

# Time Study Coordinator Training Questions & Answers

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July 15, 2014

Below are questions and answers discussed at the Time Study Coordinator Training held on Tuesday, July 15, 2014.

## Sampling

**Q: How many moments will be generated each quarter?** The required number of moments is 2,401 per quarter. To insure a statistically valid sample a 15% oversample will be included so, the RMTS sample will total 2,762 moments in each pool per quarter.

**Q: How often are participants selected for a moment?**

- Participants are selected randomly so some participants will receive no moments some one moment and some multiple moments.

**Q: What about staff at out of district schools?**

- Out of district school staff is not included.

## Participant Training

**Q: How long is the time study participant training?**

- The time study participant training takes approximately 7-8 minutes to view.

**Q: Who has to complete the training?**

- The training must be completed by any individual who has been selected for a moment prior to the completion of the moment.

**Q: Will participants receive an email notification that they have to complete the training?**

- No. If a participant attempts to answer a moment before completing the training a message will appear on the screen prompting them to complete the training. They are not able to complete the moment until after the training is completed.

**Q: How often does the training have to be completed?**

- Participants in RMTS will have to complete the training once every 365 days.

**Q: Will the time study coordinator have access to the training?**

- Yes. Time study coordinators will have access to the training and it is recommended that they view the training in advance of the participants.

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**Q: Can time study coordinators hold a group training session?**

- Yes. Time study coordinators may hold a large group training to view the participant training at one time. If they wish to do this, they should collect a sign-in sheet for all attendees and forward that information to UMMS for processing.

**Q: Does the training sent in May 2014 count as completing the training?**

- No. The training completed in May 2014 does not count as completing the participant training as the time study format is now RMTS.

## Contractors/Billing Vendors

**Q: Is the parameter not to include contractors and billing vendors new?**

- No. Contracted individuals and billing vendors should not be included in the RMTS participant list. Costs associated with contracted individuals and billing vendors may be included in the Cost Report on the applicable schedules.

## Back-up documentation / Licensures

**Q: Are participants required to keep back-up documentation?**

- Yes. Two types of documentation are required for audit purposes:
  - Documentation is required to be kept specifically by health providers who deliver IEP prescribed services for which claims are submitted.
  - Documentation is required to backup moments which have been recorded by participants as part of the RMTS.

**Q: How long does back-up documentation need to be kept?**

- Back-up documentation should be kept for 6 years.

**Q: Is there are required format for the back-up documentation?**

- No. The format is at the discretion of the district.

**Q: Who should keep the back-up documentation?**

- Who retains the documentation is at the discretion of the school district.

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**Q: Do we need to submit copies of licenses as part of the RMTS process?**

- No. Licenses and credentials do not have to be submitted with the participant lists. Retaining copies of licenses and credentials for audit purpose is required. Districts must ensure that the individuals who are submitting claims and participating in the RMTS hold the required licensures and credentials and that they are current.

## Participants / Services

**Q: Would a Social Worker be placed into the medical pool?**

- Yes. Social workers licensed pursuant to section 20-195n of the Connecticut General Statutes or certified by the State Department of Education pursuant to section 10-145d-564 to 10-145d-566 inclusive of the Regulations of Connecticut State Agencies, should be placed in pool # 2 – Nursing, Psychological & Medical Services Providers.

**Q: Licensed Clinical Social Workers are sometimes also Licensed Marital and Family Therapists. Which pool should these individuals be placed into?**

- Evaluate which position the individual spends most of the time in and check the credentials and place them in the respective pool. Remember, individuals can only be in one cost pool.

**Q: I see on the participant template that I have to include an Employee ID#. Will I have to reference this number?**

- No. The employee ID # can either be a randomly assigned number by UMMS or it can be a number assigned by the district that has meaning. Employee numbers will not have to be referenced in RMTS. It is important to note when assigning employee id #'s that they must be unique. If a number is used for a participant and then the participant leaves the school district, the number cannot be reassigned to a new participant. It is strongly recommended that each school district determine if UMMS assigned or district assigned numbers will be utilized and continue with one process or the other.

