



State of Vermont

AGENCY OF HUMAN SERVICES

OFFICE OF THE SECRETARY
280 State Drive
Waterbury, Vermont 05671-1000

September 2024

Mr. Darryl Mayes
Director, Division of Cost Allocation
Department of Health and Human Services
26 Federal Plaza, Room 41-122
New York, New York 10278

Mr. Mayes:

Attached is the Vermont Agency for Human Services' (AHS) cost allocation plan amendment, effective July 1, 2024, with required certifications.

In compliance with the CAS requirements in the Public Assistance Cost Allocation Plan (PACAP) Checklist, changes to the documents from the previous submission have been identified using bold, yellow highlighted font and all deletions have been identified using red, strike-out font. Changes pre-dating the current quarter have been identified using blue font accompanied by an effective date of the change.

This submission includes ongoing cost pools to track allowable expenses for the federal appropriations enacted by P.L. 116-127 (Families First Coronavirus Response Act), P.L. 116-136 (Coronavirus Aid, Relief, and Economic Security Act, known as the "CARES Act"), P.L. 116-260 (Consolidated Appropriations Act, 2021), and P.L. 117-2 (American Rescue Plan Act of 2021), as well as the AHS emergency response to the COVID pandemic.

Also included in this submission, are all RMTS materials regardless of any changes. We will submit all documents on at least an annual basis. We will revert to only including these documents when there is a change in materials with the next submission. We will include a statement in section XI. Time Tracking, Time Study Information and Training Guides and Appendix C. SPMP Job Descriptions and Claiming Methodologies, indicating that there were no changes in the quarter being submitted to affirm this understanding. The time study and SPMP information will be retained in our CAP files and will be available upon request.

This amendment contains several description changes which are presented to ease review of the amendment and are not substantive in nature.

Please contact Anna Swenson 802-578-5948 or AHS.COCAP@vermont.gov if you have any questions.

Sincerely,

DocuSigned by:


C3FDG5E53361483
Jenney Samuelson
Agency of Human Services, Secretary

cc: AHS Department Financial and CAP staff



State of Vermont Agency of Human Services

Cost Allocation Plan

Effective as of July 1, 2024

TABLE OF CONTENTS

PART	DESCRIPTION	STARTING PAGE
I.	CERTIFICATIONS	5
II.	SUMMARY OF CHANGES AND COST IMPACT STATEMENTS	
	A. AHS SECRETARY'S OFFICE	7
	B. DEPARTMENT OF CHILDREN AND FAMILIES (DCF)	9
	C. DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL)	14
	D. DEPARTMENT OF VERMONT HEALTH ACCESS (DVHA)	15
	E. DEPARTMENT OF HEALTH (VDH)	16
	F. DEPARTMENT OF MENTAL HEALTH (DMH)	28
III.	AMENDMENT TABLE	31
IV.	INTRODUCTION	32
V.	ADVANCE PLANNING DOCUMENTS	33
VI.	MEMORANDA OF UNDERSTANDING	35
VII.	ORGANIZATIONAL CHART	49
VIII.	CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBERS	50
IX.	COST ALLOCATION METHODOLOGIES, DEPARTMENTAL ORGANIZATIONAL CHARTS, AND ACRONYM LISTS	
	A. AHS SECRETARY'S OFFICE	57
	B. DEPARTMENT OF CHILDREN AND FAMILIES (DCF)	75
	C. DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL)	196
	D. DEPARTMENT OF VERMONT HEALTH ACCESS (DVHA)	220
	E. DEPARTMENT OF HEALTH (VDH)	248
	F. DEPARTMENT OF MENTAL HEALTH (DMH)	306
X.	STATISTICAL INFORMATION	339
XI.	TIME TRACKING, TIME STUDY INFORMATION AND TRAINING GUIDES	
	A. DCF ESD BENEFIT PROGRAM SPECIALISTS RMTS	355
	B. DCF FSD FAMILY SERVICES WORKERS RMTS	463

TABLE OF CONTENTS (Continued)

<u>PART</u>	<u>DESCRIPTION</u>	<u>STARTING PAGE</u>
	C. VDH SCHOOL-BASED MEDICAID ADMINISTRATION CLAIMING (MAC) RMTS	578
	D. DVHA HAEU HEALTH ACCESS ELIGIBILITY WORKERS RMTS	688
XII.	APPENDICES	
	A. ACCOUNTING SYSTEM CHART OF ACCOUNTS	708
	B. SUMMARY TABLE OF UNIQUE ALLOCATION METHODS	709
	C. SPMP JOB DESCRIPTIONS AND CLAIMING METHODOLOGIES	785



I. CERTIFICATIONS

CERTIFICATION OF OUTSIDE COSTS

I hereby certify that wherever costs are claimed for services provided by a governmental agency outside the State of Vermont Agency of Human Services that they will be supported by a written agreement that includes at a minimum: (i) the specific services(s) being purchased; (ii) the basis upon which the billing will be made by the provider agency (e.g., time reports, number of homes inspected, etc.); and (iii) a stipulation that the billing will be based on the actual costs incurred, except where the cost involved are specifically addressed in the State of Vermont Agency of Human Services Public Assistance cost allocation plan. The person signing the certifications must have at least a high-level understanding of the plan and its purpose.

I declare that the foregoing is true and correct.

Signed by:
 9/20/2024
DC63ECCB842D481...

Vermont Agency of Human Services
Richard Donahey
Agency Chief Financial Officer



State and Local Cost Allocation Plans

CERTIFICATION OF PUBLIC ASSISTANCE COST ALLOCATION PLAN

This is to certify that, in accordance with 45 CFR 95.507(b)(8). I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

- (1) The information contained in this cost allocation plan is prepared in conformance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, effective December 26, 2014.
- (2) The costs are accorded consistent treatment through the application of generally accepted accounting principles appropriate to the circumstances.
- (3) An adequate accounting and statistical system exists to support claims that will be made under this cost allocation plan.
- (4) The information provided in support of the proposed cost allocation plan is accurate.

I declare that the foregoing is true and correct.

Signed by:
 Richard Donahy 9/20/2024
DC63ECCB842D481...

Vermont Agency of Human Services
Richard Donahy
Agency Chief Financial Officer



II. SUMMARY OF CHANGES AND COST IMPACT STATEMENTS

A. AHS SECRETARY'S OFFICE

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
37745	Hazard Pay-Resources Page #61	Costs associated with Hazard Pay-Resources	Direct to COVID-CRF	No longer using, last expenditures were July 2021	\$0	Coronavirus Relief Fund (CRF) CFDA #21.019	(\$149,090)
37175	AHEAD Grant Page #63	Costs associated with the AHEAD Grant	Direct to AHEAD Grant	New Program	\$0	States Advancing All-Payer Health Equity Approaches and Development (AHEAD) Model CFDA #93.968	\$4,000,000
37176	SBS Grant Page #63	Costs associated with the SBS Grant	Direct to SBS Grant	New Program	\$0	State Grants for the Implementation, Enhancement, and Expansion of Medicaid and CHIP School-Based Services CFDA #93.771	\$500,000
37529	Refugee Misc Grants Page #63	Costs associated with Refugee General Fund grants	Direct to General Fund	New Program	\$900,000	N/A	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
37666	DDC DAIL PPP Page #66	Costs associated with the DAIL MOU for Vermont Pathways to Partnership	Direct to DDC DAIL PPP	New Program	\$0	PL. PUB. L 113-76 Division H, Title III Consolidated Appropriations Act, 2022; Disability Innovation Fund CFDA #84.421E	\$356,670



B. DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
41783	Registry Review Unit Page #94	Staff and operating costs for the Registry Review Unit, which is the intermediate administrative appeal system for Family Services Division decisions to substantiate child abuse and neglect; process appeals related to foster care license revocation or denial and appeals of placement changes, listen to appeals cases across the state, and manages the state's Child Abuse Registry.	Direct to General Fund	No cost impact, adding to IS, already in Admin	\$0	N/A	\$0
41124	2024 FLOOD RELIEF Page #99	Salaries, Contractual and Operating costs related to 2024 FEMA Flood Relief	Direct to 2024 FEMA FLOOD	New State Funded Program	\$10,000	N/A	\$0
41214	Fuel VEC/WEC Utility Eligibility Page #112	Salary and operating costs associated with the administration of the Utility Eligibility program for VEC/WEC.	Direct to VEC/WEC Utility Eligibility	To better report to benefiting objectives for more detailed reporting	\$2,000	N/A	\$0
40530.702	Permanent Guardianship Page #134	Title IV-E eligible program expenditures including foster care, subsidized adoptions, training, and transportation.	Direct to Permanent Guardianship IV-E GAP Agency Guardianship Assistance Payments (FMAP Rate) (Line 29)	No cost impact, update allocation method	\$0	DHHS-ACF GA CFDA #93.090	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
40535	Permanent Guardianship Page #135	Guardianship Assistance payments paid on behalf of Title IV-E eligible children	Direct to Permanent Guardianship IV-E GAP Agency Guardianship Assistance Payments (FMAP Rate) (Line 29)	No cost impact, update allocation method	\$0	DHHS-ACF GA CFDA #93.090	\$0
40608	Domestic Violence Unit Balanced and Restorative Justice Page #137	Salary and Operating costs associated with Balanced and Restorative Justice	Direct to General Fund	To better report to benefiting objectives for more detailed reporting.	\$61	N/A	\$0
37540	Building Bright Futures Direct Services (formerly Success by Six Program) Page #148	Contract and grant costs for direct services to Building Bright Futures Program	Vermont Household Health Insurance Survey (VHHIS) Percentage to General Fund and Investments (STC-79) – Building Bright Futures (35)	No cost impact, update Program Name	\$0	DHHS-CMS MED CFDA #93.778	\$0
37661	Children's Trust Fund Grant/Juvenile Justice and Delinquency Prevention (JJDP) Page #148	Contract and grant costs associated with Children's Trust Fund Grant but charged to Juvenile Justice and Delinquency Prevention (JJDP) grants.	Direct to Juvenile Justice and Delinquency Prevention (JJDP) Program	No cost impact, program completed 04/26/2022	\$0	DOJ-JJDP CFDA #16.540	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39600	IDEA Part C (formerly Early Intervention (EI), and Family Infant and Toddler Program) Page #150	Salary, operating, contract and grant costs associated with the Infant, and Toddler, and Families Program.	Direct to Part-C Family Infant Toddler Program	No cost impact, update Program Name	\$0	DOE-OSERS PART C CFDA #84.181X	\$0
40112	Child Development Division Information System (CDDIS) – Administration Page #151	Salary and operating expenses for the Child Development Division Information System.	Child Subsidy Duplicated Case Count (TANF Line 22C/CCDF CDDIS)	No cost impact, update Program Name	\$0	DHHS-ACF PDG CFDA #93.434 DHHS-ACF IV-B CWS CFDA #93.645 DHHS-ACF CCDF CFDA #93.575 DHHS-ACF FC CFDA #93.658 DHHS-ACF IV-E AA CFDA #93.659 DHHS-ACF TANF CFDA #93.558 DHHS-CMS MED CFDA #93.778	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
40576.203	Child Care Tax Direct Expense – Subsidy Page #154	Subsidy expenses associated with the child care payroll contribution fund	Direct to Child Care Payroll Contribution Fund	New State Funded Program	\$100,000	N/A	\$0
40576.303	Child Care Tax Direct Expense – Grants Page #154	Grant and Contract expenses associated with the child care payroll contribution fund	Direct to Child Care Payroll Contribution Fund	New State Funded Program	\$10,000	N/A	\$0
38034	OCS-Customer Serv. Temp. Page #158	Salary and operating costs for Temporary Employees associated with running the Customer Service Unit.	Quarterly Customer Contacts Across IV-D and Non-IV-D	No cost impact, position removed	\$0	DHHS-ACF IV-D CFDA #93.563	\$0
41254	Summer EBT Benefits Page #165	Benefit costs associated with the Summer EBT (S-EBT) program.	Direct to Summer EBT – Benefit	New Federal Funded DCF Program	\$0	USDA-FNS SEBT CFDA #10.646	\$4,766,107
44212	Weatherization Assistance Program Bipartisan Infrastructure Law Page #180	Contract and grant costs related to statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, & children, related to the Bipartisan Infrastructure Law grant.	Direct to WAP Bipartisan Infrastructure Law (BIL)	New Federal Funded DCF Program	\$0	ENERGY CFDA #81.042	\$25,000



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
40225.413	DDS Directors and Supervisors – Other Page #184	Staff, operating, applicant travel, direct and miscellaneous costs related to overall DDS Management and Supervisors who oversee all professional, technical and administrative staff involved in the processing, adjudication and quality review of medical determinations for disability claims, and who plan and oversee the administrative, case processing and operations budget for the DDS.	Percentage of Social Security versus Medicaid – Admin 50/50 Costs - Other	No cost impact, update description	\$0	SSA CFDA #96.001	\$0
40623	Domestic Violence Unit Investigations and Open Cases Page #139	Salary and operating costs associated with Investigations and Open Cases in the Domestic Violence Unit. These activities include but are not limited to all activities around Safety Assessments, monitoring, and communication with families on cases.	Direct to General Fund	Impact from adding 40608	(\$61)	N/A	\$0



C. DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL)

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
37878	MMIS-MDWAS Staff Page #199	Staff and operating costs associated with the development of the MMIS Rec Store Mgt solution (DDI)	Direct to CMS-MMIS/MES-DDI (90%)	New Program code	\$100	CMS-Medicaid Admin CFDA #93.778	\$900
43408	MCO – GC Home-Delivered Meals Page #203	GCI funds created by converting GF funds in DAIL Grants Appropriation to be used for Home-Delivered Meals	Direct to Investments (STC-79) – Nutritious Meals for Older Adults in Need	New program code	\$249,999	CMS-Medicaid Admin CFDA #93.778	\$342,838



D. DEPARTMENT OF VERMONT HEALTH ACCESS (DVHA)

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
---------------------	-------------------------------------	--------------------	--------------------------	----------------	--------------------------	---	-----------------------------

No changes reported for Department of Vermont Health Access for period ending 9/30/2024.



E. DEPARTMENT OF HEALTH (VDH)

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
37731	AHS COVID Response Page #251	Salaries, Contractual, Grants and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants.	Direct to COVID Response	Program Ended	\$0	N/A	\$0
39060	Treatment satellite services Page #294	Costs associated with opioid treatment programs partnering with other health care providers to expand satellite locations for the dosing of medications.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39061	Outreach & Case Mgmt Page #294	Costs associated with providing additional outreach or case management staff positions within the preferred provider network for the provision of services that increase motivation of and engagement with individuals with substance use disorder in community settings.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39062	Syringe Service Programs 21378 Page #294	Costs associated with grants to Syringe services programs (SSPs) providing services including access to and disposal of sterile syringes and injection equipment, funded by the Opioid Abatement Special Fund.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39063	Contingency Mgmt Svcs Page #294	Costs associated with providing contingency management services to individuals with substance use disorder.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39064	Wound care program Page #294	Costs associated with a wound care telehealth consultation pilot program.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39065	Harm reduction test strips Page #294	Costs associated with expanding the distribution of fentanyl and xylazine test strips. Act 22 of 2023, Sec 14 (7)	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39066	Drug Testing Device Grants Page #295	Costs associated with providing grants to organizations providing or preparing to implement drug-checking services with spectroscopy devices. Act 22 of 2023, Sec 14 (8)	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39067	Recovery Centers/DOC Page #295	Costs associated with programs administered by recovery centers in collaboration with the Department of Corrections to provide recovery support to those in correctional facilities, post-incarceration, and involved in probation and parole.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39068	SUD Stabilization Beds Page #295	Costs associated with grants to providers to establish community-based stabilization beds for individuals transitioning between substance use disorder residential treatment and the recovery system.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39069	School Based SUD svcs 21378 Page #295	Costs associated with programs to expand Student Assistance Professional and school-based services.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39070	Recovery Housing Supports Page #295	Costs associated with programs providing recovery housing supports.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39071	Managed Med Response JHC Page #295	Costs associated with a grant to Johnson Health Center to establish a managed medical response partnership for individuals with substance use disorder.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39072	Managed Med Response VCJR Page #295	Costs associated with a grant to Vermonters for Criminal Justice Reform to establish a managed medical response partnership for individuals with substance use disorder.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39073	Overdose Prevention Center Page #296	Costs associated with grants to the City of Burlington for establishing an overdose prevention center.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39074	Overdose Prevention Study Page #296	Costs associated with funding the study of the impact of overdose prevention center pilot programs.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39075	Recovery Residences 21378 Page #296	Costs associated with recovery residencies certified by the Vermont Alliance for Recovery Residences, included in the annual spending plan for the Opioid Abatement Special Fund.	Direct to Opioid Abatement Special Fund	New Opioid Abatement Funded Program	\$0	N/A	\$0
39158	VEM Cooling MOU IDT Page #290	All costs associated with the VEM Cooling Capabilities Assessment MOU.	Direct to VEM Cooling MOU IDT	New MOU	\$0	N/A	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39159	Pollution Prevention Page #290	All costs associated with the Pollution Prevention grant.	Direct to Pollution Prevention	New Federal Grant	\$0	EPA: OAR, Pollution Prevention CFDA #66.708	\$51,006
39236	ELC Core A2 Laboratory Response Network BP4 Page #259	Costs associated with laboratory response network activities.	Direct to ELC Core A2 LRN BP4	Grant Expired	\$0	DHHS: CDC, ELC Core A2 LRN BP4 Supplement CFDA #93.323	\$0
39271	ELCprojectA Page #260	Epi Lab Capacity grant costs associated with addressing programmatic gaps to improve response to emerging/re-emerging infectious diseases, and align and utilize innovative technologies.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$65,586
39272	ELCprojectB Page #261	Epi Lab Capacity grant costs associated with strategically managing and optimizing the ELC grant portfolio.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$49,009
39273	ELCprojectC Page #261	Epi Lab Capacity grant costs associated with maintaining, improving, and modernizing health information systems and data science infrastructure.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$82,034



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39274	ELCprojectD Page #261	Epi Lab Capacity grant costs associated with supporting training in pathogen genomics, bioinformatics, and data integration to strengthen the capacity to process, analyze, compare and report genomic data.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$49,866
39275	ELC Base ETOR Page #261	Epi Lab Capacity grant costs associated with maintaining, improving, and modernizing health information systems and data science infrastructure.	Direct to ELC Base ETOR	New Federal Grant	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$60,000
39276	ELCprojectF Page #261	Epi Lab Capacity grant costs associated with providing additional epidemiologic, laboratory, and/or health information systems capacity, and enhanced surveillance due to factors such as technology change, expanding disease boundaries or response efforts associated with new or emerging infections including outbreak scenarios.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$141,250



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39277	ELCprojectG Page #261	Epi Lab Capacity grant costs associated with enhancing capacity for detection, investigation, control and reporting of enteric, foodborne, waterborne, and zoonotic disease cases and outbreaks and implement evidence-based prevention practices through communication, partnerships, policy initiatives, and targeted interventions.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$53,844
39278	ELCprojectH Page #262	Epi Lab Capacity grant costs associated with efforts to improve public health, patient safety, and health equity by supporting and enhancing epidemiologic capacity to detect, prevent and respond to healthcare associated infections, limit the spread of emerging antibiotic resistance, and improve the use of antibiotics.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$46,635



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39279	ELCprojectI Page #262	Epi Lab Capacity grant costs associated with building the capacity to rapidly detect antibiotic resistance in healthcare settings and the community, inform local response to prevent spread, and protect people, especially those living in marginalized communities, from antibiotic resistance threats.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$6,745
39280	ELCprojectJ Page #262	Epi Lab Capacity grant costs associated with building and maintaining capacity for detection, investigation and reporting of the relevant pathogens to inform prevention activities for vaccine preventable disease and respiratory disease surveillance.	ELC Project J - VPD & Respiratory Diseases	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$88,807
39281	ELCprojectK Page #262	Epi Lab Capacity grant costs associated with implementing and maintaining accurate and relevant surveillance for human disease and their vectors, improve laboratory practices and capacity, and to implement and evaluate prevention strategies.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$88,101



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39282	ELCprojectM Page #262	Epi Lab Capacity grant costs associated with strengthening epidemiologic and laboratory capacity to detect and prevent fungal diseases.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$19,714
39283	ELCprojectR Page #263	Epi Lab Capacity grant costs associated with improving laboratory diagnostic capacity for the diagnosis and typing of rabies. Including participation in national proficiency testing, and training of laboratory diagnosticians on current and new methodologies.	Direct to Epi Lab Capacity	New Grant Project Period	\$0	DHHS: CDC, Epidemiology & Laboratory Capacity (ELC) CFDA #93.323	\$85
39308	Syringe Services Program IDT Page #263	Costs associated with one-time funding appropriated in Section C.1000(a)(14) of Act 11 of 2018 to fund the syringe services program.	Direct to Act 11 of 2018 SS C.1000(a)(14)	Program Ended	\$0	N/A	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39317.1022	Epidemiology – General Page #264	Time and supplies used in day to day routine infectious disease epidemiology and disease control work.	Allocated to Public Health Emergency Preparedness based on available funds, then to Investments (STC-79)– Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population. Allocated to Investments (STC-79) - Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population	New allocation Method	\$205,000	DHHS: CMS CFDA #93.778	(\$205,000)
39399	COVID-19 Page #257	Time and supplies used in the day to day infectious disease epidemiology and disease control work related to the 2019 outbreak of novel coronavirus.	Direct to ELC CARES	Grant Expired	\$0	DHHS: CDC, ELC CARES CFDA #93.323	\$0
39399.1122	COVID-19 Page #257	Time and supplies used in the day to day infectious disease epidemiology and disease control work related to the 2019 outbreak of novel coronavirus.	Direct to ELC CARES	Grant Expired	\$0	DHHS: CDC, ELC CARES CFDA #93.323	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39547	SHIP COVID Testing and Mitigation Page #254	Costs associated with a project to assist small hospitals in implementing COVID-19 testing and mitigation.	Direct to SHIP COVID Testing and Mitigation	Grant Expired	\$0	DHHS: HRSA, SHIP COVID Testing and Mitigation CFDA #93.155	\$0
39579	THIS WIC (Tufts) Page #271	All costs associated with a project to design and implement telehealth innovations expected to supplement the nutrition education and breastfeeding support offered in the WIC clinic.	Direct to THIS WIC (Tufts)	Grant Expired	\$0	USDA: FNS, This WIC (Tufts) CFDA #10.528	\$0
39662	SABG COVID Supplement Prevention—Non-Overdose Page #297	Costs associated with SUD Prevention—Non-Overdose Services under SABG COVID Supplement.	Direct to SABG COVID Supplement	Grant Expired	\$0	DHHS: SAMHSA, SABG COVID Supplement CFDA #93.959	\$0
39663	SABG COVID Supplement OD Prevention Page #297	Costs associated with SUD Overdose Prevention Services under SABG COVID Supplement.	Direct to SABG COVID Supplement	Grant Expired	\$0	DHHS: SAMHSA, SABG COVID Supplement CFDA #93.959	\$0
39664	SABG COVID Supplement Intervention Page #297	Costs associated with SUD Intervention Services under SABG COVID Supplement.	Direct to SABG COVID Supplement	Grant Expired	\$0	DHHS: SAMHSA, SABG COVID Supplement CFDA #93.959	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39665	SABG COVID Supplement Treatment Page #297	Costs associated with SUD Treatment Services under SABG COVID Supplement.	Direct to SABG COVID Supplement	Grant Expired	\$0	DHHS: SAMHSA, SABG COVID Supplement CFDA #93.959	\$0
39666	SABG COVID Supplement Recovery Page #297	Costs associated with SUD Recovery Services under SABG COVID Supplement.	Direct to SABG COVID Supplement	Grant Expired	\$0	DHHS: SAMHSA, SABG COVID Supplement CFDA #93.959	\$0
39914	Bennington Hub Investment Page #301	Program start-up and year-one costs for the new Bennington hub to be funded as global commitment investment.	Direct to Investments (STC 79) - Bennington Hub Investment	New GC Program	\$85,069	DHHS: CMS CFDA #93.778	\$116,660
39915	DSU Hub Investment Page #301	Costs associated with hub expansion that are not eligible as global commitment program.	Direct to Investments (STC 79) - DSU Hub Investment	New GC Program – costs not anticipated until Dec 2024 at the earliest.	\$0	DHHS: CMS CFDA #93.778	\$0
39918	State Opioid Response 2020 – Direct Services Page #301	All direct service costs associated with the 2020 grant award to support opioid abuse prevention, treatment, and recovery activities.	Direct to SOR 2020	Grant Expired	\$0	DHHS: SAMHSA, SOR 2020 CFDA #93.788	\$0



F. DEPARTMENT OF MENTAL HEALTH (DMH)

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
42918	River Valley Therapeutic Residence – Medicaid Program Page #326	Medicaid Fee for Service costs associated with mental health services for adults	Direct to Global Commitment (Program) Effective 4/1/24	Used for Medicaid Revenue to offset expenditures in the RVTR program	\$287,125	DHHS-CMS Medical Assistance Program CFDA #93.778	\$393,750
42617	July 2024 Storm Page #311	Costs associated with the July 2024 Storm	Direct to July 2024 Storm	Used for costs associated with the July 2024 Storm	\$0	FEMA Disaster Grants CFDA #97.036	\$0
42643	Mental Health Consumer Support Program – Adults Page #323	The costs to provide peer education, support, and advocacy to adults with serious mental illness, their families, and the community to promote resiliency and recovery	Direct to Investments (STC-11.6) Mental Health Consumer Support Programs Peer and Consumer Support Effective 4/1/24	New Investment	\$43,547	DHHS-CMS Medical Assistance Program CFDA #93.778	\$59,718
42768	Peer Supports for Adults Page #325	Funds to develop peer-run or peer-guided recovery and peer support services for adults	Direct to Investments (STC-11.6) Mental Health Consumer Support Programs Peer and Consumer Support Effective 4/1/24	New Investment	\$48,614	DHHS-CMS Medical Assistance Program CFDA #93.778	\$66,667



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
42546	988 FY 2023 Capacity Grant Page #320	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 FY 2023 Capacity Grant Cohort 2 Year 1 Effective 4/1/24	New receiver needed as unique NOA for this Federal Award	\$0	DHHS-SAMHSA Substance Abuse and Mental Health Services - Projects of Regional and National Significance CFDA #93.243	\$41,624
42549	988 Capacity Grant Cohort 2 Year 2 Page #310	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant Cohort 2 Year 2	New program code.	\$0	DHHS-SAMHSA Substance Abuse and Mental Health Services - Projects of Regional and National Significance CFDA# 93.243	\$0
42557	PATH 2024 Page #321	Mental Health Services for Homeless adults	Direct to PATH 2024	New program code.	\$0	DHHS-SAMHSA Projects for Assistance in Transition from Homelessness (PATH) CFDA# 93.150	\$0
42558	MH – BSCA Block Grant 2025 Page #310	Staff and operating costs to provide emergency preparedness response planning	Direct to BSCA Block Grant 2025	New program code.	\$0	DHHS-SAMHSA Block Grants for Community Mental Health Services CFDA #93.958	\$0



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
42531	Mental Health Block Grant for Adults Page #319	Grant pays for staff costs , respite, community outreach, and CRT efforts	Direct to MHBG Effective 10/1/23	To be used for staff expenses	\$0	DHHS-SAMHSA Block Grants for Community Mental Health Services CFDA #93.958	\$0
42551	MH – Block Grant Adult FFY 2024 Page #321	Grant pays for staff costs , respite, community outreach, and CRT efforts	Direct to MHBG 2024 Effective 10/1/23	To be used for staff expenses	\$0	DHHS-SAMHSA Block Grants for Community Mental Health Services CFDA #93.958	\$0
42559	MH – Block Grant Admin FFY 2023 Page #310	Staff costs relating to administration of the Mental Health Block Grant	Direct to MHBG	To be used for staff expenses	\$0	DHHS-SAMHSA Block Grants for Community Mental Health Services CFDA #93.958	\$0
42561	MH – Block Grant Admin FFY 2024 Page #310	Staff costs relating to administration of the Mental Health Block Grant	Direct to MHBG 2024	New program code to be used for staff expenses.	\$0	DHHS-SAMHSA Block Grants for Community Mental Health Services CFDA #93.958	\$0
42541	988 Capacity Grant Administrative Page #309	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant	Program inadvertently removed in December 2023 submission. Adding back to 10/1/2023.	\$0	DHHS-SAMHSA Block Grants for Community Mental Health Services CFDA #93.958	\$0



III. AMENDMENT TABLE

CAS Code		Quarter Ending	Status	Approved Letter Date
6430	24-4	06/30/2024	Pending	
6430	24-3	03/31/2024	Pending	
6430	24-2	12/31/2023	Pending	
6430	24-1	09/30/2023	Pending	
6430	23-4	06/30/2023	Pending	
6430	23-3	03/31/2023	Pending	
6430	23-2	12/31/2022	Pending	
6430	23-1	09/30/2022	Pending	
6430	22-4	06/30/2022	Pending	
6430	22-3	3/31/2022	Pending	
6430	22-2	12/31/2021	Pending	
6430	22-1	9/30/2021	Pending	
6430	21-4	6/30/2021	Pending	
6430	21-3	3/31/2021	Pending	
6430	21-2	12/31/2020	Pending	
6430	21-1	9/30/2020	Pending	
6430	20-4	6/30/2020	Pending	
6430	20-3	3/31/2020	Pending	
6430	20-2	12/31/2019	Pending	
6430	20-1	9/30/2019	Pending	
6430	19-4	6/30/2019	Pending	
6430	19-3	3/31/2019	Pending	
6430	19-2	12/31/2018	Pending	
6430	19-1	9/30/2018	Pending	
6430	18-4	6/30/2018	Approved	12/23/2019
6430	18-3	3/31/2018	Pending	
6430	18-2	12/31/2017	Approved	1/28/2019
6430	18-1	9/30/2017	Approved	10/3/2018
6430	17-4	6/30/2017	Approved	6/7/2018
6430	17-3	3/31/2017	Approved	8/7/2017
0540	17-2	12/31/2016	Approved	2/15/2018

IV. INTRODUCTION

The Vermont Agency of Human Services (AHS) mission is to improve the conditions and well-being of Vermonters and protect those who cannot protect themselves. Whether helping a family access health care or child care, protecting a young child from abuse, supporting youth and adults through addiction and recovery, providing essential health promotion and disease prevention services, reaching out to elder Vermonters in need of at-home or nursing home assistance, enabling individuals with disabilities to have greater independence, or supporting victims and rehabilitating offenders, AHS serves Vermonters with compassion, dedication, and professionalism. AHS has operated since 1969 to serve as the umbrella organization for all human service activities within state government.

The Departments under AHS are: Department of Children and Family Services (DCF), Department of Disabilities, Aging and Independent Living (DAIL), Department of Vermont Health Access (DVHA), Vermont Department of Health (VDH), Department of Mental Health (DMH), and the Department of Corrections (DOC). Appropriate costs allocated as benefitting the Secretary's Office are further reallocated across all other agency-specific benefitting objectives, as described throughout this narrative.

For the administration of the CAP, AHS and the Departments use a web-based software tool to calculate the quarterly CAP results. AHS and each of the Departments have their own unique version of the application to run their costs through the software. Effective 7/1/2015, AHS switched to the web-based, proprietary cost allocation software, AlloCAP™; therefore, the quarter ending 9/30/2015 was the first quarter that processed using the software. The software was configured specific to the needs of AHS and each of the Departments' expenditures to appropriately allocate costs as described in the CAP narrative herein. The AlloCAP™ software is hosted on the vendor's server; the vendor is Public Consulting Group, Inc. (PCG). AHS is responsible for processing the CAP and does so at the close of each quarter using the vendor's software.

AlloCAP™ allows the user to import quarterly expenditure data. The data is coded according to the codes assigned to the costs in the state's accounting system and utilized to identify costs in the CAP narrative. These common cost pools are then applied against the appropriate statistics for allocation purposes, as described in the rest of this CAP narrative. Statistics allocate cost pools (Program Codes) using a four step-down methodology. Cost pools and assigned allocation statistics are identified further in this CAP narrative. Statistics used include time study results, total cost methodologies, case counts, position counts, etc. Through AlloCAP™, AHS and the Departments also have access to reports that describe where the money gets allocated to, which allocation methods are used for each cost pool, and what statistics are assigned for each allocation method.



V. ADVANCE PLANNING DOCUMENTS

Document ID	Name	Description	Approving Entity	Type	Submitted (S) Revised (R) Date	Approval Date
AHS-3	E&E	Integrated Eligibility and Enrollment Program IE&E DDI	CMS- E&E FNS – E&E	IAPDU	R 03/01/2023 R 06/30/2023 R 06/28/2024	03/28/2023 08/15/2023 12/20/2023 02/27/2024 08/19/2024 09/04/2024
AHS-4	MMIS	MMIS IAPD Multiple Projects MAPIR	CMS-MMIS	IAPDU	R 03/01/2023 R 07/28/2023 R 07/30/2024	03/23/2023 08/24/2023 Pending
AHS-5	E&E	Healthcare Only (HCO) Eligibility and Enrollment E&E DDI	CMS- E&E	IAPD	S 12/15/2023 R 02/20/2024 R 07/17/2024	02/06/2024 03/29/2024 08/19/2024
DCF-6	SSMIS	Vermont Child Welfare Information Technology System –2021	ACF-FSD	OAPDU	R 11/21/22	8/13/20
DCF-6	SSMIS	Vermont Child Welfare Information Technology System –2022 (for SFY 2023)	ACF-FSD	OAPDU	R 10/14/22	7/5/22
DCF-6	SSMIS	Vermont Child Welfare Information Technology System – 2023 (for SFY 2024)	ACF-FSD	OAPD	S 5/30/23	8/14/23
DCF-6	SSMIS	Vermont Child Welfare Information Technology System – 2024 (for SFY 2025)	ACF-FSD	OAPD	S 5/30/24	8/22/24
DCF-7	OCS	Child Support Enforcement System – ACCESS – 2023 (For SFY 2024)	ACF-OCS	OAPDU	S 05/1/23	05/25/2023
DCF-7	OCS	Child Support Enforcement System – ACCESS – 2024 (For SFY 2025)	ACF-OCS	OAPDU	S 4/28/24	6/5/24
DCF-9	EBT	EBT Implementation Advance Planning Document (2015-2024)	FNS-ESD	IAPD	R 7/19/23	8/16/23
DCF-10	FSD	Comprehensive Child Welfare Information System (CCWIS)	ACF-DCF	PAPD	S 5/15/23	6/6/23



Document ID	Name	Description	Approving Entity	Type	Submitted (S) Revised (R) Date	Approval Date
DCF-11	FSD	Comprehensive Child Welfare Information System (CCWIS) - 2024	ACF-DCF	PAPD-U	S 8/14/24	8/16/24
DVHA-2	T-MSIS	Transformed Medicaid Statistical Information System MMIS IAPD Multiple Projects	CMS-MMIS	IAPD	R 9/8/2016 R 7/29/2022 R 7/28/2023 R 7/31/2024	9/21/2021 9/21/2022 8/24/2023 9/19/2024
DVHA-8	PIE	Third Party Liability / Payer Initiated Eligibility MMIS IAPD Multiple Projects	CMS-MMIS	IAPD	S 5/5/2016 R 7/29/2022 R 3/1/2023 R 7/28/2023 R 7/31/2024	9/21/2022 3/23/2023 8/24/2023 9/19/2024
DVHA-9	EE-OAPD	Eligibility and Enrollment for acquisitions related to the Maintenance and Operations	CMS-EE	OAPD	S 6/26/2015 R 7/29/2021 R 7/29/2022 R 7/28/2023 R 7/29/2024	9/21/2021 8/31/2022 8/29/2023 8/19/2024
DVHA-13	EVV	Electronic Visit Verification MMIS IAPD Multiple Projects	CMS-MMIS	IAPD	S 5/14/2018 R 3/31/2022 R 7/29/2022 R 7/28/2023 R 7/30/2024	4/21/2022 9/21/2022 8/24/2023 9/19/2024
DVHA-14	MMIS-OAPD	Medicaid Management Information System for acquisitions related to the Maintenance and Operations	CMS-MMIS	OAPD	S 1/8/2018 R 7/30/2021 R 7/29/2022 R 7/28/2023 R 7/30/2024	9/27/2021 9/21/2022 8/24/2023 9/19/2024
DVHA-15	PADS	Payment and Delivery System MMIS IAPD Multiple Projects	CMS-MMIS	IAPD	S 8/8/2018 R 7/29/2022 R 11/17/2022 R 7/28/2023 R 7/31/2024	9/21/2022 11/28/2022 8/24/2023 9/19/2024
DVHA-16	EE - HCO	Eligibility & Enrollment Healthcare only IAPD Multiple Projects	CMS-MMIS	IAPD	S 12/15/2023 R 2/20/2024 R 7/17/2024	2/6/2024 3/29/2024 8/19/2024



VI. MEMORANDA OF UNDERSTANDING

AHS SECRETARY’S OFFICE

ID	Department	Name	Description
SW-1	All	VISION Allocation	Costs for the State of Vermont Financial System - number of users and transactions
SW-2	All	DHR Allocation	Costs for Costs of Human Resource Department – FTE Count
SW-3	All	DII SLA	Costs for Service Level Agreement between AHS and Department of Information and Innovation – number of PC’s and users
SW-4	All	Fee For Space	Costs for Space occupied in State Owned Buildings - Square Footage
03400-MOU-ADS- FY22	ALL	Information Technology	Procurement of certain Information Technology systems and services and provides technical assistance, oversight and project management of the design, development, implementation (DDI) as well as maintenance and operation (M&O) of the hundreds of information systems of AHS.
03400-MOU-AGO-FY23 ⁵	AGO	Office of the Attorney General	The AGO will provide legal services to the Agency of Human Services in such matters that come before the Agency and Agency’s Departments that need legal counsel.
03400-MOU-AOA-CPO SUPPORT-FY22	AOA	CPO	To support the position of Chief Prevention Officer in the Agency of Administration
03400-MOU-DATA-AOE-FY19 AMD #1	AOE	Data Sharing	Enables the sharing of information while maintaining compliance with all applicable requirements relating to the safeguarding of data.
03400-MOU-DAIL-BROKER-FY24	DAIL	Data Broker	To order and manage Data Broker services to include contract management, subscriptions ordering, assignment, and changes.
03400-MOU-DCF-BROKER-FY24	DCF	Data Broker	To order and manage Data Broker services to include contract management, subscriptions ordering, assignment, and changes.
03400-MOU-DCF-RCA-FY24	DCF	Refugee Cash Assistance	Cash benefit for Refugees administered by DCF Economic Services Division.
03400-MOU-DEC-21ACF-FY24	DEC	SerVermont	Placing of 26 full-time AmeriCorps members with municipalities and non-profit organizations to implement strategies to protect and improve water quality in the Lake Champlain watershed.

ID	Department	Name	Description
03400-MOU-DVHA-BROKER-FY24	DVHA	Data Broker	To order and manage Data Broker services to include contract management, subscriptions ordering, assignment and changes.
03400-MOU-EOG CSO-FY18 AMD #1	EOG	CSO	To support the two positions assigned to the Governors Constituent Services Office
03400-MOU-EOG-SUPPORT-FY24	EOG	Executive Office of the Governor	The Executive Office of the Governor is to provide consultation, technical assistance, and analyses for AHS.
03400-MOA-REFUGEE-VDH-FY24	VDH	Refugee Health Program	Maintain and enhance a system for addressing the health needs of newly arriving refugees



DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

ID	Department	Name	Description
DCF_Wx_03420-09424	VT Department of Health	Full-time, Limited Service position at VDH	Funding for limited-service position at VDH. This position will be responsible for coordinating home weatherization & health project activities.
DCF_ESD_03440-10170-23	Department of Environmental Conservation	Crisis Fuel Tank Replacement	To provide replacement of fuel tanks for clients eligible to receive crisis fuel assistance.
DCF_FSD_03440-28502-DPS-VCIC-FY22	Department of Public Safety	Criminal Record Checks	The Department of Public Safety (VCIC) to process criminal record requests to the Federal Bureau of Investigation (FBI).
DDS-1	SSA Social Security Administration	Disability Determinations	SSA Social Security Administration
CDD-1	Vermont Department of Taxes	Children’s Trust Fund	Community based and statewide primary prevention funds for high-risk behaviors
EITC	VT Department of Taxes	Earned Income Tax Credit (EITC) Agreement	Coordinated activities related to the reporting of TANF related Earning Income Tax payments.
MOU 03150-MH 006	DMH	SAMSA Rapid Rehousing	To provide rapid rehousing and prevention through the Housing Opportunity Grant Program
OCS-2	Judiciary (Office of Court Administrator)	Family Court Transfer	MOU Cooperative Agreement: Court fees to resolve parentage, child support and medical support court cases and ensure compliance with court orders
OCS - 4	VT State Treasure Office	Lockbox Billing Expenses	Lockbox Billing expenses paid by TRE for services performed on behalf of OCS
OCS - 5	VT State Treasure Office	Bank charge Billing Expenses	Bank charge Billing expenses paid by TRE for services performed on behalf of OCS
DCF_CDD_DMH_03440-38000-24	DMH	Preschool Development Grants Birth through Five (PDG B-5) Renewal Grant - Vermont	To implement Vermont’s Preschool Development Grant Birth through 5 (PDG B-5) Renewal Grant.
DCF_CDD_VDH_03440-38001-24	Vermont Department of Health	Preschool Development Grants birth through 5	To implement Vermont’s Preschool Development Grant Birth through 5 (PDG B-5) Renewal Grant.
DCF_CDD_03440-38002-24	AOA Office of Racial Equity	Preschool Development Grants Birth through Five (PDG B-5) Renewal Grant - Vermont	To implement Vermont’s Preschool Development Grant Birth through 5 (PDG B-5) Renewal Grant.



ID	Department	Name	Description
DCF_CDD_0344 0-38003-24	Agency of Education	Preschool Development Grants Birth through Five (PDG-5) Renewal Grant	To support the State’s efforts to analyze the current landscape of their Early Childhood Education (ECE) mixed delivery system and implement changes to the system that maximize the availability of high-quality early childhood care and education options for low-income and disadvantaged families across providers and partners, improve the quality of care, streamline administrative infrastructure, and improve State-level early childhood care and education funding efficiencies.
DCF_CDD_DVH A_QA TESTER	Department of Vermont Health Access (DVHA)	QA Testers	To memorialize the terms under which employees of the Employing Department shall be temporarily and partially re-deployed (Re-Deployed Staff) to the Borrowing Department to fill application testing staffing needs associated with the AHS DCF Child Development Division (CCD) Information System (IS) application (CDD IS).
DCF_OCS_0344 0-51000-25	Department of Disabilities, Aging and Independent Living	Work 4 Kids Program	The Work 4 Kids program aims to assist non-custodial parents with addressing those identified issues by referring them to Invest EAP. Invest EAP is a Vermont-based public non-profit that provides social services such as counseling to address drug and alcohol problems, mental health problems, and financial problems.
DCF OCS 03440-51001-24	Building and General Services	Printing and Mailing Services	Printing and mailing services for OCS’s Employer and Non-Custodial Parents (“NCP”) coupons, statements, and envelopes.
DCF_ESD_03440 -10001-24	Vermont Department of Labor (VDOL)	Reach Up Data Management Services	provide ESD the use of VDOL’s data management system for Reach Up participants (not inclusive of ICAN-RU participants), including technical assistance.
DCF ESD 03440-10062-24	Buildings and General Services	Surplus Vehicles	State Surplus Property vehicles to ESD’s Reach Up Program
DCF_ESD_03440 -10170-24	Department of Environmental Conservation	Crisis Fuel Tank Replacement	To provide replacement fuel tanks for clients eligible to receive crisis fuel assistance.
DCF ESD 03440-10238-24	Health (VDH)	SNAP Education Program	VDH Shall build and maintain state level partnerships to ensure coordination of SNAP-ED services and oversee the SNAP-ED program.



ID	Department	Name	Description
DCF ESD 03440-10308-24	Vermont Department of Labor	SNAP Education Program	To provide: a. Comprehensive Component services statewide to 3SquaresVT (3SVT) recipients who enroll in Vermont’s 3SVT Employment and Training program (hereinafter called “ICAN”), and b. Use of VDOL’s data management system for ICAN (inclusive of both ICAN and ICAN-RU participants), including technical assistance and training.
DCF ESD 03440-10307-24	Department of Disabilities, Aging and Independent Living	ICAN Services	VR/EAP shall provide ICAN Case Management to ICAN participants referred by ESD or other ICAN Partners.
DCF ESD 03440-10034-24	Department of Disabilities, Aging and Independent Living	Business Account Managers (BAMS)	The provision of access to the business engagement capacity of Creative Workforce Solutions and the CWS Business Account Managers (BAMS), to include Salesforce licenses for Employment Consultants at Vermont Association of Business, Industry & Rehabilitation (VABIR), Lamoille Family Center, Northeast Kingdom Community Action (NEKCA) located in St. Johnsbury, and Vermont Adult Learning (VAL).
DCF_ESD_03440-10426-24	Buildings and General Services	Farm 2 Family Printing	The purpose of the Farm to Family programs is to provide coupon booklets to eligible Vermonters to be able to purchase fresh, unprepared, locally grown fruits and vegetables from participating farmers markets and farm stands.
DCF_COM_03440-PATH-24	Department of Mental Health	Reimbursement for PATH community outreach	To reimburse the Department of Mental Health for costs related to community outreach grants. Community outreach grants will be awarded by DMH to community partners through the PATH program with the goals of increasing outreach to individuals experiencing homelessness in the hotel/motel program and in unsheltered sites, increasing enrollment in coordinated entry to document needs and provide access to housing resources, entering data in HMIS, and coordinating with existing community outreach efforts.
DCF FSD 03440-28385-24	Department of Forests, Parks and Recreation	Park Passes	To support foster caregivers to access Vermont State Parks by providing punch passes for the fiscal year 2024 to 2027 seasons.



ID	Department	Name	Description
DCF_FSD_03440-28473-25	Department of Disabilities, Aging and Independent Living	Vermont Communication Support Project	To develop and maintain the capacity to provide specialized communication accommodations for individuals with disabilities to assure equal access to courts, administrative hearings, and other relevant professional interactions.
DCF FSD 03440-28485-24	VT Judiciary/Office of Court Admin/VT Guard Ad Litem	Children’s Justice Act	To support the Vermont Department for Children and Families (DCF), Family Services Division(FSD)and the Vermont Judiciary/ Office of The Court Administrator/Vermont Guardian Ad Litem Program (GAL) to improve the investigation, prosecution and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim.
DCF_AHS_03400_MOU_DATA_F Y24	Agency of Human Services-Central Office	Data Broker Services	To order and manage Data Broker services on behalf of the Parties, to include contract management, and subscriptions ordering, assignment, and changes.



DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL)

ID	Department	Name	Description
DHR-DAIL-6	DHR	Invest EAP	Providing Employee Assistance program services for State of Vermont employees and eligible dependents
03460-10001-24	VHCB	Home Access Program	Administration and operations for the VT Center for Independent Living Home Access Program
03460-30001-24	DBVI	Vermont Pathways to Partnership	Partnership with VT Developmental Disabilities Council (VTDDC) to support students and youth with disabilities to transition to adulthood and achieve competitive integrated employment
03460-40002	DPS	Fire Safety	Facilitation and safety of residents and the public in facilities and to coordinate the fire safety and licensing activities of the respective departments
03460-50001-24	DMH	Jump on Board for Success (JOBS)	Operating and funding of JOBS Programs
03460-60005-24	DMH/VDH	Direct Care Workforce Marketing + Recruitment Campaign	Recruitment and retention of community-based support staff through a collaborative marketing and recruitment project, partnered with Place Creative. FMAP funded.
03460-70003-24	DCF/ESD	Senior Farmers Market Nutrition Program (SFMNP) American Rescue Plan Act (ARPA)	Implementation and management of the Farm to Family Program farmer’s market coupon component of the SFMNP – ARPA funds
03460-70004- 24 25	DCF/ESD	3Squares VT	Promote and strengthen participation in 3SquaresVT
03460-70005-24	VDH	Health Surveillance	Implementation of a limited-service health surveillance position focused on aging and disability
03460-70006-24	DCF	Senior Farmers Market Nutrition Program (SFMNP)	Implementation and management of the Farm to Family Program farmer’s market coupon component of the SFMNP
03460-70007-23	DMH	Minnesota Hospital Association/Bed Board System	Minnesota Bed board system to also include DAIL monitoring of nursing homes for 24 hours
2022_VT_WIOA	VDOL	One-Stop American Job Center Services (AJC)	The Workforce Innovation and Opportunity Act (WIOA) requires collaboration and funding of Vermont’s AJC Network



ID	Department	Name	Description
1947RTN2-MOU-01	VDOL	VT RETAIN (Retaining Employment and Talent After Injury/Illness Network)	Invest EAP to partner with VT RETAIN to address work disability



DEPARTMENT OF VERMONT HEALTH ACCESS (DVHA)

ID	Department	Name	Description
IGA - DAIL	DAIL	Global Commitment Waiver IGA	This IGA specifies the responsibilities of DVHA and DAIL under Vermont’s Section 1115 waiver, with DVHA as the Public MCO (Managed Care Organization)
IGA - DCF	DCF	Global Commitment Waiver IGA	This IGA specifies the responsibilities of DVHA and DCF under Vermont’s Section 1115 waiver, with DVHA as the Public MCO (Managed Care Organization)
IGA - VDH	VDH	Global Commitment Waiver IGA	This IGA specifies the responsibilities of DVHA and VDH under Vermont’s Section 1115 waiver, with DVHA as the Public MCO (Managed Care Organization)
IGA - DMH	DMH	Global Commitment Waiver IGA	This IGA specifies the responsibilities of DVHA and DMH under Vermont’s Section 1115 waiver, with DVHA as the Public MCO (Managed Care Organization)
IGA – AOE	AOE	Global Commitment Waiver IGA	This IGA specifies the responsibilities of DVHA and AOE under Vermont’s Section 1115 waiver, with DVHA as the Public MCO (Managed Care Organization)
03410-02-20	VDH	Accountable Communities of Health	This MOU is for DVHA to cover cost of VDH contractual cost for assessments of hospitals and community partner engagement in the Accountable Communities for Health.
03410-05-21	DOC	MMIS Planning	This is an agreement to utilize DOC staff for consultation and planning efforts to support the upcoming 5-year renewal of the MMIS fiscal agent contract between DVHA and DXC MS LLC.
05062021	BGS	eProcurement Implementation Project	This is an agreement between Buildings and General Services and DVHA to utilize employees to work on the eProcurement implementation project (ePro). The staff is focused on testing components of the ePro, such as validation of implementation vendor resourcing and planning proposals, document review planning and validation of testing needs and engaging in testing activities.
03410-10-21	DOL	Unemployment Compensation Data Use	This is an agreement between the Vermont Department of Labor (VDOL) and the Department of Vermont Health Access (DVHA) on the disclosure and use of wage and Vermont unemployment compensation (UC) information

ID	Department	Name	Description
03410-02-22	GMCB	SFY 2022 Blueprint Analytics MOU	This agreement between DVHA and GMCB is to cover the contractual cost for the all-payer analytic services for VHCURES claims
03410-03-22	VDH	2022 Blueprint Self-Management Programming MOU	This agreement between DVHA and VDH is to cover the cost of employees that will be working for the purpose of administering a statewide self-management program.
03410-06-22	CCB	Cannabis Control Board QA Testers MOU	This agreement between DVHA and CCB is to cover the cost of the employees of the Quality Assurance testers that will be working on the CCB application system project.
03410-07-22	VCIC	Background check MOU	This agreement between Vermont Crime Information Center (VCIC) to preform background checks for potential new hires for DVHA.
03410-10-22	DMH	Medicaid Medical Director DMH MOU	This agreement between DVHA and DMH is to cover the cost of Dr. Klein that will be working for the purpose of providing medical and clinical expertise to DVHA



DEPARTMENT OF HEALTH (VDH)

ID	Department	Name	Description
03420-07911	DMH	Maternal Depression	To improve the mental health and well-being of pregnant and postpartum women.
03420- 07945 09839	Vermont Agency of Agriculture	VAAFM Vector Surveillance	To conduct arthropod (mosquito and tick) vector surveillance
03420-09027	DMH	Data & Outreach Coordinator	To provide funding for a Data and Outreach Coordinator at the Department of Mental Health.
03420-10031	Office of the Attorney General	Legal Services	Office of the Attorney General (AGO) provides legal services for the investigation of complaints and the enforcement reports of unprofessional conduct charges against physicians and other medical practitioners licensed or certified by the Board of Medical Practice
03420-09091	DAIL	VT DAIL, Division of Vocational Rehabilitation, Invest EAP Program.	To provide funding to Invest EAP for development and implementation of suicide prevention programming for working Vermonters.
03420-09250	DMH	DMH Health Disparities Mental Health Support Systems	Collaboration between VDH & DMH to strengthen Mental Health Support Systems for community groups and providers in the state to achieve health equity.
03420-09256	HS	Alzheimers' Association	A project to incorporate the Caregiver Module as an Optional Module in the Vermont 2021 Behavioral Risk Factor Surveillance System (BRFSS).
03420-09281	DCF	DCF Homeless Supplement	Funding for position to facilitate connections between VDH & DCF to mitigate COVID-19 in homeless populations.
03420-09282	DOC	DOC Confinement Facilities	To provide funding for staff in confinement facilities to accomplish increased COVID testing and mitigation efforts.
03420-09283	DAIL	DAIL Strike Teams	To provide funding for two limited-service positions to assist Skilled Nursing and LTC facilities in response to COVID-19.
03420-09421	DAIL	DAIL Elder Specialist	To provide clear expectations and guidance regarding the relationship between VDH ADAP, and DAIL in regards to the DAIL, Quality Outcomes Specialist (Elder Substance Abuse) temporary position.



ID	Department	Name	Description
03420-09422	DVHA	Blueprint for Health – Hub Collaboratives	Support the capacity of advanced primary care practices and community health teams to better serve individuals with substance use and co-occurring disorders
03420-09425	Office of the Court Administrator	Drug Court Program	To support court coordination for the Treatment Courts in Rutland, Chittenden, Washington, and Franklin Counties.
03420-09504	VTDDC	COVID-19 Health Equity Funding	To address the persistent and disproportionate impact of COVID-19 on populations that have been marginalized and underserved.
03420-09560	DVHA	Vermont Health Information Exchange	VDH and DVHA will collaborate to support projects associated with the Vermont Health Information Exchange, specifically efforts to support improving health equity and public health.
03420-09605	Green Mountain Care Board	Management & Analytics of Hospital Data	To have high quality, comprehensive, timely and secure hospital data resource to support GMCB and other state agencies.
03420-09753	AOT	Recovery and Job Access Rides	Increase access to transportation for those trips that are not eligible under conventional funding sources, for Vermonters with substance use disorder.
03420-09945	DAIL	DAIL Community Support	To remediate the issues surrounding the lack of support participants in our home- and community-based programs.
03420- 09818 10298	DCF	DCF Nurturing Parent Program	To support a grant between DCF & Prevent Child Abuse Vermont (PCAVT) to coordinate & deliver the Nurturing Parenting Program & other parent education programming.
03420-10022	DAIL	DAIL, Division of Vocational Rehabilitation, Invest EAP Program	To provide funding to Invest EAP for development and implementation of suicide prevention programming for working Vermonters.
03420-7168	DAIL	Hospital Licensing between VDH and DAIL	To support hospital licensure, survey & investigation of complaints.
03420-7277	DOC	HIV oral fluid tests	To provide HIV testing to incoming inmates.
03420-DOC-2020	DOC	Vital Records	To establish an effective, secure, and efficient means for VDH to provide certified copies of birth certificates to eligible inmates.
MU0366	AOT	2021 Traffic Records Coordinating Committee Program (SIREN)	Data integration project between the AOT CRASH database (law enforcement data) with data from the Vermont Department of Health emergency medical services (EMS) data system, SIREN.



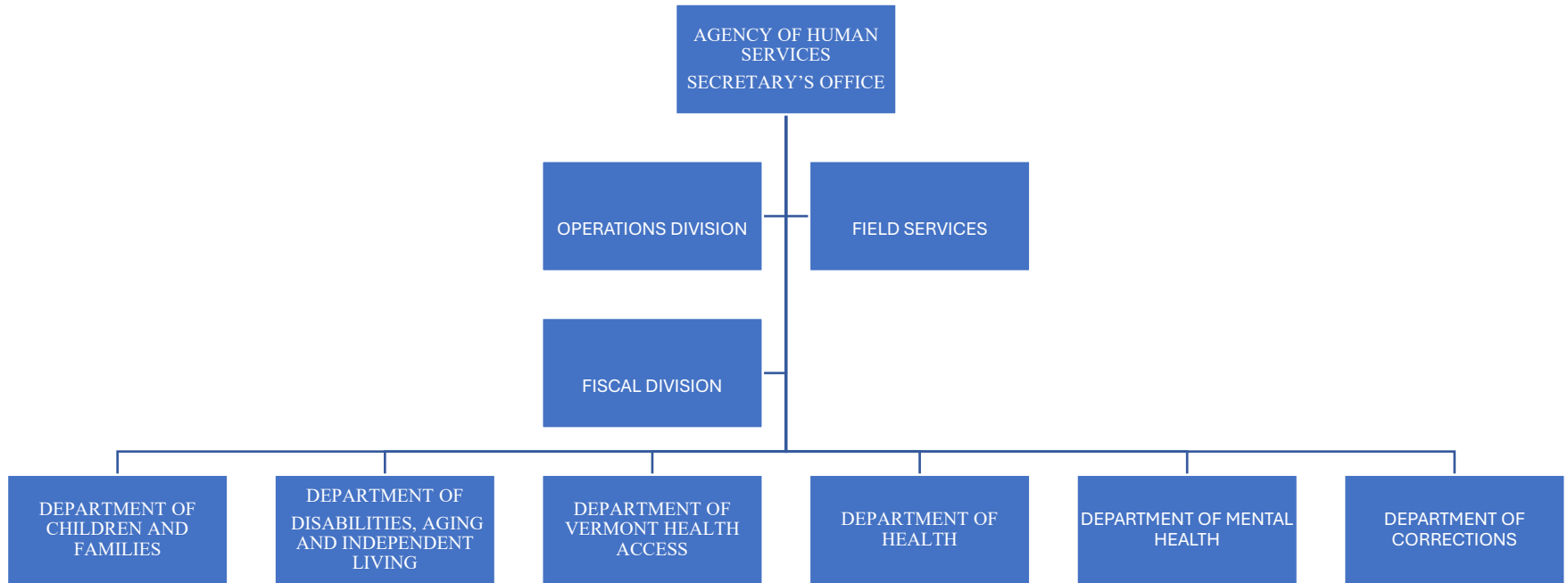
ID	Department	Name	Description
MU0364	AOT	Child Passenger Safety Program	Vermont Department of Health will take on the day-to-day responsibility for the Child Passenger Safety Program (CPS).
MU0365	AOT	Vulnerable Road Users Program	VDH will continue to leverage resources and increase programmatic efficiencies by increasing community partnerships across the state, and other stakeholders focusing on improving safety for vulnerable road users.
VDH AOE MOU# 2022-11	AOE	Youth Vaping	To conduct an evaluation of youth prevention activities.
02140-7H21132-101	DPS	FY 21 Homeland Security Grant Program	Funding to purchase a new truck for the Medical Reserve Corp.
02140-31239-015	VEM	Building Resilient Infrastructure and Communities	To conduct a Cooling Capabilities Assessment at critical Vermont facilities housing or serving people at high-risk for heat-related health impacts.



DEPARTMENT OF MENTAL HEALTH (DMH)

ID	Department	Name	Description
03150-MH011	DAIL	VT Communication Support Project	To develop and maintain the capacity to provide specialized communication accommodations for individuals with disabilities to assure equal access to courts, administrative hearings, and other relevant professional interactions.
03420-09506	VDH	Health Resources and Services Administration (HRSA)	Through partnership with VDH and Help Me Grow (HMG), Vermont’s go-to resource for connecting expectant parents and families with young children, this will create and distribute clinical and electronic referral resources to participating practices.
03150-MH014	DOC, VDH, DSU	Forensic Assertive Community Treatment	The purpose of this collaboration is to develop a community-based grant utilizing DMH Funds to develop a Forensic Assertive Community Treatment service delivery system.
03150-MH019	AOE	2023 Project AWARE (Advancing Wellness and Resiliency in Education)	DMH and the VT Agency of Education will continue the collaborative partnership from the 2018 Project AWARE to engage three new regional teams of Local Education Agencies and their regional Designated Mental Health Agencies. Together, these state and local partners will develop sustainable infrastructure for social, emotional, and mental health supports within the Vermont Multi-Tiered System of Support Framework (VTmtss).

VII. ORGANIZATIONAL CHART





VIII. CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBERS

CFDA #	Federal Agency	Program Title
10.525	USDA-FNS	National Young Farmers Coalition
10.537	USDA-FNS	SNAP Program Access EBT
10.545	USDA-FNS	FS EBT Project
10.551	USDA-FNS	SNAP Food Stamps (Cash)
10.551	USDA-FNS	SNAP Food Stamps (EBT)
10.557	USDA-FNS	Special Supplemental Nutrition Program for Women, Infants, and Children
10.561	USDA-FNS	State Administrative Matching Grants for Food Stamp Program
10.565	USDA-FNS	Commodity Supplemental Food Program
10.572	USDA-FNS	WIC Farmers' Market Nutrition Program (FMNP)
10.576	USDA-FNS	Senior Farmers Market Nutrition Program
10.578	USDA-FNS	WIC Grants to State
10.646	USDA-FNS	Summer EBT Administrative Costs
10.649	USDA-FNS	Pandemic EBT Administrative Costs
14.231	HUD	Emergency Shelter Grants Program
14.267	HUD	Continuum of Care Program
16.540	DOJ-JJDP	Juvenile Justice and Delinquency Prevention - Allocation to States
16.726	DOJ-JJDP	Juvenile Mentoring Program
16.754	DOJ	Information Sharing to Address Opioid Abuse
16.812	DOJ	Second Chance Act Prisoner Reentry Initiative
17.235	DOL	Senior Community Service Employment Program (SCSEP)
21.019	US Treasury	Coronavirus Relief Fund (CRF)
21.023	US Treasury	Emergency Rental Assistance
21.027	US Treasury	Coronavirus State and Local Fiscal Recovery Fund
66.032	EPA-OAR	State Indoor Radon Grants
66.605	EPA-OPPTS	Performance Partnership Grant Lead Program and Enforcement
66.701	EPA-OECA	Toxic Substance Compliance Monitoring Cooperative Agreements
66.707	EPA-OPPTS	TSCA Title IV State Lead Grants - Certification of Lead-Based Paint Professionals
66.708	EPA-OCSPP	Pollution Prevention Grant Program
81.042	Energy	Weatherization Assistance for Low - Income Persons
84.027	DOE-OSERS	Special Education – Grants for Infants and Families with Disabilities - ARPA



CFDA #	Federal Agency	Program Title
84.126A	DOE-OSERS	Rehabilitation Services - Vocational Rehabilitation Grants to States
84.177B	DOE-OSERS	Rehabilitation Services - Independent Living Services for Older Individuals Who are Blind
84.181A	DOE-OSERS	Special Education - Grants for Infants and Families with Disabilities
84.181X	DOE-OSERS	Special Education - Grants for Infants and Families with Disabilities
84.186	DOE-OESE	Safe and Drug-Free Schools and Communities - State Grants
84.187A	DOE-OSERS	Supported Employment Services for Individuals with Severe Disabilities
84.187B	DOE-OSERS	Supported Employment Services for Individuals with Severe Disabilities – Services to Youth
84.421B	DOE	Disability Innovation Fund (DIF)
84.421C	DOE	Disability Innovation Fund – VT Career Advancement Project (VCAP)
84.421E	DOE	Disability Innovation Fund – VT Pathways to Partnerships
84.426A	DOE-OSERS	Randolph-Sheppard – Financial Relief and Restoration Payments
93.008	DHHS-ASPR	Medical Reserve Corps Small Grant Program
93.041	DHHS-ACL	Special Programs for the Aging - Title VII, Chapter 3 - Programs for Prevention of Elder Abuse, Neglect, and Exploitation
93.042	DHHS-ACL	Special Programs for the Aging - Title VII, Chapter2 - Long Term Care Ombudsman Services for Older Individuals
93.043	DHHS-ACL	Special Programs for the Aging-Title III, Part F - Disease Prevention and Health Promotion Services
93.044	DHHS-ACL	Special Programs for the Aging - Title III, Part B - Grants for Supportive Services and Senior Centers
93.045	DHHS-ACL	Special Programs for the Aging - Title III, Part C -Nutrition Services
93.048	DHHS-ACL	Legal Assist
93.052	DHHS-ACL	National Family Caregiver Support, Title III, Part E
93.053	DHHS-AOA	Nutrition Services Incentive
93.069	DHHS-CDC	Public Health Emergency Preparedness
93.070	DHHS-CDC	Environmental Public Health and Emergency Response
93.071	DHHS-CDC	Medicare Enrollment Assistance Program MIPPA
93.074	DHHS-CDC	Hospital Preparedness Program and Public Health Emergency Preparedness Aligned Cooperative Agreements
93.079	DHHS-CDC	Cooperative Agreements to Promote Adolescent Health through School-Based HIV/STD Prevention and School-Based Surveillance
93.090	DHHS-ACF	Guardianship Assistance



CFDA #	Federal Agency	Program Title
93.092	DHHS-ACF	Affordable Care Act (ACA) Personal Responsibility Education Program
93.094	DHHS-CDC	Well-Integrated Screening and Evaluation for Women Across the Nation
93.103	DHHS-FDA	Food and Drug Administration Research
93.110	DHHS-HRSA	Maternal Depression Screening and Support
93.116	DHHS-CDC	Project Grants and Cooperative Agreements for Tuberculosis Control Programs
93.127	DHHS-HRSA	Emergency Medical Services for Children
93.130	DHHS-HRSA	Primary Care Services-Resource Coordination and Development
93.136	DHHS-CDC	Injury Prevention and Control Research and State and Community Based Programs
93.150	DHHS-SAMHSA	Projects for Assistance in Transition from Homelessness (PATH)
93.155	DHHS-HRSA	Rural Health Research Centers
93.165	DHHS-HRSA	Grants to States for Loan Repayment Program
93.197	DHHS-CDC	Childhood Lead Poisoning Prevention Projects, State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children
93.217	DHHS-OPA	Family Planning - Services
93.224	DHHS-HRSA	Consolidated Health Centers (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)
93.234	DHHS_ACL	Traumatic Brain Injury State Demonstration Grant Program
93.236	DHHS-HRSA	Oral Health Workforce
93.241	DHHS-HRSA	State Rural Hospital Flexibility Program
93.243	DHHS-SAMHSA	Substance Abuse and Mental Health Services - Projects of Regional and National Significance
93.251	DHHS-HRSA	Universal Newborn Hearing Screening
93.268	DHHS-CDC	Immunization Cooperative Agreements
93.270	DHHS-CDC	Viral Hepatitis Prevention and Control
93.301	DHHS-HRSA	Small Rural Hospital Improvement Grants
93.305	DHHS-CDC	PPHF 2018: Office of Smoking and Health-National State-Based Tobacco Control Programs-Financed in part by 2018 Prevention and Public Health funds (PPHF)
93.314	DHHS-CDC	Early Hearing Detection and Intervention (CHIRP)
93.323	DHHS-CDC	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
93.324	DHHS-ACL	State Health Insurance Assistance Program
93.334	DHHS-CDC	The Healthy Brain Initiative: Technical Assistance to Implement Public Health Actions related to Cognitive Health, Cognitive Impairment, and Caregiving
93.336	DHHS-CDC	Behavioral Risk Factor Surveillance System



CFDA #	Federal Agency	Program Title
93.354	DHHS-CDC	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response
93.366	DHHS-CDC	State Actions to Improve Oral Health Outcomes and Partner Actions to Improve Oral Health Outcomes
93.367	DHHS-FDA	Flexible Funding Model – Infrastructure Development and Maintenance for State Manufactured Food Regulatory Programs
93.369	DHHS- ACL	Independent Living- State Grants
93.387	DHHS-CDC	National and State Tobacco Control Program
93.391	DHHS-CDC	Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises
93.426	DHHS-CDC	Improving the Health of Americans through Prevention and Management of Diabetes and Heart Disease and Stroke-Financed in part by 2018 Prevention and Public Health Funds
93.434	DHHS-ACF	Preschool Development Grant
93.436	DHHS-CDC	Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN)
93.462	DHHS-ONC	Association of State and Territorial Health Officials
93.464	DHHS-ACL	Assistive Technology
93.472	DHHS-ACF	Title IV-E Prevention Program
93.517	DHHS-AOA	Affordable Care Act – Aging and Disability Resource Center
93.525	DHHS-CMS	State Exchange Modernization Grant
93.538	DHHS-CDC	ACA National Environmental Public Health Tracking Program
93.556	DHHS-ACF	Promoting Safe and Stable Families
93.558	DHHS-ACF	Temporary Assistance for Needy Families
93.563	DHHS-ACF	Child Support Enforcement
93.564	DHHS-ACF	Child Support Enforcement Research
93.566	DHHS-ACF	Refugee and Entrant Assistance - State Administered Programs
93.568	DHHS-ACF	Low-Income Home Energy Assistance
93.569	DHHS-ACF	Community Services Block Grant
93.575	DHHS-ACF	Child Care and Development Block Grant
93.576	DHHS-ACF	Refugee and Entrant Assistance - Discretionary Grants
93.584	DHHS-ACF	Refugee Targeted Assistance Program
93.590	DHHS-ACF	Community - Based Family Resource and Support Grants



CFDA #	Federal Agency	Program Title
93.596	DHHS-ACF	Child Care Mandatory and Matching Funds of the Child Care and Development Fund
93.597	DHHS-ACF	Grants to States for Access and Visitation Programs
93.599	DHHS-ACF	Chafee Education and Training Vouchers Program (ETV)
93.600	DHHS-ACF	Head Start
93.603	DHHS-ACF	Adoption Incentive
93.630	DHHS-ACF	Developmental Disabilities Basic Support and Advocacy Grants
93.639	DHHS-ACF	State Planning Grants for Qualifying Community-Based Mobile Crisis Intervention Services
93.643	DHHS-ACF	Children's Justice Grants to States
93.645	DHHS-ACF	Child Welfare Services - State Grants
93.658	DHHS-ACF	Foster Care - Title IV-E
93.659	DHHS-ACF	Adoption Assistance
93.665	DHHS-SAMHSA	Emergency Grants to Address Mental and Substance Use Disorders During COVID-19
93.667	DHHS-ACF	Social Services Block Grant
93.669	DHHS-ACF	Child Abuse and Neglect State Grants
93.674	DHHS-ACF	Chafee Foster Care Independent Living
93.733	DHHS-CDC	Capacity Building Assistance to Strengthen Public Health Immunization Infrastructure and Performance
93.735	DHHS-CDC	State Public Health Approaches for Ensuring Quitline Capacity
93.747	DHHS-AOA	Elder Abuse Prevention Interventions Program
93.753	DHHS-CDC	Child Lead Poisoning Prevention Surveillance
93.757	DHHS-CDC	State and Local Public Health Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke (PPHF)
93.758	DHHS-CDC	Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF)
93.767	DHHS-CMS	State Children's Insurance Program
93.777	DHHS-CMS	State Survey and Certification of Health Care Providers and Suppliers
93.778	DHHS-CMS	Medical Assistance Program
93.779	DHHS-CMS	Centers for Medicare and Medicaid Services (CMS) Research, Demonstrations and Evaluations
93.788	DHHS-SAMHSA	Opioid STR
93.791	DHHS-CMS	Money Follows the Person Demonstration



CFDA #	Federal Agency	Program Title
93.796	DHHS-CMS	State Survey Certification of Health Care Providers and Suppliers (Title XIX) Medicaid
93.800	DHHS-CDC	Organized Approaches to Increase Colorectal Cancer Screening
93.815	DHHS-CMS	Domestic Ebola Supplement to the Epidemiology and Laboratory Capacity for Infection Diseases
93.829	DHHS-CMS	Section 223 Demonstration Programs to Improve Community Mental Health Services
93.870	DHHS-HRSA	Maternal, Infant and Early Childhood Home Visiting Grant Program
93.898	DHHS-CDC	Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations
93.889	DHHS-OS	Bioterrorism Hospital Preparedness Program
93.912	DHHS-HRSA	Rural Health Care Services Outreach
93.913	DHHS-HRSA	Grants to States for Operation of Offices of Rural Health
93.917	DHHS-HRSA	HIV Care Formula Grants
93.940	DHHS-CDC	HIV Prevention Activities - Health Department Based
93.944	DHHS-CDC	Human Immunodeficiency Virus (HIV)/Acquired Immunodeficiency Virus Syndrome (AIDS) Surveillance
93.945	DHHS-CDC	Assistance Programs for Chronic Disease Prevention and Control
93.946	DHHS-CDC	Cooperative Agreements to Support State-Based Safe Motherhood and Infant Health Initiative Programs
93.958	DHHS-SAMHSA	Block Grants for Community Mental Health Services
93.959	DHHS-SAMHSA	Block Grants for Prevention and Treatment of Substance Abuse
93.961	DHHS-CMS	Vermont All-Payer ACO
93.967	DHHS-CDC	CDC's Collaboration with Academia to Strengthen Public Health
93.977	DHHS-CDC	Sexually Transmitted Diseases (STD) Prevention and Control Grants
93.982	DHHS-SAMHSA	Mental Health Disaster Assistance and Emergency Mental Health
93.988	DHHS-CDC	Cooperative Agreements for State-Based Diabetes Control Programs and Evaluation of Surveillance Systems
93.991	DHHS-CDC	Preventive Health and Health Services Block Grant
93.994	DHHS-HRSA	Maternal and Child Health Services Block Grant to the States
94.003	CNCS	State Commissions
94.006	CNCS	AmeriCorps
94.008	CNCS	CNCS-AmeriCorps Training and Technical Assistance
94.009	CNCS	AmeriCorps Training and Technical Assistance



CFDA #	Federal Agency	Program Title
94.013	CNCS	AmeriCorps-Volunteers in Service to America (VISTA)
96.001	SSA	Social Security - Disability Insurance
96.008	SSA	Work Incentives P&A Grant
97.032	DHS-FEMA	Crisis Counseling – Immediate Services Program
97.036	DHS-FEMA	Disaster Grants-Public Assistance (Presidentially Declared Disasters)
97.088	DHS-FEMA	Disaster Case Management Program

IX. COST ALLOCATION METHODOLOGIES AND DEPARTMENTAL ORGANIZATIONAL CHARTS

A. AHS SECRETARY'S OFFICE

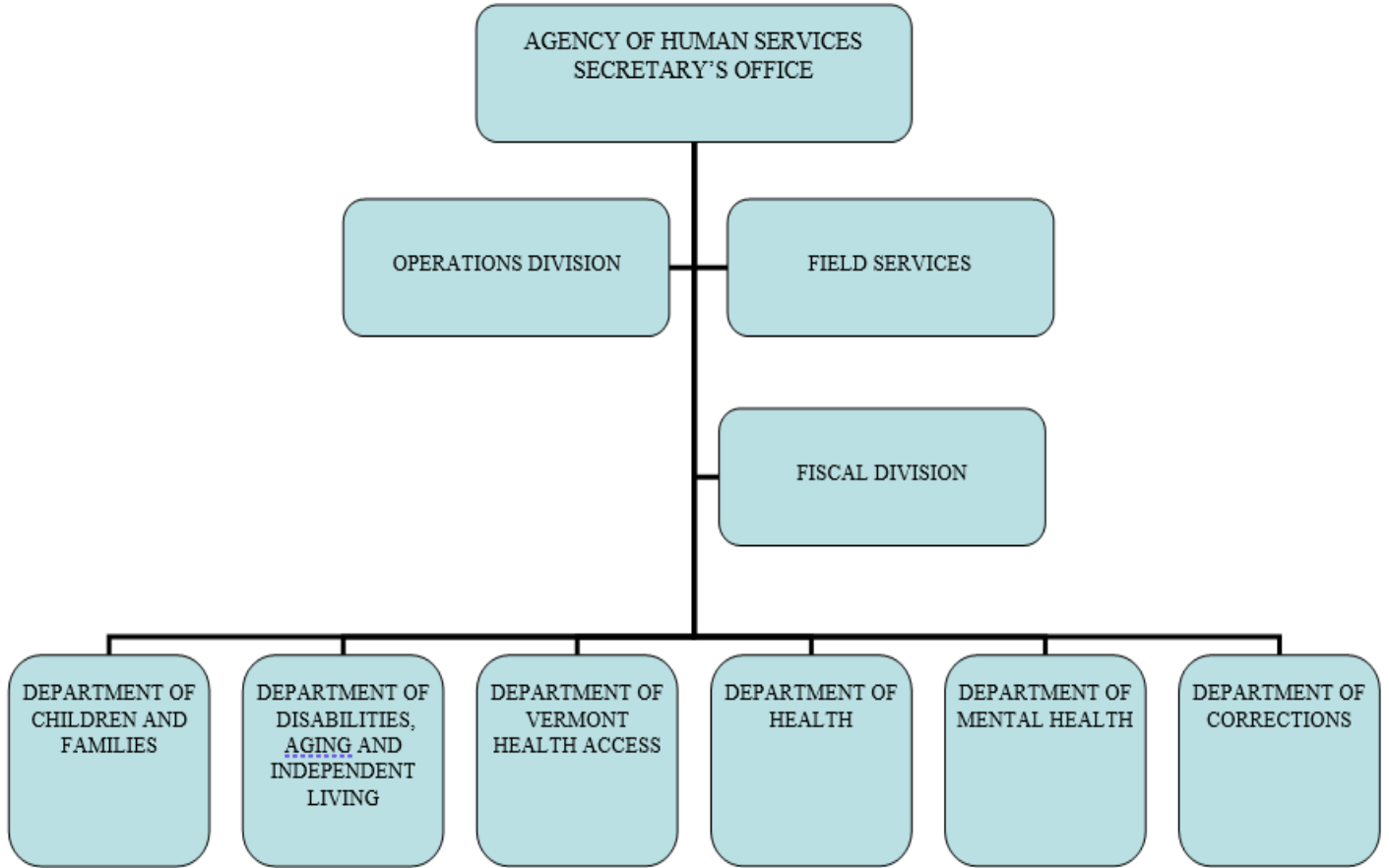
I. Introduction

The following narrative represents the cost allocation plan (CAP) for the State of Vermont, Agency of Human Services (AHS). For purposes of this narrative, AHS is also referred to as the "Office of the Secretary", as it is the Secretary's Office, which through its six member Departments and a network of community partners and providers, is responsible for the implementation and delivery of all human service programs within the state. Each Department has a distinct area of focus and responsibility and contributes to the creation and sustenance of an entire system of human service supports. As a single entity, the Agency builds a continuum of care that protects and supports vulnerable Vermonters, addresses individual, family and regional crises as they arise, develops and promotes whole population approaches to physical and behavioral health works to build economic self-sufficiency and keeps Vermont communities safe. The Departments are: Department of Children and Family Services (DCF); Department of Disabilities, Aging and Independent Living (DAIL); Department of Vermont Health Access (DVHA); the Vermont Department of Health (VDH); Department of Mental Health (DMH) and the Department of Corrections (DOC). Appropriate costs allocated as benefitting the Secretary's Office are further reallocated across all other agency-specific benefitting objectives.

The Agency of Human Services strives to improve the health and well-being of Vermonters today and tomorrow and to protect those among us who are unable to protect themselves. In carrying out this mission, the Agency vision to ensure this is to:

- The reduction of the impacts of poverty in our state and the creation of pathways out of poverty
- The promotion of health, well-being and safety in our communities
- An enhanced focus on accountability and effectiveness in achieving our goals
- The assurance of high quality health care for all Vermonters

II. Organizational Chart





III. Cost Allocation Methodologies

With the January 1, 2017 extension of the Global Commitment to Health 1115 Waiver, administrative costs are not included in the budget neutrality agreement. Administrative costs will be reported on the appropriate CMS-64.10 Base reporting line. However, administrative costs associated with investments that are strictly administrative in nature are subject to the budget neutrality limit and are reported on the “Investments” waiver forms. Investment administrative costs for Health Research and Statistics, Patient Safety Adverse Events, and Area Health Education Centers (AHEC) receive 50% FFP.

Organizational Unit 1: Indirect Cost Allocations

Nature and Extent of Services: The Agency of Human Services Secretary’s Office is assessed costs from the State of Vermont, Agency of Administration who negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to AHS are included in the CAP and allocated to the appropriate benefiting objectives.

Program Code	Program Name	Description	Allocation Method
10000.1	SWICAP- AHS	AHS Allocation of State Wide Indirect Costs	Positions Across AHS
10000.2	SWICAP- DAIL	DAIL Allocation of State Wide Indirect Costs	Direct to DAIL
10000.3	SWICAP- DOC	DOC Allocation of State Wide Indirect Costs	Direct to DOC
10000.4	SWICAP- VDH	VDH Allocation of State Wide Indirect Costs	Direct to VDH
10000.5	SWICAP- DVHA	DVHA Allocation of State Wide Indirect Costs	Direct to DVHA
10000.6	SWICAP- DCF	DCF Allocation of State Wide Indirect Costs	Direct to DCF
10000.7	SWICAP- DMH	DMH Allocation of State Wide Indirect Costs	Direct to DMH



Organizational Unit 2: Secretary’s Office

Nature and Extent of Services: The Secretary’s Office for the Agency of Human Services oversees the operations of the Agency (including Administrative Support), its Divisions, and Departments.

The Health Care Reform unit is responsible for planning, implementing and coordinating health care reform initiatives across state government by overseeing collaborations for health care reform among executive branch agencies, departments, offices and the Green Mountain Care Board. This includes Medicaid policy development and interpretation for eligibility and coverage including the Global Commitment to Health Waiver, Medicaid State Plan and Children’s Health Insurance Program; administers grievances, appeals and fair hearings; processes public records requests; and directs quality improvement activities. These efforts are designed around four goals: reducing health care costs and cost growth, assuring that all Vermonters have access to and coverage for high quality care, assuring greater fairness and equity in how we pay for health care, and improving the health of Vermont’s population.

The Policy Division is responsible overseeing the direction of policy and planning efforts across the Agency of Human Services and its six departments. Work involves a wide range of complex policy initiatives across the spectrum of health and human services and ensuring a coordinated and integrated approach to policy development, strategic planning and direction setting, and direction setting for Agency priorities and the development, implementation and support of a culture of performance accountability. The division is responsible in defining scope, direction and priorities for AHS major legislative projects and planning.

The State Refugee Office director is a federally mandated position (45 CFR 400.2) and directs the US Resettlement Program for the state, in compliance with federal statutes and regulations.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37004	CSO	Costs associated with the Governor’s Constituent Services Office	Direct to General Funds
37101	Health Care Operations, Compliance and Improvement	Project work assigned by the AHS Secretary’s Office.	Quarterly enrollment for GC, CHIP, and all other benefiting programs
37103	Health Care Reform	Costs associated with the Health Care Reform unit.	Direct to Investments (STC-79) - Health Care Reform
37111	Portfolio Management Group	Costs associated with the Portfolio Management Group that cannot be attributed to the “PORT IAPDs” or another specific project.	Total Salaries across the Portfolio Group
37210	Secretary’s Office Staff	Costs associated with the Office of the AHS Secretary and Staff	Positions Across AHS
37223	Chief Prevention Officer	Staff expenses related to the Chief Prevention Officer position.	Direct to General Fund
37530	Refugee Social Services	Funding to provide employability services to refugees	Direct to Refugee Social Services Grant



Program Code	Program Name	Description	Allocation Method
37531	State Refugee Administration	Costs associated with the coordinator for administration of the federal refugee programs	Direct to Refugee Cash and Medical Assistance (CMA) Grant
37537	Refugee Cash Assistance	Funding to provide direct cash assistance to refugees	Direct to Refugee Cash and Medical Assistance (CMA) Grant
37539	Refugee Admin – Ukraine	Costs associated with the Ukrainian refugees	Direct to Refugee Cash and Medical Assistance (CMA) Grant
37562	Refugee Admin – Afghan	Costs associated with the Afghan refugees	Direct to Refugee Cash and Medical Assistance (CMA) Grant
37563	Refugee Support Services – Afghan	Funding to provide employability services to Afghan refugees	Direct to Refugee Social Services Grant
37564	Refugee Support Services – Ukraine	Funding to provide employability services to Ukrainian refugees	Direct to Refugee Social Services Grant
37730	Single State Agency Medicaid Unit	Costs associated with the Medicaid Policy, Quality and Compliance Unit	Quarterly enrollment for GC, CHIP, and all other benefiting programs
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37732	COVID CRF Activity	Salaries, Contractual, Provider Payments, Grants and Operating costs related to the AHS COVID response Approved for Funding under COVID Relief Funding (CRF) Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID CRF
37735	HC Stabilization	Grants related to Act 136 Healthcare provider stabilization grant program	Direct to COVID CRF
37745	Hazard Pay Resourcees	Costs associated with Hazard Pay Resourcees	Direct to COVID CRF
37746	COVID FEMA PA Mgt Costs	Costs associated with FEMA Public Assistance Management Costs for the COVID Disaster	Direct to COVID Response
37760	COVID Clinic Vac/Test Combo	Costs associated with weekly clinic vaccine administration and testing	Direct to COVID Response
37762	AHS COVID-19 Emergency Relief	Costs associated with COVID-19 emergency relief	Direct to General Funds



Program Code	Program Name	Description	Allocation Method
37763	FEMA COVID 90/10	Salaries, Contractual, and Operating costs related to the AHS COVID response funded by FEMA.	Direct to COVID Response
37801	AHSCO Workforce Recruitment	Costs associated with workforce recruitment and retention incentive program	Direct to General Fund
37804	SFR ARPA Recruitment & Retention	Grants associated with workforce recruitment and retention incentive program related to SFR premium pay	Direct to State Fiscal Recovery Fund
37805	Act 167 Pymt&Del Reform	Contractual expenses associated with HealthCare Reform support.	Direct to General Fund
37806	Nurse Preceptor Grant Program	Expenses associated with the nurse preceptor grant program	Direct to State Fiscal Recovery Fund
37807	Nurse Pipeline Grant Program	Expenses associated with the nurse pipeline grant program	Direct to State Fiscal Recovery Fund
37810	DA/SSA WF DEV SFR	Costs associated with the DA/SSA Workforce Development program	Direct to State Fiscal Recovery Fund
37811	Healthcare Data WF CTR SFR	Salary and contract costs for supporting a Healthcare Data Workforce Center	Direct to State Fiscal Recovery Fund
37812	Healthcare WF Position SFR	Costs associated with the Healthcare Workforce program	Direct to State Fiscal Recovery Fund
37820	Rapid Re-housing Project	Staff costs and operating expenses related to Care Coordination Transitional Housing Resource Teams (CCTHRTs).	Direct to Rapid Re-Housing
37876	IEE FedReport - Staff	Staff Expenses related to Federal Reporting related to Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37878	MMIS-MDWAS Staff	Staff and operating costs associated with the development of the MMIS Rec Store Mgt solution (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
37884	IEEHBEE-BRE-Staff	Staff Expenses related to HBEE BRE DII	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37902	IEE Notices-Staff	Staff Expenses related to Customer Portal: Improv MABD Compl DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.



Program Code	Program Name	Description	Allocation Method
37910	MMIS LTC Salesforce Staff	Staff and operating costs associated with the development of the MMIS LTC Salesforce project (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
37915	IEE – VTIES Staff	Staff expenses related to DDI for the IE&E - Vermont Integrated Eligibility System (VT-TIES)	PU - Allocated based on the approved IAPD utilizing the CAM Toolkit.
41023	AHS Portfolio Operating Expenses	Operating expenses for the Portfolio Management Group	Total Salaries across the Portfolio Office
41434	HIE Medicaid Implement Staff	Staff Expenses related to Medicaid specific Health Enterprise HIT/HIE Development and Implementation	Direct to CMS-MMIS/MES-DDI (90%)
41437	Shared VHIE DDI	Staff expenses related to general Health Enterprise HIT/HIE Development and Implementation	State-wide Program Population Statistic. Benefitting Programs Medicaid w/VPA, QHP, CHIP & Other state-wide population
41613	MMIS - DDI Contracts	Contractual Expenses related to Health Enterprise MMIS DDI and IV&V	Direct to CMS-MMIS/MES-DDI (90%)
42040	HCBS Admin	Administrative costs associated with the HCBS Spend Plan	Direct to HCBS Spend Plan Medicaid Admin
42041	HCBS Investment	Costs associated with HCBS Spend Plan Investments	Direct to HCBS Spend Plan Investment
42044	HCBS Capital Improvement	Costs associated with HCBS Spend Plan Capital Improvement	Direct to HCBS Spend Plan Capital Improvement
42060	July 2023 Flood	Costs associated with the July 2023 Flood	Direct to FEMA
37175	AHEAD Grant	Costs associated with the AHEAD Grant	Direct to AHEAD Grant
37176	SBS Grant	Costs associated with the SBS Grant	Direct to SBS Grant
37529	Refugee Misc Grants	Costs associated with Refugee General Fund grants	Direct to General Fund



Organizational Unit 3: Operations Division

Nature and Extent of Services: The Chief Operations Officer oversees many of the day to day activities of the Secretary’s Office, at the direction of the Agency deputy secretary. The duties can vary considerably from working to improve operational efficiency, problem solving and handling logistics to acting as EEO and ADA Officer for the agency. This wide range of responsibilities includes the following Secretary’s Office units/operations:

Boards & Commissions: Developmental Disabilities Council – The Vermont Developmental Disabilities Council is a state-wide board led by people with developmental disabilities and their families. It is charged with conducting comprehensive review and analysis of services & supports in Vermont and informing the Governor and other policymakers about issues impacting the lives of individuals with developmental disabilities. Human Services Board – The Board is a citizen's panel consisting of seven members. Its duties are to act as a fair hearing board for appeals brought by individuals who are aggrieved by decisions or policies of departments and programs within the Agency of Human Services. SerVermont - SerVermont is Vermont’s State Service Commission. Its mission is to support, promote and recognize volunteerism and community service in Vermont. SerVermont is part of the Vermont Agency of Human Services, and national service is the means through which we work on the agency’s mission to improve the health and well-being of Vermonters today and tomorrow, and to protect those among us who are unable to protect themselves. Emergency Management – The Director of Emergency Management directs all aspects of activities for State Support Function 6 (mass care, emergency assistance, housing, and human services) and coordinates with all AHS Departments to meet the Agency’s responsibilities for all-hazards emergency response.

Facilities – Facilities manages all of the spaces that AHS occupies in both State-owned property and leased space.

Workforce Development – Workforce development provides resources, programs, and training including leadership development, new employee orientation, and process improvement. Included in this effort is engaging the workforce in professional development, continuous improvement and organizational and cultural change.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37050	Operational Services	Costs associated with Operational Services.	Positions Across AHS
37190	Legal Services – Vermont Legal Aid	The Agency contracts annually with VT Legal Aid to provide legal advice and representation to low income persons, such as representation in administrative proceedings before the Human Services Board, and other administrative and judicial proceedings.	Quarterly update based on caseload data provided by VT Legal Aid
37220	Human Services Board	This unit conducts fair hearings regarding clients who feel that they have been disadvantaged within the Agency of Human Services system.	Quarterly update based on Case Count of Results of Human Services Board fair hearings.



Program Code	Program Name	Description	Allocation Method
37647	DDC IHPP	Costs associated with the VDH MOU for Inclusive Healthcare Partnership Project	Direct to DDC IHPP
37648	DDC Public Health Workforce	Costs associated with DDC’s Public Health Workforce grant	Direct to DDC Public Health Workforce
37649	DDC Operating – State Plan	Operating costs associated with the Developmental Disabilities Council State Plan activities	Direct to Developmental Disabilities Council
37650	DDC Administration	Salary costs associated with the Developmental Disabilities Council.	Direct to Developmental Disabilities Council
37651	DDC Steering Committee	Costs associated with the Developmental Disabilities Council Steering Committee.	Direct to Developmental Disabilities Council
37652	DDC Contracts-State Plan	Contractual costs associated with the Developmental Disabilities Council State Plan activities.	Direct to Developmental Disabilities Council
37653	DDC Leadership Series	Costs associated with Developmental Disabilities Council Leadership Series.	Direct to Developmental Disabilities Council
37654	DDC Grants	Sub-grants used in the Developmental Disabilities Council Program.	Direct to Developmental Disabilities Council
37655	DDC State Plan	Salary costs associated with the Developmental Disabilities State Plan.	Direct to Developmental Disabilities Council
37656	DDC Special Funds	Costs associated with Developmental Disabilities Council Leadership Series	Direct to DDC Special Funds
37657	DDC Operating	General operating costs associated with the Developmental Disabilities Council.	Direct to Developmental Disabilities Council
37658	DDC Contracts - Admin	Contractual costs associated with the Developmental Disabilities Council. Administrative activities	Direct to Developmental Disabilities Council
37664	DDC COVID	Costs associated with DDC’s COVID grant	Direct to DDC COVID
37959	SerVermont Fixed Formula VHCB	Costs associated with CNCS Fixed Formula Grant for Vermont Housing and Conservation Board (VHCB).	Direct to CNCS Fixed Formula Grant



Program Code	Program Name	Description	Allocation Method
37961	SerVermont – Competitive Grant	National and Community Service Act of 1990 for community-based initiatives.	Direct to CNCS AmeriCorps Competitive Grant
37962	SerVermont – Formula Grant	National and Community Service Act of 1990 for community-based initiatives.	Direct to CNCS AmeriCorps Formula Grant
37965	SerVermont – Administrative	Administrative costs for staff to support community-based initiatives in education, public safety, health, and the environment.	Direct to CNCS AmeriCorps Operations Grant
37966	SerVermont – Administration – General Funds	Administrative cost for staff to support community-based initiatives in education, public safety, health, and the environment.	Direct to General Funds
37666	DDC DAIL PPP	Costs associated with the DAIL MOU for Vermont Pathways to Partnership	Direct to DDC DAIL PPP
37969	SerVermont – Volunteers in Service to America (VISTA) Supervision	VISTA provides full-time members to nonprofit, faith-based and other community organizations, and public agencies to create and expand programs that bring low-income individuals and communities out of poverty.	Direct to VISTA
37971	SerVermont – VISTA Training	Costs associated with operating the VISTA program.	Direct to VISTA Training
37972	SerVermont – VISTA Cost Share	Costs associated with the CNCS Cost Share expenditures.	Direct to VISTA Cost Share
37974	SerVermont Surge Grant	Costs associated with carrying out training and technical assistance for SerVermont programs.	Direct to CNCS Surge Grant
37977	SerVermont Comp ARP	National and Community Service Act of 1990 for community-based initiatives funded with American Rescue Plan funds	Direct to CNCS AmeriCorps Competitive Grant
37978	SerVermont Comp Match Replacement	Match replacement for the National and Community Service Act of 1990 for community-based initiatives funded with American Rescue Plan funds	Direct to CNCS AmeriCorps Competitive Grant



Program Code	Program Name	Description	Allocation Method
37979	CNCS Admin – ARP	National and Community Service Act of 1990 for community-based initiatives funded with American Rescue Plan funds	Direct to CNCS AmeriCorps Operations Grant
37981	SerVermont Formula ARP	National and Community Service Act of 1990 for community-based initiatives funded with American Rescue Plan funds	Direct to CNCS AmeriCorps Formula Grant
37982	SerVermont Formula Match Repl	Match replacement for the National and Community Service Act of 1990 for community-based initiatives funded with American Rescue Plan funds	Direct to CNCS AmeriCorps Formula Grant
37983	Public Health Americorps	National and Community Service Act of 1990 for community-based initiatives	Direct to CNCS Public Health Americorps Grant
37984	CNCS Admin – ARP Match	Salary and operating costs to be used as match for the CNCS Administration grant.	Direct to General Fund
37986	SerVermont Formula Fixed ARP VHCB	Costs associated with CNCS Fixed Formula Grant for Vermont Housing and Conservation Board (VHCB) funded with American Rescue Plan funds	Direct to CNCS Fixed Formula Grant



Organizational Unit 4: Field Services

Field Services has broad responsibility for the operations of all Agency of Human Services functions within each region. Regional Field Directors are charged with assuring the optimal functioning of the Agency, oversight of district offices and mobilization of the local community to design and implement a human services system which contributes to the health and well-being of all Vermonters.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
40450	AHS Field Services	Costs associated with the Field Services staff salaries and benefits	Positions Across AHS Non-Institutional Staff
40451	COC Planning Grant	Costs associated with Field Service staff salaries and benefits as it related to the City of Burlington’s programs related to serving chronically homeless individuals.	Direct to General Funds
41002	Service Coordination	Sub-grants to provide service coordination for families and individuals referred through the State as short term or temporary lead case management.	Direct to General Funds
41003	Direct Service Dollars	Sub-grants to provide direct supports and create community collaborations for individuals and families in need throughout the state.	Direct to General Funds



Organizational Unit 5: Fiscal Division of Administrative Services

Nature and Extent of Services: Fiscal Operations coordinates the development of the Agency's budget to ensure that departmental programs reflect the Governor's priorities and are in compliance with legislative requirements. The Unit develops financial status reports and manages Global Commitment and Medicaid funds state-wide, including associated federal reporting and fiscal compliance under the State's 1115 waiver. The Fiscal Unit also coordinates all federal block grant and statewide single audit functions, updates the federal cost allocation plans and manages the receipt and reconciliation of federal funds per year. In addition, the Unit is responsible for reviewing and approving all AHS contracts and grants for the Agency of Human Services and works to coordinate the financial interests of the Health Care Portfolio.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37003	AHS-DCF Expenses	Costs associated with DCF	Direct to DCF
37010	Fiscal Operations Unit	Financial staff assigned directly to the Secretary's Office fiscal duties.	Total Salaries across all Secretary's Office staff.
37011	Audit Unit	Costs associated with monitoring A133 audit issues and with monitoring the agreements with sub- recipients throughout the Agency.	Annual results of the AHS Schedule of Expenditures of Federal Awards (SEFA) by Department
37013	Medicaid Unit	Costs associated with monitoring and reporting of the health care expenses and revenues statewide	Quarterly enrollment for GC, CHIP, and all other benefiting programs
37020	Federal Funds Management Unit	This unit's primary responsibility is the management and accountability of federal funds. Duties performed within this unit include the development and preparation of Agency cost allocation & indirect cost plans, federal expenditure reporting, cash management of federal funds, and compliance with federal regulations.	Annual results of the AHS Schedule of Expenditures of Federal Awards (SEFA) by Department
37021	Fiscal Analysis & Development	Oversees Medicaid reporting and budget staff	Total salaries of the Budget Services Unit and Medicaid Unit
37030	Budget Services Unit	Performs budget oversight and monitoring agency wide, preparation of quarterly cost allocation, fiscal support to grant programs administered through the Secretary's Office, and review of all Agency contracts.	Positions Across AHS
37031	AHS e-Pro IT Project	Salary costs associated with the AHS e-Pro IT Project	Positions Across AHS



Program Code	Program Name	Description	Allocation Method
37040	Agency Chief Fiscal Officer	As the chief fiscal officer, this position has oversight and responsibility for all Agency fiscal matters. This includes direct supervision of the Federal Funds Management Unit and the Budget Services Unit, as well as continual interaction with the departmental business managers. This position is an integral member in the establishment of Agency-wide budget priorities and budget presentation to the State legislature.	Total salaries of Fiscal Division staff
37070	IT General	Costs associated with IT non-direct project activities related to the Secretary's Office general functions	Total Salaries across AHS Secretary's Office
37073	IT Agency General Staff Costs	Projects and support that benefit all of AHS and have an agency-wide impact	Positions across AHS
37120	Single Audit-State Auditor's Office Financial Statement and Internal Controls along with OMB A-133 Compliance Reviews	AHS-CO The Secretary's Office is responsible for payment of that portion of the contract which is applicable to the entire Agency of Human Services (as determined by the Auditor's office).	Direct to departments based on State Auditor's Office invoice.
37170	General Operating Expenses	Routine operating expenses that are not identifiable to a specific funding source are allocated to the various programs and departments.	Positions Across AHS
37172	General Operating Expenses – State Funded	Routine operating expenses that are not allocable to federal programs	Direct to General Funds
37173	Staff Expenses – State Funded	Routine staff expenses that are not allocable to federal programs	Direct to General Funds
37174	Miscellaneous IDT	Miscellaneous expenses that will be reimbursed by other State departments and agencies.	Direct to IDT
37179	Miscellaneous Grants	Grants managed by the Secretary's Office with General funds	Direct to General Funds
37180	Miscellaneous Contracts	Routine contractual expenses that are not identifiable to a specific funding source are allocated to the various programs and departments	Positions across AHS



Program Code	Program Name	Description	Allocation Method
37183	Miscellaneous Contracts – State Funded	Contractual expenses that are not allocable to federal programs	Direct to General Funds
37415	Rental Expenses – Brattleboro	Rental Expenses for Brattleboro Offices	Direct to Administrative Funds
37420	Rental Expenses – Middlebury	Rental Expenses for Middlebury Offices	Direct to Administrative Funds
37425	Rental Expenses – Morrisville	Rental Expenses for Morrisville Offices	Direct to Administrative Funds
37430	Rental Expenses – Rutland – Merchants Row	Rental Expenses for Rutland Offices	Direct to Administrative Funds
37433	Rental Expenses – Hartford	Rental Expenses for Hartford Offices	Direct to Administrative Funds
37435	Rental Expenses – Burlington	Rental Expenses for Burlington Offices	Direct to Administrative Funds
37445	Rental Expenses – St. Johnsbury (Lease #341)	Rental Expenses for St. Johnsbury Offices	Direct to Administrative Funds
37446	Rental Expenses – St. Johnsbury (Lease #1075)	Rental Expenses for St. Johnsbury Offices	Direct to Administrative Funds
37460	Rental Expenses – St. Albans	Rental Expenses for St. Albans Offices	Direct to Administrative Funds
37490	Departmental Operating Expenses	Expenses for the Secretary’s Central Office	Direct to Administrative Funds
37700	Health Care Administration: Actuarial	Contractual payments for the PMPM limit actuarial certification	Direct to Medicaid – Admin
37709	Global Commitment Payments	Expenses out of AHS Global Commitment appropriation	Direct to AHS GC Capitation Payments
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37725	IT VHC System	Cost associated with VHC Maintenance and Operations related staff and operating expenses	Quarterly VHC Enrollment for Global Commitment and Designated State Health Program (DSHP) (claim at 75% Medicaid FMAP), CHIP, and QHP
37845	EVV Staff	Staff and operating costs associated with the Electronic Visit Verification System (DDI)	Direct to CMS-MMIS EVV IAPD (90%)
37880	MMIS-InterOp Staff	Direct staff work that is related to MMIS Interoperability project.	Direct to CMS-MMIS/MES-DDI (90%)
41022	Fiscal Operating Expenses	Operating expenses for the Fiscal Office	Total Salaries of Fiscal Division staff



Program Code	Program Name	Description	Allocation Method
41642	MMIS – DDI Staff	Staff work related to the development of the MMIS	Direct to CMS-MMIS/MES – DDI (90%)
42016	Health Care Administration: EQRO	Contractual payments for the External Quality Review of Global Commitment	Direct to Medicaid – Admin
42553	CCBHC	Contractual Costs related to CCBHC Planning Grant	Direct to CCBHC



IV. ACRONYM LIST

- ADA.....Americans with Disabilities Act
- AHEC.....Area Health Education Center
- AHS.....Agency of Human Services
- AHSCO.....Agency of Human Services Central Office
- ARP.....American Rescue Plan
- ARPA.....American Rescue Plan Act
- BRE.....Business Reply Envelope
- CAM.....Cost Allocation Methodologies
- CAP.....Cost Allocation Plan
- CCTHRT.....Care Coordination Transitional Housing Resource Team
- CFR.....Code of Federal Regulations
- CHIP.....Children’s Health Insurance Program
- CCBHC.....Cooperative Agreement for Certified Community Behavioral Health Clinic
- CMA.....Cash and Medical Assistance
- CMS.....Centers for Medicare & Medicaid Services (formerly HCFA)
- CNCS.....Corporation for National and Community Service
- COC.....Continuum of Care
- CoV.....Covid
- COVID.....Coronavirus Disease
- COVID-19.....Coronavirus Disease 2019
- CRF.....Coronavirus Relief Fund
- CSO.....Constituent Services Office
- CTR.....Center
- DA.....Designated Agency
- DAIL.....Department of Disabilities, Aging and Independent Living
- DCF.....Department for Children and Families
- DDC.....Developmental Disabilities Council
- DDI.....Design, Development & Implementation
- DEV.....Development
- DMH.....Department of Mental Health Services
- DOC.....Department of Corrections
- DR.....Disaster Recovery
- DSHP.....Designated State Health Programs
- DVHA.....Department of Vermont Health Access
- E&E.....Eligibility and Enrollment
- e-PRO.....e-Procurement
- ED.....Enhancing Detection
- EEO.....Equal Employment Officer
- EHR.....Electronic Health Record
- ELC.....Epidemiology and Laboratory Capacity
- EMS.....Emergency Medical Services
- EQRO.....External Quality Review Organization
- EVV.....Electronic Visit Verification System
- FEMA.....Federal Emergency Management Agency
- FFP.....Federal Financial Participation
- FMAP.....Federal Medicaid Assistance Participation
- GC.....Global Commitment
- HBEE.....Health Benefits Eligibility and Enrollment
- HC.....Health Care
- HCB.....Home and Community Based
- HCBS.....Home and Community Based Services



HIE.....	Health Information Exchange
HIT.....	Health Information Technology
IAPD.....	Implementation Advance Planning Document
IDT.....	Interdepartmental Transfer
IE.....	Integrated Eligibility
IEE.....	Integrated Eligibility & Enrollment
IHPP.....	Inclusive Healthcare Partnership Project
IT.....	Information Technology
LTC.....	Long-Term Care
MABD.....	Match from Capital Budget
MDWAS.....	Master Data Warehouse and Analytic Solution
MES.....	Medicaid Enterprise System
MMIS.....	Medicaid Management Information System
MPI.....	Master Person Index
OMB.....	Office of Budget and Management
PA.....	Public Assistance
PMPM.....	Per Member Per Month
PORT.....	Portfolio
PPP.....	Pathways to Partnership
QHP.....	Qualified Health Plan
SARS.....	Severe Acute Respiratory Syndrome
SEFA.....	Schedule of Expenditures of Federal Awards
SFR.....	State Fiscal Recovery Fund
SNAP.....	Supplemental Nutrition Assistance Program
SLAIT.....	State Level Repository, Attestation, and Incentive Tracking
SSA.....	Specialized Service Agency
SWICAP.....	State Wide Indirect Cost Allocation Plan
TTA.....	Training and Technical Assistance
VDH.....	Vermont Department of Health
VHCB.....	Vermont Housing and Conservation Board
VHIE.....	Vermont Health Information Exchange
VEWS.....	Vermont Integrated Eligibility Workflow System
VISTA.....	Volunteers In Service To America
VT.....	Vermont
VTIES.....	Vermont Integrated Eligibility System
VT-TIES.....	Vermont Integrated Eligibility System
VTHR.....	Vermont Human Resources
WF.....	Workforce

B. DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

I. Introduction

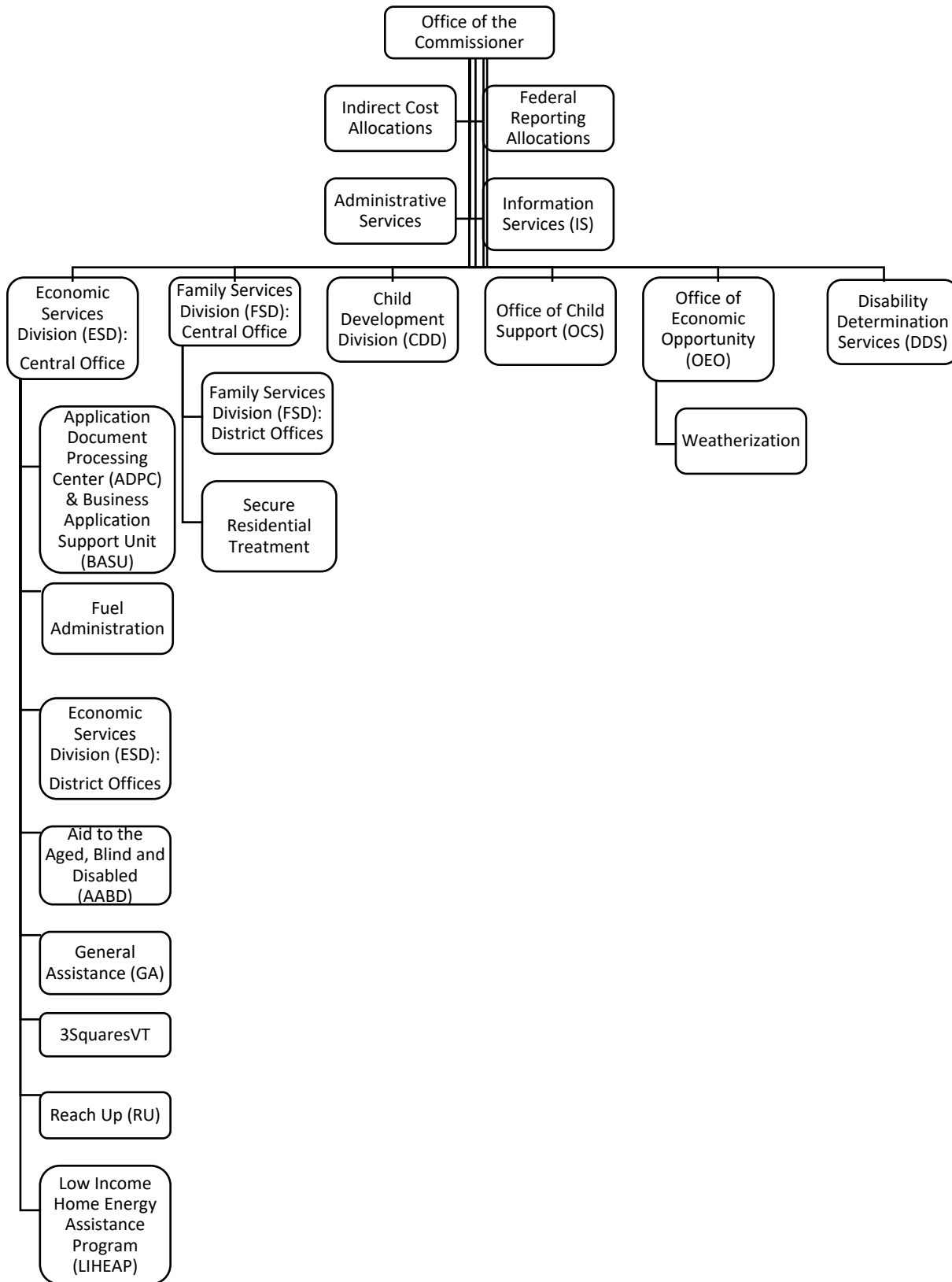
The following narrative and supporting schedules represent the public assistance cost allocation plan for the State of Vermont, Agency of Human Services (AHS), Department for Children and Family Services (DCF). DCF is the “single state agency” for the Title IV-E, Title IV-B, Title IV-D, Temporary Assistance to Needy Families (TANF), Child Care Development Fund (CCDF) and Food Stamps programs.

It is the mission of DCF to promote the social, emotional, physical, and economic wellbeing and safety of Vermont’s children and families. This work is done through the provision of protective, developmental, therapeutic, probation, economic, and other support services for children and families in partnership with schools, businesses, community leaders, service providers, families, and youths statewide.

The major Divisions and Offices within DCF are the Child Development Division (CDD), the Office of Child Support (OCS), the Family Services Division (FSD), Economic Services Division (ESD), Disability Determination Services (DDS), and the Office of Economic Opportunity (OEO).

Within this document, we have included an overview of DCF’s organizational structure and a list of the specific functions performed by DCF, referred to as plan departments or cost pools, and the allocation method for each function. Please note that cost pools are developed based on VISION program codes. VISION is the State of Vermont’s accounting system.

II. Organizational Chart





III. Cost Allocation Methodologies

With the January 1, 2017, extension of the Global Commitment to Health 1115 Waiver, administrative costs are not included in the budget neutrality agreement. Administrative costs will be reported on the appropriate CMS-64.10 Base reporting line. However, administrative costs associated with investments that are strictly administrative in nature are subject to the budget neutrality limit and are reported on the “Investments” waiver forms. Investment administrative costs for Health Research and Statistics, Patient Safety Adverse Events, and Area Health Education Centers (AHEC) receive 50% FFP.

The program codes shown within each organizational unit represent the most likely unit(s) to charge expenses to these cost pools (with the exception of Organizational Units 1 and 10, Indirect Cost Allocations and Federal Reporting Allocations). These organizational units provide general guidance on the appropriate program code usage, but do not limit the use of a program code across Divisions when necessary.

Organizational Unit 1: Indirect Cost Allocations

The Department for Children and Families (DCF) is assessed costs from both the State of Vermont, called the SWICAP, and the Agency of Human Services Central Office, for activities performed on its behalf.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
1000.1	SWICAP	DCF allocation of Statewide Indirect Costs.	Total Salaries Across All DCF Staff (not including fringe)
1000.2	AHS Audit Unit	DCF allocation of costs related to Audit expenses	Total Salaries Across All DCF Staff (not including fringe)
1000.3	AHS Secretary’s Office	DCF allocation of AHS Secretary’s Office costs	Total Salaries Across All DCF Staff (not including fringe)
1000.4	AHS Information Technology	DCF allocation of costs related to AHS Information Technology expenses.	Total Salaries Across All DCF Staff (not including fringe)
1000.5	Financial Statement and Internal Controls Audit	DCF allocation of costs related to Statewide Audit and Internal Control Audit expenses	Total Salaries Across All DCF Staff (not including fringe)
1000.6	Human Services Board	DCF allocation of Human Service Board costs.	Total Salaries Across All DCF Staff (not including fringe)
1000.7	Human Resources Investigations Unit	DCF allocation of Human Resources Investigation Staff	Total Salaries Across All DCF Staff (not including fringe)
1000.8	AHS Policy	DCF allocation of costs	Total Salaries Across All DCF Staff (not including fringe)
1000.9	Comprehensive Child Welfare Information System (CCWIS) – AHS Staff	AHS staff costs incurred for work on the DCF CCWIS Project	Direct to Title IV-E - FC In Placement Admin Costs – Agency Management (Line 13a)
1000.61	Human Services Board CDD	DCF allocation of Human Service Board costs.	Total Salaries Across Child Development (not including fringe)



Program Code	Program Name	Description	Allocation Method
1000.62	Human Services Board FSD	DCF allocation of Human Service Board costs.	Total Salaries Across Family Services (including Field Staff, not including fringe)
1000.63	Human Services Board ESD	DCF allocation of Human Service Board costs.	Total Salaries Across Economic Services (including field staff, not including fringe)
1000.64	Human Services Board OCS	DCF allocation of Human Service Board costs.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)



Organizational Unit 2: Administrative Services

Administrative Services support all operations and programs at DCF. Tasks performed by the Commissioner and Business Office’s include overseeing and supporting all DCF activities, managing and coordinating across Divisions and Offices, managing resources, and handling communication with providers, partners, citizens of Vermont, and other stakeholders in the community.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37545	Preschool Development Grant Administration	Salary and operating expenses associated with Preschool Development Grant.	Direct to Preschool Development Grant Admin
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37902	IEE Notices-Staff	Staff Expenses related to Customer Portal: Improv MABD Compl DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37915	IEE - Vermont Integrated Eligibility System (VT-TIES) Staff	Staff expenses related to DDI for the IE&E - Vermont Integrated Eligibility System (VT-TIES)	Allocated based on the approved IAPD utilizing the CAM Toolkit.
40053	FSD Policy & Operations - Administration	Salary and operating costs related to districts, providing supervision and oversight, consultations on child safety, and policy development and practice.	Total Salaries – Across Family Services Field Staff (not including fringe)
40064	Residential Licensing and Special Investigations Unit (RLSI) & System of Care (SOC)	Salary and operating costs for the RLSI (Residential Licensing & Special Investigation) & SOC (System of Care) Units.	Total salaries across the Residential Licensing & Special Investigations Unit System of Care Unit, and Domestic Violence Unit (not including fringe)
40077	FSD Agreement Management Specialists	Salary and operating costs associated with the coordination of writing and managing FSD Agreements.	Quarterly count of FSD Agreements



Program Code	Program Name	Description	Allocation Method
40078	FSD Agreement Team Support	Salary and operating costs used for administrative activities including general time receiving supervision, staff meetings, breaks, completing time reports/expense accounts, and travel not related to training or any other activity, holiday's, sick or any leave time.	Total Salaries - Across Family Services Agreement Specialists Unit
40100	Child Development Division Staff	Salary and operating expenses associated with Child Care Services Division Staff, including Deputy Commissioner, whose activities are defined as administrative by the Child Care and Development Fund regulations. This includes Division Director, Program Supervisors, Program Monitors, and clerical and administrative support for the childcare program. Also includes the Assistant Attorney General assigned to Child Care Development.	Total Salaries Across Child Development (not including fringe)
40105	Child Development Division - Operations and Licensing	Salary and operating expenses for operational functions of the division, evaluation and investigatory work required for licensing day cares, pre-schools, non-recurring care and in-home care services. This code excludes eligibility determination functions/support.	Child Subsidy Case Count (TANF Line 11A/CCDF Line 1E3)
40108	BFIS Upgrade and Replacement Project	Contractual, salary and operating costs associated with the BFIS upgrade and replacement project.	Direct to BFIS Upgrade Project
40112	Child Development Division Information System - Administration	Salary and operating expenses for the Child Development Division Information System.	Child Subsidy Duplicated Case Count (TANF Line 22C/CCDF CDDIS)
40116	Child Care Workforce Retention - Administration	Salary and operating expenses associated with Childcare workforce retention and readiness program.	Direct to General Fund
40117	Child Care Workforce Retention - Grants	Grants and contractual expenses associated with Childcare workforce retention and readiness program.	Direct to General Fund



Program Code	Program Name	Description	Allocation Method
40118	Child Care Workforce Retention - Benefits	Workforce incentive expenses associated with the Childcare retention and readiness program.	Direct to General Fund
40120	Specialized Services Unit Administrative	Salary and operating costs used for administrative activities including general time receiving or providing supervision, staff meetings, Rate Setting, SIT, pre-authorization and payments, breaks, completing time reports/expense accounts, travel not related to training or any other activity, holiday's, sick or any leave time.	Total Salaries Across Family Services Specialized Services Unit
40139	REU Administration	Salary and operating costs used for administrative activities including general time receiving supervision, staff meetings, breaks, completing time reports/expense accounts, and travel not related to training or any other activity, holiday's, sick or any leave time.	Total Salaries across REU team (Less Caregiver Responsibility & IT Development)
40151	IDEA Part C ARPA - Administration	Salary and operating expenses for the Infant and Toddler Program.	Direct to Part-C Family Infant Toddler ARPA Program
40154	Child Care Development Block Grant ARPA - Administration	Salary and operating expenses for Child Care Development Block Grant ARPA	Direct to CCDBG ARPA Discretionary
40155	Child Care Development Block Grant ARPA - Grants	Grants and contractual costs associated with the Child Care Development Block Grant ARPA	Direct to CCDBG ARPA
40156	Child Care Development Block Grant ARPA – Information Technology	Personal services and operating expenses for IT for Child Care Development Block Grant ARPA	Direct to CCDBG ARPA Discretionary
40157	Child Care Stabilization ARPA - Administration	Salary and operating expenses related to the Child Care Stabilization program.	Direct to CC Stabilization
40160	CBCAP ARPA - Admin	Salary and operating expenses related to CBCAP ARPA.	Direct to CBCAP ARPA
40240	Secure Residential Services - Administration	Salary and operating costs related to the Secure Residential Services & Treatment program.	Direct to Secure Residential Treatment
40261	Housing Stability Services 2 Admin	Personal services and operating expenses for the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Housing Stability 2



Program Code	Program Name	Description	Allocation Method
40265	Emergency Rental Assistance 2 (ERAP 2)- Administration	Salary & Operating costs relating to the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Admin 2
40415	Refugee Cash Assistance EBT	Refugee Cash Assistance EBT direct benefits and operating cost.	Direct to IDT
40430	Human Resources	Human Resource staff dedicated to the ongoing oversight and management of DCF staffing.	Total Salaries Across All DCF Staff (not including fringe)
40441	DCF Special Assistant Staff Attorney	Salary and operating costs for Legal Staff whose duties include: developing, managing and executing litigation plans in complex cases; preparing the preparation of pleadings and motion papers; representing the State, state officials, and state employees at motion hearings; trial presentation in complex civil litigation; representing the State in settlement and mediation proceedings and appeals.	Direct to General Fund
40442	DCF FSD Legal Staff	Salary and operating costs for Lawyers and support staff responsible for working with the court system on behalf of children on DCF's caseload.	Title IV-E Foster Care Eligibility Rate
40461	Housing Stability Serv. Admin	Personal services and operating expenses for the Emergency Rental Assistance program.	Direct to Emergency Rental Assistance Housing Stability
40500	Administrative Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Administrative Services.	Direct to General Fund
40540	Family Support Program	Salary and operating costs associated with Family Support Program	Direct to Title IV-B Child Welfare Services
40605	Family First Transition Act – Administration – COMM	Salary and operating costs related to working in the Title IV-B Part II Family First Transition Act.	Direct to IV-B II FFTA
40701	Medicaid – Admin 50/50	Salary and operating cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40777.801	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Total Salaries Across All DCF Staff (not including fringe)



Program Code	Program Name	Description	Allocation Method
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT
41017	Clinical Oversight	Salary and operating costs for clinical oversight of the assessment process for placement in residential settings in accordance with FFPSA guidelines. Activities include ongoing oversight of placement process.	Title IV-E Foster Care Eligibility Rate (Line 7)
41020	DCF Commissioner's Office Staff	Salary and operating costs for the oversight of all DCF activities; Act as Chief Liaison with external partners, manage cross-divisional contracts, and coordinate internal projects between Divisions; Provide professional development opportunities to all DCF staff, overseeing policy and policy changes, preparing the Department's budget, and handling all legislative and media matters, including marketing.	Total Salaries Across All DCF Staff (not including fringe)
41211	Economic Services Deputy Commissioner, Administrative Services Director, Operations Director and Support Staff	Salary and operating costs for overseeing all of the Economic Services Division activities, including Support Staff that provide training and administrative support for all Economic Services programs. Costs associated with the Process and Performance, Quality Control and Fraud Units, which focus on data and policy analysis and case reviews for all Economic Services programs, are also coded here. Supports the Economic Services Division with a Business Applications Support Unit (BASU), which liaisons between ESD business teams and ASD to ensure all systems, particularly ACCESS and VHC, are in proper working order and that cases get fixed in a timely manner so that Vermonters receive their benefits appropriately. All costs associated with the Economics Services Deputy Commissioner's Office and staff are coded here.	Total Salaries Across Economic Services (including field staff, not including fringe)



Program Code	Program Name	Description	Allocation Method
41251	Electronic Benefit Transfer (EBT) Issuance Equipment	Equipment costs for EBT financial services related directly to SNAP are coded here.	Direct to SNAP – EBT Issuance (Line 2)
41256	Summer EBT	Salary, operating, and contractual costs associated with running the Summer EBT program	Direct to Summer EBT – EBT Issuance
41257.801	Pandemic EBT (P-EBT) - BO	Salary, operating, and contractual costs associated with running the Pandemic EBT project.	Direct to Pandemic EBT – EBT Issuance
41258.801	Pandemic EBT (P-EBT) –BO	Salary, operating, and contractual costs associated with running the Pandemic EBT project.	Direct to Pandemic EBT – EBT Issuance
41259	Child Care Bill	Salary and operating costs related to the management of all fiscal activities for DCF– manage accounts payable, accounts receivable, contracts, grants, payroll, budgets (preparation and tracking), cash receipts, and client benefit financial processing; prepare the quarterly cost allocation plan results and monitor the Department’s sub-recipients.	Total Salaries Across All DCF Staff (not including fringe)
41260	Business Office	Salary and operating costs related to the management of all fiscal activities for DCF manage accounts payable, accounts receivable, contracts, grants, payroll, budgets (preparation and tracking), cash receipts, and client benefit financial processing; prepares the quarterly cost allocation plan results and monitors the Department’s sub-recipients	Total Salaries Across All DCF Staff (not including fringe)



Program Code	Program Name	Description	Allocation Method
41261	EBT Financial Administrator	Salary and operating costs for the Deputy to EBT project director in management of EBT contract; coordinates benefit delivery and develops procedures for Field Operations Staff; provides customer services to advocacy groups, the banking community, grocery stores, and other groups; trains new workers and EBT liaisons.	Case Count Across TANF, SNAP Benefits Issued and Fuel (TANF – Line 22a)
41262	Business Office Grants & Contracts Social Security Cost	Business Office Grants and Contracts Unit staff, operating, direct and miscellaneous expenditures to support SSA ONLY agreements.	Direct to Social Security Other
41264	Business Office Grants & Contracts DDS Agreements	Business Office Grants and Contracts Unit staff, operating, direct and miscellaneous expenditures to support DDS wide agreements.	Percentage of Social Security versus Medicaid – Admin 50/50 Costs - Other
41266	Business Office Grants & Contracts OCS IV-D Agreements	Business Office Grants and Contracts Unit staff, operating, direct and miscellaneous expenditures to support OCS IV-D agreements.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
41268	Business Office Grants & Contracts OCS Wide Agreements	Business Office Grants and Contracts Unit staff, operating, direct and miscellaneous expenditures to support OCS wide agreements.	Quarterly Case Count Across IV-D and Non-IV-D
41293	Legal Division Administrative Staff	Salary and operating costs associated with administrative staff.	Quarterly Results of the Legal Time Study
41294	Legal Counsel	Salary and operating costs for the Legal Counsel staff function in support of the Commissioner’s Office to provide legal advice, represent the Department in the Legislature, write rules, propose statutes, and answer legal questions. The Office of Child Support has its own legal counsel staff.	Total Salaries Across All DCF Staff less OCS (not including fringe)



Program Code	Program Name	Description	Allocation Method
41295	Assistant Attorney General (AAG) Legal Division	Salary and operating costs associated with Attorneys and law clerk who represent the department in lawsuits and other legal matter especially regarding interpretation of Federal regulations pertaining to client rights;-reviews department contractual agreements.	Quarterly Results of the Legal Time Study
41555.801	SNAP State Exchange - State	Costs associated with travel expenditures for meetings and conferences relating to the administration of the Food Stamps Program.	Direct to General Fund
41642	MMIS DDI Staff	Staff work related to the development of the MMIS.	Direct to CMS-MMIS/MES-DDI (90%)
41648	Children's Health Insurance Program (CHIP) Audit Fees	Cost of audit fees related to the CHIP.	Direct to CHIP - Admin
41776	Registry Review Unit - Contracted Employees	Cost of contracted staff to conduct administrative and registry review services	Direct to General Fund
41777.801	Administrative Services General Fund	Staff, operating, direct and miscellaneous non-federal expenditures within Administrative Services.	Direct to General Fund
41783	Registry Review Unit	Staff and operating costs for the Registry Review Unit, which is the intermediate administrative appeal system for Family Services Division decisions to substantiate child abuse and neglect; process appeals related to foster care license revocation or denial and appeals of placement changes, listen to appeals cases across the state, and manages the state's Child Abuse Registry.	Direct to General Fund



Organizational Unit 3: Information Services (IS)

The DCF Information Services (IS) is responsible for all information technology (IT) systems and equipment, maintain connectivity, provide desktop support, develop technical standards, manage email systems, develop, and support agency wide information systems, including web applications, oversee procurement and budget processes, spearhead strategic planning, maintain statewide perspective, schedule system upgrades, oversee agency strategy, and manage large-scale initiatives.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37716	IE HC 90/10 Contracts	Contractual Expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37902	IEE Notices-Staff	Staff Expenses related to Customer Portal: Improv MABD Compl DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
38015	Office of Child Support – General IT Support	Contractual costs associated with the general IT support of the Office of Child Support.	Total Salaries Across OCS (not including fringe) (Line 5)
38085	Office of Child Support – Microsoft Power BI	Contractual costs associated with the Microsoft Power BI Project for the Office of Child Support.	Direct to IV-D APD Operational Costs, APD Required (Line 5)
38087	Office of Child Support – Customer Engagement Payment Platform Project	Contractual costs associated with the DDI of the Customer Engagement Payment Platform Project to replace the EZ Pay platform for the Office of Child Support.	Quarterly Case Count Across IV-D and Non-IV-D
38089	Office of Child Support – Crisis Project	Contractual costs associated with the Crisis Project for the Office of Child Support.	Direct to IV-D APD Operational Costs, APD Required (Line 5)
38090	Office of Child Support-Title IV-D IT Purchases	Hardware and software purchases for the Office of Child Support, including Staff equipment and general systematic updates, which directly supports the Title IV-D program.	Direct to IV-D APD Operational Costs, APD Required (Line 5)
38091	Office of Child Support-Non-Title IV-D IT Purchases	Hardware and software purchases for the Office of Child Support, including Staff equipment and general systematic updates.	Direct to General Fund
38092	OCS APD Contract Cost	Contractual costs associated with the approved OCS APD.	Direct to IV-D APD Operational Costs, APD Required (Line 5)



Program Code	Program Name	Description	Allocation Method
38210	OCS Regional Managers	Salary and operating costs to establish, modify, and enforce child support orders for TANF cases and in instances where the custodial parent has applied for OCS services.	Quarterly Customer Contacts Across IV-D and Non-IV-D
40025.901	Centralized Intake Unit	Hardware, software, and other IT services related to social workers in centralized intake that receive and document calls from mandated reporters and other citizens who are concerned that a child is being abused or neglected. Supervisory staff make the initial decision about whether to assign a district office social worker to conduct an assessment.	Direct to TANF Non -Assistance Under Prior Law, Child Welfare Services (Line 8a)
40106	Child Development Division-IT Purchases related to the BFIS system	Hardware and software purchases for the Child Development Division, including Staff equipment and general systematic updates for the BFIS system.	Child Subsidy Case Count (TANF Line 22C/CCDF Line 1E1)
40108	BFIS Upgrade and Replacement Project	Contractual, salary and operating costs associated with the BFIS upgrade and replacement project.	Direct to BFIS Upgrade Project
40111	Child Development Division Information System (CDDIS) - Operating	Contractual and operating costs associated with the Child Development Division Information System	Child Subsidy Duplicated Case Count (TANF Line 22C/CCDF CDDIS)
40131	REU Team Support	Contractual, salary and operating costs related to the FSD REU Admin Service Coordinator.	Total Salaries across REU Team
40156	Child Care Development Block Grant ARPA – Information Technology	Personal services and operating expenses for IT for Child Care Development Block Grant ARPA	Direct to CCDBG ARPA Discretionary
40170	JJU JJDP - Administration	Contractual, salary and operating costs related to the Youth Justice Delinquency Prevention Program.	Direct to Juvenile Justice Delinquency Prevention (JJDP)
40415	Refugee Cash Assistance EBT	Refugee Cash Assistance EBT direct benefits and operating cost.	Direct to IDT
40469	RLSI IT Purchases	Hardware and software purchases for the Residential Licensing and Special Investigations Unit, including Staff equipment and general systematic updates.	Total Salaries across the Residential Licensing & Special Investigations Unit (not including fringe)



Program Code	Program Name	Description	Allocation Method
40470	DCF Commissioner’s Office - IT Purchases	Hardware and software purchases for the DCF Commissioner’s Office, including Staff equipment and general systematic updates.	Total Salaries Across All DCF Staff (not including fringe)
40471	Non-DCF IT Projects	Contractual costs related to non-DCF (AHS and other AHS department) specific projects and support.	Direct to General Fund
40472	Economic Services Division – General IT Support	Contractual costs associated with the general IT support of the Economic Services Division.	Total Salaries Across Economic Services (including field staff, not including fringe)
40473	Economic Services Division - IT Purchases	Hardware and software purchases for the Economic Services Division, including Staff equipment and general systematic updates.	Total Salaries Across Economic Services (including field staff, not including fringe)
40474	Secure Residential Treatment – IT Purchases	Hardware and software purchases for the Secure Residential Treatment, including Staff equipment and general systematic updates.	Direct to Secure Residential Treatment
40475	Family Services Division – General IT Support	Contractual costs associated with the general IT support of the Family Services Division.	Total Salaries Across Family Services (including Field Staff, not including fringe)
40476	Youth Assessment and Screening Instrument (YASI)	Contractual and operating costs associated with the maintenance of the Youth Assessment and Screen Instrument (YASI) system.	Quarterly results of Family Services Time Study (TANF – Line 22c)
40477	Comprehensive Child Welfare Information System (CCWIS)	Contractual and operating costs associated with the planning of the Comprehensive Child Welfare Information System (CCWIS).	Direct to Title IV-E – FC CCWIS Project developmental costs using CCWIS cost allocation – APD required (Line 13a)
40478	Child Development Division- General IT Support	Contractual costs associated with the general IT support of the Child Development Division.	Total Salaries Across Child Development (not including fringe)
40479	ACCESS Health Care	Salary, operating and contractual costs associated with the support of Health Care data that is stored in the ACCESS system.	ACCESS Case Count between CHIP Admin and Medicaid Admin 50/50 (Line 49)
40480	Disability Determination Services - IT Purchases No SSA	Hardware and software purchases for the Disability Determination Services Division, including staff equipment and general systematic updates, which are not approved to be reimbursed by the SSA.	Direct to General Fund



Program Code	Program Name	Description	Allocation Method
40481	Child Development Division-IT Purchases	Hardware and software purchases for the Child Development Division, including staff equipment and general systematic updates, not specifically related to the BFIS system.	Total Salaries Across Child Development (not including fringe)
40482	Weatherization IT Purchases	Hardware and software purchases for the Weatherization unit within the Office of Economic Opportunity, including staff equipment and general systematic updates.	Direct to Weatherization (state funded)
40483	Family Services Division - IT Purchases	Hardware and software purchases for the Family Services Division, including staff equipment and general systematic updates.	Total Salaries Across Family Services (including Field Staff, not including fringe)
40484	Family Services Division District Offices - IT Purchases	Hardware and software purchases for the District Offices within the Family Services Division, including staff equipment and general systematic updates.	Total Salaries Across Family Services Field Staff (not including fringe)
40485	Family Services Division Legal Staff - IT Purchases	Hardware and software purchases for the Legal Staff within the Family Services Division, including staff equipment and general systematic updates.	Title IV-E Foster Care Eligibility Rate (Line 7)
40486	Financial Eligibility Specialists/Interviewers/Call Center Agents - IT Purchases	Hardware and software purchases for the Call Center staff within the Economic Services Division, including staff equipment and general systematic updates.	Quarterly Results of the Economic Assistance BPS RMTS (TANF Line 22c)
40487	LIHEAP - IT Purchases	Hardware and software purchases for the LIHEAP Benefits Program Staff within the Economic Services Division, including staff equipment and general systematic updates.	Direct to Home Heating Program/LIHEAP Admin
40488	Economic Services Division District Offices - IT Purchases	Hardware and software purchases for the District Offices within the Economic Services Division, including staff equipment and general systematic updates.	Total Salaries Across Economic Services Field Staff (not including fringe)
40489	Assistant Attorney General (AAG) - IT Purchases	Hardware and software purchases for the Assistant Attorney Generals within DCF, including staff equipment and general systematic updates.	Quarterly Results of the Legal Time Study



Program Code	Program Name	Description	Allocation Method
40490	Quality Control and Fraud Unit - IT Purchases	Hardware and software purchases for the Quality Control and Fraud Unit within the Economic Services Division, including staff equipment and general systematic updates.	Total Salaries Across Fraud Unit and the Quality Control Unit (not including fringe)
40491	Secure Residential Treatment – Title I IT Purchases	Hardware and software purchases for the Secure Residential Treatment within the Family Services Division, including staff equipment and general systematic updates.	Direct to Secure Residential Treatment
40492	SNAP Admin - IT Purchases	Hardware and software purchases, including staff equipment and general systematic updates, to be charged to the SNAP Admin program.	Direct to SNAP – Certified (Line 1)
40493	Business Office - IT Purchases	Hardware and software purchases for the Business Office of DCF, including staff equipment and general systematic updates.	Total Salaries Across All DCF Staff (not including fringe)
40494	Human Resources - IT Purchases	Hardware and software purchases for the Human Resources staff within DCF, including staff equipment and general systematic updates.	Total Salaries Across All DCF Staff (not including fringe)
40498	SNAP Elderly Simplified Application Project (ESAP)	Salary, Operating and Contract Costs related to SNAP Elderly Simplified Application Project	Direct to SNAP APD Operations (Line 7)
40499	LIHEAP Elderly Simplified Application Project	Salary, Operating and Contract Costs related to LIHEAP Elderly Simplified Application Project	Direct to Home Heating Program/ LIHEAP Admin
40500	IT General Fund	Contractual, operating, direct and miscellaneous non-federal expenditures within IS.	Direct to General Fund
40525	FSD Advance Planning Document (APD)	Salary, operating and contract costs associated with the FSD APD.	Total Salaries Across Family Services Division Operational Staff Using the System (not including fringe) (including Social Workers, Centralized Intake Staff, and Residential Licensing Staff)
40526	National Enterprise Interstate Compact Exchange (NEICE)	Contract costs associated with the National Enterprise Interstate Compact Exchange.	Quarterly results of Family Services Time Study (TANF – Line 22c)



Program Code	Program Name	Description	Allocation Method
40527	Data Collections System (DCS)	Contract costs associated with the Data Collections System.	Quarterly results of Family Services Time Study (TANF – Line 22c)
40596	Family First Transition Act - Grant	Salary, operating and contract costs associated with Title IV-B II Family First Transition Act.	Direct to IV-B II FFTA
40701	Medicaid – Admin 50/50	Salary and operating cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40717	Children’s Integrated Services (CIS) Data System DDI	Contractual and operating costs for the Children’s Integrated Services (CIS) Data System DDI project.	Direct to General Fund
40777.901	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Total Salaries Across All DCF Staff Less DDS (not including fringe)
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT
41025	ACCESS OCS	Contractual and operating costs associated with supporting the ACCESS system.	Direct to Title IV-D APD Operational Costs, APD Required (Line 5)
41032	VT Agency of Digital Services– IT Invoices	Vermont Agency of Digital Services (ADS) costs associated with supporting DCF functions, including PC’s, networks, databases, and servers-of all Divisions and Offices in DCF except for DDS.	Total Salaries Across All DCF Staff Less DDS (not including fringe)
41033	ACCESS ESD	Contractual and operating costs associated with supporting the ESD ACCESS Mainframe.	Case Count Across Economic Services (Duplicated) (TANF - Line 22c)
41034	General ACCESS Maintenance (normally used only by the Database Administrator (DBAs)	Contractual and operating costs for IT Operations associated with general ACCESS system maintenance, support, and ongoing operations, with the except of costs specifically associated with one of the ACCESS user Divisions.	Central Processing Unit (CPU) Usage Commands for Applicable Programs (TANF – Line 22C)
41035	Central Computer Charges (CIT) for ACCESS/FAMIS	Data processing costs and mainframe charges specifically associated with ACCESS/FAMIS. Costs are determined by ADS and account for OCS and ESD system usage	Central Processing Unit (CPU) Usage Commands for Applicable Programs (TANF – Line 22C)



Program Code	Program Name	Description	Allocation Method
41037	Social Services Management Information System (SSMIS) and FSDNet	Contractual and operating costs associated with supporting and managing IT projects on behalf of FSD staff, specifically related to the SSMIS and FSDNet systems.	Total Salaries Across Family Services Division Operational Staff Using the System (not including fringe) (including Social Workers, Centralized Intake Staff, and Residential Licensing Staff)
41038	DCF IT Admin	Contractual and operating costs for general IT Operations.	Total Salaries Across All DCF Staff Less DDS (not including fringe)
41039	ESD Homeless Management Information System (HMIS) Project	Contractual and operating costs associated with supporting the ESD Homeless Management Information System (HMIS) Project.	Direct to General Fund
41041	ESD Work Participation Rate Improvements (WPR) Project	Contractual and operating costs associated with supporting the ESD Work Participation Rate Improvements (WPR) Project.	Household Count by Funding Sources (TANF – Line 22c)
41042	LIHEAP Fuel Electric Consumption Project	Contractual and operating costs associated with supporting the ESD LIHEAP Fuel Electric Consumption Project.	Direct to Home Heating Program/LIHEAP Admin
41045	Bright Futures Information System (BFIS) (CDD, CIS, etc.)	Contractual and operating costs associated with IT Operations specifically supporting CDD staff and system needs.	Child Subsidy Duplicated Case Count (TANF Line 22A/CCDF Line 1E1)
41141	Long Term Care	Operating costs associated with processing long term care eligibility, including Operations and Quality Assurance staff.	Direct to Medicaid – Admin 50/50 Line 49
41153	SNAP APD Application Support	Salary, Operating and Contract Costs related to Storage Contracts/Data Services/Application Support for SNAP APD	Direct to SNAP APD Operations (Line 7)
41181	SNAP New Investment	Contractual and operating costs associated with tracking the expense for the SNAP new investment project.	Direct to SNAP – Certified (Line 1)
41182	Able-Bodied Adults Without Dependents (ABAWD) New Investment	Contractual and operating costs associated with tracking the expense for the ABAWD new investment project.	Direct to SNAP – New Investment ABAWD (Line 19)



Program Code	Program Name	Description	Allocation Method
41188	SNAP Rules Maintenance & Operations	Salary, Operating, and contract costs related to maintaining the SNAP Business Rules.	Direct to SNAP – 50% Unspecified Other (Line 26)
41251	Electronic Benefit Transfer (EBT) Issuance Equipment	Equipment costs for EBT financial services related directly to SNAP are coded here.	Direct to SNAP – EBT Issuance (Line 2)
41256	Summer EBT	Salary, operating, and contractual costs associated with running the Summer EBT program	Direct to Summer EBT – EBT Issuance
41257.901	Pandemic EBT (P-EBT) - ADS	Salary, operating, and contractual costs associated with running the Pandemic EBT project.	Direct to Pandemic EBT – EBT Issuance
44110	Office of Economic Opportunity - IT Purchases	Hardware and software purchases for the Office of Economic Opportunity, including Staff equipment and general systematic updates.	Total Salaries Across OEO (not including fringe)
41642	MMIS DDI Staff	Staff work related to the development of the MMIS.	Direct to CMS-MMIS/MES-DDI (90%)
41783	Registry Review Unit	Staff and operating costs for the Registry Review Unit, which is the intermediate administrative appeal system for Family Services Division decisions to substantiate child abuse and neglect; process appeals related to foster care license revocation or denial and appeals of placement changes, listen to appeals cases across the state, and manages the state’s Child Abuse Registry.	Direct to General Fund
44120	Office of Economic Opportunity – General IT Support	Contractual and operating costs associated with the general IT support of the Office of Economic Opportunity.	Total Salaries Across OEO (not including fringe)
44123	FEMA FLOOD Case Management State	Expenses related to FEMA Flood Case Management (DCM) - ineligible for FEMA reimbursement	Direct to General Fund
44125	FEMA FLOOD Case Management	Salary and Operating costs related to FEMA Flood Case Management	Direct to FLOOD Case Management



Program Code	Program Name	Description	Allocation Method
44300	Community Services Block Grant (CSBG - Discretionary)	Salaries, operating and contractual costs related to the CSBG Program. The primary goal of CSBG is to eliminate poverty. These funds provide training and technical assistance, capacity building, and meet urgent and unforeseen community needs.	Direct to Community Services Block Grant (CSBG) Program



Organizational Unit 4: Economic Services Division (ESD) Central Office

The Economic Services Division (ESD) Central Office oversees the 3Squares Program (SNAP program), Welfare-to-Work (Reach Up), Home Heating Assistance, General and Emergency Assistance, the Essential Person program (AABD), Global Commitment, Medicaid - Admin 50/50, and Children’s Health Insurance Program (CHIP).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37716	IE HC 90/10 Contracts	Contractual Expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37746	COVID FEMA PA Mgt Costs	Costs associated with FEMA Public Assistance Management Costs for the COVID Disaster.	Direct to COVID Response
37820	Rapid Re-Housing Project	Salary and operating expenses related to Care Coordination Transitional Housing Resource Teams (CCTHRTs). The CCTHRTs work with 1,500 households currently in the Transitional Housing Program funded by ERAP to collect data, identify resource needs and gaps, work to remove barriers, and identify the appropriate level of housing solutions needed.	Direct to Rapid Re-Housing
37884	IEEBBEE-BRE-Staff	Staff Expenses related to HBEE BRE DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37902	IEE Notices-Staff	Staff Expenses related to Customer Portal: Improv MABD Compl DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
39705	Vermont Spay Neuter Incentive Program (VSNIP)	Salary and operating costs related to the VSNIP program to encourage sterilization of dogs and cats in order to reduce the population of unwanted companion animals and protect public health and safety.	Direct to VT Spay Neuter Incentive Program (VSNIP)



Program Code	Program Name	Description	Allocation Method
37915	IEE - Vermont Integrated Eligibility System (VT-TIES) Staff	Staff expenses related to DDI for the IE&E - Vermont Integrated Eligibility System (VT-TIES)	Allocated based on the approved IAPD utilizing the CAM Toolkit.
40251	GA Bill Payers	Salary and operating costs to process hotel/motel bills in GA	Percent of Hotel/Motel Bills Paid
40258	Emergency Rental Assistance 2 (ERAP 2) – GA Emergency/Transitional Housing - Admin	Salary and operating costs associated with the Emergency Rental Assistance 2, GA Emergency and Transitional Housing program	Direct to Emergency Rental Assistance Admin 2
40259	Emergency Rental Assistance 2 (ERAP 2) – GA Emergency/Transitional Housing - Benefits	Programmatic Costs associated with the Emergency Rental Assistance 2, GA Emergency and Transitional Housing program	Direct to Emergency Rental Assistance Program 2
40267	Emergency Rental Assistance 2 (ERAP 2) - Grants	Programmatic Costs associated with the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Housing Stability 2
40268	Emergency Rental Assistance 2 (ERAP 2) - Benefits	Programmatic Costs associated with the Emergency Rental Assistance 2 program	Direct to Emergency Rental Assistance Program 2
40269	ESD CO - Emergency Rental Assistance 2 (ERAP 2)- Administration	Salary & Operating costs relating to the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Admin 2
40350	Lifeline Program	Salary and operating costs associated with the federally mandated program, Lifeline, a phone service program dealing in landlines, cell phone and Q-link, supported by ESD through the call center and ADPC unit.	Direct to Lifeline
40458	Emergency Rental Assistance (ERAP1) - GA Emergency/Transitional Housing - Admin	Salary and operating costs related to the GA Emergency/Transitional Housing	Direct to Emergency Rental Assistance Admin
40459	Emergency Rental Assistance (ERAP 1) - GA Emergency/Transitional Housing - Benefits	Programmatic Costs associated with the Emergency Rental Assistance 1, GA Emergency and Transitional Housing program	Direct to Emergency Rental Assistance Program 2
40467	Emergency Rental Assistance (ERAP) - Grants	Programmatic Costs associated with the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Housing Stability
40468	Emergency Rental Assistance - Benefits	Benefit costs relating to the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Program 2



Program Code	Program Name	Description	Allocation Method
40479	ACCESS Health Care	Salary, operating and contractual costs associated with the support of Health Care data that is stored in the ACCESS system.	ACCESS Case Count between CHIP Admin and Medicaid Admin 50/50 (Line 49)
40495	BASU – ACCESS ESD	Salary and operating costs associated with supporting the ESD ACCESS Mainframe.	Case Count Across Economic Services (Duplicated) (TANF – Line 22c)
40496	BASU – ACCESS OCS	Salary and operating costs associated with supporting the ACCESS system.	Direct to Title IV-D APD Operational Costs, APD Required (Line 5)
40497	BASU – VHC Health Care	Salary and operating costs associated with VHC maintenance and operations within BASU.	Quarterly VHC Enrollment for Eligibility Systems and Staffing (75%), CHIP, Designated State Health Programs (DSHP) & QHP
40498	SNAP Elderly Simplified Application Project (ESAP)	Salary, Operating and Contract Costs related to SNAP Elderly Simplified Application Project	Direct to SNAP APD Operations (Line 7)
40500	Economic Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Economic Services.	Direct to General Fund
40540	Family Support Program	Salary and operating costs associated with Family Support Program	Direct to Title IV-B Child Welfare Services
40701	Medicaid – Admin 50/50	Salary and operating cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40705	Health Care – Citizenship	Contractual and grant costs associated with verifying citizenship of applicants for health care eligibility.	Direct to Medicaid – Admin 50/50 Line 49
40777.101	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Total Salaries Across Economic Services (including field services, not including fringe)
40800	Treasurer’s Office ACH Fee	Non-Health Care Premium ACH Fees, for which the Treasurer’s Office processes on behalf of DCF.	Quarterly ACH count across Reach Up, LIHEAP and SNAP
40801	Treasurer’s Office Check Fee	Treasurer’s Office Check Fees, for which the Treasurer’s Office processes on behalf of DCF.	Quarterly check count across Reach Up, LIHEAP, SNAP, and Medicaid - Admin 50/50
40802	Health Care Premium ACH Fee	Health Care Premium ACH Fees, for which the Treasurer’s Office processes on behalf of DCF.	Direct to Medicaid – Admin 50/50 Line 49



Program Code	Program Name	Description	Allocation Method
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT
41075	Health Care Policy Analyst	Salary and operating costs associated with the Health Care Policy Analyst that assists the Economic Services Policy, Planning, and Evaluation Director in the planning, development, and continuing assessment of Health Care programs, are coded here	Quarterly number of paid claims for Medicaid – Admin 50/50 and CHIP Admin
41110	General Admin - Medicaid Admin 50/50 & CHIP	Operating costs related to CHIP & Medicaid – Admin 50/50 premiums and other related administrative costs.	Quarterly number of paid claims for Medicaid – Admin 50/50 and CHIP Admin
41124	2024 FLOOD RELIEF	Salaries, Contractual and Operating costs related to 2024 FEMA Flood Relief	Direct to 2024 FEMA FLOOD
41141	Long Term Care	Salary and operating costs associated with processing long term care eligibility, including Operations and Quality Assurance staff.	Direct to Medicaid – Admin 50/50 Line 49
41143	PERM (Payment Error Rate Measurement)	Contractual costs associated with complying with the federal mandate for PERM.	Direct to Medicaid – Admin 50/50 Line 49
41155	Reach Up (RU) Operations	Salary and operating costs associated with the Welfare-to-Work Director and staff who administer the Reach Up programs, including the case management and financial assistance components of Reach Up. The Director acts as project manager for such endeavors as state welfare reform, TANF reauthorization, and program redesign.	Economic Case Count Across Reach Up (TANF and General Fund) (TANF – Line 22b)
41158	Quality Assurance Unit Admin.	Salary and operating costs associated with running the Quality Assurance Unit.	Total salaries across the Quality Assurance Unit (not including fringe)
41159	SNAP Audit Fee	Cost of audit fees related to the SNAP program.	Direct to SNAP – 50% Unspecified Other (Line 26)
41163	SNAP Other Support Services	Salary and operating costs associated with SNAP Support Services.	Direct to SNAP – 50% Unspecified Other (Line 26)



Program Code	Program Name	Description	Allocation Method
41164.101	SNAP Quality Assurance Non- Mandated	Salary and operating costs associated with SNAP quality assurance functions, not mandated by FNS.	Direct to SNAP – Certified (Line 1)
41164.998	SNAP Quality Assurance Prior Quarter Adjustment (PQA)	SNAP prior quarter adjustments, as needed.	Direct to SNAP Prior Quarter Adjustments
41165	SNAP Mandated Quality Control	Salary, operating and travel costs associated with mandated SNAP quality control functions, involving 3Squares. This includes detailed analysis of sampled cases to ensure actions are valid,-analyzing delivery and payment system for potential problems and recommending-improvements.	Direct to SNAP – Quality Control (Line 3)
41167	Quality Control Supervisor	Salary and operating costs of Quality Control Supervisors, who supervise staff in the quality control unit who review 3Square cases. This includes detailed analysis of sample cases to ensure actions are valid, analyzing delivery and payment system for potential problems, and recommendations for improvements, including training Quality Control staff in the Federal guidelines.	Total salaries across the Quality Control Unit (not including fringe)
41168	Reach Up Quality Assurance	Salary and travel costs associated with non-mandated RU quality assurance functions.	Economic Case Count Across Reach Up (TANF and General Fund) (TANF – Line 22a)
41169	Food and Nutrition Program Director	Salary and operating costs for the Director of the Food and Nutrition Team, for supervisory duties.	Total salaries across the Food and Nutrition Team (not including fringe)
41170	Quality Control Program Chief	Salary and operating costs associated with the Quality Control Director supervising the Fraud & Quality Assurance Units.	Total salaries Across Fraud Unit and the Quality Control Unit (not including fringe)
41175	Management Evaluations	Salary and operating costs associated with periodic compliance assessments of ESD program operations, which results in a report summarizing review findings, suggestions, and initiatives.	Direct to SNAP - Management Evaluation (Line 4)



Program Code	Program Name	Description	Allocation Method
41176	SNAP Eligibility Work	Salary and operating costs associated with district office personnel who interview and input data on applications to establish eligibility and determine continuing eligibility of clients by review of applications, interviews, correspondence, and other sources for the SNAP Program.	Direct to SNAP – Certified (Line 1)
41180	Quality Control/Treasury Offset Program Staff	Salary and operating costs associated with Treasury Offset Program work involving SNAP. The program staff perform detailed analysis of TOPS sample cases to ensure actions were valid.	Direct to SNAP Unspecified Other (Line 26)
41181	SNAP New Investment	Salary and operating costs associated with tracking the expense for the SNAP new investment project.	Direct to SNAP – Certified (Line 1)
41181.998	SNAP New Investment Prior Quarter Adjustment (PQA)	SNAP prior quarter adjustments, as needed.	Direct to SNAP Prior Quarter Adjustments
41182	Able-Bodied Adults Without Dependents (ABAWD) New Investment	Salary and operating costs associated with tracking the expense for the ABAWD new investment project.	Direct to SNAP – New Investment ABAWD (Line 19)
41183	Cash Penalty	Costs associated with tracking the expenses for audit cash penalties.	Direct to General Fund
41184	QC/Treasury Offset Program Fraud Unit Supervisor	Fraud Unit Supervisor salaries and operating costs associated with work on the Treasury Offset Program for SNAP, performing detailed analysis of TOPS sample cases to ensure actions were valid.	Direct to SNAP Unspecified Other (Line 26)
41185	Financial Eligibility Specialists/Interviewers/Call Center Agents	Salary and operating costs associated with District office personnel who interview and input data on new applications to establish eligibility and determine continuing eligibility of clients by review of applications, interviews, correspondence, and other sources for the TANF, LIHEAP, Medicaid – Admin 50/50, General Fund, AABD, and SNAP programs. Benefit Programs Specialists (BPS) participate in an RMTS.	Quarterly Results of the Economic Assistance BPS RMTS



Program Code	Program Name	Description	Allocation Method
41191	Healthcare Admin: 211 Contract	Contract for call center services for health care	Direct to Investments (STC-79)-United Ways 2-1-1 (41)
41192	Healthcare Admin: 211 Contract – General Fund	Contract for call center services for human services referrals	Direct to General Funds
41195	Aid to the Aged, Blind, and Disabled	Operating expenses that are direct charged to AABD are coded here.	Direct to AABD
41210	LIHEAP Benefits Program Staff	Salary and operating costs associated with running the Home Heating Program.	Direct to Home Heating Program/LIHEAP Admin
41211	Economic Services Deputy Commissioner, Administrative Services Director, Operations Director, and Support Staff	Salary and operating costs for overseeing all of the Economic Services Division activities, including Support Staff that provide training and administrative support for all Economic Services programs. Costs associated with the Process and Performance, Quality Control and Fraud Units, which focus on data and policy analysis and case reviews for all Economic Services programs, are also coded here. Supports the Economic Services Division with a Business Applications Support Unit (BASU), which liaisons between ESD business teams and ASD to ensure all systems, particularly ACCESS and VHC, are in proper working order and that cases get fixed in a timely manner so that Vermonters receive their benefits appropriately. All costs associated with the Economics Services Deputy Commissioner’s Office and staff are coded here.	Total Salaries Across Economic Services (including field staff, not including fringe)
41220	SNAP Medical Exams	Medical exams requested by Field Operations Staff as part of eligibility determination.	Direct to SNAP – Certified (Line 1)
41232	GA Non-Congregate Housing Administration	Salary and operating costs related to the GA non-congregate housing program	Direct to Non-Congregate Housing
41250	Electronic Benefit Transfer (EBT) Financial Services	Contract costs for EBT financial services related directly to SNAP are coded here.	Direct to SNAP – EBT Issuance (Line 2)



Program Code	Program Name	Description	Allocation Method
41251	Electronic Benefit Transfer (EBT) Issuance Equipment	Equipment costs for EBT financial services related directly to SNAP are coded here.	Direct to SNAP – EBT Issuance (Line 2)
41252	EBT Farmers Market (MKT)	Costs associated with the POS equipment for farmers MKT are coded here.	Direct to EBT Farmers MKT
41255	EBT Financial Services	Contract costs for the EBT financial services related directly to Reach Up.	Household Count by Funding Sources (TANF – Line 22a)
41256	Summer EBT	Salary, operating, and contractual costs associated with running the Summer EBT program	Direct to Summer EBT – EBT Issuance
41257.101	Pandemic EBT (P-EBT) – SNAP Nutrition Ed	Salary, operating, and contractual costs associated with running the Pandemic EBT project.	Direct to Pandemic EBT – EBT Issuance
41258.101	Pandemic EBT (P-EBT) – ESD CO	Salary, operating, and contractual costs associated with running the Pandemic EBT project.	Direct to Pandemic EBT – EBT Issuance
41261	EBT Financial Administrator	Salary and operating costs for the Deputy to EBT project director in management of EBT contract; coordinates benefit delivery and develops procedures for Field Operations Staff; provides customer services to advocacy groups, the banking community, grocery stores, and other groups; trains new workers and EBT liaisons.	Case Count Across TANF, SNAP Benefits Issued and Fuel (TANF - Line 22a)
41270.101	TANF General Administration	Salary and operating costs to be direct charged to TANF, including but not limited to expenditures related to meetings and employee insurance costs.	Direct to TANF – Program Management, Administrative (Line 22a)
41271	Policy Analyst – Reach Up,	Salaries and operating costs associated with the policy analyst who specializes in TANF and/or RU planning, development, and assessment.	Direct to TANF – Program Management, Administrative Costs (Line 22a)



Program Code	Program Name	Description	Allocation Method
41275	Fraud Investigator	Salary and operating costs associated with Fraud Investigators. Staff investigate possible client fraud in all ESD programs and assists attorney general and state attorney offices in preparation and prosecution of civil and criminal cases.	Quarterly Percentage of Fraud Investigations (TANF – Line 22a)
41276	Fraud Unit Supervisor	Salary and operating costs of Fraud Unit Supervisor, who supervise staff in the Fraud and Claims Establishment unit who investigate possible client fraud in all ESD programs and assists attorney general and state attorney offices in preparation and prosecution of civil and criminal cases.	Total Salaries Across Fraud investigation and Claims Establishment (not including fringe)
41287	Reach Ahead Pilot-Admin	Salary and operating expenses associated with Reach Ahead Pilot program	Direct to Reach Ahead Pilot
41290	General Assistance Administration	Salary and operating costs related to providing GA services.	Total Cost Across EA and GA (allocated to TANF and General Fund)
41291	Rutland Emergency Housing Warming Shelter Coordination	Salary and operating costs for the Rutland Emergency Housing Warming Shelter Coordination program.	Direct to General Fund
41293	Legal Division Administrative Staff	Salary and operating costs associated with administrative staff.	Quarterly Results of the Legal Time Study
41295	Assistant Attorney General (AAG) Legal Division	Salary and operating costs associated with Attorneys and law clerk who represent the department in lawsuits and other legal matter especially regarding interpretation of Federal regulations pertaining to client rights. The staff also review department contractual agreements.	Quarterly Results of the Legal Time Study
41305	SNAP General Administration	Salary and operating costs associated with the General administrative costs to be direct charged to SNAP benefits, including but not limited to, specific project related expenditures to be direct charged are coded here.	Direct to SNAP – Certified (Line 1)



Program Code	Program Name	Description	Allocation Method
41306	SNAP Program Coordination	Salary and operating costs associated with SNAP coordination functions.	Direct to SNAP – Certified (Line 1)
41308	SNAP Pledge Funds	Contract and grant costs associated with the provision of program activities and case management for ICAN participants.	Direct to SNAP – E&T 100% ABAWD Grant (Line 15)
41311	SNAP 100% E&T ICAN	Contract and grant costs associated with the provision of program activities and case management for ICAN participants.	Direct to SNAP – E&T 100% Grant (Line11)
41312	SNAP E&T ICAN (100% Other Entity Match)	Contract and grant costs associated with providing SNAP E&T ICAN services to eligible persons. Private match provided by sub-recipients.	Direct to SNAP - E&T 50% Grant (Line 12)
41313	Fair Hearing 3SQR	Salary and operating costs associated with 3Squares Fair Hearings.	Direct to SNAP - Fair Hearings (Line 8)
41315	SNAP Outreach	Salary and operating costs associated with providing SNAP outreach services to eligible low-income persons.	Direct to SNAP – Outreach (Line 17)
41316	SNAP Outreach (100% Other Entity Match)	Contract and grant costs associated with providing SNAP outreach services to eligible low-income persons. Private match provided by sub-recipients.	Direct to SNAP – Outreach (Line 17)
41317	SNAP Outreach Administration	Salary and operating costs associated with providing SNAP Outreach services to eligible low-income persons.	Direct to SNAP – Outreach (Line 17)
41318	SNAP E&T ICAN	Contract and grant costs associated with the provision of program activities and case management to ICAN participants.	Direct to SNAP - E&T 50% Grant (Line 12)
41318.998	SNAP E&T ICAN (PQA)	SNAP prior quarter adjustments related to E&T ICAN, as needed.	Direct to SNAP - E&T 50% Grant (Line 12)
41319	ESD Operating Costs – Eligible for SNAP Bonus Award	Salary and operating costs associated with the Economic Services Division, which are eligible for SNAP Bonus funding through approved spending plans.	Total Salaries Across Economic Services (including field staff, not including fringe)



Program Code	Program Name	Description	Allocation Method
41320	SNAP Nutrition Education	Salary and operating costs associated with providing nutrition education services to food stamp recipients and applicants and to other eligible low-income persons.	Direct to SNAP Nutrition Education
41321	SNAP Nutrition Education 100% Matched	Contract and grant costs associated with providing nutrition education services to SNAP recipients and applicants and to other eligible low-income persons.	Direct to SNAP Nutrition Education
41322	SNAP E&T Dependent Care	Participant reimbursement costs associated with dependent care incurred as a result of E&T participation.	Direct to SNAP - E&T 50% Dependent Care (Line 13)
41323	SNAP E&T Transportation Reimbursement	Participant reimbursement costs associated with transportation costs incurred as a result of E&T participation.	Direct to SNAP - E&T 50% Dependent Care (Line 13)
41324	SNAP E&T Other Reimbursement	Participant reimbursement costs associated with necessary costs incurred as a result of E&T participation. This code should not include dependent care or transportation costs.	Direct to SNAP - E&T 50% Transportation & Other (Line 14)
41326	SNAP E&T Expansion Project	Salary and operating costs associated with the SNAP E&T Expansion Project.	Direct to SNAP - E&T 50% Grant (Line 12)
41330.101	Reach Up Verification - Staff	Salary and operating costs associated with the requirement to verify work activity, documentation, and attendance.	Direct to TANF Program Management, Assessment/Service Provision (Line 22b)
41354	SNAP E&T Transportation Reimbursement (100% Other Entity Match)	Participant reimbursement costs associated with transportation costs incurred as a result of E&T participation. Private match provided by sub-recipients.	Direct to SNAP - E&T 50% Transportation & Other (Line 14)
41355	SNAP E&T Dependent Care (100% Other Entity Match)	Participant reimbursement costs associated with dependent care incurred as a result of E&T participation. Private match provided by sub-recipients.	Direct to SNAP - E&T 50% Dependent Care (Line 13)



Program Code	Program Name	Description	Allocation Method
41356	SNAP E&T Other Reimbursement (100% Other Entity Match)	Participant reimbursement costs associated with necessary costs incurred as a result of E&T participation. This code should not include dependent care or transportation costs. Private match provided by sub-recipients.	Direct to SNAP - E&T 50% Transportation & Other (Line 14)
41360	Farm to Family - Non-WIC	Contract and grant costs associated with Farm to Family Program.	Direct to Farm to Family Non-WIC (State Fund)
41361	Farm to Family - Senior Coupons	Contract and grant costs associated with Farm to Family Program.	Direct to Farm to Family Senior Coupons (State Funds)
41362	Farm to Family - WIC	Contract and grant costs associated with Farm to Family Program.	Direct to Farm to Family WIC (Federal)
41363	Farm to Family You First	Contract and grant costs associated with Farm to Family Program.	Direct to Farm to Family Non-WIC (State Funds)
41364	Farm to Family – Senior Coupons ARPA	Contract and grant costs associated with Farm to Family Senior ARPA	Direct to farm to Family Senior Coupons (ARPA)
41365	Farm to Family Administration	Salary and operating costs associated with vouchers used at farmers markets.	Direct to Farm to Family Administration (Federal)
41366	Farmers Market EBT Project	Operating costs for qualifying Farmers Market EBT point of sale system.	Direct to Farmers Market EBT Project
41370	DCF - Child Nutrition – Clinicians Enhancing Child Health (CECH)	Operating costs associated with supporting Child Nutrition Program services that cannot be funded with SNAP outreach money.	Direct to General Fund
41555.101	SNAP State Exchange - State	Costs associated with travel expenditures for meetings and conferences relating to the administration of the Food Stamps Program.	Direct to General Fund
41555.201	SNAP State Exchange - Federal	Costs associated with travel expenditures for meetings and conferences relating to the administration of the Food Stamps Program.	Direct to SNAP – 100% State Exchange (Line 24)
41555.301	Prior Federal Fiscal Year SNAP State Exchange - Federal	Costs associated with travel expenditures for meetings and conferences relating to the administration of the Food Stamps Program.	Direct to SNAP – 100% State Exchange (Line 24)
41631	Gearwar	Contract and grant costs associated with Gearwar	Direct to Global Commitment Program



Program Code	Program Name	Description	Allocation Method
41642	MMIS DDI Staff	Staff work related to the development of the MMIS.	Direct to CMS-MMIS/MES-DDI (90%)
41774	T-MSIS Staff	Staff and operating expenses related to T-MSIS IAPD	Direct to T-MSIS IAPD (90%)
41777.101	Economic Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures for the Economic Services Division.	Direct to General Fund
41777.998	General Fund Prior Quarter Adjustment	Various prior quarter adjustments related to General Fund expenditures, when needed.	Direct to General Fund
41779	VHC Operations Staff	Cost associated with VHC Maintenance and Operations related staff and operating expenses.	Quarterly VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP, VHC Sustainability, CHIP – Admin, Medicaid – Admin 50/50
44130	ARPA State Fiscal Recovery	Grant expenses related to State Fiscal Recovery Fund Programs	Direct to COVID ARPA State Fiscal Recovery Fund
44235	VT Gas Utility Eligibility	Contract and grant costs associated with the VT GAS Utility discount program.	Direct to VT Gas Utility Eligibility
44345	GMP Utility Eligibility	Contract and grant costs associate with GMP expenditures in administrative appropriation.	Direct to GMP Utility Eligibility



Organizational Unit 5: Economic Services Division (ESD): Application Document Processing Center (ADPC) & Business Application Support Unit (BASU)

The Application Document Processing Center (ADPC) collects and processes benefit applications and provides support to clients with benefit and application questions.

