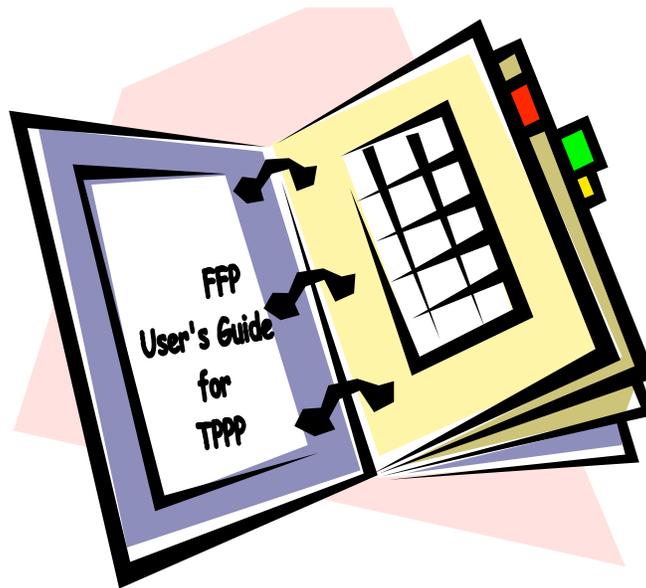


**Federal Financial Participation  
(FFP)  
User's Guide for  
Teen Pregnancy Prevention  
(TPP) Programs**



**May 2008**

## Table of Contents

I.	Introduction and Purpose.....	3-4
II.	FFP Requirements .....	5
III.	FFP Time Study Process .....	5-10
IV.	Additional Documentation Necessary to Support FFP Requirements.....	10
V.	Eligibility for State General Fund Reimbursement.....	10-11
VI.	Privacy & Confidentiality .....	11
VII.	Activity Codes.....	12-21
VIII.	Time Study Readiness .....	21
IX.	Glossary.....	22

## I. Introduction and Purpose

The purpose of this FFP User Guide is to help you understand the FFP requirements so that your program can comply with federal funding rules and receive the maximum allowable federal and state funding.

FFP provides federal Title XIX/Medi-Cal reimbursement for approved State programs with specific activities that meet the following two objectives:

1. Bringing potential eligible's into the Medi-Cal system to determine their Medi-Cal eligibility.
2. Bringing Medi-Cal eligible people into Medi-Cal services.

Given the spectrum of TPP activities your program performs, this may seem limiting, however, there are many activities that TPP programs perform that are included in these objectives. This user guide will explain those federally reimbursable activities and enable you to perform the required work and ensure federal funding (FFP reimbursement) is maximized.

The following are a few examples of activities that qualify for FFP reimbursement:

- Performing outreach including meeting with groups or individuals about Medi-Cal services available to help them. **For example:** Teen Health Fair at a local high school.
- Identifying Medi-Cal eligible individuals and connecting them to needed Medi-Cal services (not limited to physician Medi-Cal services, but also includes Medi-Cal dental, mental health, drug and alcohol services). **For example:** assisting a teen to connect with a Family PACT provider.
- Identifying barriers to Medi-Cal eligible individuals accessing care and working on a resolution. **For example:** Identifying local areas without Family PACT/Medi-Cal providers and identifying satellite facilities which provide services.
- Performing Quality Assurance activities to ensure that TPP Program participants receive needed and quality care. **For example:** Evaluating the "teen friendliness" of local Family PACT/Medi-Cal providers and working with the providers to improve access to care and services would be a FFP-reimbursable activity.

Many of these activities are similar to activities used to claim Medi-Cal funds under Targeted Case Management (TCM). TPP Programs can utilize only one Medi-Cal reimbursement method (FFP). Utilizing both FFP and TCM for the same program would constitute double billing of Title XIX and is not allowable under federal rules.

What is a Medi-Cal/Family PACT eligible individual in relation to TPP programs?

