

New Jersey Department of Health Early Intervention System Rate Study

Time Study Tool Training

January 12, 13, 2022

February 7, 8, 10, 15, 2022

Agenda

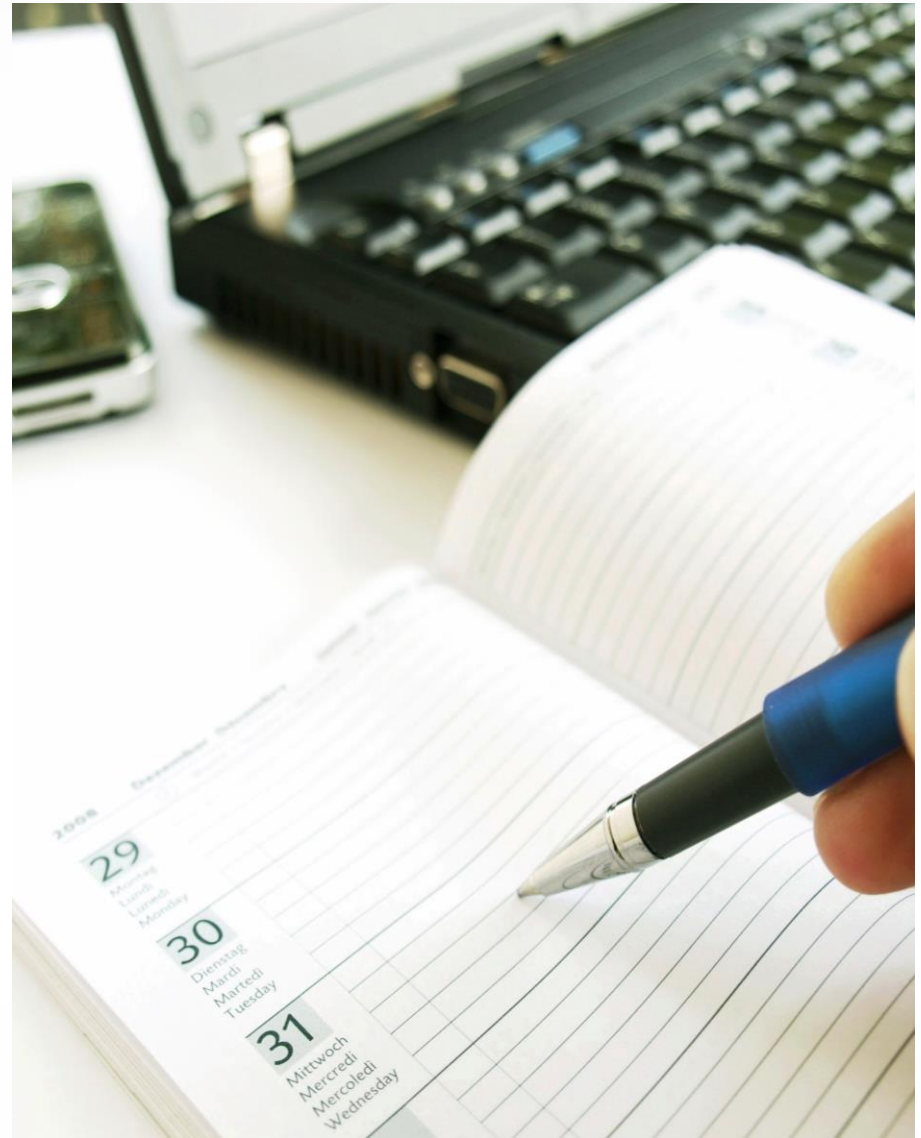
PCG Team

Project Overview

Who Should Participate

Time Study Tool

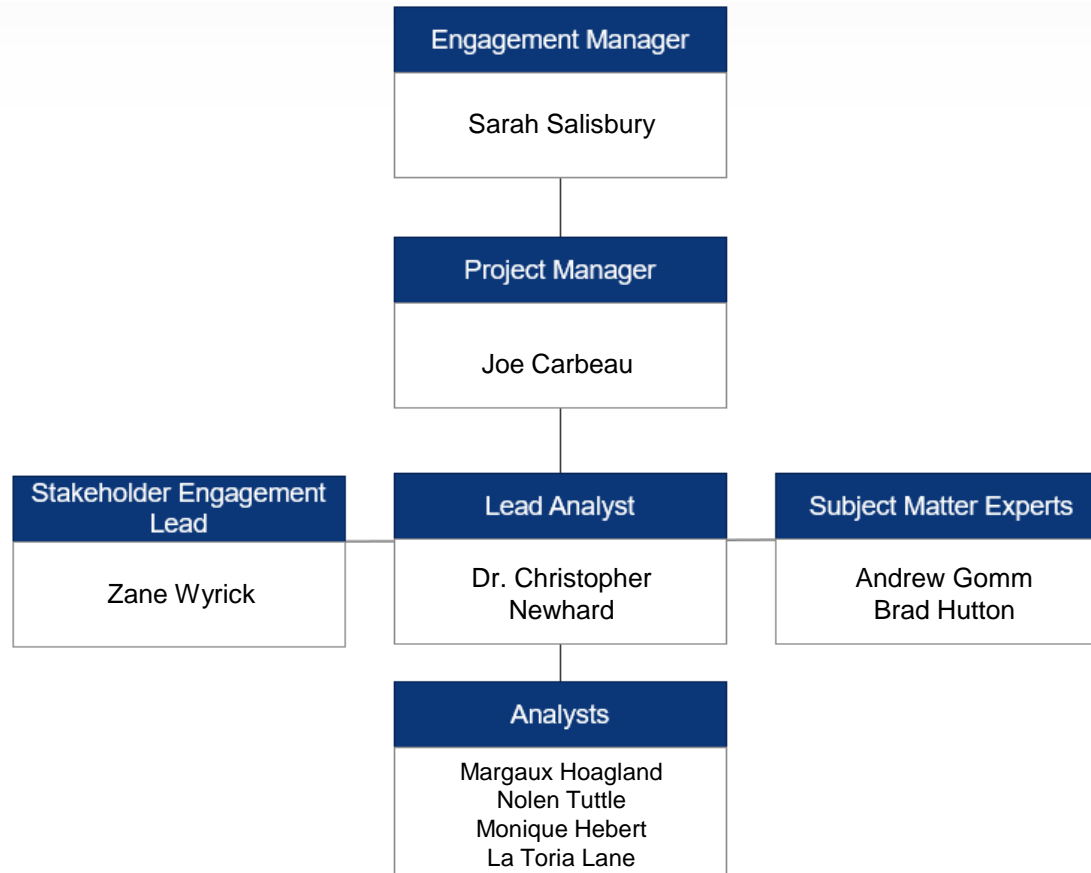
Next Steps & Wrap-Up



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Introductions

Project Team Roles and Responsibilities



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Project Overview

Project Goals

PCG understands the goal of the NJEIS is to implement a comprehensive study of the cost of delivering early intervention services, provided by contracted provider agencies, that promotes best practices in early intervention, supports the recruitment and retention of qualified EI staff, and provides a budget impact model.



Project Workplan and Timeline

CALLING ALL EARLY INTERVENTION PRACTITIONERS!

In partnership with Public Consulting Group (PCG), NJEIS is facilitating a **Rate Study** to better understand the cost of providing EI services.

Your participation in this study is **necessary** to help inform NJEIS on the **true cost** of providing these **critical services** to New Jersey children and families. Through this work, PCG will **provide rate recommendations to NJEIS** which are based on your input.

October 2021 – April 2022

Stakeholder Engagement

PCG will be working with a **stakeholder group** throughout the rate study process that will provide input on the methodology and tools.



Provider Outreach

PCG will engage early intervention practitioners and communicate the “**what**”, the “**why**”, and the “**how**” of the **Cost and Time Studies**.

October – November 2021



October – November 2021

Cost Study Training

PCG will facilitate multiple virtual training sessions on the use of the **Cost Report and Personnel Roster tools**.



Cost Study

Provider agencies will complete a **Cost Report** and **Personnel Roster** using the tools provided by PCG.