The Business Application Support Unit (BASU) provides systems support to divisions within DCF.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37902	IEE Notices-Staff	Staff Expenses related to Customer Portal: Improv MABD Compl DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
40142	Water Assistance Program CAA - Admin	Salary and operating costs related to working on the Water Assistance Program associated with CAA	Direct to LIHEAP Water Assist. CAA Admin
40350	Lifeline Program	Salary and operating costs associated with the federally mandated program, Lifeline. Lifeline is a phone service program dealing in landlines, cell phone and Q-link. ESD supports this program through the call center and ADPC unit.	Direct to Lifeline
40479	ACCESS Health Care	Salary, operating and contractual costs associated with the support of Health Care data that is stored in the ACCESS system.	ACCESS Case Count between CHIP Admin and Medicaid Admin 50/50 (Line 49)
40495	BASU – ACCESS ESD	Salary and operating costs associated with supporting the ESD ACCESS Mainframe.	Case Count Across Economic Services (Duplicated) (TANF – Line 22c)



Program Code	Program Name	Description	Allocation Method
40497	BASU – VHC Health Care	Salary and operating costs associated with VHC maintenance and operations within BASU.	Quarterly VHC Enrollment for Eligibility Systems and Staffing (75%), CHIP, Designated State Health Programs (DSHP) and QHP
40500	ADPC General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within ADPC.	Direct to General Fund
41202	BASU/ADPC Unit Director	Salary and operating cost for the BASU and ADPC Unit Director.	Total Salaries Across the ESD BASU and ADPC unit
41203	BASU Administration	Salary and operating cost associated with the Business Application Support Unit for administrative activities including general time receiving supervision, staff meetings, breaks, completing time reports/expense accounts, and travel not related to training or any other activity, holiday's, sick or any leave time.	Total Salaries Across the BASU unit
41204	ADPC DVHA (Non-VHC)	Salary and operating cost associated with ADPC that provides administrative support services for DVHA Non-VHC.	Quarterly Enrollment for Eligibility Systems and Staffing, Medicaid and CHIP
41206	Business Reply Envelopes (BRE) Expenses	Operating costs for the Business Reply Envelop purchases and postage.	Quarterly VHC Enrollment for Eligibility Systems and Staffing (75%), CHIP, Designated State Health Programs (DSHP) and QHP
41207	Application Document Processing Center (ADPC) ESD Programs	Salary and operating costs associated with the ADPC that provides administrative support services for ESD programs.	Case Count Across Economic Services (Duplicated) (TANF – Line 22a)
41208	ADPC VHC Health Care	Salary and operating costs associated with the Application Document Processing Center that provides administrative support services for VHC Health Care.	Quarterly VHC Enrollment for Eligibility Systems and Staffing (75%), CHIP, Designated State Health Programs (DSHP) and QHP
41209	ADPC Administration	Salary and operating costs associated with the Application Document Processing Center that provides administrative support services for ESD programs and VHC Health Care.	Total Salaries Across the ADPC (not including fringe)

Program Code	Program Name	Description	Allocation Method
41211	Economic Services Deputy Commissioner, Administrative Services Director, Operations Director and Support Staff	Salary and operating costs for overseeing all of the Economic Services Division activities, including Support Staff that provide training and administrative support for all Economic Services programs. Costs associated with the Process and Performance, Quality Control and Fraud Units, which focus on data and policy analysis and case reviews for all Economic Services programs, are also coded here. Supports the Economic Services Division with a Business Applications Support Unit (BASU), which liaisons between ESD business teams and ASD to ensure all systems, particularly ACCESS and VHC, are in proper working order and that cases get fixed in a timely manner so that Vermonters receive their benefits appropriately. All costs associated with the Economics Services Deputy Commissioner's Office and staff are coded here.	Total Salaries Across Economic Services (including field staff, not including fringe)
41219	ADPC Utility Eligibility	Salary and Operating costs associated with the administration of the Utility Eligibility program for GMP & VT Gas.	Across Utility Eligibility Program
41319	ESD Operating Costs-Eligible for SNAP Bonus Award	Salary and operating costs associated with the Economic Services Division, which are eligible for SNAP Bonus funding through approved spending plans.	Total Salaries Across Economic Services (including field staff, not including fringe)
44235	VT Gas Utility Eligibility	Contract and grant costs associated with the VT GAS Utility discount program.	Direct to VT Gas Utility Eligibility
44345	GMP Utility Eligibility	Contract and grant costs associated with GMP expenditures in administrative appropriation	Direct to GMP Utility Eligibility



Organizational Unit 6: Economic Services Division (ESD): Fuel Administration

The Fuel Administration unit manages the Low Income Home Energy Assistance Program (LIHEAP).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
40142	Water Assistance Program CAA - Admin	Salary and operating costs related to working on the Water Assistance Program associated with CAA	Direct to LIHEAP Water Assist. CAA Admin
40500	Economic Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Economic Services.	Direct to General Fund
40144	Water Assistance Program ARPA - Admin	Salary and operating costs related to working on the Water Assistance Program associated with ARPA	Direct to LIHEAP Water Assist. ARPA Admin
41185	Financial Eligibility Specialists/Interviewers/Call Center Agents	Salary and operating costs associated with District office personnel who interview and input data on new applications to establish eligibility and determine continuing eligibility of clients by review of applications, interviews, correspondence, and other sources for the TANF, LIHEAP, Medicaid – Admin 50/50, General Fund, AABD, and SNAP programs. Benefit Programs Specialists (BPS) participate in an RMTS.	Quarterly Results of the Economic Assistance BPS RMTS
41210	LIHEAP Benefits Program Staff	Salary and operating costs associated with running the Home Heating Program.	Direct to Home Heating Program/LIHEAP Admin
41212	Benefit Programs Administrator	Salary and operating costs associated with supervising Home Heating Staff, Benefit Programs Support Staff and Systems Operations – Specialists.	Direct to Home Heating Program/LIHEAP Admin
41214	Fuel VEC/WEC Utility Eligibility	Salary and operating costs associated with the administration of the Utility Eligibility program for VEC/WEC.	Direct to VEC/WEC Utility Eligibility



Program Code	Program Name	Description	Allocation Method
41218	Fuel Utility Eligibility	Salary and Operating costs associated with the administration of the Utility Eligibility program for GMP & VT Gas.	Across Utility Eligibility Program
41300	Home Heating General Administration	Salary and operating costs to be direct charged to Home Heating, including but not limited to specific project related expenditures to be direct charges are coded here.	Direct to Home Heating Program/LIHEAP Admin
41319	ESD Operating Costs – Eligible for SNAP Bonus Award	Salary and operating costs associated with the Economic Services Division, which are eligible for SNAP Bonus funding through approved spending plans.	Total Salaries Across Economic Services (including field staff not including fringe)
41517	LIHEAP Infrastructure - Grants	Contract and grant cost of assistance to families using the LIHEAP Infrastructure grant.	Direct to LIHEAP Infrastructure Program
41777.101	Economic Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures for the Economic Services Division.	Direct to General Fund
44235	VT Gas-Utility Eligibility	Contract and grant costs associated with the VT GAS Utility discount program.	Direct to VT Gas Utility Eligibility
44345	GMP Utility Eligibility	Contract and grant costs associated with GMP expenditures in administrative appropriation	Direct to GMP Utility Eligibility
44349	VEC/WEC Utility Eligibility	Contract and grant costs associated with the VEC/WEC Utility discount program.	Direct to VEC/WEC Utility Eligibility
44355	Utility Eligibility	Operating costs associated with the administration of the Utility Eligibility program for GMP & VT Gas.	Across Utility Eligibility Program



Organizational Unit 7: Economic Services Division (ESD): District Offices

The Economic Services Division (ESD) District Offices administer the 3Squares Program (SNAP program), Welfare-to-Work (Reach Up), Home Heating Assistance, General and Emergency Assistance, the Essential Person program (AABD), Global Commitment, Medicaid - Admin 50/50, and Children’s Health Insurance Program (CHIP).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37746	COVID FEMA PA Mgt Costs	Costs associated with FEMA Public Assistance Management Costs for the COVID Disaster.	Direct to COVID Response
37820	Rapid Re-Housing Project	Salary and operating expenses related to Care Coordination Transitional Housing Resource Teams (CCTHRTs). The CCTHRTs work with 1,500 households currently in the Transitional Housing Program funded by ERAP to collect data, identify resource needs and gaps, work	Direct to Rapid Re-Housing
40000	Location Costs – Brattleboro District Office	Location costs, such as land, building and/or rental fees, at the Brattleboro District Office.	Quarterly employee count across Brattleboro district office staff.
40001	Location Costs – Barre District Office	Location costs, such as land, building and/or rental fees, at the Barre District Office.	Quarterly employee count across Barre district office staff.
40002	Location Costs – St. Albans District Office	Location costs, such as land, building and/or rental fees, at the St. Albans District Office.	Quarterly employee count across St. Albans district office staff.
40003	Location Costs – Burlington District Office	Location costs, such as land, building and/or rental fees, at the Burlington District Office.	Quarterly employee count across Burlington district office staff.
40004	Location Costs – Rutland District Office	Location costs, such as land, building and/or rental fees, at the Rutland District Office.	Quarterly employee count across Rutland district office staff.
40005	Location Costs – Springfield District Office	Location costs, such as land, building and/or rental fees, at the Springfield District Office.	Quarterly employee count across Springfield district office staff.



Program Code	Program Name	Description	Allocation Method
40006	Location Costs – Morrisville District Office	Location costs, such as land, building and/or rental fees, at the Morrisville District Office.	Quarterly employee count across Morrisville district office staff.
40008	Location Costs – Newport District Office	Location costs, such as land, building and/or rental fees, at the Newport District Office.	Quarterly employee count across Newport district office staff.
40009	Location Costs – Bennington District Office	Location costs, such as land, building and/or rental fees, at the Bennington District Office.	Quarterly employee count across Bennington district office staff.
40012	Location Costs – Hartford District Office	Location costs, such as land, building and/or rental fees, at the Hartford District Office.	Quarterly employee count across Hartford district office staff.
40013	Location Costs – St. Johnsbury District Office	Location costs, such as land, building and/or rental fees, at the St. Johnsbury District Office.	Quarterly employee count across St. Johnsbury district office staff.
40014	Location Costs – Middlebury District Office	Location costs, such as land, building and/or rental fees, at the Middlebury District Office.	Total Salaries Across Field Staff (within Economic Services, not including fringe)
40251	GA Bill Payers	Salary and operating costs to process hotel/motel bills in GA	Percent of Hotel/Motel Bills Paid
40258	Emergency Rental Assistance 2 (ERAP 2) – GA Emergency/Transitional Housing - Admin	Salary and operating costs associated with the Emergency Rental Assistance 2, GA Emergency and Transitional Housing program	Direct to Emergency Rental Assistance Admin 2
40259	Emergency Rental Assistance 2 (ERAP 2) – GA Emergency/Transitional Housing - Benefits	Programmatic Costs associated with the Emergency Rental Assistance 2, GA Emergency and Transitional Housing program	Direct to Emergency Rental Assistance Program 2
40263	BPS -Emergency Rental Assistance 2 - Administration	Personal services and operating expenses for GA housing dedicated BPS employees	Direct to Emergency Rental Assistance 2
40264	RUCM -Emergency Rental Assistance 2 - Administration	Personal services and operating expenses for the Emergency Rental Assistance program	Direct to Emergency Rental Assistance 2
40266	RUSup -Emergency Rental Assistance 2 - Administration	Personal services and operating expenses for the Emergency Rental Assistance program	Direct to Emergency Rental Assistance 2
40458	Emergency Rental Assistance (ERAP1) - GA Emergency/Transitional Housing - Admin	Salary and operating costs related to the GA Emergency/Transitional Housing	Direct to Emergency Rental Assistance Admin



Program Code	Program Name	Description	Allocation Method
40459	Emergency Rental Assistance (ERAP) - GA Emergency/Transitional Housing - Benefits	Programmatic Costs associated with the Emergency Rental Assistance 1, GA Emergency and Transitional Housing program	Direct to Emergency Rental Assistance Program
40500	Economic Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Economic Services.	Direct to General Fund
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT
41124	2024 FLOOD RELIEF	Salaries, Contractual and Operating costs related to 2024 FEMA Flood Relief	Direct to 2024 FEMA FLOOD
41141	Long Term Care	Salary and operating costs associated with processing long term care eligibility, including Operations and Quality Assurance staff.	Direct to Medicaid – Admin 50/50 Line 49
41155	Reach Up (RU) Operations	Salary and operating costs associated with the Welfare-to-Work Director and staff who administer the Reach Up programs, including the case management and financial assistance components of Reach Up. The Director acts as project manager for such endeavors as state welfare reform, TANF reauthorization, and program redesign.	Economic Case Count Across Reach Up (TANF and General Fund) (TANF – Line 22b)
41171	Quality Assurance and Reach Up Claims Establishment	Salary and operating cost associated with claims establishment for dual-program cases, found as the result of quality assurance activities.	Percentage Direct to SNAP – Certified (Line 1) and Economic Case Count Across Reach Up (TANF and General Fund) TANF – Line 22a
41172	Quality Control and Reach Up Claims Establishment	Salary and operating cost associated with claims establishment for dual-program cases, found as the result of quality control activities.	Percentage Direct to SNAP – Quality Control (Line 3) and Economic Case Count Across Reach Up (TANF and General Fund) TANF - Line 22a
41173	Fraud and Reach Up Claims Establishment	Salary and operating cost associated with claims establishment for dual-program cases, found as the result of fraud investigation activities.	Percentage Direct to SNAP – Fraud Control (Line 5) and Economic Case Count Across Reach Up (TANF and General Fund) TANF - Line 22a



Program Code	Program Name	Description	Allocation Method
41174	Fraud Control Claims Establishment	Salary and operating cost associated with claims establishment for cases found as the result of fraud investigation activities.	Direct to SNAP – Fraud Control (Line 5)
41176	SNAP Eligibility Work	Salary and operating costs associated with district office personnel who interview and input data on applications to establish eligibility and determine continuing eligibility of clients by review of applications, interviews, correspondence, and other sources for the SNAP Program.	Direct to SNAP – Certified (Line 1)
41177	Reach Up Claims Establishment	Salary and operating cost associated with claims establishment for Reach Up program cases, found as the result of investigation activities.	Economic Case Count Across Reach Up (TANF and General Fund) (TANF – Line 22a)
41179	Claims Establishment SNAP Mandated Quality Control	Salaries, operating and travel costs associated with mandated SNAP quality control functions, involving 3Squares. This includes detailed analysis of sampled cases to ensure actions are valid, analyzing delivery and payment system for potential problems and recommending improvements.	Direct to SNAP – Quality Control (Line 3)
41185	Financial Eligibility Specialists/Interviewers/Call Center Agents	Salary and operating costs associated with District office personnel who interview and input data on new applications to establish eligibility and determine continuing eligibility of clients by review of applications, interviews, correspondence, and other sources for the TANF, LIHEAP, Medicaid – Admin 50/50, General Fund, AABD, and SNAP programs. Benefit Programs Specialists (BPS) participate in an RMTS.	Quarterly Results of the Economic Assistance BPS RMTS
41190	Regional Managers/Economic Resource System & Economic Services Supervisors	Salary and operating costs associated with District office supervisory personnel, who plan, assign, and review the work of eligibility specialists.	Quarterly Results of the Economic Assistance BPS RMTS



Program Code	Program Name	Description	Allocation Method
41200	Economic Services District Directors and Support Staff	Salary and operating costs associated with District office directors who manage the day-to-day operations of welfare district offices. District Directors are responsible for implementation of all assigned welfare programs according to Federal and State regulations and procedures. This Cost center includes Case Aides and supporting clerical staff.	Total Salaries Across Field Staff (within Economic Services, not including fringe)
41232	GA Non-Congregate Housing Administration	Salary and operating costs related to the GA non-congregate housing program	Direct to Non-Congregate Housing
41275	Fraud Investigator	Salary and operating costs associated with Fraud Investigators. Staff investigate possible client fraud in all ESD programs and assists attorney general and state attorney offices in preparation and prosecution of civil and criminal cases. All costs associated with Fraud Investigators are coded here.	Quarterly Percentage of Fraud Investigations (TANF – Line 22a)
41280	Reach Up Case Management	Salary and operating costs associated with Reach Up Case Management. Reach Up Case Managers provide support services, counseling and job search assistance to clients seeking employment opportunities.	Household Count by Funding Sources (TANF – Line 22b)
41282	Reach Up Employment & Training Case Management	Salary and operating costs associated with Employment & Training and ICAN Case Management. Reach Up Case Managers provide support services, counseling and job search assistance to clients seeking employment opportunities.	Direct to SNAP - E&T 50% Grant Duals (Line 12d)
41285	Reach Up Case Manager Supervisors	Salary and operating costs associated with District office supervisory personnel, who plan, assign, and review the work of social workers for Reach Up Case Management.	Total Salaries Across Reach Up Case Managers and Reach Up E&T Case Managers



Program Code	Program Name	Description	Allocation Method
41319	ESD Operating Costs – Eligible for SNAP Bonus Award	Salary and operating costs associated with the Economic Services Division, which are eligible for SNAP Bonus funding through approved spending plans.	Total Salaries Across Economic Services (including field staff, not including fringe)



Organizational Unit 8: Family Services Division (FSD) Central Office

The Division of Family Services (FSD) Central Office oversees juvenile justice services, including the Secure Residential Treatment facility and administers child welfare services, including foster care and adoptive services. All the Title IV-E allowable courses are in the approved Title IV-B Annual Progress & Services Report (APSR). For further information on allocations for the RMTS, refer to the most recent submission of the funding matrix.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37515	Balanced and Restorative Justice	Salary and operating costs associated with Balanced and Restorative Justice.	Direct to General Fund
37675	Access and Visitation	Contractual and grant costs associated with Access and Visitation Program which provides non-custodial parents with access and visitation to their children.	Direct to Title IV-D -Access and Visitation
37676	Access and Visitation - Administration	Salary and operating costs for the Access and Visitation Program which provides non-custodial parents with access & visitation to their children.	Direct to Title IV-D -Access and Visitation
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
40016	Social Workers Case Aides – Temporary Employees	Salary and operating costs for temporary Case aide staff providing direct services to child welfare clients including case management, child abuse/neglect investigations, and eligibility determination.	Quarterly results of Family Services Time Study (TANF – Line 8a)
40019	Substance Misuse	Contractual, grant and operating costs related to the Lund substance misuse screening and case management services.	Investments (STC-79) - Lund Substance Abuse Screening & Referral
40021	Special Response Team (SRT)	Salary and operating cost for the Special Response Team. These staff will be trained, and deployed to supervise and care for High-End System of Care youth in DCF custody in a variety of settings.	Direct to Specialized Response



Program Code	Program Name	Description	Allocation Method
40023	Centralized Intake and Emergency Services Admin	Salary and operating cost related to Centralized Intake and Emergency Services employees.	Total Salaries across Centralized Intake and Emergency Services
40025	Centralized Intake Unit	Salary and operating costs for social workers in centralized intake receive and document calls from mandated reporters and other citizens who are concerned that a child is being abused or neglected. Supervisory staff make the initial decision about whether to assign a district office social worker to conduct an assessment.	Direct to TANF Non -Assistance Under Prior Law, Child Welfare Services (Line 8a)
40026	Centralized Intake Unit - Temporary Employees	Salary and operating cost associated with Temporary Employees in the Centralized Intake Unit. Social workers in centralized intake receive and document calls from mandated reporters and other citizens who are concerned that a child is being abused or neglected. Supervisory staff make the initial decision about whether to assign a district office social worker to conduct an assessment.	Direct to TANF Non -Assistance Under Prior Law, Child Welfare Services (Line 8a)
40036	Families First Prevention Services Act - Central Office Staff	Salary and operating costs related to working on prevention activities in accordance with FFPSA guidelines.	Direct to Title IV-E - PSGP Prevention Services Administrative Costs - Prevention Planning and Agency Management (Line 40)
40037	Families First Prevention Services Act - Adolescent Services Unit	Salary and operating costs related to working on prevention activities in accordance with FFPSA guidelines.	Direct to Title IV-E - PSGP Prevention Services Administrative Costs - Prevention Planning and Agency Management (Line 40)
40038	Families First Prevention Services Act - Policy & Planning Unit	Salary and operating costs related to working on prevention activities in accordance with FFPSA guidelines.	Direct to Title IV-E - PSGP Prevention Services Administrative Costs - Prevention Planning and Agency Management (Line 40)
40039	Families First Prevention Services Act - Quality Assurance	Salary and operating costs related to working on prevention activities in accordance with FFPSA guidelines.	Direct to Title IV-E - PSGP Prevention Services Administrative Costs - Prevention Planning and Agency Management (Line 40)



Program Code	Program Name	Description	Allocation Method
40040	Adoption & Guardianship Services	Salary and operating costs related to adoption and guardianship subsidy programs, including post-adoption services.	Title IV-E Adoption Assistance Rate and Title IV-E Guardianship Rate
40041	Adoption & Guardianship Services - Temporary Employees	Salary and operating cost associated with Temporary Employees in the Adoption & Guardianship Unit. The Adoption Unit manages all aspects of the adoption and guardianship subsidy programs, including post-adoption services.	Title IV-E Adoption Assistance Rate and Title IV-E Guardianship Rate
40042	Families First Prevention Services Act - Policy & Operations	Salary and operating costs related to working on prevention activities in accordance with FFPSA guidelines.	Direct to Title IV-E - PSGP Prevention Services Administrative Costs - Prevention Planning and Agency Management (Line 40)
40052	Policy & Operations Administrative	Salary and operating costs associated with general time receiving supervision, staff meetings, breaks, completing time reports/expense accounts, and travel not related to training or any other activity, holiday's, sick or any leave time.	Total salaries across the Policy & Operations unit less Title IV-E Training (Enhanced)
40053	Policy & Operations Districts	Salary and operating costs related to districts, providing supervision and oversight, consultations on child safety, and policy development and practice.	Total Salaries-Across Family Services Field Staff (not including fringe)
40054	Policy & Operations Statewide Workgroup	Salary and operating costs related to statewide internal or external workgroups and meetings.	Total Salaries-Across Family Services Field Staff (not including fringe)
40055	Policy & Operations IV-E Training Enhanced	Salary and operating costs related to IV-E trainings for eligibility, fair hearings, rate setting, referral of services, placement, case reviews and management etc.	Title IV-E Foster Care Eligibility Rate (Line 15) Enhanced
40056	Policy & Operations IV-E Training	Salary and operating costs related to IV-E trainings for state personnel policies, job performance skills, first aid or safety training, and other team building or ethics trainings etc.	Title IV-E Foster Care Eligibility Rate (Line 7)



Program Code	Program Name	Description	Allocation Method
40057	Policy & Operations Non-IV-E Training	Salary and operating costs for unit trainings for activities that are not Title IV-E eligible.	Direct to General Fund
40058	Policy & Operations CAPTA Admin	Salary and operating costs for activities related to Policy and Planning for programs within the Family Services Division.	Direct to CAPTA
40059	JJU District Wide Support	Salary and operating costs in support of FSD field staff.	Total Salaries – Across Family Services Field Staff (not including fringe)
40060	Emergency Services Program	Salary and operating costs for emergency services during times that a district office is not open via an 800 number hot line staffed with social workers who attempt to resolve crises over the phone, using foster parents, sheriffs, and other community resources to manage particular situations. The Emergency Services Unit also takes report of alleged child abuse and neglect.	Direct to General Fund
40061	RLSI District SW Support	Salary and operating costs for stand by support for social workers providing direct services to child welfare clients including case management, child abuse/neglect investigations, and eligibility determination.	Quarterly results of Family Services Time Study (TANF – Line 8a)
40062	Emergency Services Program - Temporary Staff	Salary and operating costs for emergency services during times that a district office is not open via an 800 number hot line staffed with social workers who attempt to resolve crises over the phone, using foster parents, sheriffs, and other community resources to manage particular situations. The Emergency Services Unit also takes report of alleged child abuse and neglect.	Direct to General Fund
40063	Residential Licensing and Special Investigations Unit (RLSI) Administrative Staff	Salary and operating costs for the supervisors and administrative staff of the Residential Licensing and Special Investigations Unit (RLSI).	Total salaries across the Residential Licensing & Special Investigations Unit (not including fringe)



Program Code	Program Name	Description	Allocation Method
40064	Residential Licensing and Special Investigations Unit (RLSI) & System of Care (SOC) Policy & Operations Manager	Salary and operating costs for the RLSI (Residential Licensing & Special Investigation) & SOC (System of Care) Units.	Total salaries across the Residential Licensing & Special Investigations Unit, System of Care Unit, and Domestic Violence Unit (not including fringe)
40068	RLSI Special Investigations	Salary and operating cost related to investigations of child abuse and neglect in all facilities regulated by the department.	Direct to TANF Non – Assistance Under Prior Law, Child Welfare Services (Line 8a)
40069	RLSI Residential and Foster Care Licensing	Salary and operating costs related to licensing foster homes and residential programs.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 7), Medicaid – Admin 50/50, & General Fund
40075	Family Services Deputy Commissioner’s Office	Salary and operating costs associated with the administration of the Division, including activities related to Planning policy and Quality Assurance.	Total Salaries Across Family Services (including Field Staff, not including fringe)
40076	Family Services Deputy Commissioner’s Office - Temporary Employees	Salary and operating costs associated with Temporary Employees related to the administration of the Division, including activities related to Planning policy and Quality Assurance.	Total Salaries Across Family Services (including Field Staff, not including fringe)
40077	FSD Agreement Management Specialists	Salary and operating costs associated with the coordination of writing and managing FSD Agreements.	Quarterly count of FSD Agreements
40078	FSD Agreement Team Support	Salary and operating costs used for administrative activities including general time receiving supervision, staff meetings, breaks, completing time reports/expense accounts, and travel not related to training or any other activity, holiday’s, sick or any leave time.	Total Salaries - Across Family Services Agreement Specialists Unit
40079	JJU Community Wide Support	Salary and operating costs for division wide support including Legislative activities and general division wide activities.	Total Salaries Across Family Services (including Field Staff, not including fringe)
40081	FSD Federal Program Administrator RMTS	Salary and operating costs associated with the coordination and review of the FSD RMTS.	Quarterly Results of Family Services Time Study (TANF - Line 22a)



Program Code	Program Name	Description	Allocation Method
40083	System of Care Administrative Staff	Salary and operating costs related to general time receiving or providing supervision, staff meetings, breaks, completing time reports/expense accounts, short breaks, and travel not related to training or any other activity. The System of Care Unit oversees the family-based system of care, which includes foster care, kinship care, adoption/guardianship, and contracted post-permanency services.	Total Salaries Across System of Care Unit
40084	System of Care Sex Trafficking Prevention	Salary and operating costs related to developing and implementing policies, documenting records, conduct screenings and/or determining services for victims related to sex trafficking.	Direct to Title IV-E - FC Sex Trafficking Admin (Line 10c)
40085	Revenue Enhancement Unit Manager	Salary and operating costs related to the Unit Manager, overseeing the Revenue Enhancement Team, Agreement Unit, and Federal Programs Administrator. The Revenue Enhancement Unit collaborates with the DCF Grants and Contracts unit to prepare and monitor all grants and contracts for FSD.	Total salaries across REU Unit
40086	Foster Parent Retention & Recruitment - Temporary Employees	Salary and operating costs related to the System of Care Foster Parent Retention & Recruitment Temporary Staff. The System of Care Unit oversees the family-based system of care, which includes foster care, kinship care, adoption/guardianship, and contracted post permanency services.	Title IV-E Foster Care Eligibility Rate
40087	Foster Care Manager	Salary and operating costs related to the System of Care Foster Parent Retention & Recruitment Staff. The System of Care Unit oversees the family-based system of care, which includes foster care, kinship care, adoption/guardianship, and contracted post permanency services.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 7), Medicaid – Admin 50/50, & General Fund



Program Code	Program Name	Description	Allocation Method
40088	ICPC & ICJ Staff	Salary and operating costs related to the System of Care and ICPC & ICJ staff. The System of Care Unit oversees the family-based system of care, which includes foster care, kinship care, adoption/guardianship, and contracted post-permanency services.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 7), Medicaid – Admin 50/50, & General Fund
40089	Non-Child Welfare Cases	Salary and operating costs used for administrative activities spent on case for children that are not in state custody. These activities include general time spent in staff meetings, breaks, completing time reports/expense accounts, short breaks, and travel not related to training or any other activity.	Direct to General Fund
40120	Specialized Services Unit Administrative	Salary and operating costs used for administrative activities including general time receiving or providing supervision, staff meetings, Rate Setting, SIT, pre- authorization and payments, breaks, completing time reports/expense accounts, travel not related to training or any other activity, holiday's, sick or any leave time.	Total Salaries Across Family Services Specialized Services Unit
40121	Specialized Services Unit Development - in-state and out-state	Salary and operating costs related to System of care development, quality assurance, and contracting for in-state and out-state programs.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 7), Medicaid – Admin 50/50, & General Fund
40122	Residential Care Case Review Committee & Treatment Specialized Services Unit Case Review Committee & Treatment	Salary and operating costs related to Case Review Committee meetings and other treatment.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 5), Medicaid-Admin 50/50 and General Fund
40123	Residential Care Court Activities-Specialized Services Unit Court Activities	Salary and operating costs related to court testimonies.	Title IV-E Foster Care Eligibility Rate (Line 5)
40125	Specialized Services Unit Secure Residential Treatment	Salary and operating costs related to admission, discharge, treatment, and fair hearings for Secure Residential Treatment.	Direct to Secure Residential Treatment
40126	Specialized Services Unit Consultations	Salary and operating costs related to consultations with district offices including Utilization Reviews.	Title IV-E Foster Care Eligibility Rate (Line 5)



Program Code	Program Name	Description	Allocation Method
40129	Policy & Planning CAPTA Admin	Salary and operating costs for activities related to Policy and Planning for programs within the Family Services Division.	Direct to CAPTA
40130	FSD Director of Operations	Salary and operating costs for the FSD Director of Operations, overseeing the Central Office Operations units including: System of Care Unit, Residential Licensing and Special Investigations Unit, Domestic Violence Unit, Policy & Operations Unit Specialized Services Unit, and Centralized Intake and Emergency Services Unit.	Total Salaries - Across Family Services Central Office Operations
40131	REU Team Support	Contractual, salary and operating costs related to the FSD REU Admin Service Coordinator.	Total Salaries across REU Team
40132	REU Foster Care Case Work	Salary and operating costs associated with Foster Care Case Work including Foster Care Expense Reporting, Foster Care damage claims, medical payments, and other related activities.	Title IV-E Foster Care Eligibility Rate (Line 7)
40133	REU Family Finding - In Custody	Salary and operating costs associated with the coordination of genetic testing related to custody cases.	Title IV-E Foster Care Eligibility Rate (Line 5)
40134	REU Family Finding - Non-Custody	Salary and operating costs associated with the coordination of genetic testing related to non-custody cases.	Direct to General Fund
40135	REU Social Security	Salary and operating costs associated with the coordination of SSI benefits including the Representative Payee Report.	Direct to General Fund
40136	REU Child Support	Salary and operating costs associated with the coordination of genetic testing related to child support activities.	Direct to General Fund
40137	REU Caregiver Responsibility Forms	Salary and operating costs associated with compiling and completing the Caregiver Responsibility Forms.	Title IV-E Foster Care Eligibility Rate (Line 7)



Program Code	Program Name	Description	Allocation Method
40138	REU IT Development	Salary and operating costs associated with IT development testing of the SSMIS system.	Title IV-E Foster Care Eligibility Rate (Line 11b)
40139	REU Administration	Salary and operating costs used for administrative activities including general time receiving supervision, staff meetings, breaks, completing time reports/expense accounts, and travel not related to training or any other activity, holiday's, sick or any leave time.	Total Salaries across REU team (Less Caregiver Responsibility & IT Development)
40147	CAPTA ARPA - Grants	Contract and grant costs associated with the Child Abuse Prevention and Treatment Act ARPA	Direct to CAPTA ARPA
40150	IV-B Part II CAA Marylee Allen PSSF	Contract and grant costs associated with the Marylee Allen PSSF grant	Direct to IV-B Part II CAA Marylee Allen PSSF
40161	CBCAP ARPA - Grants	Contract and grant costs associated with CBCAP ARPA.	Direct to CBCAP ARPA
40166	Adolescent Services Unit Director	Salary and operating cost for the Adolescent Services Unit Director.	Total Salaries across Adolescent Services Unit
40167	Policy & Planning Unit Director	Salary and operating cost for the Policy & Planning Unit Director.	Total Salaries across the Policy & Planning Unit
40168	QA IV-E Qualitative Case Review	Salary and operating cost associated with the administration of a qualitative case review system, activities include preparing for care reviews, on-site review of cases, and post review reporting.	Title IV-E Foster Care Eligibility Rate (Line 5)
40169	JJU 8-Day Hearing	Salary and operating costs related to Secure Residential Treatment 8-Day Hearings.	Direct to Secure Residential Treatment
40170	JJU JJDP - Administration	Contractual, salary and operating costs related to the Youth Justice Delinquency Prevention Program.	Direct to Juvenile Justice Delinquency Prevention (JJDP)
40171	QA Reporting	Salary and operating costs associated with completing additional FSD State reports.	Direct to General Fund
40172	QA Adoption and Foster Care Analysis and Reporting System (AFCARS)	Salary and operating costs associated with compiling and completing information for the Adoption and Foster Care Analysis and Reporting System (AFCARS) report.	Tile IV-E Caseload Count



Program Code	Program Name	Description	Allocation Method
40173	QA Supporting FSD Systems	Salary and operating costs related to the SSMIS, FSDNet systems, CCWIS Committee and Data Governances & policies across AHS.	Total Salaries Across Family Services Division Operational Staff Using the System (not including fringe) (including Social Workers, Centralized Intake Staff, and Residential Licensing Staff)
40174	QA Child Protection Reporting	Salary and operating costs associated with compiling and completing the legislatively mandated Child Protection Report.	Direct to General Fund
40176	QA Unit IV-E Training	Salary and operating costs for IV-E trainings related to state personnel policies, job performance skills, first aid or safety training, and other team building or ethics trainings etc.	Title IV-E Foster Care Eligibility Rate (Line 7)
40177	QA Title IV-E Independent Living (Chafee) - Administration	Salary and operating costs associated with administration of Independent Living program.	Direct to Title IV-E Independent Living
40178	QA Child Abuse Prevention and Treatment Act (CAPTA) Administration	Salary and operating costs associated with the Child Abuse Prevention and Treatment Act (CAPTA).	Direct to CAPTA Grant
40179	Quality Assurance Unit Administration	Salary and operating costs for administrative activities including general time receiving supervision, staff meetings, breaks, completing time reports/expense accounts, and travel not related to training or any other activity, holiday's, sick or any leave time.	Total Salaries across FSD Quality Assurance team
40181	Adolescent Services Unit Administration	Salary and operating costs for Administrative activities including general time receiving supervision, staff meetings, breaks, completing time reports/expense accounts, and travel not related to training or any other activity, holidays, sick or any leave time.	Total Salaries across Adolescent Services staff
40182	JJU IV-E Training Enhanced	Salary and operating costs related to IV-E trainings for eligibility, fair hearings, rate setting, referral of services, placement, case reviews and management etc.	Title IV-E Foster Care Eligibility Rate (Line 15) Enhanced



Program Code	Program Name	Description	Allocation Method
40183	JJU IV-E Training	Salary and operating costs for IV-E trainings related to state personnel policies, job performance skills, first aid or safety training, and other team building or ethics trainings etc.	Title IV-E Foster Care Eligibility Rate (Line 7)
40184	JJU Non-IV-E Training	Salary and operating costs for unit trainings for activities that are not Title IV-E eligible.	Direct to General Fund
40185	JJU Mentor VT Program	Salary and operating costs associated with the Mentor Vermont Program.	Direct to General Fund
40186	JJU Adolescent Case Consultant	Salary and operating costs related to consultations with adolescent case consultations.	Title IV-E Foster Care Eligibility Rate (Line 5)
40188	JJU Title IV-E Independent Living (Chafee) - Administration	Salary and operating costs associated with administration of Independent Living program.	Cost of Independent Living Program
40189	JJU Title IV-E Educational Training Vouchers (ETV) – Administration	Salary and operating costs associated with Title IV-E Educational Training grant – ETV program	Cost of Title IV-E ETV Program
40190	JJU Compass Administration	Salary and operating costs associated with the Compass.	Direct to Global Commitment - Admin 50/50
40191	JJU Prison Rape Elimination Act (PREA) - Administration	Salary and operating costs associated with the Prison Rape Elimination Act (PREA).	Direct to General Fund
40192	JJU Youth Assessment and Screening Instrument (YASI) - Administration	Salary and operating costs associated with the maintenance of the Youth Assessment and Screen Instrument (YASI) system.	Quarterly results of Family Services Time Study (TANF – Line 22c)
40193	Policy & Planning Foster Care Policy	Salary and operating costs for activities only related to policy and planning for the Foster Care program.	Title IV-E Foster Care Eligibility Rate (Line 7)
40194	Policy & Planning Adoption Policy	Salary and operating costs for activities only related to policy and planning for the Adoption Assistance program.	Title IV-E Adoption Assistance Rate and Title IV-E Guardianship Rate
40195	FSD Policy & Planning	Salary and operating costs for activities related to Policy and Planning for programs within the Family Services Division.	Total Salaries across the QA team (less Trainings and Admin)

Program Code	Program Name	Description	Allocation Method
40196	Policy & Planning IV-E Training Enhanced	Salary and operating costs related to IV-E trainings for eligibility, fair hearings, rate setting, referral of services, placement, case reviews and management etc.	Title IV-E Foster Care Eligibility Rate (Line 15) - Enhanced
40197	Policy & Planning IV-E Training	Salary and operating costs related to IV-E trainings for state personnel policies, job performance skills, first aid or safety training, and other team building or ethics trainings etc.	Title IV-E Foster Care Eligibility Rate (Line 7)
40198	Policy & Planning Non-IV-E Training	Salary and operating costs related to unit trainings for activities that are not Title IV-E eligible.	Direct to General Fund
40199	Policy & Planning Human Trafficking Prevention	Salary and operating costs for developing and implementing policies, documenting records, conduct screenings and/or determining services for victims related to sex trafficking.	Direct to Title IV-E - FC Sex Trafficking Admin (Line 10c)
40200	Secure Residential Treatment - Admin	Salary and operating expenses directly associated with the operation of the Secure Residential Treatment.	Direct to Secure Residential Treatment
40420	Extended Foster Care Support	Non-IV-E cost associated with extending foster care support past the age of 18.	Direct to General Fund
40439	Youth Justice Services-Council Costs (SAG Only)	Operating cost associated with the Youth Justice Services Council	Direct to Juvenile Justice Delinquency Prevention (JJDP) Program
40440.102	Youth Justice Services	Salary and operating costs associated with the Youth Justice Delinquency Prevention Program.	Direct to Juvenile Justice Delinquency Prevention (JJDP)
40440.202	Youth Justice Services Grant	Contract and grant costs associated with the Federal JJDP Grant.	Direct to Juvenile Justice Delinquency Prevention (JJDP) Program
40444	Youth Justice Services Temporary Employees	Salary and operating costs associated with Temporary Employees working with the Youth Justice Delinquency Prevention Program.	Direct to Juvenile Justice Delinquency Prevention (JJDP) Program
40445	JJDP Mentoring Grant	Salary and Operating costs associated with the Federal JJDP Mentoring Grant.	Direct to JJDP Mentoring Grant



Program Code	Program Name	Description	Allocation Method
40446	JJDP Mentoring Grant	Contract and grant costs associated with the Federal JJDP Mentoring Grant.	Direct to JJDP Mentoring Grant
40476	Youth Assessment and Screening Instrument (YASI)	Contractual and operating costs associated with the maintenance	Quarterly results of Family Services Time Study (TANF – Line 22c)
40477	Comprehensive Child Welfare Information System (CCWIS)	Salary and operating costs associated with the planning of the Comprehensive Child Welfare Information System (CCWIS).	Direct to Title IV-E – FC CCWIS Project developmental costs using CCWIS cost allocation – APD required (Line 13a)
40500	Family Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Family Services.	Direct to General Fund
40502	Nurturing Parent Program	Contract and grant costs related to education programs that teach at-risk parents how to understand their children's developmental needs and behaviors, positively communicate with them and manage stress to create health, nurturing homes.	Direct to Investments (STC-79) – Prevent Child Abuse Vermont: Nurturing Parent (34)
40503	Lamoille Valley Community Justice Project	Contract and grant costs related to health-focused case management, referral, outreach and wrap services to children of incarcerated parents.	Direct to Investments (STC-79) – Lamoille Valley Community Justice Project (62)
40507	Residential Care for Youth/Substitute Care	Treatment costs directly associated with sub care.	Direct to Adoption Savings
40510	Child Abuse Prevention and Treatment Act (CAPTA)	Contract and grant costs associated with administration of CAPTA.	Direct to CAPTA Grant
40515	BARJ Investment	Contract and grant costs associated with Global Commitment Services for Balanced and Restorative Justice (BARJ) program.	Direct to Balanced and Restorative Justice Services
40525	FSD Advance Planning Document (APD)	Salary, operating and contract costs associated with the FSD APD.	Total Salaries Across Family Services Division Operational Staff Using the System (not including fringe) (including Social Workers, Centralized Intake Staff, and Residential Licensing Staff)
40526	National Enterprise Interstate Compact Exchange (NEICE)	Contract costs associated with the National Enterprise Interstate Compact Exchange.	Quarterly results of Family Services Time Study (TANF – Line 22c)



Program Code	Program Name	Description	Allocation Method
40527	Data Collections System (DCS)	Contract costs associated with the Data Collections System.	Quarterly results of Family Services Time Study (TANF – Line 22c)
40529	Title IV-E Transportation Expenditures	Title IV-E eligible transportation expenditures using the Title IV-E Foster Care Eligibility Rate	Title IV-E Foster Care Eligibility Rate (Line 5-Admin)
40530.102	Family Services Title IV-E Agency Maintenance Payments – Foster Family Home	Title IV-E eligible program expenditures including foster care, training.	Direct to Title IV-E Agency Maintenance Payments – Foster Family Home (Line 1a)
40530.102C	Family Services Title IV-E Agency Maintenance Payments – Non-Specified Setting Child Care Institution	Title IV-E eligible program expenditures including foster care, training at Non-Specified Setting Child Care Institution.	Direct to Title IV-E Agency Maintenance Payments – Non-Specified Setting Child Care Institution (Line 1c)
40530.202	Case Review Services/Foster Parent Recruitment and Support	Title IV-E eligible program expenditures including foster care recruitment and support.	Title IV-E Foster Care Eligibility Rate
40530.2102	Adoption Assistance and Guardianship agency Administrative Rate	Program and contractual costs relating to adoption and guardianship subsidy programs, including post-adoption services.	Title IV-E Adoption Assistance Rate and Title IV-E Guardianship Rate
40530.212	IV-E Case Planning and Management	Title IV-E eligible program expenditures including foster care case review and transportation.	Direct to In - Placements Administrative Costs – Case Planning and Management (Line 5)
40530.217	Title IV-E Foster Care Finger Printing	Title IV-E eligible program expenditures including foster care finger printing.	Direct to Title IV-E FC In Placement Admin Costs - Agency Management (Line 7)
40530.2202	Adoption Assistance Agency Admin	Program expenditures including training of Social Workers and the preparation of parental applicants for adoption, for appropriately caring for children in adoption subsidy and interstate compact for the placement of children home-studies.	Direct to Title IV-E AA Admin Costs, Agency (Line 22)
40530.302	Title IV-E Foster Care Trainings	Title IV-E 75% FFP eligible program expenditures including training of Social Workers and the preparation of parental applications for foster care for appropriately caring for children in foster care.	Title IV-E Foster Care Eligibility Rate (Line 15) Enhanced



Program Code	Program Name	Description	Allocation Method
40530.322	Contracted Social Worker Safety Practice Training	Title IV-E 75% FFP eligible contract program expenditures including training of Social Workers and the preparation of parental applications for foster care for appropriately caring for children in foster care.	Title IV-E Foster Care Eligibility Rate (Line 15) – Enhanced
40530.325	Title IV-E Non-University Training - Enhanced	Title IV-E Non-University 75% FFP eligible contract program expenditures including training of Social Workers and the preparation of parental applications for foster care for appropriately caring for children in foster care.	Title IV-E Foster Care Eligibility Rate (Line 15) – Enhanced
40530.402	Subsidized Adoptions – Recurring	Adoption Assistance payments made on behalf of Title IV-E eligible children.	Direct to Title IV-E Adoption Assistance Payments (Line 20)
40530.522	Non-University Training Non-Enhanced	Title IV-E 50% FFP eligible program expenditures including training of Social Workers and the preparation of parental applicants for foster care and adoption, for appropriately caring for children in foster care and on adoption subsidy.	Direct to Title IV-E FC In Placement Admin Costs - Agency Management (Line 7)
40530.602	Title IV-E Adoptive Training - Short Term	Title IV-E 50% FFP eligible program expenditures including training of Social Workers and the preparation of parental applicants for adoption, for appropriately caring for children in adoption subsidy.	Title IV-E AA Eligibility Rate
40530.702	Permanent Guardianship	Title IV-E eligible program expenditures including foster care, subsidized adoptions, training, and transportation.	Direct to Permanent Guardianship IV-E GAP Agency Guardianship Assistance Payments (FMAP Rate) (Line 29)
40530.802	Subsidized Adoptions – Non-Recurring	Adoption Assistance payments made on behalf of Title IV-E eligible children.	Direct to Title IV-E AA Admin Costs, Non-Recurring (Line 24)



Program Code	Program Name	Description	Allocation Method
40530.415	Title IV-E Adoption Training Non-University – Enhanced	Title IV-E 75% FFP eligible program expenditures including training of Social Workers and the preparation of parental applicants for adoption, for appropriately caring for children in adoption subsidy.	Title IV-E AA Eligibility Rate (Line 15 24) Enhanced
40530.998	IV-E Prior Quarter Adjustments	Various Title IV-E prior quarter adjustments, as needed.	Direct to IV-E Prior Quarter Adjustments
40531	IV-E Eligibility Determination	Salary and operating costs for staff handling all aspects of determining children’s eligibility for Title IV-E.	Direct to Title IV-E FC In Placement Admin Costs - Eligibility Determination (Line 6)
40535	Permanent Guardianship	Guardianship Assistance payments paid on behalf of Title IV-E eligible children.	Direct to Permanent Guardianship IV-E GAP Agency Guardianship Assistance Payments (FMAP Rate) (Line 29)
40540	Family Support Program	Salary and operating costs associated with Family Support Program	Direct to Title IV-B Child Welfare Services
40550	Title IV-E Independent Living	Contract and grant costs associated with administration of Independent Living program.	Direct to Title IV-E Independent Living
40551	Title IV-E Educational Training Vouchers (ETV)	Contract and grant costs associated with Title IV-E Educational Training grant – ETV program.	Direct to Title IV-E ETV
40554	Education and Training Vouchers (ETV) - CAA	Contract and grant costs associated with Title IV-E Educational Training grant – ETV CAA program	Direct to Title IV-E ETV CAA
40555.102	Family Services – SSBG – Not Child Specific Goal 1	Costs associated with providing concrete supports to children and families in order to facilitate their participation in services or case plan activities, and/or to facilitate their ability to provide care to a child placed in their home.	Direct to Social Services Block Grant (SSBG)
40555.202	Family Services – SSBG – Not Child Specific Goal 2	Costs associated with ensuring the safety and welfare of children and youth who are abused, neglected, or abandoned, or whose behaviors bring them into conflict with the law and their own best interests.	Direct to Social Services Block Grant (SSBG)



Program Code	Program Name	Description	Allocation Method
40555.302	Family Services – SSBG – Not Child Specific Goal 3	Costs associated with providing social services and mental health treatment programs for children in custody and children and families at risk of substitute care placements.	Direct to Social Services Block Grant (SSBG)
40555.502	Family Services – SSBG – Not Goal Specific	Costs associated with children in custody that are SSBG eligible but are not tracked specifically by child or goal.	Direct to Social Services Block Grant (SSBG)
40556.102	Family Services - SSBG – Specific Child in Custody Goal 1	Expenditures for specific children in custody. Providing concrete supports to children and families in order to facilitate their participation in services or case plan activities, and/or to facilitate their ability to provide care to a child placed in their home.	Direct to Social Services Block Grant (SSBG)
40556.202	Family Services - SSBG – Specific Child in Custody Goal 2	Expenditures for specific children in custody. Costs associated with ensuring the safety and welfare of children and youth who are abused, neglected, or abandoned, or whose behaviors bring them into conflict with the law and their own best interests.	Direct to Social Services Block Grant (SSBG)
40556.302	Family Services - SSBG – Specific Child in Custody Goal 3	Expenditures for specific children in custody. Costs associated with providing social services and mental health treatment programs for children in custody and children and families at risk of substitute care placements.	Direct to Social Services Block Grant (SSBG)
40556.402	Family Services - SSBG – Specific Child in Custody Goal 4	Expenditures for specific children in custody. Child Care Services provided through community-based providers and public universal pre kindergarten programs.	Direct to Social Services Block Grant (SSBG)
40556.502	Family Services - SSBG – Non Goal Specific	Expenditures for specific children in custody. Costs associated with children in custody that are SSBG eligible, but are not tracked specifically by goal.	Direct to Social Services Block Grant (SSBG)
40560	Children’s Justice - Grants	Contract and grant costs associated with Children’s Justice Grant.	Direct to Children’s Justice Grant



Program Code	Program Name	Description	Allocation Method
40561	Children’s Justice Administration	Salary and operating costs related to working on the Children’s Justice Act (CJA) Grant.	Direct to Children’s Justice Grant
40562	Policy & Planning - Children’s Justice Administration	Salary and operating costs related to working on the Children’s Justice Act (CJA) Grant.	Direct to Children’s Justice Grant
40590	Title IV-B Part II Family Preservation	Operating, contract and grant costs associated with Family Preservation Grant.	Direct to IV-B Part II Family Preservation
40591	Title IV-B Part II Family Preservation – Case Worker Visitations	Salary and operating costs for the Family Preservation Grant to support the operational costs of case workers.	Direct to IV-B Part II Family Preservation Case Worker Visitations
40592	Adoption Savings	Salary, operating, contract, grant and support services that are identified as eligible Adoption Savings expenses.	Direct to Adoption Savings
40593	Title IV-B Part II Kinship Navigator	Contract and grant costs associated with Kinship Navigator Grant.	Direct to IV-B Part II Kinship Navigator
40594	Title IV-B Part II Kinship Navigator Administration	Salary and operating costs related to working in the Title IV-B Part II Kinship Navigator Grant.	Direct to IV-B Part II Kinship Navigator
40596	Family First Transition Act - Grant	Salary, operating and contract costs associated with Title IV-B II Family First Transition Act.	Direct to IV-B II FFTA
40597	Family First Transition Act - Administration	Salary and operating costs related to working in the Title IV-B Part II Family First Transition Act.	Direct to IV-B II FFTA
40598	Policy & Planning - Family First Transition Act - Administration	Salary and operating costs related to working in the Title IV-B Part II Family First Transition Act.	Direct to IV-B II FFTA
40599	Quality Assurance - Family First Transition Act - Administration	Salary and operating costs related to working in the Title IV-B Part II Family First Transition Act.	Direct to IV-B II FFTA
40608	Domestic Violence Unit Balanced and Restorative Justice	Salary and Operating costs associated with Balanced and Restorative Justice	Direct to General Fund
40609	Domestic Violence Unit Juvenile Services	Salary and operating costs including Juvenile Services worker consultations, time meeting with a youth, and providing support services for the Juvenile Services Caseload.	Direct to General Fund



Program Code	Program Name	Description	Allocation Method
40610	RURAL Grant	Salary and operating costs associated with staff administering the RURAL Grant.	Direct to RURAL Grant
40611	VOCA Victim Assistance Grant	Salary and operating costs associated with staff administering the VOCA Victim Assistance Grant.	Direct to VOCA Grant
40613	Domestic Violence Unit HOPE Team	Salary and operating cost for internal work with FSD staff on special projects including policy 255-peer support model.	Direct to HOPE Team
40616	Domestic Violence Unit Sex Trafficking Prevention	Salary and operating cost for developing and implementing policies, documenting records, conduct screenings and/or determining services for victims related to sex trafficking.	Direct to Title IV-E - FC Sex Trafficking Admin (Line 10)
40618	Domestic Violence Unit Title IV-E Trainings-Enhanced	Salary and operating costs for Title IV-E 75% FFP eligible program expenditures including training of Domestic Violence Staff for activities such as eligibility, fair hearings, rate setting, referral of services, placement, case reviews and management.	Title IV-E Foster Care Eligibility Rate (Line 15) Enhanced
40619	Domestic Violence Unit Title IV-E Trainings	Salary and operating costs for Title IV-E eligible program expenditures including training of Domestic Violence Staff for activities such as state personnel policies, job performance skills, first aid or safety training, and other team building or ethics trainings.	Title IV-E Foster Care Eligibility Rate (Line 7)
40621	Domestic Violence Unit Admin and Meeting	Salary and operating costs related to general time receiving or providing supervision, staff meetings, breaks, completing time reports/expense accounts, short breaks, and travel not related to training or any other activity.	Total salaries across the Domestic Violence unit (less 75% Training)



Program Code	Program Name	Description	Allocation Method
40622	Domestic Violence Unit Title IV-E Case Management	Salary and operating cost associated with IV-E eligible case management activities in the Domestic Violence Unit. These activities include but are not limited to developing case plans, case plan review, and report-writing.	Title IV-E Foster Care Eligibility Rate (Line 5)
40623	Domestic Violence Unit Investigations and Open Cases	Salary and operating cost associated with Investigations and Open Cases in the Domestic Violence Unit. These activities include but are not limited to all activities around Safety Assessments, monitoring, and communication with families on cases.	Direct to General Fund
40624	Domestic Violence Unit Court Related Activities	Salary and operating cost associated with Court Related Activities in the Domestic Violence Unit. These activities include but are not limited to all court-related activities, including preparation and report-writing, and working AAG or prosecutor to prepare a case for court.	Title IV-E Foster Care Eligibility Rate (Line 5)
40625	Domestic Violence Unit Trainings	Salary and operating costs for Domestic Violence Unit trainings for activities that are not Title IV-E eligible.	Direct to General Fund
40626	Domestic Violence Unit Legislative Activities	Salary and operating costs related to Legislative mandated activities related to Sexual Violence and Abuse Prevention activity per S.13, which gave rise to the Vermont Center for Prevention and Treatment of Sexual Abuse.	Direct to General Fund
40640	Adoption Incentive	Salary, operating, contract and grant expenditures allowable for Title IV-E Adoption Incentive	Direct to Adoption Incentive
40700	Family Services	Direct payments to group homes and treatment providers.	Direct to Global Commitment - Program
40701	Medicaid – Admin 50/50	Salary and operating cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49



Program Code	Program Name	Description	Allocation Method
40702.302	Investment Medical Sub Care Services	Treatment costs directly associated with sub care.	Direct to Investments (STC-79) - Medical Services (55)
40702.998	Investment Medical Sub Care -Prior Quarter Adjustment	Treatment costs directly associated with sub care.	Direct to Investments (STC-79) – Residential Care for Youth/Substitute Care (1)
40709	Pending GC/SCHIP Approval	Pending claims for Global Commitment or SCHIP eligibility relating to direct payments to group homes and treatment providers.	Direct to Claims Pending – GC/SCHIP Eligibility
40712	Compass	Direct service expenses associated with Compass	Direct to Global Commitment - Program
40716	Youth Development	Contract and grant costs associated with Youth Development.	Direct to Global Commitment - Program
40718	Ineligible GC/SCHIP Claims	Claims that have failed to meet Global Commitment or SCHIP eligibility.	Direct to General Fund
40777.102	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Total Salaries Across Family Services (including Field Staff, not including fringe)
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT
41602.102	Children’s Health Insurance Program (CHIP) Treatment Costs	ACCESS determined eligibility for CHIP treatment costs. These costs are per member, per month CHIP designated treatment cost.	Direct to CHIP - Program
41777.102	Family Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Family Services.	Direct to General Fund



Organizational Unit 9: Family Services Division (FSD): District Offices

The Division of Family Services (FSD) District Offices administers juvenile justice services, including the Secure Residential Treatment facility and administers child welfare services, including foster care and adoptive services. All the Title IV-E allowable courses are in the approved Title IV-B Annual Progress & Services Report (APSR). For further information on allocations for the RMTS, refer to the most recent submission of the funding matrix.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37515	Balanced and Restorative Justice	Salary and operating costs associated with Balanced and Restorative Justice	Direct to General Fund
37661	Children’s Trust Fund Grant/Juvenile Justice and Delinquency Prevention (JJDP)	Contract and grant costs associated with Children’s Trust Fund Grant but charged to Juvenile Justice and Delinquency Prevention (JJDP) grants.	Direct to Juvenile Justice and Delinquency Prevention (JJDP) Program
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
40010	Social Workers	Salary and operating costs directly associated with social workers providing direct services to child welfare clients including case management, child abuse/neglect investigations, and eligibility determination. The Program being charged are State Funds, TANF, TCM (GC) and Title IV-E.	Quarterly results of Family Services Time Study (TANF – Line 8a)
40011	Social Workers - Temporary Employees	Salary and operating costs of temporary staff providing direct services to child welfare clients including case management, child abuse/neglect investigations, and eligibility determination. The Program being charged are State Funds, TANF, TCM (GC) and Title IV- E.	Quarterly results of Family Services Time Study (TANF – Line 8a)



Program Code	Program Name	Description	Allocation Method
40015	Social Worker District Supervisors	Salary and operating costs for supervisory personnel who plan, assign, and review the work of district office Assessment & Ongoing Social Workers. The programs being charged are State Funds, TANF, TCM (GC), and Title IV-E.	Quarterly results of the Family Services Time Study (TANF – Line 8a)
40016	Social Workers Case Aides - Temporary Employees	Salary and operating costs for temporary Case aide staff providing direct services to child welfare clients including case management, child abuse/neglect investigations, and eligibility determination.	Quarterly results of Family Services Time Study (TANF – Line 8a)
40030	Resource Coordinators – Recruitment Activities	Salary and operating costs for staff that perform recruitment activities in response to local needs.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 7), Medicaid – Admin 50/50, & General Fund
40031	Resource Coordinators/ Temporary Employees – Recruitment Activities	Salary and operating costs for Temporary staff that perform recruitment activities in response to local needs.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 7), Medicaid – Admin 50/50, & General Fund
40032	Resource Coordinators – Placement Activities	Salary and operating costs for staff that screen all foster care applications and assist social workers to ensure relative and natural supports are identified, assessed, and appropriately supported as placement resources for children and youth.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 5), Medicaid – Admin 50/50, & General Fund
40033	Resource Coordinators/ Temporary Employees – Placement Activities	Salary and operating costs for Temporary staff that screen all foster care applications and assist social workers to ensure relative and natural supports are identified, assessed, and appropriately supported as placement resources for children and youth.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 5), Medicaid – Admin 50/50, & General Fund
40034	Resource Coordinators – Foster Parent Training	Salary and operating costs for staff that provide foster care orientation and foundation training to all potential foster parents and works with the training partnership to identify training needs and to arrange and coordinate on-going training to foster parents.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 7), Medicaid – Admin 50/50, & General Fund



Program Code	Program Name	Description	Allocation Method
40035	Resource Coordinators/ Temporary Employees – Foster Parent Training	Salary and operating costs for Temporary staff that provide foster care orientation and foundation training to all potential foster parents and works with the training partnership to identify training needs and to arrange and coordinate on-going training to foster parents.	Quarterly Count of Eligible Cases Across Title IV-E (IV-E Line 7), Medicaid – Admin 50/50, & General Fund
40050	Family Services District Directors and Staff	Salary and operating costs incurred in the district office other than those associated with social workers, resource coordinators and adoption workers. The District Director and Staff manage the office and provide administrative support and supervision to the field staff.	Total Salaries – Across Family Services Field Staff (not including fringe)
40051	Family Services District Directors and Staff - Temporary Employees	Salary and operating costs incurred in the district office other than those associated with social workers, resource coordinators and adoption workers. The District Director and Staff manage the office and provide administrative support and supervision to the field staff.	Total Salaries – Across Family Services Field Staff (not including fringe)
40090	UVM Social Work Students	Salary and operating costs for Social Worker Students participating in the University of Vermont program.	Direct to Title IV-E Training (75%) (claimed using a Title IV-E eligibility rate across Adoption Assistance and Foster Care)
40420	Extended Foster Care Support	Non-IV-E cost associated with extending foster care support past the age of 18.	Direct to General Fund
40500	Family Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Family Services.	Direct to General Fund
40507	Residential Care for Youth/Substitute Care	Treatment costs directly associated with sub care.	Direct to Adoption Savings
40510	Child Abuse Prevention and Treatment Act (CAPTA)	Contract and grant costs associated with administration of CAPTA.	Direct to CAPTA Grant
40515	BARJ Investment	Contract and grant costs associated with Global Commitment Services for Balanced and Restorative Justice (BARJ) program.	Direct to Balanced and Restorative Justice Services



Program Code	Program Name	Description	Allocation Method
40525	FSD Advance Planning Document (APD)	Salary, operating and contract costs associated with the FSD APD.	Total Salaries Across Family Services Division Operational Staff Using the System (not including fringe) (including Social Workers, Centralized Intake Staff, and Residential Licensing Staff)
40529	Title IV-E Transportation Expenditures	Title IV-E eligible transportation expenditures using the Title IV-E Foster Care Eligibility Rate	Title IV-E Foster Care Eligibility Rate (Line 5-Admin)
40530.102	Family Services Title IV-E Maintenance Payments	Title IV-E eligible program expenditures including foster care, subsidized adoptions, training.	Direct to Title IV-E Foster Care Maintenance Payments (Line 1a)
40530.102C	Family Services Title IV-E Agency Maintenance Payments – Non-Specified Setting Child Care Institution	Title IV-E eligible program expenditures including foster care, training at Non-Specified Setting Child Care Institution.	Direct to Title IV-E Agency Maintenance Payments – Non-Specified Setting Child Care Institution (Line 1c)
40530.202	Case Review Services/Foster Parent Recruitment and Support	Title IV-E eligible program expenditures including foster care recruitment and support.	Title IV-E Foster Care Eligibility Rate
40530.212	IV-E Case Planning and Management	Title IV-E eligible program expenditures including foster care case review and transportation.	Direct to In - Placements Administrative Costs – Case Planning and Management (Line 5)
40530.217	Title IV-E Foster Care Finger Printing	Title IV-E eligible program expenditures including foster care finger printing.	Direct to Title IV-E FC In Placement Admin Costs - Agency Management (Line 7)
40530.302	Title IV-E Foster and Adoptive Trainings	Title IV-E 75% FFP eligible program expenditures including training of Social Workers and the preparation of parental applications for foster care and adoption, for appropriately caring for children in foster care and on adoption subsidy.	Title IV-E AA Eligibility Rate (Line 15) Enhanced
40530.402	Subsidized Adoptions – Recurring	Adoption Assistance payments made on behalf of Title IV-E eligible children.	Direct to Title IV-E Adoption Assistance Payments (Line 20)
40530.602	Title IV-E Adoptive Training - Short Term	Title IV-E 50% FFP eligible program expenditures including training of Social Workers and the preparation of parental applicants for adoption, for appropriately caring for children in adoption subsidy.	Adoption Assistance Eligibility Rate

Program Code	Program Name	Description	Allocation Method
40530.702	Permanent Guardianship	Title IV-E eligible program expenditures including foster care, subsidized adoptions, training, and transportation.	Direct to Permanent Guardianship
40530.802	Subsidized Adoptions – Non-Recurring	Adoption Assistance payments made on behalf of Title IV-E eligible children.	Direct to Title IV-E AA Admin Costs, Non-Recurring (Line 23)
40530.415	Title IV-E Adoption Training Non University – Enhanced	Title IV-E 75% FFP eligible program expenditures including training of Social Workers and the preparation of parental applicants for adoption, for appropriately caring for children in adoption subsidy.	Title IV-E AA Eligibility Rate (Line 15 24) Enhanced
40530.998	IV-E Prior Quarter Adjustments	Various Title IV-E prior quarter adjustments, as needed.	Direct to IV-E Prior Quarter Adjustments
40535	Permanent Guardianship	Guardianship Assistance payments paid on behalf of Title IV-E eligible children	Direct to Permanent Guardianship
40550	Title IV-E Independent Living	Contract and grant costs associated with administration of Independent Living program.	Direct to Title IV-E Independent Living
40555.102	Family Services – SSBG – Not Child Specific	Costs associated with providing concrete supports to children and families in order to facilitate their participation in services or case plan activities, and/or to facilitate their ability to provide care to a child placed in their home.	Direct to Social Services Block Grant (SSBG)
40555.202	Family Services – SSBG – Not Child Specific Goal 2	Costs associated with ensuring the safety and welfare of children and youth who are abused, neglected, or abandoned, or whose behaviors bring them into conflict with the law and their own best interests.	Direct to Social Services Block Grant (SSBG)
40555.302	Family Services – SSBG – Not Child Specific Goal 3	Costs associated with providing social services and mental health treatment programs for children in custody and children and families at risk of substitute care placements.	Direct to Social Services Block Grant (SSBG)
40555.502	Family Services – SSBG – Not Goal Specific	Costs associated with children in custody that are SSBG eligible, but are not tracked specifically by child or goal.	Direct to Social Services Block Grant (SSBG)



Program Code	Program Name	Description	Allocation Method
40556.102	Family Services - SSBG – Specific Child in Custody Goal 1	Expenditures for specific children in custody. Providing concrete supports to children and families in order to facilitate their participation in services or case plan activities, and/or to facilitate their ability to provide care to a child placed in their home.	Direct to Social Services Block Grant (SSBG)
40556.202	Family Services - SSBG – Specific Child in Custody Goal 2	Expenditures for specific children in custody. Costs associated with ensuring the safety and welfare of children and youth who are abused, neglected, or abandoned, or whose behaviors bring them into conflict with the law and their own best interests.	Direct to Social Services Block Grant (SSBG)
40556.302	Family Services - SSBG – Specific Child in Custody Goal 3	Expenditures for specific children in custody. Costs associated with providing social services and mental health treatment programs for children in custody and children and families at risk of substitute care placements.	Direct to Social Services Block Grant (SSBG)
40556.402	Family Services - SSBG – Specific Child in Custody Goal 4	Expenditures for specific children in custody. Child Care Services provided through community-based providers and public universal pre kindergarten programs.	Direct to Social Services Block Grant (SSBG)
40556.502	Family Services - SSBG – Non Goal Specific	Expenditures for specific children in custody. Costs associated with children in custody that are SSBG eligible, but are not tracked specifically by goal.	Direct to Social Services Block Grant (SSBG)
40590	Title IV-B Part II Family Preservation	Operating, contract and grant costs associated with Family Preservation Grant.	Direct to IV-B Part II Family Preservation
40591	Title IV-B Part II Family Preservation – Case Worker Visitations	Salary and operating costs for the Family Preservation Grant to support the operational costs of case workers.	Direct to IV-B Part II Family Preservation Case Worker Visitations
40592	Adoption Savings	Salary, operating, contract, grant and support services that are identified as eligible Adoption Savings expenses	Direct to Adoption Savings
40593	Title IV-B Part II Kinship Navigator	Contract and grant costs associated with Kinship Navigator Grant.	Direct to IV-B Part II Kinship Navigator



Program Code	Program Name	Description	Allocation Method
40610	RURAL Grant	Salary and operating costs associated with staff administering the RURAL Grant.	Direct to RURAL Grant
40700	Family Services	Direct payments to group homes and treatment providers.	Direct to Global Commitment - Program
40701	Medicaid – Admin 50/50	Salary and operating cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40702.302	Investment Medical Sub Care Services	Treatment costs directly associated with sub care.	Direct to Investments (STC-79) - Medical Services (55)
40709	Pending GC/SCHIP Approval	Pending claims for Global Commitment or SCHIP eligibility relating to direct payments to group homes and treatment providers.	Direct to Claims Pending – GC/SCHIP Eligibility
40712	Compass	Direct service expenses associated with Compass	Direct to Global Commitment - Program
40718	Ineligible GC/SCHIP Claims	Claims that have failed to meet Global Commitment or SCHIP. eligibility.	Direct to General Fund
41777.102	Family Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Family Services.	Direct to General Fund



Organizational Unit 10: Child Development Division (CDD)

The Child Development Division ensures a statewide system that promotes and supports safe, accessible, quality childcare for Vermont families.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37540	Building Bright Futures Direct Services (formerly Success by Six Program)	Contract and grant costs for direct services to Building Bright Futures Program	Vermont Household Health Insurance Survey (VHHIS) Percentage to General Fund and Investments (STC-79) – Building Bright Futures (35)
37543	Preschool Development Grant	Contract and grant costs associated with the Preschool Development Grant.	Direct to Preschool Development Grant
37544	Preschool Development Grant Match	Salary, operating, contract, grant and subsidy payments associated with the Preschool Development Grant match requirement.	Direct to Preschool Development Grant
37545	Preschool Development Grant Administration	Salary and operating expenses associated with Preschool Development Grant.	Direct to Preschool Development Grant Admin
37546	Preschool Development Grant MOU Admin	Non DCF Salary and operating expenses associated with Preschool Development Grant.	Direct to Preschool Development Grant
37560	Parent Child Centers	Contract and grant costs associated with Parent Child Centers.	Direct to General Fund
37610	Community Based Child Abuse Prevention Grant (CBCAP)	Contract and grant costs associated with CBCAP grants.	Direct to Community Based Child Abuse Prevention (CBCAP)
37611	CBCAP Administration	Salary and operating costs associated with CBCAP grants.	Direct to Community Based Child Abuse Prevention (CBCAP)
37660	Children’s Trust Fund Grant	Contract and grant costs associated with Children’s Trust Fund Grant.	Direct to Children’s Trust Fund
37661	Children’s Trust Fund Grant/Juvenile Justice and Delinquency Prevention (JJDP)	Contract and grant costs associated with Children’s Trust Fund Grant but charged to Juvenile Justice and Delinquency Prevention (JJDP) grants.	Direct to Juvenile Justice and Delinquency Prevention (JJDP) Program

Program Code	Program Name	Description	Allocation Method
37670.103	Head Start Collaboration – Salary and Fringe	Salary, operating cost to promote school readiness by enhancing the social and cognitive development of low-income children, including children on federally recognized reservations and children of migratory farm workers.	Direct to Head Start Collaborative Grant
37670.203	Head Start Collaboration - Travel	Travel cost to promote school readiness by enhancing the social and cognitive development of low-income children, including children on federally recognized reservations and children of migratory farm workers.	Direct to Head Start Collaborative Grant
37670.303	Head Start Collaboration - Equipment	Equipment cost to promote school readiness by enhancing the social and cognitive development of low-income children, including children on federally recognized reservations and children of migratory farm workers.	Direct to Head Start Collaborative Grant
37670.403	Head Start Collaboration - Supplies	Supply cost to promote school readiness by enhancing the social and cognitive development of low-income children, including children on federally recognized reservations and children of migratory farm workers.	Direct to Head Start Collaborative Grant
37670.503	Head Start Collaboration – Contractual	Contractual cost to promote school readiness by enhancing the social and cognitive development of low-income children, including children on federally recognized reservations and children of migratory farm workers.	Direct to Head Start Collaborative Grant
37670.603	Head Start Collaboration - Construction	Construction cost to promote school readiness by enhancing the social and cognitive development of low-income children, including children on federally recognized reservations and children of migratory farm workers.	Direct to Head Start Collaborative Grant



Program Code	Program Name	Description	Allocation Method
37670.703	Head Start Collaboration - Other	Operating cost to promote school readiness by enhancing the social and cognitive development of low-income children, including children on federally recognized reservations and children of migratory farm workers.	Direct to Head Start Collaborative Grant
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37856	PADS – Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS – MMIS PADS DDI (90%)
39600	IDEA Part C (formerly Early Intervention (EI), and Family Infant and Toddler Program)	Salary, operating, contract and grant costs associated with the Infant, and Toddler, and Families Program.	Direct to Part-C Family Infant Toddler Program
40100	Child Development Division Staff	Salary and operating expenses associated with Child Care Services Division Staff, including Deputy Commissioner, whose activities are defined as administrative by the Child Care and Development Fund regulations. This includes Division Director, Program Supervisors, Program Monitors, and clerical and administrative support for the childcare program. Also includes the Assistant Attorney General assigned to Child Care Development.	Total Salaries Across Child Development (not including fringe)
40103	Child Development Division - Licensing for Limited Service Staff	Salary and operating expenses related to Licensing Limited Service Staff. These staff performed evaluation and investigatory work required for licensing day cares, pre-schools, non-recurring care, and in-home care services. This code excludes eligibility determination functions/support.	Direct to CCDF – Rate Increase



Program Code	Program Name	Description	Allocation Method
40104	CDD Operations & License Quality program	Salary and operating cost for the quality program for operational functions of the division, evaluation and investigatory work required for licensing day cares, pre-schools, non-recurring care, and in-home care services. This code excludes eligibility determination functions/support.	Direct to CCDF – Quality Activities Excluding Infant/Toddler Quality Activities Reported on Line 1c (Line 1b) - Comingled
40105	Child Development Division - Operations and Licensing	Salary and operating expenses for operational functions of the division, evaluation and investigatory work required for licensing day cares, pre-schools, non-recurring care, and in-home care services. This code excludes eligibility determination functions/support.	Child Subsidy Case Count (TANF Line 11A/CCDF Line 1H3)
40107	Child Development Division – Child Care Financial Assistance Program (CCFAP) Eligibility Determinations and Operational Support	Salary and operating expenses for CDD CCFAP eligibility determination functions and support	Child Subsidy Case Count (TANF Line 11A/CCDF Line 1H2)
40108	BFIS Upgrade and Replacement Project	Contractual, salary and operating costs associated with the BFIS upgrade and replacement project.	Direct to BFIS Upgrade Project
40111	Child Development Division Information System (CDDIS) - Operating	Contractual and operating costs associated with the Child Development Division Information System	Child Subsidy Duplicated Case Count (TANF Line 22C/CCDF CDDIS)
40112	Child Development Division Information System – (CDDIS) Administration	Salary and operating expenses for the Child Development Division Information System.	Child Subsidy Duplicated Case Count (TANF Line 22C/CCDF CDDIS)
40116	Child Care Workforce Retention - Administration	Salary and operating expenses associated with Childcare workforce retention and readiness program.	Direct to General Fund
40117	Child Care Workforce Retention - Grants	Grants and contractual expenses associated with Childcare workforce retention and readiness program.	Direct to General Fund
40118	Child Care Workforce Retention - Benefits	Workforce incentive expenses associated with the Childcare retention and readiness program.	Direct to General Fund
40151	IDEA Part C ARPA - Administration	Salary and operating expenses for the Infant and Toddler Program.	Direct to Part-C Family Infant Toddler ARPA Program



Program Code	Program Name	Description	Allocation Method
40152	IDEA Part C ARPA - Grants	Contract and grant costs associated with the Infant and Toddler ARPA Program.	Direct to Part-C Family Infant Toddler ARPA Program
40154	Child Care Development Block Grant ARPA - Administration	Salary and operating expenses for Child Care Development Block Grant ARPA	Direct to CCDBG ARPA-Discretionary
40155	Child Care Development Block Grant ARPA - Grants	Grants and contractual costs associated with the Child Care Development Block Grant ARPA	Direct to CCDBG ARPA Discretionary
40156	Child Care Development Block Grant ARPA – Information Technology	Salary and operating expenses for IT for Child Care Development Block Grant ARPA	Direct to CCDBG ARPA Discretionary
40157	Child Care Stabilization ARPA - Administration	Salary and operating expenses related to the Child Care Stabilization program.	Direct to CC Stabilization
40160	CBCAP ARPA - Admin	Salary and operating expenses related to CBCAP ARPA.	Direct to CBCAP ARPA
40161	CBCAP ARPA - Grants	Contract and grant costs associated with CBCAP ARPA.	Direct to CBCAP ARPA
40175	Strengthening Families	Contract and grant costs to ensure affordable, high quality comprehensive early health and developmental care and education programs for children and families.	Direct to Investments (STC-79)-Strengthening Families (26)
40500	Child Development General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Child Development.	Direct to General Fund
40502	Nurturing Parent Program	Contract and grant costs related to education programs that teach at-risk parents how to understand their children's developmental needs and behaviors, positively communicate with them and manage stress to create health, nurturing homes.	Direct to Investments (STC-79) – Prevent Child Abuse Vermont: Nurturing Parent (34)
40530.703	Child Care Subsidy	IV-E eligible program expenditures for child subsidy payments	Direct to Title IV-E Foster Care Maintenance Payments (Line 1a)
40530.803	Child Care Subsidy - Adoption	Child Care subsidy payments made on behalf of adopted IV-E eligible children when child care was part of the Foster Care Rate	Direct to Title IV-E Adoption Assistance Payments (Line 20)



Program Code	Program Name	Description	Allocation Method
40540	Family Support Program	Salary and operating costs associated with Family Support Program	Direct to Title IV-B Child Welfare Services
40555.503	Child Development – SSBG – Non Goal Specific	Costs associated with children in custody that are SSBG eligible, but are not tracked specifically by child or goal.	Direct to Social Services Block Grant (SSBG)
40556.403	SSBG TANF Transfer	Child Care Services provided through community-based providers and public universal pre kindergarten programs.	Direct to Social Services Block Grant (SSBG)
40556.503	SSBG TANF Transfer – Non Goal Specific	Costs associated with children in custody that are SSBG eligible, but are not tracked specifically by goal.	Direct to Social Services Block Grant (SSBG)
40570.103	Child Care Development Fund (CCDF) Eligibility Determinations Comingled (formerly Discretionary)	Salary and operating costs associated with the determination of CCDF eligibility.	Direct to CCDF – Certificate Program Costs/Eligibility Determination (Line 1E2) Comingled
40570.123	CCDF Travel Comingled (formerly Discretionary)	Travel costs associated with CCDF activities.	Direct to CCDF – Child Care Administration (Line 1a) Comingled
40570.203	CCDF Subsidy Protective and Family Services Comingled (formerly Discretionary)	Costs associated with protective and family services	Direct to CCDF – Direct Services (Line 1d) – Comingled
40570.303	CCDF Subsidy Employment and Training Comingled (formerly Discretionary)	Costs associated with employment and training	Direct to CCDF – Direct Services (Line 1d) - Comingled
40570.503	CCDF Quality Enhancements Comingled (formerly Discretionary)	Costs associated with quality enhancements	Direct to CCDF – Quality Activities Excluding Infant/Toddler Quality Activities Reported on Line 1c (Line 1b) - Comingled
40570.603	CCDF Resource Training Comingled (formerly Discretionary)	Costs associated with resource training	Direct to CCDF – Quality Activities Excluding Infant/Toddler Quality Activities Reported on Line 1c (Line 1b) - Comingled
40570.703	CCDF Infant Toddler Earmark Comingled (formerly Discretionary)	Costs associated with the infant toddler earmark	Direct to CCDF- Infant/Toddler Quality Activities (Line 1c) – Comingled
40570.803	CCDF After School Certificate Discretionary	Costs associated with after school certificate	Direct to CCDF – Quality Activities Excluding Infant/Toddler Quality Activities Reported on Line 1c (Line 1b) - Comingled



Program Code	Program Name	Description	Allocation Method
40570.903	CCDF Referral Comingled (formerly Discretionary)	Costs associated with referrals	Direct to CCDF – All Other Nondirect Services (Line 1e3) - Comingled
40572	Child Care Development Fund (CCDF) Eligibility CARES	Costs associated with the CCDF CARES Grant	Direct to COVID CCDF
40576.203	Child Care Tax Direct Expense - Subsidy	Subsidy expenses associated with the child care payroll contribution fund	Direct to Child Care Payroll Contribution Fund
40576.303	Child Care Tax Direct Expense - Grants	Grant and Contract expenses associated with the child care payroll contribution fund	Direct to Child Care Payroll Contribution Fund
40592	Adoption Savings	Salary, operating, contract, grant and support services that are identified as eligible Adoption Savings expenses.	Direct to Adoption Savings
40600.203	CCDF Subsidy Protective and Family Services Comingled (formerly Mandatory and Matching)	Costs associated with protective and family services	Direct to CCDF – Direct Services (Line 1d) - Comingled
40600.303	CCDF Subsidy Employment and Training Comingled (formerly Mandatory and Matching)	Costs associated with employment and training	Direct to CCDF – Direct Services (Line 1d) - Comingled
40600.503	CCDF Quality Enhancements Comingled (formerly Mandatory and Matching)	Costs associated with quality enhancements	Direct to CCDF – Quality Activities Excluding Infant/Toddler Quality Activities Reported on Line 1c (Line 1b) - Comingled
40600.603	CCDF Resource Training Comingled (formerly Mandatory and Matching)	Costs associated with resource training	Direct to CCDF – Quality Activities Excluding Infant/Toddler Quality Activities Reported on Line 1c (Line 1b) - Comingled
40615	Building Bright Futures	Contract and grant costs associated with the Bright Futures Infrastructure Program	Direct to Building Bright Futures Fund
40631.103	Child Development – TANF	Payments for Transportation and Subsidy eligibility.	Direct to TANF – Early Care and Education, Child Care (Line 11a) – Column A
40633	Child Development - TANF-MOE Only	Child subsidy payments	Direct to TANF – Early Care and Education, Child Care (Line 11a) – Column C MOE Separate State Program



Program Code	Program Name	Description	Allocation Method
40666	CCDF Discretionary Special Projects	Costs associated with Special Projects using CCDF Discretionary Funds	Direct to CCDF Special Projects
40701	Medicaid – Admin 50/50	Salary and operating cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40707	Early Childhood & Family Mental Health (ECFMH) Program Staff	Salary and operating costs for working on the ECFMH program	Direct to General Fund
40711	Children’s Integrated Services	Contract and grant expenses associated with CIS contracts.	Direct to Global Commitment - Program
40713	Therapeutic Child Care - Bonus	Rate differential paid for children with special needs to providers with special training.	Direct to Investments (STC-79) - Therapeutic Child Care (61)
40715	Children’s Integrated Services – Non-Medicaid	Contract and grant expenses associated with CIS contracts that are not Medicaid eligible.	Direct to General Fund
40720	Children's Integrated Services - Administration	Salary and operating expenses for CDD CIS unit	CIS Encounter Data
40777.103	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Total Salaries Across Child Development (not including fringe)
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT
41602.103	Children’s Health Insurance Program (CHIP) Children’s Integrated Services (CIS) Costs	ACCESS determined eligibility for CHIP treatment costs. These costs are per member, per month CHIP designated treatment cost.	Direct to CHIP - Program
41642	MMIS DDI Staff	Staff work related to the development of the MMIS.	Direct to CMS-MMIS/MES-DDI (90%)
41777.103	Child Development General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Child Development	Direct to General Fund
42042	Home and Community Based Services (HCBS) Program	Provider Performance Incentive (1% Bonus Payment): DCF CIS	Direct to HCBS Spend Plan GC Program



Organizational Unit 11: Office of Child Support (OCS)

The Office of Child Support (OCS) establishes, modifies, and enforces child support court orders, establishes parentage, locates missing parents, and ensures the steady flow of economic support to Vermont children.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
38010	OCS Operations	Salary and operating cost for providing support for all facets of child support operations, including policy and procedures; developing goals, standards, and performance measures; technological functions; business functions; training; administrative support; legal supervision; legislation; strategic planning; and management.	Total Salaries Across OCS (not including fringe) (Line 1b)
38011	OCS Operations Support Staff	Salary and operating costs for general OCS Operations. Staff meetings, overall administration, and other general OCS activities are all coded here. Unit is responsible for providing support for all facets of child support operations.	Total Salaries Across OCS Central Office Staff (not including fringe)
38012	OCS Operations and Administrative Deputy Director	Salary and operating costs for OCS Operations and Administrative Deputy Director overseeing the Operations Support, Intercept, Record Center, and Locate Units.	Total Salaries across OCS Operation Support/Intercept/Record Center /Locate (not including fringe)
38013	OCS Compliance Deputy Director	Salary and operating costs for OCS Compliance Deputy Director overseeing the Operations Support, Cash Receipts/Quality Assurance Unit, Financial Administrators and Performance Improvement Administrator	Total Salaries across Cash Receipts/Quality Assurance/ Data Units (not including fringe)



Program Code	Program Name	Description	Allocation Method
38014	OCS Field Ops Deputy Director & Staff	Salary and operating costs for OCS Field Ops Deputy Director & Centralized Field Ops Support Staff including Intergovernmental unit salaries and operating costs supporting the OCS Field Operations.	Total Salaries Across Field Operations Manager and Centralized Field Ops Support Staff (not including fringe)
38016	OCS Data and Financial Admin Staff	Salary and operating costs for the OCS Data and Financial Administration Staff. These activities include data analytics and reporting.	Quarterly Case Count Across IV-D and Non-IV-D
38020	Cash Receipts Unit	Salary and operating costs for child support accounting functions as well as billing activities (bills are sent to non-custodial parents and employers), the maintenance of arrearage information on child support cases, perform all payment receipting and disbursement functions for public assistance and non-public assistance cases.	Quarterly Case Count Across IV-D and Non-IV-D
38021	OCS Quality Assurance	Salary and operating costs associated with running the Quality Assurance Unit.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38022	OCS Locate	Salary and operating costs associated with running the Locate Unit.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38025	OCS-Operations Manager for Compliance	Salary and operating costs of the Cash Receipts and Quality Assurance Supervisors, who supervise staff in the CRU/QA unit who perform child support accounting functions as well as billing activities and the maintenance of arrearage information on child support cases.	Total Salaries across the OCS Cash Receipts/Quality Assurance Units (not including fringe)



Program Code	Program Name	Description	Allocation Method
38030	OCS Customer & Employer Services Unit	Salary and operating costs for responding to telephone inquiries involving child support and researches complex issues for customers calling OCS allowing field operations staff time to be attentive to the establishment, modification, and the enforcement functions for customers in the continued process of collecting child support for families; liaison between OCS and Vermont employer providing customer services directly to employers regarding availability of health insurance, wages withholding garnishments and new hire reporting.	Quarterly Customer Contacts Across IV-D and Non-IV-D
38031	OCS Customer Serv. Temp.	Salary and operating costs for Temporary Employees associated with running the Customer Service Unit.	Quarterly Customer Contacts Across IV-D and Non-IV-D
38035	OCS Customer Service Supervisor	Salary and operating costs of the Customer Service Supervisors, who supervise staff in the Customer Service unit who respond to telephone inquiries involving child support and research complex issues for customers calling OCS; liaison between OCS and Vermont employer providing customer services directly to employers regarding availability of health insurance, wages withholding garnishments and new hire reporting.	Total Salaries across the OCS Customer Services Unit (not including fringe)
38040	Records Center	Salary and operating costs for receiving all court orders and entering data from the court order into the mainframe computer. All applications for child support services come to this unit and this data is entered as well. Stores and controls all case files and hard copy documents for legal actions in Field Operations, Cash Receipts, Registry, Customer Service, Interstate, Intercept, Legal, and the Administration Units.	Quarterly Case Count Across IV-D and Non-IV-D



Program Code	Program Name	Description	Allocation Method
38045	OCS Registry and Administrative Enforcement Manager	Salary and operating costs of the Intercept Supervisors, who supervise staff in the Intercept unit who process applications for child support services, receive and enter date for court orders into the mainframe, store and control all case files for legal actions and is responsible for administrative child support enforcement remedies.	Total Salaries across the OCS Intercept/Record Center Unit (not including fringe)
38054	OCS Process Mgmt. Support Staff	Salary and operating costs for the OCS Process Management Support Staff. These activities include policy and procedures; developing goals, standards, and performance measures.	Quarterly Case Count Across IV-D and Non-IV-D
38055	OCS Process Management Deputy Director	Salary and operating costs for the OCS Process Management Supervisor overseeing the OCS Process Management, Program Coordinator, and Customer Service Units. Tasks include: Process Management/Policy, Training, Outreach, Strategic Planning, and I.T. Project Management.	Total Salaries Across the OCS Process Management/ Customer Service Units(not including fringe)
38070	Legal	Salary and operating costs incurred by the legal unit including but not limited to recording fees. This cost pool does not include family court cost, staff attorney or paralegal positions.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38071	Sheriff Services	Contract and grant costs incurred for sheriff services, return of service and non-service, including mileage reimbursement, postage, coping costs, etc.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38075	Family Court Costs	The Office of Child Support will reimburse the Court Administrators Office for total IV-D expenditures less applicable court fees. Reimbursement will be based on the number of Motions, Petitions, And Requests (MPRS) in a county and at the individual rates calculated for each county.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)



Program Code	Program Name	Description	Allocation Method
38078	OCS Fees	Reimburse the State of Vermont Treasurer’s Office for bank lockbox costs and credit card processing fees paid on behalf of the Office of Child Support within DCF.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38080	Paternity Testing	Contractual costs with private laboratories for genetic and other blood tests for use in paternity determination.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38087	Office of Child Support – Customer Engagement Payment Platform Project	Contractual costs associated with the DDI of the Customer Engagement Payment Platform Project to replace the EZ Pay platform for the Office of Child Support.	Quarterly Case Count Across IV-D and Non-IV-D
38100	Intercept Unit	Salary and operating costs for child support enforcement remedies such as liens, administrative wage withholding, administrative arrears increase, bank match, Federal and State Tax Offset, and license suspension.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38110	Training	Salary and operating costs for the Training Coordinator providing court, computer, policy, procedure, and other IV-D training opportunities for OCS staff, training related travel and overtime.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38209	IV-D Incentive Award Direct	Direct costs associated with the Title IV-D incentive award.	Direct to Title IV-D Administrative Costs, Incentive Payments (Line 1a)
38210.104	OCS Regional Managers	Salary and operating costs to establish, modify, and enforce child support orders for TANF cases and in instances where the custodial parent has applied for OCS services.	Quarterly Customer Contacts Across IV-D and Non-IV-D
38210.204	IV-D Incentive Award	Contract and grant costs associated with the Title IV-D incentive award	Direct to Title IV-D Administrative Costs, Incentive Payments (Line 1a)
38211	OCS Paralegal & Staff Attorneys	Salary and operating costs for Paralegal, Paralegal Supervisors and Staff Attorneys working in the Office of Child Support.	Quarterly Customer Contacts Across IV-D and Non-IV-D



Program Code	Program Name	Description	Allocation Method
38212	OCS Child Support Staff	Salary and operating costs for Child Support Specialists and Child Support Supervisors working in the Office of Child Support.	Quarterly Customer Contacts Across IV-D and Non-IV-D
38213	OCS District Office Coordinator	Salary and operating costs for District Office Coordinators working in the Office of Child Support.	Quarterly Customer Contacts Across IV-D and Non-IV-D
40500	Child Support Services General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Child Support.	Direct to General Fund
40777.104	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Total Salaries Across OCS (not including fringe)
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT
41777.104	Child Support General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Child Support	Direct to General Fund



Organizational Unit 12: Economic Services Division (ESD): Aid to the Aged, Blind and Disabled (AABD)

The Aid to the Aged, Blind and Disabled program, along with the Essential Person Program, helps Vermonters stay in their homes by contributing to the cost of having someone live with them to provide essential care.

This organizational unit does not include any personnel service costs.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
41245	State Supplement Program – Social Security Administration (SSA)	Operating costs associated with processing SSI checks as charged by the SSA	Direct to AABD
41501.105	State Supplement Program – AABD-EP-Supplemental Security Income (SSI)	AABD-Essential Persons-SSI payments.	Direct to Investments (STC-79) – Essential Person Program (59)
41501.205	State Supplemental Program – AABD – EP - SSI	End of year AABD – Essential Persons – SSI adjustment for the expenses that exceed Global Commitment.	Direct to AABD
41502.105	State Supplement Program – AABD- SSA	AABD – State Supplement benefits – SSI payments.	Direct to AABD
41502.205	State Supplemental Program – AABD CCL Level 3	AABD – State Supplement benefits – SSI payments.	Direct to Investments (STC-79) – Aid to the Aged, Blind and Disabled CCL Level III (56)
41502.305	State Supplemental Program – AABD RES Level 3	AABD – State Supplement benefits – SSI payments.	Direct to Investments (STC-79) – Aid to the Aged, Blind and Disabled Res Care Level III (57)
41502.405	State Supplemental Program – AABD RES Level 4	AABD – State Supplement benefits – SSI payments.	Direct to Investments (STC-79) – Aid to the Aged, Blind and Disabled Res Care Level IV (58)
41502.998105	State Supplement Program – AABD- SSA	AABD – State Supplement benefits – SSI payments.	Direct to AABD Prior Quarter Adjustments
41502.998205	State Supplemental Program – AABD CCL Level 3	AABD – State Supplement benefits – SSI payments.	Direct to Investments (STC-79) – Aid to the Aged, Blind and Disabled CCL Level III (56) Prior Quarter Adjustments
41502.998305	State Supplemental Program – AABD RES Level 3	AABD – State Supplement benefits – SSI payments.	Direct to Investments (STC-79) – Aid to the Aged, Blind and Disabled Res Care Level III (57) Prior Quarter Adjustments
41502.998405	State Supplemental Program – AABD RES Level 4	AABD – State Supplement benefits – SSI payments.	Direct to Investments (STC-79) – Aid to the Aged, Blind and Disabled Res Care Level IV (58) Prior Quarter Adjustments



Organizational Unit 13: Economic Services Division (ESD): General Assistance (GA)

The Emergency and General Assistance programs helps Vermonters meet their emergency basic needs, including personal needs and incidentals, housing, fuel and utility expenses, and medical costs.

This organizational unit does not include any personnel service costs.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37731	AHS COVID Response	Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
40251	GA Bill Payers	Operating costs to process hotel/motel bills in GA	Percent of Hotel/Motel Bills Paid
40259	Emergency Rental Assistance 2 (ERAP 2) – GA Emergency/Transitional Housing - Benefits	Programmatic Costs associated with the Emergency Rental Assistance 2, GA Emergency and Transitional Housing program	Direct to Emergency Rental Assistance Program 2
41290	General Assistance Administration	Salary and operating costs related to providing GA services.	Total Cost Across EA and GA (allocated to TANF and General Fund)
41712	General Assistance – Direct Payments for General Assistance	Direct service costs paid to GA recipients, and costs to contractors and grantees for providing services directly benefitting GA clients.	Direct to General Fund
41714	General Assistance –Direct Payments for a household with children	Direct costs related to providing GA services.	Direct to General Fund
41716	General Assistance – Direct payments for pending SSI cases	Direct costs related to providing GA services.	Direct to General Fund
41717	GA Emergency Assistance Grants	Direct costs related to providing Emergency Assistance through grants.	Direct to TANF – Non-Recurrent Short-Term Benefits (Line 15) Column B
41721	GA Emergency Assistance	Direct costs related to providing Emergency Assistance.	Direct to TANF – Non- Recurrent Short-Term Benefits (Line 15)
41722	GA Dental	Direct costs related to providing Emergency Assistance.	Direct to Investments (STC-79) - GA Medical Expenses (60)
41726	GA Pharmacy	Direct costs related to providing Emergency Assistance.	Direct to Investments (STC-79) - GA Medical Expenses (60)
41727	GA Abortions	Direct costs related to providing Emergency Assistance.	Direct to General Fund



Program Code	Program Name	Description	Allocation Method
41728	GA Vision/Physician	Direct costs related to providing Emergency Assistance.	Direct to Investments (STC-79) - GA Medical Expenses (60)
41777.106	General Assistance General Fund	Operating, direct and miscellaneous non-federal expenditures for the General Assistance program within the Economic Services Division.	Direct to General Fund



Organizational Unit 14: Economic Services Division (ESD): 3SquaresVT

The 3SquaresVT program offers nutrition assistance to low income Vermonters and provides economic benefits to their communities.

This organizational unit does not include any personnel service costs.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
41254	Summer EBT Benefits	Benefit costs associated with the Summer EBT (S-EBT) program.	Direct to Summer EBT – Benefit
41542	SNAP Cashout Payments – Over 65 no SSI	Direct cost of food stamps given to eligible clients.	Direct to SNAP – Cashout (Line 31)
41544	SNAP Cashout Payments – Over 65 with SSI	Direct cost of food stamps given to eligible clients.	Direct to SNAP – Cashout (Line 31)
41546	SNAP Cashout Payments – With SSI Disability	Direct cost of food stamps given to eligible clients.	Direct to SNAP – Cashout (Line 31)
41548	FSCO - SNAP - FFCRA	Families First Coronavirus Response ACT funds to support SNAP Cash Out program	Direct to COVID SNAP-Cashout



Organizational Unit 15: Economic Services Division (ESD): Reach Up (RU)

The Reach Up program helps eligible parents to gain job skills and find work so they can support their minor, dependent children.

This organizational unit does not include any personnel service costs.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
40148	TANF Pandemic Emergency Assistance	Costs associated with the TANF Pandemic Emergency Assistance program	Direct to TANF Pandemic Emergency Assistance
40268	Emergency Rental Assistance 2 (ERAP 2) - Benefits	Programmatic Costs associated with the Emergency Rental Assistance 2 program	Direct to Emergency Rental Assistance Program 2
40468	Emergency Rental Assistance - Benefits	Benefit costs relating to the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Program 2
40632	Mental Health Outreach for MotherS (MOMS) Partnership	Operating costs associated with the Mental health Outreach for Mothers (MOMs) Partnership – Yale School of Medicine agreement(s).	Direct to TANF Supportive Services (Line 16) Column B MOE
40633.108	RU Child Care Support Services – TANF MOE Only	Child Care support services within Reach Up.	Direct to TANF – Early Care and Education, Child Care (Line 11a) – Column B MOE
40634	Families Moved to SSP	Moving families from SSFP to SSP. These costs are considered Maintenance of Effort (MOE).	Direct to TANF – Basic Assistance (Line 6a) Column C MOE Separate State Program
40703	Lund Residential - Mental Health Services	Costs for mental health services offered to clients 21 years and older, provided by Lund residential.	Direct to GC - Program
40714	Lund Residential - Substance Abuse Services	Costs for substance abuse services offered to clients 21 years and older, provided by Lund Residential.	Direct to GC - Program
41270.108	TANF General Administration	Cost of program participant insurance costs.	Direct to TANF – Program Management, Administrative Costs (Line 22a) Column B MOE
41288	Reach Ahead Pilot-Benefits	Beneficiary payments associated with Reach Ahead Pilot program	Direct to Reach Ahead Pilot



Program Code	Program Name	Description	Allocation Method
41310	RU - Employment Training	Provision of program activities and case management to Reach Up participants.	Direct to TANF – Work, Education, Training Activities - Additional Work Activities (Line 9c) Column B MOE
41311	SNAP 100% E&T ICAN	Contract and grant costs associated with the provision of program activities and case management for ICAN participants.	Direct to SNAP – E&T 100% Grant (Line 11)
41312	SNAP E&T ICAN (100% Other Entity Match)	Contract and grant costs associated with providing SNAP E&T ICAN services to eligible persons. Private match provided by sub-recipients.	Direct to SNAP - E&T 50% Grant (Line 12)
41314	Job Retention Support Services <90 days	Costs associated with support payments for job retention up to the first 90 days of employment following participation in an employment and training activity, as authorized by Food, Conservation, & Energy Act of 2008.	Economic Services Case Count Across Reach Up (TANF Line 22B Column B MOE and General Fund)
41318	SNAP E&T ICAN	Contract and grant costs associated with the provision of program activities and case management to ICAN participants.	Direct to SNAP - E&T 50% Grant (Line 12)
41318.998	SNAP E&T ICAN (PQA)	SNAP prior quarter adjustments related to E&T ICAN, as needed.	Direct to SNAP - E&T 50% Grant (Line 12)
41326	SNAP E&T Expansion Project	Operating costs associated with the SNAP E&T Expansion Project.	Direct to SNAP - E&T 50% Grant (Line 12)
41327	SNAP E&T Dual Eligible Employment	SNAP E&T Dual Eligible Employment Agreements.	Direct to SNAP - E&T 50% Grant Duals (Line 12d)
41328	SNAP E&T Dual Eligible Transportation	SNAP E&T Dual Eligible Transportation Agreements.	Direct to SNAP - E&T 50% Transportation & Other Duals (Line 14d)
41329	SNAP E&T Dual Eligible Transportation Support Services	SNAP E&T Dual Eligible Reimbursement for qualifying transportation expenses.	Direct to SNAP - E&T 50% Transportation & Other Duals (Line 14d)
41330.108	Reach Up Assessment and Service Provision	Operating costs associated with case management to Reach Up participants and parent/child employment services, including screening and assessment, SSI/SSDI application services, and direct service provision.	Direct to TANF – Program Management, Assessment/Service Provision (Line 22b) Column B MOE



Program Code	Program Name	Description	Allocation Method
41332	Dual Eligible Support Services Child & Dependent Care	SNAP E&T Dual Eligible Reimbursement for qualifying Child and Dependent Care expenses.	Direct to SNAP - E&T 50% Dependent Care Duals (Line 13d)
41334	Dual Eligible Support Services Other	SNAP E&T Dual Eligible Reimbursement for qualifying other support service expenses	Direct to SNAP - E&T 50% Transportation & Other Duals (Line 14d)
41342	Sex or Abstinence Education	Costs for comprehensive sex education or abstinence education to reduce out-of-wedlock pregnancies.	Direct to TANF – Prevention if Out-of-wedlock Pregnancies (Line18) – Column B MOE
41345	RU Employment and Training Transportation	Costs related to transportation to related services.	Direct to TANF - Work Supports (Line 10) Column B MOE
41354	SNAP E&T Transportation Reimbursement (100% Other Entity Match)	Participant reimbursement costs associated with transportation costs incurred as a result of E&T participation. Private match provided by sub-recipients.	Direct to SNAP - E&T 50% Transportation & Other (Line 14)
41355	SNAP E&T Dependent Care (100% Other Entity Match)	Participant reimbursement costs associated with dependent care incurred as a result of E&T participation. Private match provided by sub-recipients.	Direct to SNAP - E&T 50% Dependent Care (Line 13)
41356	SNAP E&T Other Reimbursement (100% Other Entity Match)	Participant reimbursement costs associated with necessary costs incurred as a result of E&T participation. This code should not include dependent care or transportation costs. Private match provided by sub-recipients.	Direct to SNAP - E&T 50% Transportation & Other (Line 14)
41401	Reach Up Basic Assistance/Shelter	Costs associated with Reach Up benefits.	Direct to TANF – Basic Assistance (Line 6a) Column B MOE
41411	Reach Up (Unemployed Parents)	Direct cost of cash assistance payments.	Direct to General Fund
41415	RU Support Services – State Only	Direct cost of cash assistance payments.	Direct to General Fund
41417	Reach Up Basic Assistance/Solely State Funded (SSF)	Direct cost of cash assistance payments.	Direct to General Fund
41418	RU Lund Residential– Private Nonmedical Institutions (PNMI) / Mental Health Services	Costs for PNMI and mental health services offered to clients 20 years and younger, provided by Lund Residential.	Direct to GC - Program



Program Code	Program Name	Description	Allocation Method
41419	RU Lund Residential– Substance Abuse (SA) Services	Costs for substance abuse services offered to clients 20 years and younger, provided by Lund Residential.	Direct to GC - Program
41421	Reach Up Support Services– Education and Training	Direct cost of cash assistance payments for education and training support.	Direct to TANF – Work, Education, Training Activities – Education and Training (Line 9b) Column B MOE
41422	Reach Up Temporary Shelter/Emergency Assistance	Temporary shelter, food, and utility expenses to help clients avoid homelessness. This does not include education or training expenses.	Direct to TANF – Non- Recurrent Short-Term Benefits (Line 15) Column B MOE
41431	Reach Up Support Services – Work Supports	Direct cost of cash assistance payments for supporting work search and retention.	Direct to TANF – Work Supports (Line 10) Column B MOE
41432	Reach First	Assistance paid to a family the first four months of Reach Up eligibility	Direct to TANF – Non- Recurrent Short-Term Benefits (Line 15) Column B MOE
41433	Reach Ahead	Food assistance for client coming off Reach Up and going to work. These costs are considered Maintenance of Effort (MOE).	Direct to TANF-Basic Assistance (Line 6a) – Column C MOE Separate State Program
41458	Disposals	Direct cost of cash assistance payments.	Direct to General Fund
41461	Single Parent – State Only	Direct cost of cash assistance payments.	Direct to General Fund
41462	Two Parents – State Only	Direct cost of cash assistance payments.	Direct to General Fund
41467	Two Parents over 60-month limit	Payments paid by State after the 60-month limit	Direct to General Fund
41468	Single Parent over 60-month limit	Payments paid by State after the 60-month limit	Direct to General Fund
41471	Child Only with Single Parent on SSI	Direct cost of cash assistance payments.	Direct to TANF – Basic Assistance (Line 6a)
41472	Cash Assistance Payments (Post- Secondary Education)	Direct cost of cash assistance payments.	Direct to General Fund
41473	Child Only with Two Parents on SSI	Direct cost of cash assistance payments.	Direct to TANF – Basic Assistance (Line 6a) Column B MOE
41476	Two Parents Not Meeting Work Requirements	Direct cost of cash assistance payments.	Direct to TANF – Basic Assistance (Line 6a) Column B MOE



Program Code	Program Name	Description	Allocation Method
41478	Childcare/Caretaker Deferment	Direct cost of cash assistance payments.	Direct to General Fund
41479	Single Parent Working	Direct cost of cash assistance payments.	Direct to TANF – Basic Assistance (Line 6a) Column B MOE
41480	Single Parent not Meeting Work Requirements	Direct cost of cash assistance payments.	Direct to TANF – Basic Assistance (Line 6a)
41481	Cash Assistance Payments (minor parent not living with parent)	Direct cost of cash assistance payments.	Direct to General Fund
41484	Absence	Direct t cost of cash assistance payments.	Direct to TANF – Basic Assistance (Line 6a) Column B MOE
41485	Two Parent Working	Direct cost of cash assistance payments.	Direct to TANF – Basic Assistance (Line 6a) Column B MOE
41777.108	Reach Up General Fund	Operating, direct and miscellaneous non-federal expenditures for the Reach Up program within the Economic Services Division.	Direct to General Fund



Organizational Unit 16: Economic Services Division (ESD): Low Income Home Energy Assistance Program (LIHEAP)

The Low Income Home Energy Assistance Program (LIHEAP) helps keep families safe and healthy through initiatives that assist families with energy costs.

This organizational unit does not include any personnel service costs.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
40143	Water Assistance Program CAA - Grants	Costs associated with the Water Assistance CAA Program	Direct to LIHEAP Water Assist. CAA Grants
40145	Water Assistance Program ARPA - Grants	Costs associated with the Water Assistance ARPA program	Direct to LIHEAP Water Assist ARPA Grants
40164	LIHEAP Tank Replacement	Provides resources to allow the replacement and repair of unsafe heating systems through the LIHEAP Program. These expenses are processed through an MOU.	Direct to Home Heating Program/LIHEAP (Federally Funded)
41509	Home Heating Subsidies – Continuing Appropriations Emergency Fuel Benefits	Cost of emergency assistance to families.	Direct to LIHEAP Continuing Appropriations (CA) Program
41510	LIHEAP State Fund Emergency Heating System Grant Program - Grants	Contract and grant costs related to the Emergency Heating System Grant Program associated with the LIHEAP State Fund program	Direct to Home Heating Program/LIHEAP (State Funded)
41511	Home Heating Subsidies - Continuing Appropriations – Supplement Fuel Benefits	Cost of direct assistance to families.	Direct to LIHEAP Continuing Appropriations (CA) Program
41512	Home Heating Subsidies – General Funds Portion of Supplemental Fuel Benefits	Supplemental fuel benefits funded by the State General Funds	Direct to Home Heating Program/LIHEAP (State Funded)
41513	LIHEAP Infrastructure Weatherization Tank Replacements & Repair - Grants	Contract and grant costs related to the LIHEAP Infrastructure Weatherization Tank Replacement and Repair Agreements	Direct to LIHEAP Infrastructure Program
41514	LIHEAP Infrastructure Emergency Heating System Grant Program - Grants	Contract and grant costs for the Emergency Heating System Grant Program associated with the LIHEAP Infrastructure program	Direct to LIHEAP Infrastructure Program
41517	LIHEAP Infrastructure - Grants	Contract and grant cost of assistance to families using the LIHEAP Infrastructure grant.	Direct to LIHEAP Infrastructure Program



Program Code	Program Name	Description	Allocation Method
41518	LIHEAP Tank Replacement Infrastructure MOU	Provides resources to allow the replacement and repair of unsafe heating systems through the LIHEAP Program. These expenses are processed through an MOU.	Direct to LIHEAP Infrastructure Program
41519	LIHEAP State Fund Weatherization Tank Replacements & Repair - Grants	Contract and grant costs related to the LIHEAP State Funded Weatherization Tank Replacement and Repair Agreements	Direct to Home Heating Program/LIHEAP (State Funded)
41532.109	Home Heating Subsidies – Supplement Fuel Benefits	Cost of direct assistance to families.	Direct to Home Heating Program/LIHEAP (Federally Funded)
41532.998	Home Heating Subsidies Prior Quarter Adjustment	Prior quarter adjustments related to supplemental fuel benefits, as needed.	Direct to Home Heating Program/LIHEAP (Federally Funded)
41533.109	Home Heating Subsidies – Emergency Fuel Benefits	Cost of emergency assistance to families.	Direct to Home Heating Program/LIHEAP (Federally Funded)
41533.998	Home Heating Subsidies Prior Quarter Adjustment	Prior quarter adjustments related to emergency fuel benefits, as needed.	Direct to Home Heating Program/LIHEAP (Federally Funded)
41534.109	Home Heating Subsidies – State Portion of Supplemental Fuel Benefits	Supplemental fuel benefits funded by the State	Direct to Home Heating Program/LIHEAP (State Funded)
41534.998	Home Heating Subsidies Prior Quarter Adjustment	Prior quarter adjustments related to state share supplemental fuel benefits, as needed.	Direct to Home Heating Program/LIHEAP (State Funded)
41535	Home Heating Subsidies – State Portion of Emergency Fuel Benefits	Emergency fuel benefits funded by the State	Direct to Home Heating Program/LIHEAP (State Funded)
41536	Home Heating Subsidies – State Portion of Emergency Fuel Admin Costs	Costs of Emergency fuel administration performed by community partners on behalf of the State.	Direct to Home Heating Program/LIHEAP (State Funded)
41537	Home Heating Subsidies – Supplemental Fuel Benefits for GA Clients	Cost of direct LIHEAP assistance to GA clients.	Direct to Home Heating Program/LIHEAP (State Funded)
41538	LIHEAP Outreach	Cost of outreach activities performed by community partners on behalf of the State.	Direct to Home Heating Program/LIHEAP (Federally Funded)
41539	Home Heating Subsidies – Emergency Fuel ACE Benefits	Cost of ACE benefit expenses.	Direct to Home Heating Program/LIHEAP (Federally Funded)



Program Code	Program Name	Description	Allocation Method
41777.109	LIHEAP General Fund	Operating, direct and miscellaneous non-federal expenditures for the LIHEAP program within the Economic Services Division.	Direct to Home Heating Program/LIHEAP (State Funded)
44341	LIHEAP Weatherization Tank Replacement and Repair	Contract and grant costs related to the LIHEAP Weatherization Tank Replacement and Repair Agreements	Direct to Home Heating Program/LIHEAP (Federally Funded)
44344	LIHEAP Emergency Heating System Grant Program	Contract and grant costs that provide resources to allow the replacement and repair of unsafe heating systems through the LIHEAP Program.	Direct to Home Heating Program/LIHEAP (Federally Funded)
44346	LIHEAP Continuing Appropriations - Weatherization Tank Replacement and Repair	Contract and grant costs related to the LIHEAP Continuing Appropriations Weatherization Tank Replacement and Repair Agreements	Direct to LIHEAP Continuing Appropriations (CA) Program
44347	LIHEAP Continuing Appropriations - Emergency Heating System Grant Program - Grants	Contract and grant costs related to the LIHEAP Continuing Appropriations Emergency Heating System Grant Program Costs	Direct to LIHEAP Continuing Appropriations (CA) Program



Organizational Unit 17: Office of Economic Opportunity (OEO)

This office seeks to increase the self-sufficiency of Vermonters and strengthen Vermont communities. OEO provides program and grants management, resource identification and development, training, technical assistance, and advocacy for community-based organizations in a manner that fosters creativity and innovation.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
40261	Housing Stability Services 2 Admin	Personal services and operating expenses for the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Housing Stability 2
40267	Emergency Rental Assistance 2 (ERAP 2) - Grants	Programmatic Costs associated with the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Housing Stability 2
40457	Rental Risk Mitigation	Programmatic cost associated with the Rental Risk Mitigation	Direct to General Fund
40461	Housing Stability Serv. Admin	Personal services and operating expenses for the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Housing Stability
40467	Emergency Rental Assistance (ERAP) - Grants	Programmatic Costs associated with the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Housing Stability
40468	Emergency Rental Assistance (ERAP) - Benefits	Programmatic Costs associated with the Emergency Rental Assistance program	Direct to Emergency Rental Assistance Program
40500	Office of Economic Opportunity (OEO) General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within OEO.	Direct to General Fund
40777.110	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Total Salaries Across OEO (not including fringe)
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT



Program Code	Program Name	Description	Allocation Method
41729	Challenges for Change (C4C) Community Initiative – HOP Grants	Contracts and grant costs related to case management and coordination to access medical, social, substance abuse and other essential services for homeless persons and families, including re-housing and housing retention services and support.	Direct to Investments (STC-79) – Challenges for Change: DCF (9)
41777.110	Office of Economic Opportunity (OEO) General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within OEO	Direct to General Fund
43229	DCF ELC Homeless Service Sites	Salary and operating costs related to coordinating COVID-19 mitigation strategies for people experiencing homelessness	Direct to ELC Homeless Service Sites
44100	OEO Administration	Salary and operating costs to oversee all OEO functions and provides supervision to office staff.	Total Salaries Across OEO (not including fringe)
44105	OEO & WX Administration	Salary and operating costs including salaries, benefits, and other administrative activities related OEO director and admin staff overseeing OEO and Weatherization.	Total Salaries Across OEO and Weatherization
44124	FEMA FLOOD Case Management Contracts	Contracts related to FEMA Flood Case Management (DCM)	Direct to Flood Case Management
44125	FEMA FLOOD Case Management	Salary and Operating costs related to FEMA Flood Case Management	Direct to FLOOD Case Management
44126	FEMA FLOOD Non-Congregate Sheltering	Salaries, Contractual and Operating costs related to FEMA Flood Non-congregate sheltering	Direct to FEMA FLOOD
44130	ARPA State Fiscal Recovery	Grant expenses related to State Fiscal Recovery Fund Programs	Direct to COVID ARPA State Fiscal Recovery Fund
44240	Home Weatherization Assistance Program (HWAP)	Salary and operating costs for the state funded (HWAP) grant portion of statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, & children.	Direct to Weatherization (state funded)



Program Code	Program Name	Description	Allocation Method
44300	Community Services Block Grant (CSBG - Discretionary)	Salaries, operating and contractual costs related to the CSBG Program. The primary goal of CSBG is to eliminate poverty. These funds provide training and technical assistance, capacity building, and meet urgent and unforeseen community needs.	Direct to Community Services Block Grant (CSBG) Program
44301	Community Services Block Grant (CSBG - Administration) CARES	Salary and operating costs associated with CSBG CARES.	Direct to COVID Community Services Block Grant (CSBG) CARES Admin
44302	Community Services Block Grant (CSBG – Core) CARES	CARES Federal funding, with a goal to eliminate poverty. Funds are used to provide a range of services and activities having measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. Core funds for CSBG eligible entities only.	Direct to COVID Community Services Block Grant (CSBG) CARES Program
44303	Community Services Block Grant (CSBG - Discretionary) CARES	CARES Federal funds-The primary goal of CSBG is to eliminate poverty. These funds provide training and technical assistance, capacity building, and meet urgent and unforeseen community needs.	Direct to COVID Community Services Block Grant (CSBG) CARES Program
44305	Community Services Block Grant (CSBG - Administration)	Salary and operating costs associated with CSBG.	Direct to Community Services Block Grant (CSBG) Admin
44310	Community Services Block Grant (CSBG – Core)	Contract and grant costs that are used to provide a range of services and activities having measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. Core funds for CSBG eligible entities only.	Direct to Community Services Block Grant (CSBG) Program
44350	VT Matched Savings Program	Contracts and grant costs to provide financial literacy training and matched savings accounts for low-income Vermonters seeking home ownership, further education, to start their own business, or other asset-building goals.	Direct to VT Matched Savings Program



Program Code	Program Name	Description	Allocation Method
44351	Financial Coaching	Contracts and grant costs to provide financial coaching and classes for Vermonters with low-income.	Direct to Financial Coaching
44450	Homeless Assistance	Salary, operating, contracts and grant costs related to the homeless assistance programs.	Direct to General Fund
44451	Supportive Housing – Global Commitment	Contracts and grant costs for the Targeted Case Management (TCM) portion of Family Supportive Housing	Direct to Global Commitment Program
44460	Emergency Solutions Grant (ESG), Department of Housing and Urban Development (HUD) -Admin	Salary and operating costs of homeless shelters and supportive services for the homeless and those at risk of homelessness.	Direct to Emergency Solutions Grant Program (Federal)
44461	ESG HUD - Operations	Shelter operations cost associated with the ESG-HUD Grant	Direct to Emergency Solutions Grant Program (Federal)
44462	ESG-HUD Essential Services	Essential Services cost associated with the ESG-HUD Grant	Direct to Emergency Solutions Grant Program (Federal)
44464	ESG-HUD Rapid Re-Housing	Rapid Re-Housing cost association with the ESG-HUD grant.	Direct to Emergency Solutions Grant Program (Federal)
44465	ESG-HUD HMIS	HMIS cost associated with the ESG-HUD grant.	Direct to Emergency Solutions Grant Program (Federal)
44466	Emergency Solutions Grant (ESG) CARES - Admin	CARES funding for salary and operating expenses	Direct to COVID Emergency Solutions Grant Program CARES
44467	Emergency Solutions Grant (ESG) CARES - Operations	Shelter operations cost associated with the ESG-HUD CARES Grant	Direct to COVID Emergency Solutions Grant Program CARES
44468	Emergency Solutions Grant (ESG) CARES - Essential Services	Essential Services cost associated with the ESG-HUD CARES Grant	Direct to COVID Emergency Solutions Grant Program CARES
44469	Emergency Solutions Grant (ESG) CARES - Prevention	Prevention cost associated with the ESG-HUD CARES Grant	Direct to COVID Emergency Solutions Grant Program CARES
44470	Emergency Solutions Grant (ESG) CARES - Rapid Re-Housing	Rapid Re-Housing cost associated with the ESG-HUD CARES Grant	Direct to COVID Emergency Solutions Grant Program CARES
44471	Emergency Solutions Grant (ESG) CARES - HMIS	HMIS cost associated with the ESG-HUD CARES Grant	Direct to COVID Emergency Solutions Grant Program CARES



Program Code	Program Name	Description	Allocation Method
44600.110	Micro Business Development Program (MBDP)	Contracts and grant costs for training, education, advice and other help to lower income people interested in starting, maintaining, or expanding small businesses. The program is designed to help participants assess the feasibility of their ideas, develop business plans, acquire appropriate skills, and secure necessary financing from MBDP or other sources.	Direct to Micro Business Development Program
44651	Continuum of Care Program (CoC) – Coordinated Entry (HUD Award)	Salary, operating, contracts and grant costs for the Continuum of Care Program, Coordinated Entry, which provides supportive services to individuals and families experiencing homelessness in VT.	Direct to Continuum of Care Program – Coordinated Entry
44652	Continuum of Care Program – Coordinated Entry (HUD Award) – Administration	Salary, operating, contracts and grant costs for the Continuum of Care program, Coordinated Entry, which provides supportive services to individuals and families experiencing homelessness in VT.	Direct to Continuum of Care Program – Coordinated Entry



Organizational Unit 18: Weatherization

The Weatherization program provides supplemental funding to community partner organizations to provide weatherization services to lower-income Vermonters, including energy efficiency improvement projects, to reduce utility expenses for clients.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
40500	Weatherization General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Weatherization.	Direct to General Fund
40777.111	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Total Salaries Across Weatherization (not including fringe)
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT
41510	LIHEAP State Fund Emergency Heating System Grant Program - Grants	Contract and grant costs related to the Emergency Heating System Grant Program associated with the LIHEAP State Fund program	Direct to Home Heating Program/LIHEAP (State Funded)
41513	LIHEAP Infrastructure Weatherization Tank Replacements & Repair - Grants	Contract and grant costs related to the LIHEAP Infrastructure Weatherization Tank Replacement and Repair Agreements	Direct to LIHEAP Infrastructure Program
41514	LIHEAP Infrastructure Emergency Heating System Grant Program - Grants	Contract and grant costs for the Emergency Heating System Grant Program associated with the LIHEAP Infrastructure program	Direct to LIHEAP Infrastructure Program
41517	LIHEAP Infrastructure - Grants	Contract and grant cost of assistance to families using the LIHEAP Infrastructure grant.	Direct to LIHEAP Infrastructure Program
41519	LIHEAP State Fund Weatherization Tank Replacements & Repair - Grants	Contract and grant costs related to the LIHEAP State Funded Weatherization Tank Replacement and Repair Agreements	Direct to Home Heating Program/LIHEAP (State Funded)
44135	DCF ARPA SFR IDT	Costs related to OEO Weatherization via ARPA State Fiscal Recovery Plan	Direct to ARPA SFR IDT



Program Code	Program Name	Description	Allocation Method
44200	Weatherization Grant Expense	Contract and grant costs of statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, & children.	Direct to Weatherization (state funded)
44205	Department of Energy (DOE) Weatherization - Grant Expense	Contract and grant costs of statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, & children.	Direct to Weatherization (federally funded)
44207	Department of Energy (DOE) Weatherization Penalties	Penalties assessed to vendors by Weatherization related to the Department of Energy Grant.	Direct to Weatherization (federally funded)
44208	Weatherization Assistance Program Enhancement & Innovation	Federal funded grant portion of statewide program that is working to develop and launch a new Vermont Weatherization Training Center.	Direct to WAP Enhancement & Innovation
44209	Weatherization Assistance Program Enhancement & Innovation – Administration	Salary and operating costs related to developing and launching a new Vermont Weatherization Training Center.	Direct to WAP Enhancement & Innovation
44210	Department of Energy (DOE) Weatherization- Administration	Contract and grant costs of staff and operating related to the statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, & children.	Direct to Weatherization (federally funded)
44212	Weatherization Assistance Program Bipartisan Infrastructure Law	Contract and grant costs related to statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, & children, related to the Bipartisan Infrastructure Law grant.	Direct to WAP Bipartisan Infrastructure Law (BIL)
44215	WX Administration	Salary and operating costs of activities including general time receiving or providing supervision, staff meetings, breaks, completing time reports/expense accounts, short breaks, and travel not related to training or any other activity.	Total Salaries Across Weatherization (not including fringe)
44220	Emergency Heating System Grant Program	Contract and grant costs that provides resources to allow the replacement and repair of unsafe heating systems.	Direct to Weatherization (state funded)



Program Code	Program Name	Description	Allocation Method
44240	Home Weatherization Assistance Program (HWAP)	Salary and operating costs for the State funded (HWAP) grant portion of statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, & children.	Direct to Weatherization (state funded)
44245	Vermont Low Income Trust for Electricity (VLITE)	Contracts and grant costs associated with VLITE grant to Weatherization.	Direct to VLITE
44260	Vermont Community Foundation	Contract and grant cost associated with the Vermont Community Foundation to Wx.	Direct to Vermont Community Foundation
44340.111	LIHEAP Weatherization Program	Contract and grant costs associated with providing Weatherization to households eligible for fuel assistance under the LIHEAP program.	Direct to Home Heating Program/LIHEAP (Federally Funded)
44341	LIHEAP Weatherization Tank Replacement and Repair	Contract and grant costs related to the LIHEAP Weatherization Tank Replacement and Repair Agreements	Direct to Home Heating Program/LIHEAP (Federally Funded)
44344	LIHEAP Emergency Heating System Grant Program	Contract and grant costs that provide-resources to allow the replacement and repair of unsafe to household eligible for fuel assistance heating systems through the LIHEAP Program.	Direct to Home Heating Program/LIHEAP (Federally Funded)
44346	LIHEAP Continuing Appropriations - Weatherization Tank Replacement and Repair	Contract and grant costs related to the LIHEAP Continuing Appropriations Weatherization Tank Replacement and Repair Agreements	Direct to LIHEAP Continuing Appropriations (CA) Program
44347	LIHEAP Continuing Appropriations - Emergency Heating System Grant Program - Grants	Contract and grant costs related to the LIHEAP Continuing Appropriations Emergency Heating System Grant Program Costs	Direct to LIHEAP Continuing Appropriations (CA) Program



Organizational Unit 19: Secure Residential Treatment Facility

The Secure Residential Treatment facility provides short and long-term placements and treatment services for youth and provides medical and psychiatric services to residents.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
40200	Secure Residential Treatment - Admin	Salary and operating expenses directly associated with the operation of the to Secure Residential Treatment Facility.	Direct to Secure Residential Treatment
40210	Secure Residential Treatment – Treatment	Costs associated with the treatment services provided by the to Secure Residential Treatment Facility.	Direct to Secure Residential Treatment
40220	Secure Residential Treatment – Education	Costs associated with the education services provided by the to Secure Residential Treatment Facility.	Direct to Secure Residential Treatment
40245	Secure Residential Services - Contracted	Contracted costs associated with Secure Residential Treatment	Direct to Secure Residential Treatment
40423	IDT Residential Care	Costs associated with interdepartmental agreements with AOE	Direct to Secure Residential Treatment
40500	Secure Residential Treatment General Fund	Salary, operating, direct and miscellaneous non-federal expenditures within Secure Residential Treatment.	Direct to General Fund
40777.112	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Direct to Secure Residential Treatment
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT



Organizational Unit 20: Disability Determination Services (DDS)

The division consists of professional disability adjudicators who work with part-time medical doctors representing a number of medical specialties. These professionals are supported by case processing support staff and other administrative staff. Besides salaries and operating costs, principal expenditures are fees to pay for evidence from applicant’s treating sources and fees for consultative medical examinations arranged by the DDS with doctors around the state when critical medical evidence is not available from treating sources.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
40223.113	DDS Social Security Cost - Personnel	Staff, operating, direct and miscellaneous federal expenditures to be billed directly to Social Security within DDS.	Direct to Social Security Personnel
40223.213	DDS Social Security Cost - Medical	Contractual Expenses, service agreement costs, applicant travel, direct and miscellaneous federal expenditures to be billed directly to Social Security within DDS.	Direct to Social Security Medical
40223.413	DDS Social Security Cost - Other	Operating, applicant travel, direct and miscellaneous federal expenditures to be billed directly to Social Security within DDS.	Direct to Social Security Other
40223.998	DDS Social Security Cost Prior Period Adjustment	Contractual Expenses, service agreement costs staff, operating, applicant travel, direct and miscellaneous federal expenditures to be billed directly to Social Security within DDS.	Direct to DDS Prior Quarter
40224	DDS Medicaid Cost	Contractual Expenses, service agreement costs staff, operating, applicant travel, direct and miscellaneous expenditures to be billed directly to Medicaid within DDS.	Direct to DDS Medicaid - Admin
40225.113	DDS Directors and Supervisors –Personnel	Staff, operating, direct and miscellaneous costs related to Management and Supervisors who oversee all professional, technical, and administrative staff involved in the processing, adjudication, and quality review of medical determinations for disability claims, and who plan and oversee the administrative, case processing and operations budget for the DDS.	Percentage of Social Security versus Medicaid – Admin 50/50 Costs - Personnel



Program Code	Program Name	Description	Allocation Method
40225.413	DDS Directors and Supervisors –Other	Staff, operating, applicant travel, direct and miscellaneous costs related to overall DDS Management and Supervisors who oversee all professional, technical and administrative staff involved in the processing, adjudication and quality review of medical determinations for disability claims, and who plan and oversee the administrative, case processing and operations budget for the DDS.	Percentage of Social Security versus Medicaid – Admin 50/50 Costs - Other
40226.113	DDS Support Staff - Personnel	Staff, operating, direct and miscellaneous costs related to staff who provide administrative and technical supports to the Director, Supervisors and Adjudicators of the DDS	Percentage of Social Security versus Medicaid – Admin 50/50 Costs - Personnel
40226.413	DDS Support Staff - Other	Operating, direct and miscellaneous costs related to staff who provide administrative and technical supports to the Director, Supervisors and Adjudicators of the DDS	Percentage of Social Security versus Medicaid – Admin 50/50 Costs – Other
40227.113	DDS Adjudicators	Staff, operating, direct and miscellaneous costs related to staff who obtain medical and vocational evidence on each disability applicant, analyze it in relation to federal policy, and make determinations of medical eligibility for the Social Security Disability Program	Percentage of Social Security versus Medicaid – Admin 50/50 Costs – Personnel
40227.413	DDS Adjudicators - Other	Operating, direct and miscellaneous costs related to staff who obtain medical and vocational evidence on each disability applicant, analyze it in relation to federal policy, and make determinations of medical eligibility for the Social Security Disability Program	Percentage of Social Security versus Medicaid – Admin 50/50 Costs – Other
40228.113	DDS – Medical Consultants	Staff, direct and miscellaneous costs related to Physicians and Doctors of Psychology who advise DDS Adjudicators in determining applicants’ medical eligibility for the Social Security Disability Program	Percentage of Social Security versus Medicaid – Admin 50/50 Costs – Personnel



Program Code	Program Name	Description	Allocation Method
40229.113	DDS Information Technology Contracts & Staff Support - Personnel	Staff who support SSA/DDS-specific IT, business applications, and federal SSA network connectivity and operations are coded here. They manage DDS systems and physical security procedures to comply with federal requirements. They also fingerprint, submit identity documents, and issue SSA PIV cards to staff.	Percentage of Social Security versus Medicaid – Admin 50/50 Costs – Personnel
40229.413	DDS Information Technology Contracts & Staff Support - Other	Contractual, operating, direct and miscellaneous costs that support DDS department-specific IT, business applications, and federal SSA network connectivity and operations are coded here. They manage DDS systems and physical security procedures to comply with federal requirements. They also fingerprint, submit identity documents, and issue SSA PIV cards to staff.	Percentage of Social Security versus Medicaid – Admin 50/50 Costs – Other
40500	Disability Determination Services (DDS) General Fund	Salary operating, direct and miscellaneous non-federal expenditures within DDS.	Direct to General Fund
40777.113	Unemployment Compensation	Salary and operating costs associated with unemployment compensation charges.	Percentage of Social Security versus Medicaid – Admin 50/50 Costs
40900	Interdepartmental Transfers	Salaries, contractual, grant and operating costs associated with interdepartmental agreements.	Direct to IDT



Organizational Unit 21: Federal Reporting Allocations

DCF is required to include in its federal reports costs incurred by other State of Vermont departments, and costs assessed by federal partners that are not paid through VISION, the State accounting system.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
20000	Federal Parent Location Services (FPLS)	Fees charged by the Office of Child Enforcement within ACF, for use of the Federal Parent Location Services.	Direct to Title IV-D – Fees – FPLS (Line 10)
20001	Child Support Network (CSNet)	Fees charged by the Office of Child Enforcement within ACF, for the use of the Child Support Network.	Direct to Title IV-D – Fees – CSNet (Line 11)
20002	Pre-Offset Notices	Fees charged by the Office of Child Enforcement within ACF, for the printing and processing of Pre-Offset notices.	Direct to Title IV-D – Fees – Pre-Offset Services (Line 12)
20003	CSNet and Pre-Offset Notices	This code is used to consolidate the CSNet and Pre-Offset Notice fee. Per the Office of Child Support within ACF, these fees are considered routine administrative expenditures, eligible for federal funding, and are also reported on Line 1b of the OCSE-396.	Direct to Title IV-D - Administrative Costs, Regular (Line 1b)
20004	Program Income – Fees, Costs Recovered	Title IV-D program income, including Never Assistance Fees and transfers to abandoned property.	Direct to Title IV-D Program Income: Fees, Costs Recovered (Line 2a)
20005	Program Income – Interest, Other	Title IV-D program income, including interest on held funds and outstanding funds.	Direct to Title IV-D Program Income: Interest, Other (Line 2b)
20006	OCSE-34A Collections – IV-A	Federal Share of Title IV-A child support collections.	Direct to Title IV-D Federal Share of Title IV-A Child Support Collections (Line 9)
20007	IRS Refund Adjustment	Repayment to the Public Health Service for IRS tax offset collections forwarded to the State of Vermont and later returned to the IRS.	Direct to Title IV-D – Adjustments (Line 13)



Program Code	Program Name	Description	Allocation Method
20008	SNAP Outreach Salary	Salary and operating costs associated with providing SNAP outreach services to eligible low-income persons; adjustments of costs that are coded in Vision in a variety of codes and/or are allocated cost; used in the obligation period to indicate prior FFY vs current FFY expense in the current quarter.	Direct to SNAP – Outreach (Line 17)
20009	SNAP Unspecified Other	Salary and operating costs associated with providing SNAP services to eligible low-income persons; eligible but not specific to report to lines 1 through 25; adjustments of costs that are coded in Vision in a variety of codes and/or are allocated cost; used in the obligation period to indicate prior FFY vs current FFY expense in the current quarter.	Direct to SNAP Unspecified Other (Line 26)
20010	Targeted Case Management	Reporting reduction from TCM receiver for global commitment approved expenditures.	Direct to Targeted Case Management
20011	Targeted Case Management – GC Earnings	Reporting adjustment for global commitment claiming.	Direct to Global Commitment - Program
20022	USDA Farm Bill Reduction	Fees charged by the United States Department of Agriculture (USDA), as the result of the Farm Bill, to reduce State’s federal SNAP claim. Annual reduction of \$398,000.00.	Direct to SNAP – Certified (Line 1) Federal Only
20030	DDS Social Security Cost – Applicant Travel - Other	Applicant travel direct and miscellaneous federal expenditures to be billed directly to Social Security within DDS.	Direct to Social Security Other
20031	DDS Social Security Cost – Applicant Travel - Medical	Applicant travel direct and miscellaneous federal expenditures to be billed directly to Social Security within DDS.	Direct to Social Security Medical
20041	Social Security Income (SSI) Reduction	Reduce the IV-E system claim for SSI funds that were received for the same case.	Direct to Title IV-E Agency Maintenance Payments – Foster Family Home (Line 1a)

Program Code	Program Name	Description	Allocation Method
20042	OCSE-34A Collections – IV-E	Federal Share of Title IV-E child support collections.	Direct to Title IV-E - Federal Share of Child Support Collections - From Form OCSE-34 (Line 3)
20043	University of Vermont (UVM) Training Gross Up – FC 50%	Gross up Title IV-E 50% FFP eligible program expenditures including training of Social Workers and the preparation of parental applicants for foster care and adoption, for appropriately caring for children in foster care and on adoption subsidy.	Direct to Title IV-E – FC In Placement Admin Costs – Agency Management (Line 7)
20044	University of Vermont (UVM) Training Gross Up – FC 75%	Gross up Title IV-E 75% FFP eligible program expenditures including training of Social Workers and the preparation of parental applicants for foster care and adoption, for appropriately caring for children in foster care and on adoption subsidy; gross up the costs of Foster Care 75% expenditures.	Direct to Title IV-E – FC Training Costs, Staff and Provider 75% FFP (Line 15)
20045	University of Vermont (UVM) Training Gross Up – AA 50%	Gross up Title IV-E 50% FFP eligible program expenditures including training of Social Workers and the preparation of parental applicants for adoption, for appropriately caring for children in adoption subsidy; gross up the costs of Adoption Assistance 50% expenditures.	Direct to Title IV-E – AA Admin Costs, Agency (Line 22)
20046	University of Vermont (UVM) Training Gross Up – AA 75%	Gross up Title IV-E 75% FFP eligible program expenditures including training of Social Workers and the preparation of parental applicants for adoption, for appropriately caring for children in adoption subsidy; gross up the costs of Adoption Assistance 75% expenditures.	Direct to Title IV-E – AA Training Costs, Staff and Provider 75% FFP (Line 24)
20102	Boys and Girls Club - MOE	Boys and Girls Club expenditures eligible for the State of Vermont to claim as third-party TANF MOE.	Direct to TANF – Services for Children and Youth (Line 17) Column C
20103	Earned Income Tax Credit (EITC)	State of Vermont Tax Department EITC expenditures eligible for federal TANF reimbursement.	Direct to TANF – Refundable Earned Income Tax Credits (Line 13) Column A



Program Code	Program Name	Description	Allocation Method
20104	CCDF/TANF MOE Double Count	Capture expenditures reported on the CCDF report that are also allowable in the TANF report as MOE.	Direct to TANF - Early Care and Education, Child Care (Line 11a) –Column B MOE
20544	Preschool Development Grant Entity Match	Outside Entity costs associated with the Preschool Development Grant match requirement.	Direct to Preschool Development Grant
20997	Prior Period Earnings report Adjustment	Adjustments of costs that are coded in Vision in a variety of codes and/or are allocated cost. These adjustments impact several receivers and will use a comparison report to create the statistic to allocate the gross adjustment to the proper receivers.	Results of Comparison Report



V. ACRONYM LIST

- 3SQR.....3Squares VT Program
- 3SVT.....3Squares VT
- AA.....Adoption Assistance
- AAA.....Area Agency on Aging
- AABD.....Aid to the Aged, Blind, & Disabled
- AAG.....Assistant Attorney General
- ABAWD.....Able-Bodied Adults without Dependents
- ACCESS.....The computer software system used by DCF and DVHA to track program eligibility information as well as economic services and child support activity
- ACE.....Additional Crisis Expenditure
- ACF.....Administration for Children & Families
- ACH.....Automated Clearing House
- ACO.....Accountable Care Organization
- ADO.....St. Albans District Office
- ADPC.....Application Document Processing Center
- ADS.....Agency of Digital Services
- AHECs.....Area Health Education Center
- AHS.....Agency of Human Services
- APD.....Advance Planning Document
- ARPA.....American Rescue Plan Act
- ASD.....Adult Services Division
- ASU.....Adolescent Services Unit
- BAM.....Business Account Manager
- BASU.....Business Analytics Support Unit
- BARJ.....Balanced and Restorative Justice
- BDO.....Burlington District Office
- BFIS.....Building Bright Futures Information System
- BGS.....Buildings and Ground Services
- BI.....Business Intelligence
- BIL.....Bipartisan Infrastructure Law**
- BO.....Business Office
- BPS.....Benefits Programs Specialist
- BRE.....Business Reply Envelope
- C4C.....Challenges for Change
- CANS.....Child Adolescent Needs and Strengths
- CAP.....Cost Allocation Plan
- CAPTA.....Child Abuse Prevention and Treatment Act
- CARES.....Coronavirus Aid, Relief, & Economic Security
- CAS.....Cost Allocation Services
- CATN.....Case Action Note
- CBCAP.....Community Based Child Abuse Prevention
- CC.....Child Care
- CCDBG.....Child Care Development Block Grant
- CCDF.....Child Care Development Fund
- CCFAP.....Child Care Financial Assistance Program
- CCL.....Community Care Level
- CCTHRT.....Care Coordination Transitional Housing Resource Teams
- CCWIS.....Comprehensive Child Welfare Information System
- CDC.....Centers for Disease Control and Prevention
- CDD.....Child Development Division
- CECH.....Clinicians Enhancing Child Health
- CFDA.....Catalog of Federal Domestic Assistance



CHINS Children in Need of Services
 CHIP Children’s Health Insurance Program
 CIES..... Centralized Intake and Emergency Services
 CIS Children’s Integrated Services
 CIT Central Information Technology
 CJA Children’s Justice Act
 CM Case Management
 CMS Centers for Medicare & Medicaid Services (formerly HCFA)
 COVID..... Coronavirus Disease 2019
 CPR..... Cardiopulmonary Resuscitation
 CPU..... Central Processing Unit
 CRF..... Coronavirus Relief Fund
 CRRSA Coronavirus Response and Relief Supplemental Appropriations Act
 CRU Cash Receipts Unit
 CSBG..... Community Services Block Grant
 CSNet..... Child Support Network
 CSP Coordinated Service Planning
 CWS..... Child Welfare Services
 DAIL..... Department of Disabilities, Aging and Independent Living
 DBA Database Administrator
 DCA Division of Cost Allocation
 DCEX Day Care Expenses
 DCE Department of Environmental Conservation
 DCF..... Department for Children and Families
 DCM Disaster Case Management
 DCS..... Data Collections Systems
 DDI Design, Development & Implementation
 DDS Disability Determination Services
 DHHS Department of Health & Human Services (United States)
 DMH..... Department of Mental Health Services
 DO..... District Office
 DOC..... Department of Corrections
 DOE Department of Education
 DOE Department of Energy
 DOH..... Department of Health
 DOJ..... Department of Justice
 DPS Department of Public Safety
 DSHP Designated State Health Programs
 DSR..... Delivery System Reform
 DUALS State Demonstrations to Integrate Care for Dual Eligible Individuals
 DV..... Domestic Violence
 DVHA..... Department of Vermont Health Access
 E&E Eligibility and Enrollment
 E&T Employment and Training
 EA Emergency Assistance
 EBT..... Electronic Benefit Transfer
 ECFMH Early Childhood and Family Mental Health
 EDI..... Electronic Data Interchange
 EDRS Electronic Disqualified Recipient System
 EFT Electronic Funds Transfer
 EI..... Early Intervention
 EIP Emerging Infections Program
 EITC Earned Income Tax Credit
 ELC..... Early Learning Challenge



ELC.....	Epidemiology and Laboratory Capacity
EP.....	Essential Person
EPA.....	Environmental Protection Agency
ERAP.....	Emergency Rental Assistance Program
ESAP.....	Elderly Simplified Application Project
ESD.....	Economic Services Division (of the DCF)
ESD CO.....	Economic Services Division Central Office (of the DCF)
ESG.....	Emergency Solutions Grant
ETV.....	Education Training Vouchers
EX.....	Example
F2F.....	Farm to Family
FAQ.....	Frequently Asked Questions
FAMIS.....	Financial Accounting and Management Information System
FBI.....	Federal Bureau of Investigation
FC.....	Foster Care
FEMA.....	Federal Emergency Management Agency
FFCRA.....	Families First Coronavirus Response Act
FFP.....	Federal Financial Participation
FFPSA.....	Family First Prevention Services Act
FFTA.....	Family First Transition Act
FFY.....	Federal Fiscal Year
FGC.....	Family Group Conferencing
FITP.....	Family Infant Toddler Program
FMAP.....	Federal Medicaid Assistance Participation
FMED.....	Excess Medical Expense Deduction
FMLA.....	Family Medical Leave Act
FMNP.....	Farmers’ Market Nutrition Program
FNS.....	Food and Nutrition Services
FPL.....	Federal Poverty Level
FPLS.....	Federal Parent Location Services
FPR.....	Forest, Parks and Recreation
FSCO.....	Food Stamp Cash Out
FSD.....	Family Services Division
FSP.....	Family Safety Planning
FSW.....	Family Services Worker
FTE.....	Full Time Equivalent
GA.....	General Assistance
GC.....	Global Commitment for Health 1115 Waiver
GF.....	General Fund
GMP.....	Green Mountain Power, Inc.
HC.....	Health Care
HCBS.....	Home and Community Based Services
HDO.....	Hartford District Office
HHS.....	Health and Human Services
HIPAA.....	Health Insurance Portability & Accountability Act
HMIS.....	Housing Management Information System
HOP.....	Housing Opportunity Program
HOPE.....	Helping Our Peers Excel
HR.....	Human Resources
HRP.....	High Risk Pregnancy
HSB.....	Human Services Board
HUD.....	Housing and Urban Development
HWAP.....	Home Weatherization Assistance Program
IAPD.....	Implementation Advance Planning Document



IAPDU	Implementation Advance Planning Document Update
ICAN.....	Individual Career Advancement Network
ICJ.....	Interstate Commission on Juveniles
ICPC	Interstate Compact on the Placement of Children
ID	Identification
IDEA.....	Individuals with Disabilities Education Act
IDT.....	Interdepartmental Transfer
IE.....	Integrated Eligibility
IEE	Integrated Eligibility & Enrollment
IR	Interim Report
IRS	Internal Revenue Service
IS.....	Information Services
IT.....	Information Technology
IZ.....	Immunization
JDO	St. Johnsbury District Office
JJDP	Juvenile Justice and Delinquency Prevention
JJU	Juvenile Justice Unit
LDO	Brattleboro District Office
LIHEAP	Low-Income Home Energy Assistance Program
LIT	Local Interagency Team
LTC.....	Long-Term Care
M&O.....	Maintenance & Operations
MBDP	Micro Business Development Program
MCO	Managed Care Organization (Investments)
MDO	Barre District Office
MES	Medicaid Enterprise System
MKT	Market
MMIS.....	Medicaid Management Information System
MOE	Maintenance of Effort
MOU.....	Memorandum of Understanding
MPRS.....	Motions, Petitions and Requests
NEICE.....	National Enterprise Interstate Compact Exchange
NOA.....	Notice of Award
NSTW	Not Scheduled to Work
OAPD	Operation Advance Planning Document
OAPDU.....	Operational Advance Planning Document Update
OCS	Office of Child Support
OCSE.....	Office of Child Support Enforcement
ODG.....	Office of the Defender General
OEO	Office of Economic Opportunity
OIG	Office of Inspector General
OMB	Office of Budget and Management
OOJJP	Office of Juvenile Justice and Delinquency Prevention
OR.....	Outreach
OSERS.....	Office of Special Education and Rehabilitative Services
PA	Public Assistance
PADS.....	Payment and Delivery Systems
PCAP	Public Assistance Cost Allocation Plan
PCG.....	Public Consulting Group, Inc.
PDF	Portable Document Format
PDG	Preschool Development Grant
PERM	Payment Error Rate Measurement
PIE	Payer Initiated Eligibility
PNMI	Private Non-Medical Institution



- POS..... Point of Sale
- PQA Prior Quarter Adjustment
- PSGP..... Prevention Services Grant Program
- PU Periodic Update
- QA..... Quality Assurance
- QC..... Quality Control
- QHP Qualified Health Plan
- QRTP Qualified Health Plan
- RCA Refugee Cash Assistance
- RES..... Residential
- REU Revenue Enhancement Unit
- RLSI..... Residential Licensing and Special Investigations
- RMTS Random Moment Time Study
- RRHI..... Rapid Resolution Housing Initiative
- RU Reach Up Program
- RUCM..... Reach Up Case Manager
- RUS..... REACH Up Supervisor
- SA Substance Abuse
- SACWIS Statewide Automated Child Welfare Information System
- SAMHSA..... Substance Abuse and Mental Health Services Administration
- SCHIP State Children’s Health Insurance Plan
- SDM..... Security Device Manager
- SDO Springfield District Office
- S-EBT..... Summer Electronic Benefits Transfer**
- SFY State Fiscal Year
- SNAP Supplemental Nutrition Assistance Program
- SOC..... System of Care
- SRT Special Response Team
- SRTF..... Secure Residential Treatment Facility
- SSA Social Security Administration
- SSBG Social Services Block Grant
- SSF..... Solely State Funded
- SSFP Solely State Funded Program
- SSI Supplemental Security Income
- SSMIS..... Social Services Management Information System
- SSN..... Social Security Number
- SSNRI..... Social Security Number Removal Initiative
- SSP..... Separate State Program
- STC..... Special Terms and Conditions
- SWICAP State Wide Indirect Cost Allocation Plan
- TANF..... Temporary Assistance for Needy Families (Reach Up in VT)
- TCM..... Targeted Case Management
- TDO Bennington District Office
- TPL Third Party Liability
- TRE..... Treasurer’s Office
- USDA United States Department of Agriculture
- UVM..... University of Vermont
- UVMCM..... University of Vermont Medical Center
- VA..... Veterans Affairs
- VABIR..... Vermont Association of Business, Industry and Rehabilitation
- VAL Vermont Adult Learning
- VCIC..... Vermont Crime Information Center
- VDH..... Vermont Department of Health
- VDHL Vermont Department of Health Laboratory



VDO..... Morrisville District Office
 VDOL Vermont Department of Labor
 VEC Vermont Electric Cooperative Inc.
 VHC Vermont Health Connect
 VHHIS Vermont Household Health Insurance Survey
 VIEWS..... Vermont Integrated Eligibility Workflow System
 VISION..... Vermont’s Integrated Solution for Information and Organizational Needs – the statewide
 accounting system
 VLITE..... Vermont Low Income Trust for Electricity
 VOCA Victims of Crime Act
 VR..... Vocational Rehabilitation
 VSNIP..... Vermont Spay and Neuter Incentive Program
 VT Vermont
 VT Gas..... Vermont Gas
 VT-TIES..... Vermont Integrated Eligibility Systems
 WAP Weatherization Assistance Program
 WEC Washington Electric Cooperative Inc.
 WIC..... Women Infants and Children
 WPR..... Work Participation Rate
 WTF Weatherization Trust Fund
 WX..... Weatherization
 YASI Youth Assessment and Screening Instrument
 YDO..... Middlebury District Office
 YR..... Year
 ZDO State Office/Central Office (Waterbury)

C. DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL)

I. Introduction

The following narrative and supporting schedules represent the public assistance cost allocation plan (PCAP) for the State of Vermont, Agency of Human Services (AHS), Department of Disabilities, Aging and Independent Living (DAIL). DAIL is responsible for administering Title III funded programming, Section 110 programming, and developmental disabilities case management services for the State of Vermont.

DAIL Mission Statement

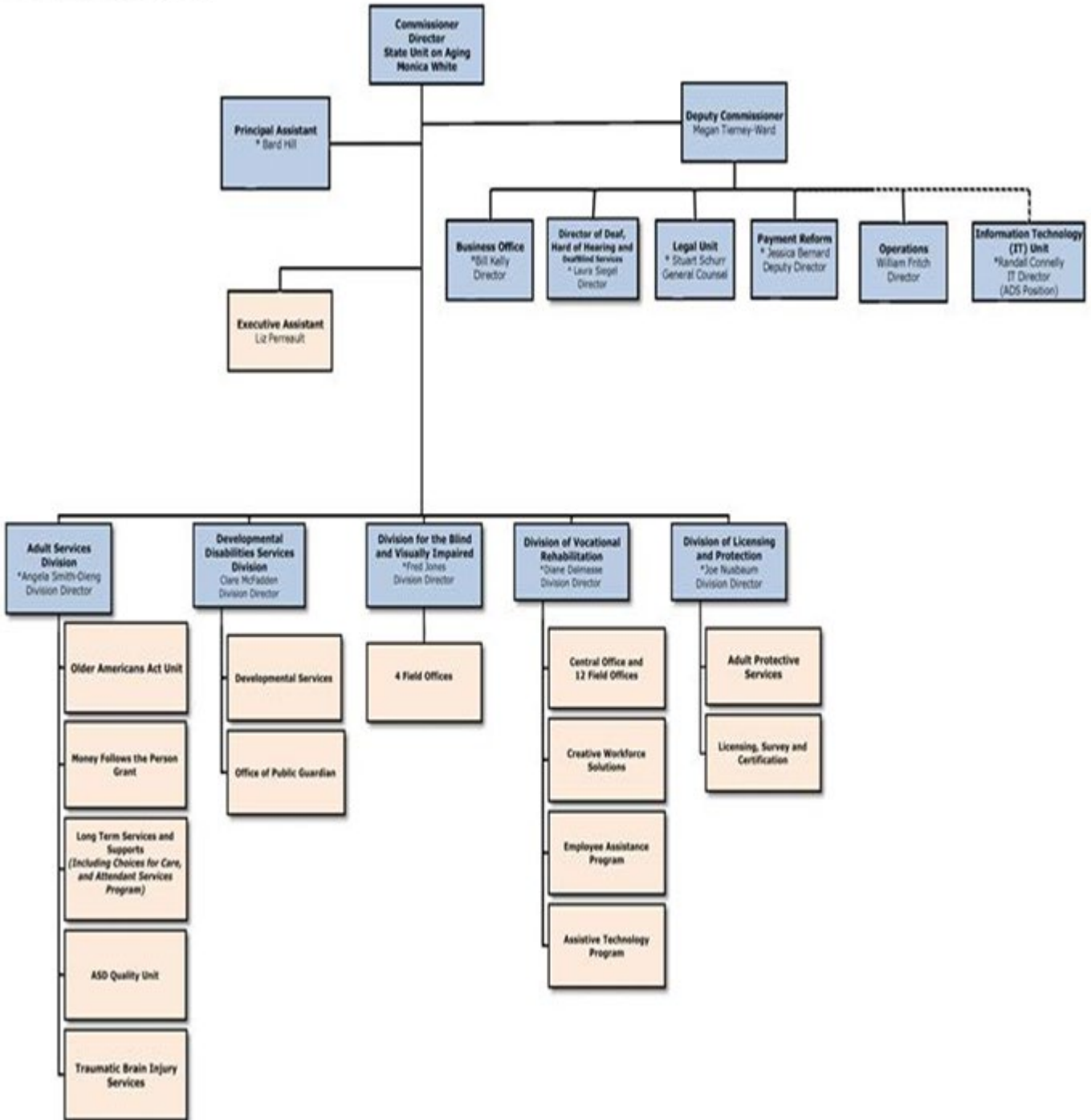
The Department of Aging and Independent Living is the center of the Agency of Human Services' program management and policy development with respect to older persons and persons with disabilities. The Department has the following goals:

- Assist older persons and adults with physical disabilities to live as independently as possible
- Assist persons with disabilities to find and maintain meaningful employment.
- Assure quality of care and life to individuals receiving health care and/or long term care services from licensed or certified health care providers and protect elderly and disabled adults from abuse, neglect and exploitation.

Within this document, we have included an overview of DAIL's organizational structure and a list of the specific functions performed by DAIL, referred to as plan departments or cost pools, and the allocation method for each function.

II. Organizational Chart

Department of Disabilities, Aging, and Independent Living (DAIL) Organizational Chart State Unit on Aging (SUA)



* = Identifies contacts for DAIL Senior Leadership



III. Cost Allocation Methodologies

With the January 1, 2017 extension of the Global Commitment to Health 1115 Waiver, administrative costs are not included in the budget neutrality agreement. Administrative costs will be reported on the appropriate CMS-64.10 Base reporting line. However, administrative costs associated with investments that are strictly administrative in nature are subject to the budget neutrality limit and are reported on the “Investments” waiver forms.

Investment administrative costs for Health Research and Statistics, Patient Safety Adverse Events, and Area Health Education Centers (AHEC) receive 50% FFP.

Organizational Unit 1: Indirect Cost Allocations

DAIL is assessed costs from both the State of Vermont, called SWICAP, and the Agency of Human Services Central Office, for activities performed on its behalf.

Program Code	Program Code Name	Description	Allocation Method
1000.1	SWICAP	DAIL allocation of Statewide Indirect Costs	Total Salaries Across DAIL
1000.2	AHS Audit Unit	DAIL allocation of costs related to the AHS Audit Unit	Total Salaries Across DAIL
1000.3	AHS Secretary’s Office	DAIL allocation of costs related to the AHS Secretary’s Office	Total Salaries Across DAIL
1000.4	AHS Information Technology	DAIL allocation of costs related to AHS Information Technology	Total Salaries Across DAIL
1000.5	Financial Statement and Internal Controls Audit	DAIL allocation of costs related to the Single Audit – Financial Statement and Internal Controls	Total Salaries Across DAIL
1000.6	Human Services Board	DAIL allocation of costs related to the Human Services Board	Total Salaries Across DAIL
1000.7	Human Resources Investigations Unit	DAIL allocation of costs related to the Human Resources Investigations Unit	Total Salaries Across DAIL
1000.8	AHS Policy	DAIL allocation of costs related to AHS Policy	Total Salaries Across DAIL



Organizational Unit 2: Commissioner’s Office

The Commissioner’s Office administers oversight to DAIL and enables the department to meet its mission: to make Vermont the best state in which to grow old or to live with a disability, with dignity, respect, and independence.

Detailed explanations of individual functions are included below.

Program Code	Program Code Name	Description	Allocation Method
37700	Medicaid Administration	Staff and related expenses for administering DAIL’s Medicaid programs.	Direct to Medicaid Administration
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit.
37843	MMIS EVV 75/25 Contract	Contract costs related to MMIS maintenance and operations	Direct to Legacy MMIS Contracts O&M 75% – Line 4b
37845	EVV Staff	Staff and operating costs associated with the Electronic Visit Verification System (DDI)	Direct to CMS-MMIS EVV IAPD (90%)
37856	PADS Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS - MMIS – PADS DDI (90%)
37878	MMIS-MDWAS Staff	Staff and operating costs associated with the development of the MMIS Rec Store Mgt solution (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
41642	MMIS – DDI Staff	Staff work related to the development of the MMIS.	Direct to CMS-MMIS/MES-DDI (90%)
43010	Commissioner’s Office – Department Administration	DAIL Allocation of DAIL Commissioner’s Office Indirect Costs	Total Salaries Across DAIL
43040	Leave Time	Timesheet code for all hours reported not worked.	Quarterly Results of Individual Employees Positive Reporting
43403	Investments (STC-79) – SASH (43)	Support and services at home (SASH)	Direct to Investments (STC- 79)
43404	Investments (STC-79) – HomeSharing (77)	HomeSharing	Direct to Investments (STC- 79)
43405	Investments (STC-79) – Self-Neglect (78)	Self-neglect initiative	Direct to Investments (STC- 79)
43500	General Fund	Expenses that are entirely State funded	Direct to State Fund



Program Code	Program Code Name	Description	Allocation Method
43570	State Health Insurance Program	Area Agencies on Aging provide outreach and assistance to Medicare beneficiaries.	Direct to State Health Insurance Program Grant
43890	State Plan Administration and National Family Care Supplemental (III-E)	Activities related to administering OAA programs & for III-E services	Direct to Admin on Aging National Family Care Supplemental III-E
43976	VT Coordinated Legal Assistance for Seniors	Direct expenses related to the Vermont Coordinated Legal Assistance for Seniors federal award.	Direct to VT Coordinated Legal Assistance for Seniors



Organizational Unit 3: Adult Services Division (ASD)

The Adult Services Division administers long-term services and supports to older Vermonters and adults with physical disabilities. ASD works with private organizations to provide a broad array of long term services and supports, including: residential support, community support, case management, family supports, respite, employment support, crisis services, clinical interventions, assistance with activities of daily living, assistive technology, guardianship services, nursing home level of care, rehabilitation services, support to live at home, information and referral, integrated health care and personal care, and traumatic brain injuries. The Division supports older Vermonters and adults with physical disabilities to live as they choose, pursuing their goals and preferences within their chosen communities. ASD seeks to ensure their basic human and civil rights, health, well-being and safety, provides effective leadership for disability and aging policy and services in Vermont, and meets federal and state mandates by developing and managing public resources effectively.

Detailed explanations of individual functions are included below.

