

Early Intervention Rate Study-Time Study Tool Training

Training Dates:

January 17, 18, 22, 25, and 30, 2024



Agenda

- Project Goals & Timeline
- Time Study Overview
- Time Study Tool Instructions & Demonstration
- Provider 'Points of Contact' Instructions
- Reminders, Next Steps, & Wrap-Up
- Q&A

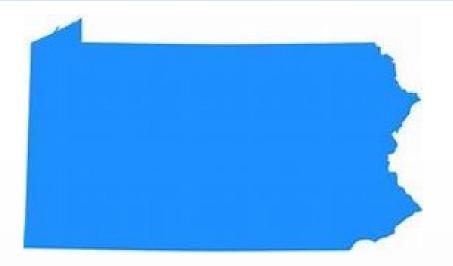




Project Goals and Timeline

Project Goals

The goal of the PA Early Intervention program is for the rate study to "perform analysis on the current statewide early intervention (EI) fees... to include interviews with staff and providers, collection of data, and conducting time/motion studies under different testing environments to suggest statewide rates for adequate compensation and well as uniformity in approach and methodology for these services".





Project Workplan and Timeline

CALLING ALL EARLY INTERVENTION PRACTITIONERS!

In partnership with Public Consulting Group (PCG), BEISFS is facilitating a Rate Study to better understand the cost of providing EI services.

Your participation in this study is necessary to help inform the Pennsylvania Early Intervention System on the true cost of providing these critical services to Pennsylvania's children and families. Through this work, PCG will provide rate recommendations to BEISFS which are based on your input.

Jul 2023 - Jun 2024

Advisory Committee

PCG will be working with an advisory committe throughout the rate study process that will provide input on the methodology and tools.



Focus Groups

PCG will facilitate focus groups with a varity of EI providers and with county/ county joinder administrators from across the state.

Oct 2023 - Nov 2023

Nov - Dec 2023

Cost & Time Study Training

PCG will facilitate multiple virtual training sessions on the use of the Cost Report, Personnel Roster, and Time Study tools.



Cost Study

Provider agencies will complete a Cost Report and Personnel Roster using the tools provided by PCG. Distribute Cost Report and Personnel Roster to providers on 11/15/2023 (est)

Nov 2023 - Jan 2024

Jan 2024-Mar 2024

Time Study

Early intervention practitioners (staff and subcontractors) will complete a Time Study over 10 working days between 2/5/2024 – 3/15/2024 (est).



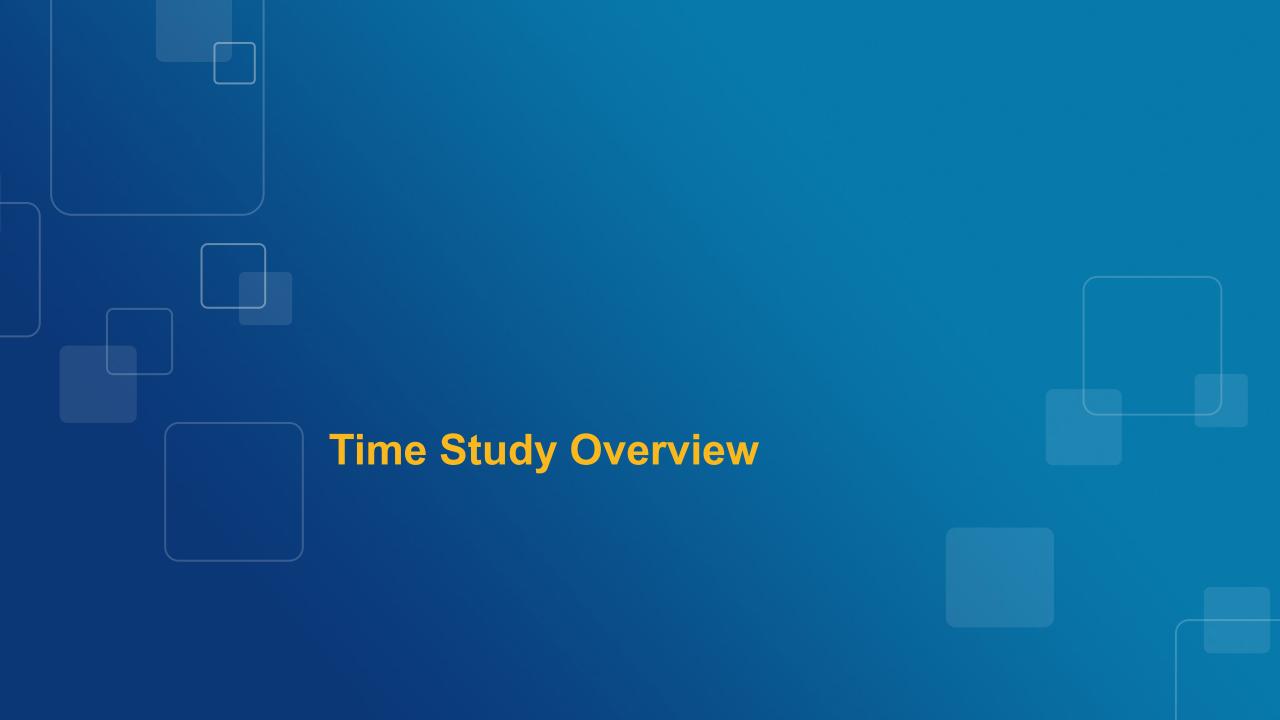
Data Analysis, Findings and Recommendations

