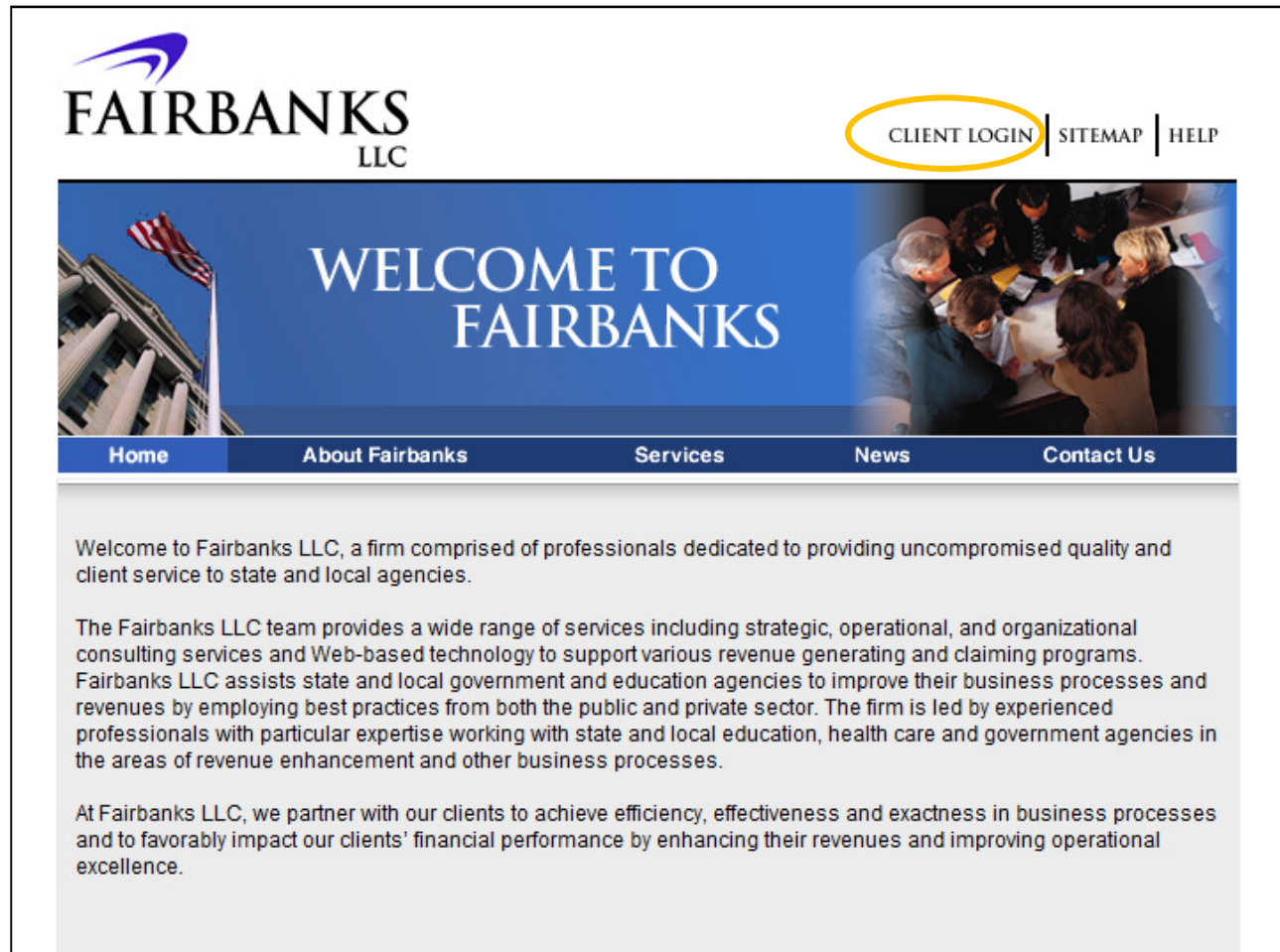


**New Mexico MAC Program
Random Moment Time Study (RMTS)
Sample Participant Screens**

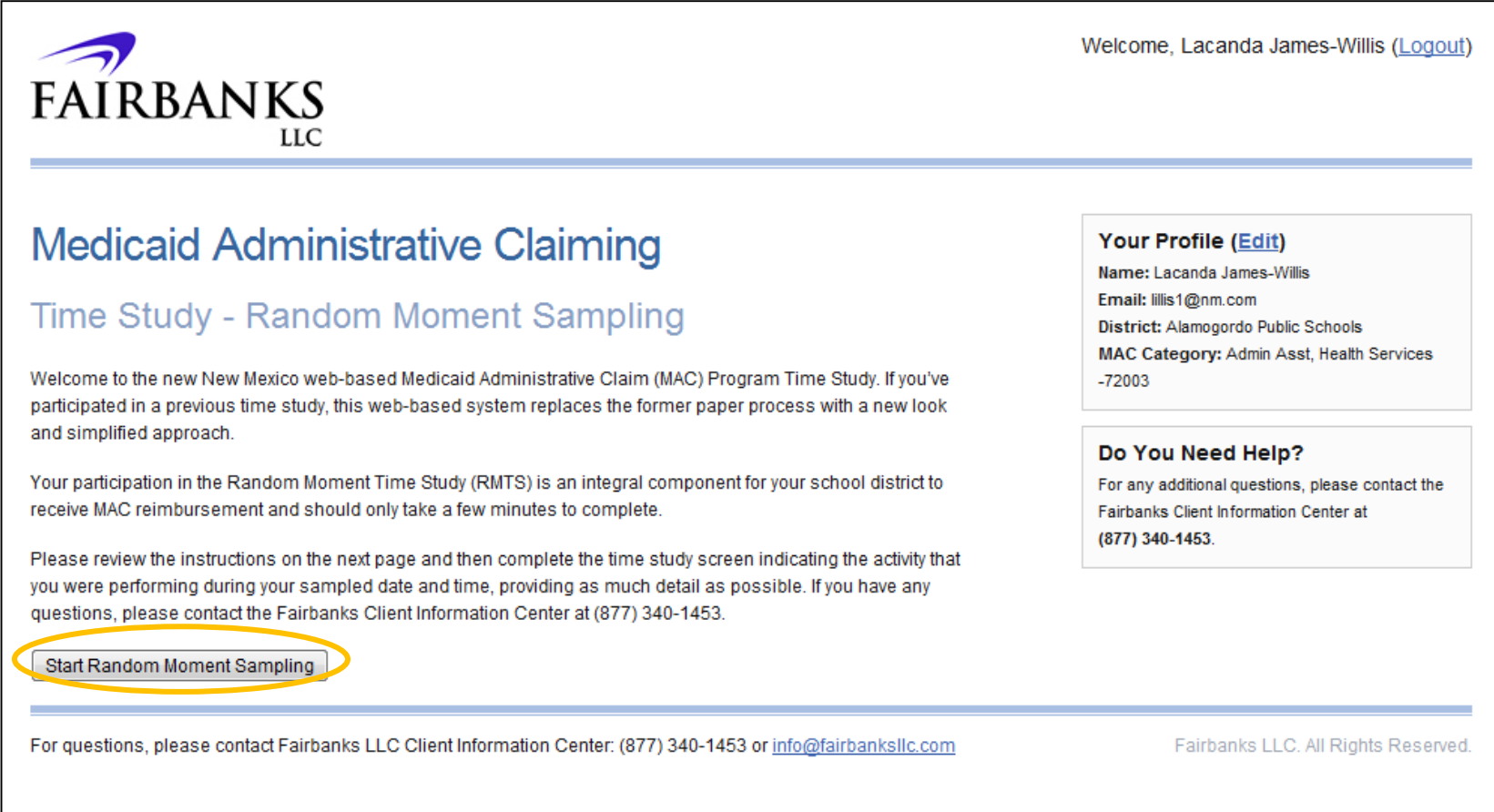
Sampled Staff RMTS Screens

Three days prior to the sampled date and time, each RMTS sampled staff will receive an email notification from Fairbanks with instructions regarding the RMTS, system access, and a unique login and password. In order to access the RMTS, sampled staff will login through the Fairbanks website at: www.fairbanksllc.com and select “Client Login”:



