



State of Vermont

AGENCY OF HUMAN SERVICES

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

September 2020

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, 2020 with required certifications.

In compliance with the new 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 which date back further have been identified using blue font accompanied by an effective date of the change.

This submission includes new and ongoing cost pools to track expenses allowable for the various CAREs Act grants, as well as to the AHS emergency response to the COVID Pandemic.

Included in this submission are all SPMP and RMTS materials regardless of any changes. We will submit all documents on at least an annual basis. With our next submission, we will revert to our practice of including these documents only when there is a change as follows; we will include a statement in section XI. Time Tracking and Time Study Information and Appendix 3. SPMP Job Descriptions and Claiming Methodology, indicating that there were no changes in the quarter being submitted to affirm this understanding.

Please contact Rich Donahey at (802)-241-0442 or [AHS.COCAP@vermont.gov](mailto:AHS.COCAP@vermont.gov) if you have any questions.

Sincerely,



E-SIGNED by Mike Smith  
on 2020-09-30 08:33:58 EDT

Michael K. Smith  
Secretary  
Agency of Human Services

cc: AHS Department Financial and CAP staff



State of Vermont Agency of Human Services

Cost Allocation Plan

Effective as of July 1, 2020

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**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.

E-SIGNED by Sarah Clark  
on 2020-09-30 07:55:58 EDT

Vermont Agency of Human Services  
Sarah Clark  
Agency Chief Financial Officer

*Effective Date 7/1/2020*  
*Submission Date 9/30/2020*

**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(a)(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.

E-SIGNED by Sarah Clark  
on 2020-09-30 07:56:08 EDT

Vermont Agency of Human Services  
Sarah Clark  
Agency Chief Financial Officer

*Effective Date 7/1/2020  
Submission Date 9/30/2020*

**A. AHS SUMMARY OF CHANGES AND COST IMPACT STATEMENT**

Dept.	Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
AHS	37196	Legal Aid COVID Grants Page #61	Grants related to Act 136 (Homelessness) and Act 120 (Access to Justice)	Direct to COVID CRF	New COVID Program Code	\$0	Coronavirus Relief Fund (CRF) 21.019	\$150,000.00
AHS	37538	Refugee COVID Grants Page #62	Grants related to Act 136 Support for New Americans, Refugees and Immigrants	Direct to COVID CRF	New COVID Program Code	\$0	Coronavirus Relief Fund (CRF) 21.019	\$72,392.00
AHS	37733	CRF Hazard Pay Page #62	Grant costs related to Act 136 Front-Line Employees Hazard Pay grant program	Direct to COVID CRF	New COVID Program Code	\$0	Coronavirus Relief Fund (CRF) 21.019	\$28,000,000.00
AHS	37735	HC Stabilization Page #63	Grants related to Act 136 Healthcare provider stabilization grant program	Direct to COVID CRF	New COVID Program Code	\$0	Coronavirus Relief Fund (CRF) 21.019	\$4,564,389.00
AHS	37659	DDC VDHCDD Project Page #66	Costs associated with VDH's Disability and Health Advisory Group project	Direct to Developmental Disabilities Council	New COVID Program Code	\$0	Disabilities Prevention 93.184	\$12,094.00
AHS	37974	SerVermont Surge Grant Page #67	Costs associated with CNCS background checks	Direct to CNCS AmeriCorps Surge Grant	Grant ended on 9/30/19.	0	AmeriCorps Training and Technical Assistance #94.009	0

**B. DCF SUMMARY OF CHANGES AND COST IMPACT**

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
<b>37856</b>	<b>PADS Staff Page #93</b>	<b>Staff and operating costs associated with the Payment and Delivery Systems (DDI)</b>	<b>Direct to CMS - MMIS PADS DDI (90%)</b>	Program Code added to additional Organizational Unit section for allowable project time reporting	\$33	CMS MEDICAID 93.778	\$299
<b>40707</b>	Early Childhood & Family Mental Health (ECFMH) Program Staff Page #143	Program staff working on the ECFMH program	Direct to General Fund	<b>37856 used for project time reporting</b>	(\$332)	N/A	N/A
<b>37731</b>	<b>AHS COVID Response Page #106</b>	<b>Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants</b>	<b>Direct to COVID Response</b>	Added to ADPC, ESD District, FSD District, CDD, OCS, WX, and Woodside Organizational Units	N/A	97.036 US TREASURY 21.019	N/A

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
40130	FSD Director of Operations Page #123	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, <b>and</b> Centralized Intake and Emergency Services Unit <b>and</b> <del>the Woodside facility Unit.</del>	Total Salaries - Across Family Services Central Office Operations	Method updated due to organizational change	(\$3,929)	US TREASURY 21.019 \$2,426; ACF: IVE-AA 93.659 \$398; ACF: IVE-GA 93.090 \$5; ACF: IVE-FC 93.658 \$664; ACF IVB 93.645 \$95; CMS MEDICAID 93.778 \$265; ACF:IV-B 2 KIN 93.471 \$76	\$3,929
40420	Extended Foster Care Support Page #126	<b>Non IVE</b> cost associated with extending foster care support past the age of 18.	Direct to General Fund	Wording change, no change in funding	N/A	N/A	N/A

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
40439	Youth Justice Services-Council Costs (SAG Only) Page #127	Cost associated with the Juvenile Justice Delinquency Prevention Grant	Direct to Juvenile Justice Delinquency Prevention (JJDP) Program	Change in Allocation Method from JJDP Admin to JJDP Program for reporting clarification, no cost impact	N/A	N/A DOJ JJDP 16.540	N/A
40444	Youth Justice Services Temporary Employees Page #127	Salary and operating costs associated with Temporary Employees working with the Youth Justice Delinquency Prevention Program.	Direct to Juvenile Justice Delinquency Prevention (JJDP) Program	Added to FSD Central Organizational Unit	N/A	DOJ JJDP 16.540	N/A
40445	JJDP Mentoring Grant Page #127	Salary and Operating costs associated with the Federal JJDP Mentoring Grant.	Direct to JJDP Mentoring Grant	Added to FSD Central Organizational Unit	N/A	DOJ JJDP MENTOR 16.726	N/A
40446	JJDP Mentoring Grant Page #127	Program costs associated with the Federal JJDP Mentoring Grant.	Direct to JJDP Mentoring Grant	Added to FSD Central Organizational Unit	N/A	DOJ JJDP MENTOR 16.726	N/A

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
40502	Nurturing Parent Program Page #127	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)	Added to FSD Central Organizational Unit	N/A	CMS MEDICAID 93.778	N/A

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
<b>40598</b>	<b>Policy &amp; Planning Family First Transition Act-Administration Page #130</b>	<b>Salary and operating costs related to working in the Title IV-B Part II Family First Transition Act.</b>	<b>Direct to IV-B II FFTA</b>	<b>New IV-B II FFTA Grant</b>	N/A	<b>ACF: IV-B II FFTA 93.556</b>	<b>\$640</b>
<b>40599</b>	<b>Quality Assurance-Family First Transition Act – Administration Page #130</b>	<b>Salary and operating costs related to working in the Title IV-B Part II Family First Transition Act.</b>	<b>Direct to IV-B II FFTA</b>	<b>New IV-B II FFTA Grant</b>	N/A	<b>CF: IV-B II FFTA 93.556</b>	<b>\$145</b>
40500	Family Services General Fund Page #135	Staff, operating, direct and miscellaneous non-federal expenditures within Family Services.	Direct to General Fund	Time reporting to codes 40598 & 40599 will cause reduction to State General Fund	(\$785)	N/A	N/A
40545	Title IV-B CARES Page #137	CARES Federal funds for Title IV-B program within FSD	Direct to COVID Title IV-B	Added to FSD District Organizational Unit	NA	ACF IV-B 93.645	N/A



Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
37661	Children's Trust Fund Grant/Juvenile Justice and Delinquency Prevention (JJDP) Page #139	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) <b>Program</b>	Change in Allocation Method from JJDP Admin to JJDP Program for reporting clarification, no cost impact	N/A	DOJ JJDP 16.540	N/A
<b>40720</b>	<b>Children's Integrated Services – Administration</b> Page #143	<b>Personal services and operating expenses for CDD CIS unit</b>	<b>CIS Encounter Data</b>	<b>New program code and positions removed from 39600, 40100 and 40707 to better report to benefiting objectives</b>	<b>\$71,245</b>	<b>CMS MEDICAID 93.778 \$61,067; OSEP Part C 84.181A \$71,244;</b>	<b>\$132,311</b>
<b>39600</b>	IDEA Part C (formerly Early Intervention (EI), and Family Infant and Toddler Program) Page #140	Programmatic Costs associated with the Infant and Toddler Program.	Direct to Part-C Family Infant Toddler Program	Positions moved to code 40720 to better report to benefiting objectives	N/A	OSEP Part C 84.181A	(\$100,098)

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
40100	Child Development Division Staff Page #140	Personal services 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)	Positions moved to code 40720 to better report to benefiting objectives	(\$20,892)	ACF: PDG 93.434 (\$846); US TREASURY 21.019 (\$37,601); ACF: IVE-AA 93.659 (\$513); ACF: IVE-FC 93.658 (\$455); ACF: IVB 93.645 (\$151); ACF: CCDF DISC 93.575 (\$3,089); ACF: CCDF MM 93.596 (\$2,667); OSEP Part C 84.181A (\$4,692)	(\$50,014)

Effective Date 7/1/2020  
 Submission Date 9/30/2020

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
40707	Early Childhood & Family Mental Health (ECFMH) Program Staff Page #143	Program staff working on the ECFMH program	Direct to General Fund	Positions moved to code 40720 to better report to benefiting objectives	(\$32,551)		N/A
<b>37732</b>	<b>COVID CRF Activity</b> Page #144	<b>Salaries, Contractual, Provider Payments, Grants and Operating costs related to the AHS COVID response Approved for Funding under COVID Relief Funding (CRF)</b>	<b>Direct to COVID CRF</b>	<b>Added to GA Organization Unit</b>	<b>N/A</b>	<b>US TREASURY 21.019</b>	<b>N/A</b>

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
44302	Community Services Block Grant (CSBG – Core) CARES Page #162	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	New CSBG – Core CARES funding	\$0	ACF CSBG 93.569	\$400,000
44466	Emergency Solutions Grant (ESG) CARES – Admin Page #163	CARES funding for salary and operating expenses	Direct to COVID Emergency Solutions Grant Program CARES	New ESG – CARES funding	N/A	HUD ESG 14.231	\$192,440

Effective Date 7/1/2020  
 Submission Date 9/30/2020

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
44470	Emergency Solutions Grant (ESG) CARES - Rapid Re-Housing Page #163	Rapid Re-Housing cost associated with the ESG-HUD CARES Grant	Direct to COVID Emergency Solutions Grant Program CARES	New ESG – CARES funding	N/A	HUD ESG 14.231	\$96,220
44471	Emergency Solutions Grant (ESG) CARES – HMIS Page #163	HMIS cost associated with the ESG-HUD CARES Grant	Direct to COVID Emergency Solutions Grant Program CARES	New ESG – CARES funding	N/A	HUD ESG 14.231	\$96,220
44207	Department of Energy (DOE) Weatherization Penalties Page #164	Penalties assessed to vendors by Weatherization related to the Department of Energy Grant.	Direct to Weatherization	To improve Federal Reporting process with more detailed reporting	N/A	DOE WX 81.042	(\$19,197)

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
44205	Department of Energy (DOE) Weatherization – Grants Page #161	Federal funded 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	Costs have been reallocated to code 44207 to improve Federal Reporting process with more detailed reporting	N/A	DOE WX 81.04237731	\$19,197
39399	2019 Novel Coronavirus Page #167	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	New ELC Cares funding, costs being removed from 40228	N/A	DHHS-CDC 93.354	\$113,351
40228	DDS – Medical Consultants Page #168	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	Employees reporting to code 39399	(\$1,961)	CMS MEDICAID 93.778	(\$111,390)

Effective Date 7/1/2020  
 Submission Date 9/30/2020

**C. DAIL SUMMARY OF CHANGES AND COST IMPACT STATEMENT**

<b>Dept.</b>	<b>Program Code</b>	<b>Program Name and Page Number</b>	<b>Description</b>	<b>Allocation Method</b>	<b>Comment</b>	<b>State Fund Impact</b>	<b>Federal Program and CFDA# Impacted</b>	<b>Quarterly FFP Impact</b>
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No changes to report for 09/30/2020 quarter.

**D. DVHA SUMMARY OF CHANGES AND COST IMPACT STATEMENT**

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
41426	E&E M&O Medicaid Contracts Page #211	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)	Needed a new program code to remove CHIP from the allocation method	(\$37,197)	CMS-Medicaid Admin  CFDA # 93.778	\$37,197



E. VDH SUMMARY OF CHANGES AND COST IMPACT STATEMENT

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39157	FSMA Preventative Controls for Human Food Page #256	All costs of those activities associated with conformance to the Food Safety Modernization Act's preventative controls for human food.	Direct to Manufactured Food Regulatory Program Supplement	New Supplement to existing Federal Grant	\$0	FDA Manufactured Food Regulatory Program Supplement, CFDA #93.367	\$30,000
39399	COVID-19 Page #237	Time and supplies used in the day to day infectious disease epidemiology and disease control work related to the 2019 outbreak of novel coronavirus.	<del>Allocated to Public Health Emergency Response—Crisis COVID-19 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; then to ELC CARES and then to ELC Enhancing Detection based on available funds.</del> Allocated to Public Health Emergency Response - Crisis COVID-19 then to COVID CRF and then to ELC CARES based on available funds. (effective 4/1/20)	Correction to QE0620 submission and removal from Unit #4	\$0	NA	\$0

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39451	Laboratory Drinking Water, Microbiology Page #237	<del>Costs and activities associated with microbiological water testing.</del>	<del>Allocated to Investments (STC-79) – Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.</del>	Code consolidation	\$0	NA	\$0
39452	Laboratory Drinking water, Organic Page #237	<del>Costs and activities associated with organic testing of drinking water related to VOCs and THMs (EPA method 524.2).</del>	<del>Allocated to Investments (STC-79) – Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.</del>	Code consolidation	\$0	NA	\$0
39454	Laboratory Drinking Water, Inorganic – <b>Water Testing</b> Page #237	Costs and activities associated with <del>inorganic testing of drinking water for metals</del> <b>microbiological, organic, and inorganic water testing.</b>	Allocated to Investments (STC-79) - Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.	Code consolidation and program clarification	\$0	NA	\$0
39481	Laboratory <del>Microbiology</del> – <b>Clinical</b> Page # 238	Costs and activities associated with serology such as hepatitis, HIV, measles, mumps, rubella, syphilis and similar tests 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.	Code consolidation and program clarification	\$0	NA	\$0
39485	Laboratory – <del>Clinical Toxicology</del> Page #238	<del>Costs and activities associated with clinical toxicology, including blood lead testing.</del>	<del>Allocated to Investments (STC-79) – Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.</del>	Code consolidation	\$0	NA	\$0

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
<b>39537</b>	<b>Hospital Preparedness COVID-19</b> Page #231	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.	<b>Direct to Hospital Preparedness</b>	New activity under existing Federal Grant	\$0	National Bioterrorism Hospital Preparedness Program HRSA, CFDA #93.889	\$81,180
39603	Early Hearing Detection and Intervention Grant Page #242	Costs associated with <del>the Children's Hearing Intervention and Resources Project</del> , the Early <b>Hearing</b> Detection and Intervention CDC Grant.	Direct to Early Hearing Detection and Intervention Grant	Description edit only, outdated reference	\$0	Early Hearing Detection and Intervention Grant CDC, CFDA #93.314	\$0
<b>39739</b>	<b>BF Performance Bonus</b> Page #243	All costs associated with activities related to the FNS breastfeeding performance bonus.	<b>Direct to BF Performance Bonus</b>	New activity under existing Federal Grant	\$0	WIC Administration USDA FNS Supplement, CFDA #10.557	\$5,000
<b>39906</b>	<b>Partnerships for Success III - Administration</b> Page #264	All administrative costs associated with a program to reduce underage drinking, prescription drug misuse & abuse, and marijuana use among 12-25 year olds.	<b>Direct to PFS III 2020</b>	New Federal Grant	\$0	Partnership for Success III SAMHSA, CFDA #93.243	<b>TBD – Might not incur costs until QE1220</b>

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39907	Partnerships for Success III - Data Collection Page #264	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	New Federal Grant	\$0	Partnership for Success III SAMHSA, CFDA #93.243	TBD – Might not incur costs until QE1220
39908	Partnerships for Success III - Direct Services Page #264	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	New Federal Grant	\$0	Partnership for Success III SAMHSA, CFDA #93.243	TBD – Might not incur costs until QE1220
39910	SAMHSA COVID-19 Administration, Data and Performance Page #264	Direct to SAMHSA COVID-19 Emergency Response	Direct to SAMHSA COVID-19 MH and SUD	New Federal Grant	\$0	Emergency Grants to Address Mental and Substance Use Disorders During COVID-19 SAMHSA, CFDA #93.665	\$2,150
39911	SAMHSA COVID-19 Individuals with SMI and SUD Page #265	Direct to SAMHSA COVID-19 Emergency Response	Direct to SAMHSA COVID-19 MH and SUD	New Federal Grant	\$0	Emergency Grants to Address Mental and Substance Use Disorders During COVID-19 SAMHSA, CFDA 93.665 SAMHSA, CFDA #93.665	\$25,000

Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
39912	SAMHSA COVID-19 Healthcare Practitioners Page #265	Direct to SAMHSA COVID-19 Emergency Response	Direct to SAMHSA COVID-19 MH and SUD	New Federal Grant	\$0	Emergency Grants to Address Mental and Substance Use Disorders During COVID-19 SAMHSA, CFDA #93.665 SAMHSA, CFDA #93.665	\$25,000
39913	SAMHSA COVID-19 Mental Disorder Page # 265	Direct to SAMHSA COVID-19 Emergency Response	Direct to SAMHSA COVID-19 MH and SUD	New Federal Grant	\$0	Emergency Grants to Address Mental and Substance Use Disorders During COVID-19 SAMHSA, CFDA #93.665 SAMHSA, CFDA #93.665	\$25,000
41642	MMIS - DDI Staff Page #228	Staff work related to the development of the MMIS.	Direct to CMS-MMIS/MES - DDI (90%)	New activity per AHS guidance	\$20	Medicaid Administration CFDA #93.778	\$200

## II. SUMMARY OF CHANGES AND COST IMPACT STATEMENT

### F. DMH SUMMARY OF CHANGES AND COST IMPACT STATEMENT

Dept.	Program Code	Program Name and Page Number	Description	Allocation Method	Comment	State Fund Impact	Federal Program and CFDA# Impacted	Quarterly FFP Impact
DMH	42597	Transformation Transfer Initiative (TTI) Homeless Page #278	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	Costs associated with TTI Homeless	\$0	No CFDA # / Funding is coming from NASMHPD	\$0
DMH	42586	Crisis Counseling Residential Program Page #277	DMH will carry out a residential services program to provide crisis counseling services to the survivors of COVID-19	Direct to Regular Services Program	Costs associated with the Regular Services Program	\$0	Mental Health Disaster Assistance and Emergency Mental Health CFDA# 93.982	\$0

**III. AMENDMENT TABLE**

CAS Code		Quarter Ending	Status	App Letter Date
<b>6430</b>	<b>20-4</b>	<b>06/30/2020</b>	<b>Pending</b>	
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	9/30/18	Pending	
6430	18-4	6/30/2018	Approved	12/23/2019
6430	18-3	3/31/18	Pending	
6430	18-2	12/31/17	Approved	1/28/2019
6430	18-1	9/30/17	Approved	10/3/2018
6430	17-4	06/30/17	Approved	6/7/2018
6430	17-3	03/31/17	Approved	8/7/2017
0540	17-2	12/31/16	Approved	2/15/2018
0540	17-1	09/30/16	Approved	4/5/2017
0540	16-4	06/30/16	Approved	4/19/2018
0540	16-3	03/31/16	Approved	3/30/2018
0540	16-2	12/31/15	Approved	3/28/2018
0540	16-1	9/30/2015	Approved	3/27/2018
0540	90	6/29/2015	Approved	3/26/2018
0540	89	3/31/2015	Approved	2/1/2016
0540	88	12/31/2014	Approved	12/21/2015
0540	87	9/30/2014	Approved	12/15/2015
0540	86	6/30/2014	Approved	7/20/2015
0540	85	3/31/2014	Approved	7/16/2015
0540	84	12/31/2013	Approved	9/3/2014
0540	83	9/30/2013	Approved	7/15/2015
0540	82	6/30/2013	Approved	7/14/2015
0540	81	3/31/2013	Approved	3/14/2014
0540	80	12/31/2012	Approved	11/25/2014
0540	79	9/30/2012	Approved	12/9/2014
0540	78	6/30/2012	Approved	6/26/2013
0540	77	3/31/2012	Approved	2/10/2015
0540	76	12/31/2011	Approved	7/12/2012
0540	75	9/30/2011	Approved	4/24/2012
0540	74	6/30/2011	Approved	6/5/2012
0540	73	3/31/2011	Approved	12/21/2011

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Submission Date 9/30/2020*

#### 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. ACRONYM LIST

3SQR.....	3Squares VT Program
AA.....	Adoption Assistance
AAA.....	Area Agency on Aging
AABD .....	Aid to the Aged, Blind, & Disabled
AAG.....	Assistant Attorney General
ABLES .....	Adult Blood Lead Epidemiology Surveillance
ABAWD .....	Able-Bodied Adults without Dependents
ABD.....	Aged, Blind and Disabled
ACA.....	Affordable Care Act
<b>ACCD.....</b>	<b>Agency Commerce Community Development</b>
ACE.....	Additional Crisis Expenditure
ACH.....	Automated Clearing House
ACL.....	Administration for Community Living
ACO.....	Accountable Care Organization
ACCESS.....	The computer software system used by DCF and DVHA to track program eligibility information as well as economic services and child support activity
ACCS .....	Assistive Community Care Services
ACF.....	Administration for Children & Families
ADA.....	Americans with Disabilities Act
ADAP.....	Alcohol and Drug Abuse Programs
ADRC .....	Aging and Disability Resource Center Program
ADO.....	St. Albans District Office
ADPC.....	Application Document Processing Center
ADS.....	Agency of Digital Services
AGO.....	Attorney General's Office
AHC.....	Arbour Health Care
AHCPR .....	Agency for Health Care Policy & Research
AHECs .....	Area Health Education Center
AHERA.....	Asbestos Hazard Emergency Response Act
AHS.....	Agency of Human Services
AHSCO .....	Agency of Human Services Central Office
AIDS .....	Acquired Immunodeficiency Syndrome
ALF.....	American Legacy Foundation
AMAP .....	Aids Medication Assistance Program
AoA.....	Agency of Administration
AoA.....	Administration on Aging
AOT.....	Agency of Transportation
APD.....	Advance Planning Document
ARRA .....	American Recovery and Reinvestment Act
ASD.....	Adult Services Division
ASP .....	Attendant Services Program
ASPR.....	Assistant Secretary for Preparedness and Response
<b>ASU.....</b>	<b>Adolescent Services Unit</b>
AT .....	Assistive Technology
BAM.....	Business Account Manager
BASU.....	Business Analytics Support Unit
BBF.....	Building Bright Futures
BDO.....	Burlington District Office
BFIS.....	Building Bright Futures Information System

BHSIS.....	Behavioral Health Services Information System
BI.....	Business Intelligence
BICS.....	Behavioral Intervention in Child Support Services
BJA.....	Bureau of Justice Assistance
BO.....	Business Office
BOND.....	Grant from the University of Massachusetts Medical School for Social Security Demonstration
BPS.....	Benefits Programs Specialist
BR.....	Brattleboro Retreat
BRE.....	Business Reply Envelope
BRACE.....	Building Resilience Against Climate Change Effects in VT
C4C.....	Challenges for Change
CAP.....	Cost Allocation Plan
CAPTA.....	Child Abuse Prevention and Treatment Act
CAQH.....	Committee for Affordable Quality Healthcare
CARA.....	Comprehensive Addiction and Recovery Act
CARES.....	Coronavirus Aid, Relief, & Economic Security
CBCAP.....	Community Based Child Abuse Prevention
CC.....	Care Coordination
CCDF.....	Child Care Development Fund
CCFAP.....	Child Care Financial Assistance Program
CCIIO.....	Center for Consumer Information and Insurance Oversight
CCL.....	Community Care Level
CCMP.....	Chronic Care Management Program
CCWIS.....	Comprehensive Child Welfare Information System
CDC.....	Centers for Disease Control and Prevention
CDD.....	Child Development Division
CECH.....	Clinicians Enhancing Child Health
CFC.....	Choices for Care
CFDA.....	Catalog of Federal Domestic Assistance
CFR.....	Code of Federal Regulations
CHAMPPS.....	Coordinated Healthy Activity, Motivation, and Prevention Programs
CHIP.....	Children’s Health Insurance Program
CHIRP.....	Children’s Health Information Research Project
CIES.....	Centralized Intake and Emergency Services
CIS.....	Children’s Integrated Services
CIT.....	Central Information Technology
CJA.....	Children’s Justice Act
CM.....	Case Management
CMHI.....	Child Mental Health Initiative
CME.....	Continuing Medical Education
CMS.....	Centers for Medicare & Medicaid Services (formerly HCFA)
CMA.....	Cash and Medical Assistance
CNCS.....	Corporation for National and Community Service
COVID-19.....	Coronavirus Disease 2019
CPU.....	Central Processing Unit
CRASH.....	Drinking Driver Rehabilitation Program
CRF.....	COVID Relief Fund
CRI.....	Cities Readiness Initiative
CRT.....	Community Rehabilitation & Treatment
CRU.....	Cash Receipts Unit
CSBG.....	Community Services Block Grant
CSHCN.....	Children with Special Healthcare Needs