November – December 2021



January – March 2022

Time Study

Early intervention practitioners (staff and subcontractors) will be trained on the **Time Study Tool** and will complete a Time Study for 10 consecutive working days between 2/28/22 and 3/20/22.



Data Analysis, Findings and Recommendations

PCG will analyze data submitted by providers. PCG may **contact participants for clarification** regarding submitted data.

April – July 2022



Time Study Overview

- **Time Study Tool (February to March 2022)**
- **What is a time study?** A time study measures the amount of time spent performing direct service and administrative activities. For this time study, participants will record 10 working days within a three-week time period.
- **Why?** The time study will allow PCG and the Department to allocate costs based on service activities and capture necessary administrative services that can be included in rate calculations.
- **When?** 10 consecutive scheduled working days in the 21-day period between Monday, **February 28, 2022** and Sunday, **March 20, 2022**. Training sessions and materials will be available to participants in February 2022.
- **Who?** All practitioners who provide Early Intervention services, including salaried staff and independent contractors working for multiple agencies.
- **How?** Through the collection of the activities you perform over the course of 10 consecutive scheduled working days over the 21-day time study period via an Excel-based tool.



Methods for Distribution and Submission of the Tools

1. Distribution and submission

1. Distribution: One Excel template sent via email to all EIPs by agency Champions.
2. Submission: Secure File Transfer. PCG will issue logins to Champions for them to upload Time Study Tools.

2. QA by each EIP

1. Participant QA.
2. Champion QA.

3. Tracking submissions (provider and participant tracking)

1. PCG will follow up with non-responsive EIPs.
2. PCG will reach out to EIPs during the QA process if necessary.



Resources

You are not alone! **All NJEIS Practitioners will be filling out the Time Study Tool.** When you have questions, we have a number of supports in place to help you get to the finish line:

- **Live Training Sessions:** January 12-13 and additional dates below.
 - Monday, February 7, 7-8 p.m.
 - Tuesday, February 8, 2-3 p.m.
 - Thursday, February 10, 2-3 p.m.
 - Tuesday, February 15, 2-3 p.m.
- **Live Office Hours:** PCG team members will be available to answer any questions related to the time study. Contact your Champion for login-info.
 - Tuesday, March 1, 2-2:30 p.m.
 - Thursday, March 3, 2-2:30 p.m.
 - Tuesday, March 8, 2-2:30 p.m.
 - Thursday, March 10, 2-2:30 p.m.
 - Tuesday, March 15, 2-2:30 p.m.
 - Thursday, March 17, 2-2:30 p.m.



Resources Cont'd

- **Training Recording:** training recording will be available for you to reference if you cannot attend, or if you want to re-watch a portion of it on the NJEIS Time Study Information Page
- **Champions:** Each agency has identified 1-3 Champions for you to use as a resource and to whom you will be submitting your completed tools.
- **NJEIS Time Study Information page:**
<https://survey.pcgus.com/s3/NJEISTimeStudy>
- **List of FAQs:** There will be a running list of the frequently asked questions we receive available you to reference. We will send them to the Champions at the end of each week and post them on the Time Study Information page.
- **Training PPT:** This presentation will be available for reference
- **Notes Print out:** Available on the NJEIS Time Study Information Page to print and record notes throughout the day.
- **Email Support:** Please e-mail us at NJEISRateStudy@pcgus.com with any specific questions you have.
- Feel free to use each other as well!



NJEIS Time Study Information Page

Hello! This is the New Jersey Early Intervention System (NJEIS) Time Study information page. Below are the following guidance documents regarding the time study:

[Infographic on the comprehensive cost and time study for NJEIS.](#)

[NJEIS Time Study FAQ](#)

[NJEIS Time Study Notification](#)

[NJEIS Time Study Training](#)

[NJEIS Time Study Tool \(Draft\)](#)

[NJEIS Time Study Tool \(For Printing Only\)](#)

[Link to live recorded time study.](#)

1. Please select your provider agency.

2. Please enter your name and contact information.

3. Ask us a question about the time study!



Time Study Tool

Cover Page – Provider Information

- If you work for multiple agencies, please keep a version of the Time Study Tool for each agency.
- If you do not work 10 days in a 3-week period for a given agency, please fill it out for each day during the time period that you do work for that agency.

