

# MassHealth School-Based Medicaid Program

## Step-by-Step Manual: RMTS Participant Management

Updated August 2019

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# Step-by-Step Instructions: RMTS Participant Management

## **Purpose of this manual**

This instruction manual is for LEA RMTS Coordinators who manage and update RMTS participant lists. This guide should be used in conjunction with and following the review of the **“LEA Coordinator Guide to Random Moment Time Study”** (available on the School-Based Medicaid Program online Resource Center: <https://www.mass.gov/info-details/sbmp-resource-center>) which describes the RMTS in detail and provides detailed guidance and clarifies requirements for RMTS administration. This manual provides the step-by-step instructions for carrying out the RMTS Coordinator’s responsibilities as described in the Coordinator Guide. For instructions on maintaining RMTS Work Schedules (a required component of managing staff RMTS participant information) please see the **“Step-by-Step Manual for RMTS Work Schedules.”**

## **Overview**

LEAs must identify individuals who are eligible to participate in the RMTS, based on job function. Participants are grouped into the following RMTS pools:

1. Mental/Behavioral Health
2. Therapy Services
3. Medical Services
4. Administrative Only

RMTS Coordinators must identify individuals who will be participating in the upcoming quarter’s RMTS. Information for all RMTS participants must be completed in the RMTS system no later than the first Friday of the month preceding the start of each quarter:

<b>Time Study Quarter</b>	<b>Participant List Deadline</b>
Q2: October 1 – December 31	First Friday of September
Q3: January 1 – March 31	First Friday of December
Q4: April 1 – June 30	First Friday of March

## Section #1: Identifying Staff for Participation in RMTS

LEAs must accurately identify staff (employed and contracted) who are eligible for partial federal reimbursement for their work in support of the School-Based Medicaid Direct Service Program and/or Administrative Activities Program and include those staff in the RMTS. LEAs must include staff in the RMTS as of the earliest possible RMTS quarter following a staff member's date of hire or transfer to a qualified position. Refer to the **"LEA Coordinator Guide to Random Moment Time Study" (Section 3.8)** for detailed instructions about which staff to include.

To complete the Participant Management functions, the LEA RMTS Coordinators will login to the online RMTS Administration System using the assigned User ID and password to: <https://cbe.chcf-umms.org/RMTSAdmin>.

### The following information is needed for each participant

- **Employee ID:** The employee ID should uniquely identify each staff member. It can be a school district employee ID from a payroll/human resources information system, or it can be left blank and the RMTS system will randomly assign a unique ID number to each person.
- **Last Name:** The last name of the participant
- **First Name:** The first name of the participant
- **Email Address:** The email address of the participant. This field is required because all communication with the participants when they are randomly selected to respond to a moment are sent by email.
- **Job Pool:** Job pool is synonymous with RMTS pool. A complete list of job pools and job descriptions can be found on the last page of these instructions.
- **Job Description:** Each participant's RMTS job description must be selected from the drop-down list provided. This may or may not exactly match their job title used by the LEA. Provide your school district's job title for each participant in the field called 'Actual Job Title.' See the **"LEA Coordinator Guide to Random Moment Time Study" (Section 3.8.1)** for details on qualified positions and 'Job Descriptions'.
- **Job Type E or C:** The designation E or C stands for Employee or Contractor.
- **Active Yes or No:** This indicates whether the participant will be participating in the RMTS for the quarter. Participants who will not be participating in the particular quarter should be marked as 'No.' If any inactive participant returns to work or otherwise needs to begin to participate in RMTS at a later time, they can be reactivated.
- **Fed Fund %:** Enter the percentage of the participants' salary that is funded by Federal Grants, including an IDEA grant (Note: Staff whose salary costs are 100% paid from a federal grant or federal funds must be excluded from the RMTS).
- **FTE:** Full Time Equivalent. Most full-time staff are an FTE = 1. Part-time staff would have an FTE between 0 and 1 based on the number of hours that they work.

- **Work Schedule:** Enter the name of the Work Schedule chosen for each participant. For more information about work schedules, see the “**Step-by-Step Instruction Manual for RMTS Work Schedules.**”
- **Supervisor Email #1 - #3:** Add up to three (3) email addresses of supervisors or individuals who will be responsible for following up with each participant to make sure all moments are completed. Any email addresses provided here will be copied on late reminder notifications if the participant fails to respond to any assigned moments.
- **Actual Job Title:** This is the job title used within the LEA to refer to the position that each participant holds.
- **License Number:** For participants in a Direct Services RMTS Pool that require an active clinical license, enter their license number in this field.
- **License Expiration Date:** The expiration date of the participant’s license is required whenever a license number is required.
- **License Type:** Enter the type of clinical license held by the participant.
- **UMMS Comment:** This is a field UMMS uses and should not be used by RMTS Coordinators.
- **New Hire Date:** When a new employee is added to the RMTS, provide their hire date in this field. For existing staff who are joining the RMTS due to a change of job function, enter the effective date that the participant became eligible to be included.

