improving their awareness, ability to identify, refer or assess students “at risk” of poor health outcomes

MAC Eligible District Staff

- Eligible Staff Pool List participants can be both direct service providers and administrative support staff who engage in Medicaid administrative tasks on a routine basis:
 - Administrators for Special Education
 - Audiologists and Audiology Assistants
 - Bilingual Specialists
 - Counselors
 - Diagnosticians
 - Dietitians
 - Home to School Coordinators/Liaisons for Special Education
 - Interpreters
 - Licensed Practical Nurses or School Health Aides
 - Medicaid Billing Clerks (If the Medicaid Billing Clerks are performing activities that are reimbursable under the MAC Program)
 - Occupational Therapists and Assistants
 - Orientation and Mobility Specialists
 - Physical Therapists and Assistants
 - Program and Staffing Specialists(including staff like Mobility, Behavioral and Transportation Paraprofessionals)
 - Psychologists and Interns
 - Recreation Therapist
 - Registered Nurses
 - Respiratory Therapists
 - Social Workers
 - Speech-language Pathologist and Aides
 - Student Services Personnel
 - Work-Study Coordinator



Staff Pool List Action Steps

To add a position to your Staff Pool List, follow the steps below:

1. Select “Staff Pool List’ from the green tab
 2. Select” Add New Job Position”
 3. Complete the required fields below:
 1. Cost Pool – this will default to the MT specific cost pool
 2. Job Category – select an option from the drop down menu
 3. Shift Type -- *remember to add a shift within this field once shifts are configured
 4. Job Title – This is not a required field, but can be utilized by the district to describe the participant
 4. Enter appropriate selection from the “Action” tab – select “Fill with New”
 5. Once all required fields are filled, click “Create New Job Position” to save entry and create the position.
- [Click2Learn: Add and Delete Position to your Staff Pool List](#)

Shifts



Shifts

- All districts must have at least one shift indicating the **earliest start time and latest end time** for the district
- The creation and assigning of shifts to participants increases the likelihood of that participant being selected during a minute in which **they are scheduled to work**
- Once SPLs are certified and moments are generated, **shifts cannot change** until the next quarter opens for updates
- Districts can create shifts for SPL participants to allow for differences in schedules per school type, building, part-time status, and/or other set weekly schedule
- Consider shifts for part-time or contracted employees that work unique set schedules

The screenshot shows the PCG Claiming System interface. The top navigation bar includes Home, Users, Staff Pool, Calendar, Moments, Configuration, and Reports. The 'Shifts' option is highlighted in the Configuration dropdown menu. The main content area displays a 'Quarterly Milestone Summary' with a 'Create New Shift' form. The form includes the following fields:

- Shift: SLPMWF
- Position: 1
- Inactive

Day of week	Begin Time	End Time	Delete
Monday	8:00 AM	12:00 PM	✘
Wednesday	8:00 AM	12:00 PM	✘
Friday	8:00 AM	12:00 PM	✘

At the bottom of the form, there are 'Cancel' and 'Create New Shift' buttons.

Shift Action Steps

1. Select “Configuration” from the green task bar and “Shifts” from the dropdown menu
 2. Select “Add New Shift”
 3. Type in a name to give title to the shift that describes the time you’re creating.
 1. Tip: Naming conventions should be easy to identify, consistent and meaningful
 4. Position placement – select a number to identify the order in which you want each Shift to appear
 5. Choose Day of the week for each shift from the dropdown menu. Each day must be configured within the shift separately. If the Shift is 2 or more days, repeat steps 5-7 until the complete shift is configured
 6. Enter the starting time of the shift
 7. Enter the end time of the shift. Select “Create New Shift” to save the completed shift configuration.
- ***Don’t forget! Once shifts are configured to assign appropriate shifts to each Staff Pool List position**
 - [Click2Learn: Shifts](#)



Calendars



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Calendars

Coordinators submit a calendar via the PCG Claiming System to determine the working days to consider for the RMTS, and which non-working days and holidays to exclude so participants do not receive moments for those days

Calendar: Demo LEA 12

Save Changes Reset Certify Calendar Export Days Off 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

Legend:
Early Release Day (Green) Holiday/Non-Work Day (Red) Teacher Inservice Work Day (Yellow) Last Day of School (Purple)

Calendars for April 2024, May 2024, and June 2024 are displayed. The June 2024 calendar shows the 'Last Day of School' (June 27) circled in red.