CSHN.....	Children with Special Health Needs
CSNet.....	Child Support Network
CSO.....	Constituent Services Office
CSP.....	Coordinated Service Planning
CSRE.....	Comprehensive Systems Reform Effort
CSTE.....	Council of State and Territorial Epidemiologist
CVPS.....	Central Vermont Power Systems
CWS.....	Child Welfare Services
DAs .....	Designated Agencies
DAIL.....	Department of Disabilities, Aging and Independent Living
DBA.....	Database Administrator
DBVI.....	Division for the Blind and Visually Impaired
DCF.....	Department for Children and Families
DD.....	Disability Determination
DDC.....	Developmental Disabilities Council
DDI .....	Design, Development & Implementation
DDS.....	Disability Determination Services
DDS.....	Developmental Disabilities Services
DDRP.....	Drunk Driver Rehabilitation Program
DDS.....	Disability Determination Services (part of DCF)
DDSD.....	Developmental Disabilities Services Division
DEPRIP.....	Division of Emergency Preparedness, Response and Injury Prevention
DHHS.....	Department of Health & Human Services (United States)
DIF.....	Disability Innovation Fund
DII.....	Department of Information and Innovation
DLP.....	Division of Licensing and Protection
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
DS.....	Developmental Services
DSH.....	Disproportionate Share Hospital
DSHP.....	Designated State Health Programs
DSR.....	Delivery System Reform
DUA.....	Data Use Agreement
DUALS.....	State Demonstrations to Integrate Care for Dual Eligible Individuals
DUR.....	Drug Utilization Review (Board)
DV.....	Domestic Violence
DVHA.....	Department of Vermont Health Access
EA.....	Emergency Assistance
EAP.....	Employee Assistance Program
EBCP.....	Enterprise Business Capability Platform
EBP.....	Electronic Benefit Transfer
EBT.....	Evidence-Based Practice
ECCS.....	Early Childhood Comprehensive Systems
ECFMH.....	Early Childhood and Family Mental Health
ECM.....	Enterprise Content Management
ED.....	Emergency Department

EDI.....	Electronic Data Interchange
EDS.....	Electronic Data Systems Corporation (now Hewlett Packard)
E&E.....	Eligibility and Enrollment
EEO.....	Equal Employment Officer
EFT.....	Electronic Funds Transfer
EHR.....	Electronic Health Record
EI.....	Early Intervention
EIP.....	Emerging Infections Program
EITC.....	Earned Income Tax Credit
ELC.....	Epidemiology and Laboratory Capacity
ELC.....	Early Learning Challenge
EMS.....	Emergency Medical Services
EP.....	Essential Person
EPA.....	Environmental Protection Agency
e-PRO.....	e-Procurement
EPSDT.....	Early & Periodic Screening, Diagnosis & Treatment
ESJG.....	Elder Justice Services Grant
EQR.....	External Quality Review
EQRO.....	External Quality Review Organization
ESAP.....	Elderly Simplified Application Project
ESD.....	Economic Services Division (of the DCF)
ESG.....	Emergency Solutions Grant
E&T.....	Employment and Training
ETV.....	Education Training Vouchers
EVV.....	Electronic Visit Verification System
EWIC.....	Electronic Benefits Issuance System for WIC
F&L.....	Food & Lodging
FAHC.....	Fletcher Allen Health Center
FAMIS.....	Financial Accounting and Management Information System
FC.....	Foster Care
FDA.....	Food and Drug Administration
FEMA.....	Federal Emergency Management Agency
FFCRA.....	Families First Coronavirus Response ACT
FFP.....	Federal Financial Participation
FFTA.....	Family First Transition Act
FFY.....	Federal Fiscal Year
FGC.....	Family Group Conferencing
FICA.....	Federal Insurance Contribution Act
FINI.....	Food Insecurity Nutrition Incentive
FITP.....	Family Infant Toddler Program
FMAP.....	Federal Medicaid Assistance Participation
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

FQHC.....	Federally Qualified Health Center
GA.....	General Assistance
GC.....	Global Commitment for Health 1115 Waiver
GCI.....	Global Commitment Investment
GEMS.....	Girls Educational & Mentoring Services
GF.....	General Fund
GMCB.....	Green Mountain Care Board
GME.....	Graduate Medical Education
GMET.....	Government Modernization and Efficiency Team
GMP.....	Green Mountain Power, Inc.
GMPCC.....	Green Mountain Psychiatric Care Center
HAEEU.....	Health Access Eligibility and Enrollment Unit
HCAU.....	Health Care Application Usability
HCCVT.....	Healthy Child Care Vermont
HBKF.....	Healthy Babies, Kids and Families
HC.....	Health Care
HCB.....	Home and Community Based
HCR.....	Health Care Reform
HDC.....	Hospital Data Council
HDO.....	Hartford District Office
HHA.....	Home Health Agency
HHS.....	Health and Human Services
HIE.....	Health Information Exchange
HIV.....	Human Immunodeficiency Virus
HIPAA.....	Health Insurance Portability & Accountability Act
HIT.....	Health Information Technology
HITECH.....	Health Information Technology for Economic and Clinical Health
HMIS.....	Housing Management Information System
HOP.....	Housing Opportunity Program
HP.....	Hewlett Packard (Formerly EDS)
HPDP.....	Health Promotion and Disease Prevention
HR.....	Human Resources
HRSA.....	Health Resources and Services Administration
HSB.....	Human Services Board
HSE.....	Health Services Enterprise.
HUD.....	Housing and Urban Development
HWAP.....	Home Weatherization Assistance Program
IAM.....	Identify & Access Management
IAPD.....	Implementation Advance Planning Document
IAPDU.....	Implementation Advance Planning Document Update
ICAN.....	Individual Career Advancement Network
ICD.....	International Classification of Diseases
ICF.....	Intermediate Care Facility
ICF/MR.....	Intermediate Care Facility for Individuals with Mental Retardation
ICPC.....	Interstate Compact on the Placement of Children
ICJ.....	Interstate Commission on Juveniles
ID.....	Identification
IDA.....	Individual Development Account
IDEA.....	Individuals with Disabilities Education Act
IDRP.....	Impaired Driver Rehabilitation Program
IDT.....	Interdepartmental Transfer
IE.....	Integrated Eligibility

IEE.....	Integrated Eligibility & Enrollment
IEEBI.....	Integrated Eligibility and Enrollment Business Intelligence
IEEIAM.....	Integrated Eligibility and Enrollment Identity & Access Management
IEESI.....	Integrated Eligibility and Enrollment Systems Integrator
IEHC.....	Integrated Eligibility Health Care
IFBS.....	Intensive Family Based Services
IFS.....	Integrated family Services
IGA.....	Intergovernmental Agreements
IID.....	Individuals with Intellectual Disabilities
ILEHP.....	Interdisciplinary Leadership Education for Health Professionals
INS.....	Insurance
IRS.....	Internal Revenue Service
IS.....	Information Services
ISD.....	Information Services Division
ISO.....	International Organization for Standardization
IT.....	Information Technology
IV&V.....	Independent Verification and Validation
JABG.....	Juvenile Accountability Block Grant
JDO.....	St. Johnsbury District Office
JFI.....	Jobs for Independence
JJDP.....	Juvenile Justice and Delinquency Prevention
JJU.....	Juvenile Justice Unit
LAUNCH.....	Linking Actions for Unmet Needs in Children’s Health
LDO.....	Brattleboro District Office
LIHEAP.....	Low-Income Home Energy Assistance Program
LIMS.....	Laboratory Information Management System
LIS/MSP.....	Low Income Subsidy/Medicare Savings Program
LIT.....	Local Interagency Team
LTC.....	Long-Term Care
M&O.....	Maintenance & Operations
MAB.....	Medicaid Advisory Board
MAC.....	School Based Medicaid Administration Claiming
MAGI.....	Modified Adjusted Gross Income
MAP.....	Medicaid Assistance Program
MAPIR.....	Medical Assistance Provider Incentive Repository
MAT.....	Medication Assisted Treatment
MBDP.....	Micro Business Development Program
MCE.....	Managed Care Entity
MCH.....	Maternal and Child Health
MCO.....	Managed Care Organization (Investments)
MDO.....	Barre District Office
MDS.....	Minimum Data Set
MEA.....	Medicare Enrollment Assistance
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
MKT.....	Market
MMA.....	Medicare Modernization Act
MMIS.....	Medicaid Management Information System

MNT.....	Manual Notification Tool
MOE.....	Maintenance of Effort
MOMS.....	Mental health Outreach for MotherS
MOU.....	Memorandum of Understanding
MPRS.....	Motions, Petitions and Requests
MR.....	Mental Retardation
MSW.....	Master’s Degree in Social Work
MSA.....	Master Settlement Agreement
MTCR.....	Middlesex Therapeutic Community Residence
NAS.....	Neonatal Abstinence Syndrome
NATAC.....	Nursing Assistant Testing and Competency
NATCP.....	Nurse Assistance Training and Competency
NCQA.....	National Committee for Quality Assurance
NFS.....	Nursing and Family Support
NICU.....	Newborn Intensive Care Unit
NIFA.....	National Institute of Food and Agriculture
NOA.....	Notice of Award
NRC.....	Nuclear Regulatory Commission
NRFRPS.....	National Retail Food Regulatory Program Standards
NSIP.....	Nutrition Service Incentive Program
NSTW.....	Not Scheduled to Work
OAA.....	Older Americans Act
OAPD.....	Operation Advance Planning Document
OAPDU.....	Operational Advance Planning Document Update
OAR.....	Office of Air and Radiation
OASIS.....	Outcome and Assessment Information Set
OCCIIO.....	Office of Consumer and Insurance Oversight
OCS.....	Office of Child Support
OCSE.....	Office of Child Support Enforcement
OD2A.....	Overdose Data to Action
OECA.....	Office of Environment and Compliance Assurance
OEO.....	Office of Economic Opportunity
OESE.....	Office of Elementary and Secondary Education
OIG.....	Office of Inspector General
OLH.....	Office of Local Health
OMB.....	Office of Budget and Management
ONC.....	Office of National Coordinator
OOJJP.....	Office of Juvenile Justice and Delinquency Prevention
OPA.....	Office of Population Affairs
OPPTS.....	Office of Pollution Prevention and Toxics
OR.....	Outreach
OS.....	Office of the Secretary
OSERS.....	Office of Special Education and Rehabilitative Services
PAPD.....	Planning Advanced Planning Document
PADS.....	Payment and Delivery Systems
PASARR.....	Pre-Admission Screen and Resident Review
PASRR.....	Pre-Admission Screening and Record Review
PATH.....	Department of Prevention, Assistance, Transition, & Health Access
PBM.....	Pharmacy Benefit Management
PCAP.....	Public Assistance Cost Allocation Plan
PCG.....	Public Consulting Group, Inc.
PCMH.....	Program in Community Mental Health



PCSP	Patient Center Specialty Practice
PE	Presumptive Eligibility
PERM	Payment Error Rate Measurement
PETS	Pre-Employment Transition Services
PFOA	Perfluorooctanoic Acid
PH	Public Health
PHEP	Public Health Emergency Preparedness
PHER	Public Health Emergency Response
PHHS	Preventive Health and Health Services Block Grant
PIE	Payer Initiated Eligibility
PIECP	Prison Industry Enhancement Certification Program
PIP	Performance Improvement Project
PMPM	Per Member Per Month
PMO	Project Management Office
PNMI	Private Non-Medical Institution
POD	Promoting Opportunity Demonstration
POS	Point of Sale
PPHF	Prevention and Public Health Fund
PQA	Prior Quarter Adjustment
PREP	Personal Responsibility Education Program
PSSYF	Prevention and Stabilization Services for Youth and Families
PSI	Patient Safety Initiative
PT	Physical Therapy
QA	Quality Assurance
QC	Quality Control
QHMMI	Quality and Health Management and Measurement Improvement
QI	Quality Initiatives
QIO	Quality Improvements Organization
RES	Residential
REU	Revenue Enhancement Unit
RLSI	Residential Licensing and Special Investigations
RMA	Refugee Medical Assistance
RMTS	Random Moment Time Study
RRMC	Rutland Regional Medical Center
RS	Rate Setting
RTT	Race to the Top
RU	Reach Up Program
RWJ	Robert Wood Johnson
SACWIS	Statewide Automated Child Welfare Information System
SAMHSA	Substance Abuse and Mental Health Services Administration
S&C	Survey and Certification
SA	Substance Abuse
SAP	Student Assistance Programs
SAPT	Substance Abuse Prevention and Treatment
SBIRT	Screening, Brief Intervention, and Referral to Treatment
SCHIP	State Children's Health Insurance Plan
SCSEP	Senior Community Service Employment Program
SE	Supported Employment
SED	Serious Emotional Disturbance
SEFA	Schedule of Expenditures of Federal Awards
SHIP	State Health Improvement Plan
SI	System Integrator



SIFBS.....	Specialized Intensive Family Based Services
SIM .....	State Innovative Model
SIREN.....	Statewide Incident Reporting Network for Emergency Medical Services
SDO.....	Springfield District Office
SEOW .....	State Epidemiological Outcomes Workgroup
SERC.....	Sustainable Energy Resources for Consumers
SFI.....	Serious Functional Impairment
SFY .....	State Fiscal Year
SI.....	Systems Integrator
SNAP .....	Supplemental Nutrition Assistance Program
SNF.....	Skilled Nursing Facility
SOA.....	Service Oriented Architecture
SOC.....	System of Care
SOR.....	State Opioid Response
SPA.....	State Plan Amendment
SPDWP.....	Support for Public Drinking Water Program
SPE.....	Strategic Prevention Enhancement
SPF.....	Strategic Prevention Framework
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
SSDI.....	State Systems Development Initiative
SSF.....	Solely State Funded
SSFP.....	Solely State Funded Program
SSI.....	Supplemental Security Income
SSMIS .....	Social Services Management Information System
SSNRI.....	Social Security Number Removal Initiative
SSP.....	Separate State Program
SRR .....	Secure Residential Recovery
ST.....	Speech Therapy
STC .....	Special Terms and Conditions
STD.....	Sexually transmitted Disease
STR.....	State Targeted Response
SUA.....	State Unit on Aging
SUD.....	Substance Use Disorder
SWICAP .....	State Wide Indirect Cost Allocation Plan
TANF .....	Temporary Assistance for Needy Families (Reach Up in VT)
TB .....	Tuberculosis
TBI.....	Traumatic Brain Injury
TCM.....	Targeted Case Management
TCP.....	Tobacco Control Program
TDO.....	Bennington District Office
THMs.....	Trihalomethanes
T-MSIS .....	Transformed Medicaid Statistical Information System
TPL .....	Third Party Liability
TRE.....	Treasurer's Office
TSCA.....	Toxic Substance Control Act
TTA.....	Training and Technical Assistance
TTI.....	Transformation Transfer Initiative

UID .....	Unique Identification Number
UMASS.....	University of Massachusetts
USDA.....	United States Department of Agriculture
UVM .....	University of Vermont
VABIR.....	Vermont Association of Business, Industry and Rehabilitation
VADIC.....	Vermont Alcohol and Drug Information Clearinghouse
VAL.....	Vermont Adult Learning
VCCVS.....	Vermont Center for Crime Victim Services
VCHIP.....	Vermont Child Health Improvement Project
VCHRYP .....	Vermont Coalition of Runaway and Homeless Youth Program
VCSP.....	Vermont Communication Support Project
VDH.....	Vermont Department of Health
VDO.....	Morrisville District Office
VDOL .....	Vermont Department of Labor
VHAP.....	VT Health Access Plan
VHC.....	Vermont Health Connect
VHCB.....	Vermont Housing and Conservation Board
VHCIP.....	Vermont Health Care Innovation Project
VHCURES.....	Vermont Healthcare Claims Uniform Reporting and Evaluation System
VHHIS .....	Vermont Household Health Insurance Survey
VEWS.....	Vermont Integrated Eligibility Workflow System
VISION.....	Vermont’s Integrated Solution for Information and Organizational Needs – the statewide accounting system
VISTA.....	Volunteers In Service To America
VLA.....	Vermont Legal Aid
VLITE.....	Vermont Low Income Trust for Electricity
VMAP.....	Vermont Medication Assistance Program
VOCA.....	Victims of Crime Act
VOCs.....	Volatile Organic Compounds
VPCH.....	Vermont Psychiatric Care Hospital
VPharm .....	VT Pharmacy Program
VPQHC.....	VT Program for Quality in Health Care
VR.....	Vocational Rehabilitation
VRERP.....	Vermont Radiological Emergency Response Plan
VSA.....	Vermont Statutes Annotated
VSH.....	Vermont State Hospital
VSNIP .....	Vermont Spay and Neuter Incentive Program
VT .....	Vermont
VTracks.....	CDC Vaccine Tracking System
VT Gas.....	Vermont Gas
VUHDDS.....	Vermont Uniform Hospital Discharge Data Set
WIC.....	Women Infants and Children
WISEWOMAN.....	Well-Integrated Screening & Evaluation for Women Across the Nation
WPR.....	Work Participation Rate
WS.....	Woodside
WTF.....	Weatherization Trust Fund
WX.....	Weatherization
QHP.....	Qualified Health Plan
YASI.....	Youth Assessment and Screening Instrument
YDO.....	Middlebury District Office
YR.....	Year
ZDO.....	State Office/Central Office (Waterbury)

**VI. ADVANCE PLANNING DOCUMENTS AND MEMORANDUM OF UNDERSTANDING**

Document ID	Name	Description	Approving Entity	Type	Submitted (S) Revised (R) Date	Approval Date
AHS-1	EBCP	HSE Platform (Infrastructure, Hosting, Security) and QHP allocation	CMS E&E	IAPDU	R 08/01/19 R 01/28/20	10/16/19 02/26/20
AHS-2	HITECH	HIE Expansion, EHRIP Operations (Program and Audit), HIT funded SMHP activities, and AHS Portfolio allocation	CMS-HIT	IAPDU	<del>R 07/12/19</del> R 02/27/20 <b>R/06/30/20</b>	<del>09/11/19</del> 03/03/20 <b>08/24/20</b>
AHS-3	E&E	Integrated Eligibility Program, E&E DDI, and AHS Portfolio allocation	CMS-E&E	IAPDU	R 07/31/19 R 04/13/20	10/04/19 Pending
AHS-4	MMIS	MMIS Replacement Program (PBM, Care Mgt, Core Ops, Specialized Program,) MAPIR, and AHS Portfolio allocation	CMS-MMIS	IAPDU	R 03/08/18 R 06/21/19	05/05/18 10/17/19
DCF-4	OCS	Child Support Enforcement System – ACCESS – 2019 (For SFY 2020)	ACF-OCS	OAPDU	S 5/1/19	7/11/19
<del>DCF-5</del>	<del>SSMIS</del>	<del>Vermont Child Welfare Information Technology System – 2020</del>	<del>ACF</del>	<del>OAPDU</del>	<del>S 7/16/19</del>	<del>7/26/19</del>
<b>DCF-6</b>	<b>SSMIS</b>	<b>Vermont Child Welfare Information Technology System - 2021</b>	<b>ACF</b>	<b>OAPDU</b>	<b>S 8/12/20</b>	<b>8/13/20</b>
<b>DCF-7</b>	<b>OCS</b>	<b>Child Support Enforcement System – ACCESS – 2020 (For SFY 2021)</b>	<b>ACF-OCS</b>	<b>OAPDU</b>	<b>S 8/11/20</b>	
DVHA-2	T-MSIS	Transformed Medicaid Statistical Information System	CMS-MMIS	APD	R 9/8/16 R 12/29/17 R 11/22/19	8/25/2017 4/2/2018 1/13/2020
DVHA-8	PIE	Third Party Liability / Payer Initiated Eligibility	CMS-MMIS	APD	S 5/5/2016 <del>R 7/24/2018</del> R 2/19/2019 <b>R 8/31/2020</b>	5/20/19
DVHA-9	EE-OAPD	Eligibility and Enrollment for acquisitions related to the Maintenance and Operations	CMS-EE	OAPD	S 6/26/2015 <del>R 8/17/2018</del> R 8/28/2019 <b>R 8/3/2020</b>	11/4/19
DVHA-13	EVV	Electronic Visit Verification	CMS-MMIS	IAPD	S 5/14/18 R 12/19/18 R 2/14/2020	7/24/2018 1/2/2019 4/3/2020

<b>Document ID</b>	<b>Name</b>	<b>Description</b>	<b>Approving Entity</b>	<b>Type</b>	<b>Submitted (S) Revised (R) Date</b>	<b>Approval Date</b>
DVHA-14	MMIS-OAPD	Medicaid Management Information System for acquisitions related to the Maintenance and Operations	CMS-MMIS	OAPD	S 1/8/2018 R 8/21/2019 <b>R 8/3/2020</b>	5/10/18 12/20/2019
DVHA-15	PADS	Payment and Delivery System	CMS-MMIS	IAPD	S 8/8/2018 R 1/28/2020	10/16/2018 2/13/2020

**Secretary's Office (AHSCO)**

<b>ID</b>	<b>Department</b>	<b>Name</b>	<b>Description</b>
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-FY19	All	ADS Services	Costs for services associated with all State provided IT services including: Project Management, system design, development, and implementation, and application maintenance and operations support.
03400-MOA-REFUGEE-VDH-FY20	VDH	Refugee Health Program	Maintain and enhance a system for addressing the health needs of newly arriving refugees
03400-MOU-EOG CSO-FY18 AMD #1	EOG	CSO	To support the two positions assigned to the Governors Constituent Services Office
03400-MOU-DEC-18ACH-FY <del>20-21</del>	DEC	SerVermont	Placing of <b>25 24</b> full-time AmeriCorps members with municipalities and non-profit organizations to implement strategies to protect and improve water quality in the Lake Champlain watershed.
03400-MOU-ADS-FY19-AMD #2	ADS	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-DATA-AOE-FY19	AOE	Data Sharing	Enables the sharing of information while maintaining compliance with all applicable requirements relating to the safeguarding of data.
03400-MOU-DHR-FY20	DHR	Investigations	Provides investigative services to the Agency of Human Services in connection with those alleged employee misconduct matters where appropriate.
03400-MOU-DCF-RCA-FY20	DCF	Refugee Cash Assistance	Cash benefit for Refugees administered by DCF Economic Services Division.

