

EASYRMTS™

RANDOM MOMENT TIME STUDY SOLUTION

Improve the Efficiency of Your Random Moment Time Study

Public Consulting Group (PCG) is a national leader in the review, development, and administration of Random Moment Time Studies (RMTS). We can help you maximize the recovery of funds and ensure compliance with federal and state regulations regarding the operation of time studies.



RMTS - THE NATIONAL STANDARD

Random Moment Time Studies (RMTS) are becoming the national standard for the allocation and reimbursement of case managers across the public sector. While RMTS has long been used to allocate the cost of social service and income maintenance workers, it is now being used for school district staff as well. Additionally, systems staff, administrative staff, and others are being allocated via use of time studies, most often RMTS systems. At the same time, federal and cognizant agency oversight is increasing. RMTS is used to allocate millions of dollars of costs and, as a result, must be properly implemented and overseen. The regulations related to the administration of time studies can take a toll on state and local staff responsible for them.

PCG EXPERTISE

PCG's expertise can be leveraged to ensure compliance, maximum recovery of all available federal funds, and that documentation and training procedures are in place. Whether you are in need of a quarterly Random Moment Time Study in the area of child welfare or school-based medical services, or you need a time-limited time study for rate setting purposes, PCG can help.

TURN TO PCG FOR RMTS SERVICES INCLUDING:

Time Study Review and Recommendations

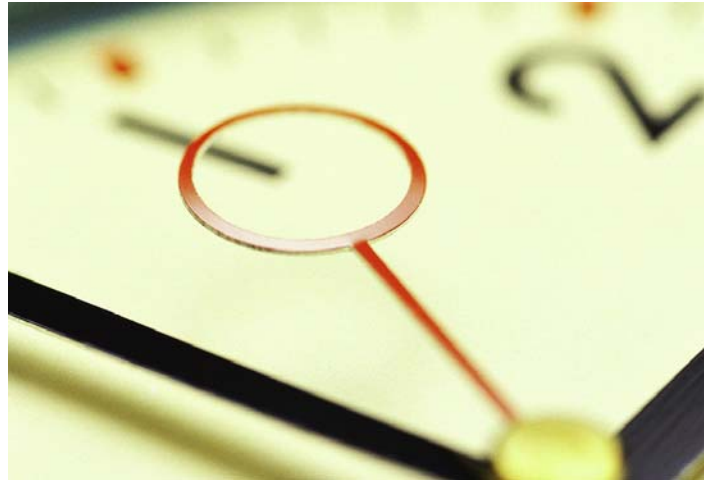
PCG helps agencies review current RMTS practices. Automated, phone, or paper-based systems are reviewed thoroughly by PCG's technical experts. Services may include:

- Review of procedures for administering the time studies;
- Ensuring compliance with federal and state guidelines;
- Review of program, activity, and/or valid combination selections available in the time studies;
- Review of allocation and claiming methodologies;
- Conducting focus groups for workers participating in time study to ensure applicability and understanding of the RMTS;
- Developing training programs to comply with federal requirements for regular training of new and ongoing staff; and
- Delivering recommendations for all of the above areas.

Web-Based Hosting of Time Studies

Many agencies look to PCG to prepare, administer and tally the results of their RMTS on a quarterly basis. This is accomplished through the use of our unique and nationally respected software, EASYRMTS™. PCG will:

- Obtain staff pools and participant rosters;
- Gather time study specifications such as work day hours, holidays, etc.;
- Ensure response rate meets expected amount;
- Perform quality control on excess non-reimbursable responses by workers;
- Staff help-lines for questions related to RMTS and completing moments;
- Keep agency informed of worker/regional patterns for help line questions, negative response rates, and positive response rates;



- Develop ad hoc reports requested by agency staff; and
- Summarize results, inclusive of any modifications such as reallocation of general administration and other like codes.

PCG is available to administer time studies or host them on behalf of clients that administer the time studies themselves.

Time Study Revisions

Through our recurring focus group work related to those time studies we administer, PCG is able to keep abreast of changes and new activities that may be needed. Additionally, PCG is keenly aware of changes in federal regulations that impact claiming practices. Sometimes, changes in these regulations may impact and necessitate changes to the allocation of cost to certain programs. As part of this work, we will:

- Develop a list of changes and finalize with agency staff;
- Develop amendment related to changes and work with cost allocation staff to submit it to cognizant agency;
- Negotiate and gain approval for proposed changes; and
- Implement revised activities and claiming practices.

Technical Assistance and Training

Whether we are administering a time study or assisting with those already administering one, PCG has unique and unparalleled offerings related to documentation. PCG offers services including:

- Development and updating of procedure manuals for administration staff;
- Development and updating of time study instructions for participants;
- Recurring focus groups for all participating staff; and
- Train-the-trainer meetings.

RETURN ON INVESTMENT (ROI):

- Assurance that revenue obtained via time studies can be retained.