

Entering Your Time Study Online

A Guide for Time Study Participants

This presentation will cover all the basic steps to successfully complete your time study online!

1. Access to the SBCH Time Study website
2. Log on
3. Enter your data into the system
4. Save and submit your time study
5. Get assistance



Completing Your Time Study Online 4 Easy Steps:

1. Receive E-mail from schoolbasedclaiming@umassmed.edu
2. Note user ID and temporary password.
3. Click link to site OR launch browser and go to <http://www.chcf.net/chcfweb>
4. Enter user ID and temporary password.

Call 1-800-535-6741 or email schoolbasedclaiming@umassmed.edu with problems or system questions.



Accessing the Time Study

See the sample e-mail with your user ID and temporary password. Record or copy your temporary password and then click the link to the site.

Your user ID,
temporary password,
and link to the time
study site are here.

Welcome Ann Ctmanager,

This confirms your password has been reset in the University of Massachusetts Medical system.

Your user ID is CtmanagA

Your initial, temporary password is ewaaq7ep

Please use the following web site to login: <https://qa-www.chcf.net/chcfweb/sbc/agency/?userID=CtmanagA>

NOTE:

- 1) The user ID and password are case sensitive. Please enter them exactly as stated above in upper and lower-case.
- 2) For security reasons, when you login for the first time, you will be asked to set a new password. Passwords must be at least 8 character combination of both letters and numbers. Once your password is changed, you cannot use your initial, temporary password.
- 3) If you forget your password or need a new one, you can reset your password. On the main login screen, click on the "Forgot Password?" follow the instructions.

For further assistance, please e-mail schoolbasedclaiming@umassmed.edu or call 1-800-535-6741.

Thank you.

Your user ID will auto-fill. Enter your temporary password and press “Login.”

Center for Health Care Financing
UMASS MEDICAL SCHOOL
A Commonwealth Medicine Center of Distinction

A MISSION-DRIVEN APPROACH TO COST-EFFECTIVE HEALTH CARE

School-Based Medicaid Program

[Login](#)

User ID:

Password:

Remember User ID

[Reset/Forgot Password?](#)

[Instructions for Logging in](#)

[Contact Us](#)

Since 1966, Congress has allowed local school districts to receive Medicaid reimbursement for health-related services provided to special education students. The Center for Health Care Financing serves these school districts by efficiently processing medical service claims and identifying administrative support costs that are eligible for federal reimbursement.

In order to provide our clients with the most accurate and efficient service possible, the Center has created this web-based claiming system. Through this simple online interface, you can:

- Input claim data
- Upload data in a variety of formats
- Document health-related services and time studies
- Maintain service provider licensure information
- Track IEP prescribed services for each special education student
- Simplify audits and information requests
- Maintain full claims history, helping to centralize claim information
- Manage user access to data, ensuring state-of-the-art security and compliance with all applicable federal security and privacy guidelines

To learn more about the Center and its services, please visit <http://www.chcf-umms.org>. For more information on Commonwealth Medicine, [click here](#).

Change Password! Access Agreement for First-Time Users

User Access Agreement

To enter and use this application for the first time, you must first **read** and **agree** to the Non-UMMS User Agreement below. Please check the "Accept Terms" checkbox below to enter the system.

Non-UMMS User Data Access Agreement

I acknowledge and agree that the security of UMMS computer systems and the privacy and security of the University of Massachusetts Medical School ("UMMS") electronic data is of utmost priority. As a condition of obtaining access to UMMS systems and/or electronic data, I agree that I will:

1. Access and use UMMS systems and electronic data only as authorized;
2. Not transmit or post any information utilizing the UMMS system that is unrelated to or beyond the scope of my permission to utilize the system for school-based claiming.
3. Keep confidential all information pertaining to the security of UMMS systems;
4. Treat confidentially all user IDs and passwords needed to gain access to UMMS systems or electronic data;
5. Not transmit personally identifiable or confidential UMMS data over open networks unless specifically authorized and unless encrypted;
6. Not attempt to access any data which is not necessary to achieve the purpose of my access authorization; access the files of another UMMS user without clear authorization; discover the password(s) of any other UMMS user by any means; or attempt to circumvent any security mechanism or procedure applicable to UMMS electronic data; use any UMMS systems to gain unauthorized access to any other computer system, or for any other purpose;
11. Not use UMMS systems to harass, threaten or stalk any individual;
12. Not use UMMS systems for commercial purposes;
13. Not install any applications on the UMMS system;
14. Not attempt to intercept or otherwise monitor any UMMS computer systems, including logins, email, or any other type of UMMS network traffic;
15. Not attempt to access UMMS-owned patient or personnel records, student grades or financial records, or any other UMMS electronic records reasonably expected to be confidential.

