



Federal Financial Participation (FFP)

Presented by the
California Department of Public Health
Office of Family Planning
Teen Pregnancy Prevention Program
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PRESENTER

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WHAT YOU WILL LEARN

- **The Purpose of the FFP Presentation**
- **Program Funding Sources**
- **Activities and Reimbursement**
- **Decision Tree**
- **Documents Required for Claiming FFP**
- **FFP Time Study Requirements**
- **FFP Time Study Common Errors**
- **Questions and Answers**

THE PURPOSE OF the FFP PRESENTATION

- Ensure that Grantees understand the FFP requirements.
- Ensure compliance with federal funding regulations.
 - Federal Code of Regulations at Title 42 CFR, Parts 432 and 433
 - Section 1903(a)(2)(B) of the Social Security Act.
- Maximize FFP reimbursement.

PROGRAM FUNDING SOURCES

Federal Medi-Cal/Medicaid Title XIX Funds provides FFP reimbursement for approved State programs that provide specific activities that meet the following two objectives.

PROGRAM FUNDING SOURCES CONTINUED

FFP Objectives

- 1) Assisting Medi-Cal eligible individuals to enroll in the Medi-Cal/Family PACT Program, and/or
- 2) Assisting individuals on Medi-Cal to access Medi-Cal or Family PACT providers and services.

<http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx>

PROGRAM FUNDING SOURCES CONTINUED

FFP funds are earned when Title XIX Medicaid funds are matched with Office of Family Planning (OFP) allocated State General Funds (SGF) to maximize funding for the I&E Program.

For example if your I&E grant is for \$100,000

\$50,000
Baseline State
General Fund

Agencies can earn FFP
eligible funding by
performing activities
that meet the two FFP
objectives

PROGRAM FUNDING SOURCES CONTINUED

To obtain FFP reimbursement, Grantee must:

- Meet the two FFP objectives
- Document 100% of the staff's work time.
- Provide certified, non-federal funds (State General Funds and/or local county/city government funds) to qualify for Title XIX reimbursement.
- Have a target or target a population of adolescents/adults that is Medi-Cal eligible (per Title XIX criteria) and/or are Medi-Cal beneficiaries. Family PACT is a Medi-Cal program.

ACTIVITIES AND REIMBURSEMENT

Types of Activities:

- 1. FFP Eligible Activities (1b, 2b, 7b, 8b, 9b 10b)
- 2. Non-FFP Eligible Activities (1a, 2a, 7a, 8a, 9a, 11)
- 3. Allocated Activities (10a, 12)

<http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx>

ACTIVITIES AND REIMBURSEMENT CONTINUED

FFP Eligible Activities:

- **1b**— Medical/Family PACT Outreach
- **2b**— Facilitating Medi-Cal/ Family PACT Eligibility Application or Determination
- **7b**—Program Planning, Policy Development, and Inter/Intra Agency Coordination Related to Medi-Cal Family PACT Services
- **8b**— Medi-Cal/Family PACT Training
- **9b**— Coordination and Monitoring of Medi-Cal/Family PACT Services
- **10b**— Medi-Cal/Family PACT (I&E specific) Administration

ACTIVITIES AND REIMBURSEMENT CONTINUED

Non- FFP Eligible Activities:

- **1a**— Non-Medical/Family PACT Outreach
- **2a**— Facilitating Eligibility Application or Determination for Non-Medi-Cal/Family PACT Program
- **7a**—Program **Planning**, Policy Development, and Intra/Inter Agency Coordination Related to Non-Medi-Cal Family PACT Services
- **8a**—Non-Medi-Cal/Family PACT Training
- **9a**—Coordination and Monitoring of Non-Medi-Cal/Family PACT Services
- **11**—Activities for Other Programs and to Document time **Not Worked**

ACTIVITIES AND REIMBURSEMENT CONTINUED

Allocated Activities:

- **10a**—General Administration
- **12**—Paid Time Off



ACTIVITIES AND REIMBURSEMENT CONTINUED

- Completing the Secondary Documentation and the Time Study are the mechanism used to document the activities performed for the I&E Program, and to calculate the percent of time staff spends on activities categorized by the three types of reimbursements.
- The list of activity codes and types of funding used in FFP is found in the FFP User's Guide which is posted on the TPP Website at:
- <http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx>

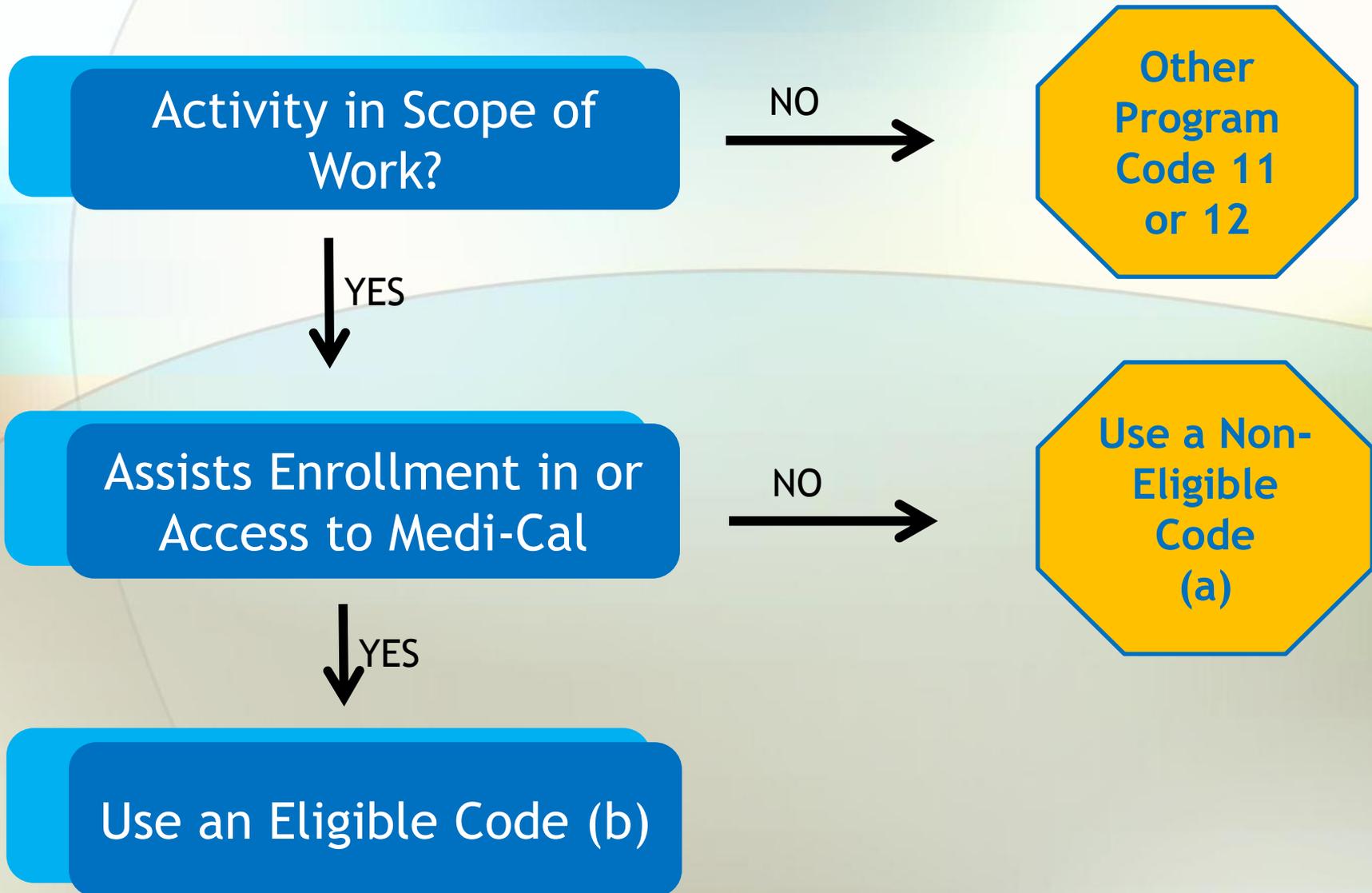
ACTIVITIES AND REIMBURSEMENT CONTINUED

Tools to help you become familiar with the activity codes:

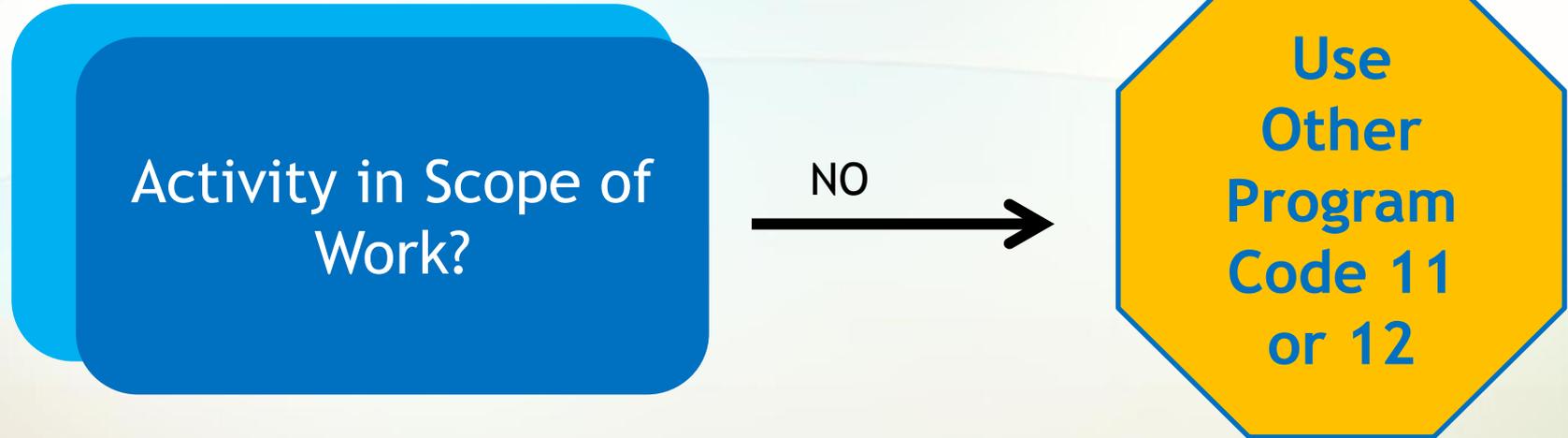
The Federal Financial Participation User's Guide

The I&E FFP Decision Tree

Decision Tree



Decision Tree



- Implementing other programs, such as Adolescent Family Life Program: 11
- Providing clinical health exams: 11
- Vacation, holidays: 12

Decision Tree

Activity in Scope
of Work?

YES

Assists Enrollment
in or Access to
Medi-Cal (b)