"Any teen/young adult who is seeking confidential care/services concerning birth control, pregnancy, and sexually transmitted infections (STI's) is Medi-Cal/Family PACT eligible."

Individuals may or may not be eligible for Medi-Cal based on their income and other eligibility factors, however, teens to age 19 are considered a family of one and in the vast majority of cases eligible for Family PACT benefits.

The following TPP programs have been approved by Medi-Cal to receive FFP reimbursement for federally reimbursable activities:

- Information & Education - **I&E**
- Male Involvement Program - **MIP**

### **TPP Funding**

**State General Fund (SGF)** - funds all types of TPP activities included in the programs scope of work and approved workplan and is also used to provide dollar for dollar match of Title XIX funding in accordance with Federal Regulations.

**Federal Medi-Cal Title XIX** - funds only those activities that are necessary for the "proper and efficient administration of the State's Medi-Cal program". This refers to activities for "outreach" to potential Medi-Cal eligibles and assisting eligibles with "access" to Medi-Cal services.

**Local Government Non-Federal Funds** - local government (city, county or non-federal tribal) funds may be used as matching funds to obtain the FFP reimbursement.

## II. FFP Requirements

To obtain FFP reimbursement, programs must:

1. Meet the two FFP objectives
2. Have all program staff time study, and
3. Maintain secondary documentation of the time-studied activities.

## III. FFP Time Study Process:

- The official method used to document your time spent on all activities during the time survey period each quarter is the Weekly Time Study FFP Calculation Template. Currently the time survey period is five (5) working days in a one (1) week period, accounting for 40 hours.
- The following are the required FFP Time Study Documents:
  - 1) Secondary Documentation Form(s) (either format 1 or 2); and
  - 2) Weekly Time Study FFP Calculation Template.
- Use only the most recent version of the Office of Family Planning (OFP) approved Time Study Documents located at:  
<http://www.cdph.ca.gov/programs/tpp/pages/default.aspx>
- Complete the Time Study Documents in 30 minute increments capturing time for a full-time employee; i.e., a 40 hour week. Identify all time and activities worked in MIP and I&E. Time worked in other programs, as well as any non-paid time is coded as "Other Programs". A part-time employee still needs to account for a 40 hour week.
- Activity time of 15 minutes or greater is rounded up to the next 30 minutes. Increments of less than fifteen minutes are rounded down.
- All activities performed during the time survey period are to be categorized into specific activity codes identified on page 13.
- Completed time study documents must be reviewed by your supervisor. The Secondary Documentation must be signed by the employee and the time study form within the FFP Calculation template must be approved and signed by both the employee and supervisor. The supervisor is responsible for verifying the completeness and accuracy of all time study documents.

- The time study documents are legal documents and must be retained for three (3) years by the agency and stored in a safe and secure manner for state and federal audit purposes.

**a. Time Study General Information:**

- The time study documents are used:
  - 1) To document 100 Percent of staff time spent on all activities performed during the time survey week;
  - 2) To document FFP reimbursable activities; and
  - 3) To monitor activities to ensure they meet FFP objectives.
- The time study period will be randomly selected and programs will be provided approximately two weeks notice prior to the time survey period.
- Contact your Program Consultant (PC)/Contract Manager (CM) to receive approval for alternate secondary documentation forms.

**b. Who completes the Time Study Documents?**

- All positions receiving Title XIX reimbursement (including sub-contractors) must time study five (5) working days in a one (1) week period, accounting for 40 hours during the time survey period of each quarter. Exceptions to the time survey period can be made for special circumstances. Contact your PC/CM for approval.
- All subcontractors who provide a service (such as assisting in performing outreach or training peer educators) or who assist with the implementation of the work plan must time study for 100 percent of time worked. If the subcontractor is providing a product (such as a pamphlet or revised curriculum) then no time study is required; the lead agency's average Medi-Cal percentage will be used to determine the matching percentage for funding the subcontractor's costs.
- If the lead agency of a TPP program also serves as a subcontractor for another TPP program, the staff that works on both programs must time study separately for the lead agency and subcontractor agency. The staff person would utilize activity code 11 when working on the other program. Each time study document should coincide with the other. OFP must be able to cross reference time study documents for the staff person identified if the agency is working as a lead agency and subcontractor.

