

Distribution: School Based Services 04-03

Issued: May 21, 2004

Subject: Amendment of Random Moment Time Study Methodology (*SBS 03-04*)

Effective: June 1, 2004

Programs Affected: Medicaid

On May 14, 2004, the Centers for Medicare and Medicaid Services (CMS) approved the Michigan Department of Community Health's (MDCH) request to amend the Random Moment Time Study (RMTS) methodology for the summer quarter (July-September) only.

A lower precision rate of +/- 2% has been approved for the summer quarters allowing a significantly smaller sample size to be used for the statistically valid time study results. The other three quarters will remain at a precision level of +/-5%.

This changes the methodology previously approved by CMS and published in School Based Services Bulletin 03-04, dated October 15, 2003.

The following will provide clarification of the procedures for the Administrative Outreach Program's summer quarter, which will consist of two parts. The first part will occur during those weeks at the beginning of the quarter in which many staff are not working or performing their usual job functions. The second part of the quarter will begin when staff report for the start of the new school year. As a result, the claiming process for the summer quarter will need to be amended to accommodate these two separate and distinct parts.

RMTS Staff Pool List

A separate staff pool list will be used for each of the two parts of the summer quarter.

Part I: July 1 to the date the 9-month staff return to work

For the first part of the summer quarter, the staff pool list for the ISD will be the same RMTS staff pool list used for the preceding April-June quarter.

Part II: Date the 9-month staff return to work through September 30

ISDs will need to work with their LEAs to develop a list of RMTS eligible staff as of the date the 9-month staff returns to work for the new school year. A staff pool list update request will be sent to ISDs on June 1, 2004 and the updated lists will be due to PCG by June 30, 2004.

We recognize that schools will not have the fall staff lists finalized by June. However, due to the operational requirements of the time study process, an updated staff pool list for Part II needs to be developed at that time. It is recommended that LEAs include eligible staff who will be in their positions for the next school year, as well as staff who will have direct replacements if they leave the district (*their direct replacements will complete the time study if selected*). Due to the turnover experienced by schools from one school year to another and the impact on the time study process of having staff chosen who are no longer with the district, it is recommended that ISDs be conservative in developing the staff pool list for Part II of the summer quarter.

Random Moment Time Study**Part I: July 1 to the date the 9-month staff return to work**

There will be no time study during Part I of the summer quarter. The costs for the first part of the summer will be allocated based on an average of the results from the time studies actually performed during the previous four quarters.

Note: For the first part of the 2004 summer quarter, only the January-March 2004 and April-June 2004 time study results will be used, as there are not yet four quarters under the new methodology to average.

Part II: Date the 9-month staff return to work through September 30

There will be a RMTS conducted for Part II of the summer quarter. Persons on the staff pool list will be eligible for sampling as of the first date that staff return to work for the new school year through September 30.

Due to the shortened timeframe for the summer time study, CMS has approved a methodology change for the summer quarter only that will require fewer moments to be selected for the time study process. Approximately 800 moments will be selected for the summer RMTS as opposed to the 4,000 selected for the other three quarters.

Financial Data Reporting

For the financial data reporting, the summer quarter will be divided into two parts. LEAs will be required to submit two sets of financial data to support the two separate staff pool lists used for the two parts of the summer quarter. The two financial reports will be distributed together in one email at the close of the summer quarter.

Part I: July 1 – August 15

The financial data reporting for Part I of the summer quarter will be based on the actual costs incurred during this timeframe for staff on the April-June staff pool list that was used for the first half of the quarter.

Part II: August 16 – September 30

The financial data reporting for Part II of the summer quarter will be based on the actual costs incurred during this timeframe for the staff on the August-September staff pool list.

Manual Maintenance

Retain this bulletin for future reference. Please provide a copy of this bulletin to all ISD and LEA staff involved in the administration of the Administrative Outreach Program.

Questions

Any additional questions regarding this bulletin should be directed to Penny Dipple at Michigan Department of Community Health at (517) 335-5205 or Scott Barlow at Public Consulting Group at (312) 425-0550.

Approval

A handwritten signature in black ink that reads "Paul Reinhart". The signature is written in a cursive, flowing style.

Paul Reinhart, Director
Medical Services Administration