

CHILD HEALTH AND DISABILITY PREVENTION PROGRAM DIRECTOR/DEPUTY DIRECTOR TRAINING - Section VIII

Federal Financial Participation and Time Studies

FEDERAL FINANCIAL PARTICIPATION

Federal Financial Participation (FFP)

- ❑ Intended to provide local services in support of Medicaid by providing a cost match for personnel
- ❑ Created as part of Title 19, Social Security Act of 1965
- ❑ Provides variable federal matching rates for the administrative functions of the Medicaid Program (known as Medi-Cal in California)

Two Objectives That Permit Claims Under FFP

- Assisting individuals eligible for Medi-Cal to enroll in the Medi-Cal program
 - Involves outreach, assistance in enrollment and navigating through the various programs
- Assisting individuals on Medi-Cal to access Medi-Cal providers and services
 - Involves ongoing care coordination to ensure the individuals' service needs are being addressed

ENHANCED AND NON-ENHANCED ACTIVITIES

Within the objectives is a clear need for personnel trained to identify medical issues that a layperson would not recognize

- ❑ Medical activities which require specialized medical knowledge and skill are Enhanced
- ❑ Non-medical activities are referred to as Non-Enhanced

Fiscal Implications of Enhanced and Non-Enhanced Activities

- Enhanced: FFP matching rate of 75% for Skilled Professional Medical Personnel (SPMP) who meet the federal professional education and training requirements and are performing the activities that require specialized medical knowledge and skills. Contract SPMP employees are exempt from claiming enhanced rates. (See PFG, Section 8)
- Non-Enhanced: FFP matching rate of 50% for non-medical activities and the majority of expenses necessary for the proper and efficient operation of the program.

QUALIFYING EMPLOYEES AND SPMP

Criteria Qualifying Personnel For FFP

Must be:

- ❑ In an employee-employer relationship with County/City, or may be contract personnel
- ❑ Involved in activities that are necessary for proper and efficient administration of the Medi-Cal program

Skilled Professional Medical Personnel

- ❑ Possess professional education and training qualifications (See Plan and Fiscal Guidelines, Section 8)
- ❑ Perform duties that require professional medical knowledge and skills
- ❑ Evidenced by:
 - ❑ Position Description or Duty Statement
 - ❑ Job Announcement
 - ❑ Job Classification

- ❑ Job specifications must stipulate that the job requires staff from one of the SPMP classifications
- ❑ Program Duty Statement for SPMP must:
 - ❑ Reflect SPMP and Non-SPMP activities
 - ❑ Specify that the incumbent be from one of the following classifications listed on next slide

SPMP Classifications

- ❑ Physician
- ❑ Registered Nurse
- ❑ Dentist
- ❑ Licensed Clinical Psychologist (PhD)
- ❑ Licensed Audiologist
- ❑ Licensed Physical Therapist
- ❑ Registered Occupational Therapist
- ❑ Licensed Speech Pathologist
- ❑ Licensed Clinical Social Worker
- ❑ Nutritionist (BS or BA) registered as RD
- ❑ Dental Hygienist
- ❑ Medical Social Worker (MSW)
- ❑ Health Educator (MS)
- ❑ Licensed Vocational Nurse from 2-year program

SPMP Direct Support Staff

Clerical staff time may be recorded as enhanced when performing clerical duties that directly support SPMP under these conditions:

- ❑ Must be directly supervised by a SPMP*
- ❑ Perform clerical services directly necessary for carrying out the professional medical responsibilities and functions (enhanced activities) of the SPMP

*See PFG, Section 8 for classifications and direct support requirements.

TIME STUDIES

Personnel Required to Time Study

Personnel who:

- Perform any combination of SPMP, non-SPMP, and/or non-claimable functions
- Work for more than one program
- Are funded through more than one budget

Documents Required for Claiming FFP

- ❑ Documents that must be on file in local program:
 - ❑ Organizational Chart
 - ❑ Civil Service Job Classification/Specification
 - ❑ Job Duty Statement for each position
 - ❑ A completed SPMP Questionnaire (see PFG, Section 8) for each SPMP performing enhanced activities
 - ❑ Time Cards or other time certification that document hours worked and paid time away from work, signed by employee's supervisor
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Supporting Documents for Time Study

- ❑ Time Study supporting claiming materials include:
 - ❑ Day Logs
 - ❑ Appointment Books
 - ❑ Meeting Agendas or Minutes
 - ❑ SPMP Medical Training Documentation

Record Retention

Original signed Time Studies, Time Study support documents, and the documents required for claiming FFP must be retained for a period no less than three (3) years after the reimbursement or until the completion of any current federal financial audit, whichever time is longer.

Function Codes

There are twelve Time Study function codes grouped in four categories:

- ❑ **Non-SPMP (non-enhanced) Functions:**
 - ❑ Code 1: Outreach
 - ❑ Code 4: Non-SPMP Intra/Interagency Coordination, Collaboration and Administration
 - ❑ Code 5: Program Specific Administration
 - ❑ Code 7: Non-SPMP Training
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- ❑ **SPMP (enhanced) Functions:**
 - ❑ Code 2: SPMP Administrative Medical Case Management
 - ❑ Code 3: SPMP Intra/Interagency Coordination, Collaboration and Administration
 - ❑ Code 6: SPMP Training
 - ❑ Code 8: SPMP Program Planning and Policy Development
 - ❑ Code 9: Quality Management by Skilled Professional Medical Personnel
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❑ Non-Claimable Functions:

- ❑ Code 11: Other Activities
 - Services that benefit a specific client such as child care
 - Client services funded as Targeted Case Management services
 - Direct Client Services that are reimbursed by Medi-Cal fee-for-service system or Managed Care contracts
 - Health Department programs or services that are not part of supporting the administration of the Medi-Cal program (such as grant funded training programs for bioterrorism preparation and mass immunization programs)

❑ **Allocated Functions:**

- ❑ Code 10: Non-Program Specific General Administration activities such as general staff meetings, computer training, budget development, overtime, earned compensatory time, etc.)
- ❑ Code 12: Paid Time Off (includes vacation, holiday, sick, or other paid time off)

- ❑ Only SPMP and qualifying clerical staff may record their time under all of the function codes.

