Department of Health Care Services

MENTAL HEALTH MEDI-CAL ADMINISTRATIVE ACTIVITIES

TIME STUDY TRAINING
LEARNING OBJECTIVES

* Understand the purpose for the time study.
* Understand the standards for the time study.
* Understand how to determine when time should be recorded to each activity.
* Understand how DHCS will review and verify the time study results.
* Understand when employees may direct charge time rather than time study.
The purpose for the time study is to allocate salary and benefit costs and operating costs to allowable and unallowable activities.
TIME STUDY STANDARDS

* Record time in one minute increments.

* Record one hundred percent of time worked.

* Record time on a daily basis.
The purpose for parallel activities is for counties to separately record time spent performing an allowable activity for a non-medical purpose.

For example, claiming units that perform outreach to inform and engage individuals in services that are not eligible for Medi-Cal reimbursement, such as vocational rehabilitation, would be coded to the parallel outreach activity.
Time may be recorded to eighteen separate activities.

Eight of those activities are not reimbursable.

The remaining ten activities are reimbursable.

This component will review each activity and provide some guidance for determining when an employee may be performing the activity.
ACTIVITY 1
OTHER ACTIVITIES

* Time recorded to this activity is not reimbursable.
* Employees performing any activity that is not described in part of another activity is recorded here.
* Employees that are not sure whether the task being performed falls within another activity, should record their time here.
Direct patient care includes the provision of Medi-Cal specialty mental health services.

Direct patient care includes the provision of other mental health services.

Direct patient care does not include crisis intervention or targeted case management.

Examples of direct patient care include, but are not limited to, performing a clinical assessment, developing a treatment plan, and providing therapy.
ACTIVITY 3 – OUTREACH TO NON MEDI-CAL PROGRAMS

* This is the parallel activity for Activity 4, Medi-Cal Outreach.
* Record time to this activity when performing outreach that is directed toward a program or service that is not covered by Medi-Cal, such as housing or employment services.
* For example, record time here when educating individuals about vocational rehabilitation programs available through the county.
**ACTIVITY 4**

**MEDI-CAL OUTREACH**

- Informing individuals about Medi-Cal services, including specialty mental health services.
- Assisting individuals to understand their need for mental health services.
- Encouraging individuals to apply for and participate in mental health treatment.
- Assisting individuals with accessing services.
- Gathering information on the individual’s health and mental health needs.
ACTIVITY 5 – ELIGIBILITY INTAKE FOR NON MEDI-CAL PROGRAMS

* This is the parallel activity for Activity 6, Eligibility Intake.
* Record time to this activity when assisting individuals with completing applications for programs other than Medi-Cal or Supplemental Security Income.
* For example, record time to this activity when assisting individuals with completing applications for the CalFresh program.
ACTIVITY 6
ELIGIBILITY INTAKE

* Record time to this activity when screening an individual to determine whether the individual is likely eligible for Medi-Cal or SSI.

* Record time to this activity when assisting an individual with completing an application for Medi-Cal or SSI.
ACTIVITY 7 – CRISIS INTERVENTION

- This is the parallel activity for Activity 8, Referral in a Crisis Situation for Non-Open Cases.
- Record time to this activity when intervening in a crisis situation for an individual who is currently receiving mental health services.
The activity must be performed on behalf of an individual who is experiencing a psychiatric crisis.

The activity is limited to time spent assessing the nature of the psychiatric crisis and making a referral to services that are appropriate to meet the individual’s needs.

The individual **may not** have an open mental health chart.

For example, an individual may contact the access line who is experiencing a psychiatric crisis and the individual who takes the call may assess the nature of the crisis and refer the individual to an appropriate provider to address the crisis.
ACTIVITY 9 - CONTRACT ADMIN. FOR NON MEDI-CAL PROGRAMS

- This is the parallel activity for Activities 10 and 11, Medi-Cal Mental Health Service Contract Administration – Discounted and Not Discounted.
- Record time to this activity when administering a contract that is not associated with the provision of Medi-Cal eligible services.
- For example, administering a contract with a skilled nursing facility that operates a special treatment program with more than 16 beds (i.e., an IMD).
ACTIVITY 10 & 11 – MEDI-CAL MENTAL HEALTH SERVICES CONTRACT ADMIN.

