Rhode Island SBMP

Completing the On-Line Time Study

Presented to:

Rhode Island Time Study Participants **Presented by:**

Susan Dadah, MS Client Services Coordinator



Completing the Online Time Study Email

- 1. Friday before your Time Study (TS) you will receive an email from MedicaidInSchools@umassmed.edu.
- 2. Click the link to site, OR launch browser and go to <u>www.chcf.net</u>. Click School-Based Claiming.
- 3. Enter User ID and password. If you do not recall your password, click 'Reset/Forgot Password?' then enter your User ID and email used for the TS to generate a new temporary password.
- 4. If your password has expired, the system will prompt you for a new one.
- 5. Call 1-844-247-1411 for help or questions.



This is the Online Time Study Screen



Center for Health Care Financing	SCHOOL-BASED MED		My Profile Home Logoff								
A Commonwealth Medicine Center of Distinction	TS Data Submission	-	-	-	-	State: RI Scho	ol District: A A A Sch	ool District <u>Quarter:</u>	Third <u>Year:</u> 2023		
Study ts training	Last Name Job Position Code Job Description	: Handy : : Occupational Th	erapist	First Name : Tinna Job Type : Employee Submission Deadline : 03/03/2023							
	Date 02/20/2023	1st hr	2nd hr	3rd hr	4th hr	5th hr	6th hr	7th hr	8th hr		
	1ANon-Medicaid Outreach1BMedicaid Outreach2AFacilitating application for r2BFacilitating Medicaid eligibil3School related and education4Direct Medical Service5ATransportation for non-Medicaid5BTransportation for Medicaid6ANon-Medicaid translation6BTranslation related to Medicaid	non-Medicaid progr hty determination onal activities licaid services l services caid services	ams .								

There are three ways to enter information.



Inancing Commonwealth Medicine Inter of Distinction		State: RI School District: A A A School District Quarter: Third Y	/ear: 2023
trative g	TS Data Submission		
ybı	Last Name : Handy	First Name : Tinna	
	Job Position Code :	Job Type : Employee	
raining	Job Description : Occupational Therap	ist Submission Deadline : 03/03/2023	
	Date 1st hr 02/20/2023 ~ ~ ~ ~ ~ ~ ~ ~ ~	To enter your Activity Code, you may:1. Type in the field.2. Choose from the pulldown menu.3. Click on the activity code in the list.	th hr
	1ANon-Medicaid Outreach1BMedicaid Outreach2AFacilitating application for non-Medicaid programs2BFacilitating Medicaid eligibility determination3School related and educational activities4Direct Medical Service5ATransportation for non-Medicaid services5BTransportation for Medicaid services6ANon-Medicaid translation6BTranslation related to Medicaid services	To read an explanation of the Activity Codes, click on the link for the code name.	

To select the Activity Code:



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at UMass Chan Medical School

To activate other days in the Time Study



Date	1st hr	2nd hr	3rd hr	4th hr	5th hr	6th hr	7th hr	8th hr	
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	4 ~	9B ~	9B 🗸	10 ~	5B 🗸	2A ~			
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02/22/2023]

To complete other days in the Time Study



State: RI School District: A A A School District Quarter: Third Year: 2023

TS Data Submission

Last Name : Handy Job Position Code : Job Description : Occupational Therapist First Name : Tinna

Job Type : Employee

These boxes are now active and ready for

activity code input.

Submission Deadline : 03/03/2023

Date	1st hr	2nd hr	3rd hr	4th hr	5th hr	6th hr	7th hr	8th hr
02/20/2023	1A	4	9B	10	5A	2A		
	1A	4	9B	10	5A	2A		
	4	4	9B	10	5B	2A		
	4	9B	9B	10	5B	2A		
	v	~	v	v	~	v	✓	✓
02/21/2023	v	~	v	~	~	v	✓	✓
	v	~	v	v	~	v	✓	✓
		~	v	v	~	v	✓	✓

A - Non-Medicaid Outreach

- <u>1B</u> <u>Medicaid Outreach</u>
- 2A Facilitating application for non-Medicaid progra
- <u>2B</u> Facilitating Medicaid eligibility determination
- <u>School related and educational activities</u>
- Direct Medical Service
- 5A Transportation for non-Medicaid services
- 5B Transportation for Medicaid services
- 6A Non-Medicaid translation
- <u>6B</u> <u>Translation related to Medicaid services</u>

74 Dragrom planning policy development and interparaty coordination related to non-modical convices

Save your work



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1B - Medicaid Outreach _	<u></u>							
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2B - Facilitating Medicaid	Remen	ider to sa	ave your	work pen	oulcally, u	sing the		
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4 - Direct Medical Servic		rk the ee		ha alaara	d after a r	ariad ar		
5A - Transportation for nd	your wo	rk, the so	sreen will	be cleare	aner a p	benou or	1	
5B - Transportation for Me			inac	ctivity.				
6A - Non-Medicaid transla				,				
6B - Translation related to								
7A - Program planning, p	Your Tim	e Study o	data will N	NOT be s	ent to UM	ass Cha	n	
7B - Program planning, p		alialethia	button V					
8A - Non-medical/non-Me	when you	CIICK THIS	button. Y	our entry	will be sa	ved for y	ou	
8B - Medical/Medicaid rela	to complet	te when v	ou are re	eadv. as lo	ond as vol	are wit	hin	
9A - Referral, coordination	to compro-	ر						
9B - Referral, coordination		the	e submise	sion dead	line.			
<u>10</u> - <u>General administrati</u>								
Click here for time study dat	<u>a entry instructions</u>							
Time Study Completed								
			Submit	Reset				

