

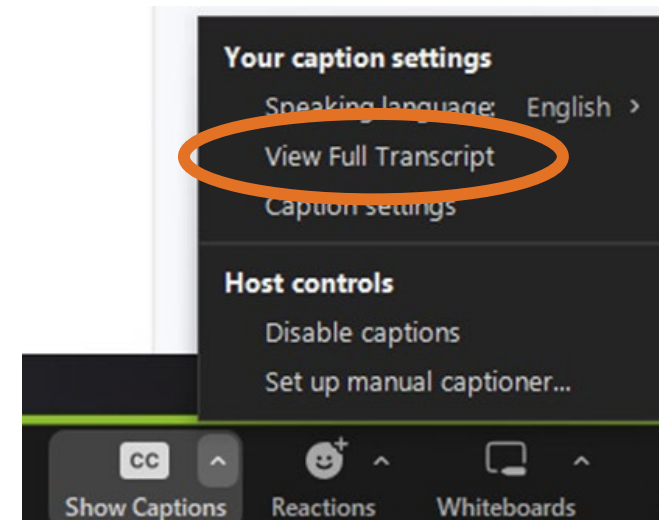
LEA BOP and the Time Survey Participant (TSP) List

Facilitated by: WestEd
October 19, 2023
1:00 p.m.—2:00 p.m.

WE WILL BEGIN THE WEBINAR SHORTLY

Live Transcription Available

- » Find the **CC**(Show Captions) icon in your Zoom toolbar.
- » Click "View Full Transcript," and you will be able to view the transcript in the side panel of the meeting.
- » Note: You can click on the provided and drag them to move the position in the meeting window.



Introductions



- » Sarah Borkowski
- » Monica Velasco
- » Stephanie Magee
- » Regina Zerne



- » Jeremy Ford
- » Lisa Eisenberg
- » Liza Morris
- » Hannah Jarmolowski
- » Tara Bergfeld

Workshop Goals

Following today's webinar, participants will understand:

- » The primary purpose of and requirements for an LEA's TSP list
- » Why an accurate TSP list is so vital for LEA BOP,
- » Best practices for maintaining an accurate TSP list, and
- » Why TSPS need to respond to moments.

