Agenda

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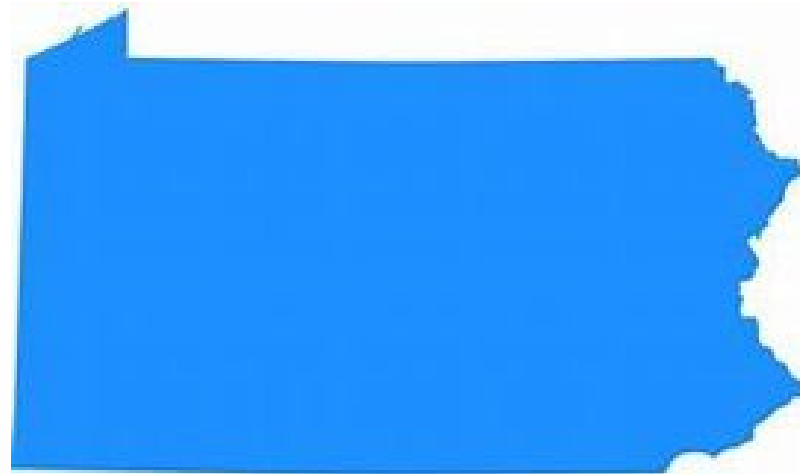- Reminders, Next Steps, & Wrap-Up
- Q&A

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

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"*.

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

Project Workplan and Timeline

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

Time Study Overview

Time Study Overview – For Service Coordination

What is a time study?

❖ A recording of all time spent on service coordination (both billable and not billable activities)

❖ 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 EI-related services

❖ Results are used to identify the time and effort associated with service coordination activities

❖ Accurate time and effort allocation supports development of rates that account for the total time associated with providing service coordination.

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 <u>10 working days</u> during the time study period noted above.

❖ Please skip the days you are not working, including vacation and leave.

Questions? Please e-mail us at <u>PABEISFSRATESTUDY@pcgus.com</u>

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: February 5

- 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

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
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 EI Services and EI-related tasks during 10 scheduled workdays as well as any extra "off-hours" time you spend completing work that supports EI services.
Please reference the instructions, recorded webinar, and FAQs. E-mail questions to PABEISFSRATESTUDY@pcgus.com.

Time Study Period
10 Days included in this submission: | February 5- March 15, 2024
Please place an "x" in the boxes for the dates you recorded at least one activity

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				2/1/2024	2/2/2024	2/3/2024	2/4/2024
	2/5/2024	2/6/2024	2/7/2024	2/8/2024	2/9/2024	2/10/2024	2/11/2024
	2/12/2024	2/13/2024	2/14/2024	2/15/2024	2/16/2024	2/17/2024	2/18/2024
	2/19/2024	2/20/2024	2/21/2024	2/22/2024	2/23/2024	2/24/2024	2/25/2024
	2/26/2024	X 2/27/2024	2/28/2024	2/29/2024	3/1/2024	3/2/2024	3/3/2024
	3/4/2024	3/5/2024	3/6/2024	3/7/2024	3/8/2024	3/9/2024	3/10/2024
	3/11/2024	3/12/2024	3/13/2024	3/14/2024	3/15/2024		

Dates:
"X" each box next to any date with at least one recorded activity.

Provider and Program

BEISFS Provider Agency Name (Drop-Down)
BEISFS Program Name (if different)
BEISFS Program Contact Name
BEISFS Program Contact Email

BEISFS Provider & Program Name– specify both, if different, and Contact staff & email

Participant Information

Participant Name
Staff Type (Drop-Down)
Program Leadership or Supervisor (Drop-Down)
Program Trainer or Quality Assurance (Drop-Down)
Practitioner Serving Multiple Agencies (Drop-Down)
BEISFS Provider Main Office County (Drop-Down)
Service Coordination (Drop-Down)
Primary EI Role / Profession (Drop-Down)
Secondary EI Role / Profession (Drop-Down)
Actual Title
Work Phone
Work Email

Participant Info
Participants enter their name, title, roles, and contact info

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

Cover Page – Counties, Participant Information, & Attestation

Credentials:
Enter the number of years professional & EI experience, highest education attained, & certification/licensure.

Counties:
Enter X beside the counties where you typically work.