### c. Secondary Documentation Requirements:

- Secondary documentation is specific information substantiating that the activities noted on the time study documents are eligible for FFP reimbursement. Activity Codes and the time spent on the activity are then transferred to the time study form within the weekly time study FFP calculation template.
- If the secondary documentation states that a "b" activity was performed, then the secondary documentation must list sufficient information to substantiate for an auditor that the activity is a federally reimbursable activity. For example, secondary documentation for "outreach" should include date, location, type of outreach and target population. Outreach brochures that were used would be considered supplemental materials. Provision of this level of detail substantiates that the activity met federal requirements and qualifies for FFP reimbursement.
- The information documented for a "b" activity code should clearly identify who, what, when, where and if applicable, the why for each activity performed. The documentation provided should be specific enough to enable an auditor to determine that the activity qualifies for FFP reimbursement.
- Preparation, travel time (to and from) and documentation associated with an activity are coded to that activity. For example: preparing, traveling and conducting a prevention education session at a high school is coded the same as the prevention education session. This means that if the prevention education session included both "a" and "b" activities for TPP staff, then the travel to and from the prevention education session would be allocated to "a" and "b" in proportion to the amount of time spent on "a" and "b" activities during the session. If the travel occurs during non-paid time (before or after the staff person's working hours) then the unpaid travel time is not coded or recorded on the time study.
- Lunch is not coded.
- Breaks are paid time and are not coded separately but are absorbed into the activity performed either before or after the break. Break time is not captured because of the limited length of time (i.e. 15 minutes or less).

- If staff complete their time study documents "as they go", that is, immediately after they perform each activity, they code the time spent completing the time study documents the same as they coded the actual activity. If they complete the time study documents at the end of the time survey period, they code it as a 10b, Program-Specific Administration.
- Activities identified on the secondary documentation should be consistent with the workplan.
- If an "a" activity code is documented on the secondary documentation form then only the activity code, program code and the time spent on the activity is required. Additional information is not required.

When an activity includes providing information to an individual client to facilitate access to care and services a unique client identifier is required in the secondary documentation. For example, the documentation could refer to a client by the client's initials or by a case number if one were assigned. Follow client confidentiality requirements in accordance with the Healthy Insurance Portability and Accountability Act (HIPAA).

**d. Secondary Documentation General Information:**

- Complete general information on the secondary documentation form and then make several copies so staff has their time study ready to go. This document is used to initially capture time and activity of the employee.
- Complete your secondary documentation in pen, pencil or electronically. If the secondary documentation is completed in pencil the copy submitted to OFP, if requested, must be a photocopy version.
- If minor corrections are needed the employee is the only person that should make the changes.
- We recommend that you complete the secondary documentation form daily.
- Secondary documentation should match FFP weekly time study sheets.
- Identify the program (I&E and/or MIP) which the activity is performed in the Program Code column on the secondary documentation.

- Signature on the original secondary documentation should be in blue ink. Pencil is not appropriate for a legal document.
- Documentation should be legible, concise, and completed timely.
- Errors should be corrected by a simple cross through with the correct information given, then dated and initialed. If there are many errors/ cross-outs, please re-do the form.
- Never use white out, liquid paper or dry line on errors; these are not acceptable on a legal document.

**e. Weekly Time Study FFP Calculation Template**

This template generates a summary report of the Medi-Cal percentages for each staff person for the activities they perform for each program identified.

Input all information requested on the Time Study Tab worksheet in the template. You will need to complete one worksheet for each staff person time studying. Refer to the instructions on the Weekly Time Study FFP Calculation Template posted on the OFP website.

