

Medicaid Claiming Time Study Checklist

Reviewer: Please try to attend the 30 minute training session when it is scheduled for your district (either live or over the DDN).

These items should be reviewed for each time sheet received:

VERY IMPORTANT CHECKS:

- Each page should be signed by the participant (top center) and the “I Attended Training” mark should be filled in if appropriate.
- No gaps or erratic patterns (such as every fourth dot filled in). The Participant should note a start time and have each 15 minute increment filled in during their entire work day.
- No documentation (brief note) on the back for “b” codes. The participant is directed to note a brief description of the “b” code activity on the back of the form. These are the codes that count toward the Administrative Claim. Examples could include “Discussed student’s medical condition with the Nurse”, “Emailed parents concerning observations of student’s medications”, “Attended training on Autism” or “Worked with counselor on student’s substance abuse or mental health issue”.

OTHER IMPORTANT CHECKS:

- Verify that the documentation fits the “b” code. Review the prior point for some examples.
- Reasonable event choices for type of employee (you would probably question a teacher who filled in “code 4 - Direct Medical Services” for the whole day or a Nurse who filled in “code 3 - School Related Education Activities” for the whole day).
- Watch for odd looking patterns such as all code 3’s or code 9’s from top to bottom on the sheet where it looks like the employee didn’t actually try to record other events, such as not recording a lunch break, which is “General Administration”, code 9.
- Anything reviewer is aware of like an in-service missing or no “b” codes when it is reasonable to assume there should be a few for this employee.

After you have completed your review and any resulting follow up with the employees mail the survey to MatrixPointe, PO Box 360, Gretna, NE, 68028. If you have any questions you can reach Bob Seiffert at (402) 326-1648 or Steve Curtiss at (402) 680-8311.