## Section #2: RMTS Participant List Management

Most RMTS Coordinators choose to manage their list of RMTS participants via online editing in the RMTS system because it is easy to use. RMTS Coordinators can also export a list of current participants, make edits to the list in Excel, and then import the updated information back into the RMTS system. Both of these options are described in detail in the next sections of this guide.

Regardless of update method, Coordinators must review participant information for accuracy each quarter. RMTS Coordinators **certify** on behalf of their LEA that each participant is eligible for inclusion in the RMTS. This includes qualifying credentials for the job description listed **and is reasonably expected to provide/perform** Medicaid-covered, direct medical services, Medicaid-related administrative activities, or School-Based Medicaid billing services for the quarter being requested. Refer to the “**LEA Coordinator Guide to Random Moment Time Study**” for detailed RMTS requirements.

For instructions on using the Export/Import option to update RMTS participant data, please continue to Section #2B. For instructions on using the Online Add/Edit Participant data screens, please continue to Section #2A.

### Section #2A: Using the Interactive Online Screens to Manage Participants

The 'My Participants' page displays all active RMTS participants for the selected quarter. This page defaults to display the active participants for the next quarter.
















### Editing Participants in the Participant Grid:

1. Click on the **pencil** in the left-hand column to edit information in the grid.

**My Participants**



Quarter: Next Quarter: 2019 Jul - Sep Fiscal Quarter Selected: Q1 FY20 + Add New Partici

Participant Grid Import Status

	Employee ID	Last Name	First Name	Email Address
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
  	<a href="#">UMMS112155</a>	Bear Creek	Shanta	<a href="mailto:Shanta@school.net">Shanta@school.net</a>
  	<a href="#">UMMS112154</a>	Belmont	Marie	<a href="mailto:Marie@school.net">Marie@school.net</a>
  	<a href="#">UMMS30093</a>	Bluegrove	Graeme	<a href="mailto:Graeme@school.net">Graeme@school.net</a>
  	<a href="#">7004</a>	Coolspring	Melvin	<a href="mailto:Melvin@school.net">Melvin@school.net</a>
  	<a href="#">7010</a>	Ellwood City	Anmarie	<a href="mailto:Anmarie@school.net">Anmarie@school.net</a>

2. As you tab across each field, it becomes interactive and information can be updated. Once edits are completed, save changes by clicking on the green check mark.

Participant Grid Import Status

	Employee ID	Last Name	First Name	Email Address
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<a href="#">UMMS112155</a>	Bear Creek	Shanta	<a href="mailto:Shanta@school.net">Shanta@school.net</a>
 	<a href="#">UMMS112154</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<a href="#">UMMS30093</a>	Bluegrove	Graeme	<a href="mailto:Graeme@school.net">Graeme@school.net</a>
		Coolspring	Melvin	<a href="mailto:Melvin@school.net">Melvin@school.net</a>

Click the check mark to save changes

Click the reverse arrow to discard changes

## Editing Participants in the Detailed View

1. On the participant grid, click on the **'Employee ID'** to open the **'Edit Participant'** page.

	Employee ID	Last Name	First Name	Email Address
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<a href="#">UMMS112155</a>	Bear Creek	Shanta	<a href="mailto:Shanta@school.net">Shanta@school.net</a>
	<a href="#">UMMS112154</a>	Belmont	Marie	<a href="mailto:Marie@school.net">Marie@school.net</a>
	<a href="#">UMMS30093</a>	Bluegrove	Graeme	<a href="mailto:Graeme@school.net">Graeme@school.net</a>

**Notes:** Asterisks (\*) indicate required fields. Definitions for each field are listed in Section #1.

Edit Participant

Fiscal Quarter Selected: Q1 FY20

**Profile**

- \* Employee ID :
- \* Last Name :
- \* First Name :
- \* Email Address :
- \* Active Yes or No :

**Job Details**

- \* Job Pool :
- \* Job Description :
- \* Job Type E or C :
- \* Fed Fund % :
- \* FTE :
- \* Work Schedule :

**Supervisor Emails**

- Supervisor Email #1 :
- Supervisor Email #2 :
- Supervisor Email #3 :

**Additional Information**

- \* Actual Job Title :
- License Number :
- License Expiration Date :
- License Type :
- UMMS Comment :
- New Hire Date :
- NPI :

Click here to save changes

New Change of Status Request
Save
Cancel

2. When finished, click **'Save'** located in the lower right-hand corner of the page.

## Deactivating Participants

If a participant will not participate in the RMTS for the future quarter(s), they can be marked as inactive. If someone leaves during the quarter and moments have been generated, see the section on Change of Status (COS) requests. There are two ways to deactivate a participant:

- **Option 1:** Click on the red **X** in the left-hand column.

	Employee ID	Last Name	First Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<a href="#">UMMS112155</a>	Bear Creek	Shanta
	<a href="#">UMMS112154</a>	Belmont	Marie
	<a href="#">UMMS30093</a>	Bluegrove	Graeme

Confirm the action by clicking **‘Yes’**. The person’s information will no longer be displayed on the grid and they will be removed from the RMTS effective as of the beginning of the selected quarter.



- **Option 2:** Click on the ‘Employee ID’ to edit information. Change ‘Active Yes or No’ field to ‘No’. Click ‘Save’.