Program Code	Program Code Name	Description	Allocation Method
37700	Medicaid Administration	Staff and related expenses for administering Vermont's Section 1115 Waivers of the Social Security Act and other Medicaid State Plan Services. Includes grant payments to Area Agencies on Aging for Medicaid outreach to Ombudsman Program.	Direct to Medicaid Administration
37710	Global Commitment Program	Expenses related to Global Commitment programs -All Medicaid claims.	Direct to Global Commitment Program
37800	Social Services Block Grant	Expenses related to Social Services Block Grant	Direct to Social Services Block Grant
37843	MMIS EVV 75/25 Contract	Contract costs related to MMIS maintenance and operations	Direct to Legacy MMIS Contracts O&M 75% – Line 4b
37845	EVV Staff	Staff and operating costs associated with the Electronic Visit Verification System (DDI)	Direct to CMS-MMIS EVV IAPD (90%)
37856	PADS Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS-MMIS-PADS DDI (90%)
38832	Adult Days COVID-19 ARPA	Expenses for grants to Adult Day service providers in response to COVID-19 financial stability.	Direct to COVID ARPA State Fiscal Recovery Fund
37878	MMIS-MDWAS Staff	Staff and operating costs associated with the development of the MMIS Rec Store Mgt solution (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
39727	Commodities Supplemental Food Program	Delivery of Commodities to primarily Seniors	Direct to Commodities Supplemental Food Program



Program Code	Program Code Name	Description	Allocation Method
39895	Prescription Drug Overdose Prevention	MOU with VDH (ADAP); expenses related to Federal Grant Prescription Drug Overdose Prevention	Direct to Prescription Drug Overdose Prevention
41620	Refugee Assistance Program	Expenses paid via weekly Medicaid draw for clients determined to be refugees.	Direct to Refugee Assistance Program
41642	MMIS – DDI Staff	Staff work related to the development of the MMIS.	Direct to CMS – MMIS/MES-DDI (90%)
41820	Civil Monetary Funds	Funds generated by Nursing Home penalties.	Direct to Civil Monetary Funds
42016	Nurse SMP Time	Expenses related to Nurse Professional time to administer Global Commitment Program.	Direct to Medicaid Administration
42040	HCBS Admin	Expenses related to ARPA HCBS community spending plan	Direct to HCBS Spend Plan Medicaid Admin
42041	HCBS Investment	Expenses related to ARPA HCBS community spending plan	Direct to HCBS Spend Plan Investment
42042	HCBS Program	Expenses related to ARPA HCBS community spending plan	Direct to HCBS Spend Plan GC Program
42045	ASD HCBS Admin	Expenses related to ARPA HCBS community spending plan	Direct to HCBS Spend Plan Medicaid Admin
43030.117	ASD Managers and Support Staff	Managers and support staff in the Adult Services Division	Total Salaries Across ASD (Method M)
43040	Leave Time	Timesheet code for all hours reported not worked.	Quarterly Results of Individual Employees Positive Reporting
43050	Attendant Services Program	Staff and expenses related to administering the Attendant Services Program, a program providing attendants to elderly persons and persons with disabilities who manage their own care.	Allocated to Title III-E, State Fund and Medicaid Administration based on client count (Method O)
43070.117	ASD Division Director and Support Staff	Expenses associated with the Division Director and Administrative Staff who have broad responsibilities for programs operated within the division.	Total Costs Across ASD (Method A2)
43403	Investments (STC 79) – SASH (43)	Support and services at home (SASH)	Direct to Investments (STC- 79)
43404	Investments (STC) – HomeSharing (77)	HomeSharing	Direct to Investments (STC- 79)



Program Code	Program Code Name	Description	Allocation Method
43405	Investments (STC) – Self-Neglect (78)	Self-neglect initiative	Direct to Investments (STC- 79)
43408	MCO – GC Home Delivered Meals	GCI funds created by converting GF funds in DAIL Grants Appropriation to be used for Home Delivered Meals	Direct to Investments (STC-79) – Nutritious Meals for Older Adults in Need
43500	General Fund	Programs that are entirely State funded	Direct to State Fund
43530	Administration for Community Living - Support Services (Title III-B)	Expenses related to grant for supportive services	Direct to Admin on Aging Support Services – Title III – B
43531	Administration for Community Living - Congregate Meals (Title III-C-1)	Expenses related to grant for congregate meals	Direct to AAA Cong. Meals III-C1
43532	Administration for Community Living - Home Delivered Meals (III-C-2)	Expenses related to for home-delivered meals	Direct to AAA Delivered Meals III-C-2
43534	Administration for Community Living - Preventative Health (Title III-D)	Expenses related to grant for Preventative Health	Direct to Admin on Aging Preventative Health Title III- D
43535	Administration for Community Living – Elder Abuse Prevention (Title VII)	Expenses related to grant for Elder Abuse Prevention	Direct to Admin on Aging Abuse Prevention VII
43536	Administration for Community Living – Ombudsman (Title VII)	Expenses related to grant for Ombudsman	Direct to Ombudsman Title VII
43537	Administration for Community Living – Ombudsman (Title VII – CRRSA)	Expense related to grant for Ombudsman	Direct to Ombudsman Title VII
43550	AAA General Fund	Costs for AAA programs providing services to seniors	Allocated to Food and Nutrition Services based on cost of the program (using AAA GF Transportation method) for the quarter and then allocated proportionately to the Title III programs based upon Title III total costs in the quarter (using Direct to Older American’s Act Method percentages)
43570	State Health Insurance Program (SHIP)	Area Agencies on Aging provide outreach and assistance to Medicare beneficiaries.	Direct to State Health Insurance Program Grant



Program Code	Program Code Name	Description	Allocation Method
43590	Nutrition Services Incentive Program (NSIP)	Expenses related to NSIP Grant	Direct to NSIP Grant
43600	SNAP Outreach	Supplemental Nutrition Assistance Program Outreach	Direct to SNAP Outreach
43890	Administration for Community Living – Family Caregivers (Title III-E) & State Plan Administration (SPA)	Activities related to administering OAA programs & for III-E services and COVID-19 CARES Act family caregiver support	Direct to Admin on Aging National Family Care Supplemental III-E
43896	Money Follows the Person – general admin	Expenses related to the federal Money Follows the Person grant.	Direct to MFP Grant
43897	MFP – Transition Coordinators Travel Time	Expenses related to the federal Money Follows the Person grant.	Direct to MFP Grant
43898	MFP – Transition Coordinators Education Time	Expenses related to the federal Money Follows the Person grant.	Direct to MFP Grant
43901	MFP – Transition Coordinators Case Management Time (skilled nursing)	Expenses related to the federal Money Follows the Person grant.	Direct to MFP Grant
43902	MFP – Direct Service Costs	Program expenses related to the federal Money Follows the Person grant.	Direct to MFP Grant
43952	1115 LTC Waiver extra admin - 50%	New costs incurred for the purpose of implementing the 1115 LTC Waiver	Direct to Medicaid Administration
43953	1115 LTC Waiver extra admin - 75% SMP	Time and travel of the LTC Nursing Staff for new activities pertaining to the LTC Section 1115 Medicaid Waiver. These activities are limited to assessing the necessity for and adequacy of services, including level of care determination and utilization review; consulting with staff, providers, and other agencies regarding the necessity for and adequacy of medical care and services; and furnishing professional medical opinions.	Direct to SPMP – Staff 75/25 – Line 3a
43964	TBI Grant	Expenses related to Traumatic Brain Injury and limited service position	Direct to TBI Grant
43970	Ombudsman State General Fund	Expenses related to legal aid portion of long-term care ombudsman program	Direct to Admin on Aging Support Services III-B



Program Code	Program Code Name	Description	Allocation Method
43972	ADRC – No Wrong Door	Expenses related to ADRC – No Wrong Door (NWD)	Direct to ADRC – NWD
43979	ARPA Senior Farmers Market Nutrition	Funding to increase awareness of SFMNP through marketing and new partnerships with community organizations that serve older adults	Direct to ARPA Senior Farmers Market Nutrition
43980	Senior Farmers Market	Food Coupons to Seniors for use at Farmer’s Markets	Direct to Senior Farmers Market
43982	MIPPA Priority 1 - SHIP	Administration for Community Living – MIPPA Act of 2008	Direct to MIPPA Priority 1 - SHIP
43983	MIPPA Priority 2 AAA	Administration for Community Living – MIPPA Act of 2008	Direct to MIPPA Priority 2- AAA
43984	MIPPA Priority 3– ADRC	Administration for Community Living – MIPPA Act of 2008	Direct to MIPPA Priority 3
43985	Emergency Preparedness	Expenses related to Emergency Preparedness	Direct to Emergency Preparedness
43991	Senior Community Service Employment Program	Federal Grant related to employment services for elders	Direct to Senior Community Service Employment Program
43992	Elderly & Disabled Transportation	Expenses related to a federal transportation grant	Direct to Elderly & Disabled Transportation
43998	CMS Long Housing & Supports Grant	Expenses related to the CMS Long Housing & Supports Grant	Direct to CMS Long Housing & Supports



Organizational Unit 4: Division for the Blind and Visually Impaired (DBVI)

The Division for the Blind and Visually Impaired administers programs to assist Vermonters who are blind or have a visual impairment, to enter or return to work. DBVI also provides some funding for independent living services, to help blind or visually impaired individuals to live in and contribute to their communities. The major programs in DBVI include: The core rehabilitation work, known as Section 110 services and the Older Blind Program.

Detailed explanations of individual functions are included below.

Program Code	Program Code Name	Description	Allocation Method
43020.113	Division Director and Staff	Expenses associated with the Division Director, the Casework Supervisor and Administrative Secretary who have broad responsibilities for programs operated within the division.	Total Costs Across DBVI (Method A2) – minus participant support costs
43040	Leave Time	Timesheet code for all hours reported not worked.	Quarterly Results of Individual Employees Positive Reporting
43400	Investments (STC-79) – Mobility Training – Elderly Visually Impaired (63)	Mobility Training/Other Services – Elderly Visually Impaired	Direct to Investments (STC- 79)
43500	General Fund	State funded programs	Direct to State Fund
43620	Independent Living Part B	Expenses related to the Independent Living grant	Direct to Independent Living Grant Part B
43622	Public Health Blind IL Part B	Expenses related to the Public Health Blind Independent Living Grant	Direct to Public Health Blind Independent Living Grant
43630	Mobile Low Vision Grant Title VII	Grant for elders with low vision	Direct to Mobile Low Vision
43650	Section 110 (Blind and Visually Impaired)	Expenses related to Section 110 grant	Direct to Section 110 (Blind)
43655	DBVI Pets to Students	Expenses related to Pets to Students	Direct to Section 110
43660	Supported Employment Title VI-C	Supported Employment services	Direct to Title VI-C
43661	Title VI SE Services to Youths	Supported Employment services for youth.	Direct to Title VI-C
43670	Innovation & Expansion	Expenses related to Section 110 grant.	Direct to Section 110 (Blind)
43675	VT’s Pathways to Partnerships Grant	Expenses related to VT’s Pathways to Partnerships Grant	Direct to VT’s Pathways to Partnerships Grant
43680	Vending & Other	Expenses related to Vending	Direct to Vending and Other
43750	Independent Living Grant Part B-SILC	Direct SILC expenses related to the Grant	Direct to Independent Living Grant Part B



Organizational Unit 5: Division of Vocational Rehabilitation (VR)

The Division of Vocational Rehabilitation administers a wide variety of programs and individual support services to assist Vermonters with a disability to enter or re-enter the work force. The core program (VR Section 110) enables Vermonters with a disability to assess their skills and abilities, identify a vocational goal, develop an Individualized Plan for Employment, and receive services leading to meaningful employment. VR invests heavily to service people with the most significant disabilities through supported employment programs and has developed a network of specialized Transition Counselors to support young adults from school to work. The Division operates the VR Reach Up program to serve TANF recipients with disabilities, a state wide Benefits Counseling Program to support Social Security beneficiaries to work, and the Assistive Technology (AT) Project that provides Vermonters with information and training on AT devices and services.

Detailed explanations of individual functions are included below.

Program Code	Program Code Name	Description	Allocation Method
39306	VDH/CDC Suicide Prevention	MOU with VDH; Expenses related to addressing suicide prevention	Direct to MOU VDH/CDC suicide prevention
43020.115	Division Director and Staff	Expenses associated with the Division Director, the Program Services Chief, Rehabilitation Coordinator, Systems Developer II, Administrative Secretary, and clerical support staff who have broad responsibilities for programs operated within the division.	Total Costs Across VR (Method A2) – minus participant support costs
43040	Leave Time	Timesheet code for all hours reported not worked.	Quarterly Results of Individual Employees Positive Reporting
43290	Regional Support Staff and General Operating Costs	Expenses incurred by the regional and district offices that support all activities within the region. This includes regional manager salaries and expenses; support staff salaries and expenses; and operating bills not directly attributable to an activity.	Total Costs Across VR (Method R) – minus participant support costs
43500	General Fund	Programs that are entirely State funded	Direct to State Fund
43690	Assistive Technology Grant	Federal Grant to help consumers receive information pertaining to assistive Technology and system changes	Direct to Assistive Technology Grant
43692	AT ARP Public Health Workforce	Expenses related to AT ARP Public Health Workforce grant	Direct to AT ARP Public Health Workforce Grant
43695	Assistive Technology Grant – state leadership	Federal Grant to help consumers receive information pertaining to assist tech and system changes–state leadership	Direct to Assistive Technology Grant



Program Code	Program Code Name	Description	Allocation Method
43696	Assistive Technology Grant – transition technical assistance	Federal Grant to help consumers receive information pertaining to assist tech and system changes	Direct to Assistive Technology Grant
43697	Assistive Technology Grant – transition related training	Federal Grant to help consumers receive information pertaining to assist tech and system changes	Direct to Assistive Technology Grant
43700	Employee Assistance	Expenses related to the EAP program	Direct to Employee Assistance
43703	SNAP E&T (ICAN) Program	MOU with DCF(SNAP); expenses related to SNAP E&T (ICAN) Program	Direct to IDT DCF VR E&T (ICAN) MOU
43704	Farm Ranch Stress Assist Network	Expenses related to the Farm Ranch Stress Assist Network	Direct to Farm Ranch Stress Assist Network
43725	EAP-VR Section 110	New federal requirements for Cost Allocations. Staff costs related to EAP VR.	Direct to Section 110
43730	Supported Employment Title VI-B	Expenses related to Supported Employment grant	Direct to Supported Employment Title VI-B
43731	Title VI SE Services to Youths	Supported Employment services for youth.	Direct to Title VI-C
43770	Section 110 (VR)	Expenses related to Section 110 grant.	Direct to Section 110 (VR)
43771	VDOL Evaluations	Expenses related to VDOL Evaluations	Direct to VDOL Evaluations
43775	VR Pets to Students	Expenses related to Pets to Students	Direct to Section 110
43791	Kessler Foundation-Better Option Than Social Security (BOSS) Project	Expenses related to the Kessler Foundation Signature Employment Initiative grant	Direct to Kessler Foundation Signature Employment Initiative
43800	Innovation & Expansion	Expenses related to the Section 110 Grant	Direct to Section 110
43895	Reach Up Non VR	Expenses related to Reach Up grant	Direct to Reach Up – Non VR
43896	Money Follows the Person – general admin	Expenses related to the federal Money Follows the Person Grant	Direct to MFP Grant
43903	Apprenticeship Expansion Grant	MOU with DOL; expenses related to Apprenticeship Expansion Grant	Direct to IDT Apprenticeship Expansion Grant MOU
43904	Vermont Career Advancement Project (VCAP) Grant	Expenses related to Vermont Career Advancement Project (VCAP) Grant	Direct to Vermont Career Advancement Project (VCAP) Grant
43954	Corrections Disability Tracking	Expenses related to Corrections SSA Billing	Direct to Corrections SSA Billing



Program Code	Program Code Name	Description	Allocation Method
43961	Work Incentives Planning & Assistance Agreement	Expenses related to the Work Incentives Planning & Assistance Agreement	Direct to Work Incentives Planning & Assistance Agreement
43991	Senior Community Service Employment Program	Federal Grant related to employment services for elders	Direct to Senior Community Service Employment Program
45564	ARES Grant	MOU with DOC; expenses related to ARES Grant	Direct to IDT ARES Grant MOU
48042	VT RETAIN	MOU with VDOL; expenses related to Invest EAP and VT RETAIN	Direct to VT RETAIN MOU



Organizational Unit 6: Division of Licensing and Protection (DLP)

The Division of Licensing and Protection administers various programs to ensure the quality of many health care services and to protect vulnerable adults from abuse, neglect, and exploitation. Major programs in DLP include: Survey and Certification which conducts inspections and surveys of all Medicare and Medicaid facilities and organizations including nursing home and home health agencies, state licensure of residential care homes and other facilities, and Adult Protective Services which investigates allegations of abuse, neglect and exploitation against vulnerable adults.

Detailed explanations of individual functions are included below.

Program Code	Program Code Name	Description	Allocation Method
39246	ELC Strike Skilled Nursing Fac	MOU with VDH; Expenses related to Skilled Nursing and other Long-Term Care facilities to support ELC	Direct to ELC Strike Team MOU
39253	ELC Strike Nursing and LTC Fac	MOU with VDH; Expenses related to Skilled Nursing and other Long-Term Care facilities to support ELC	Direct to ELC Strike Team MOU
43020.114, .214, .514	Survey and Certification Administration	Expenses associated with S&C broad administrative responsibilities for programs operated within the unit.	Total Salaries Across Survey and Certification (Method J)
43040	Leave Time	Timesheet code for all hours reported not worked.	Quarterly Results of Individual Employees Positive Reporting
43070.114	Director and Administrative Support	Expenses for the Division director and administrative support that supports entire division.	Total Salaries Across DLP (Method I)
43100	Public Safety Fire Prevention	Expenses for staff of the Division of Fire Safety that work with the Survey and Certification staff on the licensure of facilities.	Total Salaries Across DLP programs that require facility inspections (Method H)
43110	Clinical Laboratory Cert. and Insp.	Costs incurred in the enforcement of federal regulations in federally certified clinical laboratories.	Direct to Clin Lab Cert and Insp
43120	Certification of Home Health Agencies	Costs incurred in the survey of Vermont Home Health Agencies to ensure compliance with all federal regulations related to HHA	Allocation Between Medicare (XVIII Funds), Medicaid (XIX Funds), and State Funds-based on CMS directive



Program Code	Program Code Name	Description	Allocation Method
43130	Non-Certified Health Care Facilities	Expenses incurred in the surveys, follow-up visits, and complaint investigations occurring in nursing homes that are state licensed, but not federally certified.	Direct to State Fund
43140	Hospital XVIII Non Licensed HC Facilities	Expenses incurred in the surveys of Outpatient Rehabilitation Facilities; End State Renal Dialysis Units; Rural Health Centers; Outpatient P.T.; Outpatient S.T., Independent Physical Therapists; and the Medicare-certified portion of Vermont State Hospital.	Direct to Medicare (XVIII Funds)
43150	Hospital XVIII Licensed HC Facilities	Expenses incurred in the performance of validation surveys, and substantial allegation surveys in hospitals as directly by CMS. Includes enforcement of federal regulations in psychiatric hospitals, psychiatric units of hospitals, rehabilitation units of hospitals, and swing beds.	Direct to Medicare (Title XVIII Non-SNF)
43160	State Licensure	Expenses incurred in the enforcement of State licensure requirements in Level III residential care facilities that do not provide Assistive Community Care Services; Level IV residential care facilities; assisted living facilities; and therapeutic community residences.	Direct to State Funds
43170	LTC – Multi, Licensure of Nursing Facilities	Expenses incurred in the surveys, follow-up visits, occurring in nursing facilities that are federally certified for participation in the Title XVIII & XIX program.	Allocation between Medicare (XVIII Funds) and Medicaid (XIX Funds) based on dually certified facilities.
43190	ICF/IIDs	Expenses incurred in the enforcement of federal ICF/IID requirements.	Direct to Medicaid (XIX Funds)
43200	Residential Care Homes & Therapeutic Community Residences	Expenses related to Level III & Level IV Residential Care Homes and Therapeutic Community Care Homes	Direct to State Fund



Program Code	Program Code Name	Description	Allocation Method
43210	Level III Licensed Facilities	Expenses incurred in the review and enforcement of state licensure and federal requirements related to facilities providing Assistive Community Care Services.	Allocated between Medicaid and State General Funds using number of ACCS beds billed Global Commitment for qtr by 15th of month divided by total number of ACCS beds on 15th of month beginning quarter
43240	Enhanced Residential Care	Expenses related to time spent assessing placement variance and assessments required for 1115 Waiver applications. This includes time spent on activities required beyond the normal licensing time for residential care home licensure due to the placement of a 1115 Waiver resident in a residential care home.	Direct to Medicaid Administration
43250	Outcome and Assess. Info Set (OASIS)	Cost associated with administration of the federally mandated home health agency Outcome and Assessment Information Set.	Direct to OASIS
43260	NATCEP Admin & Registry	Cost related to the nurse assistant testing competency evaluation program	Direct to NATCEP Admin & Registry and S&C Medicare XVIII LTC
43270	Minimum Data Set (MDS)	Cost associated with information technology and reporting associated with the administration of the federally mandated nursing home Minimum Data Set.	Allocation between Medicare (XVIII Funds), Medicaid (XIX Funds) and State Fund based on CMS directive
43310	Training ICF/IID	Covers expenses incurred by staff in attending in-services, conferences, and workshops related to the enforcement of federal regulations in ICF/IID	Direct to Medicaid (XIX Funds).
43320	Health Care Facilities Training Nursing Facilities	Covers expenses incurred by staff in attending in-services, conferences, and workshops related to the enforcement of federal regulations in certified facilities.	Direct to Medicare (XVIII Funds)
43330	Home Health Hotline	Costs for operating the Home Health Hotline.	Direct to Medicare (XVIII Funds)



Program Code	Program Code Name	Description	Allocation Method
43340	Nursing Home Complaints	Expenses related to nursing home complaints	Allocation between Medicare (XVIII Funds) and Medicaid (XIX Funds) based on dually certified facilities.
43350	Nurse Aid Training and Competency (NATCEP)	Costs incurred in the administration of competency tests and skills tests to nurse aides as required by federal regulations.	Direct to Nurse Aid Testing
43360	Assisted Living	Expenses related to assisted living services	Direct to State Fund
43380	Hospice Surveys	Expenses incurred while certifying Hospice Agencies (includes complaints)	Direct to Medicare Non-SNF Personnel
43390	S&C Case Mix	Time spent mining data from nursing home assessments to be sent to Rate Setting.	Direct to S&C State General Funds
43500	General Fund	Programs that are entirely State funded	Direct to State Fund
43505	Elder Justice Services Grant	Expenses related to the Elder Justice Services Grant	Direct to Elder Justice Services Grant
43506	Elder Abuse Prevention COVID	Expenses related to the Elder Justice Services Grant CRRSA Act	Direct to Elder Justice Services Grant
43507	APS Enhance ARPA	Expenses related to the Elder Justice Services Grant ARPA Act of 2021: Grants to Enhance Adult Protective Services	Direct to Elder Justice Services Grant
43950	Medicare Supplemental for Equipment	Specific funding dedicated by HHS/CMS Medicare to purchase equipment to upgrade/replace equipment for Nurse Surveyor's in division.	Direct to Medicare Supplemental for Equipment
55555	Communication	Expenses related to communication	Total Cost of Program Funds Expended in Quarter
66666	Supplies	Expenses related to Supplies	Total Cost of Program Funds Expended in Quarter
77777	Space	Expenses related to space	Total Cost of Program Funds Expended in Quarter
88888	Equipment	Expenses related to equipment	Total Cost of Program Funds Expended in Quarter



Organizational Unit 7: Developmental Disabilities Services Division (DDSD)

The Developmental Disabilities Services Division administers services to people with developmental disabilities, guardianship services to adults with developmental disabilities and older Vermonters. DDSD works with private organizations to provide a broad array of long term services and supports, including service coordination, family supports, community supports, employment supports, guardianship services, residential support, crisis support, clinical intervention, respite and rehabilitation services. The Division supports older Vermonters and Vermonters with disabilities to live as they choose, pursuing their individual goals and preferences within their chosen community. DDSD seeks to ensure their basic human and civil rights, health, well-being, and safety, provides effective leadership for disability and aging policy and services in Vermont, and meets federal and state mandates by developing and managing public resources effectively.

Detailed explanations of individual functions are included below.

Program Code	Program Code Name	Description	Allocation Method
37700	Medicaid Administration	Staff and related expenses for administering Vermont's Section 1115 Waivers of the Social Security Act and other Global Commitment State Plan Services. Includes grant payments to Area Agencies on Aging for Global Commitment outreach to Ombudsman Program.	Direct to Medicaid Administration
37710	Global Commitment Program	Expenses related to Global Commitment programs -All Medicaid claims.	Direct to Global Commitment Program
37800	Social Services Block Grant	Expenses related to Social Services Block Grant	Direct to Social Services Block Grant
37843	MMIS EVV 75/25 Contract	Contract costs related to MMIS maintenance and operations	Direct to Legacy-MMIS Contracts O&M 75% – Line 4b
37845	EVV Staff	Staff and operating costs associated with the Electronic Visit Verification System (DDI)	Direct to CMS -MMIS EVV IAPD 90%
37856	PADS Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS – MMIS PADS DDI (90%)
37878	MMIS-MDWAS Staff	Staff and operating costs associated with the development of the MMIS Rec Store Mgt solution (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
41602	State Children’s Health Insurance Program	Expenses related to the CHIP Program	Direct to CHIP
41620	Refugee Assistance Program	Expenses paid via weekly Medicaid draw for clients determined to be refugees.	Direct to Refugee Assistance Program



Program Code	Program Code Name	Description	Allocation Method
41642	MMIS – DDI Staff	Staff work related to-the development of the MMIS.	Direct to CMS-MMIS/MES- DDI (90%)
42011	Guardianship Services Specialists	Provide Guardianship services to the eligible developmentally disabled population	Direct to DDS D Guardianship
42006	PASRR	Expenses related to Preadmission Screening and Record Review (PASRR).	Direct to Medicaid Admin - PASRR Preadmission Screening and Record Review
42040	HCBS Admin	Expenses related to ARPA HCBS community spending plan	Direct to HCBS Spend Plan Medicaid Admin
42041	HCBS Investment	Expenses related to ARPA HCBS community spending plan	Direct to HCBS Spend Plan Investment
42042	HCBS Program	Expenses related to ARPA HCBS community spending plan	Direct to HCBS Spend Plan GC Program
43021	Otto Johnson Trust	Expenses paid using Otto Johnson Special Fund revenue.	Direct to Otto Johnson
43030.116	DDS D Managers and Support Staff	Managers and support staff in the Developmental Disabilities Services Division	Total Salaries Across DDS D (Method M)
43040	Leave Time	Timesheet code for all hours reported not worked.	Quarterly Results of Individual Employees Positive Reporting
43070.116	DDS D Division Director and Support Staff	Expenses associated with the Division Director and Administrative Staff who have broad responsibilities for programs operated within the division.	Total Costs Across DDS D (Method A2)
43401	Investments (STC-79) – DS Special Payments (64)	DS special payments for medical services	Direct to Investments (STC- 79)
43402	Investments (STC-79) – FFF/FMR (27)	Flexible family/respite funding	Direct to Investments (STC- 79)
43406	Investments (STC-79) – Seriously Functionally Impaired -SFI (65)	Seriously functionally impaired	Direct to Investments (STC- 79)
43407	Investments (STC-79) – DS Special Payments (64) - Project Search	DS special payments for medical services - Project Search	Direct to Investments (STC-79)
43500	General Fund	Programs that are entirely State funded	Direct to State Fund



IV. ACRONYM LIST

- 3SQR..... 3Squares VT Program
- AAA..... Area Agency on Aging
- ACA..... Affordable Care Act
- ACCS..... Assistive Community Care Services
- ADA..... Americans with Disabilities Act
- ADAP Alcohol and Drug Abuse Programs
- ADRC Aging and Disability Resource Center Program
- ADS Agency of Digital Services
- AHECs..... Area Health Education Center
- AHS Agency of Human Services
- AHSCO..... Agency of Human Services Central Office
- AoA..... Administration on Aging
- ACL Administration for Community Living
- AJC American Job Center
- AOT Agency of Transportation
- ARES Adult Reentry and Employment
- ARP..... American Rescue Plan
- ARPA..... American Rescue Plan Act
- ASD Adult Services Division
- ASP Attendant Services Program
- AT Assistive Technology
- BOSS Better Option than Social Security
- BR Brattleboro Retreat
- CAP..... Cost Allocation Plan
- CARES Coronavirus Aid, Relief, and Economic Security
- CDC Centers for Disease Control and Prevention
- CFC..... Choices for Care
- CFDA..... Catalog of Federal Domestic Assistance
- CFR..... Code of Federal Regulations
- CHIP Children’s Health Insurance Program
- CIS Children’s Integrated Services
- CLIA Clinical Laboratory Improvement Act
- CMS..... Centers for Medicare & Medicaid Services (formerly HCFA)
- COVID-19 Coronavirus Disease 2019
- CRF..... Coronavirus Relief Fund
- CRRSA Coronavirus Response and Relief Supplemental Appropriations
- CRT..... Community Rehabilitation & Treatment
- CSBG..... Community Services Block Grant
- CSFP..... Commodities Supplemental Food Program
- CVCOA Central Vermont Council on Aging
- DAs Designated Agencies
- DAIL..... Department of Disabilities, Aging and Independent Living
- DBVI..... Division for the Blind and Visually Impaired
- DCF..... Department for Children and Families
- DD..... Disability Determination
- DDAS Division of Disabilities and Aging Services
- DDI Design, Development & Implementation
- DDS Disability Determination Services
- DDS Developmental Disabilities Services
- DDSD Developmental Disabilities Services Division
- DHHS Department of Health & Human Services (United States)
- DII..... Department of Information and Innovation



DLP.....	Division of Licensing and Protection
DMH.....	Department of Mental Health Services
DOC.....	Department of Corrections
DOE.....	Department of Education
DOH.....	Department of Health
DPS.....	Department of Public Safety
DS.....	Developmental Services
DSR.....	Delivery System Reform
DVHA.....	Department of Vermont Health Access
EA.....	Emergency Assistance
EAP.....	Employee Assistance Program
ELC.....	Epidemiology and Laboratory Capacity
ESJG.....	Elder Justice Services Grant
ESD.....	Economic Services Division (of the DCF)
E&T.....	Employment and Training
EVV.....	Electronic Visit Verification System
FEMA.....	Federal Emergency Management Agency
FFP.....	Federal Financial Participation
FFY.....	Federal Fiscal Year
FMAP.....	Federal Medicaid Assistance Participation
FMLA.....	Family Medical Leave Act
FMR.....	Family Managed Respite
FRSAN.....	Farm and Ranch Stress Assist Network
FTE.....	Full Time Equivalent
GC.....	Global Commitment for Health 1115 Waiver
GCI.....	Global Commitment Investment
GF.....	General Fund
GMCB.....	Green Mountain Care Board
HC.....	Health Care
HCB.....	Home and Community Based
HCBS.....	Home and Community Based Services
HCR.....	Health Care Reform
HHA.....	Home Health Agency
HIPAA.....	Health Insurance Portability & Accountability Act
HSB.....	Human Services Board
IAPD.....	Implementation Advance Planning Document
ICAN.....	Individual Career Advancement Network
ICF.....	Intermediate Care Facility
ICF/MR.....	Intermediate Care Facility for Individuals with Mental Retardation
IDT.....	Interdepartmental Transfer
IE.....	Integrated Eligibility
IEHC.....	Integrated Eligibility Health Care
IFF.....	Intrastate Funding Formula
IGA.....	Intergovernmental Agreements
IID.....	Individuals with Intellectual Disabilities
IL.....	Independent Living
IT.....	Information Technology
IV&V.....	Independent Verification and Validation
IZ.....	Immunization
L&P.....	Licensing and Protection
LEMHWA.....	Law Enforcement Mental Health and Wellness Act
LTC.....	Long-Term Care
MAP.....	Medicaid Assistance Program
MCO.....	Managed Care Organization (Investments)



MDS.....	Minimum Data Set
MDWAS.....	Medicaid Data Warehouse & Analytics Solution
MES	Medicaid Enterprise System
MFP	Money Follows the Person
MH.....	Mental Health
MHBG	Mental Health Block Grant
MIPPA.....	Medicare Patients and Providers Act
MIS	Management Information System
MMIS.....	Medicaid Management Information System
MOE	Maintenance of Effort
MOU.....	Memorandum of Understanding
NAPIS.....	National Aging Program Information System
NATAC.....	Nursing Assistant Testing and Competency
NATCEP.....	Nursing Assistant Testing and Competency Evaluation Program
NATCP	Nurse Assistance Training and Competency
NEKCOA.....	Northeast Kingdom Council on Aging
NOA.....	Notice of Award
NSIP.....	Nutrition Service Incentive Program
NWD.....	No Wrong Door
OAA.....	Older Americans Act
OASIS.....	Outcome and Assessment Information Set
OJT	On the Job Training
PADS	Payment and Delivery Systems
PASARR.....	Pre-Admission Screen and Resident Review
PASRR.....	Pre-Admission Screening and Record Review
PCAP	Public Assistance Cost Allocation Plan
PCG.....	Public Consulting Group, Inc.
PETS.....	Pre-Employment Transition Services
PNMI	Private Non-Medical Institution
POD	Promoting Opportunity Demonstration
PQA	Prior Quarter Adjustment
PSI.....	Patient Safety Initiative
RETAIN.....	Retaining Employment and Talent After Injury/Illness Network
RS	Rate Setting
RWJ	Robert Wood Johnson
S&C	Survey and Certification
SASH.....	Support and Services at Home
SCHIP	State Children’s Health Insurance Plan
SCSEP.....	Senior Community Service Employment Program
SE.....	Supported Employment
SFI.....	Serious Functional Impairment
SFMNP	Senior Famers Market Nutrition Program
SHIP.....	State Health Improvement Plan
SHIP.....	State Health Insurance Plan
SI.....	System Integrator
SILC.....	Statewide Independent Living Council
SIM	State Innovative Model
SFR	State Fiscal Recovery Fund
SFY	State Fiscal Year
SLA.....	Service Level Agreement
SNAP	Supplemental Nutrition Assistance Program
SNF	Skilled Nursing Facility
SPA	State Plan Administration
SMP	Skilled Medical Professional



- SPMP Skilled Professional Medical Professionals
- SSA Social Security Administration
- SSA Specialized Service Agency
- SSBG Social Services Block Grant
- SSDI..... Social Security Disability Insurance
- SSI Supplemental Security Income
- STC Special Terms and Conditions
- SUA State Unit on Aging
- SVCOA..... Southwest Vermont Council on Aging
- SW State Wide
- SWICAP State Wide Indirect Cost Allocation Plan
- TBI..... Traumatic Brain Injury
- TCM..... Targeted Case Management
- T&TA Training and Technical Assistance
- USDA United States Department of Agriculture
- VCAP..... Vermont Career Advancement Project
- VDH..... Vermont Department of Health
- VDOL Vermont Department of Labor
- VHCB Vermont Housing and Conservation Board
- VISION..... Vermont’s Integrated Solution for Information and Organizational Needs – the statewide accounting system
- VLA Vermont Legal Aid
- VPQHC..... VT Program for Quality in Health Care
- VR..... Vocational Rehabilitation
- VT Vermont
- VTDDC..... Vermont Developmental Disabilities Council**
- WIOA Workforce Innovation and Opportunity Act
- YR..... Year



D. DEPARTMENT OF VERMONT HEALTH ACCESS (DVHA)

I. Introduction

DVHA's Mission: Improve Vermonters' health and well-being by providing access to high-quality, cost-effective health care.

DVHA is the State office responsible for the management of Medicaid, the State Children's Health Insurance Program (CHIP), and other publicly funded health insurance or assistance programs in Vermont. Approximately one in three Vermonters receive some type of assistance through DVHA in the form of primary or supplemental health care coverage. Beneficiaries access Vermont's publicly funded programs managed by DVHA through the Health Access Eligibility and Enrollment Unit (HAEEU).

DVHA's primary activities are to:

- Assist beneficiaries in accessing clinically appropriate health services.
- Administer Vermont's public health insurance system efficiently and effectively.
- Collaborate with other health care system entities in bringing evidence based practices to Vermont Medicaid beneficiaries.

Beginning in the fall of 2005, the State received approval from the Centers for Medicare and Medicaid Services (CMS) for a Section 1115 Medicaid Waiver known as "Global Commitment to Health Waiver." Since that time, the GC waiver has been extended and updated. The Waiver allows the State to fundamentally restructure the Medicaid program by providing Vermont the ability to deviate from traditional federal Medicaid law and regulations in the following key ways:

1. Establishes the DVHA as a non-risk pre-paid inpatient health plan (PiHP) with financial and programmatic flexibility to help maintain public health care coverage and provide for more effective services.
2. Allows the State to use federal Medicaid funds for approved investments that achieve the goals of the waiver and to lead in exploring new ways to reduce the number of uninsured.
3. Provides flexibility within limits to manage benefits, cost sharing, and enrollment for optional and expansion populations to foster innovation within health care by focusing on health care outcomes.

The most recent Global Commitment agreement is effective July 1, 2022 through December 31, 2027. Specifically, the current stated goals are to:

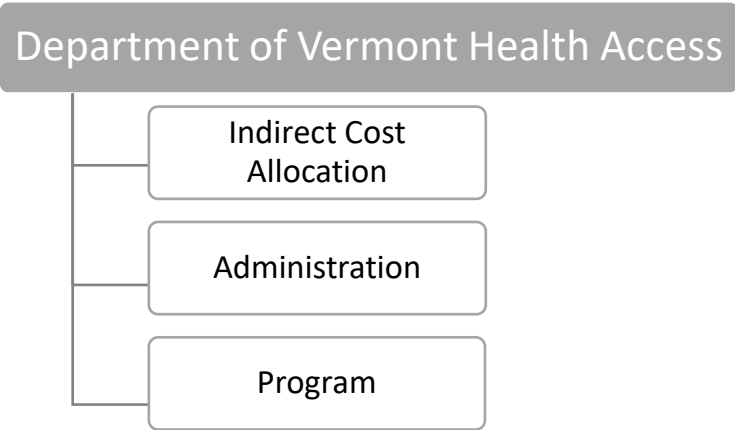
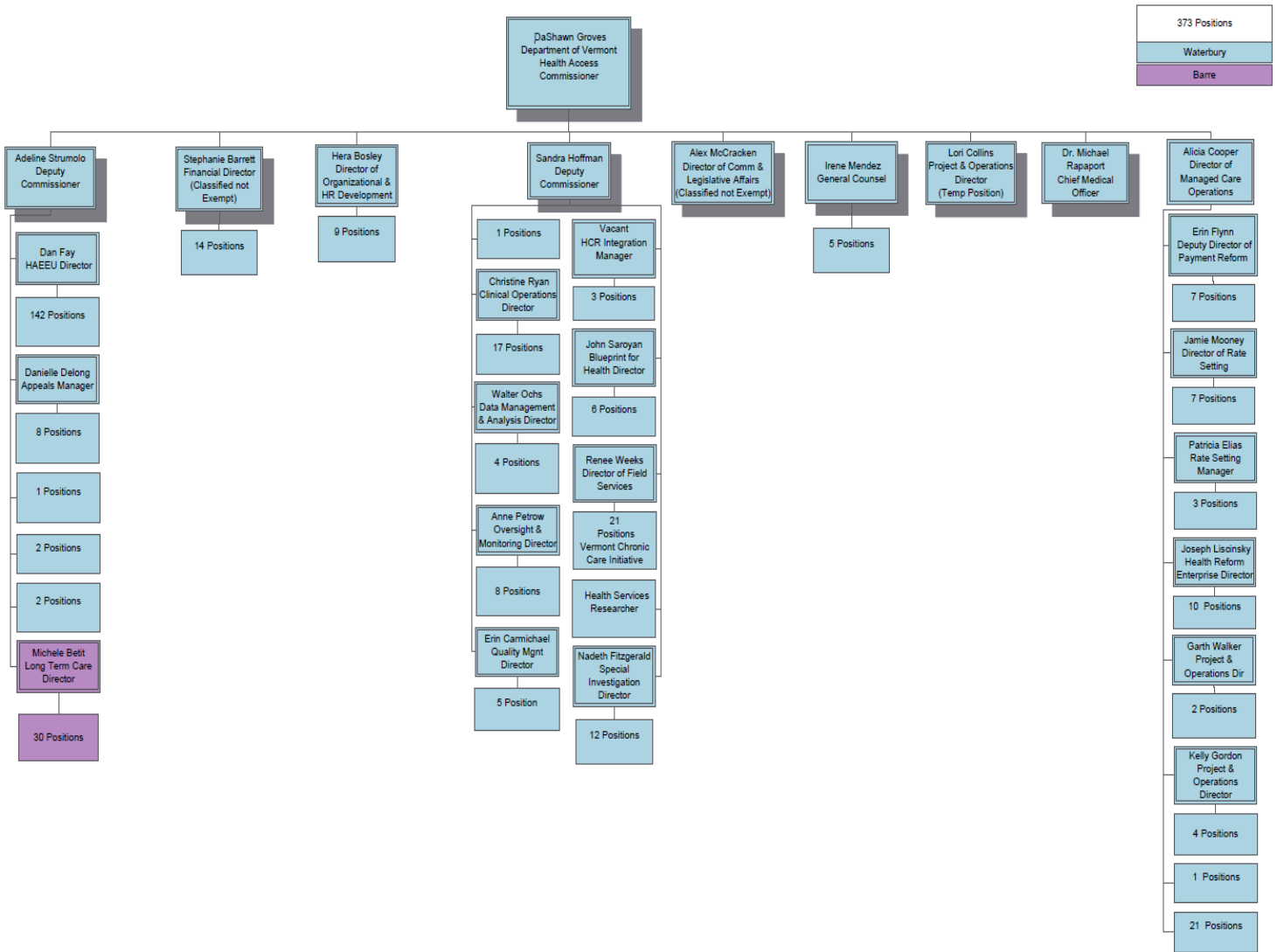
- advance the State towards population-wide comprehensive coverage
- implement innovative care models across the continuum that produce value
- engage Vermonters in transforming their health;
- strengthen care coordination and population health management capabilities to encompass the full spectrum of health-related services and supports; and
- accelerate payment reform.

Within the Agency of Human Services (AHS), the Waiver allows cross-departmental initiatives to obtain the greatest value from scarce health care dollars. The flexibility of the Waiver allows the State to effectively manage public resources, provide the tools necessary to make health care programs fiscally sustainable, and improve the Vermont health care system.

Under the Global Commitment to Health Waiver, DVHA is a non-risk pre-paid inpatient health plan (PiHP), and must meet rules for Medicaid managed care. DVHA has intergovernmental agreements (IGAs) with the Agency of Human Services (AHS) and AHS's various departments that make them part of the PiHP within the framework of the Global Commitment to Health Waiver. The AHS departments with IGAs are: DAIL, VDH, DMH, DCF.



II. Organizational Chart





III. Cost Allocation Methodologies

With the January 1, 2017, extension of the Global Commitment to Health 1115 Waiver, administrative costs are not included in the budget neutrality agreement. Administrative costs will be reported on the appropriate CMS-64.10 Base reporting line. However, administrative costs associated with investments that are strictly administrative in nature are subject to the budget neutrality limit and are reported on the “Investments” waiver forms.

Investment administrative costs for Health Research and Statistics, Patient Safety Adverse Events, and Area Health Education Centers (AHEC) receive 50% FFP.

The program codes shown within each organizational unit represent the most likely unit(s) to charge expenses to these cost pools. These organizational units provide general guidance on the appropriate program code usage, but do not limit the use of a program code across Divisions when necessary.

Organizational Unit 1: Indirect Cost Allocations

Nature and Extent of Services: Department of Vermont Health Access is assessed costs from both the State of Vermont, called the SWICAP, and the Agency of Human Services Central Office, for activities performed on its behalf.

Program Code	Program Name	Description	Allocation Method
1000.1	SWICAP	DVHA Allocation of Statewide Indirect Costs	Total Hours Across All Non- Indirect Program Codes
1000.2	AHS – Audit Unit	AHS Audit Unit	Total Hours Across All Non-Indirect Program Codes
1000.3	AHS – Secretary’s Office	AHS Secretary’s Office	Total Hours Across All Non- Indirect Program Codes
1000.4	AHS Information Technology	DVHA Allocation of costs related to AHS Information Technology	Total Hours Across All Non- Indirect Program Codes
1000.5	Financial Statement and Internal Controls	Financial Statement and Internal Controls Audit	Total Hours Across All Non-Indirect Program Codes
1000.7	Human Resources Investigations Unit	DVHA Allocation of the costs associated with the Human Resources Investigations Unit	Total Hours Across All Non- Indirect Program Codes
1000.8	AHS Policy	DVHA Allocation of Field Services Costs	Total Hours Across All Non- Indirect Program Codes



Organizational Unit 2: Administration

Nature and Extent of Services: The DVHA is led by the Department of Vermont Health Access Commissioner, two Deputy Commissioners. One of the deputy commissioners is responsible for oversight of the Coordination of Benefits, Data, Program Integrity, Health Access Eligibility and Enrollment, and Medicaid Projects business units. The other deputy commissioner is responsible for the operations of the Reimbursement, Payment Reform, and Health Services & Managed Care business units. The Department of Vermont Health Access Commissioner is responsible for oversight of all of DVHA’s operations.

Program Code	Program Name	Description	Allocation Method
37187	DVHA Systems Staff	ADS expenses related to non-specific DVHA IT support	Total Hours Across DVHA Program Codes
37308	Division of Rate Setting	Staff costs and operating expenses related to Rate Setting Unit	Direct to Medicaid Admin 50/50 Line 49 (99999.9900)
37543	Preschool Development Grant	Costs associated with the Preschool Development Grant	Direct to IDT (99999.9002)
37716	IE HC 90/10 Contracts	Contractual Expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (999999012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019),RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (999999012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019),RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)



Program Code	Program Name	Description	Allocation Method
37725	AHS-CO IT VHC-System	Cost associated with VHC Maintenance and Operations related staff and operating expenses	Quarterly VHC Enrollment for Medicaid, CHIP, Designated State Health Programs (DSHP) and QHP VHC Sustainability (99999.9005), CHIP – Admin (99999.9903), Eligibility Systems and Staffing (75%) (99999.9029)
37819	Rapid Re-housing SPMP Project	Cost of time staff in positions requiring a professional medical certification or degree spent on duties and responsibilities that require professional medical knowledge and skills, that will be working on the Rapid Re-housing project	Direct to SPMP – Staff 75/25 – Line 3a (99999.9908)
37820	Rapid Re-housing Project	Staff costs and operating expenses related to Care Coordination Transitional Housing Resource Teams (CCTHRTs).	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP – Admin (99999.9903), Medicaid – Admin 50/50 Line 49 (99999.9900)
37845	EVV Staff	Staff and operating costs associated with the Electronic Visit Verification System (DDI)	Direct to CMS – MMIS EVV IAPD (90%) (99999.9040)
37846	EVV Contracts	Contract costs associated with the Electronic Visit Verification System (DDI)	Direct to CMS – MMIS EVV IAPD (90%) (99999.9040)
37847	IEEMPI-Staff	Staff Expenses related to IEE MPI related to Enterprise integrated Medicaid DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (99999.9012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019),RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)



Program Code	Program Name	Description	Allocation Method
37848	IEEMPI-Contractual	Contractual Expenses related to IEE MPI related to Enterprise integrated Medicaid DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (99999.9012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019),RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)
37856	PADS – Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS – MMIS PADS IAPD (90%) (99999.9041)
37857	PADS – Contract	Contract costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS – MMIS PADS IAPD (90%) (99999.9041)
37865	E&E HC 90/10 Staff (Medicaid, QHP plus CHIP)	Staff costs and operating expenses related to Healthcare Eligibility & Enrollment DDI	Allocated based on the enrollment statistics per the approved HCO IAPD Med Adm 90% E&E HCO IAPD (99999.9043) VHC Sustainability (99999.9005) and CHIP-Admin (99999.9903)
37866	E&E HC 90/10 Contracts (Medicaid, QHP plus CHIP)	Contractual Expenses related to Healthcare Eligibility & Enrollment DDI	Allocated based on the enrollment statistics per the approved HCO IAPD. Med Adm 90% E&E HCO IAPD (99999.9043) VHC Sustainability (99999.9005) and CHIP-Admin (99999.9903)
37870	IE HC 90/10 Contracts (Healthcare)	Contractual expenses related to Health Enterprise Integrated Eligibility DDI and Optum	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (99999.9012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019), RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)



Program Code	Program Name	Description	Allocation Method
37876	IEE FedReport-Staff	Staff Expenses related to Federal Reporting related to Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (99999.9012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019),RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)
37877	IEE FedRep-Contractual	Contractual Expenses related to Federal Reporting related to Enterprise Integrated Eligibility DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (99999.9012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019),RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)
37878	MMIS-MDWAS Staff	Staff and operating costs associated with the development of the MMIS Master Data Warehouse & Analytic Solution (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37879	MMIS-MDWAS Contracts	Contract costs associated with the development of the MMIS Master Data Warehouse & Analytic Solution (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37880	MMIS Interoperability Staff	Staff and operating costs associated with the development of the MMIS Interoperability project	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37881	MMIS Interoperability Contracts	Contract costs associated with the development of the MMIS Interoperability project	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)



Program Code	Program Name	Description	Allocation Method
37884	IEEHBEE-BRE-Staff	Staff Expenses related to HBEE BRE DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9012), TANF-IE&E-DDI (99999.9013), LIHEAP-IE&E-DDI (99999.9014), CHIP-IE&E-DDI (99999.9015), QHP-IE&E-DDI (99999.9016), Reach Up SSFP-IE&E-DDI (99999.9017), GA-IE&E-DDI (99999.9019), RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)
37885	IEEHBEE-BRE-Contractual	Contractual Expenses related to HBEE BRE DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9012), TANF-IE&E-DDI (99999.9013), LIHEAP-IE&E-DDI (99999.9014), CHIP-IE&E-DDI (99999.9015), QHP-IE&E-DDI (99999.9016), Reach Up SSFP-IE&E-DDI (99999.9017), GA-IE&E-DDI (99999.9019), RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)
37902	IEE Notices-Staff	Staff Expenses related to Customer Portal: Improv MABD Compl DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (99999.9012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019), RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)



Program Code	Program Name	Description	Allocation Method
37903	IEE Notices-Contractual	Contractual Expenses related to Customer Portal: Improv MABD Compl DDI	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (99999.9012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019),RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)
37906	MMIS 5% Co-Pay Staff	Staff and operating costs associated with the development of the MMIS 5% Co-Pay project (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37907	MMIS 5% Co-Pay Contracts	Contract costs associated with the development of the MMIS 5% Co-Pay project (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37910	MMIS LTC Salesforce Staff	Staff and operating costs associated with the development of the MMIS LTC Salesforce project (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37911	MMIS LTC Salesforce Contracts	Contractual Expenses associated with the development of the MMIS LTC Salesforce project (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37912	MMIS SLAIT Staff	Staff and operating costs associated with the development of the MMIS SLAIT project (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37913	MMIS SLAIT Contracts	Contractual Expenses associated with the development of the MMIS SLAIT project (DDI)	Contractual Expenses associated with the development of the MMIS SLAIT project (DDI)
37915	IEE - VTIES Staff	Staff expenses related to DDI for the IE&E - Vermont Integrated Eligibility System (VT-TIES)	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (99999.9012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019), RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)



Program Code	Program Name	Description	Allocation Method
37916	IEE - VTIES Contract	Contract expenses related to DDI for the IE&E - Vermont Integrated Eligibility System (VT-TIES)	Allocated based on the approved IAPD utilizing the CAM Toolkit, CMS-E&E/VIEWS DDI (90%) (99999.9024), IE&E SNAP RULES (50%) (99999.9012), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015), TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017), LIHEAP-IE&E-DDI (99999.9014), GA-IE&E-DDI (99999.9019), RMA-IE&E (99999.9920), HVP-IE&E (99999.9921)
37917	MMIS COB NED-B Staff	Staff and operating costs associated with the development of the MMIS COB NED-B project (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37918	MMIS COB NED-B Contracts	Contractual Expenses associated with the development of the MMIS COB NED-B project (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
39411	Health Disparities Base	All costs associated with addressing and advancing health equity in Vermont by expanding state capacity and services	Direct to VDH IDT (99999.1400)
39412	Health Disparities Rural	All costs associated with addressing and advancing health equity in Vermont by expanding state capacity and services with a focus on rural communities	Direct to VDH IDT (99999.1400)
41050	Enrollment Broker Services	Benefits counseling enrollment outreach and member services	Per OAPD, Quarterly Case Count Across AHS and VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP CHIP-Admin (99999.9903), Eligibility Systems and Staffing (75%) (99999.9029), VHC Sustainability (99999.9005)
41051	Pharmacy Benefit Manager Services	Pharmacy Benefit Manager Services	Quarterly number of Pharmacy Claims paid for Global Commitment, CHIP, and All Other benefiting Programs CHIP-Admin (99999.9903), Legacy MMIS Contracts O&M 75% - Line 4b (99999.9912)



Program Code	Program Name	Description	Allocation Method
41085	DUR/MAB Board	Provide consultation and feedback on program design, management, and operations. The Drug Utilization Review Board (DUR) consists of physicians and pharmacists. The DUR Board reviews drug utilization in terms of prescriber practices, pharmacy dispensing, and beneficiary use. The Board also acts as DVHA's Pharmacy and therapeutics P&T Committee, advising DVHA on benefit design for the pharmacy programs. The Medicaid Advisory Board consists of providers and beneficiaries and their representatives; representatives of other related government entities; and other interested parties providing evaluation and advice on the design and operations of all of DVHA's benefit programs	Quarterly Enrollment for Global Commitment, CHIP, and all other benefiting programs CHIP-Admin (99999.9903), Medicaid-Admin 50/50 Line 49 (99999.9900)
41090	SPMP	Cost of time staff in positions requiring a professional medical certification or degree spent on duties and responsibilities that require professional medical knowledge and skills	Direct to SPMP – Staff 75/25 – Line 3a (99999.9908)
41120	Fiscal Intermediary	Cost of contractual services for the administration of Medicaid/CHIP program. Receives, organizes, and processes bills for medical recipients, maintains and makes available on-line histories of benefits paid and develops new applications with the context of approved advance planning documents	Quarterly number of paid claims for Global Commitment to Legacy MMIS Contracts O&M 75% – Line 4b (99999.9912), CHIP-Admin (99999.9903), and All Other benefiting Programs
41141	Health Access Eligibility and Enrollment Unit Long Term Care Eligibility	Processes member applications and determines eligibility for Long Term Care coverage	Direct to Medicaid Admin 50/50 Line 49 (99999.9900)



Program Code	Program Name	Description	Allocation Method
41150	Health Access Eligibility and Enrollment Unit	Processes member applications and determines eligibility for Health Care Programs	Per RMTS enhanced OAPD statistic State Only Admin (99999.1500), VHC Sustainability (99999.9005), Eligibility Systems and Staffing (75%) (99999.9029), Medicaid – Admin 50/50 Line 49 (99999.9900), CHIP- Admin (99999.9903)
41151	DVHA Health Care Admin	Support Health Access Eligibility and Enrollment Unit	Per RMTS OAPD statistic State Only Admin (99999.1500), VHC Sustainability (99999.9005), Medicaid – Admin 50/50 Line 49 (99999.9900), CHIP- Admin (99999.9903)
41152	Health Access Eligibility and Enrollment Unit Supervisors	Oversee processing of member applications and eligibility determinations. Support Health Access Eligibility and Enrollment Unit staff	Per RMTS enhanced OAPD statistic State Only Admin (99999.1500), VHC Sustainability (99999.9005), Eligibility Systems and Staffing (75%) (99999.9029), Medicaid – Admin 50/50 Line 49 (99999.9900), CHIP- Admin (99999.9903)
41381	Vermont All-Payer ACO	For the contract costs associated with the Vermont All-Payer ACO which allows Vermont the opportunity to create a transformation payment model that moves all payers towards a value-based reimbursement system	Direct to All-Payer Model - ACO (99999.9915)
41383	MMIS M&O Staffing	The staffing costs associated with the operation of the certified MMIS	Direct to Legacy MMIS Staff O&M 75 % – Line 4a (99999.9911)



Program Code	Program Name	Description	Allocation Method
41385	Clinical Unit Contracts	Contractual costs related to Manages Care Coordination (CC), Quality Initiatives (QI) and Prior Authorizations. CC initiative is designed to facilitate the provider/patient relationship by coordinating interventions that assist primary care practices for the needs of our beneficiaries – specifically in emergency room utilization and inpatient hospitalization. QI provides operational direction necessary to monitor and evaluate the quality and appropriateness of care and service for our members, identify opportunities for clinical and service improvement, ensure resolution of identified problems and to measure/monitor intervention results over time to assess the need for new improvement strategies	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP – Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41391	Opioid Prescribing	Contract expenses related to VDH-IDT	Direct to VDH IDT (99999.1400)
41394	Payment Reform – Staffing	Staffing expenses related to the Payment Reform team post-SIM funding	Direct to Medicaid – Admin 50/50 Line 49 (99999.9900)
41396	Tobacco Treatment Specialists	Expenses related to the Blueprint's Health Services Area grants to support Fresh Start tobacco cessation group counseling as part of the 802 Quits tobacco cessation services	Direct to VDH IDT (99999.1400)
41397	VDH MAT Learning Sessions	Contractual cost related to providing services for the organization, coordination, facilitation, and delivery of the Blueprint sponsored medication assisted treatment program learning sessions.	Direct to VDH IDT (99999.1400)
41400	Medicaid Admin Contracts	Contractual Cost associated with Medicaid only admin contracts that will include AVS and AAA	Direct to Medicaid – Admin 50/50 Line 49 (99999.9900)
41402	DMH Covisint	Contract expenses related to DMH-IDT	Direct to DMH IDT (99999.1475)
41403	VDH Covisint	Contract expenses related to VDH-IDT	Direct to VDH IDT (99999.1400)



Program Code	Program Name	Description	Allocation Method
41404	Fiscal Intermediary 50/50	Contractual cost associated with the uncertified modules in the MMIS	Quarterly number of paid claims for Global Commitment to Medicaid – Admin 50/50 Line 49 (99999.9900), CHIP-Admin (99999.9903), and All Other benefiting Programs
41406	RiseVT	Contract payments associated with the One Care VT ACO Primary Prevention Development Project	Direct to DSR Investment (STC-83) – One Care VT ACO Primary Prevention Development (83) (99999.9111)
41407	Care Management 75/25	Contractual cost associated with the certified Care Management module	Quarterly number of paid claims for Global Commitment to Legacy MMIS Contracts O&M 75% – Line 4b (99999.9912), CHIP-Admin (99999.9903), and All Other benefiting Programs
41426	E&E M&O Medicaid Contracts	Contractual costs associated with maintenance & operations of VHC Medicaid eligibility related contract expenses, eligible for 75% match	Direct to Eligibility Systems and Staffing (75%) (99999.9029)
41427	AoA eProcurement Project	Staffing expenses related to the AoA eProcurement project for a statewide IT system to release Request for Proposals and issue contracts	Direct to IDT (99999.9002)
41428	IE Doc Uploader MO Contracts	Contractual costs associated with maintenance & operations of the IEE Document Uploader	Allocated based on the approved OAPD utilizing enrollment counts, over a twelve month period, Medicaid Population to Eligibility Medicaid (75%) OAPD (99999.9029), CHIP Admin (99999.9903), Refugee Medical Assist. -IE&E-M&O (Line 7) (99999.9930), Healthy Vermonters Prog. -IE&E-M&O (99999.9931), ESD to SNAP-IE&E-M&O (99999.9928), REACH UP SSFP IE&E-M&O (99999.9927), LIEAP-IE&E-M&O (99999.9923), GA-IE&E-M&O (99999.9929), and QHP w/o VPA to VHC Sustainability (99999.9005), QHP w/VPA-IE&E-M&O (99999.9925), TANF-IE&E-M&O (99999.9926)
41429	Dr D Expansion Staff	Staffing expenses related to the Dr D Expansion project	Direct to General Fund (99999.9001)



Program Code	Program Name	Description	Allocation Method
41430	Dr D Expansion Contracts	Contractual expenses related to the Dr D Expansion project	Direct to General Fund (99999.9001)
41434	HIE Medicaid Implement Staff	Staff Expenses related to Medicaid specific Health Enterprise HIT/HIE Development and Implementation	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
41435	HIE Medicaid Implement Cont	Contractual Costs related to Medicaid Specific Health Enterprise HIT/HIE Development and Implementation	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
41436	Shared VHIE MO	Costs related to Medicaid Specific Health Enterprise HIT/HIE in maintenance and operations	Allocation based on the ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users for the current quarter. Benefitting Programs Medicaid w/VPA, QHP & Other state-wide population to Legacy MMIS Contracts O&M 75% - Line 4b (99999.9912), HIT Fund (99999.1069)
41437	Shared VHIE DDI	Costs related to Medicaid Specific Health Enterprise HIT/HIE Development and Implementation	Allocation based on the ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users for the current quarter. Benefitting Programs Medicaid w/VPA, QHP & Other state-wide population to Legacy MMIS Staff O&M 75% - Line 4a (99999.9911), HIT Fund (99999.1069)
41438	Share VHIE MO Staff	Staff expenses related to General Health Enterprise HIT/HIE in maintenance and operations	Allocation based on the ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users for the current quarter. Benefitting Programs Medicaid w/VPA, QHP & Other state-wide population to Legacy MMIS Staff O&M 75% - Line 4a (99999.9911), HIT Fund (99999.1069)
41439	Share VHIE DDI contract	Contractual costs related to General Health Enterprise HIT/HIE Development and Implementation	Allocation based on the ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users for the current quarter. Benefitting Programs Medicaid w/VPA, QHP, & Other state-wide population to CMS-MMIS/MES-DDI (90%) (99999.992) HIT Fund (99999.1069)



Program Code	Program Name	Description	Allocation Method
41440	Mobile Crisis MOU	Contractual costs related to the AHS MOU for the Mobile Crisis Grant	Direct to IDT (99999.9002)
41442	ASTHO Grant	Contractual costs related to the ASTHO Grant	Direct to ASTHO Grant (99999.1850)
41443	Field Service Supervision	Staff expenses related to the supervision of Field Service workers within AHS	Direct to State Only Admin (99999.1500)
41444	DMH Training MOU	Staffing expenses related to the DMH MOU. DVHA to provide a training for a new staff for DMH	Direct to DMH IDT (99999.1475)
41459	VCCI Hotel Contract	Contractual expenses related to the VCCI Temp staffing contracts for the Hotel work	Direct to IDT (99999.9002)
41463	DMH Medical Director MOU	Staffing expenses related to the DMH MOU. DMH to provide a Chief Medical Director to DVHA	Direct to Medicaid – Admin 50/50 Line 49 (99999.9900)
41465	VDH Starlim MOU	Staffing costs related to the VDH Starlim MOU	Direct to VDH IDT (99999.1400)
41466	Cannabis Control Board MOU	Costs related to the Cannabis Control Board MOU	Direct to IDT (99999.9002)
41470	State Only Expenses	Administrative expenses for “State Only” programs	Direct to State Only Admin (99999.1500)
41482	Program Improvement	DVHA Oversight and Monitoring unit which will be the key liaison for Federal, State, and independent audits and examinations, as well as an intermediary and advocate for DVHA setting a basis of understanding and expectation for Regulators, Examiners, Auditors, Independent Auditors, and State Senior Leadership	Total Hours Across All Other Program Codes
41486	Commissioner’s Office	Operations and oversight of DVHA units in both operations and the administration of the State of Vermont’s public health care programs; Act as Chief Liaison to and directs staff interaction with administration, legislature, AHS central office and departments, other state agencies, the media and federal entities	Total Hours Across All Other Program Codes



Program Code	Program Name	Description	Allocation Method
41487	Data Analysis Management	Provides data and analytical support to DVHA. Responds to Medicaid claims and enrollment data requests in a timely and accurate manner as well as providing analytical support to DVHA staff and units	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP – Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41488	Pharmacy Unit	Implements and manages the pharmacy benefits for Medicaid and the Medicare Part D and VPharm plans. Ensures that the State’s pharmacy benefit plans are implemented and administered appropriately so that benefits can be accessed appropriately, and pharmacies’ claims for those activities are processed correctly and paid on a timely basis. Also work with Vermont Medicaid enrolled providers regarding the State’s pharmacy programs	Quarterly number of Pharmacy Claims paid for Global Commitment, CHIP and other benefiting Programs CHIP – Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41489	Program Integrity	Responsible for maintaining the integrity of our Medicaid Program, including the provision of medically necessary and appropriate health care services, accurate reimbursement to qualified providers of those services, efficient administration of the program and the prevention of inappropriate services and reimbursement. Works closely with each department within DVHA as well as the Medicaid Fraud and Residential Abuse Unit to investigate referred issues to determine if there is a problem	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP – Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)



Program Code	Program Name	Description	Allocation Method
41490	Clinical Unit	Manages Care Coordination (CC), Quality Initiatives (QI) and Prior Authorizations. CC initiative is designed to facilitate the provider/patient relationship by coordinating interventions that assist primary care practices for the needs of our beneficiaries – specifically in emergency room utilization and inpatient hospitalization. QI provides operational direction necessary to monitor and evaluate the quality and appropriateness of care and service for our members, identify opportunities for clinical and service improvement, ensure resolution of identified problems and to measure/monitor intervention results over time to assess the need for new improvement strategies	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41491	Chronic Care Initiative	Extension of the above- mentioned clinical unit responsibilities with the addition of make routine visits to provider/patients	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41493	Provider & Member Relations	Provide assistance to all provider groups for both incoming and outgoing communication regarding issues that affect providers	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41495	Policy - Staffing	Represents DVHA in a variety of venues and furnishes required reports for the state and federal governments. Also, responsible for maintaining and revising when necessary, the Vermont Medicaid State Plan, the Vermont Medicaid Rules and Procedures and the Vermont Health Access Program rules and procedures. Coordination and management of the administrative process of responding to requests for non-covered services by beneficiaries as well as representing DVHA at fair hearings	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)



Program Code	Program Name	Description	Allocation Method
41496	Coordination of Benefits	Investigates claims potential for third party liability for areas of health insurance, court ordered medical support, Medicare Part D drug plans, estate recovery, cost effective health insurance, workers compensation and subrogation. When a liability is found, claims and/or liens are filed with the liable party obligating the party to reimburse the Medicaid paid claims	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41497	Administrative Services	Responsible for fiscal and operational activities, including budget items, AR, AP, payroll and expenses, contract and grant monitoring, federal reporting, cost allocation and overall human resources and building maintenance	Total Hours Across All Other Program Codes
41503	CDDIS MOU Staff	Staffing costs related to the Child Development Division Information System MOU	Direct to IDT (99999.9002)
41613	MMIS-DDI Contracts	Contractual Expenses related to Health Enterprise MMIS DDI and IV&V	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
41626	Health Care Reform	Time and effort associated with implementing Vermont's Healthcare Reform program. Healthcare Reform in the State of VT is made up of over 60 specific initiatives all designed to increase access, improve the quality, and contain costs of healthcare for Vermonters	Quarterly percentages of State population eligible for Medicaid to Medicaid - Admin 50/50 Line 49 (99999.9900) remainder to HIT Fund (99999.1069)
41627	Blueprint Administration	All costs associated with Blueprint for Health staff	Quarterly percentages of Medicaid attributed population of patients served by Blueprint Patient Centered Medical Homes (PCMHs) to Medicaid - Admin 50/50 Line 49 (99999.9900) remainder to Investments (STC-79) - Vermont Blueprint for Health (51) (99999.9102)



Program Code	Program Name	Description	Allocation Method
41628	Blueprint – Partnerships	Costs associated with Contractual and grant	Quarterly percentages of Medicaid attributed population of patients served by Blueprint Patient Centered Medical Homes (PCMHs-to Medicaid - Admin 50/50 Line 49 (99999.9900) remainder to Investments (STC-79) - Vermont Blueprint for Health (51) (99999.9102)
41629	Quality Improvement Division	Responsible for ensuring compliance to the State and Federal quality standards including oversight of any delegated activities; implementation, management and oversight of quality initiatives including the CHIPRA Quality Demonstration Grant; and authorization and concurrent review of inpatient psychiatric services	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP – Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41637	MAPIR – State Customization – Contractual Costs	Contractor expenses – State Customization – contract associated with the Medical Assistance Provider Incentive Repository Program	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
41642	MMIS – DDI Staff	Staff work related to the development of the MMIS	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
41649	Blueprint Expansion	Contractual expenses related to the Blueprint expansion, with one time funding	Quarterly percentages of Medicaid attributed population of patients served by Blueprint Patient Centered Medical Homes (PCMHs) to Medicaid – Admin 50/50 Line 49 (99999.9900) remainder to Investments (STC-79) – Blueprint Expansion and Dulce (99999.9113)
41658	OneCare QHMMI Investment	Contract payments associated with the Quality and Health Management and Measurement Improvement Project	Direct to DSR Investment (STC-83) – One Care VT ACO Quality & Health Management (81) (99999.9109)
41659	OneCare Advanced Cmty Care	Contract payments associated with the Advanced Community Care Coordination Project	Direct to DSR Investment (STC-83) – One Care VT ACO Advanced Community Care Coordination (82) (99999.9110)



Program Code	Program Name	Description	Allocation Method
41692	HCR/HIT – Contracts	Contractual cost associated with the operation and support of the Vermont Health Information Exchange	Quarterly percentages of Medicaid attributed providers within the Vermont Health Information Exchange to Legacy MMIS Contracts O&M 75% - Line 4b (99999.9912) remainder to HIT Fund (99999.1069)
41697	Reimbursement Unit	Administrative expenses associated with the operation and oversight of Vermont’s provider assessment, Disproportionate Share Hospital (DSH) payments, cost settlement process, and value-based reimbursements	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41699	Managed Care and Compliance	Executive salary expenses associated with Program Integrity, Provider and Member Services, and the Substance Abuse initiative	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41703	GC Administrative Contracts	Contract Expenses associated with administrative services charged to GC	Quarterly Enrollment for Global Commitment, CHIP, and All Other benefiting Programs CHIP Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41774	TMSIS Staff	Staff and operating expenses related to T-MSIS IAPD	Direct to T-MSIS (90%) (99999.9021)
41775	TMSIS Contract	Contractual Expenses related to T-MSIS IAPD	Direct to T-MSIS (90%) (99999.9021)
41778	E&E Operations Contract	Cost associated with VHC Maintenance and Operations elated contract expenses	Quarterly VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP, VHC Sustainability (99999.9005), CHIP – Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)
41779	E&E Operations Staff	Cost associated with VHC Maintenance and Operations related staff and operating expenses	Quarterly VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP, VHC Sustainability (99999.9005), CHIP – Admin (99999.9903), Medicaid - Admin 50/50 Line 49 (99999.9900)



Program Code	Program Name	Description	Allocation Method
41780	E&E Eligibility – (OAPD) Contracts	Contractual costs associated with hosting, security, and maintenance & operations of VHC Medicaid eligibility related contract expenses, eligible for 75% match	Quarterly VHC Enrollment for Medicaid, CHIP, Designated State Health Programs (DSHP) and QHP VHC Sustainability (99999.9005), CHIP – Admin (99999.9903), Eligibility Systems and Staffing (75%) (99999.9029)
41784	E&E Eligibility – (OAPD) Staff	Staff costs associated with hosting, security, and maintenance & operations of VHC Medicaid eligibility, eligible for 75% match	Quarterly VHC Enrollment for Medicaid, CHIP, Designated State Health Programs (DSHP) and QHP VHC Sustainability (99999.9005), CHIP – Admin (99999.9903), Eligibility Systems and Staffing (75%) (99999.9029)
42040	HCBS Admin	Administrative costs associated with the HCBS Spend Plan	Direct to HCBS Spend Plan Medicaid Admin (99999.9420)



Organizational Unit 3: Program

Nature and Extent of Services: The following Program Codes, Program Code Names, Descriptions, and Allocation Methods are for other programmatic costs associated with DVHA programs not including salary, benefits, travel, and medical services contracts.

Program Code	Program Name	Description	Allocation Method
37714	Graduate Medical Education Payment	Graduate Medical Education Payment	Direct to Global Commitment Program (99999.9901)
37732	COVID CRF Activity	Salaries, Contractual, Provider Payments, Grants and Operating costs related to the AHS COVID response Approved for Funding under COVID Relief Funding (CRF) Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID CRF (99999.9918)
41381	Vermont All-Payer ACO	For the contract costs associated with the Vermont All-Payer ACO which allows Vermont the opportunity to create a transformation payment model that moves all payers towards a value-based reimbursement system	Direct to All-Payer Model - ACO (99999.9915)
41430	Dr D Expansion Contracts	Contractual expenses related to the Dr D Expansion project	Direct to General Fund 99999.9001
41470	State Only Expenses	Healthcare related expenditures as identified on the MMIS quarterly expenditure reports	Direct to General Fund (99999.9001)
41601	Medicaid	Healthcare related expenditures as identified on the MMIS quarterly expenditure reports	Total Costs Across Global Commitment, Other Benefiting Programs (41601.115) to Global Commitment Program (99999.9901), (41601.117) to GC Investments (STC-79) - Patient Safety Net Services (18) (99999.9106), (41601.317) to Investments (STC-79) – Family Supports (72) (99999.9108) and (41601.217) to General Fund (99999.9001)
41602	CHIP Payments	Healthcare related expenditures as identified on the MMIS quarterly expenditure reports	Direct to CHIP – Program (99999.9902)
41605	State-Only Pharmacy	Healthcare related expenditures as identified on the MMIS quarterly expenditure reports	Direct to General Fund (99999.9001)



Program Code	Program Name	Description	Allocation Method
41610	HIV/INS	Healthcare related expenditures as identified on the MMIS quarterly expenditure reports	Direct to GC Investments--(STC-79)-HIV Drug Coverage (53) (99999.9104)
41615	Buy-in Part A	Medicare Part A premiums paid on behalf of Vermont residents	Total costs across (41615.115) Global Commitment Program (99999.9901), (41615.117) Investments (STC-79) - Buy-In (52) (99999.9103), (41615.118) Buy-In- Federal (99999.9906) and Other Benefitting Programs Based on CMS Invoice Billing
41620	Refugee Program	Healthcare related expenditures as identified on the MMIS quarterly expenditure reports	Direct to Refugee Medical Assistance - Program (99999.9009)
41625	Vermont Legal Aid MAP	Payments to Vermont Legal Aid for services related to the Medicare Advocacy Project	Direct to Global Commitment Program (99999.9901)
41631	GEARWAR	Financial transactions resulting from outcome of Gearwar vs. Wilson legal action	Direct to Global Commitment Program (99999.9901)
41641	Buy-in Part B	Medicare Part B premiums paid on behalf of Vermont residents	Total costs across (41641.115) Global Commitment Program (99999.9901), (41641.117) Investments (STC-79) - Buy-In (52) (99999.9103), (41641.118) Buy-In- Federal (99999.9906) and Other Benefitting Programs Based on CMS Invoice Billing
41643	Vermont Premium Assistance	Premium Assistance payments made on behalf of eligible members enrolled in a Qualified Health Plan	(41643.115) Direct to Global Commitment Program (99999.9901) or (41643.117) Direct to General Fund (99999.9001), Based on validation of remittance to carrier
41644	Cost Sharing reduction	Payments made on behalf of eligible members enrolled in a Qualified Health Plan, to assist with out-of-pocket medical costs	Direct to General Fund (99999.9001)
41645	DSH	Medicaid Disproportionate Share Hospital Payments	Direct to DSH (99999.9905)



Program Code	Program Name	Description	Allocation Method
41647	Drug Rebate	Drug Rebates received based on eligible Pharmacy expenditures	Allocated (41647.115) to Global Commitment Program (99999.9901), (41647.118) to CHIP- Program (99999.9902), (41647.117) to Investments (STC-79) - Patient Safety Net Services (18) (99999.9106), (41647.217) to General Fund (99999.9001) and (41647.218) to ACA Drug Rebates (99999.9907) and Other Benefiting Programs by percent of total pharmacy spend for prior 4 quarters
41650	Medically Necessary Abortions	Healthcare related expenditures identified on the MMIS quarterly expenditure report related to the medically necessary need for an abortion	Direct to Investments – Medically Necessary Abortions (99999.9112)
41652	Program BP Expansion	All Program costs associated with the expansion Pilot of the Blueprint for Health Program	Allocated (41652.401) to Global Commitment Program (99999.9901) and (41652.411) to Investments (STC-79) Blueprint Expansion and Dulce (99999.9113)
41660	Family Planning	All Program costs associated with Family Planning services for the FP aid category code population	Direct to Investments (STC-79) – Family Planning (75) (99999.9209) Effective 7/1/2023
42041	HCBS Investment	Cost associated with HCBS Spend Plan Investments	Direct to HCBS Spend Plan Investment (99999.9421)
42042	HCBS Program	Cost associated with HCBS Spend Plan Program	Direct to HCBS Spend Plan GC Program (99999.9422)
42043	HCBS CNOM	Cost associated with HCBS Spend Plan CNOM	Direct to HCBS Spend Plan GC CNOM (99999.9423)
42044	HCBS Capital Improvement	Costs associated with HCBS Spend Plan Capital Improvement	Direct to HCBS Spend Plan Capital Improvement (99999.9424)
46405	Medicare Clawback	Per person per month payments made to CMS for Part D beneficiaries	Direct to Clawback State Funds (99999.1100)



IV. ACRONYM LIST

- AAA.....Area Agency on Aging
- AABDAid to the Aged, Blind, & Disabled
- ABD.....Aged, Blind and Disabled
- ACA.....Affordable Care Act
- ACCESSThe computer software system used by DCF and DVHA to track program eligibility information as well as economic services and child support activity
- ACO.....Accountable Care Organization
- ADSAgency of Digital Services
- AHECs.....Area Health Education Center
- AHSAgency of Human Services
- AHSCO.....Agency of Human Services Central Office
- AoA.....Agency of Administration
- APDAdvance Planning Document
- ARPA.....American Rescue Plan Act
- ASTHOAssociation of State and Territorial Health Officials
- BO.....Business Office
- BRE.....Business Reply Envelope
- CAP.....Cost Allocation Plan
- CAQH.....Committee for Affordable Quality Healthcare
- CARESCoronavirus Aid, Relief, and Economic Security
- CCCare Coordination
- CCBCannabis Control Board
- CCMPChronic Care Management Program
- CDDISChild Development Division Information System
- CFC.....Choices for Care
- CFDA.....Catalog of Federal Domestic Assistance
- CFR.....Code of Federal Regulations
- CHIPChildren’s Health Insurance Program
- CMS.....Centers for Medicare & Medicaid Services (formerly HCFA)
- CNOMCosts not otherwise Matchable
- COVID-19Coronavirus Disease 2019
- CRFCoronavirus Relief Fund
- CUSTCustomer
- DAIL.....Department of Disabilities, Aging and Independent Living
- DCF.....Department for Children and Families
- DDIDesign, Development & Implementation
- DMH.....Department of Mental Health Services
- DOCDepartment of Corrections
- DR.....Disaster Recovery
- DSHDisproportionate Share Hospital
- DSHPDesignated State Health Programs
- DSR.....Delivery System Reform
- DUR.....Drug Utilization Review (Board)
- DVHA.....Department of Vermont Health Access
- E&EEligibility and Enrollment
- e-PROe-Procurement
- EDI.....Electronic Data Interchange
- EHRElectronic Health Record
- ELC.....Epidemiology and Laboratory Capacity
- ESD.....Economic Services Division (of the DCF)
- EVVElectronic Visit Verification System
- FFYFederal Fiscal Year



FMAP	Federal Medicaid Assistance Participation
FMLA	Family Medical Leave Act
FMNP	Farmers’ Market Nutrition Program
FNS	Food and Nutrition Services
FTE	Full Time Equivalent
GA.....	General Assistance
GC.....	Global Commitment for Health 1115 Waiver
GF	General Fund
GMCB.....	Green Mountain Care Board
GME	Graduate Medical Education
HAEEU.....	Health Access Eligibility and Enrollment Unit
HC.....	Health Care
HCAU	Health Care Application Usability
HCBS.....	Home Community Based Services
HCR.....	Health Care Reform
HIE.....	Health Information Exchange
HIV	Human Immunodeficiency Virus
HIT.....	Health Information Technology
HITECH.....	Health Information Technology for Economic and Clinical Health
IAPD	Implementation Advance Planning Document
IAPDU	Implementation Advance Planning Document Update
IDT.....	Interdepartmental Transfer
IE.....	Integrated Eligibility
IEE	Integrated Eligibility & Enrollment
IEEIAM	Integrated Eligibility and Enrollment Identity & Access Management
IEESI.....	Integrated Eligibility and Enrollment Systems Integrator
ILEHP	Interdisciplinary Leadership Education for Health Professionals
IT.....	Information Technology
IV&V	Independent Verification and Validation
IZ.....	Immunization
LIHEAP	Low-Income Home Energy Assistance Program
LTC.....	Long-Term Care
M&O.....	Maintenance & Operations
MAB	Medicaid Advisory Board
MAP.....	Medicaid Assistance Program
MAPIR.....	Medical Assistance Provider Incentive Repository
MAT	Medication Assisted Treatment
MDWAS.....	Master Data Warehouse and Analytic Solution
MES	Medicaid Enterprise System
MFP	Money Follows the Person
MMIS.....	Medicaid Management Information System
MOU	Memorandum of Understanding
NED-B	National Eligibility Database
OAPD	Operation Advance Planning Document
OAPDU.....	Operational Advance Planning Document Update
PADS	Payment and Delivery Systems
PBM.....	Pharmacy Benefit Management
PCMH.....	Program in Community Mental Health
PE.....	Presumptive Eligibility
PERM	Payment Error Rate Measurement
PiHP	Pre-paid Inpatient Health Plan
PIE	Payer Initiated Eligibility
PMPM.....	Per Member Per Month
PQA	Prior Quarter Adjustment



QA.....	Quality Assurance
QC.....	Quality Control
QHMMI.....	Quality and Health Management and Measurement Improvement
QHP.....	Qualified Health Plan
QI.....	Quality Initiatives
RMA.....	Refugee Medical Assistance
RMTS.....	Random Moment Time Study
RS.....	Rate Setting
RTT.....	Race to the Top
RU.....	Reach Up Program
SCHIP.....	State Children’s Health Insurance Plan
SFY.....	State Fiscal Year
SIM.....	State Innovative Model
SMP.....	Skilled Medical Professional
SNAP.....	Supplemental Nutrition Assistance Program
SPMP.....	Skilled Professional Medical Professionals
SSFP.....	Solely State Funded Program
STC.....	Special Terms and Conditions
SWICAP.....	Statewide Indirect Cost Allocation Plan
T-MSIS.....	Transformed Medicaid Statistical Information System
TANF.....	Temporary Assistance for Needy Families (Reach Up in VT)
TPL.....	Third Party Liability
VCAP.....	Vermont Career Advancement Project
VDH.....	Vermont Department of Health
VDOL.....	Vermont Department of Labor
VHC.....	Vermont Health Connect
VHIE.....	Vermont Health Information Exchange
VIEWS.....	Vermont Integrated Eligibility Workflow System
VISION.....	Vermont’s Integrated Solution for Information and Organizational Needs – the statewide accounting system
VLA.....	Vermont Legal Aid
VPharm.....	VT Pharmacy Program
VT.....	Vermont

E. DEPARTMENT OF HEALTH (VDH)

I. Introduction

The Vermont Department of Health (VDH) has three appropriations, as follows:

Administration appropriation

- Administration division

Public Health appropriation

- Emergency Preparedness, Response, and Injury Prevention
- Laboratory Sciences and Infectious Disease
- Chief Medical Examiner
- Family and Child Health
- Health Promotion and Disease Prevention
- Office of Local Health
- Medical Practice Board
- Environmental Health
- Health Statistics and Informatics

Alcohol and Drug Abuse Programs appropriation

- Division of Substance Use Programs

VDH's mission statement is as follows:

Mission: To protect and promote optimal health for all Vermonters.

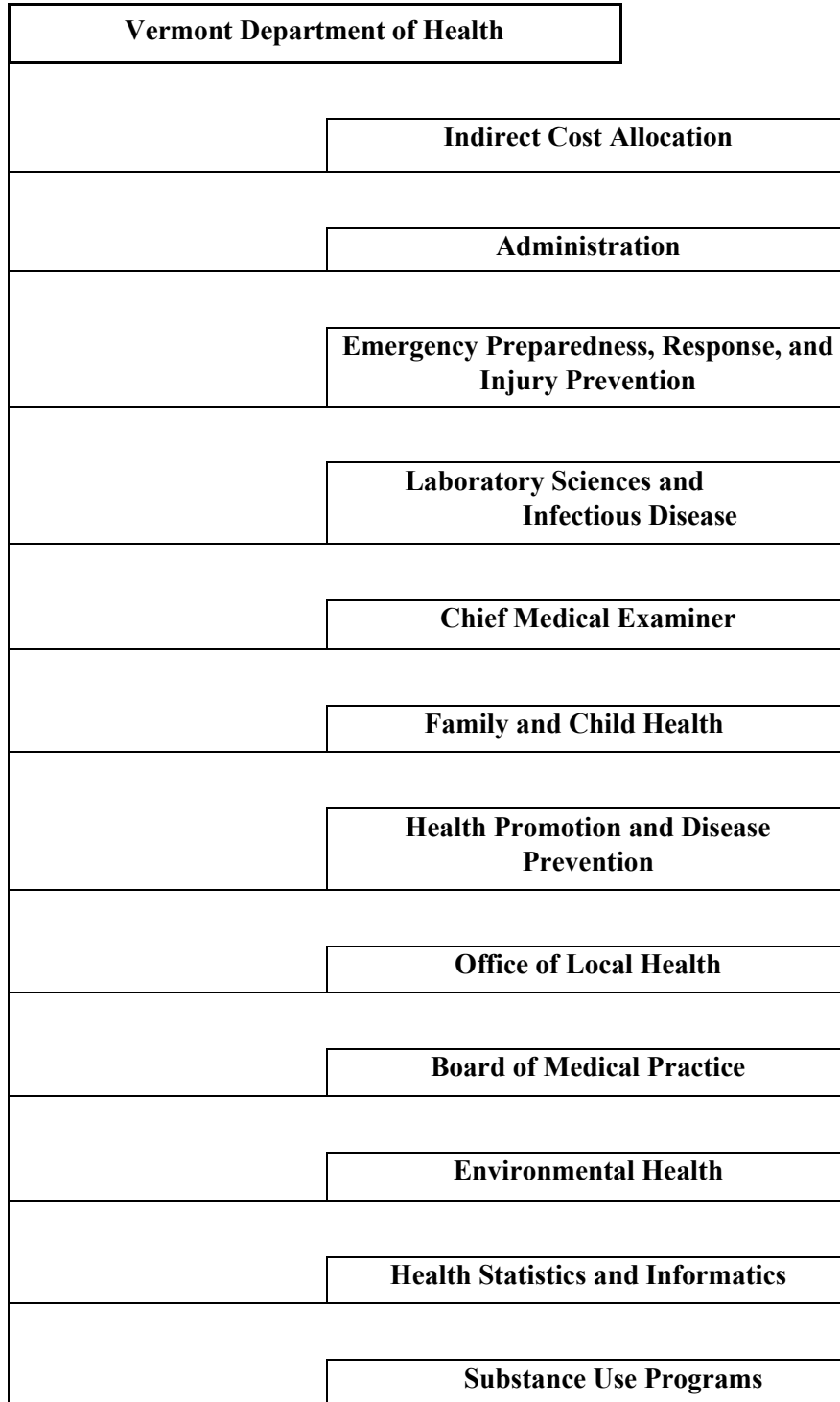
Vision: Healthy Vermonters living in healthy communities.

Goals:

1. Effective and integrated public health programs
2. Communities with the capacity to respond to public health needs
3. Internal systems that provide consistent and responsive support
4. A competent and valued workforce that is supported in promoting and protecting the public's health
5. A public health system that is understood and valued by Vermonters
6. Health equity for all Vermonters

Within this document we have included an overview of VDH's organizational structure and a list of the specific functions performed by VDH, the program code associated with the function, and the allocation method for each function.

II. Organizational Chart





III. Cost Allocation Methodologies

With the January 1, 2017 extension of the Global Commitment to Health 1115 Waiver, administrative costs are not included in the budget neutrality agreement. Administrative costs will be reported on the appropriate CMS-64.10 Base reporting line. However, administrative costs associated with investments that are strictly administrative in nature are subject to the budget neutrality limit and are reported on the “Investments” waiver forms.

Investment administrative costs for Health Research and Statistics, Patient Safety Adverse Events, and Area Health Education Centers (AHEC) receive 50% FFP.

Organizational Unit 1: Indirect Cost Allocations

Nature and Extent of Services: Vermont Department of Health is assessed costs from both the State of Vermont, called the SWICAP, and the Agency of Human Services Central Office, for activities performed on its behalf.

Program Code	Program Name	Description	Allocation Method
1000.1	SWICAP	VDH allocation of Statewide Indirect Costs	Total Salaries Across VDH
1000.2	AHS Audit Unit	VDH allocation of costs related to the AHS Audit Unit	Total Salaries Across VDH
1000.3	AHS Secretary's Office	VDH allocation of costs related to the AHS Secretary's Office	Total Salaries Across VDH
1000.4	AHS Information Technology	VDH allocation of costs related to AHS Information Technology	Total Salaries Across VDH
1000.5	Financial Statement and Internal Controls Audit	VDH allocation of costs related to the Single Audit - Financial Statement and Internal Controls	Total Salaries Across VDH
1000.6	Human Services Board	VDH allocation of costs related to the Human Services Board	Total Salaries Across VDH
1000.7	Human Resources Investigations Unit	VDH allocation of costs related to the Human Resources Investigations Unit	Total Salaries Across VDH
1000.8	AHS Policy	VDH allocation of costs related to AHS Policy	Total Salaries Across VDH



Organizational Unit 2: Administration

Nature and Extent of Services: The following program codes, descriptions, and allocation methods are for costs associated with the Commissioner’s Office; Information Technology Services; Health Planning; Department Operations, and the Business Office. It had been standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost until the May 16, 2013 payday. At that time the State of Vermont converted to a new payroll system. The only Cost Allocation implication of this new payroll system is that employees are given a limited number of program codes from which to choose. However, the practice is to add program codes to employees’ list of available codes upon request so that any program code is made available to any employee. There have not been changes in the pattern of time reporting as a result. These program codes are shown within this Division as an approximate guide to the most likely users of these codes.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37731	AHS COVID Response	Salaries, Contractual, Grants and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants.	Direct to COVID Response
37856	PADS Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS - MMIS PADS DDI (90%)
39001	Administration-Departmental	Costs associated with overall management of VDH including legal services, policy, development, planning, public affairs, administrative support, financial management and Board of Health activities.	Total Salaries Across VDH
39004	VDH General Fund	Expenses that are not allocable to federal programs.	Direct to State General Fund - VDH
39010	Act 183 of 2022	Costs associated with one-time funding appropriated in Act 183 of 2022, an act relating to economic and workforce development.	Direct to Act 183 of 2022
39012	Organ Donation	Costs of activities related to increasing organ donations in Vermont.	Direct to Organ Donation.
39014	Duty Officer Time	Standby time and work time associated with assignment as Duty Officer outside of normal business hours.	Allocated to Investments (STC-79) - Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.



Program Code	Program Name	Description	Allocation Method
39016	Patient Safety Surveillance	All costs associated with activities related to patient safety surveillance and improvement system.	Allocated 50% to Investments (STC-79) - Patient Safety - Adverse Events (47) and 50% to State Funds
39023	Hospital Licensing	Expenses related to license applications, developing rules and monitoring compliance with same, issuance of licenses and other activities.	Direct to Hospital Licensing
39040	Area Health Education Center program support	Payments to provide support to Area Health Education Centers (AHECs) in order to improve Vermont's public health by establishing educational partnerships, supporting students and health professionals and engaging in community outreach and education.	Direct to Investments (STC-79) - Area Health Education Centers (AHEC) (21)
39042	Free Clinic Administrative Support	Payments to the Vermont coalition of clinics for the uninsured to provide outreach, enrollment, education, and care coordination to patients receiving services at any of the free clinics.	Direct to Medicaid Administration
39044	Prescription Drug Education	Payments to support an evidence-based prescription drug education program, including Academic Detailing teams, for health care professionals.	Direct to Prescription Drug Education
39047	Statewide Quality Assurance System	Funding to implement and maintain a statewide quality assurance system to evaluate and improve the quality of healthcare services rendered in Vermont.	Direct to Statewide Quality Assurance System
39051	PH Infrastructure Workforce	Eligible costs and activities in support of building and maintaining the Vermont Department of Health Public Health Workforce	Direct to Public Health Infrastructure - Workforce
39055	PH Infrastructure DMI Acceleration	Eligible costs and activities in support of the Public Health Infrastructure Data Modernization Acceleration Award.	Direct to PH Infrastructure - DMI Acceleration
39056	PH Infra DMI Supplement	Eligible costs and activities in support of building and maintaining Data Modernization under the Public Health Infrastructure Award.	Direct to PH Infra DMI Supplement



Program Code	Program Name	Description	Allocation Method
39411	Health Disparities Base	All costs associated with addressing and advancing health equity in Vermont by expanding state capacity and services.	Direct to Health Disparities
39412	Health Disparities Rural	All costs associated with addressing and advancing health equity in Vermont by expanding state capacity and services with a focus on rural communities.	Direct to Health Disparities
39523	Poison Control and Surveillance Activities	Activities associated with poison control and surveillance, including services currently provided by the Northern New England Poison Center.	Allocated to Medicaid Admin based on the percentage of the State's population on Medicaid, and then to Investments (STC-79) - Poison Control (48) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39530	Primary Care	Costs related to Primary Care Cooperative Agreement, including personnel, operating expenses, and grants.	Direct to Primary Care
39532	Rural Health Office	Costs associated with activities related to the establishment and operation of a State Office of Rural Health.	Direct to Rural Health Office
39534	Rural Hospital Flexibility Program	Costs associated with the activities under the ongoing Rural Hospital Flexibility Program grant from HRSA to help stabilize rural hospitals and improve access to health services in rural communities.	Direct to Rural Hospital Flexibility Grant
39538	Hospital Preparedness	Costs associated with a program to support hospitals and other health care entities in preparing public health emergencies.	Direct to Hospital Preparedness
39539	Vermont Loan Repayment	Costs associated with grants to support educational loan repayment to health care professionals.	Direct to Investments (STC-79) - Physician/Dentist Loan Repayment Program (25)
39539.1111	Vermont Loan Repayment	Costs associated with grants to support educational loan repayment to health care professionals.	Direct to AHS IDT Act 11 of 2018 Sec.C.106.1



Program Code	Program Name	Description	Allocation Method
39541	Small Hospital Improvement	Costs associated with a project to assist small hospitals in implementing prospective payments systems, improving quality, and complying with certain provisions of the Health Insurance Portability and Accountability Act (HIPAA).	Direct to Small Hospital Improvement Grant
39546	State Loan Repayment Program	All costs of those activities associated with the State Loan Repayment Program, funded under the grant from HRSA	Direct to State Loan Repayment Program.
39547	SHIP COVID Testing and Mitigation	Costs associated with a project to assist small hospitals in implementing COVID-19 testing and mitigation.	Direct to SHIP COVID Testing and Mitigation
41642	MMIS - DDI Staff	Staff work related to the development of the MMIS.	Direct to CMS-MMIS/MES - DDI (90%)



Organizational Unit 3: Emergency Preparedness, Response, and Injury Prevention

Nature and Extent of Services: The following program codes, descriptions, and allocation methodologies are for costs primarily associated with the following programs: Public Health Emergency Preparedness, Response and Injury Prevention (e.g., child passenger safety, suicide prevention, elderly falls prevention, vulnerable road users, mental health awareness, addiction assistance) and Emergency Medical Services. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These program codes are shown within this Division as an approximate guide to the most likely users of these codes).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
39101	DEPRIP Administration	Staff time and operating costs associated with overall administration of the Division of Emergency Preparedness, Response, and Injury Prevention.	Total Salaries across Emergency Preparedness-
39106	MRC STTRONG	All costs associated with activities related to the MRC STTRONG Program.	Direct to MRC STTRONG
39169	PHER Crisis Workforce Development	Funding to establish, expand, and sustain a public health workforce in response to the COVID-19 pandemic crisis.	Direct to PHER Crisis Workforce Development
39171	CRI – Cities Readiness Initiative	All costs associated with the Cities Readiness Initiative component of the Bioterrorism and Public Health Preparedness program.	Direct to Public Health Emergency Preparedness
39177	VT GLS Suicide Direct Services	Costs associated with VT GLS youth suicide prevention activities.	Direct to VT GLS Suicide Project
39178	VT GLS Suicide Data/Evaluation	Costs associated with data collection, performance measurement and performance assessment of VT GLS youth suicide activities.	Direct to VT GLS Suicide Project
39179	EMS Fund Activities	All costs to improve EMS services in Vermont through training and other activities, underwritten by the insurance companies.	Allocated to Investments (STC-79) - Emergency Medical Services (19) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.



Program Code	Program Name	Description	Allocation Method
39181	EMS Program Services	Staff time and other costs associated with the quality assurance functions performed by the Vermont Department of Health necessary to credential EMS personnel, vehicles, and organizations. Includes costs associated with statewide developmental and administrative activities including complaint investigation and technical consultation to services, hospitals, and communities.	Allocated to Investments (STC-79) - Emergency Medical Services (19) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39183	EMS for Children	Staff time, contracts, and other payments for the EMS for Children project.	Direct to EMS for Children
39189	Siren MOU	All costs associated with the SIREN project funded by the VT Agency of Transportation, Governor's Highway Safety Program.	Direct to SIREN MOU
39190	Childhood Passenger Safety MOU	All costs of those activities associated with the Childhood Passenger Safety MOU with the AOT Governor's Highway Safety Program.	Direct to Childhood Passenger Safety MOU
39191	Opioid Antagonist Program	All costs associated with the development and administration of a statewide program for the purpose of distributing opioid antagonists as required by Act 75 of 2013.	Direct to Opioid Antagonist Program
39193	Road User Safety MOU	All costs associated with running the Road User Safety MOU from the Governor's Highway Safety Program.	Direct to Road User Safety MOU
39194	CARA - Direct Service	All costs associated with direct service grant activities such as First Responder trainings, community education, and supply purchasing.	Direct to CARA First Responders
39195	CARA - Administration	All costs associated with administrative grant activities.	Direct to CARA First Responders
39196	CARA - Data collection	All costs associated with data collection, reporting, and performance measurement and assessment grant activities.	Direct to CARA First Responders



Program Code	Program Name	Description	Allocation Method
39270	PH Emergency Response	All costs associated with activities in response to public health emergency events or exercises.	Direct to PH Emergency Response
39306	Vermont Addressing Suicide Together, Suicide Prevention (VAST SP)	All costs associated with a grant to increase and sustain the capacity of a coordinated statewide public health approach to suicide prevention, and to reduce the morbidity and mortality rate of Vermonters due to suicide and self-directed violence.	Direct to Vermont Addressing Suicide Together (VAST SP)
39399	COVID-19	Time and supplies used in the day to day infectious disease epidemiology and disease control work related to the 2019 outbreak of novel coronavirus.	Direct to ELC CARES
39399.1122	COVID-19	Time and supplies used in the day to day infectious disease epidemiology and disease control work related to the 2019 outbreak of novel coronavirus.	Direct to ELC CARES
39537	Hospital Preparedness COVID	All costs associated with a program to support hospitals and other health care entities in identifying, isolating, assessing, transporting, and treating patients with COVID-19 or persons under investigation (PUIs) for COVID-19, and preparing these entities for future special pathogen disease outbreaks.	Direct to Hospital Preparedness



Organizational Unit 4: Laboratory Sciences and Infectious Disease

Nature and Extent of Services: The following program codes, descriptions, and allocation methodologies are for costs associated with the division of Laboratory Sciences and Infectious Disease.

The division of Laboratory Sciences and Infectious Disease includes:

- Public Health Laboratory – performs laboratory tests to identify infectious disease toxins or contaminants in air, food, water and clinical samples;
- Epidemiology – investigates and monitors emerging and reportable infectious diseases and operates programs that provide service and prevention for sexually transmitted disease, HIV/AIDS, hepatitis and tuberculosis;
- Immunizations – provides vaccine to children and adults, assures adherence to vaccination procedures and policies;

(It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These program codes are shown within this Division as an approximate guide to the most likely users of these codes).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
37763	FEMA COVID 90/10	Salaries, Contractual, and Operating costs related to the AHS COVID response funded by FEMA.	Direct to COVID Response
39049	Antibiotic Stewardship	Costs associated with antibiotic resistance and stewardship	Allocated to Investments (STC-79) - Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39054	PH Infrastructure LDX	Eligible costs and activities in support of building and maintaining the Vermont Department of Health Lab Data Exchange (LDX)	Direct to Public Health Infrastructure - LDX
39064	Wound care program	Costs associated with a wound care telehealth consultation pilot program.	Direct to Opioid Abatement Special Fund
39207	ELC Data Modernization	Costs associated with data modernization efforts that improve data quality, exchange, management, and use of epidemiologic and laboratory data.	Direct to ELC Data Modernization
39218	IZ Supplement 4 Addendum - Funding Vaccine Confidence	All costs associated with developing a vaccine confidence strategy for COVID-19 and routine immunization and implementing that strategy using HHS and CDC provided resources.	Direct to IZ 4+ Funding Vaccine Confidence



Program Code	Program Name	Description	Allocation Method
39219	ELC ED Expansion	Costs associated with activities related to enhancing laboratory, surveillance, informatics, and other workforce capacity per the CRRSA Act 2021.	Direct to ELC ED Expansion
39220	IZ Covid Bridge	All costs associated with the Immunization COVID Bridge Program and Vaccine Confidence supplement.	Direct to Immunization
39223	ELC Core ETOR C6 BP5	Costs associated with laboratory response network activities and electronic test orders.	Direct to ELC Core ETOR C6 BP5
39229	ELC Homeless Service Sites	Costs related to COVID-19 testing and mitigation in homeless service sites, encampments, and other congregate settings like group homes.	Direct to ELC Homeless Service Sites
39231	Vermont Vaccine Purchasing Program	All costs associated with Providing vaccines for all Vermonters	Direct to Vermont Vaccine Purchasing Program
39232	Medicaid Vaccines for Adults	Costs associated with providing vaccines to Medicaid eligible Adults	Direct to Global Commitment Program
39234	COVID-19 Vaccination Program	All costs to support COVID-19 vaccination planning and implementation.	Direct to COVID-19 Vaccination Program – IZ
39234.1122	COVID-19 Vaccination Program	All costs to support COVID-19 vaccination planning and implementation.	Direct to COVID-19 Vaccination Program – IZ
39236	ELC Core A2 Laboratory Response Network BP4	Costs associated with laboratory response network activities.	Direct to ELC Core A2 LRN BP4
39237	ELC Core BP4 Supplement LDXC6	All Costs of activities of the Epi Lab Capacity Program, funded by the ELC Core BP4 Supp LDXC6.	Allocated to ELC Core BP4 Supp LDXC6 based on available funds, then to ELC ED Expansion
39238	ELC SHARP	Costs related to Strengthening HAI/AR Program Capacity: healthcare associated infections (HAIs) and antimicrobial resistance (AR).	Direct to ELC SHARP
39240	Epi Lab Capacity	All Costs of those activities of the Epi Lab Capacity Program.	Direct to Epi Lab Capacity



Program Code	Program Name	Description	Allocation Method
39243	ELC AMD Sequencing and Analytics	Costs associated with establishing, expanding, and enhancing sequencing capacity in PHLs through advanced molecular detection (AMD) technologies for the purpose of building national sequencing capacity.	Direct to ELC AMD Sequencing & Analytics
39244	National Wastewater Surveillance	All costs associated with the National Wastewater Surveillance Systems project.	Direct to ELC National Wastewater Surveillance
39245	IZ Supplement 4 - Prioritizing Populations	All costs associated with a program to improve and expand messaging, education, and access to COVID-19 vaccinations, as well as develop, strengthen, leverage and support community-based partnerships to reach disproportionately affected populations.	Direct to IZ 4 Prioritizing Populations
39246	ELC STRIKE Skilled Nursing Facilities	Costs related to supporting Skilled nursing facilities during their response to SARS-CoV-2 infections, and also to build and maintain an infection prevention infrastructure.	Direct to ELC STRIKE Skilled Nursing Facilities
39250	ELC Enhancing Detection	All costs associated with a project intended to support a broad range of COVID-19/SARS-CoV-2 testing and epidemiologic surveillance related activities.	Allocated to ELC Enhancing detection then to ELC Enhancing Detection Expansion based on available funds.
39253	ELC STRIKE Nursing and LTC Facilities	Costs related to supporting nursing facilities and long-term care facilities during their response to SARS-CoV-2 infections, and also to build and maintain an infection prevention infrastructure.	Direct to ELC STRIKE Nursing and LTC Facilities
39271	ELCprojectA	Epi Lab Capacity grant costs associated with addressing programmatic gaps to improve response to emerging/re-emerging infectious diseases, and align and utilize innovative technologies.	Direct to Epi Lab Capacity



Program Code	Program Name	Description	Allocation Method
39272	ELCprojectB	Epi Lab Capacity grant costs associated with strategically managing and optimizing the ELC grant portfolio.	Direct to Epi Lab Capacity
39273	ELCprojectC	Epi Lab Capacity grant costs associated with maintaining, improving, and modernizing health information systems and data science infrastructure.	Direct to Epi Lab Capacity
39274	ELCprojectD	Epi Lab Capacity grant costs associated with supporting training in pathogen genomics, bioinformatics, and data integration to strengthen the capacity to process, analyze, compare and report genomic data.	Direct to Epi Lab Capacity
39275	ELC Base ETOR	Epi Lab Capacity grant costs associated with maintaining, improving, and modernizing health information systems and data science infrastructure.	Direct to ELC Base ETOR
39276	ELCprojectF	Epi Lab Capacity grant costs associated with providing additional epidemiologic, laboratory, and/or health information systems capacity, and enhanced surveillance due to factors such as technology change, expanding disease boundaries or response efforts associated with new or emerging infections including outbreak scenarios.	Direct to Epi Lab Capacity
39277	ELCprojectG	Epi Lab Capacity grant costs associated with enhancing capacity for detection, investigation, control and reporting of enteric, foodborne, waterborne, and zoonotic disease cases and outbreaks and implement evidence-based prevention practices through communication, partnerships, policy initiatives, and targeted interventions.	Direct to Epi Lab Capacity



Program Code	Program Name	Description	Allocation Method
39278	ELCprojectH	Epi Lab Capacity grant costs associated with efforts to improve public health, patient safety, and health equity by supporting and enhancing epidemiologic capacity to detect, prevent and respond to healthcare associated infections, limit the spread of emerging antibiotic resistance, and improve the use of antibiotics.	Direct to Epi Lab Capacity
39279	ELCprojectI	Epi Lab Capacity grant costs associated with building the capacity to rapidly detect antibiotic resistance in healthcare settings and the community, inform local response to prevent spread, and protect people, especially those living in marginalized communities, from antibiotic resistance threats.	Direct to Epi Lab Capacity
39280	ELCprojectJ	Epi Lab Capacity grant costs associated with building and maintaining capacity for detection, investigation and reporting of the relevant pathogens to inform prevention activities for vaccine preventable disease and respiratory disease surveillance.	Direct to ELC Project J - VPD & Respiratory Diseases
39281	ELCprojectK	Epi Lab Capacity grant costs associated with implementing and maintaining accurate and relevant surveillance for human disease and their vectors, improve laboratory practices and capacity, and to implement and evaluate prevention strategies.	Direct to Epi Lab Capacity
39282	ELCprojectM	Epi Lab Capacity grant costs associated with strengthening epidemiologic and laboratory capacity to detect and prevent fungal diseases.	Direct to Epi Lab Capacity



Program Code	Program Name	Description	Allocation Method
39283	ELCprojectR	Epi Lab Capacity grant costs associated with improving laboratory diagnostic capacity for the diagnosis and typing of rabies. Including participation in national proficiency testing, and training of laboratory diagnosticians on current and new methodologies.	Direct to Epi Lab Capacity
39300	HIV CARE Ryan White Part B Supplement	Costs associated with Part B supplement for Ryan White (Title II) HIV Care project.	Direct to HIV Care
39301	Laboratory Sciences & Infectious Disease Administration	Staff time and operating costs associated with overall administration of the Laboratory Sciences & Infectious Disease division.	Total Salaries Across LSID
39305	STD COVID Supplement	Costs associated with expanding STD services to support the public health response to COVID-19.	Allocated to STD supplement then to Sexually Transmitted Diseases based on available funds.
39308	Syringe Services Program IDT	Costs associated with one-time funding appropriated in Section C.1000(a)(14) of Act 11 of 2018 to fund the syringe services program.	Direct to Act 11 of 2018 SS C.1000(a)(14)
39313	Vaccinations	Costs of administration of vaccines to individuals by nurses, except when these activities are included in a more specific cost center, for example, Rabies Control or Hepatitis B.	Direct to Vaccines
39314	Immunization Services	Staff time and expenditures for Immunization Services. This includes the preparation of doctors' orders for vaccines and the distribution of vaccines to local providers.	Direct to Immunization
39316	Immunization Information System	Costs associated with the implementation and operation of an immunization information system, including the development of an information system infrastructure.	Allocated to Immunization and to Medicaid Admin based on the percent of Immunization Registry records that pertain to Medicaid eligible persons



Program Code	Program Name	Description	Allocation Method
39317.1022	Epidemiology – General	Time and supplies used in day to day routine infectious disease epidemiology and disease control work.	Allocated to Public Health Emergency Preparedness based on available funds, then to Investments (STC-79) – Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population. Allocated to Investments (STC-79) - Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population
39322	Vaccinations - State Employees	Costs for staff time and vaccine to immunize State employees, including vaccine administration, distribution, appointment-making and pre- and post-clinic activities.	Direct to Vaccinations – State Employees
39323	Refugee Health	Costs associated with refugee health activities.	Direct to Refugee Health
39324	HIV Prevention	Costs associated with activities related to the HIV Prevention project, including health education and risk reduction, counseling and testing and public information.	Direct to HIV/Prevention Grant
39325	State-funded HIV Prevention Activities	Payments to service organizations using State funds appropriated for HIV Prevention activities.	Direct to State HIV Prevention Activities
39327	HIV Surveillance	Costs associated with activities having to do with active surveillance for AIDS or HIV infection.	Direct to HIV Surveillance
39329	HIV Care	Costs associated with the Ryan White (Title II) HIV Care project.	Direct to HIV Care
39330	VMAP (Vermont Medication Assistance Program)	Payments for reimbursements on behalf of the Vermont Medication Assistance Program.	Direct to HIV Care
39331	Sexually Transmitted Diseases	Costs of the STD program, time, supplies, travel, etc., not to include AIDS.	Direct to Sexually Transmitted Diseases



Program Code	Program Name	Description	Allocation Method
39332	Tuberculosis Control	Cost related to the Tuberculosis Control Program, including staff time and operating expenses, except the costs of clinical services and medication provided to tuberculosis patients.	Allocated to Tuberculosis Control and Investments (STC-79) - TB Medical Services (74) based on availability of Tuberculosis Control grant award.
39333	TB Medical Services	Costs of clinical services and medication provided to tuberculosis patients in Vermont.	Direct to State General Fund – VDH
39334	Rabies Control	Staff time and other costs associated with prevention of rabies in humans and animals.	Allocated to Investments (STC-79) - Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39336	Public Health Emergency Preparedness	Costs associated with activities providing coordination and direction of the statewide effort to prepare for response to events of bioterrorism or other public health emergencies, including assessment and development of the necessary public health infrastructure and the development and exercise of a public health response plan. (Focus Area “A” of the Bioterrorism Preparedness program.)	Direct to Public Health Emergency Preparedness
39344	Enhanced Immunization Program	Time, expenses, and vaccine purchases associated with the Enhanced Immunization Program	Direct to Investments (STC-79) - Enhanced Immunization (46)
39355	Asthma	Costs associated with asthma planning and epidemiology.	Direct to Asthma
39356	Cancer Registry	Costs associated with the Vermont Cancer Registry.	Allocated to Cancer Registry, then to Investments (ST-79) Health Research & Stats (39) based on available funds.
39379	VT Violent Death Reporting	All costs associated with the Vermont Violent Death Reporting System	Direct to VT Violent Death Reporting System
39381	Vital Registration	Costs associated with the registration, collection, preservation, amendment and certification of vital records and the processing and publication of vital statistics.	Allocated to Investments (STC-79) - Health Research and Statistics (39) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.



Program Code	Program Name	Description	Allocation Method
39394	Behavioral Risk Factor Surveillance	Staff time and other costs associated with designing, administering, and conducting the behavioral risk factor survey.	Direct to Behavioral Risk Factor Surveillance
39398	Advanced Directives Registry	All costs associated with advanced directives registry.	Direct to Advanced Directives Registry
39410	MPOX Crisis Response	Costs associated with implementation and response to the MPOX Crisis.	Direct to MPOX Crisis Response
39432	Laboratory Certification	Costs and activities associated with certification of other laboratories.	Allocated to Investments (STC-79) - Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39434	Laboratory Administration	Costs and activities associated with the overall administration of the laboratory which are not directly related to another functional area.	Allocated to Investments (STC-79) - Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39454	Laboratory – Water Testing	Costs and activities associated with microbiological, organic, and inorganic water testing.	Allocated to Investments (STC-79) - Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39458	Urine Drug Program	Time and materials for urine drug analysis of clinical and correction samples	Allocated to Investments (STC-79) - Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39470	Laboratory Radiochemistry	Costs and activities associated with environmental radiochemistry and radon in air testing.	Allocated to Investments (STC-79) - Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39481	Laboratory – Clinical	Costs and activities associated with clinical microbiology and toxicology testing.	Allocated to Investments (STC-79) - Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.



Program Code	Program Name	Description	Allocation Method
39491	LFFM Microbiology	All costs related to the Laboratory Flexible Funding Model (LFFM) grant activities associated with maintaining and enhancing ISO/IEC 17025 accreditation in microbiological food testing areas, increasing food sampling and testing capacity and reporting collected surveillance data to the FDA.	Allocated to Lab Flexible Funding Model based on available funds, then to Investments (STC-79) Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39492	LFFM Radiochemistry	All costs related to Laboratory Flexible Funding Model (LFFM) grant activities associated with maintaining and enhancing ISO/IEC 17025 accreditation for radiological food testing areas, developing a validated method for gamma emitting radionuclides in human food and reporting collected surveillance data to the FDA.	Allocated to Lab Flexible Funding Model based on available funds, then to Investments (STC-79) Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39508	SHIP Implementation	Cost associated with State Health Improvement Plan implementation activities.	Direct to PHHS Block Grant
39528	Hepatitis Surveillance	Costs associated with rapid detection and response to Hepatitis outbreaks, and surveillance directed at implementing public health interventions for Hepatitis.	Direct to Enhanced Viral Hepatitis
39529	Hepatitis Prevention	Costs associated with supporting viral hepatitis elimination planning and maximizing access to testing, treatment, and prevention.	Direct to Enhanced Viral Hepatitis
39902	OD2A1 Emergency Dept Data	All costs associated with the collection and dissemination of timely emergency department (ED) data on suspected drug overdoses.	Direct to Overdose Data to Action
39903	OD2A2 OD Circumstances	All costs associated with the collection and dissemination of descriptions of drug overdose death circumstances using death certificates and medical examiner / coroner data.	Direct to Overdose Data to Action



Program Code	Program Name	Description	Allocation Method
39904	OD2A3 Innovative Surveillance	All costs associated with implementing innovative surveillance to support Opioid Data to Action interventions.	Direct to Overdose Data to Action



Organizational Unit 5: Chief Medical Examiner

Nature and Extent of Services: The Medical Examiner's Office has statutory authority under Vermont law to investigate deaths when a person dies:

- from violence; suddenly, when in apparent good health; unattended by a physician or a recognized practitioner of a well-established church; by casualty; by suicide; as a result of injury; in jail or prison or in a mental institution; in any unusual, unnatural or suspicious manner; or
- in circumstances involving a hazard to public health, welfare, or safety.

If the Chief Medical Examiner deems it necessary, and in the interest of public health, welfare, and safety, or in the furtherance of the administration of the law, the Chief Medical Examiner has authority under Vermont law to order an autopsy to be performed. Autopsy reports may be provided to next of kin.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
39161	Medical Examiners Program	Expenses incurred in performing autopsies and maintaining the Office of the Chief Medical Examiner.	Direct to Medical Examiner
39164	Assistant Medical Examiner System	Cost associated with developing, implementing, and maintaining the Assistant Medical Examiner system of death investigation, including all payments to Assistant Medical Examiners for services provided.	Direct to Medical Examiner
39167	Cremation Permits	All receipts and disbursements of cremation permit fees from funeral homes, etc. to assistant medical examiners.	Direct to Medical Examiner

Organizational Unit 6: Family and Child Health

Nature and Extent of Services: The following program codes, descriptions, and allocation methodologies are costs associated with the various programs in support of Family and Child Health, including the following:

- Family and Child Health – administers the Maternal and Child Health federal block grant and monitors and works to improve the system of health care for women, children and families, including the work through the School Based Medicaid Administration Claiming (MAC) and the Vermont Child Health Improvement Project at the University of Vermont;
- Children with Special Health Needs – provides and/or assures that health care and support services are available to children (0-21) who have complex health problems and to their families;
- WIC – federally funded program to enhance the health of infants, young children, pregnant women, and new mothers.
- Family Planning.

(It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These program codes are shown within this Division as an approximate guide to the most likely users of these codes.)

The Family and Child Health Division includes the School Based Medicaid Administration Claiming (MAC) program, code 39758. A key element in this program is the web-based random moment time study (RMTS) designed and implemented by the University of Massachusetts, our contractor, in cooperation with the Vermont Department of Health (VDH). VDH submitted descriptions of the RMTS to the Division of Cost Allocation and then to CMS in 2010 and 2011. There were a series of phone conversations with CMS and revisions and re-submission of documents describing the implementation of the RMTS during 2011. A letter approving Vermont's RMTS was sent by CMS Region I on May 16, 2013. Vermont did not receive this letter, however, until a copy was forwarded by DCA on November 25, 2014. The CMS letter approved the RMTS subject to ten conditions. Vermont accepts these conditions.

Specifically,

1. Vermont agrees to amend this Cost Allocation Plan whenever there is a change from the RMTS methodology approved by CMS.
2. Vermont agrees that any CMS guidelines related to RMTS or other elements of our claims will be promptly incorporated into our program on a prospective basis.
3. Vermont agrees to seek CMS advance review of any forms or documents that are subsequently developed for this program.
4. Vermont agrees to continue to monitor the overall implementation of the RMTS and to review all claims submitted.
5. Vermont agrees to monitor the RMTS for appropriateness of the use of activity codes by coders and for the proper implementation of the RMTS methodology.
6. Vermont agrees to report to CMS any changes in: the number of RMTS moments to be included in the sample (as described in the "VDH Implementation Guide for Statewide RMTS," Section 1(B) and Appendix A, Section II); the statistical validity of the sample selection and sample results; any changes in the criteria for inclusion of contractual staff in the sample; and any changes in services or administrative activities performed.
7. Vermont agrees to provide oversight of any outside entity contracted to operate or monitor the time study, as described in the "VDH Implementation Guide for Statewide RMTS," Section II, "Oversight and Monitoring."
8. Vermont agrees to submit any changes from the approved plan to CMS prior to implementation. Any such changes will be submitted as a change to this Cost Allocation Plan.
9. Vermont agrees that any costs claimed are subject to review or audit.
10. Vermont agrees to monitor the time study to assure proper use of activity codes and proper application of the methodology.

Detailed explanations of individual functions are included below.



Program Code	Program Name	Description	Allocation Method
39517	Sexual Assault Prevention	Costs associated with activities concerned with sexual assault prevention, education, training, printing, research, media, etc. Staff time for all above activities.	Direct to PHHS Block Grant
39540	Rape Prevention and Education Program	Costs associated with a program for rape prevention and education.	Direct to Rape Prevention and Education Program
39548	Transforming Pediatrics for Early Childhood	All costs related to activities in support of the Transforming Pediatrics for Early Childhood grant.	Direct to Transforming Pediatrics for Early Childhood (TPEC)
39549	DMH PMHCA MOU	All costs associated with the Pediatric Mental Health Care Access (PMHCA) MOU with DMH.	Direct to DMH PMHCA MOU IDT
39551	Family Planning – Title X	Costs associated with grants and contracts for the family planning program including staff activities to develop and monitor programs.	Direct to Family Planning Program
39552	Family Planning – SSBG	Costs associated with grants and contracts for the family planning program.	Direct to Social Services Block Grant
39553	Family Planning	Costs associated with grants and contracts for the family planning program funded by GC Funds.	Direct to Investments (STC-79) - Family Planning (75)
39554	Family Planning Access Plan	Costs associated with the implementation of the state eligibility option for family planning services described in State Medicaid Director Letter #10-013 dated 2July2010	Direct to Investments (STC-79) - Family Planning (75)
39579	THIS WIC (Tufts)	All costs associated with a project to design and implement telehealth innovations expected to supplement the nutrition education and breastfeeding support offered in the WIC clinic.	Direct to THIS WIC (Tufts)



Program Code	Program Name	Description	Allocation Method
39581	CSHN Administration	Staff time and operating costs associated with overall administration of the CSHN program.	Direct to MCH Grant
39593	CSHN – Special Services	Costs associated with care and treatment for children and youth who have a chronic physical or developmental condition and who also require health and related services of a type or amount beyond that required by children generally.	Direct to MCH Grant
39596	Child Development Clinic	Costs associated with the Child Development Clinic.	Direct to MCH Grant
39599	Renal Disease	Payments made to the Vermont Kidney Association for Renal Patient Fund.	Direct to Investments (STC-79) - Renal Disease (73)
39603	Early Hearing Detection and Intervention Grant	Costs associated with the Early Hearing Detection and Intervention CDC Grant.	Direct to Early Hearing Detection and Intervention Grant
39604	DCF EHDI MOU	All costs associated with the Early Hearing, Detection, and Intervention (EHDI) MOU from DCF.	Direct to DCF EHDI MOU IDT
39606	Universal Newborn Hearing Screening	All costs associated with the activities authorized under a grant from HRSA to support a program of universal newborn hearing screening.	Direct to Universal Newborn Hearing Screening
39609	Perinatal Quality Collaborative Vermont	All cost associated with the Vermont Perinatal Collaborative grant.	Direct to Perinatal Quality Collaborative Vermont
39612	Community Violence Prevention	Costs associated with the Community Violence Prevention Program as authorized by Sec.B.100(n)(7) of Act 78 of 2023.	Direct Community Violence Prevention
39613	MMRP	All costs associated with activities related to the Maternal Mortality Review & Prevention Grant.	Direct to MMRP



Program Code	Program Name	Description	Allocation Method
39643	DVHA DULCE MOU	All costs associated with the DULCE MOU with DVHA.	Direct to DVHA DULCE MOU IDT
39701	Family & Child Health Division Administration	Staff time and operating costs associated with overall administration of the Family Child Health Division.	Total Salaries Across FCH
39714	WIC Modernization	All costs associated with development and implementation of a modernized WIC participant experience.	Direct to WIC Modernization
39715	WIC Shopping Improvement	All costs associated with development and implementation of an improved WIC shopping experience.	Direct to WIC Shopping Improvement
39716	WIC Technology	All costs associated with development and implementation of improved technology for a better WIC experience.	Direct To WIC Technology
39721	WIC Supplemental Food	Daily EWIC payments, and other payments for direct purchase of food for families, and breast pumps and accessories.	Direct to WIC Supplemental Food
39725	WIC Program Management	Costs (direct or indirect) are generally considered to be overhead or management costs. General management costs include those costs associated with program monitoring, prevention of fraud, general oversight, and food benefit accountability. Examples include WIC administrative salaries/benefits and other costs necessary to conduct outreach, food benefit reconciliation, monitoring and payment, vendor monitoring, administrative record keeping and reporting.	Allocated to WIC Admin and Investments (STC-79) - WIC Coverage (37) based on availability of WIC Admin grant award.

Program Code	Program Name	Description	Allocation Method
39731	WIC Breastfeeding Peer Counselor Program	All costs associated with development and implementation of a WIC breastfeeding peer counselor program.	Allocated to Breastfeeding Peer Counselor Project and to Investments (STC-79) - WIC Coverage (37) based on availability of WIC Breastfeeding Peer Counseling grant award.
39735	WIC Infrastructure	All Costs associated with a WIC Infrastructure funded under a grant from the USDA.	Direct to WIC Infrastructure
39739	BF Performance Bonus	All costs associated with activities related to the FNS breastfeeding performance bonus.	Direct to BF Performance Bonus
39741	MCH Block Grant Planning, Evaluation & Administration	Staff time, purchased supplies, equipment and services and other costs of MCH Block Grant planning and evaluation.	Direct to MCH Grant
39742	State Systems Development Initiative (SSDI)	A Surveillance Program to provide analytical support to the MCH Title V program.	Allocated to State Systems Development Initiative (SSDI) based on available funds, then to Investments (STC-79) - Health Research and Statistics (39) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39743	Newborn Screening	Staff and contract activity related to the Newborn Screening Program.	Direct to Newborn Screening
39758	School Based MAC	Payment to schools of Federal Medicaid Administration funds to reimburse costs of the School MAC program.	Direct to Medicaid Administration
39759	VCHIP Non-SPMP	All non-SPMP Costs associated with this project, a joint effort between UVM and the Vermont Department of Health.	Direct to Medicaid Administration
39760	VCHIP SPMP	All SPMP Costs associated with this project, a joint effort between UVM and the Vermont Department of Health.	Direct to Medicaid Administration

Program Code	Program Name	Description	Allocation Method
39763	Early Childhood Comprehensive Systems (ECCS)	Costs associated with strengthening partnerships between the Early Childhood and Maternal Child Health sectors to improve policies, services provision, and outcomes for the grant's target population and families.	Direct to Early Childhood Comprehensive Systems (ECCS)
39787	Child Developmental Assessments	All costs associated with the FCH child developmental assessments program.	Direct to Global Commitment Program
39788	FCH Sustained Homevisiting	All costs associated with the FCH Sustained Homevisiting program.	Direct to Global Commitment Program
39789	DCF Preschool Development MOU	All costs associated with the Preschool Development MOU with DCF.	Direct to DCF PDG MOU IDT
39790	PREP-Personal Responsibility Education	All costs associated with a project to establish evidence-based comprehensive sexuality education for high risk and vulnerable youth in Vermont.	Direct to PREP-Personal Responsibility Education
39791	Maternal Depression	All costs associated with the funding to support screening and treatment for maternal depression.	Direct to Maternal Depression
39792	MCH Home Visiting	All costs associated with a project to establish an evidence-based nurse home visiting program for Vermont families with young children who are at risk.	Direct to MCH Home Visiting
39792.1123	MCH Home Visiting	All costs associated with a project to establish an evidence-based nurse home visiting program for Vermont families with young children who are at risk.	Direct to Act 11 of 2018 SS C.1000(a)(14)



Program Code	Program Name	Description	Allocation Method
39796	MIECHV Home Visiting ARPA 2	Costs associated with additional ARPA Home Visiting funds awarded to address the needs of expectant parents and families with young children during the COVID-19 public health emergency, including cultural and linguistic responsive services.	Direct to MIECHV Home Visiting ARPA 2



Organizational Unit 7: Health Promotion and Disease Prevention

Nature and Extent of Services: The following program codes, descriptions, and allocation methodologies are costs associated with the various programs in support of Health Promotion and Disease Prevention, including: breast/cervical cancer and heart health (You First), brain health & dementia, physical activity & nutrition, tobacco control, oral health, comprehensive cancer control, diabetes & heart disease, asthma & lung disease and healthy workplaces. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These program codes are shown within this Division as an approximate guide to the most likely users of these codes).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
39357	Breast and Cervical Cancer Screening Program	Costs associated with a breast and cervical cancer early detection program.	Direct to Cancer Screening
39368	Wisewoman Screening Program	Costs associated with a Well Integrated Screening & Evaluation for Women Across the Nation (WISEWOMAN) program.	Direct to Wisewoman
39375	Colorectal Cancer Screening	All costs associated with public health and health systems strategies to increase rates of colorectal cancer screening in Vermont.	Direct to Colorectal Cancer Screening
39376	Comprehensive Cancer Control	Costs associated with the activities of the Comprehensive Cancer Control component of the Cancer Prevention and Control Program.	Direct to Comprehensive Cancer Control
39417	Arthritis	All costs associated with the Approaches to Addressing Arthritis award.	Direct to Arthritis
39501	HPDP Administration	Staff time and operating costs associated with overall administration of the Health Promotion and Disease Prevention Division.	Total Salaries Across Health Promotion & Disease Prevention
39505	BOLD - Alzheimer's & Healthy Aging	All costs to enhance and coordinate healthy aging efforts within the Healthy Brain Initiative framework to decrease preventable hospitalizations among Vermonters 65 and older with Alzheimer's and related dementias.	Direct to Alzheimer's & Healthy Aging (BOLD)
39507	Advancing Equity in Diabetes	All costs associated with the Advancing Health Equity for Priority Populations with or At Risk for Diabetes grant award.	Direct to Advancing Equity in Diabetes



Program Code	Program Name	Description	Allocation Method
39512	PHHS Infrastructure	All costs associated with continuing education of public health personnel or accreditation of public health agencies.	Direct to PHHS Block Grant
39513	Conference Costs	Costs associated with conferences underwritten by the Department to be offset by conference fees or transfers.	Direct to Conference Costs
39521	Obesity Prevention	Costs associated with a program for nutrition and physical activity to prevent obesity and other chronic diseases.	Direct to PHHS Block Grant
39567	Dental Health Education	Costs associated with education, assessment, referrals for treatment, parent notices, in-service training, scheduling, fluoride rinse program, travel, meals, consultation, and meetings. (Schools, nursing homes, day care, etc.)	Direct to MCH Grant
39569	Fluoridation	Costs associated with school and community fluoridation, promotion, systems management time spent preparing contracts and correspondence.	Allocated to Investments (STC-79) - Fluoride Treatment (38) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39575	Dental Public Health in D.O.'s SPMP	All costs associated with SPMP tasks related to public health dental hygienists in district offices.	Direct to Medicaid Administration
39576	Oral Disease Prevention Program	All costs associated with supporting efforts to address activities associated with the CDC State-Based Oral Disease Prevention Program	Direct to Oral Disease Prevention Program
39577	Dental Public Health in D.O.'s non- SPMP	Costs associated with non- SPMP tasks related to public dental health outreach and promotion in district offices.	Direct to Medicaid Administration
39611	Cardiovascular Health	All costs associated with the Cardiovascular Health grant award.	Direct to National Cardiovascular Health Program
39618	DVHA Self-Management MOU	All costs associated with the Self-Management MOU from DVHA.	Direct to DVHA Self-Management MOU IDT
39619	Building Capacity for COPD	All activities associated with the Building Capacity for COPD Education and Awareness grant.	Direct to Building Capacity for COPD



Program Code	Program Name	Description	Allocation Method
39621	CDC Tobacco Control	Costs associated with the CDC Tobacco Prevention and Control grant.	Direct to CDC Tobacco Control
39624	Diabetes Prevention	All costs associated with the diabetes component of funding to prevent and manage diabetes, heart disease, and stroke.	Direct to Diabetes and Heart Disease Prevention
39626	TCP Statewide Investment 76	All costs associated with STC-79 Investment #76 - Statewide Tobacco Cessation	Allocated to Investments (STC-79) - Statewide Tobacco Cessation (76) based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39627	TCP Community Investment 50	All costs associated with STC-79 Investment #50 Tobacco Cessation: Community Coalitions.	Direct to Investments (STC-79) - Tobacco Cessation: Community Coalitions (50)
39628	Tobacco Control - MSA	All costs associated with Tobacco Control Program activities funded with the MSA fund appropriation.	Direct to Tobacco Settlement
39628.1124	Tobacco Control - MSA	All costs associated with Tobacco Control Program activities funded with the MSA fund appropriation.	Direct to AHS IDT Act 11 of 2018 SS C.105.1(a)(4)
41320	SNAP Nutrition Education	All costs Associated with the development and implementation of Vermont's Supplemental Nutrition Assistance Program Education (SNAP-Ed) nutrition education state Plan.	Direct to IDT SNAP Nutrition Education



Organizational Unit 8: Office of Local Health

Nature and Extent of Services: The following program codes, descriptions, and allocation methodologies are costs associated with the twelve District Offices around the State.

- The District Offices around the State provide the essential health promotion and disease prevention services necessary for an effective public health system. It is through these district offices that most Health Department programs reach the people of Vermont, including
 - WIC – federally funded program to enhance the health of infants, young children, pregnant women and new mothers;
 - EPSDT – consists of two main components: (1) assuring the availability and accessibility of required health care resources; and (2) helping Global Commitment recipients and their parents or guardians effectively use these resources;

(It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These program codes are shown within this Division as an approximate guide to the most likely users of these codes).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
39317.1025	Epidemiology – General	Time and supplies used in day to day routine infectious disease epidemiology and disease control work.	Allocated to Public Health Emergency Preparedness based on available funds, then to Investments (STC-79) - Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39702	Office of Local Health Administration	District Office (DO) staff time and other DO costs attributable to completion of administrative functions in support of VDH programs, including office-level planning and goal setting (not related to a program); staff meetings (not program specific); supervision; general correspondence, paperwork, budget tasks and non- program-specific public meetings, trainings, workshops, and conferences, etc.	Total Salaries Across OLH
39711	Clinic Activities – SPMP	Time of skilled medical personnel and other costs related to clinic services including intake, assessment, diet screening, nutrition education and food delivery administration. This cost center also includes activities performed by directly supporting staff providing functions supporting the activities above.	Allocated to WIC Admin and Investments (STC-79) – WIC Coverage (37) based on the availability of WIC Admin grant award for clinic activities.



Program Code	Program Name	Description	Allocation Method
39712	Clinic Activities – Non-SPMP	Time of staff other than skilled professional medical personnel and other costs related to clinic services, including intake, assessment, diet screening, nutrition education and food benefit administration.	Allocated to Medicaid Administration based on Medicaid Eligibility Rate for WIC Clients, then to WIC Admin and Investments (STC-79) – WIC Coverage (37) based on availability of WIC Admin grant award for clinic activities.
39722	WIC Client Services	Costs expended to deliver food and other client services and benefits. Examples include: WIC staff salaries/benefits and medical supplies and equipment necessary to conduct diet and health assessments required in the certification process, salary/benefits of WIC staff that issue food instruments and explain their use. WIC staff salary/benefits and other costs necessary to refer clients to other health care and social services, to coordinate services with other programs, to participate in activities which promote a broader range of health and social services for participants.	Allocated to WIC Admin and Investments (STC-79) - WIC Coverage (37) based on availability of WIC Admin grant award.
39723	WIC Nutrition Education	Costs associated with all WIC nutrition education activities.	Allocated to WIC Admin and Investments (STC-79) – WIC Coverage (37) based on the availability of WIC Admin grant award for clinic activities
39724	WIC Breastfeeding Support	Time and operating expenses associated with promoting and supporting breastfeeding. May include group education, home visiting time, training, materials, travel, and space rental.	Allocated to WIC Admin and Investments (STC-79) - WIC Coverage (37) based on availability of WIC Admin grant award.
39744	MCH – Pregnancy/Postpartum	Costs associated with Maternal and Child Health services benefiting pregnant and postpartum women. This covers all costs including staff activities, purchases, and grants.	Direct to MCH Grant



Program Code	Program Name	Description	Allocation Method
39745	MCH – Infants	Costs associated with Maternal and Child Health services benefiting infants up to 12 months of age. This covers all costs including staff activities, purchases, grants, and contracts.	Direct to MCH Grant
39746	MCH – Children	Costs associated with Maternal and Child Health services benefiting children 1 to 21 years of age (except pregnant adolescents). This covers all costs including staff activities, purchases, grants, and contracts.	Direct to MCH Grant
39750	Maternal and Child Health Medicaid SPMP	Time and other allowable costs, for tasks requiring SPMP credentials, spent in collaboration with DCF’s Child Development Division and community-based partner agencies on behalf of Medicaid-eligible pregnant and post-partum women and children ages 0 through 21 years. These tasks include providing technical assistance on medical protocols, including the development of uniform policy and procedures on the care and treatment of Medicaid/Dr. Dynasaur beneficiaries; and assessing the health status and health/medical needs of children in DCF custody.	Direct to Medicaid Administration
39751	Maternal and Child Health Medicaid non-SPMP	Time and other allowable costs, for tasks that do not require SPMP credentials, on behalf of Medicaid-eligible pregnant and post-partum women and children ages 0 through 21 years. These tasks include training and education with coalitions, community agencies or providers; and coordinating with community agencies to identify, develop and/or promote health care services needed by this Medicaid population.	Direct to Medicaid Administration



Program Code	Program Name	Description	Allocation Method
39756	EPSDT Administration – SPMP	Costs associated with: preliminary assessments in the home, comparing treatment to screening abnormalities previously found, determining when a recipient has received a complete screen in accordance with the periodicity schedule and assessing the necessity for and adequacy of medical care and services required by individual recipients. This cost center also includes activities performed by directly supporting staff providing functions supporting the activities above.	Direct to Medicaid Administration



Program Code	Program Name	Description	Allocation Method
39757	EPSDT Administration Non-SPMP	<p>Costs associated with accounting and auditing; budgeting; program management for categories of services not requiring medical expertise; emergency transportation; non-emergency transportation and home and community-based waiver services; program analysis where the emphasis is cost or utilization of services in lieu of the medical aspects of the program, cost reimbursement including all analytical work related to the program cost of covered services; cost report settlements and establishments of rates; program integrity including any investigation and follow-up activities not directly involving the determination of the medical necessity of specific services; third party liability activities/overpayment collection activities; administrative practices and procedures including the development of State plans, administrative rates, cost allocation and provider agreements; all claims processing activities except those involving medical review of complex physician bills, reviewing the medical necessity of prior authorized services and providing required second medical opinions, which would be allowable 75% functions; outreach activities such as notifying clients of required screens from a periodicity schedule, scheduling appointments, informing clients and arranging transportation; eligibility determination; legal services including administrative appeals; and contract management.</p>	Direct to Medicaid Administration



Program Code	Program Name	Description	Allocation Method
39771	EPSDT Outreach and Informing	Development, evaluation, review, and revision of EPSDT informing letters; completion of tasks that bring about the dissemination of these letters or materials; and clarification and problem- solving, when needed, relative to Medicaid beneficiaries' receipt of informing letters; follow-up with newly eligible Medicaid beneficiaries ages zero through 20.	Direct to Medicaid Administration
39772	EPSDT Systems/Infrastructure Building (SPMP)	Time and other costs for tasks requiring SPMP credentials, that are intended to improve the system of care available to Medicaid/Dr. Dynasaur beneficiaries ages zero through 20 years and pregnant women and, in some instances, for Medicaid beneficiaries 21 years and older.	Direct to Medicaid Administration
39773	EPSDT Systems/Infrastructure Building (Non - SPMP)	Time and other costs for tasks that do not require SPMP credentials, that are intended to improve the system of care available to Medicaid/Dr. Dynasaur beneficiaries ages zero through 20 years and pregnant women and, in some instances, for Medicaid beneficiaries 21 years and older.	Direct to Medicaid Administration
39778	School-Based Health Access Program	Time and associated costs for School-based Health Access Program or Coordinated School Health tasks that are intended to improve the health of school-age Medicaid/Dr. Dynasaur beneficiaries. In limited instances, time spent by Public Health Nutritionists on Coordinated School Health tasks is also covered by this code. This does not include payments to schools that are paid under program code 39758.	Direct to Medicaid Administration



Program Code	Program Name	Description	Allocation Method
39030	Blueprint Health Systems	All costs related to changing health systems to support care for people with chronic conditions as identified in the strategic plan. Does not include health systems work associated with a specific condition or funding source.	Direct to Investments (STC-79) - VT Blueprint for Health (44)
39032	Blueprint Community Support	All costs related to enhancing community infrastructure and programs to help people manage chronic conditions. Does not include community work associated with a specific condition or funding source.	Allocated Between Investments (STC-79) - VT Blueprint for Health (44) and Medicaid Administration (Based on quarterly percentages of Medicaid attributed population of patients served by Blueprint Patient Centered Medical Homes (PCMHs))



Organizational Unit 9: Board of Medical Practice

Nature and Extent of Services: The Board of Medical Practice licenses physicians, podiatrists and physician assistants. The Board investigates all complaints and charges of unprofessional conduct against any person subject to its jurisdiction. The Board is also required by law to create individual profiles on all health care professionals licensed, certified or registered by the department and make these profiles available to the public.

The following program codes, descriptions, and allocation methodologies are for costs associated with the Board of Medical Practice.

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
39020	Medical Practice Board	Costs associated with the Medical Practice Board except those costs specifically described elsewhere.	Direct to Medical Practice Board.
39024	Medical Practice Board - Administrative Penalties	All receipts and disbursements of administrative penalties per 26 V.S.A. § 1377.	Direct to Medical Practice Board.



Organizational Unit 10: Environmental Health

Nature and Extent of Services: The following program codes, descriptions, and allocation methodologies are costs associated with the various programs in support of Environmental Health, including- Asbestos & Lead Regulatory, Chemical Disclosure, Climate & Health, Private Drinking Water, Environmental Public Health Tracking, Food & Lodging, Healthy Homes, Healthy Schools, Lead in School and Child Care Drinking Water, Radiological Health, Radon, Recreational Water, Toxicology Sciences, Town Health Officers. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These program codes are shown within this Division as an approximate guide to the most likely users of these codes).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
39107	PCB Testing in Schools	Costs associated with PCB testing in schools.	Direct to PCB Testing in Schools
39108	Lead Testing in Schools	Costs associated with lead testing in schools.	Direct to Lead Testing in Schools
39111	Environmental Toxicology – General	All costs associated with the investigation or control of environmental toxins, which cannot be coded to a more specific cost center.	Direct to Environmental Toxicology
39115	Indoor Radon Surveillance	Cost associated with providing information to general public, contractors, etc., concerning basic description of radon and methods of testing and abatement of high levels of radon. Includes attendance at workshops and seminars concerning joint State/EPA radon activities. Extensive mailings may be involved.	Direct to Indoor Radon Surveillance
39119	Lead Investigation	Staff time and other costs associated with investigating sources of exposure for severely lead poisoned children.	Direct to Lead Investigation
39120	Healthy Homes Case Management & Outreach	All costs associated with the Healthy Homes activities, including case management for children with elevated lead levels and community outreach and education. Follow-up activities for Global Commitment-eligible clients are coded to EPSDT Administration functions.	Direct to Investments (STC-79) - Healthy Homes and Lead Poisoning Prevention Program (49)



Program Code	Program Name	Description	Allocation Method
39121	EPA Lead Certification Project	Costs associated with establishing an EPA- authorized Lead Model Plan, including an equity project, processing of certification applications, public outreach, and enhanced tracking programs.	Direct to EPA Lead Certification Project
39124	Lead Poisoning Prevention & Surveillance	Costs associated with the CDC Lead Poisoning Prevention & Surveillance grant. Activities include data surveillance, community outreach and education, and prevention activities.	Allocated to Lead Poisoning Prevention based on available funds, then to Investments (STC-79) - Healthy Homes and Lead Poisoning Prevention Program (49)
39126	Private Water Supplies	Costs associated with providing information and assistance to the public regarding the quality of private water supplies other than the costs of laboratory analysis of water samples.	Direct to Private Water Supplies
39127	Asbestos Certification, Notification and Technical Assistance	Costs of activities associated with certification of asbestos removal contractors, site inspections and technical assistance.	Direct to Asbestos Certification, Notification and Technical Assistance
39128	Asbestos in Schools	Costs associated with conducting inspections of schools and providing technical assistance to schools for compliance with AHERA.	Direct to Asbestos in Schools
39129	Health Officer Assistance	Costs associated with any work dealing with Health Officers or local health issues.	Direct to PHHS Block Grant
39137	Environmental Public Health Tracking Program	All costs associated with the establishment and maintenance of a tracking network to obtain integrated health and environmental data in support of actions that improve the health of communities.	Direct to Environmental Public Health Tracking
39140	Chemical Disclosure Program	All Costs associated with the management and operation of the Chemicals of High Concern to Children program.	Direct to Chemical Disclosure Program.
39142	BRACE Climate Change	All costs of those activities and staff associated with the Building Resilience Against Climate Effects grant from the CDC.	Direct to BRACE Climate Change



Program Code	Program Name	Description	Allocation Method
39144	CDC Environmental Health Capacity (EHC)	All costs associated with a project to strengthen the Department’s Environmental Health Capacity (EHC) to detect, prevent and control environmental health hazards through data driven, evidence-based approaches.	Direct to CDC Environmental Health Capacity
39146	CDC Environmental Health Capacity - Component B	All costs associated with the Environmental Health Capacity (EHC) grant Component B: strengthening EH programs and services.	Direct to CDC Environmental Health Capacity
39151	Food and Lodging – Surveillance, Technical Assistance and Licensing	Cost associated with the inspection of food and lodging establishments.	Direct to Food and Lodging
39152	Food and Lodging – Administration and Program Development	Cost associated with the administration of the food and lodging program.	Direct to Food and Lodging
39155	Manufactured Food Regulatory Program	All costs of those activities associated with the conformance with the Manufactured Food Regulatory Program Standards	Direct to Manufactured Food Regulatory Program
39158	VEM Cooling MOU IDT	All costs associated with the VEM Cooling Capabilities Assessment MOU.	Direct to VEM Cooling MOU IDT
39159	Pollution Prevention	All costs associated with the Pollution Prevention grant.	Direct to Pollution Prevention
39197	NEHA Retail Food Maintenance	Costs associated with maintaining current retail food standards that fall within public health metrics and planning for the implementation of further standards.	Direct to NEHA Retail Food Standards
39198	NEHA Retail Food Coordinator	Costs associated with managing the retail food standards program.	Direct to NEHA Retail Food Standards
39199	NEHA Retail Training & Development	Costs associated with the retail food program training and development.	Direct to NEHA Retail Food Standards



Program Code	Program Name	Description	Allocation Method
39210	Radiation Inspections	Costs associated with on site evaluation of medical/dental x- ray equipment functions, radiation shielding and exposure to employees, patients, and general public. Maintaining and updating registration program for all x- ray equipment in the state. Conducting all other types of radiation evaluations.	Direct to Radiation Inspections
39211	Mammography X-Ray Unit Inspection	Costs associated with radiation safety inspection of mammography x-ray equipment per the current agreement with the Food and Drug Administration.	Direct to Mammography X-ray Unit Inspection
39212	VT Yankee Post-Close Monitor	Costs incurred for post-closure monitoring activities at the Vermont Yankee nuclear power plant.	Direct to Vermont Yankee bill back
39216	NRC Agreement State	Costs incurred for activities related to becoming and operating as an NRC agreement state.	Direct to NRC Agreement State
39217	IRC Practices	Receipts and disbursements associated with Inspection, Repair, and Cleaning (IRC) practices for lead poisoning prevention.	Direct to Inspection, Repair, and Cleaning (IRC) Practices
39401	Environmental Health Administration	Staff time and operating costs associated with overall administration of the Environmental Health Division.	Total Salaries Across Environmental Health.



Organizational Unit 11: Health Statistics and Informatics

Nature and Extent of Services: The following program codes, descriptions, and allocation methodologies are for costs associated with Health Statistics and Informatics in Cancer Registry, Research Evaluation & Epidemiology, Infectious Disease Data Systems, Immunization Registry, Vital Records, and Research and Statistics.

(It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These program codes are shown within this Division as an approximate guide to the most likely users of these codes).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
39025	VDH MMIS IAPD HIE - 90/10	Staff time associated with the VDH MMIS IAPD HIE.	Allocated to MMIS IAPD 90% 99999.9022 and VDH HIT State fair share 99999.2533 based on the ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users for the current quarter.
39026	VDH MMIS OAPD - 75/25	Staff time associated with OAPD work related to the Medicaid Management Information System.	Allocated to Legacy MMIS Staff O&M 75% Line 4b 99999.9911 and VDH HIT State fair share 99999.2533 based on the ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users for the current quarter.
39052	PH Infrastructure Foundations	Eligible costs and activities in support of building and maintaining the Vermont Department of Health Public Health Workforce	Direct to Public Health Infrastructure - Workforce
39053	PH Infra Data Modernization	Eligible costs and activities in support of building and maintaining Data Modernization under the Public Health Infrastructure Award	Direct to Public Health Infrastructure - Data Modernization
39302	Health Statistics & Informatics Administration	Staff time and operating costs associated with overall administration of the Health Statistics & Informatics Division.	Total Salaries Across HSI
39304	DAIL Aging and Disability MOU	All costs associated with the Aging and Disability MOU from DAIL.	Direct to DAIL Aging and Disability MOU IDT
39384	Research and Statistics	Costs associated with the activities related to the collection, editing, coding, key entry, processing, analysis, and publication of health statistics.	Allocated to Investments (STC-79) - Health Research and Statistics (39) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.



Program Code	Program Name	Description	Allocation Method
39385	GMCB VUHDDS MOU	Research staff time and any other costs associated with management and analytics for the Vermont Uniform Hospital Discharge Data Set.	Allocated to Hospital Data Council based on available funds, then to Investments (STC-79) - Health Research and Statistics (39) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39395	Pregnancy Risk Assessment Monitoring	Costs associated with planning, developing, and implementing a pregnancy risk assessment monitoring system.	Allocated to Pregnancy Risk Assessment Monitoring based on available funds, then to Investments (STC-79) - Health Research and Statistics (39) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39616	SUID	All costs associated with activities related to the Sudden Unexpected Infant Death Program.	Direct to SUID



Organizational Unit 12: Substance Use Programs

Nature and Extent of Services: The following program codes, descriptions, and allocation methodologies are for costs associated with Substance Use Programs including Substance Misuse Prevention, Substance Use Disorder Harm Reduction, Substance Use Disorder Treatment, Substance Use Disorder Recovery/Housing, Substance Use Research, Planning & Workforce Development. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These program codes are shown within this Division as an approximate guide to the most likely users of these codes).

Detailed explanations of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
39060	Treatment satellite services	Costs associated with opioid treatment programs partnering with other health care providers to expand satellite locations for the dosing of medications.	Direct to Opioid Abatement Special Fund
39061	Outreach & Case Mgmt	Costs associated with providing additional outreach or case management staff positions within the preferred provider network for the provision of services that increase motivation of and engagement with individuals with substance use disorder in community settings.	Direct to Opioid Abatement Special Fund
39062	Syringe Service Programs 21378	Costs associated with grants to Syringe services programs (SSPs) providing services including access to and disposal of sterile syringes and injection equipment, funded by the Opioid Abatement Special Fund.	Direct to Opioid Abatement Special Fund
39063	Contingency Mgmt Svcs	Costs associated with providing contingency management services to individuals with substance use disorder.	Direct to Opioid Abatement Special Fund
39065	Harm Reduction Test Strips	Costs associated with expanding the distribution of fentanyl and xylazine test strips. Act 22 of 2023, Sec 14 (7)	Direct to Opioid Abatement Special Fund



Program Code	Program Name	Description	Allocation Method
39066	Drug Testing Device Grants	Costs associated with providing grants to organizations providing or preparing to implement drug-checking services with spectroscopy devices. Act 22 of 2023, Sec 14 (8)	Direct to Opioid Abatement Special Fund
39067	Recovery Centers/DOC	Costs associated with programs administered by recovery centers in collaboration with the Department of Corrections to provide recovery support to those in correctional facilities, post-incarceration, and involved in probation and parole.	Direct to Opioid Abatement Special Fund
39068	SUD Stabilization Beds	Costs associated with grants to providers to establish community-based stabilization beds for individuals transitioning between substance use disorder residential treatment and the recovery system.	Direct to Opioid Abatement Special Fund
39069	School Based SUD Svcs 21378	Costs associated with programs to expand Student Assistance Professional and school-based services.	Direct to Opioid Abatement Special Fund
39070	Recovery Housing Supports	Costs associated with programs providing recovery housing supports.	Direct to Opioid Abatement Special Fund
39071	Managed Med Response JHC	Costs associated with a grant to Johnson Health Center to establish a managed medical response partnership for individuals with substance use disorder.	Direct to Opioid Abatement Special Fund
39072	Managed Med Response VCJR	Costs associated with a grant to Vermonters for Criminal Justice Reform to establish a managed medical response partnership for individuals with substance use disorder.	Direct to Opioid Abatement Special Fund



Program Code	Program Name	Description	Allocation Method
39073	Overdose Prevention Center	Costs associated with grants to the City of Burlington for establishing an overdose prevention center.	Direct to Opioid Abatement Special Fund
39074	Overdose Prevention Study	Costs associated with funding the study of the impact of overdose prevention center pilot programs.	Direct to Opioid Abatement Special Fund
39075	Recovery Residences 21378	Costs associated with recovery residencies certified by the Vermont Alliance for Recovery Residences, included in the annual spending plan for the Opioid Abatement Special Fund.	Direct to Opioid Abatement Special Fund
39435	SABG ARPA Supplement Operations	Costs associated with grant operations of the SABG ARPA Supplement.	Direct to SABG ARPA Supplement
39436	SABG ARPA Supplement Prevention – Non-Overdose	Costs associated with SUD Prevention – Non-Overdose Services under SABG ARPA Supplement.	Direct to SABG ARPA Supplement
39437	SABG ARPA Supplement OD Prevention	Costs associated with SUD Overdose Prevention Services under SABG ARPA Supplement.	Direct to SABG ARPA Supplement
39438	SABG ARPA Supplement Intervention	Costs associated with SUD Intervention Services under SABG ARPA Supplement.	Direct to SABG ARPA Supplement
39439	SABG ARPA Supplement Treatment	Costs associated with SUD Treatment Services under SABG ARPA Supplement.	Direct to SABG ARPA Supplement
39440	SABG ARPA Supplement Recovery	Costs associated with SUD Recovery Services under SABG ARPA Supplement.	Direct to SABG ARPA Supplement
39441	SABG ARPA Supplement WFD - Prevention	SUD Workforce Development prevention costs under SABG ARPA Supplement.	Direct to SABG ARPA Supplement
39442	SABG ARPA Supplement WFD - Non-Prevention	SUD Workforce Development non-prevention costs under SABG ARPA Supplement.	Direct to SABG ARPA Supplement



Program Code	Program Name	Description	Allocation Method
39443	SABG ARPA COVID Mitigation	Costs associated with the COVID-19 response to expand dedicated testing and mitigation resources for people with substance use disorders.	Direct to SABG ARPA COVID Mitigation
39662	SABG COVID Supplement Prevention— Non-Overdose	Costs associated with SUD Prevention— Non-Overdose Services under SABG COVID Supplement.	Direct to SABG COVID Supplement
39663	SABG COVID Supplement OD Prevention	Costs associated with SUD Overdose Prevention Services under SABG COVID Supplement.	Direct to SABG COVID Supplement
39664	SABG COVID Supplement Intervention	Costs associated with SUD Intervention Services under SABG COVID Supplement.	Direct to SABG COVID Supplement
39665	SABG COVID Supplement Treatment	Costs associated with SUD Treatment Services under SABG COVID Supplement.	Direct to SABG COVID Supplement
39666	SABG COVID Supplement Recovery	Costs associated with SUD Recovery Services under SABG COVID Supplement.	Direct to SABG COVID Supplement
39670	Opioid Abatement Special Fund	Costs for activities funded with appropriations from the Opioid Abatement Special Funds established by 18 V.S.A § 4774.	Direct to Opioid Abatement Special Fund
39801	Division of Substance Use Programs Administration	Staff time and operating costs associated with overall administration of the Division of Substance Use Programs.	Total Salaries Across-DSUP
39804	Substance Misuse Prevention Oversight and Advisory Council	Costs associated with the Substance Misuse Prevention Oversight and Advisory Council.	Direct to Substance Misuse Prevention Oversight & Advisory Council
39807	Substance Misuse Prevention Coalitions	Costs associated with substance misuse coalitions.	Direct to State General Fund - VDH
39808	State Funded SUD Programs	Costs associated with state funded substance use disorder programs.	Direct to State General Fund - VDH

Program Code	Program Name	Description	Allocation Method
39811	Substance Abuse Prevention Consultant System	All costs associated with the Substance Abuse Prevention Consultant System including payroll, benefits, travel, operations, etc.	Direct to Substance Abuse Block Grant
39822	SUD Prevention Community Programs	All costs associated with substance use disorder prevention community grant programs, e.g., Project Rocking Horse.	Direct to Substance Abuse Grant
39824	Rx Drug Disposal Activities	All costs associated with the new legislation authorizing Prescription Drug Disposal Activities (s.243 Legislation)	Direct to Rx Drug Disposal Activities
39833	Impaired Driver Rehabilitation Program (IDRP)	Costs associated with the Impaired Driver Rehabilitation Program including DWI assessments and CRASH schools.	Allocated to Substance Abuse Block Grant and to General Fund based on availability of Substance Abuse Block Grant funding.
39838	Payments to Providers for Treatment – Residential	Payments to providers for residential treatment.	Direct to Substance Abuse Block Grant
39845	Alcohol and Drug Abuse Programs Provider Monitoring	Costs associated with monitoring activities.	Allocated to Medicaid Administration based on the percentage of the State’s population on Medicaid, then to Substance Abuse Block Grant and to Investments (STC-79) - Substance Use Disorder Treatment (30) based on availability of Substance Abuse Block Grant funding.
39847	GC Program: Outpatient	All costs associated with GC Program: Outpatient	Direct to Global Commitment Program
39848	GC Program: Opiate	All costs associated with GC Program: Opiate	Direct to Global Commitment Program
39849	GC Program: Residential	All costs associated with GC Program: Residential	Direct to Global Commitment Program
39851	CHIP Program	Payments on behalf of children eligible for the Children’s Health Insurance Program.	Direct to CHIP Program
39853	Treatment Improvement	Costs associated with monitoring and improvement of substance use disorder treatment system.	Allocated to Substance Abuse Block Grant and to Investments (STC-79) - Substance Use Disorder Treatment (30) based on availability of Substance Abuse Block Grant funding.



Program Code	Program Name	Description	Allocation Method
39860	ADAP non-SPMP	Costs associated with non-SPMP tasks related to Substance Use Disorder pursuant to the Global Commitment State Plan.	Direct to Medicaid Administration
39862	Payments to Providers for Opiate Treatment	Payments to Providers for Opiate Treatment	Allocated to Substance Abuse Block Grant and to Investments (STC-79) - Substance Use Disorder Treatment (30) based on availability of Substance Abuse Block Grant funding.
39863	School Based Substance Use Disorder Services	Costs associated with School Based Substance Use Disorder Services.	Allocated to Substance Abuse Grant and Medicaid Admin based on Medicaid allowable share of costs.
39867	Payment to Provider Non Resident Non Block Grant	To identify payments to providers for non-residential services that are non-block grant expenditures.	Direct to Payment to Provider Non Resident Non Block Grant
39869	Prescription Drug Monitoring Program	Costs associated with developing and maintaining a program to prevent prescription drug abuse in Vermont.	Direct to Prescription Drug Monitoring
39873	School-Based Surveillance	Costs associated with the implementation, analysis, and dissemination of the Youth Risk Behavior Survey and the School Health Profiles survey.	Direct to School-Based Surveillance
39880	Community Recovery Centers	Costs to provide seed funding to establish community-based and community-run recovery centers which provide a place for self-help, education, and referral services in the community.	Allocated to state funds based on availability of state funding, then to Investments (STC-79) - Recovery Centers (17)
39880.7089	Community Recovery Centers	Costs to provide seed funding to establish community-based and community-run recovery centers which provide a place for self-help, education, and referral services in the community.	Direct to Recovery Center State Funds



Program Code	Program Name	Description	Allocation Method
39880.7189	Community Recovery Centers	Costs to provide seed funding to establish community-based and community-run recovery centers which provide a place for self-help, education, and referral services in the community.	Direct to Recovery Center State Funds
39884	Substance Use Disorder- Transitional Housing	Costs associated with housing for clients who are engaged in substance use disorder treatment.	Allocated to Substance Abuse Block Grant and to Investments (STC-79) - Substance Use Disorder Treatment (30) based on availability of Substance Abuse Block Grant funding.
39885	Transitional Housing- Charitable Choice	Charitable Choice Grants that are non-Block Grant expenses.	Direct to Transitional Housing- Charitable Choice (state funds)
39889	Substance Abuse Prevention Administration and Planning	All costs associated with Substance Abuse Prevention including payroll, benefits, travel, operations, etc., for administration, planning, evaluation, and sub-recipient monitoring.	Direct to Substance Abuse Block Grant
39892	Substance Abuse Workforce Development	All costs associated with substance abuse workforce development and training.	Allocated to Substance Abuse Block Grant and to Investments (STC-79) - Substance Use Disorder Treatment (30) based on availability of Substance Abuse Block Grant funding.
39893	Direct Outpatient Treatment Services	Payments to providers for outpatient, intensive outpatient, or clinical case management services.	Allocated to Substance Abuse Block Grant and to Investments (STC-79) - Substance Use Disorder Treatment (30) based on availability of Substance Abuse Block Grant funding.
39896	Public Inebriate Services, Challenges for Change, Global Commitment	Crisis intervention for Mental Health and substance abuse issues; non-categorical case mgt; development of a detoxification bed program	Direct to Investments (STC-79) - Public Inebriate Services, C for C (23)
39900	Non-SABG Treatment Costs	Costs associated with non-SABG funded treatment for substance use disorders	Allocated to Investments (STC-79) - Substance Use Disorder Treatment (30) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
39905	OD2A Prevention	All costs associated with prevention activities under the Overdose Data to Action federal grant.	Direct to Overdose Data to Action



Program Code	Program Name	Description	Allocation Method
39906	Partnerships for Success III - Administration	All administrative costs associated with a program to reduce underage drinking, prescription drug misuse & abuse, and marijuana use among 12-25 year olds.	Direct to PFS III 2020
39907	Partnerships for Success III - Data Collection	All data collection costs associated with a program to reduce underage drinking, prescription drug misuse & abuse, and marijuana use among 12-25 year olds.	Direct to PFS III 2020
39908	Partnerships for Success III - Direct Services	All direct service costs associated with a program to reduce underage drinking, prescription drug misuse & abuse, and marijuana use among 12-25 year olds.	Direct to PFS III 2020
39914	Bennington Hub Investment	Program start-up and year-one costs for the new Bennington hub to be funded as global commitment investment.	Direct to Investments (STC 79) - Bennington Hub Investment
39915	DSU Hub Investment	Costs associated with hub expansion that are not eligible as global commitment program.	Direct to Investments (STC 79) - DSU Hub Investment
39918	State Opioid Response 2020 - Direct Services	All direct service costs associated with the 2020 grant award to support opioid abuse prevention, treatment, and recovery activities.	Direct to SOR 2020
39925	SOR 2022- Admin	All costs associated with the administration of the 2022 grant award to support opioid abuse prevention, treatment and recovery activities.	Direct to SOR 2022
39926	SOR 2022- Data Collection	All costs associated with data collection for the 2022 grant award to support opioid abuse prevention, treatment and recovery activities.	Direct to SOR 2022



Program Code	Program Name	Description	Allocation Method
39927	SOR 2022- Direct Svcs	All direct service costs associated with the 2022 grant award to support opioid abuse prevention, treatment and recovery activities	Direct to SOR 2022
39936	OD2A Biosurveillance	All costs associated with obtaining demographic data from VT hospitals and developing the capacity and proficiency for testing standardized CDC drug kits and reporting data through platforms.	Direct to Overdose Data to Action
42040	HCBS Admin	Administrative costs associated with the HCBS Spend Plan.	Direct to HCBS Spend Plan Medicaid Admin
42041	HCBS Investment	Costs associated with HCBS Spend Plan Investments.	Direct to HCBS Spend Plan Investment
42042	HCBS Program	Costs associated with HCBS Spend Plan GC Program.	Direct to HCBS Spend Plan GC Program



IV. ACRONYM LIST

- AAFM..... Agency of Agriculture, Food and Markets
- ADAP Alcohol and Drug Abuse Programs
- AGO..... Attorney General’s Office
- AHEC Area Health Education Center
- AHERA..... Asbestos Hazard Emergency Response Act
- AHS Agency of Human Services
- AIDS Acquired Immunodeficiency Syndrome
- AMD..... Advanced Molecular Detection
- AOE..... Agency of Education
- AOT Agency of Transportation
- ARPA..... American Rescue Plan Act
- AR..... Antibiotic Resistance
- BF Breastfeeding
- BJA Bureau of Justice Assistance
- BOLD Building Our Largest Dementia Infrastructure
- BP Budget Period
- BRACE Building Resilience Against Climate Change Effects in VT
- BRFSS Behavioral Risk Factor Surveillance System
- CARA Comprehensive Addiction and Recovery Act
- CARES Coronavirus Aid, Relief, & Economic Security
- CDC..... Centers for Disease Control and Prevention
- CHIP Children’s Health Insurance Program
- CMS..... Centers for Medicare & Medicaid Services
- COPD..... Chronic Obstructive Pulmonary Disease
- COVID-19 Coronavirus Disease 2019
- CPS Child Passenger Safety
- CRASH..... Drinking Driver Rehabilitation Program
- CRF..... Coronavirus Relief Fund
- CRI..... Cities Readiness Initiative
- CRRSA Coronavirus Response and Relief Supplemental Appropriations Act
- CSHN..... Children with Special Health Needs
- DDI Design, Development & Implementation
- DEC Department of Environmental Conservation
- DEPRIP..... Division of Emergency Preparedness, Response, and Injury Prevention
- DLL..... Department of Liquor and Lottery
- DMI..... Data Modernization Initiative
- DOC..... Department of Corrections
- DPS Department of Public Safety
- DSUP Division of Substance Use Programs
- DULCE Development Understanding and Legal Collaboration for Everyone
- DWI Driving while intoxicated
- ECCS Early Childhood Comprehensive Systems
- ED Enhancing Detection
- EHC Environmental Health Capacity
- EHDI..... Early Hearing, Detection, and Intervention
- ELC..... Epidemiology and Laboratory Capacity
- EMS Emergency Medical Services
- EPA..... Environmental Protection Agency
- EPSDT Early & Periodic Screening, Diagnosis & Treatment
- ETOR..... Electronic Test Orders and Results
- EWIC Electronic Benefits Issuance System for WIC
- FCH..... Family and Child Health



FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FPR	Forest, Parks and Recreation
FSMA	Food Safety Modernization Act
GC	Global Commitment for Health 1115 Waiver
GLS	Garrett Lee Smith
GMCB	Green Mountain Care Board
HAI	Healthcare-Associated Infection
HCBS	Home and Community-Based Services
HIE	Health Information Exchange
HIV	Human Immunodeficiency Virus
HPDP	Health Promotion and Disease Prevention
HRSA	Health Resources and Services Administration
HSI	Health Statistics and Informatics
IAPD	Implementation Advanced Planning Document
IDRP	Impaired Driver Rehabilitation Program
IDT	Interdepartmental Transfer
IE	Integrated Eligibility
IE&E	Integrated Eligibility & Enrollment
IEC	International Electrotechnical Commission
IRC	Inspection, Repair, and Cleaning
ISO	International Organization for Standardization
IZ	Immunization
LDX	Laboratory Data Exchange
LFFM	Laboratory Flexible Funding Model
LRN	Laboratory Response Network
LSID	Laboratory Sciences and Infectious Disease
LTC	Long-Term Care
MAC	School Based Medicaid Administration Claiming
MCH	Maternal and Child Health
MES	Medicaid Enterprise System
MH	Mental Health
MIECHV	Maternal, Infant, and Early Childhood Home Visiting
MMIS	Medicaid Management Information System
MMRP	Maternal Mortality Review Panel
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
MSA	Master Settlement Agreement
NEHA	National Environmental Health Association
NRC	Nuclear Regulatory Commission
NRFRPS	National Retail Food Regulatory Program Standards
OAPD	Operational Advanced Planning Document
OD	Overdose
OD2A	Overdose Data to Action
OLH	Office of Local Health
PADS	Payment and Delivery Systems
PCB	Polychlorinated Biphenyls
PCMH	Patient Centered Medical Homes
PH	Public Health
PHER	Public Health Emergency Response
PHHS	Preventive Health and Health Services Block Grant
PHL	Public Health Laboratory
PMHCA	Pediatric Mental Health Care Access
PREP	Personal Responsibility Education Program



PUI.....Persons Under Investigation
 RxPrescription
 SARSSevere Acute Respiratory Syndrome
 SABG.....Substance Abuse Block Grant
 SAMHSA.....Substance Abuse and Mental Health Services Administration
 SECOffice of the Secretary of State
 SHARPStrengthening HAI/AR Program
 SHIP.....State Health Improvement Plan
 SIREN.....Statewide Incident Reporting Network for Emergency Medical Services
 SMISerious Mental Illness
 SNAPSupplemental Nutrition Assistance Program
 SOR.....State Opioid Response
 SPSuicide Prevention
 SPF.....Strategic Prevention Framework
 SPMPSkilled Professional Medical Professionals
 SSBGSocial Services Block Grant
 SSDI.....State Systems Development Initiative
 STCSpecial Terms and Conditions
 STD.....Sexually transmitted Disease
 STTRONGState, Territory and Tribal Nations, Representative Organizations for Next Generation
 SUDSubstance Use Disorder
 SUIDSudden Unexpected Infant Death
 SWICAPStatewide Indirect Cost Allocation Plan
 TBTuberculosis
 TCP.....Tobacco Control Program
 THISTelehealth Intervention Strategies
 USDAUnited States Department of Agriculture
 VAAF.....Vermont Agency of Agriculture, Food and Markets
 VAST.....Vermont Addressing Suicide Together
 VCHIPVermont Child Health Improvement Project
 VDH.....Vermont Department of Health
 VHIE.....Vermont Health Information Exchange
 VMAPVermont Medication Assistance Program
 VTVermont
 VUHDDS.....Vermont Uniform Hospital Discharge Data Set
 WIC.....Women Infants and Children
 WISEWOMAN.....Well-Integrated Screening & Evaluation for Women Across the Nation
 WFDWorkforce Development

F. DEPARTMENT OF MENTAL HEALTH (DMH)

I. Introduction

The Department of Mental Health (DMH) was established by the state legislature effective July 1, 2007.