- Ensure each staff person's classification/job title matches on both the budget and Time Study Worksheet.
- Check that the following match the TPP budget:
  - The agency name;
  - Employee's name;
  - Employee's Classification
  - Agreement number is listed;
  - Employee's FTE ; and
  - Budget line.

**f. Invoice Submission Process:**

- The following documents are required for submission to the programs contract manager on a quarterly basis:
  - a. Cover letter
  - b. Time Study Data Report for Summary of FFP Sheet
  - c. Invoice

**NOTE:** OFP may request copies of the FFP Time Study documents upon review of the above items. Programs should always keep originals on file.

#### **IV. Additional Documentation Necessary to Support FFP Requirements:**

##### **a. Supplemental Documentation**

*Supplemental* documentation consists of documents that support the secondary documentation. These documents can include the following:

**Workplan:** Should reflect both TPP and FFP objectives.

**Curriculum:** Should reflect both TPP and FFP objectives.

**Duty Statements/Job Descriptions:** Every staff position on the program's budget is required to have a duty statement specific to the roles and responsibilities of each position. The duty statement should reflect activities that meet the TPP and FFP objectives. Duty statements should be concise.

Note: The Supplemental Documentation should be available for review upon request of a state or federal auditor.

#### **V. Eligibility for State General Fund Reimbursement**

There are activities in your workplan that are reimbursable with state General Fund that may not meet requirements for receiving FFP reimbursement. These activities should *not* be removed from the workplan without approval from your PC since many of these activities meet TPP program statutory requirements.

The following services/activities receive state General Fund reimbursement but are not eligible for FFP reimbursement since these activities are not specifically either "outreach" to potential eligibles or assisting in providing "access" to Medi-Cal/Family PACT services. Following are examples of TPP services/activities which are not reimbursed by Title XIX:

- Prevention education sessions focused on health education topics
- Information presentation focused on health education topics
- Development of material for presentations focused on health education
- Implementing education and support for significant adults, parents and other caregivers of adolescents strategy
- Implementing mentoring strategy

- Transportation (unless vouchers or tokens are provided to youth and can be traced back to the youth as a means of providing access to care or Medi-Cal/Family PACT services)
- Providing incentives or promotional items including food
- Social activities
- Job development/training
- Training on classroom management
- Educational school related activities
- Assisting with housing needs
- Support group services
- Any direct clinical services

## **VI. Privacy & Confidentiality**

TPP and FFP program documents may contain information or data that is considered private and/or confidential. It is your responsibility to protect this information from disclosure.

### **a. Types of FFP program documents that should be protected if client-specific information is included:**

- Secondary Documentation Form
- Weekly Time Study FFP Calculation Template
- Supplemental Documentation

### **b. Definitions & Federal/State requirements:**

- ❖ **Privacy**-A person's right to have personal information (HIPAA governs "protected health information") maintained in a manner that is not publicly available.
- ❖ **Confidentiality**-The obligation to protect the right of privacy of a person's information.
- ❖ **HIPAA- Federal statute**- requires that all organizations develop and implement privacy and security standards that safeguard the confidentiality, availability, and integrity of Protected Health Information (PHI) information.
- ❖ **State regulatory requirements**-mandates required by state laws.

## VII. Activity Codes

Following are the Activity Codes for your use when time studying.

- 1a Non-Medi-Cal/Family PACT Outreach
- 1b Medi-Cal/Family PACT Outreach
- 2a Facilitating Eligibility Application or Determination for Non-Medi-Cal/Family PACT Programs
- 2b Facilitating Medi-Cal/Family PACT Eligibility Application or Determination
- 7a Program Planning, Policy Development, and Intra/Inter Agency Coordination Related to Non-Medi-Cal/Family PACT Services
- 7b Program Planning, Policy Development, and Intra/Inter Agency Coordination Related to Medi-Cal/Family PACT Services
- 8a Non-Medi-Cal/Family PACT Training
- 8b Medi-Cal/Family PACT Training
- 9a Coordination and Monitoring of Non-Medi-Cal/Family PACT Services
- 9b Coordination and Monitoring of Medi-Cal/Family PACT Services
- 10a General Administration
- 10b Medi-Cal/Family PACT (TPP specific) Administration
- 11 Activities for other Programs (non-TPP programs)
- 12 Paid Time-Off

**Activity Code 1a**  
**Non-Medi-Cal/Family PACT Outreach**

This activity code is used when program staff is informing individuals about their eligibility for non-Medi-Cal/Family PACT Programs and/or services. This includes access, range of benefits, and how to obtain services. Includes all paperwork, clerical activities or staff travel required to perform these activities.