**Profile**

\* Employee ID :

\* Last Name :

\* First Name :

\* Email Address :

\* Active Yes or No :

**Job Details**

Yes

No




## Reactivating Inactive Participants

If a prior RMTS participant will resume participation in RMTS for the next quarter, they should be reactivated. **Do not create a new participant record.** There are two easy ways to reactivate a participant:

- **Option 1:** Click on the box labeled 'Include Inactive Participants':

The screenshot shows a filter box with a checked checkbox labeled "Include Inactive Participants". Below the checkbox is a table with the following columns: "Job Type E or C", "Fed Fund %", and "FT". The table contains two rows of data:

Job Type E or C	Fed Fund %	FT
(All)	0	1
Employee	0	1

Click on the green arrows  in the left-hand column on the row listing the staff member to be re-activated:

	Employee ID	Last Name	First Name	Email Address
	<a href="#">7016</a>	Allenton	Domenick	<a href="mailto:Domenick@school.net">Domenick@school.net</a>
	<a href="#">UMMS112155</a>	Bear Creek	Shanta	<a href="mailto:Shanta@school.net">Shanta@school.net</a>

Click 'Yes' in the confirmation box:

The screenshot shows a "Confirm" dialog box with the text "Do you want to activate the participant?". There are two buttons at the bottom: "Yes" and "No". A red arrow points to the "Yes" button.

The person's information will be displayed on the grid as an 'active' participant. Remember the change will be effective as of the start of the next quarter.

	Employee ID	Last Name	First Name	Email Address
	<a href="#">7016</a>	Allenton	Domenick	<a href="mailto:Domenick@school.net">Domenick@school.net</a>
	<a href="#">UMMS112155</a>	Bear Creek	Shanta	<a href="mailto:Shanta@school.net">Shanta@school.net</a>
	<a href="#">UMMS112154</a>	Belmont	Marie	<a href="mailto:Marie@school.net">Marie@school.net</a>
	<a href="#">UMMS30093</a>	Bluegrove	Graeme	<a href="mailto:Graeme@school.net">Graeme@school.net</a>

- **Option 2:** Click on the box labeled 'Include Inactive Participants'. Click on the 'Employee ID'. Change 'Active Yes or No' field to 'Yes'. Click 'Save'.

**Profile**

\* Employee ID :

\* Last Name :

\* First Name :

\* Email Address :

\* Active Yes or No :

**Job Details**

- ◆ **Note:** After reactivating a previous participant, please carefully check that all information for this participant is accurate. Information such as email address, job pool, job description and supervisor(s) often change and should be reviewed and updated as needed.

### Adding New Participants:

1. Click 'Add New Participant'. Complete the required fields and click 'Save'.

Participant Management ▼

**My Participants**

Quarter:  Fiscal Quarter Selected: Q4 FY17 + Add New Participant

Participant Management ▼ Select Entity

**Add Participant**

Fiscal Quarter Selected: Q4 FY17

**Profile**

Employee ID :

\* Last Name :

\* First Name :

\* Email Address :

\* Active Yes or No :

**Additional Information**

\* Actual Job Title :

License Number :

License Expiration Date :

License Type :

UMMS Comment :

New Hire Date :

NPI :

**Job Details**

\* Job Pool :

\* Job Description :

\* Job Type E or C :

\* Fed Fund % :

\* FTE :

\* Work Schedule :

**Supervisor Emails**

Supervisor Email #1 :

Supervisor Email #2 :

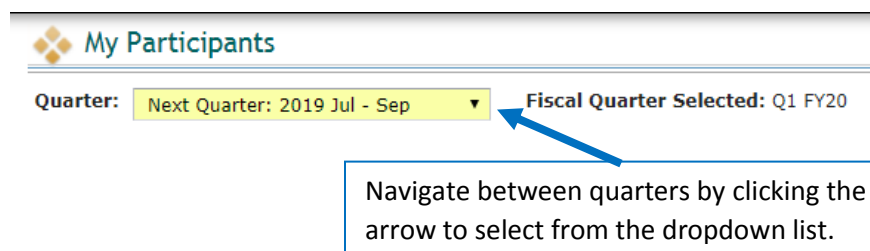
Supervisor Email #3 :

- ⇒ Be sure to complete the **'Additional Information'** Section as appropriate for new participants.
- ⇒ **'Actual Job Title'** and **'New Hire Date'** should always be provided for a new participant.
- ⇒ Most participants in a Direct Services RMTS Pool require an appropriate clinical license. Provide the **'License Number,' 'License Expiration Date'** and **'License Type'** when adding a new qualified medical provider.
- ⇒ See the **"LEA Coordinator Guide to Random Moment Time Study" (Section 3.8)** for instructions on assigning staff members to the appropriate RMTS pools.