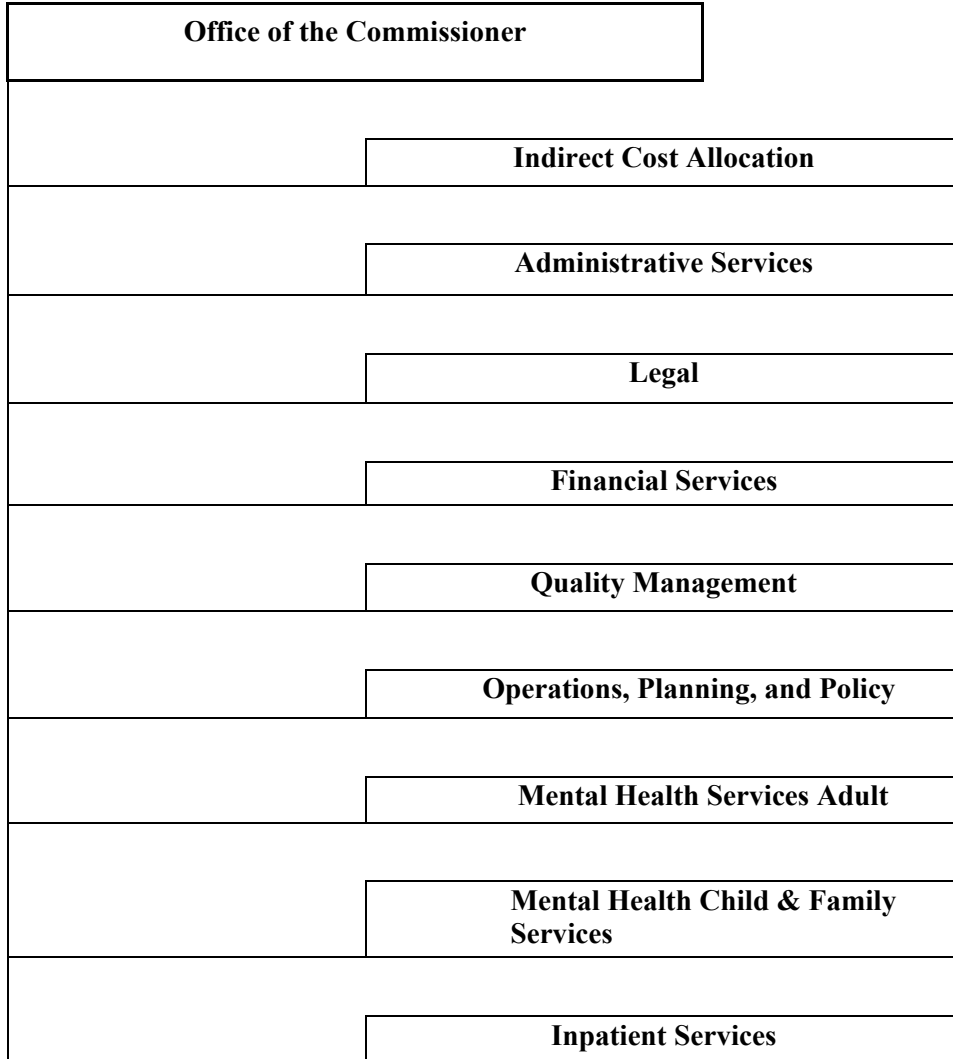
Within this document, we have included an overview of DMH's organizational structure, and a list of the specific functions performed by DMH, referred to as plan departments or cost pools, and the allocation method for each function. Please note that the plan department numbers correspond to internal AHS program codes, from the state accounting system. Our cost allocation plan (CAP) narrative is broken out into organizational areas called "cost centers" that are based on the sections of our organizational chart. Cost centers are comprised of various plan departments or units of cost that fall under each cost center.

Staff at DMH direct code their time to the programs they support throughout their workday. DMH staff enters their time into the state's payroll system. When staff enter timesheet information, they "direct code" their time and the data feeds the VISION accounting system. Staff performing support functions will use their assigned VISION code unless they work on a specific function where they are required to direct code their time to a specific function or program. Staff who works across multiple programmatic and direct service areas will code their time appropriately to multiple VISION codes. 100% of staff time is recorded. As a result, the staff costs in each VISION code are from staff recording their time, and an individual's cost may appear in more than one code, though it cannot exceed the total cost of that employee.



II. Organizational Chart

DMH has set up our cost allocation plan narrative to mirror the organizational structure under which it operates. Section VI of this document describes, in narrative form, our cost allocation process. We have included a table that breaks out each of our cost pools, which mimic the boxes below on the organization chart; the narrative and organizational chart crosswalk to one another, and the narrative further describes the programs that the units within DMH administer.





III. Cost Allocation Methodologies

With the January 1, 2017 extension of the Global Commitment to Health 1115 Waiver, administrative costs are not included in the budget neutrality agreement. Administrative costs will be reported on the appropriate CMS-64.10 Base reporting line. However, administrative costs associated with investments that are strictly administrative in nature are subject to the budget neutrality limit and are reported on the “Investments” waiver forms. Investment administrative costs for Health Research and Statistics, Patient Safety Adverse Events, and Area Health Education Centers (AHEC) receive 50% FFP.

Organizational Unit 1: Indirect Cost Allocations

Nature and Extent of Services: Vermont Department of Mental Health is assessed costs from both the State of Vermont, called the SWICAP, and the Agency of Human Services Central Office, for activities performed on its behalf.

Program Code	Program Name	Description	Allocation Method
1000.1	SWICAP	DMH Allocation of Statewide Indirect Costs	Total Salaries across departments
1000.2	AHS Audit Unit	DMH Allocation of costs related to the AHS Audit Unit	Total Salaries across departments
1000.3	AHS Secretary’s Office	DMH Allocation of costs related to the AHS Secretary’s Office	Total Salaries across departments
1000.4	AHS Information Technology	DMH Allocation of costs related to AHS Information Technology	Total Salaries across departments
1000.5	Financial Statement and Internal Controls Audit	DMH Allocation of costs related to the Single Audit – Financial Statement and Internal Controls	Total Salaries across departments
1000.6	Human Services Board	DMH Allocation of costs related to the Human Services Board	Total Salaries across departments
1000.7	Human Resources Investigations Unit	DMH allocation of costs related to the Human Resources Investigations Unit	Total Salaries across departments
1000.8	AHS Policy	DMH allocation of costs related to AHS Policy	Total Salaries across departments



Organizational Unit 2: Administrative Services

Nature and Extent of Services: This cost center is comprised of costs associated with running the department from an administrative, organizational standpoint. The Commissioner, Deputy Commissioner, Medical Director, and Executive Office Assistant are all included in this cost center.

Program Code	Program Name	Description	Allocation Method
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37732	COVID CRF Activity	Salaries, Contractual, Provider Payments, Grants and Operating costs related to the AHS COVID response Approved for Funding under COVID Relief Funding (CRF). Indirect salary and fringe costs are not attributed to the CRF	Direct to COVID CRF
37856	PADS Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS – MMIS PADS DDI (90%)
41642	MMIS – DDI Staff	Staff work related to the development of the MMIS	Direct to CMS-MMIS/MES-DDI (90%)
42014	DMH Administration	Staff and operating costs associated with overall management of DMH programs, including Commissioner, the Medical Director, Executive Office Assistant, General Counsel, Operations Manager, Administrative Support Coordinator, and Deputy Commissioner	Total Cost of All Programs, Including Community Health and Inpatient Care
42040	HCBS Admin	Staff and operating costs associated with overall administration of HCBS	Direct to HCBS Spend Plan Medicaid Admin
42519	July 2023 Flood	Costs associated with the July 2023 Flood	Direct to July 2023 Flood Effective 7/1/23
42541	988 Capacity Grant Administrative	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant Effective date 10/1/2023
42543	MH – BSCA – Block Grant Administrative	Staff and operating costs to provide emergency preparedness response planning	Direct to BSCA Block Grant



Program Code	Program Name	Description	Allocation Method
42546	988 FY 2023 Capacity Grant	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 FY 2023 Capacity Grant
42547	988 Capacity Grant Supplemental	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant Supplemental Effective 1/1/24
42549	988 Capacity Grant Cohort 2 Year 2	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant Cohort 2 Year 2
42553	CCBHC	Contractual Costs related to CCBHC Planning Grant	Direct to CCBHC
42554	COVID MHBG Admin	Staff costs to provide comprehensive community mental health services to adults with serious mental illness (SMI). States may use this supplemental COVID-19 Relief funding to prevent, prepare for, and respond to SMI needs and gaps due to the on-going COVID-19 pandemic	Direct to COVID MHBG
42555	CCP – Regular Service Program	Costs associated with the July 2023 Flood	Direct to CCP- Regular Service Program Effective 1/1/24
42558	MH – BSCA Block Grant 2025	Staff and operating costs to provide emergency preparedness response planning	Direct to BSCA Block Grant 2025
42559	MH – Block Grant Admin FFY 2023	Staff costs relating to administration of the Mental Health Block Grant	Direct to MHBG
42561	MH – Block Grant Admin FFY 2024	Staff costs relating to administration of the Mental Health Block Grant	Direct to MHBG 2024
42587	Crisis Counseling Program	Activities to carry out the immediate services program to provide crisis counseling services to the survivors of catastrophic flooding in VT as detailed in the grant application dated August 8, 2023	Direct to DPS Crisis Counseling Program MOU IDT Effective 1/1/24



Program Code	Program Name	Description	Allocation Method
42600	General Funded Activities and Services	Activities that are not eligible for reimbursement under other funding sources	Direct to General Fund
42603	IDT Admin	Interdepartmental Transfers to and from DMH	Direct to IDT
42608	Suicide Prevention General Fund	Staff costs associated with providing access to effective suicide prevention	Direct to General Fund
42617	July 2024 Storm	Costs associated with the July 2024 Storm	Direct to July 2024 Storm
42640	988 Suicide Prevention Investment	988 Follow-Up Pilot Program – This investment will support a 24/7 in-state response to the National Suicide Prevention Lifeline. Funding will be used by the Vermont Department of Mental Health to staff the call response, develop policies and practices to follow up with callers when requested.	Direct to Investments (STC-11.1) 988 Follow-Up Pilot Program
42649	Children’s Division Only	Staff and operating costs associated with all children’s programs administered by the department	Total Cost of All Children’s Programs, Including Community Health
42743	Medicaid Admin Mobile Crisis	Staff costs associated with the Mobile Crisis program	Direct to Medicaid Admin



Organizational Unit 3: Legal

Nature and Extent of Services: The Legal cost center is for all costs related to our legal services staff.

Program Code	Program Name	Description	Allocation Method
42014	DMH Administration	Staff and operating costs associated with overall management of DMH programs, including Commissioner, the Medical Director, Executive Office Assistant, General Counsel, Operations Manager, Administrative Support Coordinator, and Deputy Commissioner	Total Cost of All Programs, Including Community Health and Inpatient Care
42320	Legal Director and Assistant	Staff costs associated with the overall costs of the Legal Director and Assistant Legal Director	Total Cost of All Programs, Including Community Health and Inpatient Care
42321	Legal Services – Inpatient	Legal services costs associated with Inpatient programs	Total Cost of All Inpatient Care Programs
42322	Legal Services – Community Mental Health	Legal services costs associated with Community Mental Health programs	Cost of All Community Health Programs
42323	Legal Services – All Mental Health	Legal services costs associated with Mental Health programs	Total Cost of All Programs, Including Community Health and Inpatient Care



Organizational Unit 4: Financial Services

Nature and Extent of Services: Financial Services is comprised of all costs related to our financial Services staff.

Program Code	Program Name	Description	Allocation Method
42014	DMH Administration	Staff and operating costs associated with overall management of DMH programs, including Commissioner, the Medical Director, Executive Office Assistant, General Counsel, Operations Manager, Administrative Support Coordinator, and Deputy Commissioner	Total Cost of All Programs, Including Community Health and Inpatient Care
42313	Financial – All Programs	Staff costs within the financial unit associated with workers supporting all programs	Total Cost of All Programs, Including Community Health and Inpatient Care
42314	Financial – Adult Programs	Staff costs within the financial unit associated with workers supporting all adult programs	Total Cost of All Adult Programs
42315	Financial – Children Programs	Staff costs within the financial unit associated with workers supporting all children programs	Total Cost of All Children Programs
42316	Financial – Inpatient Programs	Staff costs within the financial unit associated with workers supporting all inpatient programs	Total Cost of All Inpatient Programs



Organizational Unit 5: Quality Management

Nature and Extent of Services: This cost center houses costs related to DMH’s quality management services.

Program Code	Program Name	Description	Allocation Method
42015	Community Mental Health Administration – Adults and Children	Staff and operating costs associated with overall administration of adult and children’s mental health programs, excluding inpatient care	Costs of All Programs Excluding Inpatient Care
42317	Quality Assurance	Staff costs associated with quality assurance, outcomes, and reporting efforts across the department, including coordination of oversight activities with other departments within AHS	Total Cost of All Programs, Including Community Health and Inpatient Care
42319	Technology and Data Collection	Staff costs associated managing information and data received from all state and non-state facilities	Total Cost of All Programs, Including Community Health and Inpatient Care
42648	Adult Division Only	Staff and operating costs associated with all adult programs administered by the department	Total Cost of All Adult Programs
42771	Research and Statistics Staff Costs	Costs related to data collection, analysis, and reporting conducted by staff members	Costs of All Programs that use a grant account code, Including Community Health and all Inpatient Care costs



Organizational Unit 6: Operations, Planning, and Policy

Nature and Extent of Services: This cost center is comprised of costs associated with oversight of the programs that the department provides for children, adults, and operations.

Program Code	Program Name	Description	Allocation Method
42014	DMH Administration	Staff and operating costs associated with overall management of DMH programs, including Commissioner, the Medical Director, Executive Office Assistant, General Counsel, Operations Manager, Administrative Support Coordinator, and Deputy Commissioner	Total Cost of All Programs, Including Community Health and Inpatient Care
42301	Direct Service Technical Assistance Supports	Staff costs associated with mental health Technical Assistance	Global Commitment Program or Investments (STC-79) – Acute Psychiatric Inpatient Services (13) by Statewide Medicaid Eligibility Rate
42303	Department Planning and Development	Staff costs associated with oversight of all policy development and assessment of impacts of legislative actions across the department	Total Cost of All Programs, Including Community Health and Inpatient Care
42317	Quality Assurance	Staff costs associated with quality assurance, outcomes, and reporting efforts across the department, including coordination of oversight activities with other departments within AHS	Total Cost of All Programs, Including Community Health and Inpatient Care
42534	COVID Mental Health Block Grant for Children and Families	Grant provides comprehensive community mental health services to children with serious emotional disturbance (SED). States may use this supplemental COVID-19 Relief funding to prevent, prepare for, and respond to SED needs and gaps due to the on-going COVID-19 pandemic	Direct to COVID MHBG
42649	Children’s Division Only	Staff and operating costs associated with all children’s programs administered by the department	Total Cost of All Children’s Programs, Including Community Health



Organizational Unit 7: Mental Health Services Adult

Nature and Extent of Services: All costs associated with providing clinical services to adults are associated with this cost center.

Program Code	Program Name	Description	Allocation Method
2000.1	CRT Billings	Medicaid Billings for the CRT Program	Direct to CRT Global Commitment
2000.2	VPCH Revenue	Client Billings, Medicare, and Other Revenues	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) - VPCH
2000.3	MTCR Revenue	Client Billings and Other Revenues	Direct to CRT
2000.4	Behavioral Health Services Information System (BHSIS) Revenue	Contract with Eagle Technologies, Inc. to support federal reporting requirements.	Costs of All Programs that use a grant account code, Including Community Health and all Inpatient Care costs
2000.5	River Valley Therapeutic Residence Revenue	Client Billings, Medicare, and Other Revenues	Direct to CRT
2000.6	VPCH IMD Investment Limit	Adjustment for VPCH IMD Investment Limit	Direct to VPCH Admin
37705	Adult Case Rate Payment	MH Case Rate Bundle Payment associated with mental health services for adults	Direct to Global Commitment (Program)
37712	Medicaid Program – Adults	Medicaid Fee for Service costs associated with mental health services for adults	Direct to Global Commitment (Program)
37719	Medicaid Program – VPCH	Medicaid Fee for Service costs associated with VPCH	Direct to Global Commitment (Program)
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37732	COVID CRF Activity	Salaries, Contractual, Provider Payments, Grants and Operating costs related to the AHS COVID response Approved for Funding under COVID Relief Funding (CRF). Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID CRF
37800	Social Services Block Grant	Social Services Block Grant costs associated with the hospital diversion program and as part of the Community Rehabilitation and Treatment program for adults	Direct to Social Services Block Grant



Program Code	Program Name	Description	Allocation Method
37856	PADS Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS – MMIS PADS DDI (90%)
39412	Health Equity Funding	All costs associated with addressing and advancing health equity in Vermont by expanding state capacity and services with a focus on rural communities	Direct to VDH Health Equity MOU IDT
39797	Medicaid Admin Bed Board	All costs associated with services generally about hosting, training, customization, maintenance, and operation support for a Vermont version of the Minnesota Bed Locator.	Direct to Medicaid Admin Effective 7/1/22
42006	Pre-Admission Screen and Resident Review (PASARR)	PASSAR contracted activities related to all mental health clients	Direct to Medicaid Admin
42014	DMH Administration	Staff and operating costs associated with overall management of DMH programs, including Commissioner, the Medical Director, Executive Office Assistant, General Counsel, Operations Manager, Administrative Support Coordinator, and Deputy Commissioner	Total Costs of All Programs Excluding Inpatient Care
42015	Community Mental Health Administration – Adults and Children	Staff and operating costs associated with overall administration of adult and children’s mental health programs, excluding inpatient care	Costs of All Programs Excluding Inpatient Care
42041	HCBS Investment	Contractor support operations development and technology that will support a mobile response hub as well as develop and implement a pilot program for 988	Direct to HCBS Spend Plan Investment
42042	HCBS Program	Start-up and eligible costs for HCBS program	Direct to HCBS Spend Plan GC Program
42044	HCBS Capital Improvement	Capital Expenses for startup of NKHS Mental Health Urgent Care program	Direct to HCBS Capital Improvement
42302	Care Management	Costs associated with care management of adult individuals who are in the custody of the department or voluntary psychiatric inpatient.	Global Commitment Program or Investments (STC-79) – Acute Psychiatric Inpatient Services (13) by Statewide Medicaid Eligibility Rate



Program Code	Program Name	Description	Allocation Method
42305	Adult Services Utilization Director	Costs associated with the oversight of Housing Supports, Utilization Review, and Employment Supports	Full Time Equivalent Count across Housing, Utilization Review, and Employment Supports
42306	Inpatient Utilization Review	Costs associated with conducting utilization review activities for inpatient services	Global Commitment Program or Investments (STC-79) – Acute Psychiatric Inpatient Services (13) by Statewide Medicaid Eligibility Rate
42324	Special Response Team	Salary costs for the Special Response Team. These staff will be trained, and deployed to supervise and care for High-End System of Care youth in DCF custody in a variety of settings	Direct to General Fund Effective 1/1/24
42411	Housing ARPA	Appropriated from the American Rescue Plan Act of 2021 - Coronavirus State Fiscal Recovery Fund to the Department of Mental Health in fiscal year 2021 to make existing housing and community-based service facilities providing mental health services more accessible, safe, and compliant with the Americans with Disabilities Act or to expand capacity in community settings.	Direct to COVID ARPA State Fiscal Recovery Fund
42412	Mobile Response	Appropriated from the American Rescue Plan Act of 2021 - Coronavirus State Fiscal Recovery Fund to the Department of Mental Health in fiscal year 2021 to fund a pilot mobile crisis intervention program in Rutland.	Direct to COVID ARPA State Fiscal Recovery Fund Effective 7/1/23
42416	Emergency Outreach Grants	Appropriated from General Fund to the Department of Mental Health in fiscal year 2021 for grants to peer-led and impacted member led organizations for emergency outreach services to address COVID-19- related needs.	Direct to General Fund



Program Code	Program Name	Description	Allocation Method
42417	Case Management Services	Appropriated from the General Fund to the Department of Mental Health in fiscal year 2021 to provide funds to the designated community mental health agencies to enable them each to hire an additional case manager to provide case management services to Vermont residents who may not previously have been part of an agency's caseload but whose lives have been significantly disrupted by the COVID-19 pandemic and who are now urgently in need of these agencies' supports.	Direct to General Fund
42418	Workforce Training and Wellness	Appropriated from General Fund to the Department of Mental Health in fiscal year 2021 for training and wellness supports for frontline health care workers to help them meet Vermont residents' current mental health needs, such as training for emergency department personnel responding to an increased demand for crisis services as a result of the COVID-19 pandemic and training on trauma-informed and trauma-specific care for mental health professionals responding to the surge in mental health treatment needs.	Direct to General Fund
42419	Forensic System of Care	Appropriated from the General Fund to the Department of Mental Health to be allocated for the purpose of providing legal representation in commitment proceedings, to provide legal representation and independent psychiatric evaluations in connection with commitment proceedings, to support the work of the Forensic Care Working Group, and for per diem compensation and reimbursement of expenses.	Direct to General Fund
42520	Homeless Block Grant for Adults	Mental Health Services for Homeless adults	Direct to Homeless Block Grant
42531	Mental Health Block Grant for Adults	Grant pays for staff cost , respite, community outreach, and CRT efforts	Direct to MHBG Effective 10/1/23



Program Code	Program Name	Description	Allocation Method
42533	COVID Mental Health Block Grant for Adults	Grant provides comprehensive community mental health services to adults with serious mental illness (SMI). States may use this supplemental COVID-19 Relief funding to prevent, prepare for, and respond to SMI needs and gaps due to the on-going COVID-19 pandemic	Direct to COVID MHBG
42535	ARPA Mental Health Block Grant for Adults	Grant provides comprehensive community mental health services to adults with serious mental illness (SMI). States may use this supplemental COVID-19 Relief funding to prevent, prepare for, and respond to SMI needs and gaps due to the on-going COVID-19 pandemic	Direct to ARPA MHBG
42537	MH COVID Mitigation Block Grant Adult	Grant to expand dedicated testing and mitigation resources for people with mental health and substance use disorders. These funds will provide resources and flexibility for states to prevent, prepare for, and respond to the coronavirus disease 2019 (COVID-19) public health emergency and ensure the continuity of services to support individuals connected to the behavioral health system.	Direct to COVID Mitigation MHBG
42539	988 Capacity Grant Adult	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant
42544	MH – BSCA Block Grant Adult	Staff and operating costs to provide emergency preparedness response planning	Direct to BSCA Block Grant
42546	988 FY 2023 Capacity Grant	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 FY 2023 Capacity Grant Cohort 2 Year 1 Effective 4/1/24
42547	988 Capacity Grant Supplemental	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant Supplemental



Program Code	Program Name	Description	Allocation Method
42548	MH-BSCA Block Grant 2024	Grant for Bipartisan Safer Communities Act (BSCA) to provide emergency preparedness and response planning	Direct to MH-BSCA Block Grant 2024
42549	988 Capacity Grant Cohort 2 Year 2	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant Cohort 2 Year 2
42551	MH – Block Grant Adult FFY 2024	Grant pays for staff costs , respite, community outreach, and CRT efforts	Direct to MHBG 2024 Effective 10/1/23
42555	CCP – Regular Service Program	Costs associated with the July 2023 Flood	Direct to CCP- Regular Service Program
42557	PATH 2024	Mental Health Services for Homeless adults	Direct to PATH 2024
42558	MH – BSCA Block Grant 2025	Staff and operating costs to provide emergency preparedness response planning	Direct to BSCA Block Grant 2025
42613	Programs for Gambling Addiction	MOU from the Vermont Department of Liquor and Lottery’s FY24 problem gambling appropriations to the State Lottery Fund to support problem gambling services for Vermont Lottery players with the Vermont Department of Mental Health’s FY24 appropriations to the Sports Wagering Enterprise Fund for purposes of DMH’s establishment and administration of its Problem Gaming Program	Direct to Programs for Gambling Addiction MOU IDT
42615	Programs for Gambling Addiction	Salary costs for the Programs for Gambling Addiction	Direct to General Fund
42578	CDC COVID-19 Health Disparities Funding Adult	MOU from the Vermont Department of Health with CDC for National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities	Direct to VDH CDC COVID-19 Health Disparities Funding MOU IDT
42580	Olmstead Grant for Adults	Grant for contracted activities that promote recovery and community integration for adults	Direct to the Olmstead Grant



Program Code	Program Name	Description	Allocation Method
42584	Crisis Counseling Immediate Services Program	Interdepartmental agreement between the Department of Public Safety and DMH where DMH will carry out an immediate services program to provide Crisis Counseling Services to the survivors of COVID -19.	Direct to IDT
42586	Crisis Counseling Residential Program	DMH will carry out a residential services program to provide crisis counseling services to the survivors of COVID-19	Direct to Regular Services Program
42587	Crisis Counseling Program	Activities to carry out the immediate services program to provide crisis counseling services to the survivors of catastrophic flooding in VT as detailed in the grant application dated August 8, 2023	Direct to DPS Crisis Counseling Program MOU IDT
42592	Transformation Transfer Initiative (TTI) Bed Board Adult	Activities to perform an evaluation of Vermont's Emergency Bed Board functionality against current and future business needs to update or replace the current system	Direct to TTI Bed Board
42597	Transformation Transfer Initiative (TTI) Homeless	Activities to ensure the continuity of care for individuals who are experiencing homelessness and have a mental illness by utilizing stipends to expand and improve outreach effort	Direct to TTI Homeless
42601	IDT Adult	Interdepartmental Transfers to and from DMH	Direct to IDT
42606	988 General Fund	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to General Fund
42607	Justice Reinvestment GF	The Department of Corrections (DOC) is seeking to enhance treatment for criminal justice involved people with a moderate to high risk of reoffending who have serious mental illness including substance use and personality disorders	Direct to General Fund



Program Code	Program Name	Description	Allocation Method
42608	Suicide Prevention General Fund	Staff costs associated with providing access to effective suicide prevention	Direct to General Fund
42609	TTI 2024	Activities to establish same day/rapid access to behavioral health care for crisis prevention and follow-up care. As well as crisis care and suicide prevention for high-risk populations	Direct to TTI 2024
42617	July 2024 Storm	Costs associated with the July 2024 Storm	Direct to July 2024 Storm
42640	988 Suicide Prevention Investment	988 Follow-Up Pilot Program – This investment will support a 24/7 in-state response to the National Suicide Prevention Lifeline. Funding will be used by the Vermont Department of Mental Health to staff the call response, develop policies and practices to follow up with callers when requested.	Direct to Investments (STC-11.1) 988 Follow-Up Pilot Program
42641	Special Services – Adults	The operating costs of dental services, eyeglasses, adaptive equipment, and other ancillary services for adults not covered by Medicaid	Direct to Investments (STC-79) – Special Payments for Treatment Plan Services (28)
42643	Mental Health Consumer Support Program – Adults	The costs to provide peer education, support, and advocacy to adults with serious mental illness, their families, and the community to promote resiliency and recovery	Direct to Investments (STC-11.6) Mental Health Consumer Support Programs Peer and Consumer Support Effective 4/1/24
42646	Emergency Mental Health for Adults	The costs associated with 24/7 triage, assessment, mobile outreach, short-term family stabilization, and referral and screening for hospitalization or hospital diversion for adults experiencing a mental health crisis	Direct to Investments (STC-79) - Emergency Mental Health for Children and Adults (29)
42648	Adult Division Only	Staff and operating costs associated with all adult programs administered by the department	Total Cost of All Adult Programs



Program Code	Program Name	Description	Allocation Method
42652	Alcohol and Drug Awareness Program Opioid overdose prevention	Activities to enable collaboration between Vermont Department of Health Division of Alcohol and Drug Abuse Programs and the Department of Mental Health related to opioid overdose prevention training	Direct to Alcohol and Drug Awareness Program Opioid overdose prevention
42655	TTI Building Crisis Services	Activities to collaborate with the City of Burlington, the Burlington Police Department, and the designated mental health providers in the area, Vermont Department of Mental Health will co-sponsor a pilot program to establish a proven model of mobile crisis intervention, Crisis Assistance Helping Out On The Streets.	Direct to TTI Building Crisis Services
42741	Second Spring Residential	Medicaid billings for two Residential facilities Second Spring North and Second Spring South. Residential services are specifically allowed under the Community Rehabilitation and Treatment waiver for these two Intensive Residential facilities owned and operated by Collaborative Solutions	Direct to Global Commitment (Program)
42758	Jail Diversion Grant	Contracted activities associated with a grant from SAMHSA for the implementation of a jail diversion and trauma recovery program for adult Veterans	Direct to Jail Diversion (Fed)
42743	Medicaid Admin Mobile Crisis	Staff costs associated with the Mobile Crisis program	Direct to Medicaid Admin
42745	Alternatives to Emergency Room MH Crisis Care	The costs associated with Alternatives to Emergency Room MH Crisis Care	Direct to Investment (STC-79) – Alternatives to Emergency Room MH Crisis Care
42760	Outpatient Services for Adults	The costs associated with mental health assessment, counseling, case management, medication management, care coordination, and outreach supports for adults	Direct to Investments (STC-79) – MH Outpatient Services for Adults (66)



Program Code	Program Name	Description	Allocation Method
42763	CRT Community Support Services for Adults	The costs associated with assessment and treatment, medication management, case management, community support, transportation, employment supports, and housing supports for adults who have a severe and persistent mental illness	Direct to CRT
42767	CRT Staff Secure Transportation	The costs associated with adults placed in involuntary care who require transport to receiving hospitals and who will have access to alternative transportation options that reduce traumas, provide safety, and are the least restrictive options available.	Direct to CRT
42768	Peer Supports for Adults	Funds to develop peer-run or peer-guided recovery and peer support services for adults	Direct to-Investments (STC-11.6) Mental Health Consumer Support Programs Peer and Consumer Support Effective 4/1/24
42769	Emergency Supports	Funds to support approximately 100 – 150 adult CRT or pending CRT consumers to obtain or retain housing, prevent homelessness, allowing timely step-down from psychiatric inpatient settings, preventing unnecessary hospitalization, providing rental assistance or subsidy, security deposits, and providing apartment set-up and cover other one-time housing expenditures	Direct to CRT
42773	Serious Functional Impairment (SFI)	Costs associated with service provision required under the comprehensive community service plan to an adult who has been determined to have an SFI	Direct to Investments (STC-79) – Seriously Functionally Impaired: DMH (68)
42778	Employment Development Initiative Grant	Activities to support knowledge of evidence based employment practices and strengthen MH/SA treatment, and develop Supported Employment Champions workforce, including workshops, trainings, and consultation activities for adults	Direct to Employment Development Initiative



Program Code	Program Name	Description	Allocation Method
42779	Transformation Transfer Initiative (TTI)	Activities to develop peer based prevention and early intervention services and supports for young adults at risk of serious mental illness	Direct to TTI
42784	CRT Housing Subsidies	Costs for housing subsidies as part of a comprehensive treatment plan.	Direct to CRT
42801	CRT	Billings for the Community Rehabilitation and Treatment Program	Direct to Global Commitment (Program)
42916	CRT Secure Residential Recovery	Staff Time and Operating Costs associated with running the Secure Residential Recovery Facility	Direct to CRT
42917	River Valley Therapeutic Residence	Staff Time and Operating Costs associated with running the Secure Residential Recovery Facility	Direct to Medicaid Admin CRT
42918	River Valley Therapeutic Residence – Medicaid Program	Medicaid Fee for Service costs associated with mental health services for adults	Direct to Global Commitment (Program) Effective 4/1/24



Organizational Unit 8: Mental Health Child and Family Services

Nature and Extent of Services: All costs associated with providing services to children are associated with this cost center.

Program Code	Program Code Name	Description	Allocation Method
37706	Children’s Case Rate Payment	MH Case Rate Bundle Payment associated with mental health services for children	Direct to Global Commitment (Program)
37713	Medicaid Program – Children	Medicaid Fee for Service costs associated with mental health services for children	Direct to Global Commitment (Program)
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37732	COVID CRF Activity	Salaries, Contractual, Provider Payments, Grants and Operating costs related to the AHS COVID response Approved for Funding under COVID Relief Funding (CRF). Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID CRF
37856	PADS Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS – MMIS PADS DDI (90%)
39306	Vermont Addressing Suicide Together, Suicide Prevention (VAST SP)	All costs associated with a grant to increase and sustain the capacity of a coordinated statewide public health approach to suicide prevention, and to reduce the morbidity and mortality rate of Vermonters due to suicide and self-directed violence.	Direct to Vermont Addressing Suicide Together (VAST SP)
39412	Health Equity Funding	All costs associated with addressing and advancing health equity in Vermont by expanding state capacity and services with a focus on rural communities	Direct to VDH Health Equity MOU IDT Effective 7/1/23
39757	EPSDT Administration Functions	Costs related to grants that pay for consultation and education services	Direct to Medicaid Admin
39851	Children’s Health Insurance Plan (CHIP)	Children’s Health Insurance Plan billings associated with children’s mental health	Direct to CHIP



Program Code	Program Code Name	Description	Allocation Method
42319	Technology and Data Collection	Staff costs associated managing information and data received from all state and non-state facilities	Total Cost of All Programs, Including Community Health and Inpatient Care
42412	Mobile Response	Appropriated from the American Rescue Plan Act of 2021 - Coronavirus State Fiscal Recovery Fund to the Department of Mental Health in fiscal year 2021 to fund a pilot mobile crisis intervention program in Rutland.	Direct to COVID ARPA State Fiscal Recovery Fund
42521	Health Resources and Services Administration Grant	Grant to expand the Pediatric Mental Health Care Access Program into new states and geographic areas	Direct to Health Resources and Services Administration Grant
42532	Mental Health Block Grant for Children and Families	Grant pays for Children’s Hospital Diversion, Respite, Emergency, Peer Support Services, Community Outreach, and Community Rehabilitation and Treatment Services Program for children	Direct to MHBG
42534	COVID Mental Health Block Grant for Children and Families	Grant provides comprehensive community mental health services to children with serious emotional disturbance (SED). States may use this supplemental COVID-19 Relief funding to prevent, prepare for, and respond to SED needs and gaps due to the on-going COVID-19 pandemic.	Direct to COVID MHBG
42536	ARPA Mental Health Block Grant for Children and Families	Grant provides comprehensive community mental health services to children with serious emotional disturbance (SED). States may use this supplemental COVID-19 Relief funding to prevent, prepare for, and respond to SED needs and gaps due to the on-going COVID-19 pandemic.	Direct to ARPA MHBG



Program Code	Program Code Name	Description	Allocation Method
42538	MH COVID Mitigation Block Grant Children	Grant to expand dedicated testing and mitigation resources for people with mental health and substance use disorders. These funds will provide resources and flexibility for states to prevent, prepare for, and respond to the coronavirus disease 2019 (COVID-19) public health emergency and ensure the continuity of services to support individuals connected to the behavioral health system.	Direct to COVID Mitigation MHBG
42542	988 Capacity Grant Children	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant
42545	MH-BSCA Block Grant Children	Grant pays for emergency preparedness and response planning and trainings for youth intervention	Direct to BSCA Block Grant Effective 7/1/23
42546	988 FY 2023 Capacity Grant	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 FY 2023 Capacity Grant
42548	MH-BSCA Block Grant 2024	Grant for Bipartisan Safer Communities Act (BSCA) to provide emergency preparedness and response planning	Direct to MH-BSCA Block Grant 2024
42549	988 Capacity Grant Cohort 2 Year 2	Activities to provide access to effective suicide prevention and crisis services through the three-digit phone number 988 funded by SAMHSA	Direct to 988 Capacity Grant Cohort 2 Year 2
42552	MH – Block Grant Children FFY 2024	Grant pays for Children’s Hospital Diversion, Respite, Emergency, Peer Support Services, Community Outreach, and Community Rehabilitation and Treatment Services Program for children	Direct to MHBG 2024
42555	CCP – Regular Service Program	Costs associated with the July 2023 Flood	Direct to CCP- Regular Service Program



Program Code	Program Code Name	Description	Allocation Method
42556	Project Aware 2023	Staff and operating costs to increase awareness of mental health issues among school-aged youth through strengthening partnerships and collaboration between state and local systems to promote the health development of school-aged youth and prevent youth violence	Direct to Project Aware 2023
42558	MH – BSCA Block Grant 2025	Staff and operating costs to provide emergency preparedness response planning	Direct to BSCA Block Grant 2025
42578	CDC COVID-19 Health Disparities Funding Adult	MOU from the Vermont Department of Health with CDC for National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities	Direct to VDH CDC COVID-19 Health Disparities Funding MOU IDT Effective 7/1/23
42579	CDC COVID-19 Health Disparities Funding Children	MOU from the Vermont Department of Health with CDC for National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities	Direct to VDH CDC COVID-19 Health Disparities Funding MOU IDT
42587	Crisis Counseling Program	Activities to carry out the immediate services program to provide crisis counseling services to the survivors of catastrophic flooding in VT as detailed in the grant application dated August 8, 2023	Direct to DPS Crisis Counseling Program MOU IDT
42591	Health Resources and Services Administration Maternal Grant	Activities to establish, improve, or maintain programs that expand health care providers' capacity to screen, assess, treat, and refer pregnant and postpartum women for maternal depression and related behavioral health disorders including in rural and medically underserved areas	Direct to VDH Health Resources and Services Administration Maternal Grant MOU IDT



Program Code	Program Code Name	Description	Allocation Method
42594	Transformation Transfer Initiative (TTI) Bed Board Children's	Activities to perform an evaluation of Vermont's Emergency Bed Board functionality against current and future business needs to update or replace the current system	Direct to TTI Bed Board
42595	Preschool Development Grant Birth through Five	Activities to develop, update, or implement a strategic plan that facilitates collaboration and coordination among existing programs of early childhood care and education	Direct to Preschool Development Grant Birth through Five
42602	IDT Children's	Interdepartmental Transfers to and from DMH	Direct to IDT
42608	Suicide Prevention General Fund	Staff costs associated with providing access to effective suicide prevention	Direct to General Fund
42609	TTI 2024	Activities to establish same day/rapid access to behavioral health care for crisis prevention and follow-up care. As well as crisis care and suicide prevention for high-risk populations	Direct to TTI 2024
42617	July 2024 Storm	Costs associated with the July 2024 Storm	Direct to July 2024 Storm
42640	988 Suicide Prevention Investment	988 Follow-Up Pilot Program – This investment will support a 24/7 in-state response to the National Suicide Prevention Lifeline. Funding will be used by the Vermont Department of Mental Health to staff the call response, develop policies and practices to follow up with callers when requested.	Direct to Investments (STC-11.1) 988 Follow-Up Pilot Program
42642	Special Services – Children	The operating costs of dental services, eyeglasses, adaptive equipment, and other ancillary services for children not covered by Medicaid	Direct to Investments (STC-79) – Special Payments for Treatment Plan Services (28) Special Services
42644	Mental Health Consumer Supports Program – Children	The costs to provide peer education, support, and advocacy to children with serious mental illness, their families, and the community to promote resiliency and recovery	Direct to Investments (STC-79) – Mental Health Consumer Support Programs (79)



Program Code	Program Code Name	Description	Allocation Method
42645	Emergency Mental Health for Children	The costs associated with 24/7 triage, assessment, mobile outreach, short- term family stabilization, and referral and screening for hospitalization or hospital diversion for children, youth, and families	Direct to Investments (STC-79) - Emergency Mental Health for Children and Adults (29)
42649	Children's Division Only	Staff and operating costs associated with all children's programs administered by the department	Total Cost of All Children's Programs, Including Community Health
42653	Project Aware	Activities to increase awareness of mental health issues among school-aged youth through strengthening partnerships and collaboration between state and local systems to promote the health development of school-aged youth and prevent youth violence	Direct to Project Aware
42742	Mobile Crisis	Costs associated with Community Mobile Crisis Services	Direct to Global Commitment Program Effective 1/1/24
42757	Youth in Transition	Contracted activities associated with a grant from SAMHSA to develop a system of care for young adults, ages 16 – 21, with serious mental health problems	Direct to Youth in Transition Grant
42743	Medicaid Admin Mobile Crisis	Staff costs associated with the Mobile Crisis program	Direct to Medicaid Admin
42744	Mobile Crisis Investment	Costs associated with the Mobile Crisis program	Direct to Investments (STC-79) – Mobile Crisis Uninsured/Underinsured
42764	Children's Community Services	The costs associated with clinical assessment and individualized treatment, individual, group and family therapy, psychiatric evaluation, medication management and consultation, case management, community support, community education, transportation, and housing support for children who have been diagnosed with a serious emotional disturbance	Direct to Investments (STC-79) Mental Health Children's Community Services (12)



Program Code	Program Code Name	Description	Allocation Method
42766	Respite Services for Youth with SED and their Families	The costs associated with respite services for short-term support and relief to the families of children and adolescents with significant mental health issues	Direct to Investments (STC-79) – Respite Services for Youth with SED and their Families (67)



Organizational Unit 9: Inpatient Services

Nature and Extent of Services: This cost center houses all costs associated with the provision of inpatient services.

Program Code	Program Name	Description	Allocation Method
37731	AHS COVID Response	Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants. Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID Response
37732	COVID CRF Activity	Salaries, Contractual, Provider Payments, Grants and Operating costs related to the AHS COVID response Approved for Funding under COVID Relief Funding (CRF). Indirect salary and fringe costs are not attributed to the CRF.	Direct to COVID CRF
39851	Children’s Health Insurance Plan (CHIP)	Children’s Health Insurance Plan billings associated with children’s mental health	Direct to CHIP
42588	Vermont Healthcare Emergency Preparedness Coalition COVID Supplies	Grant provides COVID-19 supplemental grant funding from Vermont Healthcare Emergency Preparedness Coalition for FY20-21	Direct to VHEPC COVID Supplies
42600	General Funded Activities and Services	Activities that are not eligible for reimbursement under other funding sources	Direct to VPCH Admin
42611	HHS PRF Lost Revenue Support	Health and Human Services (HHS) issued Lost Revenue Support to the Vermont Psychiatric Care Hospital (VPCH) from HHS CARES Act Provider Relief Fund (PRF) for Providers. This support is from HHS PRF Phase I, intended to offset decreased census of Medicare fee-for-service (FFS) reimbursement. These monies may be used to offset lost revenues due to the coronavirus pandemic.	Direct to HHS PRF



Program Code	Program Name	Description	Allocation Method
42612	HHS PRF Safety Net Ops Support	Health and Human Services (HHS) issued Safety Net Program monies from their CARES Act Provider Relief Fund (PRF) for Providers, HHS Phase II. These monies issued to the Vermont Psychiatric Care Hospital (VPCH) are intended to support VPCH in their ability to maintain operations and remain a fully functional psychiatric care hospital throughout the Coronavirus pandemic.	Direct to HHS PRF
42617	July 2024 Storm	Costs associated with the July 2024 Storm	Direct to July 2024 Storm
42650	Brattleboro Retreat – CRT Medicaid	Costs associated with CRT Medicaid billings at Brattleboro Retreat	Direct to CRT Global Commitment
42785	Psych Inpatient – RRM – GC Invest	Rutland Regional Medical Center – Costs associated with Level One Care	Direct to Investments (STC-79) – Acute Psychiatric Inpatient Services (13)
42786	Psych Inpatient – BR – GC Invest	Brattleboro Retreat - Costs associated with Level One Care	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) BR
42916	CRT Secure Residential Recovery	Staff Time and Operating Costs associated with running the Secure Residential Recovery Facility	Direct to CRT
42787	Psych Inpatient – RRM – GC XIX	Rutland Regional Medical Center – Costs associated with Level One Care Medicaid Billings – GC Medicaid	Direct to RRM Psych Inpatient Medicaid
42795	Psych Inpatient – Brattleboro Medicaid	Brattleboro Retreat – Medicaid costs associated with Level One care	Direct to BR Psych Inpatient Medicaid
42942	Admin & Gen/Exec/BO/QA	Staff time and operating costs associated with administration of the Vermont Psychiatric Care Hospital (VPCH), including the Executive Office, QA, Admissions, Switchboard, and other related services	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42943	Adult Gen Routine Care	Staff time and operating costs associated with general routine patient care at VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH



Program Code	Program Name	Description	Allocation Method
42944	Treatment Team	Staff time and operating costs associated with the VPCH Treatment Team	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42945	Medical Records	Staff time and operating costs associated with medical records at the VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42946	Nursing Administration	Staff time and operating costs associated with nursing administration and maintaining staffing levels at the VPCH	Allocated to direct Secure Res Recovery Operating (MTCR) and Adult General (VPCH) cost centers based on FTE count
42947	Ancillary & Laboratory Services	Staff time and operating costs associated with ancillary services at the VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42948	Occupational Therapy	Staff time and operating costs associated with occupational therapy department at the VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42949	Physical Therapy	Staff time and operating costs associated with physical therapy at the VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42950	Pharmacy	Staff time and operating costs associated with pharmacy services at the VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42951	Housekeeping	Staff time and operating costs associated with housekeeping at the VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42952	Dietary	Staff time and operating costs associated with food service at the VPCH	Allocated to Secure Residential Recovery Operating (MTCR) and Adult General (VPCH) based on meal count
42953	Laundry and Linen	Operating costs associated with laundry and linen services at the VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42954	Electronic Health Record – VPCH	Operating costs associated with the Electronic Health Record at VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42955	Social Service Admin/Vol & Lib	Non-direct service staff time and operating costs associated with the social services, volunteer, and library services at VPCH	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH
42956	Psych Inpat – VPCH – GC Invest	Inpatient Psychiatric services provided to adult patients at VPCH – GC Investment.	Direct to Investments (STC-79) – Institution for Mental Disease Services: DMH (3) VPCH



IV. ACRONYM LIST

- AHS Agency of Human Services
- ARPA..... American Rescue Plan Act
- ARRA American Recovery and Reinvestment Act
- BHSIS..... Behavioral Health Services Information System
- BO..... Business Office
- BR..... Brattleboro Retreat
- BSCA..... Bipartisan Safer Communities Act
- CAP..... Cost Allocation Plan
- CARES Coronavirus Aid, Relief, & Economic Security
- CCBHC..... Cooperative Agreement for Certified Community Behavioral Health Clinic
- CCP..... Crisis Counseling Program
- CDC..... Centers for Disease Control and Prevention
- CHIP Children’s Health Insurance Program
- CMS..... Centers for Medicare & Medicaid Services (formerly HCFA)
- COVID-19 Coronavirus Disease 2019
- CRF..... Coronavirus Relief Fund
- CRT..... Community Rehabilitation & Treatment
- DAs..... Designated Agencies
- DDI Design, Development & Implementation
- DMH..... Department of Mental Health Services
- EPSDT Early & Periodic Screening, Diagnosis & Treatment
- FFP..... Federal Financial Participation
- FTE Full Time Equivalent
- GC..... Global Commitment for Health 1115 Waiver
- GCI Global Commitment Investment
- HHS Health and Human Services
- HIE..... Health Information Exchange
- HIT..... Health Information Technology
- HITECH..... Health Information Technology for Economic and Clinical Health
- IAPD Implementation Advance Planning Document
- ICD International Classification of Diseases
- IDT..... Interdepartmental Transfer
- IFS..... Integrated family Services
- IZ..... Immunization
- MH..... Mental Health
- MHBG Mental Health Block Grant
- MMIS..... Medicaid Management Information System
- MOU..... Memorandum of Understanding
- MTCR..... Middlesex Therapeutic Community Residence
- PASARR..... Pre-Admission Screen and Resident Review
- PADS Payment and Delivery Systems
- QA..... Quality Assurance
- RRMC..... Rutland Regional Medical Center
- SAMHSA..... Substance Abuse and Mental Health Services Administration
- SED..... Serious Emotional Disturbance
- SFI..... Serious Functional Impairment
- SMI Serious Mental Illness
- SP..... Suicide Prevention
- STC..... Special Terms and Conditions
- SUD Substance Use Disorder
- SWICAP State Wide Indirect Cost Allocation Plan
- TTI..... Transformation Transfer Initiative



VAST..... Vermont Addressing Suicide Together
VDH..... Vermont Department of Health
VHEPC Vermont Healthcare Emergency Preparedness Coalition
VPCH..... Vermont Psychiatric Care Hospital



X. STATISTICAL INFORMATION

AHS SECRETARY'S OFFICE

Annual results of the AHS Schedule of Expenditures of Federal Awards by Department:

Costs associated with both the Audit Unit and the Federal Funds Management Unit.

Periodic update based on benefitting program individuals per the IE&E approved IAPDU:

Costs associated with specific programs are allocated based on benefitting program individuals in the household calculated by the monthly number of caseloads averaged over a 12-month period ending June 30 per the IE&E approved IAPDU

Periodic update based on benefitting program individuals per the IE&E approved IAPDU:

Allocated based on the approved IAPD utilizing the CAM Toolkit.

Positions Across AHS:

Costs associated with the Office of the AHS Secretary and Staff, Operational Services, Budget Services Unit, General Operating Expenses, Miscellaneous Grants and Contracts, IT Agency General Staff Costs to support and benefit all AHS and have an agency-wide impact are allocated based on the number of positions Agency-wide.

Positions Across AHS Non-Institutional Staff:

Costs associated with the Policy Division.

Positions Across Non-Institutional AHS Staff:

Costs associated with Service Coordination grants provided service coordination for families and individuals referred through the State as short term or temporary lead case management and Direct Service Dollar grants that provide direct support and create community collaboration for individuals and families in need throughout the state are allocated based on the number of non-institutional staff Agency-wide.

Quarterly Allocation based on VTHR Hours across AHS to the Direct to MMIS, and IE-(DDI only) Program Codes, CMS-MMIS/MES - DDI (90%), CMS-E&E/VIEWS DDI (90%)-ALLOCATED

Costs associated with specific program are allocated based on the quarterly VTHR hours during the quarter.

Quarterly VHC Enrollment for Global Commitment and Designated State Health Program (DSHP) (claim at 75% Medicaid FMAP), CHIP and QHP:

Costs associated with specific program are allocated based on the quarterly case count and enrollment numbers during the quarter.

Quarterly enrollment for GC, CHIP, and all other benefitting programs:

Costs associated with specific program are allocated based on the quarterly enrollment numbers during the quarter.

Quarterly update based on Case Count:

Costs associated with specific programs are allocated based on results of case count for each specific program during the quarter.

Quarterly update based on caseload:

Costs associated with specific programs are allocated based on results of case load for each specific program during the quarter.

Quarterly update based on cases:

Costs associated with specific programs are allocated based on results of number of cases for each specific program during the quarter.

Total Salaries:

Salaries and expenses of selected program are allocated across programs based on a ratio of total direct salary costs expended in the quarter by each respective program.

State-wide Program Population Statistic. Benefitting Programs Medicaid w/VPA, QHP, CHIP & Other statewide population:

Costs associated with specific program are allocated based on quarterly state-wide program population statistic.

Allocated based on the approved IAPD utilizing the CAM Toolkit: Costs associated with specific programs are allocated based on quarterly CAM Toolkit.

DEPARTMENT OF CHILDREN AND FAMILIES (DCF)**ACCESS Case Count Between CHIP & Medicaid 50%:**

Costs associated with specific programs are allocated based on the quarterly case count numbers during the quarter.

Blended IV-E Pent Rate:

Costs associated with the Foster Care program are allocated based on the percentage of custody and adoption cases during the quarter that are Title IV-E eligible.

Cases Across Social Security and Medicaid-Admin 50/50:

Costs associated with the processing of medical cases are allocated based on the percentage of eligible cases to each benefitting program during the quarter.

Case Count Between CHIP, VHC & Medicaid 50%:

Costs associated with specific programs are allocated based on the quarterly case count and enrollment numbers during the quarter.

Case Count Between CHIP, VHC & Medicaid 75%:

Costs associated with specific programs are allocated based on the quarterly case count and enrollment numbers during the quarter.

Central Processing Unit (CPU) Usage Commands for Applicable Programs:

Costs associated with maintaining the ACCESS and FAMIS IT systems are allocated based on system usage by programs administered through each mainframe.

Child Subsidy Case Count:

Costs associated with the administration of the Child Development Division are allocated based on the results of service need case counts for each benefitting program during the quarter.

Child Subsidy Duplicated Case Count:

Costs associated with the Child Development Division IT system, CDDIS, are allocated based on the results of service need case counts for each benefitting program during the quarter.

CIS Encounter Data:

Costs associated with the administration of the Children's Integrated Services (CIS) are allocated based on the results of case counts for each benefitting program during the quarter.

Economic Services Duplicated Case Count:

Costs associated with the Application Document Processing Center (ADPC) and ACCESS mainframe are allocated based on the results of case counts for each benefitting program during the quarter.

Medicaid-Admin 50/50 Eligibility Rate for Targeted Case Management:

Costs associated with Targeted Case Management (TCM) activities are allocated based on the results of eligible case counts for TCM and General Fund during the quarter.

IV-D Cases vs. Non-IV-D Cases:

Costs associated with the administration of the Office of Child Support are allocated based on the results of case counts for each benefitting program during the quarter.

IV-D Customer Contacts vs. Non-IV-D Customer Contacts:

Costs associated with the administration of the Office of Child Support are allocated based on the results of and average IV-D contact for each benefitting program during the quarter.



Percentage Direct to SNAP Certified and Economic Case Count Across Reach Up:

Costs associated with dual program claim establishment cases are allocated based on the percentage of eligible costs to each benefitting program during the quarter.

Percentage of EA and GA Dollars Spent (Allocated to TANF and State General Fund):

Costs associated with the administration of the General Assistance program are allocated based on the results of case counts for each benefitting program during the quarter.

Percentage of LIHEAP Administrative costs for ARPA:

Costs associated with the administration of the LIHEAP Program are allocated based on the percentage of eligible costs to each benefitting program during the quarter.

Percentage of LIHEAP Administrative costs for Continuing Appropriations:

Costs associated with the administration of the LIHEAP Program are allocated based on the percentage of eligible costs to each benefitting program during the quarter.

Percentage of Medicaid-Admin 50/50 and SCHIP Eligibles:

Costs associated with specific programs are allocated based on the percentage of eligible paid claims during the quarter.

Percentage of Social Security versus Medicaid-Admin 50/50 Costs:

Costs associated with the administration of the Disability Determination Services Division are allocated based on the percentage of eligible costs to each benefitting program during the quarter.

Percentage of SCHIP Eligibles as compared to the total Medicaid-Admin 50/50 Eligibles for the quarter. SCHIP current FFP:

Costs associated with specific programs are allocated based on the percentage of eligible paid claims during the quarter.

PU – Allocation based on percentage approved in IE&E IAPD All Benefiting Programs:

Costs associated with specific programs are allocated based on benefitting program caseloads for all programs calculated by the monthly number of caseloads averaged over a 12 month period ending June 30 per the IE&E approved IAPDU

PU – Allocation based on percentage approved in IE&E IAPD Health Care Projects:

Costs associated with specific programs are allocated based on benefitting program individuals for Healthcare Medicaid, CHIP, QHP calculated by the monthly number of individuals in the household averaged over a 12 month period ending June 30 per the IE&E approved IAPDU

PU – Allocation based on percentage approved in IE&E IAPD Healthcare Medicaid and CHIP:

Costs associated with specific programs are allocated based on benefitting program individuals for Healthcare Medicaid, CHIP, QHP calculated by the monthly number of individuals in the household averaged over a 12 month period ending June 30 per the IE&E approved IAPDU

PU – Allocation based on percentage approved in IE&E IAPD Reach Up Caseload:

Costs associated with specific programs are allocated based on benefitting program individuals for Healthcare Medicaid and CHIP, calculated by the monthly number of individuals in the household averaged over a 12 month period ending June 30 per the IE&E approved IAPDU.

PU - Cost of Independent Living:

Administrative costs associated with the Independent Living program are allocated based on total agreements to the Independent Living program

PU - Cost of Title IV-E Education and Training Voucher:

Administrative costs associated with the Title IV-E Education and Training Voucher (ETV) program are allocated based on total agreements to the ETV program.

PU – Across Utility Eligibility:

Administrative costs associated with the Utility Eligibility program are allocated based on an agreed upon split between utility programs based off work level effort.

Quarterly Count of FSD Agreements:

Costs associated with FSD grants unit are allocated based on the number of agreements that are currently open and their funding sources.

Quarterly Employee Count Across ESD District Office:

Costs associated with office space in each ESD district location are allocated based on the number of Long Term Care versus ESD employees occupying space during the quarter.

Quarterly Enrollment for Eligibility Systems and Staffing, Medicaid, and CHIP:

Costs associated with specific programs are allocated based on the quarterly enrollment numbers during the quarter.

Quarterly Percentage of Fraud Investigations:

Costs associated with the Fraud Investigative Unit in ESD are allocated based on the percentage of investigations completed for each benefitting program during the quarter.

Reach Up Case Count (Reach Up, First, Ahead):

Costs associated with Job Retention Support Services, Reach Up Operations and Reach Up Quality Assurance, are allocated based on the results of case counts for each benefitting program during the quarter.

Results of Comparison Report:

Statistical information compiled from an Earnings Report Comparison calculating changes between prior quarter final to adjusted run version.

Use in QE 06/30/2023:

Earnings Report Comparison analyzing the IE&E and payroll corrections from QE1222 and QE0323.

Corrective Action Plan:

Positive time reporting taskgroups have been updated within VTHR and instructions have been distributed to the impacted employees.

Results of Family Services Time Study:

Survey process that includes all the activities performed by the Family Services Division (FSD), District Social Workers within the Vermont Department for Children and Families (DCF). The Random Moment Time Study (RMTS) calculates the proportion of worker time spent on various activities then allocates salary costs to the various benefitting programs. This level of detail is required for DCF to participate in federal claiming efforts.

Results of Legal Time Study:

Excel tracking system that includes all the activities performed by the Assistant Attorney Generals (AAG). Costs associated with specific programs are allocated based on the results of hours spent on activities specific to Vermont Department for Children and Families (DCF) departments during the quarter.

Results of Economic Assistance Time Study:

Survey process that includes all the activities performed by the Economic Services Division (ESD), Benefit Programs Specialists (BPS) within the Vermont Department for Children and Families (DCF). The Random Moment Time Study (RMTS) calculates the proportion of worker time spent on various activities then allocates salary costs to the various benefitting programs. This level of detail is required for DCF to participate in federal claiming efforts.

TANF, SNAP Issue & LIHEAP:

Costs associated with the Electronic Benefit Transfer (EBT) Administrator are allocated based on the administrative fees paid for each program, during the quarter.

**Title IV-E Caseload Count:**

Costs associated with the adoption and foster care analysis and reporting system are allocated based on the count of custody, guardianship, and adoption cases during the quarter that are Title IV-E eligible.

Quarterly Count of Eligible Cases Across Title IV-E, Medicaid – Admin 50/50 & General Fund:

Costs associated with recruitment, placement, training, residential licensing, and other administrative activities of the Foster Care program, are allocated based on the results of eligible cases during the quarter.

Title IV-E Adoption Assistance and Guardianship Assistance:

Costs associated with the Adoption and Guardianship Services Unit are allocated based on the percentage of custody and guardianship cases during the quarter that are Title IV-E eligible.

Title IV-E Candidacy Rate:

Costs associated with the candidates for foster care program are allocated based on the portion of eligible candidates in the non-custody family support and conditional custody caseloads. The Title IV-E portion is allocated through application of the foster care eligibility rate to a pool of candidate cases.

Title IV-E Eligibility Rate and Title IV-E Eligibility Rate (IV-E Training):

Costs associated with the training, case management and legal representation of the Foster Care program are allocated based on the Title IV-E eligible population in custody during the quarter.

Title IV-E Eligibility Rate and Title IV-E Eligibility Rate (IV-E Training)/(Enhanced):

Costs associated with the training, case management and legal representation of the Foster Care program are allocated based on the Title IV-E eligible population in custody during the quarter.

~~Percent of Hotel/Motel Bills Paid:~~

~~Costs associated with the administration of the General Assistance Housing program are allocated based on the processed hotel/motel bills during the quarter.~~

Household Count by Funding Sources:

Costs associated with Reach Up Case Management are allocated based on the funding eligibility of the population served during the quarter.

Total Salaries:

Salaries and expenses of selected programs are allocated across programs based on a ratio of total direct salary costs expended in the quarter by each respective program. For employees that do not participate in the RMTS's positive reporting in the current HR system (VTHR) is used for time reporting. Positive time reporting is a key process used to identify, measure, and allocate costs referenced in the CAP in accordance with 45 CFR Part 95.507 requirements

Quarterly ACH Count Across Reach Up, LIHEAP and SNAP:

Costs associated with the processing fees of Automated Clearing House (ACH's), are allocated based on the count of ACH transactions per program during the quarter.

Quarterly Check Count Across Reach Up, LIHEAP, SNAP, and Medicaid-Admin 50/50:

Costs associated with the processing fees of cashing checks, are allocated based on the count of check transactions per program during the quarter.



DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL)

Total Cost:

Salaries and expenses of selected programs are allocated across divisions based on a ratio of total direct program costs expended in the quarter by each respective division.

Total Salaries:

Salaries and expenses of selected programs are allocated across divisions based on a ratio of total salary costs expended in the quarter by each respective division.

Method A1 “Salary Cost Allocation of Indirect Costs to Divisions”:

Salaries and expenses related to SWICAP and Commissioner’s Office are allocated across all DAIL Divisions based on a ratio of total salary costs expended in the quarter by DAIL staff.

Method A2 “Total Cost; Ratio of Total Direct Program Funds Expended in Quarter (ASD)”:

Salaries and expenses related to the Division Director and Administrative Staff are allocated based on a ratio of total direct program costs expended in the quarter by ASD.

Method A2 “Total Cost; Ratio of Total Direct Program Funds Expended in Quarter (Blind and Visually Impaired)”:

Salaries and expenses related to the Division Director and Administrative Staff are allocated based on a ratio of total direct program costs expended in the quarter by DBVI.

Method A2 “Total Cost; Ratio of Total Direct Program Funds Expended in Quarter (DS)”:

Salaries and expenses related to the Division Director and Administrative Staff are allocated based on a ratio of total direct program costs expended in the quarter by DDSD.

Method A2 “Total Cost; Ratio of Total Direct Program Funds Expended in Quarter (Licensing and Protection)”:

Salaries and expenses related to the Division Director and Administrative Staff are allocated based on a ratio of total direct program costs expended in the quarter by DLP.

Method A2 “Total Cost; Ratio of Total Direct Program Funds Expended in Quarter (Voc Rehab)”:

Salaries and expenses related to the Division Director and Administrative Staff are allocated based on a ratio of total direct program costs expended in the quarter by Voc Rehab.

Method H “Costs for Buildings/Programs Requiring Inspections (Total Salary)”:

Expenses related to fire Safety prevention services performed by the Department of Public Safety, on behalf of the Division of Licensing and Protection, are allocated to all programs serving health care facilities within the division. Allocation is based on a ratio of total salary costs expended in the quarter by DLP.

Method I “Total Salaries; Salary & Expenses in Quarter – Director of Division of Licensing and Protection (Personal Services)”:

Salaries and expenses related to the Division Director and Administrative Staff within the Division of Licensing and Protection are allocated based on a ratio of total salary costs expended in the quarter by DLP.

Method J “Total Salaries; Salary & Expenses in Quarter – Licensure (Personal Services)”:

Salaries and expenses related to the Division Director and Nurse Survey Staff within the Division of Licensing and Protection, are allocated based on a ratio of total salary costs expended in the quarter by DLP.

Method M “Total Salaries; Percentage of Salary Dollars Directly Charged (DS) 43030”:

Salaries and expenses related to the Division Director and Administrative Staff are allocated based on a ratio of total salary costs expended in the quarter by DDSO.

Method M “Total Salaries; Percentage of Salary Dollars Directly Charged (ASD) 43030”:

Salaries and expenses related to the Division Director and Administrative Staff are allocated based on a ratio of total salary costs expended in the quarter by ASD.

Method O “Persons Served in Quarter by ASD”:

Administrative expenses related to the Attendant Services Program are allocated to Title III-E, State Fund and Global Commitment Administration, based on number of persons served in the State Fund PDAC and Personal Services programs over the age 60, under the age 60, and total number of persons served in the Medicaid PDAC program, respectively.

Method Q “Number of ACCS Beds Paid by Title XIX Billed by 15th/Total ACCS Beds on 15th”:

Expenses related to the licensure of Level III Residential Care Homes are allocated to State Funds and Medicaid Administration based on a ratio of ACCS beds paid by Title XIX. The number of beds paid by Title XIX is a point in time statistic, as of the 15th day following the month being reported.

Method Q “Number of ACCS Beds Paid by Title XIX Billed by 15th/Total ACCS Beds on 15th - Travel”:

Travel expenses related to the licensure of Level III Residential Care Homes are allocated to State Funds and Medicaid Administration based on a ratio of ACCS beds paid by Title XIX. The number of beds paid by Title XIX is a point in time statistic, as of the 15th day following the month being reported.

Method R “Ratio of Total Direct Program Funds Expended in Quarter by Regional Staff (Voc Rehab)”:

Salaries and expenses related to the Division’s regional staff and operating expenses are allocated based on a ratio of total direct program costs expended in the quarter by Voc Rehab.

DEPARTMENT OF VERMONT HEALTH ACCESS (DVHA)
PU – Allocated based on the approved IAPD - CAM Toolkit:

Costs associated with specific programs are allocated based on utilizing the CAM Toolkit per the approval of the 3.9 IE&E IAPD

PU – Allocated based on the approved IE OAPD –

This method is used to allocate costs of IE maintenance and operating based on utilizing an enrolment count statistic over a twelve month period

PU – CMS HIT 9027 & HIT Fund 1069:

This method is used to allocate contractual costs for Health Information Exchange contracts, specifically agreements using HIT Fair Share funds. It is updated periodically per the IAPD Program Code allocation guide sent by AHS Central Office, and a change is only made if indicated in red font.

PU – Investment Vermont Blueprint for Health (51):

This method is used for Administrative and Contractual costs for the DVHA Blueprint for Health Program. This attributed population distribution is based on clients receiving services from the Blueprint providers. It has been set up as a periodic update if a decision is made to change it.

PU - Investment VITL/HIT):

This method is used for Health Care Reform and HIT Grants and Contracts. It is dictated by AHS Central Office – the exception is that the “Investment – Vermont Blueprint for Health” final receiver is replaced by “Investment - Vermont Information Technology Leaders/HIT/HIE/HCR.”

PU- Shared VHIE DDI:

This method is used to allocate the Vermont Health Information Exchange DDI costs using the program population statistics to benefitting programs for Medicaid w/ VPA, QHP, CHIP and other state-wide population.

PU- Shared VHIE MO:

This method is used to allocate the Vermont Health Information Exchange MO costs using the program population statistics to benefitting programs for Medicaid w/ VPA, QHP, CHIP and other state-wide population.

QU - Quarterly combined AHS and VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP (Enrollment Broker Stat):

This method is used to allocate costs to DVHA’s Enrollment Broker Services contract. It is updated every quarter according to the average enrollment count for CHIP, Global Commitment, and QHP populations specifically with Vermont Premium Assistance (VPA). The source data comes from the VHC Effectuation Report and AHS Central Office Enrollment Report.

QU - Quarterly Enrollment for Global Commitment, CHIP, and all other benefitting programs:

This method is used for the admin costs of a variety of different units within DVHA, including: Data Unit, Program Integrity, Clinical Unit, VCCI, the Reimbursement unit, etc. This data is updated quarterly according to the average enrollment count for Global Commitment, CHIP and QHP populations without VPA. The source data comes from the VHC Effectuation Report and AHS Central Office Enrollment Report.

QU - Quarterly hours across MMIS/EE/ program codes

Costs associated with specific programs are allocated based on the quarterly VTHR hours during the quarter

QU - Quarterly number of paid claims for Global Commitment, Medicaid – Admin 50/50 Line 49, CHIP, and All Other benefitting Programs:

This method is used to allocate dollars paid to DVHA’s non-certified Fiscal Intermediary. The method is updated quarterly and utilizes paid claim counts to Global Commitment and CHIP. The data is sourced from Hewlett-Packard Enterprise’s Draw Summary files.

QU - Quarterly number of paid claims for Global Commitment, CHIP, and All Other benefiting Programs:

This method is used to allocate dollars paid to DVHA's Fiscal Intermediary. The method is updated quarterly and utilizes paid claim counts to Global Commitment and CHIP. The data is sourced from Hewlett-Packard Enterprise's Draw Summary files.

QU - Quarterly number of Pharmacy Claims paid for Global Commitment, CHIP, and All Other benefiting Programs:

This method is used to allocate costs to the DVHA Pharmacy unit and Pharmacy Benefit Manager. The method is updated quarterly and utilizes pharmacy paid claim count to Global Commitment and CHIP. The data is sourced from an MMIS-based query that is run by the DVHA Business Office.

QU - Quarterly number of Pharmacy Claims paid for Global Commitment, CHIP, and All Other benefiting Programs Non Enhanced:

This method is used to allocate costs to the DVHA Pharmacy unit for non-enhanced dollars. The method is updated quarterly and utilizes pharmacy paid claim count to Global Commitment and CHIP. The data is sourced from an MMIS-based query that is run by the DVHA Business Office.

QU - Quarterly VHC enrollment for GC, DSHP (75% FMAP), CHIP and QHP:

This method is similar to "Case Count between CHIP, VHC, and Medicaid 75%" with the exception that the final receiver is labeled "OAPD" and is used for OAPD related contractual and staff costs.

QU - Quarterly VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP:

This method is used to allocate costs to DVHA VHC Operations program codes. This data is updated quarterly according to the average enrollment count for Global Commitment, CHIP and QHP populations with VPA. The source data comes exclusively from the VHC Effectuation Report.

QU - Quarterly VHC Enrollment for Global Commitment, CHIP and QHP:

This method is used to allocate costs to DVHA EE HCO IAPD program codes. This data is updated quarterly according to the average enrollment count for Global Commitment, CHIP and QHP populations with VPA. The source data comes exclusively from the VHC Effectuation Report.

Results of HAEEU Random Moment Time Study:

Due to the varying nature of HAEEU's work, CMS and AHS Central Office agreed to the utilization of a Random Moment Time Study (RMTS) to allocate staff costs based activity. Each activity corresponds with a specific set of funding sources by population or by direct activity type. Throughout the quarter HAEEU staff are required to populate a randomized study and are prompted with questions about their most recent activities. These Sample Results from EasyRMTS™ feed into a spreadsheet that is used to manually populate intermediate codes in AlloCAP™ by activity type. A designated HAEEU supervisor reviews subsample responses throughout the quarter and invalidates incorrect responses. Based on the percentage splits in the intermediate codes, the funding is broken out by final receiver and program code. The data source for these samples is EasyRMTS™, and the data is uploaded quarterly. It becomes available on the first business day of the month after the end of a quarter.

Results of HAEEU Random Moment Time Study - Not Enhanced:

This allocation method is identical to the one described above, with the exception that only non-enhanced Global Commitment activities are included in the data. Some examples of enhanced activities NOT included in the data are VHC eligibility determinations, case reviews, eligibility notices, etc. This method is updated quarterly, and the data source for samples is EasyRMTS™.

**Total hours across all program codes:**

This allocation method is used to distributed indirect costs for AHS Central Office. Based on a distribution of the DVHA staff hours per program code, the AlloCAP™ system is set up to group those codes by the appropriate Final Receiver. This data is updated quarterly and is populated by the State of Vermont's VTHR system data.

Total hours across all program - less BO:

This allocation method is used for the DVHA Business Office and functions as described above, however the hours from the Business Office itself are removed as to not skew the distribution.

Total hours across all program - less Commissioner's Office:

This allocation method is used for the DVHA Commissioner's Office and functions as described above, however the hours from the Commissioner's Office itself are removed as to not skew the distribution.

Total hours across all program - less PI:

This allocation method is used for the DVHA Program Improvement and functions as described above, however the hours from the Program Improvement itself are removed as to not skew the distribution.

Total hours across DVHA program - less DVHA Systems Staff:

This allocation method is used for the DVHA Systems Staff and functions as described above, however the hours from the DVHA Systems Staff itself are removed as to not skew the distribution.

DEPARTMENT OF HEALTH (VDH)
Allocated to ELC Core BP4 Supp LDXC6 based on available funds, then to ELC ED Expansion

Allocated to ELC Core BP4 Supp LDXC6 first. If those funds are exhausted, the remaining quarterly expenses are allocated to ELC ED Expansion.

Allocated to Hospital Data Council based on available funds, then to Investments (STC-79) - Health Research and Statistics (39) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.

Allocated to Hospital Data Council first. If those funds are exhausted, the remaining quarterly expenses are allocated to allocated to Investments and state funds per AHSCO determined rate.

Allocated to Investments (STC-79) - Emergency Medical Services (19) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population:

Allocated to Investments and state funds per AHSCO determined rate.

Allocated to Investments (STC-79) - Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population:

Allocated to Investments and state funds per AHSCO determined rate.

Allocated to Investments (STC-79) - Fluoride Treatment (38) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population:

Allocated to Investments and state funds per AHSCO determined rate.

Allocated to Investments (STC-79) - Health Research and Statistics (39) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population:

Allocated to Investments and state funds per AHSCO determined rate.

Allocated to Investments (STC-79) - Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population:

Allocated to Investments and state funds per AHSCO determined rate.

Allocated to Investments (STC-79) - Statewide Tobacco Cessation (76) based on the Medicaid, Uninsured, and Underinsured, share of total state population:

Allocated to Investments and state funds per AHSCO determined rate.

Allocated to Immunization and to Medicaid Admin based on the percent of Immunization Registry records that pertain to Medicaid eligible persons Allocated to Medicaid Admin 50/50 based on the percent of quarterly Immunization Registry records that pertain to Medicaid eligible persons. Remainder allocated to CDC Immunization Grant.

Allocated to Lab Flexible Funding Model based on available funds, then to Investments (STC-79) Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.

Allocated to Lab Flexible Funding Model Grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to Investments.

Allocated to Medicaid Admin based on the percentage of the State's population on Medicaid, and then to Investments (STC-79) - Poison Control (48) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population:

Allocated to Medicaid Admin based on Medicaid eligible population as a % of the total state population. Remainder allocated to Investments and state funds per AHSCO determined rate.

Allocated to MMIS IAPD 90% 99999.9022 and VDH HIT State fair share 99999.2533:

Allocated to MMIS IAPD 90% 99999.9022 and VDH HIT State fair share 99999.2533 based on the ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users for the current quarter.

Allocated to Legacy MMIS Staff O&M 75% Line 4b 99999.9911 and VDH HIT State fair share 99999.2533:

Allocated to Legacy MMIS Staff O&M 75% Line 4b 99999.9911 and VDH HIT State fair share 99999.2533 based on the ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users for the current quarter.

Allocated 50% to Investments (STC-79) - Patient Safety - Adverse Events (47) and 50% to State Funds:

Allocated per legislative budget directive.

Allocated to Tuberculosis Control and Investments (STC-79) - TB Medical Services (74) based on availability of Tuberculosis Control grant award:

Expenses are charged direct to Tuberculosis Control Grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to Investments.

Allocated Between Investments (STC-79) - VT Blueprint for Health (44) and Medicaid Administration (Based on percentages of Medicaid attributed population of patients served by Blueprint Patient Centered Medical Homes (PCMHs)):

Allocated to Medicaid Admin based on Medicaid eligible population as a percentage of the total state population, remainder to Investments.

Allocated to Breastfeeding Peer Counselor Project and to Investments (STC-79) - WIC Coverage (37) based on availability of WIC Breastfeeding Peer Counseling grant award:

Expenses are charged direct to Breastfeeding Peer Counselor Project grant first. If those funds are exhausted, the remaining quarterly expenses are charged to Investments.

Allocated to Medicaid Administration, then to WIC Administration and Investments (STC-79) – WIC Coverage (37):

Allocated to Medicaid Administration based on Medicaid enrollees as percent of total clients served by WIC clinics in the quarter, then to the WIC Administration grant up to available funds, and then to Investments (STC-79) – WIC Coverage (37) based on availability of WIC Admin grant award for clinic activities.

Allocated to WIC Administration and Investments (STC-79) – WIC Coverage (37) based on availability of WIC Admin grant award:

Expenses are charged direct to WIC Administration grant first for required clinic activities. If those funds are exhausted, the remaining quarterly expenses are charged to Investments (STC-79 – WIC Coverage (37)).

Allocated to Substance Abuse Block Grant and to Investments (STC-79) - Substance Use Disorder Treatment (30) based on availability of Substance Abuse Block Grant funding:

Expenses are charged direct to Substance Abuse Block Grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to Investments and state funds per AHSCO determined rate.

Allocated to Substance Abuse Grant and Medicaid Admin based on Medicaid allowable share of costs:

The Medicaid allowable share of costs is based on the number of Medicaid eligible students as a percent of the entire student population in the supervisory union or district.

Allocated to WIC Admin and Investments (STC-79) - WIC Coverage (37) based on availability of WIC Admin grant award:

Expenses are charged direct to WIC Administration grant first. If those funds are exhausted, the remaining quarterly expenses are charged to Investments.

Allocated to Lead Poisoning Prevention based on available funds, then to Investments (STC-79) - Healthy Homes and Lead Poisoning Prevention Program (49)

Expenses are charged to Lead Poisoning Prevention grant first. If those funds are exhausted, the remaining quarterly expenses are charged to Investments.

Allocated to Medicaid Administration based on the percentage of the State's population on Medicaid, then to Substance Abuse Block Grant and to Investments (STC-79) - Substance Use Disorder Treatment (30) based on availability of Substance Abuse Block Grant funding. Allocated to Medicaid Admin based on Medicaid eligible population as a % of the total state population. Remainder allocated to Substance Abuse Block Grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to Investments and state funds per AHSCO determined rate.

Allocated to Public Health Emergency Preparedness based on available funds, then to Investments (STC-79) - Epidemiology (40) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.

Expenses are charged to Public Health Emergency Preparedness first. If those funds are exhausted, the remaining quarterly expenses are allocated to Investments and state funds per AHSCO determined rate.

Allocated to state funds based on availability of state funding, then to Investments (STC-79) - Recovery Centers (17)

Expenses are charged to state funds first. If those funds are exhausted, the remaining quarterly expenses are charged to Investments.

Allocated to Substance Abuse Block Grant and to General Fund based on availability of Substance Abuse Block Grant funding.

Expenses are charged to Substance Abuse Block Grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to state funds.

Allocated to Pregnancy Risk Assessment Monitoring based on available funds, then to Investments (STC-79) - Health Research and Statistics (39) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.

Expenses are charged direct to VT Pregnancy Risk Assessment Monitoring System Grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to Investments and state funds per AHSCO determined rate.

Allocated to State Systems Development Initiative (SSDI) based on available funds, then to Investments (STC-79) - Health Research and Statistics (39) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.

Expenses are charged direct to MCH Set-Aside SSDI Grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to Investments and state funds per AHSCO determined rate.

Allocated to ELC Enhancing Detection then to ELC Enhancing Detection Expansion based on available funds:

Expenses are charged to ELC Enhancing Detection grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to ELC Enhancing Detection Expansion.

Allocated to STD COVID then to Sexually Transmitted Diseases based on available funds:

Expenses are charged to STD COVID grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to Sexually Transmitted Diseases.

Allocated to Cancer Registry then to Investments (ST-79) Health Research & Stats (39) based on available funds:

Expenses are charged to Cancer Registry grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to Investments (ST-79) Health Research & Stats (39).

Total Salaries Across DSUP:

Expenses related to DSUP Administration are allocated based on a ratio of total salary costs expended in DSUP in the quarter by VDH staff.

Total Salaries Across Environmental Health:

Expenses related to Environmental Health Administration are allocated based on a ratio of total salary costs expended in Environmental Health in the quarter by VDH staff.

Total Salaries Across Health Promotion & Disease Prevention:

Expenses related to Health Promotion & Disease Prevention Administration are allocated based on a ratio of total salary costs expended in Health Promotion & Disease Prevention in the quarter by VDH staff.

Total Salaries Across LSID:

Expenses related to LSID Administration are allocated based on a ratio of total salary costs expended in LSID in the quarter by VDH staff.

Total Salaries Across FCH:

Expenses related to FCH Administration are allocated based on a ratio of total salary costs expended in FCH in the quarter by VDH staff.

Total Salaries across Emergency Preparedness.

Expenses related to **Emergency** Preparedness Administration are allocated based on a ratio of total salary costs expended in **Emergency** Preparedness in the quarter by VDH staff.

Total Salaries Across OLH:

Expenses related to OLH Administration are allocated based on a ratio of total salary costs expended in OLH in the quarter by VDH staff.

Total Salaries Across HSI:

Expenses related to HSI Administration are allocated based on a ratio of total salary costs expended in HSI in the quarter by VDH staff.

Total Salaries Across VDH:

Expenses related to AHSCO and VDH Administration are allocated based on a ratio of total salary costs expended in the quarter by all VDH staff.



DEPARTMENT OF MENTAL HEALTH (DMH)**Full Time Equivalent Count across Housing, Utilization Review, and Employment Supports:**

This statistic is the allocation of 42305 costs to 42015, 42306, and 42648 by FTE count in each program code.

Mental Health Distribution for Entire System of Care:

This statistic allocates costs from 42014 to all receivers that are in that statistic as a percentage of each receiver.

Mental Health Distribution Including Community Care:

This statistic allocates costs from 42015 to all receivers that are in that statistic as a percentage of each receiver.

Statewide Medicaid Eligibility Rate:

This statistic allocates 42301, 42302, and 42306 to Global Commitment program vs MCO Investment by patient by new admissions to level 1 for the quarter.

Total Cost of All Adult Programs:

42648 is allocated to all adult programs. This statistic is created from actual quarterly cost from department dept Id 3150070500. It is spread as a percentage of the total costs in 3150070500.

Total Cost of All Children's Programs, Including Community Health:

42649 is allocated to all children's programs. This statistic is created from actual quarterly cost from department dept Id 3150070600. It is spread as a percentage of the total costs in 3150070600.

Total Costs of All Inpatient Programs:

42321 is allocated to all inpatient programs. This statistic is created from actual quarterly cost from department dept Id 3150070300, 3150070700, and 3150070800. It is spread as a percentage of the total costs in 3150070300, 3150070700, and 3150070800.

Total Salaries across DMH Staff:

AHS indirect costs are allocated by this statistic. Costs are provided by AHS.



XI. TIME TRACKING, TIME STUDY INFORMATION AND TRAINING GUIDES

A. DCF ESD BENEFIT PROGRAM SPECIALIST RMTS

DCF ESD Activity Instructions

Annual revised submission included.

DCF ESD Matrix

Annual revised submission included.

DCF ESD Procedures

Annual revised submission included.

DCF ESD Training Guide

Annual revised submission included.

**Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~June 2024~~ ~~May 2022~~**

RMTS DETAILS

The random moment time study (RMTS) is a survey process that includes all of the activities performed by the Economic Services Division (ESD), Benefit Programs Specialists (BPS) within the Vermont Department for Children and Families (DCF). An updated study begins on July 1, 2015. Participating staff are those who support multiple programs administered by DCF in ESD. Based on these observations, the total effort of a group of employees is determined with a high degree of confidence that approximates the same results as having observed employees for 100% of their time at work. The results of the RMTS are used in the quarterly cost allocation plan (CAP) to allocate department costs to reimbursable and non-reimbursable areas. This level of detail is required for DCF to participate in federal claiming efforts.

The RMTS must be conducted on a continuous basis to support quarterly claiming efforts.

We thank participants in advance for their time and cooperation. Please direct all questions to either Public Consulting Group, Inc. (PCG) at vtcdfbps@pcgus.com or DCF at AHS.DCFESDOverdueReport@vermont.gov. Participants may also call the PCG hotline at 866-912-2983.

How to Complete the Random Moment Time Study

Participants receive an e-mail that directs them to a website via a web link (<https://PCGEasyRMTS.com>). Participants log in to the system and then answer several different questions. Depending on the answers to the questions, they select from a list of individual activity and program codes.

After answering all of the questions provided, the user selects a Submit button to respond to the survey. The surveys must be completed within 72 hours. Participants receive a reminder e-mail 24-hours and 48-hours after each moment if the survey has not yet been completed. If a participant is working on a case, the worker is asked to provide the client's first initial, last name, and client's Case ID as a unique case identifier. If a Case ID isn't available, please include the client's initials.

The RMTS is mandatory and must be completed in a timely manner. Every survey that is assigned must be completed! Moments stay 'live' in the system for 72 hours so if a participant is on leave for a short time, they must still complete the moment upon their return.

Participants should not consider client eligibility for any specific program when responding to a moment. Moment responses should be chosen based on the activity or function being performed at the time of the moment, not the eligibility of a case or client.

RECORDING VHC ACTIVITIES

DCF BPS staff may connect Medicaid applicants to the Vermont Health Connect (VHC, the State's Health Insurance Exchange) to seek enrollment in a qualified health plan and premium tax credit and cost sharing reduction programs through the federal exchange. Staff activities in support of Medicaid or VHC eligibility determinations are considered to be part of the Medicaid program for the purpose of completing this time study.

For example: If participants direct a client to VHC, provide them with the website or phone number for VHC, connect them with HAEU staff, or provide the applicant with information on how to apply for the health insurance programs offered by the VHC, participants would select the following activity and program code combination:

Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~June 2024~~ ~~May 2022~~

Case Specific Activity Code: Referrals to Medicaid and/or Medical/Behavioral Health Services
Program Code: Medicaid or SSI

ROOT QUESTION

The following describes each of the activities available to RMTS participants. Activities performed and programs administered on behalf of the client are described below. *Please note that meetings, phone calls, e-mails, filing, driving, and similar other administrative tasks should be tied to the activity that they are in support of; these are not general administrative activities unless they are truly not tied to a case.*

The first question a participant is asked when completing the time study is: Were you working on a Case or on behalf of a client? The participant responds Yes or No.

For the purpose of the RMTS, a case is any client where you are actively working on assisting the client to access or continue accessing state or federal benefit programs. Please review the following examples for clarity.

1. *If you are performing lobby monitoring to assist a potential client apply for a federal or state assistance program, regardless of whether a case has been opened, it is considered a case-related activity; select the Eligibility Determination and Redetermination activity and then select the federal or state program to which the client is applying.*
2. *If you are performing lobby monitoring and directing a potential client to the Vermont Health Insurance Exchange, it is considered a case-related activity; select the Eligibility Determination and Redetermination activity and then select the Medicaid program.*
3. *If you are performing lobby monitoring and there is no one in the lobby at the time of your assigned moment, it is not considered a case-related activity; select General Administrative and General Training Activities as your activity and you will not be asked to select a program(s) that the effort was in support of.*

After selecting Yes or No, the participant is asked to first identify their activity, and then select the program(s) the activity is associated with at the time of moment. Example – if activity is related to SNAP, participant should select SNAP even if the case is open to or associated with multiple programs.

Please select the activity you are performing at the time of your moment, not the type of case.

If the participant selects yes to the root question, they are then asked: “Were you performing an activity related to eligibility determination or redetermination? ***The participant responds Yes or No.***

If the participant responds yes, they are asked to choose from a list of eligibility determination or redetermination specific activities. If the participant responds no, they are asked to choose from a list of other case specific activities.

ELIGIBILITY DETERMINATION OR REDETERMINATION CASE SPECIFIC ACTIVITY CODES

1. Conducting Client interviews

- Examples include:
 - Scheduling interviews
 - Conducting or attending interviews
 - Discussing reporting requirements
 - Reading through an interview script
 - Updating system panels such as the Job Income Panel (JINC), the Statement of Need Panel (STAT), the Other Business Income Panel (BUSI)

Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~June 2024~~ May 2022

- Documenting the interview in the case activities panel (CATN)
- Checking the Electronic Disqualified Recipient System (EDRS)
- Individual Career Advancement Network Referral ICAN (218FS) and all other activities related to that interview

2. Processing income documents

- Examples include:
 - Reviewing pay stubs
 - Reviewing employment forms such as the Employment Information Form (218E), the Change in Employment Verification Form (218 EC), and the End of Employment Termination Verification Form (218 ET)
 - Conducting collateral calls
 - Sending a verification request (V) for paystubs

3. Processing Housing Documents

- Examples include:
 - **Reviewing applications or supporting documents**
 - **Conducting collateral calls**
 - **Sending a verification request (V) for income**

4. Processing all other non-income documents

- Examples include:
 - Conducting a Prisoner Verification Search (PVS)
 - Conducting collateral calls
 - Sending verification request (V) for shelter

5. Calculating deductions

- Examples include:
 - Standard Medical Deductions (FMEDS)
 - Dependent Care

6. Processing Interim Reports (IRs)

- Examples include:
 - Documenting changes
 - CATNs
 - Work related to completing the IR in OnBase

7. Issuing vouchers for prescriptions, dental emergencies, or durable medical equipment

- This activity is specific to General Assistance

These activities may be completed when the client is present or on the telephone. Meetings, phone calls, To-do's, e-mails, filing, driving, mailing, peer review, contact with case managers, working in The Interview Line, and other similar administrative tasks should be associated with and coded to an activity whenever possible. Please choose one of these activities if you are assisting a co worker with one of them.

Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~May 2022~~ June 2024

OTHER CASE SPECIFIC ACTIVITY CODES

8. Customer education regarding eligibility results

- This activity includes time spent explaining the results of eligibility determination to a customer and why they are eligible or not eligible for a specific program. It includes explaining customer responsibilities under a specific program once the determination has been made and how to maintain eligibility. This activity does not include time spent educating a customer about available programs or services not related to eligibility determination for that customer.

9. Providing EBT specific information to customer

- This activity includes providing any information to a customer who already has an EBT card including providing balance information, password resets, and access issue assistance.

10. Active Case Updates/Changes

This activity should be selected when documenting case notes or a change to the case in a client record. Examples include but are not limited to any of the following:

- a. Documenting changes regarding employment status;
- b. Documenting changes in household compensation;
- c. Documenting changes regarding the number of children in the household;
- d. Supporting an audit request/case read by rerunning/correcting budgets or producing documents missing from the file;
- e. Reviewing or performing a case read for accuracy;
- f. Processing a 218E;
- g. Splitting a case or transferring a case to another worker, county, or district;
- h. Processing over/under payments;
- i. Performing QA variances;
- j. Cleaning up the case file;
- k. Generating, printing/copying, and/or mailing notification letters to clients; and
- l. Closing a case or previewing a pending closure case due to “unable to locate”.
- m. Assisting a coworker with any of the above.

Time spent following up on “To-Do’s” or “Dailys” related to updates or changes on active cases should also be coded here. Meetings, phone calls, collateral calls, e-mails, filing, driving, mailing, peer review, contact with case managers, working in The Interview Line, and other similar administrative tasks associated with this activity should also be coded here.

11. Fraud Referrals

This activity includes all tasks involved in processing fraud referrals and responses. This activity includes:

- a. Referring to and communicating about potential fraud to a Supervisor, the Fraud Unit, or the Investigations Unit at DCF;
- b. Gathering information and documenting the referral for submission;
- c. Processing over/under payments; and
- d. Conducting QA variances due to potential fraud.

Meetings, phone calls, collateral calls, e-mails, filing, driving, mailing, peer review, contact with case managers, working in The Interview Line, and other similar administrative tasks associated with this activity should also be coded here.

12. Fair Hearings and Appeals

This activity involves all worker tasks related to fair hearings and appeals, including but not limited to:

- a. Responding to fair hearing requests;

Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~June 2024~~ ~~May 2022~~

- b. Meeting with the client for pre-hearing conferences;
- c. Attending administrative hearings;
- d. Testifying at administrative hearings;
- e. Attending an appeals case; and
- f. Preparing pre-process or post-hearing paperwork or other documentation for any of these scenarios, including the 113 report.

Meetings, phone calls, collateral calls, e-mails, filing, driving, mailing, peer review, contact with case managers, working in The Interview Line, and other similar administrative tasks associated with this activity should also be coded here.

13. Reach Up Sanctions

This activity should be selected when performing activities related to Reach Up Sanctions, including processing payments to landlords on behalf of the Reach Up client until the client complies with penalties and attends a follow up meeting with the BPS. Meetings, phone calls, collateral calls, e-mails, filing, driving, mailing, peer review, contact with case managers, working in The Interview Line, and other similar administrative tasks associated with this activity should also be coded here. *Please note that the only Program allowed for selection after choosing this activity is “Reach Up”.*

14. Reach Up Controlled Vendor Payments

This activity should be selected when monitoring and making controlled vendor payments for various expenses, including money mismanagement or processing payment requests from the client. Meetings, phone calls, collateral calls, e-mails, filing, driving, mailing, peer review, contact with case managers, working in The Interview Line, and other similar administrative tasks associated with this activity should also be coded here. *Please note that the only Program allowed for selection after choosing this activity is “Reach Up”.*

15. Education Activities

This activity should be used when performing activities related to education about the assistance programs offered by DCF. This activity includes any time spent:

- a. Educating potential clients about the benefits and availability of services;
- b. Compiling and distributing educational materials about assistance programs; and
- c. Assisting a client fill out a program application.

Meetings, phone calls, collateral calls, e-mails, filing, driving, mailing, peer review, contact with case managers, working in The Interview Line, and other similar administrative tasks associated with this activity should also be coded here.

16. Referrals to Medicaid and/or Medical/Behavioral Health Services

This activity includes referral of a client to Medicaid or other governmental or private agencies for Medical/Behavioral Health services that are not part of the services offered by BPS. This activity includes time spent:

- a. Working with Community Connections related to the medical needs of the client;
- b. Connecting clients with medical/behavioral health services; and
- c. Coordinating medical/behavioral health services for the client.

Meetings, phone calls, collateral calls, e-mails, filing, driving, mailing, peer review, contact with case managers, working in The Interview Line, and other similar administrative tasks associated with this activity should also be coded here.

Please note that the only Program allowed for selection after choosing this activity is “Medicaid” or “SSI”.

17. Referrals to Non-Medicaid/Non-Medical, Community Services

This activity includes referral of client to social services, housing agencies, Family Services, or other governmental or private agencies for Non-Medical services that are not part of the services offered by BPS. This activity includes time spent:

- a. Working with Community Connections related to the non-medical needs of the client;

Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~June 2024~~ ~~May 2022~~

- b. Connecting clients with non-medical/non-behavioral health services such as social or religious groups or affiliations; and
- c. Coordinating non-medical/non-behavioral health services for the client.

This activity should not be used to record activities associated with the utility programs. Meetings, phone calls, collateral calls, e-mails, filing, driving, mailing, peer review, contact with case managers, working in The Interview Line, and other similar administrative tasks associated with this activity should also be coded here.

NON-CASE SPECIFIC ACTIVITY CODES

1. Program Specific Training or Reporting

This activity should be used for program specific trainings related to your job as a BPS participant. This activity should also be used for any time you spend creating, editing, or updating program specific reports. The trainings and reports can be on any specific program you support clients with. Examples include trainings and reports on topics such as:

- a. Reach Up Financial Assistance;
- b. 3Squares;
- c. Fuel;
- d. Medicaid;
- e. SSI;
- f. General Assistance/Emergency Assistance;
- g. Essential Person;
- h. Emergency Housing;
- ~~i. Transitional Housing~~

You will be asked to select which program(s) the training or report covered. Any administrative efforts related to this activity should also be coded here.

2. General Administrative and General Training Activities

This code includes activities performed not related to case work and specific clients but necessary for your job. Please use this activity code for tasks such as:

- a. Attending work-related conferences within your office;
- b. Attending conferences or one-on-ones with your supervisor to discuss non-case related issues;
- c. Attending general trainings not specifically related to your job as a BPS participant, such as:
 - a. Domestic Violence;
 - b. Long Term Care;
 - c. Eligibility Redetermination;
 - d. Interview Training;
 - e. Using the The Interview Line phone system;
 - f. Email system usage;
 - g. Fire drills;
 - h. RMTS training;
 - i. General office procedures trainings; or
- d. Bathroom or Personal Breaks;
- e. Cleaning or organizing your workspace;
- f. Completing your timesheet;
- g. Filling out or looking at the "Daily Duties" spreadsheet;
- h. Preparing for or involvement in office functions;
- i. Covering the front desk (greeting clients and answering phones);
- j. Filling out personnel forms for human resources;
- k. Attending general staff meetings not related to your cases;

**Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~May 2022~~ June 2024**

- l. Processing general mail/faxes/e-mails not related to a case;
- m. Testing computer systems or working with IT to fix a computer problem; and
- n. Reading new office policies not specific to any of the programs you work with.
- o. Assisting a coworker with non-case related items (ex. Using the copier, reviewing lobby tracking, etc).

You will be asked to describe the activity in your own words, and this activity should not be used for any phone call, collateral calls, e-mail, documentation activity, travel to/from meetings with clients or required trainings that you attend, or filing activity if you can tie it to a specific case. Any administrative efforts related to this activity should also be coded here.

NON-WORK RELATED ACTIVITY CODES

1. Paid Time Off (Annual/Sick/School/Administrative Leave/Comp)

This activity is used when the participant is not working but is being paid for the time off. Examples include using regular annual leave for vacation, sick time, Family Medical Leave Act (FMLA), banked leave time, union leave, or approved personal educational leave. Paid days not working due to a weather emergency would also be recorded here.

2. Unpaid Time Off: Lunch or Not Scheduled to Work/Flex Time

Any approved leave you take that you are not paid for should be coded here. Use this activity code if you were either not scheduled to work at the time of the observation, (i.e., it is before your regular start time, or after your regular end time, or the sample is received at a time when you are not scheduled to work due to your adjusted work schedule). For example,

- a) you flex on Monday and the sample is received on Monday.
- b) the sample is before or after you regular work hours (e.g., at 7:49 a.m. and you do not start until 8:00 a.m.).

Sick, vacation, annual leave, and “snow or weather” days should not be coded here unless you are not paid for the time off.

3. Non-DCF Activity or Other Emergency Situation

This activity should be used when the participant performs an activity unrelated to any responsibility that they would normally have as an employee of DCF. Examples may include performing a function for another state agency or working on non-human services activities in the event of a natural disaster. Participants are required to provide a brief description of the activity being performed when this activity is chosen.

PROGRAM CODES

Please select the program/program combinations you are supporting at the time of your moment. If you are assisting a client with one activity that supports multiple programs, please select the appropriate combination of programs.

1. Reach Up

Reach Up provides temporary cash and financial assistance to families with children and pregnant women who meet certain financial and nonfinancial eligibility factors in order to help them pay for living expenses such as rent, heat, utilities, clothing, food, and personal care items. This program includes two-parent families and incapacitated families, and also includes time spent on Reach First and Reach Ahead.

2. 3 Squares

3Squares provides temporary food assistance benefits to eligible households and individuals with low income to increase their food purchasing power.

Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~May 2022~~ June 2024

3. Fuel

The Fuel program assists applicants with safe, decent, affordable housing and other essential needs, as well as assistance to help with household heat, electric, and home repair costs, when an emergency situation arises.

4. General Assistance (GA) and Emergency Assistance (EA)

General Assistance provides financial assistance to disabled adults who are not eligible for Reach Up to meet their basic personal and shelter needs such as dental and housing assistance.

5. Essential Person (also called “Aid to the Aged, Blind, and Disabled (AABD)”)

Essential Person provides financial assistance to help aged, blind, and disabled people who have little or no income with a cash benefit to help contribute to the cost of having someone live with them to provide essential care.

6. Medicaid

The Medicaid program provides medical assistance to those who meet the financial and nonfinancial eligibility factors to ensure that essential health care services are made available to those who otherwise would not have financial resources to purchase them.

7. Supplemental Security Income (SSI)

SSI is a Federal income supplement program designed to help aged, blind, and disabled people who have little or no income with a cash benefit to provide for basic needs such as food, clothing, and shelter.

8. Reach Up/3 Squares

Includes activities in support of a Reach Up/3 Squares multi-program case or application, when the worker is assisting a client with both programs with the same activity.

9. Reach Up/GA and EA

Includes activities in support of a Reach Up/GA and EA multi-program case or application, when the worker is assisting a client with both programs with the same activity.

10. Reach Up/GA and EA/EP

Includes activities in support of a Reach Up/GA and EA/EP multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

11. Reach Up/EP

Includes activities in support of a Reach Up/EP multi-program case or application, when the worker is assisting a client with both programs with the same activity.

12. Reach Up/Fuel

Includes activities in support of a Reach Up/Fuel multi-program case or application, when the worker is assisting a client with both programs with the same activity.

13. Reach Up/Fuel/GA

Includes activities in support of a Reach Up/Fuel/GA multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

14. Reach Up/Fuel/GA and EA

Includes activities in support of a Reach Up/Fuel/GA and EA multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~May 2022~~ June 2024

15. Reach Up/Fuel/EP

Includes activities in support of a Reach Up/Fuel/EP multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

16. Reach Up/3 Squares/Fuel

Includes activities in support of a Reach Up/3 Squares/Fuel multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

17. Reach Up/3 Squares/Fuel/GA and EA

Includes activities in support of a Reach Up/3Squares/Fuel/GA and EA multi-program case or application, when the worker is assisting a client with the four programs with the same activity.

18. 3 Squares/Fuel

Includes activities in support of a 3 Squares/Fuel multi-program case or application, when the worker is assisting a client with both programs with the same activity.

19. 3 Squares/Essential Person

Includes activities in support of a 3Squares/Essential Person multi-program case or application, when the worker is assisting a client with both programs with the same activity.

20. 3 Squares/ Reach Up/GA

Includes activities in support of a 3 Squares/ Reach Up/GA multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

21. 3 Squares/ Reach Up/GA and EA

Includes activities in support of a 3 Squares/ Reach Up/GA and EA multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

22. 3 Squares/ Reach Up/EP

Includes activities in support of a 3 Squares/ Reach Up/EP multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

23. 3 Squares/ GA and EA/EP

Includes activities in support of a 3 Squares/GA and EA/EP multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

24. 3 Squares/ Fuel/EP

Includes activities in support of a 3 Squares/Fuel/EP multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

25. 3 Squares/GA and EA

Includes activities in support of a 3Squares/GA and EA multi-program case or application, when the worker is assisting a client with both programs with the same activity.

26. 3 Squares/Fuel/Essential Person

Includes activities in support of a 3Squares/Fuel/Essential Person multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated ~~May 2022~~ June 2024

27. 3 Squares/Fuel/GA and EA

Includes activities in support of a 3Squares/Fuel/GA and EA multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

28. 3 Squares/Reach Up/Fuel/EP

Includes activities in support of a 3Squares/Reach Up/Fuel/EP multi-program case or application, when the worker is assisting a client with the four programs with the same activity.

29. 3 Squares/Reach Up/GA and EA/EP

Includes activities in support of a 3Squares/Reach Up/GA and EA/EP multi-program case or application, when the worker is assisting a client with the four programs with the same activity.

30. 3 Squares/Fuel/GA and EA/Essential Person

Includes activities in support of a 3Squares/Fuel/GA and EA/Essential Person multi-program case or application, when the worker is assisting a client with the four programs with the same activity.

31. Fuel/GA and EA

Includes activities in support of a Fuel/GA and EA multi-program case or application, when the worker is assisting a client with both programs with the same activity.

32. Fuel/GA and EA/Essential Person

Includes activities in support of a Fuel/GA and EA/Essential Person multi-program case or application, when the worker is assisting a client with the three programs with the same activity.

33. Fuel/EP

Includes activities in support of a Fuel/EP multi-program case or application, when the worker is assisting a client with both programs with the same activity.

34. Fuel/EP/GA and EA

Includes activities in support of a Fuel/EP/GA and EA multi-program case or application, when the worker is assisting a client with both programs with the same activity.

35. GA/EP

Includes activities in support of a GA and Essential Person multi-program case or application, when the worker is assisting a client with both programs with the same activity.

36. GA and EA/Essential Person

Includes activities in support of a GA and EA/Essential Person multi-program case or application, when the worker is assisting a client with both programs with the same activity.

37. EP/GA and EA

Includes activities in support of a Essential Person/GA and EA multi-program case or application, when the worker is assisting a client with both programs with the same activity.

38. All Programs: Reach Up/3 Squares/Fuel/GA and EA/Essential Person

Includes activities in support of a Reach Up/3Squares/Fuel/GA and EA/Essential Person multi-program case or application, when the worker is assisting a client with the five programs with the same activity.

Vermont Department for Children and Families
Benefit Programs Specialists
Statewide Random Moment Time Study Instructions
Updated June 2024 ~~May 2022~~

39. Emergency Housing

Emergency Housing is a program of General Assistance that provides emergency housing to vulnerable adults and families who meet eligibility criteria to temporarily meet their immediate shelter needs.

~~40. Transitional Housing~~

~~DCF Transitional Housing provides time-limited housing assistance to low-income Vermonters experiencing homelessness.~~

ESD Matrix

Program/Activity	Reach Up	3 Squares	Fuel	GA and EA	EP/AABD	Medicaid	SSI	ERAP Admin	Reach Up/3 Squares	Reach Up/GA and EA
Conducting Client Interviews	Direct to TANF/State	Direct to SNAP		Direct to State General Fund	Direct to Global Commitment				50/50	50/50
Processing Income Documents	Direct to TANF/State	Direct to SNAP	Direct to LIHEAP	Direct to State General Fund	Direct to Global Commitment				50/50	50/50
Processing Housing Documents								Direct to ERAP Admin		
Processing All Other Non-Income Documents	Direct to TANF/State	Direct to SNAP	Direct to LIHEAP	Direct to State General Fund	Direct to Global Commitment				50/50	50/50
Calculating Deductions	Direct to TANF/State	Direct to SNAP							50/50	
Processing Interim Reports	Direct to TANF/State	Direct to SNAP							50/50	
Issuing Vouchers for Prescriptions, Dental Emergencies, or Durable Medical Equipment				Direct to State General Fund						
Customer Education Regarding Eligibility Results	Direct to TANF/State	Direct to SNAP	Direct to LIHEAP	Direct to State General Fund	Direct to Global Commitment				50/50	50/50
Providing EBT Specific Information to Customer	Direct to TANF/State	Direct to SNAP	Direct to LIHEAP	Direct to State General Fund					50/50	50/50
Active Case Updates/Changes	Direct to TANF/State	Direct to SNAP	Direct to LIHEAP	Direct to State General Fund	Direct to Global Commitment				50/50	50/50
Fraud Referrals*	Direct to TANF/State	Direct to SNAP	Direct to LIHEAP	Direct to State General Fund	Direct to Global Commitment				50/50	50/50
Fair Hearings and Appeals**	Direct to TANF/State	Direct to SNAP	Direct to LIHEAP	Direct to State General Fund	Direct to Global Commitment				50/50	50/50
Reach up Sanctions	Direct to TANF/State									
Reach Up Controlled Vendor Payments	Direct to TANF/State									
Education Activities***	Direct to TANF/State	Direct to SNAP	Direct to LIHEAP	Direct to State General Fund	Direct to Global Commitment	Direct to Medicaid (50%)	Direct to Medicaid (50%)		50/50	50/50
Referrals to Medicaid and/or Medical/Behavioral Health Services						Direct to Medicaid (50%)	Direct to Medicaid (50%)			
Referrals to Non-Medicaid/Non-Medical, Community Services	Direct to TANF/State	Direct to SNAP	Direct to LIHEAP	Direct to State General Fund	Direct to Global Commitment				50/50	50/50
Program Specific Training										
General Administrative and General Training Activities										
Paid Time Off										
Unpaid Time Off										
Non-DCF Activity or Other Emergency Situation										

*Costs associated with Fraud Referrals for 3Squares are reported on line 5 of the SNAP Federal Report.
 **Costs associated with Fair Hearings and Appeals for 3Squares are reported on line 8 of the SNAP Federal Report.
 ***Costs associated with Outreach and Education for 3Squares are reported on line 17 of the SNAP Federal Report.

Program/Activity	Reach Up/GA and EA/EP	Reach Up/EP	Reach Up/Fuel	Reach Up/Fuel/GA and EA	Reach Up/Fuel/EP	Reach Up/3 Squares/Fuel	Reach Up/3 Squares/Fuel/GA and EA	3 Squares/Fuel	3 Squares/Essential Person
Conducting Client Interviews	33/33/33	50/50	50/50	33/33/33	33/33/33	33/33/33	25/25/25/25	50/50	50/50
Processing Income Documents	33/33/33	50/50	50/50	33/33/33	33/33/33	33/33/33	25/25/25/25	50/50	50/50
Processing Housing Documents									
Processing All Other Non-Income Documents	33/33/33	50/50	50/50	33/33/33	33/33/33	33/33/33	25/25/25/25	50/50	50/50
Calculating Deductions									
Processing Interim Reports									
Issuing Vouchers for Prescriptions, Dental Emergencies, or Durable Medical Equipment									
Customer Education Regarding Eligibility Results	33/33/33	50/50	50/50	33/33/33	33/33/33	33/33/33	25/25/25/25	50/50	50/50
Providing EBT Specific Information to Customer			50/50	33/33/33		33/33/33	25/25/25/25	50/50	
Active Case Updates/Changes			50/50			33/33/33	25/25/25/25	50/50	50/50
Fraud Referrals*			50/50			33/33/33	25/25/25/25	50/50	50/50
Fair Hearings and Appeals**			50/50			33/33/33	25/25/25/25	50/50	50/50
Reach up Sanctions									
Reach Up Controlled Vendor Payments									
Education Activites***			50/50			33/33/33	25/25/25/25	50/50	50/50
Referrals to Medicaid and/or Medical/Behavioral Health Services									
Referrals to Non-Medicaid/Non-Medical, Community Services			50/50			33/33/33	25/25/25/25	50/50	50/50
Program Specific Training									
General Administrative and General Training Activities									
Paid Time Off									
Unpaid Time Off									
Non-DCF Activity or Other Emergency Situation									

*Costs associated with Fraud Referrals for 3Squares are reported on line 5 of the SNAP Federal Report.

**Costs associated with Fair Hearings and Appeals for 3Squares are reported on line 8 of the SNAP Federal Report.

*** Costs associated with Outreach and Education for 3Squares are reported on line 17 of the SNAP Federal Report.

Program/Activity	3 Squares/Reach Up/GA and EA	3 Squares/Reach Up/EP	3 Squares/GA and EA/EP	3 Squares/Fuel/EP	3 Squares/GA and EA
Conducting Client Interviews	33/33/33	33/33/33	33/33/33	33/33/33	50/50
Processing Income Documents	33/33/33	33/33/33	33/33/33	33/33/33	50/50
Processing Housing Documents					
Processing All Other Non-Income Documents	33/33/33	33/33/33	33/33/33	33/33/33	50/50
Calculating Deductions					
Processing Interim Reports					
Issuing Vouchers for Prescriptions, Dental Emergencies, or Durable Medical Equipment					
Customer Education Regarding Eligibility Results	33/33/33	33/33/33	33/33/33	33/33/33	50/50
Providing EBT Specific Information to Customer	33/33/33				50/50
Active Case Updates/Changes					50/50
Fraud Referrals*					50/50
Fair Hearings and Appeals**					50/50
Reach up Sanctions					
Reach Up Controlled Vendor Payments					
Education Activities***					50/50
Referrals to Medicaid and/or Medical/Behavioral Health Services					
Referrals to Non-Medicaid/Non-Medical, Community Services					50/50
Program Specific Training					
General Administrative and General Training Activities					
Paid Time Off					
Unpaid Time Off					
Non-DCF Activity or Other Emergency Situation					

*Costs associated with Fraud Referrals for 3Squares are reported on line 5 of the SNAP Federal Report.

**Costs associated with Fair Hearings and Appeals for 3Squares are reported on line 8 of the SNAP Federal Report.

***Costs associated with Outreach and Education for 3Squares are reported on line 17 of the SNAP Federal Report.

Program/Activity	3 Squares/Fuel/GA and EA	3 Squares/Reach Up/Fuel/EP	3 Squares/Reach Up/GA and EA/EP	3 Squares/Fuel/GA and EA/EP	Fuel/GA and EA	Fuel/EP/GA and EA	Fuel/EP	EP/GA and EA	All Programs	Other (Non-Case Related)
Conducting Client Interviews	33/33/33	25/25/25/25	25/25/25/25	25/25/25/25	50/50	33/33/33		50/50	20/20/20/20/20	
Processing Income Documents	33/33/33	25/25/25/25	25/25/25/25	25/25/25/25	50/50	33/33/33	50/50	50/50	20/20/20/20/20	
Processing Housing Documents										
Processing All Other Non-Income Documents	33/33/33	25/25/25/25	25/25/25/25	25/25/25/25	50/50	33/33/33	50/50	50/50	20/20/20/20/20	
Calculating Deductions										
Processing Interim Reports										
Issuing Vouchers for Prescriptions, Dental Emergencies, or Durable Medical Equipment										
Customer Education Regarding Eligibility Results	33/33/33	25/25/25/25	25/25/25/25	25/25/25/25	50/50	33/33/33	50/50	50/50	20/20/20/20/20	
Providing EBT Specific Information to Customer					50/50					
Active Case Updates/Changes	33/33/33			25/25/25/25	50/50	33/33/33		50/50	20/20/20/20/20	
Fraud Referrals*	33/33/33			25/25/25/25	50/50	33/33/33		50/50	20/20/20/20/20	
Fair Hearings and Appeals**	33/33/33			25/25/25/25	50/50	33/33/33		50/50	20/20/20/20/20	
Reach up Sanctions										
Reach Up Controlled Vendor Payments										
Education Activities***	33/33/33			25/25/25/25	50/50	33/33/33		50/50	20/20/20/20/20	
Referrals to Medicaid and/or Medical/Behavioral Health Services										
Referrals to Non-Medicaid/Non-Medical, Community Services	33/33/33			25/25/25/25	50/50	33/33/33		50/50	20/20/20/20/20	
Program Specific Training										Direct to Program(s)
General Administrative and General Training Activities										Reallocated
Paid Time Off										Reallocated
Unpaid Time Off										Remove
Non-DCF Activity or Other Emergency Situation										Direct to State General Funds

*Costs associated with Fraud Referrals for 3Squares are reported on line 5 of the SNAP Federal Report.

**Costs associated with Fair Hearings and Appeals for 3Squares are reported on line 8 of the SNAP Federal Report.

*** Costs associated with Outreach and Education for 3Squares are reported on line 17 of the SNAP Federal Report.

BPS RANDOM MOMENT TIME STUDY PROCEDURES

RANDOM MOMENT TIME STUDY PROCEDURE MANUAL

Benefit Program Specialists

NOTE: THIS INFORMATION IS NOT FORWARDED TO TIME STUDY PARTICIPANTS

Introduction

The purpose of this random moment time study (RMTS) is to measure the level of effort spent on various eligibility activities performed by Benefit Programs Specialists (BPS) in the State of Vermont. These staff, who are all state employees, perform integrated eligibility determination activities on behalf of residents in the state and clients served by the Department for Children and Families (DCF) and other Departments within the Agency of Human Services (AHS) umbrella. Organizationally, BPS staff work in the Economic Services Divisions (ESD) of DCF.

The time study is administered using EasyRMTS™, which is a tool that has been developed by Public Consulting Group, Inc. (PCG). EasyRMTS™ is an automated, web-based RMTS application that gives users a comprehensive tool for administering a time study for federal claiming, cost allocation, or other similar activities. Fully customizable for an individual agency or school district's specific requirements, EasyRMTS™ gives an administrative user the capability to assign random moments, monitor staff participation, update respondents' information, create and produce reports for federal claiming and other purposes, and view and analyze tabulated responses from participating staff. Participants of an EasyRMTS™ administered time study only need to have access to the Internet and an e-mail address in order to receive and complete their assigned random moments.

The application serves its state and local government or school district users by allowing for a timely and effective system to record staff activities performed, especially with respect to key federal programs that are supported by their staff. The automated RMTS application was developed to comply with all federal rules and regulations related to cost allocation practices and claiming for reimbursement of federal dollars. The software supports accurate reporting of reimbursable administrative activities, which are generally required by federal approving agencies to be measured through a time study. EasyRMTS™ puts the least administrative burden on staff as possible while allowing users to measure their time and claim for federal revenue. The system allows participants to indicate directly, via a series of survey questions in the software, the activities and programs they are supporting.

The purpose of this manual is to provide step by step explanation of how to complete the Vermont DCF BPS RMTS. It has been created to assist DCF in managing and administering the RMTS. It serves as a procedural guide and instructional tool for sustaining the RMTS for its ongoing support of the cost allocation plan (CAP) process.

Please note that DCF is a state administered system. The use of the word "county" or "local office" indicates where the participant is physically located. The reference is still a person employed by the state.

Operation

There is a single RMTS (with 2,761 moments per quarter) operated for ESD BPS staff. PCG provides the EasyRMTS™ system (via a web-hosted service), generates each quarterly sample, provides assistance to DCF with monitoring participant responses, and provides customer service. The sample is generated using data from the payroll system on a quarterly basis. Participants are responsible for selecting activity

and program codes when they respond to the RMTS. Initial training is provided by PCG, while annual refresher and ongoing new worker training is conducted by DCF. The following table displays the responsibilities of PCG and DCF when it comes to RMTS administration.

Task	DCF	PCG
Host EasyRMTS™ on Server		X
Provide DCF with System and Administrator Support/Address Technical Issues with System		X
Gather Participant Rosters	X	
Support Users on System Use through Dedicated E-mail Address	X	X
Support Users on System Use through Dedicated Hotline <i>(Note: the hotline will be staffed from 9:00 a.m. to 5:00 p.m. EST, excluding weekends and holidays; a voice-mail box will always be available in the event that a live worker is unable to answer immediately).</i>	X	X
Calendar and Work Schedule Maintenance	X	
Generate Monthly Response Reports	X	
Review Subsample Results for Quality Control	X	
Ongoing CAP Amendments for Changes to RMTS Activities	X	
Adding Activities to the Decision-Tree in EasyRMTS™	X	X
Quality Control <i>(refer to the Quality Control section of this appendix)</i>	X	X
Quarterly Moment Generation	X	
Quarterly Trainings for New Hires/Participants	X	
Annual Refresher Trainings	X	

Sampling Population

The sampling population includes eligibility workers within DCF. These participants work to assess the need and determine eligibility for multiple public assistance programs. Specifically, workers included in the RMTS are Economic Services Division (ESD) Benefit Programs Specialists (BPS) within DCF.

BPS staff ensure that each person or family that applies for public assistance receives the type and level of assistance that they are eligible for. The BPS reviews the application and decides which forms and verifications are needed. The specialists then evaluate the information contained in all documents and use complex policies and procedures to determine eligibility. The BPS also assess the needs of each person/family and provide appropriate information; making any referrals and/or contacts to persons/agencies to help them meet their needs. The BPS provides all families with information about the expectations and goals of DCF programs and maintaining eligibility. These positions also process changes as necessary on active cases.

Supervisors are not included in the RMTS.

On a quarterly basis, DCF updates the information for all staff members participating in the RMTS to account for new staff, terminated staff, and staff on long-term leave and updates the actual sample on a quarterly basis (for each new quarterly sample). Throughout the quarter and before the subsequent quarterly sample is drawn, RMTS administrators at DCF collect additions, deletions, and schedule changes and update the software system accordingly (note that these changes have no effect on the current sample). Changes are accepted by DCF until the sample is drawn for the next quarter. If a person leaves mid-way through the quarter, their supervisor notifies the RMTS administrators, and the leave information is noted so as to not initiate additional follow up. RMTS administrators change that individual's e-mail to a "dummy" e-mail address to stop e-mails from going out, but there is no type of replacement in the system. These moments are counted as non-responses.

It is important to note the DCF participants who have participated in the RMTS in the past, but whom are no longer in the sample selection (e.g., retired, left position), are not deleted from the EasyRMTS™ database but are deactivated so that prior quarter data is available for audit trail purposes.

Sampling Unit

An RMTS asks a participant what they are doing at a specific moment in time (e.g., 11:48 a.m.). The RMTS sampling unit is defined as a single minute, or sixty second length of time, randomly selected within the workday of each participant. The moments for the participants occur within the work schedule assigned to the individual workers. The moments are drawn from the core hours for each working day in a quarter, exclusive of official state holidays. Participants receive the e-mail within a few minutes after their assigned random moment time. There is no pre-notification of when a participant will have a moment assigned to them.

Responses and Response Time

Participants have 72 hours to respond to all moments. If the participant does not respond to their moment within the first 24 and 48 hours, reminder e-mails are sent to both the participant and their supervisor, requesting that they answer their moment. The moment expires after 72 hours. Reminder e-mails do not include the participant's username and password to ensure that only the participant has access to their unique login credentials and that no one other than the participant responds to their moments.

DCF RMTS administrators are cc'd on all reminder e-mails and follow-up with non-responders as needed. If a specific individual is identified as a non-responder, the RMTS administrators notify the specific supervisor so that person may be further trained on the importance of completing the RMTS. If a systemic issue is identified, communication is sent to all participants. PCG and DCF may also send out occasional e-mails over the holidays or other times when participation may be less to ensure that individuals are responding to the RMTS whenever possible.

Sampling Period

The sampling period is a calendar quarter.

Confidence and Precision Level

This level is kept at 95% confidence level with +/- 2% precision for all activities. This level is consistent with federal regulations for statistical validity. Cost Allocation Services (CAS, formerly the Division of Cost Allocation or DCA) determines that statistical validity is met when the minimum number of moments have been responded to (received), as determined in the formula below.

Sample Size

DCF generates 2,761 moments per quarter for the RMTS. This number is to ensure that 2,401 valid observations are obtained and is in compliance with the federally-required formula below. Specifically, the Public Assistance Cost Allocation Plan Review Guide states that:

The sample size needed may be determined from the formula included in the State Guide. The State Guide specifies that a minimum 2,401 valid observations per sample period be obtained. A "valid observation" is defined as any observation other than a "non-strike". A "non-strike" occurs whenever a selected employee could not be contacted at the selected moment, i.e., the employee no longer works in the office, the employee is on a flex-schedule and not at work at the time of the observation, etc.

The formula used to determine the baseline number of moments is as follows:

$$N = \frac{P(1-P)}{\left(\frac{SE}{T}\right)^2}$$

Where

N	=	Sample Size
P	=	Anticipated Rate of Occurrence of the Activities Being Observed
SE	=	Desired Sample Precision
T	=	Confidence Level Factor (1.96 for 95%)

With the updated system, DCF will update the maximum rate of occurrence and adjust the sample size as needed but also ensure the floor of moments responded to (2,401), as required by CAS.

Standard Observation Form and Definitions

A standard observation form has been developed that includes numerous questions, up to 22 distinct activity codes, and 35 program codes (including combinations of more than one program) that encompass the universe of activities that the population being surveyed performs.

- The sample is generated (e.g., moments are assigned to participants) just prior to the beginning of the quarter.
- E-mails are sent to the participant, indicating that they have been selected to report their activity for the moment shown (e.g., 10:12 a.m. on 1/5/14).
- The e-mail contains a username and password and link to the website to respond to the moment.
- The participant selects the link to the website. At the website, they log on and have access to the questions and activity/program codes.
- The participant answers the questions and selects the appropriate activity and program (client specific activities require the client’s last name and last four digits of the client’s social security number (SSN)).
- There is no advance notification of moments.

Participants are sent 24 and 48-hour reminder e-mails (if the participant has not yet responded) and have 72 hours to complete each moment for it to be considered valid. Participants are not able to respond to moments once they have expired. Expired/non-response moments are not included in the RMTS activity percentage calculations.

A participant is asked numerous questions in the time study. The root question is “Were you working on a case or on behalf of a client?” (Y/N). Below, is the sequence of questions depending on how they answer the root (first) question.

For answering “Yes” to case-related activity.

1. Please select the activity you are performing at the time of your moment, not the type of case.
2. Please select the program(s) you were supporting at the time of your moment.
3. Please provide the client’s first initial, last name, and last four digits of the client’s social security number (SSN).

For answering “No” to case-related activity.

1. Please select the activity you were performing at the time of your moment.

Below are the case specific activity codes:

Case Specific Activity Codes

1. Conducting Client Interviews
2. Processing Income Documents
3. Processing Housing Documents
4. Processing All Other Non-Income Documents
5. Calculating Deductions
6. Processing Interim Reports
7. Issuing Vouchers for Prescriptions, Dental Emergencies, or Durable Medical Equipment
8. Customer Education Regarding Eligibility Results
9. Providing EBT Specific Information to Customer
10. Active Case Updates/Changes
11. Fraud Referrals
12. Fair Hearings and Appeals
13. Reach Up Sanctions
14. Reach Up Controlled Vendor Payments
15. Education Activities
16. Referrals to Medicaid and/or Medical/Behavior Health Services
17. Referrals to Non-Medical Community Services

Below are the non-case specific activity codes:

Non-Case Specific Activity Codes

1. Program Specific Training or Reporting
2. General Administrative and General Training Activities

Below are the non-work related activity codes:

Non-Work Related Activity Codes

1. Paid Time Off
2. Unpaid Time Off
3. Non-DCF Activity or Other Emergency Situation

Below are the program codes and combination codes:

Program Codes

1. Reach Up
2. 3 Squares
3. Fuel
4. General Assistance and Emergency Assistance
5. Essential Person
6. Medicaid
7. Supplemental Security Income
8. Reach Up/3 Squares
9. Reach Up/GA and EA
10. Reach Up/GA and EA/EP
11. Reach Up/EP
12. Reach Up/Fuel
13. Reach Up/Fuel/GA

14. Reach Up/Fuel/EP
15. Reach Up/3Squares/Fuel
16. Reach Up/3 Squares/Fuel/GA and EA
17. 3 Squares/Fuel
18. 3 Squares/EP
19. 3 Squares/Reach Up/GA
20. 3 Squares/Reach Up/EP
21. 3 Squares/GA and EA/EP
22. 3 Squares/Fuel/EP
23. 3 Squares/GA and EA
24. 3 Squares/Fuel/EP
25. 3 Squares/Fuel/GA and EA
26. 3 Squares/Reach Up/Fuel/EP
27. 3 Squares/Reach Up/GA and EA/EP
28. 3 Squares/Fuel/GA and EA/EP
29. Fuel/GA and EA
30. Fuel/EP
31. Fuel/EP/GA and EA
32. GA and EA/EP
33. All Programs: Reach Up/3 Squares/Fuel/GA and EA/EP
34. Emergency Housing

Please note that the activity and program codes are not numbered in the system. In addition, the program codes are only options if the participant selects a particular activity. Some activity codes are also only shown for case-related work, while others only appear for non case-related or non work-related activities. Not all program codes are available for every activity selection.

Please refer to the allocation matrix for the valid combinations of activity/program codes available to participants through the decision tree nature of the EasyRMTS™ software.

Date Stamp

The moment date/time is provided to the participant in the e-mail notification and is viewed by the participant when they log in to EasyRMTS™ to complete their moment. Each response is date stamped when the participant responds to the moment.

Help Desk

A Help Desk is operated where participants can call (via an 800 number) and speak to PCG if they have questions. This number is contained in all e-mails and on the RMTS system when participants log in to the system. If someone is unavailable, they can leave a message. All messages related to questions asked about activities are logged. Participants can also respond to the e-mail that they receive and receive an e-mail response. This e-mail is monitored by PCG and ESD staff.

Training

Employees must participate in a web-based training before completing their first random moment. Training sessions occur for all participants on an annual basis. Periodic sessions throughout the year are also held for workers who would like to attend or are required to attend additional trainings (participants who regularly fail to respond) as necessary. Periodic newsletters or memos are also sent to participants.

Analysis of Results

On a monthly basis, the results of the RMTS are compared to previous months to determine if there are any significant variances in the responses. If a significant variance is discovered, a review is conducted in order to determine the reason for the variance. If the reason for the variance is due to bias or improper technique, it will be determined whether to make a change to the RMTS form. Additional training may also be conducted. The state will also, as necessary, send communication and memorandum to participants to clarify any common issues.

On a monthly basis, reports are forwarded to the Economic Services Supervisors, who supervise the BPS staff, so that they can follow up with non-responsive participants. The system generates 24 and 48-hour follow-up e-mails. Additional follow-ups will be employed as necessary.

Evaluation and Modification of the System

The RMTS system, observation form, and distribution procedures are continuously evaluated to identify necessary modifications in order to improve their efficiency and effectiveness. If modifications are determined necessary, they are made promptly.

Subsample Process

For the entire BPS time study, 10% of all moments are randomly selected as part of the subsample process. Participants who are selected for the subsample are required to answer one additional question when responding to their moments, requiring them to write in their own words the activity they were performing. The RMTS administrators review the subsample responses for accuracy on at least a bi-weekly basis. They compare the activity selection to the participants own description of their task to ensure that they match appropriately. If the activity selection does not match, RMTS administrators will contact the participant or participant's supervisor. If validation is not confirmed on any moments within the 10% subsample for whatever reason, these moments will be reallocated direct to state general fund. The RMTS statistic will be updated accordingly.

Documentation

All aspects of the RMTS process are documented. This documentation includes but is not limited to the following:

- Assigned moments e-mailed;
- Data related to tabulations;
- Analysis of sample results; and
- Final computation of results that are used in the cost allocation plan.

Procedural documentation is also kept on the procedures used.

Quality Control

Quality control is performed on the RMTS on an ongoing basis. Some codes require the participant to enter the client's first initial, last name, and last four digits of the client's social security number (SSN) during their random moment to ensure those cases are active for the department. For codes that require the participant to provide a description, those descriptions are reviewed by PCG and DCF to ensure the

participants are using them appropriately. This information, along with other common participant errors recognized by PCG and DCF, is used to determine training needs.

The decision-tree set-up of EasyRMTS™ ensures that participants cannot select incompatible combinations (please refer to the allocation matrix). If new activities are added or removed from the time study, EasyRMTS™ is reviewed and updated accordingly to ensure edits have been made correctly. Edits to the system are effective the first day of the quarter, in line with an accompanying CAP amendment. All amendments related to the RMTS process are prospective.

The following items, at a minimum, are reviewed throughout the quarter and prior to sample generation for the subsequent quarter:

- Identification of upcoming Vermont state or observed federal holidays (excluded from the sample).
- Data related to participant contact information, including full name and e-mail address.
- Participant roster updates to reactivate an employee who may have been on extended leave or to deactivate someone who will be on extended leave or no longer working in the BPS position at DCF.
- Workers who select the wrong activity (based on their own description of their work) are e-mailed directly to explain what the appropriate selection was so that the mistake does not continue to occur (either from reviewing the subsample moments or general observations regarding common mistakes made by participants).

Any employee on extended leave (exceeding six weeks during a single quarter) will be deactivated from the system until further notice. All other instances of leave will be determined on a case-by-case basis by RMTS administrators.

Quarterly Calculation of Results

DCF calculates the quarterly results based on the total number of moments received, minus the number of not scheduled to work (NSTW) and no response moments. Therefore, if 2,761 moments are generated and 500 of those moments received are a combination of unpaid time off or NSTW, the denominator for the calculation is 2,261. All responses in the system, inclusive of NSTW, count as “responses” in determining the overall response rate.

Contingency Plan

In the event of a technical failure or emergency situation, when staff are not able to receive or respond to moments for longer than 5 days, DCF will take the following steps to ensure that a valid sample can still be obtained and that the time study’s statistical validity is not compromised:

1. Upon resumption of the RMTS, DCF will determine how many moments were affected. DCF will then generate a concurrent sample, starting on the day the RMTS is resumed or shortly thereafter, containing the same number of moments that were affected by the outage through the end of the sample period. For example, if 200 moments were affected due to a technical failure DCF will generate a second sample of 200 moments, to run concurrently with the original sample through the end of the sample period.
2. If the situation occurs closer to the end of the quarter and a concurrent sample is not possible or if the issue will be prolonged, the prior quarter RMTS results will be used for the affected quarter.

Any situation where either option is considered will be communicated with CAS and the appropriate cognizant agencies and documented in the RMTS backup and the backup for all claims prepared using this data.

Slide 1 - Random Moment in Time Study

ESD Random Moment in Time Study
Training

Slide 2 - RMTS Topics:

RMTS
Topics:

Why Do We Complete a Time Study?

E-mail Based System

Subsample Process

Which Code Should I Select?

FAQ's

Review

Slide 3 - What is the Purpose of RMTS?

What is the Purpose of RMTS?

- RMTS is a system to collect information on how ESD time is spent, and it is used for funding purposes.
- Each quarter, Central Office is required to collect data, which is then used to figure out how much funding is drawn down from state and federal resources.

pur·pose

/ˈpɜrps/

Noun

The reason for which something is done or created or for which something exists.

Slide 4 - Why Coding is Important

Why Coding is Important

Coding is tied to the money we receive.

In order to capture all the federal dollars Vermont is entitled to, we need to provide accurate RMTS data.

Slide 5 - How RMTS Flows

How RMTS Flows

1

BPS fills out RMTS as required by Federal gov't.

2

% of BPS time is allocated to specific program(s)

3

Provides data that VT uses to collect federal funding

4

Results in VT having money for ESD staff salaries.

Slide 6 - RMTS Myths

RMTS Myths

Myth: “Big Brother” is tracking and judging my performance.

Fact: The time study is not about individual performance, it’s a tool that is collecting general Vermont data on how BPS time is being spent.

Myth: I don’t have the “right” answer.

Fact: The only “right” answer is the accurate description of what you were doing at the time of your “moment”.

Slide 7 - Timely Participation Needed

Timely Participation Needed

- Every moment must be answered within **72 hours** of when you receive it. If the moment is not answered in that given timeframe, it will expire.
- You will receive 24- and 48-hour reminders if you do not respond. Your supervisor will also receive reminders.
- The sooner you respond, the easier it will be to remember your activity at a given moment.



Slide 8 - We Need You!

We Need You!

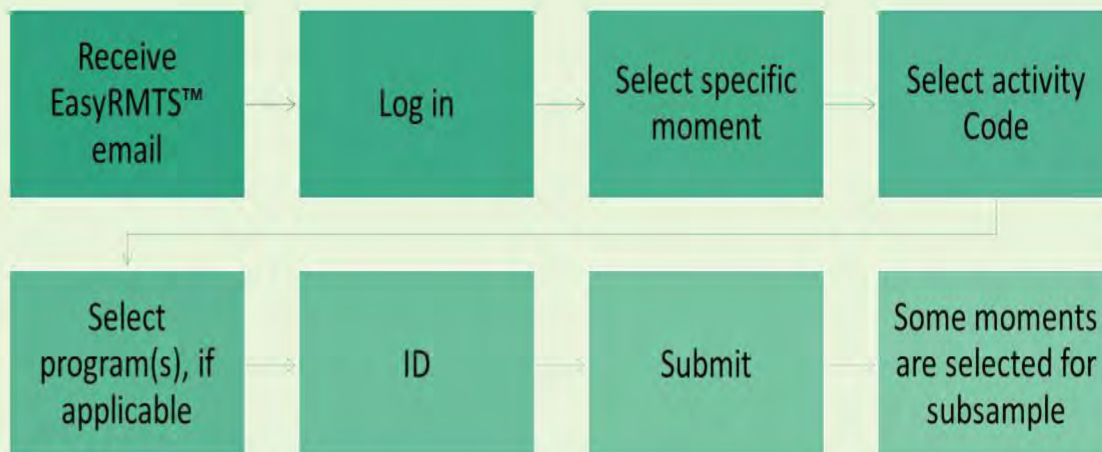
To receive our full allotment of federal dollars, ESD needs plus/minus 3,000 completed moments each quarter!



We use EasyRMTS™ to collect them.

Slide 9 - Overview of RMTS Process

Overview of RMTS Process



Slide 10 - Working with the EasyRMTS email-based system



Working with the EasyRMTS™ Email- Based System

Slide 11 - Single Sign-On

Single Sign-On

The EasyRMTS™ login has been integrated into VT AHS Single Sign On (SSO) effective 7/1/24.

This means that your login to the EasyRMTS system will be the same as for all other agency logins.

- Setting a separate security question and password is not necessary.
- The link to the system is: <http://vtrmts.easyrmtspcg.com/>. It is recommended that you bookmark it. It will also display on any RMTS notices you receive.

Slide 12 - <http://vtrmts.easyrmtspcg.com>



Slide 13 - Account Setup

New BPSs



New BPSs are enrolled in the RMTS system upon completion of Combined Eligibility.



They will start receiving moments, at the beginning of the next quarter.



The quarters run from:

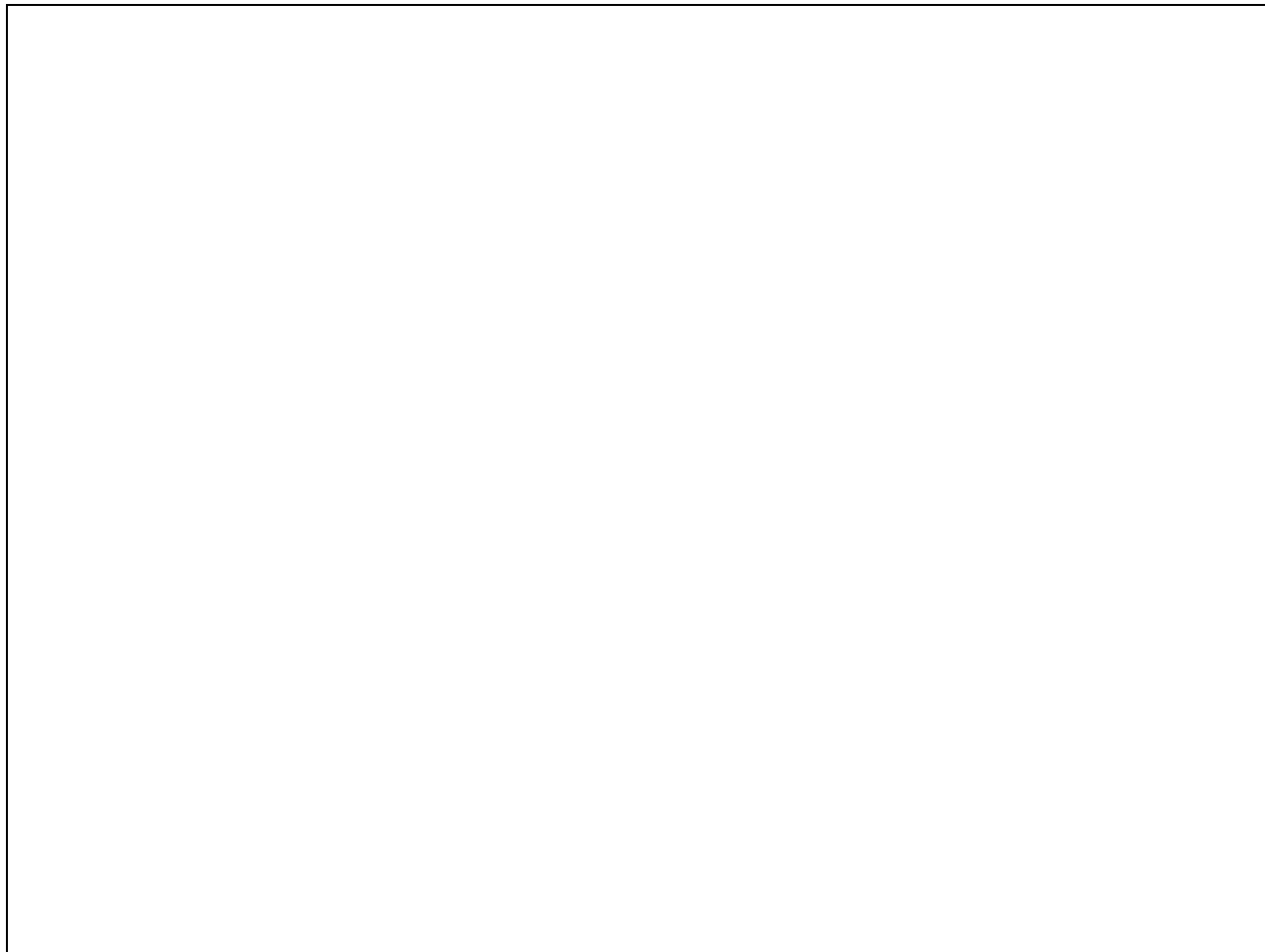
1/1-3/31

4/1-6/30

7/1-9/30

10/1-12/31

Slide 14 - Example: Initial Account Setup Email



Slide 15 - The Email

Receiving an RMTS Notice

You will receive an email that contains information that you have been selected to complete a Random Moment in Time Study for Vermont ESD.

The subject of the email will read: "URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED."

Hello,

This is to notify you that you have been randomly selected to complete a random moment time study (RMTS) for the Vermont Department for Children and Families.

The date and time of your moment is: (MOMENT)

Your username is (USERNAME)

You will receive a reminder of your sampled moment after 24 hours and 48 hours if you have not yet responded to the moment.

Please logon to <https://rmts.esdvermont.gov/> to access your moment. You can click on the website link or type the address into your web browser.

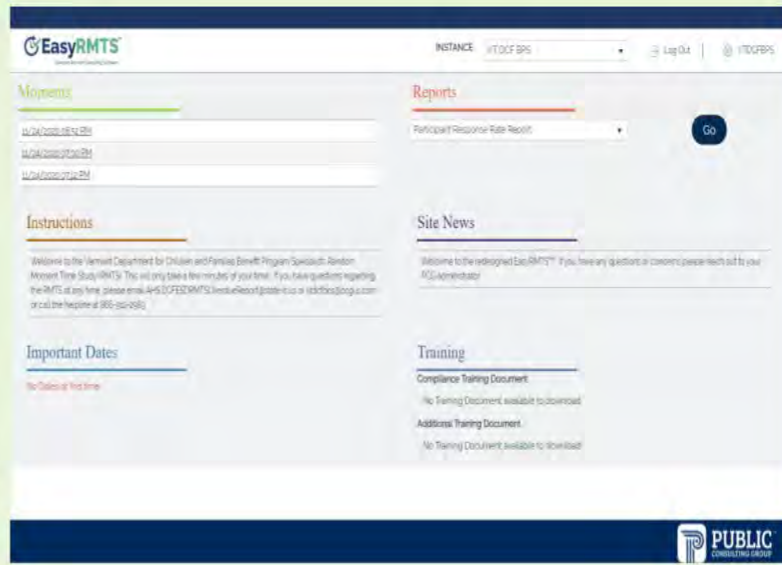
If you have any questions, please email ANS.DCFESDRMTSOverdueReport@vermont.gov or vtcfbos@pcgus.com, or call 833-415-2833. Please note it may take up to nine rings to reach the voicemail. If you do leave a voicemail, we will return your call as soon as possible.

Thank you!

Slide 16 - Participant Dashboard

Participant Dashboard

- The participant dashboard provides users with access to multiple pieces of information at once
- The dashboard contains:
 - The list of outstanding moments
 - Time study instructions and important messages regarding the time study
 - Important Dates
 - Participant reports
 - Training documents



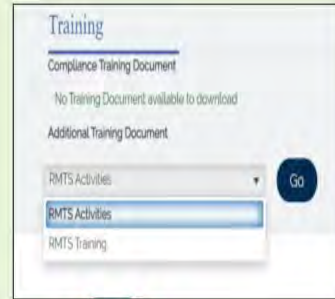
Slide 17 - Select the Specific Moment

Select the Specific Moment

Once you are logged in, you'll select the specific moment to respond to. If you have multiple outstanding moments, they will be listed.

Participants can only respond to one moment at a time.

Select the link to answer a moment.



***Note: An Activity Descriptions Link and RMTS instructions link are listed on this screen to provide access to this training presentation.**

Slide 18 - Question 1: Were You Working on a Case or on behalf of a Client?*

Question 1:
Were You
Working on a
Case or on
behalf of a
Client?*



Moment Response - 12/07/2020 01:16 PM

Were you working on a case or on behalf of a client?

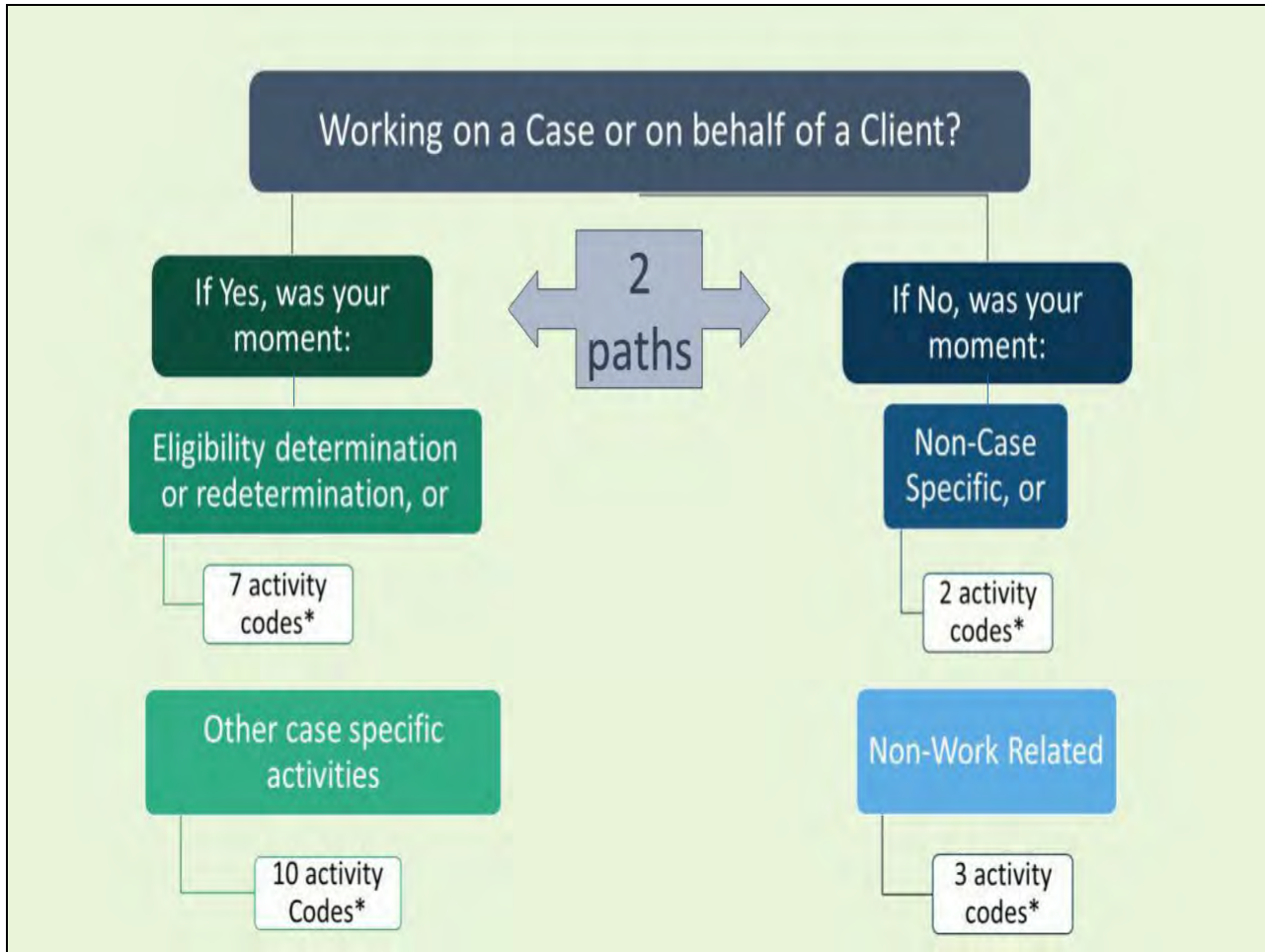
Yes

No

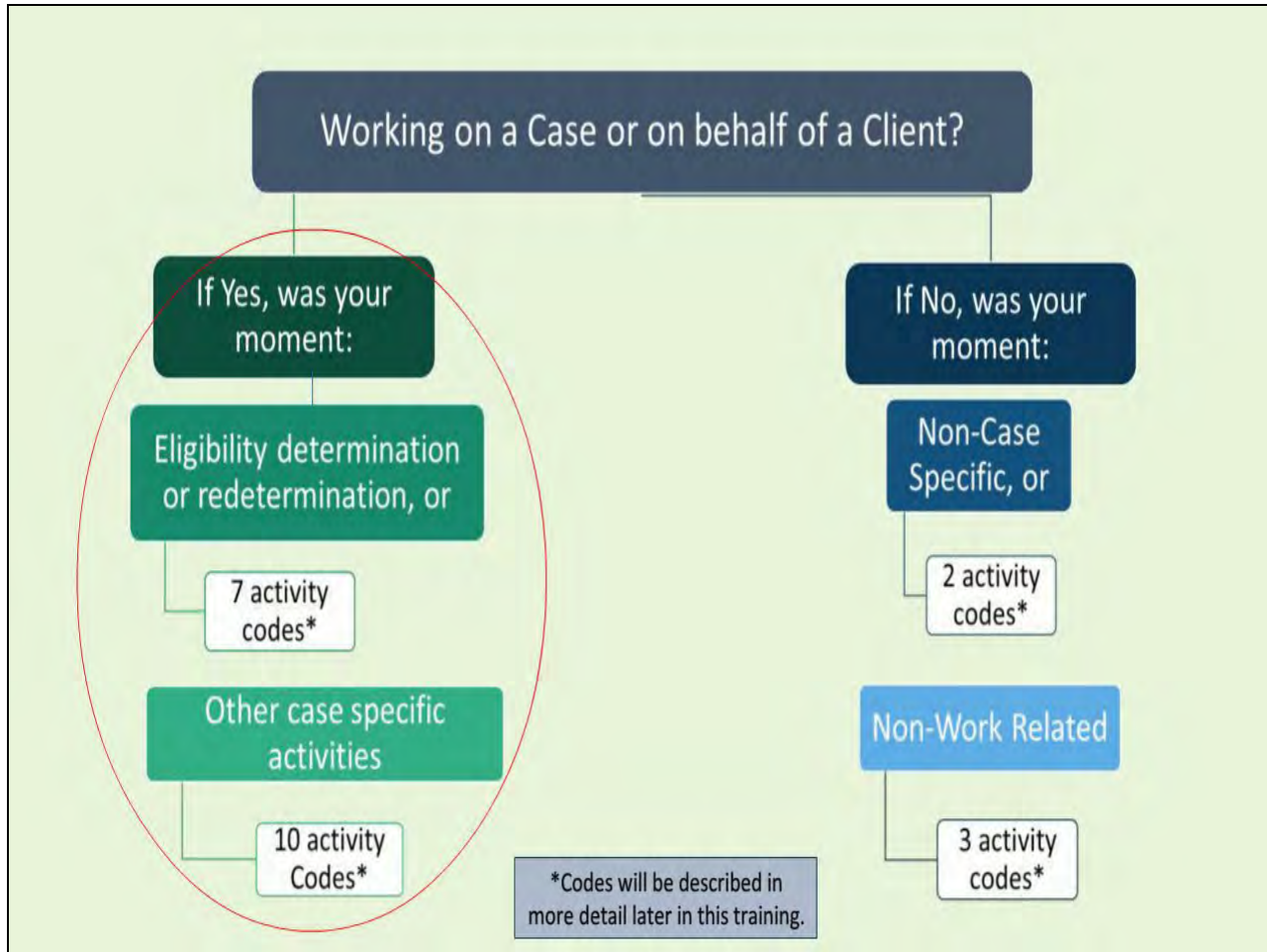
Next

*in other words, any case where you are actively working on assisting the client to access or continue to access state or federal benefit programs.

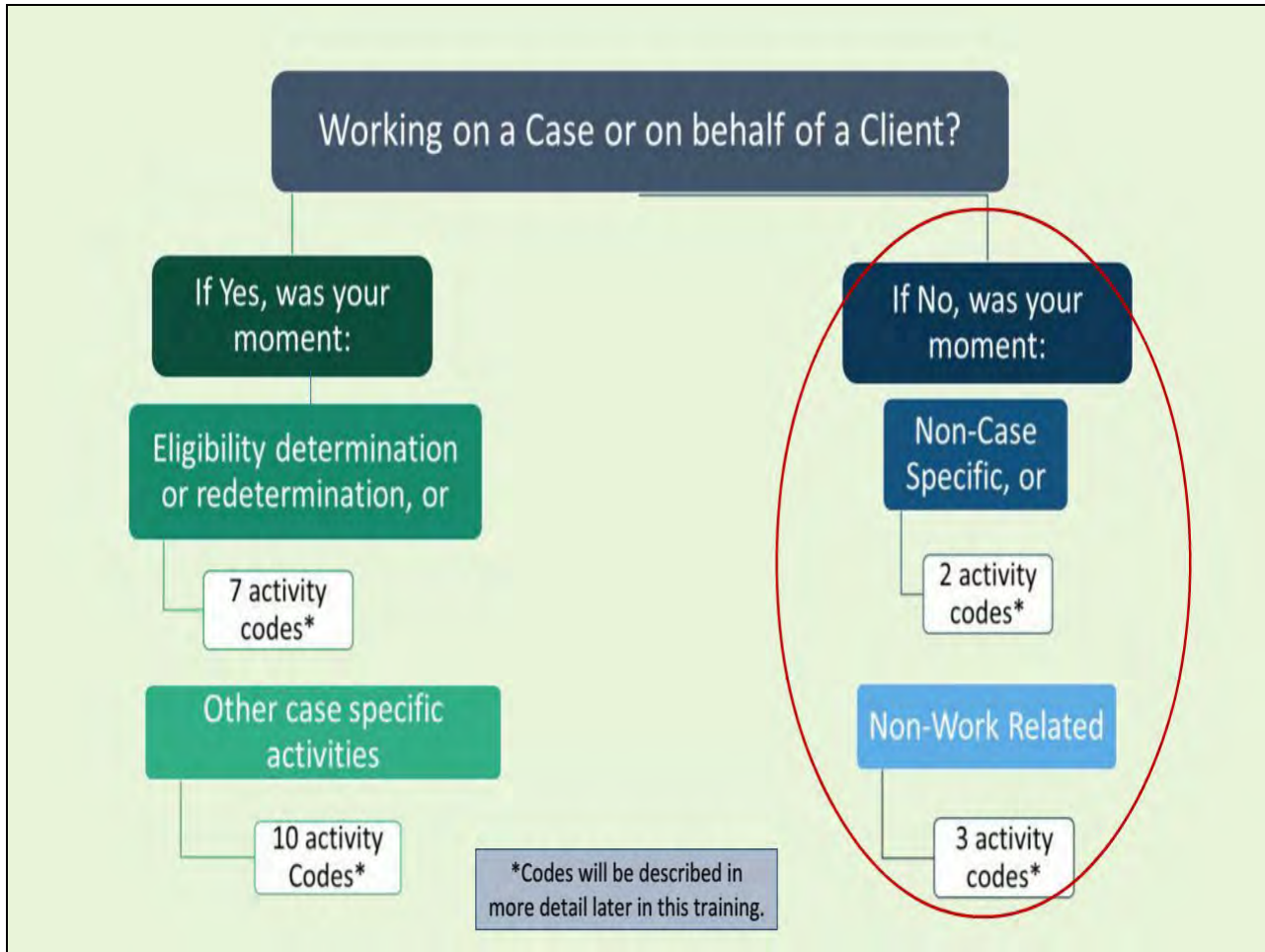
Slide 19 - Slide 16



Slide 20 - Slide 17



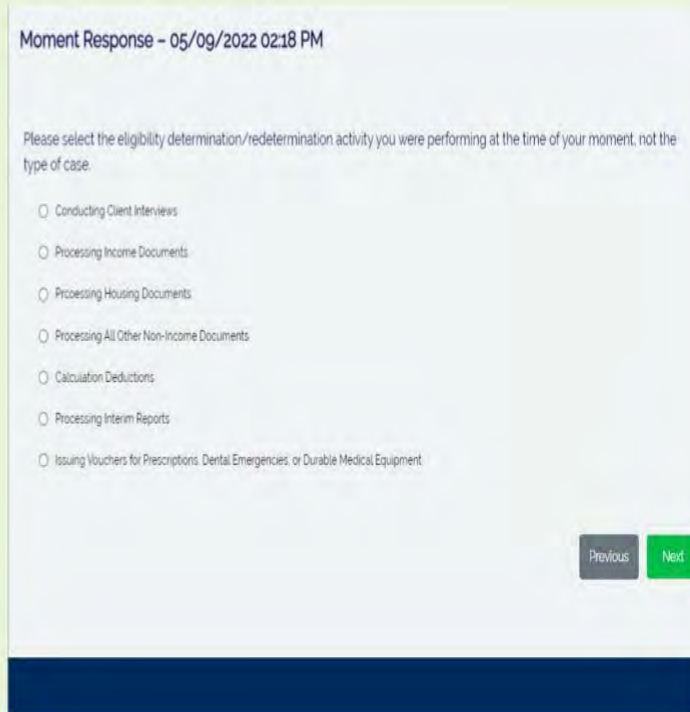
Slide 21 - Slide 18



Slide 22 - Slide 19

Based on your answer above, you will be asked to choose an activity.

For example:



Moment Response - 05/09/2022 02:18 PM

Please select the eligibility determination/redetermination activity you were performing at the time of your moment, not the type of case.

- Conducting Client Interviews
- Processing Income Documents
- Processing Housing Documents
- Processing All Other Non-Income Documents
- Calculation Deductions
- Processing Interim Reports
- Issuing Vouchers for Prescriptions, Dental Emergencies, or Durable Medical Equipment

Previous Next

Slide 23 - Next you will be asked to select the program you were primarily supporting at the time of the moment.

Moment Response – 12/07/2020 01:16 PM

Please select the program(s) you were supporting at the time of your moment.

- Reach Up
- 3 Squares
- GA and EA
- EP/AABD
- Reach Up/3 Squares
- Reach Up/3 Squares/Fuel
- Reach Up/3 Squares/Fuel/GA and EA
- 3 Squares/Fuel
- 3 Squares/Essential Person
- 3 Squares/Reach Up/GA and EA
- 3 Squares/Reach Up/EP
- 3 Squares/Fuel/EP
- 3 Squares/GA and EA
- 3 Squares/Reach Up/Fuel/EP
- All Programs: Reach Up/3 Squares/Fuel/GA and EA/Essential Person

Previous Next

Next you will be asked to select the program you were *primarily* supporting at the time of the moment.

For example:

- If the activity is primarily related to 3 Squares, you should select “3 Squares” even if the case is open to or associated with multiple programs.

- You will only be able to choose a program that is relevant to the activity you selected.

Slide 24 - If your moment was client related...

If your moment was client related...

you will be required to provide the following customer information:



First Initial




Last Name; AND



Last four digits of the SSN

Slide 25 - If your moment was NOT client related...you will be asked to briefly describe the activity in your own words.

If your moment was NOT client related...you will be asked to briefly describe the activity in your own words.



Moment Response - 12/07/2020 01:16 PM

Please provide a description of your activity.

Previous Next

Slide 26 - Editing

Editing

We all make mistakes, so the system has an "Edit" button.

If your response is incorrect, please select the "Edit" button and you will be able to start over from the initial question.

Moment Response - 12/07/2020 01:16 PM

Response Summary

- Question 1: Were you working on a case or on behalf of a client?
Answer: Yes
- Question 2: Were you performing an eligibility determination or redetermination at the time of your moment?
Answer: Yes
- Question 3: Please select the eligibility determination/redetermination activity you were performing at the time of your moment, not the type of case
Answer: Conducting Client Interviews
- Question 4: Please select the program(s) you were supporting at the time of your moment.
Answer: Reach Up/3 Squares/Fuel/GA and EA
- Question 5: Please provide the client's first initial and last name.
Answer: T Smith
- Question 6: Please provide the LAST FOUR DIGITS ONLY of the client's social security number.
Answer: 1234

I certify that my moment response accurately reflects the activity I was performing at the time of my moment.



Slide 27 - Moment Response Submit Screen

Moment Response Submit Screen

Just like when time sheets are completed, you will be asked to review the information provided, and click "submit".

Moment Response - 12/07/2020 01:16 PM

Response Summary

Question 1: Were you working on a case or on behalf of a client?
Answer: Yes

Question 2: Were you performing an eligibility determination or redetermination at the time of your moment?
Answer: Yes

Question 3: Please select the eligibility determination/redetermination activity you were performing at the time of your moment, not the type of case.
Answer: Conducting Client Interviews

Question 4: Please select the program(s) you were supporting at the time of your moment.
Answer: Reach Up/3 Squares/Fuel/GA and EA

Question 5: Please provide the client's first initial and last name.
Answer: T Smith

Question 6: Please provide the LAST FOUR DIGITS ONLY of the client's social security number.
Answer: 1234

I certify that my moment response accurately reflects the activity I was performing at the time of my moment.

