

# Federal Financial Participation Training



**Black Infant Health**

**Maternal and Child Health Branch  
Department of Health Services  
State of California**



**Black Infant Health**

# Agenda

- Handouts & Tools
- The FFP User's Guide
- Everything you want to know about Federal Financial Participation
- Documentation
- Time Study Scenarios
- Got Questions????

# Handouts and Tools

- FFP Power Point Presentation
- Black Infant Health Function Code Example Matrix
- FFP Training Code Matrix
- Claimable vs. Matchable Activities

# FFP User's Guide

- Provides FFP rules & requirements
- User's Friendly
- Handy Reference Tool
- Contains Frequently Asked Questions
- Keep your notes on FFP and
- It's free!

# Background



- Identify low or no income women and children that had no means or access to health care.
- Link women and children of need to care, providers and/or services to ensure safe and healthy pregnancy, birth and growth.

# FFP Objectives



- *To assist individuals eligible for MediCal to enroll in the MediCal program and/or*
- *To assist individuals on MediCal to access MediCal services.*

# FFP Requirements

- The program (MCH, BIH, &/or AFLP/ASPPP) has been approved by MCH to use FFP.
- FFP allowed activities are performed.
- Staff performing certain FFP activities meets FFP professional qualifications.
- All activities performed by staff are documented via quarterly time studies & secondary documentation.
- There are qualifying funds to draw down match (non-federal funds i.e. local county/city funds).
- The proportion of the program target population, which is Medi-Cal eligible.

# Reimbursement

## Program – Staff – Activity - Time

- Program – Approved program (Government or Community based)
- Staff – Non Skilled Professional Medical Personnel (Non-SPMP)
- Activity – Must meet the FFP Objectives

*"All activities may be BIH claimable but not all are FFP matchable."*

- Time – The "start and stop" time.





# Reimbursement

For every local/agency dollar "\$" spent on  
Program+Staff+Activity+Time

+

Title 19 - FFP will match a dollar "\$"

x

MediCal Factor "%"

=

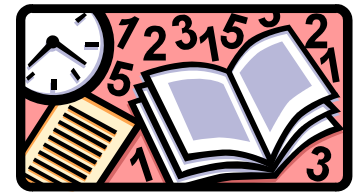
Title 19/FFP Reimbursement "\$\$\$"

# FFP Components

## MediCal Factor “%”

- Direct documentation of MediCal beneficiary number.
- Population wide, publicly available, or documented statistics.

## Time Study/Secondary Documentation



- Primary documentation of FFP
- Determine billable to MCH
- Monitor Activities
- Documents ALL activities
- Secondary documentation required

# Documentation

- Basic Documentation
  - Requirements
  - Guidelines
  - Styles
  - Do's and Don't
- Secondary Documentation
- Privacy & Confidentiality



# Documentation

- *"If it wasn't documented is wasn't done".*
- Definition – The recording of information/data, action and/or outcome for future reference.
- Why document?
  - **Job requirement**
  - **Professional responsibility**
  - **Legal protection**
  - **Evaluation**



# Guidelines

- Legible
- Concise
- Accurate
- Complete
- Organized
- Timely



# Types of Documentation

- APIE – Assessment Plan Implementation & Evaluation
- CBE - Charting by exception
- SOAP – Subjective , Objective, Assessment and Plan
- Computerized client records
- Focus Charting
- PIE – Problem Intervention & Evaluation
- Flow Charting

# Do's and Dont's

- Do use only black or blue ink.
- Do write legibly(Legibly).
- Do chart to date (i.e. 02/14/03) and time (i.e. 2:00 pm or 1400).
- Do write clear concise and simple sentences (i.e. See Jane run.)
- Do correct errors by a simple cross through & your initials by correction (i.e. changed drsg.  
x 2 3 cac

# **Do's and Dont's**

- Don't use pencil.
- Don't use white out.
- Don't use Liquid Paper/Dry line.
- Don't scratch out errors.



# Secondary Documentation

- Supports the information on the Time Study.
- Provides sufficient information to distinguish different activities and programs.
- Link client specific activities to a case file.
- Documentation should support the Function Code chosen.
- Clearly identifies the clients or entity for which the activity or services is provided (i.e. MediCal number).
- Identifies the program for which the activity is performed.

# Secondary Documentation

- Standard Format
- 1/2 hour increments i.e. 8:30 - 9:00
- Common abbreviations i.e. HV-Home Visit
- Document “as you go” is best!
- Complete weekly
- Meet and discuss FFP questions/issues.
- Staple all documents together i.e. agenda
- Remember the “KISS” principle.