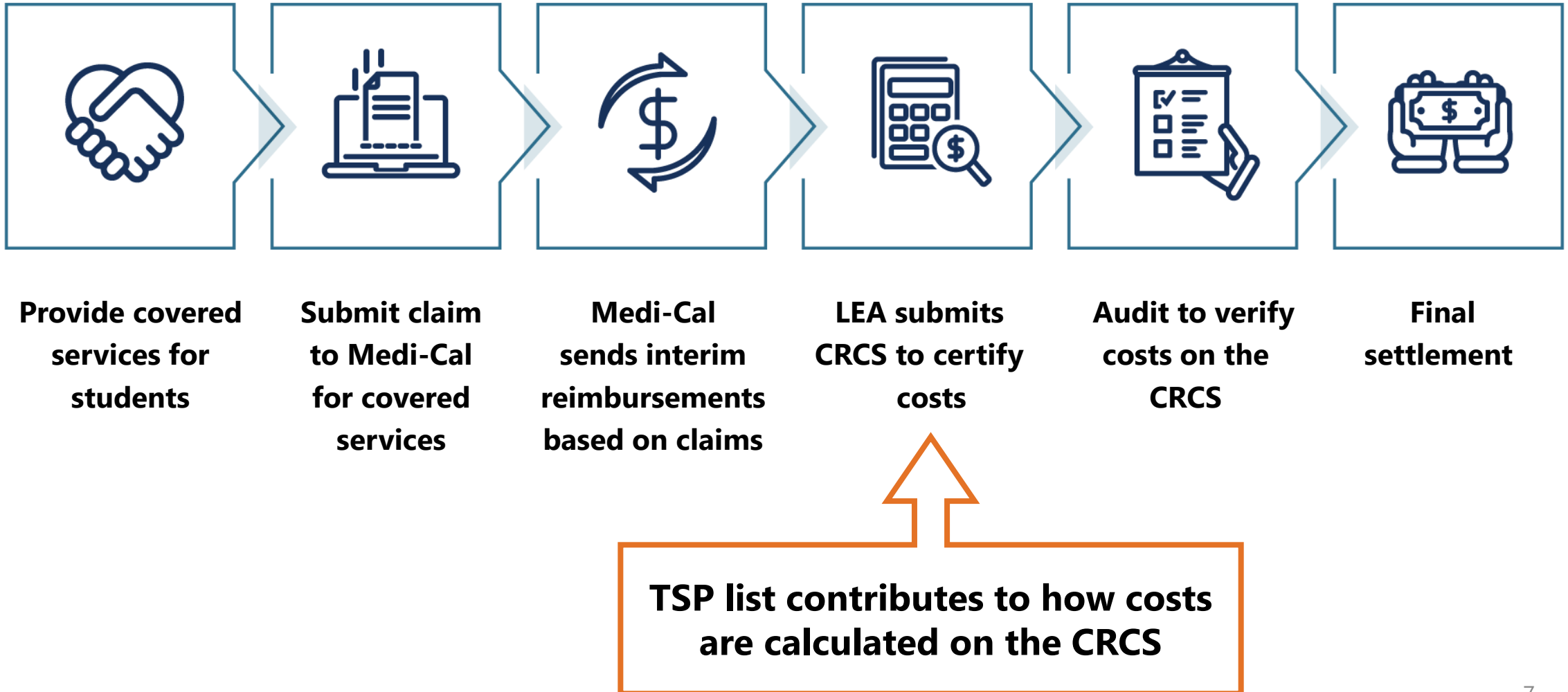
Agenda

- » Overview & Requirements of the TSP list
- » Best Practices & Special Circumstances
- » Q&A
- » Next Steps and Closing

Overview & Requirements of the TSP List

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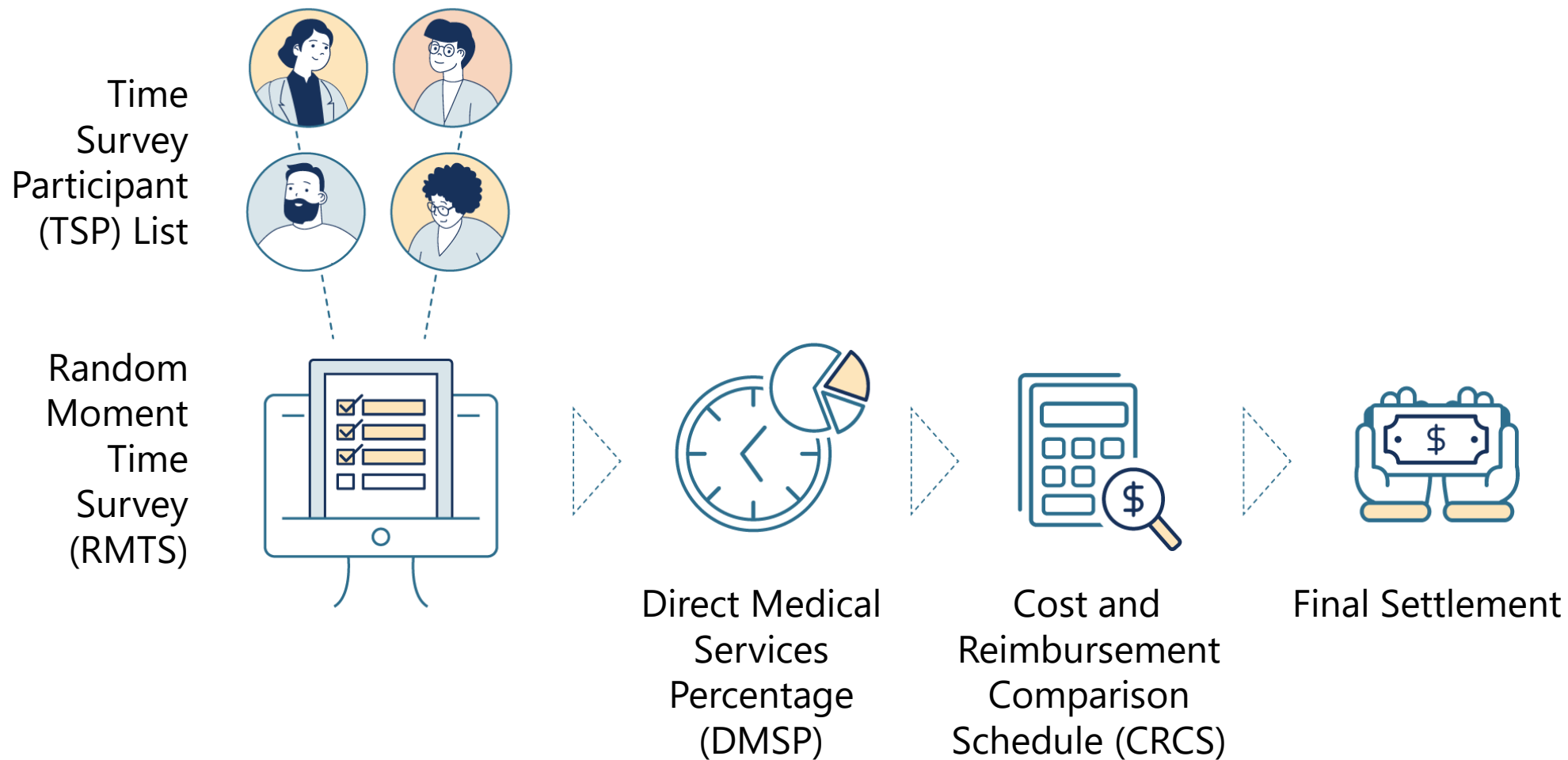
LEA BOP Overview



