

This document is to serve as a guide for AAA contractors to collectively develop a standardized process for the administration and claiming of Medicaid funds, including a statewide time study for all ADRC staff performing contracted Medicaid duties.

Medicaid Administrative Claiming

Claiming Federal Financial Participation (FFP) for services which assist Medicaid recipients or potential Medicaid recipients in gaining access to needed Medicaid covered services may be done for allowable Medicaid costs incurred by local Aging and Disability Resource Centers (ADRCs). Claimed contracted activities must be necessary for the proper and efficient administration of the State of Florida Medicaid Plan.

In order to ascertain the portion of time and activities that are related to administering the Medicaid program, each ADRC must use a quantifiable measure of employee effort, or time study, approved by the Department of Elder Affairs (Department). The time study must capture 100% of time worked and incorporate a comprehensive list of activities performed by staff whose costs are to be claimed under Medicaid. The time study must reflect all of the time and activities performed by employees whose time may be spent on claimable activities and distinguish Medicaid activities from similar activities that are not Medicaid reimbursable.

Time Study Frequency

Effective no later than July 1, 2015, the ADRCs must complete daily time studies the first month of every quarter. Each time study will be due by close of business on the 10th of the month following the reporting month.

Time Study Procedures

- A. Each time study participant must document **all** activities performed during the time study period whether allowable or unallowable under Medicaid. Total paid time off (breaks, sick leave, and holidays/vacations) must also be tracked.
- B. Each ADRC will be responsible for classifying their activities and coding them appropriately (see Table 1 for the Medicaid reimbursable and non-reimbursable code categories). It is very important to assure that each employee applies the activity definitions consistently. Ongoing AAA training of staff should occur to assure that definitions and activities are uniformly understood.
- C. To complete the Individual Time Study Sheet, each employee must:
 1. Track time in quarter-hour increments (.25, .5, .75, 1, 1.25, etc.)
 2. For each activity, record the date, a brief description of the eligible activity, including client name or identifier, if applicable, enter it in the appropriate activity section, and record the duration (e.g. 1.25 hours, .5 hours).
 3. Paid time off (break time, paid holidays, vacation, and sick leave) must be tracked.
 4. Unpaid lunch time or any other non-paid time should not be coded or counted.

- D. Each ADRC must compile the results of all the Individual Time Study Sheets and develop an ADRC Time Study Summary for each time study period. The total time per category on the Individual Time Study Sheets must be entered into Individual Time Study Summaries before being compiled onto an ADRC Time Study Summary.
- E. The ADRC Time Study Summaries and Individual Time Study Sheets must be kept on file by the ADRCs for audit purposes.

Table 1: Time Study Codes and Activity Descriptions:

Staff should document time spent on each of the following activities (To be completed upon receipt and approval of F4A's proposal):

CODE	ACTIVITY DESCRIPTION
Non-Medicaid Activities	
	Information and Referral Activities
	Non-Medicaid Outreach
	Initial Screenings for non-Medicaid Programs
	Annual Rescreenings for non-Medicaid Program Priority Lists
	Significant Change Re-screenings for non-Medicaid Program Priority Lists
	Non-Medicaid Program Administration Activities
	Non-Medicaid Program Eligibility and Enrollment Activities
	Grievances and Complaints related to non-Medicaid Programs and Services
	Quality Assurance and Management Related to non-Medicaid Activities
	Additional non-Medicaid Related Activities <Add codes and activity descriptions proposed by F4A>
Medicaid Activities	
	Long-Term Care Program Education for SMMC LTC
	Initial Screenings for the SMMC LTC Priority List
	Annual Rescreenings for the SMMC LTC Priority List
	Significant Change Re-screenings for the SMMC LTC Priority List
	Medicaid Program Eligibility and Enrollment Activities
	Grievances and Complaints related to SMMC LTC
	Quality Assurance and Management related to SMMC LTC
	Additional SMMC LTC Related Activities <Add codes and activity descriptions proposed by F4A>
Other Activities	
	General Administrative Activities
	Additional ADRC Activities <Add codes and activity descriptions proposed by F4A>

*** Time Study codes and activity descriptions should be used uniformly by all ADRCs.**

The following activity codes represent a model set of administrative activity categories. The ADRC must use codes for categories that match those used in their approved Cost Allocation Methodology.

<To be proposed by F4A.>

All activities, Medicaid and non-Medicaid compensable, include related paperwork, clerical activities, data entry, and staff travel required to perform the activity.

NON-MEDICAID ACTIVITIES:

Information and Referrals: ADRC staff should use this code when performing all information, assistance, and referral functions, as described in the Department's Programs and Services Handbook, which help inform individuals about programs financed by local, state, and Non-Medicaid federal (e.g. OAA) resources, and assist eligible persons to gain access to these programs, including in-service training.

Non-Medicaid Outreach: ADRC staff should use this code when performing activities that inform individuals and/or the community about the availability of non-Medicaid programs, services, and resources, including benefits covered under these programs and how to obtain them. Non-Medicaid outreach may also include:

- Scheduling and conducting promotional activities or outreach campaigns for non-Medicaid programs;
- Developing and distributing outreach materials regarding the benefits and availability of non-Medicaid programs.

