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February 8, 2019

### **Time Study Update**

Hello New Mexico HCBS Providers,

As you know New Mexico Department of Health, Developmental Disabilities Supports Division (DDSD), has contracted with Public Consulting Group, Inc. (PCG) to perform a study to recommend reimbursement rates for individuals with intellectual and developmental disabilities receiving services through the Developmental Disabilities (DD), Mi Via (MV), and Medically Fragile (MF) waiver programs.

This communication provides information on the ***time study approach, training, and timeline.***

### **Time Study Details**

Based on information gathered during last week's focus group sessions, the time study tools and approach have been restructured. Below is a breakdown of the time study tools, including who should complete them and when the training will occur.

We will be providing a separate training session for each tool, which will all be live webinars. A recorded version of the trainings will be emailed and posted for future reference for anyone that was not able to attend one of the webinars. Tools and instructions will be provided prior to the training sessions.

### **Time Study Timeline**

- Time Period # 1 – **February 18 to March 3, 2019\***
- Time Period # 2 – **February 25 to March 10<sup>th</sup>, 2019\***
- All Materials Due – **March 15, 2019**

\*It is only necessary to participate in one-time study period.

**Tool Structure and Training Information**

Tool #	Services Covered	Waivers Covered	Who Should Complete the Tool	Unit of Time Measurement	Training Date/ Time
1	<ul style="list-style-type: none"> <li>• Case Management</li> <li>• Consultant</li> </ul>	Developmental Disabilities, Medically Fragile and Mi Via	Case Managers and Consultants	15 minute	Wednesday, February 13, 1130-1pm
2	<ul style="list-style-type: none"> <li>• Nursing</li> <li>• Therapies</li> <li>• Behavioral Support Consultation</li> <li>• Nutritional Counseling</li> <li>• Preliminary Risk Screening for Inappropriate Sexual Behavior</li> <li>• Socialization and Sexuality Education</li> </ul>	Developmental Disabilities, Medically Fragile	Clinicians, Therapists, BSCs, Nutritionists, Registered Dieticians	15 minute	Date: Wednesday, February 13, Time: 2-330pm
3	<ul style="list-style-type: none"> <li>• Group Services (CCS, CIE, and Respite)</li> </ul>	Developmental Disabilities	Service Coordinator, Billing Clerk or Other Administrative Staff	15 Minute	Date: Thursday, February 14 Time: 1030 – 12pm

4	<ul style="list-style-type: none"> <li>• Community Integrated Employment - Individual</li> <li>• Customized Community Supports - Individual</li> <li>• Community Inclusion Aide</li> <li>• Crisis Support</li> </ul>	Developmental Disabilities	Service Coordinator, Billing Clerk or Other Administrative Staff	15 Minute	Date: Thursday, February 14 Time: 130-3pm
5	<ul style="list-style-type: none"> <li>• Family Living</li> <li>• In-Home Supports</li> <li>• Intensive Medical</li> <li>• Supported Living</li> <li>• Respite</li> </ul>	Developmental Disabilities, Mi Via	Vendor, Service Coordinator, Billing Clerk or Other Administrative Staff	Hour	Date: Friday, February 15 Time: 10-11:30am

### **Participation**

100% participation is not required for the time study. We are requesting 60% participation of staff for each discipline. If you have 50 Occupational Therapists, we would need information from 60% (30) of the OTs. If there are also 50 Occupational Therapist Assistants (OTA), we would need information from 30 OTAs. If there is concern over meeting the 60% threshold, we encourage providers to oversample in case some staff are unable to complete the entire survey. Additional guidance on this sampling methodology will be provided in the instructions.

The following WebEx link and call in information should be used for the Training Webinars:

<https://pcgus.webex.com/join/jcohen> | 795 058 705

Join by phone

[+1-669-234-1708](tel:+16692341708) US Toll

[1-844-531-9388](tel:18445319388) US Toll free

Access code: 795 058 705

If you plan to attend the training, please submit your RSVP through this link: <https://www.surveygizmo.com/s3/4832419/NM-HCBS-Rate-Study-Time-Study-Training-RSVP>. Note: You can still participate in the webinar if you did not get a chance to RSVP.

If you have any questions or need assistance, please call our toll-free help line at 1-844-225-3658 or email us at [NMHCBSRateStudy@pcgus.com](mailto:NMHCBSRateStudy@pcgus.com). Thank you for your participation.

Sincerely,  
Public Consulting Group, New Mexico HCBS Project Team