# Privacy & Confidentiality

- Definitions
- Rules and requirements
  - Know your organization rules & requirements.
  - Professional (i.e. Licensure)
- HIPPA – Federal protection.
- State regulatory requirements



# Exceptions

- Any direct clinical services.
  - Anticipatory Guidance/Activities
  - Social Activities
  - Childhood Safety
  - Domestic Violence\*
  - Job Development
  - School related activities
  - Housing need activities
  - Role of Men
  - SSE-Social Support & Empowerment
  - Breast feeding support &/or assistance
  - BIH-Fetal Infant Mortality Review – BIH-FIMR
  - Parenting
  - Day Care
  - Group support activities
  - Transportation\*\*
  - Routine Developmental Testing (i.e. Denver) and/or screening
  - Nutrition
  - Collecting and/or distributing food, clothing, or furniture for clients and/or their children.
- \* OK only when assisting client into medical care, mental health or counseling services.
- \*\* OK only if there is a problem that requires the case manager's intervention of behalf of the client.

# "The Rules"

1. Everyone Time Studies.
2. Time Study all activities including non-MediCal.
3. Must Time Study for at least one month per quarter.
4. Secondary Documentation is required.
5. Approved Time Study Form.
6. Time Study for 100% of your time.
7. Time Study daily is a "Good Thing".
8. Time Study must be reviewed & approved by a supervisor.



# **“The Rules”**

- 9. Maintenance & storage of Time Study sheets & secondary documentation is required.
- 10. Absences for greater than 2 weeks.
- 11. Prep & travel time.
- 12. Paid time off.
- 13. Lunch
- 14. Breaks!

# Function Codes

**Function Code 1 - Outreach**

**Function Code 4 - Non-SPMP Intra/Inter Agency  
Coordination, Collaboration & Administration**

**Function Code 5 - Program Specific Administration**

**Function Code 7 - Non-SPMP Training**

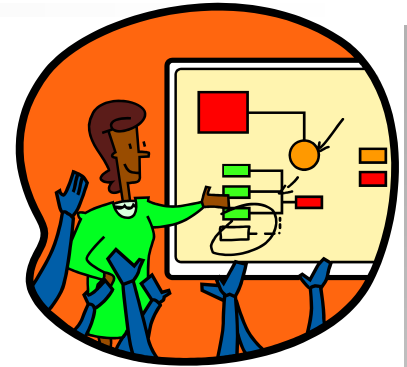
**Function Code 10 - Non-Program Specific General  
Administration**

**Function Code 11 - Other Activities (Non-Matchable,  
Exceptions, and/or other program activities)**

**Function Code 12 - Paid Time-Off**

# Function Code 1

## Outreach



- This function is to be used by ***all staff*** when performing activities that inform MediCal eligible or potentially eligible individuals, as well as other clients, about health services covered by MediCal and how to access the health programs. Activities include a combination of oral and written informing methods which describe the range of services available through the MediCal program and the benefits of preventive or remedial health care offered by the MediCal program.
- **This code is also used by Non-SPMP for administrative case management of program clients.**



# Function Code 1

## Outreach Examples

- Representing local BIH program at community health fair.
- Working on a brochure providing information about access to **MediCal** and available **MediCal** services for potential clients in the program.
- Presenting at a local community group about the BIH program and resources available to assist potential clients.
- Reaching out to potential medical providers to be part of the BIH program.
- Assisting a **MediCal** eligible/beneficiary in finding a **MediCal** provider, care and/or service.
- Helping **MediCal** beneficiary access to a hearing specialist.
- Assisting **MediCal** beneficiary to overcome a transportation barrier by developing a transportation plan to their **MediCal** provider.

## Function Code 4

# Non-SPMP Intra/Interagency Collaboration & Coordination

- This function is to be used by non-SPMP staff when performing activities that are related to program planning functions, including collaborative and intra/interagency coordination activities.



## **Function Code 4**

### **Non-SPMP Intra/Interagency Collaboration & Coordination Examples**

- Community task force to increase access to local health care providers and services – “Where have all the providers gone?”.
- Prenatal substance abuse collaborative - Developing referral and treatment programs.
- Committee for reducing African-American Infant prematurity – “Is our prenatal care and services adequate?”
- Prenatal Task Force –Developing a seamless referral and tracking system for pregnant women agency wide.
- Community Forum – Establishing neighborhood health centers.
- Women’s Health Forum - Mental Health Services and Care.
- Committee to Improve Health Care Access – Overcoming Transportation Barriers to care and services.
- BIH Community Collaborative – Planning for the annual community “Baby Shower”
- MCAH Committee to improve referrals services to dental care and providers.

## Function Code 5

### FFP Program Specific Administration

- This function is to be used by **all staff** when performing activities that are related to FFP program specific administration which are identifiable and direct charged to the FFP program. Office related general task.