Initial Screenings for non-Medicaid Programs*: ADRC staff should use this code when performing initial screenings for non-Medicaid programs. Activity also includes non-Medicaid priority list(s) placement.

Annual Rescreenings for non-Medicaid Program Priority Lists*: ADRC staff should use this code when performing annual rescreenings for individuals on the priority list for non-Medicaid programs.

Significant Change Rescreenings for non-Medicaid Program Priority Lists*: ADRC staff should use this code when performing significant change rescreenings for individuals on the priority list for non-Medicaid programs.

Non-Medicaid Program Administration Activities: ADRC staff should use this code when performing non-Medicaid program administration activities as described in general revenue contracts held with the Department.

Non-Medicaid Program Eligibility and Enrollment Activities: ADRC staff should use this code when performing non-Medicaid program eligibility and enrollment activities as described in general revenue contracts held with the Department.

Grievances and Complaints Related to non-Medicaid Programs and Services: ADRC staff should use this code when resolving grievances and complaints regarding non-Medicaid programs and services.

* If an individual is determined to be potentially Medicaid eligible following a screening or rescreening, the ADRC should use the parallel Medicaid Activity Code.

Quality Assurance and Management Related to non-Medicaid Activities: ADRC staff should use this code when performing tasks related to the monitoring and management of non-Medicaid related activities and the staff performing these activities, including: staff trainings, monitoring, data analysis, completing reports, and other duties related to process improvements for non-Medicaid activities.

Additional non-Medicaid Related Activities: F4A may include as many Non-Medicaid activities/functions as determined appropriate for the efficient and accurate accounting of time in which tasks are performed by ADRC staff. Codes should be created by F4A which refer to additional Non-Medicaid activities/functions performed by ADRC staff participating in the time study that are beyond the scope of activities listed in Table 1. Additional activities may include personnel related responsibilities for non-Medicaid staff, including approving timesheets and developing staff schedules.

MEDICAID ACTIVITIES:

Long-Term Care Program Education: ADRC staff should use this code when performing activities that inform individuals and/or the community about the availability of SMMC LTC, including benefits covered under these programs and how to obtain them. SMMC LTC outreach may also include:

- Scheduling and conducting promotional activities or outreach campaigns for SMMC LTC.
- Developing and distributing outreach materials regarding the benefits and availability of SMMC LTC.

Initial Screenings for SMMC LTC: ADRC staff should use this code when performing initial screenings for SMMC LTC. Activity also includes SMMC LTC priority list placement.

Annual Rescreenings for the SMMC LTC Priority List: ADRC staff should use this code when performing annual rescreenings for individuals on the priority list for SMMC LTC.

Significant Change Rescreenings for the SMMC LTC Priority List: ADRC staff should use this code when performing significant change rescreenings for individuals on the priority list for SMMC LTC.

SMMC LTC Program Eligibility and Enrollment Activities: ADRC staff should use this code when performing SMMC LTC EMS activities as listed in the SMMC LTC EMS Procedures Manual, including recontact tasks, additional program information distribution, and medical and financial eligibility assistance.

Grievances and Complaints Related to SMMC LTC: ADRC staff should use this code when performing activities related to SMMC LTC enrollee complaints and grievances.

Quality Assurance and Management Activities Related to SMMC LTC: ADRC staff should use this code when performing tasks related to the monitoring and management of SMMC LTC related activities and the staff performing these activities, including: staff trainings, monitoring, data analysis, completing reports, and other duties related to process improvement for SMMC LTC activities.

Additional SMMC LTC Related Activities: F4A may include as many SMMC LTC activities/functions as determined appropriate for the efficient and accurate accounting of time in which tasks are performed by ADRC staff. Codes should be created by F4A which refer to additional SMMC LTC activities/functions performed by staff participating in the time study which are beyond the scope of activities listed in Table 1. Additional activities

may include personnel related responsibilities for Medicaid staff, including approving timesheets and developing staff schedules.

OTHER ACTIVITIES:

General Activities: functions performed by staff who do allocable Medicaid activities which support, but are not directly assignable to Non-Medicaid or Medicaid activities. Certain administrative functions, such as payroll, maintaining inventories, developing budgets, executive direction, etc., are not included in this category. Below is a partial list of typical examples of general activities.

1. Paid Leave: Breaks, Medical Leave, Annual Leave, Holidays, or other paid time not at work, but not including non-paid lunch period;
2. Establishing goals and objectives for planning purposes;
3. Reviewing agency and/or program procedures and rules;
4. Attending, providing, or facilitating staff meetings, training, or board meetings; and
5. Completion and tabulation of daily time study data during the time study periods (limited to 15 minutes per day).

Additional ADRC Activities: F4A may include as many activities/functions as deemed appropriate for the efficient and accurate accounting of time in which tasks are performed by ADRC staff. Additional codes should be created by F4A which refer to additional ADRC activities/functions performed by staff participating in the time study that are beyond the scope of activities listed in Table 1.