I accept the terms and conditions of this agreement.

The first time you log in, you will be asked to read and accept the terms of use by clicking the box.

::: Change Password

The following information is required for changing your password:

User ID :

The password must be a minimum of 8 characters in length, include both letters and numbers, and is case sensitive.

New Password :

Confirm Password :

Create new, private password. Use 8 characters, letters and numbers and Save. You will then see:

Message from webpage



Your password has been changed successfully!

OK

The time study screen is divided into three main sections:

This section confirms your name and title.

This section displays the first date of the time study and an 8-hour day divided into 15-minute blocks.

This section displays list of activity codes and their meaning. Click to see examples of activity.

Center for Health Care Financing
UMASS MEDICAL SCHOOL
A MISSION-DRIVEN APPROACH TO COST-EFFECTIVE HEALTH CARE

State: CT-SBCH Ad School District: Abc School District

Administrative Claiming
Time Study

Last Name : Phone First Name : Ann
Job Position Code : 2 Job Type : Employee
Job Description : Director of Pupil Services Submission Deadline : 03/08/2014

For further assistance, please e-mail schoolbasedclaiming@umassmed.edu or call 1-800-535-6741.

Date	1st hr	2nd hr	3rd hr	4th hr	5th hr	6th hr	7th hr	8th hr
02/25/2014	<input type="button" value="v"/>							
	<input type="button" value="v"/>							
	<input type="button" value="v"/>							
	<input type="button" value="v"/>							

- A - Non-SBCH Related Translation
- B - Medicaid Outreach (inform eligible or potentially eligible individuals about Medicaid/HUSKY and how to access it)
- C - Assisting a Qualified SBCH Service Provider (clinician) in a delivery of an IEP prescribed SBCH covered service
- D - Medicaid Application Client Enrollment Process
- E - Program Planning, Policy Development, and Interagency Coordination Related to SBCH Services
- G - SBCH Related Training

Referral, Coordination and Monitoring of SBCH Services

ation Related To SBCH Services

ortation Related Activities In Support Of SBCH Covered Services (time spent in assisting a child with specialized portation to a service)

ce provided that is not prescribed in an IEP, including any first aid or medical assistance to students or staff

ol Related And Educational Activities

ral Administrative Activity (i.e. paid sick time; paid lunch time; paid time to attend school-wide programs/meetings that fall under an activity listed above; paid in-service training time that doesn't fall under an activity listed above)

This is a snapshot of the final day's entries showing all days of the time study. **HOWEVER**, we are not quite finished.

Date	1st hr	2nd hr	3rd hr	4th hr	5th hr	6th hr	7th hr	8th hr
02/25/2014	A	B	B	L	I	Q	W	N
	A	B	B	L	I	Q	W	N
	A	B	B	L	Q	R	N	N
	A	B	B	L	Q	R	N	N
02/26/2014	B	M	T	T	R	H	H	L
	M	M	T	T	R	H	L	L
	M	M	T	T	R	H	L	L
	M	M	T	T	R	H	L	L
02/27/2014	U	P	B	B	F	F	F	M
	U	P	B	B	F	F	F	M
	U	P	B	J	F	F	F	M
	U	P	B	J	F	F	F	M
02/28/2014	M	M	M	N	N	N	W	W
	M	M	M	N	N	N	W	W
	M	M	M	N	N	N	W	W
	M	M	M	N	N	N	W	W
03/03/2014	<input type="text" value="M"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>				
	<input type="text" value="M"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>				
	<input type="text" value="M"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>				
	<input type="text" value="M"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>				

- [Non-SBCH Related Translation](#)

To complete the time study...Be sure to scroll to the bottom of the screen:

1. Click the "Time Study Completed" box.
2. Click "Submit."

1. Click "Time Study Completed."

2. Click "Submit"

[Program Planning, Policy Development, And Interagency Coordination Related To SBCH Services](#)