ID	Department	Name	Description
03400-MOU-AGO-FY20	AGO	Office of 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.
<b>03400-MOU-ACCD-FY21</b>	<b>ACCD</b>	<b>Agency of Commerce and Community Development</b>	<b>Support for ACCD launching the Emergency Economic Recovery Grants.</b>

**Department for Children and Families (DCF)**

<b>ID</b>	<b>Department</b>	<b>Name</b>	<b>Description</b>
03440-10238-20 (ADMIN/ESD)	Health (VDH)	SNAP Nutrition Education	Nutrition Education
03440-10034-20 (ADMIN/RU)	DAIL	VR/BAM	CWS Salesforce Licenses for Employment Consultants at VABIR and VAL
03440-10307- <del>19</del> <b>20</b> (ICAN ESD/ADMIN)	DAIL/VR	Individual Career Advancement Network (ICAN)	To provide E&T participants who need additional supports to overcome employment barriers with EAP counselors to assess underlying factors that contribute to employment barriers faced by 3Square VT recipient
03440-10308- <del>19</del> <b>20</b> ICAN (ESD/ADMIN & RU)	VT Department of Labor (VDOL)	SNAP Employment and Training Program	To provide comprehensive employment services to 3SquaresVT recipients.
<b>03440-10308B-20</b>	<b>VT Department of Labor (VDOL)</b>	<b>SNAP Employment and Training Program</b>	<b>To provide ICAN services statewide to 3SVT recipients who agree to 3SVT employment and training services and participants who are subject to 3SVT time limited benefits who need to meet specific work requirement to maintain 3SVT benefits</b>
03440-10170- <del>18</del> <b>20</b> (ESD LIHEAP)	VT Department of Environmental Conservation (DEC)	Low Income Home Energy Assistance Program (LIHEAP)	To provide replacement of fuel tanks for clients eligible to receive crisis assistance under LIHEAP.
03420-28367 (FSD)	Health (VDH)	Miscellaneous	VDH contributes to DCF's share of Child Abuse Physician Grant.
<del>03440-28374</del> <del>MOU-FY19</del>	<del>Forest, Parks &amp; Recreation</del>	<del>Fam Preservation-Support—Family Park Passes</del>	<del>Family Park Passes: Pays for family passes</del>
<b>DAIL_JOBS_MOU_03460-50005-20</b>	<b>Disabilities, Aging &amp; Independent Living</b>	<b>Jump On Board for Success (JOBS) Program</b>	<b>Jobs Program: (Jump on Board for Success) to improve community functioning and employment outcomes of at-risk transition-aged youth to secure paid employment and community supports.</b>
<b>03440-28385-MOU-FPR-FY20-23</b>	<b>Forest, Parks and Recreation</b>	<b>Park Passes</b>	<b>To support foster caregivers' access to Vermont State Parks by providing punch passes for the FY20-23 seasons</b>
03440-20263-18 VCIC (FSD)	Vermont Department of Public Safety	Vermont Criminal Information Systems program	Processing of criminal records
28375-FY19-MOU (FSD)	Office of Defenders General	Family Reunification	Family reunification activities as passed per Section B.317

<b>ID</b>	<b>Department</b>	<b>Name</b>	<b>Description</b>
03440-28386-MOU-GAL-CJA-FY20	Vermont Judiciary/Office of the Court Administrator/ Vermont Guardian ad Litem Program	Children's Justice Act	To improve the investigation, prosecution and Judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim.
03440-28373-DCF-SAS-FY19-MOU (FSD)	State's Attorneys and Sheriffs Youthful Offender Implementation	Vermont Department of State's Attorneys and Sheriffs	The Bennington County State's Attorney to provide consultation and technical assistance to VT State's Attorneys regarding implementation of the Youthful Offender option within Act 201
<b>03440-28421-MOU-DAIL-DRVT_FY21</b>	<b>Disabilities, Aging &amp; Independent Living</b>	<b>Vermont Communication Support Project</b>	<b>To develop and maintain the capacity to provide specialized communication accommodations for individuals with disabilities to ensure equal access to courts, hearings and other professional interactions.</b>
<b>03440-28434-MOU-ODG-EVAL-22</b>	<b>Vermont Office of the Defender General</b>	<b>Evaluator Services</b>	<b>Evaluation conduct services based on the referral and prepare a report detailing their findings for treatment recommendations.</b>
03440-38000-20-DMH	Mental Health	Preschool Development Grant	The purpose of PDG B-5 grant is to assist States to develop, update, or implement a strategic plan that facilitates collaboration and coordination among existing programs of early childhood care and education.
03440-38100-20-VDH (CDD)	Health (VDH)	Preschool Development Grant	The purpose of PDG B-5 grant is to assist States to develop, update, or implement a strategic plan that facilitates collaboration and coordination among existing programs of early childhood care and education.
03440-38200-20-AOE	Agency of Education	Preschool Development Grant	The purpose of PDG B-5 grant is to assist States to develop, update, or implement a strategic plan that facilitates collaboration and coordination among existing programs of early childhood care and education.
03440-38100-20-VDH (CDD)	Health (VDH)	Preschool Development Grant	The purpose of PDG B-5 grant is to assist States to develop, update, or implement a strategic plan that facilitates collaboration and coordination among existing programs of early childhood care and education.
OCS-1	Disabilities Aging and Independent Living (DAIL)	Work 4 Kids Pilot	To offer employment services and support to individuals who are delinquent in child support payments
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



<b>ID</b>	<b>Department</b>	<b>Name</b>	<b>Description</b>
Woodside-3	Vermont Agency of Education	School Lunch Program	DCF AP pays monthly to Woodside. Funding from AOE via transfer. Direct funding source
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.
03440-28378-VDHL-MOU-FY20-21 (FSD)	VT Depart of Health Laboratory	Substance Abuse Testing	<b>P</b> rovide substance abuse testing through urine screens for FSD offices statewide
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
MOU 03150-MH 006	DMH	SAMSA Rapid Rehousing	To provide rapid rehousing and prevention through the Housing Opportunity Grant Program

**Department for Disabilities, Aging and Independent Living (DAIL)**

<b>ID</b>	<b>Department</b>	<b>Name</b>	<b>Description</b>
DHR-DAIL-6	DHR	Invest EAP	Providing Employee Assistance program services for State of Vermont employees and eligible dependents
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
03460-40001	SOS	VT Board of Nursing	Ensuring a standard of education and competency of nursing assistants who seek to be, or are employed in, Vermont
03460-50005-20	DMH	Jump on Board for Success (JOBS)	Operating and funding of JOBS Programs
03460-50004-19	AOT/VTRANS	State of VT Disability Hiring Initiative	On-The-Job Training (OJT) to support DVR consumers
03460-70003-20	DOC	Traumatic Brain Injury (TBI)	Screening for TBI upon entry into the correctional system; fostering treatment and recognition
03460-7000 <sup>+2</sup> - <sub>20</sub> <sup>1</sup>	DCF	Senior Farmers Market Nutrition Program (SFMNP)	Implementation and management of the Farm to Family Program farmer's market coupon component of the SFMNP
03460-70002-20	DCF/ESD	3Squares VT	Promote and strengthen participation in 3SquaresVT
03460-10001-20	VHCB	Home Access Program	Administration and operations for the VT Center for Independent Living Home Access Program

**Department for Vermont Health Access (DVHA)**

<b>ID</b>	<b>Department</b>	<b>Name</b>	<b>Description</b>
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.
03410-04-20	DOL	Unemployment Insurance	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

*Effective Date 7/1/2020  
Submission Date 9/30/2020*

**Vermont Department of Health**

<b>ID</b>	<b>Department</b>	<b>Name</b>	<b>Description</b>
03330-001-2020	Green Mountain Care Board	BRFSS Survey 2020	GMCB and VDH have agreed to incorporate one question pertaining to hypertension awareness on the 2020 BRFSS
03330-0002-2018	Green Mountain Care Board	Management & Analytics of Hospital Data	Hospital Discharge data sets
03420-031119	US Geological Survey	Water Resource Investigations	To determine the occurrence & distribution of chloride in groundwater from domestic wells in Vermont
03420-07649	DCF	Nurturing Parenting Program	To coordinate and deliver the Nurturing Parenting Program statewide
03420-07911	DMH	Maternal Depression	To improve the mental health and well-being of pregnant and postpartum women.
03420-07938	Department of Liquor and Lottery	Data Collection about access to Tobacco products	To create an online compliance program to collect data on access to tobacco, tobacco substitutes, with a focus on e-vapor products.
03420-07945	Vermont Agency of Agriculture	VAAFV Vector Surveillance	To conduct arthropod (mosquito and tick) vector surveillance
03420-07946	United States Dept. of Agriculture	Rabies Hotline	USDA will provide technical assistance to those individuals with rabies-related wildlife questions and concerns and triage medical and domestic animal questions to the appropriate state agencies.
03420-07965	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.
03420-07966	DAIL	DAIL Employment Services Manager	To enable collaboration between VDH ADAP and DAIL (Voc Rehab) related to operations of the Employment Services Pilot Program.
03420-07967	DCF	Vermont Home Visiting Alliance (HVA) Facilitator	VDH/MCH and DCF/CDD will work collaboratively to convene the Home Visiting Alliance between May 2019 and June 30, 2020
03420-07977	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
03420-08032	DVHA	IDRP Covisint	To support the Impaired Driver Rehabilitation Program's (IDRP) use of ProviderLink paperless fax-based system through DVHA's contract with Covisint Corporation.

*Effective Date 7/1/2020  
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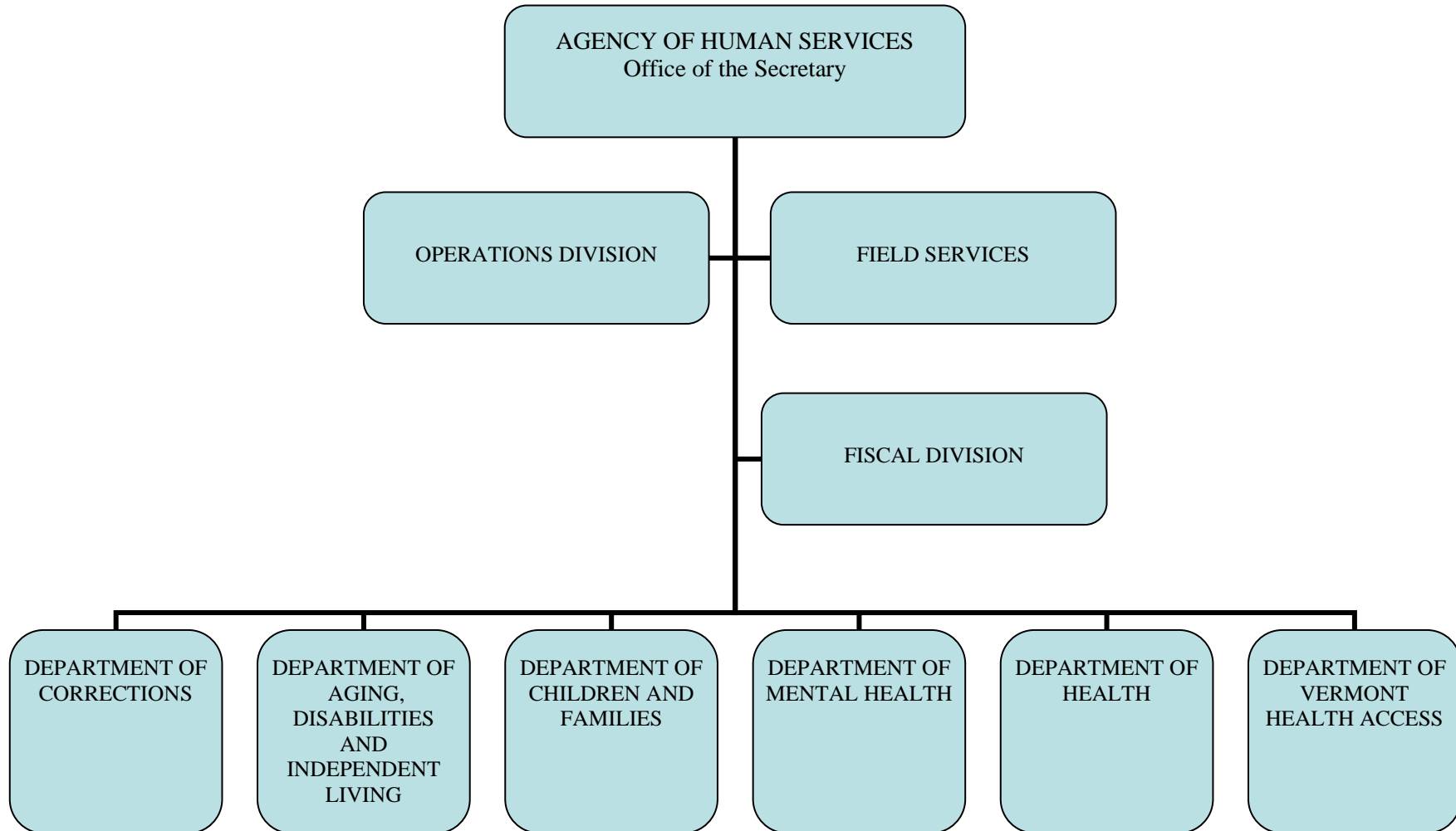
<b>ID</b>	<b>Department</b>	<b>Name</b>	<b>Description</b>
03420- 08073	DVHA	Blueprint for Health – Hub Collaboratives	Support the capacity of advanced primary care practices and community health teams to better serve individuals with substance use and co-occurring disorders
03420-08074	Office of the Court Administrator	Drug Court Program	To support court coordination for the Treatment Courts in Rutland, Chittenden, Washington and Franklin Counties.
03420-08122	DVHA	Tobacco treatment training	To support DVHA Blueprint for Health Unit’s work in providing tobacco treatment training to the Vermont Quit Partners and community partners in each Health Service Area (HSA). DVHA
03420-08231	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.
03420-7168	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.
MOA-DEC-VDH-F&L-2019	DEC	Public Water Systems	To support monitoring Transient Non-community public water systems.
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.
20-DPJ-18-0008-00	CDC	MCH epidemiologist from CDC	CDC providing MCH Epidemiologist for Public Health activities
2019-MOA_Lead_DEC_VDH	DEC	testing of drinking water for lead at childcares and schools	The Vermont Department of Health, DCF, AoE and DEC have partnered in a state-wide sampling program to test for lead in drinking water at all schools and childcares in the state and remediate when levels are at, or above 4 parts per billion (ppb).
MOU AOE VDH for CDC 1801	AOE	CDC GRANT 1801	To carry out the activities identified under the CDC grant, Improving Student Health and Academic Achievement through Nutrition, Physical Activity and the Management of Chronic Conditions in Schools
MUO254	AOT	Child Passenger Safety Program	VDH will take on the day to day responsibility for the Child Passenger Safety Program.

ID	Department	Name	Description
MUO255	AOT	2020 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.
MUO259	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.

**Department of Mental Health**

<b>ID</b>	<b>Department</b>	<b>Name</b>	<b>Description</b>
03150-MH005	VDH	Epidemiologist	DMH to provide funding to VDH to support the Centers for Disease Control and Prevention assignee, who is serving as the lead Maternal and Child Health epidemiologist for the State of Vermont.
03150-MH0038	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.
03410-11-19	DVHA	ProviderLink paperless fax-based system	DVHA will allow DMH access to Covisint Corporation system for SFY 2020.
03150-MH006	DCF	Housing Opportunity Grant	DMH to provide Block Grant funds to the Housing Opportunity Grant Program.

## VII. ORGANIZATIONAL CHART



Effective Date 7/1/2020  
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**VIII. FEDERAL CFDA NUMBERS**

<b>CFDA #</b>	<b>Federal Agency</b>	<b>Program Title</b>
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
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	<b>Coronavirus</b> <del>Corona-Virus</del> Relief Fund (CRF)
66.032	EPA-OAR	State Indoor Radon Grants
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
81.042	Energy	Weatherization Assistance for Low - Income Persons
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
84.186	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
84.421B	DOE	Disability Innovation Fund (DIF)
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, Chapter 2 - 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

CFDA #	Federal Agency	Program Title
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
93.092	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
93.136	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)
93.165	DHHS-HRSA	Grants to States for Loan Repayment Program
93.184	DHHS-CDC	<del>Chronic Disease Disability</del> <b>Disabilities Prevention</b>
93.217	DHHS-OPA	Family Planning - Services
93.197	DHHS-CDC	Childhood Lead Poisoning Prevention Projects, State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children
93.224	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
93.336	DHHS-CDC	Behavioral Risk Factor Surveillance System
93.354	DHHS-CDC	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response

<b>CFDA #</b>	<b>Federal Agency</b>	<b>Program Title</b>
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
93.434	DHHS-ACF	Preschool Development Grant
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
93.436	DHHS-CDC	Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN)
93.464	DHHS-ACL	Assistive Technology
93.517	DHHS-AOA	Affordable Care Act – Aging and Disability Resource Center
93.521	DHHS-CDC	The Affordable Care Act: Building Epidemiology, Laboratory, and Health Information Systems Capacity in the Epidemiology and Laboratory Capacity for Infectious Disease (ELC) and Emerging Infections Program (EIP) Cooperative Agreements
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
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
93.643	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
93.667	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
93.747	DHHS-AOA	Elder Abuse Prevention Interventions Program
93.735	DHHS-CDC	State Public Health Approaches for Ensuring Quitline Capacity
93.753	DHHS-CDC	Child Lead Poisoning Prevention Surveillance

<b>CFDA #</b>	<b>Federal Agency</b>	<b>Program Title</b>
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
93.796	DHHS-CMS	State Survey Certification of Health Care Providers and Suppliers (Title XIX) Medicaid
93.815	DHHS-CMS	Domestic Ebola Supplement to the Epidemiology and Laboratory Capacity for Infection Diseases
93.817	DHHS-ASPR	PHEP Ebola
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
93.912	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
93.977	DHHS-CDC	Sexually Transmitted Diseases (STD) Prevention and Control Grants
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
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
<b>97.036</b>	<b>DHS-FEMA</b>	<b>Disaster Grants-Public Assistance (Presidentially Declared Disasters)</b>

## **IX. COST ALLOCATION METHODOLOGIES AND DEPARTMENTAL ORGANIZATIONAL CHARTS**

### **a. AHS Secretary's Office**

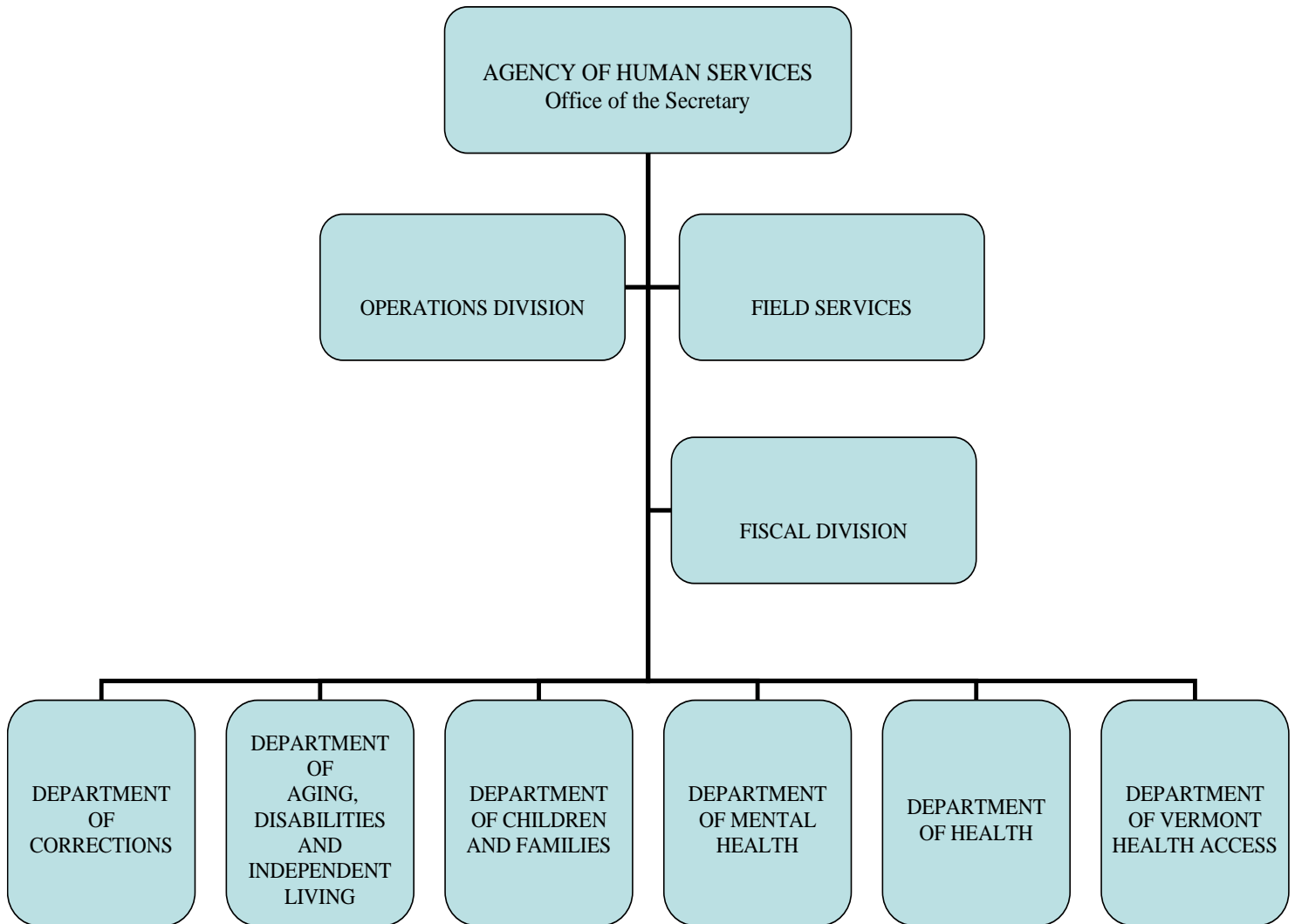
#### **I. Introduction**

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



**Secretary’s Office 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” or “DSR investments” waiver forms. Investment administrative costs for Green Mountain Care Board, 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
37102	Health Care Reform Director	Project work assigned by the AHS Secretary's Office	Total salaries across the Health Care Reform unit
37110	Health Care Operations, Compliance and Improvement Support Staff	Support staff provides assistance for the unit.	Quarterly enrollment for GC, CHIP, and all other benefiting programs
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
<b>37196</b>	<b>Legal Aid COVID Grants</b>	<b>Grants related to Act 136 (Homelessness) and Act 120 (Access to Justice)</b>	<b>Direct to COVID CRF</b>
37210	Secretary's Office Staff	Costs associated with the Office of the AHS Secretary and Staff	Positions Across AHS



Program Code	Program Name	Description	Allocation Method
37222	Opiate Council - IDT	Costs associated with the Drug Abuse Prevention – Opiate Council	Direct to Act 11 of 2018 SS C.106.2
37240	AHS Policy and Program Integration	Staff expenses related to the Policy and Program Integration	Positions across AHS
37530	Refugee Social Services	Funding to provide employability services to refugees	Direct to Refugee Social Services Grant
37531	State Refugee Administration	Costs associated with the coordinator for administration of the federal refugee	Direct to Refugee Cash and Medical Assistance (CMA) Grant
37535	Refugee Discretionary Targeted Assistance	Funding to provide youth employment services to refugees	Direct to Refugee Discretionary Targeted Assistance Grant
37536	Refugee Formula Targeted Assistance	Funding to provide social services to refugees	Direct to Refugee Formula Targeted Assistance Grant
37537	Refugee Cash Assistance	Funding to provide direct cash assistance to refugees	Direct to Refugee Cash and Medical Assistance (CMA) Grant
<b>37538</b>	<b>Refugee COVID Grants</b>	<b>Grants related to Act 136 Support for New Americans, Refugees</b>	<b>Direct to COVID CRF</b>
37730	Medicaid Policy Unit	Costs associated with Medicaid Policy	Quarterly enrollment for GC, CHIP, and all other
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	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)	Direct to COVID CRF
<b>37733</b>	<b>CRF Hazard Pay</b>	<b>Grant costs related to Act 136 Front-Line Employees Hazard Pay grant program</b>	<b>Direct to COVID CRF</b>

Program Code	Program Name	Description	Allocation Method
<b>37735</b>	<b>HC Stabilization</b>	<b>Grants related to Act 136 Healthcare provider stabilization grant program</b>	<b>Direct to COVID CRF</b>
37823	IEEECM-Staff	Staff Expenses related to Enterprise Content Management (ECM) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
37825	IEEPortal Uploader - Staff	Staff Expenses related to Customer Portal-Uploader related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
37827	IEEBI-Staff	Staff Expenses related to Customer Portal Uploader related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
37829	IEEPortal Online Appl-Staff	Staff Expenses related to Customer Portal Online Application related to Enterprise integrated eligibly DDI	Allocated based on benefitting program individuals 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
37831	IEEPremPr-Staff	Staff Expenses related to IEE Premium Processing related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
37864	IEE REACHUP Rules`	Salary, operating and contract costs related to IEE IAPD REACHUP Business Rules Project	Reach Up individuals per IE&E IAPDReach Up individuals- 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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37867	IEE LIHEAP Rules	Salary, Operating and Contract Costs related to IEE IAPD LIHEAP Business Rules Project	Direct to LIHEAP-IE&E-DDI
37873	MMIS-Record Store&Mgt Staff	Staff and operating costs associated with the development of the MMIS Rec Store Mgt solution	Direct to CMS-MMIS/MES-DDI (90%)
41023	AHS Portfolio Operating Expenses	Operating expenses for the Portfolio Management Group	Total Salaries across the Portfolio Office
41188	SNAP Business Rules Maintenance	Salary, Operating and contract costs related to maintaining the SNAP	Direct to SNAP – 50% Unspecified Other (Line 26)
41731	Portfolio Management Staff	Staff expenses related to the Health Care Portfolio	Quarterly Allocation based on VTHR Hours across AHS to the Direct to MMIS, IE and HITECH (DDI only) Program Codes, CMS-MMIS/MES - DDI (90%), CMS-E&E/VIEWS DDI (90%)-ALLOCATED, CMS HIT IAPD (90%)
41732	Portfolio Management Contracts	Contract expenses related to the Health Care Portfolio	Quarterly Allocation based on VTHR Hours across AHS to the Direct to MMIS, IE and HITECH (DDI only) Program Codes, CMS-MMIS/MES - DDI (90%), CMS-E&E/VIEWS DDI (90%)-ALLOCATED, CMS HIT IAPD (90%)
42020	Healthcare Admin: 211 Contract	Contract for call center services for health care	Direct to Investments (STC-79) – United Ways 2-1-1 (41)
42021	Healthcare Admin: 211 Contract – General Fund	Contract for call center services for human services referrals	Direct to General Funds
41023	AHS Portfolio Operating Expenses	Operating expenses for the Portfolio Management Group	Total Salaries across the Portfolio Office