**Examples of 1a activities:**

1. Implementing prevention education sessions and/or informational Presentations focused on health education.
2. Conducting life skills sessions that include goal setting and budgeting skills.
3. Assisting with organization of service-learning activities and community events that do not focus on potential Medi-Cal/Family PACT eligibles or access to care and services.
4. Recruiting youth to participate on youth development program.
5. Preparation, travel time (to and from) and documentation associated with an activity are coded to that activity. For example: preparing, traveling and conducting a prevention education session at a high school is coded the same as the prevention education session. This means that if the prevention education session included both "a" and "b" activities for TPP staff, then the travel to and from the prevention education session would be allocated to "a" and "b" in proportion to the amount of time spent on "a" and "b" activities during the session. If the travel occurs during non-paid time (before or after the staff person's working hours) then the unpaid travel time is not coded or recorded on the time study.

**Activity Code 1b**  
**Medi-Cal/Family PACT Outreach**

This activity code is used when program staff is informing eligible or potentially eligible individuals about Medi-Cal/Family PACT services and how to access those services. This activity includes providing information about or assistance with the Medi-Cal/Family PACT eligibility process. Outreach coded as 1b only includes outreach to the TPP focus population. Includes all paperwork, clerical activities and staff travel required to perform these activities.

### **Examples of 1b activities:**

1. Implementing prevention education sessions and/or informational presentations focused on access to care and services.
2. Conducting street outreach, providing information and referral regarding Medi-Cal/Family PACT services.
3. Disseminating referral materials such as flyers and brochures with information on Family PACT services including clinic locations, hours, fees etc.
4. Distributing Teen-Line information & referral card to participating youth in conjunction with outreach presentation.
5. Linking youth to Family PACT services & encouraging them to continue accessing services.
6. Referring youth to clinical services.
7. Preparation, travel time (to and from) and documentation associated with an activity are coded to that activity. For example: preparing, traveling and conducting a prevention education session at a high school is coded the same as the prevention education session. This means that if the prevention education session included both "a" and "b" activities for TPP staff, then the travel to and from the prevention education session would be allocated to "a" and "b" in proportion to the amount of time spent on "a" and "b" activities during the session. If the travel occurs during non-paid time (before or after the staff person's working hours) then the unpaid travel time is not coded or recorded on the time study.
8. Revising referral list, brochure cards, flyers and coupons for linkages to Medi-Cal/Family PACT services.
9. Developing outreach media materials, such as public service announcements (PSA's) or news releases regarding access to care and services, outreach events.
10. Facilitating a group discussion in the clinic with teens explaining Family PACT services.

### **Activity Code 2a Facilitating Application for Non-Medi-Cal/Family PACT Programs**

This activity code is used when program staff is informing an individual about Non-Medi-Cal/Family PACT programs such as: Temporary Assistance for Needy Families (TANF), Food Stamps, Women, Infant, and Children Nutritional program (WIC), day care, legal aid, and other educational or social service programs. Includes all paperwork, clerical activities or staff travel required to perform these activities.

### **Examples of 2a activities:**

1. Providing information and resources to youth regarding domestic violence.
2. Assisting with resume and job application.
3. Helping with college application.
4. Aiding in arranging housing.

### **Activity 2b Facilitating Medi-Cal/Family PACT Eligibility Determination**

This activity code is used by staff when assisting an individual with the Medi-Cal/Family PACT eligibility process. Includes all paperwork, clerical activities and staff travel required to perform these activities.