State of New Jersey, Department of Health (DOH), Early Intervention System (NJEIS)
NJEIS Time Study Tool
Cover Page

This time study is expected to take place over a two week period.

You should record ALL time worked on EI Services and EI-related tasks during 10 consecutive scheduled workdays.

Please reference the instructions, recorded webinar, FAQs. E-mail questions to NJEISRateStudy@pcgus.com

Time Study Period

10 Days included in this submission:

- | | | | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> 02/28/2022 | <input type="checkbox"/> 03/01/2022 | <input type="checkbox"/> 03/02/2022 | <input type="checkbox"/> 03/03/2022 | <input type="checkbox"/> 03/04/2022 | <input type="checkbox"/> 03/05/2022 | <input type="checkbox"/> 03/06/2022 |
| <input type="checkbox"/> 03/07/2022 | <input type="checkbox"/> 03/08/2022 | <input type="checkbox"/> 03/09/2022 | <input type="checkbox"/> 03/10/2022 | <input type="checkbox"/> 03/11/2022 | <input type="checkbox"/> 03/12/2022 | <input type="checkbox"/> 03/13/2022 |
| <input type="checkbox"/> 03/14/2022 | <input type="checkbox"/> 03/15/2022 | <input type="checkbox"/> 03/16/2022 | <input type="checkbox"/> 03/17/2022 | <input type="checkbox"/> 03/18/2022 | <input type="checkbox"/> 03/19/2022 | <input type="checkbox"/> 03/20/2022 |

Provider and Program

NJEIS Provider Agency Name (Drop-Down)
NJEIS Program Name (if different)
NJEIS Program Contact Name
NJEIS Program Contact Email

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



Cover Page – Participant Information

- If you work for multiple agencies, please use the same “Participant Name” as this will help us tie all of your files together.
- If you work in multiple counties for an agency, please check each county that applies.

Participant Information

Participant Name		
Staff Type (Drop-Down)		
Practitioner Serving Multiple Agencies (Drop-Down)		
County (Drop-Down)		
Actual Title		
Primary Role Category by EI Profession (Drop-Down)		
Secondary Role Category EI Profession (Drop-Down)		
Work Phone		
Work Email		

Please indicate which counties you work in for this agency:

<input type="checkbox"/> Atlantic	<input type="checkbox"/> Bergen	<input type="checkbox"/> Burlington	<input type="checkbox"/> Camden	<input type="checkbox"/> Cape May	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Essex
<input type="checkbox"/> Gloucester	<input type="checkbox"/> Hudson	<input type="checkbox"/> Hunterdon	<input type="checkbox"/> Mercer	<input type="checkbox"/> Middlesex	<input type="checkbox"/> Monmouth	<input type="checkbox"/> Morris
<input type="checkbox"/> Ocean	<input type="checkbox"/> Passaic	<input type="checkbox"/> Salem	<input type="checkbox"/> Somerset	<input type="checkbox"/> Sussex	<input type="checkbox"/> Union	<input type="checkbox"/> Warren

Participant Credentials

# of Years Professional Experience	
# of Years EI Experience	
Highest Education Attained (Drop-down)	
Certification/Licensure 1	
Certification/Licensure 2	
Certification/Licensure 3	



Cover Page – Schedule & Attestation

- Indicate your working relationship with the agency and record how many billable hours in a typical week you work for this agency.
- Once you are finished entering your activities, please have your Champion or Supervisor look it over and “sign” by typing their name.

Schedule

What is your relationship with this agency?

- Full-Time Salaried Employee Fee For Service Employee
 Part-Time Employee
 Per Diem/ Flat Rate Employee Other (please tell us what)
 Independent Contractor Specify:

In a typical week, how many billable hours do you work for this agency?

hours/week

Attestation

Please sign/type the cover page of the time study packet to verify accuracy of the information presented before submitting.