YES

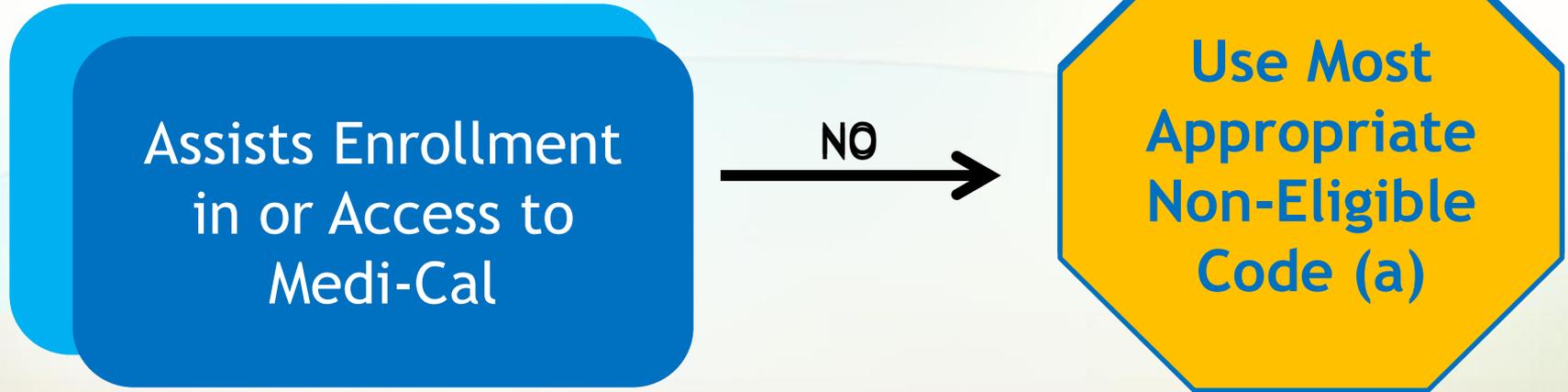
Formalizing collaborative relationships with Family PACT providers: 7b

Providing in-service training regarding clinic resources and referral tracking: 8b

Developing, testing, implementing CPI tools that measure knowledge of Medi-Cal eligibility or access: 9b

Completing time studies and secondary documentation pertaining to the I&E project: 10b

Decision Tree



- Presentations focused on health education: 1a
- Assisting with resume and job application: 2a
- Planning time used to implement health education: phone calls, parent education sessions, distribute curriculum: 7a

DOCUMENTS REQUIRED FOR CLAIMING FFP

- Organizational Chart
- Job Classification/Specification
- Job Duty Statement for each position that shows the FFP eligible activities the staff is performing
- Time Cards or other time certification that documents hours worked and paid time away from work, signed by the employee and his or her supervisor
- Secondary Documentation
- Supplemental Documentation
- Time Study

DOCUMENTS REQUIRED FOR CLAIMING FFP

Secondary Documentation:

- Information and data that substantiate and supports eligible FFP activities and time claimed on the Time Study.
- FFP requires that all staff on the I&E Program budget use the [Secondary Documentation](#) Form to document all their time worked during the Time Study month.

DOCUMENTS REQUIRED FOR CLAIMING FFP

Secondary Documentation:

- Monitors for appropriate FFP reimbursable time billed to the I&E Program.
- Creates an audit trail
- Clearly identifies the client or entity for which the service was provided (i.e., Client's Medi-Cal Number or name)

DOCUMENTS REQUIRED FOR CLAIMING FFP

The **Secondary Documentation** Form, the instructions on how to complete the form, and a Example of the completed form are posted on the TPP website at:

<http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx>

Secondary Documentation Form

Secondary Documentation Form Instructions

Secondary Documentation Form Example

DOCUMENTS REQUIRED FOR CLAIMING FFP

The **Secondary Documentation** Exemptions:

- Change in Personnel
- Leave of Absence
- Deviation From the Workplan

Exemptions must be requested in writing to the OFP Program Consultant and the Contract Manager.

DOCUMENTS REQUIRED FOR CLAIMING FFP

Supplemental Documentation:

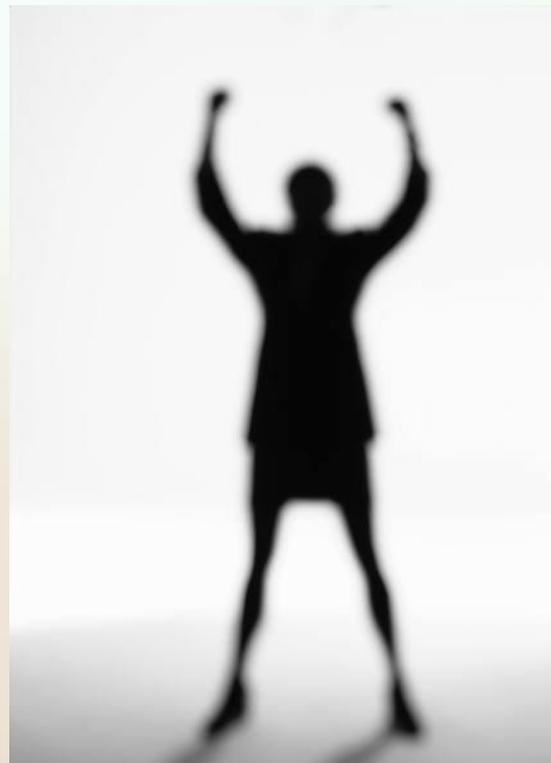
- Daily Logs
- Appointment Books, Calendars
- Meeting Agendas or Minutes, sign-in sheets
- Materials used during the activity/event i.e., referral cards, health fair flyers, brochures etc.

DOCUMENTS REQUIRED FOR CLAIMING FFP

Record Retention:

The original signed secondary documentation and the supplemental documentation must be retained for a period no less than three (3) years after the reimbursement or until the completion of any current federal financial audit, whichever time is longer.

**This Concludes the Activities and
Reimbursement and
Documentation Section!**



FFP Time Study Requirements

FFP Time Study Requirements

Time Studies are used to:

- Document 100 percent of staff time spent on all activities.
- Document FFP reimbursable activities.
- Determine the Medi-Cal percentage used for FFP matchable staff time spent on I&E Program activities.
- Substantiate the percentage of FFP matching funds for the I&E Program.
- Monitor activities to ensure they are compliant with the **two** FFP activities.

FFP Time Study Requirements

Activities:

- 1) Assisting Medi-Cal eligible individuals to enroll in the Medi-Cal/Family PACT Program, and/or
- 2) Assisting individuals on Medi-Cal to access Medi-Cal or Family PACT providers and services.

FFP Time Study Requirements

- ❑ The Medi-Cal Factor for I&E Program staff is based on the actual activities documented on the Time Studies for each staff position.
- ❑ The Medi-Cal Factor percentage is used to invoice FFP expenditure reimbursement.

FFP Time Study Requirements

- ❑ Each staff member listed on the I&E Program budget must Time Study “One Month” each quarter. Time worked in the I&E Program, time worked in other programs, and un-worked time must be documented on your I&E Program Time Study.

FFP Time Study Requirements

- ❑ Use the Monthly Time Study FFP Calculation Template and Secondary Documentation Form. These forms are posted on the TPP website at:

<http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx>

FFP Time Study Requirements

- ❑ Always use the most current Monthly Time Study FFP Calculation Template located in the Fiscal Information Section of the Teen Pregnancy Prevention (TPP) website: <http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx>
- ❑ Supervisors must review, approve and sign all employees' secondary documentation before it's entered into the Time Study Template, and sent to OFP.
- ❑ Print out the Monthly Time Study FFP Calculation Template and the Time Study Data Report for Summary of FFP worksheet tabs on the Time Study Template, sign and submit to OFP for each employee along with the quarterly invoice.

FFP Time Study Requirements

- ❑ Time Study Documents must be kept for a minimum of three years from the date of the last payment for the fiscal year. If an audit is conducted, the Time Study Documents must be kept for three years from the resolution of the audit. Time Study Documents must be stored in a safe and secure manner for State and Federal audit purposes.
- ❑ The I&E Program Budget/Invoice Template for FY 2011-12 will be posted on the TPP website at:
<http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx>

FFP Time Study Requirements

Enter T/S period and Agreement Number, FTE from approved budget and associated Budget Line

TPP-MonthlyTimeStudyFFPcalTemp (7.28.11).xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View PDF Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Attention: Program and Activity Code MUST be selected for each time period in order to be added to the total hour. This also include Allocated.
 Each Program and Activity Code cell is a drop down list. Click on the cell to select the appropriate selection.
 If a wrong Program or Activity Code was entered, you must DELETE the first entry to re-enter.
 If "Bad Data" displays on the screen, most likely you have assigned a program to an activity code that is not appropriate.
 Please see "IMPORTANT NOTE regarding time studing below."

