

New Mexico HCBS Rate Study

Focus Group Suggested Changes to Time Study Tool

Group/Service	Time Study Tool	Suggested Changes	Action Taken
DD Waiver- Group CCS, Group CIE, Supported Living	General	<ul style="list-style-type: none"> Time study tool should be shortened to 1 week with 100% participation 	Decided to keep it as 2 weeks
DD Waiver- Group CCS, Group CIE, Supported Living	General	<ul style="list-style-type: none"> Time study tool should be completed by service coordinators rather than DSPs 	Incorporated this change
DD Waiver- Group CCS, Group CIE, Supported Living	County	<ul style="list-style-type: none"> Put county on cover page since they are not changing counties throughout the day 	County on cover
DD Waiver- Group CCS, Group CIE, Supported Living	Time	<ul style="list-style-type: none"> Use clock in and clock out times in addition to the DSP notes 	N/A for PCG- service coordinator will be filling it out
DD Waiver- Group CCS, Group CIE, Supported Living	General	<ul style="list-style-type: none"> One sheet for the entire time perhaps per hour, rather than 14 sheets for each day 	N/A- service coordinator
DD Waiver- Group CCS, Group CIE, Supported Living	General	<ul style="list-style-type: none"> Use the last 2 weeks of February for time study and then supervisors take first 2 weeks of March to compile and submit 	Changed time study dates
DD Waiver- Group CCS, Group CIE, Supported Living	Cover Page	<ul style="list-style-type: none"> Add a box to record who filled out the tool so we know if it's service coordinator, billing clerk, etc 	Added
Mi Via- Consultants	#HCBS individuals receiving services	<ul style="list-style-type: none"> Keep # HCBS individuals receiving services is applicable for this (consultants) 	Kept
Mi Via- In Home living supports	Unit	<ul style="list-style-type: none"> Change to hourly or daily rate (time in and time out suggestion) 	Changed to hourly
Mi Via- Subcontractors	Training	<ul style="list-style-type: none"> Explain in training if the subcontractors should fill out the rate they receive or the billable rate 	Will be addressed in training
Mi Via	Cover Sheet	<ul style="list-style-type: none"> Have a space to record who filled out the time study 	Added
Mi Via	# HCBS Individuals	<ul style="list-style-type: none"> Remove: # HCBS individuals receiving services, Location 	Removed for in home living
Mi Via	Location	<ul style="list-style-type: none"> Remove: Location 	Removed for in home living
Mi Via	Jackson	<ul style="list-style-type: none"> KEEP: # Jackson class members 	Kept
Mi Via	County	<ul style="list-style-type: none"> KEEP: County 	Kept
Mi Via- Consultant	Unit	<ul style="list-style-type: none"> Keep 15 min increment 	Kept
Mi Via- Consultant	Rate	<ul style="list-style-type: none"> Put rate up top once instead of entering it in for every 15 minutes 	Moved to top

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Mi Via- Consultant	Service Activity	<ul style="list-style-type: none"> Consultant-Other (and then have an option to fill in) 	Included other option
Mi Via- Consultant	General	<ul style="list-style-type: none"> Combine case manager and consultant tools 	Combined
Mi Via- Consultant	Service activity	<ul style="list-style-type: none"> CHANGE- Consultant pre-eligibility vs. ongoing- change to “pre-eligible” or “ongoing” 	Changed
Mi Via- Consultant	Rate Paid	<ul style="list-style-type: none"> Remove- in home living rate paid 	Removed
Mi Via- Consultant	Unbillable	<ul style="list-style-type: none"> Change “Missed appointment- participant” to “Missed Appointment- No Show”- this is applicable for consultants but not applicable with in-home living 	Changed to “missed appointment- individual receiving services”
Mi Via- Consultant	Unbillable	<ul style="list-style-type: none"> Keep unbillable activities 	Kept
Mi Via- In home living	Unbillable	<ul style="list-style-type: none"> Remove all unbillable activities 	Kept- changed format
Mi Via- In home living	Unit	<ul style="list-style-type: none"> Change to hour units 	Changed
Mi Via- In home living	Training	<ul style="list-style-type: none"> Emphasize the importance of natural supports, although not being captured because it is not reimbursable under Medicaid as a service 	Will address in training
Med Frag	Location	<ul style="list-style-type: none"> Add Phone 	Added
Med Frag	Service Activities	<ul style="list-style-type: none"> Remove “Budget” since it’s a duplicate 	Removed
Med Frag	Service Activities	<ul style="list-style-type: none"> Add- Private duty nurse- Supervision 	Added
Med Frag	Service Activities	<ul style="list-style-type: none"> Add- Private duty nurse- Client/family training 	Added
Med Frag	Service Activities	<ul style="list-style-type: none"> Add- Private duty nurse- Doctor’s orders/clarification 	N/A
Med Frag	Service Activities	<ul style="list-style-type: none"> Add- Private duty nurse- On Call 	Added
Med Frag	Unbillable	<ul style="list-style-type: none"> Add case conference/clinical consultation 	Added
DD Waiver- Family Living	Unit	<ul style="list-style-type: none"> Do not use time in and time out since it might be confusing- family living is 24/7 	N/A
DD Waiver- CCS, Family Living	Unbillable	<ul style="list-style-type: none"> CHANGE- “Unbillable” to a different word so it’s better understood 	Added language
DD Waiver- Family Living	#HCBS Individuals	<ul style="list-style-type: none"> REMOVE- #HCBS Individuals Receiving Services 	Removed
DD Waiver- Family Living	Service Activities	<ul style="list-style-type: none"> Family Living- add these service activities: ADLs, medical, meaningful day 	Added
DD Waiver- CCS, Family Living	Service Activities	<ul style="list-style-type: none"> Suggestion for PCG to look at standards to inform the service activity detail from dropdowns 	Dropdowns are based on service

