

Time Study Training & Implementation Plan

Background:

The PA BEISFS has contracted with Public Consulting Group (PCG) to perform a cost study of the Early Intervention (EI) Program. The goal of this comprehensive cost study is to gain a complete picture of the administrative costs, salaries and time spent to conduct early intervention, evaluations, and service coordination to make rate recommendations to BEISFS.

Completion of a Time Study Tool from ALL EI providers, evaluators, and services coordinators (employees and contractors) is a critical part of the cost modelling methodology, as it captures both the direct time spent with children and their families, as well as other indirect time that goes into supporting direct service delivery (including travel time, preparation time, data entry, report writing, etc). The time study data collection is your provider's opportunity to demonstrate all the time that goes into providing high quality and effective EI services to infants and toddlers with developmental delays and disabilities and their families.

The time study period will run from **Monday, February 5, 2024, to Friday, March 15, 2024.**

All EI employees and contractors should enter their time using the Time Study Tool for a minimum of ten consecutive (10) working days during this time study period. There will be a tool for providers of Service Coordination and a tool for all other Early Intervention services.

Assigning a Point of Contact:

Because the total number of EI employees and contractors in PA is approaching 5,000 individuals, PCG is requesting provider entities self-designate a 'point of contact' for the Time Study tool. The roles for this point of contact are:

- Ensure that all employees and contractors receive training on the time study tool (see below)
- Distribute the time study tool (via email, network/shared drive)
- Bring questions to PCG office hours and submit any questions to PCG.
- Inform employees and contractors regarding where they should save completed time studies.
- Perform basic quality assurance of time studies prior to submission.
- Upload the completed time studies to the PCG secure website.

Larger provider agencies are welcome to designate more than one point of contact.

Time Study Tool Training Approach

Below is the planned training approach for informing ALL early intervention and evaluation providers and service coordinators – both employees and contractors – regarding how to complete the Time Study Tool.

Step 1: Points of Contact Attend a Scheduled Live Webinar

The PCG Team will deliver a series of live webinars on the Time Study Tool. Points of Contact should plan to attend one of the following webinars:

Live Time Study Tool Training Webinars (Links are embedded):

- [EI & Evaluation Providers: January 17, 2024, 10:00 AM – 11:30 AM](#)
- [EI & Evaluation Providers: January 18, 2024, 3:00 PM – 4:30 PM](#)
- [EI & Evaluation Providers: January 22, 2024, 11:00 AM – 12:30 PM](#)
- [EI & Evaluation Providers: January 24, 2024, 4:00 PM – 5:30 PM](#)
- [Service Coordination Providers*: January 25, 2024, from 11:30 AM – 1:00 PM](#)
- [Service Coordination Providers*: January 30, 2024, from 9:30 AM – 11:00 AM](#)

*Both county and contracted service coordination providers.

Step 2: Review Materials on the PA Rate Study Website

The PCG Team has created a website <https://paeiratestudy.weebly.com/> specifically for the rate study project.

The point of contact should review the posted materials on this site, which will include:

- Recorded training webinar;
- Training PowerPoint slide deck;
- Time Study tool;
- Frequently Asked Questions (FAQs) – that will be updated periodically, and
- Links to the scheduled Live Office Hours sessions (via Teams video conferencing).

Step 3: Coordinate Training of all Employees and Contractors

Please ensure that ALL employees and contractors receive the training regarding completing the time study tool prior to Monday, February 5, 2024, by either:

- Gathering employees / contractors together to view the recorded training together.
- Having employees / contractors view the recorded training individually.
- A combination of some employees / contractors viewing the training together and some individually.

Step 4: Bring Time Study Tool Questions to a Live PCG ‘Office Hours’ Sessions

Please ask employees and contractors to submit their questions to you as the designated point of contact and attend one of the scheduled Live Office Hours Sessions.

PCG team members will be available to answer any questions regarding Time Study tool completion at the following ‘office hours’ (Links are embedded):

- [Tuesday, February 6, 2024, 10:00 AM-11:00 AM](#)
- [Tuesday February 13, 2024, 9:30 AM – 10:30 AM](#)
- [Wednesday February 21, 2024, 2:30 PM – 3:30 PM](#)
- [Tuesday February 27, 2024, 11:00 AM – 12:00 PM](#)
- [Wednesday, February 6, 2024, 3:00 PM – 4:00 PM](#)
- [Wednesday March 13, 2024, 5:00 PM – 6:00 PM](#)

Step 5: Email Any Time Study Tool Questions to the PCG Team

Please email any questions you or your team have to the PCG team PABEISFSRateStudy@pcgus.com at any time and we’ll get you an answer ASAP.