### 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37050	Operational Services	Costs associated with Operational Services.	Positions Across AHS
37181	Health Care Advocate – Vermont Legal Aid	Costs associated with the Health Care Advocate office.	Quarterly update based on total number of cases by coverage type provided by VT Legal Aid
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.
37250	Human Resources Investigation Staff	Investigation of Personnel Issues.	Quarterly update based on Case Count of Results of HR Investigations case count
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	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	Direct to Developmental Disabilities Council
37658	DDC Contracts - Admin	Contractual costs associated with the Developmental Disabilities Council. Administrative activities	Direct to Developmental Disabilities Council
<b>37659</b>	<b>DDC VDH CDD Project</b>	<b>Costs associated with VDH's Disability and Health Advisory Group project</b>	<b>Direct to Developmental Disabilities Council</b>
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

Program Code	Program Name	Description	Allocation Method
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 costs for staff to support community-based initiatives in education, public safety, health, and the environment.	Direct to General Funds
37968	SerVermont – CNCS Withholding	Administrative time for administering the competitive and formula grants	Direct to CNCS Withholding
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
37970	SerVermont Training & Technical Assistance (TTA)	Costs associated with carrying training and technical assistance for SerVermont programs.	Direct to CNCS TTA Grant
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
37973	SerVermont Fixed Comp VHCB	Costs associated with CNCS Fixed Competitive Grant for	Direct to CNCS Fixed Comp Grant
<del>37974</del>	<del>SerVermont Surge Grant</del>	<del>Costs associated with CNCS background checks</del>	<del>Direct to CNCS AmeriCorps Surge Grant</del>
37976	SerVermont 19 Train & Tech	Costs associated with carrying out training and technical assistance for SerVermont programs.	Direct to CNCS 19 TTA Grant

**Organizational Unit 4: Field Services**

Field Services which 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40450	AHS-Field Services	Costs associated with the Field Services staff salaries and benefits	Positions Across AHS Non- Institutional Staff
41002	Service Coordination	Sub-grants to provide service coordination for families and individuals referred through the	Direct to General Funds
41003	Direct Service Dollars	Sub-grants to provide direct supports and create community	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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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
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
37428	Rental Expenses – Randolph	Rental Expenses for Randolph 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
37436	Rental Expenses – Williston	Rental Expenses for Williston 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
37488	Rental Expenses – Williston 291	Rental Expenses for offices at Williston 291	Direct to Administrative Funds

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 benefitting program individuals 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.
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
37835	MMIS-Care Mgmt Staff	Staff and operating costs associated with the development of the MMIS for Care Management (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
37837	MMIS-PMM Staff	Staff and operating costs associated with the development of the MMIS for Provider Management Module (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
37839	MMIS-COB Staff	Staff and operating costs associated with the development of the MMIS for Coordination of Benefits (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
37841	MMIS-E Imaging Staff	Staff and operating costs associated with the development of the MMIS for Electronic Imaging (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
37845	EVV Staff	Staff and operating costs associated with the Electronic Visit Verification System (DDI)	Direct to CMS-MMIS EVV IAPD (90%)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37847	IEEMPI-Staff	Staff Expenses related to IEE MPI related to Enterprise Medicaid DDI	Allocated based on benefitting program individuals 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.
41022	Fiscal Operating Expenses	Operating expenses for the Fiscal Office	Total Salaries of Fiscal Division staff
41642	MMIS – DDI Staff	Staff work related to the development of the MMIS	Direct to CMS-MMIS/MES – DDI (90%)
41693	HIT: Implementation - Staff	Staff Expenses related to Health Enterprise HIT HIE, EHR, and Public Health	Direct to CMS-HIT IAPD (90%)
42016	Health Care Administration: EQRO	Contractual payments for the External Quality Review of Global Commitment	Direct to Medicaid – Admin

**b. Department of Children and Family Services (DCF)****I. Introduction**

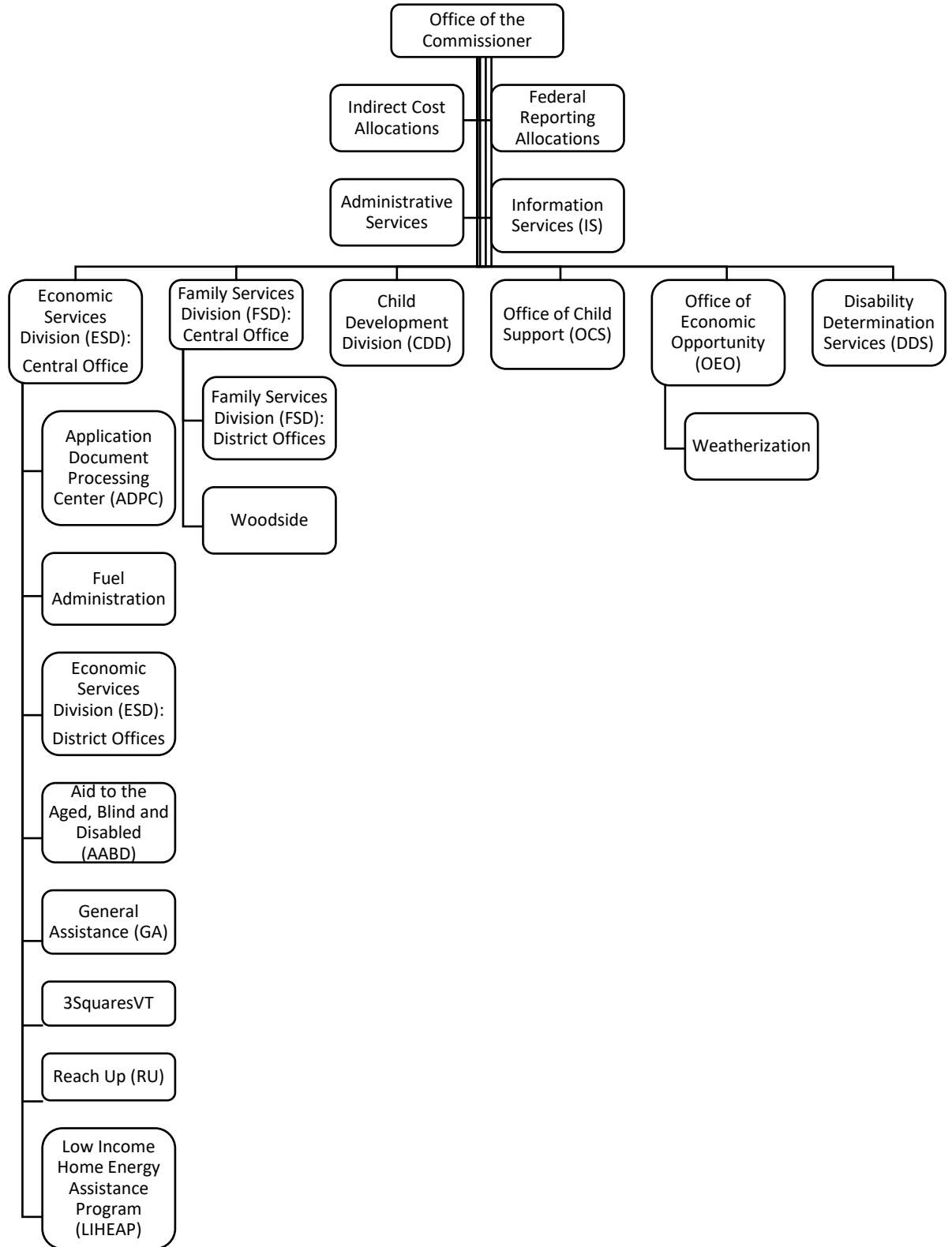
The following narrative and supporting schedules represent the public assistance cost allocation plan for the State of Vermont, Agency of Human Services (AHS), Department for Children and Family Services (DCF). DCF is the “single state agency” for the Title IV-E, Title IV-B, Title IV-D, Temporary Assistance 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 Charts



### III. Department for Children and Families 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” or “DSR investments” waiver forms. Investment administrative costs for Green Mountain Care Board, 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 explanation of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
1000.1	Statewide Indirect Cost Allocation Plan (SWICAP) – DCF	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 (IT)	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 Control Audit Expenses	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 Investigation Staff	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)
1000. 62	Human Services Board FSD	DCF allocation of Human Service Board costs.	Total Salaries Across Family Services (including Field Staff, not including fringe)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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.
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	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)	Direct to COVID CRF
37829	IEEPortalOnline Appl- Staff	Staff Expenses related to Customer Portal Online Application related to Enterprise integrated eligibility DDI	Allocated based on benefitting program individuals 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
37831	IEE PremPr-Staff	Staff Expenses related to IEE-Premium Processing related to Enterprise integrated eligibility DDI	Allocated based on benefitting program individuals 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
37867	IEE-LIHEAP Rules	Salary, Operating and Contract Costs related to IEE IAPD LIHEAP Business Rules Project	Direct to LIHEAP-IE&E-DDI-

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40045	Youth Homelessness Demonstration Program	Administrative activities related to the Youth Homelessness Demonstration Program, including general meeting time, completing time reports/expense accounts, and travel not related to training or any other activity.	Direct to General Fund
40108	BFIS Upgrade and Replacement Project	Contractual, salary and operating costs associated with the BFIS upgrade and replacement project.	Direct to BFIS Upgrade Project
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)
40440	Youth Justice Services	Salary and operating costs associated with the Youth Justice Delinquency Prevention Program.	Direct to Juvenile Justice Delinquency Prevention (JJDP)
40441	DCF Special Assistant Staff Attorney	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	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
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
40446	JJDP Mentoring Grant	Program costs associated with the Federal JJDP Mentoring Grant.	Direct to JJDP Mentoring Grant

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40500	Administrative Services General Fund	Staff, operating, direct and miscellaneous non-federal expenditures within Administrative Services.	Direct to General Fund
40701	Medicaid – Admin 50/50	Cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40777.801	Unemployment Compensation	Costs associated with unemployment compensation charges.	Total Salaries Across All DCF Staff (not including fringe)
40900	Interdepartmental Transfers	Costs associated with interdepartmental agreements.	Direct to IDT
41020	DCF Commissioner’s Office Staff	Operations and 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)
41260	Business Office	Manage 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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41261	EBT Financial Administrator	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)
41293	Legal Division Administrative Staff	Staff salaries and operating costs associated with administrative staff.	Quarterly Results of the Legal Time Study
41294	Legal Counsel	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)
41295	Assistant Attorney General (AAG) Legal Division	Staff salaries 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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	General and administrative services-for the director, and administrative support staff.	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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37543	Preschool Development Grant	Costs associated with the Preschool Development Grant.	Direct to Preschool Development Grant
37716	IE HC 90/10 Contracts	Contractual Expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
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)	Direct to COVID CRF
37823	IEEECM-Staff	Staff Expenses related to Enterprise Content Management (ECM) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37825	IEEPortalUploader-Staff	Staff Expenses related to Customer Portal Uploader related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
37828	IEEBI-Contractual	Contractual Expenses related to Business Intelligence (BI) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
37830	IEE Portal Online Appl-Contractual	Contractual Expenses related to Customer Portal Online Application related to Enterprise integrated eligibility DDI	Allocated based on benefitting program individuals 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
37832	IEE PremPr-Contractual	Contractual Expenses related to IEE-Premium Processing related to Enterprise integrated eligibility DDI	Allocated based on benefitting program individuals 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
37864	IEE REACH Up Rules	Salary, Operating and Contract Costs related to IEE IAPD REACHUP Business Rules Project	Reach Up Individuals 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
37865	IE HC 90/10 Staff (Medicaid plus CHIP)	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI and IV&V	Allocated based on benefitting program individuals 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
37867	IEE-LIHEAP Rules	Salary, Operating and Contract Costs related to IEE IAPD LIHEAP Business Rules Project.	Direct to LIHEAP-IE&E-DDI

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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	Costs associated with the approved OCS APD contract costs are coded here.	Direct to IV-D APD Operational Costs, APD Required (Line 5)
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 1H1)
40108	BFIS Upgrade and Replacement Project	Contractual, salary and operating costs associated with the BFIS upgrade and replacement project.	Direct to BFIS Upgrade Project
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)
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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	Woodside – IT Purchases	Hardware and software purchases for the Woodside Treatment Facility, including Staff equipment and general systematic updates.	Direct to Woodside
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.	Direct to General Fund (YASI)
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	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	Direct to General Fund
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.	Results of the Economic Assistance Time Study
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	Woodside – Title I IT Purchases	Hardware and software purchases for the Woodside Treatment Facility within the Family Services Division, including staff equipment and general systematic updates, which are approved and funded by the AOE Title I Grant.	Direct to Woodside
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 LIHEAP Admin
40500	IT General Fund	Contractual, operating, direct and miscellaneous non-federal expenditures within IS.	Direct to General Fund
40701	Medicaid – Admin 50/50	Cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40717	Children’s Integrated Services (CIS) Data System DDI	Contractual operating costs for the Children’s Integrated Services (CIS) Data System	Direct to General Fund
40777.901	Unemployment Compensation	Costs associated with unemployment compensation charges.	Total Salaries Across All DCF Staff Less DDS (not including fringe)

Program Code	Program Name	Description	Allocation Method
40900	Interdepartmental Transfers	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)
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 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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 1H1)
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
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)
41186	SNAP Rules Investment	Contractual and operating costs associated with tracking the expense for the SNAP Rules project.	Direct to SNAP - New Investment SNAP (Line 19)
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)
41382	TPL PIE APD - Staff	Staffing cost for the Payer Initiated Eligibility inquiry project to implement the CMS 270/271 EDI transactions for the electronic data matching of coordination of benefits information.	Direct to CMS - MMIS PIE IAPD (90%)
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41642	MMIS DDI Staff	Staff work related to the development of the MMIS.	Direct to CMS-MMIS/MES-DDI (90%)
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)
44300	Community Services Block Grant (CSBG - Discretionary)	Federal funds-The primary goal is to eliminate poverty and provide training and technical assistance.	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 explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37716	IE HC 90/10 Contracts	Contractual Expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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.
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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.
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	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)	Direct to COVID CRF
37823	IEEECM-Staff	Staff Expenses related to Enterprise Content Management (ECM) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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.



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37825	IEE Portal Uploader-Staff	Staff Expenses related to Customer Portal Uploader related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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.
37827	IEEBI-Staff	Staff Expenses related to Business Intelligence (BI) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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.
37835	MMIS –Care Mgmt Staff	Staff and operating costs associated with the development of the MMIS for Care Management (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
37837	MMIS –PMM-Staff	Staff and operating costs associated with the development of the MMIS for Provider Management Module (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
37839	MMIS –COB-Staff	Staff and operating costs associated with the development of the MMIS for Coordination of Benefits (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
37843	MMIS –Business Objects-Staff	Staff and operating costs associated with the development of the MMIS for Business Object (end of life Issue-DXC) (DDI)	Direct to CMS-MMIS/MES-DDI (90%)
<b>37856</b>	<b>PADS Staff</b>	<b>Staff and operating costs associated with the Payment and Delivery Systems (DDI)</b>	<b>Direct to CMS - MMIS PADS DDI (90%)</b>
37864	IEE REACH Up Rules	Salary, Operating and Contract Costs related to IEE IAPD REACHUP Business Rules Project	Reach Up Individuals 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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37865	IE HC 90/10 Staff (Medicaid plus CHIP)	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI and IV&V	Allocated based on benefitting program individuals 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
37867	IEE-LIHEAP Rules	Salary, Operating and Contract Costs related to IEE IAPD LIHEAP Business Rules Project	Direct to LIHEAP-IE&E-DDI
37869	IE HC 90/10 Staff (Healthcare)	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI and Optum	Allocated based on benefitting program individuals 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.
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)
40350	Lifeline Program	Staff salaries 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
40479	ACCESS Health Care	Salary 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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
40500	Economic Services General Fund	Staff, operating, direct and miscellaneous non-federal expenditures within Economic Services.	Direct to General Fund
40701	Medicaid – Admin 50/50	Cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40705	Health Care – Citizenship	Costs associated with verifying citizenship of	Direct to Medicaid – Admin 50/50 Line 49
40777.101	Unemployment Compensation	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
40900	Interdepartmental Transfers	Costs associated with interdepartmental agreements.	Direct to IDT
41075	Health Care Policy Analyst	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	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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41141	Long Term Care	Staff salaries 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	Staff salaries 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.	Staff salaries 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	Staff salaries associated with SNAP Support Services.	Direct to SNAP – 50% Unspecified Other (Line 26)
41164.101	SNAP Quality Assurance Non- Mandated	Staff salaries 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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41165	SNAP Mandated Quality Control	Staff 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)
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	Staff salaries 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	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	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	Staff salaries 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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41176	SNAP Eligibility Work	Staff salaries 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	Staff salaries 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	Salaries 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	SNAP prior quarter adjustments, as needed.	Direct to SNAP Prior Quarter Adjustments
41182	Able-Bodied Adults Without Dependents (ABAWD) New Investment	Staff salaries 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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41185	Financial Eligibility Specialists/Interviewers/Call Center Agents	Staff salaries 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
41186	SNAP Rules Investment	Contractual and operating costs associated with tracking the expense for the SNAP Rules project.	Direct to SNAP - New Investment SNAP (Line 19)
41195	Aid to the Aged, Blind, and Disabled	General administrative expenses that are direct charged to AABD are coded here.	Direct to AABD
41210	LIHEAP Benefits Program Staff	Staff salaries and operating costs associated with running the Home Heating Program.	Direct to Home Heating Program/LIHEAP Admin

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41211	Economic Services Deputy Commissioner, Administrative Services Director, Operations Director and Support Staff	Responsible 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)
41250	Electronic Benefit Transfer (EBT) Financial Services	Contract costs for EBT financial services related directly to SNAP are coded	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41261	EBT Financial Administrator	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	General administrative 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,	Staff 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)
41275	Fraud Investigator	Fraud Investigators and 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)
41290	General Assistance Administration	General administrative costs related to providing GA services are coded here.	Total Cost Across EA and GA (allocated to TANF and General Fund)



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	Staff salaries and operating costs associated with administrative staff.	Quarterly Results of the Legal Time Study
41295	Assistant Attorney General (AAG) Legal Division	Staff salaries 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	Staff salaries 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)
41306	SNAP Program Coordination	Staff salaries and operating costs associated with SNAP coordination functions.	Direct to SNAP – Certified (Line 1)
41308	SNAP Pledge Funds	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	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)	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41313	Fair Hearing 3SQR	Staff salaries 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)	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 administrative costs associated with providing SNAP Outreach services to eligible low-income persons.	Direct to SNAP – Outreach (Line 17)
41318	SNAP E&T ICAN	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 Prior Quarter Adjustments
41319	ESD Operating Costs – Eligible for SNAP Bonus Award	Tracking of staff salaries 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 services, not including fringe)
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	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	Staff salaries 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	Staff salaries and operating costs associated with the requirement to verify work activity, documentation and attendance.	Direct to TANF Program Management, Assessment/Service Provision (Line 22b)
41360	Farm to Family - Non-WIC	Programmatic costs associated with Farm to Family Program.	Direct to Farm to Family Non-WIC (State Fund)
41361	Farm to Family - Senior Coupons	Programmatic and administrative costs associated with Farm to Family Program.	Direct to Farm to Family Senior Coupons (State Funds)
41362	Farm to Family - WIC	Programmatic costs associated with Farm to Family Program.	Direct to Farm to Family WIC (Federal)
41363	Farm to Family You First	Programmatic costs associated with Farm to Family Program.	Direct to Farm to Family Non-WIC (State Funds)
41365	Farm to Family Administration	Staff and operating costs associated with vouchers used at farmers markets.	Direct to Farm to Family Administration (Federal)
41366	Farmers Market EBT Project	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)	Costs associated with supporting Child Nutrition Program services that cannot be funded with SNAP outreach money.	Direct to General Fund

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41413	COVID-19 Uninsured TEST Staff	Staffing expenses related to the COVID-19 uninsured testing project	Direct to COVID CRF
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	Programmatic costs associated with Gearwar	Direct to SNAP – 100% State Exchange (Line 24)
41555.301	Prior Federal Fiscal Year SNAP State Exchange - Federal	Staff work associated with the development of the MMIS.	Direct to SNAP – 100% State Exchange (Line 24)
41631	Gearwar	Staff, operating, direct and miscellaneous non-federal expenditures for the Economic	Direct to Global Commitment Program
41642	MMIS DDI Staff	Various prior quarter adjustments related to General Fund expenditures, when needed.	Direct to CMS-MMIS/MES-DDI (90%)
41777.101	Economic Services General Fund	Cost associated with VHC Maintenance and Operations related staff and operating expenses.	Direct to General Fund
41777.998	General Fund Prior Quarter Adjustment	Costs associated with the VT GAS Utility discount program.	Direct to General Fund
41779	VHC Operations Staff	Costs associated with GMP expenditures in administrative appropriation	Quarterly VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP, VHC Sustainability, CHIP – Admin, Medicaid – Admin 50/50
44235	VT Gas Utility Eligibility	Costs associated with travel expenditures for meetings and conferences relating to the administration of the Food Stamps Program.	Direct to VT Gas
44345	GMP Utility Eligibility	Programmatic costs associated with Gearwar	Direct to GMP Utility Eligibility

**Organizational Unit 5: Economic Services Division (ESD): Application Document Processing Center (ADPC)**

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

Detailed explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
<b>37731</b>	<b>AHS COVID Response</b>	<b>Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants</b>	<b>Direct to COVID Response</b>
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)	Direct to COVID CRF
37823	IEEECM-Staff	Staff Expenses related to Enterprise Content Management (ECM) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
37825	IEE Portal Uploader-Staff	Staff Expenses related to Customer Portal Uploader related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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.
40350	Lifeline Program	Staff salaries 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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40500	ADPC General Fund	Staff, operating, direct and miscellaneous non-federal expenditures within ADPC.	Direct to General Fund
41206	Business Reply Envelopes (BRE) Expenses	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	Staff salaries 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	Staff salaries 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	Staff salaries 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)
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	Tracking of staff salaries 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 services, not including fringe)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41211	Economic Services Deputy Commissioner, Administrative Services Director, Operations Director and Support Staff	Responsible 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)
44235	VT Gas Utility Eligibility	Costs associated with the VT GAS Utility discount program.	Direct to VT Gas
44345	GMP Utility Eligibility	Costs associated with GMP expenditures in administrative appropriation	Direct to 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 explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)	Direct to COVID CRF
40500	Economic Services General Fund	Staff, operating, direct and miscellaneous non-federal expenditures within Economic Services.	Direct to General Fund
41185	Financial Eligibility Specialists/Interviewers/Call Center Agents	Staff salaries 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	Staff salaries and operating costs associated with running the Home Heating Program.	Direct to Home Heating Program/LIHEAP Admin
41212	Benefit Programs Administrator	Staff salaries and operating costs associated with supervising Home Heating Staff, Benefit Programs Support Staff and Systems Operations – Specialists.	Direct to Home Heating Program/LIHEAP Admin
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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41300	Home Heating General Administration	General administrative 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	Tracking of staff salaries 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 services, not including fringe)
41777.101	Economic Services General Fund	Staff, operating, direct and miscellaneous non-federal expenditures for the Economic Services Division.	Direct to General Fund
44235	VT Gas-Utility Eligibility	Costs associated with the VT GAS Utility discount program.	Direct to VT Gas
44345	GMP Utility Eligibility	Costs associated with GMP expenditures in administrative appropriation	Direct to 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 explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
<b>37731</b>	<b>AHS COVID Response</b>	<b>Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants</b>	<b>Direct to COVID Response</b>
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)	Direct to COVID CRF
37825	IEE Portal Uploader-Staff	Staff Expenses related to Customer Portal Uploader related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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
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.
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
40500	Economic Services General Fund	Staff, operating, direct and miscellaneous non-federal expenditures within Economic Services.	Direct to General Fund
40900	Interdepartmental Transfers	Costs associated with interdepartmental agreements.	Direct to IDT
41141	Long Term Care	Staff salaries 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	Staff salaries 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	Staff salaries 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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41172	Quality Control and Reach Up Claims Establishment	Staff salaries 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	Staff salaries 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
41174	Fraud Control Claims Establishment	Staff salaries 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	Staff salaries 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	Staff salaries 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	Claims Establishment 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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41185	Financial Eligibility Specialists/Interviewers/ Call Center Agents	Staff salaries 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	Staff salaries 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
41200	Economic Services District Directors and Support Staff	Staff salaries 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)
41275	Fraud Investigator	Fraud Investigators and 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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41280	Reach Up Case Management	Staff salaries 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	Staff salaries 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	Staff salaries 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
41319	ESD Operating Costs – Eligible for SNAP Bonus Award	Tracking of staff salaries 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 services, 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 Woodside 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 explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37515	Balanced and Restorative Justice	Costs associated with Balanced and Restorative Justice.	Direct to General Fund
37675	Access and Visitation	Access and Visitation Program provides non-custodial parents with access and visitation to their children.	Direct to Title IV-D -Access and Visitation
37676	Access and Visitation - Administration	Administration costs for the Access and Visitation Program 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	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)	Direct to COVID CRF
40016	Social Workers Case Aides – Temporary Employees	Costs of temporary Case aide 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)
40023	Centralized Intake and Emergency Services Admin	Administrative and general operating cost related to Centralized Intake and Emergency Services	Total Salaries across Centralized Intake and Emergency Services