[Transportation Related Activities NOT in support of SBCH Covered Services](#)

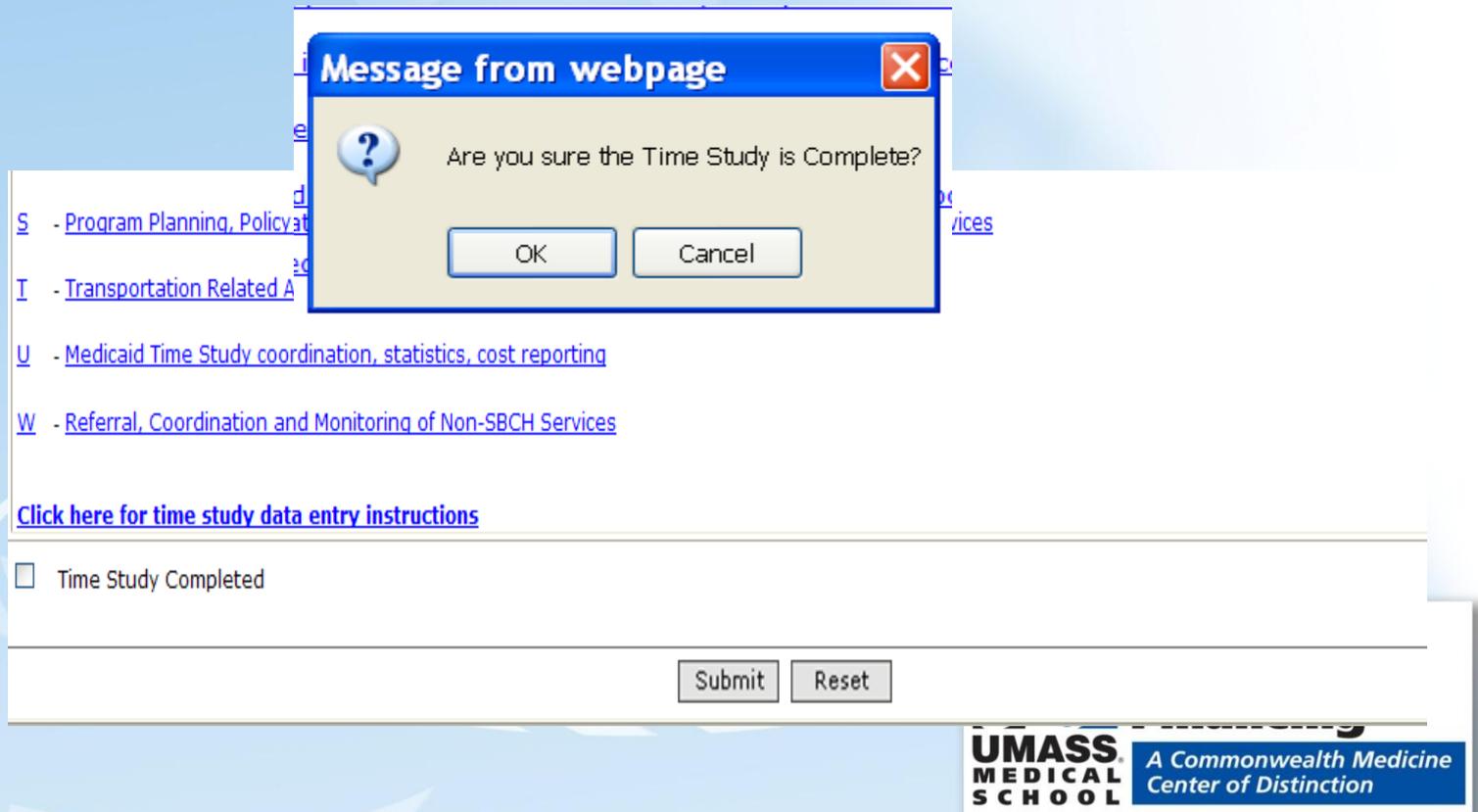
- [Medicaid Time Study coordination, statistics, cost reporting](#)
- [Referral, Coordination and Monitoring of Non-SBCH Services](#)

[Click here for time study data entry instructions](#)

Time Study Completed

You will receive messages asking you to verify that your time study is correct and complete :

1. Click “OK” if it is correct.
2. Or Click “Cancel” to return and make corrections.
3. Click the “Time Study Completed Box” and then “Submit”.