# Function Code 5

## FFP Program Specific Administration Examples

- Answering and reviewing BIH program client/provider e-mails, postal mail, and telephone calls concerning appointments and follow-up to visits.
- Photocopying BIH Green Book.
- BIH program staff meeting – Agenda “Reviewing new MediCal application”.
- Next day home visit reminder calls x 3 for MCAH program clients.
- Completing weekly Time Study
- BIH Staff Meeting – Time Study Issues and Questions
- BIH MIS Data Entry
- Developing an BIH Outreach brochure
- Reviewing staff work with meeting the FFP objectives with clients.
- Auditing Time Studies and Secondary Documentation for accuracy and substantiation.
- Reviewing, providing feedback, and signing off staff Time Studies.
- Examine and evaluate current AFLP mental health referrals.
- Routine audit of case managers clients for appropriate health care management and referrals.

# Function Code 7

## Non-SPMP Training

- This function is to be used by **all staff** when training relates to non-SPMP allowable administrative activities and to the medical care of clients.
  - Related to the approved program.
  - Training needed to increase trainees ability to meet the FFP objectives.
  - Must be given by a SPMP.
  - At the knowledge level of a SPMP.
  - Person attending must meet the SPMP requirements.



# Function Code 7

## Non-SPMP Training Examples

- FFP Time Study Training
- Understanding the **MediCal** Application
- Case Management – The BIH client
- Helping clients overcoming cultural barriers to care and providers
- Eligibility – **MediCal** vs. Healthy Families
- BIH MIS training
- Identification and treatment of pre-term labor.
- Managing High Risk clients

# Function Code 10

## Non-Program Specific General Administration

- This function is to be used by **all staff** when performing non-program specific administrative activities that relate to multiple functions or to no specific, identifiable functions due to the general nature of the activities.





# **Function Code 10**

## **Non-Program Specific General Administration Examples**

- Bioterrorism Training
- Sexual Harassment Training
- Safe Driving Training
- General Agency required meetings or trainings
- CPR or First Aid if required and provided or paid for by the agency.
- Biological Hazard Handling/Training
- General Agency meeting on health, leave or benefits.

# Function Code 11

## Other Activities (Non-Matchable, Exceptions, and/or other program activities)

- This function is to be used by **all staff** to record time performing activities which are not specific to the administration of the MediCal program.

**\*Exceptions**



# Function Code 11

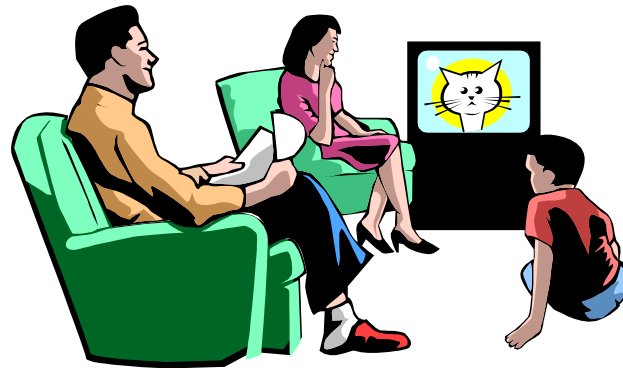
## Other Activities (Non-Matchable, Exceptions, and/or other program activities) Examples

- Assisting a client find new housing.
- Evaluating an infant for normal growth and development.
- Providing baby clothes and furniture.
- Assisting a client with food stamps.
- Working with a client to meet educational goals.
- Providing instruction and assistance in installing a car seat.
- Participating in BIH FIMR review.
- Facilitating a SIDs parent information group.
- Helping a mother with breastfeeding.
- Facilitating Social Support Empowerment meeting.
- Working on the Role of Men brochure.

# Function Code 12

## Paid Time Off

- This function is to be used by *all staff* to record usage of paid leave, holiday, vacation, sick leave and so on.



# Function Code 12

## **Paid Time Off** Examples

- New Years Day
- President Day
- Christmas
- Sick Leave
- Family Leave
- Educational Leave – Contractually agreed upon paid time off by employer.
- Jury Duty
- Vacation

# Time Study Readiness

- Attend Time Study Training.
- Discuss & Review the Time Study process in your office.
- Gather all the necessary materials – Time Study and Secondary Documentation forms.
- Review Information – Previous Time Studies
- Ask Questions!
- Remember to it “Keep It Simple & Smart”
- Ready Set go!

# Function Code Exercise



# **Got Questions?**

## **Send your questions to:**

- Local BIH Coordinator
- MCAH Branch Program Consultant
- MCAH Branch Program Contract Manager
- Statewide BIH Program Coordinator
  - Janet Baisden – [jbaisden@dhs.ca.gov](mailto:jbaisden@dhs.ca.gov) 916 650-0385