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40025	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)
40026	Centralized Intake Unit - Temporary Employees	Salaries 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)
40040	Adoption & Guardianship Services	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	Salaries 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
40048	Service Expansion to 18 and 19-year-old	Administrative activities related to the Service Expansion to 18 and 19-year-old Project. These activities include general meeting time, completing time reports/expense accounts, and travel not related to training or any other activity.	Direct to Service Expansion to 18 and 19-year-olds



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40052	Policy & Operations Administrative	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 Policy & Operations unit less Title IV-E Training (Enhanced)
40053	Policy & Operations Districts	Activities 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	Activities 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	IV-E trainings related to 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	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)
40057	Policy & Operations Non-IV-E Training	Unit trainings for activities that are not Title IV-E eligible.	Direct to General Fund
40060	Emergency Services Program	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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40061	RLSI District SW Support	Stand by support for 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)
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)
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	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	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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)
40083	System of Care Administrative Staff	Administrative 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. 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	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40085	Revenue Enhancement Unit Manager	Unit Manager, overseeing the Revenue Enhancement Team, Agreement Unit, and Federal Programs Administrator. The Revenue Enhancement Unit prepares, executes and monitors 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
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40089	Non-Child Welfare Cases	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	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.	Title IV-E Foster Care Eligibility Rate (Line 5)
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 Woodside	Salary and operating costs related to admission, discharge, treatment and fair hearings for Woodside.	Direct to Woodside
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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, <b>and</b> Centralized Intake and Emergency Services Unit <del>and the Woodside facility</del>	Total Salaries - Across Family Services Central Office Operations
40131	REU Team Support	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)
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 11a)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
40167	Policy & Operations & Juvenile Justice Manager	Salary and operating cost for the Policy & Ops & Juvenile Justice Unit Manager.	Total Salaries across the Policy & Ops & Juvenile Justice 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)
40170	JJU JJDP - Administration	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.	Title IV-E Caseload Count
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)



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	Juvenile Justice 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, statewide systems work, Legislative activities, holiday's, sick or any leave time.	Total Salaries across Juvenile Justice Unit
40182	JJU IV-E Training Enhanced	Salary and operating costs for IV-E trainings related to eligibility, fair hearings, rate setting, referral of services, placement, case reviews and management etc.	Title IV-E Foster Care Eligibility Rate (Line 15) Enhanced
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)



Program Code	Program Name	Description	Allocation Method
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
40190	JJU Prevention & Stabilization Services for Youth and Families (PSSYF) Administration	Salary and operating costs associated with the Prevention & Stabilization Services for Youth and Families (PSSYF).	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.	Direct to General Funds (YASI)
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)
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 10)
40200	Woodside - Admin	Personal services and operating expenses directly associated with the operation of the Woodside Juvenile Treatment Facility.	Direct to Woodside
40400	FSD Act 1	Sexual Violence and Abuse Prevention activity per S.13	Direct to General Fund
40420	Extended Foster Care Support	<b>Non IV-E</b> cost associated with extending foster care support past the age of 18.	Direct to General Fund
40421	Title IV-E Foster Care Audit Fees	Cost of audit fees related to Title IV-E Foster Care Program.	Direct to Title IV-E FC In Placement Admin Costs – Agency Management (Line 7)
40422	Title IV-E Adoption Assistance Audit Fees	Cost of audit fees related to Title IV-E Adoption Assistance Program.	Direct to Title IV-E AA Admin Costs, Agency (Line 22)

Program Code	Program Name	Description	Allocation Method
40439	Youth Justice Services- Council Costs (SAG Only)	Cost associated with the Juvenile Justice Delinquency Prevention Grant	Direct to Juvenile Justice Delinquency Prevention (JJDP) <b>Program</b>
40440	Youth Justice Services	Salary and operating costs associated with the Youth Justice Delinquency Prevention Program.	Direct to Juvenile Justice Delinquency Prevention (JJDP)
<b>40444</b>	<b>Youth Justice Services Temporary Employees</b>	<b>Salary and operating costs associated with Temporary Employees working with the Youth Justice Delinquency</b>	<b>Direct to Juvenile Justice Delinquency Prevention (JJDP) Program</b>
<b>40445</b>	<b>JJDP Mentoring Grant</b>	<b>Salary and Operating costs associated with the Federal JJDP Mentoring Grant.</b>	<b>Direct to JJDP Mentoring Grant</b>
<b>40446</b>	<b>JJDP Mentoring Grant</b>	<b>Program costs associated with the Federal JJDP Mentoring Grant.</b>	<b>Direct to JJDP Mentoring Grant</b>
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	Staff, operating, direct and miscellaneous non-federal expenditures within Family Services.	Direct to General Fund
<b>40502</b>	<b>Nurturing Parent Program</b>	<b>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.</b>	<b>Direct to Investments (STC-79) – Prevent Child Abuse Vermont: Nurturing Parent (34)</b>
40503	Lamoille Valley Community Justice Project	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)
40510	Child Abuse Prevention and Treatment Act (CAPTA)	Costs associated with administration of CAPTA.	Direct to CAPTA Grant
40525	FSD Advance Planning Document (APD)	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
40530.212	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)
40530.302	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
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
40530.402	Subsidized Adoptions – Recurring	Adoption Assistance payments made on behalf of Title IV-E eligible children.	Direct to Title IV-E Adoption Assistance Payments (Line 21)
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
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40530.902	Title IV-E Adoption Training – Short Term	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) 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	Staff handle all aspect of determining children’s eligibility for Title IV-E.	Direct to Title IV-E FC In Placement Admin Costs - Eligibility Determination
40535	Permanent Guardianship	Guardianship Assistance paid on behalf of Title IV-E eligible children.	Direct to Permanent Guardianship
40545	Title IV-B CARES	CARES Federal funds for Title IV-B program within FSD	Direct to COVID Title IV-B
40550	Title IV-E Independent Living	Costs associated with administration of Independent Living program.	Direct to Title IV-E Independent Living
40551	Title IV-E Educational Training Vouchers (ETV)	Costs associated with Title IV-E Educational Training grant – ETV program	Direct to Title IV-E ETV
40555.102	Family Services – SSBG – Not Child Specific	Costs associated with children in custody that are SSBG eligible but are not tracked specifically by child.	Direct to Social Services Block Grant (SSBG)
40556.102	Family Services - SSBG – Specific Child in Custody	Expenditures for specific children in custody, which can be used in the TANF transfer to SSBG, contingent on TANF eligibility.	Direct to Social Services Block Grant (SSBG)
40560	Children’s Justice	Costs associated with administration of Children’s Justice Grant.	Direct to Children’s Justice Grant
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
40590	Title IV-B Part II Family Preservation	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	Family Preservation Grant to support the operational costs of case workers.	Direct to IV-B Part II Family Preservation Case Worker Visitations

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40592	Adoption Savings	Costs that are identified as eligible Adoption Savings expenses.	Direct to Adoption Savings
40593	Title IV-B Part II Kinship Navigator	Costs associated with Kinship Navigator Grant.	Direct to IV-B Part II Kinship Navigator
40594	Title IV-B Part II Kinship Navigator Administration	This code is used for 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
<b>40598</b>	<b>Policy &amp; Planning - Family First Transition Act - Administration</b>	<b>Salary and operating costs related to working in the Title IV-B Part II Family First</b>	<b>Direct to IV-B II FFTA</b>
<b>40599</b>	<b>Quality Assurance - Family First Transition Act - Administration</b>	<b>Salary and operating costs related to working in the Title IV-B Part II Family First Transition Act.</b>	<b>Direct to IV-B II FFTA</b>
40610	RURAL Grant	Costs associated with staff administering the RURAL Grant.	Direct to RURAL Grant
40611	VOCA Victim Assistance Grant	Costs associated with staff administering the VOCA Victim Assistance Grant.	Direct to VOCA Grant
40616	Domestic Violence Unit Sex Trafficking Prevention	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	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	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 (IV-E Training)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40621	Domestic Violence Unit Admin and Meeting	Administrative 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 the Domestic Violence unit less Title IV-E Training (Enhanced)
40622	Domestic Violence Unit Title IV-E Case Management	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	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	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	Domestic Violence Unit trainings for activities that are not Title IV-E eligible.	Direct to General Fund
40626	Domestic Violence Unit Legislative Activities	Legislative mandated activities related to the Vermont Center for Prevention and Treatment of Sexual Abuse.	Direct to General Fund
40640	Adoption Incentive	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



Program Code	Program Name	Description	Allocation Method
40701	Medicaid – Admin 50/50	Cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40702.102	Investment Residential Care for Youth/Substitute Care	Costs directly associated with sub care treatment.	Direct to Investments (STC-79) – Residential Care for Youth/Substitute Care (1)
40702.302	Investment Medical Sub Care Services	Costs directly associated with sub care treatment.	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
40710	Abusive Head Trauma Performance Contracts	Cost associated with Abusive Head Trauma Prevention performance contracts	Direct to Investments (STC-79) - Prevent Child Abuse Vermont: Shaken Baby (33)
40712	Prevention & Stabilization Services for Youth and Families (PSSYF)	Programmatic expenses associated with PSSYF	Direct to Global Commitment - Program
40716	Youth Development	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	Costs associated with unemployment compensation charges.	Total Salaries Across Family Services (including Field Staff, not including fringe)
40900	Interdepartmental Transfers	Costs associated with interdepartmental agreements.	Direct to IDT
41602.102	Children’s Health Insurance Program (CHIP) Treatment Costs	CHIP eligible treatment costs	Direct to CHIP - Program
41777.102	Family Services General Fund	Staff 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 Woodside 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 explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37515	Balanced and Restorative Justice	Costs associated with Balanced and Restorative Justice	Direct to General Fund
<b>37731</b>	<b>AHS COVID Response</b>	<b>Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants</b>	<b>Direct to COVID Response</b>
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)	Direct to COVID CRF
40010	Social Workers	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	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)
40015	Social Worker District Supervisors	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)



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40016	Social Workers Case Aides - Temporary Employees	Costs of temporary Case aide 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)
40030	Resource Coordinators – Recruitment Activities	Costs of 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	Costs of 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	Costs of 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	Costs of 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	Costs of 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
40035	Resource Coordinators/ Temporary Employees – Foster Parent Training	Costs of 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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40048	Service Expansion to 18 and 19-year-old	Administrative activities related to the Service Expansion to 18 and 19-year-old Project. These activities include general meeting time, completing time reports/expense accounts, and travel not related to training or any other activity.	Direct to Service Expansion to 18 and 19-year-olds
40050	Family Services District Directors and Staff	All administrative costs (personal service costs and operating expenses) 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	Cost of temporary staff 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	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)
40400	FSD Act 1	Sexual Violence and Abuse Prevention activity per S.13.	Direct to General Fund
40420	Extended Foster Care Support	Cost associated with extending foster care support past the age of 18.	Direct to General Fund
40500	Family Services General Fund	Staff operating, direct and miscellaneous non-federal expenditures within Family Services.	Direct to General Fund
40510	Child Abuse Prevention and Treatment Act (CAPTA)	Costs associated with administration of CAPTA.	Direct to CAPTA Grant
40525	FSD Advance Planning Document (APD)	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
40530.302	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
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)
40530.902	Title IV-E Adoption Training – Short Term	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) Enhanced
40530.998	IV-E Prior Quarter Adjustments	Various Title IV-E prior quarter adjustments, as needed.	Direct to IV-E Prior Quarter Adjustments

Program Code	Program Name	Description	Allocation Method
40535	Permanent Guardianship	Guardianship Assistance paid on behalf of Title IV-E eligible children	Direct to Permanent Guardianship
<b>40545</b>	<b>Title IV-B CARES</b>	<b>CARES Federal funds for Title IV-B program within FSD</b>	<b>Direct to COVID Title IV-B</b>
40550	Title IV-E Independent Living	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 children in custody that are SSBG eligible but are not tracked specifically by child.	Direct to Social Services Block Grant (SSBG)
40556.102	Family Services - SSBG – Specific Child in Custody	Expenditures for specific children in custody, which can be used in the TANF transfer to SSBG, contingent on TANF eligibility.	Direct to Social Services Block Grant (SSBG)
40590	Title IV-B Part II Family Preservation	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	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	Costs that are identified as eligible Adoption Savings expenses	Direct to Adoption Savings
40593	Title IV-B Part II Kinship Navigator	Costs associated with Kinship Navigator Grant.	Direct to IV-B Part II Kinship Navigator
40610	RURAL Grant	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	Cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40702.102	Investment Residential Care for Youth/Substitute Care	Costs directly associated with sub care treatment.	Direct to Investments (STC-79) – Residential Care for Youth/Substitute Care (1)
40702.302	Investment Medical Sub Care Services	Costs directly associated with sub care treatment	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	Prevention & Stabilization Services for Youth and Families (PSSYF)	Programmatic expenses associated with PSSYF	Direct to Global Commitment - Program

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40718	Ineligible GC/SCHIP Claims	Claims that have failed to meet Global Commitment or	Direct to General Fund
41777.102	Family Services General Fund	Staff, 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37540	Building Bright Futures Direct Services (formerly Success by Six Program)	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	Costs associated with the Preschool Development Grant.	Direct to Preschool Development Grant
37544	Preschool Development Grant Match	Costs associated with the Preschool Development Grant match requirement.	Direct to Preschool Development Grant
37560	Parent Child Centers	Costs associated with Parent Child Centers.	Direct to General Fund
37610	Community Based Child Abuse Prevention Grant (CBCAP)	Costs associated with CBCAP grants.	Direct to Community Based Child Abuse Prevention (CBCAP)
37611	CBCAP Administration	Administrative costs associated with CBCAP grants.	Direct to Community Based Child Abuse Prevention (CBCAP)
37660	Children’s Trust Fund 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)	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) <b>Program</b>
37662	Children’s Trust Fund Grant/Tax Check	Costs associated with Children’s Trust Fund Grant/Tax Check Off.	Direct to Children’s Trust Fund
37665	After School Program	Costs associated to increase access to afterschool programs, with focus on activities that engage youth while parents are at work.	Direct to Act 11 of 2018 SS C106.2
37670	Head Start Collaboration	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
<b>37731</b>	<b>AHS COVID Response</b>	<b>Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants</b>	<b>Direct to COVID Response</b>
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)	Direct to COVID CRF
<b>37856</b>	<b>PADS – Staff</b>	<b>Staff and operating costs associated with the Payment and Delivery Systems (DDI)</b>	<b>Direct to CMS – MMIS PADS DDI (90%)</b>
39600	IDEA Part C (formerly Early Intervention (EI), and Family Infant and Toddler Program)	Programmatic Costs associated with the Infant and Toddler Program.	Direct to Part-C Family Infant Toddler Program
40100	Child Development Division Staff	Personal services 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	Personal services 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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40105	Child Development Division - Operations and Licensing	Personal services 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	Personal services 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
40175	Strengthening Families	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	Staff, operating, direct and miscellaneous non-federal expenditures within Child Development.	Direct to General Fund
40502	Nurturing Parent Program	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)
40540	Family Support Daycare Program	Administrative costs associated with Family Support Daycare Program	Direct to Title IV-B Child Welfare Services
40555.103	Child Development - SSBG	Child Care Subsidy – Family Support	Direct to Social Services Block Grant (SSBG)
40556.103	SSBG TANF Transfer	To track expenditures for the TANF transfer to SSBG	Direct to Social Services Block Grant (SSBG)



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40570.103	Child Care Development Fund (CCDF) Eligibility Determinations Comingled (formerly Discretionary)	Administrative costs associated with the determination of CCDF eligibility.	Direct to CCDF – Certificate Program Costs/Eligibility Determination (Line 1H2) 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 1g) – Comingled
40570.303	CCDF Subsidy Employment and Training Comingled (formerly Discretionary)	Costs associated with employment and training	Direct to CCDF – Direct Services (Line 1g) - Comingled
40570.503	CCDF Quality Enhancements Comingled (formerly Discretionary)	Costs associated with quality enhancements	Direct to CCDF – Quality Activities Excluding Targeted Funds (Line 1b) - Comingled
40570.603	CCDF Resource Training Comingled (formerly Discretionary)	Costs associated with resource training	Direct to CCDF – Quality Activities Excluding Targeted Funds (Line 1b) - Comingled
40570.703	CCDF Infant Toddler Earmark Comingled (formerly Discretionary)	Costs associated with the infant toddler earmark	Direct to CCDF- Quality Activities Excluding Targeted Funds (Line 1f) – Comingled
40570.803	CCDF After School Certificate Discretionary	Costs associated with after school certificate	Direct to CCDF –Quality Activities Excluding Targeted Funds (Line 1b) - Comingled
40570.903	CCDF Referral Comingled (formerly Discretionary)	Costs associated with referrals	Direct to CCDF – All Other Nondirect Services (Line 1h3) - Comingled
40571	CCDF Rate Increase	Costs associated with CCDF rate increase expenses.	Direct to CCDF – Rate Increase
40572	Child Care Development Fund (CCDF) Eligibility CARES	Costs associated with the CCDF CARES Grant	Direct to COVID CCDF
40592	Adoption Savings	Costs 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 1g) - 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 1g) - Comingled
40600.503	CCDF Quality Enhancements Comingled (formerly Mandatory and Matching)	Costs associated with quality enhancements	Direct to CCDF – Quality Activities Excluding Targeted Funds (Line 1b) – Comingled
40600.603	CCDF Resource Training Comingled (formerly Mandatory and Matching)	Costs associated with resource training	Direct to CCDF– Quality Activities Excluding Targeted Funds (Line 1b) - Comingled

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40615	Building Bright Futures	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
40701	Medicaid – Admin 50/50	Cost associated with Medicaid administration.	Direct to Medicaid – Admin 50/50 Line 49
40707	Early Childhood & Family Mental Health (ECFMH) Program Staff	Program staff working on the ECFMH program	Direct to General Fund
40711	Children’s Integrated Services	Programmatic 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)
<b>40720</b>	<b>Children's Integrated Services - Administration</b>	<b>Personal services and operating expenses for CDD CIS unit</b>	<b>CIS Encounter Data</b>
40715	Children’s Integrated Services – Non-Medicaid	Programmatic expenses associated with CIS contracts that are not Medicaid eligible.	Direct to General Fund
40777.103	Unemployment Compensation	Costs associated with unemployment compensation charges.	Total Salaries Across Child Development (not including fringe)
40900	Interdepartmental Transfers	Costs associated with interdepartmental agreements.	Direct to IDT
41602.103	Children’s Health Insurance Program (CHIP) Children’s Integrated Services (CIS) Costs	CHIP eligible costs in CIS.	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	Staff operating, direct and miscellaneous non-federal expenditures within Child Development	Direct to General Fund

**Organizational Unit 11: Office of Child Support (OCS)**

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

Detailed explanation of individual functions are included below.

Program Code	Program Name	Description	Allocation Method
<b>37731</b>	<b>AHS COVID Response</b>	<b>Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants.</b>	<b>Direct to COVID Response</b>
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)	Direct to COVID CRF
38010	OCS Operations	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.	Total Salaries Across OCS Central Office Staff (not including fringe)
38012	OCS HR Deputy Director	OCS HR Deputy Director's salaries and operating costs overseeing the Intercept, Record Center and Customer Services Units.	Total Salaries across OCS Intercept/Record Center/Customer Service Units (not including fringe)
38013	OCS Compliance Deputy Director	OCS Compliance Deputy Director's salaries and operating costs overseeing the Operations Support and Cash Receipts/Quality Assurance Unit.	Total Salaries across OCS Operation Support/Cash Receipts/Quality Assurance Units (not including fringe)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
38014	OCS Regional Deputy Director	OCS Regional Deputy Director's salaries and operating costs overseeing the OCS Regional Offices.	Total Salaries Across District Offices (not including fringe)
38020	Cash Receipts Unit	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	Staff salaries and operating costs associated with running the Quality Assurance Unit.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38022	OCS Locate	Staff salaries and operating costs associated with running the Locate Unit.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38025	OCS CRU/QA Supervisor	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
38030	OCS Customer & Employer Services Unit	Responds 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.	Staff salaries 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 researches 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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
38040	Records Center	Receives all court orders and enters 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
38045	OCS Intercept/Record Center Unit Supervisor	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	Staff salaries 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	OCS Process Management Supervisor's salaries and operating costs overseeing the OCS Process Management Unit.	Total Salaries Across the OCS Process Management/Locate Units (not including fringe)
38070	Legal	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	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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	Costs in this cost pool are for Contracts with private laboratories for genetic and other blood tests for use in paternity determination.	Direct to Title IV-D Administrative Costs, Regular (Line 1b)
38100	Intercept Unit	Administrative 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	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)
38141	Behavioral Interventions for Child Support Services (BICS) Grant	To test and evaluate proposed behavioral interventions aimed at positively impacting child support collections for Vermont families.	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)



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
38210.104	OCS Regional Director and Staff	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	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	Staff salaries 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
38212	OCS Child Support Staff	Staff salaries 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	Staff salaries and operating costs for District Office Coordinators working in the Office of Child Support.	Quarterly Customer Contacts Across IV-D and Non-IV-D
38214	OCS District Office Coordinator Temp.	Staff salaries and operating costs for the Temporary Child Support Specialist working in the Office of Child Support	Quarterly Customer Contacts Across IV-D and Non-IV-D
40500	Child Support Services General Fund	Staff, operating, direct and miscellaneous non-federal expenditures within Child Support.	Direct to General Fund
40777.104	Unemployment Compensation	Costs associated with unemployment compensation charges.	Total Salaries Across OCS (not including fringe)
40900	Interdepartmental Transfers	Costs associated with interdepartmental agreements.	Direct to IDT
41777.104	Child Support General Fund	Staff, 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.

Detailed explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41245	State Supplement Program – Social Security Administration (SSA)	Staff salaries and 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.

Detailed explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	Direct to COVID Response
<b>37732</b>	<b>COVID CRF Activity</b>	<b>Salaries, Contractual, Provider Payments, Grants and Operating costs related to</b>	<b>Direct to COVID CRF</b>
41290	General Assistance Administration	General administrative costs related to providing GA services are coded here.	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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	Staff, 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.

Detailed explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.

Detailed explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)	Direct to COVID CRF
40632	Mental Health Outreach for MotherS (MOMS) Partnership	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 - Investments Mental Health Services	Costs for mental health services offered to clients 21 years and older, provided by Lund residential.	Direct to Investments (STC-79) – Lund Home (2)
40714	Lund Residential - Investments Substance Abuse Services	Costs for substance abuse services offered to clients 21 years and older, provided by Lund Residential.	Direct to Investments (STC-79) – Lund Home (2)
41270.108	TANF General Administration	Cost of program participant insurance costs.	Direct to TANF – Program Management, Administrative Costs (Line 22a) Column B MOE
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	Costs associated with the provision of program activities and case management for ICAN participants.	Direct to SNAP – E&T 100% Grant (Line11)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41312	SNAP E&T ICAN (100% Other Entity Match)	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	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 Prior Quarter Adjustments
41326	SNAP E&T Expansion Project	Staff salaries and 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	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
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% Transportation & Other Duals (Line 14d)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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	GC program costs for PNMI and mental health services offered to clients 20 years and younger, provided by Lund Residential.	Direct to GC - Program
41419	RU Lund Residential– Substance Abuse (SA) Services	GC program 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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
41476	Two Parents Not Meeting Work Requirements	Direct cost of cash assistance payments.	Direct to TANF – Basic Assistance (Line 6a) Column B MOE
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
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	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	Staff, 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.