Edit

Previous

Submit

Slide 28 - 10% of RMTS responses will trigger a message like this:

THE SUBSAMPLE PROCESS

10% of RMTS responses will trigger a
message like this:

“You have been selected for the federally required 10% subsample process to review the activity/program you have selected. Please describe in your own words what you were doing at the time of your assigned moment.”

Slide 29 - Federal regulations require that 10% of the time study moments be checked for accuracy.

Federal regulations require that 10% of the time study moments be checked for accuracy.

- This subsample is randomly generated. You will be notified and asked a final question that requires you to describe your activity in your own words. (This is not optional)

Slide 30 - Answering the Subsample: How much detail?

Answering the Subsample: How much detail?

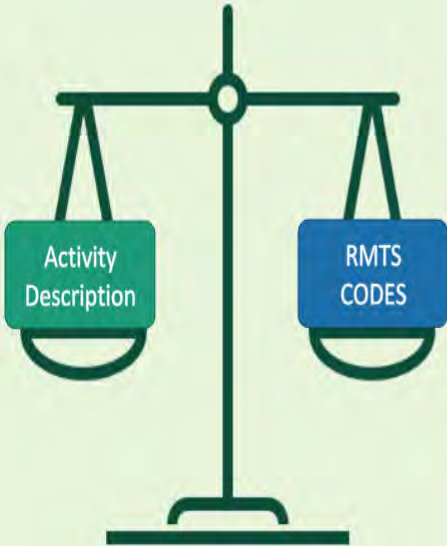


If the moment is *case or work activity related*, you will need to provide details by answering the follow up questions. Please be as descriptive as possible in your responses.



If you receive a moment at a time when you are *not* engaged in a work activity, such as on lunch or on a break, you only need to briefly state that fact. You can then just click through the follow up questions. Extraneous details are unnecessary. Note: This becomes a federal document.

Slide 31 - What happens to a subsample?



What happens to a subsample?

- Members of the ESD Operations team are responsible for comparing the subsample descriptions you write, against the program/activity code that was selected, to see if they match/are accurate.
- If your written response does not correspond to the codes in the survey, we may need to throw the response away and start again.

Slide 32 - ACTIVITY CODES: Choosing the most accurate description for your activity



ACTIVITY CODES:

Choosing the most accurate description
for your activity

Slide 33 - How to choose the most accurate code

How to choose the most accurate code



Take a minute to analyze your activity. Choose the answer that best reflects what you were doing at that moment.



The activity descriptions, along with the training presentation are available in the EasyRMTS system.



They can be downloaded through the Activities Descriptions link on the moment list or from SharePoint.

Slide 34 - A Note About Codes

A Note
About
Codes

Some codes you will use frequently and others you may never use.

That's OK.



It's not about the diversity of what you do, it's about correctly coding your activities!

Slide 35 - Activities related to: Working on a Case or on behalf of a Client

Activities
related to:
Working on a
Case or on
behalf of a
Client

Eligibility determination
or redetermination, or

7 activity
codes*

Other case specific
activities

10 activity
Codes*

Slide 36 - Eligibility Determination or Redetermination Codes

Eligibility Determination or Redetermination Codes

Eligibility determination
or redetermination, or

7 activity
codes*

1. Conducting client interviews
2. Processing income documents
3. Processing housing documents
4. Processing all other non-income documents
5. Calculating deductions
6. Processing Interim Reports
7. Issuing vouchers for emergency dental, prescriptions, or durable medical equipment

Slide 37 - 1. Conducting client interviews

1. Conducting client interviews

Includes all actions related to this interview at this time including, but not limited to:

- Scheduling, conducting & documenting interviews
- Discussing reporting requirements
- Checking the Electronic Disqualified Recipient System(EDRS)
- Individual Career Advancement Network Referral ICAN(218FS)
- and all other activities related to that interview



Slide 38 - 2. Processing income documents



2. Processing
income
documents

This includes, but isn't limited to:

- Paystubs
- Tax forms
- Letters from employers around income
- 204B
- 204R
- Benefit letters from Social Security/VA/Pensions

Note: Do not use this code if you are processing documents as part of a client interview. Use this code when you are later processing documents needed to approve the case.

Slide 39 - 3. Processing housing documents

3. Processing housing documents

This covers all actions related to processing housing applications *including*:

- Reviewing applications or supporting documents
- Conducting collateral calls
- Sending a verification request (V) for income



Slide 40 - 3.Processing non-income documents

4. Processing non-income documents

Note: Do not use this code if you are processing documents as part of a client interview. Use this code when you are later processing documents needed to approve the case.

This includes verification not related to income, such as:

- 210A Disability verification
- 202FSH Caretaker/Companion for Fuel
- Proof of Citizenship Status
- 210HRP High Risk Pregnancy verification
- 137 Absent Parent form

Slide 41 - 4. Calculating Deductions

5. Calculating Deductions



FMED DOCUMENTS



SHELTER EXPENSES



DCEX INFORMATION

Note: Do not use this code if you are processing documents as part of a client interview. Use this code when you are later processing documents needed to approve the case.

Slide 42 - 5. Processing Interim Reports

6. Processing Interim Reports

Use this code for all activities related to processing the IR, such as documenting changes, CATNs, and work completing the IR in OnBase. *(Reach Up, 3 Squares only)*

Slide 43 - 6. Issuing GA Vouchers

7. Issuing GA Vouchers



EMERGENCY DENTAL



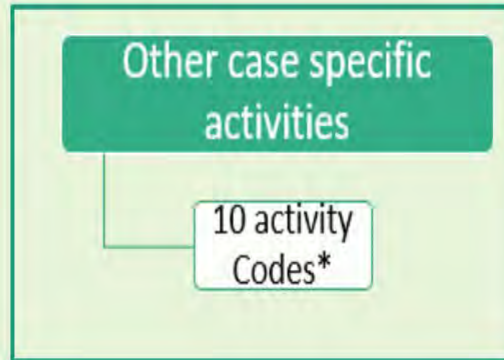
PRESCRIPTIONS



DURABLE MEDICAL
EQUIPMENT

Slide 44 - Other Case Specific Activity Codes

Other Case
Specific
Activity
Codes



*For the most detailed description of these activities, read the *Benefits Program Specialists Statewide Random Moment Time Study Instructions* attached to this training. This document is also linked below and available on SharePoint.

Slide 45 - Slide 41

Other Case Specific Activities

1. Customer education regarding eligibility results:

- Explaining the results of eligibility determination to a customer, as well as explaining to a customer their responsibilities under a specific program and how to maintain eligibility.

2. Providing EBT specific information to customer:

- Providing any information to a customer who already has an EBT card including providing balance information, password resets, and access issue assistance.

Slide 46 - Slide 42

Other Case Specific Activities

3. Active Case Updates/Changes: documenting case notes or a change to the case.

Any change to an already active case, including but not limited to:

- Employment status
- Household Comp changes
- Reviewing for accuracy
- Generating, printing/copying and/or mailing notification letters to clients
- Closing a case or previewing a pending closure case due to "unable to locate"
- "To-Dos" or "Dailys" related to active cases
- Assisting a coworker with any of the above

4. Fraud Referrals:

- All tasks involved in processing fraud referrals and responses

Slide 47 - Slide 43

Other Case Specific Activities

5. Fair Hearings and Appeals:

- All worker tasks related to fair hearings and appeals

6. Reach Up Sanctions:

- Activities related to Reach Up Sanctions, including processing payments to landlords, meetings, phone calls, collateral calls, e-mails, filing, etc. (*Reach Up only*)

7. Reach Up Controlled Vendor Payments:

- Monitoring and making controlled vendor payments for various expenses, including money mismanagement or processing payment requests from the client. (*Reach Up only*)

Slide 48 - Slide 44

Other Case Specific Activities

8. Education:

- Educating clients/the public about the benefits and availability of services/programs.
- Assisting a client to fill out a program application.
- Compiling or distributing educational materials about assistance programs.

9. Referrals to Medicaid and/or Medical/Behavioral Health Services :

- Referral of a client to Medicaid or other governmental or private agencies for Medical/Behavioral Health services that are not part of the services offered by BPS. (*Medicaid or SSI only*)

10. Referrals to Non-Medicaid/Non-Medical, Community Services:

- Referral to/coordination of social services for client, including housing agencies, Family Services, or other governmental or private agencies for Non-Medical services that are not part of the services offered by BPS. (*Not for activities associated with the utility programs.*)

Slide 49 - Non Case Specific Activity Codes

Non
Case Specific
Activity Codes

Non-Case
Specific, or

2 activity
codes*

Slide 50 - 1. Program specific training or reporting

1. Program specific training or reporting

Used for program specific trainings. The trainings and reports can be for any specific program you support clients with:

- Reach Up Financial Assistance
- 3Squares
- Fuel
- General Assistance/Emergency Assistance
- Essential Person
- Emergency Housing



You will be asked to select which program(s) the training or report covered. Any administrative efforts related to this activity should also be coded here.

Slide 51 - Note on How to Code Training Activities

Note on How to Code Training Activities



Program Specific trainings should be coded as such. This includes Combined Eligibility, GA, and trainings in LINC, among others.

If your RMTS occurs while you are traveling to or from a training, it should still be coded as "Training" with the code for the specific program(s) you are attending training for.

If attending a Combined Eligibility or another multi-program training, and you can choose a specific program based on the daily agenda, do so. If the topic covers more than one program, you should choose that combination of programs

Ex. Household Composition would include 3SVT, Fuel and Reach Up, while FMED would just be for 3SVT.

Slide 52 - 2. General Administrative and General Training Activities

2. General Administrative and General Training Activities

This code includes activities not related to case work and specific clients, but necessary for your job, including:

- Staff meetings
- General trainings not specifically related to ESD program training, such as DV, customer service, interviewing, technology, etc.
- General tasks: breaks; tidying, timesheets, front desk, HR, computer testing/issues, etc.

Slide 53 - Reminder: All breaks except lunch are work-related activities.

Reminder:
All breaks except
lunch are work-
related activities.



Breaks are frequently mis-coded as
time off.

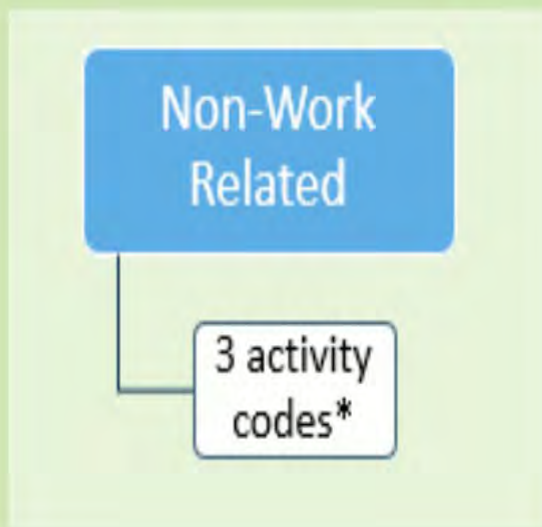
They aren't. We are getting paid during
all breaks except lunch.

Please code them as General
Administrative.



Slide 54 - Non-Work Related Activity Codes

Non-Work
Related Activity
Codes



Slide 55 - 1. Paid Time Off (Annual/sick/school/administrative)

1. Paid Time Off

(Annual/sick/school/administrative)

Used when you are not working but are being paid for the time off.

Examples include:

- using regular annual leave for vacation
- sick time
- Family Medical Leave Act (FMLA)
- banked leave time
- union leave
- approved personal educational leave
- paid days not working due to a weather emergency



Slide 56 - 2. Unpaid time off (lunch, not scheduled to work, flex time)

**2. Unpaid
time off**
(lunch, not
scheduled to
work, flex time)

Lunch or any approved leave you take that you are not paid for should be coded here.

Also use this code **if you were not scheduled to work** at the time of the moment.

For example, the moment might be before your regular start time, or after your regular end time, or the sample is received at a time when you are not scheduled to work due to your adjusted work schedule. (7:49 a.m. and you do not start until 8:00 a.m.).

Note: If you are using any paid leave time, do not use this code.

Slide 57 - Lunch = "Unpaid" Time

Lunch = "Unpaid" Time

- We are having an issue where a statistically impossible number of people are having "lunch" during their sample moment.
- Please only use "unpaid" code if you are truly on lunch. If you are working a case or doing administrative tasks, use the relevant code for that activity.



Slide 58 - Slide 54

3. Non-DCF Activity or Other Emergency

Use when you perform an activity unrelated to any responsibility that you would normally have as an employee of DCF.

Performing a function for another state agency or working on non-human services activities (Such as in the event of a natural disaster).

Donating blood.



(Participants will be required to provide a brief description of the activity being performed.)

Slide 59 - Choose only the program(s) that you are supporting that client with gaining access to, updating the case notes for, or educating client about at that moment.

PROGRAM CODES:

Choose only the program(s) that you are supporting that client with gaining access to, updating the case notes for, or educating client about at that moment.

Slide 60 - Select the program, or combination of programs, based on your activity at the “moment”.



General Assistance (GA) Emergency Assistance (EA)



Essential Person

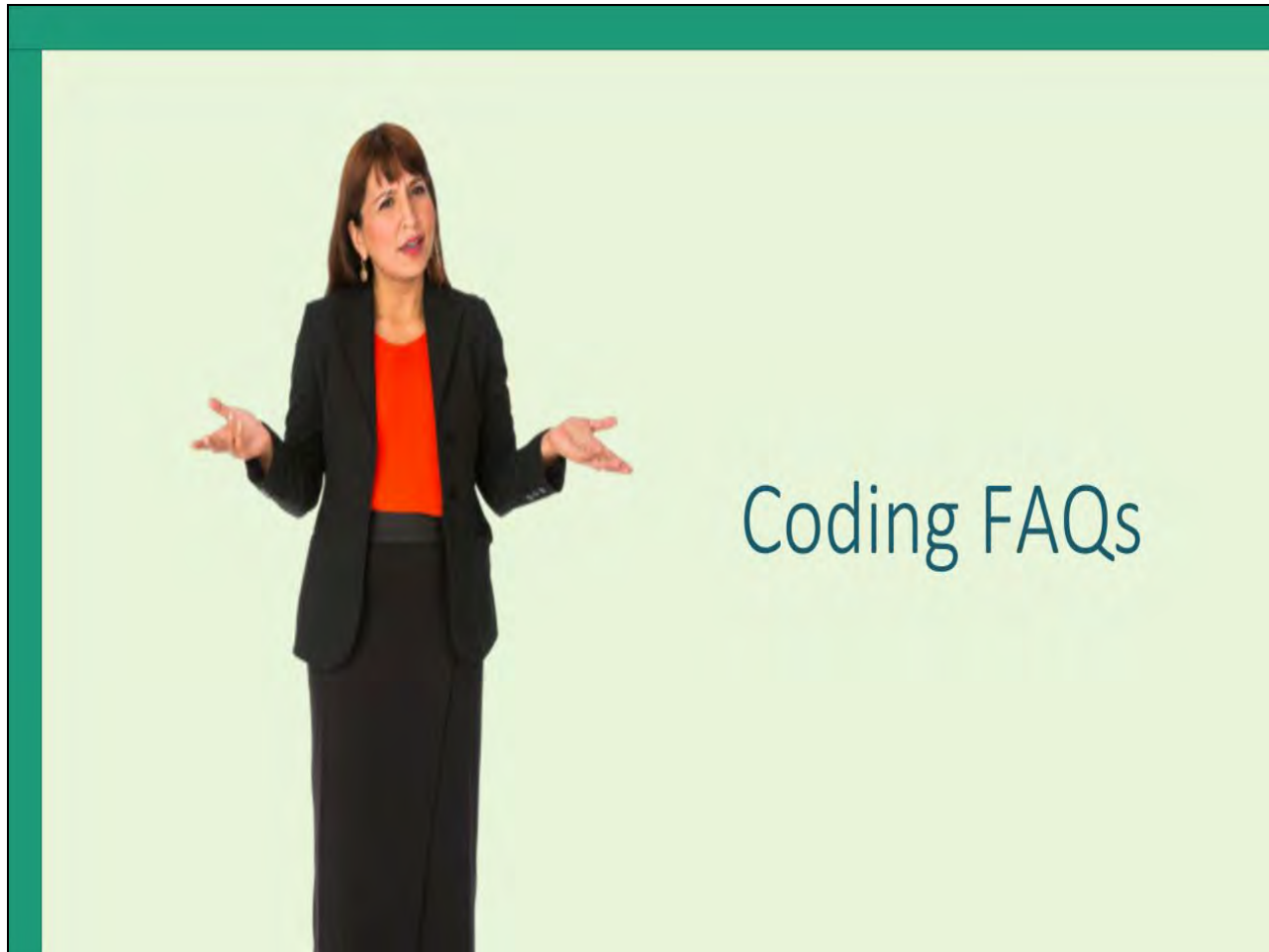


Utility Discount



Select the program, or combination of programs, based on your activity at the “moment”.

Slide 61 - Coding FAQs



Slide 62 - Activity Type Clarification

Activity Type Clarification



A. Stretching your back, getting a drink, going to the restroom, or saying "hi" to a co-worker are all coded as *"General Administrative"*.



B. The *"Paid Time Off"* code is used for Annual or Sick leave, or any other time you are not at the office but are getting paid for it.



C. *"Unpaid Time Off"* is used for lunch and other times when you are not scheduled to work.

Note: It is important for your work schedule to be correct in the RMTS system because if you are not scheduled to work, you should not be receiving RMTS emails. If you are, report it to your supervisor.

Slide 63 - Working Dailies: Eligibility Determination or Active Case Changes?

Working Dailies: Eligibility Determination or Active Case Changes?

Is it a pending application for identified programs or a case due for recertification?



Select "Eligibility Determination or Redetermination".

Is it changes or updates to an already active case?



Select: "Active Case Changes/Updates"

Slide 64 - Assisting a co-worker?

Assisting a co-worker?

Answering a procedural question?



Choose "General Administrative and Training Activities".

Conducting a Peer Review?



Choose "Working on a case or on behalf of a client," then choose case specific activity code.

Slide 65 - Program Code Example

Program
Code
Example

You're doing a TODO where you have verification for a shelter deduction. The person is active 3SVT, RU, AND FUEL.



You receive a "moment".



You select 3SVT and Reach Up as they are the programs relevant to calculating deductions.



That means that "moment" will be covered by the 3SVT and Reach Up program budgets.

Slide 66 - Review Section



Review Section

Note: The questions in this section are for you to review for understanding. There are no answer buttons to select.



Slide 67 - Question 1

An RMTS moment comes in at 12:02 PM. You don't see it until 2:25 PM. Because it was around lunch time, you code it as "Unpaid Time Off", even though you are not sure you were at lunch at that time. What are the possible ramifications?

Question 1

- A. Vermont's RMTS data shows there is too much "Unpaid Time Off" being taken.
- B. It may invalidate our data with the Feds.
- C. We can't collect federal dollars for the activity, so VT has less money to hire more front-line workers
- D. All of the above.

Slide 68 - Slide 64



D. All of the above.

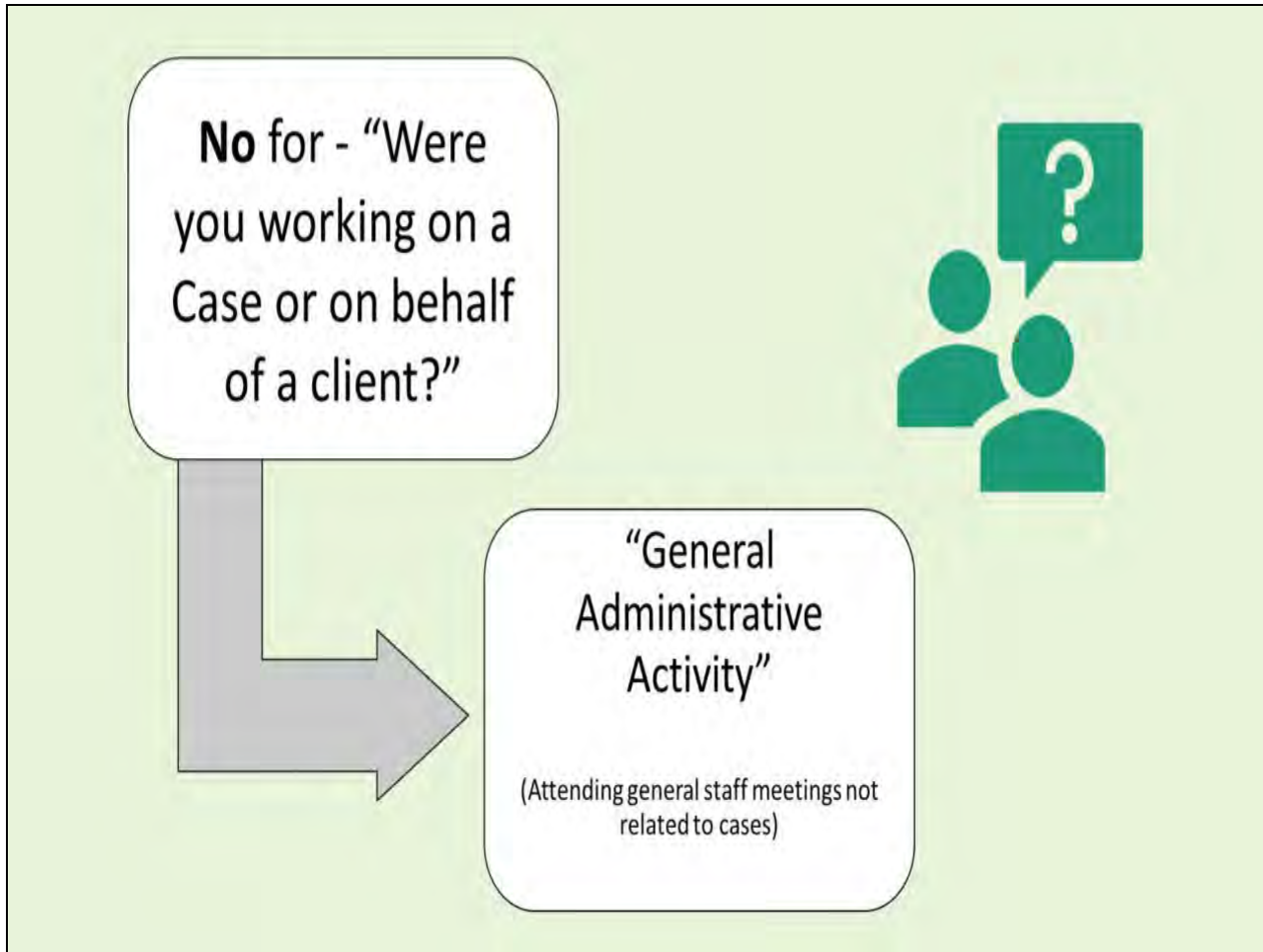


Slide 69 - Question 2

Question 2

You were in the office's morning meeting receiving your daily work assignment. No specific cases were discussed. How do you code this?

Slide 70 - Slide 66

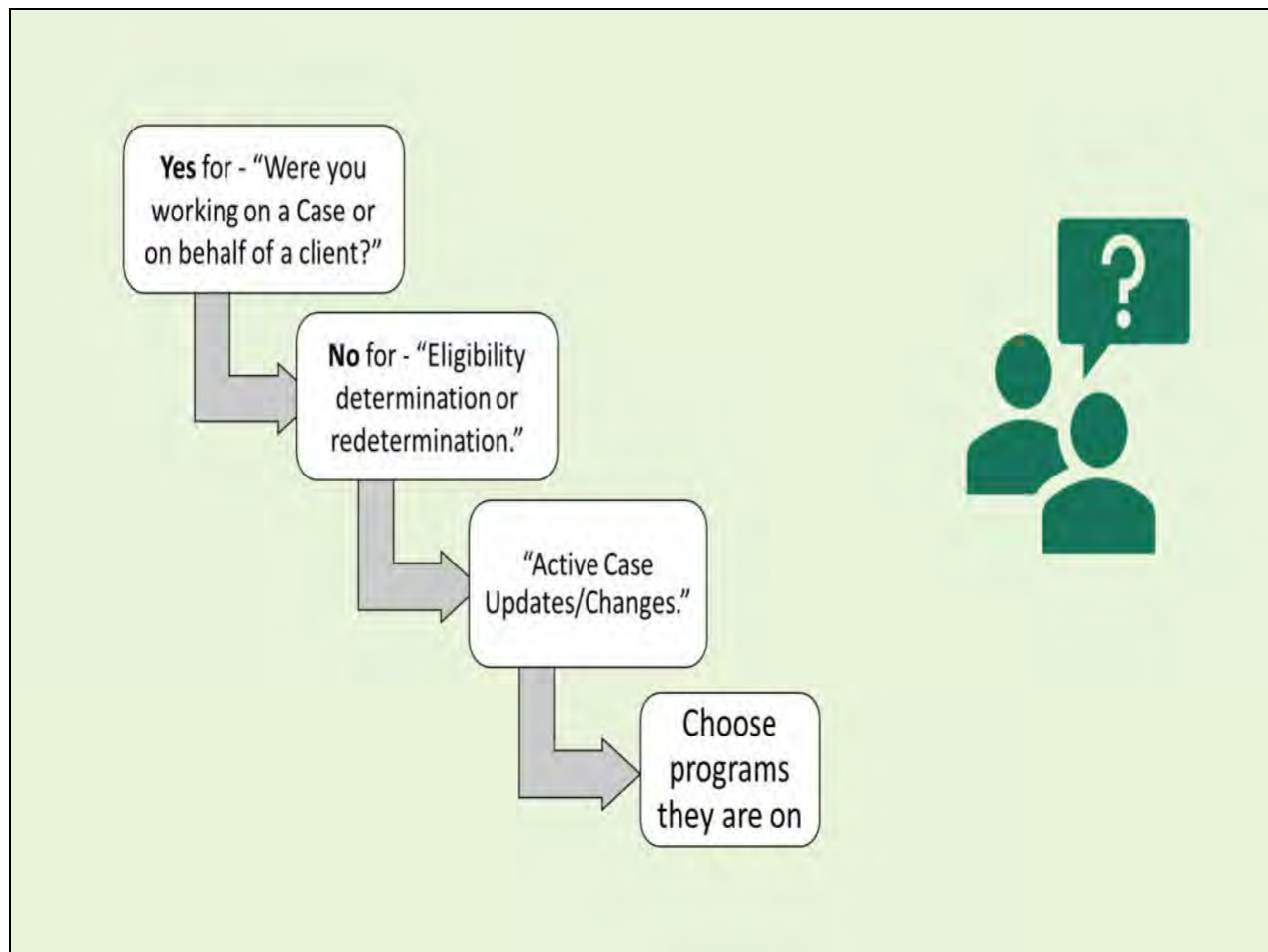


Slide 71 - Question 3

Question 3

You were working the general queue and a call came through from a current 3SVT customer reporting a change in address. You updated the address in ACCESS. How would you code this?

Slide 72 - Slide 68

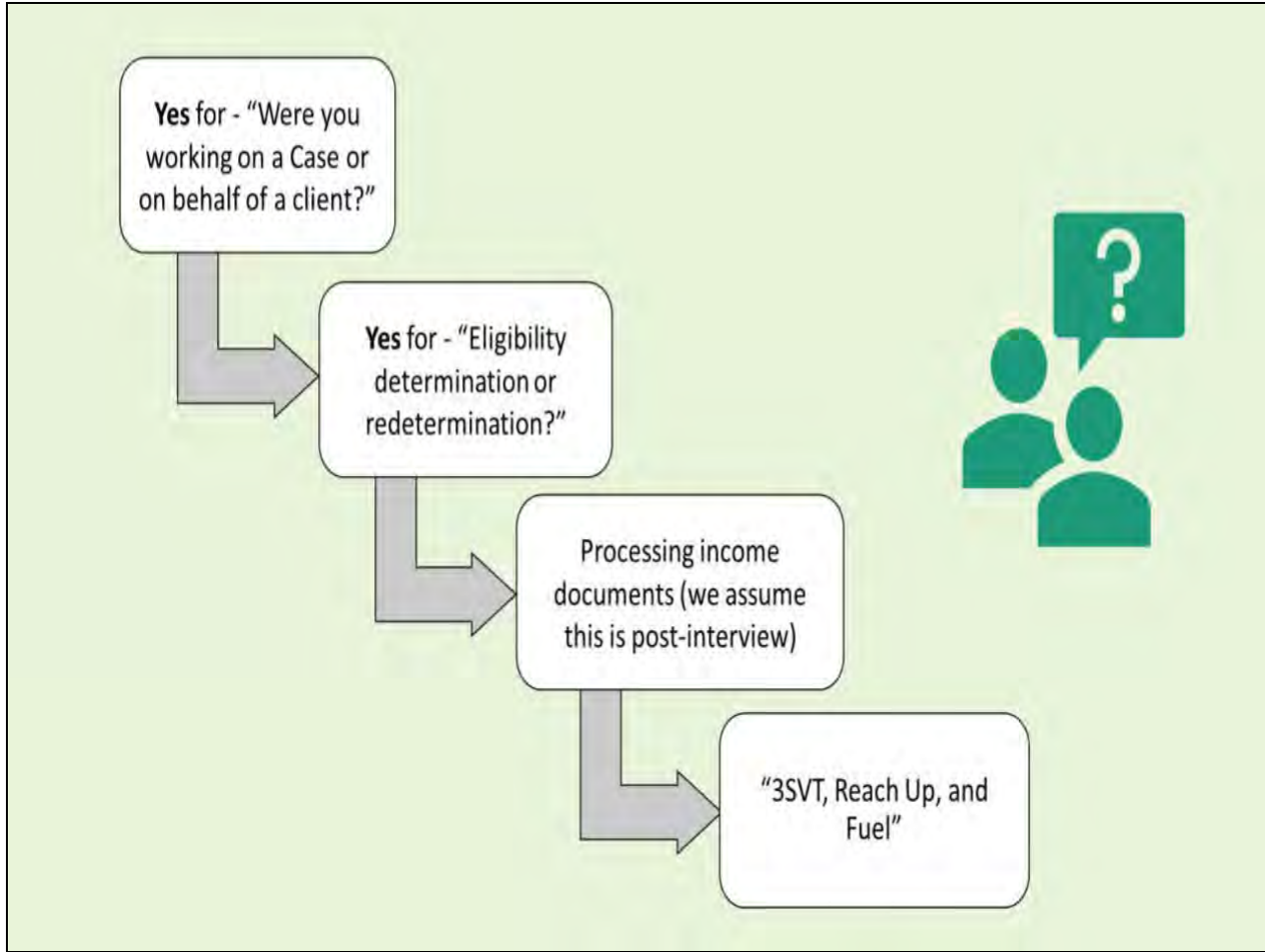


Slide 73 - Question 4

Question 4

You were assisting a co-worker with determining self-employment income for a new 3SVT, Fuel, and Reach Up application. How should this be coded?

Slide 74 - Slide 70



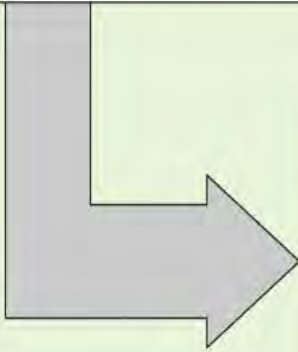
Slide 75 - Question 5

Question 5

You were eating lunch. How should this be coded?

Slide 76 - Slide 72

No for - “Were you working on a Case or on behalf of a client?”



“Unpaid Time Off:
Lunch or Not
Scheduled to
Work/Flex Time”



Slide 77 - Question 5, part 2

Question 5,
part 2

You received a subsample notice for the time you were eating lunch and are asked to provide more detail.

Do you:

- A. Provide extensive information about what you are eating that day.
- B. Briefly answer, "eating lunch" and ignore the questions requiring more detail.

Slide 78 - Slide 74

B. Briefly answer, “eating lunch” and ignore the questions requiring more detail.

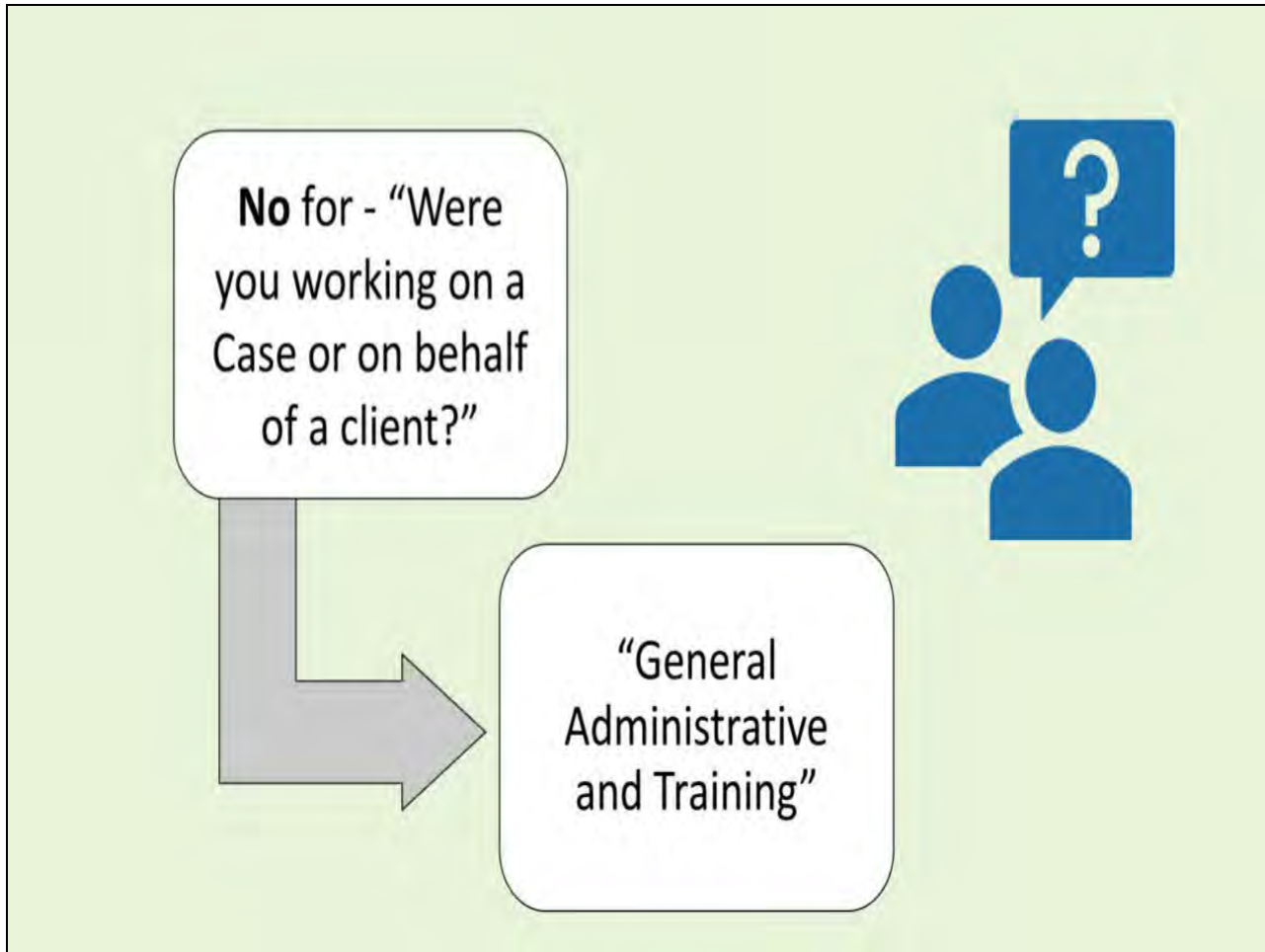


Slide 79 - Question 6

Question 6

You were helping a co-worker with a SharePoint issue.
How should this be coded?

Slide 80 - Slide 76



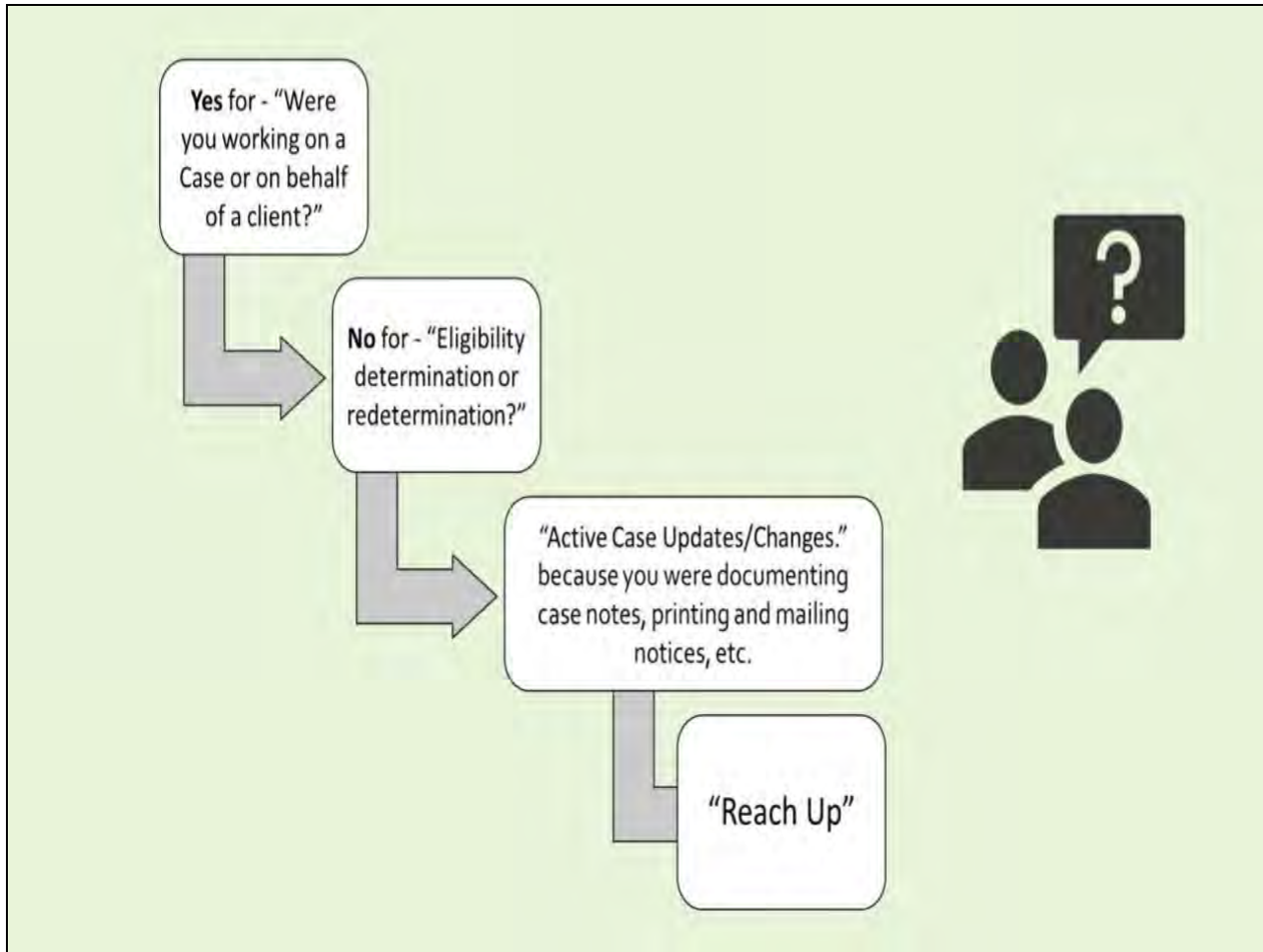
Slide 81 - Question 7

Question 7

A participant calls wanting to know why her Reach Up is going down next month. You let her know that without a current housing form, her grant will be smaller. You send her the document needed to have her benefits readjusted and make a CATN.

How should this be coded?

Slide 82 - Slide 78



Slide 83 - Congratulations

Congratulations

You have completed the RMTS Training!

- The Activity Descriptions, along with this training presentation, are available to staff each time they access the EasyRMTS™ system. They can be downloaded as a PDF through the Activity Descriptions link on the moment list screen or through [SharePoint](#).

- If you are unsure about the activity categories or have any other time study questions, please contact your supervisor.



B. DCF FSD FAMILY SERVICES WORKERS RMTS

DCF FSD Activity Instructions, Staff Guide, Matrix, and Training

Annual revised submission included.

DCF FSD Procedures Manual

Annual revised submission included.

APPENDIX X – STATE OF VERMONT FAMILY SERVICES DIVISION RANDOM MOMENT TIME STUDY MATERIALS

RANDOM MOMENT TIME STUDY INFORMATION

NOTE: THIS INFORMATION IS NOT FORWARDED TO TIME STUDY PARTICIPANTS

Introduction

The Vermont Family Services Division utilizes a Random Moment Time Study (RMTS) to determine the amount of effort that employees spend on various activities, including those that are reimbursable by Title IV-E and Title XIX. The RMTS consists of a number of individual observations of employee activities selected randomly. Based on these observations, the total effort of a group of employees is determined with a high degree of confidence that approximates the same results as having observed employees for 100% of their time at work. The results of the RMTS are used to allocate costs for certain plan departments in the cost allocation plan.

An observation at a random moment provides a sample of what activities are performed at a particular moment of time; every item in the universe of activities is given a fair chance of being included in the sample. A computer program that assigns random moments to employees generates the sample of moments. The wording of the RMTS email notification and the training material is presented so that the study is not biased improperly (i.e., it is not possible to determine from the observation form which activities are reimbursable, nor are workers told whether or not an activity is reimbursable).

The time study is currently administered through a joint effort between Public Consulting Group LLC (PCG) and Vermont's Family Services Division (FSD).

Sampling Population

Within FSD, the RMTS sampling population is made up of Family Service Workers (FSWs). These employees perform child abuse and neglect investigations and assessments, assess and support children and high-risk families, assess and supervise youth who are unmanageable or involved with the juvenile justice system, and manage cases involving children in the custody of the state and/or out of home placement. On a quarterly basis, FSD updates the information for all staff members participating in the RMTS to account for new staff, terminated staff, and staff on long-term leave (over 6 weeks).

Supervisors are not included in the RMTS.

Sampling Unit

The RMTS asks participants what they are doing at a specific moment in time. The RMTS sampling unit is defined as a single minute, or 60-second length of time, randomly selected within the workday of each participant. All FSWs have the same work schedule; staff who work in the FSW role are not eligible to work an alternate schedule. The moments for the participants occur between the scheduled FSW work hours: 7:45am-4:30pm Monday-Friday, excluding State and Federal holidays. The moments are drawn from the standard hours for each working day in a quarter.

Responses and Response Time

Participants have 72 hours to respond to all moments. When participants do not respond to their moments within the first 24, 48, and 64 hours, reminder e-mails are sent to both participants and their supervisors requesting that they answer their moments. The moment expires and will not allow the FSW to complete after 72 hours. Reminder emails do not include the participant's login credentials; no one other than the participant is able to respond to their moments. Monthly, FSD RMTS Administrator generates a report through the Report function with details on all participants including whether they responded or not to assigned moments, what activity they choose, and at what time they responded. This report allows the RMTS administrator to contact the participants and/or supervisors of those participants who have not responded to moments to offer additional support and training on any area of the RMTS where participants may be unsure. The Administrator will also highlight the importance of completing the RMTS.

Sampling Period

The sampling period is a state fiscal quarter and is the same period that is used to aggregate costs in the cost allocation plan. The moments are drawn from the core or scheduled hours for each working day in a quarter, exclusive of official holidays. Participants receive the e-mail within a few minutes of their random sample moment time. There is no pre-notification of when a participant will have a moment assigned to them.

Confidence and Precision Level

This level is kept at 95% confidence level with +/- 2% precision. This level is consistent with federal regulations for statistical validity. This level is consistent with federal regulations for statistical validity. Cost Allocation Services (CAS) determines that statistical validity is met when the minimum number of moments received (responded to) as determined in the formula below.

Sample Size

DCF generates 2,761 moments per quarter for the RMTS to ensure 2,401 moments are received per quarter. This number is to ensure that 2,000 valid observations are obtained as required by CAS and is in compliance with the federally required formula below. CMS has taken to

requesting 2,401 with a 15% oversample and this number of moments will satisfy all federal agencies.

The formula used to determine the sample size is as follows:

$$N = \frac{P(1-P)}{\left(\frac{SE}{T}\right)^2}$$

- Where
- N = Sample Size
 - P = Anticipated Rate of Occurrence of the Activities Being Observed
 - SE = Desired Sample Precision
 - T = Confidence Level Factor (1.96 for 95%)

Solving for N (with a rate occurrence of 50%):

Sample Calculation

Solving for N:

$$N = \frac{.50(1-.50)}{\left(\frac{.02}{1.96}\right)^2} = 2,401 (+15\% \text{ oversample})$$

Standard Observation Form and Definitions

A standard observation form has been developed, also known as a survey that includes a root question: “Were you working on an activity that is client related or on behalf of a client?” The list of activities is organized by the type of case on which the participant is working. There are four types of open cases that a participant may choose, and one option of "Case Not Open." Within those case types there are up to 11 activities that can be chosen by a participant. Many of the activities are repeated in multiple case types because the same work may be performed in different case types. The case type is important because it often determines the appropriate funding source for the activity. The RMTS encompasses the universe of activities that the population being surveyed performs.

- The sample is generated (e.g., moments are assigned to participants) just prior to the beginning of the quarter.
- Participants are emailed that they have been randomly selected to complete a moment.
- The participant clicks on the moment shown, which opens the survey.
- The participant selects the appropriate activity from the list.
- In 10% of surveys, participants will also be required to enter in a text box a narrative explanation of what they are doing at that moment.
- There is no advance notification of moments; however, shortly after a moment is assigned, the participant receives an RMTS email alert.

Participants receive an RMTS email alert shortly after a moment is assigned. Workers are also sent reminder e-mails after 24, 48 and 64 hours have passed since the moment. Workers have 72 hours to complete each moment. Participants' Supervisors are copied on the 24, 48, and 64 hour reminder e-mails to help remind workers to respond to their outstanding moments before expiration.

A participant is asked one root question in the time study, "Were you working on an activity that is client related or on behalf of a client?" Under that question is a list of case types to choose from. Those case types are:

- Prior to Safety Assessment
- In Home Not at Risk of Removal (Prior to Ongoing In Home Services)
- Candidates for Foster Care: In Home at Risk of Removal
- Out of Home Care
- Case Not Open

There are also six options that are not related to case-specific activities. Those are:

- Training
- General Administration and General Training
- Staffing Youth
- Paid Leave/Breaks
- Not Scheduled to Work
- Non-FSD Activity or Other Emergency Situation

Once the participant chooses the case type or the non-case-specific activity, a drop-down list appears with the specific activities that are possible. The full list of activities can be found in the Activity Description Document. The participants are provided with a guide that provides further information about each activity to use as a reference when completing a random moment survey. The participants are not provided with coding or other information related to how each activity is funded.

Help Desk

A Help Desk is operated where workers can call (via an 800 number) and speak to someone if they have questions. This number is contained on all emails and on the RMTS system when workers login. If someone is unavailable, they can leave a message. All messages related to questions asked about activities are logged. Workers can also respond to the email that they receive for email-based help desk assistance.

Training

RMTS training is part of the orientation for all new employees. Training sessions occur for all workers on an annual basis. Workers who regularly fail to respond may be required to attend additional trainings as necessary.

Analysis of Results

On a monthly basis, the results of the RMTS are compared to previous months to determine if there are any significant variances in the responses. If a significant variance is discovered, a review is conducted in order to determine the reason for the variance. If the reason for the variance is due to bias or improper technique, it will be determined whether to make a change to the RMTS form. Additional training may also be conducted.

On a monthly basis, reports are forwarded to the RMTS participants' supervisors for follow up with non-responsive participants. District Directors and Policy and Operations Managers are involved as necessary. Currently the system generates 24, 48 and 64 hour follow-up emails. Additional follow-ups will be employed as necessary.

Within the EasyRMTS™ system, VT FSD RMTS administrators review all selections of the TCM activity code - "Targeted Case Management (TCM) to assist families/individuals to access medical, educational, and social services, including referrals, assessments and reassessments, development and periodic revision of case plan, referral to services and related activities, monitoring and follow up." The manual review ensures that only FSWs with a minimum of a Bachelor's degree select the TCM activity code, in accordance with the State Plan. If a FSW who does not have a Bachelor's degree selects the TCM activity code, FSD RMTS administrators manually adjust the selection to the "Non-comprehensive activities to assist individuals to access medical, dental, and mental health services" activity code for Medicaid administrative claiming. This manual movement is maintained within the EasyRMTS™ system as an auditable adjustment. FSD RMTS administrators also follow-up with the FSW regarding the incorrect selection to provide individualized training and prevent selection errors going forward.

Evaluation and Modification of the System

The RMTS system, activity list, and distribution procedures are continuously evaluated to identify necessary modifications in order to improve their efficiency and effectiveness. If modifications are determined necessary, they are made promptly.

Subsample Process

For the entire FSD time study, 10% of all moments are randomly selected as part of the subsample process. Participants who are selected for the subsample are required to answer one additional question when responding to their moments, writing in their own words the activity they were performing. The RMTS administrator will generate a report detailing those moments that have been selected as part of the subsample at the end of every month. The administrator will then review the reports, comparing the activity selection to the participants' own description of their task to ensure that they match appropriately. If the activity selection does not match or contains insufficient information to validate, the administrator will contact the participants on how to properly submit a similar response in the future. If validation is not confirmed on any moments within the 10% subsample for whatever reason, these moments are reallocated direct to state general fund in the RMTS statistic report. The RMTS statistic is updated accordingly. This information is also provided to the DCF Business Office to ensure that these responses are not included in the quarterly Cost Allocation Plan statistic.

Documentation

All aspects of the RMTS process are documented. This documentation includes but is not limited to the following:

- Assigned moments emailed;
- Data related to tabulations;
- Analysis of sample results; and
- Final computation of results that are used in the cost allocation plan.

Procedural documentation is also kept on the procedures used.

Quality Assurance

Quality assurance is performed on the RMTS on an ongoing basis. The subsample process ensures participants are selecting the activity that matches the descriptions of what they were actually doing. When there is a mismatch between the chosen activity and the written description, the RMTS administrator follows up with the individual participant to clarify and also collects information about common errors to use in developing additional training for all participants, as needed.

If new activities are added or removed from the time study, the RMTS system is reviewed and updated accordingly to ensure edits have been made correctly. Edits to the system are effective on the first day of the quarter, in line with an accompanying CAP amendment.

The following items, at a minimum, are reviewed throughout the quarter and prior to sample generation for the subsequent quarter:

- Identification of upcoming Vermont State Holidays are accounted for and removed from the sample.
- All data related to employees including: checking the name, work schedule, current employment status, and region.
- All employees needing to be reactivated, who have been on extended leave, are added back to the system.
- Workers who select the wrong activity (based on their own description of their work) are e-mailed directly to explain what the appropriate selection was so that the mistake does not continue to occur.

Any employee on extended leave (exceeding six weeks during a single quarter) will be deactivated from the system until further notice. All other instances of leave will be determined on a case-by-case basis by RMTS administrators.

Quarterly Calculation of Results

DCF calculates the quarterly results based on the total number of moments received, minus the number of Not Working, and no-response moments. Therefore, if 2,761 moments are generated and 500 of those moments received are a combination of unpaid time off or Not Working the denominator for the calculation is 2,261. All responses in the system, inclusive of Not Working, count as "responses" in determining the overall response rate.

Contingency Plan

In the event of a technical failure or emergency situation, when staff are not able to receive or respond to moments for longer than 5 days, FSD will take the following steps to ensure that a valid sample can still be obtained and that the time study's statistical validity is not compromised:

1. Upon resumption of the RMTS, FSD will determine how many moments were affected. FSD will then generate a concurrent sample, starting on the day the RMTS is resumed or shortly thereafter, containing the same number of moments that were affected by the outage through the end of the sample period. For example, if 200 moments were affected due to a technical failure, FSD will generate a second sample of 200 moments, to run concurrently with the original sample through the end of the sample period.

2. If the situation occurs closer to the end of the quarter and a concurrent sample is not possible or if the issue will be prolonged, the prior quarter RMTS results will be used for the affected quarter.

Any situation where either option is considered will be communicated with CAS and the appropriate cognizant agencies and documented in the RMTS backup and the backup for all claims prepared using this data.

Activity Description Document

Introduction

The random moment time study (RMTS) includes all activities performed by the Family Services Division (FSD), Family Services Workers (FSWs) within the Vermont Department for Children and Families (DCF). Participating staff comprise those whose role is dedicated 100% to case work in district offices around the state. Based on the time study results, the total effort of FSWs is determined with a high degree of confidence that approximates the same results as having observed employees for 100% of their time at work. The results of the RMTS are used in the quarterly cost allocation plan (CAP) to allocate department costs to reimbursable and non-reimbursable areas. This level of detail is required for DCF to participate in federal claiming efforts.

The RMTS is conducted continuously to support quarterly claiming efforts. This essential function is not possible without the assistance of our FSWs. We thank you for all your efforts in making this a success.

Please direct all questions to Public Consulting Group at (833) 308-3375 or via email to VTDCF_FSD@pcgus.com.

How to Complete the Random Moment Time Study

Participants receive an e-mail that directs them to access their survey through a website. The link sent in the e-mail directs the user to the Vermont Family Services Division EasyRMTS™ system. After logging in to the system, workers are then asked whether they are working on a case. Depending on the answer provided, they are asked to select a from a list of case types or activity codes. The user answers all questions to indicate what they are doing during the time of their selected survey. After completing the survey, the user selects a “Submit” button to record the activity.

The survey must be completed within 3 business days. Participants receive reminder e-mail 24 hours, 48 hours, and 64 hours after each survey if the survey has not yet been completed. If a participant indicates that they were working on a case, they will be asked to provide the child's initials. This is to provide a quality assurance check if later FSD has to indicate which case a particular response was referencing.

Please remember that the RMTS is mandatory and must be completed in a timely manner. Every survey that is assigned must be completed. Surveys stay “live” in the system for 72 hours. If a participant is on leave and returns while a survey is “live”, they must complete the survey.

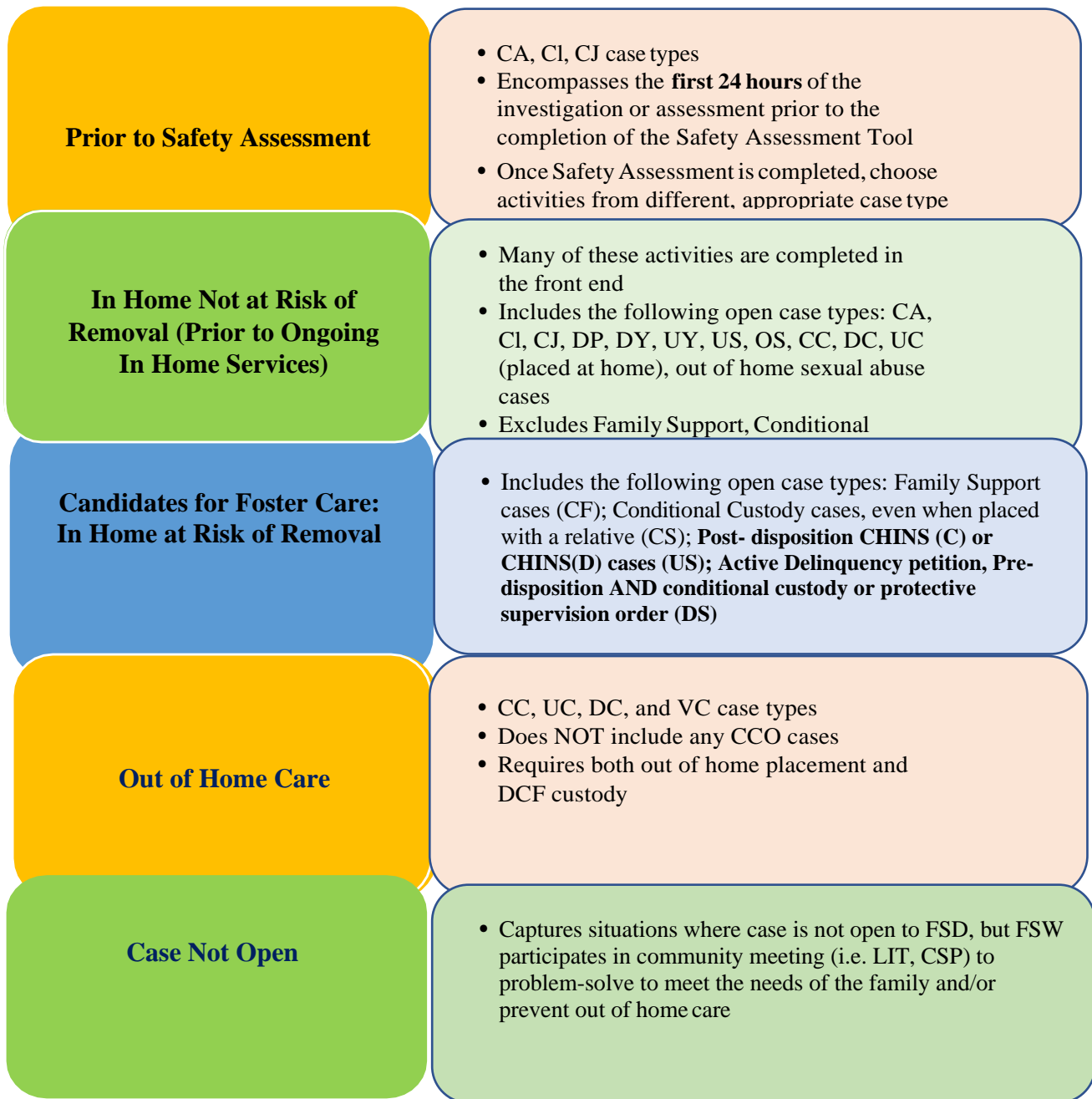
Things to Remember

- Surveys expire after 72 hours. Once expired, unanswered surveys can no longer be responded to and will be counted as "unanswered." The state must maintain a high percentage of responses, so responding to the surveys within 72 hours is essential.
- RMTS participants receive an email immediately after a moment is assigned.
- The reminder system sends an email to the FSW and their supervisor at 48 and 64 hours of the survey generation if it has not been responded to. The goal is to make sure these surveys are responded to before they expire.
- Sub-sample process: in 10% of all surveys there will be one additional question in which the FSWs will type in their own words what they are doing at that moment. This should be a brief description and not include any case identifying information. This narrative is compared to the activity selected for that moment to ensure they match. If they do not match, the RMTS administrator contacts the FSW to provide any training that may be needed to avoid future errors.
- The "right" answer is the truth; no answer is more favorable than another.
- Remember that travel, paperwork, reading or responding to emails, filing, phone calls, meetings, and any other effort associated with an activity is included in that activity (i.e., when the survey is generated, if you are driving to a home visit to discuss case planning, you would choose "Develop/monitor/update/transfer case plan" as the activity). These activities should not be coded to General Administration unless they are truly not tied to a case.

Root Question

Each survey starts with the same root question: Were you working on an activity that is client related or on behalf of a client?

From that question, the FSW will choose the type of case that is being worked on; or the category of non case-related activities if appropriate. The RMTS Case Types are as follows:



For guidance in how to choose the correct activity, see the table below with the list of activities and examples that would be included in that activity. In the training activities section, you will find a list of actual training titles under each type of training to assist in choosing correctly in the RMTS. If you have any questions, please contact the RMTS administrator at any time for guidance.

Remember: travel, paperwork, phone calls, emails, etc. associated with the activity are included in the activity.

Case Type	Case Code	Activity
Child Safety Interventions (Investigations and Assessments)		
Prior to Safety Assessment	CA, CI, CJ	<p>Conduct investigation and assessment activities. Prepare safety plan.</p> <ul style="list-style-type: none"> • Interview or observe a child • Contact the parent or caregiver • Contact mandated reporter • Check master index • Check data bases for background (DOC,VCAS) • Contact relevant collateral contacts • Review history with Department • Visit the home • Complete the Safety Assessment Tool • Identify safe caretaker • Request urinalysis screening of caretaker • Requesting unsafe person to leave the home • Coordinate and consult with substance abuse case manager, DV specialist, law enforcement
In Home Not at Risk of Removal (prior to ongoing in home services)	CA, CI, CJ	<p>Activities directed to assist families/individuals to access medical services, including referrals, assessments, and reassessments</p> <ul style="list-style-type: none"> • Using assessment to determine appropriate medical services • Making referrals for medical services • Scheduling medical appointments • Plan, facilitate, and/or participate in meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP)) • Other activities to assist the individuals in accessing medical services
		<p>Activities directed to assist families/individuals to access non-medical services, including referrals, assessments, and reassessments</p> <ul style="list-style-type: none"> • Develop/monitor/update/transfer case plan

		<ul style="list-style-type: none"> • Gathering information to inform comprehensive assessment (including review of prior history) • Using assessment to determine appropriate non-medical services • Making referrals for non-medical services • Scheduling non-medical appointments • Services to prevent out home placement • Plan, facilitate, and/or participate in meetings to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP)) • Routine contacts, monitoring, and communication regarding goals, and status of the child with parents, children, caregivers, or other providers • Preparing for and participating in court proceedings • Preparing the child for placement • ICPC/ICJ activities • Other activities to assist the individuals in accessing non-medical services
		<p>CSI: Investigation/assessment activities</p> <ul style="list-style-type: none"> • Contact mandated reporter • Check master index • Check data bases for background (DOC, VCAS) • Contact relevant collateral contacts • Review history with Department • Visit the home • Completion of the SDM Risk Assessment • Making a safety plan to allow the child to remain in the home • Meeting with family to conduct risk assessment and/or create safety plan
		<p>Activities meant to combat sex trafficking on behalf of a child/youth</p> <ul style="list-style-type: none"> • Conducting sex trafficking screening • Determining appropriate services and making referrals • Completing reports required for law enforcement or ACF • Consulting with Central Office expert to complete these tasks
		<p>Other activities that do not meet the definitions above</p>
<p>Candidates for Foster Care (CF, CS, US, DS case types)</p>		

<p>Candidates for Foster Care: In Home at Risk of Removal</p>	<p>CF, CS, US, DS</p>	<p>Activities to provide non-medical, child welfare case management to maintain the placement of the child in-home and prevent removal. Activities include monitoring and follow up of child welfare needs, research gathering and completion of required documentation, recruiting or interviewing potential foster care parents, providing transportation, and making potential placement arrangements. Includes courtesy home visits for children placed in Vermont by other states.</p> <ul style="list-style-type: none"> • Using assessment to determine appropriate non-medical services • Collaborating with substance abuse case manager and/or domestic violence specialist to discuss appropriate referrals • Making referrals for non-medical services • Scheduling non-medical appointments • Develop/monitor/update/transfer case plan • Services to prevent out of home placement • Plan, facilitate, and/or participate in meetings to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP)) • Routine contacts, monitoring, and communication regarding goals, and status of the child with parents, children, caregivers, or other providers • Preparing for and participating in court proceedings • Preparing the child for placement • ICPC/ICJ activities • Other activities to assist the individuals in accessing non-medical services
		<p>Targeted Case Management (TCM) to assist families/individuals to access medical, educational, and social services, including referrals, assessments and reassessments, development and periodic revision of case plan, referral to services and related activities, monitoring and follow up.</p> <p>This does not include activities to assist with potential foster care placement.</p> <ul style="list-style-type: none"> • Using assessment to determine appropriate services • Making referrals for services • Scheduling appointments • Plan, facilitate, and/or participate in meetings to assess and assist families to access medical,

		<p>behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> • Other activities to assist the individuals in accessing services
		<p>Non-comprehensive activities to assist individuals to access medical, dental, and mental health services.</p> <p>This activity includes the referral, coordination and monitoring of medical services that are not tied to the comprehensive medical, educational, and social services outlined in the child’s case plan/TCM service plan. This activity includes relevant services prior to a child/youth having a case plan/TCM service plan.</p> <ul style="list-style-type: none"> • Arranging or documenting medical, dental, and mental health needs that are not within the child’s case plan/TCM service plan. • Case conferences related to the medical, dental, and mental health needs of the child that are not within the child’s case plan/TCM service plan. • Coordination and monitoring of a child’s medical, dental, and mental health services, including providing information regarding available services, and contacting community resources to locate available services. This includes coordination and monitoring of an acute medical issue, such as an illness (cold/flu/stomach virus), seasonal allergies, dental appointments, etc.
		<p>CSI: investigation/assessment activities</p> <ul style="list-style-type: none"> • Contact mandated reporter • Check master index • Check databases for background (DOC, VCAS) • Contact relevant collateral contacts • Review history with Department • Visit the Home • Completion of the SDM Risk Assessment and Risk Re-Assessment • Making a safety plan to allow the child remain in the home • Meeting with family to conduct risk assessment and/or create safety plan
		<p>Activities meant to combat sex trafficking on behalf of a child/youth</p> <ul style="list-style-type: none"> • Conducting sex trafficking screening • Determining appropriate services and making

		<p>referrals</p> <ul style="list-style-type: none"> • Completing reports required for law enforcement or ACF • Consulting with Central Office expert to complete these tasks
		Other activities that do not meet the definitions above
Out of Home Placement		
Out of Home Care	CC, UC, DC	<p>Activities to provide non-medical, child welfare case management, including research gathering and completion of documentation required by the foster care program, assessing adoption placements, recruiting or interviewing potential foster care parents, providing transportation, and making placement arrangements. Includes courtesy home visits for children placed in Vermont by other states.</p> <ul style="list-style-type: none"> • Gathering information to inform comprehensive assessment (including review of prior history) • Using assessment to determine appropriate non-medical services • Making referrals for non-medical services • Scheduling non-medical appointments • Develop/monitor/update/transfer case plan • Routine contacts, monitoring, and communication regarding case plan, goals, and status of the child with parents, children, caregivers, or other providers • Plan, facilitate, and/or participate in meeting for planning purposes (incl. family meetings, Coordinate Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP)) • Preparing for and participating in court proceedings • Identifying, preparing the child for, and monitoring and supporting placements • Planning for permanency • ICPC/ICJ activities • Other activities to assist the individuals in accessing non-medical services
		<p>Targeted Case Management (TCM) to assist families/individuals to access medical, educational, and social services, including referrals, assessments and reassessments, development and periodic revision of case plan, referral to services and related activities, monitoring and follow up.</p>

		<ul style="list-style-type: none"> • Using assessment to determine appropriate services • Making referrals for services • Scheduling appointments • Plan, facilitate, and/or participate in meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP)) • Other activities to assist the individuals in accessing services <p>Non-comprehensive activities to assist individuals to access medical, dental, and mental health services.</p> <p>This activity includes the referral, coordination and monitoring of medical services that are not tied to the comprehensive medical, educational, and social services outlined in the child’s case plan/TCM service plan. This activity includes relevant services prior to a child/youth having a case plan/TCM service plan.</p> <ul style="list-style-type: none"> • Arranging or documenting medical, dental, and mental health needs that are not within the child’s case plan/TCM service plan. • Case conferences related to the medical, dental, and mental health needs of the child that are not within the child’s case plan/TCM service plan. • Coordination and monitoring of a child’s medical, dental, and mental health services, including providing information regarding available services, and contacting community resources to locate available services. This includes coordination and monitoring of an acute medical issue, such as an illness (cold/flu/stomach virus), seasonal allergies, dental appointments, etc. <p>CSI: Investigation/assessment activities</p> <ul style="list-style-type: none"> • Completion of the SDM Risk Assessment, Risk Re-Assessment, Reunification Tool • Making a safety plan to allow the child to return home or remain in stable placement • Meeting with family and/or caregiver to conduct risk assessment and/or create safety plan <p>Activities meant to combat sex trafficking on behalf of a child/youth</p> <ul style="list-style-type: none"> • Conducting sex trafficking screening • Determining appropriate services and making
--	--	---

		<p>referrals</p> <ul style="list-style-type: none"> • Completing reports required for law enforcement or ACF • Consulting with Central Office expert to complete these tasks
Other activities that do not meet the definitions above		
Non-Open Cases		
Case not open	n/a	<p>Plan, facilitate, and participate in meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> • Using assessment to determine appropriate services • Making referrals for services • Scheduling appointments • Other activities to assist the individuals in accessing services
Non-Case Activities		
Training	n/a	<p>Type A: Participating in, preparing for, or delivering training related to: working with children, youth, and families served by FSD, including impact of trauma, child abuse, social work practice, permanency planning, referral to services (but not how to provide services), trainings for caregivers, descriptions of sexual assault/abuse, case documentation</p> <ul style="list-style-type: none"> • Child Development and Developmental Trauma • Assessment and Engagement Skills and Strategies • Sexual Abuse • Chronic Neglect • Case Planning and Permanency • Working with the Court • Introduction to Domestic Violence and Child Welfare; Domestic Violence • Online Course {Orientation} • Introduction to Substance Abuse and Child Welfare • Mandatory Reporter Training {Orientation} • Family Time Coaching • Working with Kin • Facilitating Successful Placements • Monitoring and Planning for Change • Culturally Responsive Casework • Ethics, Power, Supervision, Teaming, and Self-

		<p>Care</p> <ul style="list-style-type: none"> • Introduction to Child and Adolescent Development • Motivational Interviewing- Introduction to Theory and Practice • Intercultural Responsiveness • Self-Care and Secondary Traumatic Stress • Permanency for Children in Child Welfare and Juvenile Justice • The Structured Decision-Making System for Child Protection • Substance Abuse for Child Welfare Professionals • Introduction to Youth Assessment Screening Instrument • Sexual Abuse Assessment, Safety Planning, and Case Planning • Human and Sex Trafficking • Developmental Trauma • Using CANS to Assess and Plan • Normalcy and Prudent Parenting • Motivational Interviewing (Advanced Training) • Using Restorative Justice Practices in Child Welfare and Youth Justice • Practice • Safety Organized Practice: Putting the Tools to Work • Building and Monitoring Effective Safety Plans • Developing and Supporting Networks for Safety and Permanency • Case Planning for Change • Youth Assessment Screening Instrument Case Planning • Youth Thrive • Rapport Building with Youth • Ethics • Working with LGBTQ Youth • Child Welfare Coaching Institute • Coaching Clinics • Any training for caregivers, except Fostering to Forever (Type H) <p>Type B: Participating in, preparing for, or delivering training related to: Case Reviewer Training, the Division conference</p>
--	--	---

		Type C: Participating in, preparing for, or delivering training related to: Physical Abuse, Serious Physical Injury
		Type D: Participating in, preparing for, or delivering training related to: Forensic Interviewing; Advanced Forensic Interviewing, Assessment and Investigation Policy and Practice
		Type E: Participating in, preparing for, or delivering training related to: Working with Adolescents, Youth Justice Summit, Youth Assessment Screening Instrument (YASI), Juvenile Justice
		Type F: Participating in, preparing for, or delivering training related to: Gang Violence; Harm Reduction; 8-Day Hearings
		Type G: Participating in, preparing for, or delivering training related to: Staff Safety
		Type H: Participating in, preparing for, or delivering training related to: Adoption Competence; Fostering to Forever
		Type I: Participating in, preparing for, or delivering training related to: Training topics not listed above
General Administration and General Training	n/a	This activity includes non-case related activities and general training activities such as: <ul style="list-style-type: none"> • Receiving non-case related supervision • Staff meeting • Completing time sheet or expense module • Completing FS-110 and any follow-up • Participation as a case reviewer • General training such as HIPAA, CPR, IT security • Any other general administration that is not included above
Staffing Youth	n/a	Providing supervision to youth in an alternate placement location.
Paid Leave/Breaks	n/a	Time spent on paid lunch break or leave (i.e., paid time off)
Unpaid Leave/Breaks	n/a	Time spent on unpaid lunch break or leave (i.e., unpaid time off)
Not Scheduled to Work	n/a	This activity code should be used only when the respondent is not working AND is not entitled to compensation (unpaid sick time, your flex day). This code should be used if you were not scheduled to be at work at the time of the observation, including Flextime (i.e., it is before your regular start time, or after your regular end time, or the sample is received at a time when you are not scheduled to work due to an adjusted

		<p>work schedule).</p> <p>For example: Sampled moment assigned outside of normal work hours/shift (i.e., work schedule is 9 AM - 5 PM and a moment was assigned at 7 PM)</p>
<p>Non-FSD Activity or Other Emergency Situation</p>	n/a	<p>Time spent performing activities that are not described above and outside the purview of the work of FSD. This activity is to be used when performing an activity that is not related to your job as a FSW. This activity includes working under a different capacity, such as Adult Services activities or being deployed in the event of a natural disaster. This activity may not be chosen for general administration, sick time, vacation time, breaks, driving, or any work-related activity.</p>

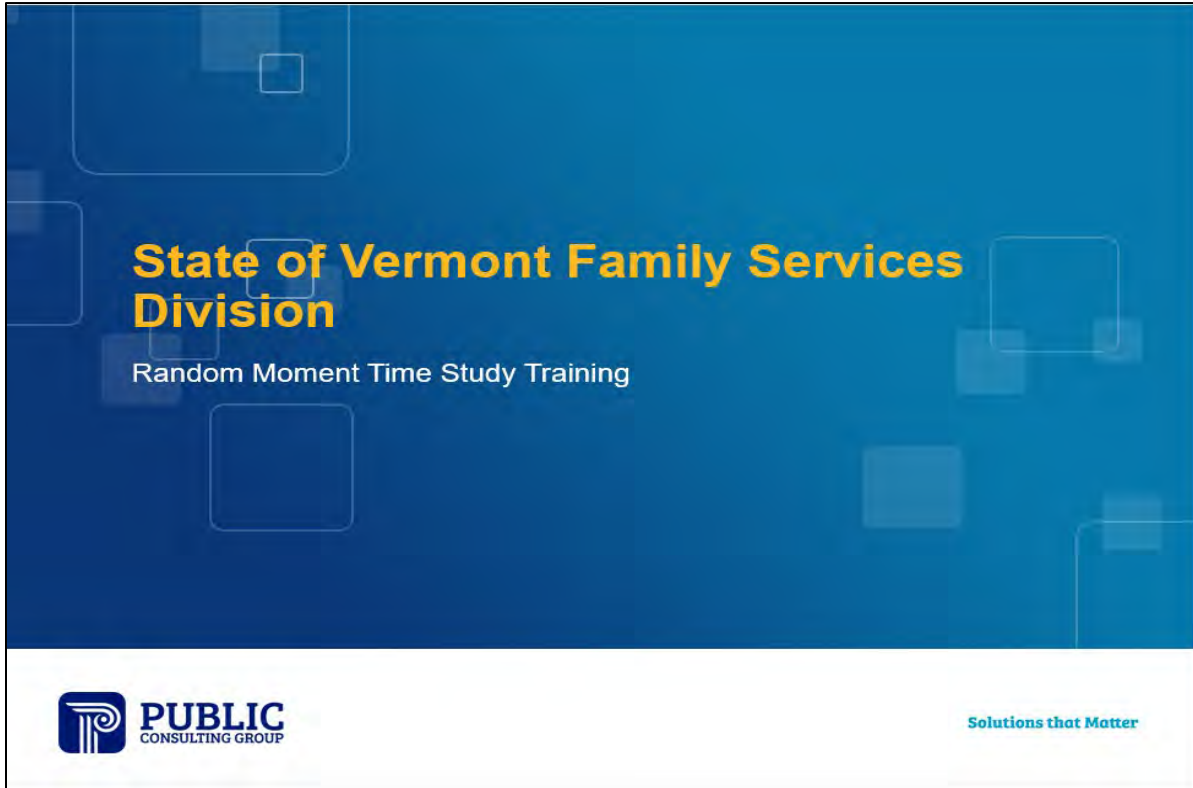
RMTS Allocation Matrix

Case Type	Case Specific				Non-Case Specific		
Activity Name	Prior to Safety Assessment	In Home Not at Risk of Removal (prior to ongoing in home services)	Candidates for Foster Care: In Home at Risk of Removal	Out of Home Care	Case Not Open	Training Activities (Delivery of or Participating in)	General Administration
Conduct investigation and assessment activities. Prepare safety plan.	Direct to TANF						
Activities directed to assist families/individuals to access medical services, including referrals, assessments, and reassessments		Medicaid Admin, with In Home Medicaid Eligibility Rate applied					
Activities directed to assist families/individuals to access non-medical services, including referrals, assessments, and reassessments		Direct to General Fund					
CSI: investigation/assessment activities		Direct to TANF	Direct to TANF	Direct to TANF			
Activities meant to combat sex trafficking on behalf of a child/youth		Direct to Sex Trafficking (Line 10) IV-E	Direct to Sex Trafficking (Line 10) IV-E	Direct to Sex Trafficking (Line 10) IV-E			
Other activities that do not meet the definitions above		Direct to General Fund	Direct to General Fund	Direct to General Fund			
Activities to provide non-medical, child welfare case management to maintain the placement of the child in-home and prevent removal. Activities include monitoring and follow up of child welfare needs, research gathering and completion of required documentation, recruiting or interviewing potential foster care parents, providing transportation, and making potential placement arrangements. Includes courtesy home visits for children placed in Vermont by other states.			Title IV-E Foster Care Candidates, with Title IV-E Foster Care Eligibility Rate applied				

Case Type	Case Specific				Non-Case Specific		
<p>Targeted Case Management (TCM) to assist families/individuals to access medical, educational, and social services, including referrals, assessments and reassessments, development and periodic revision of case plan, referral to services and related activities, monitoring and follow up.</p>			<p>TCM Rate Calculation (via Medicaid eligibility rate)</p>	<p>TCM Rate Calculation (via Medicaid eligibility rate)</p>			
<p>Non-comprehensive activities to assist individuals to access medical, dental, and mental health services.</p>			<p>Medicaid Admin, with In Home Medicaid Eligibility Rate applied</p>	<p>Medicaid Admin, with Out of Home Medicaid Eligibility Rate applied</p>			
<p>Activities to provide non-medical, child welfare case management, including research gathering and completion of documentation required by the foster care program, assessing adoption placements, recruiting or interviewing potential foster care parents, providing transportation, and making placement arrangements. Includes courtesy home visits for children placed in Vermont by other states.</p>				<p>Title IV-E-Foster Care, with Eligibility Rate applied</p>			
<p>Plan, facilitate, and participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))</p>					<p>Direct to General Fund</p>		
<p>Type A: Participating in, preparing for, or delivering training related to: working with children, youth, and families served by FSD, including impact of trauma, child abuse, social work practice, permanency planning, referral to services (but not how to provide services), trainings for caregivers, descriptions of sexual assault/abuse, case documentation</p>						<p>100% IVE at 75% FFP</p>	


Case Type	Case Specific					Non-Case Specific	
Type B: Participating in, preparing for, or delivering training related to: Case Reviewer Training, the Division conference						100% IVE at 50% FFP	
Type C: Participating in, preparing for, or delivering training related to: Physical Abuse, Serious Physical Injury						100% CAPTA	
Type D: Participating in, preparing for, or delivering training related to: Forensic Interviewing; Advanced Forensic Interviewing, Assessment and Investigation Policy and Practice						100% CAPTA	
Type E: Participating in, preparing for, or delivering training related to: Working with Adolescents, Youth Justice Summit, Youth Assessment Screening Instrument (YASI), Juvenile Justice						100% IVE at 75% FFP	
Type F: Participating in, preparing for, or delivering training related to: Gang Violence; Harm Reduction; 8-Day Hearings						100% General Fund	
Type G: Participating in, preparing for, or delivering training related to: Staff Safety						100% IVE at 50% FFP	
Type H: Participating in, preparing for, or delivering training related to: Adoption Competence; Fostering to Forever						100% IVE Adoption Rate	
Type I: Participating in, preparing for, or delivering training related to: Training topics not listed above						100% General Fund	
Staffing Youth							100% General Fund
Non-FSD Activity or Other Emergency Situation							100% General Fund

Random Moment Time Study Training Screenshots

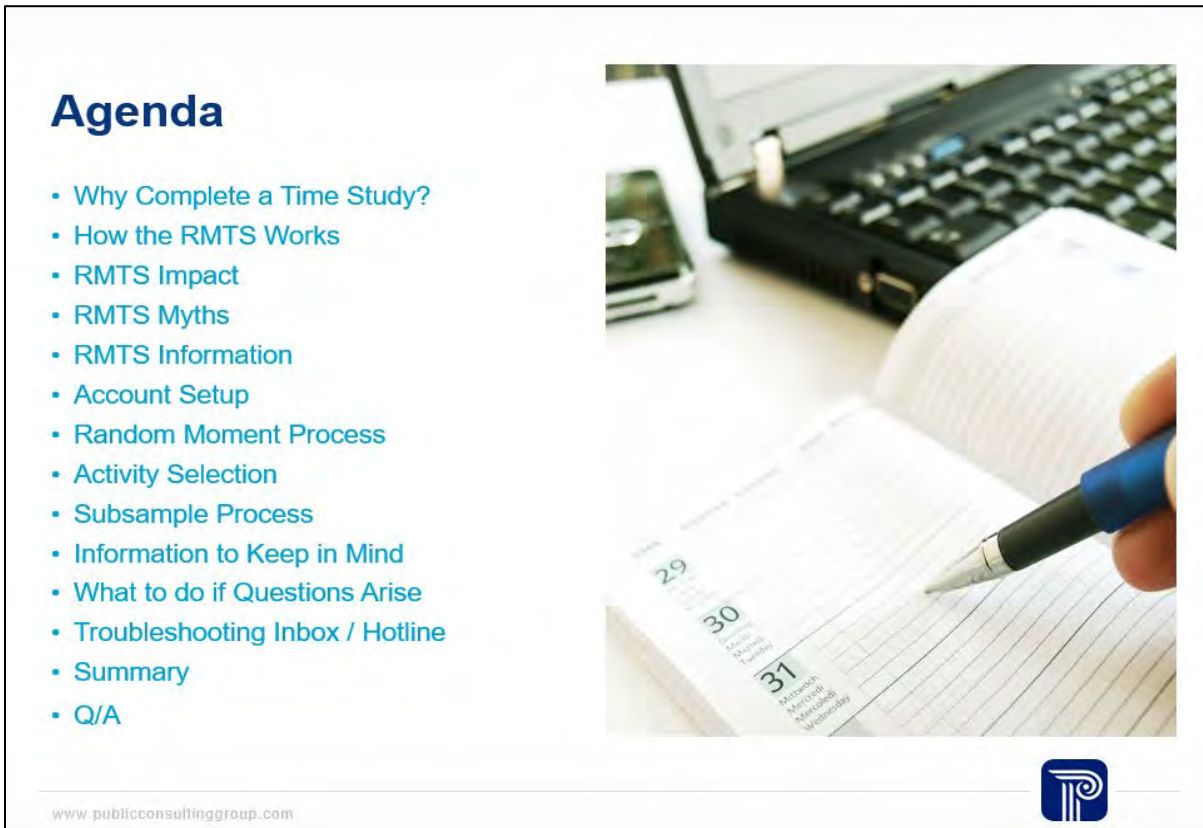


State of Vermont Family Services Division

Random Moment Time Study Training


 **PUBLIC**
CONSULTING GROUP

Solutions that Matter



Agenda

- Why Complete a Time Study?
- How the RMTS Works
- RMTS Impact
- RMTS Myths
- RMTS Information
- Account Setup
- Random Moment Process
- Activity Selection
- Subsample Process
- Information to Keep in Mind
- What to do if Questions Arise
- Troubleshooting Inbox / Hotline
- Summary
- Q/A





www.publicconsultinggroup.com

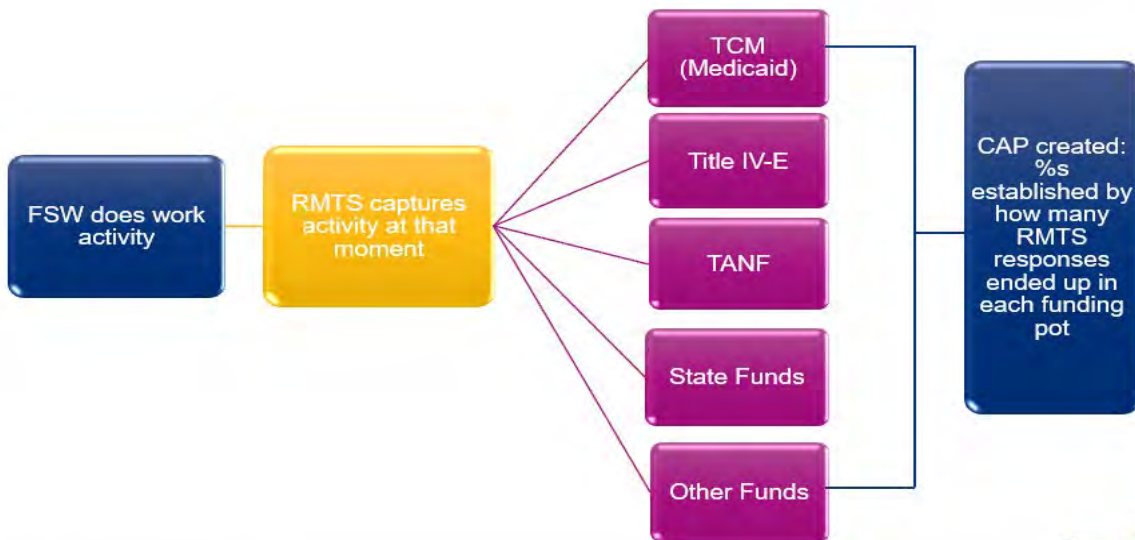
Why Complete a Time Study?

- A Random Moment Time Study (RMTS) is a process where participants are emailed short surveys and asked to indicate what they were doing at an assigned time through a series of questions.
- The results of the RMTS are used in the quarterly cost allocation plan (CAP) to allocate department costs to reimbursable and non-reimbursable areas. The RMTS is conducted on a continuous basis to support quarterly claiming activities.
- Timely responses to moments are imperative, as responses are utilized to determine the amount that can be charged to various funding sources, i.e., participant salaries.



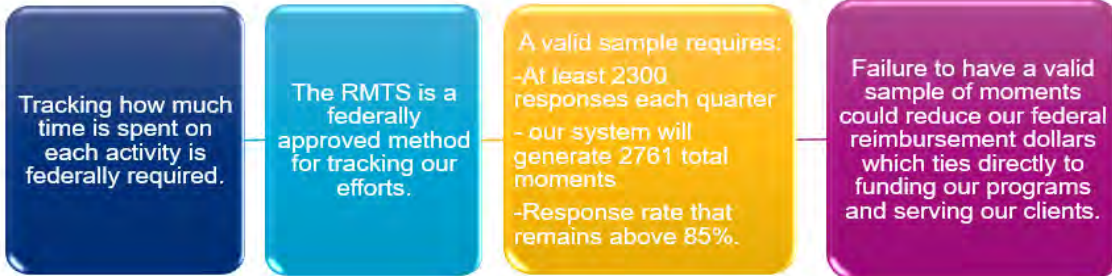
www.publicconsultinggroup.com

How the RMTS Works



www.publicconsultinggroup.com

RMTS Impact



www.papercollaborationgroup.com



RMTS Myths

- An RMTS is not a “big brother” tool to monitor workers.
- An RMTS is not a job performance evaluation tool.
- An RMTS cannot be used to determine what a single worker is doing throughout the day.
- No answer is better than another (the “right” answer is what you happened to be doing at the time of your moment).



www.papercollaborationgroup.com



RMTS Information

The RMTS is mandatory and must be **completed in 72-business hours**.

If the moment is not answered in the given time frame, the moment expires. The moment **CANNOT** be answered and therefore will not be used for federal claiming.

*Participants and their supervisors will receive a **24, 48, and 64-hour** reminder email if they do not respond beforehand.*

www.vt.dcf.fsd.rmts.com



New User: Account Set Up

1. You will receive an automatic e-mail when you have been added to the FSD RMTS system.
 - The subject of the e-mail will read: **“You Have Been Added to the VT DCF FSD Random Moment Time Study”**
 - Email will contain:
 - Your RMTS username- VT Email Address
 - A temporary password that is only valid for 48 hours

Hello,

This is to notify you that you have been added to the VT DCF FSD Random Moment Time Study.

Your username is **example@vermont.gov**
Your temporary password is: example123

This temporary password will expire in 48 hours. If you do not set up your account within 48 hours of this email, you must select the forgot password link on the EasyRMTS™ login screen to get a new temporary password.

Please logon to <https://www.easyrmtspcg.com/> to set up your account and password. You can click on the website link in this email or type the address into your web browser.

If you have any questions, please contact your PCG administrator at VTDCF_FSD@pcgus.com.

www.vt.dcf.fsd.rmts.com



New User: Account Set Up (cont.)

2. Log in to the system using your username and the temporary password provided.

REMINDER!

Temporary password will expire in 48 hours. If account is not set up within that time frame, please click on "I forgot password" link to receive another temporary password.

www.publicconsultinggroup.com



New User: Account Set Up (cont.)

3. Complete the security questions and set up a new password.

REMINDER!

If all password requirements are not met, you will not be able to set up a new password.

www.publicons

SUBMIT



19

Random Moment Process

1. The time study participant receives an e-mail that contains information that they have been selected to complete a random moment for Vermont Family Services Division.
 - The subject of the e-mail will read: **“URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED.”**
 - The RMTS e-mail participants receive comes from **VTDCF_FSD@pcgus.com**.
 - **TIP:** Save the email to your address book or as a recognized sender. It will help prevent issues with receiving moment notification emails.
2. The participant will log on to the EasyRMTS™ system (email contains link) using the username and personalized password they created upon account setup.
3. Once the participant is logged in, they will select the specific moment to respond to.
 - **Note:** if the participant has multiple outstanding moments, each moment will be listed.



Example: E-mail Format

Hello,

This is to notify you that you have been randomly selected to complete a random moment time study (RMTS) for the Vermont Department for Children and Families.

The date and time of your moment is: 05/23/23 10:14 AM

Find the date and time of your moment here.

Your username is your email address.

If you have forgotten your password or your temporary password has expired, please click "Forgot my password" on the login screen and follow the steps.

You will receive a reminder of your sampled moment after 24 hours, 48 hours, and 64 hours if you have not yet responded to the moment.

Please logon to <https://www.easyrmtspcg.com/to> access your moment. You can click on the website link or type the address into your web browser.

If you have any questions, please email VTDCF_FSD@pcgus.com, or call 1 (833) 308-3375. Please note it may take up to nine rings to reach the voicemail. If you do leave a voicemail, we will return your call as soon as possible.

Thank you!

Remember!
Your username is your email address.



Example: Login Page

EasyRMTS™
Random Moment Sampling Software

USERNAME

PASSWORD

[Login to My Account](#)

[I forgot my password](#)

COPYRIGHT © 2010-2020 PUBLIC CONSULTING GROUP. ALL RIGHTS RESERVED. VER 28.0

PCG's web-based random moment sampling software, EasyRMTS™ is a proprietary random moment sampling tool that is used to conduct statistically valid random moment time studies (RMTS) of a group of workers. EasyRMTS™ uses a decision-free question design that allows each time study to be set up in a way that ensures participants select only valid combinations of programs and activities.

PCG's EasyRMTS™ system has many features, including but not limited to:

- Decision-free response process
- Flexible sample parameters (e.g. number of moments, sample response times, etc.)
- Ability to set multiple reminders and/or supervisors
- User-friendly calendar functionality
- Ability to set multiple work schedules and time zones
- Configurable administrator dashboard
- Automated random moment generation algorithm
- Automated sub-sample process
- Quality control checks when recording responses
- Standard reports that meet result tabulation and monitoring needs
- Customized reports
- Customized, detailed user manual
- Secure website and data transfer
- Secure login credentials
- Configurable roles and user access permissions
- Extensive data back-up and disaster recovery plan

www.publicconsultinggroup.com



Example: Lock Out Warning

EasyRMTS™
Random Moment Sampling Software

USERNAME

PASSWORD

You have made 4 unsuccessful attempts to login. Your account will be locked out after a 5th unsuccessful attempt. To avoid getting locked out, you may reset your password using the "Forgot Password" link provided on the EasyRMTS™ login screen.

[Login to My Account](#)

[I forgot my password](#)

COPYRIGHT © 2010-2020 PUBLIC CONSULTING GROUP. ALL RIGHTS RESERVED. VER 28.0

PCG's web-based random moment sampling software, EasyRMTS™ is a proprietary random moment sampling tool that is used to conduct statistically valid random moment time studies (RMTS) of a group of workers. EasyRMTS™ uses a decision-free question design that allows each time study to be set up in a way that ensures participants select only valid combinations of programs and activities.

PCG's EasyRMTS™ system has many features, including but not limited to:

- Decision-free response process
- Flexible sample parameters (e.g. number of moments, sample response times, etc.)
- Ability to set multiple reminders and/or supervisors
- User-friendly calendar functionality
- Ability to set multiple work schedules and time zones
- Configurable administrator dashboard
- Automated random moment generation algorithm
- Automated sub-sample process
- Quality control checks when recording responses
- Standard reports that meet result tabulation and monitoring needs
- Customized reports
- Customized, detailed user manual
- Secure website and data transfer
- Secure login credentials
- Configurable roles and user access permissions
- Extensive data back-up and disaster recovery plan

You will be locked out if the password is entered incorrectly 5 consecutive times. You will receive a warning notification if you have entered the wrong password 4 times.

To avoid getting locked out, you may reset your password using the "Forgot Password" link provided on the login screen.

www.publicconsultinggroup.com



Example: Dashboard

The dashboard interface for EasyRMTS. At the top, it shows the logo and the instance name 'VT DCF FSD'. There are navigation links for 'Log Out' and a search bar. The main content is divided into several sections: 'Moments' (highlighted with a red box), 'Moment Completion Status', 'Instructions', 'Site News', 'Important Dates', and 'Training' (highlighted with a red box). The 'Moments' section lists three entries: '05/23/2023 10:14 AM', '05/23/2023 10:50 AM', and '05/23/2023 11:00 AM'. The 'Moment Completion Status' section shows a table with columns for '# Moments To Date', '# Completed Moments', and 'Response Rate %'. The 'Training' section includes a 'Compliance Training Document' section and an 'Additional Training Document' section with a dropdown menu and a 'Go' button. The footer contains the website URL 'www.publicconsultinggroup.com' and a logo.

# Moments To Date	# Completed Moments	Response Rate %
3	2	66.67%

Example: Moment List

The 'Moments' section of the dashboard, showing a list of three moments: '05/23/2023 10:14 AM', '05/23/2023 10:50 AM', and '05/23/2023 11:00 AM'. A yellow arrow points to the second moment. A blue callout box contains the following text: 'Any moment that is "open" (within 72 business hours) can be found at the top left-hand corner of the dashboard. Note: Participants can only respond to one moment at a time. Select the moment to complete the survey.' The footer contains the website URL 'www.publicconsultinggroup.com' and a logo.

Moment Response Example: Program/Activity Category Screen (Initial Question)

The screenshot shows the EasyRMTS software interface. At the top left is the logo for EasyRMTS (Random Moment Sampling Software). To the right, there is a dropdown menu for 'INSTANCE' set to 'VT DCF FSD'. Below this, the text reads 'Moment Response - 05/23/2023 08:31 AM'. The main question is 'Were you working on an activity that is client related or on behalf of a client?'. There are two radio button options: 'Yes' and 'No'. A yellow arrow points from a blue callout box to the 'Yes' option. The callout box contains the text: 'Select if your activity was client related or not.' At the bottom right of the form area, there are two buttons: a grey 'Previous' button and a green 'Next' button.

www.publicconsultinggroup.com



Example: Case Type Category Screen

The screenshot shows the EasyRMTS software interface. At the top left is the logo for EasyRMTS (Random Moment Sampling Software). To the right, there is a dropdown menu for 'INSTANCE' set to 'VT DCF FSD'. Below this, the text reads 'Moment Response - 05/23/2023 08:31 AM'. The main question is 'Please identify the case type of the child you were working with at the time of your moment.' There are five radio button options: 'Prior to Safety Assessment', 'In Home Not at Risk of Removal (prior to Ongoing In Home Services)', 'Candidates for Foster Care: In Home at Risk of Removal', 'Out of Home Care', and 'Case Not Open'. A yellow arrow points from a blue callout box to the 'Candidates for Foster Care: In Home at Risk of Removal' option. The callout box contains the text: 'Depending on whether the activity is client related or not, as chosen on the previous screen, you will be guided to your second question.' At the bottom right of the form area, there are two buttons: a grey 'Previous' button and a green 'Next' button.

www.publicconsultinggroup.com



Example: Activity Category Screen (Third Question if case related is chosen)

EasyRMTS™
Random Moment Sampling Software

INSTANCE VT DCF FSD

Moment Response – 05/23/2023 08:31 AM

Please select the case-specific activity you were performing at the time of your moment.

- Activities directed to assist families/individuals to access medical services, including referrals, assessments and reassessments.
- Activities directed to assist families/individuals to access non-medical services, including referrals, assessments and reassessments.
- CSI: investigation/assessment activities.
- Activities meant to combat sex trafficking on behalf of a child/youth
- Other activities that do not meet the definitions above

Previous Next

After selecting a case type, you will be required to provide the case-specific activity that you were performing.

Example: Child's first and last initial (Final Question if case related)

EasyRMTS™
Random Moment Sampling Software

INSTANCE VT DCF FSD

Moment Response – 05/23/2023 08:31 AM

Please provide the child's first initial and last initial.

Previous Next

After selecting the case-specific activity, you will be required to provide the child's first and last initial.



Example: Edit Activity Selection Screen

The screenshot displays the EasyRMTS interface for editing a response. At the top, the logo 'EasyRMTS Random Moment Sampling Software' is on the left, and 'INSTANCE VT DCF FSD' is in a dropdown menu on the right. The main heading is 'Moment Response - 05/23/2023 08:31 AM'. Below this is a 'Response Summary' section with four questions and their answers:

- Question 1: Were you working on an activity that is client related or on behalf of a client?
Answer: Yes
- Question 2: Please identify the case type of the child you were working with at the time of your moment.
Answer: In Home Not at Risk of Removal (prior to Ongoing In Home Services)
- Question 3: Please select the case-specific activity you were performing at the time of your moment.
Answer: CSI: investigation/assessment activities.
- Question 4: Please provide the child's first initial and last initial.
Answer: JG

At the bottom, there is a checkbox labeled 'I certify that my moment response accurately reflects the activity I was performing at the time of my moment.' which is currently unchecked. To the right of the checkbox are three buttons: 'Edit' (red), 'Previous' (grey), and 'Submit' (green). A yellow arrow points from a blue callout box to the 'Edit' button.

If your response is incorrect, please select the "Edit" button and you will be able to change your response.

www.publicconsultinggroup.com

Example: Moment Response Submit Screen

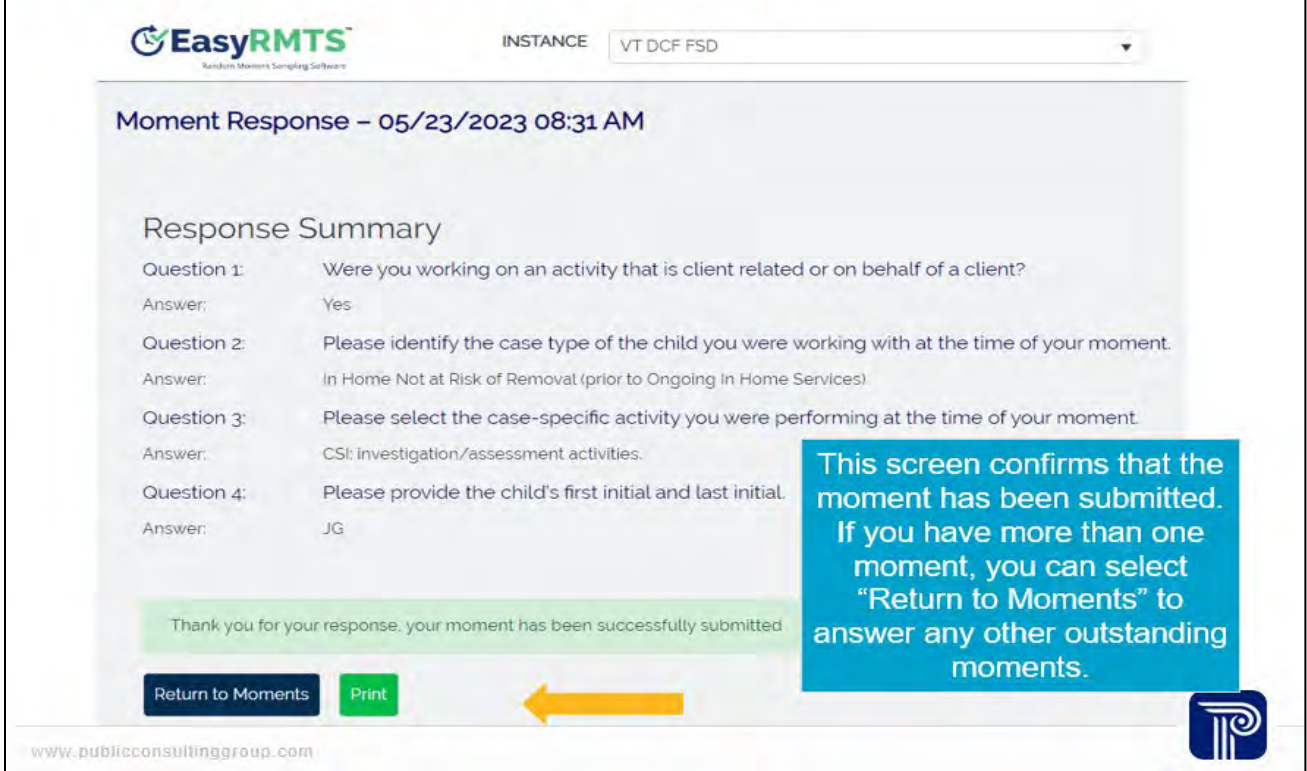
The screenshot displays the EasyRMTS interface for submitting a response. The layout is identical to the previous screen, showing the 'Response Summary' with the same four questions and answers. However, the checkbox 'I certify that my moment response accurately reflects the activity I was performing at the time of my moment.' is now checked. The 'Submit' button (green) is highlighted with a yellow arrow pointing from a blue callout box.

Note: You must select "Submit" to complete the survey.

If the response is accurate, check the box and then select "Submit".

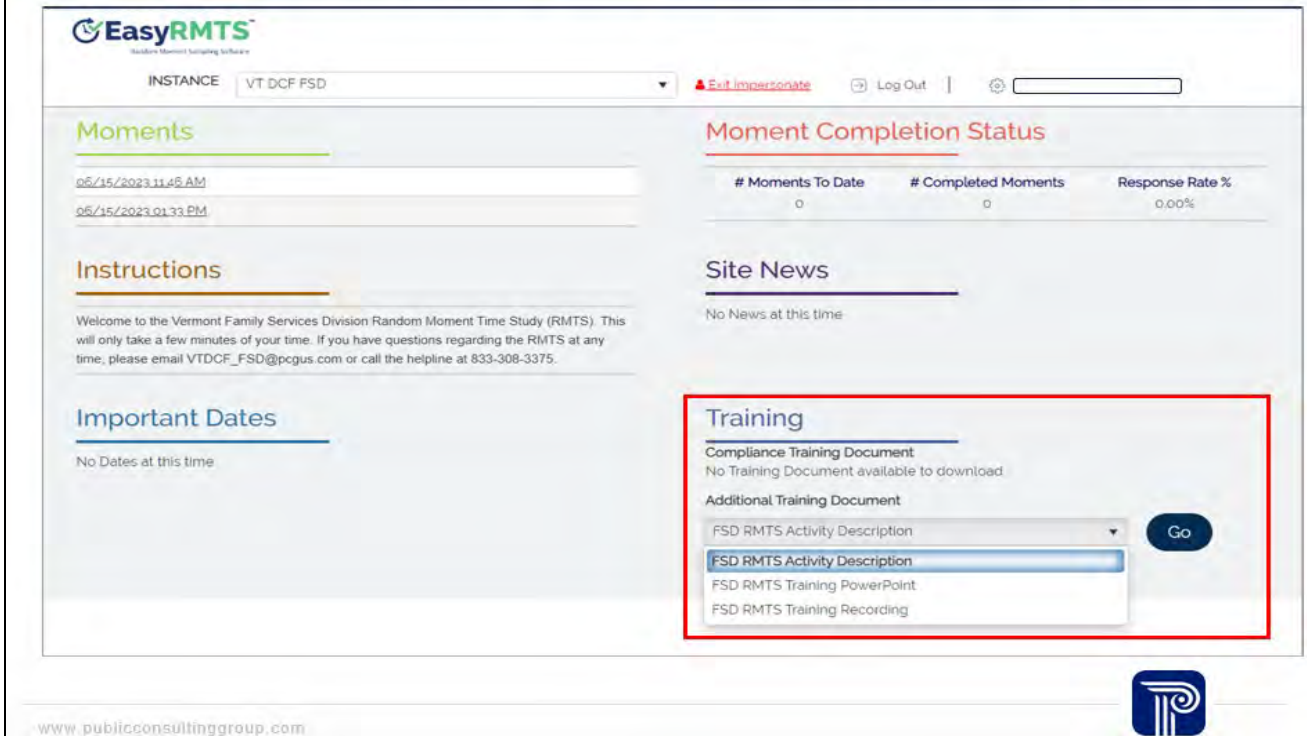
www.publicconsultinggroup.com

Example: Confirmation Page



The screenshot shows the EasyRMTS interface for a confirmation page. At the top, the logo 'EasyRMTS Random Moment Sampling Software' is on the left, and 'INSTANCE VT DCF FSD' is in a dropdown menu on the right. The main heading is 'Moment Response - 05/23/2023 08:31 AM'. Below this is a 'Response Summary' section with four questions and their answers: Question 1: 'Were you working on an activity that is client related or on behalf of a client?' Answer: 'Yes'; Question 2: 'Please identify the case type of the child you were working with at the time of your moment.' Answer: 'In Home Not at Risk of Removal (prior to Ongoing In Home Services)'; Question 3: 'Please select the case-specific activity you were performing at the time of your moment.' Answer: 'CSI: investigation/assessment activities.'; Question 4: 'Please provide the child's first initial and last initial.' Answer: 'JG'. A green message box says 'Thank you for your response, your moment has been successfully submitted'. At the bottom, there are 'Return to Moments' and 'Print' buttons. A blue callout box on the right says: 'This screen confirms that the moment has been submitted. If you have more than one moment, you can select "Return to Moments" to answer any other outstanding moments.' A yellow arrow points to the 'Return to Moments' button. The footer includes 'www.publicconsultinggroup.com' and a logo.

Activity Selection: Activity Descriptions Document



The screenshot shows the EasyRMTS interface for activity selection. At the top, the logo 'EasyRMTS Random Moment Sampling Software' is on the left, and 'INSTANCE VT DCF FSD' is in a dropdown menu on the right. The page has a navigation bar with 'Exit impersonate', 'Log Out', and a search box. The main content is divided into several sections: 'Moments' with a list of dates; 'Instructions' with a welcome message; 'Important Dates' with 'No Dates at this time'; 'Moment Completion Status' with a table showing '# Moments To Date' (0), '# Completed Moments' (0), and 'Response Rate %' (0.00%); 'Site News' with 'No News at this time'; and 'Training' with a dropdown menu for 'Additional Training Document' (selected 'FSD RMTS Activity Description') and a 'Go' button. A red box highlights the 'Training' section. The footer includes 'www.publicconsultinggroup.com' and a logo.



Subsample Process

- Federal regulations require that 10% of the time study moments be validated.
- Participants selected for the 10% subsample will be notified and asked a final question that requires the participant to describe their activity in their own words.
- **Please provide a detailed, written description of the activity you are performing to support your activity selection.**
- VT RMTS administrators will review the responses against the activity code selected for accuracy.
- If the written response does not correspond to the responses in the survey, the moment may be invalidated.

www.vtrmt.com/rtms/rtms.asp



Subsample Process (cont.)

- You selected that you were working on a client related case, In Home Not at Risk of Removal, Activities directed to assist families/individuals to access medical services, including referrals, assessments, and reassessments. Below are three possible subsample descriptions for the activity code combination.
- Example 1:  Scheduling.
- Example 2: Scheduling appointments. 
- Example 3: I was scheduling medical appointments for a child who is currently living at home with Mom and Dad. 

www.vtrmt.com/rtms/rtms.asp



Information to Keep In Mind

- The Activity Descriptions, along with this training presentation, are available to staff each time they access the EasyRMTS™ system. **These documents can be downloaded from the bottom right area of your Dashboard, as a PDF.**
- Make sure that the child's first and last initial are entered. The child's initials are required, and it is not a HIPAA violation.
- Take a minute to analyze the activity. Pick an answer that best reflects what was being done at the time the moment was assigned.
- The EasyRMTS™ system is accessible anywhere there is an internet connection, including a smart phone.
- Avoid moment expiration by answering as soon as possible. **Moments expire after 72 business-hours!**



Information to Keep In Mind (cont.)

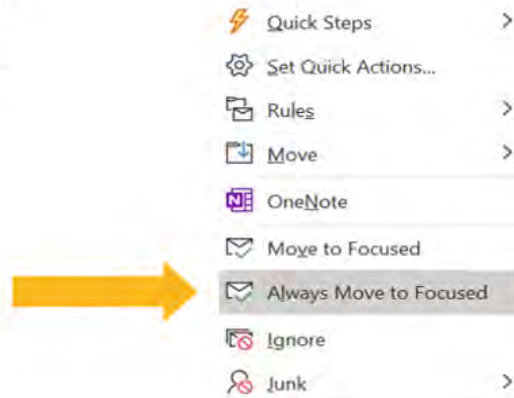
- Avoid missing moments and make sure VTDCF_FSD@pcgus.com is saved in your address book.
- Please check to ensure that your random moment emails are not being sent to junk/spam/other folders.
 - **If emails do land in junk folder:**
 - Right click on the email.
 - Choose "Junk" from the menu.
 - Choose "Not Junk".



Information to Keep In Mind (cont.)

- **If emails do land in the “Other” folder:**

- Right click on the email in your “Other” folder.
- Choose “Always Move to Focus” from the drop-down menu.



www.publicconsultinggroup.com



What To Do if Question Arise

If you are unsure about the activity categories or have any other time study questions, please contact PCG at (833) 308-3375 or VTDCF_FSD@pcgus.com.



www.publicconsultinggroup.com



Troubleshooting Inbox / Hotline

Questions related to logging into the system (including password, security questions, or being locked out)?

- Please contact PCG at **(833) 308-3375** or VTDCF_FSD@pcgus.com.

In order to more quickly assist you, please be sure to include the information below when sending an email or leaving us a voice message:

- Name
- Point of contact for follow up – either phone number and/or email address
- Clear description of the issue (examples)
 - “I am locked out of my security questions.”
 - “I’ve reset my password, but I am not getting the temporary password email.”

If all representatives are unavailable, you will have the option to leave a message and we will respond back to you within 1 business day.



Final Reminders

As you complete your RMTS moments, please remember:

1. All documentation, conversations, phone calls, filing, travel, and any other administrative task for a specific client should be tied back to client specific activity codes.
2. Include the activity you are working on in your subsample description.
3. Spell out acronyms in any description.
4. Please make sure you have entered the correct first and last initials of the child.





July 2023
EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)

Table of Contents

I. Introduction

- Sampling Population
- Sampling Unit
- Responses and Response Time
- Sampling Period
- Confidence and Precision Level.
- Sample Size.
- Sample Calculation
- Standard Observation Form and Definitions

II. Client Administrator Dashboard

- Moment Completion Status
- Moment QC Status
- Reports
- Important Dates
- Site News
- Top 5 Activity Responses
- Location Response Rate

III. Participant & Supervisor Dashboard

- Moments
- Instructions
- Important Dates
- Moment Completion Status
- Site News
- Training

IV. Sample Widgets

- Sample Summary
- Location
- Holiday Calendar
- Hours Schedule



July 2023
EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)

Roster

Decision Tree

Sample QC

Moment Emails

Sample Setup

Important Dates

Email Notifications

Instructions

Training Set Up

Client User Mgmt

Reports .

V.Ongoing Maintenance and System Preservation

Webmail Account and Hotline Staffing

VI.User Perspective

Screen Shots of the current system

VIII.Appendix

Website Information/Access Credentials

Training

Technical Information

Questions



I. Introduction

The purpose of a random moment time study (RMTS) is to measure level of effort spent on various activities performed by staff. These activities may be unallowable or allowable to various federal and state funding sources. The RMTS process creates quarterly statistics that are used in the Vermont Agency of Human Services (AHS) cost allocation plan (CAP), which is used to determine administrative claiming.

The Family Services Division (FSD) RMTS is administered using EasyRMTS™, which is a tool that has been developed by PCG. EasyRMTS™ is an automated web-based RMTS application that gives users a comprehensive tool for administering a time study for federal claiming, cost allocation, or other similar activities. Fully customizable for an individual agency or school district's specific requirements. EasyRMTS™ gives an administrative user the capability to assign random moments, monitor staff participation, update respondents' information, create and produce reports for federal claiming and other purposes, and view and analyze tabulated responses from participating staff. Participants of an EasyRMTS™ administered time study only need to have access to the Internet and an e-mail address in order to receive and complete their assigned random moments.

The application serves state and local government and school district users by allowing for a timely and effective system to record staff activities performed, especially with respect to key federal programs that are supported by their staff. The automated RMTS application was developed to comply with all federal rules and regulations related to cost allocation practices and claiming for reimbursement of federal dollars. The software supports accurate reporting of reimbursable administrative activities, which are generally required by federal approving agencies to be measured through a time study. EasyRMTS™ puts the least administrative burden on staff as possible while allowing users to measure their time and claim for federal revenue. The system allows participants to indicate directly, via a series of survey questions in the software, the activities and programs they are supporting.

A typical RMTS process is as follows:

- RMTS Administrator(s) use EasyRMTS™ to set up all time study questions (as needed).
- RMTS Administrator(s) enters number of moments required for sampling period (quarterly).
- RMTS Administrator(s) uses EasyRMTS™ to manage participant information and work schedules (as needed).
- System randomly assigns moments to each participating employee.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

- System distributes the moments via e-mail at the time of or shortly after the moment date/time.
- At the assigned moment, each employee logs onto RMTS website per instruction and link in the e-mail and answers the moment.
- System automatically records results and produces management reports.
- The system sends follow-up e-mails at determined times (e.g., 24, 48, and 64 hours after the moment, etc.) if moments are not completed in advance of this time.
- The system stops the participant from entering the moment after the appropriate time frame has expired (72 hours).
- Various “cc” options can be employed to confirm that moment was sent and to review the completion of the moment.

The purpose of this manual is to provide step by step explanation of how to use the FSD’s version of EasyRMTS™. This manual has been created to assist FSD in managing and administering the RMTS processes. This document serves as a procedural guide and instructional tool for sustaining the RMTS for its ongoing support of the cost allocation plan (CAP) process.

Sampling Population

On a quarterly basis, FSD updates the information for all staff members participating in the RMTS to account for new staff, terminated staff, and staff on long-term leave (over 6 weeks). The actual sample of moments are updated on a quarterly basis (for each new quarterly sample). Approximately 2-3 weeks before each sample is drawn, RMTS administrators at FSD collect additions, deletions, and schedule changes to update the EasyRMTS™ system accordingly (note that these changes have no effect on the current sample). Changes are accepted by FSD until the sample is drawn for the next quarter. If a person leaves mid-way through the quarter, their supervisor notifies the RMTS administrators, and the leave information is noted so as to not initiate additional follow up or reminder e-mails. RMTS administrators change that individuals status to “removed” to stop e-mails from going out, but there is no type of replacement in the system. These moments are counted as non-responses.

Sampling Unit

The RMTS asks a participant what they are doing at a specific moment in time (e.g., 11:48 a.m.). The RMTS sampling unit is defined as a single minute, or sixty second length of time, randomly selected within the workday of each participant. The moments are drawn from the core or scheduled hours for each of the approximately 62 working days in a quarter, exclusive of official holidays. Participants receive the e-mail within a few minutes of their random sample moment time. There is no pre-notification of when a participant will have a moment assigned to them.



The hours assigned to participants in the time study are 7:45 a.m. to 4:30 p.m. EST.

Responses and Response Time

Participants have 72 hours to respond to all moments. If the participant does not respond to their moment within the first 24, 48, 64 hours, reminder e-mails are sent to both the participant and the supervisor group e-mail address, requesting that the participant answer their moment. The moment expires after 72 hours. Reminder e-mails do not include the participant's username and password to ensure that only the participant has access to their unique login credentials and that no one other than the participant responds to their moments.

FSD Administrators should follow up with non-responders as needed. If a specific individual is identified as a non-responder, the RMTS administrators notify the specific supervisor so that person may be further trained on the importance of completing the RMTS. If a systemic issue is identified, communication is sent to all participants. PCG and FSD may also send out occasional e-mails over the holidays or other times when participation may be less to ensure that individuals are responding to the RMTS whenever possible.

Sampling Period

The sampling period is a calendar quarter.

Confidence and Precision Level

This level is kept at 95% confidence level with +/- 2% precision for all activities. This level is consistent with federal regulations for statistical validity. Cost Allocation Services (CAS) determines that statistical validity is met when the minimum number of moments received (responded to) as determined in the formula below.

Sample Size

The following section designates how many moments are generated for the RMTS process.

FSD generates 2,761 moments per quarter for the RMTS.



Each sample number is to ensure that 2,300 valid observations are obtained and follows the federally required formula below. Specifically, the DCA Best Practices Manual for Reviewing Public Assistance Cost Allocation Plans states that:

The sample size needed may be determined from the formula included in the State Guide. The State Guide specifies that a minimum of 2,300 valid observations per sample period be obtained. A “valid observation” is defined as any observation other than a “non-strike”. A “non-strike” occurs whenever a selected employee could not be contacted at the selected moment, i.e., the employee no longer works in the office, the employee is on a flex-schedule and not at work at the time of the observation, etc.

The formula used to determine the baseline number of moments is as follows:

$$\frac{P(1-P)}{\left(\frac{SE}{T}\right)^2}$$

- Where N = Sample Size
- P = Anticipated Rate of Occurrence of the Activities Being Observed
- SE = Desired Sample Precision
- T = Confidence Level Factor (1.96 for 95%)

With the updated system, PCG and DCF will update the maximum rate of occurrence and adjust the sample size as needed but also ensure the floor of moments responded to (2,300), as required by CAS.

Sample Calculation

The following are the sample calculations for the RMTS process.

Solving for N (with a maximum rate of occurrence of **27%**):

$$N = \frac{.27(1-.27)}{\left(\frac{.02}{1.96}\right)^2} = 2,761$$

As mentioned above, these formulas will be updated on at least an annual basis. If the formula indicates a number less than 2,300 at any point, DCF will generate enough moments to still maintain 2,300 valid samples.



Standard Observation Form and Definitions

The following outlines the process and list of activities/programs available within each RMTS.

A standard observation process has been developed that includes numerous questions to determine the participant's activity at the time of their assigned moment.

- The sample is generated (e.g., moments are assigned to participants) just prior to the beginning of the quarter.
- E-mails are sent to the participants, indicating that they have been selected to complete a random moment survey.
- The e-mail contains a username, password, and link to the website to respond to the moment.
- The participant selects the link to the website. At the website, they log on and have access to answer outstanding moments.
- The participant answers the questions and selects the appropriate activity (client specific activities require a child's initials).
- There is no advance notification of moments.

Participants are sent 24, 48, and 64-hour reminder e-mails (if the participant has not yet responded) and have 72 hours to complete each moment for it to be considered valid. Participants are not able to respond to moments once they have expired. Expired/non-response moments are not included in the RMTS activity percentage calculations.

Please note that the activity codes are not numbered in the system. Some activity codes are also only shown for case-related work, while others only appear for non-case related, or non-work-related activities.

Please refer to the allocation matrices for the valid activity combinations available to participants through the decision tree nature of the EasyRMTS™ software; this matrix is not provided to participants to ensure that funding information does not introduce bias into the RMTS process.

FSD RMTS:

FSD workers have up to 32 distinct activity codes that encompass the universe of activities that the staff being surveyed performs.

A participant is asked numerous questions in the time study. The root question is "*Were you working on an activity that is client related or on behalf of a*



client? (Y/N). Below, is the sequence of questions depending on how they answer the root (first) question.

For answering “Yes” to case-related activity.

1. Please identify the case type of the child you were working with at the time of your moment.
2. Please select the case-specific activity you were performing at the time of your moment. *If the participant chose the activity ‘Prior to Safety Assessment’, the next question will be “Please confirm that your activity is the following for Prior to Safety Assessment.” The only activity available under this case-specific activity is, ‘Conduct investigation and assessment activities. Prepare Safety Plan.’
3. Please provide the client’s first and last name initial.

For answering “No” to case-related activity.

1. Please select the non-case specific activity you were performing at the time of your moment.
2. If the participant chooses ‘Training’ the next question will be “Please select the type of Training activity.”
3. If the participant chooses ‘General Administration and General Training’ the next questions will be “Please describe the General Administration or General Training activity you were performing at the time of your moment.”
4. If the participant chooses ‘Non-FSD Activity or Other Emergency Situation’ the next question will be “Please describe the activity you were performing.”
5. If the participant chooses any other non-case related activity (Paid Leave/Breaks, Unpaid Leave/Breaks, or Not Scheduled to work) the survey ends there.

Below are the Case Specific Case Types:

1. Prior to Safety Assessment
2. In Home Not at Risk of Removal (prior to ongoing in home services)
3. Candidates for Foster Care: In Home at Risk of Removal
4. Out of Home Care
5. Case not open

Below are the Non-Case Specific Case Types:

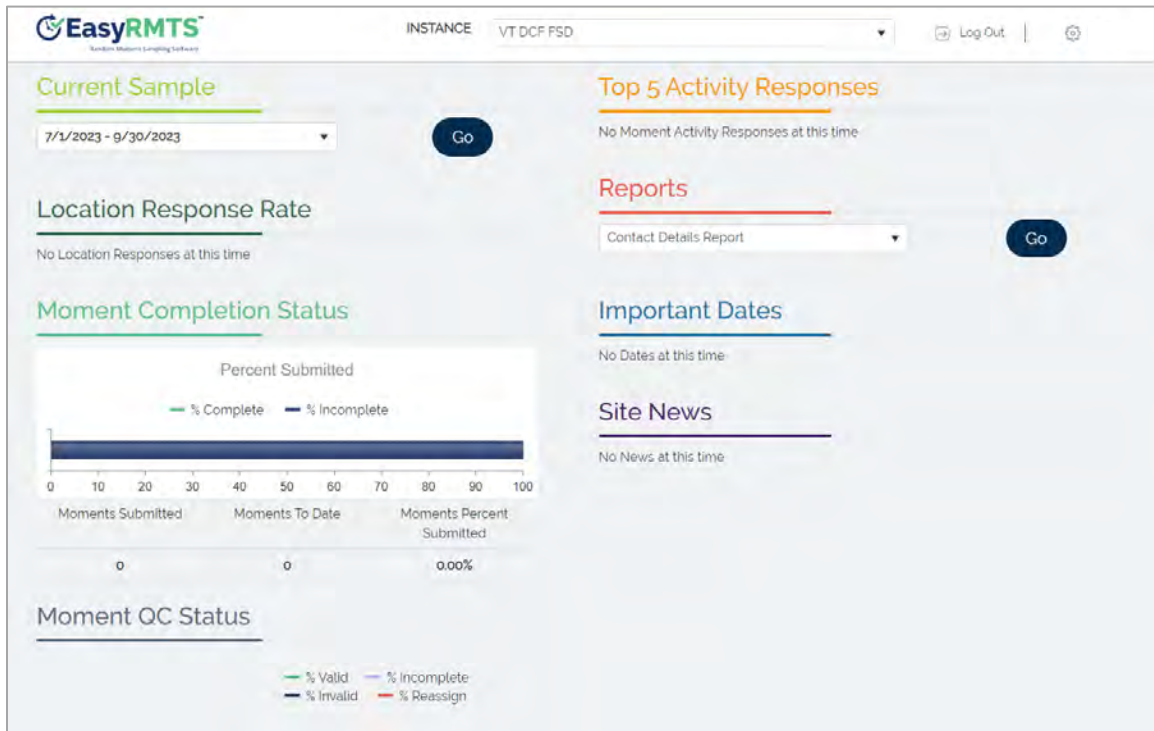
1. Training
2. General Administrative and General Training



3. Staffing Youth
4. Paid Leave/Breaks
5. Unpaid Leave/Breaks
6. Unpaid Leave/Breaks
7. Non-FSD Activity or Other Emergency Situation

II. Client Administrator Dashboard

This is the welcome menu the client administrator sees when logging into their EasyRMTS™ account. In the top right corner, options for the instance can be selected, account settings such as password changes can be adjusted, FAQs and the option for logging out of the system can be found there as well.



The Current Sample section displays the sample date ranges that were created by administrators. Clicking Go will take the client administrator to the sample and dashboard settings. The settings are adjusted through the 15 different widgets, which are described in greater detail under the **Sample Widget** section below.



Current Sample

7/1/2023 - 9/30/2023

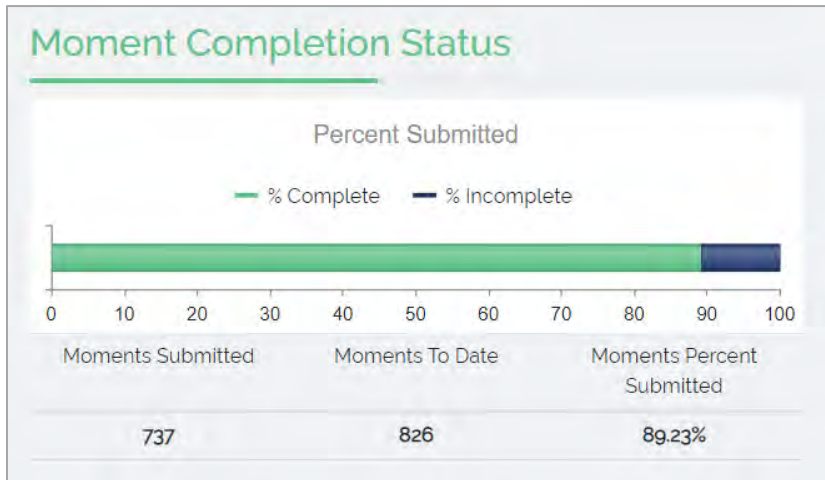
Go

Moment Completion Status

The Moment Completion Status section displays the percent completion of moments-to-date for the selected sample date range in a two-colored bar graphic. The green represents the percentage of moments completed and the blue represents the percentage of incomplete moments in the bar graphic.

Below the graph, it also shows statistics for the following:

- **Moments Submitted:** How many moments have been completed and submitted so far.
- **Moments to Date:** How many moments have been sent to participants so far.
- **Moments Percent Submitted:** The percentage of total moments submitted out of the total moments sent to participants so far.



Clicking on the green and blue bars in the bar graph will automatically open a new tab to the Moment Response Report. In addition, clicking on the % Complete and % Incomplete bar graph labels once will hide the colored bars, while clicking on it twice will unhide the colored bars.

Moment QC Status

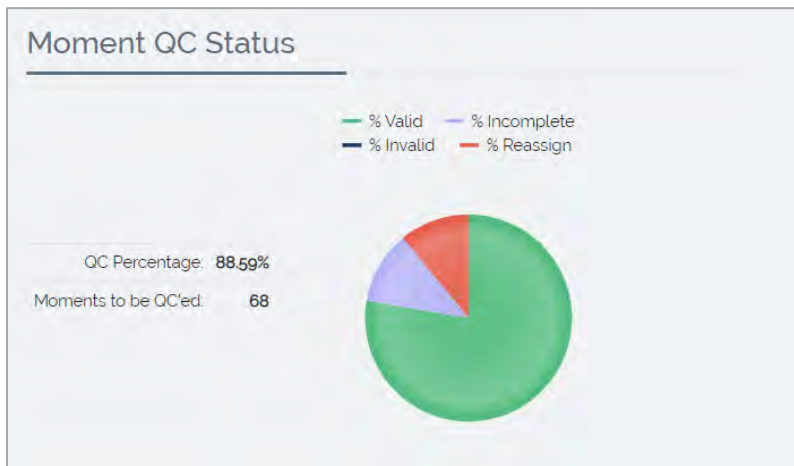


The Moment QC (Quality Checking) Status section displays the subsample moments for the selected sample date range in a colored pie graphic. The green represents the percent of Valid moments, the blue represents the percent of Invalid moments after the QC review, the purple represents the percent of the number of moments remaining to be completed in the QC review process, and the red represents the percent of the number of reassigned moments after the QC review process.

On the left side of the graph, it also shows statistics for the following:

- **QC Percentage:** The percentage of moment responses that have been QC'd out of the total moment responses.
- **Moments to be QC'ed:** The total moment responses that need a QC review.

Statistics to this section are tied to the QC process under the Sample QC widget.



Clicking on the green, dark blue, red, and light blue pie sections in the pie graph will automatically open a new tab to the Moment QC Report. In addition, clicking on the % Valid, % Invalid, % Reassign, and % Incomplete pie graph labels once will hide the colored pie sections, while clicking on it twice will unhide the colored pie sections.

Reports

This Reports section displays a list of the reports that are available to download to PDF, Excel, and CSV file formats for the selected sample date range. Clicking *Go* will open a new tab in your internet browser for the selected report. Each report has a search functionality and four different downloading file format buttons.

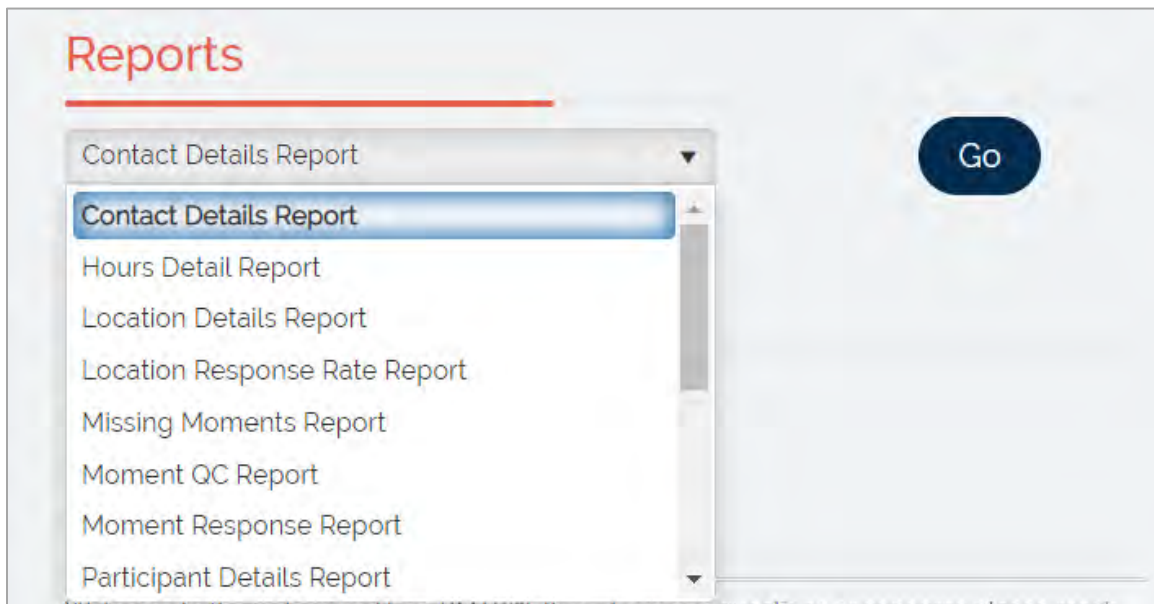
Below is a list of available Reports to download.

- Contact Details Report
- Hours Detail Report



- Location Details Report
- Location Response Rate Report
- Missing Moments Report
- Moment QC Report
- Moment QC Status by Contact
- Moment Response Report
- Participant Details Report
- Participant Response Rate Report
- Quarterly Summary Results
- Quarterly Summary Results- Adjusted
- Quarterly Summary Results by Location
- Quarterly Summary Results by Location - Adjusted
- Sample Results Report
- Sample Results Report (Responses Only)
- Sub-Sample Results Report
- Summary Results Report
- Summary Results Report – Adjusted
- Summary Results Report by Location
- Summary Results Report by Location – Adjusted
- Training Compliance Report

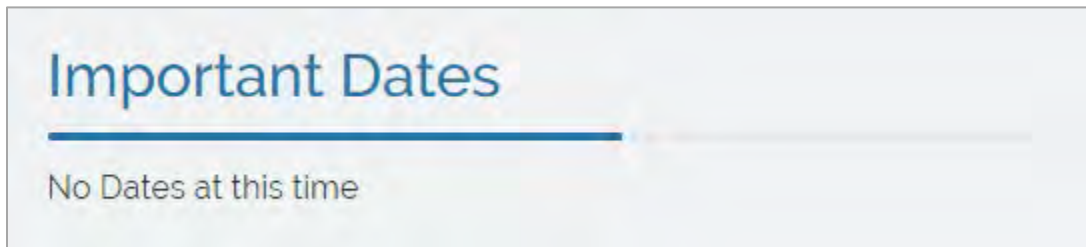
The reports can also be accessed under the **Reports widget**.





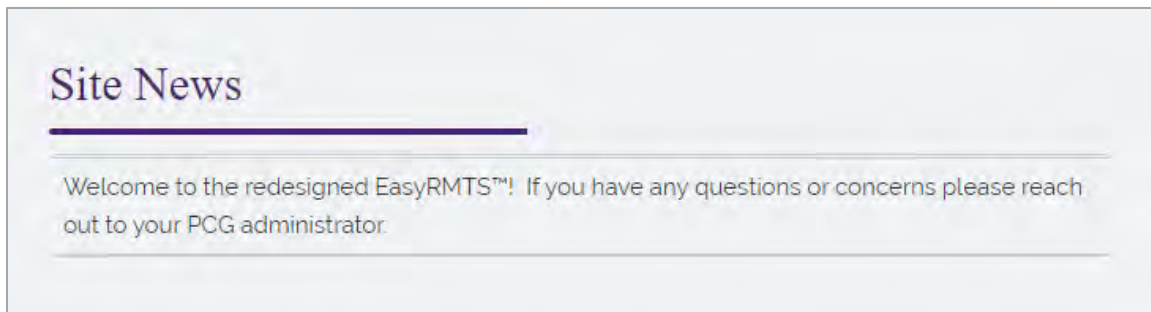
Important Dates

This Important Dates section displays any important dates that the client administrators would like to show all participants and administrators. For example, EasyRMTS™ training dates can be displayed here. Changes to this section are made under the **Important Dates widget**.



Site News

This Site News section displays any important EasyRMTS™ system related news to all participants and administrators. Any maintenance or system issues will be posted here by PCG.



Top 5 Activity Responses

This Top 5 Activity Response section is an optional display option for the client dashboard. This section displays the top five activities that were chosen for the selected sample date range. In addition, it shows the total number for each top five activities and percentage of the total moments.

The numbers represented are “live” and change based on the participants’ ongoing responses to the RMTS.



Clicking on the activities in this list will automatically open a new tab to the Sample Results Report.

Location Response Rate

This Location Response Rate section is an optional display option for the client dashboard. This section displays the participants' moment rate status according to location for the selected sample date range.

The numbers represented are "live" and change based on the participants' ongoing responses per location to the RMTS.

The statistics include:

Location: The location name added under the *Location* widget.

- **# Moments Responses:** How many moments have been completed and submitted by the participants of that location so far.
- **# Moments to Date:** How many moments have been sent to the participants of that location so far.
- **Moment Response % to Date:** The percentage of total moments submitted out of the total moments sent to the participants of that location so far.

Clicking on the location response rates in this list will automatically open a new tab to the Location Response Rate Report.

III. Participant & Supervisor Dashboard

The participant dashboard is non-customizable and shows a set combination of sections. This is the welcome menu the participant sees when logging into their EasyRMTS™ account. In the top right corner, options for the instance can be selected, account settings such as password changes can be adjusted, FAQs and the option for logging out of the system can be found there as well.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

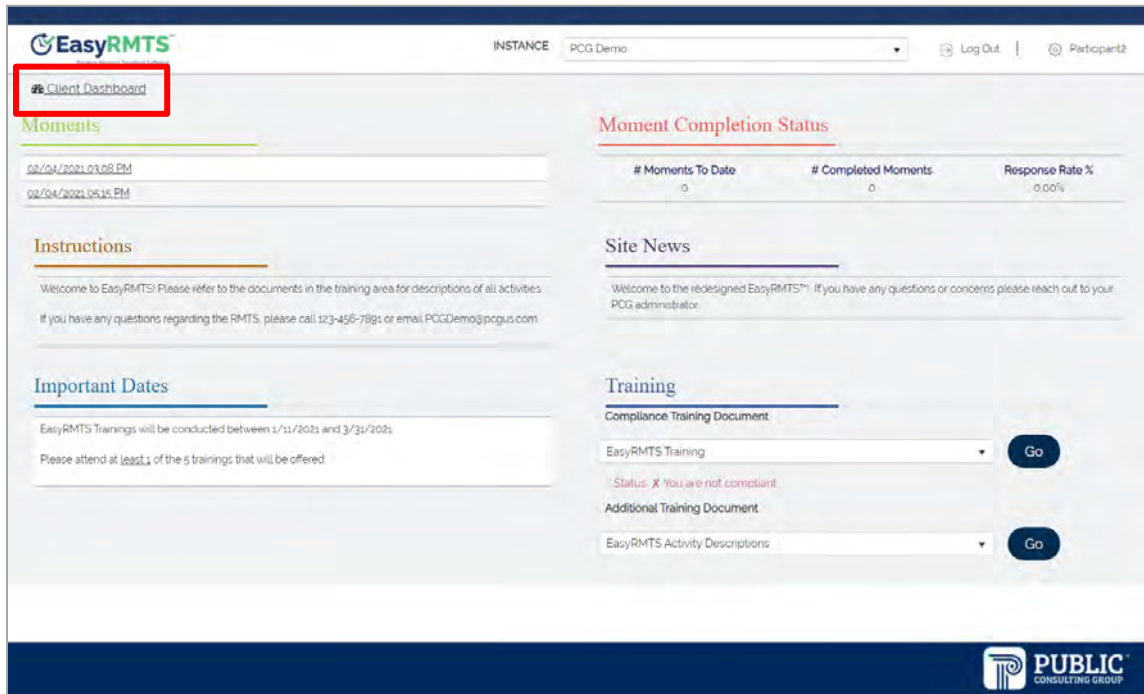
The screenshot shows the EasyRMTS dashboard for instance 'VT DCF FSD'. At the top, there is a navigation bar with the EasyRMTS logo, the instance name, a 'Log Out' button, and a user profile icon for 'gangerjessica@yahoo.com'. The main content area is divided into two columns. The left column contains three sections: 'Moments' with a list of three entries (05/23/2023 10:14 AM, 05/23/2023 10:50 AM, 05/23/2023 11:00 AM); 'Instructions' with a welcome message and contact information; and 'Important Dates' with 'No Dates at this time'. The right column contains three sections: 'Moment Completion Status' with a table showing 3 moments to date, 2 completed, and a 66.67% response rate; 'Site News' with 'No News at this time'; and 'Training' with a 'Compliance Training Document' link, a note that no training document is available for download, and an 'Additional Training Document' dropdown menu set to 'FSD RMTS Activity Description' with a 'Go' button.

If a participant is also a supervisor, they will have two dashboard views, the Participant dashboard view and the Client dashboard view. When supervisors log into their accounts, their default dashboard view will be the participant dashboard view. To toggle between the two views, click on the top left corner link, shown in the red box below.

The Supervisor dashboard shows the same sections as the Client Administrator dashboard. However, rather than data for the entire time study population, all data within those sections is limited to that which pertains to participants the Supervisor is listed as a Reminder Contact for within the Roster. Additionally, the Training section will contain materials assigned to those with the Supervisor role in the Training Setup widget.

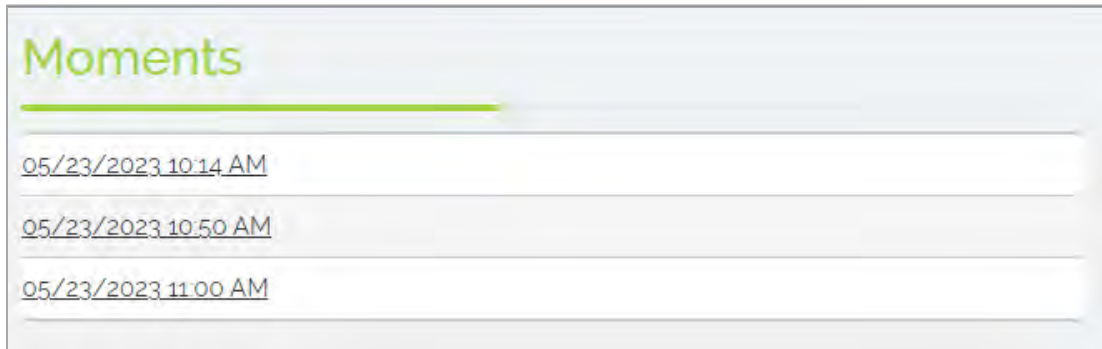


EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)



Moments

The Moments section displays all sample moments assigned to the participants that are open for response. Clicking on the *date and time* will lead the participant to the RMTS survey questions for the assigned minute of time.



If there are no sample moments assigned to the participant, it will display “No Moments at this time” in red text.



Moments

No Moments at this time

Instructions

The Instructions section displays any instructions the administrator would like to display to all participants. For example, the administrator can display contact information for questions.

Administrators can make changes to the instructions under the **Instructions widget**.

Instructions

Welcome to the Vermont Family Services Division Random Moment Time Study (RMTS). This will only take a few minutes of your time. If you have questions regarding the RMTS at any time, please email VTDCF_FSD@pcgus.com or call the helpline at 833-308-3375.

Important Dates

This Important Dates section displays any important dates that the client administrators would like to show all participants and administrators. For example, EasyRMTS™ training dates can be displayed here.

Important Dates

EasyRMTS Trainings will be conducted between 11/19/2020 and 1/31/2021.

Please attend at least 1 of the 5 trainings that will be offered.

If there are no important dates posted, it will display “*No Dates at this time*” in red text.



Important Dates

No Dates at this time

Moment Completion Status

The Moment Completion Status section displays the participant’s moment report status.

The statistics include:

- **# Moments to Date:** How many moments have been sent to that participant so far.
- **# Completed Moments:** How many moments have been completed and submitted by the participant so far.
- **Response Rate %:** The percentage of total moments submitted out of the total moments sent to the participant so far.

Moment Completion Status

# Moments To Date	# Completed Moments	Response Rate %
2	2	100.00%

Site News

This Site News section displays any important EasyRMTS™ system related news to all participants and administrators. Any maintenance or system issues will be posted here by PCG.

Site News

Welcome to the redesigned EasyRMTS™! If you have any questions or concerns please reach out to your PCG administrator.



Training

This Training section displays a list of training documents for participants, supervisors, and other designated roles established by client needs.

Administrators can make changes to the training documents under the **Training Setup widget**.

Compliance Training Document

This is a subsection under the Training section, which displays compliance training documents for participants, supervisors, and other designated roles established by client needs.

The Training Status will change from “*Not Compliant*” to “*Compliant*” once the participant or supervisor has completed reading the training documents posted. It will also post the Completion Date and Compliance Expiration Date once the participant or supervisor has completed their compliance training.

Training Status	Completion Date	Compliance Expiration
Compliant	05/19/2021	05/19/2022

Compliance Training Document
Additional Training Document

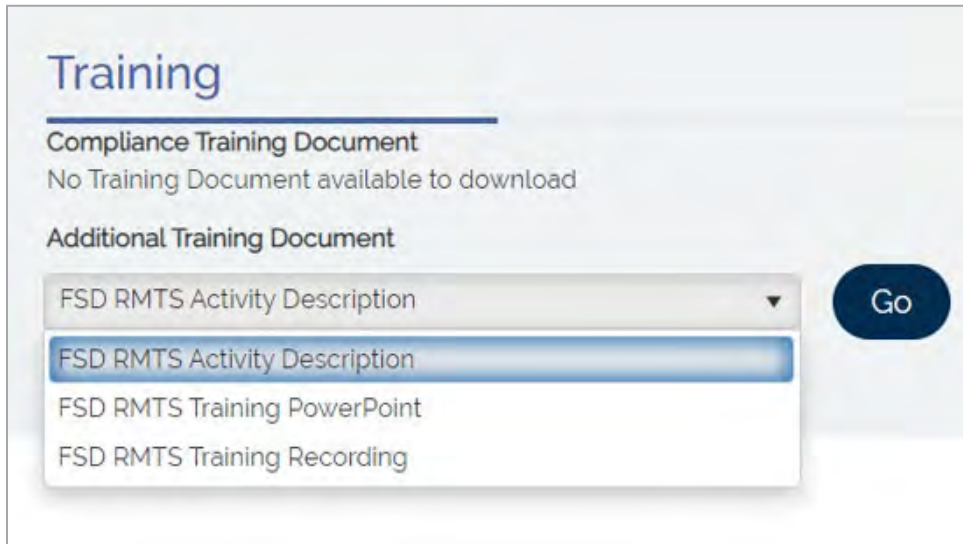
EasyRMTS Activity Descriptions ▼ Go

If there are no training documents uploaded, it will display “No Training Document available to download”.

Additional Training Document

This is a subsection under the Training section, which displays additional training documents for participants, supervisors, and/or other designated roles established by client needs. Clicking Go downloads the selected document.

If there are no training documents uploaded, it will display “*No Training Document available to download*”.



IV. Sample Widgets

Client administrators will be able to edit sample details by selecting the current date range under the Current Sample section and clicking *Go* on the dashboard. That will lead the client administrators to the Sample Summary page.

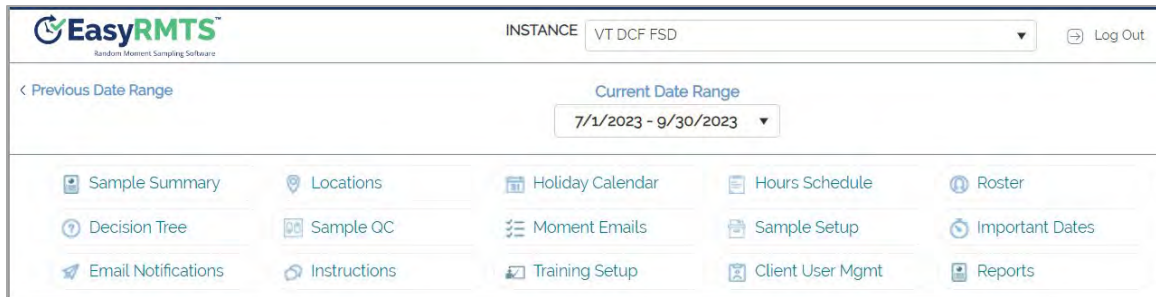
First Name	Last Name ↓	Email	Job Title	Location	Holiday Schedule	Hours Schedule	Remit
Brandy	Young	Brandy.Young@dhs.ark.	APS Investigator	Northeast-A2	APS 2022 Holiday Calendar	Mon-Fri 8:00-4:30	Bradic
Juliette	Walker	Juliette.Walker@dhs.ark.	ADULT PROTECTIVE SERVICES WORKER	Southeast-A4	APS 2022 Holiday Calendar	Mon-Fri 8:00-4:30	CARLU

Further details on the widgets are provided on the following pages. The widgets that client administrators have access to edit include:



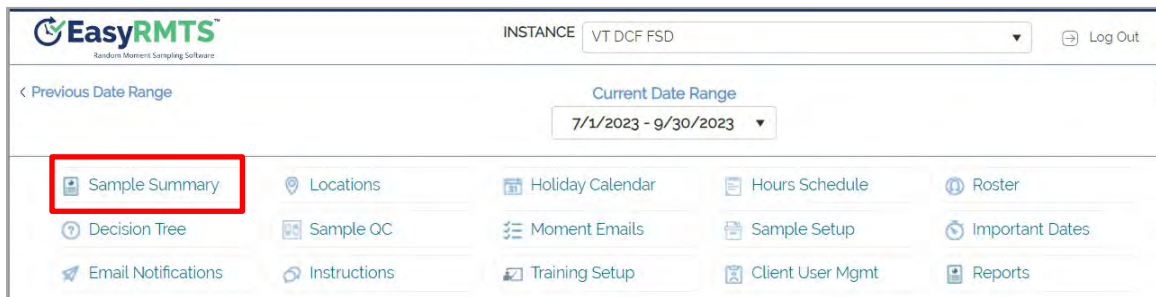
*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

- **Sample Summary**
- **Locations**
- **Holiday Calendar**
- **Hours Schedule**
- **Roster**
- **Decision Tree**
- **Sample QC**
- **Moment Emails**
- **Sample Setup**
- **Important Dates**
- **Email Notifications**
- **Instructions**
- **Training Setup**
- **Client User Mgmt**
- **Reports**



Sample Summary

The Sample Summary widget displays a summary of the sample date range, number of moments and number of subsample moments that were generated for the selected date range.





*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

The Sample Summary section includes the Sample Roster List, Sample Moments, and Sample Moment Notifications.

Each section in the Sample Summary has the option to be searched in the Search bar, sorted, and exported as an Excel file.

Sample Roster List: Lists all the participants included in the selected sample date range from the **Roster widget**.

Sample Roster List

Search for...

[Export](#)

First Name	Last Name ↑	Email	Job Title	Location	Holiday Schedule	Hours Schedule	Remir
Martha	Aiken	martha.aiken@vermont.	Family Services Worker	Newport	VT DCF FSD	VT DCF FSD	Collee
Diana	Alberico	diana.alberico@vermo.	Family Services Worker	Rutland	VT DCF FSD	VT DCF FSD	Laura
Mary	Alberly	mary.alberly@vermont.	Family Services Worker	Rutland	VT DCF FSD	VT DCF FSD	Miche
Jami	Allen-Jones	jami.allen-jones@vermont.gov	Family Services Worker	Morrisville	VT DCF FSD	VT DCF FSD	Julie L
Samantha	Alyn	samantha.alyn@vermo.	Family Services Worker	Brattleboro	VT DCF FSD	VT DCF FSD	Kelli K
Joshua	Anderson	joshua.anderson@verm.	Family Services Worker	Burlington	VT DCF FSD	VT DCF FSD	Domir
Hilary	Aplin	hilary.aplin@vermont.g.	Family Services Worker	Brattleboro	VT DCF FSD	VT DCF FSD	Kelli K

4

1 2 3 4 50 Items per page 1 - 50 of 151 items

Sample Moments: Lists the number of sample moments generated to each participant from the roster list above, when the moment date and time was assigned to the participants, whether it was a subsample or not, and when the participant submitted the sample for the selected sample date range.

Sample Moments

Search for...

[Export](#)

First Name	Last Name ↑	Location Name	Moment Date	Sub Sample	Submit Date
Mary	Alberly	Rutland	07/05/2023 07:45 AM	N	
Diana	Alberico	Rutland	07/05/2023 11:17 AM	N	
Diana	Alberico	Rutland	07/05/2023 12:19 PM	N	
Mary	Alberly	Rutland	07/05/2023 08:15 AM	N	
Diana	Alberico	Rutland	07/10/2023 02:00 PM	N	
Mary	Alberly	Rutland	07/11/2023 12:05 PM	N	
Martha	Aiken	Newport	07/12/2023 11:02 AM	N	
Diana	Alberico	Rutland	07/12/2023 12:04 PM	N	

1 2 3 4 5 6 7 8 9 10 50 Items per page 1 - 50 of 2761 items

Sample Moment Notifications: Tracks and displays the moment emails the system sends to each participant for the selected sample date range. Both the initial notification



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

email and reminder emails are included. Changes to the text and frequency of moment notification and reminder emails can be made through the Moment Emails section.

Sample Moment Notifications

Search for: Export

First Name	Last Name	Email Address	Moment Date ↓	Email Date	Email Subject
Ashley	Tollett	ashley.tollett@dhs.arkansas.gov	07/14/2023 11:21 AM	07/14/2023 11:28 AM	URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED
Kewanee	Ansley	Kewanee.Ansley@dhs.arkansas.gov	07/14/2023 11:34 AM	07/14/2023 11:38 AM	URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED
Kewanee	Ansley	Kewanee.Ansley@dhs.arkansas.gov	07/14/2023 11:34 AM	07/14/2023 03:38 PM	URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED
CARLA	GIPSON	Carla.Gipson@dhs.arkansas.gov	07/14/2023 12:33 PM	07/14/2023 12:38 PM	URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED
Doreen	Brown	Doreen.Brown@dhs.arkansas.gov	07/14/2023 01:53 PM	07/14/2023 01:58 PM	URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED

1 2 3 4 5 6 50 Items per page 1 - 50 of 259 items

Location

The Locations widget provides administrators with the ability to add and edit the locations of the participants. Location(s) must first be inputted into the system before uploading the roster in the Roster section.

To review/edit the locations, select the ‘Locations’ tab from the main menu.

EasyRMTS™
Random Moment Sampling Software

INSTANCE: VT DCF FSD Log Out

< Previous Date Range Current Date Range
7/1/2023 - 9/30/2023

- Sample Summary
- Locations**
- Holiday Calendar
- Hours Schedule
- Roster
- Decision Tree
- Sample QC
- Moment Emails
- Sample Setup
- Important Dates
- Email Notifications
- Instructions
- Training Setup
- Client User Mgmt
- Reports

To add a new location, select the ‘Add New Location’ button and fill out the required information seen below. The only required fields to create a new location are the status (Active, Inactive, or Removed) and the location name, the rest of the fields are optional. When finished click submit for a new location or update when editing a location. The system will automatically assign an Id number to each location. Once updated, press submit.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Locations

Search for...

[+ Add New Location](#) [Export](#) [Import](#)

	Id	Status	Name	Address 1	Address 2	City	State
	27013	Active	Barre				
	27014	Active	Bennington				
	27015	Active	Brattleboro				
	27016	Active	Burlington				
	27017	Active	Hartford				
	27018	Active	Middlebury				
	27019	Active	Momsville				
	27020	Active	Newport				

Fill out the required information and press submit.

Add Location [X]

STATUS *
-- Select --

LOCATION NAME *

ADDRESS1

ADDRESS2

CITY

STATE
-- Select ..

ZIPCODE

PHONE

[Cancel](#) [Submit](#)

















To delete a location, select the red trash can next to the desired location.



Locations

Search for...

+ Add New Location Export Import

















	Id	Status	Name	Address 1	Address 2	City	State
 	27013	Active	Barre				
 	27014	Active	Bennington				
 	27015	Active	Brattleboro				
 	27016	Active	Burlington				
 	27017	Active	Hartford				
 	27018	Active	Middlebury				
 	27019	Active	Momsville				
 	27020	Active	Newport				

To edit a location, select the blue pen next to the desired location.

Locations

Search for...

+ Add New Location Export Import

	Id	Status	Name	Address 1	Address 2	City	State
 	27013	Active	Barre				
 	27014	Active	Bennington				
 	27015	Active	Brattleboro				
 	27016	Active	Burlington				
 	27017	Active	Hartford				
 	27018	Active	Middlebury				
 	27019	Active	Momsville				
 	27020	Active	Newport				

Importing/Exporting Locations

Administrators also have the option to export and import the locations in an Excel file format for a non-active sample range. To Import a list of new or edited Location, first click Export which will download an Excel file of the existing Locations to get the correct file format with headings. If no Locations exist, the file will only contain the row of headings. Complete the file with new Locations to add with 0 for Id, desired Location Name and Status as “Active”. All other fields are optional. Edit existing Location rows as needed. Use the Import function to import this saved file into the Location widget. Once

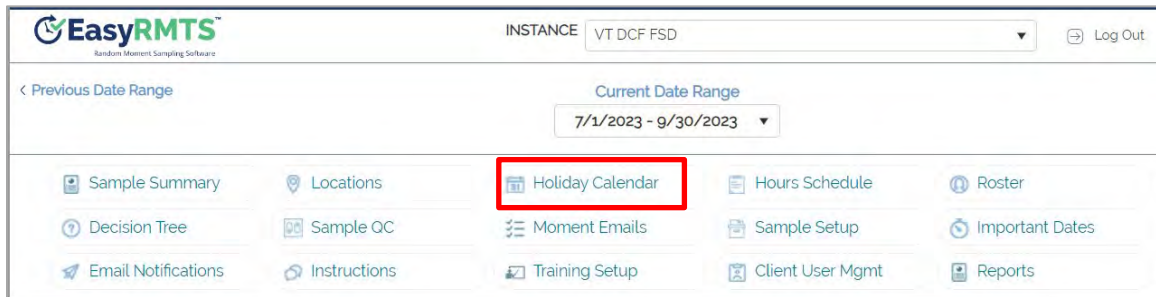


a sample range is active, locations can no longer be updated or added and can only be exported in an Excel file format.

Holiday Calendar

The holiday calendar widget provides administrators the ability to add and edit the dates that participants have holidays or days off issued by the agency. Moments will not be assigned on holidays. Holidays can be added to all locations or to be location specific.

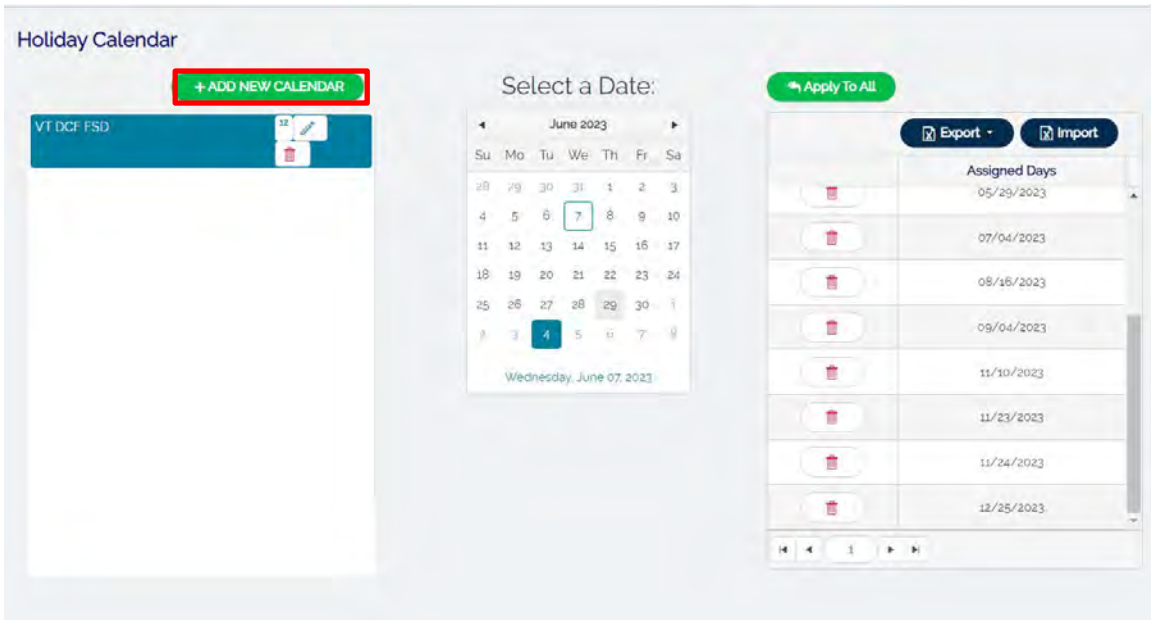
Like the **Locations widget**, this must first be inputted into the system before uploading the roster in the **Roster widget**.



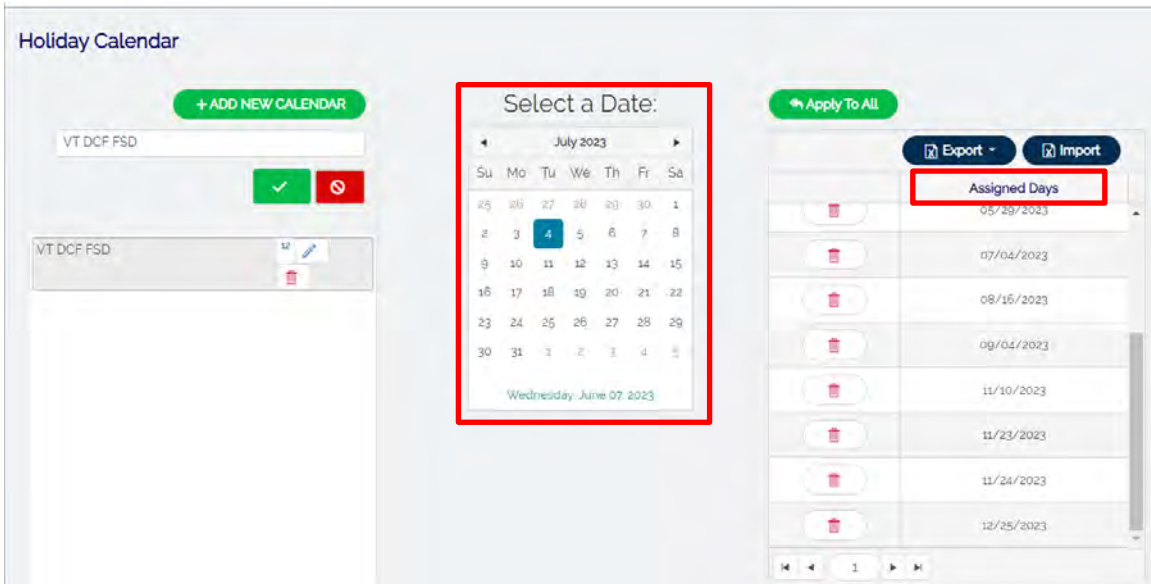
To add a new calendar, click on '+ Add New Calendar' and a naming field on the left-hand side will pop up. Click on the checkmark to save the name and click on the cancel sign to exit the editing field.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*



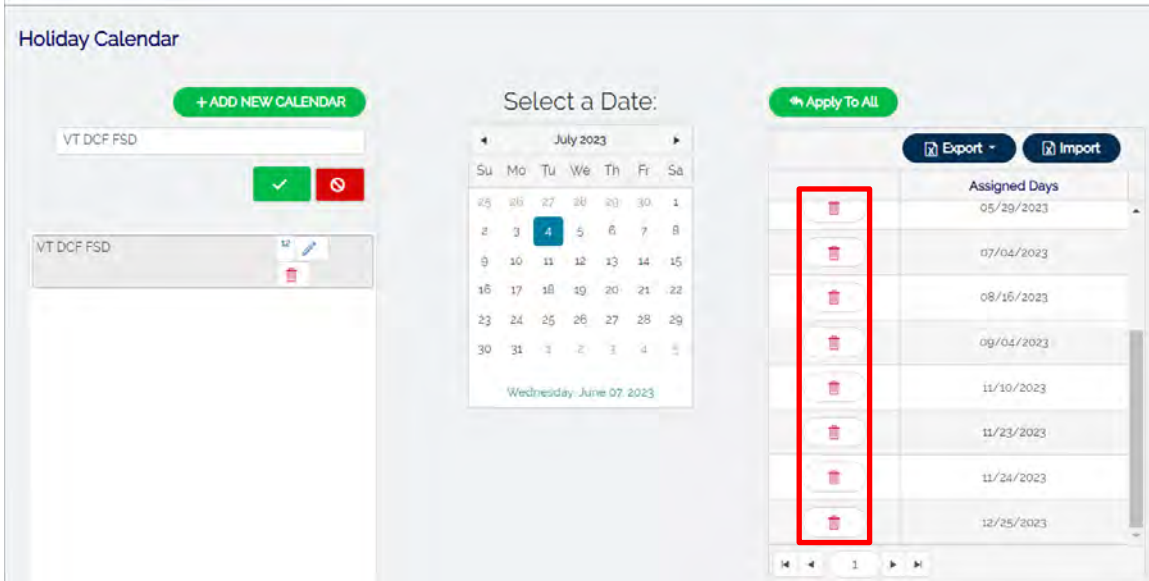
To select a date, click on the date that is a holiday in the calendar in the center. Once the date has been selected, it will appear under the assigned dated column on the right.



If a mistake was made when selecting a date, click on the red trash-can icon next to the incorrect date in the table to delete the date. Click ‘Apply to All’ to apply the same holiday date to all the calendars in the instance on the left-hand side.



The holiday calendars created in a previous sample will roll over to the next sample created. Holiday dates should be added to the same calendar instead of creating a new calendar for each sample range. Holidays can be added to the calendar as far in advance as desired. Adding dates to the holiday calendar will affect the expiration date and times for sample moments.



Importing/Exporting Holiday Calendars

Administrators also have the option to export and import the holiday calendars in an Excel file format for a non-active sample range. Once a sample date range is active, the holiday calendars can no longer be updated or added and can only be exported in an Excel file format.