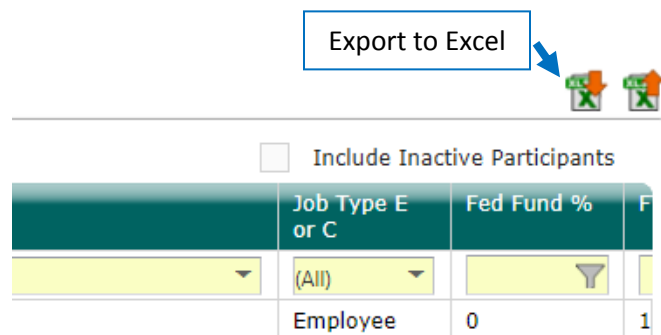
## Section #2B: Option to Export/Import Participant File

If multiple participant changes are required, it may be easiest to use the **'Export to Excel'** and **'Import Participant File'** function, which allows changes to be made in an Excel file.

1. Confirm the Fiscal Year and Quarter selected for updates. The RMTS system will default to the next available quarter.



2. Download the current list of participants by clicking on **'Export to Excel'** icon in the top right.



	Job Type E or C	Fed Fund %	F
	(All)		
	Employee	0	1

3. Update participants by making edits directly in the Excel spreadsheet as needed.
  - a. Edit any field directly in the spreadsheet.
  - b. Use the drop-down menus to select valid choices for each field.
  - c. Use Excel functions if helpful, such as 'Copy / Paste' and Sort/Filter.

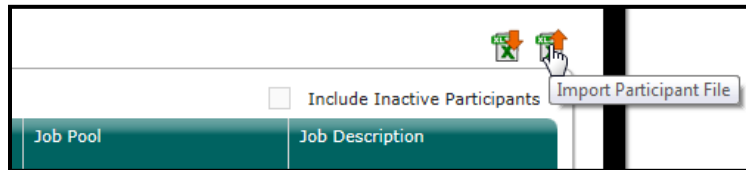
- d. The Excel file is a macro-enabled workbook template, which allows the drop-down fields to appear and other format edits to occur. **Do not make any other changes** such as highlighting, using colors, or otherwise overwrite the template by using ‘paste special values’ etc. **These changes will break the template cause uploads to fail.**
  - e. Ensure information for all participants is accurate for the quarter.
4. Add new participants by scrolling to the bottom of the participant list and adding the required information to a new, blank row of the spreadsheet. Do **not** skip a row: add the new participant(s) to the next available row at the end of your current list.
- a. Use the dropdown lists to select valid values for accurate information.
  - b. Employee ID can be a school district employee ID from a payroll/human resources information system, or it can be left blank and the RMTS system will randomly assign a unique ID number to each person.
    - ◆ **Note:** To re-activate an individual who participated in the RMTS previously, but not in the most recent quarter, **do NOT add them as a new participant.** Instead, use the online screen option to re-activate them, as described in the ‘**Reactivating Inactive Participants**’ section of this manual.

	A	B	C	D	E	F	G	H
	Employee ID	Last Name	First Name	Email Address	Job Pool	Job Description	Job Type E or C	Active Yes or No
1								
2	7016	Allenton	Domenick	Domenick@school.net	Medical Services Pool 3	Registered Nurse (RN)	Employee	YES
3	UMMS112155	Bear Creek	Shanta	Shanta@school.net	Administrative Services Only Pool 4	Health Services Referral Specialist	Employee	YES
4	UMMS112154	Belmont	Marie	Marie@school.net	Therapy Services Pool 2	Licensed Speech-Language Pathologist	Employee	YES
5	UMMS30093	Bluegrove	Graeme	Graeme@school.net	Therapy Services Pool 2	Licensed Speech-Language Pathologist	Employee	YES
6	7004	Coolspring	Melvin	Melvin@school.net	Medical Services Pool 3	Registered Nurse (RN)	Employee	YES
7	7010	Ellwood City	Annmarie	Annmarie@school.net	Therapy Services Pool 2	Licensed Speech-Language Pathologist	Contractor	YES
8	2005	Fordland	Paula	Paula@school.net	Medical Services Pool 3	Registered Nurse (RN)	Employee	YES
9	7006	Frankfort	Joelle	Joelle@school.net	Mental/Behavioral Health Services Pool 1		Employee	YES
10	7009	Glendale	Sixto	Sixto@school.net	Therapy Services Pool 2	Licensed Occupational Therapist	Contractor	YES
11	1002	Lake Peekskill	Jennifer	Jennifer@school.net	Administrative Services Only Pool 4	Specialized Transportation Coordinator	Employee	YES
12	3004	North Vassalboro	Romana	Romana@school.net	Therapy Services Pool 2	Licensed Occupational Therapist	Contractor	YES
13		Newperson	Larry	Larry@school.net				
14					Administrative Services Only Pool 4			
15					Medical Services Pool 3			
16					Mental/Behavioral Health Services Pool 1			
17					Therapy Services Pool 2			