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			activities and sub-category feedback
DD Waiver- Therapies, Nursing	General	<ul style="list-style-type: none"> • Overlap the 2 time periods so that there is additional time in between training and the first time period 	Overlapped time periods
DD Waiver- Therapies, Nursing	Training	<ul style="list-style-type: none"> • Provide tool first before having the webinar 	Sending out tools before webinars
DD Waiver- BSC	Location	<ul style="list-style-type: none"> • BSC- need more options for location (car, provider office) 	Added
DD Waiver- Therapies, Nursing, Other	Training	<ul style="list-style-type: none"> • Need to further define location- specify that it's where the provider is, not the individual being served 	Added
DD Waiver- Nursing	Service Activities	<ul style="list-style-type: none"> • Add Adult Nursing- Supervision • Add Adult Nursing- Client Family Training • Add Adult Nursing- On Call 	Added
DD Waiver- Nursing	Unbillable	<ul style="list-style-type: none"> • Add Case Conference/Clinical Consultation 	Added
DD Waiver- BSC	Service Activities	<ul style="list-style-type: none"> • BSC: billing for kids under the age of 18 and JCM under DD waiver • Individual and Integrated – individual rate is report writing and the integrated is service related to client <ul style="list-style-type: none"> ○ H2019 – integrated ○ H2019-TT – individual ○ H2019- Jackson (may not be many left) ○ H2019 also on Med Frag waiver 	N/A for tools; will follow-up with DDSD
DD Waiver- Nursing, Therapies, Other	Profession	<ul style="list-style-type: none"> • Add Certified Medication Aid- need to be added somewhere (perhaps under Profession dropdown) 	Added under profession
DD Waiver- Nursing, Therapies, Other	Unbillable	<ul style="list-style-type: none"> • ADD: Delayed appointments 	Added under unbillable
DD Waiver- Nursing, Therapies, Other	Training	<ul style="list-style-type: none"> • NEED TO CLARIFY- “other admin activities” are only related to service provision, not necessarily the costs which are captured in the cost tool 	Add to instructions/trainings
DD Waiver- Nursing, Therapies, Other	Travel	<ul style="list-style-type: none"> • Dropdown under travel for overnight stay- need to have this for all subcontractor service types if we add this information 	Did not add. Providers can add this in their notes if applicable.
DD Waiver- Case Management	#HCBS individuals	<ul style="list-style-type: none"> • Case management- # HCBS individuals receiving services- REMOVE 	Kept because consultants wanted to keep it

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DD Waiver- CIE	#HCBS individuals	<ul style="list-style-type: none"> • Employment- makes sense to KEEP # HCBS individuals receiving services (except for working with individuals when it's always 1 on 1) 	Removed # of individuals, kept it for group services
DD Waiver- CIE	General	<ul style="list-style-type: none"> • Keep group CIE with other group type of services 	Kept it with group
DD Waiver- CIE, Case Management	Jackson	<ul style="list-style-type: none"> • Keep Jackson class 	Kept
DD Waiver- CIE, Case Management	Training	<ul style="list-style-type: none"> • Be sure we address is it the provider's location or the individual's location • County is where the staff person is, not where the individual is 	Added to instructions
DD Waiver- Case Management	Case Management Resource	<ul style="list-style-type: none"> • Case managers to provide definitions of each case management service activity and unbillable activity to ensure consistency <ul style="list-style-type: none"> ○ Training under person-centered activities or unbillable ○ Supervision billable vs unbillable 	N/A for PCG
DD Waiver- Case Management	Unbillable	<ul style="list-style-type: none"> • Change "report writing" to "progress notes" 	Added
DD Waiver- Case Management	Unbillable	<ul style="list-style-type: none"> • Remove preparation activities 	Kept in case consultants need it
DD Waiver- CIE	Unbillable	<ul style="list-style-type: none"> • Change "report writing" to "progress notes" 	Added
DD Waiver- CIE	Unbillable	<ul style="list-style-type: none"> • Remove supervision related activities 	Kept
DD Waiver- CIE, Case Management	General	<ul style="list-style-type: none"> • Add a text box to identify who enters the information and the source "time in time out", "timesheet", "progress notes", etc 	Added
		<ul style="list-style-type: none"> • 	