

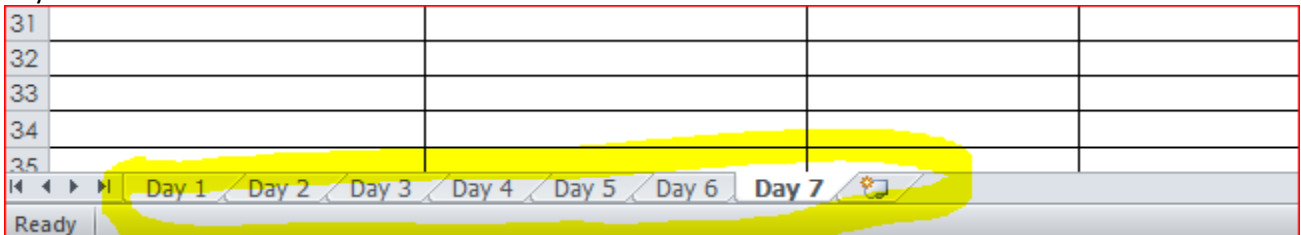
## Department of Human Services' Instructions for Time Studies

The following instructions should not be deviated from unless approved by DHS' Division of Long Term Services and Supports (LTSS) or Finance staff. The information collected on the time study will be used to determine any additional payments for extraordinary care. Extraordinary cares include cares that are above and beyond routine services and are not otherwise covered under the routine Medicaid case mix reimbursement methodology.

1. Complete the Recipient Name, Facility, Reason, Time Period (for example, 12/01/22-12/07/22), and Date of the first day of the time study.

<b>Recipient Name:</b>	
<b>Facility</b>	
<b>Reason</b>	
<b>Time Period:</b>	
<b>Date: mm/dd/yyyy</b>	

2. At the bottom of the excel sheet, there is a tab for seven different days. Use one tab for each day of the time study. Please ensure that each day of the time study is dated. The time study must cover seven consecutive days.



3. Fill in the time study with the Description of Behavior/Care Need, Action Taken, Time Spent, Number of Employees, and Job Title of Employees.

Description of Behavior/Care Need	Action Taken	Time Spent	Number of Employees	Job Title of Employees

4. Start and stop times must be included for each action taken using AM/PM or military time (see below). Start and stop times help support the number of minutes staff spend providing extraordinary cares.

	Description of Behavior/Care Need	Action Taken	time spent	number of employees	job title of employees
8					
9	Yelling at staff and refusing medications.	7:00AM-7:10AM-Education and reassurance given unsuccessfully. Came back later to try task again.	0.17	1	LPN
10	Yelling at staff and refusing medications.	7:20AM-7:30AM-Education and reassurance given unsuccessfully. Came back later to try task again	0.17	1	LPN
11	Yelling at staff and refusing medications.	7:45AM-7:55AM-Education and reassurance given. Resident was argumentative at first but then agreed to take medication.	0.17	1	LPN

12	Kicking staff during bath	8:00AM-8:30AM-Provided distraction and reassurance with bath.	0.5	1	C.N.A.
13	Hitting staff during toileting.	10:00AM-10:15AM-Provided distraction and reassurance with toileting.	0.25	1	C.N.A.

5. Time Spent must be entered as a number with a decimal. For example, 8:00AM – 8:15AM would be entered as 0.25. Use the Time Converter located near cell J10 to convert hours and minutes to a decimal.

Time Converter		
Beginning Time	0:00	0.00
Ending Time	0:00	0.00
		0.00

6. Please observe the following time study rules to avoid having the time study returned for corrections:
- Do not include routine cares on the time study.
  - Provide detailed information in the “Description of Behavior/Care Need” and “Action Taken” columns to help support why it is considered extraordinary care.
  - If staff with different job titles are completing the same action at the same time to address a behavior or care need, they must be entered on separate lines. Their wages will be calculated separately.
  - Documenting blocks of time on a time study is not permissible unless it involves a ratio of 1 staff member to 1 resident. 1:1 care is defined as one staff member spending dedicated, uninterrupted time exclusively with that resident and performing no other duties or cares for anyone else during that block of time.
  - Include only facility employed staff on the time study.
  - Time study must be submitted in Excel format via secure email.
  - Time studies must be submitted within 10 days of the initial Add-Pay request in order for the Finance office to calculate a rate of reimbursement.
  - Time studies are required quarterly, or as requested. Plan accordingly so time studies are completed and included with the renewal packet.