What is the TSP List?

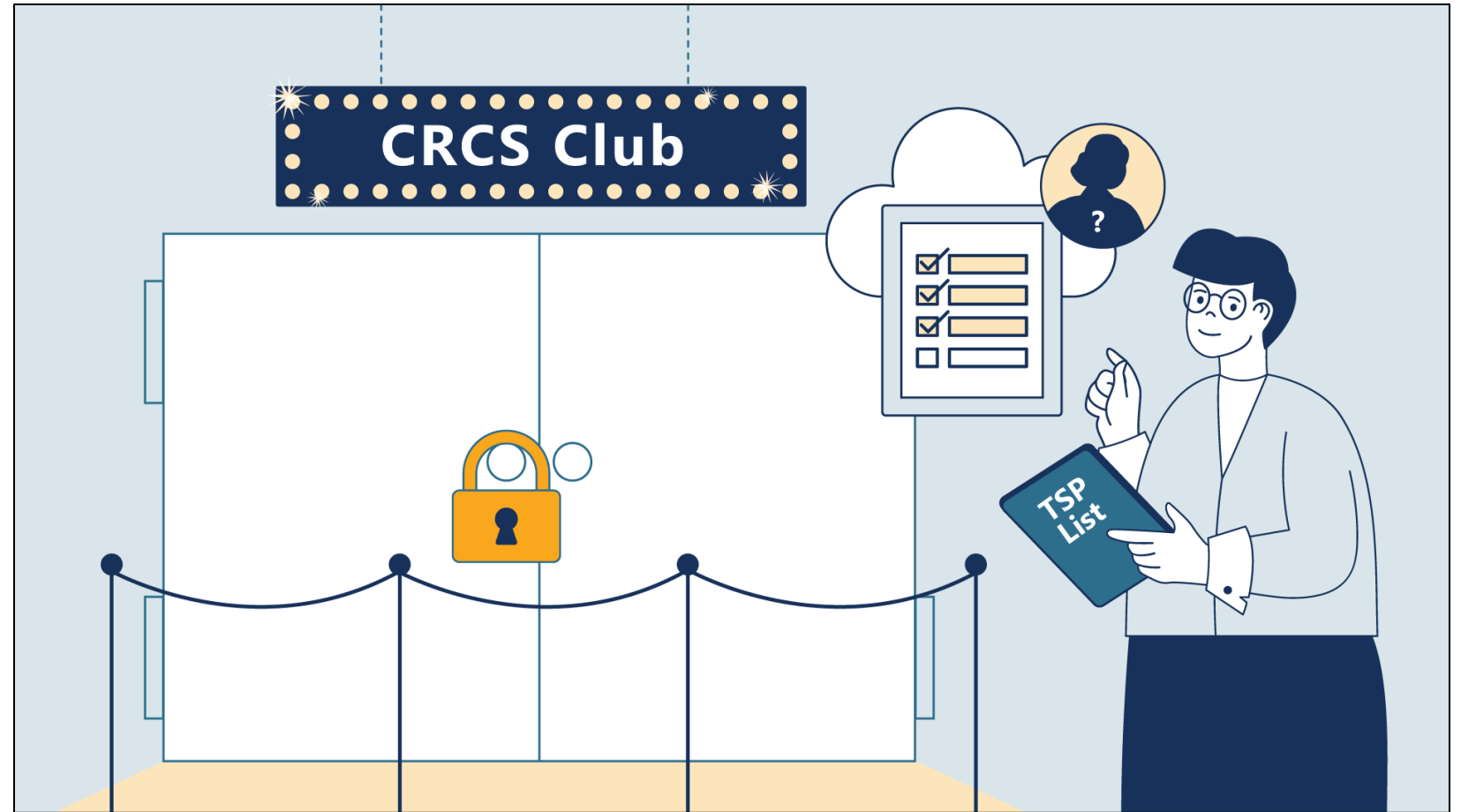
- » TSP = Time Survey Participant list
 - » The TSP list includes all eligible practitioners delivering covered services to students.
- ** Exception: Model 2