Hours Schedule

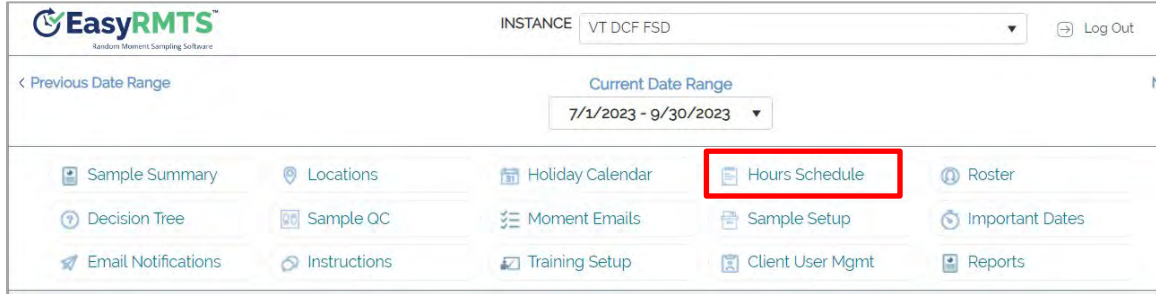
The Hours Schedule widget provides administrators the ability to add and edit the hours that participants are scheduled to work. Moments will be assigned to participants during their scheduled working hours. Hours may be created for all participants or set at an individual or group level. Like the **Locations widget** and **Holiday Calendar widget**, hours must first be inputted into the system before uploading the roster in the Roster section.

All VT FSD participants receive moments Monday through Friday, 7:45 a.m. – 4:30 p.m. EST.

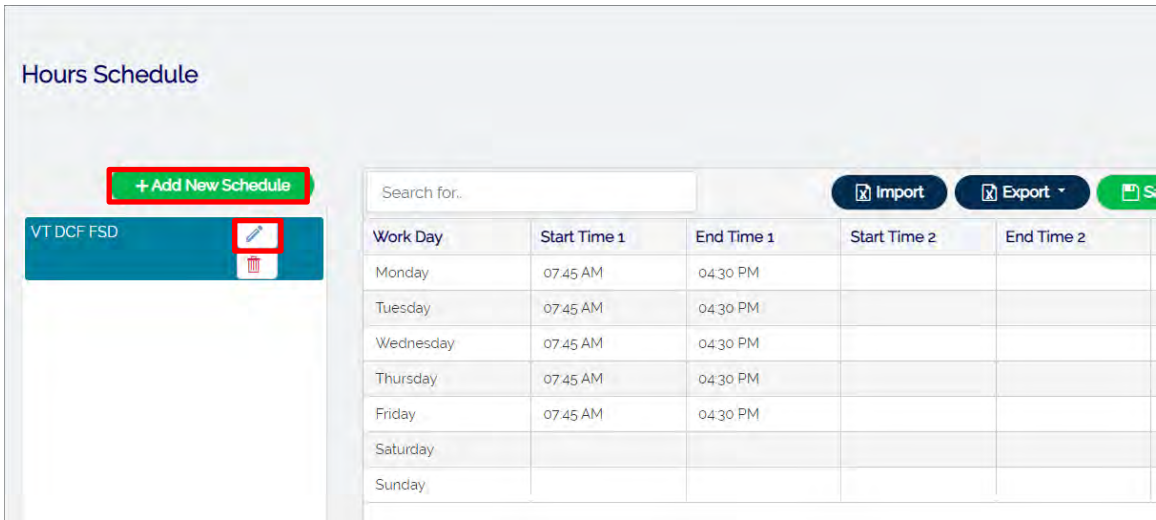
To add work hours, click on “Hours Schedule” from the main menu.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*



From here you can either add a new schedule by clicking the ‘Add New Schedule’ button or edit an existing schedule by clicking the pen next to the schedule you wish to edit.



If adding a new schedule, select ‘Add New Schedule’ and enter in the Schedule Name and Time zone as seen below.



Note: If there are multiple different schedules within the roster, name the schedule based off of the work schedule. For example, if a group of participants work Monday-Friday from 9:00am-5:00pm, the schedule could be named M-F 9-5. If another group of participants works Monday-Friday 10:00am-6:00pm, the schedule could be named M-F 10-6. This will make it easier to select the appropriate schedule adding/editing participants within the roster. FSD staff all work the same schedule, so currently the name is VT DCF FSD.

Next, enter the start and end times for each day of the week the schedule applies to. Note: If participants do not work on a specific day, leave those rows blank.

Search for..							Import	Export	Save All
Work Day	Start Time 1	End Time 1	Start Time 2	End Time 2	Created By	Cre			
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

Once the schedule has been added, select save all.




*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Work Day	Start Time 1	End Time 1	Start Time 2	End Time 2	Created By	Cre
Monday	07:45 AM	04:30 PM			Mary Rapp	05.
Tuesday	07:45 AM	04:30 PM			Mary Rapp	05.
Wednesday	07:45 AM	04:30 PM			Mary Rapp	05.
Thursday	07:45 AM	04:30 PM			Mary Rapp	05.
Friday	07:45 AM	04:30 PM			Mary Rapp	05.
Saturday					Mary Rapp	05.
Sunday					Mary Rapp	05.

If editing an existing schedule, select the blue pen next to the schedule.

Hours Schedule

+ Add New Schedule

VT DCF FSD 

Work Day	Start Time 1	End Time 1	Start Time 2	End Time 2
Monday	07:45 AM	04:30 PM		
Tuesday	07:45 AM	04:30 PM		
Wednesday	07:45 AM	04:30 PM		
Thursday	07:45 AM	04:30 PM		
Friday	07:45 AM	04:30 PM		
Saturday				
Sunday				

The name, time zone, start times, and end times can be edited by clicking in the appropriate section. Once all edits have been made, click save all.



Hours Schedule

+ Add New Schedule

VT DCF FSD

Eastern Standard Time

✓ ✗

VT DCF FSD

Search for...

Import Export Save All

Work Day	Start Time 1	End Time 1	Start Time 2	End Time 2	Created By	Cre
Monday	07:45 AM	04:30 PM			Mary Rapp	05-
Tuesday	07:45 AM	04:30 PM			Mary Rapp	05-
Wednesday	07:45 AM	04:30 PM			Mary Rapp	05-
Thursday	07:45 AM	04:30 PM			Mary Rapp	05-
Friday	07:45 AM	04:30 PM			Mary Rapp	05-
Saturday					Mary Rapp	05-
Sunday					Mary Rapp	05-

Roster

The roster widget for FSD is a critical feature to the ongoing successful operation of the RMTS. Updating the roster of eligible RMTS participants on a quarterly basis determines who is active in the sample to receive quarterly moments when samples are created. The roster may be updated and modified at any point in time, without impact on the current sample. However, inactivating, removing, or adding participants does not mean that the participant will either stop receiving or begin to receive moments on the date of inactivation or creation because the in-process sample cannot be modified during the sample period. Manipulations to the roster are only recognized when the next sample is created, which is when the next set of moments is generated for the first day of the next quarter.

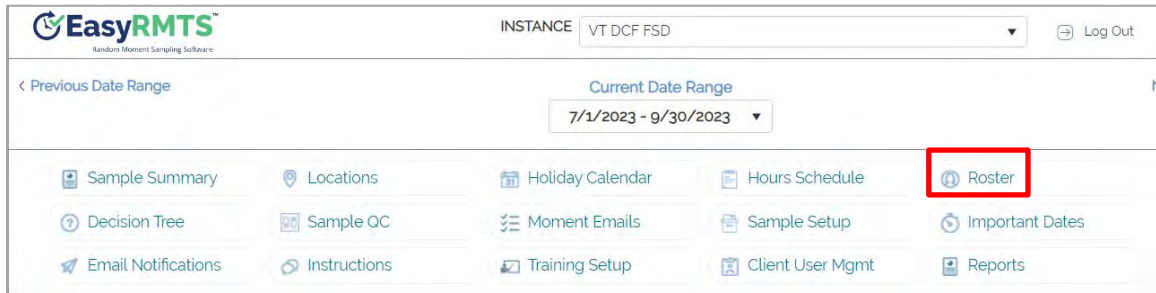
FSD is responsible for keeping the roster updated with the most current personnel data possible. If a participant is being inactivated, s/he may ignore any remaining moments received during the current sample period. To mitigate e-mails being sent to the inactivated participant, please change the participant’s status to removed. **Once a participant is removed from the roster, reminder emails will not be sent to either the participant or their supervisor.**

RMTS participants are displayed alphabetically regardless of whether they are active or inactive participants. This functionality is helpful in QC’ing the data to make sure there are not duplicate participants. RMTS Administrators may filter by first or last name and for whether active or inactive participants are listed.

To view the staff data, select the “Roster” tab from the main menu.

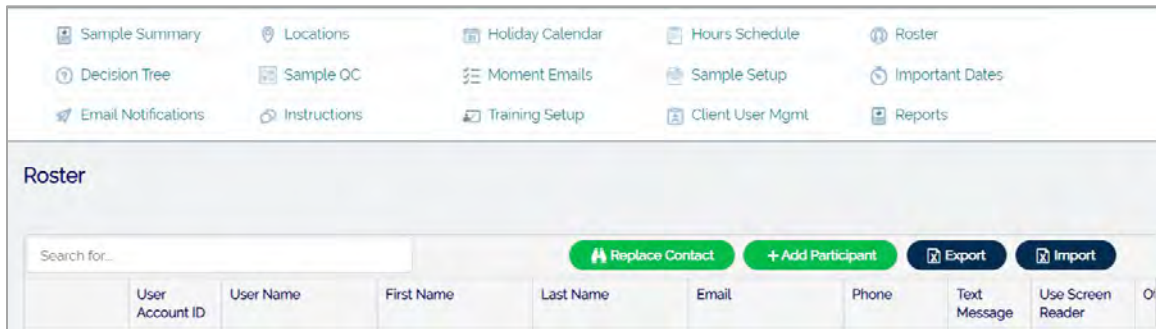


*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*



Within the roster widget, all participants will be listed and include their User Account ID, User Name, First Name, Last Name, Email, and Phone Number. If participants have been listed as inactive or removed during the quarter, they will still appear within this list.

Note: Removed participants will be removed once the next sample is generated.



To edit a participant's information, select the pen on the far left next to the User Account ID.



The Edit functionality allows edits to be made to the participant's information such as their name, email, location, hours, supervisors, and roster status.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Edit Participant ✕

USER NAME *

FIRST NAME * **LAST NAME *** **EMAIL ***

PHONE **TEXT MESSAGE** **USE SCREEN READER**

JOB TITLE **OTHER ID** **LOCATION ***

LOCATION 2 **HOLIDAY SCHEDULE *** **HOURS SCHEDULE ***

REMINDER CONTACT 1 **REMINDER CONTACT 2** **ROSTER STATUS ***

DEACTIVATION REASON **REACTIVATION REASON**

DEACTIVATION DATE: 06/07/2023 01:06 PM **REACTIVATION DATE:**

To inactivate or remove a participant, select the drop-down option under roster status and select the new status. When inactivating or removing a participant, a deactivation reason must be included before pressing update. Example: Removing participant per staffing update notified from their supervisor.



Adding a New Participant

When a new RMTS eligible participant is added to the roster, the participant must be added with all their credentials.

To add a New Participant within the Roster tab, click the ‘Add Participant’ button.



Any required field in the add participant screen is marked with an asterisk. This includes: First Name, Last Name, Email (which will update the username field), Location, Holiday Schedule, Hours Schedule, and Roster Status. It is recommended that a Job Title is entered along with Reminder Contacts. Reminder contacts are the participant’s supervisor who will be notified when the participant has unanswered moments. If a supervisor is not listed, then there will not be supervisor cc’d with the 24, 48, and 64-hour reminder emails sent.



Add Participant
✕

USER NAME *

FIRST NAME *

LAST NAME *

EMAIL *

PHONE

TEXT MESSAGE

USE SCREEN READER

JOB TITLE

OTHER ID

LOCATION *

LOCATION 2

HOLIDAY SCHEDULE *

HOURS SCHEDULE *

REMINDER CONTACT 1

REMINDER CONTACT 2

ROSTER STATUS *

DEACTIVATION REASON

REACTIVATION REASON

DEACTIVATION DATE :

REACTIVATION DATE :

Cancel
Submit

Once all the required values have been entered and reviewed, click the ‘Submit’ button. Clicking the Cancel button cancels the add operation.

Importing/Exporting Participant Roster

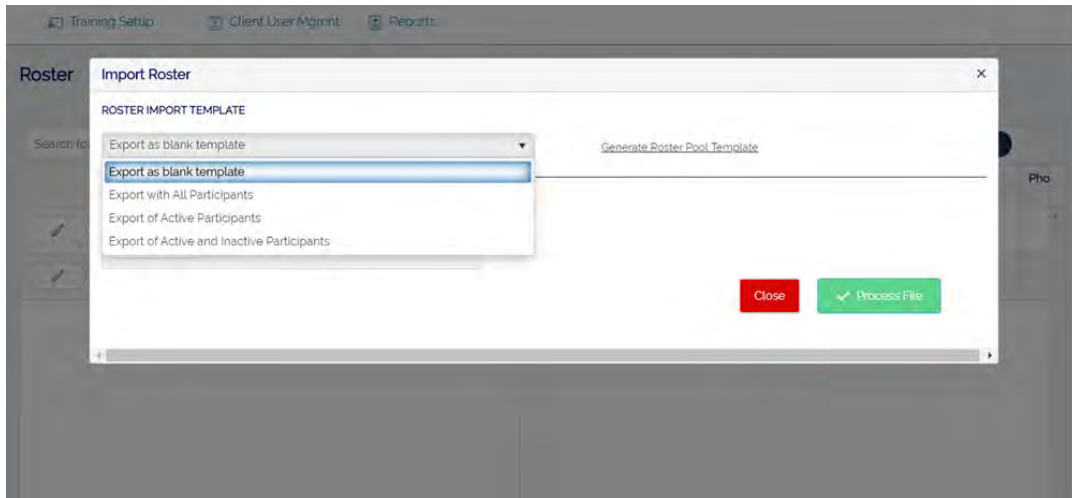
Administrators also have the option to export and import the participant roster in an Excel file format for a non-active sample range. Once a sample range is active, participants can no longer be added and can only be exported in an Excel file format, but their information can be edited.

The Export button will export the current participant roster in the system as an Excel file. Note that this file format is different from the exported files under the Import button.

The Import button provides three options to export the participant roster:

- **Export as a blank template**
- **Export with All Participants**
- **Export of Active Participants**
- **Export of Active and Inactive Participants**

Note: Clicking Generate Roster Pool Template will provide a downloadable Excel template for participant roster upload.



The Imported Roster file must be formatted using the blank RosterImportTemplate file to successfully add or update data to the Roster participants.

Headers with asterisks are required fields, which includes:

- **User Account ID:**
 - If it is a new user, put in 0.
 - Users already in the system will already have a number randomly assigned to them. Do not change the ID number once it is assigned.
- **Username:** The user's VT email.
- **First Name:** The user's first name
- **Last Name:** The user's last name.
- **Email:** The user's VT email.
- **Text Message:** Always input No, unless the participant would like to opt into receiving text messages. If so, input Yes and a phone number will need to be included under the Phone column. Participants will receive a text message in addition to the moment email.
- **Use Screen Reader:** When selected, the participant Dashboard will display training documents in a list, rather than a "drop-down" option that is displayed for all other users. This list will assist users who are using screen reader technology to navigate the system. Input Yes or No for the desired selection.
- **Location:** Input Location name of participant from the **Locations widget**.
- **Holiday Schedule:** Input Holiday Schedule name of participant from the **Holiday Schedule widget**.



- **Hours Schedule:** Input Hours Schedule name of participant from the **Hours Schedule widget**.
- **ReminderContact1FirstName:** Input the participant's supervisor's first name that will be cc'd on reminder moment emails from the Client User Mgmt widget.
- **ReminderContact2LastName:** Input the participant's supervisor's first name that will be cc'd on reminder moment emails from the Client User Mgmt widget.
- **Roster Status:**
 - **Active Status:** The client user is actively working at the agency and should be able to access the system.
 - **Inactive Status:** The client user is temporarily not working at the agency or on leave and will return in a future sample or later date. Within this status the client user will not receive any emails and will roll over to the next sample created.
 - **Removed Status:** The client user no longer works at the agency and the administrator no longer wants the client user for the next sample created. Within this status the client user will not receive any emails and will not roll over to the next sample created.

If you require adding a supervisor as a participant, click the Import button in the **Client User Mgmt widget** to export a template of All Users. Copy and paste the supervisors' User Account ID number, Username, First Name, Last Name, and Email to RosterImportTemplate file along with the additional information needed for participants.

Note: Check the Client User Management widget before uploading the roster to make sure all supervisors are added beforehand. Any supervisors not included in the Client User Management section will cause an error message when uploading the file.

Once the updated information is complete, click on the Import button and Select Files to import the roster list created from the Excel template. Once the Excel file has been selected, click on Process File. If there are any errors in the Excel file, the system will provide a list of red error messages for each row that has an issue. If there are no errors the system will give you a green success message.

All data imports append to the information already in the system and does not overwrite it unless changed within the Excel file.

Decision Tree

The decision tree widget provides administrators the ability to add and edit the RMTS survey questions and activity options. The decision tree is created by the PCG administrator and typically stays the same quarter to quarter, unless there is a change in the CAP.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

EasyRMTS™ Random Moment Sampling Software

INSTANCE: VT DCF FSD Log Out

Previous Date Range Current Date Range
7/1/2023 - 9/30/2023

- Sample Summary
- Locations
- Holiday Calendar
- Hours Schedule
- Roster
- Decision Tree**
- Sample QC
- Moment Emails
- Sample Setup
- Important Dates
- Email Notifications
- Instructions
- Training Setup
- Client User Mgmt
- Reports

Decision Tree

Questions

[+ Add Question](#)

QUESTION 1 Edited May 12 2023
Were you working on an activity that is client related or on behalf of a client?

QUESTION 2 Edited Jun 06 2023
Please identify the case type of the child you were working with at the time of your moment.

QUESTION 3 Edited May 23 2023
Please confirm that your activity is the following for Prior to Safety Assessment.

QUESTION 4 Edited May 23 2023
Please select the case-specific activity you were performing at the time of your moment.

QUESTION 5 Edited Jun 08 2023
Please select the case-specific activity you were performing at the time of your moment.

QUESTION 6 Edited Jun 08 2023
Please select the case-specific activity you were performing at the time of your moment.

Question 1

QUESTION

Were you working on an activity that is client related or on behalf of a client?

EXAMPLE

TYPE	START DATE	END DATE	QUESTION TYPE	CHARACTER LIMIT	NEXT QUESTION
List	05/11/23		Sample Root		

RESPONSE FORMAT

Responses

Order	Response Text	Activity Desc	Start Date	End Date	Next Question
1	Yes		05/11/2023		Question 2
2	No		05/11/2023		Question 2

Response Type: Allocated: N Allocated To: N Removed: N QC Review: N Require Text Input: N Default Invalid: N Allocation Code: Allocation Program:

PCG will continue to support FSD in implementing Decision Tree changes due to the complexity of system functionality within this widget.

Sample QC

The Sample QC widget provides administrators the ability to validate, invalidate or follow up on subsamples or any additional sample activities requiring an added quality check.

To view the sample responses, select the ‘Sample QC’ tab from the main menu.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

The screenshot shows the EasyRMTS software interface. At the top, it says 'EasyRMTS™ Random Moment Sampling Software'. The instance is 'VT DCF FSD'. There are buttons for 'Previous Date Range' and 'Current Date Range' (7/1/2023 - 9/30/2023). A navigation menu contains several items: Sample Summary, Locations, Holiday Calendar, Hours Schedule, Roster, Decision Tree, **Sample QC** (highlighted with a red box), Moment Emails, Sample Setup, Important Dates, Email Notifications, Instructions, Training Setup, Client User Mgmt, and Reports.

The Sample QC will list the Participant’s Name, Location, Job Title, Moment Date, Submit Date (if the moment has not been answered, this will be blank), and the Status of the moment.

Sample QC

Sub-Sample Responses Search for... Export

	Participant Name	Participant Name	Location	Job Title	Moment Date	Submit Date	Status
			Brattleboro	BPS	04/03/2023 08:07 AM	04/04/2023 09:37 AM	Valid
			Hartford	BPS	04/03/2023 09:22 AM	04/03/2023 09:30 AM	Valid
			St. Johnsbury	BPS	04/03/2023 10:15 AM	04/03/2023 10:21 AM	Valid
			Newport	BPS	04/03/2023 10:36 AM	04/03/2023 11:45 AM	Valid
			Newport	BPS	04/03/2023 01:36 PM	04/04/2023 07:54 AM	Valid
			Brattleboro	BPS	04/03/2023 02:03 PM	04/03/2023 02:45 PM	Valid
			Burlington	BPS	04/04/2023 07:46 AM	04/04/2023 07:55 AM	Invalid
			Morrisville	BPS	04/04/2023 09:24 AM	04/04/2023 09:53 AM	Valid
			IBM Essex	BPS	04/04/2023 12:54 PM	04/04/2023 01:26 PM	Valid

1 - 50 of 209 items

Organize the sample list by clicking on the ‘Status’ tab on the far right. This will organize the responses by Valid, Invalid, Awaiting Follow up, Follow up Complete or the section will be blank meaning this sample has not been marked invalid or valid.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Sample QC

Sub-Sample Responses [Export](#)

	Participant Name	Participant Name	Location	Job Title	Moment Date	Submit Date	Status
			Brattleboro	BPS	04/03/2023 08:07 AM	04/04/2023 09:37 AM	Valid
			Hartford	BPS	04/03/2023 09:22 AM	04/03/2023 09:30 AM	Valid
			St. Johnsbury	BPS	04/03/2023 10:15 AM	04/03/2023 10:21 AM	Valid
			Newport	BPS	04/03/2023 10:36 AM	04/03/2023 11:45 AM	Valid
			Newport	BPS	04/03/2023 01:36 PM	04/04/2023 07:54 AM	Valid
			Brattleboro	BPS	04/03/2023 02:03 PM	04/03/2023 02:45 PM	Valid
			Burlington	BPS	04/04/2023 07:46 AM	04/04/2023 07:55 AM	Invalid
			Morrisville	BPS	04/04/2023 09:24 AM	04/04/2023 09:53 AM	Valid
			IBM Essex	BPS	04/04/2023 12:54 PM	04/04/2023 01:26 PM	Valid

1 - 50 of 209 items

Select the moment needing to be reviewed by pressing the green button to the far left.

Sample QC

Sub-Sample Responses [Export](#)

	Participant Name	Participant Name	Location	Job Title	Moment Date	Submit Date	Status
			Newport	BPS	06/09/2023 10:35 AM	06/09/2023 10:41 AM	-
			Burlington	BPS	04/04/2023 07:46 AM	04/04/2023 07:55 AM	Invalid
			St. Albans	BPS	04/05/2023 01:41 PM	04/06/2023 09:55 AM	Invalid
			Newport	BPS	04/12/2023 09:37 AM	04/12/2023 09:40 AM	Invalid
			Rutland	BPS	05/02/2023 02:54 PM	05/02/2023 03:44 PM	Invalid
			Brattleboro	BPS	04/03/2023 08:07 AM	04/04/2023 09:37 AM	Valid
			Hartford	BPS	04/03/2023 09:22 AM	04/03/2023 09:30 AM	Valid
			St. Johnsbury	BPS	04/03/2023 10:15 AM	04/03/2023 10:21 AM	Valid
			Newport	BPS	04/03/2023 10:36 AM	04/03/2023 11:45 AM	Valid

1 - 50 of 209 items

The screen below will appear reflecting how the participant answered the moment and their written description of the activity they were performing.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Review Moment

[< Previous Moment](#)

[Next Moment >](#)

MOMENT DATE	6/9/2023 10:35:00 AM	SUBMIT DATE	6/9/2023 10:41:23 AM
PARTICIPANT NAME	LOCATION	Newport	JOB TITLE

STATUS AS OF

FOLLOW-UP QUESTION

FOLLOW-UP RESPONSE

REVIEWER COMMENTS

MOMENT NOTE

ACTIVITY

PROGRAM

Question	Response
Were you working on a case or on behalf of a client?	Yes
Were you performing an eligibility determination or redetermination at the time of your moment?	Yes
Please select the eligibility determination/redetermination activity you were performing at the time of your moment. not the type of case.	Processing Income Documents

Please select the program(s) you were supporting at the time of your moment.	Reach Up/3 Squares/Fuel
Please provide the client's first initial and last name	s blay
Please provide the LAST FOUR DIGITS ONLY of the client's social security number.	5522
You have been selected for the federally required 10% subsample process to further review the activity/program you selected. Please describe in your own words what you were doing at the time of your assigned moment.	processing paystubs for rula/sf/fs

Close
✉ Follow Up
✓ Valid
✗ Invalid
✎ Reassign

After reviewing the activity selection along with the participant’s written description, the FSD Administrator can either send a follow up email, validate the moment, invalidate the moment, or reassign the moment.

Following Up on a Response:

If the written description provided by the participant does not have enough information or feedback is needed, the FSD Administrator can select the ‘Follow Up’ button and send an email to the participant.

Next to the Follow-Up Question section, there is a text box where the body of the email can be entered.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

STATUS	AS OF
FOLLOW-UP QUESTION	<div style="border: 1px solid #ccc; padding: 5px;"> Please provide more details as to what you were doing during this moment. Thank you! </div>
FOLLOW-UP RESPONSE	
REVIEWER COMMENTS	
MOMENT NOTE	

When the email is ready to be sent, press the ‘Follow Up’ button at the bottom. This will generate an email to the participant asking them to log into EasyRMTS™ and provide more information to their moment.

Please select the program(s) you were supporting at the time of your moment.	Reach Up/3 Squares/Fuel
Please provide the client's first initial and last name	s blay
Please provide the LAST FOUR DIGITS ONLY of the client's social security number	5522
You have been selected for the federally required 10% subsample process to further review the activity/program you selected. Please describe in your own words what you were doing at the time of your assigned moment.	processing paystubs for rufa/sf/fs
<input type="button" value="Close"/> <input checked="" type="button" value="Follow Up"/> <input type="button" value="Valid"/> <input type="button" value="Invalid"/> <input type="button" value="Reassign"/>	

The status of the moment will change to ‘Awaiting Follow Up.’

Sub-Sample Responses		Search for...		Export		
Participant Name	Participant Name	Location	Job Title	Moment Date	Submit Date	Status ↓
				04/10/2023 11:25 AM	04/10/2023 11:46 AM	Awaiting Followup

Once the participant responds to the follow up question, the status will change to ‘Follow up Complete.’

Sub-Sample Responses		Search for...		Export		
Participant Name	Participant Name	Location	Job Title	Moment Date	Submit Date	Status ↓
				05/05/2023 01:47 PM	05/05/2023 01:51 PM	Followup Complete

Validating the Moment

If the participant’s written description and the chosen activity match, then the FSD Administrator will mark the moment as valid.



Invalidate/Reassign

Depending on the CAP documentation for the specific time study, reviewers may use Invalid, Reassign, or a combination of the two to mark a participant’s response as incorrect after reviewing follow-up information. It is very important to ensure the Sample QC process reviewers use aligns with the CAP documentation.

For VT FSD, incorrect sub-sample responses are marked Invalid and removed from the sample results. Additionally, all invalid TCM responses will also be marked as invalid.

If the participant’s written description and the chosen activity do not match, then the FSD Administrator will mark the moment as invalid.

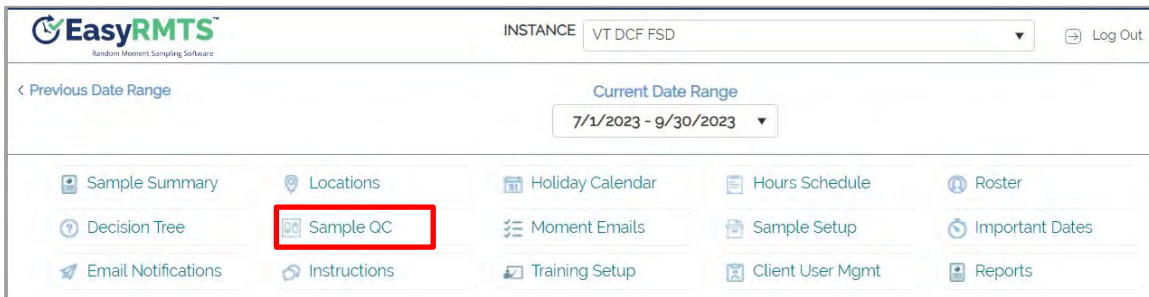


Reviewing Flagged Responses

FSD has flagged all TCM-related activity code selections in order to review the staff selection. If staff do not have the educational requirements to work on TCM, their moments will be manually reassigned.

If the participant selected TCM but does not meet educational requirements, change the activity response at the bottom of the screen to ‘Non-comprehensive activities to assist individuals to access medical, dental, and mental health services’ and press reassign.

To review flagged responses, select the ‘Sample QC’ widget from the main menu.





*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Under the drop-down menu, select ‘Flagged Responses.’

The screenshot shows the 'Sample QC' section of the application. At the top, there is a navigation menu with icons for Sample Summary, Locations, Holiday Calendar, Hours Schedule, Roster, Decision Tree, Sample QC, Moment Emails, Sample Setup, Important Dates, Email Notifications, Instructions, Training Setup, Client User Mgmt, and Reports. Below this, the 'Sample QC' title is displayed. A dropdown menu is open, showing 'Flagged Responses' selected. To the right of the dropdown is a search bar labeled 'Search for...' and an 'Export' button. Below these elements is a table with the following data:

Location	Job Title	Moment Date	Submit Date	Status
Hartford		06/15/2023 09:07 AM	06/15/2023 11:39 AM	Pending Review

Only the flagged responses from the participants who are not qualified to select TCM need to be reviewed. Use the search bar to type in the participant’s name.

This screenshot shows the 'Sample QC' interface with the search bar highlighted in red. The dropdown menu is still set to 'Flagged Responses'. The table below shows a list of responses:

Participant Name	Participant Name	Location	Job Title	Moment Date	Submit Date	Status
Adam Perkins	Adam Perkins	Bennington	Family Services Worker	07/19/2023 03:35 PM	07/20/2023 04:34 PM	Pending Review
Adam Perkins	Adam Perkins	Bennington	Family Services Worker	07/19/2023 03:42 PM	07/20/2023 04:33 PM	Pending Review
Alexis Hayes	Alexis Hayes	Barre	Family Services Worker	07/03/2023 09:03 AM	07/05/2023 11:57 AM	Pending Review
Alexis Hayes	Alexis Hayes	Barre	Family Services Worker	07/14/2023 09:31 AM	07/17/2023 10:15 AM	Pending Review

In the example below, the last name ‘Hayes’ was typed into the search bar (pretending this participant is an unqualified participant) and all moments when this participant selected TCM are presented.

This screenshot shows the 'Sample QC' interface with 'hayes' typed into the search bar. The dropdown menu is still set to 'Flagged Responses'. The table below shows only the responses for Alexis Hayes:

Participant Name	Participant Name	Location	Job Title	Moment Date	Submit Date	Status
Alexis Hayes	Alexis Hayes	Barre	Family Services Worker	07/03/2023 09:03 AM	07/05/2023 11:57 AM	Pending Review
Alexis Hayes	Alexis Hayes	Barre	Family Services Worker	07/14/2023 09:31 AM	07/17/2023 10:15 AM	Pending Review

To review the TCM response, click on the button to the far left.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Sample QC

Flagged Responses Export

	Participant Name	Participant Name ↑	Location	Job Title	Moment Date	Submit Date	Status
	Alexis Hayes	Alexis Hayes	Barn	Family Services Worker	07/03/2023 09:03 AM	07/05/2023 11:57 AM	Pending Review
	Alexis Hayes	Alexis Hayes	Barn	Family Services Worker	07/14/2023 09:31 AM	07/17/2023 10:15 AM	Pending Review

Like reviewing a subsample response, the following window will appear.

< Previous Moment Next Moment >

MOMENT DATE: 6/15/2023 9:07:00 AM SUBMIT DATE: 6/15/2023 11:39:15 AM

PARTICIPANT NAME: LOCATION: Hartford JOB TITLE:

STATUS: Pending Review AS OF: 6/15/2023 11:39:15 AM

FOLLOW-UP QUESTION:

FOLLOW-UP RESPONSE:

REVIEWER COMMENTS:

MOMENT NOTE:

PROGRAM:

ACTIVITY:

Question	Response
Were you working on an activity that is client related or on behalf of a client?	Yes
Please identify the case type of the child you were working with at the time of your moment.	Out of Home Care
Please select the case-specific activity you were performing at the time of your moment.	Targeted Case Management (TCM) to assist families/individuals to access medical, educational, and social services, including referrals, assessments and reassessments, development and periodic revision of case plan, referral to services and related activities, monitoring and follow up.

If the participant incorrectly selected the TCM activity, click on the drop-down menu next to 'Program' and select the program the participant selected in their original response. In this example it would be 'Out of Home Care'. Next, click on the drop-down menu next to 'Activity' and select 'Non-comprehensive activities to assist individuals to access medical, dental, and mental health services,' leave a comment explaining the reassignment, and press reassign.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

STATUS Pending Review AS OF 7/25/2023 11:28:57 AM

FOLLOW-UP QUESTION

FOLLOW-UP RESPONSE

REVIEWER COMMENTS Reassigning this TCM moment due to the participant not being eligible to perform TCM activities.

MOMENT NOTE

PROGRAM Out of Home Care

ACTIVITY Non-comprehensive activities to assist individuals to access medical, dental, and...
Select...

Question
Were you working on... reassessments, development and periodic revision of case plan, referral to services and related activities, monitoring and follow up.
Please identify the c... CSI: investigation/assessment activities.
moment Activities meant to combat sex trafficking on behalf of a child/youth.
Please select the ca... Other activities that do not meet the definitions above.
mental health services. Non-comprehensive activities to assist individuals to access medical, dental, and...

Close Follow Up Valid Invalid Reassign

Additional Notes:

- Within the Flagged Responses section, only those participant’s moments who are not qualified need to be reviewed. All other moments for qualified participants can be left alone.
- If a TCM moment from a participant who is not qualified is also selected for a sub-sample QC, the moment must be marked as invalid under the sub-sample responses section. Marking the moment as invalid will override reassigning the moment within the Flagged Responses section.

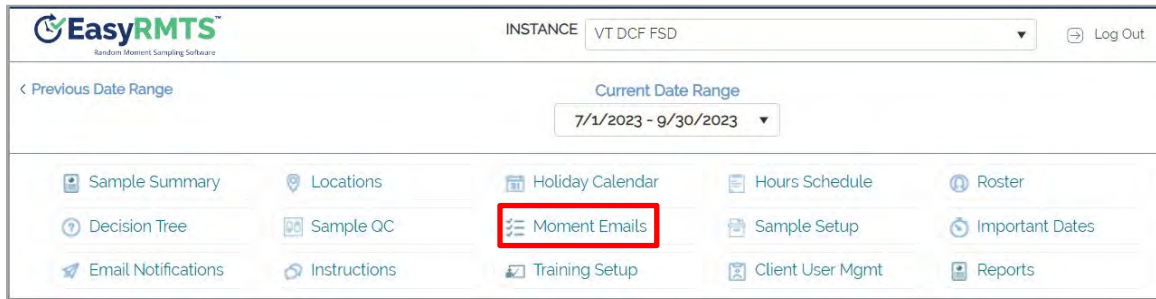
Moment Emails

The moments email widget reflects the initial and reminder emails sent out to participants when they have been assigned a moment and/or have not answered their moment. Email reminders are sent after 24, 48, and 64 hours if the moment has not been responded to.

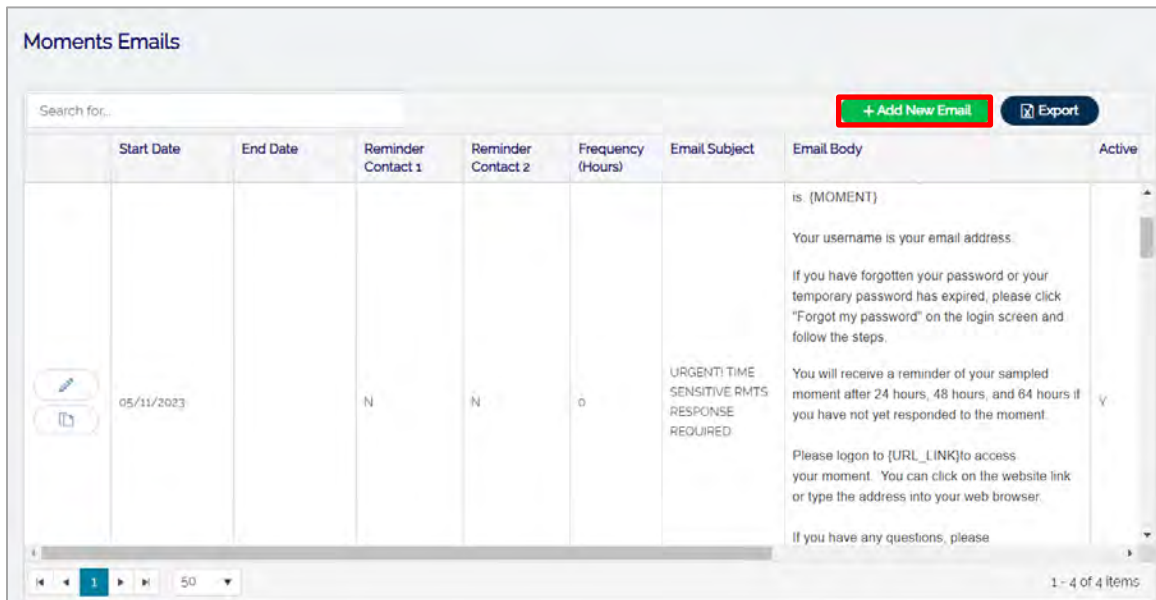
Review the moment emails by selecting the ‘Moment Emails’ tab from the main menu.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*



If you are adding a new email reminder, select the ‘Add New Email’ button.



The Add New Email field will appear where the following information will need to be added:

- Start and End Date:** The Start Date is when the administrator would like participants to see the moment emails and End date is when the moment email will no longer be available to send.
- Frequency (Hours):** How long after the assigned moment the participant will receive the Moment Email. (e.g. 24, 48, and 64 hours)
- Reminder Contact 1 and 2:** Check these boxes if the supervisor should be cc'd on the moment reminder
- Email Subject:** Subject of the email
- Email Body:** The message that will be sent to the participant

Metadata is available to use in a drop-down list for the following:



- **Moment date and time:** {MOMENT}
- **Moment expiration date and time:** {MOMENT_EXPIRY_DATE}
- **Username:** {USERNAME}
- **EasyRMTS™ website URL link:** {URL_LINK}
- **Location:** {LOCATION}

Once all information is added, press submit at the bottom right. Changes are effective immediately.

A screenshot of a web application window titled "Add New Email" with a close button (X) in the top right corner. The form contains several input fields and controls: "START DATE" and "END DATE" are date pickers; "FREQUENCY (HOURS)" is a numeric input with up/down arrows; there are three checkboxes labeled "REMINDER CONTACT 1", "REMINDER CONTACT 2", and "ACTIVE" (which is checked); "EMAIL SUBJECT" is a text input field; "EMAIL BODY" is a rich text editor with a toolbar containing "B", "I", "U", "Format", "(inherited font)", "(inherited size)", and "Insert Metadata"; and at the bottom right, there are two buttons: a red "Cancel" button and a green "Submit" button.

Editing a Moment Reminder

To edit a moment reminder email, click on the pen next to the email needing editing. Changes to the email text are effective immediately.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Moments Emails

Search for: + Add New Email Export

	Start Date	End Date	Reminder Contact 1	Reminder Contact 2	Frequency (Hours)	Email Subject	Email Body	Active
	05/11/2023		N	N	0	URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED	<p>If you have forgotten your password or your temporary password has expired, please click "Forgot my password" on the login screen and follow the steps.</p> <p>You will receive a reminder of your sampled moment after 24 hours, 48 hours, and 64 hours if you have not yet responded to the moment.</p> <p>Please logon to (URL_LINK) to access your moment. You can click on the website link or type the address into your web browser.</p> <p>If you have any questions, please email VTDCF_FSD@pcgus.com, or call 1 (833) 308-3375. Please note it may take up to nine rings to reach the voicemail. If you do leave a</p>	y

Make any necessary changes and press update.

Edit Email ✕

START DATE: 5/11/2023 END DATE: FREQUENCY (HOURS): 0

REMINDER CONTACT 1 REMINDER CONTACT 2 ACTIVE

EMAIL SUBJECT: URGENT! TIME SENSITIVE RMTS RESPONSE REQUIRED

EMAIL BODY

B I U Format (inherited font) (inherited size) Insert Metadata

Hello,

This is to notify you that you have been randomly selected to complete a random moment time study (RMTS) for the Vermont Department for Children and Families.

The date and time of your moment is: {MOMENT}

Your username is your email address.

If you have forgotten your password or your temporary password has expired, please click "Forgot my password" on the login screen and follow the steps.

You will receive a reminder of your sampled moment after 24 hours, 48 hours, and 64 hours if you have not yet responded.

Cancel Update

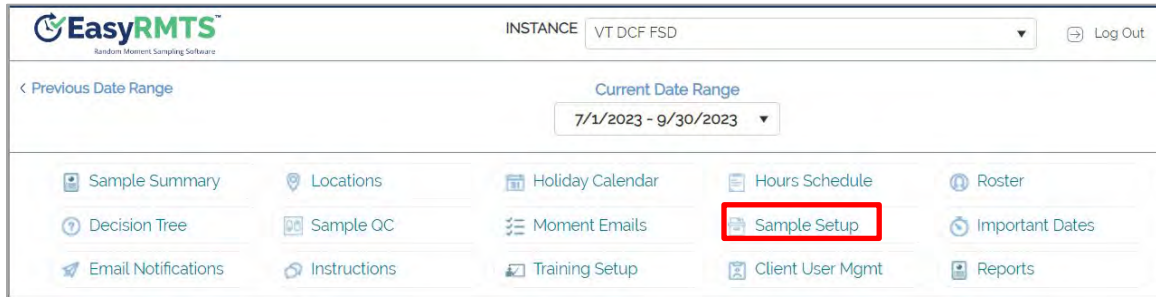


If you wish to export the moment emails, press the export button. An Excel file will download reflecting all moment emails.



Sample Setup

The Sample Setup widget provides administrators the ability to add, edit, and generate moment samples. It displays all the samples that are created, which can be done on a monthly or quarterly basis. Setting up the sample is the first step in editing and generating the next sample for the client instance.



Each sample created requires the following details:

Start Date: the start date represents the sample period start date, which will always be the first day of the first month of the sample period quarter, regardless of whether this is a weekday or not.

End Date: the end date represents the sample period end date, which will always be the last day of the last month of the sample period quarter, regardless of whether this is a weekday or not.

Number of Moments: FSD generates 2,761 moments per quarter for the RMTS. This number is determined, as discussed previously in this manual, to ensure that RMTS results, over a three-month period, meet or exceed the 2,300 valid moments per quarter based on the formula outlined on Page 6.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Sample Setup

Search for... + Add New Sample Export

	Start Date	End Date	Generated On	No. Of Moments	Response Deadline Hours	Sub Sample %	Moment Response	Primary Resp Label
	07/01/2023	09/30/2023		2761	72	10	Business Hours	Program

Deadline Hours: Participants are sent 24, 48, and 64-hour reminder e-mails (if the participant has not yet responded) and have three (3) business days to complete each moment for it to be considered valid. Participants are not able to respond to moments once they have expired.

Sub Sample: For each time study, 10% of all moments are randomly selected as part of the subsample process. Participants who are selected for the subsample are required to answer one additional question when responding to their moments, requiring them to write in their own words the activity they were performing. FSD Administrators review the subsample responses by comparing the activity selection to the participants’ own description of their task to ensure that they match appropriately. If the activity selection does not match, FSD Administrators will contact the participants and mark the moment as invalid. If validation is not confirmed on any moments within the 10% subsample for whatever reason, these moments will be allocated direct to state general fund. The RMTS statistic used in processing the quarterly CAP will be updated accordingly.

Generated: The generated field reflects the date on which the sample is created and generated. This field is automatically populated and does not require data entry. It is good practice to create the sample and generate the quarterly moments at least three days prior to the start of the sample period. This allows adequate trouble-shooting time, should any be required. Prior to generating moments, all updated staff pool data and any other modifications and QC’ing must be completed.

Note: Once a sample has been generated for the quarter, no modifications can be made to that sample. Therefore, it is necessary to double check the parameters that have been set for the sample, along with having checked the calendar, hours, and roster, to ensure that everything is set as it should be. All staff information carries over to the next quarter, which is why it is important to keep up to date in deactivating workers who are no longer working and who should not have any assigned moments next quarter. Moments will not be generated for staff marked as inactive when the next quarter’s sample is generated.

To add a sample, select ‘Sample Setup’ from the main menu.



Vermont Family Services Division (FSD)

The screenshot shows the EasyRMTS software interface. At the top, there is a header with the logo and the text 'INSTANCE VT DCF FSD' and a 'Log Out' button. Below the header, there are two tabs: 'Previous Date Range' and 'Current Date Range', with the latter showing '7/1/2023 - 9/30/2023'. A grid of navigation icons is displayed below, with 'Sample Setup' highlighted by a red box. Other icons include Sample Summary, Locations, Holiday Calendar, Hours Schedule, Roster, Decision Tree, Sample OC, Moment Emails, Important Dates, Email Notifications, Instructions, Training Setup, Client User Mgmt, and Reports.

Select 'Add New Sample'

The screenshot shows the 'Sample Setup' page. It features a search bar at the top left and a '+ Add New Sample' button highlighted in red at the top right, next to an 'Export' button. Below these is a table with the following columns: Start Date, End Date, Generated On, No. Of Moments, Response Deadline Hours, Sub Sample %, Moment Response, and Primary Resp Label. A single row is visible with the following values: Start Date: 07/01/2023, End Date: 09/30/2023, No. Of Moments: 2761, Response Deadline Hours: 72, Sub Sample %: 10, Moment Response: Business Hours, Primary Resp Label: Program.

Enter the start and end date, number of moments, sub sample percentage, and response deadline hours. Review the information and press submit.

The screenshot shows the 'Add Sample' form. It contains the following fields and options: START DATE (07/01/2023), END DATE (09/30/2023), NO. OF MOMENTS (2761), SUB SAMPLE % (10), RESPONSE DEADLINE HOURS (72), and MOMENT RESPONSES (Business Hours). There are also fields for PRIMARY RESPONSE LABEL (Program), SECONDARY RESPONSE LABEL (Activity), and TERTIARY RESPONSE LABEL. At the bottom right, there are 'Cancel' and 'Submit' buttons.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Once the new sample is created and roster updates have been made within the **Roster widget**, select ‘Generate Moment’ in the far right to generate the moments. When the moment generation is completed, the quarterly moments will be displayed, and the moments must be saved by selecting ‘Save Moments’.

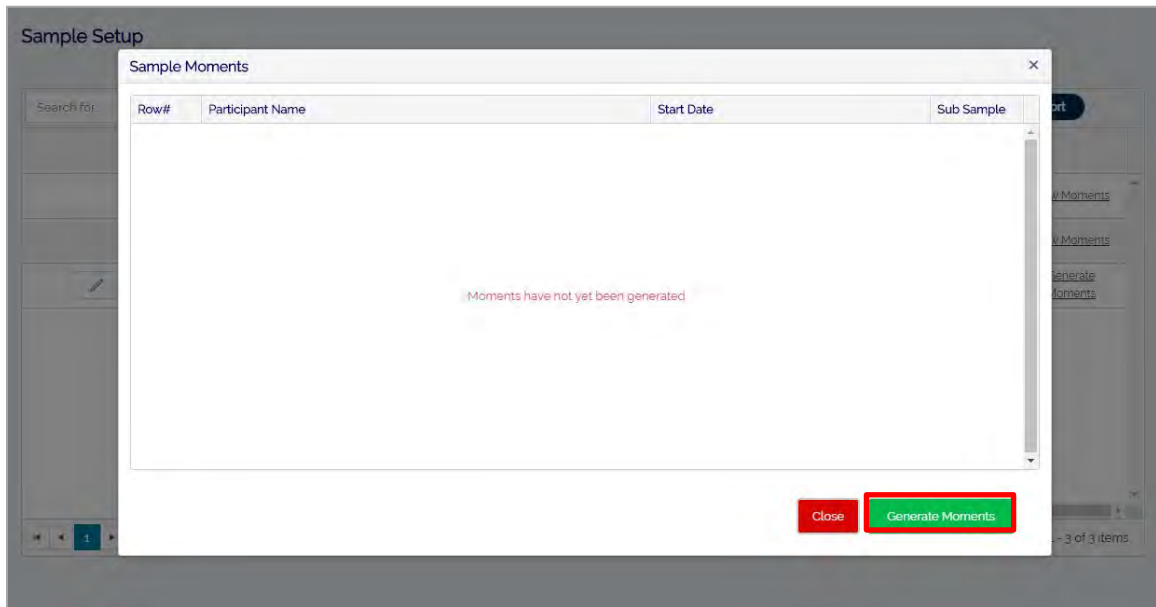
Sample Setup

Search for...

+ Add New Sample Export

	Start Date	End Date	Generated On	Creation Date	Last Modified By	Last Modified Date	
	07/01/2023	09/30/2023		06/06/2023 01:53 PM	Jessica Geiger	06/06/2023 01:53 PM	Generate Moments

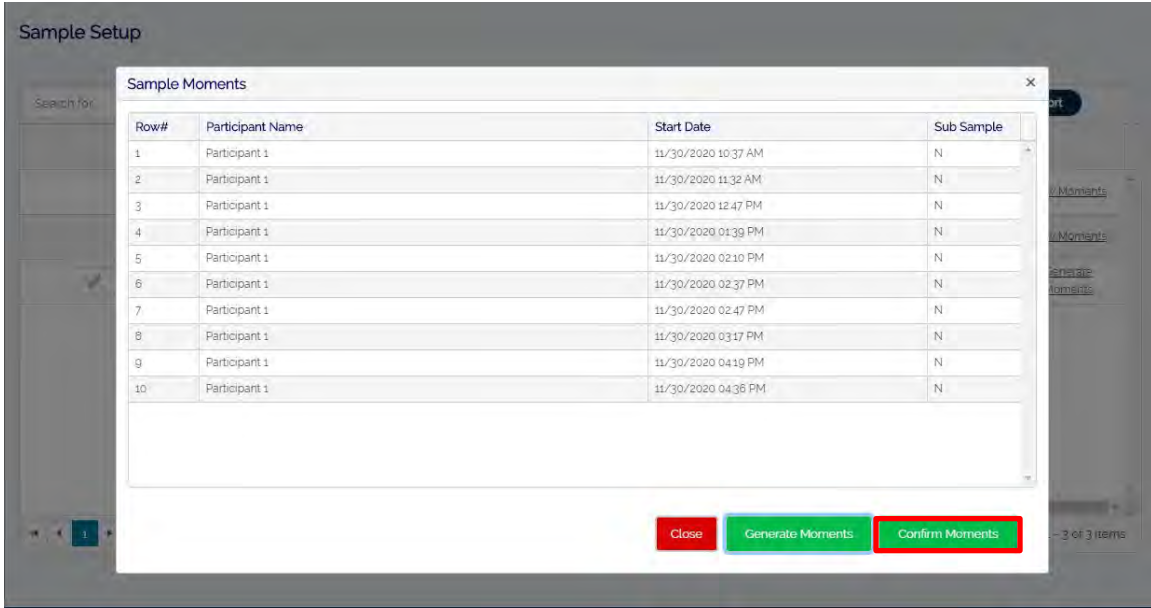
A window will pop up to display a message “Moments have not yet been generated” in red text. Click on the Generate Moments button, to generate the sample.



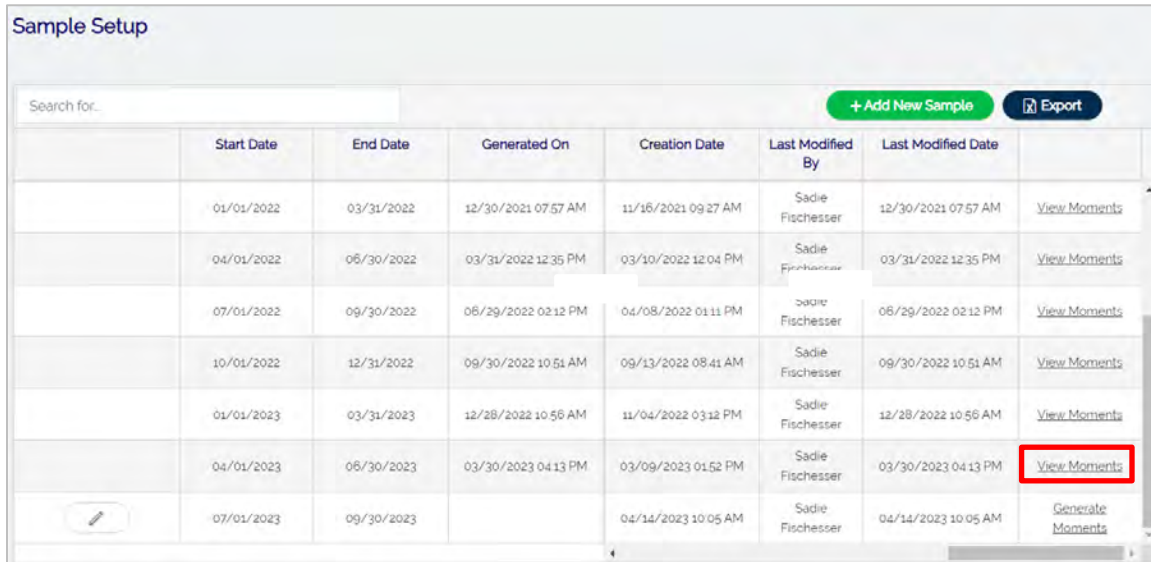
The window will change to show the moment date and times that are randomly assigned to the participants provided under the **Roster widget**. If there is an issue with the moments shown, clicking the Generate Moments button will refresh the page to display new randomly assigned moments. This is an added precaution for quality checking the generation of moments. To complete the moment generation, the administrator must click the Confirm Moments button.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*



If a sample moment has already been generated the administrator can take a closer look by using the scroll bar to scroll to the right and clicking on View Moments.



A window will pop up and show the generated sample moments for the selected sample date range. Click *Close* to exit the window.



Sample Setup

Sample Moments

Row#	Participant Name	Start Date	Sub Sample
1	Participant 2	11/17/2020 09:30 AM	N
2	Participant 2	11/17/2020 10:58 AM	N
3	Participant 2	11/17/2020 11:04 AM	N
4	Participant 1	11/17/2020 11:13 AM	N
5	Participant 1	11/17/2020 11:57 AM	N
6	Participant 1	11/17/2020 12:34 PM	N
7	Participant 2	11/17/2020 01:04 PM	N
8	Participant 2	11/17/2020 01:31 PM	N
9	Participant 2	11/18/2020 12:23 PM	N
10	Participant 2	11/18/2020 12:27 PM	N
11	Participant 1	11/18/2020 01:59 PM	N
12	Participant 2	11/18/2020 03:29 PM	N
13	Participant 1	11/19/2020 11:20 AM	N

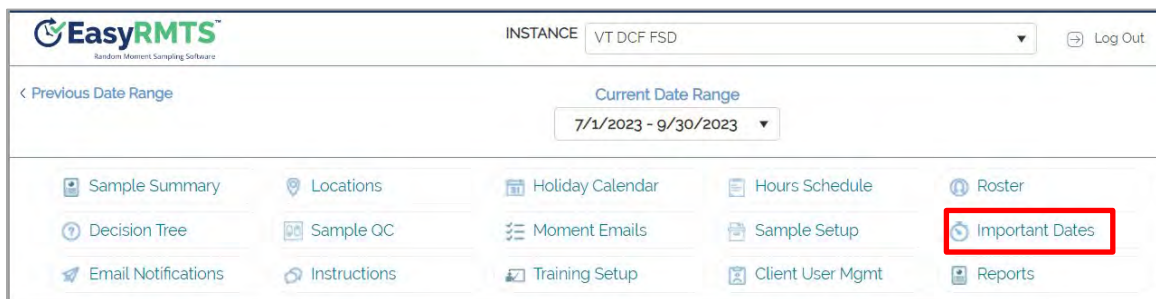
Close

Administrators also have the option to export the sample setups in an Excel file format for all sample date ranges.

Important Dates

The important dates widget provides administrators the ability to type up content that they would like to convey to select users in the system under the Important dates section in the dashboard. For example, EasyRMTS™ training dates can be displayed here.

To add important dates, select the ‘Important Dates’ tab from the main menu.



Add important dates by clicking the ‘Add Date’ button.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Fill out the Start Date and End Date by using the calendar and time icons on the right side of the fields. The Start Date is when the administrator would like selected users to see the important date content and End date is when the important date content will no longer be available to see on the dashboard. Administrators may apply the important dates note to any of the roles provided in the drop-down list under Role. Type in the important dates content under Notification Text.

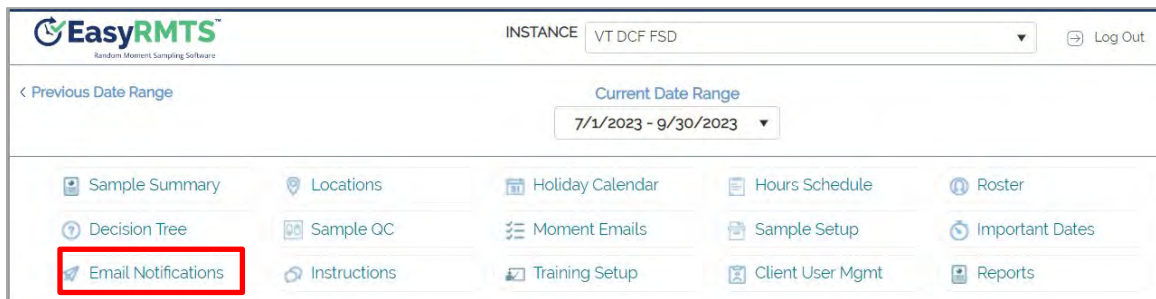
Once complete hit the Submit button, and the important date text will display under specifications that were selected.



Administrators also have the option to export the important dates in an Excel file format for all sample ranges.

Email Notifications

The email notifications widget provides administrators the ability to send emails to all users in the system, including participants, client contact/supervisors, client admins, and client report only roles. Examples may include a change to RMTS or a reminder on how to complete specific moments.

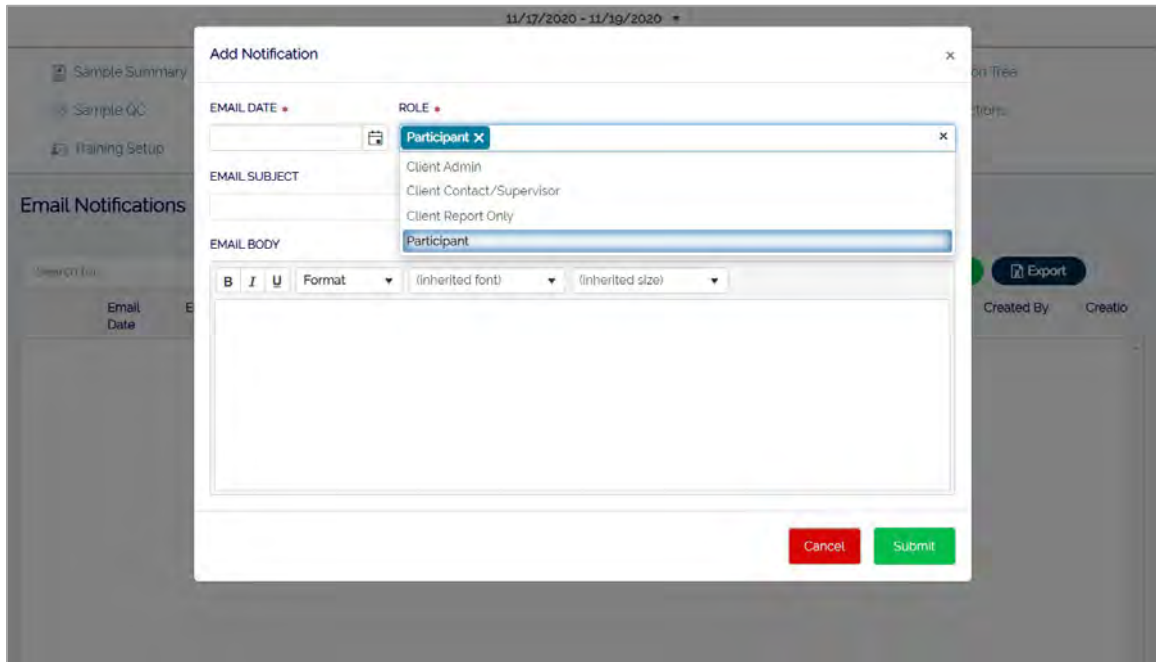


To create an email notification, select the ‘Add Notification button see below.



Select the Email Date using the calendar icon on the right-hand side that the administrator would like to send the email. Select the Role for which the email is for. Administrators may send to any of the roles provided in the drop-down list under Role. These are required fields, which is also indicated by the red asterisks.

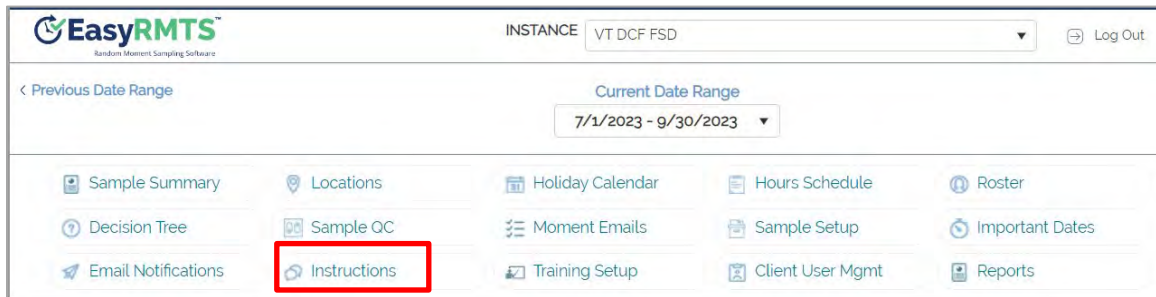
Once complete hit the Submit button, which will send the email out to all the users provided in the system under the roles that were selected. Once sent the Email Status will change from ‘Pending Release’ to ‘Sent.’



Administrators also have the option to export the email notifications in an Excel file format for all sample ranges.

Instructions

The instructions widget provides administrators the ability to create and display content that they would like to convey for all Dashboards under the Instructions section



To add an instruction/note, select the 'Add Note' button.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Instructions/Display Setup

Search for...

+ Add Note **Export**

Display Text Order	Display Text	Creation Date	Created By
1	Welcome to the Vermont Family Services Division Random Moment Time Study (RMTS) This will only take a few minutes of your time. If you have questions regarding the RMTS at any time, please email VTDCF_FSD@pcgus.com or call the helpline at 833-308-3375.	05/11/2023 03:36 PM	Jessica Geiger

50 Items per page 1 - 1 of 1 Items

Type in the Display Text Order number and the Display Text instructions that the administrator would like displayed to all dashboards. Once complete hit the Submit button to save. The instructions can be edited at any time.

Edit Note

DISPLAY TEXT ORDER

1

DISPLAY TEXT *

B I U (inherited font) (inherited size)

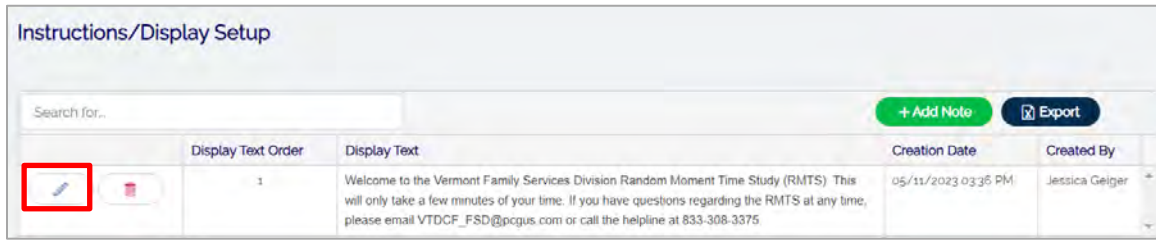
Welcome to the Vermont Family Services Division Random Moment Time Study (RMTS). This will only take a few minutes of your time. If you have questions regarding the RMTS at any time, please email VTDCF_FSD@pcgus.com or call the helpline at 833-308-3375.

Cancel **Submit**

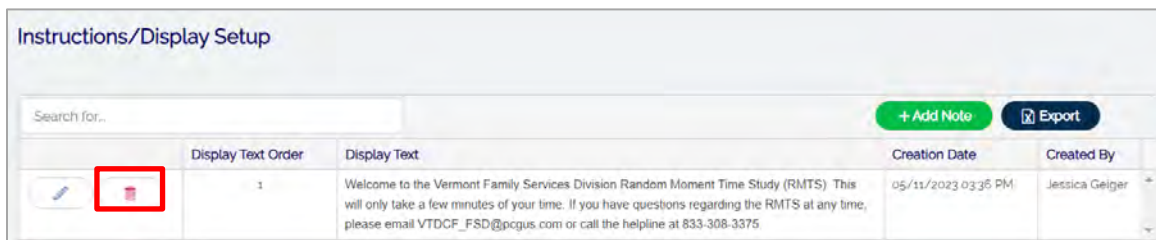
To edit an instruction/note, select the blue pen on the far left.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*



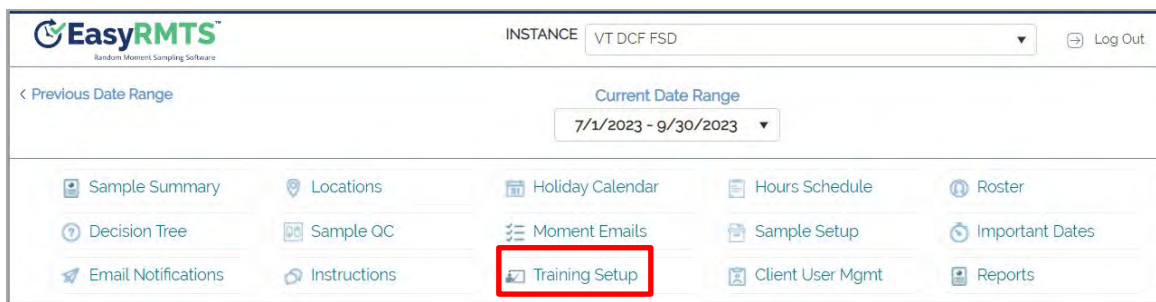
To delete an instruction/note, select the red trash can on the far left.



Administrators also have the option to export the instructions in an Excel file format for all sample ranges.

Training Set Up

The training set up widget provides administrators the ability to add and edit compliance and additional training documents for the selected roles' Dashboard under the Training section.



Under the 'Additional Trainings' section, the RMTS training presentation, RMTS recorded training, and the activity description document can be found and downloaded as a pdf.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Training Setup

Compliance Trainings

Search for...

+ Add Training Export

Document Description	Upload Date	Upload File	Role
No items to display			

Additional Trainings

Search for...

+ Add Training Export

Document Description	Upload Date	Upload File	Role
FSD RMTS Activity Description	06/19/2023 03:14 PM	VT_FSD_RMTS_Activity_Descriptions.docx	Participant
FSD RMTS Training PowerPoint	06/20/2023 10:39 AM	VT_FSD_Training_Presentation.pptx	Participant
FSD RMTS Training Recording	06/20/2023 11:36 AM	FSD_RMTS_Training_Video.pdf	Participant

1 - 3 of 3 items

To add training materials, select the ‘Add Training’ button.

Training Setup

Compliance Trainings

Search for...

+ Add Training Export

Document Description	Upload Date	Upload File	Role
No items to display			

Additional Trainings

Search for...

+ Add Training Export

Document Description	Upload Date	Upload File	Role
RMTS Training PowerPoint	06/07/2023 03:11 PM	VT_FSD_Training_Presentation.pptx	Participant
FSD RMTS Activity Description	06/09/2023 12:52 PM	VT_FSD_RMTS_Activity_Descriptions.docx	Participant

1 - 2 of 2 items

Type in the name of the document. The name under Document Description will be the display name on the selected roles’ Dashboard. Select the training that is needed and upload. Accepted file formats for upload include: Word, Excel, PowerPoint, and PDF files.

Once uploaded select the role for which the training document is for. Available roles to select include:

- **Client Admin:** Access to all system areas
- **Client Admin – Incl Adjusted Results Rpt:** Access to all system areas



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

- **Client Contact/Supervisor:** Access to their participant roster and their participant reports
- **Participant:** Access to participant dashboard and no sample widget access
- **Client Report Only:** Access to only the Reports Widget.

Training documents uploaded to Compliance Trainings section also have the option of refreshing the compliance status for all users assigned to the training documents.

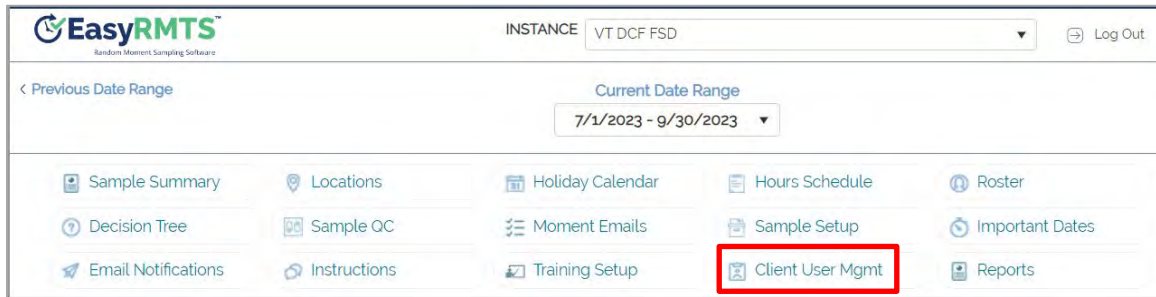
A screenshot of a web application form titled "Add New Document". The form includes a close button (X) in the top right corner. Below the title, there is a section for "UPLOAD DATE" with a timestamp of "6/g/2023 12:55:44 PM". A "DOCUMENT DESCRIPTION" field is shown as a large empty text box. Below that is an "UPLOAD FILE" section with a "Select Files..." button. At the bottom, there is a "ROLE" dropdown menu with a list of options: "Client Admin" (highlighted), "Client Admin - Incl Adjusted Results Rpt", "Client Contact/Supervisor", "Participant", and "Client Report Only".

Client User Mgmt

The client user mgmt. widget provides administrators the ability to add and edit a list of client admin users, client contact/supervisors and client report users. This client user list must be uploaded first before the roster in the Roster section.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*



To add one new supervisor, click ‘Add New User’ and a window will pop up.



All the fields with red asterisks are required fields. If a required field has not been filled out, an error message will occur when submitting. Administrators have three roles they can assign client users.

- **Client Admin:** Have access to client dashboard and to all the sample widgets, but no access to the Participant dashboard.
- **Client Contact/Supervisor:** Have access to only the Participant and client dashboard, and no access any of the Sample widgets.
- **Client Report Only:** Have access to only the Reports Widget.

If a user is also a participant and their information is already in the Roster widget, the window will auto-populate the fields with the Roster widget information when typing in the Username. It will state at the top of the pop-up window “This user is also a participant”.

The information for each client user will roll over to the next sample, including the Roster Status.



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

When a user's status changes to Removed or Inactive, a description of the deactivation is required. An error message will occur if not filled out when updating. If the user's status changes from Removed or Inactive to Active, a description of the reactivation is not required, but recommended for record keeping.

At the bottom of the window, the Deactivation Date and Reactivation Date will display when the participant was last deactivated and/or reactivated.



Note: When a user has been added to the Client User Mgmt an automatic email will be sent to the client user to set up their RMTS account.

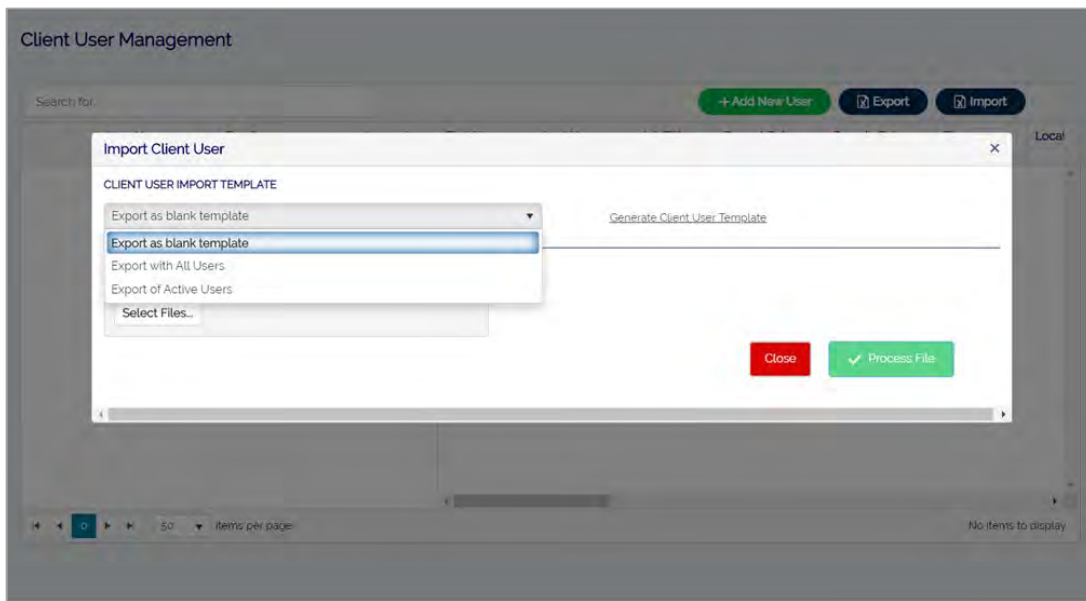
Administrators also have the option to export and import the client users in an Excel file format for a non-active sample range. Client users can be added at any time for active and non-active sample ranges.

The Export button will export the current client user list in the system as an Excel file. This file format is different from the exported files under the *Import* button.

The Import button provides three options to export the client user list:

- **Export as a blank template**
- **Export with All Users**
- **Export of Active Users**

Clicking Generate Client User Template will provide a downloadable Excel template for client user upload.



Administrators must use the Import button to export the client user Excel template to use for importing an Excel file into the system. The Imported Client User Mgmt file must be formatted using the blank UserImportTemplate file to successfully add data to the Client User Mgmt users.

Headers with asterisks are required fields, which includes:



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*



- **User Account ID:**
 - If it is a new user, put in 0.
 - Users already in the system will already have a number randomly assigned to them. Do not change the ID number once it is assigned.
- **Username:** The user’s AR DHS email address.
- **First Name:** The user’s first name
- **Last Name:** The user’s last name.
- **Email:** The user’s VT email.
- **Role:**
 - If the user is a supervisor, put in Client Contact/Supervisor.
 - If the user is a client administrator, put in Client Admin.
 - If the user should only have access to reports, put in Client Report Only.
- **Location:** Input Location name of user from the **Locations widget**.
- **User Status:**
 - If they are an active user, put in Active.
 - If they are temporary on leave, put in Inactive.
 - If they are to be deleted/removed, put in Removed.

The other fields are optional. Example of correct formatting is displayed below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	User Account Id *	User Name *	First Name *	Last Name *	Email *	Phone	JobTitle	Role *	Location	Location2	Training Compliant	Compliance Date	User Status *	DeactivationReason	ReactivationReason	
2																
3																
4																

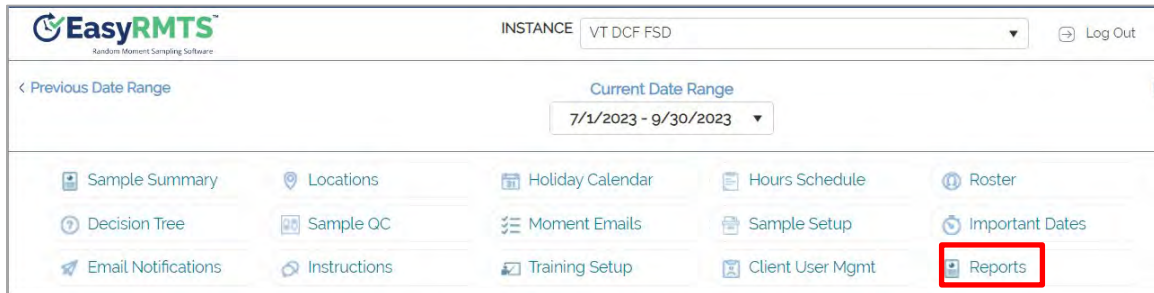
Once the updated information is complete, click on the Import button and Select Files to import the roster list created from the Excel template. Once the Excel file has been selected, click on Process File. If there are any errors in the Excel file, the system will provide a list of red error messages for each row that has an issue. If there are no errors the system will give you a green success message.



All data imports append to the information already in the system and does not overwrite it unless changed within the Excel file.

Reports

The Reports widget provides administrators the ability to view and download a list of the reports that are available to download to PDF, Excel, and CSV file formats for the selected sample date range. Each report has a search functionality and four different downloading file format buttons. These reports can also be accessed through the Client Administrator dashboard under the Reports Section.



Here is a list of available Reports to download:

- **Contact Details Report:** Report of client admin users, supervisors, and client report only roles from the Client User Mgmt widget
- **Failed Email Report:** Report of failed emails
- **Hours Detail Report:** Report of hours schedules from the Hours Schedule widget
- **Location Details Report:** Report of locations from the Locations widget
- **Location Response Rate Report:** Report of response rate (moments submitted/moments assigned) by each location. Includes a *Start* and *End Date* Report Criteria for more specific report generation.
- **Missing Moments Report:** Report of moments that have not be responded to, including expired and unexpired moments. Includes a *Start* and *End Date* Report Criteria for more specific report generation.
- **Moment QC Report:** Report of QC'd moments from the Sample QC widget. Includes all subsample moments and any additional moments that have a QC status including participant response, follow up question/answer, QC status, Reviewer Comments, and applicable Program/Activity if reassigned.
- **Moment QC Status by Contact:** Report with summary count of moments that have been validated, invalidated, reassigned and remain Pending Review by supervisor
- **Moment Response Report:** Report of all moments including moment response date/time and moment expiration date/time. Includes a *Start* and *End Date* Report Criteria for more specific report generation.
- **Participant Details Report:** Report of participant information from the Roster widget.



- **Participant Response Rate Report:** Report of participant moment assignments and response rate. Includes a *Start* and *End Date* Report Criteria for more specific report generation.
- **Quarterly Summary Results:** This report mirrors the Summary Results Report but aggregates data for the entire quarter (combines results data across the 3 monthly samples for time studies where samples are generated each month.)
- **Quarterly Summary Results – Adjusted:** This report mirrors the Summary Results – Adjusted Report but aggregates data for the entire quarter (combines results data across the 3 monthly samples for time studies where samples are generated each month.)
- **Quarterly Summary Results by Location:** This report mirrors the Summary Results by Location Report but aggregates data for the entire quarter (combines results data across the 3 monthly samples for time studies where samples are generated each month.)
- **Quarterly Summary Results by Location – Adjusted:** This report mirrors the Summary Results by Location - Adjusted Report but aggregates data for the entire quarter (combines results data across the 3 monthly samples for time studies where samples are generated each month.)
- **Sample Results Report:** Report of both unanswered and answered sample responses. Includes a *Start* and *End Date* Report Criteria for more specific report generation.
- **Sample Results Report (Responses Only):** Report of only answered sample responses. Includes a *Start* and *End Date* Report Criteria for more specific report generation.
- **Sub-Sample Results Report:** Report of subsample responses. Includes a *Start* and *End Date* Report Criteria for more specific report generation.
- **Summary Results Report:** Report of RMTS results for sample period including allocation calculations.
- **Summary Results Report – Adjusted:** Report of RMTS results for sample period including allocation calculation and adjustments to reflect moment QC invalidations and reassignments.
- **Summary Results Report by Location:** Report of RMTS results for sample period including allocation calculation split by location. Includes a *Location* Criteria for more specific report generation.
- **Summary Results Report by Location- Adjusted:** Report of RMTS results for sample period including allocation calculation and adjustments to reflect moment QC invalidations and reassignments split by Location. Includes a *Location* Criteria for more specific report generation.
- **Training Compliance Report:** Report of RMTS users status and dates for training compliance from the Roster widget. Includes a *Role*, *Location*, and *Compliance Status* Report Criteria for more specific report generation.

V. Ongoing Maintenance and System Preservation



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

Webmail Account and Hotline Staffing

PCG utilizes a webmail account for each RMTS process and has a unique e-mail address associated. All RMTS moment notification and reminder e-mails are distributed from PCG's e-mail address.

In addition, PCG staff are available for ongoing user and technical support via e-mail and phone on a work week basis between 9:00 a.m. and 5:00 p.m. EST (Monday – Friday, excluding holidays).

Hotline Number: (833) 308-3375
Email Address: VTDCF_FSD@pcgus.com

VI. User Perspective

Screen Shots of the current system

Snapshot of VT FSD RMTS e-mail message:

Hello,

This is to notify you that you have been added to the VT DCF FSD Random Moment Time Study.

Your username is Example@vermont.gov
Your temporary password is: bMsTAa(4

This temporary password will expire in 48 hours. If you do not set up your account within 48 hours of this email, you must select the forgot password link on the [EasyRMTS™](#) login screen to get a new temporary password.

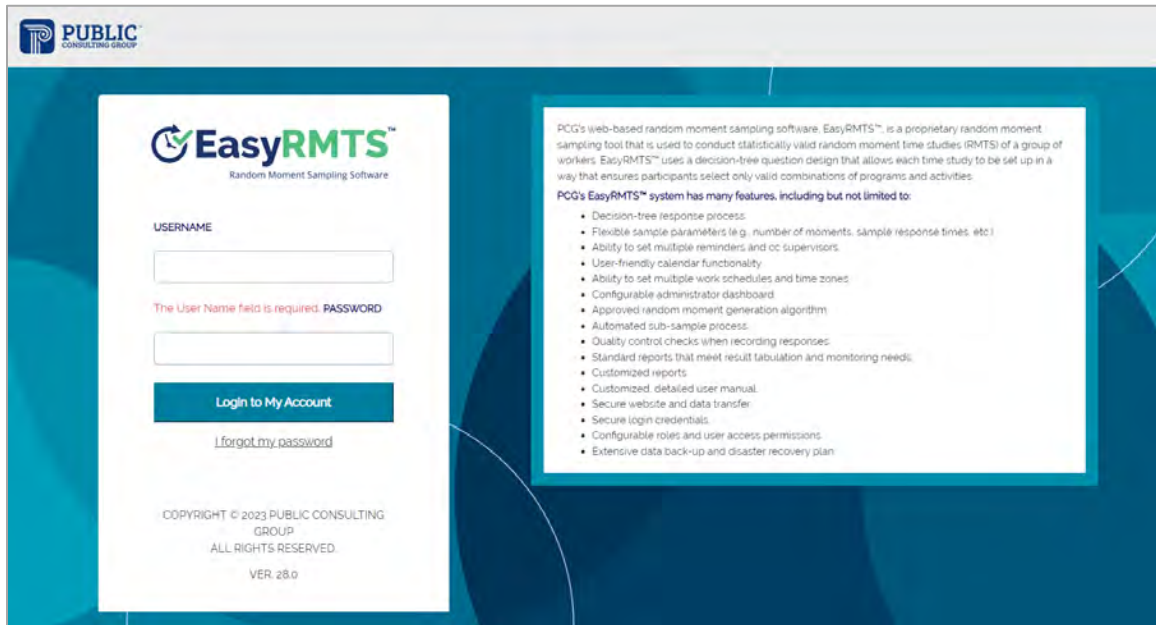
Please logon to <https://www.easyrmtspcg.com/> to set up your account and password. You can click on the website link in this email or type the address into your web browser.

If you have any questions, please contact your PCG administrator at VTDCF_FSD@pcgus.com.

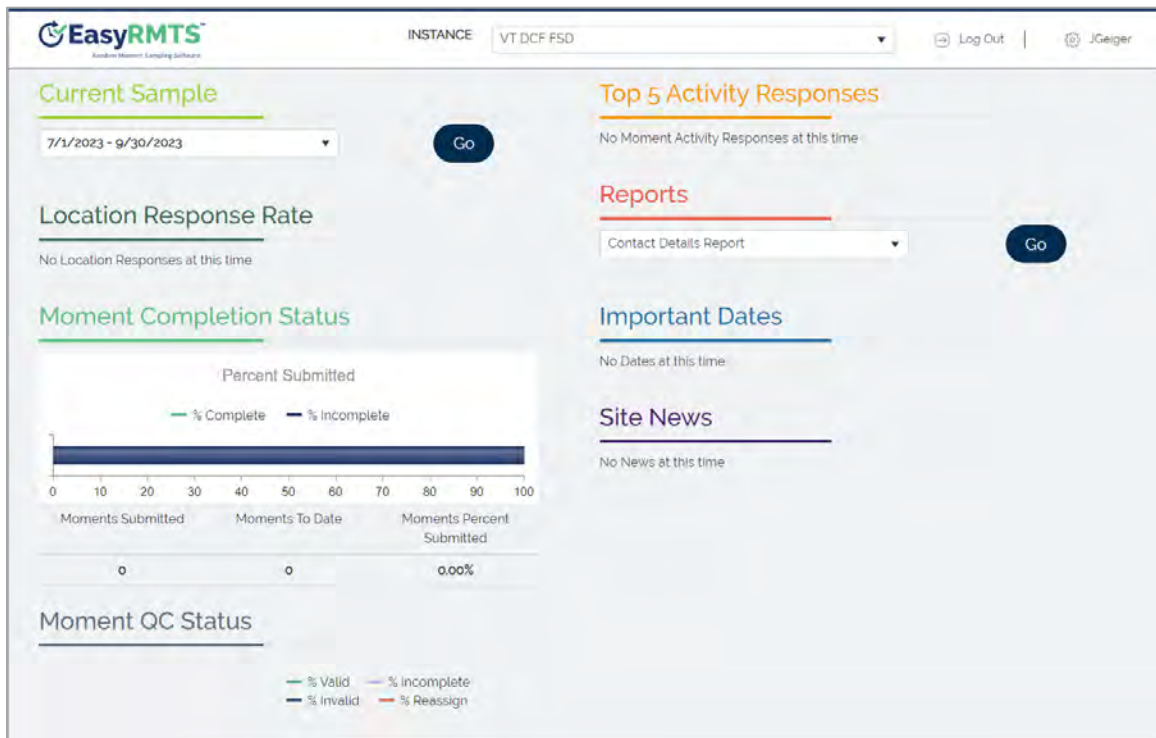
VT FSD RMTS Login Webpage:



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*



After logging in, the FSD RMTS dashboard will appear. This screen provides the Location Response Rate, Moment Completion Status, Moment QC Status, Top 5 Activity Responses, Reports, Important Dates, and Site News.





*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

VII. Contact Information

FSD Administrators

Heather McLain
Heather.McLain@vermont.gov

Laura Melhus
Laura.Melhus@vermont.gov

VIII. Appendix

Website Information/Access Credentials

RMTS Website Address:
[Random Moment Time Study \(EasyRMTSpcg.com\)](http://RandomMomentTimeStudy(EasyRMTSpcg.com))

VT DCF RMTS Email Account (from the PCG webmail):
VTDCF_FSD@pcgus.com

Quarterly RMTS Generation:

- Create new Sample under **Sample Setup widget**
- (Optional) Add/Edit Locations under **Locations widget**
- Add/Edit Holiday Calendar under **Holiday Calendar widget**
- Add/Edit Hours Schedule under **Hours Schedule widget**
- (Optional) Add/Edit Important Dates under **Important Dates widget**
- (Optional) Add/Edit Instructions under **Instructions widget**
- Collect Roster and Client User Mgmt users information for the new Sample
- Add/Edit Client User Mgmt users under **Client User Mgmt widget** manually or through Excel Import
- Add/Edit Roster users under **Roster widget** manually or through Excel Import



Vermont Family Services Division
(FSD)

- Generate new Sample under **Sample Setup widget**

Quarterly RMTS Results:

- Review Subsample Responses under **Sample QC widget**
- Review Flagged Responses under **Sample QC widget**
- (Optional) Review Un-Flagged Responses under **Sample QC widget**
- After the end of new sample, download *Moment Response Report* under **Reports widget** for moment response rate.
- After the end of new sample, download *Moment QC Report* under **Reports widget** for sample and subsample validations and invalidations.
- After the end of new sample, download *Summary Results Report– Adjusted* under **Reports widget** for allocation adjusted results report.

Training

Employees must participate in training before completing their first random moment. RMTS training is part of the orientation for all new employees.

Technical Information

Moment Generation

The RMTS data is comprised of roster information received from clients. Every participant in this available pool (excluding removed participants) is subject to receiving a moment, or multiple moments, daily. A calendar of workdays and work hours are also maintained to ensure generated moments occur during hours that participants are scheduled to work.

The goal of the RMTS is to generate random moments throughout the day (in a method that meets federal Cost Allocation Services and other federal guidelines) and assign them to active time study participants. The general guidelines for moment generation are to first select a random date and time, and then assign that date and time to an active participant who is scheduled to work at that time. The spread of the selected moments should be reasonably even throughout the day, and among participants. It is understood that these spreads will not be equal, as the process is random and will vary from month to



*EasyRMTS™ Procedure Manual
Vermont Family Services Division (FSD)*

month. However, they should fall within a couple standard deviations from the mean. The purpose of the time study is to provide the agency with a method for determining what percentage of a participant's workday are spent on all activities, some of which are claimable to various federal programs. The reason for RMTS is that a group of individuals will work on multiple activities but have a single cost. The RMTS is used to determine the amount of time spent and therefore costs of performing each individual activity.

Response Rates

Response rates are calculated to ensure an adequate number of moments are received for each sample period. The actual response rate includes only those moments that were successfully submitted. This is utilized and carefully monitored to ensure 2,300 (or the number required for statistical validity if higher) moment responses are received per quarter.

In addition to the actual response rate, an overall response rate is calculated to monitor the overall success of the time study. The goal of any time study is to have a minimum overall response rate of 85%. The overall response rate excludes moments that are missed due to leave and technical errors such as an incorrect e-mail address as well as those moments received when participants are not scheduled to work. These rates are calculated outside of the database using reports generated from the database.

Questions

If you have any questions about the EasyRMTS™ system, please contact your PCG administrator.

Hotline Number: (833) 308-3375

Email Address: VTDCF_FSD@pcgus.com



C. VDH SCHOOL-BASED MEDICAID ADMINISTRATION CLAIMING (MAC) RMTS

VDH MAC Activity Instructions

Annual revised submission included.

VDH MAC Procedures Manual

Annual revised submission included.

VDH MAC Training Guide

Annual revised submission included.

**Vermont
Department of Health**

**School-Based Medicaid
Program**

Implementation Guide

For

**Statewide Random Moment Time
Study (RMTS)**

March 2013

Revised on April 1, 2020 to include the State of Emergency Exception Section

Table of Contents

Section	Page
Overview	
I. Collection of Time Study Moments	
A. Identify individuals to be included in cost pool	
B. Determine number of moments	
C. Random Moment Time Study process	
D. Non-responses and ensuring appropriate response rate	
II. Coding of Time Study Moments	
A. Coding the moments	
B. List of activity codes	
C. Validation of Moments	
D. Calculation of statewide time study results	
E. Medicaid eligibility percentage	
III. Training	
IV. Oversight and Monitoring	
V. Appendix	
A. Random Moment Time Study Manual	
B. Claiming Manual	
C. Random Moment Time Study Supplemental Training Guide	
D. Vermont RMTS Oversight and Monitoring Plan	

Overview

The School-Based Medicaid program allows School-Based Medicaid Providers to seek federal reimbursement through the Medicaid/Dr. Dynasaur program. The School-Based Medicaid program consists of two components – Direct Services Claiming (DSC) and Medicaid Administrative Claiming (MAC). Through MAC, School-Based Medicaid Providers may be reimbursed for participating in activities that support the administration of the State’s Medicaid program.

The Random Moment Time Study (RMTS) process identifies the portion of time that staff and contracted employees of each Supervisory Union (SU) spend performing reimbursable tasks under the School-Based Medicaid program. The results of the time study are used in the Medicaid Administrative Claim (MAC) for each SU. This RMTS Implementation Guide describes the steps SU’s must take as part of the RMTS process.

The Vermont Department of Health (VDH) has overall responsibility for the administration of the RMTS, but has contracted with the University of Massachusetts Medical School (UMASS) for the day-to-day administration of the RMTS. Each SU also must designate a local Project Coordinator who is responsible for coordinating the RMTS process for that SU.

VDH Central Office Staff

The oversight body for the MAC program is located at the VDH central office, and is administered by the Early and Periodic Screening, Diagnostic and Treatment (EPSDT) services program within the Division of Maternal and Child Health. The EPSDT Program Chief and designated staff are responsible for managing their MAC contract (VDH has worked with UMASS on MAC and the related time studies since 2005) with their vendor (UMASS), working with the vendor on program oversight and development, review and approval of related manuals and training materials, processing MAC reimbursement to SUs, and developing and processing MAC agreements with SUs. VDH central office staff will work with supporting VDH personnel to assure proper administration and oversight of the MAC program at the local level (VDH School Liaisons). The EPSDT Program will work closely with UMASS and Center for Medicaid/Medicare Services (CMS) School-Based Claiming personnel to adhere to CMS guidelines for proper administration of the MAC program in the state of Vermont.

VDH School Liaisons

The VDH School Liaisons are located at each of the 12 VDH Office of Local Health district offices located throughout the state. Each district office is responsible for working with specific SUs. The Liaisons establish relationships and build rapport with the schools located in these SUs through their day to day interactions related to various public health programs and initiatives, coordinated school health work, other EPSDT-related work, as well as the MAC program specifically. Their programmatic role is supported by the guidance from the EPSDT program, located in the VDH central office in the Division of Maternal and Child Health. Central office personnel assure that the Liaisons have the knowledge and training necessary for proper implementation of the MAC program at the

local level. The Liaisons then become the programmatic support persons for each of the SUs.

VDH School Liaisons will work closely with the project coordinators and SU staff responsible for all necessary rosters, calendars, and salary and fringe benefit information. The Liaisons provide assurance that the project coordinators and business office staff have appropriate knowledge of the program, supporting manuals and training materials, the required documentation and reports, as well as the timeline for when all items must be addressed or completed and submitted to the MAC vendor or VDH. The Liaisons are the primary contacts and the conduits for communications to and from the SUs, including information from VDH central office personnel. The Liaisons will be the SU's contact person for questions, but if the SUs have questions beyond the Liaison's knowledge base, the Liaison will contact central office for the information, and relay the answers and any supporting materials back to the SU. A constant and open line of communication between central office and the School Liaisons is essential for coordination and proper implementation of the MAC program.

SU Project Coordinators

Each SU will identify a Project Coordinator who is familiar with preventive health services and the school's Coordinated School Health Program. The Project Coordinator will oversee the operation of the MAC agreement (between VDH and the SU) at the SU, and work in a collaborative manner with their VDH district office to achieve EPSDT objectives. The Project Coordinator will work closely with the VDH School Liaisons, as well as all appropriate SU business office personnel, to assure that all appropriate staff are trained and participating in the MAC processes, that all required information and paperwork is submitted to either the MAC vendor or VDH as appropriate, and to assure that the SU is taking the necessary steps to achieve at least 85% compliance with the RMTS, as discussed below.

Section I. Collection of Time Study Moments

The Vermont School-Based Medicaid program will use a Random Moment Time Study (RMTS) to collect the statewide time study data required for the MAC claims. To administer the RMTS, VDH will first identify individuals from all participating SUs who are eligible to participate in the time study. The State will then randomly select individuals to complete the time study. The number of individuals selected will be based on the number of moments needed to ensure a statistically valid statewide time study sample. The VDH will ensure an appropriate response rate both by encouraging individuals to complete a time study on their requested moment and by oversampling.

A. Identify individuals to be included in cost pool

Step 1: VDH will identify individuals to be included in the statewide cost pool using information supplied by the SUs. SUs will identify the personnel who are eligible to participate in the time study, based on the actual job function that they perform, not on their job title. Individuals who are expected to perform Medicaid-related administrative activities should participate in the time study. Staff is excluded from the cost pool if they are reimbursed 100% by Federal funds.

The following list contains individuals who participate in the RMTS.

- Speech/Language Therapist, Assistant or Aide
- Occupational Therapist, Assistant or Aide
- Physical Therapist Assistant or Aide
- School Psychologist
- Psychologist
- Registered Nurse
- Licensed Practical Nurse
- Nurse's Aide
- Audiologist/Hearing Impaired Specialist
- Psychiatrist/Physician
- Case Manager
- School Adjustment Counselor
- School Social Worker
- Guidance Counselor
- Certified Alcohol Counselor
- Student Assistance Professional (SAPS)
- Home School Coordinator
- Counselor/Mental Health Practitioner
- Substance Abuse Worker
- Project Coordinator
- Dentist, Dental Hygienist
- Special Education Director, Administrators/Assistant
- Special Education clerical and technical support Personnel
- Pupil Support Services Director, Administrators/Assistant
- Pupil Support Services clerical and technical support Personnel

- Health Coordinator
- Nursing Director, Administrators/Assistant
- Nursing clerical and technical support Personnel
- Director of Guidance

Step 2: For initial program implementation, each SU Project Coordinator will complete the RMTS participant template. SUs that enroll as providers subsequent to the initial implementation of the RMTS will also complete the RMTS participant template. On an ongoing basis, UMASS will send a list of participants for upcoming time studies to each SU’s Project Coordinator 45 days before the start of each quarter. Each Project Coordinator should update the list of current participants and return it electronically no later than 30 days prior to the start of each quarter. VDH may grant exceptions to this deadline at its discretion.

Sample Time Study Template							
Employee ID #	Last Name	First Name	Email address	Job Description	Job Type	Fed Fund %	FTE
200	Smith	Mary	Msmith@yahoo.com	Registered Nurse	E	0	1
201	Doe	John	Johndoe@yahoo.com	Speech/language Therapist	C	20	1
202	Brown	Jane	JBrown@yahoo.com	Physical Therapist	E	2	.8
203	Jones	Ann	AJones@yahoo.com	Occupational Therapist	C	100	1

Sample Template Instructions

Populate the template by entering the Employee ID #, Last Name, First Name, and Email address. Select the job description from the dropdown. Enter ‘E’ in the Job Type column for an employee of the school district and ‘C’ for someone who is a contractor. Enter the percent of the salary that is federally funded in the Fed Fund % column and enter the full time equivalency in the FTE column.

B. Determine number of moments

The State will use the following statistical calculation to determine the number of moments required to meet the confidence level statewide. Computations are made using the statistical power analysis program nQuery Advisor 6.0 and are based on the tables by Machin and Campbell, which in turn were generated using the normal approximation to the binomial as described on pages 105-107 in Dixon and Massey. The expression for the sample size n is:

$$n = \left(\frac{Z_{1-\alpha/2}}{\omega} \right)^2 \left[\pi(1-\pi) \right]$$

where d is the desired $1-\alpha$ interval width, $1-\alpha$ is assumed to be 95%, and π is the assumed true population proportion. The finite population adjusted sample size n_F is obtained by applying a finite population correction:

$$n_F = \frac{nA}{N}$$

Each SU must submit their annual school calendar prior to August 1st. An updated calendar, including any changes to the original calendar and the updated last day of school must be submitted by March 1st. VDH may grant exceptions to these deadlines at its discretion.

All individual minutes within the quarter are included in the potential minutes to be chosen as moments for the time study. The total pool of minutes for the quarter does not include weekends, holidays, time outside of normal working hours and school days on which students are not present (i.e. teacher in-service days).

VDH uses a sampling methodology to achieve a level of precision of +/- 2% with a 95% confidence level for activities. Once compiled, the statewide time study pool is sampled to identify participants in the RMTS. The participant sample is selected from the statewide RMTS pool using a statistically valid random sampling technique. Using a statistically valid random sampling technique, a desired number of random moments is also selected. Each moment is for a specific one minute interval that is within school working hours. Next, each randomly selected moment is matched up, using a statistically valid random sampling technique, with an individual from the total pool of participants.

Each time the selection of a moment and the selection of a name occurs, both the moment and the name are returned to the overall sample pool to be available for selection again. In other words, the random selection process is done with replacement so that each moment and each person are available to be selected each time a selection occurs. This step guarantees the randomness of the selection process. Results from the power analysis indicate that 2,401 sampled moments are required for each quarter. VDH intends to oversample by 15% for a total of 2,761 moments. The statistician's analysis with these results is included in section VI.

Each selected moment is defined as a specific one-minute unit of a specific day from the total pool of time study moments in the quarter and is assigned to a specific time study participant. Each moment selected from the pool is included in the time study and coded according to the documentation submitted by the participant.

Participants complete the time study for a randomly selected moment(s) during the three quarters that overlap with the school year. RMTS quarters are defined as:

- October – December
- January – March
- April – June

The average of the RMTS results for the three prior quarters is applied to the summer quarter, July-September. For most schools, the summer quarter includes services provided to students who receive services during summer school and services provided during the beginning of the school year (late August and September). This approach aligns quarterly costs with quarterly time study results.

Effective April 1, 2020, in case of a State of Emergency that causes extended statewide school closures and impacts the statistical validity of the RMTS as defined in this section, such as a public health emergency, the RMTS will not be conducted. The average of the RMTS results from all other quarters in which RMTS was statistically valid during the same fiscal year will be applied to the state of emergency quarter(s). Vermont will notify CMS within 15 days of determining that a quarter is statistically invalid, including the reason for the determination, along with details and dates of the declaration of emergency.

C. Random moment time study process

Names of the time study participants from each of the SU's list of time study participants will be placed into the statewide cost pool. From the pool, participant days and times will be randomly selected. Each participant selected will receive notification emails three (3) days prior, one (1) hour prior and at the time of the moment for which they have been selected. At the time of the moment for which they have been selected, each participant will answer the following three (3) questions and certify their responses:

- What were you doing?
- Who were you with? Please do not use actual names.
- Why were you performing this activity?
- In addition, sampled participants will certify the accuracy of their response prior to submission.

In order to answer these questions, the participant must access a secure, web-based system through which UMASS, on behalf of the VDH, administers the RMTS process. Additional details about the system are included in the attached Random Moment Time Study (RMTS) Manual. Within the system, the participant can select answers to the questions from a drop-down menu or, if none of the answers provided appropriately answer the questions, the participant should provide a written narrative response.

If this is not done at the time of the selected moment, reminder emails will be sent two (2) hours, 24 hours, 48 hours, 72 hours and 96 hours after the selected moment until the random moment is completed. After five (5) school days the participant will no longer be able to enter or edit data for the selected moment.

D. Non-responses and ensuring appropriate response rate

To ensure that the time study is completed properly, UMASS, in its role as the RMTS Administrator, and each SU's Project Coordinator monitor response rates and provide follow-up to participants who have not completed their moment(s). If a participant has changed positions and is no longer working in a position that is eligible to participate in the

RMTS, any sampled moments for that participant would be excluded from the State's non-response rate calculation. Similarly, if a participant is no longer employed or retired their sampled moment(s) would also be excluded.

Except as stipulated in the paragraph above, the non-response rate includes any selected moments not completed by selected RMTS participants within five (5) school days of the moment date.

To ensure that enough moments are received to have a statistically valid sample, VDH will over-sample by 15%.

If the statewide response rate does not reach 85% for a given quarter, all moments for which there is no response are treated as non-Medicaid activities. The VDH central office staff will send a notification letter to every SU whose response rate was lower than 85% in a given quarter. If the statewide response rate does not reach 85% in a given quarter, SUs who had received a notification letter within the last two years and whose response rate was lower than 85% in that quarter may be unable to claim reimbursement for that quarter. VDH reserves the right to grant exceptions to this rule on claiming prohibitions for individual SUs in instances of extreme unforeseen circumstances, such as a natural disaster, on a case-by-case basis. If a School-Based Medicaid Provider repeatedly has a response rate lower than 85%, VDH may impose sanctions. Possible sanctions may include, but are not limited to, conducting more frequent monitoring reviews, imposing a corrective action plan and reducing or eliminating the providers claimed portion of the FFP distribution amount.

If the statewide response rate reaches or exceeds 85%, all non-responses will be discarded.

A series of management reports will be available to monitor participation. All reports are real time and are accessible by each SU's Project Coordinator and VDH School Liaison. Refer to the attached Random Moment Time Study (RMTS) Manual for additional details and sample reports.

Section II. Coding of Time Study Moments

Individual time study responses will be coded by the vendor (UMASS), according to the time study codes described below. Most codes will be assigned based on a web-based algorithm that has been approved by the State. Additionally, a Central Coder at UMASS will be responsible for ensuring that results are appropriately coded. Staff from the VDH will review a 5% sample of coded responses each quarter to ensure appropriate coding.

A. Coding the moments

The time study will be completed online using a web-based system. The system will automatically code all responses when predefined answers are selected for the RMTS questions from provided drop-down menus, and the combination of predefined answers for the three questions indicate a response that is consistent with an activity code. However, study participants also have the option to write their own free-text answers to the questions. If the time study participant chooses to write in an answer for any question, a Central Coder employed by UMASS will be responsible for coding the response. The Central Coder will follow up directly with any time study participant whose response(s) does not provide enough information to accurately code the moment. Once the additional information is obtained, a code will be assigned. If additional information is not submitted, the moment will not be included in the calculation of the activity code percentages, and will count as a non response.

The web-based system will be used for tabulating the results from the on-line time studies. All coded responses are included in tabulating results.

B. List of activity codes

An activity code will correspond with time study responses submitted by time study participants. The activities are segregated to identify reimbursable versus non-reimbursable costs. The RMTS activity codes will be used by the Central Coder to code the participant's responses. The following chart lists the activity codes used in the time study and indicates whether the activity code is Medicaid reimbursable or non-reimbursable. Detailed descriptions of activity codes, including examples, are furnished.

Activity Codes	Reimbursable Category	Reimbursable Percent
A. Non-Medicaid /Dr. Dynasaur Outreach	No	Not applicable
B. Medicaid /Dr. Dynasaur Outreach	Administrative	100%
C. Facilitating Application for Non-Medicaid /Dr. Dynasaur Programs	No	Not applicable
D. Facilitating Medicaid /Dr. Dynasaur Eligibility Determination	Administrative	100%
E. School Related and Educational Activities	No	Not applicable
F. Direct Medical Services	No	Not applicable
G. Transportation for Non-Medicaid/Dr. Dynasaur Services	No	Not applicable
H. Transportation-Related Activities in Support of Medicaid/Dr. Dynasaur Covered Services	Administrative	Medicaid Eligibility %
I. Non-Medicaid/Dr. Dynasaur Translation	No	Not applicable
J. Translation Related to Medicaid/Dr. Dynasaur Services	Administrative	Medicaid Eligibility %
K. Program Planning, Policy Development, and Interagency Coordination Related to Non-Medical Services	No	Not applicable
L. Program Planning, Policy Development, and Interagency Coordination Related to Medical Services	Administrative	Medicaid Eligibility %
M. Non-Medical/Non-Medicaid/Dr. Dynasaur Related Training	No	Not applicable
N. Medical/ Medicaid/Dr. Dynasaur Related Training	Administrative	Medicaid Eligibility %
O. Referral, Coordination, and Monitoring of Non-Medicaid/Dr. Dynasaur Services	No	Not applicable
P. Referral, Coordination, and Monitoring of Medicaid/Dr. Dynasaur Services	Administrative	Medicaid Eligibility %
Q. General Administration	Administrative	Allocated

CODE A. NON-MEDICAID/DR. DYNASAUR OUTREACH

This code should be used for activities that inform individuals about their eligibility for non-Medicaid/Dr. Dynasaur social, vocational and educational programs (including special education) and how to access them; describing the range of benefits covered under these programs and how to obtain them. Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Informing families about wellness programs and how to access these programs.

2. Scheduling and promoting activities that educate individuals about the benefits of healthy life-styles and practices.
3. Conducting general health education programs or campaigns that address life-style changes in the general population (e.g., dental prevention, anti-smoking, alcohol reduction, etc.).
4. Conducting outreach campaigns that encourage persons to access social, educational, legal or other services not covered by Medicaid/Dr. Dynasaur.
5. Assisting in early identification of children with special medical/dental/mental health needs through various child find activities.
6. Outreach activities in support of programs that are 100 percent funded by state general revenue.
7. Developing outreach materials such as brochures or handbooks for these programs.
8. Distributing outreach materials regarding the benefits and availability of these programs.

CODE B. MEDICAID/DR. DYNASAUR OUTREACH

This code should be used for activities that inform eligible or potentially eligible individuals about Medicaid/Dr. Dynasaur and how to access the program. Such activities include bringing potential eligibles into the Medicaid/Dr. Dynasaur system for the purpose of the eligibility process. Outreach may only be conducted for the populations served by the school districts, i.e., students and their parents or guardians.

The following are examples of activities that are considered Medicaid/Dr. Dynasaur outreach:

1. Informing Medicaid/Dr. Dynasaur eligible and potential Medicaid/Dr. Dynasaur eligible children and families about the benefits and availability of services provided by Medicaid/Dr. Dynasaur (including preventive treatment, and screening) including services provided through the EPSDT program.
2. Developing and/or compiling materials to inform individuals about the Medicaid/Dr. Dynasaur program (including EPSDT) and how and where to obtain those benefits.
Note: This activity should not be used when Medicaid/Dr. Dynasaur -related materials are already available to the schools (such as through the Medicaid//Dr. Dynasaur appropriate, school developed outreach materials should have prior approval of the Medicaid agency.
3. Distributing literature about the benefits, eligibility requirements, and availability of the Medicaid/Dr. Dynasaur program, including EPSDT.

4. Assisting the Medicaid/Dr. Dynasaur agency to fulfill the outreach objectives of the Medicaid/Dr. Dynasaur program by informing individuals, students and their families about health resources available through the Medicaid program.
5. Providing information about Medicaid/Dr. Dynasaur, EPSDT screening (e.g., dental, vision) in schools that will help identify medical conditions that can be corrected or improved by services offered through the Medicaid program.
6. Contacting pregnant and parenting teenagers about the availability of Medicaid/Dr. Dynasaur prenatal, and well baby care programs and services.
7. Providing information regarding Medicaid/Dr. Dynasaur managed care programs and health plans to individuals and families and how to access that system.
8. Encouraging families to access medical/dental/mental health services provided by the Medicaid/Dr. Dynasaur program.

CODE C. FACILITATING APPLICATION FOR NON-MEDICAID/DR. DYNASAUR PROGRAMS

This code should be used for activities which inform an individual or family about programs such as Temporary Assistance for Needy Families (TANF), Food Stamps, Women, Infants, and Children (WIC), day care, legal aid, and other social or educational programs and referring them to the appropriate agency to make application.

1. Explaining the eligibility process for non-Medicaid/Dr. Dynasaur programs, including IDEA.
2. Assisting the individual or family collect/gather information and documents for the non-Medicaid/Dr. Dynasaur program application.
3. Assisting the individual or family in completing the application, including necessary translation activities.
4. Developing and verifying initial and continuing eligibility for the Free and Reduced Lunch Program.
5. Developing and verifying initial and continuing eligibility for non-Medicaid/Dr. Dynasaur programs.
6. Providing necessary forms and packaging all forms in preparation for the non-Medicaid/Dr. Dynasaur eligibility determination.

CODE D. FACILITATING MEDICAID/DR. DYNASAUR ELIGIBILITY DETERMINATION

This code should be used for activities which assist individuals in the Medicaid/Dr. Dynasaur eligibility process. Include related paperwork, clerical activities, or staff travel required to perform these activities. This activity does not include the actual determination of Medicaid eligibility.

1. Verifying an individual's current Medicaid/Dr. Dynasaur eligibility status for purposes of the Medicaid/Dr. Dynasaur eligibility process.
2. Explaining Medicaid/Dr. Dynasaur eligibility rules and the Medicaid eligibility process to prospective applicants.
3. Assisting individuals or families to complete a Medicaid/Dr. Dynasaur eligibility application.

4. Gathering information related to the application and eligibility determination for an individual, including resource information and third party liability (TPL) information, as a prelude to submitting a formal Medicaid/Dr. Dynasaur application.
5. Providing necessary forms and packaging all forms in preparation for the Medicaid eligibility determination.
6. Referring an individual or family to the local Assistance Office to make application for Medicaid benefits.
7. Assisting the individual or family in collecting/gathering required information and documents for the Medicaid application.
8. Participating as a Medicaid eligibility outreach outstation, but does not include determining eligibility.

CODE E. SCHOOL-RELATED AND EDUCATIONAL ACTIVITIES

This code should be used for school-related activities, including social services, educational services, teaching services, employment and job training, and other activities that are not Medicaid-related. These activities include the development, coordination, and monitoring of a student's education plan. Include related paperwork, clerical activities, or staff travel required to perform these activities.

1. Providing classroom instruction (including lesson planning).
2. Testing, correcting papers.
3. Developing, coordinating, and monitoring the Individualized Education Program (IEP) for a student, which includes ensuring annual reviews of the IEP are conducted, parental sign-offs are obtained, and the actual IEP meetings with the parents. (If appropriate, this would also refer to the same activities performed in support of an Individualized Family Service Plan (IFSP).)
4. Compiling attendance reports.
5. Performing activities that are specific to instructional, curriculum, and student-focused areas.
6. Reviewing the education record for students who are new to the school district.
7. Providing general supervision of students (e.g., playground, lunchroom).
8. Monitoring student academic achievement.
9. Providing individualized instruction (e.g., math concepts) to a special education student.
10. Conducting external relations related to school educational issues/matters.
11. Compiling report cards.
12. Carrying out discipline.
13. Performing clerical activities specific to instructional or curriculum areas.
14. Activities related to the educational aspects of meeting immunization requirements for school attendance.
15. Compiling, preparing, and reviewing reports on textbooks or attendance.
16. Enrolling new students or obtaining registration information.
17. Conferring with students or parents about discipline, academic matters or other school related issues.
18. Evaluating curriculum and instructional services, policies, and procedures.
19. Participating in or presenting training related to curriculum or instruction (e.g., language arts workshop, computer instruction).
20. Translating an academic test for a student.

CODE F. DIRECT MEDICAL SERVICES

This code should be used when RMTS participants are providing care, treatment, and/or counseling services to an individual. This code also includes administrative activities that are an integral part of or extension of a medical service (e.g., patient follow-up, patient assessment, patient counseling, patient education, parent consultations, billing activities). This code also includes all related paperwork, clerical activities, or staff travel required to perform these activities.

1. Providing health/mental health services contained in an IEP.
2. Medical/health assessment and evaluation as part of the development of an IEP.
3. Conducting medical/health assessments/evaluations and diagnostic testing and preparing related reports.
4. Providing personal aide services.
5. Providing speech, occupational, physical and other therapies.
6. Administering first aid, or prescribed injection or medication to a student.
7. Providing direct clinical/treatment services.
8. Performing developmental assessments.
9. Providing counseling services to treat health, mental health, or substance abuse conditions.
10. Developing a treatment plan (medical plan of care) for a student if provided as a medical service.
11. Performing routine or mandated child health screens including but not limited to vision, hearing, dental, and EPSDT screens.
12. Providing immunizations.
13. Targeted Case Management (if provided or covered as a medical service under Medicaid).
14. Transportation (if covered as a medical service under Medicaid). See Code H on claiming for transportation as an administrative cost.
15. Activities that are services, or components of services, listed in the state’s Medicaid plan.

CODE G. TRANSPORTATION FOR NON-MEDICAID/DR. DYNASAUR SERVICES

This code should be used when RMTS participants are assisting an individual to obtain transportation to services not covered by Medicaid/Dr. Dynasaur, or accompanying the individual to services not covered by Medicaid/Dr. Dynasaur. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Scheduling or arranging transportation to social, vocational, and/or educational programs and activities.

CODE H. TRANSPORTATION-RELATED ACTIVITIES IN SUPPORT OF MEDICAID/DR. DYNASAUR COVERED SERVICES

This code should be used when RMTS participants are assisting an individual to obtain transportation to services covered by Medicaid/Dr. Dynasaur. This does not include the provision of the actual transportation service or the direct costs of the transportation (bus fare, taxi fare, etc.), but rather the administrative activities involved in providing transportation. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Scheduling or arranging transportation to Medicaid covered services.

CODE I. NON-MEDICAID/DR. DYNASAUR TRANSLATION

This code should be used when RMTS participants are providing translation services for non-Medicaid/Dr. Dynasaur activities should use this code. Include related paperwork, clerical activities or staff travel required to perform these activities. Non-Medicaid/Dr. Dynasaur translation can be reported in two ways: As a separate non-Medicaid/Dr. Dynasaur code (Code I.) or as an example within one or more non-Medicaid/Dr. Dynasaur activity codes.

1. Arranging for or providing translation services (oral or signing services) that assist the individual to access and understand social, educational, and vocational services.
2. Arranging for or providing translation services (oral or signing services) that assist the individual to access and understand state education or state-mandated health screenings (e.g., vision, hearing, and scoliosis) and general health education outreach campaigns intended for the student population.
3. Developing translation materials that assist individuals to access and understand social, educational, and vocational services.

CODE J. TRANSLATION RELATED TO MEDICAID/DR. DYNASAUR SERVICES

Translation may be allowable as an administrative activity, if it is not included and paid for as part of a medical assistance service. However, translation must be provided either by separate units or separate employees performing solely translation functions for the school and it must facilitate access to Medicaid/Dr. Dynasaur covered services. Please note that a school district does not need to have a separate administrative claiming unit for translation. School employees who provide Medicaid/Dr. Dynasaur translation services should use this code. Include related paperwork, clerical activities or staff travel required to perform these activities. Medicaid/Dr. Dynasaur translation can be reported in two ways: As a separate Medicaid code (Code J) or as an example within one or more Medicaid/Dr. Dynasaur activity codes.

1. Arranging for or providing translation services (oral and signing) that assist the individual to access and understand necessary care or treatment covered by Medicaid/Dr. Dynasaur.
2. Developing translation materials that assist individuals to access and understand necessary care or treatment covered by Medicaid/Dr. Dynasaur.

CODE K. PROGRAM PLANNING, POLICY DEVELOPMENT, AND INTERAGENCY COORDINATION RELATED TO NON-MEDICAL SERVICES

This code should be used when RMTS participants are performing activities associated with developing strategies to improve the coordination and delivery of non-medical services to school age children. Non-medical services may include social services, educational services, vocational services, and state or state education mandated child health screenings provided to the general school population. Employees whose position descriptions include program planning, policy development, and interagency coordination may use this code. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Identifying gaps or duplication of non-medical services (e.g., social, vocational educational and state mandated general health care programs) to school age children and developing strategies to improve the delivery and coordination of these services.

2. Developing strategies to assess or increase the capacity of non-medical school programs.
3. Monitoring the non-medical delivery systems in schools.
4. Developing procedures for tracking families' requests for assistance with non-medical services and the providers of such services.
5. Evaluating the need for non-medical services in relation to specific populations or geographic areas.
6. Analyzing non-medical data related to a specific program, population, or geographic area.
7. Working with other agencies providing non-medical services to improve the coordination and delivery of services and to improve collaboration around the early identification of non-medical problems.
8. Defining the relationship of each agency's non-medical services to one another.
9. Developing advisory or work groups of professionals to provide consultation and advice regarding the delivery of non-medical services and state-mandated health screenings to the school populations.
10. Developing non-medical referral sources.
11. Coordinating with interagency committees to identify, promote and develop non-medical services in the school system.

CODE L. PROGRAM PLANNING, POLICY DEVELOPMENT, AND INTERAGENCY COORDINATION RELATED TO MEDICAL SERVICES

This code should be used when RMTS participants are performing activities associated with the development of strategies to improve the coordination and delivery of medical/dental/mental health services to school age children, and when performing collaborative activities with other agencies and/or providers. Employees whose position descriptions include program planning, policy development, and interagency coordination may use this code. This code refers to activities such as planning and developing procedures to track requests for services; the actual tracking of requests for Medicaid/Dr. Dynasaur services would be coded under Code P, Referral, Coordination and Monitoring of Medical Services. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Identifying gaps or duplication of medical/dental/mental services to school age children and developing strategies to improve the delivery and coordination of these services.
2. Developing strategies to assess or increase the capacity of school medical/dental/mental health programs.
3. Monitoring the medical/dental/mental health delivery systems in schools.
4. Developing procedures for tracking families' requests for assistance with medical/dental/mental services and providers, including Medicaid/Dr. Dynasaur. (This does not include the actual tracking of requests for Medicaid services.)
5. Evaluating the need for medical/dental/mental services in relation to specific populations or geographic areas.
6. Analyzing Medicaid/Dr. Dynasaur data related to a specific program, population, or geographic area.
7. Working with other agencies and/or providers that provide medical/dental/mental services to improve the coordination and delivery of services, to expand access to specific populations of Medicaid/Dr. Dynasaur eligibles, and to increase provider participation and improve provider relations.
8. Working with other agencies and/or providers to improve collaboration around the early identification of medical/dental/mental problems.

9. Developing strategies to assess or increase the cost effectiveness of school medical/dental/mental health programs.
10. Defining the relationship of each agency's Medicaid/Dr. Dynasaur services to one another.
11. Working with Medicaid resources, such as the Medicaid/Dr. Dynasaur agency and Medicaid/Dr. Dynasaur managed care plans, to make good faith efforts to locate and develop EPSDT health services referral relationships.
12. Developing advisory or work groups of health professionals to provide consultation and advice regarding the delivery of health care services to the school populations.
13. Working with the Medicaid agency to identify, recruit and promote the enrollment of potential Medicaid providers.
14. Developing medical referral sources such as directories of Medicaid providers and managed care plans, who will provide services to targeted population groups, e.g., EPSDT children.
15. Coordinating with interagency committees to identify, promote and develop EPSDT services in the school system.
16. Evaluating Vermont School Nurse Report data, Immunization Status Report data, Youth Risk Behavior Survey data, Youth Health Survey data, etc. to determine needs for increased program development or to improve accessing medical or dental homes.

CODE M. NON-MEDICAL/NON-MEDICAID/DR. DYNASAUR RELATED TRAINING

This code should be used when RMTS participants are coordinating, conducting, or participating in training events and seminars for outreach staff regarding the benefit of the programs other than the Medicaid program. For example, training may include how to assist families to access the services of education programs, and how to more effectively refer students for those services. Include related paperwork, clerical activities, or staff travel required to perform these activities.

Non-medical/non-Medicaid training can be reported in two ways: As a separate code (Code M) or as an example within one or more non-medical/non-Medicaid activity codes.

1. Participating in or coordinating training that improves the delivery of services for programs other than Medicaid.
2. Participating in or coordinating training that enhances IDEA child find programs.

CODE N. MEDICAL/MEDICAID/DR. DYNASAUR RELATED TRAINING

This code should be used when RMTS participants are coordinating, conducting, or participating in training events and seminars for outreach staff regarding the benefits of medical/Medicaid related services, how to assist families to access such services, and how to more effectively refer students for services. Include related paperwork, clerical activities, or staff travel required to perform these activities. Medical/Medicaid training can be reported in two ways: As a separate code (Code N) or as an example within one or more Medical/Medicaid activity codes.

1. Participating in or coordinating training that improves the delivery of medical/Medicaid/Dr. Dynasaur related services.
2. Participating in or coordinating training that enhances early identification, intervention, screening and referral of students with special health needs to such services (e.g.,

Medicaid/Dr. Dynasaur EPSDT services). (This is distinguished from IDEA child find programs.)

3. Participating in training on administrative requirements related to medical/Medicaid/Dr. Dynasaur services.

CODE O. REFERRAL, COORDINATION, AND MONITORING OF NON-MEDICAID/DR. DYNASAUR SERVICES

This code should be used when RMTS participants are making referrals for, coordinating, and/or monitoring the delivery of non-medical, such as educational services. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Making referrals for and coordinating access to social and educational services such as child care, employment, job training, and housing.
2. Making referrals for, coordinating, and/or monitoring the delivery of state education agency mandated child health screens (e.g., vision, hearing, and scoliosis).
3. Making referrals for, coordinating, and monitoring the delivery of scholastic, vocational, and other non-health related examinations.
4. Gathering any information that may be required in advance of these non-Medicaid related referrals.
5. Participating in a meeting/discussion to coordinate or review a student's need for scholastic, vocational, and non-health related services not covered by Medicaid.
6. Monitoring and evaluating the non-medical components of the individualized plan as appropriate.

Case Management. Note that case management as an administrative activity involves the facilitation of access and coordination of program services. Such activities may be provided under the term Case Management or may also be referred to as Referral, Coordination, and Monitoring of non-Medicaid Services.

Case management may also be provided as an integral part of the service and would be included in the service cost.

School staff should use this code when making referrals for, coordinating, and/or monitoring the delivery of NON-Medicaid covered services.

CODE P. REFERRAL, COORDINATION, AND MONITORING OF MEDICAID/DR. DYNASAUR SERVICES

This code should be used when RMTS participants are making referrals for, coordinating, and/or monitoring the delivery of medical (Medicaid/Dr. Dynasaur covered) services. Referral, coordination and monitoring activities related to services in an IEP are reported in this code. Activities that are part of a direct service are not claimable as an administrative activity. Furthermore, **activities that are an integral part of or an extension of a medical service (e.g., patient follow-up, patient assessment, patient counseling, patient education, patient consultation, billing activities) should be reported under Code F, Direct Medical Services.** Activities related to the development of an IEP should be reported under Code E, School Related and Educational Activities. Include related paperwork, clerical activities, or staff travel necessary to perform these activities.

1. Identifying and referring adolescents who may be in need of Medicaid family planning services.
2. Making referrals for and/or coordinating medical or physical examinations and necessary medical/dental/mental health evaluations.
3. Making referrals for and/or scheduling EPSDT screens, inter-periodic screens, and appropriate immunization, but NOT to include the state-mandated health services.
4. Referring students for necessary medical health, mental health, or substance abuse services covered by Medicaid/Dr. Dynasaur.
5. Arranging for any Medicaid/Dr. Dynasaur covered medical/dental/mental health diagnostic or treatment services that may be required as the result of a specifically identified medical/dental/mental health condition.
6. Gathering any information that may be required in advance of medical/dental/mental health referrals.
7. Participating in a meeting/discussion to coordinate or review a student's needs for health-related services covered by Medicaid/Dr. Dynasaur.
8. Providing follow-up contact to ensure that a child has received the prescribed medical/dental/mental health services covered by Medicaid/Dr. Dynasaur.
9. Coordinating the delivery of community based medical/dental/mental health services for a child with special/severe health care needs.
10. Coordinating the completion of the prescribed services, termination of services, and the referral of the child to other Medicaid/Dr. Dynasaur service providers as may be required to provide continuity of care.
11. Providing information to other staff on the child's related medical/dental/mental health services and plans.
12. Monitoring and evaluating the Medicaid/Dr. Dynasaur service components of the IEP as appropriate.
13. Coordinating medical/dental/mental health service provision with managed care plans as appropriate.

Case Management. Note that case management as an administrative activity involves the facilitation of access and coordination of services covered under the state's Medicaid/Dr. Dynasaur program. Such activities may be provided under the term Administrative Case Management or may also be referred to as Referral, Coordination, and Monitoring of Medicaid Services.

Case management may also be provided as an integral part of a medical service and would be included in the service cost. The state may also cover targeted case management as an optional service under Medicaid/Dr. Dynasaur.

School staff should use this code when making referrals for, coordinating, and/or monitoring the delivery of Medicaid/Dr. Dynasaur covered services. Include related paperwork, clerical activities or staff travel required to perform these activities.

CODE Q. GENERAL ADMINISTRATION

This code should be used when RMTS participants are performing activities that are not directly assignable to program activities. Include related paperwork, clerical activities, or staff travel required to perform these activities. Note that certain functions, such as payroll, maintaining inventories, developing budgets, executive direction, etc., are considered overhead and, therefore, are only allowable through the application of an approved indirect cost rate. Below are typical examples of general administrative activities, but they are not all inclusive.

1. Taking lunch, breaks, leave, or other paid time not at work.
2. Establishing goals and objectives of health-related programs as part of the school's annual or multi-year plan.
3. Reviewing school or district procedures and rules.
4. Attending or facilitating school or unit staff meetings, training, or board meetings.
5. Performing administrative or clerical activities related to general building or district functions or operations.
6. Providing general supervision of staff, including supervision of student teachers or classroom volunteers, and evaluation of employee performance.
7. Reviewing technical literature and research articles.
8. Other general administrative activities of a similar nature as listed above that cannot be specifically identified under other activity
9. Data entry for Vermont School Nurse Report and Immunization Status Report

C. *Moment validation*

Each quarter, UMASS will randomly select a 5% sample of coded responses for validation by VDH. The validation will consist of reviewing the participant responses and the corresponding code assigned by UMASS Central Coding Staff to determine if the coding was accurate. The VDH will review the results and independently code the activity and compare it to the MAC activity recorded by the original coder. VDH will communicate validation results to UMASS, and will require them to submit a corrective action plan if there is a variance.

D. *Calculation of quarterly statewide time study results*

Quarterly, the percentage for each activity code will be calculated by dividing the number of responses assigned to a specific activity code by the total number of responses assigned to all activity codes. All coded responses are included in tabulating results.

E. *Medicaid eligibility percentage*

The Medicaid Eligibility Percentage is defined as the ratio of Medicaid recipients to all students. This percentage is calculated by VDH for each SU, and is provided to UMASS for claim calculation on behalf of each SU.

Section III. Training

Three types of training will be conducted (1) School Liaison and Project Coordinator Training, (2) UMASS Coding Staff Training and (3) RMTS Participant Training. The following is an overview of each training type.

School Liaison and Project Coordinator Training

UMASS will provide a handbook to VDH outlining the RMTS process, including an overview of the RMTS software system and information on how to access and input information into the system. School Liaisons are also required to view the online training modules. It is essential for the liaisons to understand the purpose of the RMTS, the appropriate completion of the RMTS, the timeframes and deadlines for participation, and that their role is crucial to the success of the program. VDH and School Liaisons will provide the same training to the Project Coordinators.

UMASS Coding Staff Training

Central Coders will be employed by UMASS and will review the documentation of RMTS participant activities performed during the selected moments. They will then determine the appropriate MAC activity code. When a RMTS participant chooses from the predefined answers, the coding will be completed systematically. If the RMTS participant writes a response to the RMTS questions, or chooses a combination of predefined answers that do not correspond to a MAC activity code, the central UMASS coder will manually select the appropriate MAC activity code. If the response provided is not sufficient to determine the appropriate MAC activity code, the central UMASS coder will contact the RMTS participant for additional information about the moment. Once the information is received the moment will be coded and included in the final time study percentage calculation. The moments and the assigned MAC codes will be reviewed for consistency and adherence to the state approved MAC activity codes.

UMASS/VDH will provide training to the central coding staff on an as-needed basis. On a quarterly basis, VDH will review a sample of the coding process and RMTS participant documentation for quality assurance to ensure the data submitted in the time study questionnaires support the code selected and therefore show the codes are valid and accurate. In addition to the quarterly review, at its discretion, VDH can review the completed coding and original RMTS documentation at any time throughout the claim process or as needed for further review or audit purposes.

RMTS Participant Training

RMTS participants are trained on understanding the purpose of the RMTS, and how to complete the RMTS through the use of online training instructions. Such instruction will include selecting answers from the list of predefined responses, entering a written response, understanding the response deadline, and certifying and saving responses. Since RMTS participants will not be selecting MAC activity codes, the training will focus on program requirements and the completion of the RMTS survey. The RMTS participant

training will not include an overview of MAC activity codes since all coding will be completed by central UMASS coders.

NOTE: The trainings listed above are not related to or to be confused with the School Nurse Education Modules (SNEM) which is another service that UMass provides to VDH under the same contractual agreement. The SNEM are topic specific education units used to orient all new SNs in Vermont whom are working towards Agency of Education (AOE) certification as a SN. The SNEM will be an ongoing resource for existing SNs, and VDH School Liaisons, as well. New SNs will receive a certificate of completion from VDH once they have reviewed all modules, and have completed the related quiz questions in such a manner as to achieve a satisfactory score (to be determined by VDH). The modules will remain available for SNs after their review, for future reference. UMass will send monthly (and as requested) reports to VDH identifying individuals who have either accessed or completed the SNEM, and these reports will be used by VDH to issue certificates of completion to SNs. There is no MAC or RMTS specific training provided through the SNEM.

Section IV. Oversight and Monitoring

VDH is responsible for oversight and monitoring of the RMTS program. In particular, VDH monitors the activities of its contractor (UMASS), and monitors the supervisory unions. This includes training, data collection and coding of responses.

1. VDH reviews and approves the process for identifying the population and the sampling methodology and results based on quarterly reports submitted by UMASS. UMASS will submit a population report before each quarter indicating the total population number by supervisory union/school district and the sample size picked by UMASS. UMASS will submit a report before each quarter with the name of the sampled respondent, the supervisory union/school district, the job title, and the moment selected. UMASS will submit a report after the end of each quarter with the name of the sampled respondent, the supervisory union/school district, the job title, and the moment selected, and the code assigned for that moment.
2. VDH reviews and approves all training materials. UMASS submits a quarterly report to VDH on training activities for the quarter.
3. VDH will review and approve system coding of predefined answers to activity codes.
4. VDH will review and approve all manuals created by UMASS.

For more information related to oversight and monitoring, please see the Vermont RMTS Oversight and Monitoring Plan in the Appendix.

Section V. Appendix

- A. Random Moment Time Study Manual
- B. Claiming Manual
- C. Random Moment Time Study Supplemental Training Guide
- D. Vermont RMTS Oversight and Monitoring Plan

Vermont
Department of Health
Random Moment Time
Study (RMTS) Manual

For

School-Based Medicaid
Administrative Claiming
(MAC) Services

JULY 2011

Appendix – A. Random Moment Time Study Manual

TABLE OF CONTENTS

SECTION	PAGE NUMBER
• Introduction	
• Administration of the RMTS Time Study	
RMTS Participants	
Minimum Response Rate and Non-Response Policy	
RMTS Moments	
Random Sampling of Moments/Participants	
Notify Participants about their Selected Moments and Monitor Responses	
Coding, Tabulating and Verifying RMTS Results	
Training	
Validation	
Oversight and Monitoring	
Contact Information	
• Completing the RMTS Time Study	
MAC Activity Codes	
Using the Web-based RMTS system	
• MAC Activity Codes and Examples	
CODE A Non-Medicaid/Dr. Dynasaur Outreach	
CODE B. Medicaid/Dr. Dynasaur Outreach	
CODE C. Facilitating Application for Non-Medicaid/Dr. Dynasaur Programs	
CODE D. Facilitating Medicaid/Dr. Dynasaur Eligibility Determination	
CODE E. School Related and Educational Activities	
CODE F. Direct Medical Services	
CODE G. Transportation for Non-Medicaid/Dr. Dynasaur Services	
CODE H. Transportation-Related Activities in Support of Medicaid/Dr. Dynasaur Covered Services	
CODE I. Non-Medicaid/Dr. Dynasaur Translation	
CODE J. Translation Related to Medicaid/Dr. Dynasaur Services	
CODE K. Program Planning, Policy Development, and Interagency Coordination Related to Non-Medical Services	
CODE L. Program Planning, Policy Development, and Interagency Coordination Related to Medical Services	
CODE M Non-Medical/Non-Medicaid/Dr. Dynasaur Related Training	
CODE N. Medical/Medicaid/Dr. Dynasaur Related Training	
CODE O. Referral, Coordination, and Monitoring of Non-Medicaid/Dr. Dynasaur Services	

Appendix – A. Random Moment Time Study Manual

CODE P. Referral, Coordination, and Monitoring of Medicaid/Dr. Dynasaur
Services

CODE Q. General Administration

V. Job Positions Eligible for the RMTS

VI. Results of Power Analysis (sample size computation)

SECTION I

INTRODUCTION

Supervisory Unions (SUs) are Local Educational Authorities (LEAs) that provide a range of health-related services to students on a daily basis to ensure their overall development. Some of the students served through school health programs are covered by Medicaid, a joint state and federal health care insurance program. Because Medicaid is funded at both the state and federal level, LEAs are eligible to be reimbursed for a portion of the costs associated with providing medical and administrative health services to students insured by Medicaid/Dr. Dynasaur. The Vermont Department of Health (VDH) is responsible for administering the Medicaid Administrative Claiming (MAC) program for the State of Vermont.

SUs provide two types of services that are eligible for Medicaid. They provide medical services (for example, occupational therapy, nursing or psychology services), and they also provide administrative services.

VDH determines reimbursable personnel costs for Medicaid administrative services through the following steps:

- (1) Accumulating personnel costs for those involved in administrative services.
- (2) Multiplying the costs by percentages of time spent on administrative services using a statewide Random Moment Time Study (RMTS); and
- (3) Multiplying the above by the relevant Medicaid eligibility percentages.

VDH uses a RMTS to determine percentages of staff time devoted to administrative services (step 2 above). This manual is intended to fully document the administration of the RMTS (Section II) and to provide guidance to SU personnel completing the RMTS (Section III). Section IV describes the MAC activity codes.

SECTION II

ADMINISTRATION OF THE RMTS

VDH has overall responsibility for the administration of the RMTS. VDH has contracted with the University of Massachusetts Medical School (UMASS) for the day to day administration of the RMTS. Each SU also has an assigned VDH School Liaison responsible for assisting with the administration of the RMTS in the SU, and working with the SU's Project Coordinator at the local level. Each SU that has signed a MAC agreement with VDH participates in the statewide RMTS.

RMTS Participants

All SU personnel to be included in the administrative services claim are required to participate in the RMTS, and will be included in the RMTS sampling pool.

Each SU participating in the MAC program must provide a list of personnel who provide Medicaid administrative activities at the beginning of the school year with quarterly updates. School personnel eligible to participate in the RMTS are based on the actual function that they perform rather than their job title.

There will be one statewide cost and RMTS pool for those personnel being claimed for administrative services. The information on these rosters will include the individual's name, job position, FTE, federally funded percentage, and ID number. Participants include salaried and contracted personnel, and full and part-time personnel. Staff is excluded from the cost pool and RMTS pool if they are reimbursed 100% by federal funds.

RMTS responses are aggregated across all SUs. Each SU will use the statewide RMTS time study results applied to each SU's costs, and each SU's reimbursable Medicaid Eligibility percentages.

A random sample of RMTS participants is asked to participate in the RMTS each quarter. All sampled time study participants who have not submitted their moment are contacted multiple times before the end of the grace period and reminded to complete the sampled moment. All coded responses are used in calculating the statewide time study percentages.

Minimum Response Rate and Non-Response Policy

To be sure the time study is completed properly, the VDH School Liaisons, Project Coordinators at the SU, and UMASS monitor response rates and provide assistance as needed, such as reminding individuals to complete the time study, and overall time study coordination.

Appendix – A. Random Moment Time Study Manual

If a RMTS participant has changed positions, and is no longer working in a position that is eligible to participate in the RMTS, or is on a leave of absence, any sampled moments for that participant would be excluded from the State's non-response rate calculation. Similarly, if a participant is no longer employed, or retired, their sampled moment(s) would also be excluded.

Except as stipulated in the paragraph above, the non-response rate includes any selected moments not completed by selected RMTS participants within five (5) school days. Responses not returned or not coded will not be included in the calculation of RMTS activity code percentages. If a RMTS participant submits an incomplete or contradictory response, UMASS coders will follow up to obtain additional information in order to code the response accurately.

If the statewide return rate does not reach 85% for a given quarter, all moments for which there is no response are treated as non-Medicaid activities. To ensure that enough moments are received to have a statistically valid sample, VDH will over-sample by 15%.

VDH will also monitor response rates by SU to ensure that all RMTS participants are returning moments. If a SU has non-returns greater than 15% in a quarter, VDH will send a notification letter.

If the statewide response rate does not reach 85% in a given quarter, School-Based Medicaid Providers who had received a notification letter within the last two years and whose response rate was lower than 85% in that quarter may be unable to claim reimbursement for that quarter. VDH reserves the right to grant exceptions to this rule on claiming prohibitions for individual providers in instances of extreme unforeseen circumstances, such as a natural disaster, on a case-by-case basis. If a School-Based Medicaid Provider repeatedly has a response rate lower than 85%, VDH may impose sanctions. Possible sanctions may include, but are not limited to, conducting more frequent monitoring reviews, imposing a corrective action plan, and reducing or eliminating the providers claimed portion of the FFP distribution amount.

If the statewide response rate reaches or exceeds 85%, all non-responses will be discarded.

RMTS Moments

Each quarter, VDH will determine the dates that each SU will be in session based on individual SU calendars. All days, including and through the end of the school year, will be included in the potential days to be chosen for the RMTS, even if they do not correspond to the calendar or fiscal quarter end date.

The total pool of "moments" within the RMTS is represented by applying each school calendar and hours to potential RMTS participants eligible to participate in the RMTS for that SU. The total pool of moments for the quarter does not include weekends, holidays,

Appendix – A. Random Moment Time Study Manual

hours during which employees are not scheduled to work, and school days in which students are not present (i.e. teacher in-service days).

Effective April 1, 2020, in case of a State of Emergency that causes extended statewide school closures and impacts the statistical validity of the RMTS as defined in this section, such as a public health emergency, the RMTS will not be conducted. The average of the RMTS results from all other quarters in which RMTS was statistically valid during the same fiscal year will be applied to the state of emergency quarter(s). Vermont will notify CMS within 15 days of determining that a quarter is statistically invalid, including the reason for the determination, along with details and dates of the declaration of emergency.

Participants complete the time study for a randomly selected moment(s) during the three quarters that overlap with the school year. RMTS quarters are defined as:

- October – December
- January – March
- April – June

An average of the RMTS results from the prior three quarters is applied to the summer quarter, July-September. This approach aligns quarterly costs with quarterly time study results.

For the AAC claim for quarter ending 9/30/10 the average of the time study results for QEs 12/31/09, 3/31/10 and 6/30/10 will be used with the activity codes that are described in the July 2005 Time Study Manual for Administrative Activities.

Random Sampling of Moments/Participants

VDH uses a sampling methodology to achieve a level of precision of +/- 2% with a 95% confidence level for activities. Once compiled, the statewide time study pool is sampled to identify participants in the RMTS. The participant sample is selected from the statewide RMTS pool using a statistically valid random sampling technique. Using a statistically valid random sampling technique, a desired number of random moments is also selected. Each moment is for a specific one minute interval that is within school working hours. Next, each randomly selected moment is matched up, using a statistically valid random sampling technique, with an individual from the total pool of participants.

Each time the selection of a moment and the selection of a name occurs, both the moment and the name are returned to the overall sample pool to be available for selection again. In other words, the random selection process is done with replacement so that each moment and each person are available to be selected each time a selection occurs. This step guarantees the randomness of the selection process. Results from the power analysis indicate that 2,401 sampled moments are required for each quarter. VDH intends to oversample by 15% for a total of 2,761 moments. The statistician's analysis with these results is included in section VI.

Appendix – A. Random Moment Time Study Manual

Each selected moment is defined as a specific one-minute unit of a specific day from the total pool of time study moments in the quarter and is assigned to a specific time study participant. Each moment selected from the pool is included in the time study and coded according to the documentation submitted by the participant.

Notify RMTS Participants about their Selected Moments and Monitor Responses

The RMTS participants are notified via email of their requirement to participate in the time study and of their sampled moment. Sampled participants will be notified of their sampled moment three days prior to the sampled moment, one hour prior to the sampled moment and at the sampled moment. At the prescribed moment, each sampled participant is asked to record and submit his/her activity for that particular moment online. The participant will also receive reminders two hours, 24 hours, 48 hours, 72 hours and 96 hours after the moment until the random moment is completed. The participant will not have access to the moment after five school days have elapsed, and the moment will be considered “incomplete expired.”

VDH, UMASS, School Liaisons, and Project Coordinators will have access to reports that monitor the status of moments.

Prior to calculating the time study results at the end of each quarter, UMASS will verify that at least 85% of the sampled moments have been completed.

Coding, Tabulating and Verifying RMTS Results

The time study will be completed online using a web-based system. All RMTS participants will see the same screens. The system will automatically code all responses when predefined answers are selected for all RMTS questions. For all the questions, the RMTS participant is free to write his/her own answer. Furthermore, the following instructions will be included on the screen, “Review the list of possible responses for each question. If the list does not contain an option that **accurately** describes your response to that question, use the box to type one that does. **DO NOT** include the proper names of students, parents, or co-workers.”

If the RMTS participant elects to type in his/her own answer for any question, UMASS will be responsible for coding the response. Coders at UMASS will see different screens than RMTS participants in the schools, so that they can review the answers, and select the appropriate MAC activity code. UMASS will follow up directly with RMTS participants whose responses do not provide enough information to code. Once the additional information is obtained, a code will be assigned. If additional information is not submitted, the moment will not be included in the calculation of the RMTS activity code percentages.

The online system has several features that assure that the RMTS is completed correctly. Predefined answers to each question are provided. RMTS participants may select from the list, or provide a written response if the provided lists of responses do not fully or

Appendix – A. Random Moment Time Study Manual

accurately describe their activity. Respondents can select only one response for each question. Before the survey can be submitted online, the respondent must check a box that says, "I certify that this information is complete and accurate." The VDH contractor (UMASS), the School Liaisons and the Project Coordinators can monitor the status of moments using online, real-time reports. The RMTS participant will also receive reminders two hours, 24 hours, 48 hours, 72 hours and 96 hours after the moment until the random moment is completed. The RMTS participant will not have access to the moment after five school days have elapsed, and the moment will be considered "incomplete expired."

UMASS is responsible for tabulating the results from the online time studies. All coded responses are included in tabulating results.

Training

Three types of training will be conducted (1) School Liaison and Project Coordinator Training, (2) UMASS Coding Staff Training and (3) RMTS Participant Training. The following is an overview of each training type.

School Liaison and Project Coordinator Training

UMASS will provide initial training for the School Liaisons, which will include an overview of the RMTS software system and information on how to access and input information into the system. It is essential for the liaisons to understand the purpose of the RMTS, the appropriate completion of the RMTS, the timeframes and deadlines for participation, and that their role is crucial to the success of the program. VDH School Liaisons will provide the same training to the Project Coordinators at the SU level.

UMASS Coding Staff Training

Central Coders will be employed by UMASS. Each coder receives training by UMASS management staff. Coders review the documentation of RMTS participant activities performed during the selected moments. They will then determine the appropriate MAC activity code. Management staff review coded responses to ensure accuracy. When a RMTS participant chooses from the predefined answers, the coding will be completed systematically. If the RMTS participant writes a response to the RMTS questions, or chooses a combination of predefined answers that do not correspond to a MAC activity code, the central UMASS coder will manually select the appropriate MAC activity code. If the response provided is not sufficient to determine the appropriate MAC activity code, the central UMASS coder will contact the RMTS participant for additional information about the moment. Once the information is received, the moment will be coded and included in the final time study percentage calculation. The moments and the assigned MAC codes will be reviewed for consistency and adherence to the state approved MAC activity codes.

UMASS/VDH will provide training to the central coding staff on an as-needed basis. On a quarterly basis, VDH will review a sample of the coding process and RMTS participant documentation for Quality Assurance. This is to assure the data submitted in the time study questionnaires support the code selected, and, therefore, show the coding process is

Appendix – A. Random Moment Time Study Manual

valid and accurate. In addition to the quarterly review, at its discretion, VDH can review the completed coding and original RMTS documentation at any time throughout the claim process, or as needed for further review or audit purposes.

RMTS Participant Training

RMTS participants are trained on how to complete the RMTS through the use of online training instructions. Such instruction will include selecting answers from the list of predefined responses, drafting a written response, understanding the response deadline, and certifying and saving responses. Since RMTS participants will not be selecting MAC activity codes, the training will focus on program requirements and the completion of the RMTS survey. The sampled staff training will not include an overview of MAC activity codes since all coding will be completed by central UMASS coders.

Validation

UMASS will randomly select a 5% sample of coded responses which will be submitted to VDH each quarter for validation. The validation will consist of reviewing the RMTS participant responses and the corresponding code assigned by UMASS to determine if the code was accurate. VDH will review the results and independently code the activity and compare it to the MAC activity recorded by the coder. VDH will communicate validation results to UMASS, and will require them to submit a corrective action plan if there is a variance.

Oversight and Monitoring

VDH is responsible for oversight and monitoring of the RMTS program. In particular, VDH monitors the activities of its contractor (UMASS), and monitors the SUs. This includes training, data collection, and coding of responses.

1. VDH reviews and approves the process for identifying the population and the sampling methodology and results based on quarterly reports submitted by UMASS. UMASS will submit a population report before each quarter indicating the total population number by SU, and the sample size picked by UMASS. UMASS will submit a report before each quarter with the name of the sampled respondent, the SU, the job title, and the moment selected. UMASS will submit a report after the end of each quarter with the name of the sampled respondent, the SU, the job title, the moment selected, and the code assigned for that moment.
2. VDH reviews and approves all training materials. UMASS submits a quarterly report to VDH on training activities for the quarter.
3. VDH will review and approve system coding of predefined answers to activity codes.

Contact Information

EPSDT Program Chief
Vermont Department of Health
108 Cherry Street

Appendix – A. Random Moment Time Study Manual

Burlington, Vermont 05402
Phone (802) 863-7347
Fax (802) 863-7229

University of Massachusetts Medical School
Center for Health Care Financing
333 South Street
Shrewsbury, MA 01545
Toll Free (800) 535-7641
Fax (508) 856 7643
SchoolBasedClaiming@umassmed.edu

SECTION III

COMPLETING THE RMTS TIME STUDY

The purpose of Section III is to guide RMTS participants in completing the RMTS. For each randomly selected moment, the RMTS participant should select the answer which best answers the following questions:

- What were you doing?
- Who were you with? Please do not use actual names.
- Why were you performing this activity?
- In addition, sampled participants will certify the accuracy of their response prior to submission.

If none of the standard answers provided on the dropdown lists appropriately answer the question, the RMTS participant must provide a written response. The number of sampled moments must be completed within five school days after the sampled moment. Documentation of moments not received within the required time frame cannot be used in the calculation of the necessary number of moments needed to satisfy the level of precision of +/- 2% with a 95% confidence interval.

MAC Activity Codes

There is a code that will correspond with all functions performed by personnel completing the RMTS. It is important that time is tracked according *to the activity* being performed *rather than for whom* the activity is being performed (whether or not a student is on Medicaid is **not** relevant for the time study). The activities are segregated to identify reimbursable administrative time versus non-reimbursable time. The MAC activity codes will be used by UMASS to code the RMTS participant's responses. The following chart lists the activity codes used in the time study and indicates whether the activity code is Medicaid reimbursable administrative time or non-reimbursable time. These activity codes were adopted directly from the May 2003 CMS Administrative claiming guide. These MAC activity codes are mutually exclusive and ensure that there is no duplication. Activity codes are described in more detail in Section IV and examples are furnished.

- CODE A Non-Medicaid/Dr. Dynasaur Outreach
- CODE B. Medicaid/Dr. Dynasaur Outreach
- CODE C. Facilitating Application for Non-Medicaid/Dr. Dynasaur Programs
- CODE D. Facilitating Medicaid/Dr. Dynasaur Eligibility Determination
- CODE E. School Related and Educational Activities
- CODE F. Direct Medical Services
- CODE G. Transportation for Non-Medicaid/Dr. Dynasaur Services
- CODE H. Transportation-Related Activities in Support of Medicaid/Dr. Dynasaur Covered Services
- CODE I. Non-Medicaid/Dr. Dynasaur Translation
- CODE J. Translation Related to Medicaid/Dr. Dynasaur Services

Appendix – A. Random Moment Time Study Manual

CODE K. Program Planning, Policy Development, and Interagency Coordination Related to Non-Medical Services
CODE L. Program Planning, Policy Development, and Interagency Coordination Related to Medical Services
CODE M Non-Medical/Non-Medicaid/Dr. Dynasaur Related Training
CODE N. Medical/Medicaid/Dr. Dynasaur Related Training
CODE O. Referral, Coordination, and Monitoring of Non-Medicaid/Dr. Dynasaur Services
CODE P. Referral, Coordination, and Monitoring of Medicaid/Dr. Dynasaur Services
CODE Q. General Administration

Using the Web-based RMTS

UMASS makes available to SUs, an easy-to-use, secure method of completing the RMTS that also complies with state and federal privacy guidelines, and eliminates the need for schools to maintain paper documentation.

Logging In

1. If you are logging in for the first time, you will receive an e-mail from Schoolbasedclaiming@umassmed.edu with your User ID, a temporary password, and a link to the website.

- a) Click on the link: <https://www.chcf.net/chcfweb/>
- b) Type in, or copy and paste, your temporary password. Click “OK”.
- c) You will be prompted to create a new, private password, made up of eight characters.

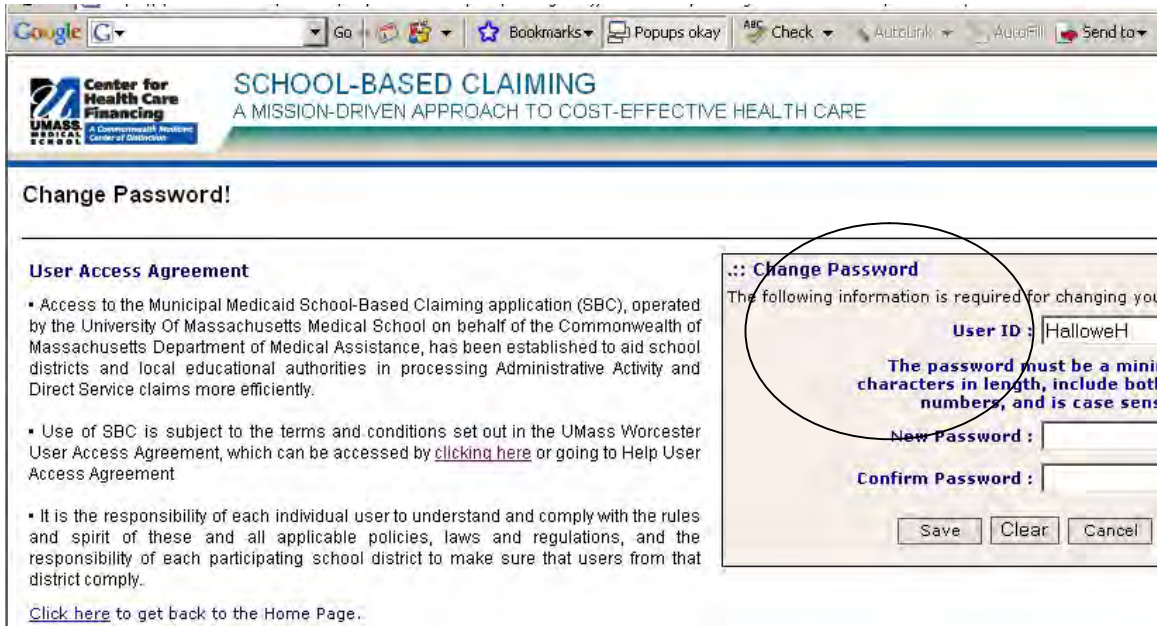
NOTE: Your password must be a combination of eight or more letters and numbers. It is case sensitive so the capital and lower-case letters that you choose must be used exactly as you indicate. Your password will expire every 90 days at which time the system will prompt you to create a new one.

- d) Your User ID, composed of parts of your last and first name, will appear in the User ID field.
- e) Verify the password by typing it in a second time.
- f) Click “Save”.

NOTE: The RMTS system is available 24 hours per day, 7 days per week.

NOTE: The project coordinator at the SU should verify with their information technology person for each of the school buildings, that the above web address, and emails from the address above are not filtered out, or blocked by security settings.

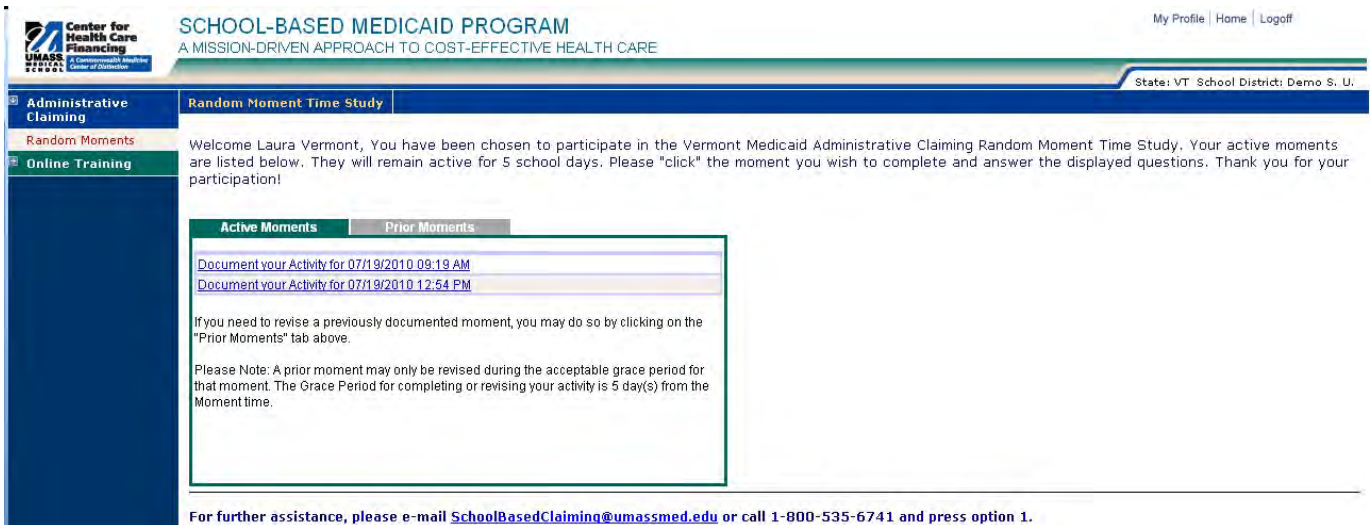
Appendix – A. Random Moment Time Study Manual



NOTE: You will also receive confirmation of your successful password change when logging in for the first time.



2. If you have logged in before, log into the RMTS system with your current User ID and password. The User ID will be displayed automatically if the “Remember Me” box was previously clicked.
3. The RMTS page will appear on your screen.

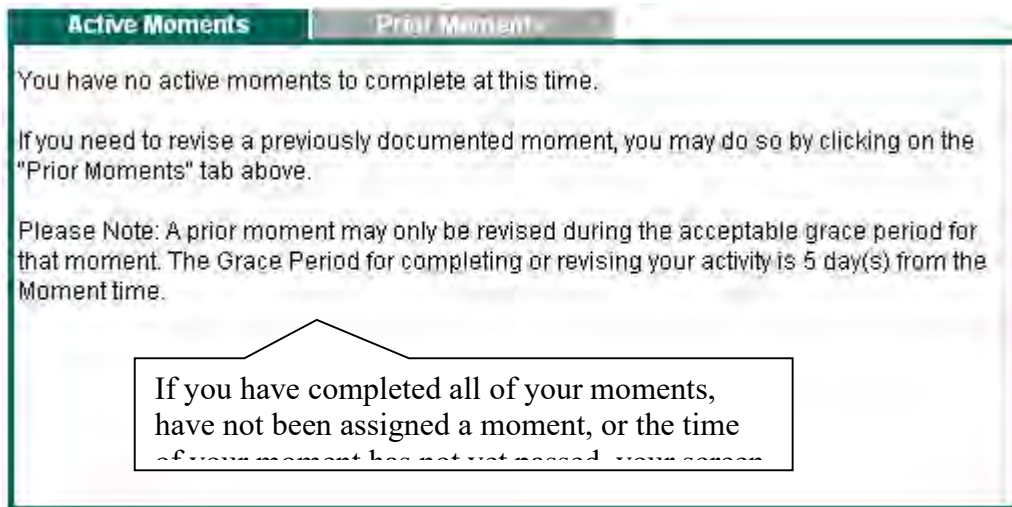


Appendix – A. Random Moment Time Study Manual

Explanation of RMTS Screen

1. In this screen, your name and SU appear in the heading. Review this information to make sure that it is correct.
2. Active Moments are any moments that are currently available to be completed and are within the allowable grace period.
3. Click on the moment to complete the RMTS survey.

NOTE: It is not possible to view future dates. Your moment will only appear AFTER the assigned time has passed. You do not need to complete the moment at the time it is assigned.

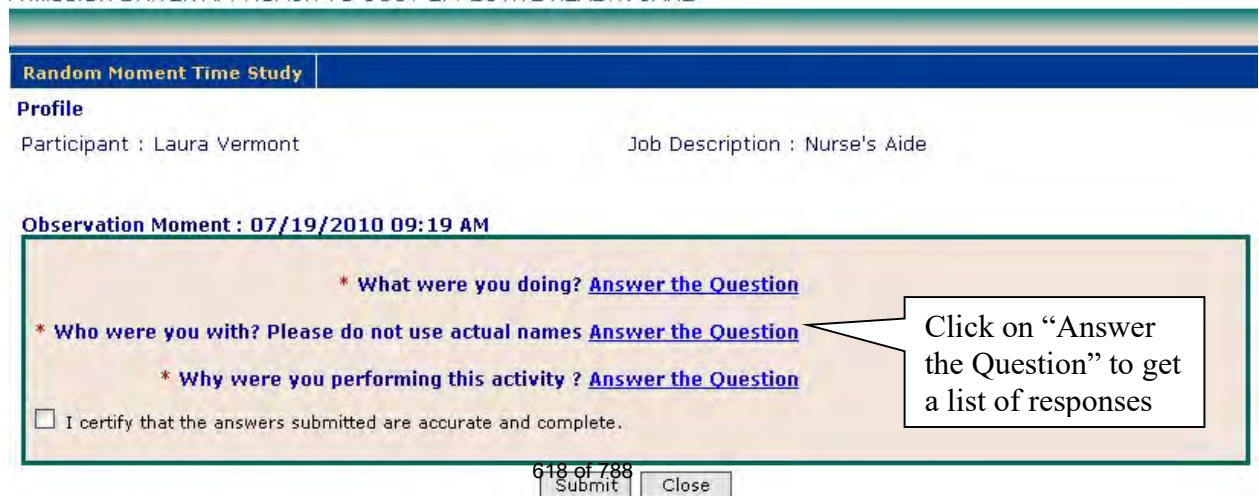


Completing the RMTS

1. There are two ways to complete the RMTS survey:
 - a. Click on the “Answer the Question” link after each question and a list of predefined answers will appear. (See #1 in the screen print below.) Select the appropriate answer from the list by clicking on it.

SCHOOL-BASED MEDICAID PROGRAM

A MISSION-DRIVEN APPROACH TO COST-EFFECTIVE HEALTH CARE



Appendix – A. Random Moment Time Study Manual

- b. If none of the answers on the list are appropriate, type your answer in the box below. ‘Review the list of possible responses for each question. If the list does not contain an option that **accurately** describes your activity, use the box to type one that does. DO NOT include the actual names of students, parents, or co-workers’. Click ‘Save.’

[services\(OT,PT,Speech,Audiology,Psych,Nursing\) under the scope of your license](#)
[Providing OT,PT,Nursing,Speech,or Audiology services in the IEP to a student, provided under the scope of your license](#)
[Providing Psychological or Psychiatric services in the IEP to a student, provided under the scope of your license](#)
[Providing Personal Care services that are in the IEP](#)
[School closed due to inclement weather or other emergency](#)
[Training/professional development to improve/enhance the curriculum or educational instruction](#)

Review the list of possible responses for each question. If the list does not contain an option that accurately describes your activity, use the box to type one that does. DO NOT include the actual names of students, parents, or co-workers:

Then click

Save Close

Use this text box to submit an answer that does not appear in the

- 2. Repeat this process for all RMTS questions.

[Student\(s\)](#)
[Alone](#)
[School Staff](#)
[Parents/Guardians](#)
[School staff and parents/guardians](#)
[Students and School Staff](#)
[Not Applicable](#)
[Alone - telephone conversation](#)

Review the list of possible responses for each question. If the list does not contain an option that accurately describes your activity, use the box to type one that does. DO NOT include the actual names of students, parents, or co-workers:

Save Close

Sample options for question #2. “Who

Appendix – A. Random Moment Time Study Manual

3. The selected answers will appear below the question.

Random Moment Time Study

Profile
 Participant : Laura Vermont Job Description : Nurse's Aide

Observation Moment : 07/19/2010 09:19 AM

* What were you doing? [Answer the Question](#)
 First aid to students

* Who were you with? Please do not use actual names [Answer the Question](#)
 Parents/Guardians

* Why were you performing this activity ? [Answer the Question](#)

I certify that the answers submitted are accurate and complete.