PCG will analyze data submitted by providers. PCG may contact participants for clarification regarding submitted data.

Mar 2024 - Jun 2024

Disclaimer: PA BEISFS may use all, some, or none of the recommendations provided by PCG.





Time Study Overview

What is a time study?

- ❖ A recording of all time spent on early intervention services direct and indirect
- It is used in combination with cost and salary data to develop rates

Why do a time study?

- ❖ Allows the PCG team to quantify the portion of staff time allocated to El-related services
- Results are used to identify the time and effort associated with service delivery
- ❖ Accurate time and effort allocation supports development of rates that account for the total time associated with providing EI services.

The time study is not an evaluation of PA provider effectiveness or compliance. This is your opportunity to demonstrate all the time that goes into providing high quality EI services!



When Does the Time Study Take Place?

The time study will take place from Monday, February 5, 2024, to Friday, March 15, 2024.

- ❖ Staff should enter their time for a minimum of 10 working days during the time study period noted above.
- Please skip the days you are not working, including vacation and leave.



How Do I Complete the Time Study?

- Enter your time for each activity in the Excel-based Time Study tool.
 - Time for <u>each day</u> should be entered on a <u>separate tab</u> in the tool.
- Time Study tools may be printed and distributed for handwritten entry.
 - Data must be entered into the Excel-based tool for submission.
 - All time study tool submissions should be in Excel format.
- You can copy/paste in the tool, if the response is valid for that cell.



Training Resources and Supports

- **Live Training Webinars**: Click any date from the list below for a link to the meeting:
 - El Providers and Evaluators: January 17, 2024, from 10:00 AM 11:30 AM EST
 - El Providers and Evaluators: January 18, 2024, from 3:00 PM 4:30 PM EST
 - El Providers and Evaluators: January 22, 2024, from 11:00 AM 12:30 PM EST
 - Service Coordination Providers: January 25, 2024, from 11:30 AM 1:00 PM EST
 - Service Coordination Providers: January 30, 2024, from 9:30 AM 11:00 AM EST
- Live Office Hours: You are invited to Office Hours sessions. PCG team members will be available to answer any questions related to Time Study tool completion. Click any date from the list below for a link to the meeting:
 - Tuesday, February 6, 2024, from 10:00 AM 11:00 AM EST
 - Tuesday, February 13, 2024, from 9:30 AM 10:30 AM EST
 - Wednesday, February 21, 2024, from 2:30 PM 3:30 PM EST
 - Tuesday, February 27, 2024, from 11:00 AM 12:00 PM EST
 - Wednesday, March 6, 2024, from 3:00 PM 4:00 PM EST
 - Wednesday, March 13, 2024, from 5:00 PM 6:00 PM EST
- ❖ PA BEISF Rate Study Website: https://paeiratestudy.weebly.com/
 - The website includes: the training recording, the tool, an FAQ document, and links to office hours sessions.



Time Study Instructions and Demonstration

Cover Page – Provider & Participant Information

PA BEISFS Early Intervention (EI) Time Study Tool

Cover Page

This data collection is expected to take place over roughly a two week period. Individual schedules may vary.

You should record ALL time worked on El Services and El-related tasks during 10 scheduled workdays as well as any extra "off-hours" time you spend completing work that supports El services.