RMTS Sampled Staff – Welcome Screen

Upon login, the sampled participant will view a welcome screen that validates their information:



The screenshot shows a web-based welcome screen for the Medicaid Administrative Claiming (MAC) Program Time Study. The page features the Fairbanks LLC logo in the top left and a user greeting in the top right. The main heading is "Medicaid Administrative Claiming" followed by "Time Study - Random Moment Sampling". A welcome message explains the program and provides instructions. A "Start Random Moment Sampling" button is highlighted with a yellow circle. On the right side, there are two boxes: "Your Profile" with user details and "Do You Need Help?" with contact information.

FAIRBANKS
LLC

Welcome, Lacanda James-Willis ([Logout](#))

Medicaid Administrative Claiming

Time Study - Random Moment Sampling

Welcome to the new New Mexico web-based Medicaid Administrative Claim (MAC) Program Time Study. If you've participated in a previous time study, this web-based system replaces the former paper process with a new look and simplified approach.

Your participation in the Random Moment Time Study (RMTS) is an integral component for your school district to receive MAC reimbursement and should only take a few minutes to complete.

Please review the instructions on the next page and then complete the time study screen indicating the activity that you were performing during your sampled date and time, providing as much detail as possible. If you have any questions, please contact the Fairbanks Client Information Center at (877) 340-1453.

[Start Random Moment Sampling](#)


For questions, please contact Fairbanks LLC Client Information Center: (877) 340-1453 or info@fairbanksllc.com Fairbanks LLC. All Rights Reserved.

Your Profile ([Edit](#))
Name: Lacanda James-Willis
Email: lillis1@nm.com
District: Alamogordo Public Schools
MAC Category: Admin Asst, Health Services
-72003

Do You Need Help?
For any additional questions, please contact the Fairbanks Client Information Center at **(877) 340-1453**.

RMTS Sampled Staff – RMTS Training Screen

The training and instructions page is provided for sampled staff to understand the appropriate completion of the RMTS. Fairbanks Central Coders are used to apply Medicaid activity codes, and therefore participant training is focused on the accurate completion of the RMTS process.



Welcome, Patricia Petrunaro ([Logout](#))

Medicaid Administrative Claiming

RMTS Training & Completion Instructions

You have been selected to participate in the Random Moment Time Study (RMTS) on behalf of your district. You are required to complete the following Time Study screen, which will ask three questions that you will answer for your sampled date and time: who was with you, why were you performing this activity, and what were you doing. The specific information that you provide is reviewed by Fairbanks personnel and coded for Medicaid reimbursement purposes. As a result, it is important that you complete the Time Study accurately.

The following provides guidance on the accurate completion of the Time Study:

1. Please keep in mind that you are responding for one precise minute in time. Document what you were doing at the sampled date and time.
2. Dropdowns are provided for your convenience; if you do not see a response in the dropdown that applies, click "other" and provide details.
3. Your activity description should be approximately 2-4 sentences and include a detailed response to what it was you were doing. Please keep in mind the person coding your moment has no idea of your job description, tasks you perform or why you perform them, it is up to you provide the information needed for those independent coders to code the response you provide accurately.
4. If you use acronyms in the description of your activity, please provide a definition of the acronym.

Your Profile ([Edit](#))

Name: Patricia Petrunaro
Email: PPetrunaro@nm.com
District: Alamogordo Public Schools
MAC Category: Coordinator, Medicaid -77004

Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at (877) 340-1453.

5. If you were with a student, do not provide student-specific names, instead your response can state that you were working with a student or group of students.
6. If you were not working, please indicate if it was paid or unpaid time-off.
7. Some responses do not provide enough description for coding purposes. Examples of unacceptable responses:
 - "I was doing my job."
 - "I was completing my job responsibilities."
 - "I was completing this time study form."
8. If insufficient information is provided, you will receive a follow-up email or phone call requesting more information.

Please click on the button below to continue.