Purpose of TSP List



Why an Accurate TSP List is Important

» You can't get into the CRCS, unless you're on the TSP list



Requirements for an Accurate TSP List

- » TSP Pool 1
- » Credentialing, Licensing requirements
- » Practitioner job titles or Equivalency Form
- » Important Deadlines: Check with your LEC!
- » Do you provide Targeted Case Management?
Submit the TCM certification form too.

Equivalency Forms

- » The primary purpose is to include all eligible staff.
- » Use the Pool 1 Reference Sheet
- » Qualified staff may use other job titles
 - » Principal
 - » BH Intern
- » E-mail with the subject line "Pool 1 TSP Equivalency Request," to the RMTS mailbox at RMTS@dhcs.ca.gov.

Best Practices & Special Circumstances

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Best Practice #1

- » Update Your TSP List Annually Quarterly
- » Tips: Work with HR and/or Finance to confirm...
 - » New hires and recent exits

Best Practice #2

Consider how much time practitioners on the TSP list spend on eligible services for students

$$\text{DMSP}_A = 8/10 = 80\%$$



$$\text{DMSP}_B = 1/10 = 10\%$$



$$\text{DMSP} = 9/20 = 45\%$$

Best Practice #3

- » Only submit interim claims for practitioners on your TSP list
- » Tip: A helpful tool is making sure to coordinate your TSP list with your billing software

Best Practice #4

- » No Federal Funding
- » Tip: Work with HR and/or Finance to confirm...
 - » Funding sources for staff

Special Circumstance: Staff Turnover

Certify TSP list → practitioner leaves LEA →
submit vacancy → someone new is hired

- » Replace the vacancy (see PPL 19-030)
- » Wait until next TSP list certification

Summary of Main Points

- » The TSP list is key to calculating time spent on eligible activities on the CRCS
- » LEA-employed practitioners cannot be included on the CRCS unless they are also on the TSP list
- » Update and certify the TSP list quarterly

Poll

- ☐ Why is an accurate TSP list important for LEA BOP?
- ☐ What is a best practice for maintaining your LEA's TSP list?
- ☐ Which of the following staff may be included on the TSP list?

Q&A

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Time Participant Survey– Question 1

» **Question:** You mentioned updating TSP lists regularly, I currently only do that quarterly, is that sufficient?

» **Answer:**

- Updating or certifying your TSP list on a quarterly basis is what is required. The best practice that DHCS recommends is developing ways to keep track of practitioners that you have hired or that have left the LEA.

Time Participant Survey– Question 3

» **Question:** How does the process work for providers contracted through non-public agencies?

