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MEMORANDUM

TO: Area Agencies on Aging (AAA) **NOTICE: 040215-1-I-SCBS**
FROM: Samuel P. Vergheese, Secretary
DATE: April 2, 2015
SUBJECT: Notice of Instruction: Aging and Disability Resource Center (ADRC) Medicaid Claiming and Staff Time Study

The purpose of this Notice is to ensure the implementation of a uniform Medicaid Administrative Claiming Time Study to be completed by all ADRC staff who perform tasks claimed to Medicaid funds per contracts between the Department of Elder Affairs (Department) and the AAAs. ADRC Medicaid staff includes all staff who are listed on the approved contract budgets and included in monthly Medicaid invoice submissions as either Medicaid Benefits Counselors and/or Medicaid Waiver Specialists, as well as any additional ADRC staff performing Medicaid functions.

In order to ascertain the portion of time and activities that are reimbursable by Medicaid as 100 percent Medicaid compensable activities, each ADRC must use a quantifiable measure of employee effort, or "time study." Beginning no later than July 1, 2015, the ADRC must complete daily time studies during the first month of every quarter. Each time-study summary must be sent via email to the ADRC Medicaid contract manager and Andrea Gary for review by close of business on the 10th of the month following the reporting month, unless an alternate method or technology solution is established prior to July 1, 2015.

The Department requests a proposal, through the Florida Association of Area Agencies on Aging (F4A), for an ADRC time-study process for approval. The F4A proposal shall be submitted no later than May 1, 2015, and include the following:

- A uniform, statewide cost allocation methodology;
- Alternate and/or additional time-study activity codes and activity descriptions (see Table 1 of the attached);
- A template for the Individual Time-Study Sheet;
- A template for the Individual Time-Study Summary; and
- A template for the ADRC Time-Study Summary.

The attached ADRC Medicaid Time-Study Guide is provided to facilitate the consistent application of claiming codes and the collection of complete and accurate records of activities across the 11 ADRCs.

If there are any questions, please contact Andrea Gary. Thank you for your cooperation.

<http://elderaffairs.state.fl.us>