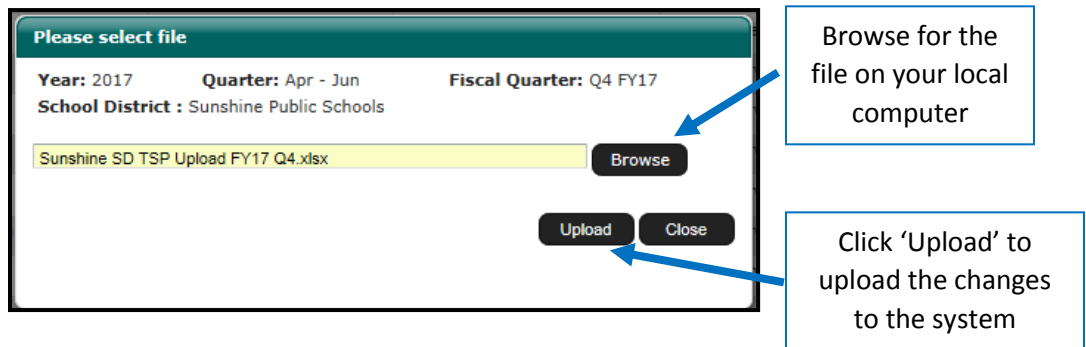
5. Deactivate participants by highlighting the row that contains the participant’s information and deleting that entire row. Alternatively, in the ‘Active Yes or No’ field, change the participant to ‘No’.
6. Name and save the file.
- a. There is no specific naming convention requirement for the file name.
  - b. File names cannot exceed 45 characters in length.
  - c. The file format cannot be changed. The file must be in the latest version of

Excel with an extension of .xlsx.

7. Import the file to the system: click on the **'Import Participant File'** icon on the top right.



8. Confirm the **Year, Quarter** and **School District Name**, then click **'Browse'**. Select the file and click **'Upload'**.



9. The **'Import Report'** identifies all changes that the upload file will make to the list of participants. These changes are detailed in three (3) sections as needed: New Participants, Deactivated Participants, and Upload Changes. After the changes have been reviewed and confirmed to be accurate, choose one of the following actions:
  - a. **Review:** Click this button to export an Excel version of the report for further review. This is helpful if many changes have been made and additional review is required. If this option is selected, you must return to the **'Import Status'** tab screen to **'confirm'** or **'reject'** the upload file.
  - b. **Confirm:** Click this button to confirm that the changes in the file are accurate and to process those changes. A Confirmation Report will open in Excel.
  - c. **Reject:** Click this button to reject the upload file if errors have been found. Once an upload file has been rejected, it is necessary to correct and import a new file.

**Import Report**

Confirm the following changes:

Year: 2020      Quarter: Jul - Sep      Fiscal Quarter: Q1 FY20  
 School District : Abc Public Schools

**New Participants**

Last Name	First Name	Email Address	Job Description	Work Schedule	Supervisor Email #1
Newperson	Larry	Larry@school.net	Licensed Nutritionist/Dietitian	M-F 740am-340pm	super@mail.net

**Deactivated Participants**

Employee Id	Last Name	First Name	Email Address	Deactivated Start Date
7013	Prospect Park	Mukhtar		7/1/2019 12:00:00 AM
4002	Revere	Elfriede		7/1/2019 12:00:00 AM
UMMS30094	Scurry	Cletus		7/1/2019 12:00:00 AM
7001	Seatonville	Odis		7/1/2019 12:00:00 AM
UMMS112156	Socorro	Fritz		7/1/2019 12:00:00 AM
5004	Tappan	Kerena		7/1/2019 12:00:00 AM
5003	Tiff	Roswell		7/1/2019 12:00:00 AM
UMMS112150	Waterproof	Serenity		7/1/2019 12:00:00 AM
7018	Yantic	Hepsie		7/1/2019 12:00:00 AM
UMMS112145	Yeaddiss	Pramod		7/1/2019 12:00:00 AM

**Upload Changes**

- Click on the **Import Status** tab, click on the Excel Report icon to open the report, **'Confirm'** it if the report is still in **'Review'** status. It should show a **'Successful'** status when done.

Quarter: Next Quarter: 2017 Apr - Jun      Fiscal Quarter Selected: Q4 FY17      Add New Participant

Participant Grid      **Import Status**

File Name	Status	Report	Imported-By	Imported-Date/Time
Sunshine SD TSP Upload FY17 Q4.xlsx	Successful		Sandra Baeometra	01/13/2017 09:40 AM
Sunshine SD TSP Upload FY17 Q4.xlsx	Rejected		Sandra Baeometra	01/13/2017 09:37 AM

### Section #3: Finalizing and Certifying Participant Lists

- When all updates have been completed, and before the submission deadline, check the box stating, **'I certify the Participant changes are accurate and complete'**. and click **'Complete Quarter'**. This will confirm that updates have been completed for the next quarter and the participant list will be locked.

5 10 20      Page 1 of 2 (19 items) 1 2

I certify the Participant changes are accurate and complete.      **Complete Quarter**

- If additional changes are necessary after the quarter has been marked complete, contact the UMMS Help Desk at [schoolbasedclaiming@umassmed.edu](mailto:schoolbasedclaiming@umassmed.edu) or (800) 535-6741 for assistance.

## Section #4: Completing Change of Status Requests (COS)

In the event that a participant is no longer able or eligible to complete the time study (e.g. leaves the LEA temporarily or permanently, or changes jobs) the RMTS Coordinator must submit a Change of Status (COS) request online. For guidelines for assessing whether a COS is appropriate, refer to the “LEA Coordinator Guide to Random Moment Time Study” (Section 3.17).

