

**Bulletin:** MSA 05-26

**Distribution:** School Based Services

**Issued:** May 15, 2005

**Subject:** Elimination of Job Categories from List of Allowed Time Study Participants

**Effective:** July 1, 2005

**Programs Affected:** Medicaid

The purpose of this Bulletin is to amend policy contained in the School Based Services Administrative Outreach Program Chapter (Section 4.2) of the Michigan Medicaid Provider Manual.

Based on the statewide time study results for January-March 2004, April-June 2004, and July-September 2004 (see Attachment), it has been determined that the following job categories have not produced a reimbursable activity through the Random Moment Time Study (RMTS) process and have not benefited the resulting quarterly Administrative Outreach claims:

1. Bilingual Specialist/Translator
2. Interpreter
3. Nurse Practitioner

For the quarter beginning July 1, 2005, the names of individuals working in these job categories should no longer be placed on Intermediate School District (ISD) and Local Education Agency (LEA) staff pool lists for inclusion into the statewide list of staff pool participants. It is anticipated that the removal of these three job categories from the staff pool will enable individuals in other job categories to be chosen for moments that may result in reimbursable activities and, therefore, positively impact the claiming process.

ISDs and LEAs will be able to request exceptions through the Michigan Department of Community Health, Program Policy Division, for specific individuals in these job categories if they wish them to remain on their staff pool list.

### **Manual Maintenance**

Retain this bulletin until the information has been incorporated into the Michigan Medicaid Provider Manual.

## Questions

Any questions regarding this bulletin should be directed to Provider Inquiry, Michigan Department of Community Health, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mail at [ProviderSupport@michigan.gov](mailto:ProviderSupport@michigan.gov). When you submit an e-mail, be sure to include your name, affiliation, and phone number so you may be contacted if necessary. Providers may telephone toll-free 1-800-292-2550.

## Approved

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

Time Study Results by Job Category

Activity	Interpreter			Nurse Practitioner			Translator/Bilingual Personnel		
	Jan-Mar 04 Staff Count	Apr-Jun 04 Staff Count	July-Sept 04 Staff Count	Jan-Mar 04 Staff Count	Apr-Jun 04 Staff Count	July-Sept 04 Staff Count	Jan-Mar 04 Staff Count	Apr-Jun 04 Staff Count	July-Sept 04 Staff Count
	149	120	111	27	27	26	68	42	29
	%	%	%	%	%	%	%	%	%
Medicaid Outreach									
Non-Medicaid Outreach									
Facilitating Medicaid Eligibility Determination									
Facilitating Application for Non-Medicaid Programs									
Program Planning, Policy Development, and Interagency Coordination Related to Medicaid Services									
Program Planning, Policy Development, and Interagency Coordination Related to Non-Medical Services								12.50%	
Referral, Coordination, and Monitoring of Medicaid Services									
Referral, Coordination, and Monitoring of Medicaid Services SPMP									
Referral, Coordination, and Monitoring of Non-Medicaid Services									
Medicaid-Specific Training on Outreach, Eligibility, and Services									
Medicaid-Specific Training on Outreach, Eligibility and Services SPMP									
Non-Medicaid Training								12.50%	
Direct Medicaid Services	4.35%	3.57%		100.00%	100.00%				
Transportation and Translation Services for Medicaid Services									
Transportation and Translation Services for Non-Medicaid Services									
General Administration	17.39%	17.86%	100.00%				21.43%	12.50%	
School-Related and Educational Activities	78.26%	78.57%	78.57%				78.57%	62.50%	100.00%
Default									
Not Scheduled to Work and Not Paid	17.86%	3.45%	33.33%	28.57%			17.65%	11.11%	66.67%
INVALID									
Sum of Activity Codes 1-17D	23	28	2	5	1		14	8	1
Sum of All Activity Codes	28	29	3	7	1		17	9	3

Note: Activities in gray shading are reimbursable activities.