- ❑ Staff qualifying as Non-SPMP are not to record any time under the SPMP function codes.

General Time Study Instructions

Must:

- ❑ Utilize the code numbers and function titles as specified and defined by the Department of Health Care Services, Systems of Care Division
- ❑ Be completed during the same month (first, middle, or last) of each quarter for the fiscal year
- ❑ Reflect actual time spent on the functions for each program
- ❑ Account for all time each workday of the time study month
- ❑ Be signed and dated by the employee and the employee's immediate supervisor

- ❑ Complete time study form on a daily basis
- ❑ Specify the program for which activities are performed
- ❑ Record all time worked for the day (earned overtime/comp time recorded under General Administration function, regardless of activity)
- ❑ Round recorded time under a function to the nearest half-hour unless employer elects to have time rounded to a smaller increment

- ❑ Record time for performing paperwork and travel under the function to which it pertains. If multiple functions or no identifiable function, record time under General Administration.
- ❑ Record time going to, attending, and returning from meetings to the function to which the meeting pertains.
- ❑ Do not record lunch, use of compensating/certified time earned, normal time off, and leave without pay under any function on a time study.
- ❑ For Clerical staff when recording SPMP function in support of SPMP: Use the same function codes that reflect the SPMP's activities.

Other Time Study Conditions

- ❑ Staff who vacate before or are newly hired after the time study month may time study the month they are available during the quarter.
- ❑ Staff not performing their regular duties for more than two weeks of the time study month due to extended absences, may use the average of more than two previous Time Studies for that position or time study the next quarter and apply those to the previous quarter with a supplemental invoice.
- ❑ Call your CHDP State Consultant for technical assistance under other conditions.

Calculating FFP

- ❑ There are two parts to calculating FFP for use in the quarterly program invoices.
 - ❑ Time Study activity recording
 - ❑ Calculating Time Study data into the FFP calculation file worksheets

Time Study Recording Forms

- ❑ Time Study Forms may be monthly, weekly or daily and must contain:
 - ❑ Name of staff
 - ❑ Time study period
 - ❑ All time the staff is reimbursed for
 - ❑ Clearly identified function codes
 - ❑ Clearly identified program code with each function code
 - ❑ Signature of staff and supervisor verifying accuracy

Monthly Time Study Form Example

Microsoft PowerPoint - [CHDP DD Training Section VIII .ppt]

Microsoft Excel - Time Study Shell.xls

File Edit View Insert Format Tools Data Window Help

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STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
TIME STUDY SURVEY FOR FFP PROGRAM CLAIMING DEPARTMENT OF HEALTH SERVICES

PERIOD (Mo/Yr):

EMPLOYEE NAME	POSITION/EMPLOYEE NUMBER	PERSONNEL CLASSIFICATION	AGENCY/IDENTITY	UNIT NAME	LOCATION	Date	Hrs
1 Outreach						a	0.00
						b	0.00
						c	0.00
2 SPHP Administrator Medical Case Management						a	0.00
						b	0.00
						c	0.00
3 SPHP Information Systems Coord., Call Ctr. and Mail						a	0.00
						b	0.00
						c	0.00
4 NON-SPHP Information Systems Coord., Call Ctr. and Mail						a	0.00
						b	0.00
						c	0.00
5 Program Specific Administrator						a	0.00
						b	0.00
						c	0.00
6 SPHP Training						a	0.00
						b	0.00
						c	0.00
7 NON-SPHP Training						a	0.00
						b	0.00
						c	0.00
8 SPHP Program Planning and Policy Development						a	0.00
						b	0.00
						c	0.00
9 Quality Management by Skilled Professionals and Medical Personnel						a	0.00
						b	0.00
						c	0.00
10 Non-Program Specific General Administrator						a	0.00
						b	0.00
						c	0.00
11 Other Activities						a	0.00
						b	0.00
						c	0.00
12 Paid Time Off						a	0.00
						b	0.00
						c	0.00
Daily Total Hrs							0.00
EMERGED (Code 1-4-9-0)							0.00
NON-EMERGED (Code 1-4-5-0)							0.00
NON-PROGRAM SPECIFIC GENERAL ADMINISTRATOR (Code 1-4-6-0)							0.00
PAID TIME OFF (Code 1-4-7-0)							0.00
Total							0
Total							0
EMPLOYEE: I hereby certify that this is a true and accurate report of my time and that the functions were performed as shown above.							
SUPERVISOR: I hereby certify that the employee's time records have been reviewed and that to the best of my knowledge and belief, this time record is valid and correct and the functions were performed as shown above.							
Employee's Signature							
Date							
Supervisor's Signature							
Date							

Instructions TimeStudy TimeStudyCheck

Ready NUM

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FFP Calculation Worksheets

- ❑ Calculations of the amounts of FFP require the use of the CMS-FFP Excel File found at the CHDP website under PFG Fill-in Forms.
- ❑ The CMS-FFP Calc is an Excel Workbook with three worksheets; two worksheets require data entry and one that produces the FFP allocation report.
- ❑ A CMS-FFP Calc must be completed for each employee time study.
- ❑ See PFG, Section 8 to view the FFP Calc Worksheet.