**Q: Should individuals who are responsible for coordination of transportation to and from school be included?**

- No. These individuals would not be considered as eligible participants as they are not performing reimbursable Medicaid activities. . Transportation coordination in support of IEP prescribed SBCH covered medical services is a reimbursable Medicaid activity.

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**Q: Should LPNs who ride the bus be a participant?**

- Yes, if the LPN is riding the bus with a student who has IEP prescribed medical services which are delivered while on the bus. LPNs and aides who are providing only personal care should not be included as personal care is not one of the SBCH covered services.

**Q: Should individuals who assist qualified providers be participants?**

- No. Individuals who are not qualified providers and are assisting qualified providers should not be included as participants.

**Q: If an individual is on maternity leave at the start of the school year, should she be on the participant list?**

- If the individual will return to work during the quarter she should be on the participant list. If she is not expected to return until after the end of the quarter do not include her on the list. When there is an unexpected medical leave, time study coordinators must complete the "CT SBCH RMTS Change of Status During the Quarter" form and submit to UMMS for processing.

**Q: Are Speech and Language Pathologist Assistants still included in the Time Study pool?**

- Yes. Speech and Language Pathologist Assistants who meet the qualifications in subsection (5) of section 20-413 of the Connecticut General Statutes should be included in the therapy pool.

**Q. Are Medical Screens covered by the SBCH program?**

- Medical Screens that are included in the Child's IEP would be a covered SNCH service. However, screens for every child in the school district such as scoliosis screening, would not be a covered service as it is not in each child's IEP.

## Work Groups

**Q: If there are individuals within a district who have a flex schedule or unique schedules, can you create a group for them?**

- Yes. School districts may create as many groups as necessary. The more groups created the more maintenance required. It is suggested that a group not be set up for individuals who have unpredictable schedules.

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**Q: Are groups set for the entire year?**

- No. Groups may be modified quarterly up to 10 days prior to the participant list deadline.

**Q: Can new groups be added?**

- Yes. New groups may be added up to 10 days prior to the participant list deadline.

**Q: Do bell times impact groups at all?**

- No. Groups should be created based upon contracted hours (official scheduled work hours), not bell hours or when students are present in school.

## User ID & Password

**Q: Who receives a user id and password?**

- The time study coordinators and all participants receive a user id and password.

**Q: Do coordinators receive user id and passwords for the participants in their district?**

- No. User IDs and passwords are not sent to the coordinators for anyone but themselves.

## Moments

**Q: If someone has a schedule variance that you cannot predict, what do you do?**

- For situations like sick days, snow days etc. are uncontrollable. A participant would answer their moment indicating it was a sick day or snow day etc. Remember, an individual has 5 school days from the date and time that their moment occurred to complete the moment.

**Q: When are notifications received about moments?**

- Participants receive notification about their moments at the time of the moment. If the participant has not completed the moment reminders will be sent 24 and 48 hours after the moment. If needed, additional reminder emails will be sent 48 and 24 hours prior to the moment expiring to the participant and the RMTS coordinator and participant's supervisors will receive copies of those emails.

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**Q: Is there a limit to the number of moments a participant will receive during the quarter?**

- No. There is no number of maximum moments a participant may receive during the quarter.

**Q: When moments are emailed initially, do the coordinators get an email notification too?**

- No. Coordinators do not receive emails regarding participant moments until 48 hours prior to the expiration of the moment. Coordinators can monitor completion of moments through the use of compliance reports

**Q: What happens if the moment is not answered when it is issued?**

- I Staff should routinely check their email and complete moments as soon as possible after they occur. Participants have 5 school days to complete the moment.

**Q: Can an additional individual be included on the email reminder for incomplete moments?**

- Yes. Time study coordinators may designate other individuals (such as the participant's supervisor) to be included in the notification of incomplete moments by including their emails on the participant list.

## Reports

**Q: Is the reporting system the same as the system that was used for the April and May 2014 time studies?**

- No. The same web based application is being used so the format is similar but not identical.

**Q: How often can I access the reports? Does it take time for the reports to be updated?**

- Reports can be accessed at any time after the moments have been generated. Reports are real time data meaning they are constantly updated.