

MEDICAID ONLINE ACCESS AND TIME STUDY SUBMISSION INSTRUCTIONS

Davis School District participates in Medicaid's Online Time Study Claiming Project. Time study sessions are held three times each school year. School district time study participants include Special Education Teachers, Related Servers, Nurses, Preschool Teachers, Related Services Assistants, Audiologists, Social Workers, Augmentative Team Members, SPED Administrative Directors & Coordinators, and School Counselors. The online access and time study submission instructions are as follows:

1. **The MEDICAID online system can be accessed** at the web address listed below, or through a direct link posted on the Davis SPED Department web page.

MEDICAID (SBC) WEB ADDRESS: www.chcf.net/chcfweb

2. **Participants must have a MEDICAID/UMASS user name and password** to access the MEDICAID online (SBC) system. The online MEDICAID (SBC) system was created by the University of Massachusetts, and it includes issuance of district assigned passwords and individual participant online user names.

The Davis District assigned password is **davis123** and is to be used by all participants.

MEDICAID/UMASS creates a user name for each individual participant, and forwards the name to the participant through their district facilitator via email. The district facilitator forwards the UMASS user name email to participants. UMASS created user names cannot be changed for any reason. User names are not linked to confidential information. A user name list will be posted on the DSD SPED web page prior to each time study session.

3. **Time studies are 5-day reports** or surveys of how a participant spends his/her time working with or serving students. Codes have been created to define types of service. A code list is posted on the time study online page to assist participants in choosing their codes. The participant enters codes into the online time study survey fields to report the type of service they give to students. The survey fields are set for codes to be entered for every 15 minute period of service rendered daily for the 5-day time study period.

The online time study system is set up for daily entry. Entries cannot be made in advance. However, a participant can make code entries for all five days on or after the last day of the session. The online MEDICAID time study system window is open for up to two weeks after the last day of each session, but participants should not delay the completion of their time study survey.

If a participant is on leave from his/her job, or away from the office for other reasons, he/she can access and the time study survey from any internet connection. Codes defined as "leave" are available for entry.

Full-time employees who work at two different school locations can complete the survey from one location entering codes to define their work time for both locations. **Part-time employees** should submit their hours as worked leaving the fields that represent non-contract time blank. Answer "yes" when the survey asks if you work part-time.

4. Follow these steps when submitting online code entries:
 - Click on first day's date. Enter codes in 15 minute fields as per your work day schedule.
 - Move to the bottom of the online page and click the submission button to submit your code entries for the first day.
 - Repeat the process for all five days of the survey.
 - When codes for all five days have been entered and submitted, click the **COMPLETE BUTTON** located at the bottom, left side of the online page.

Questions should be directed to Cozette Freckleton, Davis District MEDICAID Facilitator, Phone: (801) 402-5142,
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