

Rhode Island School- Based Administrative Activities

Time Study Training

Presented to:

Rhode Island Local Education
Authorities

Presented by:

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Client Services Coordinator

Agenda

- Introduction to Administrative Claiming
- Program Overview
 - Objectives
 - Participants
 - Time Study Details
 - Activity Code Descriptions
- Questions

Program Objectives

- Complete a Time Study presentation for partial federal reimbursement of administrative costs associated with providing Medicaid-related school-based health services.
 - To identify the level of administrative costs incurred by school divisions.
 - To quantify the level of Medicaid administrative support activities performed by school-health personnel.

Participants Included in the Time Study

- Speech Therapist, Assistant or Aide
- Occupational Therapist, Assistant or Aide
- Physical Therapist, Assistant or Aide
- School RN, LPN, Nurse's Aide
- Audiologist, Hearing or Vision Impaired Specialist
- Psychiatrist, Physician, Psychologist Intern
- School Adjustment Counselor, Social Worker, Guidance Counselor, Case Manager or another Counselor

Time Study Details

- The time study is completed:
 - Four times per school year (Sept, Oct-Dec, Jan-Mar, April-June)
 - Five consecutive school days
 - Maximum of eight hours per day in 15-minute increments
 - Salaried and contracted personnel
 - Full time and part-time personnel
- Health related services are defined as any physical, emotional, behavioral or mental health issue which service providers may address with a student.

Activity Codes

Outreach

- Code 1A: Non-Medicaid Outreach
 - Explain to or hold discussions with parents, students or families about social, vocational or educational programs:
 - Daycare
 - Food stamps or WIC
 - Educational services such as learning centers or SOL/SAT preparation classes
 - Social services such as Boys or Girls Club
 - General health education programs such as anti-smoking, dental prevention, etc.
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.
- Code 1B: Medicaid Outreach
 - Inform parents, students or families about Medicaid and how to access services.
 - Explain to parents, students or families about:
 - ⑩ Rite Care and Rite Share and Rite Care Health Plans
 - ⑩ Medicaid managed care programs
 - ⑩ EPSDT services provided by Medicaid
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

Facilitating Eligibility

- Code 2A: Facilitate Non-Medicaid Eligibility
 - Refer parents, students or families to the appropriate agency to complete applications to any program related to social, educational, or vocational services:
 - Scholarships
 - Free and Reduced Lunch Program
 - TANF, food stamps, WIC, day care, legal aid
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.
- Code 2B: Facilitate Medicaid Eligibility
 - Assist parents, students or families in determining their eligibility for Medicaid programs
 - Verify Medicaid eligibility
 - Provide application assistance for Medicaid, Rite Care, Rite Share and Rite Care Health Plans
 - Gather financial paperwork, forms, & copying of data
 - Refer families to local Medicaid office
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

Educational Activities

- Code 3: School-Related and Educational Activities
 - Any activities that focus on social, educational, and/or vocational programs, such as:
 - Teach, report card activity, curriculum development
 - Prepare for and/or attend IEP meetings (including IFSP activities)
 - Supervision of students: hall duty, bus duty
 - Confer with parents, students or families about a student's educational status, discipline issues, academic issues or other school related issues.
 - Enroll or register new students
 - Perform clerical activities related to instructional or curriculum areas
 - Translating an academic test for a student
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

Direct Medical Services

- Code 4: Direct Medical Services
 - Provide care, treatment and/or counseling services, such as:
 - Provide clinical health/mental health services contained in an IEP
 - Medical counseling and medical crisis intervention
 - Record notes describing a health-related activity
 - Provide speech, occupational, physical and other therapies including health care and personal aide services
 - Conduct medical/health assessments/evaluations and diagnostic testing
 - Administer first aid, prescribed injections or medications
 - Perform routine or state mandated health screens
 - Activities that are services or components of services listed in the RI Medicaid State Plan
 - Providing Targeted Case Management
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

Transportation

- Code 5A: Transportation for Non-Medicaid Services
 - Assist parents, students or families to obtain transportation to social, vocational or educational programs such as:
 - Field trips
 - Athletic events
 - School dances
 - Arrange and coordinate transportation to non-Medicaid related services
 - Schedule or arrange transportation to a job site
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.
- Code 5B: Transportation for Medicaid Services
 - Assist parents, students or families to obtain transportation to Medicaid services, such as:
 - Doctors' appointments
 - Medical testing/assessments
 - Arrange and coordinate transportation to Medicaid related services
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

Translation

- Code 6A: Non-Medicaid Translation Services (oral or signing services)
 - Find, arrange, schedule, provide or coordinate translation services to parents, students or families about:
 - Regional schools
 - Discuss academic progress
 - Provide tutor services
 - Develop translation material to access/understand social, vocational or educational services
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities..
- Code 6B: Medicaid Translation Services (oral or signing services)
 - Provide or arrange translation services to parents, students or families about a prescribed medical plan of care or treatment
 - Find, arrange, schedule, or coordinate sign language interpreter services for health-related purpose
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

Planning, Coordination & Development

- Code 7A: Program Planning, Policy Development, and Interagency Coordination Related to Non-Medical Services
 - Develop referral sources for legal aid or day care services
 - Create lists of summer employers for providing work study programs for students
 - Develop a process by which parents, students or families can access social service programs
 - Evaluate the need for non- medical services to a specific population or geographic area
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.
- Code 7B: Program Planning, Policy Development, and Interagency Coordination Related to Medical Services
 - Develop programs related to target health issues such as Obesity, Anorexia, or Asthma
 - Work with other agencies/ providers to improve collaboration on health-related issues
 - Evaluate Medicaid service needs in specific population or geographic area
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

Training

- Code 8A: Non-Medicaid Training Events and Seminars

- Participate in or coordinate training events or seminars on vocational, social or educational issues such as:
 - computer classes
 - curriculum development
 - educational conferences
- Participate in or coordinate training events or seminars that enhance IDEA Child Find programs
- Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

- Code 8B: Medicaid Training Events and Seminars

- Trainings related to Medicaid or health-related issues such as:
 - Medicaid/Medical training or online training
 - Tutoring peers with code questions during Time Study week
 - Learning about the Rlte Care and Rlte Share and Rlte Care Health Plans
 - Training that improves the delivery of Medicaid Services
- Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

Referral, Coordination & Monitoring

- Code 9A: Make Referrals, Coordinate/and or Monitor the Delivery of Non-Medical Services
 - Refer, coordinate or monitor access to social, vocational or educational services and the delivery of state mandated health screens
 - Monitor and evaluate educational components of a student's IEP
 - Participate in a meeting/ discussion to review a student's academic, social or vocational status. Activities may include Case Management
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.
- Code 9B: Make Referrals, Coordinate and/or Monitor the Delivery of Medical Services
 - Gather information prior to health referral or review health record
 - Monitor or coordinate delivery of health-related services for student
 - Follow up to ensure child has received health related services
 - Participate in meetings to discuss health related services student is receiving
 - Monitor or evaluate the Medicaid
 - service components of the IEP
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

General Administration

- Code 10: General School-Related Activities
 - Lunch breaks, paid leave or time not at work (sick, vacation, personal time or snow days)
 - Faculty meetings
 - Review of school or district wide procedures and rules
 - General supervision of staff
 - Order supplies for the department
 - Perform administrative or clerical activities related to general operations or district functions
 - Update school or department web page
 - Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

Questions

- For questions or assistance
 - email For Your Health, at UMass Chan Medical School, at MedicaidInSchools@umassmed.edu
 - call For Your Health, at UMass Chan Medical School, at 844-247-1411

Thank-you.

Thank You