### **Examples of 2b activities:**

1. Explaining Medi-Cal/Family PACT eligibility.
2. Assisting youth/young adults by answering questions they may have regarding the Client Eligibility Certification (CEC) form.
3. Providing one-on-one information to youth regarding access to Medi-Cal/Family PACT care & services (note: secondary documentation must indicate a unique identifier such as chart number or initials of client to ensure client confidentiality is protected.)

### **Activity Code 7a Program Planning, Policy Development, and Intra/Inter Agency Coordination Related to Non-Medi-Cal/Family PACT Services**

This activity code is used by staff when working on developing strategies to improve the coordination and delivery of non-Medi-Cal/Family PACT services for TPP program participants. Non-Medi-Cal/Family PACT services may include social services, educational services, vocational services, and any other area not covered by Medi-Cal/Family PACT. Includes all paperwork, clerical activities and staff travel required to perform these activities.

### **Examples of 7a activities:**

1. Contacting high school and middle school administrators and boards regarding use of comprehensive sex education focused on health education topics.
2. Distribute prevention education curriculum sessions focused on health education topics and permission slips to school officials and collaborators.
3. Meeting with teachers, counselors and parents to advertise TPP program and recruit youth for prevention education session and/or informational presentations focused on health education topics.
4. Inviting local business people and professionals to conduct employment-related workshops focusing on the interview process, career opportunities, and application/resume development.
5. Making phone calls, writing emails to arrange and plan for implementation of prevention education activities focused on health education topics.

### **Activity Code 7b**

#### **Program Planning, Policy, and Coordination Related to Medi-Cal/Family PACT Services**

This activity code is used by staff when performing activities associated with developing strategies to improve the coordination and delivery of Medi-Cal/Family PACT services for TPP program participants and when performing collaborative activities with other programs and/or providers. Only TPP program staff whose duty statements include program planning, policy development and interagency coordination may use this code. Includes all paperwork, clerical activities and staff travel required to perform these activities.

### **Examples of 7b activities:**

1. Distribute prevention education curriculum sessions focused on access to care and services and permission slips to school officials and collaborators.
2. Meeting with teachers, counselors and parents to advertise program and recruit youth for prevention education sessions and/or informational presentations focused on access to care and services.
3. Formalizing collaborative relationships with other Family PACT providers in the area.
4. Developing or updating referral system between TPP program and Family PACT clinics.

5. Planning and coordinating with clinic staff to ensure easy access to appointments for teen services.
6. Attending regional collaborative meetings to address barriers related to access to providers, care and services. Identifying and developing effective strategies to address barriers.
7. Reviewing technical literature and research articles concerning TPP program target population to address and assist with their needs related to access to providers, care and services.
8. Participating in staff meetings to discuss outreach strategies and/or implementation of workplan to increase access to care and services for participants.
9. Making phone calls, writing emails to arrange and plan for implementation of program related to outreach activities to increase access to care and services for program participants.
10. Participating in development, maintenance and analysis of program management information regarding the Medi-Cal/Family PACT program.

**Activity Code 8a**  
**Non-Medi-Cal/Family PACT Training**

This activity code is used by staff when coordinating, conducting or participating in training events and/or seminars that are not directly related to Medi-Cal/Family PACT and Medi-Cal/Family PACT services provided by TPP programs. Includes all paperwork, clerical activities and staff travel required to perform these activities.

**Examples of 8a activities:**

1. Training program staff to implement prevention education sessions focused on health education topics.
2. Training program staff on classroom management.
3. Attending training on using "Power Point".

**Activity Code 8b**  
**Medi-Cal/Family PACT Training**

This activity code is used by staff when coordinating, conducting or participating in training events and/or seminars that are directly related to Medi-Cal/Family PACT and Medi-Cal/Family PACT services. Includes all paperwork, clerical activities and staff travel required to perform these activities.