### Steps to Submit a Change of Status Request

1. To submit a Change of Status Request during the quarter, first locate the staff member on the ‘My Participants’ grid, and click on their Employee ID number.

Participant Management

My Participants

Quarter: Next Quarter: 2017 Apr - Jun Fiscal Quarter Selected: Q4 FY17

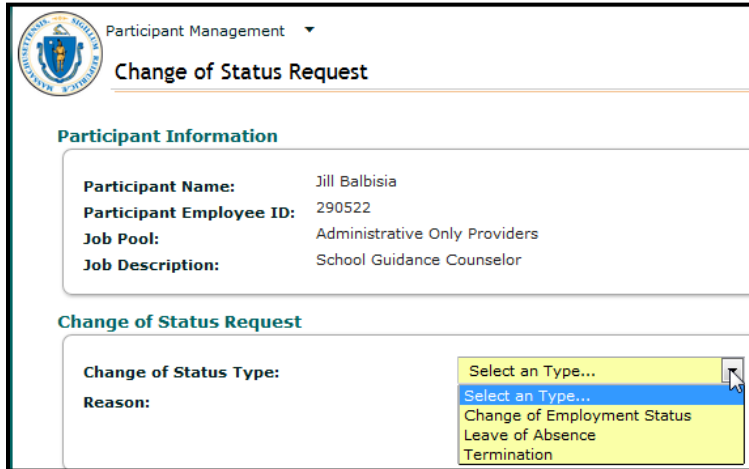
Participant Grid Import Status

	Employee ID	Last Name	First Name
	<u>UMMS97775</u>	Acer	Newperson
	<u>UMMS97776</u>	Achilles	Newperson
	<u>UMMS97756</u>	Baccharis	Bethany

2. From the Edit Participant detail screen, click ‘New Change of Status Request’.

New Change of Status Request Save Cancel

3. Select a 'Change of Status Type' from the drop-down menu. Depending upon the 'Change of Status Type', other questions will be asked. When completed, click 'Submit'.



Participant Management

### Change of Status Request

**Participant Information**

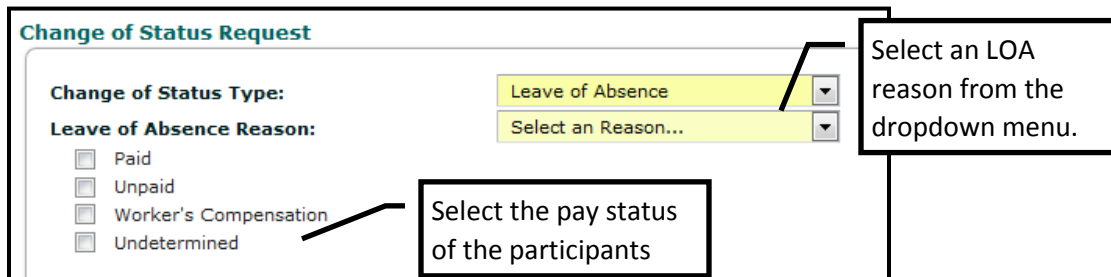
Participant Name: Jill Balbisia  
 Participant Employee ID: 290522  
 Job Pool: Administrative Only Providers  
 Job Description: School Guidance Counselor

**Change of Status Request**

Change of Status Type: Select an Type...  
 Reason: Select an Type...

*(Dropdown menu options: Select an Type..., Change of Employment Status, Leave of Absence, Termination)*

• Leave of Absence (LOA):



**Change of Status Request**

Change of Status Type: Leave of Absence

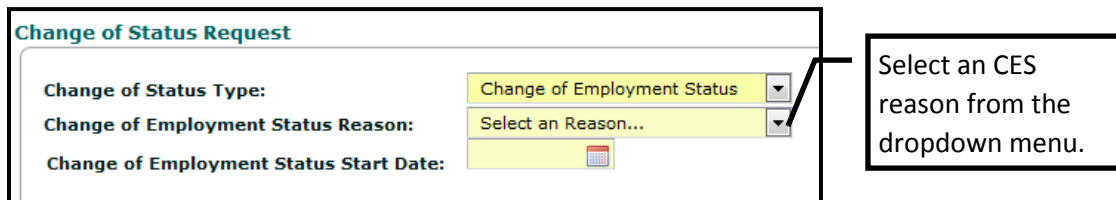
Leave of Absence Reason: Select an Reason...

Paid  
 Unpaid  
 Worker's Compensation  
 Undetermined

Select an LOA reason from the dropdown menu.

Select the pay status of the participants

• Change of Employment Status (CES):



**Change of Status Request**

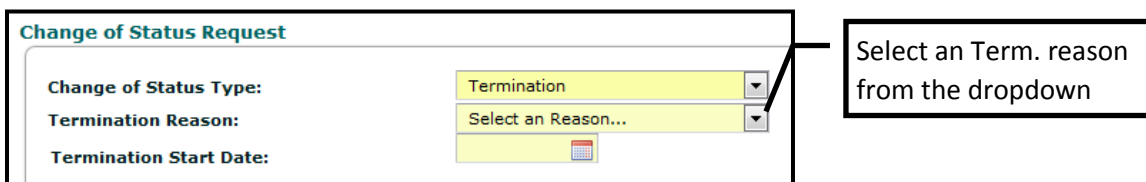
Change of Status Type: Change of Employment Status

Change of Employment Status Reason: Select an Reason...