Submit Close

Selected answers for an incomplete moment

4. Review your answers and click the box next to 'I certify that the answers submitted are accurate and complete.' Click 'Submit' to save.

Observation Moment : 07/19/2010 09:19 AM

* What were you doing? [Answer the Question](#)
 First aid to students

* Who were you with? Please do not use actual names [Answer the Question](#)
 Parents/Guardians

* Why were you performing this activity ? [Answer the Question](#)
 Supervising Staff

I certify that the answers submitted are accurate and complete.

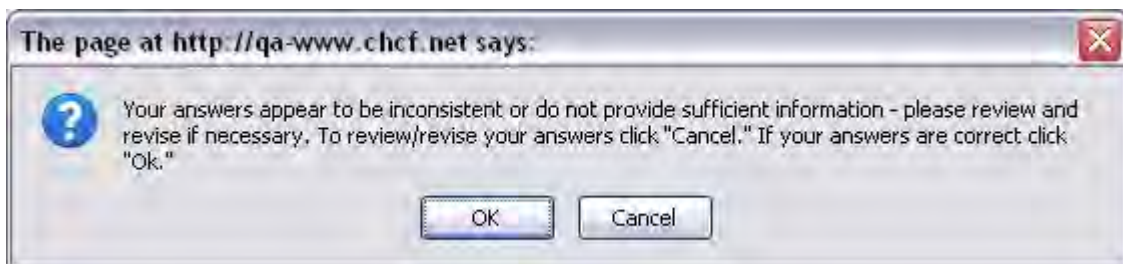
Submit Close

Check the box to certify your

Then click

5. If the answers you have chosen do not fit together, the system will ask you again if your answers are correct. At this point you can submit your answers the way they are, or review your moment.

NOTE: If you manually type an answer for any of the three questions, you will receive this prompt.



Appendix – A. Random Moment Time Study Manual

6. Clicking ‘Close’ will move you away from this screen without saving the data.

NOTE: After one hour of inactivity, the system will log out and any answers not previously submitted will be lost.

Random Moment Time Study

Welcome Laura Vermont, You have been chosen to participate in the Vermont Me
are listed below. They will remain active for 5 school
participation!

Thank You for documenting your activity.

Once your moment is submitted, the system will thank you for your participation and your completed moment will no longer appear on the

Active Moments **Prior Moments**

[Document your Activity for 07/19/2010 12:54 PM](#)

If you need to revise a previously documented moment, you may do so by clicking on the "Prior Moments" tab above.

Please Note: A prior moment may only be revised during the acceptable grace period for that moment. The Grace Period for completing or revising your activity is 5 day(s) from the Moment time.

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call

Reviewing or Editing saved data.

Once a moment is completed by clicking the “submit” button, it is automatically moved to the “Prior Moments” screen.

1. Click on ‘Prior Moments.’ You will see a list of moments.

Active Moments **Prior Moments**

Prior Moments may be revised only if they fall within the acceptable grace period for that moment. If you need to revise your moment during the grace period, please click on the applicable moment time below, revise your answers and resave your moment.

[07/19/2010 09:19 AM](#)

Appendix – A. Random Moment Time Study Manual

2. Click on the date and minute to review the answers submitted.
3. Click on “Answer the Question” to edit your answer.

Observation Moment : 07/19/2010 09:19 AM

*** What were you doing?** [Answer the Question](#)
First aid to students

*** Who were you with? Please do not use actual names** [Answer the Question](#)
Student(s)

*** Why were you performing this activity ?** [Answer the Question](#)
To correct or ameliorate a medical condition

I certify that the answers submitted are accurate and complete.

Submit Close

4. Select a new answer or type in an answer in the ‘Other’ box. If you type an answer in the text box, you will need to click “Save.”

Observation Moment : 07/19/2010 12:54 PM

*** What were you doing?** [Answer the Question](#)
I performing an activity.

*** Who were you with? Please do not use actual names** [Answer the Question](#)
I was with someone.

*** Why were you performing this activity ?** [Answer the Question](#)
I was doing this because...

I certify that the answers submitted are accurate and complete.

Sample of user typed

Submit Close

5. You will be returned to the Prior Moments screen.

NOTE: Answers can only be edited prior to the end of the grace period.

SECTION IV – MAC ACTIVITY CODES AND EXAMPLES

CODE A. NON-MEDICAID/DR. DYNASAUR OUTREACH

This code should be used for activities that inform individuals about their eligibility for non-Medicaid/Dr. Dynasaur social, vocational and educational programs (including special education) and how to access them; describing the range of benefits covered under these programs and how to obtain them. Both written and oral methods may be used. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Informing families about wellness programs and how to access these programs.
2. Scheduling and promoting activities that educate individuals about the benefits of healthy life-styles and practices.
3. Conducting general health education programs or campaigns that address life-style changes in the general population (e.g., dental prevention, anti-smoking, alcohol reduction, etc.).
4. Conducting outreach campaigns that encourage persons to access social, educational, legal or other services not covered by Medicaid/Dr. Dynasaur.
5. Assisting in early identification of children with special medical/dental/mental health needs through various child find activities.
6. Outreach activities in support of programs that are 100 percent funded by state general revenue.
7. Developing outreach materials such as brochures or handbooks for these programs.
8. Distributing outreach materials regarding the benefits and availability of these programs.

CODE B. MEDICAID/DR. DYNASAUR OUTREACH

This code should be used for activities that inform eligible or potentially eligible individuals about Medicaid/Dr. Dynasaur and how to access the program. Such activities include bringing potential eligibles into the Medicaid/Dr. Dynasaur system for the purpose of the eligibility process. Outreach may only be conducted for the populations served by the school districts, i.e., students and their parents or guardians.

The following are examples of activities that are considered Medicaid/Dr. Dynasaur outreach:

1. Informing Medicaid/Dr. Dynasaur eligible and potential Medicaid/Dr. Dynasaur eligible children and families about the benefits and availability of services provided by Medicaid/Dr. Dynasaur (including preventive treatment, and screening) including services provided through the EPSDT program.
2. Developing and/or compiling materials to inform individuals about the Medicaid/Dr. Dynasaur program (including EPSDT) and how and where to obtain those benefits. Note: This activity should not be used when Medicaid/Dr. Dynasaur -related materials are already available to the schools (such as through the Medicaid//Dr. Dynasaur appropriate, school developed outreach materials should have prior approval of the Medicaid agency).
3. Distributing literature about the benefits, eligibility requirements, and availability of the Medicaid/Dr. Dynasaur program, including EPSDT.

Appendix – A. Random Moment Time Study Manual

4. Assisting the Medicaid/Dr. Dynasaur agency to fulfill the outreach objectives of the Medicaid/Dr. Dynasaur program by informing individuals, students and their families about health resources available through the Medicaid program.
5. Providing information about Medicaid/Dr. Dynasaur, EPSDT screening (e.g., dental, vision) in schools that will help identify medical conditions that can be corrected or improved by services offered through the Medicaid program.
6. Contacting pregnant and parenting teenagers about the availability of Medicaid/Dr. Dynasaur prenatal, and well baby care programs and services.
7. Providing information regarding Medicaid/Dr. Dynasaur managed care programs and health plans to individuals and families and how to access that system.
8. Encouraging families to access medical/dental/mental health services provided by the Medicaid/Dr. Dynasaur program.

CODE C. FACILITATING APPLICATION FOR NON-MEDICAID/DR. DYNASAUR PROGRAMS

This code should be used for activities which inform an individual or family about programs such as Temporary Assistance for Needy Families (TANF), Food Stamps, Women, Infants, and Children (WIC), day care, legal aid, and other social or educational programs and referring them to the appropriate agency to make application.

1. Explaining the eligibility process for non-Medicaid/Dr. Dynasaur programs, including IDEA.
2. Assisting the individual or family collect/gather information and documents for the non-Medicaid/Dr. Dynasaur program application.
3. Assisting the individual or family in completing the application, including necessary translation activities.
4. Developing and verifying initial and continuing eligibility for the Free and Reduced Lunch Program.
5. Developing and verifying initial and continuing eligibility for non-Medicaid/Dr. Dynasaur programs.
6. Providing necessary forms and packaging all forms in preparation for the non-Medicaid/Dr. Dynasaur eligibility determination.

CODE D. FACILITATING MEDICAID/DR. DYNASAUR ELIGIBILITY DETERMINATION

This code should be used for activities which assist individuals in the Medicaid/Dr. Dynasaur eligibility process. Include related paperwork, clerical activities, or staff travel required to perform these activities. This activity does not include the actual determination of Medicaid eligibility.

1. Verifying an individual's current Medicaid/Dr. Dynasaur eligibility status for purposes of the Medicaid/Dr. Dynasaur eligibility process.
2. Explaining Medicaid/Dr. Dynasaur eligibility rules and the Medicaid eligibility process to prospective applicants.
3. Assisting individuals or families to complete a Medicaid/Dr. Dynasaur eligibility application.

Appendix – A. Random Moment Time Study Manual

4. Gathering information related to the application and eligibility determination for an individual, including resource information and third party liability (TPL) information, as a prelude to submitting a formal Medicaid/Dr. Dynasaur application.
5. Providing necessary forms and packaging all forms in preparation for the Medicaid eligibility determination.
6. Referring an individual or family to the local Assistance Office to make application for Medicaid benefits.
7. Assisting the individual or family in collecting/gathering required information and documents for the Medicaid application.
8. Participating as a Medicaid eligibility outreach outstation, but does not include determining eligibility.

CODE E. SCHOOL-RELATED AND EDUCATIONAL ACTIVITIES

This code should be used for school-related activities, including social services, educational services, teaching services, employment and job training, and other activities that are not Medicaid-related. These activities include the development, coordination, and monitoring of a student's education plan. Include related paperwork, clerical activities, or staff travel required to perform these activities.

1. Providing classroom instruction (including lesson planning).
2. Testing, correcting papers.
3. Developing, coordinating, and monitoring the Individualized Education Program (IEP) for a student, which includes ensuring annual reviews of the IEP are conducted, parental sign-offs are obtained, and the actual IEP meetings with the parents. (If appropriate, this would also refer to the same activities performed in support of an Individualized Family Service Plan (IFSP).)
4. Compiling attendance reports.
5. Performing activities that are specific to instructional, curriculum, and student-focused areas.
6. Reviewing the education record for students who are new to the school district.
7. Providing general supervision of students (e.g., playground, lunchroom).
8. Monitoring student academic achievement.
9. Providing individualized instruction (e.g., math concepts) to a special education student.
10. Conducting external relations related to school educational issues/matters.
11. Compiling report cards.
12. Carrying out discipline.
13. Performing clerical activities specific to instructional or curriculum areas.
14. Activities related to the educational aspects of meeting immunization requirements for school attendance.
15. Compiling, preparing, and reviewing reports on textbooks or attendance.
16. Enrolling new students or obtaining registration information.
17. Conferring with students or parents about discipline, academic matters or other school related issues.
18. Evaluating curriculum and instructional services, policies, and procedures.
19. Participating in or presenting training related to curriculum or instruction (e.g., language arts workshop, computer instruction).
20. Translating an academic test for a student.

Appendix – A. Random Moment Time Study Manual

CODE F. DIRECT MEDICAL SERVICES

This code should be used when RMTS participants are providing care, treatment, and/or counseling services to an individual. This code also includes administrative activities that are an integral part of or extension of a medical service (e.g., patient follow-up, patient assessment, patient counseling, patient education, parent consultations, billing activities). This code also includes all related paperwork, clerical activities, or staff travel required to perform these activities.

1. Providing health/mental health services contained in an IEP.
2. Medical/health assessment and evaluation as part of the development of an IEP.
3. Conducting medical/health assessments/evaluations and diagnostic testing and preparing related reports.
4. Providing personal aide services.
5. Providing speech, occupational, physical and other therapies.
6. Administering first aid, or prescribed injection or medication to a student.
7. Providing direct clinical/treatment services.
8. Performing developmental assessments.
9. Providing counseling services to treat health, mental health, or substance abuse conditions.
10. Developing a treatment plan (medical plan of care) for a student if provided as a medical service.
11. Performing routine or mandated child health screens including but not limited to vision, hearing, dental, and EPSDT screens.
12. Providing immunizations.
13. Targeted Case Management (if provided or covered as a medical service under Medicaid).
14. Transportation (if covered as a medical service under Medicaid). See Code H on claiming for transportation as an administrative cost.
15. Activities that are services, or components of services, listed in the state's Medicaid plan.

CODE G. TRANSPORTATION FOR NON-MEDICAID/DR. DYNASAUR SERVICES

This code should be used when RMTS participants are assisting an individual to obtain transportation to services not covered by Medicaid/Dr. Dynasaur, or accompanying the individual to services not covered by Medicaid/Dr. Dynasaur. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Scheduling or arranging transportation to social, vocational, and/or educational programs and activities.

CODE H. TRANSPORTATION-RELATED ACTIVITIES IN SUPPORT OF MEDICAID/DR. DYNASAUR COVERED SERVICES

This code should be used when RMTS participants are assisting an individual to obtain transportation to services covered by Medicaid/Dr. Dynasaur. This does not include the provision of the actual transportation service or the direct costs of the transportation (bus fare, taxi fare, etc.), but rather the administrative activities involved in providing transportation.

Appendix – A. Random Moment Time Study Manual

Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Scheduling or arranging transportation to Medicaid covered services.

CODE I. NON-MEDICAID/DR. DYNASAUR TRANSLATION

This code should be used when RMTS participants are providing translation services for non-Medicaid/Dr. Dynasaur activities should use this code. Include related paperwork, clerical activities or staff travel required to perform these activities. Non-Medicaid/Dr. Dynasaur translation can be reported in two ways: As a separate non-Medicaid/Dr. Dynasaur code (Code I.) or as an example within one or more non-Medicaid/Dr. Dynasaur activity codes.

1. Arranging for or providing translation services (oral or signing services) that assist the individual to access and understand social, educational, and vocational services.
2. Arranging for or providing translation services (oral or signing services) that assist the individual to access and understand state education or state-mandated health screenings (e.g., vision, hearing, and scoliosis) and general health education outreach campaigns intended for the student population.
3. Developing translation materials that assist individuals to access and understand social, educational, and vocational services.

CODE J. TRANSLATION RELATED TO MEDICAID/DR. DYNASAUR SERVICES

Translation may be allowable as an administrative activity, if it is not included and paid for as part of a medical assistance service. However, translation must be provided either by separate units or separate employees performing solely translation functions for the school and it must facilitate access to Medicaid/Dr. Dynasaur covered services. Please note that a school district does not need to have a separate administrative claiming unit for translation. School employees who provide Medicaid/Dr. Dynasaur translation services should use this code. Include related paperwork, clerical activities or staff travel required to perform these activities. Medicaid/Dr. Dynasaur translation can be reported in two ways: As a separate Medicaid code (Code J) or as an example within one or more Medicaid/Dr. Dynasaur activity codes.

1. Arranging for or providing translation services (oral and signing) that assist the individual to access and understand necessary care or treatment covered by Medicaid/Dr. Dynasaur.
2. Developing translation materials that assist individuals to access and understand necessary care or treatment covered by Medicaid/Dr. Dynasaur.

CODE K. PROGRAM PLANNING, POLICY DEVELOPMENT, AND INTERAGENCY COORDINATION RELATED TO NON-MEDICAL SERVICES

This code should be used when RMTS participants are performing activities associated with developing strategies to improve the coordination and delivery of non-medical services to school age children. Non-medical services may include social services, educational services, vocational services, and state or state education mandated child health screenings provided to

Appendix – A. Random Moment Time Study Manual

the general school population. Employees whose position descriptions include program planning, policy development, and interagency coordination may use this code. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Identifying gaps or duplication of non-medical services (e.g., social, vocational educational and state mandated general health care programs) to school age children and developing strategies to improve the delivery and coordination of these services.
2. Developing strategies to assess or increase the capacity of non-medical school programs.
3. Monitoring the non-medical delivery systems in schools.
4. Developing procedures for tracking families' requests for assistance with non-medical services and the providers of such services.
5. Evaluating the need for non-medical services in relation to specific populations or geographic areas.
6. Analyzing non-medical data related to a specific program, population, or geographic area.
7. Working with other agencies providing non-medical services to improve the coordination and delivery of services and to improve collaboration around the early identification of non-medical problems.
8. Defining the relationship of each agency's non-medical services to one another.
9. Developing advisory or work groups of professionals to provide consultation and advice regarding the delivery of non-medical services and state-mandated health screenings to the school populations.
10. Developing non-medical referral sources.
11. Coordinating with interagency committees to identify, promote and develop non-medical services in the school system.

CODE L. PROGRAM PLANNING, POLICY DEVELOPMENT, AND INTERAGENCY COORDINATION RELATED TO MEDICAL SERVICES

This code should be used when RMTS participants are performing activities associated with the development of strategies to improve the coordination and delivery of medical/dental/mental health services to school age children, and when performing collaborative activities with other agencies and/or providers. Employees whose position descriptions include program planning, policy development, and interagency coordination may use this code. This code refers to activities such as planning and developing procedures to track requests for services; the actual tracking of requests for Medicaid/Dr. Dynasaur services would be coded under Code P, Referral, Coordination and Monitoring of Medical Services. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Identifying gaps or duplication of medical/dental/mental services to school age children and developing strategies to improve the delivery and coordination of these services.
2. Developing strategies to assess or increase the capacity of school medical/dental/mental health programs.
3. Monitoring the medical/dental/mental health delivery systems in schools.
4. Developing procedures for tracking families' requests for assistance with medical/dental/mental services and providers, including Medicaid/Dr. Dynasaur. (This does not include the actual tracking of requests for Medicaid services.)

Appendix – A. Random Moment Time Study Manual

5. Evaluating the need for medical/dental/mental services in relation to specific populations or geographic areas.
6. Analyzing Medicaid/Dr. Dynasaur data related to a specific program, population, or geographic area.
7. Working with other agencies and/or providers that provide medical/dental/mental services to improve the coordination and delivery of services, to expand access to specific populations of Medicaid/Dr. Dynasaur eligibles, and to increase provider participation and improve provider relations.
8. Working with other agencies and/or providers to improve collaboration around the early identification of medical/dental/mental problems.
9. Developing strategies to assess or increase the cost effectiveness of school medical/dental/mental health programs.
10. Defining the relationship of each agency's Medicaid/Dr. Dynasaur services to one another.
11. Working with Medicaid resources, such as the Medicaid/Dr. Dynasaur agency and Medicaid/Dr. Dynasaur managed care plans, to make good faith efforts to locate and develop EPSDT health services referral relationships.
12. Developing advisory or work groups of health professionals to provide consultation and advice regarding the delivery of health care services to the school populations.
13. Working with the Medicaid agency to identify, recruit and promote the enrollment of potential Medicaid providers.
14. Developing medical referral sources such as directories of Medicaid providers and managed care plans, who will provide services to targeted population groups, e.g., EPSDT children.
15. Coordinating with interagency committees to identify, promote and develop EPSDT services in the school system.
16. Evaluating Vermont School Nurse Report data, Immunization Status Report data, Youth Risk Behavior Survey data, Youth Health Survey data, etc. to determine needs for increased program development or to improve accessing medical or dental homes.

CODE M. NON-MEDICAL/NON-MEDICAID/DR. DYNASAUR RELATED TRAINING

This code should be used when RMTS participants are coordinating, conducting, or participating in training events and seminars for outreach staff regarding the benefit of the programs other than the Medicaid program. For example, training may include how to assist families to access the services of education programs, and how to more effectively refer students for those services. Include related paperwork, clerical activities, or staff travel required to perform these activities.

Non-medical/non-Medicaid training can be reported in two ways: As a separate code (Code M) or as an example within one or more non-medical/non-Medicaid activity codes.

1. Participating in or coordinating training that improves the delivery of services for programs other than Medicaid.
2. Participating in or coordinating training that enhances IDEA child find programs.

CODE N. MEDICAL/MEDICAID/DR. DYNASAUR RELATED TRAINING

Appendix – A. Random Moment Time Study Manual

This code should be used when RMTS participants are coordinating, conducting, or participating in training events and seminars for outreach staff regarding the benefits of medical/Medicaid related services, how to assist families to access such services, and how to more effectively refer students for services. Include related paperwork, clerical activities, or staff travel required to perform these activities. Medical/Medicaid training can be reported in two ways: As a separate code (Code N) or as an example within one or more Medical/Medicaid activity codes.

1. Participating in or coordinating training that improves the delivery of medical/Medicaid/Dr. Dynasaur related services.
2. Participating in or coordinating training that enhances early identification, intervention, screening and referral of students with special health needs to such services (e.g., Medicaid/Dr. Dynasaur EPSDT services). (This is distinguished from IDEA child find programs.)
3. Participating in training on administrative requirements related to medical/Medicaid/Dr. Dynasaur services.

CODE O. REFERRAL, COORDINATION, AND MONITORING OF NON-MEDICAID/DR. DYNASAUR SERVICES

This code should be used when RMTS participants are making referrals for, coordinating, and/or monitoring the delivery of non-medical, such as educational services. Include related paperwork, clerical activities or staff travel required to perform these activities.

1. Making referrals for and coordinating access to social and educational services such as child care, employment, job training, and housing.
2. Making referrals for, coordinating, and/or monitoring the delivery of state education agency mandated child health screens (e.g., vision, hearing, and scoliosis).
3. Making referrals for, coordinating, and monitoring the delivery of scholastic, vocational, and other non-health related examinations.
4. Gathering any information that may be required in advance of these non-Medicaid related referrals.
5. Participating in a meeting/discussion to coordinate or review a student's need for scholastic, vocational, and non-health related services not covered by Medicaid.
6. Monitoring and evaluating the non-medical components of the individualized plan as appropriate.

Case Management. Note that case management as an administrative activity involves the facilitation of access and coordination of program services. Such activities may be provided under the term Case Management or may also be referred to as Referral, Coordination, and Monitoring of non-Medicaid Services.

Case management may also be provided as an integral part of the service and would be included in the service cost.

School staff should use this code when making referrals for, coordinating, and/or monitoring the delivery of NON-Medicaid covered services.

CODE P. REFERRAL, COORDINATION, AND MONITORING OF MEDICAID/DR. DYNASAUR SERVICES

Appendix – A. Random Moment Time Study Manual

This code should be used when RMTS participants are making referrals for, coordinating, and/or monitoring the delivery of medical (Medicaid/Dr. Dynasaur covered) services. Referral, coordination and monitoring activities related to services in an IEP are reported in this code. Activities that are part of a direct service are not claimable as an administrative activity. Furthermore, **activities that are an integral part of or an extension of a medical service (e.g., patient follow-up, patient assessment, patient counseling, patient education, patient consultation, billing activities) should be reported under Code F, Direct Medical Services.** Activities related to the development of an IEP should be reported under Code E, School Related and Educational Activities. Include related paperwork, clerical activities, or staff travel necessary to perform these activities.

1. Identifying and referring adolescents who may be in need of Medicaid family planning services.
2. Making referrals for and/or coordinating medical or physical examinations and necessary medical/dental/mental health evaluations.
3. Making referrals for and/or scheduling EPSDT screens, inter-periodic screens, and appropriate immunization, but NOT to include the state-mandated health services.
4. Referring students for necessary medical health, mental health, or substance abuse services covered by Medicaid/Dr. Dynasaur.
5. Arranging for any Medicaid/Dr. Dynasaur covered medical/dental/mental health diagnostic or treatment services that may be required as the result of a specifically identified medical/dental/mental health condition.
6. Gathering any information that may be required in advance of medical/dental/mental health referrals.
7. Participating in a meeting/discussion to coordinate or review a student's needs for health-related services covered by Medicaid/Dr. Dynasaur.
8. Providing follow-up contact to ensure that a child has received the prescribed medical/dental/mental health services covered by Medicaid/Dr. Dynasaur.
9. Coordinating the delivery of community based medical/dental/mental health services for a child with special/severe health care needs.
10. Coordinating the completion of the prescribed services, termination of services, and the referral of the child to other Medicaid/Dr. Dynasaur service providers as may be required to provide continuity of care.
11. Providing information to other staff on the child's related medical/dental/mental health services and plans.
12. Monitoring and evaluating the Medicaid/Dr. Dynasaur service components of the IEP as appropriate.
13. Coordinating medical/dental/mental health service provision with managed care plans as appropriate.

Case Management. Note that case management as an administrative activity involves the facilitation of access and coordination of services covered under the state's Medicaid/Dr. Dynasaur program. Such activities may be provided under the term Administrative Case Management or may also be referred to as Referral, Coordination, and Monitoring of Medicaid Services.

Case management may also be provided as an integral part of a medical service and would be included in the service cost. The state may also cover targeted case management as an optional service under Medicaid/Dr. Dynasaur.

Appendix – A. Random Moment Time Study Manual

School staff should use this code when making referrals for, coordinating, and/or monitoring the delivery of Medicaid/Dr. Dynasaur covered services. Include related paperwork, clerical activities or staff travel required to perform these activities.

CODE Q. GENERAL ADMINISTRATION

This code should be used when RMTS participants are performing activities that are not directly assignable to program activities. Include related paperwork, clerical activities, or staff travel required to perform these activities. Note that certain functions, such as payroll, maintaining inventories, developing budgets, executive direction, etc., are considered overhead and, therefore, are only allowable through the application of an approved indirect cost rate.

Below are typical examples of general administrative activities, but they are not all inclusive.

1. Taking lunch, breaks, leave, or other paid time not at work.
2. Establishing goals and objectives of health-related programs as part of the school's annual or multi-year plan.
3. Reviewing school or district procedures and rules.
4. Attending or facilitating school or unit staff meetings, training, or board meetings.
5. Performing administrative or clerical activities related to general building or district functions or operations.
6. Providing general supervision of staff, including supervision of student teachers or classroom volunteers, and evaluation of employee performance.
7. Reviewing technical literature and research articles.
8. Other general administrative activities of a similar nature as listed above that cannot be specifically identified under other activity
9. Data entry for Vermont School Nurse Report and Immunization Status Report

SECTION V TIME STUDY PARTICIPANTS

Speech/Language Therapist, Assistant or Aide
Occupational Therapist, Assistant or Aide
Physical Therapist Assistant or Aide
School Psychologist
Psychologist
Registered Nurse
Licensed Practical Nurse
Nurse's Aide
Audiologist/Hearing Impaired Specialist
Psychiatrist/Physician
Case Manager
School Adjustment Counselor
School Social Worker
Guidance Counselor
Certified Alcohol Counselors
Student Assistance Professionals (SAPS)
Home School Coordinators
Counselor/Mental Health Practitioner
Substance Abuse Workers
Project Coordinator
Dentist, Dental Hygienist
Special Education Director, Administrators/Assistants
Special Education clerical and technical support Personnel
Pupil Support Services Director, Administrators/Assistants
Pupil Support Services clerical and technical support Personnel
Health Coordinators
Nursing Director, Administrators/Assistants
Nursing clerical and technical support Personnel
Director of Guidance

NOTE School personnel eligible to participate in this program are based on the actual job function that they perform, not on their job title. Individuals who are expected to perform Medicaid related administrative activities should participate in the time study.

SECTION VI RESULTS OF POWER ANALYSIS

VDH will use the following statistical calculation to determine the number of moments required to meet the confidence level statewide. Computations are made using the statistical power analysis program nQuery Advisor 6.0 and are based on the tables by Machin and Campbell, which in turn were generated using the normal approximation to the binomial as described on pages 105-107 in Dixon and Massey. The expression for the sample size n is:

$$n = \left(\frac{Z_{1-\alpha/2}}{\omega} \right)^2 \left[\pi(1-\pi) \right]$$

where ω is the desired $1-\alpha$ interval width, $1-\alpha$ is assumed to be 95%, and π is the assumed true population proportion. The finite population adjusted sample size n_F is obtained by applying a finite population correction:

$$n_F = \frac{nN}{n-1}$$

Appendix – B. Claiming Manual

Vermont
Department of Health
Claiming Manual

For

School-Based Medicaid
Administrative Services

July 2011

Appendix – B. Claiming Manual

Table of Contents

SECTION	PAGE NUMBER
I. Introduction	
II. Terms and Definitions	
III. How to Complete the Claim	
A. Sources of Data	
B. Calculating the Claim	
IV. Claim Submission Requirements	
<i>Sample- Claim Summary Report</i>	
<i>Sample- Cost Pool Calculation Report</i>	
<i>Sample- Claim Calculation Report</i>	
<i>Sample-Time Study Report</i>	
V. Time Study Participants	

SECTION I: INTRODUCTION

This manual is a guide to assist supervisory unions (SUs) in the completion of quarterly Medicaid Administrative Claims (MAC). The objective of MAC is to identify costs associated with health-related administrative activities (*not* educational activities) that support Vermont Medicaid, a medical insurer that provides coverage for medical, preventive and/or evaluative services. School health personnel perform a variety of administrative activities that serve to ensure the integrity and delivery of Vermont Medicaid services. In order to capture these costs, a Random Moment Time Study (RMTS) must be completed three times a year. School personnel eligible to participate in the RMTS are identified based on the actual job function that they perform and not by their job title. Individuals who are expected to perform Medicaid-related administrative activities should participate in the time study.

The quarters for which RMTS data shall be submitted are defined as October - December, January - March and April - June. An average of the RMTS data from the previous three quarters will be used for the July - September quarter. The RMTS data, in conjunction with expenditure and cost information, create an administrative claim that is submitted to the federal government for payment.

SECTION II: TERMS AND DEFINITIONS

1. **DOE** - Department of Education.
2. **FFP** - Federal financial participation rate for Administrative costs which, based on the 1115a waiver “Global Commitment to Health,” is the same as the Federal Medical Assistance Percentage (as specified in 42 CFR 433.10).
3. **Fringe benefits** - The cost of actual staff benefits (including health and life insurance, unemployment compensation, Medicare and pension contributions, Workers’ compensation/Injury payments, and other benefits) funded from state/local revenue are eligible for claiming.
4. **General administrative overhead factor** - The total of time spent on administrative activity codes (B, D, H, J, L, N and P) divided by the total worked time (Codes A to P) for each job position grouping. If no allowable administrative activities are performed, no time associated with the administrative overhead factor should be included.
5. **Gross claim** - The summation of claimable salaries and fringe benefits.
6. **LEA** - Local Education Authority.
7. **Medicaid Eligibility Percentage**- The ratio of Medicaid eligible students in the LEA to the number of total students in the LEA.
8. **Net claim** - The product of the gross claim amount multiplied by the appropriate FFP rate.
9. **Salary**- Only that portion of the actual salary or contractual agreement funded by state/local revenue is eligible for claiming during the quarter for which the claim is being submitted.
10. **School-Based Health Services** - Health related services provided by a state or locally funded health professional to students enrolled in public or Special Education schools.
11. **Supervisory Union** – an administrative, planning and public educational service unit created by the State Board of Education under Vermont statute (Title 16) which consists of two or more school districts.

SECTION III: HOW TO COMPLETE THE CLAIM

A) SOURCES OF DATA

1) RANDOM MOMENT TIME STUDY DATA

- 2) **Summarizing** - Calculate the percentage of time spent on each administrative activity (MAC Activity Codes A-Q as described in the Vermont Department of Health Random Moment Time Study Manual For School-Based Medicaid Administrative Claiming (MAC) Services, July, 2011) in relationship to the total worked time.

3) COST DATA

- Gather actual expenses incurred during the quarter for Time Study Participants (see example). Include personnel information and salary costs for all individuals who were eligible to participate in the RMTS for that quarter and who were included on the participant roster submitted for that quarter. If an individual started working for the SU after the participant roster was submitted, their costs may be included in the claim, and they must be included on the RMTS participant roster for the following quarter.
- For claims for the quarter 7/1 to 9/30, include all participants for whom you have costs and who were included on the participant roster for the RMTS during **any** of the three prior quarters. If an individual started working for the SU after the last RMTS, their costs may be included in the claim and they must be included on the RMTS roster for the following quarter.
 - The claimable expense categories are as follows:
 - Salaries or contractual agreements
 - Fringe benefits
 - Restricted federal funding should be deducted from the actual expenses, such that *only state/local funding sources are included in the claim calculations.*

B) CALCULATING THE CLAIM

- 1) Quarterly actual expenses should be allocated to each activity code (A-Q) based upon the results of the quarterly RMTS.
- 2) The Medicaid Eligibility Percentage for the SU should be applied to actual expenses for Transportation-Related Activities in Support of Medicaid/Dr. Dynasaur Covered Services (activity code H), Translation Related to Medicaid/Dr. Dynasaur Covered Services (activity code J), Provider Networking/Program Planning/Interagency Coordination Related to Medical Services (activity code L), Medical/Medicaid/Dr. Dynasaur related Training (activity code N), and Referral, Coordination and Monitoring of Medicaid/Dr. Dynasaur Services (activity code P).
- 3) Actual expenses allocated to General Administration (activity code Q) should be multiplied by the general administrative overhead factor. If no allowable administrative activities are performed, no time associated with the administrative overhead factor should be included.
- 4) The gross cost pool total amount per administrative activity is produced by completing the steps indicated above, and only includes Activity Codes B, D, H, J, L, N, P and Q.
- 5) Multiply the grand total gross claim amount by the appropriate FFP rate to produce the net claim amount.
- 6) No FFP is applicable to actual expenses in Non-Medicaid/Dr. Dynasaur Outreach (activity code A), Facilitating Application for Non-Medicaid/Dr. Dynasaur Programs (activity code C), School Related and Educational Activities (activity code E), Direct Medical Services (activity code F), Transportation for Non-Medicaid/Dr. Dynasaur Services (activity code G), Non-Medicaid/Dr. Dynasaur Translation (activity code I), Program Planning, Policy Development, and Interagency, Coordination Related to Non-Medical Services (activity code K), Non-Medical/Non-Medicaid/Dr. Dynasaur Related Training (activity code M), and Referral, Coordination, and Monitoring of Non-Medicaid/Dr. Dynasaur Services (activity code O).

SECTION IV: CLAIM SUBMISSION REQUIREMENTS

1. The following items are included in the SU's quarterly claim:
 - ✓ Claim Summary Report
 - ✓ Cost Pool Calculation Report
 - ✓ Claim Calculation Report
 - ✓ Time Study Report

Example: Claim Summary Report

Gross Claim Amount		\$26,801.93
Net Claim Amount		\$13,400.97

Example: Cost Pool Calculation Report

	NAME	FTE	Quarterly Salary	Fringe Benefits	Total
	Black, Mary	1.00	\$14,241.90	\$4,907.19	\$19,149.09
	Blue, Jane	1.00	\$7,073.88	\$3,320.60	\$10,394.48
	Green, John	1.00	\$18,024.60	\$5,034.43	\$23,059.03
	Yellow, Thomas	1.00	\$11,708.52	\$4,796.10	\$16,504.62
	Pink, Paul	0.80	\$6,750.64	\$2,561.79	\$9,312.43
	Gray, Gary	1.00	\$10,820.34	\$4,709.35	\$15,529.69
	White, Anne	1.00	\$11,077.02	\$4,694.79	\$15,771.81
Salaried Total:	7	6.80	\$79,696.90	\$30,024.25	\$109,721.15
	Purple, Peter	0.30	\$3369.29	\$0.00	\$3369.29
Contracted Total	1	0.30	\$3369.29	\$0.00	\$3369.29
Grand Total:	8	7.10	\$ \$ 83,066.19	\$ 30,024.25	\$ 113,090.44

Example: Claim Calculation Report

Activity Code	Activity Code %	Cost Pool	Medicaid Eligibility	Overhead	Gross Claim Amount	FFP Rate	Net Claim Amount
A.	2.50%	\$113,090.44	N/A	N/A	\$2,827.26	0.00%	\$0.00
B.	2.50%	\$113,090.44	N/A	N/A	\$2,827.26	50.00%	\$1,413.63
C.	5.00%	\$113,090.44	N/A	N/A	\$5,654.52	0.00%	\$0.00
D.	5.00%	\$113,090.44	N/A	N/A	\$5,654.52	50.00%	\$2,827.26
E.	10.00%	\$113,090.44	N/A	N/A	\$11,309.04	0.00%	\$0.00
F.	15.00%	\$113,090.44	N/A	N/A	\$16,963.57	0.00%	\$0.00
G.	2.00%	\$113,090.44	N/A	N/A	\$2,261.81	0.00%	\$0.00
H.	2.00%	\$113,090.44	46.88%	N/A	\$1,060.34	50.00%	\$530.17
I.	1.00%	\$113,090.44	N/A	N/A	\$1,130.90	0.00%	\$0.00
J.	2.50%	\$113,090.44	46.88%	N/A	\$1,325.42	50.00%	\$662.71
K.	2.50%	\$113,090.44	N/A	N/A	\$2,827.26	0.00%	\$0.00
L.	5.00%	\$113,090.44	46.88%	N/A	\$2,650.84	50.00%	\$1,325.42
M	10.00%	\$113,090.44	N/A	N/A	\$11,309.04	0.00%	\$0.00
N.	10.00%	\$113,090.44	46.88%	N/A	\$5,301.68	50.00%	\$2,650.84
O.	5.00%	\$113,090.44	N/A	N/A	\$5,654.52	0.00%	\$0.00
P.	10.00%	\$113,090.44	46.88%	N/A	\$5,301.68	50.00%	\$2,650.84
Q.	10.00%	\$113,090.44	N/A	23.70%	\$2,680.19	50.00%	\$1,340.10
Total	100.00%				\$86,739.86		\$13,400.97

Appendix – B. Claiming Manual

Example Time Study Report

Activity Code	Percentage
A.	2.50%
B.	2.50%
C.	5.00%
D.	5.00%
E.	10.00%
F.	15.00%
G.	2.00%
H.	2.00%
I.	1.00%
J.	2.50%
K.	2.50%
L.	5.00%
M	10.00%
N.	10.00%
O.	5.00%
P.	10.00%
Q.	10.00%
Total	100.00%

SECTION V: TIME STUDY PARTICIPANTS

Speech/Language Therapist, Assistant or Aide
Occupational Therapist, Assistant or Aide
Physical Therapist Assistant or Aide
School Psychologist
Psychologist
Registered Nurse
Licensed Practical Nurse
Nurse's Aide
Audiologist/Hearing Impaired Specialist
Psychiatrist/Physician
Case Manager
School Adjustment Counselor
School Social Worker
Guidance Counselor
Certified Alcohol Counselor
Student Assistance Professional (SAPS)
Home School Coordinator
Counselor/Mental Health Practitioner
Substance Abuse Worker
Project Coordinator
Dentist, Dental Hygienist
Special Education Director, Administrators/Assistant
Special Education clerical and technical support Personnel
Pupil Support Services Director, Administrators/Assistant
Pupil Support Services clerical and technical support Personnel
Health Coordinator
Nursing Director, Administrators/Assistant
Nursing clerical and technical support Personnel
Director of Guidance

NOTE: school personnel eligible to participate in this program are based on the actual job function that they perform, not on their job title. Individuals who are expected to perform Medicaid related administrative activities should participate in the time study.

Vermont Department of Health
Random Moment Time Study
(RMTS)

Supplemental Training Guide

July 2011

Table of Contents

Section

- I. Calendar Request Form
- II. RMTS Participant List and Template
- III. Systems Requirements
- IV. Notification and Reminder Emails
- V. Moment Statuses and Definitions
- VI. Change of Status
- VII. Predefined Answers
- VIII. RMTS Compliance Reports
- IX. Running RMTS Online Training Summary Reports
- X. Sample Salary and Fringe Benefit Report

Section I. Calendar Request Form

Each year the project coordinator will be requested to complete the form below by 8/1 for the upcoming school year. In addition in March of each year the project coordinator will be requested to update the last day of the school year.

This is the cover email for the form.

Dear MAC Project Coordinator,

In preparation for participation in the RMTS for School-Based Medicaid Administrative Services program in the upcoming 2011-12 school year, schools need to complete the attached "Vermont School Year Calendar Form". Please submit this form to schoolbasedclaiming@umassmed.edu no later than August 1, 2011.

The form includes pre-populated school staff hours from the previous school year. If the school and/or staff hours have changed, please put the new information in the appropriate section on the form. Please complete all sections of the form. This information is required so the Random Moment Time Study (RMTS) process can accurately select days/times your staff will be working.

If you have any questions or need further clarification, please do not hesitate to contact us at 1-800-535-6741 Option 1 or email us at Schoolbasedclaiming@umassmed.edu.

Thank you,
 School-Based Claiming
 800 535 6741 Option 1

VERMONT SCHOOL YEAR CALENDAR For 2011-2012

Please complete the following form for your Supervisory Union and submit **no later than 8/1/11**

School Year:	2011 - 2012
Supervisory Union Name:	
Provider #:	
Last Day for Students:	

Holiday/Vacation Days

Please indicate by checking the box whether your school has the following days off.

Indicate any other additional days off not listed below.

- No
- No
- No
- No

Columbus Day	10/10/11	<input type="checkbox"/> Yes
Veteran's Day	11/11/11	<input type="checkbox"/> Yes
Martin Luther King Day	01/16/12	<input type="checkbox"/> Yes
President's Day	02/20/12	<input type="checkbox"/> Yes
Memorial Day	05/28/12	
Other Holiday Date- no school		
Other Holiday Date- no school		
	<u>Start Date</u>	<u>End Date</u>
Thanksgiving Recess		<u>Return Date</u>
Holiday Recess		
Winter Recess		
Spring Recess		
Please indicate other in-service, professional days, parent-teacher days when staff are working but students are not present. Starting 10/1/11.		
Staff in-service, professional or training days		

Staff Hours

Days

Please indicate earliest start time and latest end times that MAC RMTS participants are scheduled to work in your school.			If a school has different days off than listed above, check the "Different" box and indicate the change next to that school. If there are no date changes, check "Same."	
School	Start Time	End Time	Check One	List differences only
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	
			<input type="checkbox"/> Same <input type="checkbox"/> Different	

Section II. RMTS Participant List and Template

Forty-five days before the beginning of each RMTS quarter the project coordinator will receive a template populated with the participants from the previous RMTS. The project coordinator needs to update the template and return the updated template no later than 30 days prior to the start of the quarter. Once the pool of moments for the quarter has been created, participants may not be added to the participant roster for that quarter.

Employee ID	Last Name	First Name	Email Address	Job Description	Job Type E or C
-------------	-----------	------------	---------------	-----------------	-----------------

Active Y or N	FFP	FTE	School
---------------	-----	-----	--------

The Project Coordinator will choose the job description from a dropdown that includes:

School Psychologist

Psychologist

Registered Nurse

Licensed Practical Nurse

Nurse's Aide

Psychiatrist/Physician

Case Manager

School Adjustment Counselor

School Social Worker

Guidance Counselor

Certified Alcohol Counselors

Student Assistance Professionals (SAPS)

Home School Coordinators

Counselor/Mental Health Practitioner

Substance Abuse Workers

Project Coordinator

Dentist, Dental Hygienist

Pupil Support Services Director, Administrators/Assistants

Pupil Support Services clerical and technical support Personnel

Health Coordinators

Nursing Director, Administrators/Assistants

Nursing clerical and technical support Personnel

Director of Guidance

NOTE School personnel eligible to participate in this program are based on the actual job function that they perform, not on their job title. Individuals who are expected to perform Medicaid related administrative activities should participate in the time study.

Section III. Systems Requirements

The technical staff in all supervisory unions and school districts should review this document to insure that participants will receive emails and have access to the web site.

	<ul style="list-style-type: none"> • <p style="text-align: center;">Workstation Requirements</p>
1.	<ul style="list-style-type: none"> • Operating Systems <ul style="list-style-type: none"> • Win 98 or higher. • Macintosh
2.	<ul style="list-style-type: none"> • Web Browsers

	<ul style="list-style-type: none"> • Internet Explorer 5.0 to 6.0; 7.0; 8.0 with MS Windows XP or Vista • Netscape 7.1 or Higher • Safari • Mozilla Firefox 2.0 or Higher <p>Note: Internet Explorer web browser is not supported on Macintosh operating system. Netscape or Safari should be used instead of IE.</p> <p>See Exhibit A for instructions on how to find your browser version and how to download the latest Internet Explorer, Netscape, Safari and Firefox browsers.</p>
3.	<p>Cookies</p> <ul style="list-style-type: none"> • Workstation: Enable cookie in browser. <p>See Exhibit A for instructions on enabling cookies.</p>
4.	<ul style="list-style-type: none"> • Web Filters • Workstations should allow access to the following URL's: Production Secure connection: https://www.chcf.net/chcfweb
5.	<ul style="list-style-type: none"> • Email • Email should allow delivery from SchoolBasedClaiming@UMassmed.edu and MedicaidinSchools@umassmed.edu in large quantities on a single day.
6.	<ul style="list-style-type: none"> • Online Training Application <p>Flash Player is needed to run the online training program. The following link http://www.macromedia.com/software/flash/about/ has a connection to Player Download Center, which will walk you through the process of downloading the most recent version of Player. It takes about two minutes.</p>
	<ul style="list-style-type: none"> • <p style="text-align: center;">System Administration Requirements</p>
7.	<p>Cookies</p> <ul style="list-style-type: none"> • System administrator: If there is a proxy server, set proxy NOT to cache the www.CHCF.net domain

	<p>Actual web site URL's</p> <p>Production Secure connection: https://www.chcf.net/chcfweb</p> <p>Note: www.CHCF.net cookies (sessions) are tied to the URL and IP address.</p>
8.	<ul style="list-style-type: none"> • Routers • If SBC IP address needs to be explicitly defined on routers, SBC IP address is 146.189.111.50.
9.	<ul style="list-style-type: none"> • Email <ul style="list-style-type: none"> • Email servers should allow email delivery from SchoolBasedClaiming@UMassmed.edu and MedicaidinSchools@umassmed.edu. • Email Server IP – emails may be sent through various IP mail gateways: 146.189.253.28, 146.189.253.29, 146.189.253.30, 146.189.195.116, 146.189.195.117, 146.189.195.119, 146.189.195.120, 146.189.195.4
10.	<ul style="list-style-type: none"> • Web Filters <ul style="list-style-type: none"> • Allow access to the following URL's: Production Site Secure Connection: https://www.chcf.net/chcfweb

Section IV. Notification and Reminder Emails

RMTS participants will receive notification of their moment 3 days prior, 1 hour prior and at the moment. If the moment is not completed they will receive reminder emails 2, 24, 48, 72, and 96 hours after the moment. The wording of those emails is below. The Project Coordinator and School Liaison will be copied on the 96 hour emails.

Welcome Email to New User:

Subject Line:

Vermont Department of Health – Medicaid Administrative Claiming Login Information

Body Text:

Welcome \$FirstName\$ \$LastName\$,

This confirms your registration in the University of Massachusetts Medical School's Medicaid Administrative Claiming (MAC) system.

In the event you are selected to participate in this quarter's MAC Random Moment Time Study process, you will receive future email notification(s) to that effect.

You will then need the following information to log in and complete your assigned moment(s):

Your user ID is \$UserId\$

Your initial, temporary password: \$Password\$

The website: \$URL\$

IMPORTANT INFORMATION:

1) The user ID and password are case sensitive. Enter them exactly as shown above in upper and lower-case.

2) For security reasons, when you login for the first time, you will be asked to create a new password. Passwords must be at least eight (8) characters long and include both letters and numbers. Once you create your private password, the initial, temporary password becomes invalid.

3) If you forget your password or need a new one, you can reset your password: On the main login screen, click on the "Reset/Forgot Password?" link and follow the instructions.

4) If you would like to review the RMTS process, log in, select "Online Training" from the left navigation, and follow the instructions.

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

Reset Password Email

Subject Line:

Vermont Department of Health – Medicaid Administrative Claiming Login Information

Body Text:

Welcome \$FirstName\$ \$LastName\$,

This confirms your registration in the University of Massachusetts Medical School's Medicaid Administrative Claiming (MAC) system.

Your user ID is \$UserId\$

Your initial, temporary password is \$Password\$

Please use the following web site to login: \$URL\$

NOTE:

- 1) The user ID and password are case sensitive. Please enter them exactly as stated above in upper and lower-case.
- 2) For security reasons, when you login for the first time, you will be asked to set a new password. Passwords must be at least 8 characters long with a combination of both letters and numbers. Once your password is changed, you cannot use your initial, temporary password.
- 3) If you forget your password or need a new one, you can reset your password. On the main login screen, click on the "Reset/Forgot Password?" hyperlink and follow the instructions.

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

Prior RMTS Email Notices

Subject Line 3 days prior:

Vermont Department of Health – 3 day advance notice of MAC RMTS moment

3 days prior Body Text:

Welcome \$FirstName\$ \$LastName\$,

The purpose of this email is to provide a three-day advance notice that you have been selected to participate in the MAC Random Moment Sample Time Study for \$SchoolDistrict\$.

Your sample moment in time will occur at \$RMSTime\$.

You will receive one additional reminder, one hour before the time. Once the assigned moment has arrived, you will be able to click the link provided and complete your observation form.

Your User ID, \$UserId\$, will be pre-populated, but you will need your password to access your form.

Here is the link to the site. It is also provided in subsequent reminder emails:

\$URL\$

Thank you for your time and dedication to this important revenue-generating program for your Supervisory Union/School District which will help with efforts to promote health outcomes for children in Vermont.

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

Subject Line 1 hour prior:

Vermont Department of Health – 1 hour advance notice of MAC RMTS moment

1 hour prior Body Text:

Welcome \$FirstName\$ \$LastName\$,

The purpose of this email is to provide a one-hour advance notice that you have been selected to participate in the MAC Random Moment Sample Time Study for \$SchoolDistrict\$.

Your sample moment in time will occur at \$RMSTime\$.

Once the assigned moment has arrived, you will be able to click the link below and complete your observation form. You will also receive a final notification immediately prior to the actual moment assigned to you.

Note that your User ID, \$UserId\$, will be pre-populated, but you will need your password to access your form.

Here is the link to the site, also provided in the final notice that the actual moment has arrived:

\$URL\$

Thank you for your time and dedication to this important revenue-generating program for your Supervisory Union/School District which will help with efforts to promote health outcomes for children in Vermont

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

Subject Line:

Vermont Department of Health – Time to complete your MAC RMTS moment now

Body Text:

Welcome \$FirstName\$ \$LastName\$,

As indicated through prior emails, you have been selected to participate in the Vermont Medicaid Administrative Claiming Random Moment Time Study for \$SchoolDistrict\$.

It is essential that you now take the time to click on the link below and document your activity. This will ensure that your Supervisory Union/School District receives the proper Medicaid Administrative Claiming reimbursement.

Your sample moment in time occurs at \$RMSTime\$. Once your moment is 'active' you will have 5 school days to document your time.

\$URL\$

Note: Your User ID, \$UserId\$, will be pre-populated, but you will need your password to access your form. Click on the 'Reset/Forgot Password?' link on the site if you need to have your password reset.

If you have already completed your moment, you may verify or edit your entry by logging in, and clicking 'Prior Moments'.

Thank you for your time and dedication to this important revenue-generating program for your Supervisory Union/School District which will help with efforts to promote health outcomes for children in Vermont

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

Late Notice Emails

2 hours after Subject Line:

Vermont Department of Health - Your MAC RMTS Moment has not been completed

2 hours after Body Text:

Welcome \$FirstName\$ \$LastName\$,

Recently, you were selected to participate in the MAC Random Moment Time Study for \$SchoolDistrict\$, but our record indicates that you have not yet recorded your assigned moment.

Your participation is an important part of the Medicaid reimbursement for your Supervisory Union/School District. Please complete your sample moment which occurred on \$RMSTime\$ before it expires.

Simply click on the link below and record your activity for the assigned time:

\$URL\$

Your user id is \$UserId\$.

Thank you for your time and dedication to this important revenue-generating program for your Supervisory Union/School District which will help with efforts to promote health outcomes for children in Vermont

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

24 hours after Subject Line:

Vermont Department of Health - Your MAC RMTS Moment will expire in 4 school days

24 hours after Body Text:

Welcome \$FirstName\$ \$LastName\$,

Recently, you were selected to participate in the MAC Random Moment Time Study for \$SchoolDistrict\$, but our record indicates that you have not yet recorded your assigned moment.

Your participation is an important part of the Medicaid reimbursement for your Supervisory Union/School District. Please complete your sample moment which occurred on \$RMSTime\$ before it expires.

Simply click on the link below and record your activity for the assigned time:

\$URL\$

Your user id is \$UserId\$.

Thank you for your time and dedication to this important revenue-generating program for your Supervisory Union/School District which will help with efforts to promote health outcomes for children in Vermont

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

48 hours after Subject Line:

Vermont Department of Health - Your MAC RMTS Moment will expire soon

48 hours after Body Text:

Welcome \$FirstName\$ \$LastName\$,

Recently, you were selected to participate in the MAC Random Moment Time Study for \$SchoolDistrict\$, but our record indicates that you have not yet recorded your assigned moment.

Your participation is an important part of the Medicaid reimbursement for your Supervisory Union/School District. Please complete your sample moment which occurred on \$RMSTime\$ before it expires.

Simply click on the link below and record your activity for the assigned time:

\$URL\$

Your user id is \$UserId\$.

Thank you for your time and dedication to this important revenue-generating program for your Supervisory Union/School District which will help with efforts to promote health outcomes for children in Vermont

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

VT 72 hours after Subject Line

Vermont Department of Health - Your MAC RMTS Moment will expire soon

72 hours after Body Text:

Welcome \$FirstName\$ \$LastName\$,

Recently, you were selected to participate in the MAC Random Moment Time Study for \$SchoolDistrict\$, but our record indicates that you have not yet recorded your assigned moment.

Your participation is an important part of the Medicaid reimbursement for your Supervisory Union/School District. Please complete your sample moment which occurred on \$RMSTime\$ before it expires.

Simply click on the link below and record your activity for the assigned time:

\$URL\$

Your user id is \$UserId\$.

Thank you for your time and dedication to this important revenue-generating program for your Supervisory Union/School District which will help with efforts to promote health outcomes for children in Vermont

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

VT 96 hours after Subject Line:

Vermont Department of Health - Your MAC RMTS Moment will expire soon

VT 96 hours after Body Text:

Welcome \$FirstName\$ \$LastName\$,

Recently, you were selected to participate in the MAC Random Moment Time Study for \$SchoolDistrict\$, but our record indicates that you have not yet recorded your assigned moment.

Your participation is an important part of the Medicaid reimbursement for your Supervisory Union/School District. Please complete your sample moment which occurred on \$RMSTime\$ before it expires.

Simply click on the link below and record your activity for the assigned time:

\$URL\$

Your user id is \$UserId\$.

Thank you for your time and dedication to this important revenue-generating program for your Supervisory Union/School District which will help with efforts to promote health outcomes for children in Vermont

Email / Online Time Study Contact Information:

For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.

Section V. Moment Statuses and their Definitions

Incomplete: The moment is in the future or the time study participant has not answered the questions and the grace period has not ended.

Incomplete Expired: The time study participant has not answered the questions and the grace period is over.

Manual Incomplete: The time study participant has answered the questions and a coder has not reviewed the answers.

Automapped: The time study participant has answered the questions and the system has assigned an activity code.

Pending 1, 2 & 3: The coder has reviewed the time study participant's answers but needs additional information to accurately code the response.

Pending Expired Three requests for additional information have been sent to the time study participant and the time study participant has not responded.

First Approval: One coder has assigned an activity code to the moment and a second coder has not reviewed the assigned code yet.

Approved: The coder has reviewed the time study participant's answers and assigned an activity code.

Not Paid Time: The time study participant has indicated that they were not scheduled to work at the time of their moment.

Category/LOA: A Change of Status form has been received and the moment was put into this

Section VI. Change of Status

This form should be completed and submitted when a participant leaves the supervisory union during the quarter or goes on a long term leave of absence.

Vermont Medicaid Administrative Claiming

CHANGE OF STATUS DURING THE QUARTER

In the event that a random moment time study participant leaves the supervisory union/school district permanently or temporarily, or changes jobs and is no longer eligible to complete the time study, the project coordinator for the supervisory union/school district must complete this form, and email it to the School-Based Medicaid Program at the University of Massachusetts.

Supervisory Union/School District Name: _____

Time Study Participant Name: _____ Employee ID:

Temporary Leave of Absence: **OR** Terminated Employment with Supervisory Union

Effective Date: _____

Number of generated moments this participant is responsible for that fall after the effective date: _____

Person Filling Out Form: _____ Today's Date:

Title: _____

This form must be submitted within the quarter the change occurs.

Please email completed form to schoolbasedclaiming@umassmed.edu

If you have any questions please email schoolbasedclaiming@umassmed.edu or call 800 535 6741 and select option 1.

**If a time study participant takes a temporary Leave of Absence, they will be included in the next quarters' RMTS participant list and their status should be reviewed prior to submitting the*

list to UMASS. If the time study participant has terminated employment with the Supervisory Union they will be made inactive and not be included in subsequent time studies.

Section VII. Predefined Answers

This list of predefined answers will be displayed so when the participant is completing the moment. If a time study participant does not understand the answers below please instruct him/her to free type in their response.

What were you doing?
Academic, social, vocational counseling to a student
Assisting people in applying for non-Medicaid programs
Assisting people in the Medicaid/Dr. Dynasaur eligibility process
Completing an evaluation including testing, assessment and paperwork regarding educational issues.
Completing an evaluation including testing, assessment and paperwork regarding health issues
Providing Direct Medical Services
IEP Meeting or development
Informing people about Medicaid/Dr. Dynasaur, and how to access the program, and health resources available through the Medicaid program
Informing people about non-Medicaid programs and how to access them, and the health resources available through these non-Medicaid resources.
Lunch or Break Time
Making notes following the delivery of medical services to a student
Making referrals for and/or coordinating access to social and educational services
Making referrals for and/or coordinating medical or physical examinations and necessary medical/dental/mental health evaluations/assessment - when this is not an integral part of a direct medical service.
Not Scheduled to work - non paid time
School closed due to inclement weather
Sick, personal or vacation time - paid time off
Supervising students (bus, lunch or hall duty)
Teaching an academic subject
Training/professional development to improve/enhance the curriculum or academic instruction.
Training/professional development to improve/enhance the delivery of health services to students.
Who were you with? Please do not use actual names.
Alone
Alone - telephone conversation
Not Applicable
Parents/Guardians
School Staff
School staff and parents/guardians

Student(s)
Students and School Staff

Why were you performing this activity?
Administrative Task
Correct or ameliorate a medical condition
Crisis Management - Health related issue
Crisis Management - Non-Health related issue
Determine student's eligibility for related services
Educational Requirement
Improve health services for students
Not Applicable
Parent request
Part of job duties and requirements
Prescribed in IEP
Provide information regarding educational status or progress toward academic goals
Provide information regarding status or progress toward goals for health related services (OT, PT, Speech, Vision, Audiology)
Supervising Staff
Supervision of students

Section VIII. RMTS Compliance Reports

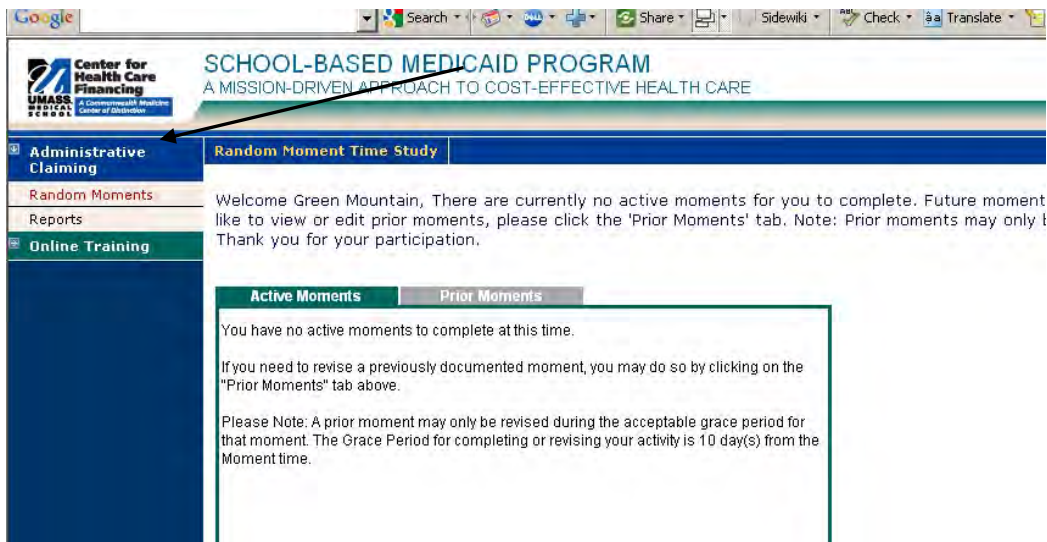
1. RMTS Participant Moment by Date: This report lists all moments for a specific date range within the quarter by the individual Provider. It allows school Time Study Coordinators to monitor the status of moments during a specified time. It would be used to send reminders to time study participants. It includes the time study participant’s name, employee ID number, job description, job code, email, school district, school (if available), the date and time of the moment, the date and time of the end of the grace period and the status of the moment.
2. RMTS Participant Moments Completed: This report lists details of moments the time study participant has completed. It allows Time Study Coordinators to know which time study participants have successfully answered the questions for their assigned moment in a timely fashion. It includes the time study participant’s name, employee ID number, job description, job code, email, school district, school, if available, the date and time of the moment, the date and time of the end of the grace period and the status of the moment.

3. **RMTS Participant Moment Not Completed:** This report lists details of moments the time study participant has not completed. It allows Time Study Coordinators to know which time study participants have not answered the questions for their assigned moment so they can send additional reminders. It includes the time study participant’s name, employee ID number, job description, job code, email, school district, school (if available), the date and time of the moment, the date and time of the end of the grace period and the status of the moment.

4. **RMTS Compliance Status Report:** This report shows details of how many moments each job group has during the quarter and how many are completed. It allows Time Study Coordinators to monitor in aggregate how many moments have occurred, how many are completed and the percentage of completed moments to total quarterly moments. For each job group it includes Total Number of Moments for quarter, Number of Moments occurred to date, Number of Moments completed to date, Number of Moments not completed and expired, Number of Moments not completed and not expired, and Number of Moments Completed to date/Total Number of Moments for quarter.

The following steps outline the process for accessing and using the compliance reports:

Step 1: Click on the left navigation bar ‘Reports.’

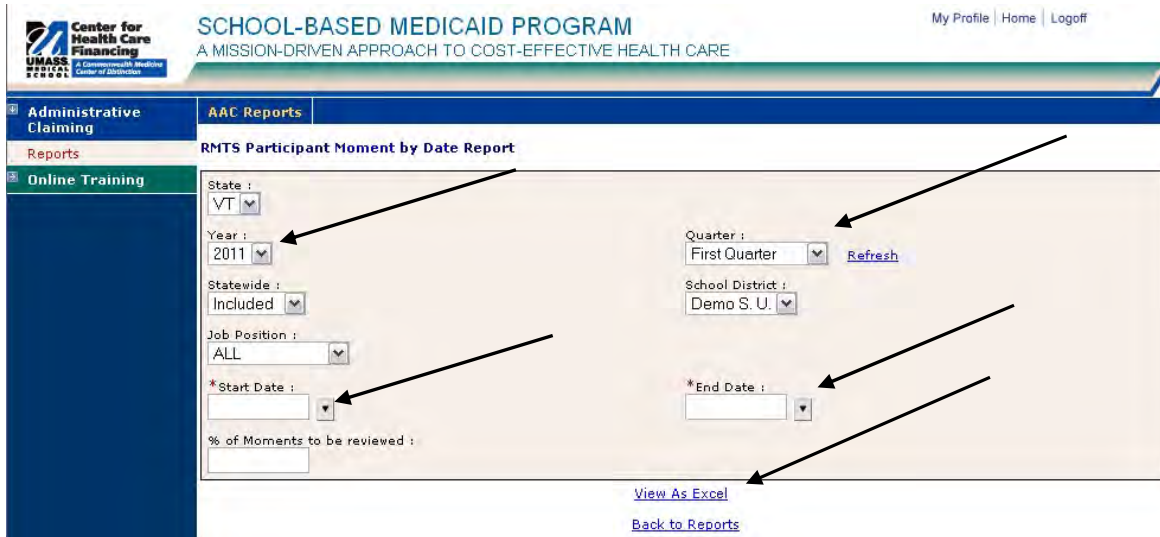


Step 2: Click on the name of the report you wish to view or print.

Step 2: Click on the name of the report you wish to view or print.



Step 3: Select quarter and year and click on refresh. Enter date range, then click on 'View as excel.' Note: The system defaults to the current quarter and year.



RMTS Participant Moment by Date:

A	B	C	D	E	F	G	H
RMTS Participant Moment by Date Report							
Run Date: 7/22/2010							
Run Time: 8:32:29 AM EST							
State: VT							
School District: Demo S. U.							
Job Position: ALL							
Year: 2011							
Quarter: 1							
Date: 07/19/2010-07/21/2010							
Statewide: Included							
Name	Emp ID	Job Desc	Job Code	Moment	End of Grace Period	Email	Status
Vermont,Ariel	84	Registered Nurse	01	07/19/2010 01:13 PM EST	07/24/2010 01:13 PM EST	email@vermont.edu	Manual Incomplete
Vermont,Webster	109	Registered Nurse	01	07/19/2010 01:38 PM EST	07/24/2010 01:38 PM EST	email@vermont.edu	Auto Mapped
Vermont,Abby	119	Registered Nurse	01	07/19/2010 01:42 PM EST	07/24/2010 01:42 PM EST	email@vermont.edu	Manual Incomplete
Vermont,Joseph	108	Nurse's Aide	01	07/19/2010 01:59 PM EST	07/24/2010 01:59 PM EST	email@vermont.edu	Auto Mapped
Vermont,Agatha	48	Nurse's Aide	01	07/19/2010 02:01 PM EST	07/24/2010 02:01 PM EST	email@vermont.edu	Approved
Vermont,Edward	62	Registered Nurse	01	07/19/2010 02:03 PM EST	07/24/2010 02:03 PM EST	email@vermont.edu	Manual Incomplete
Vermont,Abigail	120	Dental Hygienist	01	07/19/2010 02:31 PM EST	07/24/2010 02:31 PM EST	email@vermont.edu	Incomplete
Vermont,Tom	9	Registered Nurse	01	07/19/2010 02:52 PM EST	07/24/2010 02:52 PM EST	email@vermont.edu	Approved
Vermont,Laura	28	Nurse's Aide	01	07/19/2010 12:54 PM EST	07/24/2010 12:54 PM EST	email@vermont.edu	Manual Incomplete
Vermont,Rosemary	7	Registered Nurse	01	07/20/2010 01:04 PM EST	07/25/2010 01:04 PM EST	email@vermont.edu	Incomplete
Vermont,Deborah	81	Director Of Guidance	01	07/20/2010 01:09 PM EST	07/25/2010 01:09 PM EST	email@vermont.edu	Auto Mapped
Vermont,Sally	1	Director Of Guidance	01	07/20/2010 01:29 PM EST	07/25/2010 01:29 PM EST	email@vermont.edu	Incomplete
Vermont,Martin	73	Director Of Guidance	01	07/20/2010 01:38 PM EST	07/25/2010 01:38 PM EST	email@vermont.edu	Auto Mapped
Vermont,Anna	95	Guidance Counselor	01	07/20/2010 02:34 PM EST	07/25/2010 02:34 PM EST	email@vermont.edu	Incomplete
Vermont,Emily	43	Director Of Guidance	01	07/20/2010 02:43 PM EST	07/25/2010 02:43 PM EST	email@vermont.edu	Manual Incomplete
Vermont,August	44	Registered Nurse	01	07/20/2010 02:50 PM EST	07/25/2010 02:50 PM EST	email@vermont.edu	Incomplete
Vermont,Juliet	75	Guidance Counselor	01	07/20/2010 03:02 PM EST	07/25/2010 03:02 PM EST	email@vermont.edu	Approved
Vermont,Jim	68	Nurse's Aide	01	07/20/2010 03:06 PM EST	07/25/2010 03:06 PM EST	email@vermont.edu	Auto Mapped
Vermont,Lisa	209	Student Assistance Professionals (SAP)	01	07/20/2010 03:38 PM EST	07/25/2010 03:38 PM EST	email@vermont.edu	Manual Incomplete
Vermont,Nancy	29	Registered Nurse	01	07/20/2010 03:58 PM EST	07/25/2010 03:58 PM EST	email@vermont.edu	Auto Mapped
Vermont,Charles	104	Registered Nurse	01	07/21/2010 03:11 PM EST	07/26/2010 03:11 PM EST	email@vermont.edu	Auto Mapped
Vermont,Charlotte	111	Director Of Guidance	01	07/21/2010 03:24 PM EST	07/26/2010 03:24 PM EST	email@vermont.edu	Auto Mapped
Vermont,Cynthia	76	Guidance Counselor	01	07/21/2010 03:32 PM EST	07/26/2010 03:32 PM EST	email@vermont.edu	Auto Mapped
Vermont,Patty	61	Director Of Guidance	01	07/21/2010 03:59 PM EST	07/26/2010 03:59 PM EST	email@vermont.edu	Manual Incomplete
Vermont,Webster	109	Registered Nurse	01	07/21/2010 08:05 AM EST	07/26/2010 08:05 AM EST	email@vermont.edu	Approved
Vermont,June	46	Guidance Counselor	01	07/21/2010 08:07 AM EST	07/26/2010 08:07 AM EST	email@vermont.edu	Auto Mapped
Vermont,Alice	33	Director Of Guidance	01	07/21/2010 08:09 AM EST	07/26/2010 08:09 AM EST	email@vermont.edu	Approved
Vermont,Charlotte	111	Director Of Guidance	01	07/21/2010 08:33 AM EST	07/26/2010 08:33 AM EST	email@vermont.edu	Auto Mapped
Vermont,Linda	27	Registered Nurse	01	07/21/2010 08:48 AM EST	07/26/2010 08:48 AM EST	email@vermont.edu	Incomplete
Vermont,Thomas	91	Director Of Guidance	01	07/21/2010 09:16 AM EST	07/26/2010 09:16 AM EST	email@vermont.edu	Manual Incomplete
Vermont,Thomas	66	Guidance Counselor	01	07/21/2010 09:33 AM EST	07/26/2010 09:33 AM EST	email@vermont.edu	Approved

RMTS Participant Moments Completed:

A	B	C	D	E	F	G	H
RMTS Participant Moments Completed Report							
Run Date: 7/22/2010							
Run Time: 8:36:40 AM EST							
State: VT							
School District: Demo S. U.							
Job Position: ALL							
Year: 2011							
Quarter: 1							
Statewide: Included							
Date: 07/19/2010 - 07/19/2010							
Name	Emp ID	Job Desc	Job Code	Moment	End of Grace Period	Email	Status
Vermont,Laura	28	Nurse's Aide	01	07/19/2010 09:19AM EST	10/03/2010 09:19AM	email@vermont.edu	Manual Incomplete
Vermont,Ed	106	Guidance Counselor	01	07/19/2010 10:37AM EST	10/03/2010 10:37AM	email@vermont.edu	Approved
Vermont,Ariel	84	Registered Nurse	01	07/19/2010 10:46AM EST	10/03/2010 10:46AM	email@vermont.edu	Approved
Vermont,Lisa	209	Student Assistance Professionals (SAP)	01	07/19/2010 11:45AM EST	10/03/2010 11:45AM	email@vermont.edu	Auto Mapped
Vermont,Laura	28	Nurse's Aide	01	07/19/2010 12:54PM EST	10/03/2010 12:54PM	email@vermont.edu	Approved
Vermont,Ariel	84	Registered Nurse	01	07/19/2010 01:13PM EST	10/03/2010 01:13PM	email@vermont.edu	Manual Incomplete

RMTS Participant Moment Not Completed:

A	B	C	D	E	F	G	H
Report Name: RMTS Participant Moment Not Completed Report							
Run Date: 7/24/2010							
Run Time: 09:02:29 AM EST							
State: VT							
School District: Demo S. U.							
Job Position: ALL							
Year: 2011							
Quarter: 1							
Statewide: Included							
Date: 07/19/2010 - 07/19/2010							
Name	Emp ID	Job Desc	Job Code	Moment	End of Grace Period	Email	Status
Vermont,Ann	90	Dental Hygienist	01	07/19/2010 08:03 AM EST	10/03/2010 08:03 AM EST	email@vermont.edu	Incomplete Expired
Vermont,Jeff	11	Director Of Guidance	01	07/19/2010 08:19 AM EST	10/03/2010 08:19 AM EST	email@vermont.edu	Incomplete Expired
Vermont,Derek	41	Director Of Guidance	01	07/19/2010 08:19 AM EST	10/03/2010 08:19 AM EST	email@vermont.edu	Incomplete Expired
Vermont,Marvin	15	Guidance Counselor	01	07/19/2010 08:35 AM EST	10/03/2010 08:35 AM EST	email@vermont.edu	Incomplete Expired
Vermont,Randy	10	Dental Hygienist	01	07/19/2010 08:58 AM EST	10/03/2010 08:58 AM EST	email@vermont.edu	Incomplete Expired
Vermont,Tom	9	Registered Nurse	01	07/19/2010 09:07 AM EST	10/03/2010 09:07 AM EST	email@vermont.edu	Incomplete
Vermont,Dylan	78	Nurse's Aide	01	07/19/2010 09:12 AM EST	10/03/2010 09:12 AM EST	email@vermont.edu	Incomplete
Vermont,Fred	5	Guidance Counselor	01	07/19/2010 09:18 AM EST	10/03/2010 09:18 AM EST	email@vermont.edu	Incomplete
Vermont,Dorothy	24	Registered Nurse	01	07/19/2010 09:36 AM EST	10/03/2010 09:36 AM EST	email@vermont.edu	Incomplete
Vermont,Morgan	77	Registered Nurse	01	07/19/2010 10:27 AM EST	10/03/2010 10:27 AM EST	email@vermont.edu	Incomplete
Vermont,Barbie	116	Guidance Counselor	01	07/19/2010 10:33 AM EST	10/03/2010 10:33 AM EST	email@vermont.edu	Incomplete

RMTS Compliance Status Report

	A	B	C
1	VT RMTS Compliance Status Report		
2		Run Date:	07/20/2010
3		Run Time:	8:38:00 AM
4		State:	VT
5		School District:	Demo S. U.
6		Year:	2011
7		Quarter:	1
8			
9		Job Code:	01
10		Total Number of Moments for quarter:	99
11		Number of Moments occurred to date:	86
12		Number of Moments completed to date:	79
13		Number of Moments: Left SD - LOA:	0
14		Number of Moments not completed and expired:	4
15		Number of Moments not completed and not expired:	3
16		Number of Moments completed to date/Total Number of Moments for quarter:	79.80%
17			

Section IX. Running RMTS Online Training Summary Reports

Login to SBC

Click on 'Online Training' tab

Administrative Claiming	TS Planner	TS Data	State: VT School District: Addison Central S. U. Year: 2011	
Time Study	Add TS Planner			
Reports	Quarter ▲	Last Date for Time Study Submission	Start Date	End Date
Online Training	First Quarter	10/04/2010	09/20/2010	09/24/2010
	Add TS Planner			

It will bring you to the Online Training Page. Here you may:

- select an online training to view OR
- run a report in Training Summary

NOTE: Time Study Participants must have Adobe Flashplayer to view these online trainings. For a free download; go to www.adobe.com and click on down load Flashplayer.

To run the reports:

Administrative Claiming	Online Training Materials
Online Training	Online Training Materials
Online Training Materials	Training Summary
Training Summary	

1. Click on 'Training Summary'

Title	Description	Upload Date
VT - Understanding RMTS	VT - Module 1 - Understanding RMTS	09/02/2010
VT - Completing RMTS	VT - Module 2 - Completing RMTS	09/02/2010

Administrative Claiming	Training Summary
Online Training	Training Summary Reports
Online Training Materials	Training Documents Viewed Report
Training Summary	Training Summary Exception Report

2. Select which report you would like to view.

3. Select Training Documents Viewed Report

Training Documents Viewed Report = shows all the time study participants who went into the online training and viewed the online training. It may include duplicate names; the report captures all activity from the user.

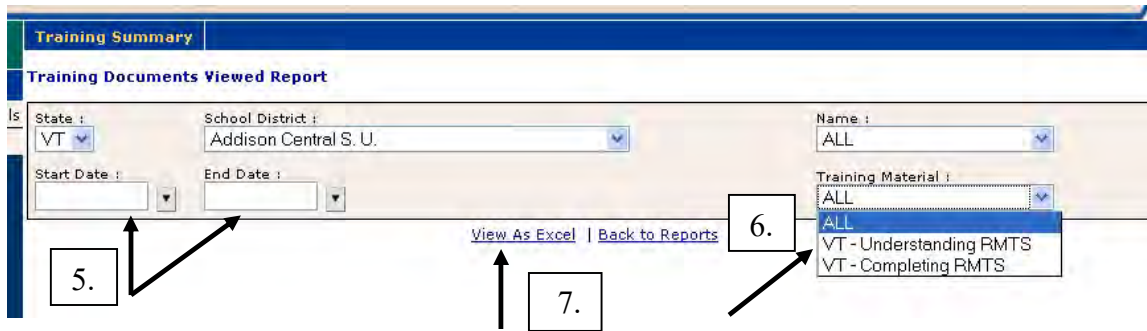
Training Summary Exception Report = shows all the time study participants who did not go in and view the online training.

The screenshot shows the 'Training Summary' header and the 'Training Documents Viewed Report' section. The filter options include: State (VT), School District (Addison Central S. U.), Name (ALL), Start Date, End Date, and Training Material (ALL). A box labeled '4.' points to the School District dropdown menu. Below the filters are links for 'View As Excel' and 'Back to Reports'.

Once you selected the VIEWED report:

4. Select a school district by using the drop down menu. Only the SU/SD you are responsible for will appear.

The screenshot shows the 'Training Summary' header and the 'Training Documents Viewed Report' section. The filter options include: State (VT), School District (Addison Central S. U.), Name (ALL), Start Date, End Date, and Training Material (ALL). The School District dropdown menu is open, displaying a list of school districts: Addison Central S. U., Addison Northeast S. U., Addison Northwest S. U., Addison Rutland S. U., Barre S. U., Battenkill Valley S. U., Bennington Rutland S. U., Blue Mountain S. U., Burlington S. U., Caledonia Central S. U., Caledonia North S. U., Chittenden Central S. U., Chittenden East S. U., Chittenden South S. U., Colchester S. U., Essex Caledonia S. U., Essex North S. U., Essex Town S. U., Franklin Central S. U., and Franklin Northeast S. U. Below the filters are links for 'View As Excel' and 'Back to Reports'.



5. Input the start and end dates is OPTIONAL – you may select dates or you may leave it blank

6. Select 'Training Material' which displays the online trainings available.

7. Click 'View as Excel'

Click OPEN when the Excel message appears

Below is a sample report. It will include which staff logged into the system, what they viewed and when.

State : VT
School District : Addison Central S. U.
Name : All Users
Training Document : VT - Understanding RMTS
Report ran on 3:25:03 PM EDT

Last Name	First Name	Employee I	Job Type	Job Description	Email Address	Training Material Title	Date Accessed
		3000	Employee	Registered Nurse	.k12.vt.us	VT - Understanding RMTS	09/24/2010 10:52:1
		3000	Employee	Registered Nurse	.k12.vt.us	VT - Understanding RMTS	09/24/2010 10:52:3
		3000	Employee	Registered Nurse	.k12.vt.us	VT - Understanding RMTS	09/24/2010 10:52:4

Follow the same process when running the 'Training Summary Exception Report.'

Section X. Sample Salary and Fringe Benefit Report

EPSDT SCHOOL-BASED QUARTERLY SALARY & FRINGE BENEFIT REPORT

Supervisory Union _____

Contact Person _____

Phone # _____ Quarter Ending: _____

Employee ID Number	Time Study Participant Last Name	Time Study Participant First Name	Job Position	Job Type E/C	Active Y/N
--------------------	----------------------------------	-----------------------------------	--------------	--------------	------------

Federally Funded Percentage of Salary	FTE	Actual Quarterly Salary Paid (100%)	Actual Quarterly Fringe Benefits Paid	Fringe Benefit %	Comments
---------------------------------------	-----	-------------------------------------	---------------------------------------	------------------	----------

VERMONT RMTS OVERSIGHT AND MONITORING PLAN

Oversight and Monitoring

This plan for Vermont's Medicaid Administrative Claiming Program is designed to reflect the federal guidelines for required oversight and monitoring of administrative claiming programs. As required, oversight and monitoring occurs at both the claiming unit and State level.

State Level Oversight and Monitoring

The Vermont Department of Health (**VDH**) is the state entity charged with performing appropriate oversight and monitoring of the Random Moment Time Study (**RMTS**) and Vermont's Medicaid Administrative Claiming (**MAC**) program to ensure compliance with state and federal guidelines. The state has written agreements, which clearly state the responsibilities for all parties, with all participating claiming units. The Claiming Unit in Vermont is a Supervisory Union (**SU**), the entity legally authorized to represent individual schools and school districts. Agreements are signed annually with VDH in order to participate in our MAC program. VDH School Liaisons, based in each of 12 VDH District Offices, work with the SUs locally to assure timely completion and submission of agreements, and will act as a conduit at the local level for communicating information to and from the SU.

VDH monitors and reviews the following components of Vermont's MAC program. The areas of review include, but are not limited to:

- **Participant List / Roster**: (ensure only eligible categories of staff are reported on the participant list based on the approved RMTS categories in the implementation plan)

VDH School Liaisons (**Liaisons**) work closely with SUs to assure proper completion and submission of the participant rosters each quarter, and that only eligible categories of staff are reported on the participant list based on the approved RMTS categories in the implementation plan. The contractor working with VDH and the SUs is currently the University of Massachusetts Medical School through its Center for Health Care Financing (**UMASS**). Liaisons monitor communication regarding roster submission between the SU and UMASS, monitor locally for timely completion and submission of these rosters, and educate the SUs on the importance of timely and accurate submission. The following guidance is provided in Vermont's *RMTS Manual*: Each SU participating in the MAC program must provide a list of personnel who provide Medicaid administrative activities at the beginning of the school year, with quarterly

updates. School personnel eligible to participate in the RMTS are based on the actual function that they perform rather than their job title, and individuals who are expected to perform Medicaid related administrative activities should participate in the time study. The information on these rosters includes the individual's name, job position, FTE, federally funded percentage, and ID number. Participants include salaried and contracted personnel, and full and part-time personnel. Staff is excluded from the cost pool and RMTS pool if they are reimbursed 100% by federal funds; the pool of RMTS participant positions from which RMTS moments are randomly assigned, is the same pool of participant positions included in the quarterly claim calculations for administrative services (with the exception of new hires that will be participating in subsequent RMTS').

Liaisons assist by answering questions locally if further guidance is needed related to eligible participants.

Each SU identifies a **Project Coordinator** who is familiar with preventive health services and the school's Coordinated School Health Program. The Project Coordinator works closely with the School Liaisons, as well as all appropriate SU business office personnel, to assure that all appropriate staff is trained and participating in the MAC processes. The SU Project Coordinators complete the RMTS participant templates.

- **RMTS Time Study**: (sampling methodology, the sample, and time study results)

VDH monitors the **sampling methodology** implemented by UMASS, which was designed to achieve a level of precision of +/- 2% with a 95% confidence level for activities. Once compiled, the statewide time study pool is sampled to identify participants in the RMTS. The participant **sample** is selected from the statewide RMTS pool using a statistically valid random sampling technique. Using a statistically valid random sampling technique, a desired number of random moments is also selected, and each randomly selected moment is matched up with an individual from the total pool of participants.

Results: to ensure that enough moments are received to have a statistically valid sample, VDH will over-sample by 15%. If the statewide response rate does not reach 85% for a given quarter, all moments for which there is no response are treated as non-Medicaid activities. Every School-Based Medicaid Provider (SU) whose response rate was lower than 85% in a given quarter will receive a notification from VDH. If the statewide response rate does not reach 85% in a

given quarter, SUs who had received a notification letter within the last two years and whose response rate was lower than 85% in that quarter may be unable to claim reimbursement for that quarter. VDH reserves the right to grant exceptions to this rule on claiming prohibitions for individual SUs in instances of extreme unforeseen circumstances, such as a natural disaster, on a case-by-case basis. If a School-Based Medicaid Provider repeatedly has a response rate lower than 85%, VDH may impose sanctions. Possible sanctions may include, but are not limited to, conducting more frequent monitoring reviews, imposing a corrective action plan and reducing or eliminating the providers claimed portion of the FFP distribution amount. If the statewide response rate reaches or exceeds 85%, all non-responses will be discarded. A series of management reports is available in real time to monitor participation; all reports are accessible by each SU's Project Coordinator and VDH School Liaison. UMASS is responsible for tabulating the results from the online time studies. All coded responses are included in tabulating results.

- **RMTS Central Coding:** (review at a minimum a 5% sample per quarter of the completed coding)

Each quarter, UMASS randomly selects a 5% sample of the manually coded responses for validation by VDH. The validation consists of reviewing the participant responses and the corresponding code assigned by UMASS Central Coding Staff to determine if the coding was accurate. VDH reviews the results and independently codes the activity and compares it to the MAC activity recorded by the original coder. VDH communicates validation results to UMASS and requires them to submit a corrective action plan if there is a variance.

- **Training:** (compliance with training requirements: program contact, central coder and SU staff)

Program contacts: UMASS provides VDH **program contacts** with a handbook outlining the RMTS process, including an overview of the RMTS software system and information on how to access and input information into the system. Liaisons are required to view the same online training modules created by UMASS for RMTS participant training; content includes understanding the purpose of the RMTS and how to complete the RMTS, the timeframes and deadlines for participation, and the importance of their role in the success of the program.

Central Coders are employed and trained by UMASS, with additional training by VDH as needed.

Claiming Unit staff: (SU) RMTS participants and Project Coordinators are also trained on understanding the purpose of the RMTS, and how to complete the RMTS, through the use of online training instructions. Such instruction includes selecting answers from the list of predefined responses, entering a written response, understanding the response deadline, and certifying and saving responses. Since RMTS participants are not selecting MAC activity codes, the training is focused on program requirements and the completion of the RMTS survey. Project Coordinators are also required to review the UMASS handbook outlining the RMTS process, an overview of the RMTS software system and information on how to access and input information into the system. Instructions for monitoring training completion are provided in the *Supplemental Training Guide* (or Handbook), which includes instructions on “Running RMTS Online Training Summary Reports.” This allows Liaisons and Project Coordinators the ability to determine who has completed the online training modules.

- **Financial Reporting:** (costs are only reported for eligible cost categories and meet reporting requirements)

Each quarter the claiming unit must submit a signed Cost Report form to VDH which includes the following statement: “Funds for all expenditures reported here are State or local public funds, and do not include any Federal Funds.” They indicate the quarter and fiscal year on this form and may not sign the form before the last day of the quarter indicated. These reports are only sent to VDH. In addition, Liaisons coordinate with the SUs to assure that Salary and Fringe Benefit Reports are received by the appropriate staff in the SU and are submitted to UMASS in a timely manner. Liaisons include discussion on how failure to submit the appropriate financial reports will result in delays in claims calculations and reimbursement. Salary and Fringe Benefit Reports include personnel information and salary costs for all individuals who were eligible to participate in the RMTS for that quarter and who were included on the participant roster submitted for that quarter. Restricted federal funding is deducted from the actual expenses, such that only state/local funding sources are included in the claim calculations.

Frequency

All claiming units are monitored periodically throughout each school year to assist the SUs in maintaining compliance throughout each quarter and assist with reducing barriers to successful RMTS participation. Any discrepancies revealed during these reviews are addressed with the claiming units. Claiming units are required to fully cooperate in providing information and access to necessary staff in a timely manner to facilitate these efforts. Claiming units that do not fully cooperate in the review process would be subject to sanctions.

VDH Liaisons are instructed in, and responsible for, running reports for monitoring moment completion and compliance. Vermont has been very successful in maintaining a high compliance rate. Liaisons and SU Project Coordinators are copied on the 72 and 96- hour reminder emails that participants receive to further assure compliance.

UMASS also assists in assuring compliance throughout the quarter by sending compliance reports to VDH Central Office staff. If an SU is at or below the compliance threshold of 85% within one of these reports, the Central Office staff notifies the local Liaison that works with this SU and requests that they make contact with the Project Coordinator to identify underlying issues that need to be addressed or remind the participant to respond prior to the deadline for moment submission.

In addition to the monitoring described above, Claims are also compared to prior quarters for consistency. Any significant variations from historical trending are communicated to the claiming units for explanation of the variance. Furthermore, UMASS also conducts ongoing review by providing continuous monitoring of incoming data (prior to claim submission to VDH) to assure that all data is complete, to check for extremely high salaries, to assure that fringe benefits have not been included for contractors, to compare Medicaid eligibility percentage to prior year's, and to review staff included in claims and confirm that they should be included.

VDH is in constant communication with the contractor to discuss any issues that may arise. VDH also schedules and participates in regular meetings and conference calls with the contractor to discuss time study trends, the 85% compliance level, coding and any other MAC or RMTS issues.

Remedial Actions

The State will pursue remedial action for claiming units that fail to meet program requirements or fail to correct problems identified during review. Examples of actions that will cause implementation of sanctions include, but are not limited to:

- **Participant Roster:** If the participant roster is not submitted within the timeframe as described in the implementation guide, the SU will not have its participants included in the pool of participants from which moments are randomly assigned. If they are unable to be randomly assigned a moment, then the time study results cannot be applied towards their cost data, and the SU cannot have a claim calculated, and they will not be reimbursed.
- **Salary and Fringe Benefit Report:** If the SU does not submit their correctly completed Salary and Fringe Benefit Report back to UMASS within one month

of the end of the quarter, their claim will not be calculated for the related quarter, and they will not receive a reimbursement for their MAC activities within the normal timeframe. The claim will be calculated at the same time as the following quarter claim if all delinquent Salary and Fringe Benefit Report information has been provided.

- **Cost Report:** If the SU does not submit their correctly completed Cost Report (as described above) back to VDH within one month of the end of the quarter, their claim will be delayed for the related quarter, and they may not receive a reimbursement for their MAC activities within the normal timeframe. If not received within 90 days of the end of the quarter, their claim will not be processed by VDH until claims are processed the following quarter, assuming they have submitted the completed cost report for the delinquent quarter.

- **Compliance:** If the statewide time studies do not reach a compliance of at least 85% for a given quarter, all moments for which there is no response are treated as non-Medicaid activities. Every SU whose response rate is lower than 85% in a given quarter will be notified by VDH. If the statewide response rate does not reach 85% in a given quarter, SUs who had received a notification letter within the last two years and whose response rate was lower than 85% in that quarter may be unable to claim reimbursement for that quarter. VDH reserves the right to grant exceptions to this rule on claiming prohibitions for individual SUs in instances of extreme unforeseen circumstances, such as a natural disaster, on a case-by-case basis. If an SU repeatedly has a response rate lower than 85%, VDH may impose sanctions. Possible sanctions may include, but are not limited to, conducting more frequent monitoring reviews, imposing a corrective action plan and reducing or eliminating the providers claimed portion of the FFP distribution amount.
 - **School Liaisons and Project Coordinators:** The Supplemental Training Guide (a.k.a. handbook) includes instructions on how to run reports for monitoring moment completion and compliance; Liaisons include this as part of their local instruction and monitor these reports periodically to assist the SUs in maintaining compliance throughout the quarter and problem solving barriers to participation. Vermont has been very successful in maintaining a high compliance rate since implementation of the RMTS process. To further assure compliance, the School Liaison

and Project Coordinator is copied on the 72 and 96 hour reminder emails that go to the participants as described in the RMTS Time Study section above.

- **UMASS:** UMASS also assists in maintaining compliance throughout the quarter by sending compliance reports to VDH Central Office staff. If an SU is at or below the compliance threshold of 85% within one of these reports, the Central Office staff notifies the local Liaison that works with this SU, and requests that they make contact with the Project Coordinator to identify underlying issues that need to be addressed, or reminds the participant to respond prior to the deadline for moment submission.

CONTRACTOR LEVEL OVERSIGHT and MONITORING

- **Training:** The UMASS program provides reports to support monitoring to ensure that all SU participants have completed required training in order to participate in RMTS. Actual review of compliance is done by the SU Project Coordinators, with support from the Liaisons as described above.
- **Compliance rate:** See “Compliance” under the “Remedial Action” section above. SU Project Coordinators are trained to understand the critical nature of the response rate and their responsibility in the event of non-compliance.
- **Roster Updates:** UMASS prepares roster updates, and emails them to SU Project Coordinators. UMASS receives updated rosters in return, and review and perform quality checks on these. UMASS then uploads individual SU rosters into their database with all other participating SUs.
- **Time Study Tasks:** UMASS randomly selects time study participants from the database as discussed in the “RMTS Time Study” section above. Project Coordinators at the SU are able to run reports each quarter, indicating who has been assigned random moments for the quarter, who has completed their random moments, and who has not completed their random moments. Instructions for running these reports are included in the Supplemental Training Guide as described in the “Compliance” section above. The Liaisons also have the ability to access

these reports and assist the Project Coordinator as needed. Each participant selected receives notification emails three (3) days prior, one (1) hour prior, and at the time of the moment for which they have been selected. If the participant does not enter their response at the time of the selected moment, reminder emails are sent two (2) hours, 24 hours, 48 hours, 72 hours, and 96 hours after the selected moment until the random moment is completed. After five (5) school days the participant is no longer able to enter or edit data for the selected moment. To further assure compliance, the Liaison and Project Coordinator are copied on the 72 and 96 hour reminder emails that go to the participants so they can follow-up with the participant. The UMASS system automatically codes all responses when predefined answers are selected for the RMTS questions from provided drop-down menus, and the combination of predefined answers for the three questions indicate a response that is consistent with an activity code. However, time study participants also have the option to write their own free-text answers to the questions. If the time study participant chooses to write in an answer for any question, a Central Coder employed by UMASS is responsible for coding the response. The Central Coder follows up directly with any time study participant whose response(s) does not provide enough information to accurately code the moment. Once the additional information is obtained, a code is assigned. If additional information is not submitted, the moment is not included in the calculation of the activity code percentages, and is counted as a non response. Staff from the VDH reviews a 5% sample of coded responses each quarter to ensure appropriate coding. Data gathered from the quarterly RMTS is applied to the claims calculations for the quarter as described in Vermont's *Claiming Manual*.

- **Financial Tasks:** UMASS prepares the quarterly Salary and Fringe Benefit Report template and sends them to the designated financial contact at the SU. The Liaisons meet with the recipient of the Salary and Fringe Benefit Reports (usually the SU's Business Manager) which is sent to the SU via email from UMASS. The Liaisons review the financial reporting requirements with the SUs then, and as needed. Instructions for completing the Salary and Fringe Benefit Report are included in the template sent from UMASS. Once completed, the SU submits the completed report back to UMASS as described in the "Remedial Actions" section above. Once received, UMASS performs quality checks on the report to identify any potential errors as described in the "Frequency" section above. If necessary, UMASS will contact the SU for any revisions. Once all necessary elements of a claim are compiled, UMASS calculates the SU's claim as described in Vermont's *Claiming Manual*. The results of the claims for all participating SU's are compiled into

electronic and hardcopy reports and submitted to VDH for processing the payments to the SUs. At the same time that the Salary and Fringe Benefit Report is being completed for the SU, the SU also completes a Cost Report on which the following statement is included: "Funds for all expenditures reported here are State or local public funds, and do not include any Federal Funds." These Cost Reports are signed and submitted to VDH. Once both the claim calculation results and Cost Report are received by Central Office VDH staff, the claim payments are processed and sent to the SU along with a copy of the Cost Report which includes the claim results.

- **Miscellaneous Tasks:** VDH is in constant communication with the UMASS to discuss any issues that may arise, and schedules and participates in regular meetings and/or conference calls with UMASS to discuss time study trends, the 85% compliance level, coding and any other MAC or RMTS issues. UMASS answers general questions from the SUs throughout the quarter. UMASS receives the Medicaid Eligibility Percentage from VDH for use in claims calculations, as described in Vermont's *Claiming Manual*. Once all necessary data elements are gathered for the quarter, UMASS prepares the claim and submits the results for the quarter to VDH within 60 days of the quarter ending. In addition to the electronic copy sent to VDH summarizing the claims calculations for the quarter, UMASS sends VDH hard copies of each SU's claim calculation, as described in the "Financial Tasks" section above. Once VDH has processed the claim for payment to the SU, VDH will send the SU a copy of the Cost Report which includes the claims results.

Local CLAIMING UNIT Level Oversight and Monitoring

Each SU participating in the MAC program is responsible for appropriate oversight and monitoring actions that ensure compliance with program requirements. As specified in agreements between VDH and participating SUs, actions must be taken to ensure, at a minimum, that:

- The time study is performed correctly by requiring all participants, Project Coordinators, and Liaisons to take the online training modules as discussed in the training sections above.

- The time study results are valid, by requiring participants to review their answers and click on the box stating, “I certify that the answers submitted are accurate and complete,” as discussed in Vermont’s *RMTS Manual*.
- The financial data submitted is true and correct, by following instructions provided on the Salary and Fringe Benefit report template, and by completing the Cost Report for VDH indicating, “Funds for all expenditures reported here are State or local public funds, and do not include any Federal Funds.”
- RMTS training requirements are met though the monitoring describe in the Training sections above.
- Appropriate documentation is maintained to support the time study and the claim to ensure the availability of documentation required in the event of an audit, by retaining all appropriate records and documents for five years after the claim revision or, if an audit is in process, five years after the completion of the audit. This includes copies of the position descriptions of each SU employee participating in MAC.

Required Personnel: Each SU must identify a school Project Coordinator who is familiar with preventive health services and the school’s Coordinated School Health Program. The Project Coordinator is responsible for oversight of the operation of the agreement between VDH and the SU and works in a collaborative manner with VDH personnel, including the Liaison, to achieve the objectives of this agreement.

The SU must also designate a contact for the financial reporting requirements associated with preparation of a claim. This is typically the SU Business Manager, whom might also be the Project Coordinator if appropriate.

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
Boston Regional Office
JFK Federal Building, Government Center, Room 2275
Boston, Massachusetts 02203



Division of Medicaid and Children's Health Operations/Boston Regional Office

May 16, 2013

Mr. Douglas A. Racine, Secretary
Agency of Human Services
208 Hurricane Lane, Suite 103
Williston, Vermont 05495

Dear Mr. Racine:

I am pleased to inform you that the Centers for Medicare & Medicaid Services (CMS) has completed its review of the Vermont Department of Health's (VDH) proposed Medicaid school-based administrative claiming plan, composed of the following documents: "VDH Claiming Manual," "VDH Random Moment Time Study Manual," and "VDH School-Based Medicaid Program Implementation Guide for the Statewide Random Moment Time Study (RMTS)." The proposed Medicaid school-based claiming plan is approved for use in developing Medicaid administrative claims for school-based expenditures, effective with the date of this letter, subject to the conditions stipulated below.

The conditions of this approval are:

- 1) In accordance with 45 Code of Federal Regulation (CFR) 95.507 (b) (6), the State of Vermont (the state) will submit an amendment to its cost allocation plan (CAP) to the Division of Cost Allocation, referencing the methodology approved herein;
- 2) The state agrees that any regulations or national guidelines issued by CMS, relating to the use of time study codes, methodologies for conducting time studies or other elements of claims for administrative activities, will be promptly incorporated into its program on a prospective basis;
- 3) The state agrees to provide an opportunity for CMS to review any forms and/or documents that are subsequently developed or modified for use by this program, prior to modification or execution;
- 4) The state agrees to monitor the overall implementation process including, but not limited to, review of training materials, observation of training, and the overall RMTS process. The state will review and verify all claims submitted;
- 5) The state agrees to monitor the time study to assure proper use of the time study activity codes by the designated coder and proper application of the random moment methodology;

- 6) The state agrees to provide summary reports to the CMS Regional and Central Offices detailing the results and issues/concerns identified in the monitoring process on a quarterly basis. The state, in the quarterly summary report, should include data on the number of RMTS moments, statistical validity, the contractual staff, and the services and/or administrative activities performed;
- 7) The state agrees to provide oversight of any outside entity contracted to operate or monitor the time study process;
- 8) The state agrees to submit any changes to the approved plan to CMS for review and approval prior to implementation;
- 9) The state agrees that any costs claimed under the approved program are subject to review or audit; and
- 10) The state agrees to monitor the time study to assure proper use of the RMTS activity codes and proper application of the methodology designated in this Plan.

This approval letter does not relieve the state of its responsibility to comply with changes in federal laws and regulations. The state should ensure that claims for federal funding are consistent with all applicable requirements.

CMS appreciates the work and time your staff devoted to developing the time study methodology.

If you have any questions about this conditional approval letter, please call me or have your staff contact Arthur Douglas at 603-271-4200.

Sincerely,



Richard R. McGreal
Associate Regional Administrator

cc: Mark Larson, DVHA
Judi Wallace, CMS CO



D. DVHA HAEEU HEALTH ACCESS ELIGIBILITY WORKERS RMTS

DVHA HAEEU Activity Instructions and Procedures

Annual revised submission included.

DVHA HAEEU Matrix

Annual revised submission included.

HAEEU Time Study – Training Materials

The random moment time study (RMTS) is a survey process that includes all the activities performed by the Economic Services Division (ESD), Health Access Eligibility and Enrollment Unit (HAEEU) workers within DVHA. The time study began on July 1, 2015. Participating staff are those who support multiple programs administered by DVHA in HAEEU. Based on these observations, the total effort of a group of employees is determined with a high degree of confidence that approximates the same results as having observed employees for 100% of their time at work. The results of the RMTS are used in the quarterly cost allocation plan (CAP) to allocate department costs to reimbursable and non-reimbursable areas. This level of detail is required for DVHA to participate in federal claiming efforts.

The RMTS must be conducted on a continuous basis to support quarterly claiming efforts.

We thank participants in advance for their time and cooperation. Please direct all questions to either Public Consulting Group, Inc. (PCG) at ytdvhahaueu@pcgus.com or DVHA at AHS.DCFHAEUSupervisor@vermont.gov. Participants may also call the PCG hotline at 866-912-2984.

How to Complete the Random Moment Time Study

Participants receive an e-mail that directs them to a website via a web link. Participants log in to the system and then answer several different questions. Depending on the answers to the questions, they select from a list of individual activity and program codes that fall under their subsequent programs.

After answering all of the questions provided, the user selects a Submit button to respond to the survey. The surveys must be completed within 72 hours. Participants receive a reminder e-mail 24 hours and 48 hours after each moment if the survey has not yet been completed. If a participant is working on a case, the worker is asked to provide the client's contact ID from VHC or UID from ACCESS as a unique case identifier.

The RMTS is mandatory and must be completed in a timely manner. Every survey that is assigned must be completed! Moments stay 'live' in the system for 72 hours so if a participant is on leave for a short time, they must still complete the moment upon their return.

Root Questions

The following describes each of the activities available to RMTS participants. Activities performed and programs administered on behalf of the client are described below. The RMTS is a decision-tree based process whereby the response provided to each question determines what the subsequent question is. *Please note that meetings, phone calls, e-mails, filing, driving, service requests, and similar other administrative tasks should be tied to the activity that they are in support of; these are not general administrative activities unless they are truly not tied to a case.*

The first question a participant is asked when completing the time study is: Were you working on a Case or on behalf of a current or potential customer at the time of your moment?

The participant responds Yes or No.

If the participant selects “Yes”, the second question asks: Which eligibility system were you working in at the time of your moment?

The participants responds “Vermont Health Connect (VHC)” or “ACCESS”. After selecting one of the two responses, the participant is asked to identify their activity. Of the “Case Specific Activity Codes”, only certain activities are available for selection in the RMTS system when the worker selects VHC or ACCESS. Please refer to the table following the “Case Specific Activity Codes” section for a crosswalk.

Participants are also asked to provide a Case Identifier. In VHC, this is the Contact ID; in ACCESS, this is the UID.

If the participant selects “No”, the participant is asked to choose from a “Non-Case Specific Activity” or “Non-Work Related Activity”).

Case Specific Activity Codes

Please select the case-specific activity you are performing in the eligibility system at the time of your moment.

1. Collection, Review, and Reconciliation of Application and Data

This activity includes conducting interviews, preliminary review of application forms, verification of documents, data entry, and documenting application/data in VHC or ACCESS. Any other related work that can be conducted in the office, in the field, by mail, or by telephone should also be coded here, including receiving information from others who may be filling out or compiling application on behalf of the client. This activity should only be selected if the worker is physically performing these activities, or related administrative tasks, within the VHC or ACCESS system.

2. Processing Change of Circumstances and/or Updating a Case

This activity should be selected when (documenting case notes or) processing a change of circumstance to the case (in a client record). Related to factors such as changes in employment status or number of children, supporting an audit request/case read by rerunning/correcting budgets or producing documents missing from the file, reviewing or performing a case read for accuracy, splitting a case, processing over/under payments (performing QA variances), or cleaning up the case file. This activity also includes generating notification letters and printing/copying and/or mailing notification letters to clients. This activity should only be selected if the worker is physically performing these activities, or related administrative tasks, within the VHC or ACCESS system.

3. Issuing Eligibility Notices to Customers

This activity should be selected when generating or printing eligibility notices to send to clients, including using the manual notification tool (MNT). This includes annual review (per year requests), term letters, denial letters, or a letter request for more information. This activity should only be selected if the worker is physically performing these activities, or related administrative tasks, within the VHC or ACCESS system.

4. On-going Case Reviews or Renewals

This activity includes reviewing case records, scheduling and conducting client interviews for renewal purposes, verifying documents, answering verification requests, data entry for eligibility renewal purposes, completing necessary online forms for eligibility reviews and renewals, and discussing eligibility review and renewal with a client or a DVHA case participant. This activity can be completed when the client is present or on the telephone. This activity should only be selected if the worker is physically performing these activities, or related administrative tasks, within the VHC or ACCESS system.

5. Processing Cases for Eligibility Determinations

This activity includes scheduling and conducting client intake, reviewing case records, verifying documents, answering verification requests, preparing calculation entries or computations, data entry for eligibility purposes, completing necessary online forms to determine eligibility, and discussing eligibility determination requirements with a client or a DVHA case participant. This activity can be completed when the client is present or on the telephone. This activity should only be selected if the worker is physically performing these activities, or related administrative tasks, within the VHC or ACCESS system.

6. Customer Service and E-mail/Portal Response Processing related to Eligibility Determination Issues

This activity should be selected when reviewing or responding to client's comments and questions via phone or e-mail/ helpdesk portal. This includes time spent researching and reviewing the client's case, as well as researching policy regarding eligibility to make clear to the client what they qualify for. This activity can be completed when the client is on the telephone, through e-mail, or through the VHC portal inbox. This activity should only be selected if the worker is physically performing these activities, or related administrative tasks, within the VHC or ACCESS system.

7. Customer Service Response Processing related to General Processing Issues (not related to Eligibility Determinations)

This activity should be selected when reviewing or responding to client's comments and questions. This includes time spent researching and reviewing the client's case, answering questions related to premium processing, reconciling payment discrepancies, as well as researching policy specific to the question or concern being dealt with. This activity can be completed when the client is on the telephone, or through e-mail. Meetings, phone calls, e-mails, filing, driving, mailing, contact with case managers, service requests, and other similar administrative tasks associated with this activity should also be coded here.

8. Documenting, Initiating, Answering Case-related Questions for, or Testifying about Appeals (for the Appeals Unit to Process)

This activity involves responding to fair hearing requests, meeting with the client for pre-hearing conferences, attending administrative hearings, testifying at administrative hearings, attending an appeals case, or preparing pre-process or post-hearing paperwork or other documentation for any of these scenarios, including the 113 report. Meetings, phone calls, e-mails, filing, driving, mailing, contact with case managers, service requests, and other similar administrative tasks associated with this activity should also be coded here.

9. On-going Case Maintenance related to Plan Choice, including Referring Customers to Carriers

This activity should be selected when educating and advising a client on the plan options available to them. This also includes any time you spend researching the plans and providing the client with the contact information for the providers. Meetings, phone calls, e-mails, filing, driving, mailing, contact with case managers, service requests, and other similar administrative tasks associated with this activity should also be coded here.

10. Policy Development and Research related to Eligibility Determination Standards and Methodologies

This activity should be selected when reading, reviewing, or researching policy related to eligibility determination for a client. Meetings, phone calls, e-mails, filing, driving, mailing, contact with case managers, service requests, and other similar administrative tasks associated with this activity should also be coded here.

11. Phone-based Assistance to Fill Out Applications

This activity should be selected when assisting a client over the phone with filling out an eligibility related form or application, including answering any client questions about the form or necessary backup and supplemental documentation for the VHC system. Meetings, phone calls, e-mails, filing, mailing, contact with case managers, service requests, and other similar administrative tasks associated with this activity should also be coded here.

12. Referring Customers to Navigators

This activity should be selected when referring a client to a navigator for additional assistance in learning about their health insurance options and select/enroll in a health insurance plan. Meetings, phone calls, e-mails, filing, mailing, contact with case managers, service requests, and other similar administrative tasks associated with this activity should also be coded here.

13. General Outreach and Marketing Activities, related to Open Enrollment

This activity should be used when performing activities related to education and outreach about the assistance programs offered by DVHA. This activity includes any time spent educating clients about the benefits and availability of services, attending community events or fairs to speak to Vermonters about VHC, as well as encouraging clients to access the services and programs. This activity also includes all time spent compiling and distributing educational materials about the assistance program or assisting a client fill out a program application. Meetings, phone calls, e-mails, filing, driving, mailing, contact with case managers, service requests, and other similar administrative tasks associated with this activity should also be coded here.

14. Premium Tax Credit Form (1095-A) Processing

This activity involves reviewing all 1095-A forms to ensure accuracy (dates, premiums, address, etc.) and to also ensure every form is mailed to clients. This activity also includes following up with client complaints regarding their 1095-A, correcting errors, and resending the form if necessary. Meetings, phone calls, e-mails, filing, mailing, contact with case managers, service requests, and other similar administrative tasks associated with this activity should also be coded here.

15. Referrals to Medicaid and/or Medical/Behavioral Health Services

This activity includes referral of client to medical or other governmental or private agencies for Medical/Behavioral Health services that are not part of the services offered by HAEEU. Meetings, phone calls, e-mails, filing, driving, mailing, contact with case managers, service requests and other similar administrative tasks associated with this activity should also be coded here.

16. Referrals to Non-Medicaid/Non-Medical, Community Services

This activity includes referral of client to social services, housing agencies, or other governmental or private agencies for Non-Medical services that are not part of the services offered by HAEEU. This activity includes time spent working with Community Connections and Community Partners. Meetings, phone calls, e-mails, filing, driving, mailing, contact with case managers, service requests, and other similar administrative tasks associated with this activity should also be coded here.

Activity	VHC	ACCES
Collection, Review, and Reconciliation of Application and Data	X	X
Processing Change of Circumstances and Other Data Edits	X	X
Issuing Eligibility Notices to Customers	X	X
Ongoing Case Reviews or Renewals	X	X
Processing Cases for Eligibility Determinations	X	X
Customer Service and E-mail/Portal Response Processing related to Eligibility Determination Issues	X	X
Customer Service Response Processing related to General Processing Issues (not related to Eligibility Determinations)	X	X
Documenting, Initiating, Answering Case-related Questions for, or Testifying about Appeals (for the Appeals Unit to Process	X	X
On-going Case Maintenance related to Plan Choice, including Linking Referring Customers to Carriers	X	
Policy Development and Research related to Eligibility Determination Standards and Methodologies	X	X
Phone-based Assistance to Fill Out Applications	X	X
Referring Customers to Navigators	X	
General Outreach and Marketing Activities, related to Open Enrollment	X	
Premium Tax Credit Form (1095-A) Processing	X	
Referrals to Medicaid and/or Medical/Behavioral Health Services	X	X
Referrals to Non-Medicaid/Non-Medical, Community Services	X	X

Non-Case Specific Activity Codes

1. Delivery of or Participation in HAEEU -Specific Training and Staff Development

This activity should be used for trainings related to your job as a Vermont Healthcare Service Specialist (formerly HAEEU worker). These trainings can be on any specific program you support clients with. Examples include trainings on topics such as Siebel, ADA, ACCESS, Health Plan Selection, Customer Service, Eligibility Rules, Paper Application Processing, Wex, professional development trainings, ININ phone system training, New Worker training, email system usage, fire drills, time study trainings, general office trainings. You will be asked to select which program/topic the training covered. Any administrative efforts related to this activity should also be coded here.

2. All Staff or Supervision Meetings

Please use this activity code for work-related conferences within your office or one-on-one with your supervisor to discuss non-case related issues. All meetings related to clients should be coded to a Case-Specific Activity Code. Any administrative efforts related to this activity should also be coded here.

3. General Administrative Activities

This activity includes activities performed not related to case work and specific clients but necessary for your job. Examples include cleaning or organizing workspace, timesheet completion, preparation for or involvement in office functions, filling out personnel forms for human resources, mentoring new staff without a client present, general staff meetings not related to your cases, processing mail/faxes/e-mails not related to a case, testing computer systems, working with IT to fix a computer problem, reading new policies, completing general service requests not related to your cases, etc. You will be asked to describe the activity in your own words, and this activity should not be used for any phone call, email, documentation activity, travel to/from meetings with clients or required trainings that you attend, or filing activity if you can tie it to a specific case. Any administrative efforts related to this activity should also be coded here.

Non-Work Related Activity Codes

1. Paid Time Off (Annual/Sick/School/Administrative Leave/Comp)

This activity is used when the participant is using regular annual leave for vacation, sick hours, Family Medical Leave Act (FMLA), banked leave time, union leave, or approved personal educational leave. Paid days not working due to a weather emergency would also be recorded here.

2. Lunch/Break

Scheduled or unscheduled breaks (bathroom trips, lunch break, coffee breaks, and personal phone calls) should be coded here.

3. Not Scheduled to Work/Flex

Use this activity code if you were either not scheduled to work at the time of the observation, (i.e., it is before your regular start time, or after your regular end time, or the sample is received at a time when you are not scheduled to work due to your adjusted work schedule.) For example, you flex on Monday and the sample is received on Monday. The sample is before or after you regular work hours (e.g., at

7:49 a.m. and you do not start until 8:00 a.m.). Sick, vacation, annual leave, and “snow or weather” days should not be coded here.

4. Unpaid Time Off

Any leave you take that you are not paid for should be coded here.

5. Non-HAEEU Activity or Other Emergency Situation

This activity should be used when the participant performs an activity unrelated to any responsibility that they would normally have as a HAEEU worker at DVHA. Examples may include performing a function for another state agency or working on non-human services activities in the event of a natural disaster.

Participants are required to provide a brief description of the activity being performed when this activity is chosen.

HAEEU Random Moment Time Study Matrix

Program/Activity	VHC	ACCESS	Non Case-Specific	Non-Work
Collection, Review, and Reconciliation of Application and Data	Case Count between CHIP, VHC, and Medicaid 75%	Case Count between CHIP and Medicaid 50%		
Processing Change of Circumstances and/or Updating a Case	Case Count between CHIP, VHC, and Medicaid 75%	Case Count between CHIP and Medicaid 50%		
Issuing Eligibility Notices to Customers	Case Count between CHIP, VHC, and Medicaid 75%	Case Count between CHIP and Medicaid 50%		
On-going Case Reviews or Renewals	Case Count between CHIP, VHC, and Medicaid 75%	Case Count between CHIP and Medicaid 50%		
Processing Cases for Eligibility Determinations	Case Count between CHIP, VHC, and Medicaid 75%	Case Count between CHIP and Medicaid 50%		
Customer Service and E-mail/Portal Response Processing related to Eligibility Determination Issues	Case Count between CHIP, VHC, and Medicaid 75%	Case Count between CHIP and Medicaid 50%		
Customer Service Response Processing related to General Processing Issues (not related to Eligibility Determinations)	Case Count between CHIP, VHC, and Medicaid 50%	Case Count between CHIP and Medicaid 50%		
Documenting, Initiating, Answering Case-related Questions for, or Testifying about Appeals (for the Appeals Unit to Process)	Case Count between CHIP, VHC, and Medicaid 50%	Case Count between CHIP and Medicaid 50%		
On-going Case Maintenance related to Plan Choice, including Linking Referring Customers to Carriers	Case Count between CHIP, VHC, and Medicaid 50%			
Policy Development and Research related to Eligibility Determination Standards and Methodologies	Case Count between CHIP, VHC, and Medicaid 50%	Case Count between CHIP and Medicaid 50%		
Phone-based Assistance to Fill Out Applications	Case Count between CHIP, VHC, and Medicaid 50%	Case Count between CHIP and Medicaid 50%		
Referring Customers to Navigators	Case Count between CHIP, VHC, and Medicaid 50%			
General Outreach and Marketing Activities, related to Open Enrollment	Case Count between CHIP, VHC, and Medicaid 50%			
Premium Tax Credit Form (1095-A) Processing	Case Count between CHIP, VHC, and Medicaid 50%			
Referrals to Medicaid and/or Medical/Behavioral Health Services	Case Count between CHIP, VHC, and Medicaid 50%	Case Count between CHIP and Medicaid 50%		
Referrals to Non-Medicaid/Non-Medical, Community Services	State Funds	State Funds		
Delivery of or Participation in HAEEU Specific Training and Staff Development			Case Count between CHIP and Medicaid 50%	
All Staff or Supervision Meetings			Reallocated	
General Administrative Activities			Reallocated	
Paid Time Off (Annual/Sick/School/Administrative Leave/Comp)				Reallocated
Lunch/Break				Reallocated
Not Scheduled to Work/Flex				Remove
Unpaid Time Off				Remove
Non-HAEEU Activity or Other Emergency Situation				Direct to State Funds

HAEEU Random Moment Time Study Procedures

Random Moment Time Study Procedure Manual

Health Access Eligibility Unit Workers

Introduction

The purpose of this random moment time study (RMTS) is to measure the level of effort spent on various eligibility activities performed by the Health Access Eligibility and Enrollment Unit (HAEEU) workers in the State of Vermont. These staff, who are all state employees, perform Medicaid eligibility determination activities on behalf of residents in the state and clients served by DVHA and other Departments within the Agency of Human Services (AHS) umbrella. Organizationally, HAEEU staff work within the Medicaid Policy, Fiscal & Support Services Division of DVHA.

The time study is administered using EasyRMTS™, which is a tool that has been developed by Public Consulting Group, Inc. (PCG). EasyRMTS™ is an automated, web-based RMTS application that gives users a comprehensive tool for administering a time study for federal claiming, cost allocation, or other similar activities. Fully customizable for an individual agency or school district's specific requirements, EasyRMTS™ gives an administrative user the capability to assign random moments, monitor staff participation, update respondents' information, create and produce reports for federal claiming and other purposes, and view and analyze tabulated responses from participating staff. Participants of an EasyRMTS™ administered time study only need to have access to the Internet and an e-mail address in order to receive and complete their assigned random moments.

The application serves its state and local government or school district users by allowing for a timely and effective system to record staff activities performed, especially with respect to key federal programs that are supported by their staff. The automated RMTS application was developed to comply with all federal rules and regulations related to cost allocation practices and claiming for reimbursement of federal dollars. The software supports accurate reporting of reimbursable administrative activities, which are generally required by federal approving agencies to be measured through a time study. EasyRMTS™ puts the least administrative burden on staff as possible while allowing users to measure their time and claim for federal revenue. The system allows participants to indicate directly, via a series of survey questions in the software, the activities and programs they are supporting.

The purpose of this manual is to provide step by step explanation of how to complete the Vermont DVHA HAEEU RMTS. It has been created to assist DVHA in managing and administering the RMTS. It serves as a procedural guide and instructional tool for sustaining the RMTS for its ongoing support of the cost allocation plan (CAP) process.

Operation

There is a single RMTS (with 2300 moments per quarter) operated for HAEEU workers. PCG provides the EasyRMTS™ system (via a web-hosted service), generates each quarterly sample, provides assistance to DVHA with monitoring participant responses, and provides customer service. The sample is generated using data from the payroll system on a quarterly basis. Participants are responsible for selecting activity and program codes when they respond to the RMTS. Initial training is provided by PCG, while annual refresher and ongoing new worker training is conducted by DVHA. The following table displays the responsibilities of PCG and DVHA when it comes to RMTS administration.

Task	DVHA	PCG
Host EasyRMTS™ on Server		X
Provide DVHA with System and Administrator Support/Address Technical Issues with System		X
Gather Participant Rosters	X	
Support Users on System Use through Dedicated E-mail Address	X	X
Support Users on System Use through Dedicated Hotline <i>(Note: the hotline will be staffed from 9:00 a.m. to 5:00 p.m. EST, excluding weekends and holidays; a voice-mail box will always be available in the event that a live worker is unable to answer immediately).</i>	X	X
Calendar and Work Schedule Maintenance	X	
Generate Monthly Response Reports	X	
Review Subsample Results for Quality Control	X	
Ongoing CAP Amendments for Changes to RMTS Activities	X	
Adding Activities to the Decision-Tree in EasyRMTS™	X	X
Quality Control <i>(refer to the Quality Control section of this appendix)</i>	X	X
Quarterly Moment Generation	X	
Quarterly Trainings for New Hires/Participants	X	
Annual Refresher Trainings	X	

Sampling Population

The sampling population includes eligibility workers within DVHA. These participants work to assess the need and determine eligibility for Medicaid. Specifically, workers included in the RMTS are Health Access Eligibility and Enrollment Unit (HAEEU) workers.

HAEEU staff ensure that each person or family that applies for health care programs, including health insurance exchange programs, through the Vermont Health Connect (VHC), the state's health insurance exchange (HIX) eligibility system. HAEEU workers determine eligibility for Medicaid and work regularly in VHC. Customers are ultimately determined eligible for Medicaid, CHIP, or other insurance coverage through a qualified health plan. HAEEU staff review the application and decides which forms and verifications are needed. The specialists then evaluate the information contained in all documents and uses standard policies and procedures to determine eligibility. HAEEU staff provide all families with information about the expectations and goals of the Medicaid program. These positions also process changes as necessary on active cases.

Supervisors are not included in the RMTS.

On a quarterly basis, DVHA updates the information for all staff members participating in the RMTS to account for new staff, terminated staff, and staff on long-term leave and updates the actual sample on a quarterly basis (for each new quarterly sample). Throughout the quarter and before the subsequent quarterly sample is drawn, RMTS administrators at DVHA collect additions, deletions, and schedule changes and update the software system accordingly (note that these changes have no effect on the current sample). Changes are accepted by DVHA until the sample is drawn for the next quarter. If a person leaves mid-way through the quarter, their supervisor notifies the RMTS administrators, and the leave information is noted so as to not initiate additional follow up. RMTS administrators change that individuals e-mail to a "dummy" e-mail address to stop e-mails from going out, but there is no type of replacement in the system. These moments are counted as non-responses.

It is important to note the DVHA participants who have participated in the RMTS in the past, but whom are no longer in the sample selection (e.g., retired, left position), are not deleted from the EasyRMTS™ database but are deactivated so that prior quarter data is available for audit trail purposes.

Sampling Unit

An RMTS asks a participant what they are doing at a specific moment in time (e.g., 11:48 a.m.). The RMTS sampling unit is defined as a single minute, or sixty second length of time, randomly selected within the workday of each participant. The moments for the participants occur between 8:00 a.m. to 4:30 p.m., and the moments are drawn from the core hours for each working day in a quarter, exclusive of official state holidays. Participants receive the e-mail within a few minutes after their assigned random moment time. There is no pre-notification of when a participant will have a moment assigned to them.

Responses and Response Time

Participants have 72 hours to respond to all moments. If the participant does not respond to their moment within the first 24 and 48 hours, reminder e-mails are sent to both the participant and their supervisor, requesting that they answer their moment. The moment expires after 72 hours. Reminder e-mails do not include the participant's username and password to ensure that only the participant has access to their unique login credentials and that no one other than the participant responds to their moments.

DVHA RMTS administrators are cc'd on all reminder e-mails and follow-up with non-responders as needed. If a specific individual is identified as a non-responded, the RMTS administrators notify the specific supervisor so that person may be further trained on the importance of completing the RMTS. If a systemic issue is identified, communication is sent to all participants. PCG and DVHA may also send out occasional e-mails over the holidays or other times when participation may be less to ensure that individuals are responding to the RMTS whenever possible.

Sampling Period

The sampling period is a calendar quarter.

Confidence and Precision Level

This level is kept at 95% confidence level with +/- 2% precision for all activities. This level is consistent with federal regulations for statistical validity. Cost Allocation Services (CAS, formerly the Division of Cost Allocation or DCA) determines that statistically validity is met when the minimum number of moments received (responded to) as determined in the formula below.

Sample Size

DVHA generates 2,300 moments per quarter for the RMTS. This number is to ensure that 2,000 valid observations are obtained and is in compliance with the federally-required formula below. Specifically, the Public Assistance Cost Allocation Plan Review Guide states that:

The sample size needed may be determined from the formula included in the State Guide. The State Guide specifies that a minimum 2,000 valid observations per sample period be obtained. A “valid observation” is defined as any observation other than a “non-strike”. A “non-strike” occurs whenever a selected employee could not be contacted at the selected moment, i.e., the employee no longer works in the office, the employee is on a flex-schedule and not at work at the time of the observation, etc.

The formula used to determine the baseline number of moments is as follows:

$$N = \frac{P(1-P)}{(SE/T)^2}$$

Where

- N = Sample Size
- P = Anticipated Rate of Occurrence of the Activities Being Observed
- SE = Desired Sample Precision
- T = Confidence Level Factor (1.96 for 95%)

With the updated system, DVHA will update the maximum rate of occurrence and adjust the sample size as needed but also ensure the floor of moments responded to (2,000), as required by CAS.

Sample Calculation

Solving for N (with a maximum rate of occurrence of 21%):

$$N = \frac{.225(1-.225)}{(.02/1.96)^2} = 1,966 \del{2,152}$$

As mentioned above, this formula will be recalculated and updated on an annual basis. If the formula indicates a number less than 2,000 at any point, DVHA will generate enough moments to still maintain 2,000 valid samples.

Please note that because the HAEEU RMTS is a new process, the above formula is truly a sample calculation. Once the first quarter has been completed, the sample calculation will be updated with the actual maximum rate of occurrence.

Standard Observation Form and Definitions

A standard observation form has been developed that includes numerous questions, up to 24 distinct activity codes that encompass the universe of activities that the population being surveyed performs.

1. The sample is generated (e.g., moments are assigned to participants) just prior to the beginning of the quarter.
2. E-mails are sent to the participant, indicating that they have been selected to report their activity for the moment shown (e.g., 10:12 a.m. on 1/5/14).
3. The e-mail contains a username and password and link to the website to respond to the moment.
4. The participant selects the link to the website. At the website, they logon and have access to the questions and activity/program codes.
5. The participant answers the questions and selects the appropriate activity and program (client specific activities require a patient identification number and/or name).
6. There is no advance notification of moments.

Participants are sent 24 and 48-hour reminder e-mails (if the participant has not yet responded) and have 72 hours to complete each moment for it to be considered valid. Participants are not able to respond to moments once they have expired. Expired/non-response moments are not included in the RMTS activity percentage calculations.

A participant is asked numerous questions in the time study. The root question is “Were you working on a Case or on behalf of a current or potential customer at the time of your moment?” (Y/N). Below, is the sequence of questions depending on how they answer the root (first) question.

For answering “Yes” to case-related activity.

1. Which eligibility system were you working in at the time of your moment?
 - a. Vermont Health Connect (VHC)
 - b. Access
2. Please select the activity you were performing at the time of your moment.
3. Please provide the client’s contact ID from VHS or UID from ACCESS.

For answering “No” to case-related activity.

1. Please select the activity you were performing at the time of your moment. Below

are the case specific activity codes:

Case Specific Activity Codes

1. Collection, Review, and Reconciliation of Application and Data
2. Processing Change of Circumstances and/or Updating a Case
3. Issuing Eligibility Notices to Customers
4. On-going Case Reviews or Renewals
5. Processing Cases for Eligibility Determinations
6. Customer Service and E-mail/Portal Response Processing related to Eligibility Determination Issues

-
7. Customer Service Response Processing related to General Processing Issues (not related to Eligibility Determinations)
 8. Documenting, Initiating, Answering Case-related Questions for, or Testifying about Appeals (for the Appeals Unit to Process)
 9. On-going Case Maintenance related to Plan Choice, including Referring Customers to Carriers
 10. Policy Development and Research related to Eligibility Determination Standards and Methodologies
 11. Phone-based Assistance to Fill Out Applications
 12. Referring Customers to Navigators
 13. General Outreach and Marketing Activities, related to Open Enrollment
 14. Premium Tax Credit Form (1095-A) Processing
 15. Referrals to Medicaid and/or Medical/Behavioral Health Services
 16. Referrals to Non-Medicaid/Non-Medical, Community Services

Below are the non-case specific activity codes:

Non-Case Specific Activity Codes

1. Delivery of or Participation in HAEEU -Specific Training and Staff Development
2. All Staff or Supervision Meetings
3. General Administrative Activities

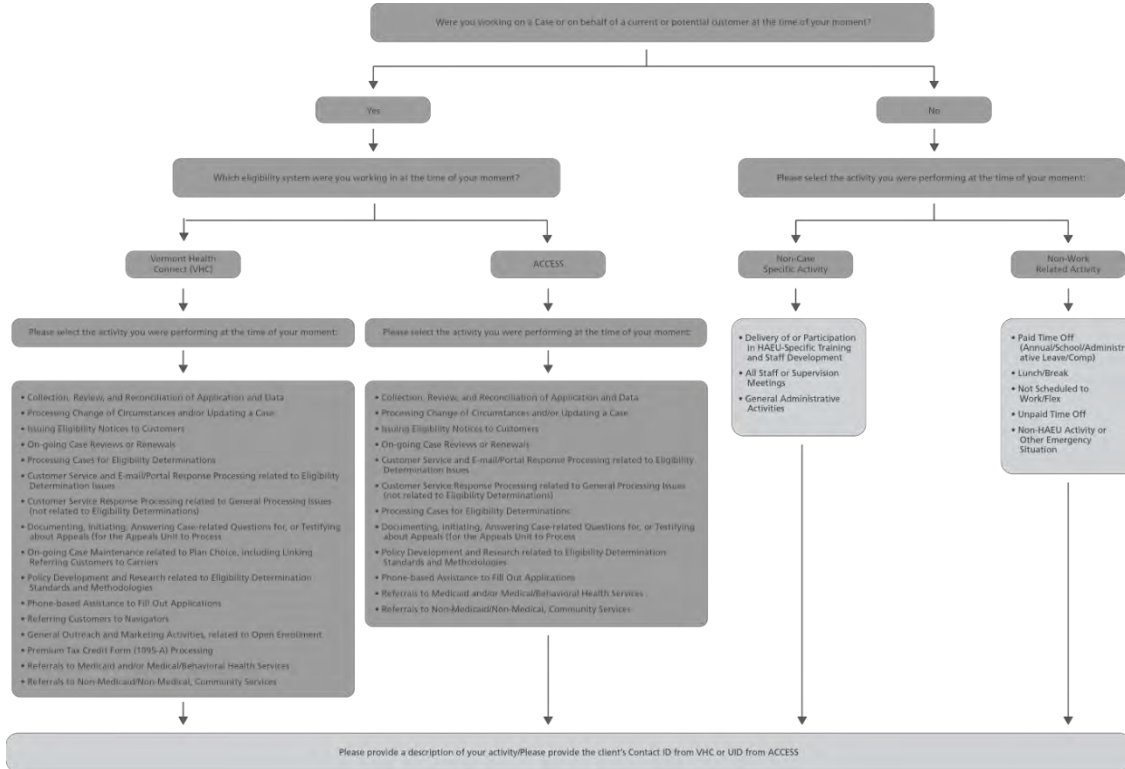
Below are the non-work related activity codes:

Non-Work Related Activity Codes

7. Paid Time Off (Annual/Sick/School/Administrative Leave/Comp)
8. Lunch/Break
9. Not Scheduled to Work/Flex
10. Unpaid Time Off
11. Non-HAEEU Activity or Other Emergency Situation

Please note that the activity codes are not numbered in the system. Some activity codes are also only shown for case-related work, while others only appear for non-case-related or non-work-related activities.

Please refer to the allocation matrix for the valid combinations of eligibility system/activity codes available to participants through the decision tree nature of the EasyRMTS™ software. Additionally, the following graphic represents the questions participants are walked through in order to select an activity/program combination; this graphic is provided to participants as part of the training presentation.



Date Stamp

The moment date/time is provided to the participant in the e-mail notification and is viewed by the participant when they log in to EasyRMTS™ to complete their moment. Each response is date stamped when the participant responds to the moment.

Help Desk

A Help Desk is operated where participants can call (via an 800 number) and speak to PCG if they have questions. This number is contained in all e-mails and on the RMTS system when participants log in to the system. If someone is unavailable, they can leave a message. All messages related to questions asked about activities are logged. Participants can also respond to the e-mail that they receive and receive an e-mail response.

Training

Employees must participate in a web-based training before completing their first random moment. Training sessions occur for all participants on an annual basis. Quarterly sessions are also held for workers who would like to attend or are required to attend additional trainings (participants who regularly fail to respond) as necessary. Periodic newsletters or memos are also sent to participants.

Analysis of Results

On a monthly basis, the results of the RMTS are compared to previous months to determine if there are any significant variances in the responses. If a significant variance is discovered, a review is conducted in order to determine the reason for the variance. If the reason for the variance is due to bias or improper technique, it will be determined whether to make a change to the RMTS form. Additional training may also be conducted. The state will also, as necessary, send communication and memorandum to participants to clarify any common issues.

On a monthly basis, reports are forwarded to the HAEEU RMTS coordinators so that they can follow up with non-responsive participants. Individual supervisors are involved as necessary. The system generates 24 and 48-hour follow-up e-mails. Additional follow-ups will be employed as necessary.

Evaluation and Modification of the System

The RMTS system, observation form, and distribution procedures are continuously evaluated to identify necessary modifications in order to improve their efficiency and effectiveness. If modifications are determined necessary, they are made promptly.

Subsample Process

For the entire HAEEU time study, 10% of all moments are randomly selected as part of the subsample process. Participants who are selected for the subsample are required to answer one additional question when responding to their moments, requiring them to write in their own words the activity they were performing. The RMTS administrators generate a report detailing those moments that have been selected as part of the subsample on the 18th day of the month (for moments that occurred in the first two weeks of the month) and 3rd day of every month (for moments that occurred in the second two weeks of the month). RMTS administrators will then review the reports, comparing the activity selection to the participant's own description of their task to ensure that they match appropriately. If the activity selection does not match, RMTS administrators will contact the participants. If validation is not confirmed on any moments within the 10% subsample for whatever reason, these moments will be reallocated direct to state general fund. The RMTS statistic will be updated accordingly.

Documentation

All aspects of the RMTS process are documented. This documentation includes but is not limited to the following:

1. Assigned moments e-mailed;
2. Data related to tabulations;
 - a. Analysis of sample results; and
3. Final computation of results that are used in the cost allocation plan. Procedural documentation is also kept on the procedures used.

Quality Control

Quality control is performed on the RMTS on an ongoing basis. Some codes require the participant to enter the case number they are working on during their random moment to ensure those cases are active for the department. For codes that require the participant to provide a description, those descriptions are reviewed by DVHA to ensure the participants are using them appropriately. This information, along with other common participant errors recognized by DVHA, is used to determine training needs.

The decision-tree setup of EasyRMTS™ ensures that participants cannot select incompatible combinations (please refer to the allocation matrix). If new activities are added or removed from the time study, EasyRMTS™ is reviewed and updated accordingly to ensure edits have been made correctly. Edits to the system are effective the first day of the quarter, in line with an accompanying CAP amendment. All amendments related to the RMTS process are prospective.

The following items, at a minimum, are reviewed throughout the quarter and prior to sample generation for the subsequent quarter:

1. Identification of upcoming Vermont state or observed federal holidays (excluded from the sample).
2. Data related to participant contact information, including full name and e-mail address.
3. Participant roster updates to reactivate an employee who may have been on extended leave or to deactivate someone who will be on extended leave or no longer working in the HAEEU position at DVHA.
4. Workers who select the wrong activity (based on their own description of their work) are e-mailed directly to explain what the appropriate selection was so that the mistake does not continue to occur (either from reviewing the subsample moments or general observations regarding common mistakes made by participants).

Any employee on extended leave (exceeding six weeks during a single quarter) will be deactivated from the system until further notice. All other instances of leave will be determined on a case-by-case basis by RMTS administrators.

Quarterly Calculation of Results

DVHA calculates the quarterly results based on the total number of moment received, minus the number of not scheduled to work (NSTW), and no response moments. Therefore, if 3,000 moments are generated and 500 of those moments received are a combination of unpaid time off or NSTW the

denominator for the calculation is 2,500. All responses in the system, inclusive of NSTW, count as “responses” in determining the overall response rate.

Contingency Plan

In the event of a technical failure or emergency situation, when staff are not able to receive or respond to moments for longer than 5 days, DVHA will take the following steps to ensure that a valid sample can still be obtained and that the time study’s statistical validity is not compromised:

1. Upon resumption of the RMTS, DVHA will determine how many moments were affected. DVHA will then generate a concurrent sample, starting on the day the RMTS is resumed or shortly thereafter, containing the same number of moments that were affected by the outage through the end of the sample period. For example, if 200 moments were affected due to a technical failure DVHA will generate a second sample of 200 moments, to run concurrently with the original sample through the end of the sample period.
2. If the situation occurs closer to the end of the quarter and a concurrent sample is not possible or if the issue will be prolonged, the prior quarter RMTS results will be used for the affected quarter.

Any situation where either option is considered will be communicated with CAS and the appropriate cognizant agencies and documented in the RMTS backup and the backup for all claims prepared using this data.



XII. APPENDICES

A. ACCOUNTING SYSTEM CHART OF ACCOUNTS

The State of Vermont Financial and accounting system VISION is used to meet the state’s accounting and financial reporting responsibilities. VISION is an acronym for Vermont Integrated System for Information and Organizational Needs. VISION is a PeopleSoft product.

VISION-Financials is a Web based Oracle/PeopleSoft enterprise financial management system utilizing the following modules: Travel & Expense, General Ledger, Accounts Payable, Purchasing, Accounts Receivable, Billing, Asset Management, Inventory, and Sub recipient Grant Tracking (VT custom module). The system is managed by the Department of Finance & Management in conjunction with the Department of Information & Innovation.

The Chart of Accounts for VISION include the following fields:

Chartfield Name	Length	Description
Business Unit	5 numeric	Identifies the Governmental Agency/Department established Statutorily or Administratively.
Account	6 numeric	Classifies the nature of the operation transactions. Holds the detail coding values for assets, liabilities, equity, revenues, and expenses/expenditure transactions.
Fund	5 numeric	Maintains the fiscal and accounting entities in which financial resources and the use of those resources are grouped according to Statute, regulation, or current accounting standards.
Dept ID	10 numeric	Identifies Governmental Agency/Department operation unit subdivisions.
Program	5 numeric	Maintains a description and a set of objectives toward which activities and resources are directed. AHS uses this field for CAP cost pools.
Class	5 alpha/numeric	Used to track activities relating to programs across program lines based on departmental, administrative, or legislative needs.
Project	15 alpha/numeric	Captures and controls project or grant information which funding sources are applied.
Affiliate	5 numeric	Reference Business unit for intrastate transactions

B. SUMMARY TABLE OF UNIQUE ALLOCATION METHODS

These allocation methods reflect allocation from the **June** quarter reports.

Method Name	Method Description	Department
ADMIN FUND	Direct to Admin Fund	Vermont Agency of Human Services Secretary's Office
AHS	Direct to AHS	Vermont Agency of Human Services Secretary's Office
AHS STAFF	Positions Across AHS	Vermont Agency of Human Services Secretary's Office
AHS STAFF LESS NON-INSTITUTIONAL STAFF	Number of Non-Institutional Positions Across AHS	Vermont Agency of Human Services Secretary's Office
AHS/CO REDIRECTED COSTS	Re-allocation	Vermont Agency of Human Services Secretary's Office
ARPA-SFR	Direct to State Fiscal Recovery Fund	Vermont Agency of Human Services Secretary's Office
AUDIT UNIT	PU - Audit Unit (SEFA) Sept. QTR	Vermont Agency of Human Services Secretary's Office
CAM TOOLKIT	PU - CAM Toolkit	Vermont Agency of Human Services Secretary's Office
CASELOAD	Results of Legal Aid Contract	Vermont Agency of Human Services Secretary's Office
CCBHC	Direct to CCBHC	Vermont Agency of Human Services Secretary's Office
CHIP	Direct to CHIP	Vermont Agency of Human Services Secretary's Office
CMS - E&E/VIEWS DDI	Direct to CMS-E&E/VIEWS DDI (90%)	Vermont Agency of Human Services Secretary's Office
CMS - EE SSNRI	Direct to CMS - EE SSNRI (90%)	Vermont Agency of Human Services Secretary's Office
CMS - MMIS 6208	Direct to CMS - MMIS 6208	Vermont Agency of Human Services Secretary's Office
CMS - MMIS EVV	Direct to CMS-MMIS EVV IAPD (90%)	Vermont Agency of Human Services Secretary's Office
CMS - MMIS PIE	Direct to CMS - MMIS PIE IAPD (90%)	Vermont Agency of Human Services Secretary's Office
CMS - MMIS SSNRI	Direct to CMS - MMIS SSNRI (90%)	Vermont Agency of Human Services Secretary's Office
CMS-MMIS/MES	Direct to CMS-MMIS/MES - DDI (90%)	Vermont Agency of Human Services Secretary's Office



Method Name	Method Description	Department
CNCS COMPETITIVE	Direct to CNCS Competitive	Vermont Agency of Human Services Secretary's Office
CNCS FIXED COMP-VHCB	Direct to CNCS Fixed Comp-VHCB	Vermont Agency of Human Services Secretary's Office
CNCS FIXED FORMULA-VHCB	Direct to CNCS Fixed Formula-VHCB	Vermont Agency of Human Services Secretary's Office
CNCS FORMULA	Direct to CNCS Formula	Vermont Agency of Human Services Secretary's Office
CNCS OPERATIONS	Direct to CNCS Operations	Vermont Agency of Human Services Secretary's Office
CNCS Public Health AmeriCorps	Direct to CNCS Public Health AmeriCorps Grant	Vermont Agency of Human Services Secretary's Office
CNCS Surge Grant	Direct to CNCS Surge Grant	Vermont Agency of Human Services Secretary's Office
COVID CRF	Direct to COVID CRF (37732)	Vermont Agency of Human Services Secretary's Office
COVID RESPONSE	Direct to COVID Response (37731, 37760, 37763)	Vermont Agency of Human Services Secretary's Office
DAIL	Direct to DAIL	Vermont Agency of Human Services Secretary's Office
DCF	Direct to DCF	Vermont Agency of Human Services Secretary's Office
DD COUNCIL	Direct to DD Council	Vermont Agency of Human Services Secretary's Office
DDC COVID	Direct to DDC COVID	Vermont Agency of Human Services Secretary's Office
DDC IHPP	Direct to DDC IHPP	Vermont Agency of Human Services Secretary's Office
DDC Public Health Workforce	Direct to DDC Public Health Workforce	Vermont Agency of Human Services Secretary's Office
DDC SPECIAL FUNDS	Direct to DDC Special Funds	Vermont Agency of Human Services Secretary's Office
DMH	Direct to DMH	Vermont Agency of Human Services Secretary's Office
DOC	Direct to DOC	Vermont Agency of Human Services Secretary's Office
DVHA	Direct to DVHA	Vermont Agency of Human Services Secretary's Office



Method Name	Method Description	Department
EXCHANGE LEVEL 1C	Direct to Exchange Level 1C (100%)	Vermont Agency of Human Services Secretary's Office
FED FUNDS MGT UNIT	PU - Federal Funds Management Unit (SEFA) Sept. QTR	Vermont Agency of Human Services Secretary's Office
FEMA	Direct to FEMA	Vermont Agency of Human Services Secretary's Office
FINAL	FINAL	Vermont Agency of Human Services Secretary's Office
FINANCIAL STATEMENT AND INTERNAL CONTROLS	State Auditor's Office Single Audit Invoice (June QTR)	Vermont Agency of Human Services Secretary's Office
FISCAL ANALYSIS & DEVELOPMENT S&W	Total Salaries and Benefits for all Fiscal Division Staff Reporting to Unit Chief	Vermont Agency of Human Services Secretary's Office
FISCAL DIVISION S&W	Total Salaries and Benefits for all Fiscal Division Staff	Vermont Agency of Human Services Secretary's Office
GC ADMIN	Direct to Global Commitment - Admin	Vermont Agency of Human Services Secretary's Office
GC PAYMENTS	Direct to AHS GC Capitation Payments	Vermont Agency of Human Services Secretary's Office
HCBS Admin	Direct to HCBS Spend Plan Medicaid Admin	Vermont Agency of Human Services Secretary's Office
HCBS Capital Improvement	Direct to HCBS Spend Plan Capital Improvement	Vermont Agency of Human Services Secretary's Office
HCBS INVESTMENT	Direct to HCBS Spend Plan Investment	Vermont Agency of Human Services Secretary's Office
HEALTH CARE REFORM S&W	Total Salaries and Benefits for all Health Care Reform Staff	Vermont Agency of Human Services Secretary's Office
HEARINGS	Results of HSB Case Count	Vermont Agency of Human Services Secretary's Office
HSB	Direct to Human Services Board	Vermont Agency of Human Services Secretary's Office
IDT	Direct to IDT	Vermont Agency of Human Services Secretary's Office
IE-PRESUMPTIVE ELIGIBILITY	Direct to IE PE IAPD	Vermont Agency of Human Services Secretary's Office
Investments (STC-79)	Direct to Investments (STC-79) - Health Care Reform	Vermont Agency of Human Services Secretary's Office
IT SALARIES AND BENEFITS	Total Salaries of IT Staff	Vermont Agency of Human Services Secretary's Office



Method Name	Method Description	Department
MCO - 211 CONTRACT	Direct to GC-MCO Investment	Vermont Agency of Human Services Secretary's Office
MEDICAID ADMIN	Direct to Medicaid - Admin 50/50 Line 49	Vermont Agency of Human Services Secretary's Office
MEDICAID ENROLLMENT	Results of Actual Medicaid Enrollment Counts	Vermont Agency of Human Services Secretary's Office
Mobile Crisis Intervention	Direct to Mobile Crisis Intervention	Vermont Agency of Human Services Secretary's Office
PORTFOLIO MGT S&W	Total Salaries across the Portfolio Office	Vermont Agency of Human Services Secretary's Office
Rapid Re-Housing	Direct to Rapid Re-Housing	Vermont Agency of Human Services Secretary's Office
REFUGEE CMA	Direct to Refugee CMA Grant	Vermont Agency of Human Services Secretary's Office
REFUGEE SOCIAL SERVICES	Direct to Refugee Social Services Grant	Vermont Agency of Human Services Secretary's Office
SECRETARYS OFFICE S&B (FOR AUDIT/FED MGT)	Total Salaries and Benefits for all Secretary's Office Employees minus Audit and Federal Mgt Staff	Vermont Agency of Human Services Secretary's Office
SECRETARYS OFFICE SALARIES AND BENEFITS	Total Salaries and Benefits for all Secretary's Office Employees	Vermont Agency of Human Services Secretary's Office
SECRETARYS OFFICE STAFF	Positions Across Secretary's Office Staff	Vermont Agency of Human Services Secretary's Office
SERVERMONT SURGE GRANT	Direct to CNCS AmeriCorps Surge Grant	Vermont Agency of Human Services Secretary's Office
SNAP BUSINESS RULES MAINTENANCE	Direct to SNAP - 50% Unspecified Other (Line 26)	Vermont Agency of Human Services Secretary's Office
SNAP-IE&E-DDI	Direct to SNAP-IE&E-DDI	Vermont Agency of Human Services Secretary's Office
STATE GENERAL FUNDS	Direct to State General Funds	Vermont Agency of Human Services Secretary's Office
STATE-WIDE PROGRAM POPULATION	QU - State-wide Program Population Statistic Benefitting Programs Medicaid w/VPA, QHP, CHIP & Other State-wide population	Vermont Agency of Human Services Secretary's Office
T-MSIS	Direct to T-MSIS (90%)	Vermont Agency of Human Services Secretary's Office
VDH	Direct to VDH	Vermont Agency of Human Services Secretary's Office