The screenshot shows a web application interface with a confirmation dialog box overlaid. The dialog box, titled "Message from webpage", contains a question mark icon and the text "Are you sure the Time Study is Complete?". Below the text are two buttons: "OK" and "Cancel".

The background interface includes several blue hyperlinks:

- [S - Program Planning, Policy...](#)
- [T - Transportation Related A...](#)
- [U - Medicaid Time Study coordination, statistics, cost reporting](#)
- [W - Referral, Coordination and Monitoring of Non-SBCH Services](#)

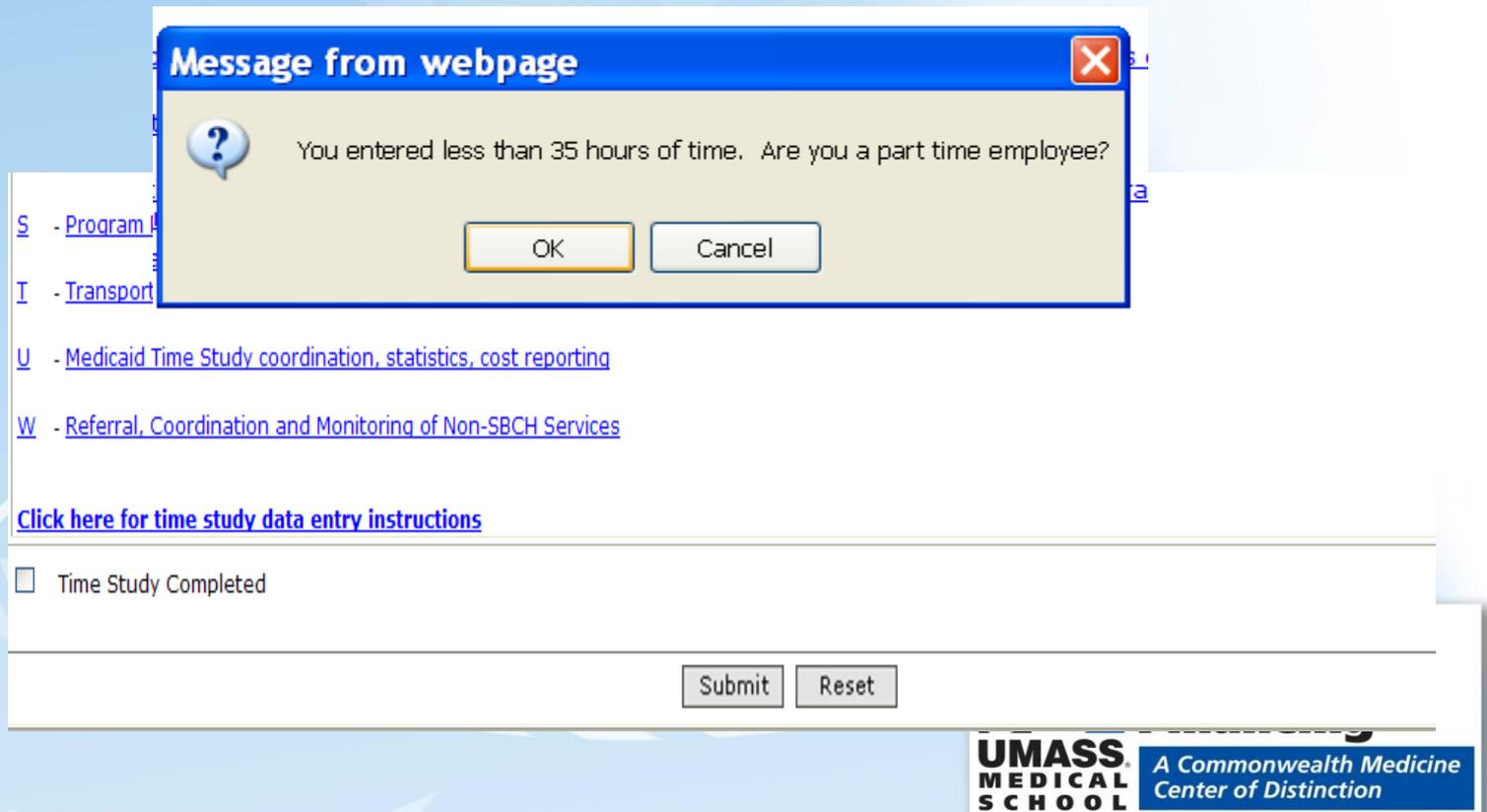
Below the links is a blue hyperlink: [Click here for time study data entry instructions](#)

At the bottom of the interface, there is a checkbox labeled "Time Study Completed" and two buttons: "Submit" and "Reset".