Change of Employment Status Start Date:

Select an CES reason from the dropdown menu.

• Termination (Term.):



**Change of Status Request**

Change of Status Type: Termination

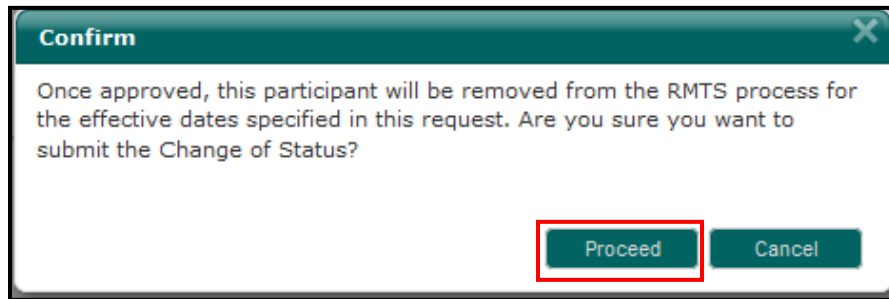
Termination Reason: Select an Reason...

Termination Start Date:

Select an Term. reason from the dropdown



4. A confirmation message will appear. Click **'Proceed'**.



### Additional COS Notes

- For leave of absence changes, the start and end dates cannot extend beyond one quarter.
- Participants terminating at the end of the quarter do not require a Change of Status; Instead, inactivate the participant for the following quarter.
- All COS requests require a **'Start Date'**.
- Please note that if a request for a **Leave of Absence** is submitted, the participant will **not** be deactivated. In this case, they will be 'excused' from answering moments during the period of their leave of absence, but they will remain as an active participant in the system in anticipation of their return to work.
- ♦ **Note:** UMMS will follow-up on any paid leave of absence lasting more than 4 weeks to confirm that the participant will be using their earned (paid) benefit time for this leave (e.g., vacation time, personal time, etc.).
- If a LOA request is submitted as **'Pay Undetermined'** or without an **'End Date'**, the system will not be able to fully process the request and it will be placed in a **'Pending status'**. Once the request is in this status, the system will send the submitter periodic notifications reminding them that the COS request needs to be updated.
- A LOA request can be submitted with more than one pay status. For example, one COS request can be submitted for a participant with a mix of paid and unpaid time off (as shown below).
  - ⇒ Paid time off: 4/1/19— 4/10/19
  - ⇒ Unpaid time off: 4/11/19— 4/20/19

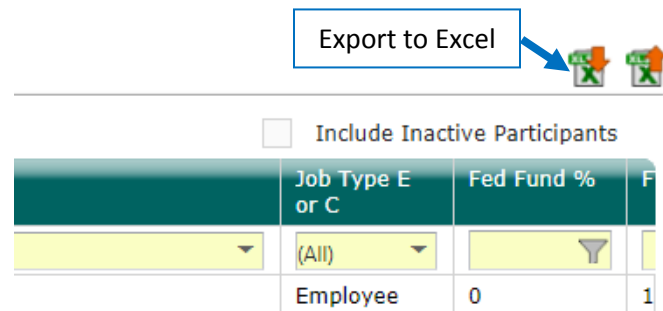
<b>'COS Status' Explained:</b>	
<b>COS Status</b>	<b>Description:</b>
<b>Approval Required</b>	The COS request has been submitted into the system and is awaiting review/approval by UMMS.
<b>Approved</b>	The COS request has been approved by UMMS and processed by the system accordingly.
<b>Approved-Manual Intervention</b>	The COS request has been approved by UMMS but could <b>not</b> be processed by the system due to the participant responding to a moment that fell within the COS timeframe.
<b>Pending</b>	The COS request has been submitted into the system, however it is <b>incomplete</b> due to missing information. A request in 'Pending' cannot be approved until all of the required information is submitted.
<b>Rejected</b>	UMMS did <b>not</b> approve the request. If a COS request is rejected the system will send a notification to the submitter informing them that their request has been rejected.

## Reports

The RMTS Administration system provides 2 reports that can provide some assistance when making updates to your participants.

### 1. List of all active RMTS participants

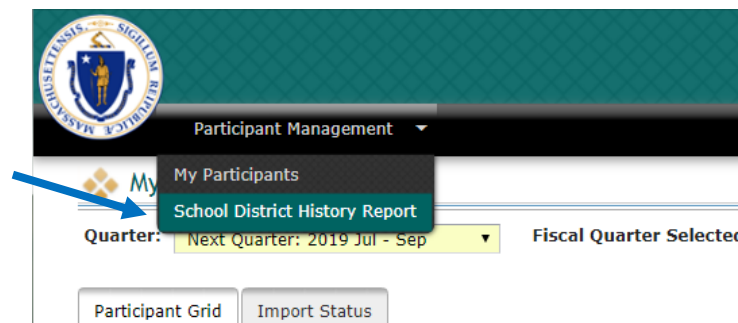
From the 'My Participants' grid view, a list of all active RMTS participants for the selected quarter can be exported from the system into an Excel workbook.