Detailed explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41300	Home Heating General Administration	General administrative 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
41531	Home Heating Subsidies - CARES portion of Emergency Fuel Admin	To provide CARES funding to Crisis fuel vendors for administrative expenses during	Direct to COVID LIHEAP
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	Emergency fuel administrative costs funded by 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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41539	Home Heating Subsidies – Emergency Fuel ACE Benefits	Cost of Federal ACE benefit expenses.	Direct to Home Heating Program/LIHEAP (Federally Funded)
41777.109	LIHEAP General Fund	Staff, operating, direct and miscellaneous non-federal expenditures for the LIHEAP program within the Economic Services Division.	Direct to Home Heating Program/LIHEAP (State Funded)
44344	Emergency Heating System Grant Program (LIHEAP)	Provides resources to allow the replacement and repair of unsafe heating systems through the LIHEAP Program.	Direct to Home Heating Program/LIHEAP (Federally Funded)

**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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	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)	Direct to COVID CRF
40045	Youth Homelessness Demonstration Program	Administrative activities related to the Youth Homelessness Demonstration Program. These activities include general meeting time, completing time reports/expense accounts, and travel not related to training or any other activity.	Direct to General Fund
40500	Office of Economic Opportunity (OEO) General Fund	Staff operating, direct and miscellaneous non-federal expenditures within OEO.	Direct to General Fund
40777.110	Unemployment Compensation	Costs associated with unemployment compensation charges.	Total Salaries Across OEO (not including fringe)
40900	Interdepartmental Transfers	Costs associated with interdepartmental agreements.	Direct to IDT
41602.110	Children's Health Insurance Program (CHIP) For Family Supportive Housing	CHIP eligible costs in Family Supportive Housing.	Direct to CHIP - Program
41729	Challenges for Change (C4C) Community Initiative – HOP Grants	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41777.110	Office of Economic Opportunity (OEO) General Fund	Staff operating, direct and miscellaneous non-federal expenditures within OEO	Direct to General Fund
44100	OEO Administration	Costs to oversee all OEO functions and provides supervision to office staff.	Total Salaries Across OEO (not including fringe)
44105	OEO & WX Administration	Administrative costs including salaries, benefits, and other administrative activities related OEO director and admin staff overseeing OEO and Weatherization.	Total Salaries Across OEO and Weatherization
44200	Weatherization Grant Expense	State funded 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)
44205	Department of Energy (DOE) Weatherization - Grants	Federal funded 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 (federally funded)
44210	Department of Energy (DOE) Weatherization – Personnel & Operating	Costs associated with salary and operations for the DOE Weatherization Federal 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 (federally funded)
44220	Emergency Heating System Grant Program	State funds, provides resources to allow the replacement and repair of unsafe heating systems.	Direct to Weatherization (state funded)
44240	Home Weatherization Assistance Program (HWAP)	Costs associated with salary and operations 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)
44300	Community Services Block Grant (CSBG - Discretionary)	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 Community Services Block Grant (CSBG) Program

Program Code	Program Name	Description	Allocation Method
44301	Community Services Block Grant (CSBG - Administration)-CARES	Administrative costs associated with CSBG CARES.	Direct to Community Services Block Grant (CSBG) CARES Admin
<b>44302</b>	<b>Community Services Block Grant (CSBG – Core) CARES</b>	<b>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.</b>	<b>Direct to COVID Community Services Block Grant (CSBG) CARES Program</b>
44305	Community Services Block Grant (CSBG - Administration)	Administrative costs associated with CSBG.	Direct to Community Services Block Grant (CSBG) Admin
44310	Community Services Block Grant (CSBG – Core)	Federal funded, 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 Community Services Block Grant (CSBG) Program
44350	VT Matched Savings Program	State funded, 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
44449	Homeless Assistance IDT	Interdepartmental funded homeless assistance programs.	Direct to IDT
44450	Homeless Assistance	State funded homeless assistance programs.	Direct to General Fund
44451	Supportive Housing – Global Commitment	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	Federal and state funded, provides funds for operating expenses of homeless shelters and supportive services for the homeless and those at risk of homelessness.	Direct to Emergency Solutions Grant Program (Federal)

Program Code	Program Name	Description	Allocation Method
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)
44463	ESG-HUD Prevention	Prevention 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)
<b>44466</b>	<b>Emergency Solutions Grant (ESG) CARES - Admin</b>	<b>CARES funding for salary and operating expenses</b>	<b>Direct to COVID Emergency Solutions Grant Program CARES</b>
<b>44470</b>	<b>Emergency Solutions Grant (ESG) CARES - Rapid Re-Housing</b>	<b>Rapid Re-Housing cost associated with the ESG-HUD CARES Grant</b>	<b>Direct to COVID Emergency Solutions Grant Program CARES</b>
<b>44471</b>	<b>Emergency Solutions Grant (ESG) CARES - HMIS</b>	<b>HMIS cost associated with the ESG-HUD CARES Grant</b>	<b>Direct to COVID Emergency Solutions Grant Program CARES</b>
44600.110	Micro Business Development Program ()	State funded to provide 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
44600.998	MBDP Prior Quarter Adjustments	Prior quarter adjustments related to MBDP, as needed.	Direct to Micro Business Development Program
44651	Continuum of Care Program (CoC) – Coordinated Entry (HUD Award)	Administration and grant expenditures 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 explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
<b>37731</b>	<b>AHS COVID Response</b>	<b>Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants.</b>	<b>Direct to COVID Response</b>
37732	COVID CRF Activity	Salaries, Contractual, Provider Payments, Grants and Operating costs related to the AHS COVID response	Direct to COVID CRF
40500	Weatherization General Fund	Staff operating, direct and miscellaneous non-federal expenditures within Weatherization.	Direct to General Fund
40777.111	Unemployment Compensation	Costs associated with unemployment compensation charges.	Total Salaries Across Weatherization (not including fringe)
40900	Interdepartmental Transfers	Costs associated with interdepartmental agreements.	Direct to IDT
44200	Weatherization Grant Expense	State funded portion 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	Federal funded 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 (federally funded)
<b>44207</b>	<b>Department of Energy (DOE) Weatherization Penalties</b>	<b>Penalties assessed to vendors by Weatherization related to the Department of Energy Grant.</b>	<b>Direct to Weatherization (federally funded)</b>
44210	Department of Energy (DOE) Weatherization	Federal funded portion 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)



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
44215	WX Administration	Administrative 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	State funds, provides resources to allow the replacement and repair of unsafe heating systems.	Direct to Weatherization (state funded)
44240	Home Weatherization Assistance Program (HWAP)	Costs associated with salary and operations 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)	Costs associated with VLITE grant to Weatherization.	Direct to VLITE
44250	WX Wood/Pellet Stove Replacement Program	The replacement of old, dangerous, inefficient and polluting wood, and other solid fuel, heating appliances used by current and recent clients in the Weatherization Program (WX) with new, safer, and cleaner EPA-certified cord wood or pellet stoves and the installation of new pellet stoves to displace fossil fuel use.	Direct to IDT
44340.111	LIHEAP Weatherization Program	Costs associated with providing Weatherization to households eligible for fuel assistance under the LIHEAP program.	Direct to Home Heating Program/LIHEAP (Federally Funded)
44344	Emergency Heating System Grant Program (LIHEAP)	Provides 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)



**Organizational Unit 19: Woodside**

The Woodside facility provides short and long-term placements and treatment services for youth, and provides medical and psychiatric services to residents.

Detailed explanation of individual functions are included below.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
<b>37731</b>	<b>AHS COVID Response</b>	<b>Salaries, Contractual, Grant and Operating costs related to the AHS COVID response not funded by AHS base appropriations or federal grants</b>	<b>Direct to COVID Response</b>
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)	Direct to COVID CRF
40007	Canaday Grant (awarded via Stern Center)	Cost of temporary staff covering the duties of a Behavioral Interventionist for the Woodside facility.	Direct to Canaday Grant
40200	Woodside - Admin	Personal services and operating expenses directly associated with the operation of the Woodside Juvenile Treatment Facility.	Direct to Woodside
40210	Woodside – Treatment	Costs associated with the treatment services provided by the Woodside Juvenile Treatment Facility	Direct to Woodside
40220	Woodside – Education	Costs associated with the education services provided by the Woodside Juvenile Treatment Facility	Direct to Woodside
40500	Woodside General Fund	Staff operating, direct and miscellaneous non-federal expenditures within Woodside.	Direct to General Fund
40777.112	Unemployment Compensation	Costs associated with unemployment compensation charges.	Direct to Woodside
40900	Interdepartmental Transfers	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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
<b>39399</b>	<b>2019 Novel Coronavirus</b>	<b>Time and supplies used in the day to day infectious disease epidemiology and disease control work related to the 2019 outbreak of novel coronavirus.</b>	<b>Direct to ELC Cares</b>
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	Staff, operating, 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	Staff, operating, 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	Staff, operating, direct and miscellaneous federal expenditures to be billed directly to Social Security within DDS.	Direct to DDS Prior Quarter
40224	DDS Medicaid Cost	Staff, operating, direct and miscellaneous expenditures to be billed directly to Medicaid within DDS.	Direct to DDS Medicaid - Admin
40225.113	DDS Directors and Supervisors –Personnel	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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40225.413	DDS Directors and Supervisors –Other	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 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	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 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	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	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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
40229.113	DDS Information Technology Contracts & Staff Support-Personnel	Contractual Expenses and 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 Expenses and 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 – Other
40500	Disability Determination Services (DDS) General Fund	Staff operating, direct and miscellaneous non-federal expenditures within DDS.	Direct to General Fund
40777.113	Unemployment Compensation	Costs associated with unemployment compensation charges.	Percentage of Social Security versus Medicaid – Admin 50/50 Costs
40900	Interdepartmental Transfers	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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 <i>OCSE-396</i> .	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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 actual TCM GC earnings	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
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)
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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

**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.

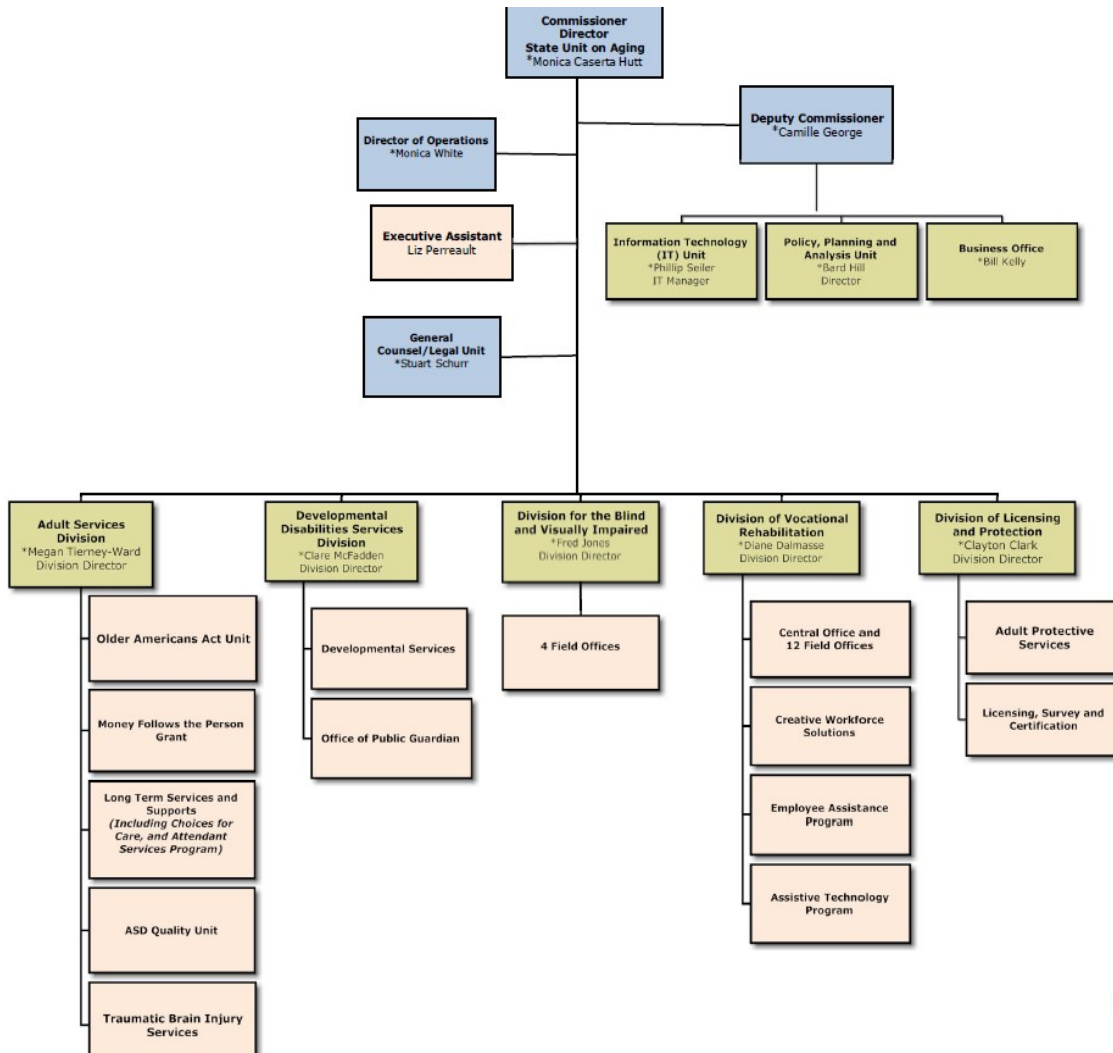
Within this document, we have included an overview of DAIL's organizational structure and a list of the specific functions performed by DAIL, referred to as plan departments or cost pools, and the allocation method for each function.



## II. DAIL Organizational Chart

### Department of Disabilities, Aging, and Independent Living (DAIL) Organizational Chart

#### State Unit on Aging (SUA)



As of 10/2/2017

\* = Identifies contacts for DAIL Senior Leadership

### III. Department of Disabilities, Aging and Independent Living 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” or “DSR investments” waiver forms. Investment administrative costs for Green Mountain Care Board, 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.

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 benefitting program individuals 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
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	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)	Direct to COVID CRF
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%)
39399	2019 Novel Coronavirus	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
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)

Program Code	Program Name	Description	Allocation Method
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
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
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	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)	Direct to COVID CRF
37800	Social Services Block Grant	Expenses related to Social Services Block Grant	Direct to Social Services Block Grant
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%)
39399	2019 Novel Coronavirus	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

Program Code	Program Name	Description	Allocation Method
39727	Commodities Supplemental Food Program	Delivery of Commodities to primarily Seniors	Direct to Commodities Supplemental Food Program
39895	Prescription Drug Overdose Prevention	MOU with VDH(ADAP); expenses related to Federal Grant Prescription Drug Overdose	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
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)
43405	Investments (STC) – Self- Neglect (78)	Self-neglect initiative	Direct to Investments (STC- 79)
43500	General Fund	Programs that are entirely State funded	Direct to State Fund
43530	Administration on Aging Support Services (III-B)	Expenses related to administration on aging support services and COVID-19 CARES ACT support services	Direct to Admin on Aging Support Services – Title III – B
43531	AAA Congregate Meals III-C-1	Expenses related to grant for congregate meals and COVID-19 Families First congregate meals	Direct to AAA Cong. Meals III-C1

Program Code	Program Name	Description	Allocation Method
43532	AAA Home Delivered Meals (III-C-2)	Expenses related to Admin on Aging Home Delivered Meals and COVID-19 Families First and CARES Act home-delivered meals	Direct to AAA Delivered Meals III-C-2
43534	AAA Preventative Health III-D	Expenses related to Admin on Aging Preventative Health	Direct to Admin on Aging Preventative Health Title III- D
43535	AAA Abuse Prevention VII	Expenses related to Admin on Aging Abuse Prevention	Direct to Admin on Aging Abuse Prevention VII
43536	Ombudsman Title VII	Expenses related to Ombudsman Title VII and COVID-19 CARES Act ombudsman program	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	Area Agencies on Aging provide outreach and assistance to Medicare beneficiaries.	Direct to State Health Insurance Program Grant
43590	NSIP USDA	Expenses related to NSIP Grant	Direct to NSIP Grant
43600	SNAP Outreach	Supplemental Nutrition Assistance Program Outreach	Direct to SNAP Outreach
43890	State Plan Administration and National Family Care Supplemental (III-E)	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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
43972	ADRC – NWD COVID-19 Pandemic	Expenses related to ADRC – No Wrong Door (NWD) COVID-19 Pandemic	Direct to ADRC – NWD COVID-19 Pandemic
43980	Senior Farmers Market	Food Coupons to Seniors for use at Farmer’s Markets	Direct to Senior Farmers Market
43982	MIPPA ACA 2008 LIS-MSP OR	Affordable Care Act Medicare Patients and Providers Act 2008 LIS/MSP Outreach Grants	Direct to MIPPA ACA 2008 LIS/MSP
43983	MIPPA ACA Medicare Enroll – AAAs	Affordable Care Act Medicare Patients & Providers Act Medicare Enrollment-AAAs Grant	Direct to MIPPA ACA Medicare Enroll - AAAs
43984	MIPPA ACA Medicare Enroll – ADRC	Affordable Care Act Medicare Patients & Providers Act Medicare Enrollment-ADRC Grant	Direct to MIPPA ACA Medicare Enroll - ADRC
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
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	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)	Direct to COVID CRF
39399	2019 Novel Coronavirus	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
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
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

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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.

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	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)	Direct to COVID CRF
39399	2019 Novel Coronavirus	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
39875	Opioid STR Cures Grant	MOU with VDH; expenses related to Federal Grant Opioid STR Cures Grant	Direct to MOU Opioid STR Cures Grant
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

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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
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
43745	Promoting Opportunity Demonstration	Expenses related to new federal program – ABT Associates (Social Security Administration)	Direct to ABT Associates
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
43800	Innovation & Expansion	Expenses related to the Section 110 Grant	Direct to Section 110
43815	Linking Learning to Careers (LLC)	Expenses related to DAIL VR Division Linking, Learning to Careers Project (LLC)	Direct to Linking Learning to Careers

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
43895	Reach Up Non VR	Expenses related to Reach Up grant	Direct to Reach Up – Non VR
43903	Apprenticeship Expansion Grant	MOU with DOL; expenses related to Apprenticeship Expansion Grant	Direct to IDT Apprenticeship Expansion Grant MOU
43954	Corrections Disability Tracking	Expenses related to Corrections SSA Billing	Direct to Corrections SSA Billing
43961	Work Incentives Planning & Assistance Grant	Expenses related to the Work Incentives Planning & Assistance Grant	Direct to Work Incentives Planning & Assistance Grant
43991	Senior Community Service Employment Program	Federal Grant related to employment services for elders	Direct to Senior Community Service Employment Program

**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.

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	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)	Direct to COVID CRF
39399	2019 Novel Coronavirus	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
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
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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	Direct to Medicare Non-SNF



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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.

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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	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)	Direct to COVID CRF
37800	Social Services Block Grant	Expenses related to Social Services Block Grant	Direct to Social Services Block Grant
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	Direct to CMS – MMIS PADS DDI (90%)
39399	2019 Novel Coronavirus	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 Care
41602	State Children's Health Insurance Program	Expenses related to the CHIP Program	Direct to CHIP

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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%)
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
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
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	Seriously functionally impaired	Direct to Investments (STC- 79)
43407	Investments (STC-79) – DS Special Payments (64) -	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

**d. Department of Vermont Health Access (DVHA)****I. Introduction**

The 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 programs in Vermont. Eligibility and Enrollment into Vermont's publicly funded programs is managed by the DVHA through the Health Access Eligibility and Enrollment Unit (HAEEU). The DVHA is the largest insurer in Vermont in terms of dollars spent and the second largest insurer in terms of covered lives.

The mission of the DVHA is 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.

During 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." The Waiver allows the State to fundamentally restructure the Medicaid program and imposes a cap on the amount of federal funding available for services for the Medicaid population. The State exchanged the risk of operating under a capped funding arrangement for the opportunity to use federal Medicaid funds for non-Medicaid health programs.

The goals of the Waiver include:

1. Financial and programmatic flexibility to help maintain public health care coverage and provide for more effective services.
2. To lead in exploring new ways to reduce the number of uninsured.
3. Foster innovation within health care by focusing on health care outcomes.

The Waiver became effective October 2005, and allows the State to deviate from traditional federal Medicaid law and regulations in the following key ways:

1. Imposes a per member per month cap on federal funds.
2. Establishes the DVHA as a non-risk pre-paid inpatient health plan (PiHP).
3. Allows the State to use federal Medicaid funds for state fiscal relief and non-Medicaid health programs.
4. Provides flexibility to reduce benefits, increase cost sharing, and limit enrollment for optional and expansion populations with some limits.

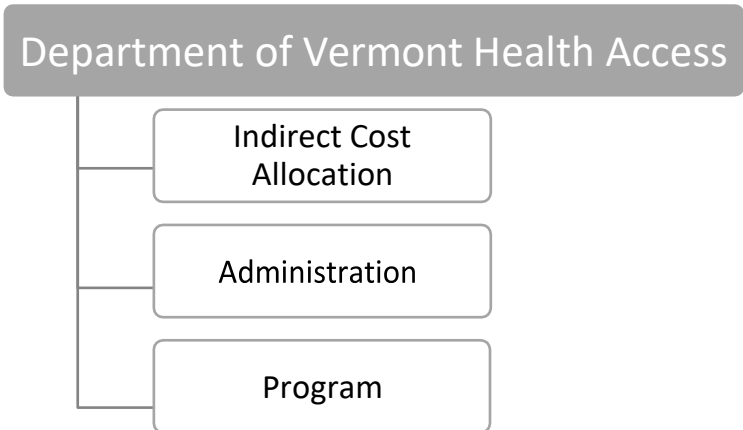
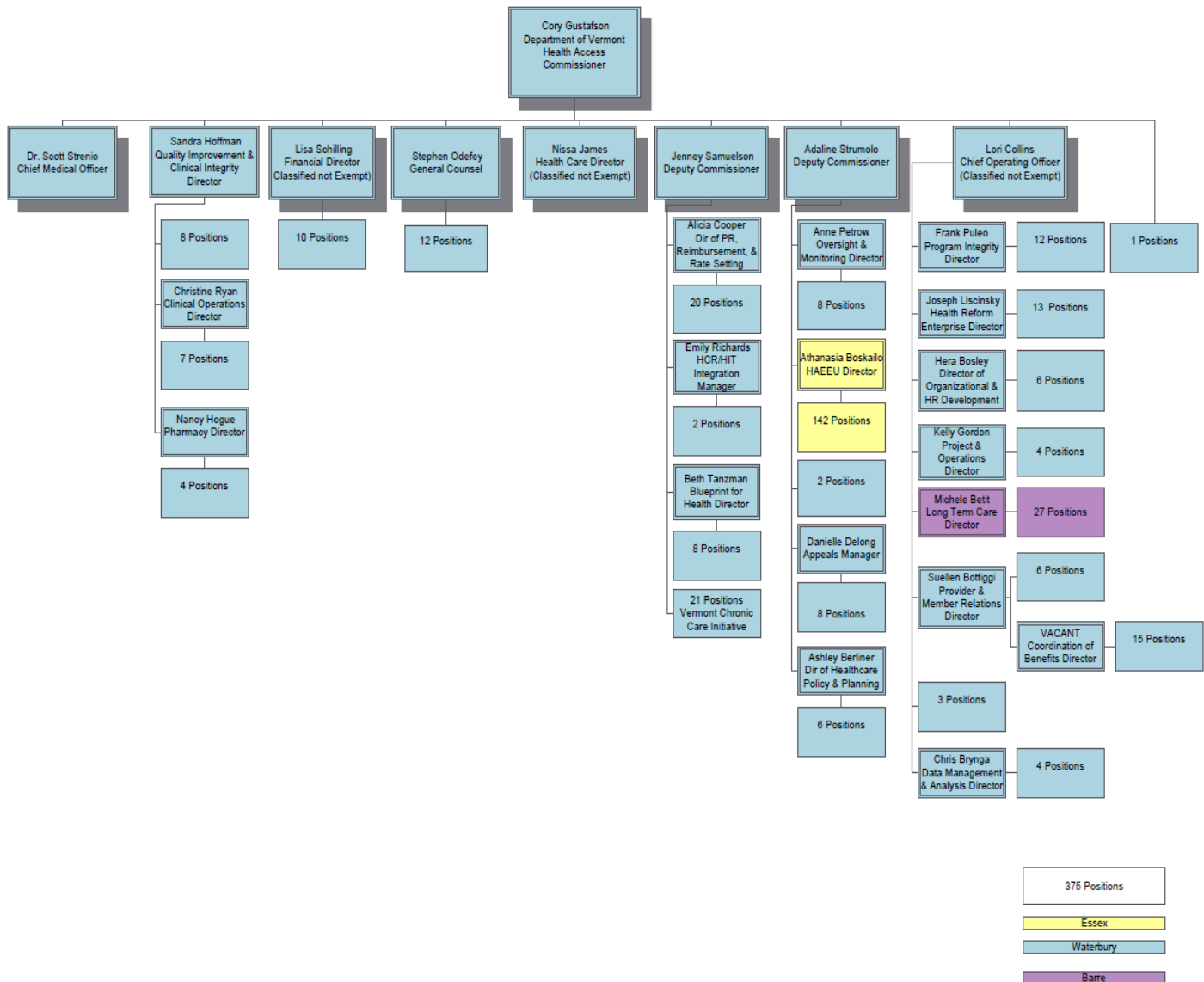
Within the Agency of Human Services (AHS), the Waiver will allow cross-departmental initiatives to obtain the greatest value from scarce health care dollars. The flexibility of the Waiver allows the State to effectively manage public resources, provide the tools necessary to make health care programs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

Under the Global Commitment to Health Waiver, the DVHA is a non-risk pre-paid inpatient health and must meet rules for Medicaid managed care. The DVHA has intergovernmental agreements (IGAs) with the AHS and AHS departments that make them part of the non-risk pre-paid inpatient health within the framework of the Global Commitment to Health Waiver. The AHS departments are: DAIL, VDH, DMH, DCF. The State desires to use the Global Commitment to Health Waiver flexibility to integrate a Chronic Care Management Program (CCMP) into a system of care that can be used to benefit Medicaid beneficiaries, providers, and the DVHA.