For questions, please contact Fairbanks LLC Client Information Center: (877) 340-1453 or info@fairbanksllc.com

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RMTS Sampled Staff – RMTS Survey Screen

The RMTS screen includes three questions necessary for the sampled participant to complete. Three questions are asked of each participant:

1. Who was with you?
2. What were you doing?
3. Why were you performing this activity?

The system provides pulldown menus with frequently utilized responses along with the option to select “other” and type in a customized response. The second question requires a 2-3 sentence narrative from the sampled staff to provide sufficient detail for coding purposes.

RMTS Sample Screen



Welcome, Lacanda James-Willis ([Logout](#))

Medicaid Administrative Claiming

Time Study - Random Moment Sampling

YOUR TIME STUDY IS NOT COMPLETE.

Random Moment Time: 11/11/2010, 11:01 AM Mountain Time

1. Who was with you?
Student (Individual)

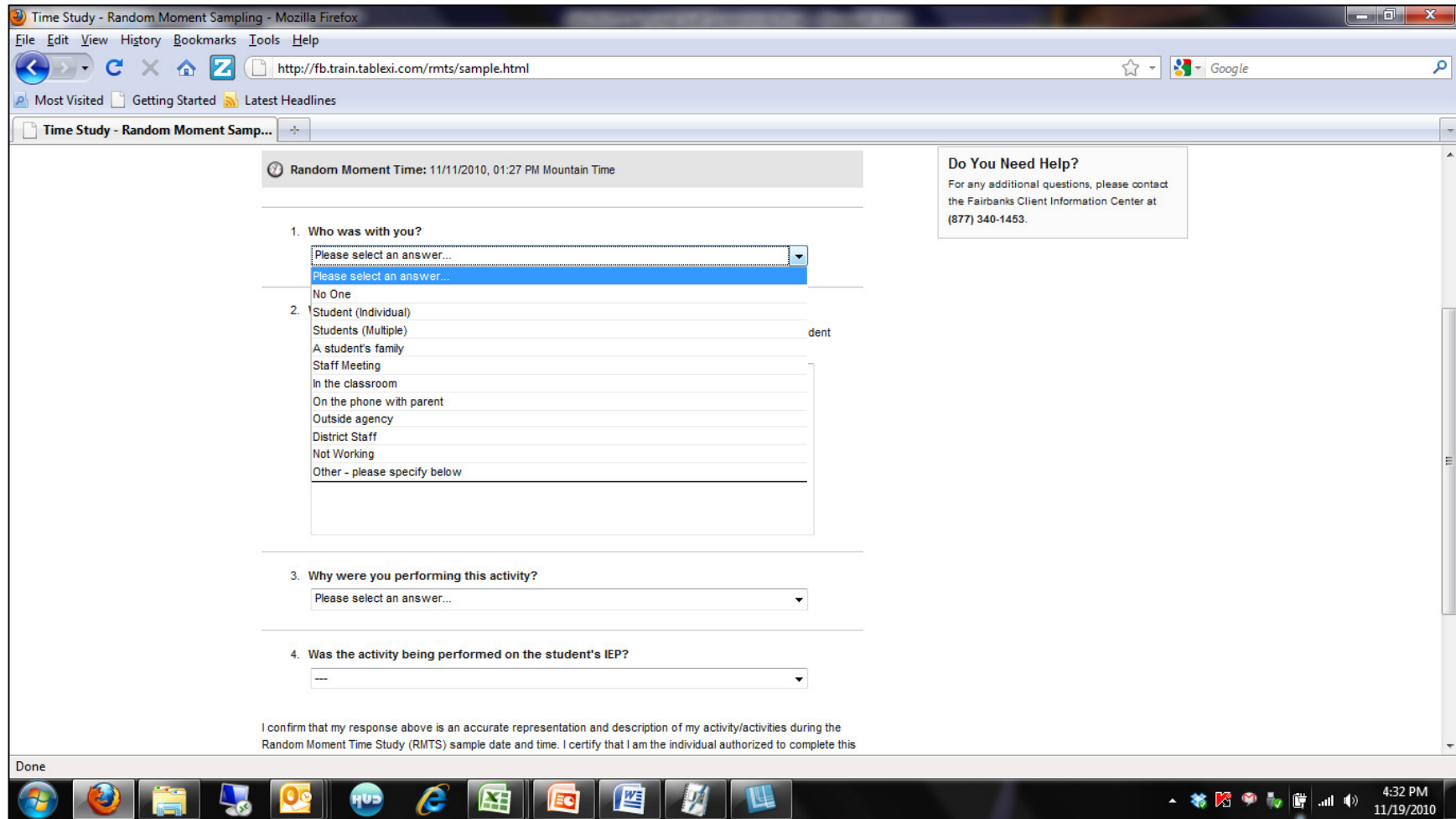
2. What were you doing?
Please provide a 2-4 sentence description of your sampled moment; do not include acronyms, student specific names or job descriptions.
Working with an individual student on articulation therapy.

