

Random Moment Time Studies – A Guideline for Designated Case Managers

When chosen, you will receive a notification that you have been randomly selected to complete a web-based time study moment for the Michigan School Based Services Program. Your initial notification will come via an email from miaop@pcgus.com. The time study gathers information on the activities that school staff are performing for special education students and classifies these activities based on whether they are educational or related to the delivery of designated case management services that could be federally matched by Medicaid.

As a significant amount of the SBS Medicaid claim is based on the results of the time studies, it is very important that the person who reviews and assigns a code to your answers understands your activity. Please follow these important guidelines:

Use detail; be very specific; use medical terms to describe activities that are health related in nature.

Question 1- Who was with you?

Vague Response	Detailed Response
A student	A student who is severely, multiply impaired
A parent	A parent of a student with autism
A teacher	The SXI classroom teacher
A principal and staff	The principal of our center program for special education students, along with the OT and PT and Social Worker

Question 2 – What were you doing?

Vague Response	Detailed Response
Talked with staff	Consulted with the OT concerning the student's wheel chair needing repair; leg locks are missing internal bolts; front wheel wobbly
Discussion with parent	Talked to parent about the effects of new medication that I have observed. Student is calmer in the classroom. Parent reporting that behavior is improving at home as well. I will update the school nurse.
Phone call home	Received update from parent after student's hospital visit. Parent received prescription for new medication and a script for OT and PT services

Question 3- Why were you doing this activity

Vague Response	Detailed Response
Wheelchair is shaky	Student is wheelchair bound and personal care providers are having a difficult time moving student. There is difficulty for our transportation staff as well
Monitoring behavior	Student receives nursing services and medication is monitored at school. The student's behavior in the classroom is affected by the medication
Follow up on services	Student is to receive OT and PT services per the IEP. Script needed to begin services at school

Question 4- Does the student have an IEP in place for the services you are performing?

All special education students should have an IEP in place. They will show up on your caseload when the IEP is finalized. If you are missing a student from your caseload, please call your Special Education office so they can check the status for you. This question is very important since without an indication of an IEP/IFSP in place, the service will not be counted for Medicaid purposes.

Question 5- Are you this student's Designated Case Manager?

For students on your caseload who have a medical service on their IEP (even those over age 21) the answer is **YES**. The student does not need to be Medicaid eligible for you to answer yes to this question.