Please reference the instructions recorded webinar, and EAOs, E-mail questions to PAREISESRATESTUDY@pcgus.com

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Time Study	y Period Fe	ebruary 5- March 15, 2024							
10 Days included in this subn	mission: Please place an	"x" in the boxes for the date:	s you recorded at least one activity						
Dates: "X" each box next to any date with at least one recorded activity.	2/5/2024 2/12/2024 2/19/2024 3/4/2024 3/11/2024	7uesday 2/6/2024 2/13/2024 2/20/2024 2/27/2024 3/5/2024 3/12/2024	Wednesday 2/7/2024 2/14/2024 2/21/2024 2/28/2024 3/6/2024 3/13/2024	Thursday 2/1/2024 2/8/2024 2/15/2024 2/15/2024 2/29/2024 3/7/2024 3/14/2024	Friday 2/2/2024 2/9/2024 2/16/2024 2/23/2024 3/1/2024 3/8/2024 3/15/2024	Saturday Sunday 2/3/2024 2/4/2024 2/10/2024 2/11/2024 2/17/2024 2/18/2024 2/24/2024 2/25/2024 3/2/2024 3/3/2024 3/9/2024 3/10/2024			
Provider and Program									
BEISFS Provider Agency Name (I BEISFS Program Name BEISFS Program Co BEISFS Program Co	(if different) ntact Name					BEISFS Provider & Program Name— specify			
			Part	icipant Information		both, if different, and			
Staff Type (I Program Leadership or Supervisor (I Program Trainer or Quality Assurance (I	Drop-Down) Drop-Down)					Contact staff & email			
Practitioner Serving Multiple Agencies (I BEISFS Provider Main Office County (I Service Coordination (I Primary El Role / Profession (I	Drop-Down) Drop-Down) Drop-Down)					Participant Info			
V	Drop-Down) Actual Title Work Phone Work Email					Participants enter their name, title, roles, and contact info			



Cover Page - Counties, Participant Information, & Attestation

Credentials: Please indicate which counties you work in for this agency by placing an "x" in the box(es): Allegheny Cameron-Elk Dauphin Philadelphia Lawrence Enter the number of years Armstrong-Indiana Carbon-Monroe-Pike Delaware Lebanon Pike Erie X Lehiah Potter Beaver Centre **Counties:** professional & El Luzerne-Wyoming Bedford-Somerset Centre Favette Schuvkill Chester Lycoming-Clinton Tioga Berks orest-Warren experience, highest Enter X beside the Blair Clarion Franklin-Fulton X McKean Venango Bradford/Sullivan Clearfield-Jefferson Greene Mercer Washington education attained, & counties where you Bucks Colombia-Motour-Synder-Union Huntingdon-Mifflin-Juniata Montgomery Wayne typically work. certification/licensure. Butler Crawford _ackawanna-Susquehanna Northampton Westmoreland Cumberland-Perry York-Adams Cambria Northumberland Lancaster Participant Credentials # of Years Professional Experience # of Years El Experience Highest Education Attained (Drop-down) Certification/Licensure 1 Certification/Licensure 2 Certification/Licensure 3 Employment Type and Schedule In a typical week, how many hours do you work for this agency? hours/week **Employment type and schedule** What is your relationship with this agency? Please place an "x" in the box that applies. Type your name on Salaried Full-Time Employee Salaried Part-Time Employee the line, serving as Hourly or Per Diem Employee Contractor or Subcontractor Specify Other (please specify:) an e-signature: Please sign/type the cover page of the time study packet to verify accuracy of the information presented before submitting. Participant Electronic Signature (Type Name) Date Signed Supervisor Electronic Signature (Type Name) Date Signed



Daily Activity Tabs – General

- Each gray box will auto-populate with what you've entered in the cover page.
- Please enter your time on the date tabs that correspond to your working days. There is one tab
 for each day of the data collection timeframe. The date will be pre-populated on each tab,
 matching that tab's date.
- The total daily hours will calculate and populate in the green box, as time and activities are entered.

Commonwealth of Pennsylvania (PA), PA Department of Human Services, Bureau of Early Intervention Services and Family Support (BEISFS) PA BEISFS Early Intervention (EI) Time Study Tool - Study Period: February 5- March 15, 2024 Participant Name **Agency Name** Primary El Role **BEISFS Program Name (if different)** Date of Activity 2/5/2024 Total Daily Hours Recorded 1:15 **Date of Activity Total Daily Hours Recorded** Date will be pre-This data will calculate as time populated to match entries are entered below. Total each tab's date. will populate in the box.