3. Why were you performing this activity?
To provide a direct service
» For a service listed on a student's IEP

I confirm that my response above is an accurate representation and description of my activity/activities during the Random Moment Time Study (RMTS) sample date and time. I certify that I am the individual authorized to complete this RMTS as indicated in the upper right hand corner of this screen. I also confirm that I have received training regarding my participation and the accurate completion of this RMTS form.

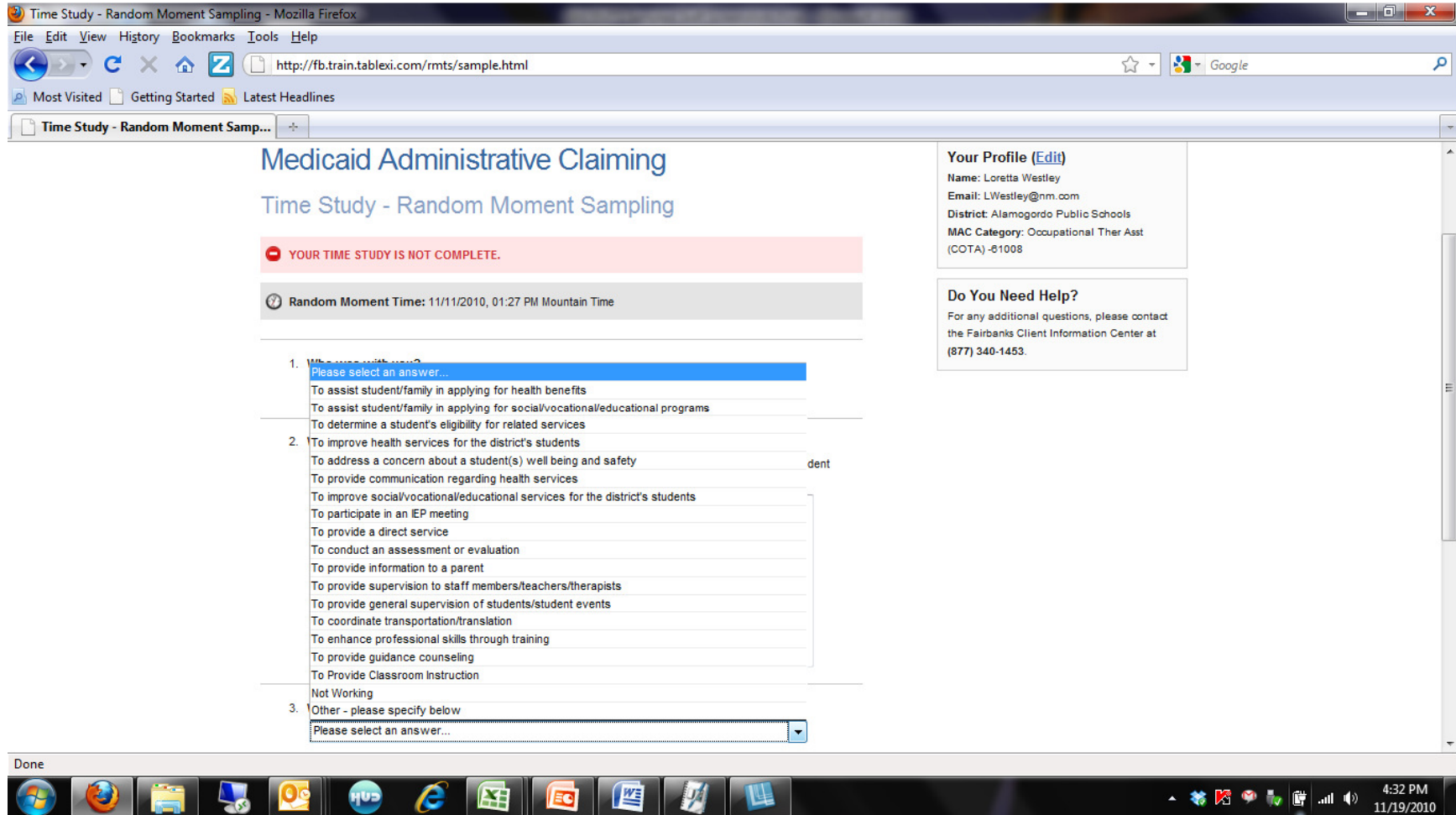
For questions, please contact Fairbanks LLC Client Information Center: (877) 340-1453 or info@fairbanksllc.com Fairbanks LLC. All Rights Reserved.

