

## **MEDICAID BILLING TIME STUDY – JANUARY/FEBRUARY 2006**

With the new billing system for Day Hab and PreVoc, Challenge can bill only for the length of service day that each participant is under our care at Challenge, exclusive of lunch. Any period of service delivered in one day of four hours or more is billable as a full day of service. Any period of service delivered in one day of two hours or more but less than four hours is billable as a half day of service. Any period of service in one day less than two full hours is not billable.

As of 2006, Challenge can no longer bill for Day Hab services because we are unable to provide two hours or more of services. Participants spend most of their time in work or work-related activities, where we can provide PreVoc services.

Lunch time is not eligible time for billing. A handful of our participants are only here for two or three hours and do not take a lunch period at Challenge. Another few participants punch out of the Work Center and leave for lunch. Therefore, any time "on the clock" is billable for PreVoc services.

The rest of our participants are "on the clock" during their lunch period. Each participant goes to lunch either from 12:00 to 12:30, or 12:30 to 1:00. Those who take lunch from 12:00 to 12:30 one day go from 12:30 to 1:00 the following day. The lunch period is carefully enforced. We deduct thirty minutes from the time "on the clock" for each participant here during the lunch period.

The participants are also in our care prior to the time they punch in in the morning, and after the time they punch out in the afternoon. This time varies according to each individual's schedule and circumstances. We have included a few minutes prior to and after the work day for each participant according to the time in our care according to a work study performed several times during January and February.

Participants who are not peer leaders (people with higher levels of ability who assist the supervisors – peer leaders are people who would not qualify for PreVoc services because of their productivity) do not punch in in the morning before 8:45 or 8:50. Most people arrive well before 8:45 and wait in the cafeteria, where they socialize, put away their personal belongings, and prepare for the work day. Depending on their work schedule, participants are allowed to punch in either at 8:45 or at 8:50 (alternates just like the lunch period). It takes about two minutes for all of the individuals starting at either time to go through the line to punch in. If a participant punches in before 8:52, we include seven minutes of "off the clock" time in the length of services provided for the day. Most participants are here considerably longer before punching in, but we are not able to document how long on a day-to-day basis.

It takes a minimum of two minutes for a healthy person to walk (not run) directly from the front door of the building to the time clock. If the person takes a lunch to

the refrigerator, stops to take off a jacket, or uses the elevator it will take considerably longer than two minutes. Also, if the person has any kind of physical condition that requires walking a little more slowly or if a person takes a moment to say "Good morning" it will take longer. If a person does not wait in the cafeteria after arriving to punch in, but arrives after 8:52, we include three minutes of "off the clock" time in the length of services provided for the day.

After punching out in the afternoon, participants can either walk directly to their after-work destination or ride Gadabout transportation. Those people who walk can leave the premises in as little as two minutes (healthy person in a hurry) or a few minutes more. We timed individuals from when they punched out until leaving the premises. Those who ride Gadabout may linger on the premises for much longer, because everyone who rides a particular bus must be accounted for and loaded before the bus can leave. Under ideal circumstances with no delays, this process takes seven minutes. Many days are far from ideal, with someone delayed. We included seven minutes of "off the clock" time for Gadabout riders, and a period that we timed for people who walk.

In every instance of including time "off the clock" in a person's service day, we have endeavored to calculate the minimum time that the individual will be under Challenge's care. We have not used averages or hypotheticals.