» **Answer:**

- The process works the same for non-public agencies or non-public schools and individual contractors alike. The main difference is that for non-public agencies, the practitioners would not go on the TSP list. The cost will ultimately be added to the Cost and Reimbursement Comparison Schedule or CRCS.

Time Participant Survey– Question 4

» **Question:** Do we need to have documentation of a TSP's response on RMTS? In other words: do we need supporting documentation of the activities the TSP identified in their moment response?

» **Answer:**

- Yes, it is always important to maintain documentation that supports the moment, and all other Medicaid-covered services.
- If a moment response is identified as a billable/Medicaid covered service, then there needs to be supporting documentation for that specific moment. You can find more information about this in the SMAA Manual, [Section 6](#).

Time Participant Survey– Question 5

» **Question:** If there are tiers to a job title and we have done an equivalency form on that job, can we include the rest of the tiers? Or will it require additional equivalency forms? For example, we have done the forms for our Mental Health Specialist 1, but we now have Mental Health Specialist 2/3.

» **Answer:**

- You will not be able to include a series on one equivalency form.
- DHCS cannot assume that the licensing or credentialing requirements apply to tiers above or below the original Equivalency Request form.
- Individual forms for each new tier must be submitted.

Time Participant Survey– Question 2

» **Question:** Should a Speech Language Pathologist (SLP) not bill LEA BOP until the first day of the quarter they are added to TSP?

» **Answer:**

- Correct. You may only bill for services for a specific practitioner for the dates of service of the quarters that they are listed as a TSP.
 - Example: In September, you add the SLP to the TSP List for Quarter 2 (October – December). You may not bill for services for that SLP until October.
- Any TSP's services can be billed during any quarter that they have been identified on the TSP list.
- If the SLP is a contractor, they can bill immediately, regardless of quarter, since they are not required to participate in RMTS.

Time Participant Survey– Question 6

- » **Question:** What about staff hired in August, but the first quarter they participate in begins Oct 1, can they bill from August until that quarter begins? They were hired in the averaged quartered.
- » **Answer:**
- [PPL 20-046](#) explains that the TSP list must be compiled for quarter one (Q1) (July 1 to September 30) based off their Q2 TSP list because there is no time survey for Q1.
 - As this TSP is included on the TSP list for Q2 they can be bill for services from when they were hired and providing services in August.

Time Participant Survey– Question 7

- » **Question:** What if a TSP is at work for their RMTS that comes at the end of day. The TSP does not respond to the moment that day and then is out the days after the moment?
- » **Answer:**
- The Random Moment Time Study or RMTS, is structured around adding the TSP to the list and adding their shift. The TSP has four days to respond to the RMTS. If they are out those four days, then that moment will be coded as a non-response.

Next Steps and Closing



Resources for Support

» Tools on the website

- Policy & Procedure Letters:

https://www.dhcs.ca.gov/formsandpubs/Pages/LEA_BOP_PPLs.aspx

» Quarterly Stakeholder Meetings:

<https://www.dhcs.ca.gov/provgovpart/Pages/LEAWorkgroup.aspx>

» TA Visit request form:

<https://www.dhcs.ca.gov/provgovpart/Pages/LEA.aspx>

Resources from the Workshop

- » Policy & Procedure Letters (PPLs) on the following topics:
 - RMTS participation requirements, contractors, and Model 2 ([PPL 20-022R](#))
 - Model 2 [Certification form](#)
 - Quarter 1 TSP list requirements ([PPL 20-046](#))
 - Equivalency Forms process and requests ([PPL 20-031](#))
 - Quarterly certification of TSP lists ([PPL 20-008](#))
 - TSP list replacements and vacancies ([PPL 19-030](#))
- » Provider Manual, section on [Targeted Case Management](#)
- » TSP Pool 1 [Practitioner Qualifications Sheet](#)
- » Information about the [Random Moment Time Survey](#) (RMTS)

Upcoming Workshops & Trainings

- » Including Contractors in the LEA BOP, November 6
- » LEA BOP 101 for Small and/or Rural LEAs, December 11
- » Consortia: How to Start and Participate in Them, January 16
- » LEA BOP Onboarding for New Coordinators, February 15

Thank you!

- » Remember to complete your workshop survey using the QR code located below