The bottom right corner features the logo for **UMASS MEDICAL SCHOOL** with the tagline "A Commonwealth Medicine Center of Distinction".

If you have entered and saved fewer than 35 hours of time, the system will also ask if you are part time:

1. Click “OK” if the data is correct as entered.
2. Click “Cancel” to return and make corrections or additions.
3. Click the “Time Study Completed Box” and then “Submit”.



The screenshot shows a web application interface with a modal dialog box titled "Message from webpage". The dialog box contains a question mark icon and the text: "You entered less than 35 hours of time. Are you a part time employee?". Below the text are two buttons: "OK" and "Cancel".

The background interface includes a list of links:

- [S - Program](#)
- [I - Transport](#)
- [U - Medicaid Time Study coordination, statistics, cost reporting](#)
- [W - Referral, Coordination and Monitoring of Non-SBCH Services](#)

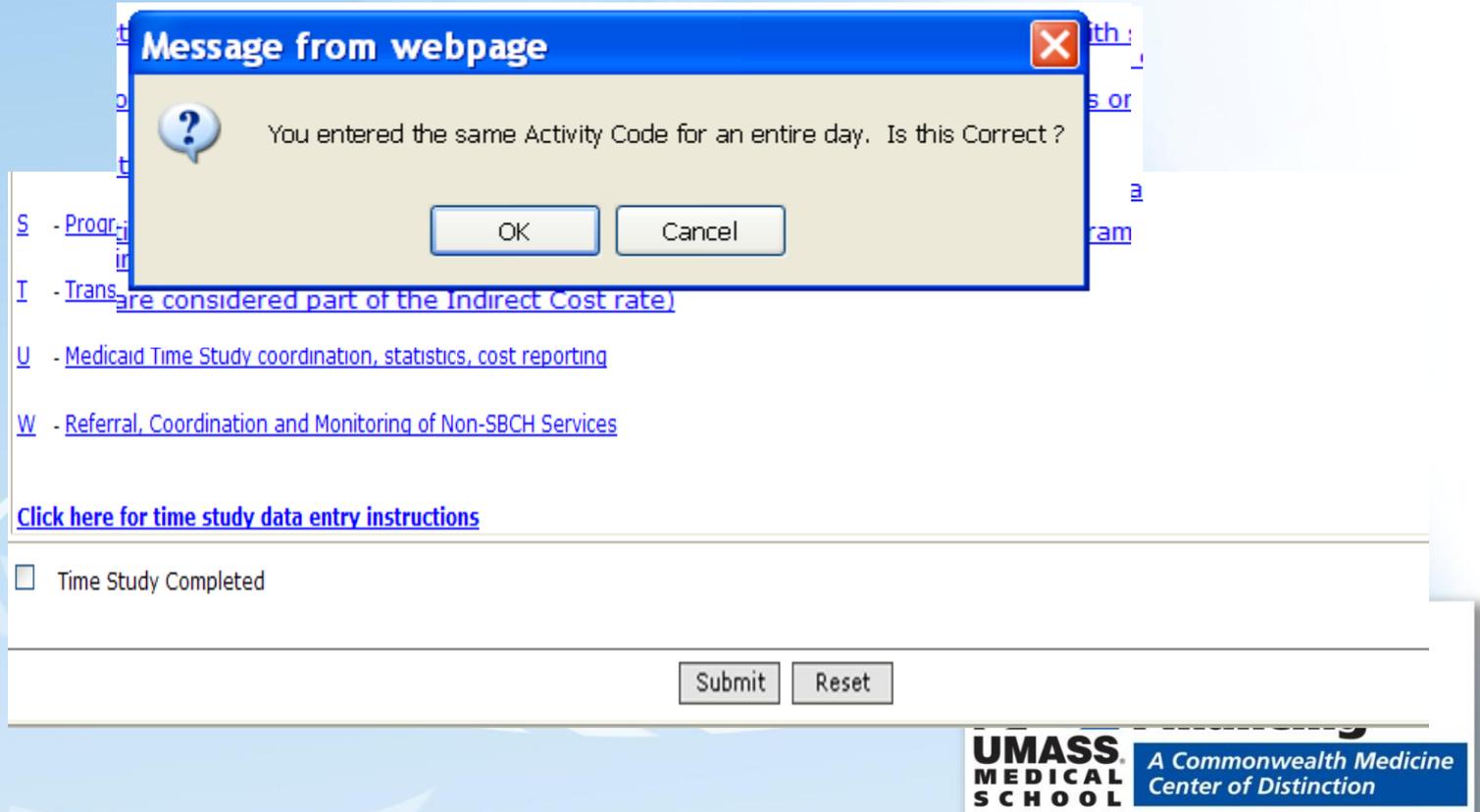
Below the links is a link: [Click here for time study data entry instructions](#)