### **Examples of 8b activities:**

1. Providing in-service training to program staff including volunteers and peer educators regarding Family PACT services, referral process and referral materials.
2. Conducting in-service training for all staff regarding local clinic resource information as well as agency referral tracking mechanism.
3. Participating in training related to TPP evaluation requirements.
4. Training program staff on using evaluation tools.
5. Training that would enhance skills needed to perform Medi-Cal/Family PACT outreach services i.e., best practices—effective outreach strategies, developing referral systems, etc.
6. Participating in OFP's conference calls on FFP.

### **Activity Code 9a**

#### **Coordination and Monitoring of Non-Medi-Cal/Family PACT Services**

This activity code is used by staff when coordinating and/or monitoring/evaluating non-Medi-Cal/Family PACT activities, such as social and educational services. Includes all paperwork, clerical activities and staff travel required to perform these activities.

### **Activity Code 9b**

#### **Coordination and Monitoring of Medi-Cal/Family PACT Services**

This activity code is used when coordinating and/or monitoring/evaluating the medical/dental/mental health services and/or Medi-Cal/Family PACT services for eligible Medi-Cal/Family PACT individuals. Includes all paperwork, clerical activities and staff travel required to perform these activities.

### **Examples of 9b activities:**

1. Conducting periodic analysis of youth referred to determine any increase in adolescents accessing/utilizing clinical services at the agency's Family PACT clinic and at other area Family PACT providers.
2. Conducting surveys of youth regarding knowledge of access to family planning services.
3. Collecting and analyzing local evaluation data.
4. Participating in phone interview and site visits with evaluation team.
5. Reviewing evaluation data form and local data reports, CPI evaluation findings and local evaluation, and applying lessons learned for program planning improvements and modifications.

## **Activity Code 10a General Administration**

This activity code is used for activities that are not directly related to TPP program activities. This includes non-program related paperwork, general clerical work, or staff travel required to perform these activities.

Since activities coded 10a support a variety of programs operated by your agency, those costs are allocated to TPP and the other programs. The costs allocated to TPP are then funded with the same percentage of General Fund and Federal Funds as operating expenses are funded, i.e., with the average percentage of federal funding for personnel.

**Note:** Certain functions such as: payroll, maintaining inventories, executive direction, etc., are considered overhead and, therefore, are reimbursable through the indirect cost rate.

### **Examples of 10a activities:**

1. Answering & responding to general letters, phone calls, and e-mails.
2. Attending non-TPP program related staff meetings or meetings with topics not related to the increase of access to care & services for program participants.
3. Attending required agency trainings such as new employee orientations, Bioterrorism Training, sexual harassment prevention training, general agency required meetings or trainings.
4. Attending general agency meetings on health insurance coverage, family medical leave act requirements or other benefits.
5. Reviewing department or unit procedures and rules not specific to TPP programs.
6. Attending seminars on retirement benefits.
7. This code is used for any administrative activity that you must do because you are an employee of that organization.

## **Activity Code 10b Medi-Cal/Family PACT (TPP specific) Administration**

This function code is used when performing activities related to TPP/FFP program specific administration which are identifiable and directly charged to the program.

### **Examples of 10b activities:**

1. Completing weekly time studies and secondary documentation for TPP program when the time study is completed at the end of the time study week.
2. Reviewing weekly time studies and associated documentation.
3. Developing and implementing MIP and I&E program-specific administrative policies procedures in compliance with Medi-Cal/Family PACT program requirements.
4. Coordinating distribution of Medi-Cal/Family PACT information including procedural manuals and brochures.
5. Supervising staff, including students, peer educators or others working with the TPP program.
6. Developing TPP program budget and monitoring expenditures.
7. Developing/revising TPP program workplan, curricula, or duty statements to reflect activities that improve access to care and services.
8. Drafting, analyzing, and reviewing reports, documents, correspondence, and legislation affecting TPP program population and their access to providers, care, and services.
9. Performing or directing recruitment, selection, and hiring of MIP and I&E program employees and performing employee evaluations.

