

MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIVISION TITLE V TIME STUDY (TVTS) INSTRUCTIONS

Introduction

Federal Maternal and Child Health (MCH) Block Grant funding is the key source of support for promoting and improving the health of all mothers and children, including children and youth with special health care needs (CYSHCN) in California. Pursuant to Title V of the Social Security Act, Section 505, the California Department of Public Health (CDPH) is mandated to administer and oversee the Title V Block Grant.

The Title V Block Grant allocation is earmarked into four categories:

- 30% Preventive and Primary Care for Children (PPCSC)
- 30% Children and Youth with Special Health Care Needs (CYSHCN)
- 30% MCAH (Other) activities
- 10% Administrative cost

MCAH will use the time studies to generate a quarterly projection of time spent in the earmarked categories. These projections are used with the associated budgeted allocations to report annual Title V expenditures.

Local Health Jurisdictions (LHJ) are required to time study in three categories:

- 30% Preventive and Primary Care for Children (PPCSC)
- 30% Children and Youth with Special Health Care Needs (CYSHCN)
- 30% MCAH (Other) activities

Who must time study?

All staff appearing on the Agency's MCAH budget are required to time study. Each Agency will designate a month per quarter to report their time studies. Please notify MCAH TVTS coordinator which month in the quarter your agency wishes to designate as their time study month. We recommend using the same month you use for Title XIX.

How to complete the time study

1. All the information located at the top of the Title V time study should be completed as follows:
 - **TVTS Month:** input Agency's quarterly "**TVTS Month**"
 - **Name:** input "**Staff Name**" matching Agency's MCAH Budget
 - **Budget Line:** input "**Staff Position Number**" matching Agency's MCAH Budget
 - **Job Title:** input "**Staff Job Title**" matching Agency's MCAH Budget
 - **Location:** input Agency's "**City, State, Zip Code**"
 - **Agency:** input "**Agency's Name**"
2. Use the drop down menu to choose the TVTS month which will automatically populate the respective weeks.
3. Each time study week contains three data input cells; the definitions for the categories are below:

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- **CATEGORY 1: Preventive and Primary Care for Children (PPCSC)**

Activities aimed at reducing the incidence of health problems or disease prevalence in the community, or the personal risk factors for such diseases or conditions and the provision of comprehensive personal health services that include health maintenance and preventive services, initial assessment of health problems, treatment of uncomplicated and diagnosed chronic health problems, and the overall management of an individual's health care services for a child 1 year old through 21 years old.

- **CATEGORY 2: Children and Youth with Special Health Care Needs (CSYHCN)**

CSYHCN are defined as infants and children from birth through 21st year who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally¹.

This definition is broad and inclusive, and it emphasizes the characteristics held in common by children with a wide range of diagnoses which may include conditions such as, depression, attention deficit disorder, behavioral problems, asthma, diabetes, migraines or frequent headaches, head injury or traumatic brain injury, arthritis, joint problems, allergies, heart problems, autism, and intellectual disability.

- **CATEGORY 3: MCAH (Other) Activities**

Other should be used to report all Title V funded Local MCAH activities not reportable under Category 1 (PPC) or Category 2 (CYSHCN). Examples of this include: mental health services, substance use services, housing, food security, obesity reduction, access to care, oral health, violence prevention and reduction, professional development classes for diseases or health issues for women and men.

4. Input the weekly hours worked for each category; note that the total hours worked per week cannot exceed the 40 hour work week.
5. "Total Monthly Hours" and "Categorical Percentages" will be calculated by "Category" at the bottom of each time study.
6. The time study worksheet should be signed by both the employee and their supervisor to ensure accuracy of time.

¹ Source: Health Resources and Services Administration, The National Survey of Children with Special Health Care Needs, Chartbook 2005-2006, Retrieved from: <http://mchb.hrsa.gov/cshcn05/>

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7. All completed TVTS are due 30 days after close of an Agency's TVTS Month.
8. Please email signed PDF copies of all Agency TVTS to Fiona Humphrey at fiona.humphrey@cdph.ca.gov and MCAHFinAct@cdph.ca.gov
9. Please keep all signed original TVTS for your Agency records.

For questions related on the TVTS process, please contact Fiona Humphrey at (916) 650-0326 or by e-mail at fiona.humphrey@cdph.ca.gov.