Pulldown Menu Options “Who Was With You?”



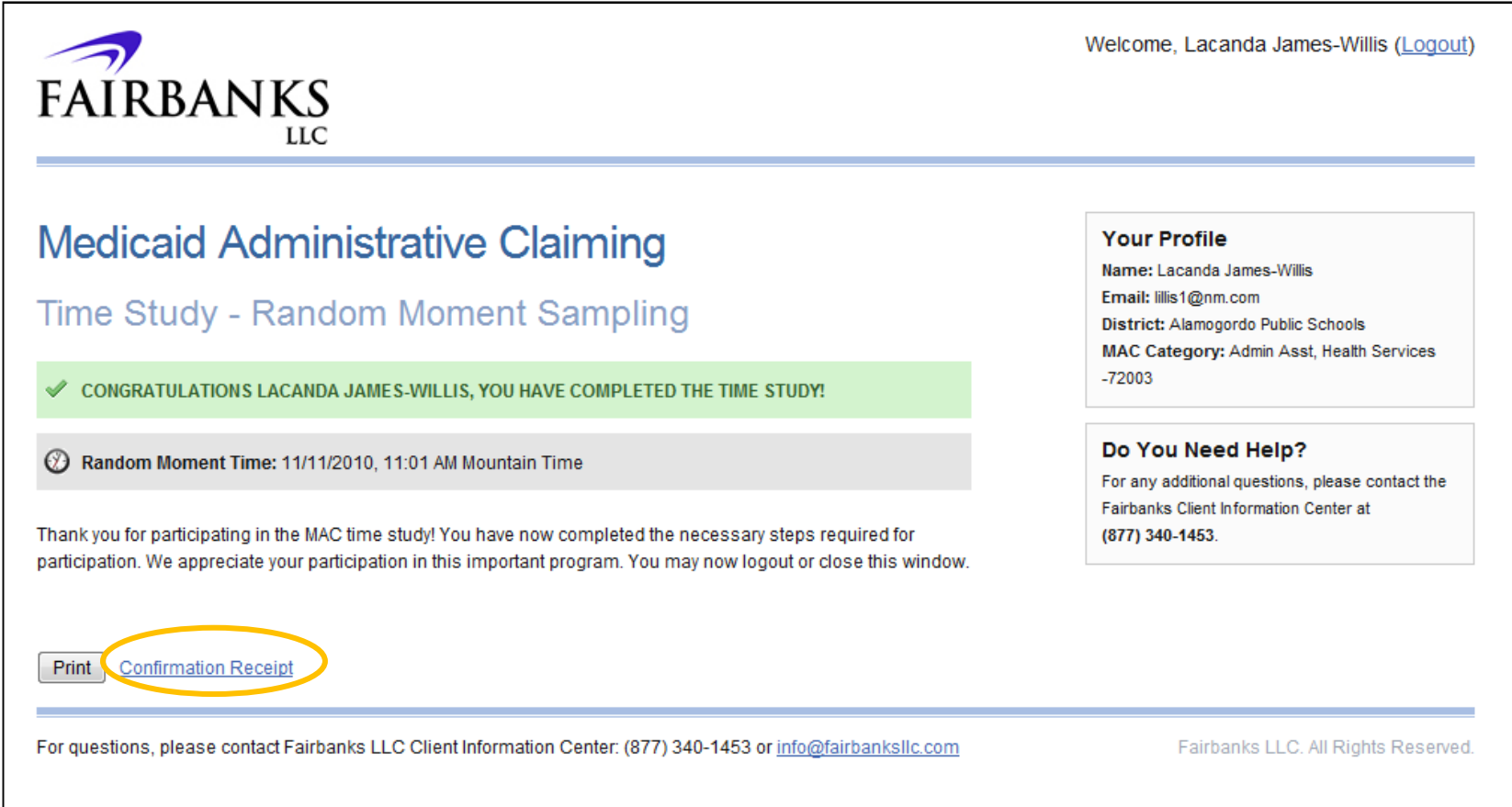
Pulldown Menu Options

“Why Were You Performing this Activity?”



RMTS Complete Screen

Upon completion of the RMTS, a confirmation page appears. The participant can print out a copy for their records, or select the “Confirmation Receipt” to receive a validation of their entered response.



The screenshot shows a web interface for Fairbanks LLC. At the top left is the Fairbanks LLC logo. At the top right, it says "Welcome, Lacanda James-Willis (Logout)". The main heading is "Medicaid Administrative Claiming" followed by "Time Study - Random Moment Sampling". A green banner with a checkmark icon says "CONGRATULATIONS LACANDA JAMES-WILLIS, YOU HAVE COMPLETED THE TIME STUDY!". Below this, a grey box shows a clock icon and the text "Random Moment Time: 11/11/2010, 11:01 AM Mountain Time". A paragraph of text says "Thank you for participating in the MAC time study! You have now completed the necessary steps required for participation. We appreciate your participation in this important program. You may now logout or close this window." At the bottom left, there is a "Print" button and a blue link "Confirmation Receipt" which is circled in yellow. On the right side, there are two boxes: "Your Profile" with details for Name, Email, District, and MAC Category; and "Do You Need Help?" with contact information for the Fairbanks Client Information Center.

Welcome, Lacanda James-Willis ([Logout](#))

FAIRBANKS
LLC

Medicaid Administrative Claiming

Time Study - Random Moment Sampling