Daily Activity Tabs – General

- There is a section to tell us what time the El activity started and ended, as well as if it was a 'Direct Service'
 activity or 'Indirect/Other Admin' activity.
- Use the drop-downs or type the appropriate response in each cell.
- You only need to enter time for hours of the day you are working. Working time means time you are being compensated for, e.g.,
 - ❖ If you only work 1:00 6:00 pm you only enter that time.
 - ❖ If you flex your day to serve families outside of typical work hours (e.g., not working 1:00 3:00 pm) then you do not need to enter time 1:00 3:00
 - ❖ Do not enter time associated with serving non-PA BEISFS program clients

START TIME				END TIME				ACTIVITY DETAIL		
Start hour	Start minute	AM/PM	Time	End hour	End minute	AM/PM	Time	Duration	Type of Activity - Direct or Indirect Service (Drop-Down)	
			:0				:0			
			:0				:0			
1	00	PM	1:00 PM	2	00	PM	2:00 PM	1:00	Direct Service	
2	00	PM	2:00 PM	2	30	PM	2:30 PM	0:30	Indirect/Other Admin Activity	
			:0				:0			
			:0				:0			
			:0				:0			
		·	:0		·		:0		_	
			:0				:0			
			:0				:0			



Daily Activity Tabs – Direct Early Intervention Activities

DIRECT EARLY INTERVENTION ACTIVITIES								
Service (Drop-Down)	Location (Drop-Down)	County Where Service Was Provided (Drop-Down)	Service Type (Drop-Down)	Joint or Co- Visit? (Drop-Down)	Multiple Sibling Service (Drop-Down)			
Occupational Therapy	Home/Community	4	IFSP Service		Yes			
Occupational Therapy	Home/Community	Westmoreland	IFSP Service	Yes				
		T	T	T				
Service								
Audiology	Location		Service Type	Joint or	Multiple Sibling			
Nursing/Health Services				Co-Visit	Service			
Nursing Nutrition	Home/Community		Evaluation					
Occupational Therapy	Office/Center		IECD Contino	Y	'es			
Physical Therapy	Onice/Ceriter		IFSP Service					
Psychological Services	Tele-Intervention		IFSP Teaming		No			
Service Coordination			ii or rounning	'	NO .			
Special Instruction								
Special Instruction – Behavior		County Where	Service	Joint/Co-Vis	it 9			
Special Instruction – Hearing								
Special Instruction – Nutrition		Provide		Multi Sibling S				
Special Instruction – Vision		Drop down list		Yes/No drop d				
Speech-Language Pathology		Countie	s Ma	y skip either colur	nn for "No"			
Social Work								



Daily Activity Tabs – Indirect or Other Activities

INDIRECT / OTHER ACTIVITIES (Administrative Activities)

Other Activities (Drop-Down)

Data Entry

Cancellation - Client/Family

Cancellation - Staff

Case Management (non-service coordination)

Child Find

Communications with Non-IFSP-Team-Members

Coordinating Interpretation

E-mail/Telephone - Client/Family

E-mail/Telephone - Staff

Evaluation Clinics

IFSP Development/Revision

IFSP Team Collaboration

INDIRECT / OTHER ACTIVITIES (Administrative Activities)

Other Activities

(Drop-Down)

Intake Meeting

Invoicing/Billing/Payroll

Lunch/Break

No Show/Missed Session - Client/Family

No Show/Missed Session - Staff

Other Admin. Activity

Paid Leave/Staff Time Off (Sick, PTO)

Prep. Time

Providing Interpretation

Providing Supervision

Receiving Supervision

Schedule/Reschedule session

INDIRECT / OTHER ACTIVITIES (Administrative Activities)

Other Activities

(Drop-Down)