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In FY 2020, the Administration authorized the Long-term care appropriation, the Choices for Care Global Commitment program to transfer to DAIL from DVHA per Sec. B.308 of Act H.542. DVHA has instructed the claims processor to modify the MMIS to support this change. Operationally in SFY 2020, DVHA will continue to pay the claims associated with the Choices for Care Program through an interdepartmental transfer from DAIL. Effective 7/1/2020, DAIL will pay these claims directly and DVHA will have no further Choices for Care costs reflected in Its quarterly submissions.

## II. Organizational Chart



### III. Department of Vermont Health Access 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” or “DSR investments” waiver forms. Investment administrative costs for Green Mountain Care Board, 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
1000.1	SWICAP	DVHA Allocation of Statewide Indirect Costs	Total Hours Across All Non-Indirect Program Codes
1000.2	AHS – Audit Unit	DVHA Allocation of costs related to the AHS Audit Unit	Total Hours Across All Non-Indirect Program Codes
1000.3	AHS – Secretary’s Office	DVHA Allocation of costs related to the 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	DVHA Allocation of costs related to the Single Audit – Financial Statement and Internal Controls	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 Business Office, 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
37704	HIE Contracts - Fair Share	Contractual Costs related to Health Information Exchange Expansion	Per Approved HIT IAPD, - CMS - HIT IAPD (90%) (99999.9027), HIT Fund (99999.1069)
37716	IE HC 9010 Contracts	Contractual Expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9018), 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)



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9018), 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)
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)
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	Direct to COVID Response (99999.9918)
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)	Direct to COVID CRF (99999.9919)
37821	IEEHCAU - Staff	Staff Expenses related to Health Care Application Usability (HCAU) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37822	IEEHCAU - Contractual	Contractual Expenses related to Health Care Application Usability (HCAU) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015)
37823	IEEECM - Staff	Staff Expenses related to Enterprise Content Management (ECM) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015)
37824	IEEECM - Contractual	Contractual Expenses related to Enterprise Content Management (ECM) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015)
37825	IEE Portal Uploader - Staff	Staff Expenses related to Customer Portal Uploader related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9018), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37826	IEE Portal Uploader - Contractual	Contractual Expenses related to Customer Portal Uploader related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9018), 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)
37827	IEEBI - Staff	Staff Expenses related to Business Intelligence (BI) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015)
37828	IEEBI - Contractual	Contractual Expenses related to Business Intelligence (BI) related to Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37829	IIEPortal Online Appl- Staff	Staff Expenses related to Customer Portal Phase II Online Application related to Enterprise Medicaid DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9018), 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)
37830	IIEPortal Online Appl - Contractual	Contractual Expenses related to Customer Portal Online Application related to Enterprise Medicaid DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9018), 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)
37831	IIEPremPr-Staff	Staff Expenses related to IEE Premium Processing related to Enterprise Medicaid DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37832	IEEPremPr-- Contractual	Contractual Expenses related to IEE Premium Processing related to Enterprise Medicaid DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), QHP-IE&E-DDI (99999.9016), CHIP-IE&E-DDI (99999.9015)
37833	MMIS-PBM Staff	Staff and operating costs associated with the development of the MMIS for Pharmacy Benefit Management (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37834	MMIS-PBM Contracts	Contract costs associated with the development of the MMIS for Pharmacy Benefit Management (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37835	MMIS-Care Mgmt Staff	Staff and operating costs associated with the development of the MMIS for Care Management (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37836	MMIS-Care Mgmt Contracts	Contract costs associated with the development of the MMIS for Care Management (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37837	MMIS-PMM Staff	Staff and operating costs associated with the development of the MMIS for Provider Management Module (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37838	MMIS-PMM Contracts	Contract costs associated with the development of the MMIS for Provider Management Module (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37839	MMIS-COB Staff	Staff and operating costs associated with the development of the MMIS for Coordination of Benefits (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37840	MMIS-COB Contracts	Contract costs associated with the development of the MMIS for Coordination of Benefits (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37841	MMIS-E Imaging Staff	Staff and operating costs associated with the development of the MMIS for Electronic Imaging (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37842	MMIS-E Imaging Contract	Contract costs associated with the development of the MMIS for Electronic Imaging (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37843	MMIS-Business Objects Staff	Staff and operating costs associated with the development of the MMIS for Business Object (end of life)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
37844	MMIS-Business Objects Contracts	Contract costs associated with the development of the MMIS for Business Object (end of life Issue-DXC) (DDI)	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
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 benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9018), 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)
37848	IEEMPI-Contractual	Contractual Expenses related to IEE MPI related to Enterprise integrated Medicaid DDI	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), SNAP-IE&E-DDI (99999.9018), 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)

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
37849	MMIS-EDI Staff	Staff and operating costs associated with the development of the MMIS Electronic Data Interchange (EDI) (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37851	MMIS-EDI Contracts	Contract cost associated with the development of the MMIS Electronic Data Interchange (EDI) (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
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)
37864	IEE REACH Up Rules	Salary, Operating and Contract Costs related to IEE IAPD REACHUP Business Rules Project	Reach Up individuals 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 TANF-IE&E-DDI (99999.9013), Reach Up SSFP-IE&E-DDI (99999.9017)
37865	IE HC 90/10 Staff (Medicaid plus CHIP)	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI and IV&V	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), CHIP-IE&E-DDI (99999.9015)



Program Code	Program Name	Description	Allocation Method
37866	IE HC 90/10 Contracts (Medicaid plus CHIP)	Contractual Expenses related to Health Enterprise Integrated Eligibility DDI and IV&V	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), CHIP-IE&E-DDI (99999.9015)
37867	IEE LIHEAP Rules	Salary, Operating and Contract Costs related to IEE IAPD LIHEAP Business Rules Project	Direct to LIHEAP-IE&E-DDI (99999.9014)
37869	IE HC 90/10 Staff (Healthcare)	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI and Optum	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), CHIP-IE&E-DDI (99999.9015), QHP-IE&E-DDI (99999.9016)
37870	IE HC 90/10 Contracts (Healthcare)	Contractual expenses related to Health Enterprise Integrated Eligibility DDI and Optum	Allocated based on benefitting program individuals 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, CMS-E&E/VIEWS DDI (90%) (99999.9024), CHIP-IE&E-
37871	MMIS-MEQC Staff	Staff and operating costs associated with the development of the MMIS for Program Integrity _ Quality Control Tool (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37872	MMIS-MEQC Contracts	Contract costs associated with the development of the MMIS for Program Integrity _ Quality Control Tool (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37873	MMIS-RecStorMgt Staff	Staff and operating costs associated with the development of the MMIS Rec Store Mgt solution (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)
37874	MMIS-RecStorMgt Contracts	Contract costs associated with the development of the MMIS Rec Store Mgt solution (DDI)	Direct to CMS-MMIS/MES-DDI (90%) (99999.9022)



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 (99999.2539)
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),
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)
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
41382	TPL PIE APD - Staff	The staffing cost for the Payer Initiated Eligibility inquiry project to implement the CMS 270/271 EDI transactions for the electronic data matching of coordination of benefits information	Direct to CMS – MMIS PIE IAPD (90%) (99999.9039)
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)
41384	TPL PIE AD - Contracts	For the contract cost of the Payer Initiated Eligibility inquiry project to implement the CMS 270/271 EDI transactions for the electronic data matching of coordination of benefits information	Direct to CMS – MMIS PIE IAPD (90%) (99999.9039)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 FreshStart 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)

Program Code	Program Name	Description	Allocation Method
41398	VHC Dev. 100% QHP Contract	Contractual Cost associated with the VHC Development for QHP	Direct to VHC Sustainability (99999.9005)
41399	VHC Dev. 100% QHP Staff	Staff costs and operating expenses related to VHC Development for QHP	Direct to VHC Sustainability (99999.9005)
41400	Medicaid Admin Contracts	Contractual Cost associated with Medicaid only admin	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)
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
41413	COVID-19 Uninsured Test Staff	Staffing expenses related to the COVID-19 uninsured testing project	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
41414	DOL COVID-19	Staffing expenses related to the DOL MOU, which will provide support with unemployment insurance under coronavirus emergency	Direct to IDT (99999.9002)
41416	State of Emergency COVID- 19 WFH Initial	Emergency operating costs, supply purchases & contract costs for initial teleworking equipment charges under coronavirus emergency	Direct to COVID CRF (99999.9919)

Program Code	Program Name	Description	Allocation Method
41423	State of Emergency COVID- 19 WFH Ongoing	Emergency operating costs, supply purchases & contract costs for ongoing teleworking equipment charges under coronavirus emergency	Direct to COVID CRF (99999.9919)
41424	DOC COVID-19 MOU	Staffing expenses related to the DOC MOU. DVHA to provide a Chief Medical Director to DOC under coronavirus emergency	Direct to IDT (99999.9002)
41425	COVID-19 Uninsured Test Contracts	Contractual expenses related to the COVID-19 uninsured testing project	Direct to CMS-MMIS/MES – DDI (90%) (99999.9022)
<b>41426</b>	<b>E&amp;E M&amp;O Medicaid Contracts</b>	<b>Contractual costs associated with maintenance &amp; operations of VHC Medicaid eligibility related contract expenses, eligible for 75% match</b>	<b>Direct to Eligibility Systems and Staffing (75%) (99999.9029)</b>
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)



<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41636	MAPIR – EHR Incentive Payments	EHR Incentive Payments to providers	Direct to CMS - HIT EHRIP (100%) (99999.9033)
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)
41655	EBCP – Contracts	Contractual costs associated with the Enterprise Business Capability Platform	Allocated based on benefitting program individuals 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 EBCP IAPD – CMS – E&E/VIEWS DDI (90%) per enrollment (99999.9024), CHIP – IE&E-DDI (99999.9015) and QHP-IE&E-DDI (99999.9016)
41656	EBCP – E&E - Staff	Staff costs associated with the Enterprise Business Capability Platform	Allocated based on benefitting program individuals 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 EBCP IAPD – CMS – E&E/VIEWS DDI (90%) per enrollment (99999.9024), CHIP – IE&E-DDI (99999.9015) and QHP-IE&E-DDI (99999.9016)
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 Medicaid – Admin 50/50 Line 49 (99999.9900) remainder to HIT Fund (99999.1069)
41693	HIT Implementation - Staff	Staff Expenses related to Health Enterprise HIT HIE, EHR, and Public Health Development and Implementation	Direct to CMS - HIT IAPD (90%) (99999.9027)
41694	HIT Implementation - Contract	Contractual Costs related to Health Enterprise HIT HIE, EHR, and Public Health Development and Implementation	Direct to CMS - HIT IAPD (90%) (99999.9027)
41695	MAPIR Incentive Payments	EHR Incentive Payments for Eligible Hospitals	Direct to CMS - HIT EHRIP (100%) (99999.9033)
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)

Program Code	Program Name	Description	Allocation Method
41731	Portfolio Management Staff	Staff expenses related to the Health Care Portfolio	Quarterly Allocation based on VTHR Hours Across AHS Direct to MMIS, IE and HITECH (DDI only) Program Codes, CMS-MMIS/MES - DDI (90%) (99999.9022) ALLOCATED, CMS-E&E/VIEWS DDI (90%) (99999.9024), CMS - HIT IAPD (90%) (99999.9027), SNAP-IE&E-DDI (99999.9018), 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)
41732	Portfolio Management Contracts	Contract expenses related to the Health Care Portfolio	Quarterly Allocation based on VTHR Hours Across AHS Direct to MMIS, IE and HITECH (DDI only) Program Codes, CMS-MMIS/MES - DDI (90%) (99999.9022), CMS-E&E/VIEWS DDI (90%) (99999.9024) ALLOCATED, CMS - HIT IAPD (90%) (99999.9027), SNAP-IE&E-DDI (99999.9018), 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)
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 related 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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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)

**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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)	Direct to COVID CRF (99999.9919)
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)
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), (41601.116) to IDT (99999.9002), (41601.117) to GC Investments (STC-79) - Patient Safety Net Services (18) (99999.9106), (41601.216) to Money Follows the Person (99999.9904), (41601.317) to Investments (STC-79) – Family Supports (72) (99999.9108) and (41601.217) to Investments (STC-79) - Institution for Mental Disease Services: DVHA (7) (99999.9107) Based on CMS Invoice Billing
41602	CHIP Payments	Healthcare related expenditures as identified on the MMIS quarterly expenditure reports	Direct to CHIP – Program (99999.9902)



<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
41605	State-Only Pharmacy	Healthcare related expenditures as identified on the MMIS quarterly expenditure reports	Direct to General Fund (99999.9001)
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)



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
41647	Drug Rebate	Drug Rebates received based on eligible Pharmacy expenditures	Allocated (41647.115 and 41647.116) 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
46405	Medicare Clawback	Per person per month payments made to CMS for Part D beneficiaries	Direct to Clawback State Funds (99999.1100)

## 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
- Health Surveillance
- Chief Medical Examiner
- Maternal and Child Health
- Health Promotion and Disease Prevention
- Office of Local Health
- Medical Practice Board
- Environmental Health

#### Alcohol and Drug Abuse Programs appropriation

- Alcohol and Drug Abuse Programs-

VDH's mission statement is as follows:

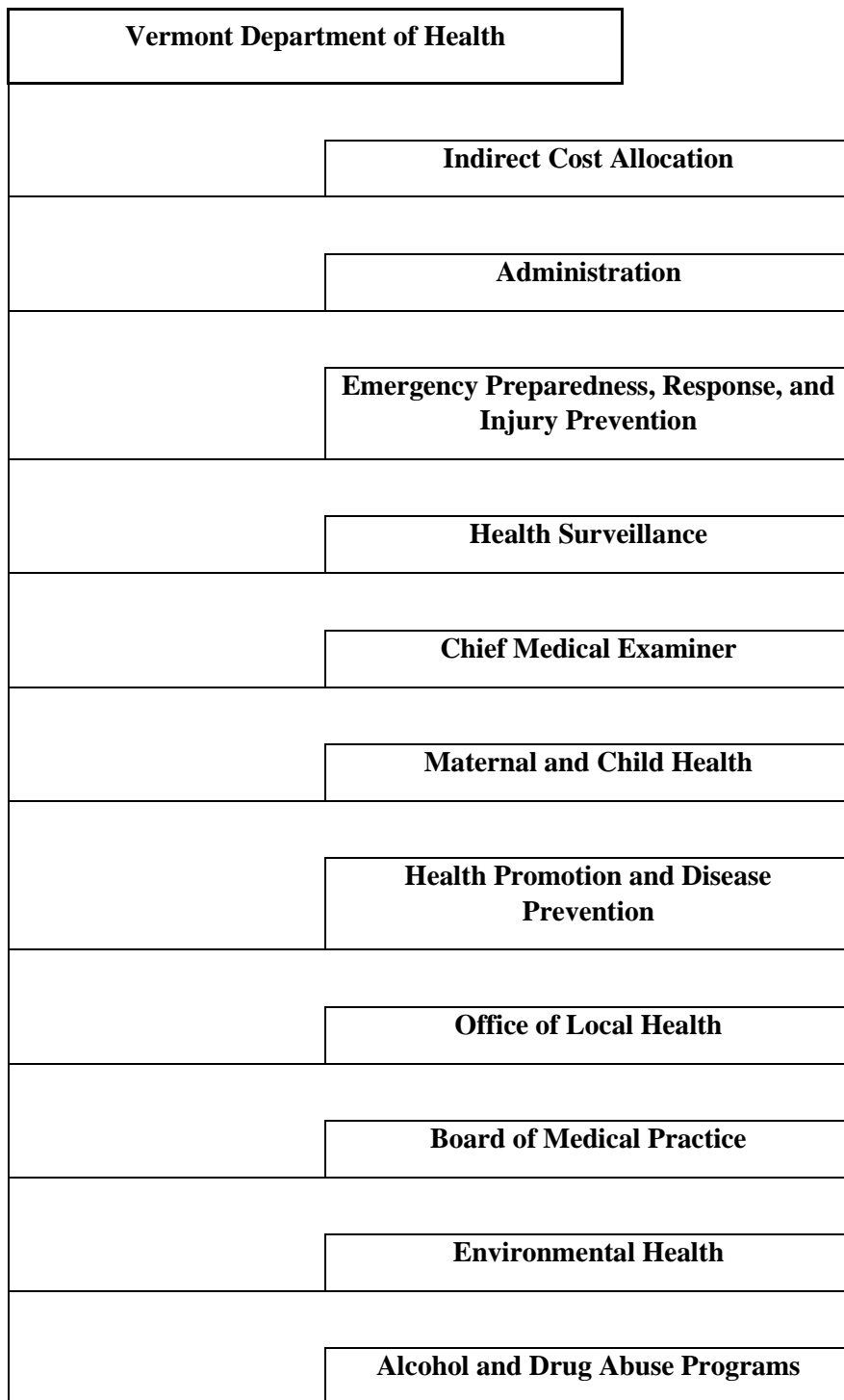
Mission: To protect and promote optimal health for all Vermonters.

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**
**Vermont Department of Health**


### III. Vermont Department of Health 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” or “DSR investments” waiver forms. Investment administrative costs for Green Mountain Care Board, 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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.
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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.
<b>41642</b>	<b>MMIS - DDI Staff</b>	<b>Staff work related to the development of the MMIS.</b>	<b>Direct to CMS-MMIS/MES - DDI (90%)</b>
41693	HIT Implementation - staff	Staff expenses related to Health Enterprise HIT HIE, EHR, and Public Health Development and Implementation.	Direct to CMS-HIT IAPD (90%)
41694	HIT Implementation - Contract	Contractual costs related to Health Enterprise HIT HIE, EHR, and Public Health Development and Implementation.	Direct to CMS-HIT IAPD (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, and Injury Prevention (e.g., child passenger safety, elderly falls prevention) 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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-
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
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.
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



Program Code	Program Name	Description	Allocation Method
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
39270	PH Emergency Response	All costs associated with activities in response to public health emergency events or exercises.	Direct to PH Emergency Response
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.	<del>Allocated to Public Health Emergency Response—Crisis COVID-19 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. then to ELC CARES and then to ELC Enhancing Detection based on available funds.</del> Allocated to Public Health Emergency Response - Crisis COVID-19 then to COVID CRF and then to ELC CARES based on available funds. (effective 4/1/20)

Program Code	Program Name	Description	Allocation Method
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
39543	Hospital Preparedness Program Ebola	All costs associated with a program to support hospitals and other health care entities in preparing for Ebola public health emergencies	Direct to Hospital Preparedness Program Ebola

### Organizational Unit 4: Health Surveillance

Nature and Extent of Services: The following program codes, descriptions, and allocation methodologies are for costs associated the Health Surveillance Division.

The Health Surveillance division includes:

- Public Health Laboratory – performs laboratory tests annually to identify infectious disease toxins or contaminants in air, food, water and clinical samples;
- Epidemiology – investigates and monitors reportable 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;
- Chronic Disease – investigates and monitors chronic disease-Public Health Statistics – provides statistical and analytical support to all department programs, maintains and analyzes vital records, conducts health surveys and operates the Vermont Cancer Registry.
- Research and Statistics - the analysis, collection, and reporting of data, research, and records that inform and guide our work to protect and promote the health of Vermonters. These resources provide the public with access to information about population health status and contributors to health.

(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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37717	IE HC 90/10 Staff	Staff costs and operating expenses related to Health Enterprise Integrated Eligibility DDI	Allocated based on benefitting program individuals-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
37738	HIE Contracts - Fair Share	Contractual Costs related to Health Information Exchange Expansion	Allocated to CMS-HIT IAPD (90%) & VDH HIT State fair share per approved HIT IAPD.
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
39149	Association of Public Health Laboratories	All costs associated with enhancing laboratory testing capabilities for childhood blood lead and legionella testing, including modifying existing laboratory information management systems (LIMS).	Direct to Association of Public Health Laboratories
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
39240	Epi Lab Capacity	All Costs of those activities of the Epi Lab Capacity Program.	Direct to Epi Lab Capacity
39301	Health Surveillance Administration	Staff time and operating costs associated with overall administration of the Health Surveillance Division	Total Salaries Across Health Surveillance Program
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
39317.1022	Epidemiology – General	Time and supplies used in day to day routine infectious disease epidemiology and disease control work.	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	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
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.	Allocated to Investments (STC-79) - TB Medical Services (74) and to State Funds based on the Medicaid enrolled percent of total TB Patients.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
39347	Adult Viral Hepatitis	All activities associated with the prevention of adult viral hepatitis	Direct to Adult Viral Hepatitis
39355	Asthma	Costs associated with asthma planning and epidemiology.	Direct to Asthma
39356	Cancer Registry	Costs associated with the Vermont Cancer Registry.	Direct to Cancer Registry
39378	Nonfatal Suicide Surveillance	All costs associated with the Emergency Department Surveillance of Nonfatal Suicide-Related Outcomes.	Direct to Nonfatal Suicide Surveillance
39379	VT Violent Death Reporting	All costs associated with the Vermont Violent Death Reporting System	Direct to VT Violent Death Reporting System

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.
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.
39385	GMCB VUHDDS MOU	Research staff time and any other costs associated with management and analytics for the Vermont Uniform Hospital Discharge Data Set.	Direct to Hospital Data Council
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
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.
39398	Advanced Directives Registry	All costs associated with advanced directives registry.	Direct to Advanced Directives Registry
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.

Program Code	Program Name	Description	Allocation Method
<del>39399</del>	<del>COVID-19</del>	<del>Time and supplies used in the day to day infectious disease epidemiology and disease control work related to the 2019 outbreak of novel coronavirus.</del>	<del>Allocated to Public Health Emergency Response—Crisis COVID-19 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.</del>
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.
<del>39451</del>	<del>Laboratory Drinking Water, Microbiology</del>	<del>Costs and activities associated with microbiological water testing.</del>	<del>Allocated to Investments (STC-79)—Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.</del>
<del>39452</del>	<del>Laboratory Drinking water, Organic</del>	<del>Costs and activities associated with organic testing of drinking water related to VOCs and THMs (EPA method 524.2).</del>	<del>Allocated to Investments (STC-79)—Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.</del>
39454	Laboratory <del>Drinking Water, Inorganic</del> – <b>Water Testing</b>	Costs and activities associated with <del>inorganic testing of drinking water for metals</del> <b>microbiological, organic, and inorganic water testing.</b>	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.



Program Code	Program Name	Description	Allocation Method
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 <del>Microbiology</del> - <b>Clinical</b>	Costs and activities associated with <del>serology such as hepatitis, HIV, measles, mumps, rubella, syphilis and similar tests</del> <b>clinical microbiology and toxicology</b>	Allocated to Investments (STC-79) - Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.
<del>39485</del>	<del>Laboratory—Clinical Toxicology</del>	<del>Costs and activities associated with clinical toxicology, including blood lead testing.</del>	<del>Allocated to Investments (STC-79) Health Laboratory (31) and to State Funds based on the Medicaid, Uninsured, and Underinsured, share of total state population.</del>
39490	ISO 17025 Accreditation for State Food Testing Laboratories	All costs of those activities associated with maintaining ISO 17025 laboratory accreditation for microbiological food testing areas, providing the FDA with	Direct to Accreditation for State Food Testing Laboratories
39508	SHIP Implementation	Cost associated with State Health Improvement Plan implementation activities.	Direct to PHHS Block Grant
39544	Refugee Health Promotion	All costs associated with a set of preventive health services for refugees, funded under the Refugee Health Promotion grant from the Administration for Children and Families.	Direct to Refugee Health Promotion
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
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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: Maternal 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 Maternal and Child Health, including the following:

- Maternal 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 Maternal 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37543	Preschool Development Grant	Costs associated with the Preschool Development Grant.	Direct to Preschool Development Grant
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
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)
39556	Family Planning - State	Costs associated with grants and contracts for the family planning program funded by State funds.	Direct to Family Planning - State
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

Program Code	Program Name	Description	Allocation Method
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 <del>Children's Hearing- Intervention and Resources- Project, the</del> Early <b>Hearing</b> Detection and Intervention CDC Grant.	Direct to Early Hearing Detection and Intervention Grant
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
39701	Maternal & Child Health Division Administration	Staff time and operating costs associated with overall administration of the Maternal Child Health Division.	Total Salaries Across MCH
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) 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.
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.