At the bottom of the interface is a checkbox labeled "Time Study Completed" and two buttons: "Submit" and "Reset".

The bottom right corner features the logo for **UMASS MEDICAL SCHOOL** and the text "A Commonwealth Medicine Center of Distinction".

If you have entered the same Activity Code for an entire day, the system will also ask if this is correct.

1. Click “Ok” if it is correct.
2. Click “Cancel” to return and make corrections.
3. Click the “Time Study Completed Box” and then “Submit”.



The screenshot displays a web application interface. A modal dialog box titled "Message from webpage" is centered on the screen. The dialog contains a question mark icon and the text: "You entered the same Activity Code for an entire day. Is this Correct?". Below the text are two buttons: "OK" and "Cancel".

Behind the dialog, the web page content is visible. It includes several blue hyperlinks: "S - Program", "I - Transfers are considered part of the Indirect Cost rate", "U - Medicaid Time Study coordination, statistics, cost reporting", and "W - Referral, Coordination and Monitoring of Non-SBCH Services". Below these links is a link that says "Click here for time study data entry instructions".

At the bottom of the form area, there is a checkbox labeled "Time Study Completed" which is currently unchecked. Below the checkbox are two buttons: "Submit" and "Reset".

In the bottom right corner of the page, there is a logo for "UMASS MEDICAL SCHOOL" and the text "A Commonwealth Medicine Center of Distinction".

This is a summary of a completed time study.
 To make corrections, click “Reset Time Study Status.” You then must click the “Time Study Completed” box and “Submit” to finish the process.

Summary

Last Name : Ruler
 Job Position Code : 2

First Name : Ann
 Job Description : Administrator

For further assistance, please e-mail schoolbasedclaiming@umassmed.edu or call 1-800-535-6741.

Day(s)	1st hr			2nd hr				3rd hr				4th hr				5th hr				6th hr				7th hr				8th hr					
02/25/2014	A	A	A	A	B	B	B	B	B	B	B	B	L	L	L	L	I	I	Q	Q	Q	Q	R	R	W	W	N	N	N	N	N	N	N
02/26/2014	B	M	M	M	M	M	M	M	T	T	T	T	T	T	T	R	R	R	R	H	H	H	H	H	L	L	L	L	L	L	L	L	
02/27/2014	U	U	U	U	P	P	P	P	B	B	B	B	B	B	J	J	F	F	F	F	F	F	F	F	F	F	F	F	F	M	M	M	M
02/28/2014	M	M	M	M	M	M	M	M	M	M	M	M	N	N	N	N	N	N	N	N	N	N	N	N	W	W	W	W	W	W	W	W	
03/03/2014	M	M	M	M	F	F	F	F	F	F	F	F	C	C	C	C	C	C	C	C	C	C	C	C	T	T	T	T	N	N	N	N	

Time Study Completed

Click to
reset.

Reset Time Study Status

Your time study has been marked complete.

If you have mistakenly marked your time study complete, click on the Reset Time Study Status button.

When you have completed the time study, remember to re-check the Time Study Completed box.

Thank you!

If you have any system questions, call our Helpline between 7:30 AM and 5:00 PM, Monday through Friday.

800-535-6741 or
schoolbasedclaiming@umassmed.edu

For questions regarding how to code your time study, please contact DSS.SBCH@ct.gov