The exported file will include all fields of information about all active RMTS participants, which can be used to make edits and import back into the system to update participant data (as described in Section #2B of these instructions), or can simply be used for quality control or as reference.

### 2. School District History Report

Access this report from the main Participant Management drop down menu at the top of the page.



A description of the report and a report sample are shown on the next page.

## School District History Report

This report will show all changes made to the participant list for a specific quarter. The report can be viewed either on the site or by exporting it to Excel. To run this report, simply select the school district from the drop-down menu and then choose the fiscal year and quarter. Additionally, each column can be filtered and tabbed through by clicking in to the yellow text fields above the columns.

**Field Name:** indicates the data element updated for the participant

**Old Value / New Value:** indicates the old/previous information and the new/current information that was updated

**Change Effective Date:** indicates the start of the quarter when the change will be in effect.

**Action:** indicates whether the change was an “edit” to an existing participant or an “Add” to add a new participant.

\* State/Entity: MA \* School District: All Quarter: Next Quarter: 2019 Jul - Sep Fiscal Quarter Selected: Q1 FY20

School District	Employee ID	Last Name	First Name	FieldName	Old Value	New Value	Modified By	Modified Date	Change Effective Date	Edit Mode	Action
<span style="border: 1px solid black; padding: 2px;">Auburn Public Schools</span>	<span style="border: 1px solid black; padding: 2px;">IMS110887</span>	<span style="border: 1px solid black; padding: 2px;">TSPONE</span>	<span style="border: 1px solid black; padding: 2px;">Jesse</span>	<span style="border: 1px solid black; padding: 2px;">Job Type E or C</span>	<span style="border: 1px solid black; padding: 2px;">Employee</span>	<span style="border: 1px solid black; padding: 2px;">Contractor</span>	<span style="border: 1px solid black; padding: 2px;">CoordTes</span>	<span style="border: 1px solid black; padding: 2px;">04/22/2019 11:41 AM</span>	<span style="border: 1px solid black; padding: 2px;">07/01/2019</span>	<span style="border: 1px solid black; padding: 2px;">Online</span>	<span style="border: 1px solid black; padding: 2px;">Edit</span>
Auburn Public Schools	IMS110891	TSPFIVE	Regina	Job Description	Nurse Licensed - LPN ...	Nurse	CoordTes	04/22/2019 11:40 AM	07/01/2019	Online	Edit
Auburn Public Schools	IMS110891	TSPFIVE	Regina	Job Pool	Direct Service Provide...	Administrative Only Pr...	CoordTes	04/22/2019 11:40 AM	07/01/2019	Online	Edit
Auburn Public Schools	IMS110891	TSPFIVE	Regina	Work Schedule	Auburn High School	Central Office	CoordTes	04/22/2019 11:40 AM	07/01/2019	Online	Edit

## List of Job Pools and Job Descriptions

Job Pool	Job Description
Medical Services	Dental Hygienist
Medical Services	Licensed Nutritionist/Dietitian
Medical Services	Licensed Physician
Medical Services	Licensed Practical Nurse (LPN)
Medical Services	Medicaid Billing Personnel
Medical Services	Optometrist
Medical Services	Personal Care Service Provider
Medical Services	Registered Nurse (RN)
Mental/Behavioral Health Services	Autism Specialist (incl. Assistant Applied Behavior Analyst)
Mental/Behavioral Health Services	DESE Licensed School Psychologist
Mental/Behavioral Health Services	Licensed Applied Behavior Analyst
Mental/Behavioral Health Services	Licensed Clinical Social Worker
Mental/Behavioral Health Services	Licensed Educational Psychologist
Mental/Behavioral Health Services	Licensed Independent Clinical Social Worker
Mental/Behavioral Health Services	Licensed Marriage and Family Therapist
Mental/Behavioral Health Services	Licensed Mental Health Counselor
Mental/Behavioral Health Services	Licensed Psychiatrist
Mental/Behavioral Health Services	Licensed Psychologist
Therapy Services	Licensed Audiologist
Therapy Services	Licensed Hearing Instrument Specialist
Therapy Services	Licensed Occupational Therapist
Therapy Services	Licensed Occupational Therapy Assistant
Therapy Services	Licensed Physical Therapist
Therapy Services	Licensed Physical Therapy Assistant
Therapy Services	Licensed Speech-Language Pathologist
Therapy Services	Licensed Speech-Language Pathology Assistant
Administrative Services Only	Medicaid Outreach Worker
Administrative Services Only	Health Services Director/Manager/Administrator
Administrative Services Only	Health Services Referral Specialist
Administrative Services Only	Specialized Transportation Coordinator
Administrative Services Only	Health Care Case Manager/Coordinator
Administrative Services Only	Interpreter/Translator

**Note:** License requirements for the Medical Services, Mental/Behavioral Health Services and Therapy Services pools are detailed in the “**Local Education Agencies Covered Services and Qualified Practitioners**” document which is published on the School-Based Medicaid Program online Resource Center: <https://www.mass.gov/info-details/sbmp-resource-center>.