### **Activity Code 11 Activities for Other (non-TPP) Programs**

This activity code is used for any activity or time spent doing activities that are not part of the TPP program.

### **Examples of code 11 activities:**

1. Performing CCG or TSO Program activities
2. Performing HIV/AIDS program activities that are not included in the TPP workplan.
3. Performing work on other non-TPP program scopes of work or workplans.
4. Developing budgets and monitoring program expenditures for other programs.
5. Performing part-time work for non-paid time during the time survey period.

## Activity Code 12 Paid Time Off

This activity code is for any agency-paid time off.

### Examples of code 12 activities:

1. Vacation
2. Holidays
3. Sick Leave
4. Educational Leave
5. Family Leave
6. Jury Duty (only if reimbursed by employer)

## VIII. Time Study Readiness

Suggestions for preparing to time study:

- ➔ **Attend time study training**
- ➔ **Discuss & review the Time Study process with your supervisor**
  - Understand your time study roles & responsibilities.
  - Review the FFP time study documents and activity codes.
  - Understand your agency's specific instructions.
- ➔ **Gather all the necessary materials.**
  - Time study Instructions
  - Secondary Documentation
  - Weekly Time Study FFP Calculation Template
- ➔ **Ready, set, go!**
  - Document as you go, complete your secondary documentation daily.
  - Submit time study documents for review & approval to your supervisor.
  - Review & correct mistakes.
- ➔ **Review**
  - Review secondary documentation to ensure it provides sufficient detail to substantiate for an auditor that 'b' activities qualify for FFP reimbursement.
  - For activities related to "outreach" and improving "access" ensure the secondary documentation addresses the who, what, where, when and if applicable, why about the activity.
  - Look at previous FFP time study documents to ensure that "old errors" are not repeated in the current time study document.

## IX. Glossary

**Activity Code** - A code that defines a program activity.

**Contract Manager** - State OFP staff person who performs fiscal and administrative program, budget and invoicing duties.

**FFP** - Federal Financial Participation, a means to obtain federal funding (reimbursement) for activities that are necessary for the "proper and efficient administration" of the Medi-Cal/Family PACT program. This includes "outreach" to potential Medi-Cal/Family PACT eligibles and improving "access" for eligibles for Medi-Cal/Family PACT services.

**MAA** - Medi-Cal Administrative Activities, FFP is also referred to as MAA.

**Medi-Cal** - State of California's Medicaid (Title XIX) health insurance program that provides health care and service to persons who meet Medi-Cal eligibility requirements and are enrolled in Medi-Cal.

**Outreach** - Informing and connecting people to available programs, providers, services and/or care.

**Program Consultant** - State TPP staff person who provides consultation concerning program direction and issues.

**Quality Assurance (QA)** - The systematic monitoring and evaluation of the various aspects of a program, entity, or group.

**Quarterly** - Each three month period of the state fiscal year (1st quarter = July - September, 2<sup>nd</sup> quarter = October - December, 3<sup>rd</sup> quarter = January - March, 4<sup>th</sup> quarter = April - June).

**Reimbursement** - To pay an entity or person back for allowable expenses incurred as delineated in the program scope of work and budget. TPP programs are reimbursed with State General Fund and for qualifying activities also with FFP (Federal funds, Title XIX).

**Work plan** - An agreement that provides additional agency-specific detail than is contained in the program scope of work regarding the agency's activities to meet goals and objectives of a program.

**Secondary Documentation** - Documentation that provides detail regarding an activity and substantiates that the activity qualifies for FFP reimbursement.

**Supplemental Documentation** - Documentation consists of documents that support the secondary documentation, for example outreach brochures, workplans, curricula and duty statements.

**Time Study** - A method to record time spent on all activities for all staff time reimbursed wholly or partially by FFP.

**Time Study Period** - The amount of time within the quarterly period that will be time studied (i.e., one week of a specific month in the quarter).