✓ CONGRATULATIONS LACANDA JAMES-WILLIS, YOU HAVE COMPLETED THE TIME STUDY!

🕒 Random Moment Time: 11/11/2010, 11:01 AM Mountain Time

Thank you for participating in the MAC time study! You have now completed the necessary steps required for participation. We appreciate your participation in this important program. You may now logout or close this window.


Print [Confirmation Receipt](#)

Your Profile
Name: Lacanda James-Willis
Email: lilis1@nm.com
District: Alamogordo Public Schools
MAC Category: Admin Asst, Health Services
-72003

Do You Need Help?
For any additional questions, please contact the Fairbanks Client Information Center at (877) 340-1453.

For questions, please contact Fairbanks LLC Client Information Center: (877) 340-1453 or info@fairbanksllc.com Fairbanks LLC. All Rights Reserved.


RMTS Confirmation Receipt




Welcome, Lacanda James-Willis ([Logout](#))

Medicaid Administrative Claiming

Time Study - Random Moment Sampling

 **LACANDA JAMES-WILLIS, YOUR MAC TIME STUDY IS COMPLETE AND WAS CERTIFIED BY YOU AT 11/16/2010, 00:26 AM MOUNTAIN TIME.**

 **Random Moment Time:** 11/11/2010, 11:01 AM Mountain Time

Here are your answers:

Who was with you?
Student (Individual)

What were you doing?
Working with an individual student on articulation therapy.

Why were you performing this activity?
To provide a direct service » For a service listed on a student's IEP

Your Profile
Name: Lacanda James-Willis
Email: lillis1@nm.com
District: Alamogordo Public Schools
MAC Category: Admin Asst, Health Services -72003

Do You Need Help?
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