Armstrong-Indiana	Carbon-Monroe-Pike	Erie	Lehigh	Potter
Beaver	Centre	Fayette	Luzerne-Wyoming	Schuykill
Bedford-Somerset	Chester	Forest-Warren	Lycoming-Clinton	Tioga
Berks	Clarion	Franklin-Fulton	McKean	Venango
Blair	Clearfield-Jefferson	Greene	Mercer	Washington
Bradford/Sullivan	Colombia-Motour-Synder-Union	Huntingdon-Mifflin-Juniata	Montgomery	X Wayne
Bucks	Crawford	Lackawanna-Susquehanna	Northampton	Westmoreland
Butler	Cumberland-Perry	Lancaster	X Northumberland	York-Adams
Cambria	Dauphin	Lawrence	Philadelphia	

Participant Credentials

# of Years Professional Experience	
# of Years EI Experience	
Highest Education Attained (Drop-down)	
Certification/Licensure 1	
Certification/Licensure 2	
Certification/Licensure 3	

Employment Type and Schedule

<u>In a typical **week**</u>, how many <u>hours</u> 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.*

- [ ] Salaried Full-Time Employee
- [ ] Salaried Part-Time Employee
- [ ] Hourly or Per Diem Employee
- [ ] Contractor or Subcontractor
- [ ] Other (please specify:)

Specify: _____

Type your name on the line, serving as an e-signature:

Attestation

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 _____

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

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.

PA BEISFS Early Intervention (EI) Time Study Tool - Study Period: February 5- March 15, 2024

Agency Name	
BEISFS Program Name (if different)	

Participant Name	
Primary EI Role	
Date of Activity	2/1/2024
Total Daily Hours Recorded	0:00

Daily Activity Tabs – General

- There is a section to tell us what time the service coordination started and ended, as well as if it was a 'Billable' activity or 'Not Billable' 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 - Billable not Billable (Drop-Down)
1	00	PM	1:00 PM	2	00	PM	2:00 PM	1:00	Billable
2	00	PM	2:00 PM	2	30	PM	2:30 PM	0:30	Non-Billable
			:0					:0	
			:0					:0	

Billable and Not Billable Service Coordination Activities

PELICAN EI Infant Toddler:
Service Notes

Office of Child Development and Early Learning
Bureau of Early Intervention Services

January 14, 2023

Billable Service Note Activities

Service Type	Category
Direct, Indirect or Tele-Intervention	ER/Plan Development
Direct or Tele-Intervention	Initial Family Interview
Direct or Tele-Intervention	Home Visit
Direct or Indirect	Phone Contact
Direct or Indirect	Referral & Related Activities
Direct, Indirect or Tele-Intervention	Monitoring
Direct, Indirect or Tele-Intervention	Transition
Direct, Indirect or Tele-Intervention	Direct Service Delivery
Direct or Indirect	Travel
Direct, Indirect or Tele-Intervention	Tracking

Non-Billable Service Note Activities

Service Type	Category
Direct, Indirect. Tele-Intervention or Unavailable	Clerical Function
Direct, Indirect or Unavailable	Direct Service Delivery
Direct, Indirect. Tele-Intervention or Unavailable	Tracking (County Follow-Up)
Unavailable	ER/Plan Development
Indirect or Unavailable	Initial Family Interview
Indirect or Unavailable	Home Visit
Tele-Intervention or Unavailable	Phone Contact
Tele-Intervention or Unavailable	Referral & Related Activities
Unavailable	Monitoring
Unavailable	Transition
Tele-Intervention or Unavailable	Travel
Unavailable	Tracking

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Billable Service Coordination Activities

Billable Service Coordination Activities			
Service Type	**Category**	**Location** (Drop-Down)	**County Where Service Was Provided** (Drop-Down)
Service Type Direct Indirect Tele-Intervention	Category ER/Plan Development Initial Family Interview Home Visit Phone Contact Referral & Related Activities Monitoring Transition Direct Service Delivery Travel Tracking	PA Location Home/Community Office/Center	

County Where Service Provided:
Drop down list of 67 PA Counties

Daily Activity Tabs – Not-Billable Service Coordination Activities & Comments

Not-Billable Activities	
Service Type	**Catgeory**

Not Billable Service Type
Direct
Indirect
Tele-Intervention
Unavailable

Non-Billable/Other Activities
Clerical Function
Direct Service Delivery
Tracking (County Follow Up)
ER/Plan Development
Initial Family Interview
Home Visit
Phone Contact
Referral & Related Activities
Monitoring
Transition
Travel
Tracking
Lunch/Break
Paid Leave/Staff Time Off (Sick, PTO)
Staff Meeting
Supervisory Related Activities
Technology Issues
Time Study
Training/Professional Development
Unpaid Leave (Personal Appointments)

COMMENTS/NOTES

Drop Downs for each column

Time Study Tool Demonstration

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

Provider 'Point of Contact' Instructions

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 and contractors know where and how to access the time study tool.

Quality Assurance:

❖ 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.

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

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 **PABEISFSRATESTUDY@pcgus.com** 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, and Wrap Up

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 PABEISFSRATESTUDY@pcgus.com for further clarification.

- All collected time studies must be uploaded to https://paeiratestudy.weebly.com/ no later than March 26, 2024.

Questions

Questions? Please e-mail us at PABEISFSRATESTUDY@pcgus.com

Solutions that Matter