Participant Electronic Signature (Type Name) _____

Date Signed _____

Champion/Supervisor Electronic Signature (Type Name) _____

Date Signed _____



Daily Activity Tabs

- There is one tab for each day of the time study data collection
- Based on your schedule and which boxes you check on the cover page, please fill out the tab that corresponds with that day's date.
- The top portion of each tab will auto-populate with what you've entered in the cover page.

State of New Jersey, Department of Health (DOH), Early Intervention System (NJEIS)
 NJEIS Time Study Tool - February 28, 2022

Agency Name

EIS Program Name (if Different)

Participant Name

Primary EI Role

Date of Activity

- There is a section to tell us what time the EI activity started and ended, as well as if it was a Direct Service activity or Indirect/Other Admin activity.
- Use the drop-downs or type the appropriate response in each cell.

START TIME				END TIME				ACTIVITY DETAIL	
Start hour	Start minute	AM/PM	Time	End hour	End minute	AM/PM	Time	Duration	Type of Activity - Direct or Indirect Service (Drop-Down)
			:				:		
			:				:		Direct Service
			:				:		Indirect/Other Admin Activity



Daily Activity Tabs

- Based on if you pick Direct or Indirect, it will gray out the irrelevant activities section.

ACTIVITY DETAIL	DIRECT EARLY INTERVENTION ACTIVITIES					INDIRECT/ OTHER ACTIVITIES (Administrative Activities)
Type of Activity - Direct or Indirect Service (Drop-Down)	Service Type (Drop-Down)	Service Setting (Drop-Down)	County Where Service Was Provided (Drop-Down)	EI Procedure - Group Size (Drop-Down)	Bilingual - Non-English Service Provided (Drop-Down)	Other Activities (Drop-Down)
Direct Service						
Indirect/Other Admin Activity						

Service Type

Assessment
 Audiology
 Developmental Intervention
 Evaluation Service
 Exit Evaluation
 Family Training/Counseling
 Foreign Language Interpretation Non IFSP
 Foreign Language Interpreter
 Health
 Interpreter for the Deaf
 Interpreter for the Deaf Non IFSP
 Medical (Diagnostic Only)
 Nursing
 Nutrition
 Occupational Therapy
 Physical Therapy
 Psychological
 Respite
 Sign Cued Language
 Social Work
 Speech Therapy
 Team Meeting IFSP
 Vision

Service Setting

DCP&P
 EC Incl-Community
 EC Prg Chld Disability
 Home
 Hospital In-Patient
 Phone/Video
 Conferencing
 Residential
 Service Prov/Clinic

EI Procedure Group Size

Consultation/Facilitation with Others
 Direct Child Service
 Evaluation/Assessment
 Group Size 3-4
 Group Size 5-6
 Group Size 7-8
 Group Size 9+

Questions?

Please e-mail us at NJEISRateStudy@pcgus.com

Daily Activity Tabs

If you were working on an administrative or activity in support of EI services (indirect) please choose the task that best fits what you were doing. There is a notes field for additional short detail.

Administrative Tasks

Case Management
 Coordinating Interpretation
 Coordinating Security
 EIMS Documentation or Report Writing
 Form 25 Write-Up/Progress Summary
 Invoicing
 Cancellation - Client/Family
 Cancellation - Staff
 No Show/Missed Session - Client/Family
 No Show/Missed Session - Staff
 Prep. Time
 E-mail/Telephone/Text - Client/Family
 E-mail/Telephone/Text - Staff
 Schedule/Reschedule session
 Staff Meeting
 Supervision/Mentoring Session
 Supervisory Related Activities
 Team Collaboration
 Technology Issues
 Training/Education
 Travel to/from Sessions
 Travel Other (pick up materials/donations/security)
 Child Find/ Intake Time
 Other Admin. Activity
 Lunch
 Paid Leave/Staff Time Off (Sick, PTO)
 Unpaid Leave (Personal Appointments)

INDIRECT/ OTHER ACTIVITIES (Administrative Activities)	COMMENTS/NOTES
Other Activities (Drop-Down)	
Case Management	
Coordinating Interpretation	
Coordinating Security	
EIMS Documentation or Report Writing	
Form 25 Write-Up/Progress Summary	
No Show/Missed Session - Client/Family	
No Show/Missed Session - Staff	
Prep. Time	

