

Updated Time Study Plan To Be Implemented in 2005-6

School Based Medicaid Administrative Match Program Washington State

March 31, 2005

Submitted by:
Washington State Department of Social and Health Services
Medical Assistance Administration
Division of Business and Finance
School Administrative Match Section
Alan Himsl, Manager



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

March 15, 2005

John Lynch
Centers for Medicare and Medicaid Services
Region 10
2201 Sixth Avenue, MS/RX-43
Seattle, Washington 98121

Dear Mr. Lynch:

Please accept this updated submission of the state of Washington's School Based Administrative Match Program. The plan was submitted for approval in January 2004 but was not fully implemented. This program package contains updates to the Time Study Methodology to be used to determine the allocation costs to be reimbursed by Medicaid at the 50% federal financial participation. This updated plan, as the original, is designed to meet the statistical requirements outlined in the May 2003 Medicaid School-Based Administrative Claiming Guide.

This plan consists of the following two documents:

- An updated time study plan prepared by Dario Longhi PhD, Senior Research Manager, Department of Social and Health Services (DSHS), Division of Research and Data Analysis (completed October 2003 and updated March 2005). This document includes updates on definitions and processes to implement the plan fully.
- Past independent statistical reviews of the plan by Nayak Polissar Ph.D. dated October 2, 2003 and December 9, 2003. These reviews are still applicable since the features of the updated time study methodology remain the same as those in the original proposal.

Past implementation of the proposal included a sampling of days, but lacked checks of participating eligible school staff, procedures for the random sampling of such staff and a clear monitoring process. This update includes these features:

- Clear definitions of eligible staff, designated and "teacher and other" staff
- Web based submission of lists of staff, checking procedures for eligibility and random selection
- Monitoring process

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It also includes updates on the following:

- The number of schools and staff participating and expected to participate
- Time study forms
- Training plan and material
- Contracts

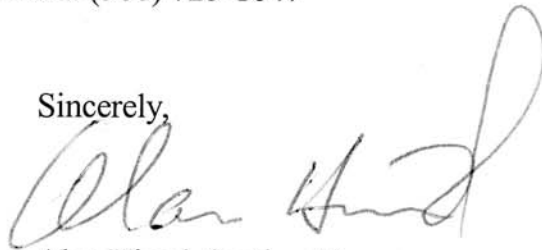
The essential statistical features of the original time study design remain unchanged. This plan, like the original proposal, includes a proviso that calls for an analysis of the first quarter results of the statistical precision of the sampling estimates. If necessary, sampling corrections in the form of changes in sampling fractions will be made.

Allocation of funds to individual school districts will be based on their own individual time study results. In the future, if groups of school districts volunteer to pool their results, we may adopt a pool based allocation process as envisioned in the original proposal and this updated plan.

The documents attached to the plan provide details of how the program will be administered to fully implement this plan. Included are processes provided to the participating school districts to meet the sampling, documentation and monitoring requirements established by DSHS. We are requesting an implementation date of July 1, 2005.

If you have any questions on this matter please contact me at the above address, by email at himslaj@dshs.wa.gov or by telephone at (360) 725-1647

Sincerely,



Alan Himsl, Section Manager
Medicaid Administrative Match Section
Division of Program Support 45508

Enclosures: Updated Time Study Plan
Draft Training Manual

cc: MaryAnne Lindeblad, Director
Division of Program Support



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia WA 98504-5000

March 15, 2005

Alan Himsl, Section Manager
Medicaid Administrative Match Section
Division of Program Support
Medical Assistance Administration, DSHS
P.O. Box 45508
Olympia, Washington 98504-5508

Dear Alan:

Attached is the "Updated Time Study Plan" for the School Medicaid Administrative Match Program in 2005-06. It is designed to meet the same statistical requirements as the original proposal: statewide time estimates with less than 5% error at a 95 % confidence.

I made no substantive changes in the original design: a modified Random Moment Sampling (RMS) is planned with random sampling of both days and school staff. The plan clearly defines these. This allows your section in DSHS to sample from submitted and monitored lists of "school days" and "eligible participating staff" from each of the contracted school districts.

The plan continues to require two eligible staff lists from larger school districts: a smaller list of "designated staff" (all required to fill in time study forms), and a larger list of "teachers and others" (one of every four to be sampled for the time study). All eligible participating staff in smaller districts, districts with less than 150 FTEs, are asked to fill in time forms.

The plan is described in the same number of pages, headings and sequence as the original proposal.

The statistical calculations remain the same as the ones presented in the original proposal. This is because we expect the number of school districts participating in the program to increase back to that in 2001-02. Contracted districts are now about 156, higher than the 83 participating districts in early 2004 and approaching the 2001-02 number of 205 (Attachment 9). Rates of participation in the time study are also expected to increase due to the efficiencies of well defined, smaller staff samples as opposed to past 'census type' returns of 'willing' participants.

The reviews by the independent consultant, Nayak Polissar, are still valid. His conclusions are that this RMS design will probably reach statistical precision in excess of those required.

A proviso in the plan calls for future statistical adjustments in this plan based on the analysis of first quarter results, if, by chance, this does not occur.

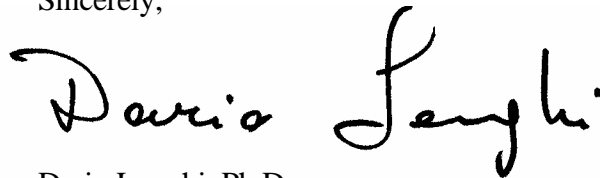
I have updated the following:

- The information on the number of school districts contracted and staff participating in the time study the past year and those expected to participate next year (mainly on page 1-2 of the text and figures and tables in Attachment 9).
- The task of the DSHS web system to handle receiving the lists, update for compliance, and conduct the sampling of both days and staff (see page 4, Figure 2 of System Overview for the Quarterly Process).
- The description of the process of allocation of funds, based on individual time study results from each school district, still allowing for possible future pooled allocation (see pages 13-14). This change does not affect the precision of statewide time estimates.

Your staff have helped formulate updated, clear definitions of ‘days’ and ‘staff’ (Attachment 2) and monitoring plans (Attachment 6). They have also provided copies of the newest versions of time study forms, sampling processes, documentation procedures, training manuals and contracts with individual school districts.

I am thankful to your staff for their cooperation in updating this plan.

Sincerely,

A handwritten signature in black ink that reads "Dario Longhi". The signature is written in a cursive, flowing style.

Dario Longhi, Ph.D.
Senior Research Manager
Research and Data Analysis Division
Management Services Administration
Department of Social and Health Services