* Record time to Activity 10 when administering a contract that only provides Medi-Cal services to Medi-Cal beneficiaries.
* Record time to Activity 11 when administering a contract that provides Medi-Cal eligible mental health services to individuals who are both Medi-Cal beneficiaries and individuals who are not Medi-Cal beneficiaries.
ACTIVITY 12 – PROGRAM PLANNING AND POLICY DEVELOPMENT

* This is the parallel activity for Activities 13 and 14, Program Planning and Policy Development.
* Record time to this activity when performing program planning and policy development for non Medi-Cal programs and services.
* For example, time spent developing programs and policies that provide mental health services to individuals in a county jail would be coded to this activity.
ACTIVITY 13 – PROGRAM PLANNING AND POLICY DEVELOPMENT

- Developing strategies to increase Medi-Cal system capacity and to close service gaps.
- Interagency coordination to improve delivery of mental health services or other Medi-Cal covered health services to adults who have a serious mental illness or children who have a serious emotional disturbance.
- For example, developing a process for child welfare to refer children to mental health for a mental health assessment.
ACTIVITY 14 – PROGRAM PLANNING AND POLICY DEVELOPMENT - SPMP

* Developing strategies to increase Medi-Cal system capacity and to close service gaps.
* Interagency coordination to improve the delivery of mental health services to adults who have a serious mental illness and children who have a serious emotional disturbance.
* For example, a licensed clinical social worker develops a program plan to implement an assertive community treatment program.
This is the parallel activity for Activity 16, Case Management of Non-Open Cases.

Case management of open cases is a direct service provided to an individual who has an open case.

Each county’s clinical policies and procedures are used as the standard for determining when an individual has an open case.
ACTIVITY 16 – CASE MANAGEMENT OF NON-OPEN CASES

• Gathering information about an individual’s health and mental health needs.
• Assessing the likelihood an individual meets the medical necessity criteria to access specialty mental health services.
• Assisting individuals to access Medi-Cal covered physical health and mental health services, including specialty mental health services, by providing referrals, following-up, and arranging transportation for mental health care.
ACTIVITY 17 – MAA COORDINATION AND CLAIMS ADMINISTRATION

- Drafting, revising, and submitting MAA claiming plans.
- Serving as a liaison to claiming programs within the mental health plan and with the state and federal governments on MAA.
- Monitoring the performance of claiming programs.
- Administering the mental health plan’s claiming, including overseeing, preparing, compiling, revising, and submitting MAA claims to the state.
ACTIVITY 17 (CONTINUED)

* Attending training sessions, meetings, and conferences related to MAA.
* Training mental health plan program staff and subcontractors on state, federal, and mental health plan requirements for MH MAA claiming.
* Ensuring MAA claims do not duplicate Medi-Cal claims for the same activities from other providers.
ACTIVITY 18
GENERAL ADMINISTRATION

* Reviewing departmental procedures and rules.
* Performing administrative or clerical activities related to general building or county functions or operations.
* Reviewing technical and research literature.
* Filling out the time survey.
* Developing and monitoring program budgets.
* Participating in staff meetings.
ACTIVITY 18 – (CONTINUED)

- Researching and evaluating activities.
- Performing contract management.
- Paid time off.
SKILLED PROFESSIONAL MEDICAL PERSONNEL

* The activity is necessary for the proper and efficient administration of the State plan.
* The employee has professional education and training in the field of medical care.
* The employee is in a position that requires the medical knowledge and skills.
* The individual is employed by DHCS or a public agency with which DHCS contracts.
Necessary for the Proper and Efficient Administration of the State Plan

- Enhanced reimbursement is available for case management of non-open cases and program planning and policy development.

- CMS has approved these activities as necessary for the proper and efficient administration of the State plan.
PROFESSIONAL EDUCATION AND TRAINING

* Employee must have completed a 2-year or longer program of academic study in a medically-related field.
* Employee must have an active license issued by the State of California in the medically-related field.
DUTIES REQUIRE MEDICAL KNOWLEDGE AND SKILL

* The employee must be in a classification that requires incumbents to have a license in a medically-related field.
* The claiming unit’s official position description must require a license in a medically-related field for individuals to be hired.
* All individuals employed in the classification must have a license in a medically related field.
* Individuals who are employed by a mental health plan meet this criteria.

* Individuals employed by a contract provider do not meet this criteria.