Agency Name: [] Last, First Name: [] Classification from TPP Budget: [] Subcontractor Name: []

Program: I&E Agreement # [] FTE on TPP Budget: [] Budget Line #: []
 Program: Other
 Program: Allocated

Invoice Number: [] Time Study Period (Mo/Yr): []

MONDAY
 Date: 6:30 7:00 7:30 8:00 8:30 9:00
 Program
 Activity Code

TUESDAY
 Date: 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00

WEDNESDAY
 Date: 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00

THURSDAY
 Date: 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00

FRIDAY
 Date: 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00

SATURDAY
 Date: 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00

Total Hrs. 0.00

Enter appropriate Program code and then activity code

FFP Time Study Requirements

TPP-MonthlyTimeStudyFFPCalTemp (7.28.11).xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View PDF Acrobat

ABC Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Unprotect Sheet Protect Workbook Share Workbook Allow Users to Edit Ranges Track Changes

B3 =IF(TimeStudy!V3="", "", TimeStudy!V3)

Time-Study Data Report for Summary of FFP (v2.3)

1
2

3 Invoice Number: []

4 Time Study Period (M/Y): []

5 Last Name: []

6 First Name: []

7 Job Title: []

8 Agency: []

9 Subcontractor Name: []

10

11 Agreement No. Budget Line FTE

12 Program I&E: []

13

14

15 The following percentages have been generated for each program this person performs

16 activities in. These percentages should be used on the invoice for this quarterly invoice

17 period.

18

19

20 **Percentage Model for Distribution of Staff Time**

| Program | Medi-Cal % | SGF % | Total |
|---------|------------|-------|-------|
| I&E | 0.00% | 0.00% | 0.00% |

21

22

23

24

25 **Staff Time Distribution By Program**

| Program | % of time per/Program |
|----------------|-----------------------|
| I&E | 0.00% |
| Other Programs | 0.00% |
| Total | 0.00% |

26

27

28

29

30 **Total must equal to 100% Or Do not Submit**

TimeStudy Report

Ready

start

2:05 PM Tuesday 8/2/2011

Slide 12 of 84 Theme1*

70%

FFP Time Study Requirements

**Live Desktop Demonstration of
Monthly Time Study FFP Calculation
Template**

FFP Time Study

Common Errors

- ❑ Inconsistent coding among staff performing the same activity.
- ❑ Time Study Data Report for Summary of FFP Form is missing identifier information (i.e., employee's incorrect budget line reference, job title does not match budget).
- ❑ Lunch time is coded (Lunch time should not be coded).
- ❑ Staff need to Time Study for 100% of their time, not just the time spent on I&E Program activities.
- ❑ Monthly Time Study FFP Calculation Template must be completed electronically, not hand written.

FFP Time Study

Common Errors

- ❑ Ensure the Monthly Time Study FFP Calculation Template and the employee's agency time card add up and reflect the same hours worked.
- ❑ When coding Targeted Prevention activities, fairly assess the matchable time involved. If the presentation is an hour and only 30 minutes is matchable under FFP guidelines, then only 30 minutes can be assigned a matchable "b" code. The other 30 minutes should be assigned the unmatchable "a" code.
- ❑ Assigning an "a" code does not mean the activity is not reimbursable. It means the activity is not reimbursable with Title XIX funds. However, the activity will be reimbursed with State General Funds as long as it aligns with your program's OFP approved Workplan.

Questions and Answers



Thank you!

Please email questions to:

OFP.Mailbox@cdph.ca.gov