Schedule/Reschedule session

Session Note Completion

Staff Meeting

Supervisory Related Activities

Text-Client/Family

Text-Staff

Technology Issues

Time Study

Training/Professional Development

Travel Other

Travel to/from Sessions

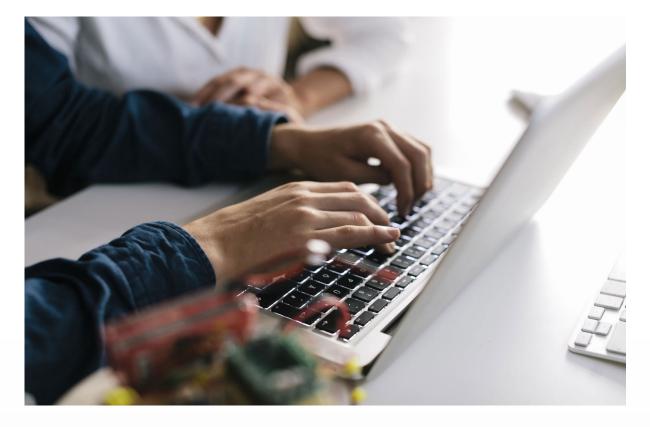
Unpaid Leave (Personal Appointments)

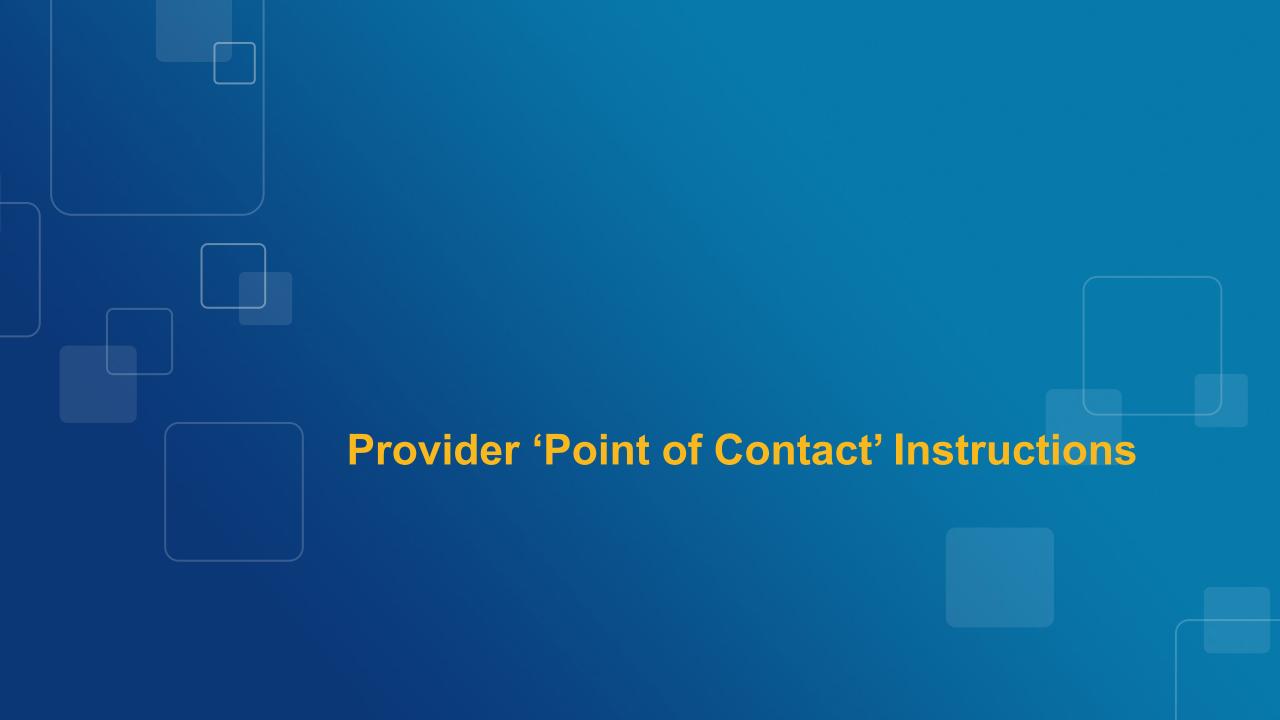


Time Study Tool Demonstration

Now we're going to briefly switch over to the Excel tool to demonstrate its

functionality.





Assigning a Point of Contact

- Provider entities should self-designate a Time Study tool 'Point of Contact' (POC).
- Role of Time Study Tool POC:
 - Ensure that all employees and contractors receive training on the time study tool.
 - Ensure that employees know where and how to access the time study tool.
 - Bring questions to PCG office hours and/or submit any questions to PCG via email.
 - Inform employees and contractors on how to save their time study tools.
 - 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 POC.