Complete your Time Study



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1A - Non-Medicaid Outreach								
1B - Medicaid Outreach								
2A - Facilitating application for	non-Medicaid prog	ams						
2B - Facilitating Medicaid eligibi	ility determination							
3 - School related and educati	ional activities							
4 - Direct Medical Service								
5A - Transportation for non-Med	dicaid services							
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Submit

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Verification messages may appear



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2B - Facilitating Medicaid eligib	ility determination										
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4 - Direct Medical Service											
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Verification messages may appear



02/23/2023 1A Non-Medicaid Outreach 1B Medicaid Outreach 2A Facilitating application for r 2B Facilitating Medicaid eligibi 3 School related and educati 4 Direct Medical S 5A Transportation f 5B Transportation f 6A Non-Medicaid tr 6B Translation rela	www.chcf.net says You entered less that You entered less that Non-Medicaid programs lity determination onal activities Ou document ou a part-time	s n 35 hours of time. Are yo ed 35 hours e employee.	оч a part time employ ок Can or less, th If this is n	vee?	10 ✓ 10 ✓ 10 ✓ 10 ✓		
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Time Study Completed	<u> 7 8</u>	Submi	t Reset			I	

Verification messages may appear



	www.chcf.net says	
02/23/2023	You entered the same Activity Code for an entire day. Is this Correct ?	
02/20/2020		
		_
LA - Non-Medicaid Outre	lach Cancel	
<u>IB</u> - <u>Medicaid Outreach</u>		
<u>2A</u> - <u>Facilitating applicati</u>	<u>on for non-Medicaid programs</u>	
<u>B</u> - <u>Facilitating Medical</u>	I eligibility determination	
Direct Medical Servi		
A - Transportation for n	The third message appears only if you repeated the same	
B - Transportation for M	Ine unity message appears only if you repeated the same	
A - Non-Medicaid trans	a code throughout an entire day. If this was a mistake, you	
B - Translation related t	$_{0}$ code intolugitour an entire day. It this was a mistake, you	
<u>A</u> - <u>Program planning, j</u>	can choose Cancel to return to the time study and make	
<u>B</u> - <u>Program planning, </u>		
<u>A</u> - <u>Non-medical/non-M</u>	e changes.	
<u>B</u> - <u>Medical/Medicaid re</u>		
<u>A</u> - <u>Referral, coordination</u> <u>R</u> <u>Referral</u> coordination		
0 - General administrat		
	I ypicall, more than one activity code is used in a day,	
<u>lick here for time study d</u>	the way or there may be altratione when you apter the same	
	nowever, there may be situations when you enter the same	
	activity code for an entire day	
<u>02/24/2023</u>		
Time Study Completed	If this is correct, choose OK.	
	Submit Reset	

Time Study Summary Page



Quarter: Third Year: 2023

Once you have responded to the verification messages, **TS Data Submission** your Time Study has been completed and submitted. A summary screen of the information entered appears for each day. Job

Day(s) 1st hr 2nd hr 3rd hr 4th hr 5th hr 6th hr 7th hr 8th hr 1A 9B 9B 9B 9B 9B 10 10 || 10 10 5A 5A 5B 5B 2A 2A 2A 2A 02/20/2023 1A 4 4 4 4 4 02/21/2023 8B 5A 5A 5B 9B 9B 9B 4 4 4 4 3 3 3 7A 7B 7B 7B 9B 10 10 10 10 4 02/22/2023 10 8B 8B 8B 8B 3 9B 9B 9B 9B 9B 10 10 3 4 4 4 4 4 4 4 4 4 4 10 10 02/23/2023 10 9B 8B 8B | 1B 1B 2A 2A 2A 02/24/2023 3 3 4 4 4 4 9B 9B 9B 7A 7B 2A 10 10 9B 9B

Time Study Completed

Summary

Reset Time Study Status

Your time study has been marked complete.

If you have mistakenly marked your time study complete, click on the Reset Time Study Status button.

When you have completed the time study, remember to re-check the Time Study Completed box.

Reset Time Study Status option



State: RI School District: A A A School District Quarter: Third Year: 2023

TS Data Submission	
Summary	
Last Name : Handy First Name : Tinna	
Job Position Code : Job Description : Occupational Therapist	
Day(s) 1st hr D2/20/2023 1A 1A 4 02/20/2023 10 <t< td=""><td>h hr 8th hr</td></t<>	h hr 8th hr
Your time study has been marked complete. If you have mistakenly marked your time study complete, click on the Reset Time Study Status button. When you have completed the time study, remember to re-check the Time Study Completed box.	



Thank You