A few Examples:

- Case Management: IFSP and Outcome quality checks, service log supervisor reviews, documentation catalogue checks
- No Show/ Missed Session – Client/Family: illness, weather, unexplained, etc.
- No Show/ Missed Session – Staff: traffic, car troubles, illness, personal emergency, etc.
- Respond to Email/Telephone/Text: Responding to correspondence from Parent/Family Member, OSC, Agency Admin, Team member, medical personnel, etc.
- Supervision/Mentoring Session: Supervision/Mentoring is time that the practitioner would spend meeting/speaking with their supervisor/mentor
- Technology Issues: virtual intervention connection issues, EIMS troubles, etc.
- Child Find/ Intake Time: Working the Broadcast to pick up a child, pick up a child to take on their IFSP.
- Other Admin. Activity: Something else, such as this Time Study; please leave a comment/note about the nature of the activity.

Excel Tool

- Will also work in Google Sheets and Apple Numbers if you are unable to access Excel, but Excel formatting is best.
- Please DO NOT enter any case notes or identifying information into the tool, we only need high-level times, activities, and short comments.
- Let's go look at the tool itself to demonstrate:
 - Header information at the top of each date tab will auto-populate based on what you enter on the cover page tab.
 - Conditional formatting for Excel-based users depending on which type of activity (direct or indirect) you choose.
 - Duration of the activity will auto-calculate.
 - Warnings will appear if you have set times that create a negative duration or overlap time with the entry before it.



Finalizing & Submitting the Time Study Tools

1. Complete your entries.
2. Ensure all fields on the Cover Page tab and each date tab that you worked have been filled out.
3. Sign the attestation field.
4. Send it to your supervisor or agency's designated Time Study Champion so they can do the same.
5. Your Champion will compile all of the tools for your agency and send them in together.



Time Study Tools Tips and Tricks

- **Daily Tracking:** If you cannot update the time study as you work, then it is best to record each day either at the end of the day or first thing the next morning to have the most accurate memory of the tasks and timing.
- **Track Tasks and Meetings:** Throughout the day, keep a list of the tasks you complete and meetings you have.
- **Print Reference Tool:** You can print out the reference tool so you have the layout and categories handy during the day to keep notes.
- **Copy and Paste Functions:** You can copy/paste in the tool provided the response is valid for that cell.
- **Check Tabs:** Make sure you are on the right tab (the tab that corresponds to the date you completed the work).
- **Timing:** It will take you a day or two to learn the categories, but after that, it should not take more than a half an hour to record the activities of a day.



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Next Steps and Wrap Up

Key Takeaways

- All practitioners should participate.
- Employees and independent contractors that are practitioners should participate.
- **Please only record your time spent either directly providing or in support of Early Intervention services.**
- Questions once you've started?
 - First check the list of FAQs
 - Next check with your agency's identified Champion(s) and they can reach out to us if they are unable to answer your question.
 - We can be reached with any questions on this process at:
NJEISRateStudy@pcgus.com
- PCG will also hold office hour sessions for your questions.



Next Steps

- PCG to share the Excel file and the slides with Champions the day after the last training.
- PCG to share link for provider webinar on how to complete Time Study tool.
- PCG to share an updated list of FAQs from all trainings with Champions.
- PCG to host office hours sessions.



Time Study Timeline

February 2022						
	MON	TUE	WED	THU	FRI	
		1	2 February Advisory Group	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Holiday	22	23	24	25	26
27	28 Time Study Start					

March 2022						
	MON	TUE	WED	THU	FRI	
	28 Time Study Start	1	2 March Advisory Group	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Time Study End	21	22	23	24	25	26
27	28	29	30	31		

Trainings and Office Hours

- **January 11-12, 2022, and February 7-8, 10 and 15:** PCG has and will facilitate time study **training** sessions.
- **March 1, 3, 8, 10, 15 and 17:** PCG will host **office hours**.

Time Study Period

- Monday, February 28, 2022 to Sunday, March 20, 2022





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Solutions that Matter