

Cathy Cooper  
Authorized Signature

**Number:** SPD-AR-10-096  
**Issue Date:** 10/20/2010

**Topic:** Other

**Due Date:**

**Subject:** SPD State Offices staff use of RMSS to track MFP/OTM activities

**Applies to (check all that apply):**

- |                                                        |                                                                          |
|--------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees             | <input type="checkbox"/> County Mental Health Directors                  |
| <input type="checkbox"/> Area Agencies on Aging        | <input type="checkbox"/> Health Services                                 |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers    | <input type="checkbox"/> Other (please specify):                         |

**Action Required:** Effective immediately, Senior and People with Disabilities State Offices Transition Coordinators who participate in the Random Moment Sampling System (RMSS) and provide transition assistance to clients eligible for the Money Follow the Person (MFP) / On the Move (OTM) will need to include these activities in the random survey. When they are selected for a random survey (RMSS), staff should enter the appropriate case information and in section 4 of the survey mark activity code **4A5, Medicaid Administration**. In the narrative field (section 5P), "MFP" needs to be added in the narrative along with any other comments. MFP should precede any other comments in that section. This will flag the activity as being part of the OTM program. A new activity code is scheduled to be added in section 4 of the RMSS survey in January 2011.

For the 4<sup>th</sup> quarter of 2010, three random survey days have been selected to document MFP/OTM activities. On October 22<sup>nd</sup>, October 29<sup>th</sup> and December 6<sup>th</sup>, 2010, SPD State Offices staff that participate in the RMSS and work with MFP/OTM clients should complete a time reporting form (attached). Only MFP/OTM activities are to be captured on the form. This form is broken down in 15-minute segments. If staff provides MFP/OTM Transition Activities for more than 7.5 minutes of a segment, mark the entire 15 minute segment. Staff should tally the form. Time reporting forms to be scanned and e-mailed to Sandy Hata via Groupwise by Noon the day after the survey date.

**Reason for Action:** Money follows the Person / On the Move grant funds must be tracked separately from Medicaid, SNAP and other programs. Thus, SPD asks SPD State Office staff participating in the RMSS to code MFP/OTM activities as Medicaid Administration until a new activity code is added, narrate using “MFP” in the narrative field of RMSS and complete a time reporting form for three random survey days.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

<b>Contact(s):</b>	Sandy Hata		
<b>Phone:</b>	503-945-5659	<b>Fax:</b>	503-945-6296
<b>E-mail:</b>	<a href="mailto:Sandy.Hata@state.or.us">Sandy.Hata@state.or.us</a>		

- SPD State Offices -

**Transition Coordinator Time Reporting**  
**for SPD Staff who work with Money Follows the Person (On-the-Move) Clients**  
**(Three Designated Days Per Quarter)**

Name \_\_\_\_\_

Date \_\_\_\_\_

7:00-7:15am	11:30-11:45am	4:00-4:15pm
7:15-7:30am	11:45-12:00pm	4:15-4:30pm
7:30-7:45am	12:00-12:15pm	4:30-4:45pm
7:45-8:00am	12:15-12:30pm	4:45-5:00pm
8:00-8:15am	12:30-12:45pm	5:00-5:15pm
8:15-8:30am	12:45-1:00pm	5:15-5:30pm
8:30-8:45am	1:00-1:15pm	5:30-5:45pm
8:45-9:00am	1:15-1:30pm	5:45-6:00pm
9:00-9:15am	1:30-1:45pm	6:00-6:15pm
9:15-9:30am	1:45-2:00pm	6:15-6:30pm
9:30-9:45am	2:00-2:15pm	5:30-6:45pm
9:45-10:00am	2:15-2:30pm	5:45-7:00pm
10:00-10:15am	2:30-2:45pm	7:00-7:15pm
10:15-10:30am	2:45-3:00pm	7:15-7:30pm
10:30-10:45am	3:00-3:15pm	7:30-7:45pm
10:45-11:00am	3:15-3:30pm	7:45-8:00pm
11:00-11:15am	3:30-3:45pm	
11:15-11:30am	3:45-4:00pm	
		(note in ¼ hours – ex: 2.75)
	<b>Total Hours of MFP (On The Move) Work Activity:</b>	
	<b>Total Hours of Other Work Activity:</b>	
	<b>Total Work Hours for the Day:</b>	

Instructions:

On this form, note the 15-minute segments during each sample day when you provided Money Follows the Person (MFP) Transition Activities for more than half of the segment (more than 7.5 minutes). Add together these segments and place the MFP total in the first shaded block. Tally also the number of hours in work activities other than MFP, and note in the second block, then total hours in the third block. This will allow SPD to determine the percentage of time you worked on MFP activities for the day.

For Quarter 4, 2010, the three random survey days during which you will need to fill out this form are:

- **October 22**
- **October 29, and**
- **December 6.**