

MEDICAID ONLINE ACCESS AND TIME STUDY SUBMISSION INSTRUCTIONS

Uintah School District participates in Medicaid's Online Time Study Claiming Project. Time study sessions are held three times each school year. School district time study participants include: Special Education Teacher, OT's, PT's, SLP's, SLT's Nurse, Preschool Teachers, Para Educators, Staff Assistants, Augmentative Team Members, Psychologist, Administrative Directors, Counselors, and Coordinators. The online access and time study submission instructions are as follows:

The MEDICAID online system can be accessed at the web address listed below or through a direct link posted on the Uintah School District Home page under the Special Education Department.

MAC Medicaid (SBC) WEB ADDRESS: <https://www.chcf.net/chcfweb/>

User ID and Password

- All participants must have a user ID and password.
- The user names are created by the University of Massachusetts (UMASS) Medicaid (SBC) system.
- These user names cannot be changed for any reason.
- User ID's are not confidential. User ID's are case sensitive and must be entered correctly. Please contact Uintah Special Education Department if you have forgotten your user ID.
- The Uintah School District assigned password is always "uintah123" and is to be used by all participants. If you are asked to change your password or if you are given a temporary one, always change it to "uintah123". The password is not confidential.
- If you have to reset your password do not put in your email, please contact Shannon Deets.

Training

- To take the training you must go to <https://www.chcf.net/chcfweb/> Log in with your user ID and password.
- Click online training. There are two modules, you must go through both.
- To check if you need training, go to the "NEED TRAINING" on Uintah School District home page under Special Education Department.
- Training must be retaken every three years.

MAC Activity Codes and Entry

- Time studies are 5-day reports or surveys of how a participant spends his/her working with or serving students.
- Codes have been created to define types of service.
- A list of codes is posted on the time study online page and on the SPED web page within the MAC Activity Code Guide.
- The codes are covered in detail in the online training.
- The participant enters codes into the online time study survey fields to report the type of service they give to students.
- The online time study system is set up for daily entry.
- The survey fields are set for codes to be entered for every 15 minute period of service rendered daily for the 5-day time study period.
- Entries cannot be made in advance. However, a participant can make code entries for all five days on or after the last day of the session. The online MEDICAID time study system window is open for a few days after the last day of each session, but participants should not delay the completion of their time study survey.
- If a participant is on leave from his/her job, or away from the office for other reasons, he/she can access the time study survey from any internet connection. The code defined for "leave" is Q.
- Full-time employees who work at two different locations can complete the survey from one location entering codes to define their work time for both locations. Part-time employees should submit their hours as worked leaving the fields representing non-contract time blank. Answer "yes" when the survey asks if you work part-time.

How to Submit Code Entries

Follow these steps when submitting online code entries:

- Click on the first day's date. Enter codes in 15 minute fields as per your work day schedule.
- Move to the bottom of the online page and click the submission button to submit your code entries for the first day.
- Repeat the process for all five days of the survey.
- When codes for all five days have been entered and submitted, click the COMPLETE BUTTON located at the bottom, left side of the online page. You should get a rectangle summary box showing what you have entered for these days.
- This indicates you have finished the Time Study.

Narrative Time Study Log

- The Time Study Log will always be on the third day of the Time Study.
- The "One Day Narrative Log" is to be done on paper for this day only. You will submit online as well. You will know if you were selected by looking under Chosen participants for Narrative Time Study Log in Uintah website under Special Education Department. You will also receive an email indicating you have been chosen.
- Check this list for all three Time Studies; the participants list changes every study. (3 times a school year). If you are selected, please complete the log and send it via district mail or scan, email to Shannon Deets.

NO ONE IS ALLOWED TO ENTER ONLINE SOMEONE ELSE'S TIME STUDY. TIME STUDY MUST BE ENTERED BY THE PARTICIPANT.