Method Name	Method Description	Department
VHC ENROLLMENT	Results of Actual VHC Enrollment Counts	Vermont Agency of Human Services Secretary's Office
VHC ENROLLMENT M&O	Results of Actual VHC Enrollment Counts for M&O	Vermont Agency of Human Services Secretary's Office
VHC SUSTAINABILITY	Direct to VHC Sustainability	Vermont Agency of Human Services Secretary's Office
VISTA	Direct to VISTA	Vermont Agency of Human Services Secretary's Office
VISTA COST SHARE	Direct to VISTA Cost Share	Vermont Agency of Human Services Secretary's Office
VISTA TRAINING	Direct to VISTA Training	Vermont Agency of Human Services Secretary's Office
DIRECT TO GA IEE DDI - Q3 IAPD	Direct to GA IEE DDI - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO GLOBAL COMMITMENT - PROGRAM	Direct to Global Commitment - Program	Vermont Department of Children and Families
DIRECT TO HVP IEE DDI - Q2 IAPD	Direct to HVP IEE DDI - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO HVP IEE DDI - Q3 IAPD	Direct to HVP IEE DDI - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO INTERDEPARTMENTAL PROJECTS	Direct to IDT	Vermont Department of Children and Families
DIRECT TO AABD	Direct to AABD	Vermont Department of Children and Families
DIRECT TO APPROVED HEALTH ENTERPRISE IAPD 41642	Direct to CMS-MMIS/MES-DDI (90%) (41642)	Vermont Department of Children and Families
DIRECT TO ARPA SFR IDT	Direct to ARPA SFR IDT	Vermont Department of Children and Families
DIRECT TO BALANCED AND RESTORATIVE JUSTICE SERVICES	Direct to Balanced and Restorative Justice Services	Vermont Department of Children and Families
DIRECT TO BFIS UPGRADE PROJECT	Direct to BFIS Upgrade Project	Vermont Department of Children and Families
DIRECT TO BUILDING BRIGHT FUTURE FUND	Direct to Building Bright Future Fund	Vermont Department of Children and Families
DIRECT TO CANADAY	Direct to Canaday Grant	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO CAPTA	Direct to CAPTA Grant	Vermont Department of Children and Families
DIRECT TO CAPTA ARPA	Direct to CAPTA ARPA	Vermont Department of Children and Families
DIRECT TO CBCAP	Direct to Community Based Child Abuse Prevention (CBCAP)	Vermont Department of Children and Families
DIRECT TO CBCAP ARPA	Direct to CBCAP ARPA	Vermont Department of Children and Families
DIRECT TO CC STABILIZATION	Direct to CC Stabilization	Vermont Department of Children and Families
DIRECT TO CCDBG ARPA	Direct to Child Development Block Grant ARPA Discretionary	Vermont Department of Children and Families
DIRECT TO CCDF - AWARDED (LINE 5 MNDTRY/MATCH/DISC)	Direct to CCDF - Awarded (Line 5) - Mandatory or Matching or Discretionary	Vermont Department of Children and Families
DIRECT TO CCDF - CERTIFICATE PROGRAM/ELIG DET (LINE 1E2 CMNG)	Direct to CCDF - Certificate Program Costs/Eligibility Determination (Line 1E2) - Comingled	Vermont Department of Children and Families
DIRECT TO CCDF - CHILD CARE ADMIN (LINE 1A CMNG)	Direct to CCDF - Child Care Administration (Line 1a) Comingled	Vermont Department of Children and Families
DIRECT TO CCDF - CRRSA	Direct to CCDF - CRRSA	Vermont Department of Children and Families
DIRECT TO CCDF - DIRECT SERVICES (LINE 1D CMNG)	Direct to CCDF - Direct Services (Line 1d) - Comingled	Vermont Department of Children and Families
DIRECT TO CCDF - FED SHARE EXPENDITURES (LINE 3 MNDTRY/MATCH/DISC)	Direct to CCDF - Federal Share of Expenditures (Line 3) - Mandatory or Matching or Discretionary	Vermont Department of Children and Families
DIRECT TO CCDF - FED SHARE UNLIQ OBLIGATIONS (LINE 4 MNDTRY/MATCH/DISC)	Direct to CCDF - Federal Share of Unliquidated Obligations (Line 4) - Mandatory or Matching or Discretionary	Vermont Department of Children and Families
DIRECT TO CCDF - INFANT AND TODDLER FUNDS (LINE 1C) DISC	Direct to CCDF - Infant and Toddler Targeted Funds (Line 1C) - Discretionary	Vermont Department of Children and Families
DIRECT TO CCDF - NONDIRECT SERVICES (LINE 1E CMNG)	Direct to CCDF - Nondirect Services (Line 1e) - Comingled	Vermont Department of Children and Families
DIRECT TO CCDF - OTHER NONDIRECT SVCS (LINE 1E3)	Direct to CCDF - All Other Nondirect Services (Line 1E3) - Comingled	Vermont Department of Children and Families
DIRECT TO CCDF - PREK (LINE 2C MATCH/MOE)	Direct to CCDF - Pre-K (Line 2c) - Matching or MOE	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO CCDF - PRIVATE DONATED FUNDS (LINE 2B MATCH/MOE)	Direct to CCDF - Private Donated Funds (Line 2b) - Matching or MOE	Vermont Department of Children and Families
DIRECT TO CCDF - QUALITY ACTIVITIES (LINE 1B CMNG)	Direct to CCDF - Quality Activities Excluding Targeted Funds (Line 1b) Comingled	Vermont Department of Children and Families
DIRECT TO CCDF - RATE INCREASE	Direct to CCDF - Rate Increase	Vermont Department of Children and Families
DIRECT TO CCDF - REGULAR (LINE 2A MATCH/MOE)	Direct to CCDF - Regular (Line 2a) - Matching or MOE	Vermont Department of Children and Families
DIRECT TO CCDF - SPECIAL PROJECTS	Direct to CCDF - Special Projects	Vermont Department of Children and Families
DIRECT TO CCDF - STATE SHARE EXPENDITURES (LINE 2 MATCH/MOE)	Direct to CCDF - State Share of Expenditures (Line 2) - Matching or MOE	Vermont Department of Children and Families
DIRECT TO CCDF - SYSTEMS (LINE 1E1 CMNG)	Direct to CCDF - Systems (Line 1E1) - Comingled	Vermont Department of Children and Families
DIRECT TO CCDF - TRANSFER TANF (LINE 6 DISC)	Direct to CCDF - Transfer from TANF (Line 6) - Discretionary	Vermont Department of Children and Families
DIRECT TO CCDF - UNOBLIGATED BALANCE (LINE 7 MNDTRY/MATCH/DISC)	Direct to CCDF - Unobligated Balance (Line 7) - Mandatory or Matching or Discretionary	Vermont Department of Children and Families
DIRECT TO CHILD CARE VDOL	Direct to Child Care Quality (VDOL)	Vermont Department of Children and Families
DIRECT TO CHILDRENS JUSTICE GRANT	Direct to Childrens Justice Grant	Vermont Department of Children and Families
DIRECT TO CHIP - ADMIN	Direct to CHIP - Admin	Vermont Department of Children and Families
DIRECT TO CHIP - PROGRAM	Direct to CHIP - Program	Vermont Department of Children and Families
DIRECT TO CHIP IEE DDI - Q2 IAPD	Direct to CHIP - IEE DDI - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO CHIP IEE DDI - Q3 IAPD	Direct to CHIP - IEE DDI - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO CHIP-IE&E-DDI	Direct to CHIP-IE&E-DDI	Vermont Department of Children and Families
DIRECT TO CLAIMS PENDING - GC/SCHIP ELIGIBILITY	Direct to Claims Pending - GC/SCHIP Eligibility	Vermont Department of Children and Families
DIRECT TO CMS - IE PRESUMPTIVE ELIGIBILTY (90%)	Direct to CMS - IE Presumptive Eligibility (90%)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO CMS - MMIS PADS DDI (90%)	Direct to CMS - MMIS PADS DDI (90%)	Vermont Department of Children and Families
DIRECT TO CMS EE VIEWS DDI - Q2 IAPD	Direct to CMS - EE VIEWS DDI - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO CMS EE VIEWS DDI - Q3 IAPD	Direct to CMS - EE VIEWS DDI - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO CMS-MMIS/MES-DDI (90%)	Direct to CMS - MMIS/MES-DDI (90%)	Vermont Department of Children and Families
DIRECT TO COC COORDINATED PARTNER	Direct to Continuum of Care Program - Coordinated Entry	Vermont Department of Children and Families
DIRECT TO COMMUNITY SERVICES BLOCK GRANT (CSBG) CARES ADMIN	Direct to COVID - Community Services Block Grant (CSBG) CARES Admin	Vermont Department of Children and Families
DIRECT TO COMMUNITY SERVICES BLOCK GRANT (CSBG) CARES PROGRAM	Direct to COVID - Community Services Block Grant (CSBG) CARES Program	Vermont Department of Children and Families
Direct to COVID - ARPA OH	Direct to COVID - ARPA Relief Fund - OH	Vermont Department of Children and Families
DIRECT TO COVID ARPA	Direct to COVID - ARPA Relief Fund	Vermont Department of Children and Families
DIRECT TO COVID CCDF	Direct to COVID - CCDF	Vermont Department of Children and Families
DIRECT TO COVID CRF	Direct to COVID - CRF	Vermont Department of Children and Families
DIRECT TO COVID EMERGENCY SOLUTIONS GRANT PROGRAM CARES	Direct to COVID - Emergency Solutions Grant Program CARES	Vermont Department of Children and Families
DIRECT TO COVID LIHEAP	Direct to COVID - LIHEAP	Vermont Department of Children and Families
DIRECT TO COVID RESPONSE	Direct to COVID - Response	Vermont Department of Children and Families
DIRECT TO COVID SNAP - CASHOUT	Direct to COVID - SNAP - Cashout	Vermont Department of Children and Families
DIRECT TO COVID TITLE IV-B	Direct to COVID - Title IV-B	Vermont Department of Children and Families
DIRECT TO COVID-19 VACCINATION PROGRAM - IZ	Direct to COVID-19 Vaccination Program - IZ	Vermont Department of Children and Families
DIRECT TO CSBG	Direct to Community Services Block Grant (CSBG) Admin	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO CSBG PROGRAM	Direct To Community Services Block Grant (CSBG) Program	Vermont Department of Children and Families
DIRECT TO CTF	Direct to Childrens Trust Fund	Vermont Department of Children and Families
DIRECT TO DOMESTIC VIOLENCE RURAL GRANT	Direct to Domestic Violence RURAL Grant	Vermont Department of Children and Families
DIRECT TO DOMESTIC VIOLENCE VOCA GRANT	Direct to Domestic Violence VOCA Grant	Vermont Department of Children and Families
DIRECT TO EBT FARMERS MKT	Direct to EBT Farmers MKT	Vermont Department of Children and Families
DIRECT TO EE SSNRI IAPD	Direct to CMS - EE SSNRI IAPD (90%)	Vermont Department of Children and Families
DIRECT TO ELC CARES	Direct to ELC CARES	Vermont Department of Children and Families
DIRECT TO ELC HOMELESS SERVICE SITES	Direct to ELC Homeless Service Sites	Vermont Department of Children and Families
DIRECT TO ELC HOMELESS SERVICE SITES - IDT	Direct to ELC Homeless Service Sites - IDT	Vermont Department of Children and Families
DIRECT TO EMERGENCY RENTAL ASSISTANCE HOUSING STABILITY	Direct to Emergency Rental Assistance Housing Stability	Vermont Department of Children and Families
DIRECT TO EMERGENCY RENTAL ASSISTANCE HOUSING STABILITY 2	Direct to Emergency Rental Assistance Housing Stability 2	Vermont Department of Children and Families
DIRECT TO EMERGENCY SOLUTIONS PROGRAM	Direct to Emergency Solutions Grant Program (Federal)	Vermont Department of Children and Families
DIRECT TO ERAP ADMIN	Direct to Emergency Rental Assistance Admin	Vermont Department of Children and Families
DIRECT TO ERAP ADMIN 2	Direct to Emergency Rental Assistance Admin 2	Vermont Department of Children and Families
DIRECT TO ERAP PROGRAM	Direct to Emergency Rental Assistance Program	Vermont Department of Children and Families
DIRECT TO ERAP PROGRAM 2	Direct to Emergency Rental Assistance Program 2	Vermont Department of Children and Families
DIRECT TO FAMILY INFANT TODDLER	Direct to Part-C Family Infant Toddler Program	Vermont Department of Children and Families
DIRECT TO FARM TO FAMILY	Direct to Farm to Family - Administration (Federal)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO FARM TO FAMILY NON-WIC	Direct to Farm to Family - Non-WIC (State Funds)	Vermont Department of Children and Families
DIRECT TO FARM TO FAMILY SENIOR	Direct to Farm to Family - Senior Coupons (State Funds)	Vermont Department of Children and Families
DIRECT TO FARM TO FAMILY SENIOR COUPONS ARPA	Direct to Farm to Family - Senior Coupons ARPA	Vermont Department of Children and Families
DIRECT TO FARM TO FAMILY WIC	Direct to Farm to Family - WIC (Federal)	Vermont Department of Children and Families
DIRECT TO FARMERS MARKET EBT PROJECT	Direct to Farmers Market EBT Project	Vermont Department of Children and Families
Direct to FEMA FLOOD	Direct to FEMA FLOOD	Vermont Department of Children and Families
Direct to Financial Coaching	Direct to Financial Coaching	Vermont Department of Children and Families
Direct to Flood Case Management	Direct to Flood Case Management	Vermont Department of Children and Families
DIRECT TO FLOOD CASE MANAGEMENT - OH	Direct to Flood Case Management - OH	Vermont Department of Children and Families
DIRECT TO GA IEE DDI - Q2 IAPD	Direct to GA IEE DDI - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO GA-IE&E-DDI	Direct to GA-IE&E-DDI	Vermont Department of Children and Families
DIRECT TO GENERAL FUND	Direct to General Fund	Vermont Department of Children and Families
DIRECT TO HOME HEATING PROGRAM (ADMIN)	Direct to Home Heating Program/LIHEAP Admin	Vermont Department of Children and Families
DIRECT TO HOME HEATING PROGRAM (FED)	Direct to Home Heating Program/LIHEAP (Federally Funded)	Vermont Department of Children and Families
DIRECT TO HOME HEATING PROGRAM (STATE)	Direct to Home Heating Program/LIHEAP (State Funded)	Vermont Department of Children and Families
DIRECT TO HS COLLAB. GRANT	Direct to Head Start Collaborative Grant	Vermont Department of Children and Families
DIRECT TO ICD-10 IAPD 37716	Direct to CMS-E&E/VIEWS DDI (90%)	Vermont Department of Children and Families
DIRECT TO ICD-10 IAPD 37717	Direct to CMS-E&E/VIEWS DDI (90%) (37717)	Vermont Department of Children and Families
DIRECT TO IDA	Direct to Individual Development Account (IDA)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO INVEST - AABD CCL LEV 3 (56)	Direct to Investments (STC-79) - Aid to the Aged, Blind and Disabled CCL Level III (56)	Vermont Department of Children and Families
DIRECT TO INVEST - AABD RES CARE LEV 3 (57)	Direct to Investments (STC-79) - Aid to the Aged, Blind and Disabled Res Care Level III (57)	Vermont Department of Children and Families
DIRECT TO INVEST - AABD RES CARE LEV 4 (58)	Direct to Investments (STC-79) - Aid to the Aged, Blind and Disabled Res Care Level IV (58)	Vermont Department of Children and Families
DIRECT TO INVEST - CHALLENGES FOR CHANGE (9)	Direct to Investments (STC-79) - Challenges for Change: DCF (9)	Vermont Department of Children and Families
DIRECT TO INVEST - CIS EI (PENDING)	Direct to Investments (STC-79) - Childrens Integrated Services Early Intervention (pending)	Vermont Department of Children and Families
DIRECT TO INVEST - EPP (59)	Direct to Investments (STC-79) - Essential Person Program (59)	Vermont Department of Children and Families
DIRECT TO INVEST - GA MED EXPENSE (60)	Direct to Investments (STC-79) - GA Medical Expenses (60)	Vermont Department of Children and Families
DIRECT TO INVEST - LAMOILLE VALLEY (62)	Direct to Investments (STC-79) - Lamoille Valley Community Justice Project (62)	Vermont Department of Children and Families
DIRECT TO INVEST - LUND HOME (2)	Direct to Investments (STC-79) - Lund Home (2)	Vermont Department of Children and Families
DIRECT TO INVEST - LUND SUB ABUSE	Direct to Investments (STC-79) - Lund Substance Abuse Screening & Referral	Vermont Department of Children and Families
DIRECT TO INVEST - LUND SUB ABUSE (21)	Direct to Investments (STC-79) - Lund Substance Abuse Screening & Referral (21)	Vermont Department of Children and Families
DIRECT TO INVEST - MEDICAL SERVICES (55)	Direct to Investments (STC-79) - Medical Services (55)	Vermont Department of Children and Families
DIRECT TO INVEST - NURTURING PARENT (34)	Direct to Investments (STC-79) - Prevent Child Abuse Vermont: Nurturing Parent (34)	Vermont Department of Children and Families
DIRECT TO INVEST - RES CARE YOUTH/SUB CARE (1)	Direct to Investments (STC-79) - Residential Care for Youth/Substitute Care (1)	Vermont Department of Children and Families
DIRECT TO INVEST - SHAKEN BABY (33)	Direct to Investments (STC-79) - Prevent Child Abuse Vermont: Shaken Baby (33)	Vermont Department of Children and Families
DIRECT TO INVEST - STRENGTHENING FAMILIES (26)	Direct to Investments (STC-79) - Strengthening Families (26)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO INVEST - THERAPEUTIC CHILD CARE (61)	Direct to Investments (STC-79) - Therapeutic Child Care (61)	Vermont Department of Children and Families
DIRECT TO INVEST - UNITED WAYS 2-1-1 (41)	Direct to Investments (STC-79) United Ways 2-1-1 (41)	Vermont Department of Children and Families
DIRECT TO IV-B - CW SERV.	Direct to Title IV-B - Child Welfare Services	Vermont Department of Children and Families
DIRECT TO IV-B II - CAA MARYLEE ALLEN PSSF	Direct to Title IV-B Part II - CAA Marylee Allen PSSF	Vermont Department of Children and Families
DIRECT TO IV-B II - FAMILY PRESERV	Direct to Title IV-B Part II - Family Preservation	Vermont Department of Children and Families
DIRECT TO IV-B II - FAMILY PRESERV CASE WORKER VISIT	Direct to Title IV-B Part II - Family Preservation Case Worker Visitation	Vermont Department of Children and Families
DIRECT TO IV-B II - FFTA	Direct to Title IV-B Part II - FFTA	Vermont Department of Children and Families
DIRECT TO IV-B II - KINSHIP NAVIGATOR	Direct to Title IV-B Part II - Kinship Navigator	Vermont Department of Children and Families
DIRECT TO IV-D - A&V	Direct to Title IV-D - Access and Visitation	Vermont Department of Children and Families
DIRECT TO IV-D - ADJUSTMENTS	Direct to Title IV-D - Adjustments (Line 13)	Vermont Department of Children and Families
DIRECT TO IV-D - ADMIN COST INCNTV PYMTS (LINE 1A)	Direct to Title IV-D - Administrative Costs, Incentive Payments (Line 1a)	Vermont Department of Children and Families
DIRECT TO IV-D - APD OPER COSTS (LINE 5)	Direct to Title IV-D - APD Operational Costs, APD Required (Line 5)	Vermont Department of Children and Families
DIRECT TO IV-D - CSNET	Direct to Title IV-D - Fees - CSNet (Line 11)	Vermont Department of Children and Families
DIRECT TO IV-D - FPLS	Direct to Title IV-D - Fees - FPLS (Line 10)	Vermont Department of Children and Families
DIRECT TO IV-D - INCOME - FEES, COSTS RECOVERED	Direct to Title IV-D - Program Income - Fees, Costs Recovered (Line 2a)	Vermont Department of Children and Families
DIRECT TO IV-D - INCOME - INTEREST, OTHER	Direct to Title IV-D - Program Income - Interest, Other (Line 2b)	Vermont Department of Children and Families
DIRECT TO IV-D - IV-A CHILD SUPPORT	Direct to Title IV-D - Federal Share of Title IV-A Child Support Collections (Line 9)	Vermont Department of Children and Families
DIRECT TO IV-D - PRE-OFFSET	Direct to Title IV-D - Fees - Pre-Offset Services (Line 12)	Vermont Department of Children and Families
DIRECT TO IV-D ADMIN COSTS REGULAR (LINE 1B)	Direct to Title IV-D - Administrative Costs, Regular (Line 1b)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO IV-E - AA AGENCY (LINE 22)	Direct to Title IV-E - AA Admin Costs, Agency (Line 22)	Vermont Department of Children and Families
DIRECT TO IV-E - AA DEMONSTRATION PROJECT (LINE 25)	Direct to Title IV-E - AA Demonstration Project Costs (Line 25)	Vermont Department of Children and Families
DIRECT TO IV-E - AA NON-RECURRING (LINE 23)	Direct to Title IV-E - AA Admin Costs, Non-Recurring (Line 23)	Vermont Department of Children and Families
DIRECT TO IV-E - AA TRAIN 75FFP LINE 24	Direct to Title IV-E - AA Training Costs 75% FFP (Line 24)	Vermont Department of Children and Families
DIRECT TO IV-E - ADOPTION ASST (IVE LINE 20)	Direct to Title IV-E - Adoption Assistance (IVE Line 20)	Vermont Department of Children and Families
DIRECT TO IV-E - ADOPTION ASST ADMIN NON-REC (IVE LINE 23)	Direct to Title IV-E - Adoption Assistance Administrative Non-Recurring (IVE Line 23)	Vermont Department of Children and Families
DIRECT TO IV-E - CANDIDATE ADMIN CASE PLAN MGMT (LINE 10A)	Direct to Title IV-E - FC Candidate Admin Costs - Case Planning and Management Activities (Line 10a)	Vermont Department of Children and Families
DIRECT TO IV-E - CASE PLANNING AND MANAGEMENT (LINE 5)	Direct to Title IV-E - In-Placements Administrative Costs Case Planning and Management (Line 5)	Vermont Department of Children and Families
DIRECT TO IV-E - ETV	Direct to Title IV-E - ETV	Vermont Department of Children and Families
DIRECT TO IV-E - ETV CAA	Direct to Title IV-E - ETV CAA	Vermont Department of Children and Families
DIRECT TO IV-E - FC AGENCY MANAGEMENT (LINE 7)	Direct to Title IV-E - FC In Placement Admin Costs - Agency Management (Line 7)	Vermont Department of Children and Families
DIRECT TO IV-E - FC CASE MANAGEMENT (LINE 5)	Direct to Title IV-E - FC In Placement Admin Costs - Case Planning and Management (Line 5)	Vermont Department of Children and Families
DIRECT TO IV-E - FC CCWIS DVLTMNT PROJECT 1, APD REQ (LINE 13A)	Direct to Title IV-E - FC CCWIS Developmental Costs Project 1, APD Required (Line 13a)	Vermont Department of Children and Families
DIRECT TO IV-E - FC CCWIS DVLTMNT PROJECT 2, APD REQ (LINE 13A)	Direct to Title IV-E - FC CCWIS project developmental cost using CCWIS cost allocation - APD required (Line 13a)	Vermont Department of Children and Families
DIRECT TO IV-E - FC CCWIS DVLTMNT, NO APD REQ (LINE 14A)	Direct to Title IV-E - FC CCWIS Developmental Costs, No APD Required (Line 14a)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO IV-E - FC CCWIS OPERATIONAL (LINE 12A)	Direct to Title IV-E - FC CCWIS Operational Costs (Line 12a)	Vermont Department of Children and Families
DIRECT TO IV-E - FC DEMONSTRATION PROJECT (LINE 16A)	Direct to Title IV-E - FC Demonstration Project Costs (Line 16a)	Vermont Department of Children and Families
DIRECT TO IV-E - FC ELIG DET LINE6	Direct to Title IV-E - FC In Placement Admin Costs - Eligibility Determinations (Line 6)	Vermont Department of Children and Families
DIRECT TO IV-E - FC PROVIDER MANAGEMENT (LINE 7)	Direct to Title IV-E - FC In Placement Admin Costs - Provider Management (Line 7)	Vermont Department of Children and Families
DIRECT TO IV-E - FC SEX TRAFFICKING ADMIN (LINE 10C)	Direct to Title IV-E - FC Sex Trafficking Admin Costs (Line 10c)	Vermont Department of Children and Families
DIRECT TO IV-E - FC TRAIN 75FFP LINE15	Direct to Title IV-E - FC Training Costs, Staff and Provider 75% (Line 15)	Vermont Department of Children and Families
DIRECT TO IV-E - FC TRAINING, PROF PARTNER (LINE 15)	Direct to Title IV-E - FC Training Costs, Professional Partner (Line 15)	Vermont Department of Children and Families
DIRECT TO IV-E - FOSTER CARE MAINT PAY	Direct to Title IV-E - Agency Maintenance Payments - Foster Family Home (Line 1a)	Vermont Department of Children and Families
DIRECT TO IV-E - FOSTER CARE MAINT PAY (LINE 1C)	Direct to Title IV-E - Agency Maintenance Payments Non-Specified Setting Child Care Institution (Line 1c)	Vermont Department of Children and Families
DIRECT TO IV-E - GAP ADMINISTRATIVE COST - AGENCY (LINE 31)	Direct to Title IV-E - GAP Administrative Cost - Agency (Line 31)	Vermont Department of Children and Families
DIRECT TO IV-E - GAP ADMINISTRATIVE COST - NON-RECURRING (LINE 32)	Direct to Title IV-E - GAP Administrative Cost - Non-Recurring (Line 32)	Vermont Department of Children and Families
DIRECT TO IV-E - GAP AGENCY GUARDIANSHIP ASSISTANCE PAYMENTS (FMAP RATE) (LINE 29)	Direct to Title IV-E - GAP Agency Guardianship Assistance Payments (FMAP Rate) (Line 29)	Vermont Department of Children and Families
DIRECT TO IV-E - GAP DEMONSTRATION PROJECT (LINE 34A)	Direct to Title IV-E - GAP Demonstration Project Costs (Line 34a)	Vermont Department of Children and Families
DIRECT TO IV-E - GAP POST DEMONSTRATION ASSISTANCE (LINE 34B)	Direct to Title IV-E - GAP Post Demonstration GAP Assistance and Service Costs (Line 34b)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO IV-E - GAP TRAINING, PROF PARTNER (LINE 33)	Direct to Title IV-E - GAP Training Costs - Staff, Provider and Professional Partner (75% FFP Rate) (Line 33)	Vermont Department of Children and Families
DIRECT TO IV-E - IND LIV CAA	Direct to Title IV-E - Independent Living CAA	Vermont Department of Children and Families
DIRECT TO IV-E - INDEPENDENT LIVING	Direct to Title IV-E - Independent Living	Vermont Department of Children and Families
DIRECT TO IV-E - OCSE 34 CHILD SUPPORT	Direct to Title IV-E - Federal Share of Child Support Collections from Form OCSE-34 (Line 3)	Vermont Department of Children and Families
DIRECT TO IV-E - PQA	Direct to Title IV-E - Prior Quarter Adjustments	Vermont Department of Children and Families
DIRECT TO IV-E - PSGP PREVENTION SERVICES ADMINISTRATIVE COSTS - PREVENTION PLANNING AND AGENCY MANAGEMENT (LINE 40)	Direct to Title IV-E - PSGP Prevention Services Administrative Costs - Prevention Planning and Agency Management (Line 40)	Vermont Department of Children and Families
DIRECT TO IV-E - PSGP PREVENTION SERVICES PROVISION - PROMISING PRACTICES (LINE 39B)	Direct to Title IV-E - PSGP Prevention Services Provision - Promising Practices (Line 39b)	Vermont Department of Children and Families
DIRECT TO IV-E - PSGP PREVENTION SERVICES PROVISION - SUPPORTED PRACTICES (LINE 39A)	Direct to Title IV-E - PSGP Prevention Services Provision - Supported Practices (Line 39a)	Vermont Department of Children and Families
DIRECT TO IV-E - PSGP PREVENTION SERVICES PROVISION - WELL-SUPPORTED PRACTICES (LINE 38)	Direct to Title IV-E - PSGP Prevention Services Provision - Well-Supported Practices (Line 38)	Vermont Department of Children and Families
DIRECT TO IV-E - PSGP PREVENTION SERVICES TRAINING COSTS - PREVENTION SERVICE PROVIDERS (50% FFP RATE) (LINE 41)	Direct to Title IV-E - PSGP Prevention Services Training Costs - Prevention Service Providers (50% FFP Rate) (Line 41)	Vermont Department of Children and Families
DIRECT TO IV-E - TRAINING (LINE 7)	Direct to Title IV-E - Foster Care Training (50%)	Vermont Department of Children and Families
DIRECT TO IV-E ADOPT	Direct to Title IV-E - Adoption Incentive	Vermont Department of Children and Families
DIRECT TO IV-E ADOPTION SAVINGS	Direct To Title IV-E - Adoption Savings	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO JFI PILOT PROJECT	Direct To JFI Award	Vermont Department of Children and Families
DIRECT TO JJDP	Direct to Juvenile Justice Delinquency Prevention (JJDP)	Vermont Department of Children and Families
DIRECT TO JJDP MENTORING GRANT	Direct to Juvenile Justice Delinquency Prevention Mentoring Grant	Vermont Department of Children and Families
DIRECT TO JJDP PROGRAM	Direct to Juvenile Justice Delinquency Prevention (JJDP) Program	Vermont Department of Children and Families
DIRECT TO LIFELINE	Direct to Lifeline	Vermont Department of Children and Families
DIRECT TO LIHEAP ARPA ADMIN	Direct to LIHEAP - ARPA Admin	Vermont Department of Children and Families
DIRECT TO LIHEAP ARPA PROGRAM	Direct to LIHEAP - ARPA Program	Vermont Department of Children and Families
DIRECT TO LIHEAP CA ADMIN	Direct to LIHEAP - CA Admin	Vermont Department of Children and Families
DIRECT TO LIHEAP CA PROGRAM	Direct to LIHEAP - CA Program	Vermont Department of Children and Families
DIRECT TO LIHEAP IEE DDI - Q2 IAPD	Direct to LIHEAP - IEE DDI - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO LIHEAP IEE DDI - Q3 IAPD	Direct to LIHEAP - IEE DDI - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO LIHEAP INFRASTRUCTURE PROGRAM	Direct to LIHEAP - Infrastructure Program	Vermont Department of Children and Families
DIRECT TO LIHEAP WATER ASSIST. ARPA ADMIN	Direct to LIHEAP - Water Assist. ARPA Admin	Vermont Department of Children and Families
DIRECT TO LIHEAP WATER ASSIST. ARPA GRANTS	Direct to LIHEAP - Water Assist. ARPA Grants	Vermont Department of Children and Families
DIRECT TO LIHEAP WATER ASSIST. CAA ADMIN	Direct to LIHEAP - Water Assist. CAA Admin	Vermont Department of Children and Families
DIRECT TO LIHEAP WATER ASSIST. CAA GRANTS	Direct to LIHEAP - Water Assist. CAA Grants	Vermont Department of Children and Families
DIRECT TO LIHEAP-IE&E-DDI	Direct to LIHEAP-IE&E-DDI	Vermont Department of Children and Families
DIRECT TO MBDP PROGRAM	Direct to Micro Business Development Program	Vermont Department of Children and Families
DIRECT TO MEDICAID - ADMIN	Direct to Medicaid - Admin 50/50 Line 49	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO MEDICAID - DDS	Direct to Medicaid - Admin 50/50 Line 49 - DDS	Vermont Department of Children and Families
DIRECT TO MMIS PIE IAPD	Direct to CMS - MMIS PIE IAPD (90%)	Vermont Department of Children and Families
DIRECT TO MMIS SSNRI IAPD	Direct to CMS - MMIS SSNRI IAPD (90%)	Vermont Department of Children and Families
Direct to Non-Congregate Housing	Direct to Non-Congregate Housing	Vermont Department of Children and Families
DIRECT TO PANDEMIC EBT - ADP DEVELOPMENT	Direct to Pandemic EBT - ADP Development	Vermont Department of Children and Families
DIRECT TO PANDEMIC EBT - CERTIFICATION	Direct to Pandemic EBT - Certification	Vermont Department of Children and Families
DIRECT TO PANDEMIC EBT - EBT ISSUANCE	Direct to Pandemic EBT - EBT Issuance	Vermont Department of Children and Families
DIRECT TO PANDEMIC EBT - OUTREACH	Direct to Pandemic EBT - Outreach	Vermont Department of Children and Families
DIRECT TO PART-C FAMILY INFANT TODDLER ARPA PROGRAM	Direct to Part-C Family Infant Toddler ARPA Program	Vermont Department of Children and Families
DIRECT TO PERMANENT GUARDIANSHIP	Direct to Permanent Guardianship	Vermont Department of Children and Families
DIRECT TO PRESCHOOL DEVELOPMENT GRANT	Direct to Preschool Development Grant	Vermont Department of Children and Families
DIRECT TO PRESCHOOL DEVELOPMENT GRANT ADMIN	Direct to Preschool Development Grant Admin	Vermont Department of Children and Families
DIRECT TO QHP IEE DDI - Q2 IAPD	Direct to QHP IEE DDI - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO QHP IEE DDI - Q3 IAPD	Direct to QHP IEE DDI - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO QHP-IE&E-DDI	Direct to QHP-IE&E-DDI	Vermont Department of Children and Families
DIRECT TO RACE TO THE TOP ELC GRANT	Direct to Race to the Top	Vermont Department of Children and Families
DIRECT TO RAPID RE-HOUSING	Direct to Rapid Re-Housing	Vermont Department of Children and Families
Direct to Reach Ahead Pilot	Direct to Reach Ahead Pilot	Vermont Department of Children and Families
DIRECT TO REACH UP SSFP IEE DDI - Q2 IAPD	Direct to Reach Up SSFP IEE DDI - Q2 IAPD	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO REACH UP SSFP IEE DDI - Q3 IAPD	Direct to Reach Up SSFP IEE DDI - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO REACH UP SSFP-IE&E-DDI	Direct to Reach Up SSFP-IE&E-DDI	Vermont Department of Children and Families
DIRECT TO SECURE RESIDENTIAL SERVICES	Direct to Secure Residential Services	Vermont Department of Children and Families
DIRECT TO SECURE RESIDENTIAL TREATMENT	Direct to Secure Residential Treatment	Vermont Department of Children and Families
DIRECT TO SERVICE EXPANSION	Direct to Service Expansion to 18 and 19-year-olds	Vermont Department of Children and Families
DIRECT TO SIM GRANT	Direct to SIM Grant	Vermont Department of Children and Families
DIRECT TO SNAP - 100% STATE EXCHANGE (LINE 24)	Direct to SNAP 100% State Exchange (Line 24)	Vermont Department of Children and Families
DIRECT TO SNAP - 75% INDIAN ADMINISTRATION (LINE 25)	Direct to SNAP 75% Indian Administration (Line 25)	Vermont Department of Children and Families
DIRECT TO SNAP - ABAWD (LINE 15)	Direct to SNAP Employment and Training ABAWD Grant (Line 15)	Vermont Department of Children and Families
DIRECT TO SNAP - ADP OPERATIONS (LINE 7)	Direct to SNAP APD Operations (Line 7)	Vermont Department of Children and Families
DIRECT TO SNAP - CAA	Direct to SNAP Consolidated Appropriations Act	Vermont Department of Children and Families
DIRECT TO SNAP - CASHOUT (LINE 31)	Direct to SNAP Cashout (Line 31)	Vermont Department of Children and Families
DIRECT TO SNAP - CERTIFIED (LINE 1)	Direct to SNAP Certified (Line 1)	Vermont Department of Children and Families
DIRECT TO SNAP - CERTIFIED (LINE 1) FED ONLY	Direct to SNAP Certified (Line 1) Federal Only	Vermont Department of Children and Families
DIRECT TO SNAP - E&T 100% DUALS (LINE 11D)	Direct to SNAP Employment and Training 100% Duals (Line 11d)	Vermont Department of Children and Families
DIRECT TO SNAP - E&T 100% GRANT (LINE 11)	Direct to SNAP Employment and Training 100% Grant (Line 11)	Vermont Department of Children and Families
DIRECT TO SNAP - E&T 50% (LINE 12)	Direct to SNAP Employment and Training 50% Grant (Line 12)	Vermont Department of Children and Families
DIRECT TO SNAP - E&T 50% DEPENDENT CARE DUALS (LINE 13D)	Direct to SNAP Employment and Training Dependent Care Duals (Line 13d)	Vermont Department of Children and Families
DIRECT TO SNAP - E&T 50% GRANT DUALS (LINE 12D)	Direct to SNAP Employment and Training 50% Grant Duals (Line 12d)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO SNAP - E&T 50% TRANSPORTATION & OTHER DUALS (LINE 14D)	Direct to SNAP Employment and Training 50% Transportation & Other DUALS (Line 14d)	Vermont Department of Children and Families
DIRECT TO SNAP - E&T DEPENDENT CARE (LINE 13)	Direct to SNAP Employment and Training Dependent Care (Line 13)	Vermont Department of Children and Families
DIRECT TO SNAP - E&T TRANSPORTATION & OTHER (LINE 14)	Direct to SNAP Employment and Training Transportation & Other (Line 14)	Vermont Department of Children and Families
DIRECT TO SNAP - EBT STARTUP (LINE 22)	Direct to SNAP EBT Startup (Line 22)	Vermont Department of Children and Families
DIRECT TO SNAP - FAIR HEARINGS (LINE 8)	Direct to SNAP Fair Hearings (Line 8)	Vermont Department of Children and Families
DIRECT TO SNAP - FEDERAL STATE EXCHANGE	Direct to SNAP 100% State Exchange (Line 24)	Vermont Department of Children and Families
DIRECT TO SNAP - FRAUD CONTROL (LINE 5)	Direct to SNAP Fraud (Line 5)	Vermont Department of Children and Families
DIRECT TO SNAP - IEE DEVELOPMENT (LINE 6)	Direct to SNAP - IEE Development (Line 6)	Vermont Department of Children and Families
DIRECT TO SNAP - ISSUANCE (LINE 2)	Direct to SNAP Issue (Line 2)	Vermont Department of Children and Families
DIRECT TO SNAP - ISSUANCE INDIRECT (LINE 21)	Direct to SNAP Issuance Indirect (Line 21)	Vermont Department of Children and Families
DIRECT TO SNAP - MANAGEMENT EVALUATION (LINE 4)	Direct to SNAP Management Evaluation (Line 4)	Vermont Department of Children and Families
DIRECT TO SNAP - NEW INVESTMENT ABAWD (LINE 19)	Direct to SNAP New Investment ABAWD (Line 19)	Vermont Department of Children and Families
DIRECT TO SNAP - NEW INVESTMENT SNAP (LINE 19)	Direct to SNAP New Investment SNAP (Line 19)	Vermont Department of Children and Families
DIRECT TO SNAP - NUTRITION EDUCATION	Direct to SNAP Nutrition Education	Vermont Department of Children and Families
DIRECT TO SNAP - NUTRITION EDUCATION (LINE 18)	Direct to SNAP Nutrition Education (Line 18)	Vermont Department of Children and Families
DIRECT TO SNAP - OPTIONAL WORKFARE (LINE 16)	Direct to SNAP Optional Workforce (Line 16)	Vermont Department of Children and Families
DIRECT TO SNAP - OTHER (LINE 26)	Direct to SNAP 50% Unspecified Other (Line 26)	Vermont Department of Children and Families
DIRECT TO SNAP - OTHER ACTIVITIES (LINE 9)	Direct to SNAP Other Activities (Line 9)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO SNAP - OUTREACH (LINE 17)	Direct to SNAP Outreach (Line 17)	Vermont Department of Children and Families
DIRECT TO SNAP - PQA	Direct to SNAP Prior Quarter Adjustments	Vermont Department of Children and Families
DIRECT TO SNAP - QUALITY CONTROL (LINE 3)	Direct to SNAP Quality Control (Line 3)	Vermont Department of Children and Families
DIRECT TO SNAP - SAVE (LINE 23)	Direct to SNAP SAVE (Line 23)	Vermont Department of Children and Families
DIRECT TO SNAP ADMIN ARPA	Direct to SNAP Admin ARPA	Vermont Department of Children and Families
DIRECT TO SNAP IEE DDI - Q2 IAPD	Direct to SNAP IEE DDI - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO SNAP IEE DDI - Q3 IAPD	Direct to SNAP IEE DDI - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO SNAP IEE DDI LINE 6 - Q2 IAPD	Direct to SNAP IEE DDI Line 6 - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO SNAP IEE DDI LINE 6 - Q3 IAPD	Direct to SNAP IEE DDI Line 6 - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO SNAP-IE&E-DDI	Direct to SNAP-IE&E-DDI	Vermont Department of Children and Families
DIRECT TO SOCIAL SECURITY	Direct to Social Security	Vermont Department of Children and Families
DIRECT TO SOCIAL SECURITY MEDICAL	Direct to Social Security Medical	Vermont Department of Children and Families
DIRECT TO SOCIAL SECURITY OTHER	Direct to Social Security Other	Vermont Department of Children and Families
DIRECT TO SOCIAL SECURITY PERSONNEL	Direct to Social Security Personnel	Vermont Department of Children and Families
DIRECT TO SOCIAL SECURITY PQA	Direct to Social Security Prior Quarter	Vermont Department of Children and Families
Direct to Specialized Response	Direct to Specialized Response	Vermont Department of Children and Families
DIRECT TO SSBG	Direct to Social Services Block Grant (SSBG)	Vermont Department of Children and Families
DIRECT TO SUBSTANCE USE DISORDER RESPONSE INITIATIVES	Direct to Act 11 of 2018 SS C.106.2	Vermont Department of Children and Families
DIRECT TO SUMMER EBT - EBT ISSUANCE	Direct to Summer EBT - EBT Issuance	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO TANF - ARRA	Direct to TANF ARRA	Vermont Department of Children and Families
DIRECT TO TANF - ASST UNDER PRIOR LAW EMRGNCY ASST (LINE 7C)	Direct to TANF Assistance Under Prior Law Emergency Assistance (Line 7c)	Vermont Department of Children and Families
DIRECT TO TANF - ASST UNDER PRIOR LAW FOSTER PAYMENTS (LINE 7A)	Direct to TANF Assistance Under Prior Law Foster Payments (Line 7a)	Vermont Department of Children and Families
DIRECT TO TANF - ASST UNDER PRIOR LAW JJ PAYMENTS (LINE 7B)	Direct to TANF Assistance Under Prior Law Juvenile Justice Payments (Line 7b)	Vermont Department of Children and Families
DIRECT TO TANF - BASIC ASST (LINE 6A)	Direct to TANF Basic Assistance (Line 6a)	Vermont Department of Children and Families
DIRECT TO TANF - BASIC ASST (LINE 6A) MOE B	Direct to TANF Basic Assistance (Line 6a) - Column B MOE	Vermont Department of Children and Families
DIRECT TO TANF - BASIC ASST (LINE 6A) MOE SSP C	Direct to TANF Basic Assistance (Line 6a) - Column C MOE Separate State Program	Vermont Department of Children and Families
DIRECT TO TANF - BASIC ASST REL FC MNTNCE PAYMENTS (LINE 6B)	Direct to TANF Basic Assistance Relative FC Maintenance Payments (Line 6b)	Vermont Department of Children and Families
DIRECT TO TANF - CW ADDITIONAL CW SERVICES (LINE 20C)	Direct to TANF Child Welfare, Additional Child Welfare Services (Line 20c)	Vermont Department of Children and Families
DIRECT TO TANF - CW ADOPTION SERVICES (LINE 20B)	Direct to TANF Child Welfare, Adoption Services	Vermont Department of Children and Families
DIRECT TO TANF - CW FAMILY SUPPT/PRSRVTN/RNFCTN SERVICES (LINE 20A)	Direct to TANF Child Welfare, Family Support/Family Preservation/Reunification Services (Line 20a)	Vermont Department of Children and Families
DIRECT TO TANF - EARLY CARE AND ED PRE-K/HEAD START (LINE 11B)	Direct to TANF Early Care and Education Pre-Kindergarten/Head Start (Line 11b)	Vermont Department of Children and Families
DIRECT TO TANF - EC AND ED CC (LINE 11A)	Direct to TANF Early Care and Education, Child Care (Line 11a) Column A	Vermont Department of Children and Families
DIRECT TO TANF - EC AND ED CC (LINE 11A, COL B MOE)	Direct to TANF Early Care and Education, Child Care (Line 11a) - Column B MOE	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO TANF - EC AND ED CC (LINE 11A, COL C MOE)	Direct to TANF Early Care and Education, Child Care (Line 11a) - Column C MOE Separate State Program	Vermont Department of Children and Families
DIRECT TO TANF - FINANCIAL ED AND ASSET DVMPMNT (LINE 12)	Direct to TANF Financial Education and Asset Development	Vermont Department of Children and Families
DIRECT TO TANF - FTHRHD TWO-PARENT FAMILY FRMTN AND MNTNCE (LINE 19)	Direct to TANF Fatherhood and Two-Parent Family Formation and Maintenance Programs (Line 19)	Vermont Department of Children and Families
DIRECT TO TANF - HOME VISITING PROGRAMS (LINE 21)	Direct to TANF Home Visiting Programs (Line 21)	Vermont Department of Children and Families
DIRECT TO TANF - NON-ASST PRIOR LAW CWS (LINE 8A)	Direct to TANF Non-Assistance Under Prior Law Child Welfare Services (Line 8a)	Vermont Department of Children and Families
DIRECT TO TANF - NON-ASST PRIOR LAW EMRGC SVC (8C)	Direct to TANF Non-Assistance Under Prior Law Emergency Services (Line 8c)	Vermont Department of Children and Families
DIRECT TO TANF - NON-ASST UNDER PRIOR LAW JJ SERVI	Direct to TANF Non-Assistance Under Prior Law Juvenile Justice Services (Line 8b)	Vermont Department of Children and Families
DIRECT TO TANF - NON-EITC REFUNDABLE STATE TAX CREDITS (LINE 14)	Direct to TANF Non-EITC Refundable State Tax Credits	Vermont Department of Children and Families
DIRECT TO TANF - NON-REC SHORT TERM BEN (LINE 15)	Direct to TANF Non-Recurrent Short-Term Benefits (Line 15) Column A	Vermont Department of Children and Families
DIRECT TO TANF - NON-REC SHORT TERM BEN (LINE 15) COL B	Direct to TANF Non-Recurrent Short-Term Benefits (Line 15) Column B MOE	Vermont Department of Children and Families
DIRECT TO TANF - OTHER (LINE 23)	Direct to TANF Other (Line 23)	Vermont Department of Children and Families
DIRECT TO TANF - PANDEMIC EMERGENCY ASSISTANCE	Direct to TANF Pandemic Emergency Assistance	Vermont Department of Children and Families
DIRECT TO TANF - PROG MGMT ADMIN COSTS (LINE 22A)	Direct to TANF Program Management, Administrative Costs (Line 22a)	Vermont Department of Children and Families
DIRECT TO TANF - PROG MGMT ASSESS/SRVC PROV(LINE 22B)	Direct to TANF Program Management, Assessment/Service Provision (Line 22b)	Vermont Department of Children and Families
DIRECT TO TANF - PROG MGMT ASSESS/SRVC PROV(LINE 22B) COL B	Direct to TANF Program Management, Assessment/Service Provision (Line 22b) Column B MOE	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO TANF - PROG MGMT LINE 22A COL B	Direct to TANF Program Management, Administrative Costs (Line 22a) - Column B MOE	Vermont Department of Children and Families
DIRECT TO TANF - PROG MGMT LINE 22A COLC	Direct to TANF Program Management, Administrative Costs (Line 22a) - MOE SSP Column C	Vermont Department of Children and Families
DIRECT TO TANF - PROG MGMT SYSTEMS (LINE 22C)	Direct to TANF Program Management, System (Line 22c)	Vermont Department of Children and Families
DIRECT TO TANF - PRVNTN OF OUT-OF-WEDLOCK PREGNANCIES (LINE 18)	Direct to TANF Prevention of Out-Of- Wedlock Pregnancies (Line 18)	Vermont Department of Children and Families
DIRECT TO TANF - REFUNDABLE EARNED INCOME TAX CRED	Direct to TANF Refundable Earned Income Tax Credits (Line 13) Column A	Vermont Department of Children and Families
DIRECT TO TANF - SERVICES FOR CHILDREN AND YOUTH (LINE 17)	Direct to TANF Services for Children and Youth (Line 17 Column C)	Vermont Department of Children and Families
DIRECT TO TANF - SEX ED. (LINE 18, COL B MOE)	Direct to TANF Prevention of Out-of- Wedlock Pregnancies (Line 18) - Column B MOE	Vermont Department of Children and Families
DIRECT TO TANF - SUPPORTIVE SERVICES (LINE 16)	Direct to TANF Supportive Services (Line 16) Column B MOE	Vermont Department of Children and Families
DIRECT TO TANF - WORK SUPPORTS (LINE 10)	Direct to TANF Work Supports (Line 10)	Vermont Department of Children and Families
DIRECT TO TANF - WORK SUPPORTS (LINE 10) COLUMN B	Direct to TANF Work Supports (Line 10) Column B MOE	Vermont Department of Children and Families
DIRECT TO TANF - WORK, ED, TRN - ADDTL WRK LINE9C	Direct to TANF Work, Education, Training Activities - Additional Work Activities (Line 9c)	Vermont Department of Children and Families
DIRECT TO TANF - WORK, ED, TRN-ADDTL WRK LINE9C COL B	Direct to TANF Work, Education, Training Activities - Additional Work Activities (Line 9c) - Column B MOE	Vermont Department of Children and Families
DIRECT TO TANF - WORK, ED, TRNG - ED AND TRNG (LIN	Direct to TANF Work, Education, Training Activities - Education and Training (Line 9b)	Vermont Department of Children and Families
DIRECT TO TANF - WORK, ED, TRNG - ED AND TRNG (LINE 9B) COL B	Direct to TANF Work, Education, Training Activities - Education and Training (Line 9b) Column B MOE	Vermont Department of Children and Families
DIRECT TO TANF - WORK, ED, TRNG - SUBSIDIZED EMPLMNT (LINE 9A)	Direct to TANF Work, Education, Training Activities - Subsidized Employment (Line 9a)	Vermont Department of Children and Families



Method Name	Method Description	Department
DIRECT TO TANF IEE DDI - Q2 IAPD	Direct to TANF IEE DDI - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO TANF IEE DDI - Q3 IAPD	Direct to TANF IEE DDI - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO TANF-IE&E-DDI	Direct to TANF-IE&E-DDI	Vermont Department of Children and Families
DIRECT TO TARGETED CASE MANAGEMENT	Direct to Targeted Case Management	Vermont Department of Children and Families
DIRECT TO T-MSIS IAPD (90%)	Direct to T-MSIS IAPD (90%)	Vermont Department of Children and Families
DIRECT TO UTILITY ELIGIBILITY	Direct To GMP Utility Eligibility	Vermont Department of Children and Families
DIRECT TO VCF	Direct to Vermont Community Foundation	Vermont Department of Children and Families
DIRECT TO VLITE	Direct to Vlite	Vermont Department of Children and Families
DIRECT TO VT GAS PROGRAM	Direct to VT Gas Utility Eligibility	Vermont Department of Children and Families
DIRECT TO VT MATCHED SAVINGS	Direct to VT Matched Savings	Vermont Department of Children and Families
DIRECT TO VT SPAY NEUTER INCENTIVE PROGRAM	Direct to VT Spay Neuter Incentive Program (VSNIP)	Vermont Department of Children and Families
DIRECT TO WAP ENHANCEMENT & INNOVATION	Direct to WAP Enhancement & Innovation	Vermont Department of Children and Families
DIRECT TO WEATHER FED	Direct to Weatherization (federally funded)	Vermont Department of Children and Families
DIRECT TO WEATHERIZATION	Direct to Weatherization (State Funded)	Vermont Department of Children and Families
DIRECT TO XIX ADMIN LINE 49 - Q2 IAPD	Direct to XIX Admin Line 49 - Q2 IAPD	Vermont Department of Children and Families
DIRECT TO XIX ADMIN LINE 49 - Q3 IAPD	Direct to XIX Admin Line 49 - Q3 IAPD	Vermont Department of Children and Families
DIRECT TO YASI	Direct to Youth Assessment and Screening Instrument (YASI)	Vermont Department of Children and Families
FINAL	NOT APPLICABLE	Vermont Department of Children and Families
MU - BLENDED IV-E PENT RATE	MU - Blended IV-E Pent Rate	Vermont Department of Children and Families



Method Name	Method Description	Department
MU - CHILD SUBSIDY CC (TANF 22C/CCDF 1E1)	MU - Child Subsidy Case Count (TANF LINE 22C/CCDF LINE 1E1)	Vermont Department of Children and Families
MU - CHILD SUBSIDY CC (TANF LINE 11A/CCDF LINE 1A)	MU - Child Subsidy Case Count (TANF LINE 11A/CCDF LINE 1A)	Vermont Department of Children and Families
MU - CHILD SUBSIDY CC (TANF LINE 11A/CCDF LINE 1E1)	MU - Child Subsidy Case Count (TANF LINE 11A/CCDF LINE 1E1)	Vermont Department of Children and Families
MU - CHILD SUBSIDY CC (TANF LINE 11A/CCDF LINE 1E2)	MU - Child Subsidy Case Count (TANF LINE 11A/CCDF LINE 1E2)	Vermont Department of Children and Families
MU - CHILD SUBSIDY CC (TANF LINE 11A/CCDF LINE 1E3)	MU - Child Subsidy Case Count (TANF LINE 11A/CCDF LINE 1E3)	Vermont Department of Children and Families
MU - CHILD SUBSIDY CC (TANF LINE 22A/CCDF LINE 1A)	MU - Child Subsidy Case Count (TANF LINE 22A/CCDF LINE 1A)	Vermont Department of Children and Families
MU - CHILD SUBSIDY CC (TANF LINE 22A/CCDF LINE 1E1)	MU - Child Subsidy Case Count (TANF LINE 22A/CCDF LINE 1E1)	Vermont Department of Children and Families
MU - CHILD SUBSIDY CC (TANF LINE 22A/CCDF LINE 1E3)	MU - Child Subsidy Case Count (TANF LINE 22A/CCDF LINE 1E3)	Vermont Department of Children and Families
MU - CHILD SUBSIDY CC (TANF LINE 22C/CCDF LINE 1A)	MU - Child Subsidy Case Count (TANF LINE 22C/CCDF LINE 1A)	Vermont Department of Children and Families
MU - CHILD SUBSIDY CC (TANF LINE 22C/CCDF LINE 1E3)	MU - Child Subsidy Case Count (TANF LINE 22C/CCDF LINE 1E3)	Vermont Department of Children and Families
MU - CHILD SUBSIDY DUP CC (TANF 22C/CCDF 1A/IVE 7)	MU - Child Subsidy Duplicated Case Count (TANF Line 22c/CCDF Line 1a/IVE Line 7)	Vermont Department of Children and Families
MU - CHILD SUBSIDY DUP CC (TANF LINE 22A/CCDF 1A, IVE 7)	MU - Child Subsidy Duplicated Case Count (TANF LINE 22a/CCDF LINE 1A/IVE Line 7)	Vermont Department of Children and Families
MU - CHILD SUBSIDY DUP CC (TANF LINE 22A/CCDF 1E1)	MU - Child Subsidy Duplicated Case Count (TANF LINE 22A/CCDF 1E1)	Vermont Department of Children and Families
MU - CHILD SUBSIDY DUP CC (TANF LINE 22C/CCDF 1E1)	MU - Child Subsidy Duplicated Case Count (TANF LINE 22C/CCDF 1E1)	Vermont Department of Children and Families
MU - CHILD SUBSIDY DUP CC (TANF LINE 22C/CCDF CDDIS)	MU - Child Subsidy Duplicated Case Count (TANF Line 22C/CCDF CDDIS)	Vermont Department of Children and Families
MU - CHILD SUBSIDY DUP CC (TANF LINE 22A/CCDF 1A)	MU - Child Subsidy Duplicated Case Count (TANF LINE 22A/CCDF 1A)	Vermont Department of Children and Families
MU - CIS ENCOUNTER DATA	MU - CIS Encounter Data	Vermont Department of Children and Families
MU - CPU (TANF LINE 22A)	MU - Central Processing Unit (CPU) Usage Commands for Applicable Programs (TANF - Line 22a)	Vermont Department of Children and Families



Method Name	Method Description	Department
MU - CPU (TANF LINE 22C)	MU - Central Processing Unit (CPU) Usage Commands for Applicable Programs (TANF - Line 22c)	Vermont Department of Children and Families
MU - FRAUD INVESTIGATIONS (TANF LINE 22A)	MU - Percentage of Fraud Investigations (TANF - Line 22a)	Vermont Department of Children and Families
MU - FRAUD INVESTIGATIONS (TANF LINE 22C)	MU - Percentage of Fraud Investigations (TANF - Line 22c)	Vermont Department of Children and Families
MU - HOUSEHOLD COUNT (TANF 22A)	MU - Household Count by Funding Sources (TANF - Line 22a)	Vermont Department of Children and Families
MU - HOUSEHOLD COUNT (TANF 22B)	MU - Household Count by Funding Sources (TANF - Line 22b)	Vermont Department of Children and Families
MU - HOUSEHOLD COUNT (TANF 22C)	MU - Household Count by Funding Sources (TANF - Line 22c)	Vermont Department of Children and Families
MU - IN HOME MEDICAID ELIGIBILITY RATE	MU - In Home Medicaid Eligibility Rate	Vermont Department of Children and Families
MU - IV-E AA ELIG TRAINING (ENHANCED)	MU - Title IV-E AA Eligibility Rate (Line 24) Enhanced	Vermont Department of Children and Families
MU - IV-E ELIG TRAINING	MU - Title IV-E Foster Care Eligibility Rate (Line 7)	Vermont Department of Children and Families
MU - IV-E ELIG TRAINING (ENHANCED)	MU - Title IV-E Foster Care Eligibility Rate (Line 15) - Enhanced	Vermont Department of Children and Families
MU - OCS METHOD A	MU - Case Count Across IV-D and Non IV-D	Vermont Department of Children and Families
MU - OCS METHOD A (LINE 5)	MU - Case Count Across IV-D and Non IV-D (Line 5)	Vermont Department of Children and Families
MU - OCS METHOD B	MU - Customer Contacts Across IV-D and Non IV-D	Vermont Department of Children and Families
MU - OCS METHOD B (LINE 5)	MU - Customer Contacts Across IV-D and Non IV-D (Line 5)	Vermont Department of Children and Families
MU - OUT HOME MEDICAID ELIGIBILITY RATE	MU - Out Home Medicaid Eligibility Rate	Vermont Department of Children and Families
MU - TANF FSI (LINE 22A)	MU - Case Count Across TANF, SNAP Benefits Issued & Fuel (TANF - Line 22a)	Vermont Department of Children and Families
MU - TANF FSI (LINE 22C)	MU - Case Count Across TANF, SNAP Benefits Issued & Fuel (TANF - Line 22c)	Vermont Department of Children and Families
MU - TCM MEDICAID	MU - Global Commitment Eligibility Rate for Targeted Case Management	Vermont Department of Children and Families



Method Name	Method Description	Department
MU - TITLE IV-E ADOP & GUARD	MU - Title IV-E Adoption Assistance Rate and Title IV-E Guardianship Rate	Vermont Department of Children and Families
MU - TITLE IV-E ADOPTION ASSISTANCE RATE	MU - Title IV-E AA Eligibility Rate (Line 22)	Vermont Department of Children and Families
MU - TITLE IV-E CANDIDACY RATE	MU - Title IV-E Candidacy Rate for Family Services Time Study	Vermont Department of Children and Families
MU - TITLE IV-E CANDIDACY RATE WITH TCM	MU - Title IV-E Candidacy Rate with TCM	Vermont Department of Children and Families
MU - TITLE IV-E CASELOAD COUNT	MU - Title IV-E Caseload Count	Vermont Department of Children and Families
MU - TITLE IV-E ELIGIBILITY GF/TCM	MU - Title IV-E FC Eligibility to GF with TCM Rate Calc	Vermont Department of Children and Families
MU - TITLE IV-E ELIGIBILITY RATE	MU - Title IV-E Foster Care Eligibility Rate (Line 5)	Vermont Department of Children and Families
MU - TITLE IV-E ELIGIBILITY RATE/TCM	MU - Title IV-E FC Eligibility with TCM Rate Calc	Vermont Department of Children and Families
MU - TITLE IV-E FC ELIGIBILITY RATE (LINE 10A)	MU - Title IV-E Foster Care Eligibility Rate (Line 10a)	Vermont Department of Children and Families
MU - TITLE IV-E FC ELIGIBILITY RATE LINE 11B	MU - Title IV-E Foster Care Eligibility Rate (Line 11b)	Vermont Department of Children and Families
NONE	No Allocation Method - To Be Adjusted	Vermont Department of Children and Families
PU - 3SQ1/AABD	PU - SNAP Line 1/AABD	Vermont Department of Children and Families
PU - 3SQ1/FUEL	PU - SNAP Line 1/Fuel	Vermont Department of Children and Families
PU - 3SQ1/FUEL/AABD	PU - SNAP Line 1/Fuel/AABD	Vermont Department of Children and Families
PU - 3SQ1/FUEL/GA	PU - SNAP Line 1/Fuel/GA	Vermont Department of Children and Families
PU - 3SQ1/FUEL/GA/AABD	PU - SNAP Line 1/Fuel/GA/AABD	Vermont Department of Children and Families
PU - 3SQ1/GA	PU - SNAP Line 1/GA	Vermont Department of Children and Families
PU - 3SQ1/GA/AABD	PU - SNAP Line 1/GA/AABD	Vermont Department of Children and Families
PU - 3SQ17/AABD	PU - SNAP Line 17/AABD	Vermont Department of Children and Families



Method Name	Method Description	Department
PU - 3SQ17/FUEL	PU - SNAP Line 17/Fuel	Vermont Department of Children and Families
PU - 3SQ17/FUEL/AABD	PU - SNAP Line 17/Fuel/AABD	Vermont Department of Children and Families
PU - 3SQ17/FUEL/GA	PU - SNAP Line 17/Fuel/GA	Vermont Department of Children and Families
PU - 3SQ17/FUEL/GA/AABD	PU - SNAP Line 17/Fuel/GA/AABD	Vermont Department of Children and Families
PU - 3SQ17/GA	PU - SNAP Line 17/GA	Vermont Department of Children and Families
PU - 3SQ26/AABD	PU - SNAP Line 26/AABD	Vermont Department of Children and Families
PU - 3SQ26/FUEL	PU - SNAP Line 26/Fuel	Vermont Department of Children and Families
PU - 3SQ26/FUEL/AABD	PU - SNAP Line 26/Fuel/AABD	Vermont Department of Children and Families
PU - 3SQ26/FUEL/GA	PU - SNAP Line 26/Fuel/GA	Vermont Department of Children and Families
PU - 3SQ26/FUEL/GA/AABD	PU - SNAP Line 26/Fuel/GA/AABD	Vermont Department of Children and Families
PU - 3SQ26/GA	PU - SNAP Line 26/GA	Vermont Department of Children and Families
PU - 3SQ5/AABD	PU - SNAP Line 5/AABD	Vermont Department of Children and Families
PU - 3SQ5/FUEL	PU - SNAP Line 5/Fuel	Vermont Department of Children and Families
PU - 3SQ5/FUEL/AABD	PU - SNAP Line 5/Fuel/AABD	Vermont Department of Children and Families
PU - 3SQ5/FUEL/GA	PU - SNAP Line 5/Fuel/GA	Vermont Department of Children and Families
PU - 3SQ5/FUEL/GA/AABD	PU - SNAP Line 5/Fuel/GA/AABD	Vermont Department of Children and Families
PU - 3SQ5/GA	PU - SNAP Line 5/GA	Vermont Department of Children and Families
PU - 3SQ8/AABD	PU - SNAP Line 8/AABD	Vermont Department of Children and Families
PU - 3SQ8/FUEL	PU - SNAP Line 8/Fuel	Vermont Department of Children and Families



Method Name	Method Description	Department
PU - 3SQ8/FUEL/AABD	PU - SNAP Line 8/Fuel/AABD	Vermont Department of Children and Families
PU - 3SQ8/FUEL/GA	PU - SNAP Line 8/Fuel/GA	Vermont Department of Children and Families
PU - 3SQ8/FUEL/GA/AABD	PU - SNAP Line 8/Fuel/GA/AABD	Vermont Department of Children and Families
PU - 3SQ8/GA	PU - SNAP Line 8/GA	Vermont Department of Children and Families
PU - AABD/GA	PU - AABD/GA	Vermont Department of Children and Families
PU - ALLOCATED OAPD ENROLLMENT COUNTS	PU - Allocated based on the approved OAPD utilizing enrollment counts, over a twelve month period	Vermont Department of Children and Families
PU - CAPTA/ IV-E FC TRAIN 75%	PU - CAPTA/IV-E FC Training 75% Eligibility Rate	Vermont Department of Children and Families
PU - FRAUD & RU CLAIMS EST.	PU - Percentage Direct to SNAP - Fraud Control (Line 5) and Economic Case Count Across Reach Up (TANF and General Fund) TANF - Line 22a	Vermont Department of Children and Families
PU - FUEL/AABD	PU - Fuel/AABD	Vermont Department of Children and Families
PU - FUEL/AABD/GA	PU - Fuel/AABD/GA	Vermont Department of Children and Families
PU - FUEL/GA	PU - Fuel/GA	Vermont Department of Children and Families
PU - IAPD CAM TOOLKIT	PU - Allocated based on the approved IAPD utilizing the CAM Toolkit	Vermont Department of Children and Families
PU - IAPD CAM TOOLKIT MEDI/SNAP	PU - Allocated based on the approved IAPD utilizing the CAM Toolkit MEDI/SNAP	Vermont Department of Children and Families
PU - IE&E ALL BENEFIT	PU - IE&E All Benefitting Prog	Vermont Department of Children and Families
PU - IE&E ALL BENEFIT MEDI	PU - IE&E All Benefitting Prog Medi	Vermont Department of Children and Families
PU - IE&E HEALTHCARE MEDI ADMIN, CHIP	PU - IE&E Healthcare Medi Admin, CHIP	Vermont Department of Children and Families
PU - IE&E HEALTHCARE MEDI, CHIP	PU - IE&E Healthcare Medicaid, CHIP	Vermont Department of Children and Families
PU - IE&E MEDI,CHIP,QHO	PU - IE&E Medicaid, CHIP, QHP	Vermont Department of Children and Families



Method Name	Method Description	Department
PU - IE&E REACH UP	PU - IE&E Reach Up Caseload	Vermont Department of Children and Families
PU - IE&E VIEWS, CHIP, QHP	PU - IE&E View, CHIP, QHP	Vermont Department of Children and Families
PU - INDEPENDENT LIVING (CHAFEE)	PU - Cost of Independent Living Program (Chafee)	Vermont Department of Children and Families
PU - INVEST - BUILDING BRIGHT FUTURES	PU - VT Household Health Insurance Survey (VHHIS) Percentage to General Fund and Investments (STC-79) - Building Bright Futures (35)	Vermont Department of Children and Families
PU - IV-E FC TRAIN 75%/IV-E FC TRAIN 50%	PU - IV-E FC Train 75% Elig/IV-E FC Train 50% Elig	Vermont Department of Children and Families
PU - MEDICAID EI	PU - CIS Medicaid EI Split	Vermont Department of Children and Families
PU - QA & RU CLAIMS EST.	PU - Percentage Direct to SNAP - Certified (Line1) and Economic Case Count Across Reach Up (TANF and General Fund) TANF - Line 22a	Vermont Department of Children and Families
PU - QC & RU CLAIMS EST.	PU - Percentage Direct to SNAP - Quality Control (Line3) and Economic Case Count Across Reach Up (TANF and General Fund) TANF - Line 22a	Vermont Department of Children and Families
PU - RU/3DQ8/FUEL/GA (LINE 22C)	PU - RU/SNAP Line 8/Fuel/GA (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ1	PU - RU/SNAP Line 1	Vermont Department of Children and Families
PU - RU/3SQ1 (LINE 22C)	PU - RU/SNAP Line 1 (Line 22C)	Vermont Department of Children and Families
PU - RU/3SQ1/AABD	PU - RU/SNAP Line 1/AABD	Vermont Department of Children and Families
PU - RU/3SQ1/AABD (LINE 22C)	PU - RU/SNAP Line 1/AABD (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ1/FUEL	PU - RU/SNAP Line 1/Fuel	Vermont Department of Children and Families
PU - RU/3SQ1/FUEL (LINE 22C)	PU - RU/SNAP Line 1/Fuel (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ1/FUEL/AABD	PU - RU/SNAP Line 1/Fuel/AABD	Vermont Department of Children and Families
PU - RU/3SQ1/FUEL/AABD (LINE 22C)	PU - RU/SNAP Line 1/Fuel/AABD (Line 22c)	Vermont Department of Children and Families



Method Name	Method Description	Department
PU - RU/3SQ1/FUEL/GA	PU - RU/SNAP Line 1/Fuel/GA	Vermont Department of Children and Families
PU - RU/3SQ1/FUEL/GA (LINE 22C)	PU - RU/SNAP Line 1/Fuel/GA (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ1/FUEL/GA/AABD	PU - RU/SNAP Line 1/Fuel/GA/AABD	Vermont Department of Children and Families
PU - RU/3SQ1/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 1/Fuel/GA/AABD (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ1/GA	PU - RU/SNAP Line 1/GA	Vermont Department of Children and Families
PU - RU/3SQ1/GA (LINE 22C)	PU - RU/SNAP Line 1/GA (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ1/GA/AABD	PU - RU/SNAP Line 1/GA/AABD	Vermont Department of Children and Families
PU - RU/3SQ1/GA/AABD (LINE 22C)	PU - RU/SNAP Line 1/GA/AABD (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ17	PU - RU/SNAP Line 17	Vermont Department of Children and Families
PU - RU/3SQ17 (LINE 22C)	PU - RU/SNAP Line 17 (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ17/FUEL	PU - RU/SNAP Line 17/Fuel	Vermont Department of Children and Families
PU - RU/3SQ17/FUEL (LINE 22C)	PU - RU/SNAP Line 17/Fuel (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ17/FUEL/GA	PU - RU/SNAP Line 17/Fuel/GA	Vermont Department of Children and Families
PU - RU/3SQ17/FUEL/GA (LINE 22C)	PU - RU/SNAP Line 17/Fuel/GA (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ17/FUEL/GA/AABD	PU - RU/SNAP Line 17/Fuel/GA/AABD	Vermont Department of Children and Families
PU - RU/3SQ17/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 17/Fuel/GA/AABD (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ26	PU - RU/SNAP Line 26	Vermont Department of Children and Families
PU - RU/3SQ26 (LINE 22C)	PU - RU/SNAP Line 26 (Line22c)	Vermont Department of Children and Families
PU - RU/3SQ26/FUEL	PU - RU/SNAP Line 26/Fuel	Vermont Department of Children and Families



Method Name	Method Description	Department
PU - RU/3SQ26/FUEL (LINE22C)	PU - RU/SNAP Line 26/Fuel (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ26/FUEL/GA	PU - RU/SNAP Line 26/Fuel/GA	Vermont Department of Children and Families
PU - RU/3SQ26/FUEL/GA (LINE22C)	PU - RU/SNAP Line 26/Fuel/GA (Line22c)	Vermont Department of Children and Families
PU - RU/3SQ26/FUEL/GA/AABD	PU - RU/SNAP Line 26/Fuel/GA/AABD	Vermont Department of Children and Families
PU - RU/3SQ26/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 26/Fuel/GA/AABD (Line22c)	Vermont Department of Children and Families
PU - RU/3SQ5	PU - RU/SNAP Line 5	Vermont Department of Children and Families
PU - RU/3SQ5 (LINE 22C)	PU - RU/SNAP Line 5 (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ5/FUEL	PU - RU/SNAP Line 5/Fuel	Vermont Department of Children and Families
PU - RU/3SQ5/FUEL (LINE 22C)	PU - RU/SNAP Line 5/Fuel (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ5/FUEL/GA	PU - RU/SNAP Line 5/Fuel/GA	Vermont Department of Children and Families
PU - RU/3SQ5/FUEL/GA (LINE 22C)	PU - RU/SNAP Line 5/Fuel/GA (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ5/FUEL/GA/AABD	PU - RU/SNAP Line 5/Fuel/GA/AABD	Vermont Department of Children and Families
PU - RU/3SQ5/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 5/Fuel/GA/AABD (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ8	PU - RU/SNAP Line 8	Vermont Department of Children and Families
PU - RU/3SQ8 (LINE 22C)	PU - RU/SNAP Line 8 (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ8/FUEL	PU - RU/SNAP Line 8/Fuel	Vermont Department of Children and Families
PU - RU/3SQ8/FUEL (LINE 22C)	PU - RU/SNAP Line 8/Fuel (Line 22c)	Vermont Department of Children and Families
PU - RU/3SQ8/FUEL/GA	PU - RU/SNAP/Fuel Line 8/GA	Vermont Department of Children and Families
PU - RU/3SQ8/FUEL/GA/AABD	PU - RU/SNAP Line 8/Fuel/GA/AABD	Vermont Department of Children and Families



Method Name	Method Description	Department
PU - RU/3SQ8/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 8/Fuel/GA/AABD (Line 22c)	Vermont Department of Children and Families
PU - RU/AABD	PU - RU/AABD	Vermont Department of Children and Families
PU - RU/AABD (LINE 22C)	PU - RU/AABD (Line 22c)	Vermont Department of Children and Families
PU - RU/FUEL	PU - RU/Fuel	Vermont Department of Children and Families
PU - RU/FUEL (LINE 22C)	PU - RU/Fuel (Line 22c)	Vermont Department of Children and Families
PU - RU/FUEL/AABD	PU - RU/Fuel/AABD	Vermont Department of Children and Families
PU - RU/FUEL/AABD (LINE 22C)	PU - RU/Fuel/AABD (Line 22c)	Vermont Department of Children and Families
PU - RU/FUEL/GA	PU - RU/Fuel/GA	Vermont Department of Children and Families
PU - RU/FUEL/GA (LINE 22C)	PU - RU/Fuel/GA (Line 22c)	Vermont Department of Children and Families
PU - RU/GA	PU - RU/GA	Vermont Department of Children and Families
PU - RU/GA (LINE 22C)	PU - RU/GA (Line 22c)	Vermont Department of Children and Families
PU - RU/GA/AABD	PU - RU/GA/AABD	Vermont Department of Children and Families
PU - RU/GA/AABD (LINE 22C)	PU - RU/GA/AABD (Line 22c)	Vermont Department of Children and Families
PU - SSNRI SHARED STAFFING	PU - SSNRI Staffing (shared)	Vermont Department of Children and Families
PU - TITLE IV-E ETV	PU - Cost of Title IV-E Education and Training Voucher (ETV) Program	Vermont Department of Children and Families
PU - UTILITY	PU - Utility Eligibility Rate	Vermont Department of Children and Families
QU - ACH COUNT	QU - ACH Count Across Reach Up, LIHEAP and SNAP	Vermont Department of Children and Families
QU - BARRE QTR EMP. COUNT	QU - Employee count across Barre district office staff	Vermont Department of Children and Families
QU - BENNINGTON QTR EMP COUNT	QU - Employee count across Bennington district office staff	Vermont Department of Children and Families



Method Name	Method Description	Department
QU - BRATTLEBORO QTR EMP. COUNT	QU - Employee count across Brattleboro district office staff	Vermont Department of Children and Families
QU - BURLINGTON QTR EMP COUNT	QU - Employee count across Burlington district office staff	Vermont Department of Children and Families
QU - CASES ACROSS SSA AND MEDICAID 50/50	QU - Cases Across Social Security and Medicaid - Admin 50/50	Vermont Department of Children and Families
QU - CASES ACROSS SSA AND MEDICAID 50/50 - MEDICAL	QU - Cases Across Social Security and Medicaid - Admin 50/50 - Medical	Vermont Department of Children and Families
QU - CASES ACROSS SSA AND MEDICAID 50/50 - OTHER	QU - Cases Across Social Security and Medicaid - Admin 50/50 - Other Costs	Vermont Department of Children and Families
QU - CASES ACROSS SSA AND MEDICAID 50/50 - PERSONNEL	QU - Cases Across Social Security and Medicaid - Admin 50/50 - Personnel	Vermont Department of Children and Families
QU - CCCHIPXIX50	QU - ACCESS Case Count between CHIP Admin and Medicaid Admin 50/50 (Line 49)	Vermont Department of Children and Families
QU - CCCHIPXIX50VHC	QU - VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP, VHC Sustainability, CHIP Admin, Medicaid Admin 50/50	Vermont Department of Children and Families
QU - CCCHIPXIX75VHC	QU - VHC Enrollment for Eligibility Systems and Staffing (75%), CHIP, Designated State Health Programs (DSHP) and QHP	Vermont Department of Children and Families
QU - CCXIX50CHIP	QU - enrollment for eligibility systems and staffing, Medicaid and CHIP	Vermont Department of Children and Families
QU - CHECK COUNT	QU - Check Count Across Reach Up, LIHEAP, SNAP and Medicaid - Admin 50/50	Vermont Department of Children and Families
QU - COUNT OF FSD AGREEMENTS	QU - Count of FSD Agreements	Vermont Department of Children and Families
QU - ECONOMIC SERVICES DUP CASE COUNT (TANF LINE 22A)	QU - Case Count Across Economic Services (Duplicated) (TANF - Line 22a)	Vermont Department of Children and Families
QU - ECONOMIC SERVICES DUP CASE COUNT (TANF LINE 22A, MEDICAID 75%)	QU - Case Count Across Economic Services (Duplicated) (TANF - Line 22a, Medicaid 75%)	Vermont Department of Children and Families
QU - ECONOMIC SERVICES DUP CASE COUNT (TANF LINE 22C)	QU - Case Count Across Economic Services (Duplicated) (TANF - Line 22c)	Vermont Department of Children and Families



Method Name	Method Description	Department
QU - ESD BPS RMTS	QU - Results of the Economic Assistance BPS RMTS	Vermont Department of Children and Families
QU - ESD BPS RMTS (LINE 22C)	QU - Results of the Economic Assistance BPS RMTS (TANF Line 22c)	Vermont Department of Children and Families
QU - FAMILY SERVICES TIME STUDY (LINE 22A)	QU - Results of Family Services Time Study (TANF - Line 22a)	Vermont Department of Children and Families
QU - FAMILY SERVICES TIME STUDY (TANF LINE 22C)	QU - Results of Family Services Time Study (TANF - Line 22c)	Vermont Department of Children and Families
QU - FAMILY SERVICES TIME STUDY (TANF LINE 8A)	QU - Results of Family Services Time Study (TANF - Line 8a)	Vermont Department of Children and Families
QU - HARTFORD QTR EMP COUNT	QU - Employee count across Hartford district office	Vermont Department of Children and Families
QU - LEGAL TIME STUDY	QU - Results of the Legal Time Study	Vermont Department of Children and Families
QU - MORRISVILLE QTR EMP. COUNT	QU - Employee count across Morrisville district office staff	Vermont Department of Children and Families
QU - NEWPORT QTR EMP COUNT	QU - Employee count across Newport district office staff	Vermont Department of Children and Families
QU - PERCENT OF CARES TANK REPLACEMENT	QU - Percent of CARES Tank Replacement	Vermont Department of Children and Families
QU - PERCENT OF LIHEAP Admin	QU - Percentage of LIHEAP Administrative Costs	Vermont Department of Children and Families
QU - PERCENT OF LIHEAP ARPA	QU - Percentage of LIHEAP Administrative Costs for ARPA	Vermont Department of Children and Families
QU - PERCENT OF LIHEAP CA	QU - Percent of LIHEAP Administrative Costs for Continuing Appropriations	Vermont Department of Children and Families
QU - PERCENT OF SSA VS MEDICAID 50/50	QU - Percentage of Social Security versus Medicaid - Admin 50/50 Costs	Vermont Department of Children and Families
QU - PERCENT OF SSA VS MEDICAID 50/50 - MEDICAL	QU - Percentage of Social Security versus Medicaid - Admin 50/50 - Medical	Vermont Department of Children and Families
QU - PERCENT OF SSA VS MEDICAID 50/50 - OTHER	QU - Percentage of Social Security versus Medicaid - Admin 50/50 - Other Costs	Vermont Department of Children and Families
QU - PERCENT OF SSA VS MEDICAID 50/50 - PERSONNEL	QU - Percentage of Social Security versus Medicaid - Admin 50/50 - Personnel	Vermont Department of Children and Families



Method Name	Method Description	Department
QU - RESULTS OF COMPARISON REPORT - NEGATIVE	QU - Results of Comparison Report - Negative	Vermont Department of Children and Families
QU - RESULTS OF COMPARISON REPORT - POSITIVE	QU - Results of Comparison Report - Positive	Vermont Department of Children and Families
QU - RUCASECOUNT (TANF LINE 22A)	QU - Economic Case Count Across Reach Up (TANF and General Fund) (TANF - Line 22a)	Vermont Department of Children and Families
QU - RUCASECOUNT (TANF LINE 22B)	QU - Economic Case Count Across Reach Up (TANF and General Fund) (TANF - Line 22b)	Vermont Department of Children and Families
QU - RUCASECOUNT (TANF LINE 22B) COL B	QU - Economic Case Count Across Reach Up (TANF Line 22B Column B MOE and General Fund)	Vermont Department of Children and Families
QU - RUCASECOUNT (TANF LINE 22C)	QU - Economic Case Count Across Reach Up (TANF and General Fund) (TANF - Line 22c)	Vermont Department of Children and Families
QU - RUTLAND QTR EMP. COUNT	QU - Employee count across Rutland district office staff	Vermont Department of Children and Families
QU - SCHIP 2	QU - Percentage of SCHIP Eligibles as compared to the total Global Commitment Eligibles for the quarter. SCHIP current FFP.	Vermont Department of Children and Families
QU - SCHIP ELIGIBLES	QU - number of paid claims for Medicaid - Admin 50/50 and CHIP Admin	Vermont Department of Children and Families
QU - SPRINGFIELD QTR EMP COUNT	QU - Employee count across Springfield district office staff	Vermont Department of Children and Families
QU - ST. JOHNSBURY QTR EMO COUNT	QU - Employee count across St. Johnsbury district office	Vermont Department of Children and Families
QU - ST.ALBANS QTR EMP. COUNT	QU - Employee count across St. Albans district office staff	Vermont Department of Children and Families
QU - TITLE IV-E & MED ELIGIBILITY RATE (IVE LINE 5)	QU - Count of Eligible Cases Across Title IV-E (IVE Line 5), Medicaid Admin 50/50, and General Fund	Vermont Department of Children and Families
QU - TITLE IV-E & MED ELIGIBILITY RATE (LINE 7)	QU - Count of Eligible Cases Across Title IV-E (IVE Line 7), Medicaid Admin 50/50, and General Fund	Vermont Department of Children and Families
QU - TOTAL COST ACROSS HOTEL/MOTEL BILLS	QU - Total Cost Across Hotel/Motel Bills	Vermont Department of Children and Families
TOTAL COST ACROSS EA AND GA DOLLARS	Total Cost Across EA and GA Dollars	Vermont Department of Children and Families



Method Name	Method Description	Department
TS - All DCF (TANF - Line 22A/CCDF Line 1a)	Total Salaries - All DCF (TANF - Line 22A/CCDF Line 1a)	Vermont Department of Children and Families
TS - All DCF (TANF - Line 22C/CCDF Line 1E1)	Total Salaries - All DCF (TANF - Line 22C/CCDF Line 1E1)	Vermont Department of Children and Families
TS - All DCF less DDS (TANF - Line 22a/CCDF Line 1E1)	Total Salaries - All DCF less DDS (TANF - Line 22a/CCDF Line 1E1)	Vermont Department of Children and Families
TS - All DCF less DDS (TANF - Line 22c/CCDF Line 1E1)	Total Salaries - All DCF less DDS (TANF - Line 22c/CCDF Line 1E1)	Vermont Department of Children and Families
TS - All DCF less OCS (TANF - Line 22a)	Total Salaries - All DCF less OCS (TANF - Line 22a)	Vermont Department of Children and Families
TS - BO G&C	Total Salaries - BO G&C	Vermont Department of Children and Families
TS - BO G&C FSD Agreement Specialists	Total Salaries - BO G&C FSD Agreement Specialists	Vermont Department of Children and Families
TS - CDD (TANF - Line 11a/CCDF Line 1a)	Total Salaries - CDD All (TANF - Line 11a/CCDF Line 1a)	Vermont Department of Children and Families
TS - CDD (TANF - Line 22a/CCDF Line 1a)	Total Salaries - CDD All (TANF - Line 22a/CCDF Line 1a)	Vermont Department of Children and Families
TS - CDD (TANF - Line 22C/CCDF Line 1E1)	Total Salaries - CDD All (TANF - Line 22C/CCDF Line 1E1)	Vermont Department of Children and Families
TS - ESD All (TANF - Line 22a)	Total Salaries - ESD All (TANF - Line 22a)	Vermont Department of Children and Families
TS - ESD All (TANF - Line 22c)	Total Salaries - ESD All (TANF - Line 22c)	Vermont Department of Children and Families
TS - ESD CO ADPC (TANF - Line 22a)	Total Salaries - ESD CO ADPC (TANF - Line 22a)	Vermont Department of Children and Families
TS - ESD CO ADPC (TANF - Line 22a, Medicaid 75%)	Total Salaries - ESD CO ADPC (TANF - Line 22a, Medicaid 75%)	Vermont Department of Children and Families
TS - ESD CO ADPC (TANF - Line 22c)	Total Salaries - ESD CO ADPC (TANF - Line 22c)	Vermont Department of Children and Families
TS - ESD CO ADPC (TANF - Line 22c, Medicaid 75%)	Total Salaries - ESD CO ADPC (TANF - Line 22c, Medicaid 75%)	Vermont Department of Children and Families
TS - ESD CO BASU & ADPC (TANF - Line 22a)	Total Salaries - ESD CO BASU & ADPC (TANF - Line 22a)	Vermont Department of Children and Families
TS - ESD CO BASU & ADPC (TANF - Line 22a, Medicaid 75%)	Total Salaries - ESD CO BASU & ADPC (TANF - Line 22a, Medicaid 75%)	Vermont Department of Children and Families
TS - ESD CO BASU & ADPC (TANF - Line 22C)	Total Salaries - ESD CO BASU & ADPC (TANF - Line 22C)	Vermont Department of Children and Families



Method Name	Method Description	Department
TS - ESD CO BASU & ADPC (TANF - Line 22c, Medicaid 75%)	Total Salaries - ESD CO BASU & ADPC (TANF - Line 22c, Medicaid 75%)	Vermont Department of Children and Families
TS - ESD CO BASU (TANF - Line 22a)	Total Salaries - ESD CO BASU (TANF - Line 22a)	Vermont Department of Children and Families
TS - ESD CO BASU (TANF - Line 22a, Medicaid 75%)	Total Salaries - ESD CO BASU (TANF - Line 22a, Medicaid 75%)	Vermont Department of Children and Families
TS - ESD CO BASU (TANF - Line 22C)	Total Salaries - ESD CO BASU (TANF - Line 22C)	Vermont Department of Children and Families
TS - ESD CO BASU (TANF - Line 22c, Medicaid 75%)	Total Salaries - ESD CO BASU (TANF - Line 22c, Medicaid 75%)	Vermont Department of Children and Families
TS - ESD CO Food & Nutrition	Total Salaries - ESD CO Food & Nutrition	Vermont Department of Children and Families
TS - ESD CO Fraud & Claims (TANF - Line 22a)	Total Salaries - ESD CO Fraud & Claims (TANF - Line 22a)	Vermont Department of Children and Families
TS - ESD CO Fraud & Claims (TANF -Line 22c)	Total Salaries - ESD CO Fraud & Claims (TANF -Line 22c)	Vermont Department of Children and Families
TS - ESD CO Fraud & QC (TANF - Line 22a)	Total Salaries - ESD CO Fraud & QC (TANF - Line 22a)	Vermont Department of Children and Families
TS - ESD CO Fraud & QC (TANF - Line 22c)	Total Salaries - ESD CO Fraud & QC (TANF - Line 22c)	Vermont Department of Children and Families
TS - ESD CO QA	Total Salaries - ESD CO QA	Vermont Department of Children and Families
TS - ESD CO QC	Total Salaries - ESD CO QC	Vermont Department of Children and Families
TS - ESD Districts (TANF - Line 22a and 22b)	Total Salaries - ESD Districts (TANF - Line 22a and 22b)	Vermont Department of Children and Families
TS - ESD Districts (TANF - Line 22c)	Total Salaries - ESD Districts (TANF - Line 22c)	Vermont Department of Children and Families
TS - ESD Districts RU CM & E&T CM	Total Salaries - ESD Districts RU CM & E&T CM	Vermont Department of Children and Families
TS - ESD Districts RU CM & E&T CM (TANF - Line 22a)	Total Salaries - ESD Districts RU CM & E&T CM (TANF - Line 22a)	Vermont Department of Children and Families
TS - ESD Districts RU CM & E&T CM (TANF - Line 22c)	Total Salaries - ESD Districts RU CM & E&T CM (TANF - Line 22c)	Vermont Department of Children and Families
TS - FSD All (TANF - Line 22a)	Total Salaries - FSD All (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD All (TANF - Line 22c)	Total Salaries - FSD All (TANF - Line 22c)	Vermont Department of Children and Families



Method Name	Method Description	Department
TS - FSD CO ASU (TANF - Line 22a)	Total Salaries - FSD CO ASU (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD CO CI&ES	Total Salaries - FSD CO CI&ES	Vermont Department of Children and Families
TS - FSD CO DV Unit (less 75% Training)	Total Salaries - FSD CO DV Unit (less 75% Training)	Vermont Department of Children and Families
TS - FSD CO Operations (TANF - Line 22a)	Total Salaries - FSD CO Operations (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD CO Operations (TANF - Line 22c)	Total Salaries - FSD CO Operations (TANF - Line 22c)	Vermont Department of Children and Families
TS - FSD CO P&P (TANF - Line 22a)	Total Salaries - FSD CO P&P (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD CO Pol&Ops (less Title IV-E Training (Enhanced)) (TANF - Line - 22a)	Total Salaries - FSD CO Pol&Ops (less Title IV-E Training (Enhanced)) (TANF - Line - 22a)	Vermont Department of Children and Families
TS - FSD CO Pol&Ops (less Title IV-E Training (Enhanced)) (TANF - Line - 22c)	Total Salaries - FSD CO Pol&Ops (less Title IV-E Training (Enhanced)) (TANF - Line - 22c)	Vermont Department of Children and Families
TS - FSD CO QA (Less Trainings and Admin) (TANF - Line 22a)	Total Salaries - FSD CO QA (Less Trainings and Admin) (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD CO QA (TANF - Line 22a)	Total Salaries - FSD CO QA (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD CO REU	Total Salaries - FSD CO REU	Vermont Department of Children and Families
TS - FSD CO REU (less caregiver responsibility & IT development)	Total Salaries - FSD CO REU (less caregiver responsibility & IT development)	Vermont Department of Children and Families
TS - FSD CO REU Team	Total Salaries - FSD CO REU Team	Vermont Department of Children and Families
TS - FSD CO RLSI (TANF - Line 22a)	Total Salaries - FSD CO RLSI (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD CO RLSI (TANF - Line 22c)	Total Salaries - FSD CO RLSI (TANF - Line 22c)	Vermont Department of Children and Families
TS - FSD CO RLSI, SOC & DV (TANF - LINE 22A)	Total Salaries - FSD CO RLSI, SOC & DV (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD CO RLSI, SOC, & DV (TANF - LINE 22C)	Total Salaries - FSD CO RLSI, SOC, & DV (TANF - Line 22c)	Vermont Department of Children and Families
TS - FSD CO SOC	Total Salaries - FSD CO SOC	Vermont Department of Children and Families



Method Name	Method Description	Department
TS - FSD CO SSU	Total Salaries - FSD CO SSU	Vermont Department of Children and Families
TS - FSD CO Systems (Social Workers, CI&ES, RLSI) (TANF - Line 22a)	Total Salaries - FSD CO Systems (Social Workers, CI&ES, RLSI) (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD CO Systems (Social Workers, CI&ES, RLSI) (TANF - Line 22c)	Total Salaries - FSD CO Systems (Social Workers, CI&ES, RLSI) (TANF - Line 22c)	Vermont Department of Children and Families
TS - FSD Districts (TANF - Line 22a)	Total Salaries - FSD Districts (TANF - Line 22a)	Vermont Department of Children and Families
TS - FSD Districts (TANF - Line 22c)	Total Salaries - FSD Districts (TANF - Line 22c)	Vermont Department of Children and Families
TS - FSD Districts (TANF - Line 8a)	Total Salaries - FSD Districts (TANF - Line 8a)	Vermont Department of Children and Families
TS - OCS (Line 1b)	Total Salaries - OCS (Line 1b)	Vermont Department of Children and Families
TS - OCS (Line 5)	Total Salaries - OCS (Line 5)	Vermont Department of Children and Families
TS - OCS CO	Total Salaries - OCS CO	Vermont Department of Children and Families
TS - OCS CO (Line 5)	Total Salaries - OCS CO (Line 5)	Vermont Department of Children and Families
TS - OCS CO CRU/ QA/ Data	Total Salaries - OCS CO CRU/ QA/ Data	Vermont Department of Children and Families
TS - OCS CO CRU/ QA/ Data (Line 5)	Total Salaries - OCS CO CRU/ QA/ Data (Line 5)	Vermont Department of Children and Families
TS - OCS CO Customer Services	Total Salaries - OCS CO Customer Services	Vermont Department of Children and Families
TS - OCS CO Customer Services (Line 5)	Total Salaries - OCS CO Customer Services (Line 5)	Vermont Department of Children and Families
TS - OCS CO Intercept/ RC	Total Salaries - OCS CO Intercept/ RC	Vermont Department of Children and Families
TS - OCS CO Intercept/ RC (Line 5)	Total Salaries - OCS CO Intercept/ RC (Line 5)	Vermont Department of Children and Families
TS - OCS CO Operation/ Intercept/ RC/ Locate	Total Salaries - OCS CO Operation/ Intercept/ RC/ Locate	Vermont Department of Children and Families
TS - OCS CO Operation/ Intercept/ RC/ Locate (Line 5)	Total Salaries - OCS CO Operation/ Intercept/ RC/ Locate (Line 5)	Vermont Department of Children and Families



Method Name	Method Description	Department
TS - OCS CO Operations/ CRU/ QA	Total Salaries - OCS CO Operations/ CRU/ QA	Vermont Department of Children and Families
TS - OCS CO Operations/ CRU/ QA (Line 5)	Total Salaries - OCS CO Operations/ CRU/ QA (Line 5)	Vermont Department of Children and Families
TS - OCS CO Process Management/ Customer Services	Total Salaries - OCS CO Process Management/ Customer Services	Vermont Department of Children and Families
TS - OCS CO Process Management/ Customer Services (Line 5)	Total Salaries - OCS CO Process Management/ Customer Services (Line 5)	Vermont Department of Children and Families
TS - OCS Districts Manager & Centralized Field Ops Support	Total Salaries - OCS Districts Manager & Centralized Field Ops Support	Vermont Department of Children and Families
TS - OCS Districts Manager & Centralized Field Ops Support (Line 5)	Total Salaries - OCS Districts Manager & Centralized Field Ops Support (Line 5)	Vermont Department of Children and Families
TS - OEO	Total Salaries - OEO	Vermont Department of Children and Families
TS - OEO & WX	Total Salaries - OEO & WX	Vermont Department of Children and Families
TS - WX	Total Salaries - WX	Vermont Department of Children and Families
110 BLIND	Direct to Section 110 (Blind)	Vermont Department of Disabilities, Aging and Independent Living
110 VR	Direct to Section 110 (Voc Rehab)	Vermont Department of Disabilities, Aging and Independent Living
AAA GF TRANSPORTATION	AAA GF Transportation	Vermont Department of Disabilities, Aging and Independent Living
ASD SALARY	Total Salaries Method M - Percentage of Salary Dollars Directly Charged (ASD) (43030)	Vermont Department of Disabilities, Aging and Independent Living
CMSO ADRC PROGRAM GRANT	Direct to CMSO ADRC Program Grant	Vermont Department of Disabilities, Aging and Independent Living
COMM ACTION - SSI	Direct to Community Action - SSI	Vermont Department of Disabilities, Aging and Independent Living
D to CHIP IEE DDI - Q2 IAPD	Direct to CHIP IEE DDI - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to CHIP IEE DDI - Q3 IAPD	Direct to CHIP IEE DDI - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to CMS EE VIEWS DDI - Q2 IAPD	Direct to CMS EE VIEWS DDI - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
D to CMS EE VIEWS DDI - Q3 IAPD	Direct to CMS EE VIEWS DDI - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D TO EAP - JOBS FOR INDEPENDENCE	Direct to EAP - Jobs for Independence	Vermont Department of Disabilities, Aging and Independent Living
D to GA IEE DDI - Q2 IAPD	Direct to GA IEE DDI - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to GA IEE DDI - Q3 IAPD	Direct to GA IEE DDI - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D TO GC-MEDICAID ADM-NATCP ADMIN	GC - Medicaid Admin - NATCP Admin & Registry	Vermont Department of Disabilities, Aging and Independent Living
D TO GC-MEDICAID ADM-PASRR	GC - Medicaid Admin - PASRR - Preadmission Screening and Record Review	Vermont Department of Disabilities, Aging and Independent Living
D to HVP IEE DDI - Q2 IAPD	Direct to HVP IEE DDI - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to HVP IEE DDI - Q3 IAPD	Direct to HVP IEE DDI - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D TO IDT - SIMS	Direct to IDT - SIMS	Vermont Department of Disabilities, Aging and Independent Living
D to LIHEAP IEE DDI - Q2 IAPD	Direct to LIHEAP IEE DDI - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to LIHEAP IEE DDI - Q3 IAPD	Direct to LIHEAP IEE DDI - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D TO MCO FF_RF	Direct to MCO - Family Flexible/Respite Funding	Vermont Department of Disabilities, Aging and Independent Living
D TO MCO-DS	MCO - DS Special Payments for Medical Services	Vermont Department of Disabilities, Aging and Independent Living
D TO MCO-HOMESHARING	MCO - HomeSharing	Vermont Department of Disabilities, Aging and Independent Living
D TO MCO-MOBILITY	MCO - Mobility Training/Other Svcs.- Elderly Visually Impaired	Vermont Department of Disabilities, Aging and Independent Living
D TO MCO-QUALITY REVIEW	MCO - Quality Review of Home Health Agencies	Vermont Department of Disabilities, Aging and Independent Living
D TO MCO-SASH	MCO - Support and Services at Home (SASH)	Vermont Department of Disabilities, Aging and Independent Living
D TO MCO-SELF-NEGLECT	MCO - Self-Neglect Initiative	Vermont Department of Disabilities, Aging and Independent Living
D TO MCO-SFI	MCO - Seriously Functionally Impaired: DAIL	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
D TO PROMOTING OPPORTUNITY DEMONSTRATION	Direct to Promoting Opportunity Demonstration	Vermont Department of Disabilities, Aging and Independent Living
D to QHP IEE DDI - Q2 IAPD	Direct to QHP IEE DDI - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to QHP IEE DDI - Q3 IAPD	Direct to QHP IEE DDI - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to Reach Up SSFP IEE DDI - Q2 IAPD	Direct to Reach Up SSFP IEE DDI - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to Reach Up SSFP IEE DDI - Q3 IAPD	Direct to Reach Up SSFP IEE DDI - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to SNAP IEE DDI - Q2 IAPD	Direct to SNAP IEE DDI - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to SNAP IEE DDI - Q3 IAPD	Direct to SNAP IEE DDI - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to SNAP IEE DDI Line 6 - Q2 IAPD	Direct to SNAP IEE DDI Line 6 - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to SNAP IEE DDI Line 6 - Q3 IAPD	Direct to SNAP IEE DDI Line 6 - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to TANF IEE DDI - Q2 IAPD	Direct to TANF IEE DDI - Q2 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D to TANF IEE DDI - Q3 IAPD	Direct to TANF IEE DDI - Q3 IAPD	Vermont Department of Disabilities, Aging and Independent Living
D TO TBI GRANT	Direct to TBI Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT DRI	Direct to DRI Partnership New Paradigm	Vermont Department of Disabilities, Aging and Independent Living
DIRECT SE VI-B	Direct to Supported Employment Title VI-B	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO AAA AP	Direct to Admin on Aging Abuse Prevention VII	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO AAA IIIB	Direct to Admin on Aging Support Services III-B	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO AAA IIIC	Direct to Admin on Aging Congregate Meals III-C-1	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO AAA IIIC & MCAID	Method P - Direct to AAA IIIC & Medicaid Admin	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO AAA IIIC2	Direct to Admin on Aging Delivered Meal III-C-2	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
DIRECT TO AAA OMBUDSMAN	Direct to Admin on Aging Ombudsman Activity VII	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO AAA PH	Direct to Admin on Aging Preventative Health IIID	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ADDL MCAID 1115	Direct to Addl Medicaid Admin 50% for LTC 1115	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ADDL MED 1115	Direct to Addl Medicaid Admin LTC 1115 75%	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ADRC NWD	Direct to ADRC No Wrong Door Key Elements Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ADRC OPTIONS COUNSELING	Direct to ADRC Options Counseling	Vermont Department of Disabilities, Aging and Independent Living
Direct to APS Enhanced ARPA	Direct to APS Enhanced ARPA	Vermont Department of Disabilities, Aging and Independent Living
Direct to ARPA Senior Farmers Market	Direct to ARPA Senior Farmers Market	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ASST TECH	Direct to Assistive Tech Grant	Vermont Department of Disabilities, Aging and Independent Living
Direct to AT ARP Public Health Workforce	Direct to AT ARP Public Health Workforce	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO AT-IDEA	Direct to AT-IDEA-DOE Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO BIOTERRORISM	Direct to Bioterrorism Preparedness Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO CDC GRANT	Direct to CDC Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO CHIP - ADMIN	Direct to CHIP - Admin	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO CIVIL MONETARY FUND	Direct Allocation to Civil Monetary Funds	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO CLIA P	Direct to CLIA - Personal	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO CLIA T	Direct to CLIA Travel	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO CMS - MMIS PADS DDI (90%)	Direct to CMS - MMIS PADS DDI (90%)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO CMS VIEWS	CMS E&E / VIEWS	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
DIRECT TO CMS-CSRE DDAS	Direct to CMS-CSRE System Change DDAS	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO CMS-MMIS	CMS-MMIS	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO COMMODITIES	Direct to Commodities Suppl. Food	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO CORRECTIONS SSA BILLING	Direct to Corrections SSA Billing	Vermont Department of Disabilities, Aging and Independent Living
Direct to COVID ARPA State Fiscal Recovery Fund	Direct to COVID ARPA State Fiscal Recovery Fund	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO COVID CRF	Direct to COVID CRF	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO COVID RESPONSE	Direct to COVID Response	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO COVID-19 VACCINATION PROGRAM - IZ	Direct to COVID-19 Vaccination Program - IZ	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO DDAS GUARDIANSHIP	Direct to ASD Guardianship	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO DHHS REAL CHOICES CHANGE - DDAS	Direct to DHHS Real Choices - DDAS	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO DOL EVAL	DOL Evaluations	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO DUALS PROJECT	Direct to DUALS	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ELC CARES	Direct to ELC CARES	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ELD & DIS. TRANS.	Direct to Elderly & Disabled Transportation	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ELDER JUSTICE SERVICES GRANT	Direct to Elder Justice Services Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO EMERGENCY PREPAREDNESS	Direct to Emergency Preparedness	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO EMPLOY. FOR ELDERS	Direct to Senior Community Service Employ. Program	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO EMPLOYEE ASSISTANCE	Direct to Employee Assistance	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ENERGY	Direct to Energy Outreach Grant	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
DIRECT TO EVV	CMS-EVV	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO F&NS	Direct to Food & Nutrition Services	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO FARM RANCH STRESS ASSIST NETWORK	Direct to Farm Ranch Stress Assist Network	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO GENERAL FUND	Direct to State General Fund	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO GENERAL FUND - DDAS	Direct to State General Fund - DDAS	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO GENERAL FUND - VOC REHAB	Direct to State General Fund - Voc Rehab	Vermont Department of Disabilities, Aging and Independent Living
Direct to HCBS Spend Plan Investment	Direct to HCBS Spend Plan Investment	Vermont Department of Disabilities, Aging and Independent Living
Direct to HCBS Spend Plan Medicaid Admin	Direct to HCBS Spend Plan Medicaid Admin	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO HOME HEALTH HOTLINE	Direct to Medicare (XVIII)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ICD-10 IAPD	ICD-10 IAPD	Vermont Department of Disabilities, Aging and Independent Living
Direct to IDT - DOL VT RETAIN	Direct to IDT - DOL VT RETAIN	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO IDT - VDH OPIOID CURES GRANT	Direct to IDT - VDH Opioid Cures Grant	Vermont Department of Disabilities, Aging and Independent Living
Direct to IDT - VDH Strike Team	Direct to IDT - VDH Strike Team	Vermont Department of Disabilities, Aging and Independent Living
Direct to IDT - VDH Suicide Prevention	Direct to IDT - VDH Suicide Prevention	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO IDT APPRENTICESHIP EXPANSION GRANT	Direct to IDT Apprenticeship Expansion Grant	Vermont Department of Disabilities, Aging and Independent Living
Direct to IDT DOC ARES Grant	Direct to IDT DOC ARES Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO IDT SNAP E&T	Direct to IDT SNAP E&T	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO IL BLIND	Direct to Independent Living Grant (Blind)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO IL VR	Direct to Independent Living Grant (VR)	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
DIRECT TO INNOVATION	Direct to Innovation & Expansion (Blind & Visually Impaired)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO J&J	Direct to Johnson & Johnson Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO KESSLER FOUNDATION BOSS PROJECT	Direct to Kessler Foundation BOSS Project	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO L&P MEDICAID ADMIN	Direct to Medicaid Administration 75% (L&P)	Vermont Department of Disabilities, Aging and Independent Living
Direct to Lamoille County Sheriff	Direct to Lamoille County Sheriff	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO Legacy MMIS Contracts O&M 75% - Line 4b	Direct to Legacy MMIS Contracts O&M 75% - Line 4b	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO LINKING LEARNING TO CAREERS	Direct to Linking Learning to Careers (LLC)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MCAID ADMIN 75% TRAVEL	Direct to Medicaid Administration 75%- Travel	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MCAID ADMIN BASELINE TRAVEL	Direct to Medicaid Administration Baseline- Travel	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICAID	Direct to Medicaid Program	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICAID & GF (LP)	Direct to Medicaid & General Fund (L&P) (37700)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICAID ADM 50% - DDAS	Direct to Medicaid Adm 50% - DDAS	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICAID ADM 75%	Direct to Medicaid Adm 75%	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICAID ADMIN	Direct to Medicaid Administration - Baseline	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICAID ADMIN 50%	Direct to Medicaid Admin 50% - Comm Office	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICAID PROGRAM DDAS	Direct to Medicaid Program DDAS	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICARE	Direct to Medicare (XVIII Funds)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICARE - T	Direct to Medicare (XVIII Funds) - Travel	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICARE & GF	Direct to Medicare and GF (43150)	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
DIRECT TO MEDICARE NON SNF & SNF	Direct to Medicare Non-SNF & SNF (43320)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICARE SUPPLEMENTAL FOR EQUIPMENT	Direct to Medicare Supplemental for Equipment	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MEDICARE TR & GF	Direct to Medicare & GF - Travel (43150)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MFP GRANT	Direct to Money Follows the Person	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MIPPA 2007 LIS/MSP	Direct to MIPPA 2007 LIS/MSP Outreach	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MIPPA 2008 LIS/MSP	Direct to MIPPA 2008 LIS/MSP Outreach	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MIPPA MEA - AAA	Direct to MIPPA Medicare Enrollment Assistance - AAA	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MIPPA MEA - ADRC	Direct to MIPPA Medicare Enrollment Assistance - ADRC	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MIPPAA AAAS	Direct to MIPPAA AAAs	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MIPPAA ADRC	Direct to MIPPAA ADRC	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MIPPAA LIS-MSP	Direct to MIPPAA LIS-MSP	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO MOBILE LOW VISION	Direct to Mobile Low Vision	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO NAT FAM CARE SUPP	Direct to Admin on Aging National Family Care Supplemental III-E	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO NATCEP	Direct to NATCEP (43260)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO NATL GOVR ASSN	Direct to National Governors Association	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO NSIP	Direct to NSIP Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO NURSE AID TESTING	Direct to Nurse Aid Testing	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO NURSING HOME DIVERSION GRANT	Direct to Nursing Home Diversion Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO OASIS	Direct to OASIS	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
DIRECT TO OASIS SPACE	Direct to OASIS - Space	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO OASIS T	Direct to OASIS-Travel	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO OLDER AM	Total Cost to Older Americans Act	Vermont Department of Disabilities, Aging and Independent Living
Direct to Ombudsman - CRRSA	Direct to Ombudsman - CRRSA	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO OTTO JOHNSON	Direct to Otto Johnson Fund	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO PRESCRIPTION DRUG OVERDOSE PREVENTION	Direct to Prescription Drug Overdose Prevention	Vermont Department of Disabilities, Aging and Independent Living
Direct to Public Health Blind IL Grant	Direct to Public Health Blind IL Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO REFUGEE	Direct to Refugee Assistance Program	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO REHAB TRAINING VOC	Direct to Rehab Training Voc Rehab	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO RSA SYSTEM CHANGE	Direct to RSA System Change Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO RU - NON VR	Direct to Reach Up Non-VR	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO RU - PILOT	Direct to Reach Up Pilot	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO S&C	PU - Allocation to S&C XVIII, State & XIX - Equip	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO S&C SNF & NON-SNF	PU - Allocation to S&C XVIII Non-SNF & LTC XVIII SNF	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO S&C XVIII TRAVEL	PU - Allocation to S&C XVIII Non SNF Travel	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO SCHIP	Direct to SCHIP	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO SCSEP - SUPP	Direct to SCSEP - Supplemental	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO SENIOR CENTER GRANT	Direct to Senior Center Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO SENIORS FARMER MARKET	Direct to Seniors Farmers Market	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
DIRECT TO SIMS GRANT	Direct to SIMS Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO SOA INFRASTRUCTURE	QU - Allocation to SOA Infrastructure Component	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO SSBG - DDAS	Direct to SSBG - DDAS	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO STATE HEALTH INS. PLAN	Direct to State Health Insurance Program	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO STATE IMPROVEMENT GRANT	Direct to State Improvement Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO TITLE VI-C	Direct to Supported Employment - Title VI-C	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO TITLE VI-C (DBVI)	Direct to Title VI-C DBVI Supp Employment	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO UMASS PROGRESSIVE EMPLOYMENT	UMASS Progressive Employment	Vermont Department of Disabilities, Aging and Independent Living
Direct to VCAP	Direct to VCAP	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO VDV AT GRANT	Direct to VDV AT Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO VEND	Direct to Vending & Other	Vermont Department of Disabilities, Aging and Independent Living
Direct to Vending FRRP Grant	Direct to Vending FRRP Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO VR QUALITY TRAINING GRANT	Direct to VR Quality Training Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO VR UMASS BOND	Direct to VR UMASS Bond	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO VT LEGAL ASSISTANCE FOR SENIORS	Direct to VT Legal Assistance for Seniors	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO WIPAG	Direct to Work Incentives Planning & Assistance Grant	Vermont Department of Disabilities, Aging and Independent Living
DIRECT WTW	Direct to Welfare-to-Work	Vermont Department of Disabilities, Aging and Independent Living
DS SALARY	Total Salaries - Method M - Percentage of Salary Dollars Directly Charged (DS) (43030)	Vermont Department of Disabilities, Aging and Independent Living

Method Name	Method Description	Department
ENGINEERING	Total Salaries - Method H - Costs for Buildings/Programs Requiring Inspections (Total Salary)	Vermont Department of Disabilities, Aging and Independent Living
FINAL	NOT APPLICABLE	Vermont Department of Disabilities, Aging and Independent Living
GLOBAL COMMITMENT - CNOM	Direct to Global Commitment - CNOM	Vermont Department of Disabilities, Aging and Independent Living
ICF/MR	PU - Allocation Between XIX, and State for ICF/MRs	Vermont Department of Disabilities, Aging and Independent Living
ICF/MR TRAVEL	PU - Allocation Between XIX, and State for ICF/MRs - Travel	Vermont Department of Disabilities, Aging and Independent Living
INDIRECT - DBVI	Total Cost Allocation of Indirects for DBVI	Vermont Department of Disabilities, Aging and Independent Living
INDIRECT - DS	Total Cost Allocation of Indirects for DS	Vermont Department of Disabilities, Aging and Independent Living
INDIRECT A1	Method A1-Salary Cost Allocation of Indirect Costs to Divisions	Vermont Department of Disabilities, Aging and Independent Living
INDIRECT-ASD	Total Cost Allocation of Indirects for ASD	Vermont Department of Disabilities, Aging and Independent Living
INDIRECT-DVR	Total Cost Allocation of Indirects for DVR	Vermont Department of Disabilities, Aging and Independent Living
INDIRECT-L&P	Total Cost Allocation of Indirects for L&P	Vermont Department of Disabilities, Aging and Independent Living
MEDICAID & STATE GEN	PU - Allocation Between Medicaid and State General Fund for LTC 19	Vermont Department of Disabilities, Aging and Independent Living
MEDICAID & STATE GEN - TRAVEL	PU - Allocation Between Medicaid and State General Fund for LTC 19 - Travel	Vermont Department of Disabilities, Aging and Independent Living
MEDICARE & STATE	PU - Allocation between Medicare Non-SNF, S&C State and GF Vermont for Subcontracts	Vermont Department of Disabilities, Aging and Independent Living
NATAC ADMIN	PU - Allocation Between XVIII and XIX Based on Certified and Participating Facilities (for NATAC Admin)	Vermont Department of Disabilities, Aging and Independent Living
NUMBER OF ACCS BEDS	Method Q - Number of ACCS Beds Paid by Title XIX Billed by 15th/Total ACCS Beds on 15th	Vermont Department of Disabilities, Aging and Independent Living
NUMBER OF ACCS BEDS TRAVEL	Method Q - Number of ACCS Beds Paid by Title XIX Billed by 15th/Total ACCS Beds on 15th- Travel	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
PASRR - PREADMISSION SCREENING AND RECORD REVIEW	Direct to Medicaid Admin - PASRR	Vermont Department of Disabilities, Aging and Independent Living
PERSONS ASD	Method O - Persons Served in Quarter by ASD	Vermont Department of Disabilities, Aging and Independent Living
PERSONS VOC	Method D - Persons Served in Quarter by Voc Rehab	Vermont Department of Disabilities, Aging and Independent Living
QU - ALLOCATION OF IEE STAFF TIME	QU - Integrated Eligibility Health Care	Vermont Department of Disabilities, Aging and Independent Living
RATIO ASD	Total Cost - Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (ASD)	Vermont Department of Disabilities, Aging and Independent Living
RATIO BLIND	Total Cost - Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (Blind and Visually Impaired)	Vermont Department of Disabilities, Aging and Independent Living
RATIO DS	Total Cost - Method A2 - Ratio of total direct program funds expended in quarter (DS)	Vermont Department of Disabilities, Aging and Independent Living
RATIO L&P	Total Cost - Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (Licensing and Protection)	Vermont Department of Disabilities, Aging and Independent Living
RATIO VR	Method R - Ratio of Total Direct Program Funds Expended in Quarter by Regional Staff (Voc Rehab)	Vermont Department of Disabilities, Aging and Independent Living
RATIO VR 2	Total Cost - Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (Voc Rehab)	Vermont Department of Disabilities, Aging and Independent Living
S&C ALLOCATION FO MDS SUPPLIES	PU - Allocation between LTC XVIII SNF, XIX SNF, State GF for MDS Supplies	Vermont Department of Disabilities, Aging and Independent Living
S&C ALLOCATION FOR MDS CONSULTANTS	PU - Allocation between LTC XVIII SNF, XIX SNF, State GF for MDS Consultants	Vermont Department of Disabilities, Aging and Independent Living
S&C ALLOCATION FOR MDS EQUIPMENT	PU - Allocation between LTC XVIII SNF, XIX SNF, State GF for MDS Equipment	Vermont Department of Disabilities, Aging and Independent Living
S&C ALLOCATION FOR MDS PERSONAL	PU - Allocation between LTC XVIII SNF, XIX SNF, State GF for MDS Personal	Vermont Department of Disabilities, Aging and Independent Living



Method Name	Method Description	Department
S&C ALLOCATION FOR MDS SUBCONTRACTS	PU - Allocation between LTC XVIII SNF, XIX SNF, State GF for MDS Subcontracts	Vermont Department of Disabilities, Aging and Independent Living
S&C ALLOCATION FOR MDS TRAVEL	PU - Allocation between LTC XVIII SNF, XIX SNF, State GF for MDS Travel	Vermont Department of Disabilities, Aging and Independent Living
SALARY & EXP - LIC	Total Salaries - Method J - Salary & Expenses in Quarter - Licensure (Personal Services)	Vermont Department of Disabilities, Aging and Independent Living
SALARY & EXP - LIC (T)	Total Costs - in Quarter - Licensure (Travel)	Vermont Department of Disabilities, Aging and Independent Living
SALARY & EXP - LIC DIR	Total Salaries - Method I - Salary & Expenses in Quarter - Director of Division of Licensing and Protection (Personal Services)	Vermont Department of Disabilities, Aging and Independent Living
SALARY & EXP - LIC DIR (T)	Total Costs in Quarter - Director of Division of Licensing and Protection (Travel)	Vermont Department of Disabilities, Aging and Independent Living
SALARY & EXP - LIC VAC	Total Salaries - Method K - Salary & Expenses in Quarter - Long Term Care Vacations, Training, and Other Time	Vermont Department of Disabilities, Aging and Independent Living
SPMP - 75/25	Direct to SPMP - staff 75/25 - line 3a	Vermont Department of Disabilities, Aging and Independent Living
SURVEY & CERT	PU - Allocation Between XVIII, XIX, and State Based on Homes Certification Surveys and Certifications Procedures (for Nursing Homes)	Vermont Department of Disabilities, Aging and Independent Living
SURVEY & CERT (MDS) T	PU - Allocation Between XVIII, XIX, and State Based on Homes Certification Surveys and Certifications Procedures (MDS) - Travel	Vermont Department of Disabilities, Aging and Independent Living
SURVEY & CERT T	PU - Allocation Between XVIII, XIX, and State Based on Homes Certification Surveys and Certifications Procedures (for Nursing Homes) - Travel	Vermont Department of Disabilities, Aging and Independent Living
SURVEY & CERT. (MDS)	PU - Allocation Between XVIII, XIX, and State Based on Homes Certification Surveys and Certifications Procedures (MDS)	Vermont Department of Disabilities, Aging and Independent Living
DIRECT TO ACT 11 OF 2018 SS C.1000(A)(14)	Direct to Act 11 of 2018 SS C.1000(a)(14)	Vermont Department of Health



Method Name	Method Description	Department
DIRECT TO ACT 11 OF 2018 SS C.106.2	Direct to Act 11 of 2018 SS C.106.2	Vermont Department of Health
Direct to Act 183 of 2022	Direct to Act 183 of 2022	Vermont Department of Health
DIRECT TO ADVANCED DIRECTIVES REGISTRY	Direct to Advanced Directives Registry	Vermont Department of Health
DIRECT TO ADVANCING EQUITY IN DIABETES	Direct to Advancing Equity in Diabetes	Vermont Department of Health
Direct to AHS IDT Act 11 of 2018 Sec.C.106.1	Direct to AHS IDT Act 11 of 2018 Sec.C.106.1	Vermont Department of Health
DIRECT TO AHS IDT ACT 11 OF 2018 SS C.105.1(A)(4)	Direct to AHS IDT Act 11 of 2018 SS C.105.1(a)(4)	Vermont Department of Health
Direct to Alzheimer's & Healthy Aging (BOLD)	Direct to Alzheimer's & Healthy Aging (BOLD)	Vermont Department of Health
Direct to Arthritis	Direct to Arthritis	Vermont Department of Health
DIRECT TO ASBESTOS CERT.	Direct to Asbestos Certification, Notification & Technical	Vermont Department of Health
DIRECT TO ASBESTOS IN SCHOOLS	Direct to Asbestos in Schools	Vermont Department of Health
DIRECT TO ASTHMA	Direct to Asthma	Vermont Department of Health
DIRECT TO BEHAVIORAL RF SURV	Direct to Behavioral Risk Factor Surveillance	Vermont Department of Health
Direct to BF Performance Bonus	Direct to BF Performance Bonus	Vermont Department of Health
DIRECT TO BRACE CLIMATE CHANGE	Direct to BRACE Climate Change	Vermont Department of Health
DIRECT TO BREAST & CERV CANCER SCREENING	Direct to Cancer Screening	Vermont Department of Health
Direct to CARA First Responders	Direct to CARA First Responders	Vermont Department of Health
Direct to CDC Environmental Health Capacity	Direct to CDC Environmental Health Capacity	Vermont Department of Health
DIRECT TO CHEMICAL DISCLOSURE PROGRAM	Direct to Chemical Disclosure Program	Vermont Department of Health
DIRECT TO CHILDHOOD PASSENGER SAFETY MOU	Direct to Childhood Passenger Safety MOU	Vermont Department of Health
DIRECT TO CHIP PROGRAM	Direct to CHIP Program	Vermont Department of Health
Direct to Clinical Suboxone Harm Reduction	Direct to Clinical Suboxone Harm Reduction	Vermont Department of Health



Method Name	Method Description	Department
DIRECT TO CMS - MMIS PADS DDI (90%)	Direct to CMS - MMIS PADS DDI (90%)	Vermont Department of Health
Direct to CMS-E&E (90/10)	Direct to CMS-E&E (90/10)	Vermont Department of Health
DIRECT TO CMS-MMIS	Direct to CMS-MMIS	Vermont Department of Health
Direct to Colorectal Cancer Screening	Direct to Colorectal Cancer Screening	Vermont Department of Health
Direct to Community Violence Prevention	Direct to Community Violence Prevention	Vermont Department of Health
DIRECT TO COMP CANCER CONTROL	Direct to Comprehensive Cancer Control	Vermont Department of Health
DIRECT TO CONFERENCE	Direct to Conference Costs	Vermont Department of Health
Direct to COVID CRF	Direct to COVID CRF	Vermont Department of Health
DIRECT TO COVID RESPONSE	Direct to COVID Response	Vermont Department of Health
Direct to COVID-19 Vaccination Program - IZ	Direct to COVID-19 Vaccination Program - IZ	Vermont Department of Health
DIRECT TO DAIL AGING AND DISABILITY MOU IDT	Direct to DAIL Aging and Disability MOU IDT	Vermont Department of Health
Direct to DCF EHDI MOU IDT	Direct to DCF EHDI MOU IDT	Vermont Department of Health
DIRECT TO DCF PDG MOU IDT	Direct to DCF PDG MOU IDT	Vermont Department of Health
DIRECT TO DIABETES AND HEART DISEASE PREVENTION	Direct to Diabetes and Heart Disease Prevention	Vermont Department of Health
DIRECT TO DMH PMHCA MOU IDT	Direct to DMH PMHCA MOU IDT	Vermont Department of Health
Direct to DVHA DULCE MOU IDT	Direct to DVHA DULCE MOU IDT	Vermont Department of Health
Direct to DVHA Self-Management MOU IDT	Direct to DVHA Self-Management MOU IDT	Vermont Department of Health
Direct to Early Childhood Comprehensive Systems (ECCS)	Direct to Early Childhood Comprehensive Systems (ECCS)	Vermont Department of Health
DIRECT TO EARLY HEARING DETECTION	Direct to Early Hearing Detection and Intervention Grant	Vermont Department of Health
Direct to ELC (Project Firstline) Supplement	Direct to ELC (Project Firstline) Supplement	Vermont Department of Health
DIRECT TO ELC AMD SEQUENCING & ANALYTICS	Direct to ELC AMD Sequencing & Analytics	Vermont Department of Health
Direct to ELC AMD Technologies	Direct to ELC AMD Technologies	Vermont Department of Health
Direct to ELC CARES	Direct to ELC CARES	Vermont Department of Health
Direct to ELC Confinement Facilities	Direct to ELC Confinement Facilities	Vermont Department of Health



Method Name	Method Description	Department
DIRECT TO ELC CORE A2 LRN BP4	Direct to ELC Core A2 LRN BP4	Vermont Department of Health
DIRECT TO ELC CORE BP4 SUPP LDXC6	Direct to ELC Core BP4 Supp LDXC6	Vermont Department of Health
Direct to ELC Core ETOR C6 BP5	Direct to ELC Core ETOR C6 BP5	Vermont Department of Health
Direct to ELC Data Modernization	Direct to ELC Data Modernization	Vermont Department of Health
Direct to ELC ED Expansion	Direct to ELC ED Expansion	Vermont Department of Health
DIRECT TO ELC HOMELESS SERVICE SITES	Direct to ELC Homeless Service Sites	Vermont Department of Health
DIRECT TO ELC NATIONAL WASTEWATER SURVEILLANCE	Direct to ELC National Wastewater Surveillance	Vermont Department of Health
Direct to ELC Reopening Schools	Direct to ELC Reopening Schools	Vermont Department of Health
DIRECT TO ELC SHARP	Direct to ELC SHARP	Vermont Department of Health
DIRECT TO ELC STRIKE NURSING AND LTC FACILITIES	Direct to ELC STRIKE Nursing and LTC Facilities	Vermont Department of Health
DIRECT TO ELC STRIKE SKILLED NURSING FACILITIES	Direct to ELC STRIKE Skilled Nursing Facilities	Vermont Department of Health
Direct to ELC Travelers Health	Direct to ELC Travelers Health	Vermont Department of Health
DIRECT TO EMS FOR CHILDREN	Direct to EMS for Children	Vermont Department of Health
Direct to Enhanced Viral Hepatitis	Direct to Enhanced Viral Hepatitis	Vermont Department of Health
DIRECT TO ENV. TOXICOLOGY	Direct to Environmental Toxicology	Vermont Department of Health
DIRECT TO ENVIRONMENTAL PUBLIC HEALTH TRACKING	Direct to Environmental Public Health Tracking	Vermont Department of Health
DIRECT TO EPA LEAD	Direct to EPA Lead Certification Program	Vermont Department of Health
Direct to Epi Lab Capacity	Direct to Epi Lab Capacity	Vermont Department of Health
DIRECT TO FAMILY PLANNING	Direct to Family Planning Program	Vermont Department of Health
Direct to Family Planning - State	Direct to Family Planning - State	Vermont Department of Health
Direct to Fentanyl Strip Pilot Program	Direct to Fentanyl Strip Pilot Program	Vermont Department of Health
DIRECT TO FOOD & LODGING	Direct to Food & Lodging	Vermont Department of Health
DIRECT TO GLOBAL COMMITMENT PROGRAM	Direct to Global Commitment Program	Vermont Department of Health
Direct to HCBS Admin	Direct to HCBS Admin	Vermont Department of Health
Direct to HCBS Investment	Direct to HCBS Investment	Vermont Department of Health
Direct to HCBS Program	Direct to HCBS Program	Vermont Department of Health



Method Name	Method Description	Department
Direct to Health Disparities	Direct to Health Disparities	Vermont Department of Health
DIRECT TO HIV CARE	Direct to HIV Care	Vermont Department of Health
DIRECT TO HIV SURVEILLANCE	Direct to HIV Surveillance	Vermont Department of Health
DIRECT TO HIV/PREVENTION	Direct to HIV/Prevention Grant	Vermont Department of Health
DIRECT TO HOSPITAL DATA COUNCIL	Direct to Hospital Data Council	Vermont Department of Health
DIRECT TO HOSPITAL LICENSING	Direct to Hospital Licensing	Vermont Department of Health
DIRECT TO HOSPITAL PREPAREDNESS	Direct to Hospital Preparedness	Vermont Department of Health
DIRECT TO IDT SNAP NUTRITION ED	Direct to IDT SNAP Nutrition Ed	Vermont Department of Health
DIRECT TO IMMUNIZATION	Direct to Immunization	Vermont Department of Health
DIRECT TO INDOOR RADON	Direct to Indoor Radon Surveillance	Vermont Department of Health
DIRECT TO INSPECTION, REPAIR, AND CLEANING (IRC) PRACTICES	Direct to Inspection, Repair, and Cleaning (IRC) Practices	Vermont Department of Health
DIRECT TO INV - AHEC (21)	Direct to Investments (STC-79) - Area Health Education Centers (AHEC) (21)	Vermont Department of Health
DIRECT TO INV - ENHANCED IMMUNIZATION (46)	Direct to Investments (STC-79) - Enhanced Immunization (46)	Vermont Department of Health
DIRECT TO INV - FAMILY PLANNING (75)	Direct to Investments (STC-79) - Family Planning (75)	Vermont Department of Health
DIRECT TO INV - HEALTHY HOMES/LEAD POISON PREV(49)	Direct to Investments (STC-79) - Healthy Homes and Lead Poisoning Prevention Program (49)	Vermont Department of Health
DIRECT TO INV - PHYSICIAN/DENTIST LOAN REPAY (25)	Direct to Investments (STC-79) - Physician/Dentist Loan Repayment Program (25)	Vermont Department of Health
DIRECT TO INV - PUBLIC INEBRIATE, C FOR C (23)	Direct to Investments (STC-79) - Public Inebriate Services, C for C (23)	Vermont Department of Health
DIRECT TO INV - RECOVERY CENTERS (17)	Direct to Investments (STC-79) - Recovery Centers (17)	Vermont Department of Health
DIRECT TO INV - RENAL DISEASE (73)	Direct to Investments (STC-79) - Renal Disease (73)	Vermont Department of Health
DIRECT TO INV - STATEWIDE TOBACCO CESSATION (76)	Direct to Investments (STC-79) - Statewide Tobacco Cessation (76)	Vermont Department of Health

Method Name	Method Description	Department
DIRECT TO INV - SUD TREATMENT (30)	Direct to Investments (STC-79) - Substance Use Disorder Treatment (30)	Vermont Department of Health
DIRECT TO INV - VT BLUEPRINT FOR HEALTH (44)	Direct to Investments (STC-79) - VT Blueprint for Health (44)	Vermont Department of Health
DIRECT TO INV - WIC COVERAGE (37)	Direct to Investments (STC-79) - WIC Coverage (37)	Vermont Department of Health
DIRECT TO INV- TOBACCO CESSATION: COMMUNITY (50)	Direct to Investments (STC-79) - Tobacco Cessation: Community Coalitions (50)	Vermont Department of Health
DIRECT TO IZ 4 PRIORITIZING POPULATIONS	Direct to IZ 4 Prioritizing Populations	Vermont Department of Health
DIRECT TO IZ 4+ FUNDING VACCINE CONFIDENCE	Direct to IZ 4+ Funding Vaccine Confidence	Vermont Department of Health
DIRECT TO LEAD INVESTIGATION	Direct to Lead Investigation	Vermont Department of Health
DIRECT TO LEAD POISONING PREVENTION	Direct to Lead Poisoning Prevention	Vermont Department of Health
DIRECT TO LEAD TESTING IN SCHOOLS	Direct to Lead Testing in Schools	Vermont Department of Health
DIRECT TO MAMMO INS	Direct to Mammography X-ray Unit Inspections	Vermont Department of Health
DIRECT TO MANUFACTURED FOOD REGULATORY PROGRAM	Direct to Manufactured Food Regulatory Program	Vermont Department of Health
Direct to Manufactured Food Regulatory Program Supplement	Direct to MFRP Supplement	Vermont Department of Health
DIRECT TO MATERNAL DEPRESSION	Direct to Maternal Depression	Vermont Department of Health
DIRECT TO MCH GRANT	Direct to MCH Block Grant	Vermont Department of Health
DIRECT TO MCH HOME VISITING	Direct to MCH Home Visiting	Vermont Department of Health
DIRECT TO MEDICAID - ADMIN 50/50 LINE 49	Direct to Medicaid - Admin 50/50 Line49	Vermont Department of Health
DIRECT TO MEDICAL EXAMINER	Direct to Medical Examiner	Vermont Department of Health
DIRECT TO MEDICAL PRACTICE BOARD	Direct to Medical Practice Board.	Vermont Department of Health
Direct to MIECHV Home Visiting ARPA	Direct to MIECHV Home Visiting ARPA	Vermont Department of Health
Direct to MIECHV Home Visiting ARPA 2	Direct to MIECHV Home Visiting ARPA 2	Vermont Department of Health



Method Name	Method Description	Department
Direct to MMRP	Direct to MMRP	Vermont Department of Health
DIRECT TO MPOX CRISIS RESPONSE	Direct to MPOX Crisis Response	Vermont Department of Health
Direct to MRC STTRONG	Direct to MRC STTRONG	Vermont Department of Health
DIRECT TO NATIONAL CARDIOVASCULAR HEALTH PROGRAM	Direct to National Cardiovascular Health Program	Vermont Department of Health
DIRECT TO NATIONAL RETAIL FOOD REGULATORY PROGRAM	Direct to National Retail Food Regulatory Program Standards (NRFPS)	Vermont Department of Health
Direct to NEHA Retail Food Standards	Direct to NEHA Retail Food Standards	Vermont Department of Health
DIRECT TO NEWBORN SCREENING	Direct to Newborn Screening	Vermont Department of Health
Direct to Nonfatal Suicide Surveillance	Direct to Nonfatal Suicide Surveillance	Vermont Department of Health
DIRECT TO NON-FEDERAL SABG TREATMENT AND ADMIN	Direct to Non-Federal SABG Treatment and ADMIN	Vermont Department of Health
DIRECT TO NRC AGREEMENT STATE	Direct to NRC Agreement State	Vermont Department of Health
DIRECT TO OPIOID ABATEMENT SPECIAL FUND	Direct to Opioid Abatement Special Fund	Vermont Department of Health
DIRECT TO OPIOID ANTAGONIST PROGRAM	Direct to Opioid Antagonist Program	Vermont Department of Health
DIRECT TO ORAL DISEASE PREVENTION PROGRAM	Direct to Oral Disease Prevention Program	Vermont Department of Health
DIRECT TO ORGAN DONATION	Direct to Organ Donation.	Vermont Department of Health
Direct to Overdose Data to Action	Direct to Overdose Data to Action	Vermont Department of Health
Direct to PCB Testing in Schools	Direct to PCB Testing in Schools	Vermont Department of Health
DIRECT TO PERINATAL QUALITY COLLABORATIVE VERMONT	Direct to Perinatal Quality Collaborative Vermont	Vermont Department of Health
Direct to PFS III 2020	Direct to PFS III 2020	Vermont Department of Health
DIRECT TO PH EMERGENCY RESPONSE	Direct to PH Emergency Response	Vermont Department of Health
Direct to PH Infra DMI Supplement	Direct to PH Infra DMI Supplement	Vermont Department of Health
Direct to PHER Crisis Workforce Development	Direct to PHER Crisis Workforce Development	Vermont Department of Health



Method Name	Method Description	Department
DIRECT TO PHHS BLOCK GRANT	Direct to PHHS Block Grant	Vermont Department of Health
DIRECT TO PREG RA MONITORING	Direct to Pregnancy Risk Assessment Monitoring	Vermont Department of Health
DIRECT TO PREP-PERSONAL RESPONSIBILITY EDUCATION	Direct to PREP-Personal Responsibility Education	Vermont Department of Health
Direct to Prescription Drug Education	Direct to Prescription Drug Education	Vermont Department of Health
DIRECT TO PRESCRIPTION DRUG MONITORING	Direct to Prescription Drug Monitoring	Vermont Department of Health
DIRECT TO PRIMARY CARE	Direct to Primary Care	Vermont Department of Health
DIRECT TO PRIVATE WATER SUPPLIES	Direct to Private Water Supplies	Vermont Department of Health
DIRECT TO PROV-NON BLOCK	Direct to Payment to Providers for Residential Treatment-Non Block	Vermont Department of Health
DIRECT TO PUBLIC HEALTH EMERGENCY PREPAREDNESS	Direct to Public Health Emergency Preparedness	Vermont Department of Health
DIRECT TO PUBLIC HEALTH INFRASTRUCTURE - FOUNDATIONAL CAPABILITIES	Direct to Public Health Infrastructure - Foundational Capabilities	Vermont Department of Health
DIRECT TO PUBLIC HEALTH INFRASTRUCTURE - WORKFORCE	Direct to Public Health Infrastructure - Workforce	Vermont Department of Health
DIRECT TO PUBLIC HEALTH SHARING - BJA	Direct to Public Health Information Sharing - BJA	Vermont Department of Health
DIRECT TO RADIATION INS	Direct to Radiation Inspections	Vermont Department of Health
DIRECT TO RAPE PREVENTION	Direct to Rape Prevention & Education Program	Vermont Department of Health
Direct to Recovery Center State Funds	Direct to Recovery Center State Funds	Vermont Department of Health
DIRECT TO REFUGEE HEALTH	Direct to Refugee Health	Vermont Department of Health
DIRECT TO ROAD USER SAFETY MOU	Direct to Road User Safety MOU	Vermont Department of Health
DIRECT TO RURAL HEALTH OFFICE	Direct to Rural Health Office	Vermont Department of Health
DIRECT TO RURAL HOSP. FLEXIBILITY	Direct to Rural Hospital Flexibility Grant	Vermont Department of Health
DIRECT TO RX DRUG DISPOSAL ACTIVITIES	Direct to Rx Drug Disposal Activities	Vermont Department of Health
DIRECT TO SABG	Direct to Substance Abuse Block Grant	Vermont Department of Health



Method Name	Method Description	Department
Direct to SABG ARPA COVID Mitigation	Direct to SABG ARPA COVID Mitigation	Vermont Department of Health
Direct to SABG ARPA Supplement	Direct to SABG ARPA Supplement	Vermont Department of Health
Direct to SABG COVID Supplement	Direct to SABG COVID Supplement	Vermont Department of Health
DIRECT TO SAMHSA COVID-19 MH AND SUD	Direct to SAMHSA COVID-19 MH and SUD	Vermont Department of Health
Direct to SAMHSA COVID-19 MH and SUD 2021	Direct to SAMHSA COVID-19 MH and SUD 2021	Vermont Department of Health
DIRECT TO SCHOOL-BASED SURVEILLANCE	Direct to School-Based Surveillance	Vermont Department of Health
Direct to SHIP COVID Testing and Mitigation	Direct to SHIP COVID Testing and Mitigation	Vermont Department of Health
DIRECT TO SIREN MOU	Direct to SIREN MOU	Vermont Department of Health
DIRECT TO SMALL HOSP	Direct to Small Hospital Improvement	Vermont Department of Health
Direct to SOR 2020	Direct to SOR 2020	Vermont Department of Health
DIRECT TO SOR 2022	Direct to SOR 2022	Vermont Department of Health
DIRECT TO SPMP - OTHER AGENCY 75/25 - LINE 3B	Direct to SPMP - Other Agency 75/25 - Line 3b	Vermont Department of Health
DIRECT TO SPMP - STAFF 75/25 - LINE 3A	Direct to SPMP - Staff 75/25 - Line 3a	Vermont Department of Health
DIRECT TO SSBG	Direct to Social Services Block Grant	Vermont Department of Health
DIRECT TO SSDI	Direct to SSDI	Vermont Department of Health
Direct to State General Fund - VDH	Direct to State General Fund - VDH	Vermont Department of Health
DIRECT TO STATE HIV PREVENTION ACTIVITIES	Direct to State HIV Prevention Activities	Vermont Department of Health
DIRECT TO STATE LOAN REPAYMENT PROGRAM	Direct to State Loan Repayment Program	Vermont Department of Health
DIRECT TO STATEWIDE QUALITY ASSURANCE SYSTEM	Direct to Statewide Quality Assurance System	Vermont Department of Health
DIRECT TO STDS	Direct to Sexually Transmitted Diseases	Vermont Department of Health
Direct to Substance Misuse Prevention Oversight & Advisory Council	Direct to Substance Misuse Prevention Oversight & Advisory Council	Vermont Department of Health
Direct to SUID	Direct to SUID	Vermont Department of Health
Direct to THIS WIC (Tufts)	Direct to THIS WIC (Tufts)	Vermont Department of Health



Method Name	Method Description	Department
DIRECT TO TOBACCO CONTROL	Direct to Tobacco Control	Vermont Department of Health
DIRECT TO TOBACCO SETTLEMENT	Direct to Tobacco Settlement	Vermont Department of Health
Direct to Transforming Pediatrics for Early Childhood (TPEC)	Direct to Transforming Pediatrics for Early Childhood (TPEC)	Vermont Department of Health
DIRECT TO TRANSITIONAL HOUSING-CHARITABLE CHOICE	Direct to Transitional Housing-Charitable Choice (state funds)	Vermont Department of Health
DIRECT TO UNIVERSAL NEWBORN	Direct to Universal Newborn Hearing Grant	Vermont Department of Health
DIRECT TO VACCINATIONS – STATE EMPLOYEES	Direct to Vaccinations – State Employees	Vermont Department of Health
DIRECT TO VACCINES	Direct to Vaccines	Vermont Department of Health
Direct to Vermont Addressing Suicide Together (VAST SP)	Direct to Vermont Addressing Suicide Together (VAST SP)	Vermont Department of Health
DIRECT TO VERMONT YANKEE BILL BACK	Direct to Vermont Yankee bill back	Vermont Department of Health
Direct to VT GLS Suicide Project	Direct to VT GLS Suicide Project	Vermont Department of Health
DIRECT TO VT VACCINE PURCHASING PROGRAM	Direct to VT Vaccine Purchasing Program	Vermont Department of Health
Direct to VT Violent Death Reporting System	Direct to Vermont Violent Death Reporting System	Vermont Department of Health
DIRECT TO WIC ADMIN	Direct to WIC Administration	Vermont Department of Health
Direct to WIC CVB Voucher	Direct to WIC CVB Voucher	Vermont Department of Health
DIRECT TO WIC FOOD	Direct to WIC Supplemental Food	Vermont Department of Health
DIRECT TO WIC INFRASTRUCTURE	Direct to WIC Infrastructure	Vermont Department of Health
Direct to WIC Modernization	Direct to WIC Modernization	Vermont Department of Health
DIRECT TO WIC SHOPPING IMPROVEMENT	Direct to WIC Shopping Improvement	Vermont Department of Health
DIRECT TO WIC TECHNOLOGY	Direct to WIC Technology	Vermont Department of Health
DIRECT TO WISEWOMAN	Direct to Wisewoman	Vermont Department of Health
FINAL	NOT APPLICABLE	Vermont Department of Health
PU - INV - EMERGENCY MEDICAL SERVICES (19)	PU - Investments (STC-79) - Emergency Medical Services (19) per Mcaid,Unins,Underins % of state pop	Vermont Department of Health



Method Name	Method Description	Department
PU - INV - FLUORIDE TREATMENT (38)	PU - Investments (STC-79) - Fluoride Treatment (38) per Mcaid,Unins,Underins % of state pop	Vermont Department of Health
PU - INV - HEALTH LABORATORY (31)	PU - Investments (STC-79) - Health Laboratory (31) per Mcaid,Unins,Underins % of state pop	Vermont Department of Health
PU - INV - HEALTH RESEARCH AND STATISTICS (39)	PU - Investments (STC-79) - Health Research and Statistics (39) per Mcaid,Unins,Underins % of state pop	Vermont Department of Health
PU - INV - PATIENT SAFETY (47) AND STATE FUND	PU - Investments (STC-79) - Patient Safety - Adverse Events (47) and 50% to State Funds	Vermont Department of Health
PU - INV - POISON CONTROL (48)	PU - Investments (STC-79) - Poison Control (48) per Mcaid,Unins,Underins % of state pop	Vermont Department of Health
PU - INV - POISON CONTROL (48) AND MEDICAID ADMIN	PU - Investments (STC-79) - Poison Control (48) and Medicaid Admin per % of state population Medicaid eligible	Vermont Department of Health
PU - INV - STATEWIDE TOBACCO CESSATION (76)	PU - Investments (STC-79) - Statewide Tobacco Cessation (76) per Mcaid,Unins,Underins % of state pop	Vermont Department of Health
PU - INV - SUBSTANCE USE DISORDER TREATMENT (30)	PU - Investments (STC-79) - Substance Use Disorder Treatment (30) per Mcaid,Unins,Underins % of state pop	Vermont Department of Health
PU - INV (STC-79) - EPIDEMIOLOGY (40)	PU - Investments (STC-79) - Epidemiology (40) per Mcaid,Unins,Underins % of state pop	Vermont Department of Health
QU - ADAP MCAID ELIGIBLE	QU - ADAP Mcaid Eligible - Medicaid Admin and SABG	Vermont Department of Health
QU - CANCER REGISTRY then Inv Health Research & Stats	QU - Cancer Registry then Investments (STC-79) Health Research & Stats per available funds	Vermont Department of Health
QU - ELC ENHANCING DETECTION THEN ELC ED EXPANSION	QU - ELC Enhancing Detection then ELC ED Expansion per available funds	Vermont Department of Health
QU - IMM AND MCAID ADMIN	QU - Immunization and Medicaid - Admin 50/50 Line 49	Vermont Department of Health
QU - INDIRECTS CANCER SCREENING	QU - Indirects Cancer Screening	Vermont Department of Health
QU - INDIRECTS REFUGEE HEALTH	QU - Indirects Refugee Health	Vermont Department of Health



Method Name	Method Description	Department
QU - INDIRECTS WISEWOMAN	QU - Indirects Wisewoman	Vermont Department of Health
QU - INV - EPIDEMIOLOGY (40) PER MUU & PHEP FUNDS	QU - Investments (STC-79) - Epidemiology (40) per Mcaid,Unins,Underins % of state pop per available PHEP funds	Vermont Department of Health
QU - INV - HLTH & RESEARCH STATS (39) PER MUU & PRAM FUNDS	QU - Investments (STC-79) - Health Research and Statistics (39) per Mcaid,Unins,Underins % of state pop per available PRAM funds	Vermont Department of Health
QU - INV - HLTH & RESEARCH STATS (39) PER MUU & SSDI FUNDS	QU - Investments (STC-79) - Health Research and Statistics (39) per Mcaid,Unins,Underins % of state pop per available SSDI funds	Vermont Department of Health
QU - INV - HLTHY HOMES (49) & LEAD PREV FUNDS	QU - Investments (STC-79) - Healthy Homes and Lead Poisoning Prevention Program (49) per available Lead Poisoning Prevention funds	Vermont Department of Health
QU - INV - RECOVERY CENTERS (17) PER STATE FUNDS	QU - Investments (STC-79) - Recovery Centers (17) per available state funds	Vermont Department of Health
QU - INV - SUD TREATMNT (30) PER MUU & SABG FUNDS	QU - Investments (STC-79) - Substance Use Disorder Treatment (30) per Mcaid,Unins,Underins % of state pop per available SABG funds	Vermont Department of Health
QU - INV - TB MEDICAL SERVICES (74) PER TB FUNDS	QU - Investments (STC-79) - TB Medical Services (74) per available TB funds	Vermont Department of Health
QU - INV - TB MEDICAL SERVICES (74) PER TB PATIENT	QU - Investments (STC-79) - TB Medical Services (74) per Medicaid enrolled TB patients	Vermont Department of Health
QU - INV - VT BLUEPRINT (44) AND MEDICAID ADMIN	QU - Investments (STC-79) - VT Blueprint for Health (44) and Medicaid Admin per Medicaid % patients served by Blueprint PCMHs	Vermont Department of Health
QU - INV - WIC COVERAGE (37) PER WIC ADMIN FUNDS	QU - Investments (STC-79) - WIC Coverage (37) per available WIC Admin funds	Vermont Department of Health
QU - INV - WIC COVERAGE (37) PER WIC ADMIN FUNDS CLINIC	QU - WIC CLINIC - WIC INV Coverage (37) per available WIC Admin Funds - CLINIC	Vermont Department of Health
QU - INV - WIC COVERAGE (37) PER WIC BFPC FUNDS	QU - Investments (STC-79) - WIC Coverage (37) per available WIC Breastfeeding Peer Counseling funds	Vermont Department of Health



Method Name	Method Description	Department
QU - LAB FLEXIBLE FUNDING MODEL	QU - Lab Flexible Funding Model	Vermont Department of Health
QU - Legacy MMIS Staff O&M 75% Line 4b then VDH HIT State per ratio of HIE/VITL	QU - Legacy MMIS Staff O&M 75% Line 4b then VDH HIT State per ratio of HIE/VITL	Vermont Department of Health
QU - Medicaid Admin 50/50 then to VDH HIT State fair share	QU - Medicaid Admin 50/50 then to VDH HIT State fair share	Vermont Department of Health
QU - SABG (ADMIN) AND NON-FEDERAL SABG	QU - SABG (Admin) and Non-Federal SABG	Vermont Department of Health
QU - SABG (TX) AND NON-FEDERAL SABG	QU - SABG TX and Non-Federal SABG per available SABG funds	Vermont Department of Health
QU - SAP TO SABG AND MEDICAID ADMIN	QU - SAP to SABG and Medicaid Admin per school invoices	Vermont Department of Health
QU - STD COVID SUPPLEMENT	QU - STD COVID Supplement then Sexually Transmitted Diseases per available funds	Vermont Department of Health
QU - VDH MMIS IAPD HIE - 90/10 AND VDH HIT STATE	QU - VDH MMIS IAPD HIE - 90/10 and VDH HIT State per ratio of HIE/VITL	Vermont Department of Health
QU - WIC CLINIC - WIC INV/MCAID - NONSPMP WIC CLIENTS	QU - WIC CLINIC - WIC INV and Medicaid non-SPMP Admin per Mcaid Eligibility Rate for WIC Clients	Vermont Department of Health
QU - WIC CLINIC - WIC/MCAID - NONSPMP WIC CLIENTS	QU - WIC CLINIC - WIC Admin and Medicaid non-SPMP Admin per Mcaid Eligibility Rate for WIC Clients	Vermont Department of Health
Total Salaries Across DSUP	Total Salaries Across DSUP	Vermont Department of Health
TOTAL SALARIES ACROSS EMERGENCY PREPAREDNESS	Total Salaries Across Emergency Preparedness	Vermont Department of Health
TOTAL SALARIES ACROSS ENVIRONMENTAL HEALTH	Total Salaries Across Environmental Health	Vermont Department of Health
TOTAL SALARIES ACROSS HPDP	Total Salaries Across Health Promotion & Disease Prevention	Vermont Department of Health
Total Salaries Across HSI	Total Salaries Across HSI	Vermont Department of Health
Total Salaries Across LSID	Total Salaries Across LSID	Vermont Department of Health
TOTAL SALARIES ACROSS MCH	Total Salaries Across Maternal Child Health (MCH)	Vermont Department of Health
TOTAL SALARIES ACROSS OLH	Total Salaries Across OLH	Vermont Department of Health
TOTAL SALARIES ACROSS VDH	Total Salaries Across VDH	Vermont Department of Health



Method Name	Method Description	Department
ADULT PROGRAMS	Total Cost of All Adult Programs	Vermont Department of Mental Health
Child Programs	Total Cost of All Children's Programs, Including Community Health	Vermont Department of Mental Health
Data Infrastructure Staff Costs	Allocated to Data Infrastructure and all DMH programs (Total Costs)	Vermont Department of Mental Health
DEPARTMENT SALARIES	Total Salaries Across DMH Staff	Vermont Department of Mental Health
DIRECT TO 988 CAPACITY GRANT	Direct to 988 Capacity Grant	Vermont Department of Mental Health
Direct to 988 Capacity Grant Supplemental	Direct to 988 Capacity Grant Supplemental	Vermont Department of Mental Health
Direct to 988 FY 2023 Capacity Grant	Direct to 988 FY 2023 Capacity Grant	Vermont Department of Mental Health
DIRECT TO ADAP OPIOID OVERDOSE PREVENTION	Direct to Alcohol and Drug Awareness Program Opioid overdose prevention	Vermont Department of Mental Health
DIRECT TO ARPA MHBG	Direct to ARPA MHBG	Vermont Department of Mental Health
Direct to Berlin Administration	Direct to Berlin Administration	Vermont Department of Mental Health
DIRECT TO BR PSYCH INPATIENT INVESTMENT (3)	Direct to Investments (STC-79) - Institution for Mental Disease Services: DMH (3) - BR	Vermont Department of Mental Health
Direct to BR Psych Inpatient Medicaid	Direct to BR Psych Inpatient Medicaid	Vermont Department of Mental Health
Direct to Brattleboro Retreat - PNMI clients	Direct to Brattleboro Retreat - PNMI clients	Vermont Department of Mental Health
Direct to Case Rate Payments	Direct to Case Rate Payments	Vermont Department of Mental Health
DIRECT TO CCP-RSP	Direct to CCP-Regular Service Program	Vermont Department of Mental Health
DIRECT TO CHILDREN'S COMMUNITY INVESTMENT (12)	Direct to Investments (STC-79) - Mental Health Children's Community Services (12)	Vermont Department of Mental Health
Direct to CHIP	Direct to Payments to EDS for CHIP	Vermont Department of Mental Health
DIRECT TO CHIP ADMIN	Direct to CHIP Admin	Vermont Department of Mental Health
DIRECT TO CMS - MMIS PADS DDI	Direct to 9041 CMS - MMIS PADS DDI	Vermont Department of Mental Health
DIRECT TO CMS-HIT IAPD (90%)	Direct to CMS-HIT IAPD (90%)	Vermont Department of Mental Health
DIRECT TO CMS-MMIS	Direct to CMS-MMIS/MES - DDI (90%)	Vermont Department of Mental Health



Method Name	Method Description	Department
DIRECT TO CONSUMER SUPPORT INVESTMENT (79)	Direct to Investments (STC-79) - Mental Health Consumer Support Programs (79)	Vermont Department of Mental Health
DIRECT TO COVID ARPA STATE FISCAL RECOVERY FUND	Direct to COVID ARPA State Fiscal Recovery Fund	Vermont Department of Mental Health
Direct to COVID CRF	Direct to COVID CRF	Vermont Department of Mental Health
DIRECT TO COVID MHBG	Direct to COVID MHBG	Vermont Department of Mental Health
DIRECT TO COVID MITIGATION MHBG	Direct to COVID Mitigation MHBG	Vermont Department of Mental Health
DIRECT TO COVID RESPONSE	Direct to AHS COVID Response	Vermont Department of Mental Health
DIRECT TO COVID-19 VACCINATION PROGRAM -IZ	Direct to COVID-19 Vaccination Program-IZ	Vermont Department of Mental Health
DIRECT TO CRT	Direct to CRT	Vermont Department of Mental Health
DIRECT TO CRT COMMUNITY INVESTMENT (16)	Direct to Investments (STC-79) - Mental Health CRT Community Support Services (16)	Vermont Department of Mental Health
Direct to CRT Doc/Hospital	Direct to CRT Doc/Hospital	Vermont Department of Mental Health
DIRECT TO CRT EMERG MH ADULTS- INVESTMENT (16)	Direct to Investments (STC-79) - Mental Health CRT Community Support Services (16) - Emergency	Vermont Department of Mental Health
Direct to CRT Global Commitment (program)	Direct to CRT Global Commitment (program)	Vermont Department of Mental Health
DIRECT TO CRT RECOVERY HOUSING INVESTMENT (22)	Direct to Investments (STC-79) - Emergency Support Fund (22)	Vermont Department of Mental Health
Direct to Data Infrastructure	Direct to Data Infrastructure	Vermont Department of Mental Health
DIRECT TO DPS CCP MOU IDT	Direct to DPS CCP MOU IDT	Vermont Department of Mental Health
DIRECT TO EMERGENCY MH INVESTMENT (29)	Direct to Investments (STC-79) - Emergency Mental Health for Children and Adults (29)	Vermont Department of Mental Health
DIRECT TO EMERGENCY RENTAL ASSISTANCE	Direct to Emergency Rental Assistance	Vermont Department of Mental Health
Direct to Employment Development Initiative	Direct to Employment Development Initiative	Vermont Department of Mental Health
Direct to General Fund	Direct to General Fund	Vermont Department of Mental Health
Direct to Global Commitment Program	Direct to Global Commitment Program	Vermont Department of Mental Health
DIRECT TO HCBS SPEND PLAN GC PROGRAM	Direct to HCBS Spend Plan GC Program	Vermont Department of Mental Health



Method Name	Method Description	Department
DIRECT TO HCBS SPEND PLAN INVESTMENT	Direct to HCBS Spend Plan Investment	Vermont Department of Mental Health
DIRECT TO HCBS SPEND PLAN MEDICAID ADMIN	Direct to HCBS Spend Plan Medicaid Admin	Vermont Department of Mental Health
DIRECT TO HEALTH RESOURCES AND SERVICES ADMINISTRATION GRANT	Direct to Health Resources and Services Administration Grant	Vermont Department of Mental Health
DIRECT TO HHS PRF	Direct to HHS PRF	Vermont Department of Mental Health
Direct to Homeless Block Grant	Direct to Homeless Block Grant	Vermont Department of Mental Health
DIRECT TO HRSA	Direct to HRSA Maternal Grant	Vermont Department of Mental Health
Direct to ICD-10 IAPD	Direct to Approved ICD-10 IAPD	Vermont Department of Mental Health
DIRECT TO IDT	Direct to IDT	Vermont Department of Mental Health
DIRECT TO INVESTMENTS SUICIDE PREVENTION	Direct to Investments (STC-79) Suicide Prevention	Vermont Department of Mental Health
Direct to July 2023 Flood	Direct to July 2023 Flood	Vermont Department of Mental Health
DIRECT TO LIFELINE	Direct to Lifeline	Vermont Department of Mental Health
DIRECT TO MEDICAID ADMIN 50/50 LINE 49	Direct to Medicaid Admin 50/50 Line 49	Vermont Department of Mental Health
Direct to MH Block Grant	Direct to MH Block Grant	Vermont Department of Mental Health
Direct to MH BSCA Block Grant	Direct to MH BSCA Block Grant	Vermont Department of Mental Health
Direct to MH Transformation Grant	Direct to MH Transformation Grant	Vermont Department of Mental Health
DIRECT TO MHBG 2024	Direct to MHBG 2024	Vermont Department of Mental Health
Direct to Olmstead Grant	Direct to Olmstead Grant	Vermont Department of Mental Health
Direct to Other	Direct to Other	Vermont Department of Mental Health
DIRECT TO OUTPAT SERVICES ADULT INVESTMENT (66)	Direct to Investments (STC-79) - MH Outpatient Services for Adults (66)	Vermont Department of Mental Health
DIRECT TO PIPHBC	Direct to Promoting Integration of PHBC	Vermont Department of Mental Health
DIRECT TO PRESCHOOL DEVELOPMENT GRANT BIRTH THROUGH FIVE	Direct to Preschool Development Grant Birth through Five	Vermont Department of Mental Health
DIRECT TO PRIVATE LIFELINE FUNDING	Direct to Private Lifeline Funding	Vermont Department of Mental Health
DIRECT TO PROJECT AWARE	Direct to Project Aware	Vermont Department of Mental Health
DIRECT TO REFUGEE PROGRAM	Direct to Refugee Medical Assistance - Program	Vermont Department of Mental Health



Method Name	Method Description	Department
DIRECT TO REGULAR SERVICES PROGRAM	Direct to Regular Services Program	Vermont Department of Mental Health
DIRECT TO RESPITE FOR SED YOUTH INVESTMENT (67)	Direct to Investments (STC-79) - Respite Services for Youth with SED and their Families (67)	Vermont Department of Mental Health
DIRECT TO RRMIC PSYCH INPATIENT INVESTMENT (13)	Direct to Investments (STC-79) - Acute Psychiatric Inpatient Services (13)	Vermont Department of Mental Health
Direct to RRMIC Psych Inpatient Medicaid	Direct to RRMIC Psych Inpatient Medicaid	Vermont Department of Mental Health
DIRECT TO SFI INVESTMENT (68)	Direct to Investments (STC-79) - Seriously Functionally Impaired: DMH (68)	Vermont Department of Mental Health
DIRECT TO SPECIAL SERVICES INVESTMENT (28)	Direct to Investments (STC-79) - Special Payments for Treatment Plan Services (28)	Vermont Department of Mental Health
Direct to SSBG	Direct to Social Services Block Grant	Vermont Department of Mental Health
Direct to TTI	Direct to TTI	Vermont Department of Mental Health
DIRECT TO TTI BED BOARD	Direct to TTI Bed Board	Vermont Department of Mental Health
Direct to TTI Homeless	Direct to TTI Homeless	Vermont Department of Mental Health
DIRECT TO VDH CDC COVID-19 HEALTH DISPARITIES FUNDING MOU IDT	Direct to VDH CDC COVID-19 Health Disparities Funding MOU IDT	Vermont Department of Mental Health
DIRECT TO VDH COVID-19 EMERGENCY SERVICES 2020 MOU IDT	Direct to VDH COVID-19 Emergency Services 2020 MOU IDT	Vermont Department of Mental Health
DIRECT TO VDH COVID-19 EMERGENCY SERVICES SUPPLEMENTAL 2021 MOU IDT	Direct to VDH COVID-19 Emergency Services Supplemental 2021 MOU IDT	Vermont Department of Mental Health
Direct to VDH Health Equity MOU IDT	Direct to VDH Health Equity MOU IDT	Vermont Department of Mental Health
DIRECT TO VDH HEALTH RESOURCES AND SERVICES ADMINISTRATION MATERNAL GRANT MOU IDT	Direct to VDH Health Resources and Services Administration Maternal Grant MOU IDT	Vermont Department of Mental Health
DIRECT TO VDH VAST MOU IDT	Direct to VDH VAST MOU IDT	Vermont Department of Mental Health
DIRECT TO VERMONT ADDRESSING SUICIDE TOGETHER (VAST SP)	Direct to Vermont Addressing Suicide Together (VAST SP)	Vermont Department of Mental Health
DIRECT TO VHEPC COVID SUPPLIES	Direct to VHEPC COVID Supplies	Vermont Department of Mental Health

Method Name	Method Description	Department
DIRECT TO VIBRANT 988 LIFELINE	Direct to Vibrant 988 Lifeline	Vermont Department of Mental Health
DIRECT TO VPCH ADMIN	Direct to VPCH Admin	Vermont Department of Mental Health
DIRECT TO VPCH INVESTMENT (3)	Direct to Investments (STC-79) - Institution for Mental Disease Services: DMH (3) - VPCH	Vermont Department of Mental Health
DIRECT TP SPEND PLAN INVESTMENT	Direct to Spend Plan Investment	Vermont Department of Mental Health
FINAL	NOT APPLICABLE	Vermont Department of Mental Health
FTE - Housing/UR/Emp	Full Time Equivalent Count across Housing, Utilization Review, and Employment Supports	Vermont Department of Mental Health
GC Statewide Rate	Statewide Medicaid Eligibility Rate	Vermont Department of Mental Health
GC STATEWIDE RATE (MEDICAID ADMIN)	Statewide Medicaid Eligibility Rate (Medicaid Admin 50/50 Line 49)	Vermont Department of Mental Health
IDT	IDT	Vermont Department of Mental Health
INPATIENT PROGRAMS	Total Cost of All Inpatient Programs	Vermont Department of Mental Health
MH Distribution - Community	Mental Health Distribution Including Community Care	Vermont Department of Mental Health
MH DISTRIBUTION - COMMUNITY (GC/CHIP ADMIN)	Mental Health Distribution Including Community Care (Medicaid Admin/CHIP Admin)	Vermont Department of Mental Health
MH DISTRIBUTION - ENTIRE SYSTEM OF CARE	Mental Health Distribution for Entire System of Care	Vermont Department of Mental Health
MH DISTRIBUTION - ENTIRE SYSTEM OF CARE (GC/CHIP A	Mental Health Distribution for Entire System of Care (Medicaid Admin/CHIP Admin)	Vermont Department of Mental Health
MH DISTRIBUTION - INPATIENT	Mental Health Distribution for Inpatient Care Programs	Vermont Department of Mental Health
MH DISTRIBUTION - INPATIENT (MEDICAID ADMIN)	Mental Health Distribution for Inpatient Care Programs (Medicaid Admin)	Vermont Department of Mental Health
NEGOTIATED PMO ALLOCATION OF HSE SOURCES	Eligibility Systems and Staffing (75%)	Vermont Department of Mental Health
AHS ENROLLMENT	QU - Quarterly Enrollment for Global Commitment, CHIP, and all other benefiting programs	Vermont Department of Vermont Health Access



Method Name	Method Description	Department
BLUEPRINT PCMHS	QU - Quarterly percentages of Medicaid population served by Blueprint PCMHs	Vermont Department of Vermont Health Access
CCCHIPXIX50	Case Count between CHIP and Medicaid 50%	Vermont Department of Vermont Health Access
CCCHIPXIX50VHC	Case Count between CHIP, VHC, and Medicaid 50%	Vermont Department of Vermont Health Access
CCCHIPXIX75VHC	Case Count between CHIP, VHC, and Medicaid 75%	Vermont Department of Vermont Health Access
CLAWBACK	Direct to Clawback State Funds	Vermont Department of Vermont Health Access
CMSHIT & HITFUND 9027&1069	PU - CMSHIT 9027 & HIT Fund 1069	Vermont Department of Vermont Health Access
CMS-MMIS	Direct to CMS-MMIS	Vermont Department of Vermont Health Access
D TO ACA DRUG REBATES	Direct to ACA Drug Rebates	Vermont Department of Vermont Health Access
D TO ACT 11 OF 2018 SS C.106.2	Direct to Act 11 of 2018 SS C.106.2	Vermont Department of Vermont Health Access
D TO ALL-PAYER MODEL - ACO	Direct to All-Payer Model - ACO	Vermont Department of Vermont Health Access
D TO ARPA GRANT	Direct to ARPA Grant	Vermont Department of Vermont Health Access
D TO ASTHO GRANT	Direct to ASTHO Grant	Vermont Department of Vermont Health Access
D TO BUY-IN - FEDERAL	Direct to Buy-in - Federal	Vermont Department of Vermont Health Access
D TO CFC GC TRADITIONAL	Direct to CFC GC traditional	Vermont Department of Vermont Health Access
D TO CHIP ADMIN	Direct To CHIP Admin	Vermont Department of Vermont Health Access
D TO CMS - MMIS EVV IAPD (90%)	Direct to CMS - MMIS EVV IAPD (90%)	Vermont Department of Vermont Health Access
D TO CMS - MMIS PADS IAPD (90%)	Direct to CMS - MMIS PADS IAPD (90%)	Vermont Department of Vermont Health Access
D TO CMS - MMIS PIE IAPD (90%)	Direct to CMS - MMIS PIE IAPD (90%)	Vermont Department of Vermont Health Access
D TO CMS E&E VIEWS DDI 50	Direct to CMS-E&E/VIEWS DDI (50%)	Vermont Department of Vermont Health Access



Method Name	Method Description	Department
D TO CMS E&E VIEWS DDI 75	Direct to CMS-E&E/VIEWS DDI (75%)	Vermont Department of Vermont Health Access
D TO CMS MMIS MES DDI 90	Direct to CMS-MMIS/MES - DDI (90%)	Vermont Department of Vermont Health Access
D TO DCF IDT	Direct to DCF IDT	Vermont Department of Vermont Health Access
D TO DMH IDT	Direct to DMH IDT	Vermont Department of Vermont Health Access
D TO DSH	Direct to DSH	Vermont Department of Vermont Health Access
D TO DSR INV (STC 83) - ONE CARE VT ACO	Direct to DSR Investment (STC-83) One Care VT ACO Advanced Community Care Coordination (82)	Vermont Department of Vermont Health Access
D TO DSR INV (STC-83) - ONE CARE ACO PRIME	Direct to DSR Investment (STC-83) One Care VT ACO Primary Prevention Development (83)	Vermont Department of Vermont Health Access
D TO DSR INV (STC-83) VT ACO Q&H MGMT (81)	Direct to DSR Inv (STC-83) VT ACO Q&H Mgmt (81)	Vermont Department of Vermont Health Access
D TO ELC CARES	Direct to ELC CARES	Vermont Department of Vermont Health Access
D TO ELIG SYSTEM AND STAFF 75	Direct to Eligibility Systems and Staffing (75%)	Vermont Department of Vermont Health Access
D TO GC PROGRAM	Direct to GC Program	Vermont Department of Vermont Health Access
D TO HCBS SPEND PLAN CAPITAL INVESTMENT	Direct to HCBS Spend Plan Capital Improvement	Vermont Department of Vermont Health Access
D TO HCBS SPEND PLAN GC CNOM	Direct to HCBS Spend Plan GC CNOM	Vermont Department of Vermont Health Access
D TO HCBS SPEND PLAN GC PROGRAM	Direct to HCBS Spend Plan GC Program	Vermont Department of Vermont Health Access
D TO HCBS SPEND PLAN INVESTMENT	Direct to HCBS Spend Plan Investment	Vermont Department of Vermont Health Access
D TO HCBS SPEND PLAN MED ADMIN	Direct to HCBS Spend Plan Medicaid Admin	Vermont Department of Vermont Health Access
D TO IDT	Direct to IDT	Vermont Department of Vermont Health Access
D TO INVESTMENTS - BLUEPRINT	Direct to Investments (STC - 79) - Vermont Blueprint for Health (51)	Vermont Department of Vermont Health Access



Method Name	Method Description	Department
D TO INVESTMENTS (STC - 79) FP	Direct to Investments (STC - 79) Family Planning (75)	Vermont Department of Vermont Health Access
D TO INVESTMENTS BP EXPANSION	Direct to Investments (STC - 79) Blueprint Expansion and Dulce	Vermont Department of Vermont Health Access
D TO INVESTMENTS BUY-IN	Direct to Investments Buy-In (52)	Vermont Department of Vermont Health Access
D TO INVESTMENTS FAMILY SUPPORTS	Direct to Investments Family Supports (72)	Vermont Department of Vermont Health Access
D TO INVESTMENTS HIV DRUG COVERAGE	Direct to Investments HIV Drug Coverage	Vermont Department of Vermont Health Access
D TO INVESTMENTS INST. FOR MENTAL DISEASE SRVS.	Direct to Investments Institution for Mental Disease Services (7)	Vermont Department of Vermont Health Access
D TO INVESTMENTS PATIENT SAFETY NET SERVICES	Direct to Investments Patient Safety Net Services (18)	Vermont Department of Vermont Health Access
D TO LEGACY MMIS STAFF O&M 75%	Direct to Legacy MMIS Staff O&M 75%Line 4a	Vermont Department of Vermont Health Access
D TO LIHEAP	Direct to LIHEAP	Vermont Department of Vermont Health Access
D TO MED ADMIN	Direct to Med Admin 50/50	Vermont Department of Vermont Health Access
D TO MFP	Direct to MFP	Vermont Department of Vermont Health Access
D TO RACE TO THE TOP GRANT	Direct to Race to the Top Grant	Vermont Department of Vermont Health Access
D TO SCHIP PROGRAM	Direct to CHIP Program	Vermont Department of Vermont Health Access
D TO SNAP - 100% STATE	Direct to SNAP - 100% State Exchange (line 24)	Vermont Department of Vermont Health Access
D TO SNAP IE&E DEV 50%	Direct to SNAP IE&E Development 50% (Line 6)	Vermont Department of Vermont Health Access
D TO SPMP STAFF 75/25	Direct to SPMP Staff 75/25	Vermont Department of Vermont Health Access
D TO STATE ADMIN FUNDS	Direct to State Admin Funds	Vermont Department of Vermont Health Access
D TO STATE ONLY	Direct to State Only (General Fund)	Vermont Department of Vermont Health Access
D TO T-MSIS	Direct to T-MSIS Grant	Vermont Department of Vermont Health Access

Method Name	Method Description	Department
D TO VDH IDT	Direct to VDH IDT	Vermont Department of Vermont Health Access
D TO VHC SUSTAINABILITY	Direct to VHC Sustainability	Vermont Department of Vermont Health Access
E&E 90/10	Direct to CMS-E&E (90/10)	Vermont Department of Vermont Health Access
EE HCO IAPD	QU - Quarterly VHC Enrollment for Global Commitment, CHIP and QHP (EE HCO IAPD)	Vermont Department of Vermont Health Access
ENROLLMENT BROKER SERVICES	QU - Quarterly combined AHS and VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP (Enrollment Broker Stat)	Vermont Department of Vermont Health Access
FINAL	N/A	Vermont Department of Vermont Health Access
HAEU	Results of HAEU Random Moment Time Study	Vermont Department of Vermont Health Access
HAEU50	Results of HAEU Random Moment Time Study - Not Enhanced	Vermont Department of Vermont Health Access
HP PAID CLAIMS	QU - Quarterly number of paid claims for Global Commitment, CHIP, and All Other benefiting Programs	Vermont Department of Vermont Health Access
HP PAID CLAIMS 50/50	QU - Quarterly number of paid claims for Global Commitment to Med Admin 50/50, CHIP, and All Other benefiting Programs	Vermont Department of Vermont Health Access
IAPD CAM TOOLKIT	PU - Allocated based on the approved IAPD - CAM Toolkit	Vermont Department of Vermont Health Access
IE OAPD	PU - Allocated based on the approved IE OAPD	Vermont Department of Vermont Health Access
INVESTMENTS - VITL HIT	PU - Investments VITL/HIT	Vermont Department of Vermont Health Access
INVESTMENTS - VT BLUEPRINT FOR HEALTH	PU - Investments Vermont Blueprint for Health (51)	Vermont Department of Vermont Health Access
OAPD	QU - Quarterly VHC enrollment for GC, DSHP (75% FMAP), CHIP and QHP	Vermont Department of Vermont Health Access

Method Name	Method Description	Department
PHARM CLAIMS	QU - Quarterly number of Pharmacy Claims paid for Global Commitment, CHIP, and All Other benefiting Programs	Vermont Department of Vermont Health Access
PHARM CLAIMS NON PBM	QU - Quarterly number of Pharmacy Claims paid for Global Commitment, CHIP, and All Other benefiting Programs Non Enhanced	Vermont Department of Vermont Health Access
REFUGEE ADMINISTRATION	Direct to RMA Admin	Vermont Department of Vermont Health Access
REFUGEE PROGRAM	Direct to Refugee Program	Vermont Department of Vermont Health Access
SMHP HIT IAPD	Direct to CMS HIT IAPD	Vermont Department of Vermont Health Access
STAFF HOURS	Total Hours across all program codes	Vermont Department of Vermont Health Access
STAFF HOURS BO	Total Hours across all program codes less BO	Vermont Department of Vermont Health Access
STAFF HOURS COMMISH	Total Hours across all program codes less commissioner's office	Vermont Department of Vermont Health Access
STAFF HOURS PI	Total Hours across all program codes less PI	Vermont Department of Vermont Health Access
VHC OPERATIONS	QU - Quarterly VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP	Vermont Department of Vermont Health Access
VHIE - DDI	QU - Shared VHIE DDI: Quarterly ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users. For benefitting programs Medicaid w/VPA, QHP and other statewide populations.	Vermont Department of Vermont Health Access
VHIE - MO CONTRACTS	QU - Shared VHIE MO Contracts: Quarterly ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users. For benefitting programs Medicaid w/VPA, QHP and other statewide populations.	Vermont Department of Vermont Health Access



Method Name	Method Description	Department
VHIE - MO Staff	QU- Shared VHIE MO Staff: Quarterly ratio of HIE/VITL Access Medicaid users over all HIE/VITL Access users. For benefitting programs Medicaid w/VPA, QHP and other statewide populations.	Vermont Department of Vermont Health Access



C. SPMP JOB DESCRIPTIONS AND CLAIMING METHODOLOGIES

I. DEPARTMENT OF HEALTH (VDH)

No updates have been made since previously submitted in June 2024.

SPMP Position Title	Job description	Claiming method
Public Health Nurse I Public Health Nurse II Public Health Nurse Supervisor Public Health Nurse Administrator I Public Health Nurse Administrator II Public Health Nurse Director Nurse Program Coordinator I Nurse Program Coordinator II	Provide professional assessment of the health status of Medicaid recipients, determine whether currently available medical care is adequate for that health status, make referrals for care that is appropriate for the assessed health status. Provide professional consultation and education to patients, other providers and to the public. Advise professionals on public health evidence-based services. Utilize data to interpret health status, risks and needs of individuals or groups to formulate professional interventions. For supervisors: responsibility for maintaining standards of nursing care operations, evaluation of clinical services. Provide consultation regarding clinical recommendations for programs.	Direct reporting of all time worked.
Public Health Dental Hygienist PH Dental Hygienist II Oral Health Director	Provide Oral Health Risk Assessments. Provide prenatal oral health assessment and referral. For the Director: Oversees data collection and analysis and develops recommendations for programmatic changes, including changes for Medicaid.	Direct reporting of all time worked.
Medical Social Worker Supervisor	Working with children with neurodevelopmental and high medical need, provides care coordination with community-based services including the Primary Medical Home specialty medical providers and tertiary care centers relevant to the child’s diagnosis.	Direct reporting of all time worked.



II. DEPARTMENT OF VERMONT HEALTH ACCESS (DVHA)

No updates have been made since previously submitted in June 2024.

SPMP Position Title	Job description	Claiming method
Nurse Administrator II Nurse Case Manager/Utilization Review Nurse I Nurse Case Manager/Utilization Review Nurse II Nursing Operations Director	Provide professional assessment of the health status of Medicaid recipients, determine whether currently available medical care is adequate for that health status, make referrals for care that is appropriate for the assessed health status. Provide professional consultation and education to patients, other providers and to the public. Advise professionals on public health evidence-based services. Utilize data to interpret health status, risks and needs of individuals or groups to formulate professional interventions. For supervisors: responsibility for maintaining standards of nursing care operations, evaluation of clinical services. Provide consultation regarding clinical recommendations for programs.	For direct charges to Medicaid Administration SPMP, direct time reporting of all time worked. For time in clinic, direct charge of time actually worked in clinic distributed to Medicaid based on the number of Medicaid eligible in clinic.
Public Health Dentist	Provide Oral Health Risk Assessments. Provide prenatal oral health assessment and referral. For the Director: Oversees data collection and analysis and develops recommendations for programmatic changes, including changes for Medicaid.	Direct reporting of all time worked.
DVHA Behavioral Health Concurrent Review Care Manager Clinical Social Worker Senior Autism Specialist	Working with children with neurodevelopmental and high medical need, provides care coordination with community-based services including the Primary Medical Home specialty medical providers and tertiary care centers relevant to the child’s diagnosis.	Direct reporting of all time worked.
DVHA Quality Improvement Director	Provide program development, contract negotiation, ongoing operation, compliance, reporting, and management of health care resources. Supervision is exercised over clinical and administrative staff.	Direct reporting of all time worked.



SPMP Position Title	Job description	Claiming method
Pharmacy Operations Manager Executive Director	Provide operational management and clinical oversight of the Pharmacy benefit programs. Overseeing and/or directing the performance of operational areas including claims processing, provider relations, and provider call centers. Assisting with second reconsideration drug coverage decisions, researching medication clinical criteria and consulting with the Medical Director on medication therap. Apply knowledge of pharmacy practice, pharmacy law and pharmacy Medicaid rules and polices to ensure areas of responsibility are operating at an optimum level of performance.	For direct charges to Medicaid Administration SPMP, direct time reporting of all time worked. For time in clinic, direct charge of time actually worked in clinic distributed to Medicaid based on the number of Medicaid eligible in clinic. For time worked relating to the development of the MMIS, direct charge to MMIS- DDI.



III. DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL)

No updates have been made since previously submitted in June 2024.

SPMP Position Title	Job description	Claiming method
Nurse Case Manager/Utilization Review Nurse I Nurse Case Manager/Utilization Review Nurse II	Specialized nursing work at a professional level assessing, evaluating, documenting, and/or authorizing clinical service delivery. Provide inpatient and outpatient services, Skilled Nursing Minimum Data Set (MDS), clinical procedures, durable medical equipment, high tech nursing services, in home case and/or holistic clinical case management, to support health and health outcomes and payment for services for individuals with a variety of complex health conditions.	Direct reporting of all time worked.
Nurse Administrator I Nurse Administrator II	Administration, management, supervisory and quality oversight of program development, implementation, and evaluation. Regulation and licensure of state and federal certified health care facilities. Policy administration, development of management and clinical systems, fiscal oversight, data and reporting to inform program operations, service quality and clinical and financial results.	Direct reporting of all time worked.