Provider Points of Contact – Tool Distribution & Quality Assurance

Distribution:

- ❖ PCG will post the Excel Time Study Tool to the project website.
- ❖ POC will ensure that employees know where and how to access the time study tool.

Quality Assurance:

- ❖ El providers, evaluators and service coordinators will review their own Time Study Tool for completeness prior to submitting to their POC.
- ❖ POC will review all Time Study Tools for completeness prior to submitting.



Points of Contact – Time Study Tool Submission

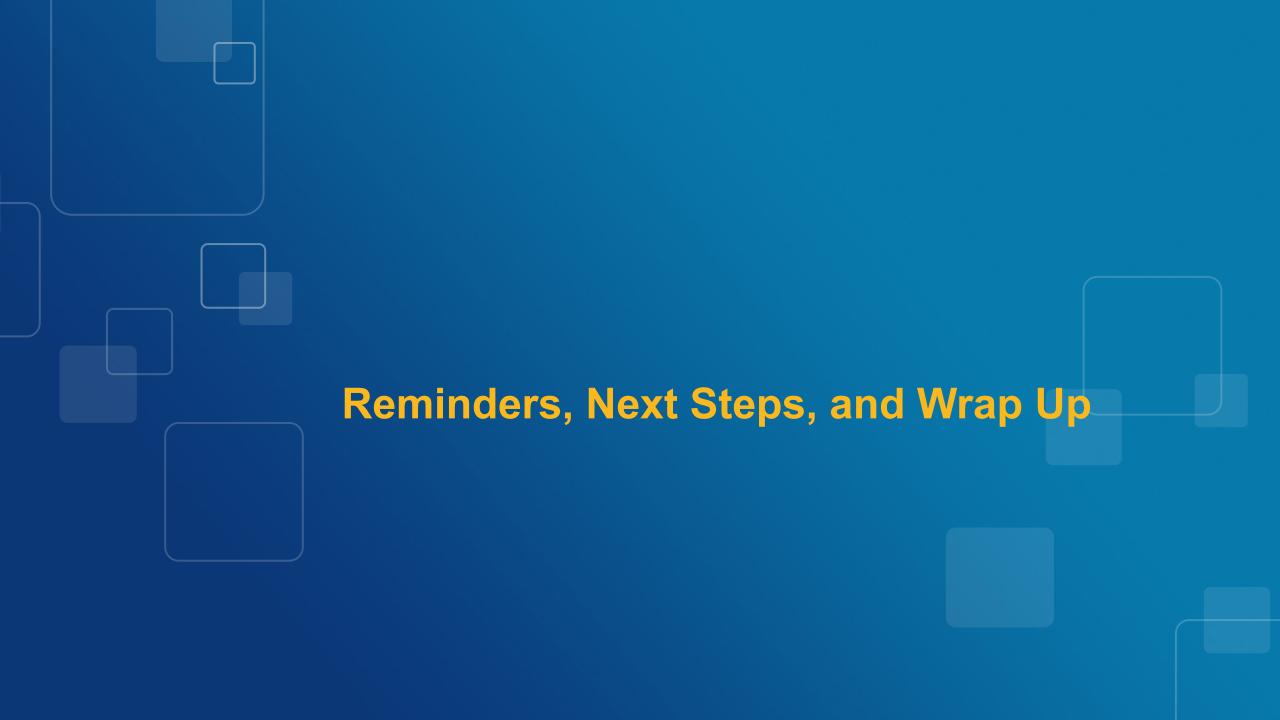
Submission:

- ❖ POC will submit all Time Study Tools for their program through the secure website https://paeiratestudy.weebly.com/.
- ❖ Please email <u>PABEISFSRATESTUDY@pcgus.com</u> to report how many tools have been submitted.

PCG QA & Follow-up:

- ❖ PCG will host Office Hours and monitor the email address for prompt response to questions.
- * PCG will reach out to POC with questions during the QA process, if necessary.





Reminders & Next Steps

- Live Office Hours: PCG team members will be available to answer any questions related to the time study.
- Point of Contacts should submit email questions to <u>PABEISFSRATESTUDY@pcgus.com</u> for further clarification.
- All collected time studies must be uploaded to https://paeiratestudy.weebly.com/ no later than March 26, 2024.





Questions







Solutions that Matter