

South Dakota Time Study Log

NAME: _____

DISTRICT NAME: _____

DATE: _____

DISTRICT NO: _____

Absent from School District

Day _____ of 5 Days

Using a pencil, mark only one Activity Code (1a, 1b, etc.) for each 15-minute period. Each 15-minute period must be marked during all work hours.

TIME (HOUR)	Activity Codes															
	1a	1b	2a	2b	3	4	5a	5b	6a	6b	7a	7b	8a	8b	9	
RECORD THE TIME YOU BEGAN WORK TO THE NEAREST 15 MINUTE PERIOD	NON-MEDICAID OUTREACH	MEDICAID OUTREACH	FACILITATING APPLICATION FOR NON-MEDICAID PROGRAMS	FACILITATING MEDICAID ELIGIBILITY DETERMINATION	SCHOOL-RELATED AND EDUCATIONAL ACTIVITIES	DIRECT MEDICAL SERVICES	TRANSPORTATION FOR NON-MEDICAID SERVICES & NON-MEDICAID TRANSLATION	TRANSPORTATION-RELATED ACTIVITIES IN SUPPORT OF MEDICAID COVERED SERVICES & TRANSLATION RELATED TO MEDICAID SERVICES	PGM PLANNING, POLICY DEVEL & INTERAGENCY COORD RELATED TO NON-MEDICAL SVCS	PGM PLANNING, POLICY DEVEL & INTERAGENCY COORDINATION RELATED TO MEDICAL SVCS	NON-MEDICAL/NON-MEDICAID RELATED TRAINING	MEDICAL/MEDICAID RELATED TRAINING	REFERRAL, COORDINATION & MONITORING OF NON-MEDICAID SVCS	REFERRAL, COORDINATION & MONITORING OF MEDICAID SVCS	GENERAL ADMINISTRATION	
0-15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
16-30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
31-45	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
46-60	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

“b” Codes require brief documentation on back of this page.