Holiday/Non-Workday

- Staff are not working in any capacity
- No moments scheduled
- You MUST mark these days in red

Teacher In-Service

- It is optional to mark these days

Early Release Day

- It is optional to mark these days

Last Day of School

- **Required** for the January-June 2026 quarter
- Coordinators will now mark their “Last Day of School”
- This should be the last working day for staff for the regular school year

Calendar Action Steps

1. Select “Calendar” from the green task bar
2. Select the “Non-Work Day” by clicking on the red square icon above the calendar images
3. Assign “Non Work Day” to any day that both teachers and students are not in session, and the district is closed
4. Select the “Teacher In-Service Day” by clicking on the yellow square icon above the calendar images
5. Assign the “Teacher In-Service Day” by clicking on any calendar date the district has Teacher In Service Days
 1. Please note: moments are eligible to be sent on Teacher In-Service days

[Click2Learn: Calendar](#)



Monitoring Moments



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Monitoring Moments

- ▶ Districts participating in the program should strive for **100% compliance** with completing time study moments but must meet the minimum 85% compliance percentage quarterly
- ▶ Moments completed after **2 school days** are considered 'No Response' and are not included in determining compliance or in calculating the RMTS % for the claim
- ▶ Not meeting the minimum 85% compliance percentage has a negative impact on the statewide time study results and claim for the LEA in question



When participants access their moment, they are required to read through program overview training screens prior to completing sampled moments

Coordinators should inform their staff about the program, their role in the program, and the importance of completing the sampled moments



Coordinators are strongly encouraged to utilize tools within the PCG Claiming system to monitor the program in real time and help ensure staff are completing their sampled moments in a timely fashion



If necessary, PCG can send weekly statewide compliance report to state and districts



Moment Monitoring Tips and Tools



Moments Tab

The Moments Screen shows a view of moments and is the location where Coordinators can take **action** to resend moment links

Coordinators can assist in responding on behalf of a non-working participant.



Participant Training Screens

Participants randomly selected to complete a moment are required to review participant training overview screens.

The series of screens helps inform participant about a program overview and can be advanced



RMTS at-a-Glance

Distribute the “RMTS at a Glance” one-page document via email to help participants understand their role, participation and impact in the program

Emailing all participants a copy of this resource is recommended before the first day of the Random Moment Time Study



Compliance Report and Widget

The Compliance Report is an exportable excel document that can be run any time that summarizes all moments to date in a time study period.

The PCG Claiming System home page provides a dynamic widget that populates up-to-date time study compliance data for monitoring time study compliance at a glance



Important Dates and Certification Deadlines

Time Study Period	Staff Pool List, Calendars & Shifts		MAC Financials	
	Open Date	Certification Due	Open Date	Certification Due
August 7th – December 31 2025		July 11, 2025	Jan 5, 2026	Feb 6, 2026
January - June 2026	October 24, 2025	November 21, 2025	July 6, 2026	August 6, 2026

Helpdesk Support

The PCG helpdesk is available Monday through Friday, 8:00 am – 5:00 pm MT excluding state and Federal holidays.

To help our team efficiently address your inquiry, please include district name, your contact information and a brief description of your issue when contacting helpdesk for support.

Response times may vary during times of high volume or nearing program certification deadlines.



Claiming System Support Widget

Available on the bottom right corner of each page in the PCG Claiming System

<https://claimingsystem.pcgus.com/mt>



Dedicated MT SBS Email

MTsbs@pcgus.com



Toll Free Hotline

1-866-561-5313



System Demonstration



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Solutions that Matter



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