

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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October 20, 2009

IMPORTANT IMPORTANT IMPORTANT

PROCEDURE CHANGE

MEMO TO: Staff for Medicaid Administrative Outreach

FROM: Kent R. Blake

RE: Administrative Outreach Time Study

As many of you are already aware, SEDOL has changed vendors for the Administrative Outreach Time Study beginning with the October-December 2009 quarter. The Illinois Department of Healthcare and Family Services (HFS) has contracted with Fairbanks LLC to serve as a statewide vendor for the School Based Health Services Administrative Claiming (SBHS) Program, which will include a transition to a Statewide Random Moment Time Study (RMTS) methodology.

Fairbanks LLC utilizes a web-based program for processing the information. Participants selected for this RMTS will be notified by e-mail. Random time study “moments” are sampled throughout the quarter. A moment can occur for any eligible work minute of any eligible work hour of any eligible work day of the entire quarter.

If you are selected to be sampled, you will document what you were doing at that precise moment by answering a series of 3-4 questions online. You must complete this process within 7 calendar days of the “moment”. For example, if you are to complete a “moment” on October 8th at 11:20 a.m., you will have until October 15th to complete the process online.

You will find this process to be extremely easy to complete. As participants are chosen ‘randomly’, you may be selected more than once in a quarter.

JUST A REMINDER: SEDOL will still be utilizing R & G Consultants for Medicaid Fee-For-Service. Therefore, all practitioners will continue to enter their own time via R & G’s website (www.rgconsultant.net).

If you have questions regarding the time study, please feel free to contact Pam Taylor; or Sandy Pugh for Fee-For-Service.

KRB:pt