Program Code	Program Name	Description	Allocation Method
39735	WIC Infrastructure	All Costs associated with a WIC Infrastructure funded under a grant from the USDA.	Direct to WIC Infrastructure
<b>39739</b>	<b>BF Performance Bonus</b>	<b>All costs associated with activities related to the FNS breastfeeding performance bonus.</b>	<b>Direct to BF Performance Bonus</b>
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
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)



**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 Health Promotion and Disease Prevention division: Tobacco Control, Health Promotion, Dental Health. (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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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
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
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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	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
39578	HRSA Oral Health Workforce	Activities enabling the Department to expand access to preventive and restorative dental services for individuals served by	Direct to HRSA Oral Health Workforce
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	Direct to Diabetes and Heart Disease Prevention
39625	Heart Disease Prevention	All costs associated with the heart disease component of funding to prevent and manage diabetes, heart disease, and stroke.	Direct to Diabetes and Heart Disease Prevention

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
39634	Tobacco Quitline Capacity	All costs associated with CDC Quitline Capacity grant	Direct to Tobacco CDC Quitline Capacity
39642	Chronic Disease Disability	All costs associated with grant funding to be used to develop an internal capacity to incorporate evidence based strategies for individuals with disabilities into current health promotion/disease prevention efforts	Direct to Chronic Disease Disability
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 Medicaid Administration and to WIC Administration based on Medicaid Eligibility Rate for WIC Clients.
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 and to WIC Administration based on Medicaid Eligibility Rate for WIC Clients.
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.	Direct to WIC Admin
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
39740	Help Me Grow Integration	Costs associated with the Help Me Grow - Early Care Integration: Strengthening Early Care through Ensuring Early Detection, Referral, and Linkages to Services Project.	Direct to Help Me Grow Integration
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
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
39749	OLH Maternal & Child Health Coordinators	Costs associated with staff time and expenses related to MCH coordination in Local Health District Offices	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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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	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.	Direct to Medicaid Administration

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
39020	Medical Practice Board	Costs associated with the Medical Practice Board except those costs specifically described elsewhere.	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 Environmental Health division: Environmental Tracking, Healthy Homes and Childhood Lead Poisoning Prevention; Asbestos and Lead Regulation, Radiology and Toxicology, and Food and Lodging. (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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
39125	F&L Water Supply Program	Costs associated with F&L activities which support the water supply program administered by the Department of Environmental Conservation.	Direct to Water Supply Program
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
39141	Support for Drinking Water Programs	All costs of those activities to improve drinking water program efficacy.	Direct to Support for Drinking Water Programs
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
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
39156	National Retail Food Regulatory Program Standards (NRFRPS)	All costs of those activities to advance conformance with the elements of retail standards.	Direct to National Retail Food Regulatory Program Standards (NRFRPS)
<b>39157</b>	<b>FSMA Preventative Controls for Human Food</b>	<b>All costs of those activities associated with conformance to the Food Safety Modernization Act's preventative controls for human food.</b>	<b>Direct to Manufactured Food Regulatory Program Supplement</b>
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
39216	NRC Agreement State	Costs incurred for activities related to becoming and operating as an NRC agreement state.	Direct to NRC Agreement State
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: Alcohol and Drug Abuse Programs**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs associated with Alcohol and Drug Research and Planning; Alcohol and Drug Abuse Treatment; and Alcohol and Drug Prevention. (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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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).	Direct to COVID CRF
39801	Alcohol and Drug Abuse Programs Administration	Staff time and operating costs associated with overall administration of the Alcohol and Drug Abuse Programs	Total Salaries Across ADAP Program
39802	Public Health Information Sharing - Administration	All costs associated with the Administration of funding to support Public Health Information Sharing activities.	Direct to Public Health Information Sharing - BJA
39803	Public Health Information Sharing – Direct Services	All costs associated with Direct Services to support Public Health Information Sharing activities.	Direct to Public Health Information Sharing - BJA
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
39805	Fentanyl Strip Pilot Program	All costs associated with the fentanyl test strip pilot program.	Direct to Fentanyl Strip Pilot Program
39806	Clinical Suboxone Harm Reduction	All costs associated with Clinical Suboxone Harm Reduction.	Direct to Clinical Suboxone Harm Reduction
39811	Substance Abuse Prevention Consultant System	All costs associated with the Substance Abuse Prevention Consultant System including payroll, benefits, travel, operations, etc.	Allocated to Substance Abuse Grant based on available funds, then to State Opioid Response (SOR)
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
39829	SEOW Supplement	All costs associated with activities of the State Epidemiological Outcomes Workgroup (SEOW)	Direct to Partnerships for Success III
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 quarterly Medicaid eligibility rate for ADAP clients, 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.
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.



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
39874	Opioid State Targeted Response (STR) Cures - Administration	All costs related to the administration of funding to increase access to substance use disorder services, reduce unmet need, and reduce overdose related deaths related to prescription opioids.	Direct to Opioid STR - CURES
39875	Opioid State Targeted Response (STR) Cures - Treatment	All costs related to treatment activities of funding to increase access to substance use disorder services, reduce unmet need, and reduce overdose related deaths related to prescription opioids.	Direct to Opioid STR - CURES
39876	Opioid State Targeted Response (STR) Cures - Prevention	All costs related to prevention activities of funding to increase access to substance use disorder services, reduce unmet need, and reduce overdose related deaths related to prescription opioids.	Direct to Opioid STR - CURES
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
39881	SPF Prescription Drugs – Administrative	All administrative costs associated with a program that will apply the existing state-wide Strategic Prevention Framework (SPF) infrastructure to prevent prescription drug misuse	Direct to Prescription Drugs SPF
39882	SPF Prescription Drugs – Data Collection	All data collection costs associated with a program that will apply the existing state-wide Strategic Prevention Framework (SPF) infrastructure to prevent prescription drug misuse.	Direct to Prescription Drugs SPF
39883	SPF Prescription Drugs – Direct Service	All direct service costs associated with a program that will apply the existing state-wide Strategic Prevention Framework (SPF) infrastructure to prevent prescription drug misuse.	Direct to Prescription Drugs SPF
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)
39886	Partnerships for Success III Community	All community costs associated with a program to reduce underage drinking, prescription drug misuse & abuse, and marijuana use among 12-25 year olds.	Direct to Partnerships for Success III
39887	Partnerships for Success III State	All state costs associated with a program to reduce underage drinking, prescription drug misuse & abuse, and marijuana use among 12-25-year olds.	Direct to Partnerships for Success III
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.	Allocated to Substance Abuse Grant based on available funds, then to State Opioid Response (SOR)

Program Code	Program Name	Description	Allocation Method
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
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)
39897	State Opioid Response - Administration	All costs associated with the administration of funding to support opioid abuse prevention, treatment and recovery activities.	Direct to State Opioid Response (SOR)
39898	State Opioid Response - Data Collection	All costs associated with the data collection of funding to support opioid abuse prevention, treatment and recovery activities.	Direct to State Opioid Response (SOR)
39899	State Opioid Response - Direct Services	All costs associated with the direct services of funding to support opioid abuse prevention, treatment and recovery activities.	Direct to State Opioid Response (SOR)
39905	OD2A Prevention	All costs associated with prevention activities under the Overdose Data to Action federal grant.	Direct to Overdose Data to Action
<b>39906</b>	<b>Partnerships for Success III - Administration</b>	<b>All administrative costs associated with a program to reduce underage drinking, prescription</b>	<b>Direct to PFS III 2020</b>
<b>39907</b>	<b>Partnerships for Success III - Data Collection</b>	<b>All data collection costs associated with a program to reduce underage drinking, prescription</b>	<b>Direct to PFS III 2020</b>
<b>39908</b>	<b>Partnerships for Success III - Direct Services</b>	<b>All direct service costs associated with a program to reduce underage drinking, prescription</b>	<b>Direct to PFS III 2020</b>
<b>39910</b>	<b>SAMHSA COVID-19 Administration, Data and Performance</b>	<b>All costs associated with the administration, data collection, performance measurement, and</b>	<b>Direct to SAMHSA COVID-19 MH and SUD</b>

Program Code	Program Name	Description	Allocation Method
<b>39911</b>	<b>SAMHSA COVID-19 Individuals with SMI and SUD</b>	<b>All costs associated with the SAMHSA Emergency Grants to Address Mental and Substance Use</b>	<b>Direct to SAMHSA COVID- 19 MH and SUD</b>
<b>39912</b>	<b>SAMHSA COVID-19 Healthcare Practitioners</b>	<b>All costs associated with the SAMHSA Emergency Grants to Address Mental and Substance Use</b>	<b>Direct to SAMHSA COVID- 19 MH and SUD</b>
<b>39913</b>	<b>SAMHSA COVID-19 Mental Disorder</b>	<b>All costs associated with the SAMHSA Emergency Grants to Address Mental and Substance Use</b>	<b>Direct to SAMHSA COVID- 19 MH and SUD</b>

## **f. Department of Mental Health (DMH)**

### **I. Introduction**

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

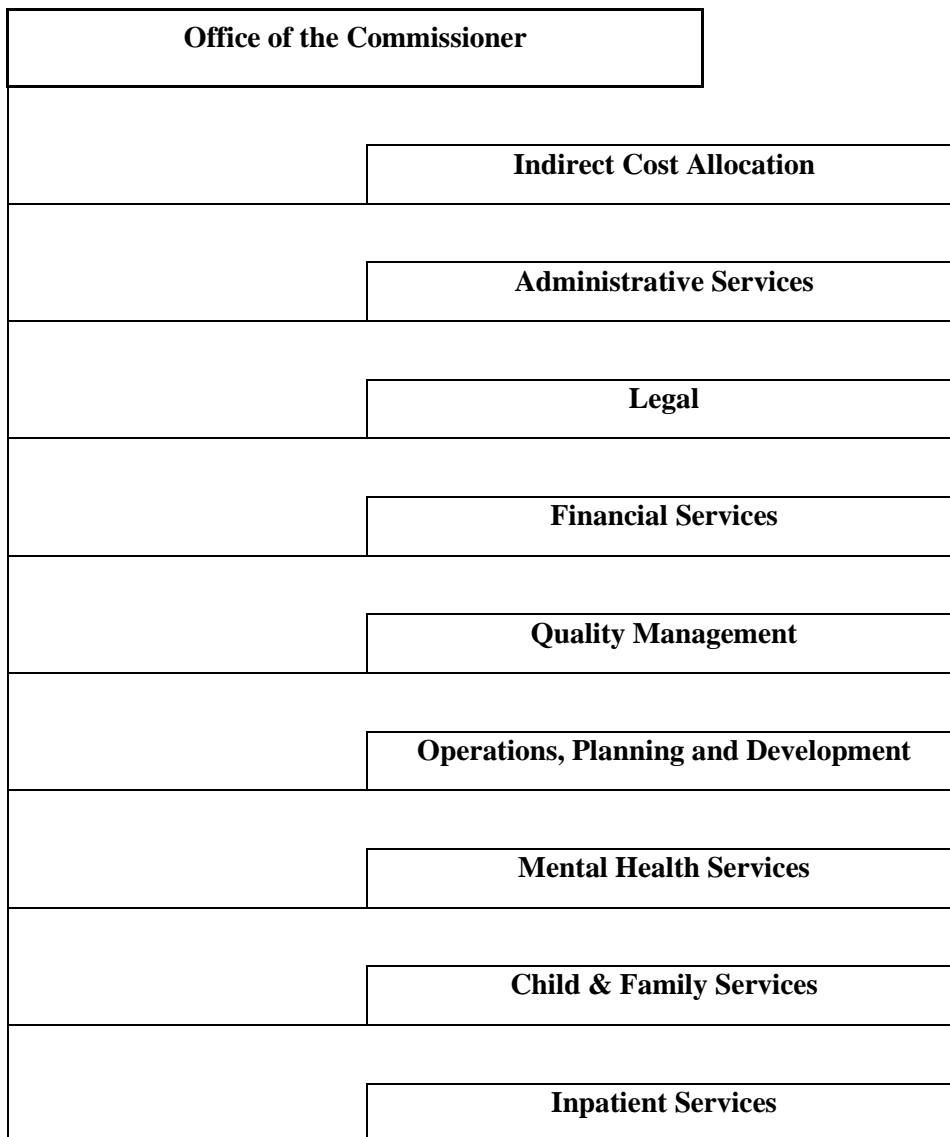
Within this document, we have included an overview of DMH's organizational structure and a list of the specific functions performed by DMH, referred to as plan departments or cost pools, and the allocation method for each function. Please note that the plan department numbers correspond to internal AHS 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 work day. DMH staff enters their time into the state's payroll system. When staffs 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.

**DEPARTMENT OF MENTAL HEALTH**


### III. Vermont Department of Mental Health 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” or “DSR investments” waiver forms. Investment administrative costs for Green Mountain Care Board, 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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	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)	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%)
41639	ICD-10 – Contractual Costs	Contractor expenses – associated with the ICD- 10 planning	Direct to ICD-10 IAPD
41642	MMIS – DDI Staff	Staff work related to the development of the MMIS	Direct to CMS-MMIS/MES-DDI (90%)
41694	HIT Implementation – Contract	Contractual Costs related to Health Enterprise HIT HIE, HER, and Public Health Development and Implementation	Direct to CMS-HIT IAPD (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



Program Code	Program Name	Description	Allocation Method
42584	<del>Crisis Counseling- Immediate Services- Program</del>	<del>Interdepartmental agreement between the Department of Public Safety and DMH where DMH will carryout an immediate services program to provide Crisis Counseling Services to the survivors of COVID-19.</del>	<del>Direct to IDT</del>
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

**Organizational Unit 3: Legal**

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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 Development**

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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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

**Organizational Unit 7: Mental Health Services**

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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 Investments (STC-79) – Mental Health CRT Community Support Services (16)
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
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	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)	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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
37856	PADS Staff	Staff and operating costs associated with the Payment and Delivery Systems (DDI)	Direct to CMS – MMIS PADS DDI (90%)
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
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
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
42410	Refugee Program	Costs Associated with the Federal Refugee Program	Direct to Refugee Program (Federal)
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 respite, community outreach, and CRT efforts	Direct to MHBG

Program Code	Program Name	Description	Allocation Method
42580	Olmstead Grant for Adults	Grant for contracted activities that promote recovery and community integration for adults	Direct to the Olmstead Grant
42581	Admin/Data Collection	MOU from the Vermont Department of Health with SAMHSA Emergency Grant funds to address Mental and Substance Abuse disorders during COVID 19	Direct to IDT
42582	SMI/SUD/Co-occurring	MOU from the Vermont Department of Health with SAMHSA Emergency Grant funds to be used to expand the current Mental Health Emergency program to include access to SUD specialists, and technology equipment through out the State	Direct to IDT
42583	MH Less than SMI	MOU from the Vermont Department of Health with SAMHSA Emergency Grant funds renovations to ten existing Mental Health Crisis programs to make space more accessible and private for SMI clients	Direct to IDT
<b>42584</b>	<b>Crisis Counseling Immediate Services Program</b>	<b>Interdepartmental agreement between the Department of Public Safety and DMH where DMH will carryout an immediate services program to provide Crisis Counseling Services to the survivors of COVID -19.</b>	<b>Direct to IDT</b>
<b>42586</b>	<b>Crisis Counseling Residential Program</b>	<b>DMH will carry out a residential services program to provide crisis counseling services to the survivors of COVID-19</b>	<b>Direct to Regular Services Program</b>
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



Program Code	Program Name	Description	Allocation Method
42596	Lifeline	Activities to provide capacity building support for Vermont to achieve greater in-state answer rates for Lifeline calls	Direct to Alcohol and Drug Awareness Program Opioid overdose prevention
<b>42597</b>	<b>Transformation Transfer Initiative (TTI) Homeless</b>	<b>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</b>	<b>Direct to TTI Homeless</b>
42601	IDT Adult	Interdepartmental Transfers to and from DMH	Direct to IDT
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)
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
42651	Emergency Mental Health For Adults - CRT	The costs associated with 24/7 triage, assessment, mobile outreach, short-term family stabilization, and referral and screening for hospitalization or hospital diversion for CRT adults experiencing a mental health crisis.	Direct to Investments (STC-79) – Mental Health CRT Community Support Services (16) - Emergency
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
42730	Case Rate Payments	Payments to designated agencies for the provision of services for the adult CRT population	Direct to Case Rate Payments
42731	Mental Health Case Rate Adult Investment	Investment billings for the Community Rehabilitation and Treatment Program	Direct to Investments (STC-79) – Mental Health CRT Community Support Services (16)
42740	CRT Doc/Hospital for Adults	Inpatient or Private Psychiatric services provided to adult CRT patients	Direct to CRT Doc Hospital
42758	Jail Diversion Grant	Contracted activities associated with a grant from SAMHSA for the implementation of a jail diversion and	Direct to Jail Diversion (Fed)
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)
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 Investments (STC-79) – Mental Health CRT Community Support Services (16)
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 Investments (STC-79) – Mental Health CRT Community Support Services (16)
42768	CRT Peer Supports for Adults	Funds to develop peer-run or peer-guided recovery and peer support services for adults	Direct to Investments (STC-79) – Mental Health CRT Community Support Services (16)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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 Investments (STC-79) – Emergency Support Fund (22)
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)
42774	Transformation Grant	Costs of implementing new techniques to make Vermont’s adult mental health services more computer-driven and recovery-oriented	Direct to MH Transformation Grant
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
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 Investments (STC-79) – Mental Health CRT Community Support Services (16)
42801	Investment CRT	Investment billings for the Community Rehabilitation and Treatment Program	Direct to Investments (STC-79) – Mental Health CRT Community Support Services (16)
42916	CRT Secure Residential Recovery	Staff Time and Operating Costs associated with running the Secure Residential Recovery Facility	Direct to Investments (STC-79) – Mental Health CRT Community Support Services (16)

**Organizational Unit 8: Child and Family Services**

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

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	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)	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%)
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
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
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
42581	Admin/Data Collection	MOU from the Vermont Department of Health with SAMHSA Emergency Grant funds to address Mental and Substance Abuse disorders during COVID 19	Direct to IDT

<b>Program Code</b>	<b>Program Code Name</b>	<b>Description</b>	<b>Allocation Method</b>
42582	SMI/SUD/Co-occurring	MOU from the Vermont Department of Health with SAMHSA Emergency Grant funds to be used to expand the current Mental Health Emergency program to include access to SUD specialists, and technology equipment through out the State	Direct to IDT
42583	MH Less than SMI	MOU from the Vermont Department of Health with SAMHSA Emergency Grant funds renovations to ten existing Mental Health Crisis programs to make space more accessible and private for SMI clients	Direct to IDT
42590	Promoting Integration of Primary and Behavioral Health Care Grant	To promote and develop full integration and collaboration in clinical practice between pediatric health care and mental health care, and support improvement of integrated care models for primary care and mental health care to improve the overall wellness and physical health status of children with mental health needs.	Direct to Promoting Integration of Primary and Behavioral Health Care Grant
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 Health Resources and Services Administration Maternal Grant
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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)
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
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
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)

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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.

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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	Direct to COVID Response
37732	COVID CRF Activity	Salaries, Contractual, Salaries, Contractual, Provider Payments, Grants and Operating costs related to the AHS COVID response Approved for Funding under COVID Relief Funding (CRF) Provider Payments, Grants and Operating costs related to the AHS COVID response Approved for Funding under COVID Relief Funding (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
42647	Brattleboro Retreat – CRT Investment	Costs associated with CRT Billings at Brattleboro	Direct to Investments (STC-79) –Institution for Mental Disease Services: DMH (3) BR
42650	Brattleboro Retreat – CRT Medicaid	Costs associated with CRT Medicaid billings at Brattleboro Retreat	Direct to CRT Global Commitment
42785	Psych Inpatient – RRMCC – 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
42787	Psych Inpatient – RRMCC – GC XIX	Rutland Regional Medical Center – Costs associated with Level One Care Medicaid Billings – GC Medicaid	Direct to RRMCC Psych Inpatient Medicaid
42795	Psych Inpatient – Brattleboro Medicaid	Brattleboro Retreat – Medicaid costs associated with Level One care	Direct to BR Psych Inpatient Medicaid



<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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
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

<b>Program Code</b>	<b>Program Name</b>	<b>Description</b>	<b>Allocation Method</b>
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

**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

**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, IE and HITECH (DDI only) Program Codes, CMS-MMIS/MES - DDI (90%), CMS-E&E/VIEWS DDI (90%), CMS HIT IAPD (90%):**

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.

**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.

**Department for Children and Families (DCF)****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.

**ACCESS Case Count Between CHIP & 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 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 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.

**Child Subsidy Duplicated Case Count:**

Costs associated with the Child Development Division IT system, BFIS, 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 of EA and GA Dollars Spent (Allocated to TANF and State General Fund):**

*Effective Date 7/1/2020  
Submission Date 9/30/2020*

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 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 SCHIP Eligibles as compared to the total Medicaid-Admin 50/50 Eligibles for the quarter. SCHIP current FF:**

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 Benefitting 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 % approved in IE&E IAPD All Benefitting Programs:**

Costs associated with specific programs are allocated based on benefitting program individuals for all programs 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 – 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 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 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 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.

**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.

**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.

**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.

**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.

**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.



**Department of Disabilities, Aging and Independent Living****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 DDS.

**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 DDS.

**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 15<sup>th</sup>/Total ACCS Beds on 15<sup>th</sup>”:**

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 15<sup>th</sup> day following the month being reported.

**Method Q “Number of ACCS Beds Paid by Title XIX Billed by 15<sup>th</sup>/Total ACCS Beds on 15<sup>th</sup> - 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 15<sup>th</sup> 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****PU – Allocation based on % approved in IE&E IAPD All Benefiting Programs:**

Costs associated with specific programs are allocated based on benefitting program individuals 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 % approved in IE&E IAPD Health Care Projects:**

Costs associated with specific programs are allocated based on benefitting program individuals 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 % approved in IE&E IAPD Healthcare Medicaid and CHIP:**

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 – Allocation based on % approved in IE&E IAPD Reach Up Caseload:**

Costs associated with specific programs are allocated based on benefitting program individuals for Reach Up 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 – 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/HIE/HCR (8):**

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 - MMIS, E&E, CMS-HIT:**

This allocation is used for PMO Staff and Contractual expenses. 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.

**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 benefiting 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 number of paid claims for Global Commitment, Medicaid – Admin 50/50 Line 49, CHIP, and All Other benefiting 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 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 MAGI and DSHP (90/10) and QHP Level 1C:**

This allocation method is used for Exchange Level 1 and Level 2 EBCP Contracts and Staff. The data is updated quarterly according to the average enrollment of QHP without VPA (allocating to Level 1C Final Receiver). A second line contains Medicaid, CHIP, and QHP with VPA which allocates to a 90/10 Integrated Eligibility IAPD. 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 HAEU 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****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 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 50% to Investments (STC-79) - Patient Safety - Adverse Events (47) and 50% to State Funds:**

Allocated per legislative budget directive.

**Allocated to Investments (STC-79) - TB Medical Services (74) and to State Funds based on the Medicaid enrolled percent of total TB Patients:**

Medicaid eligibility rate based on Medicaid clients as percent of total clients served by the TB program.



**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 Medicaid Administration and Substance Abuse Block Grant based on the quarterly Medicaid eligibility rate for ADAP clients:**

Medicaid eligibility rate based on Medicaid clients as percent of total clients served by the ADAP preferred provider network, and as reported to VDH by these providers.

**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 and to WIC Administration based on Medicaid Eligibility Rate for WIC Clients:**

Medicaid eligibility rate is based on Medicaid enrollees as percent of total clients served by WIC clinics in the quarter.

**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 quarterly Medicaid eligibility rate for ADAP clients, 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.** Medicaid eligibility rate based on Medicaid clients as percent of total clients served by the ADAP preferred provider network, and as reported to VDH by these providers. Remaining expenses are charged 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 Substance Abuse Grant based on available funds, then to State Opioid Response (SOR)** Expenses are charged to Substance Abuse Block Grant first. If those funds are exhausted, the remaining quarterly expenses are allocated to State Opioid Response Grant.

**Allocated to Public Health Emergency Response - Crisis COVID-19 then to ELC CARES and then to ELC Enhancing Detection based on available funds.** Expenses are charged to Public Health Emergency Response - Crisis COVID-19 first. When those funds are exhausted, expenses are charged to ELC CARES. When those funds are exhausted, expenses are charged to ELC Enhancing Detection.

**Allocated to CMS-HIT IAPD (90%) & VDH HIT State fair share per approved HIT IAPD.** Per the IAPD Program Code allocation guide sent by AHS Central Office

**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.

**Total Salaries Across ADAP Program:**

Expenses related to ADAP Administration are allocated based on a ratio of total salary costs expended in ADAP 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 Health Surveillance Program:**

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

**Total Salaries Across MCH:**

Expenses related to MCH Administration are allocated based on a ratio of total salary costs expended in MCH 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 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****Allocated to direct Secure Res Recovery Operating (MTCR) and Adult General (VPCH) cost centers based on FTE count:**

This statistic allocates costs of staff time associated with VPCH Nursing Administration to MTCR based on # of FTE of direct care staff at each facility.

**Allocated to direct Secure Res Recovery Operating (MTCR) and Adult General (VPCH) cost centers based on meal count:**

This statistic allocates costs associated with VPCH dietary costs to MTCR based on # of meals for the facility.

**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.

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**XI. TIME TRACKING AND TIME STUDY INFORMATION**

- a. **DCF ESD Activity Instructions**  
**Annual Submission of RMTS documentation.**

**DCF ESD Matrix**  
**Annual Submission of RMTS documentation.**

**DCF ESD Procedures**  
**Annual Submission of RMTS documentation.**

**DCF ESD Training Guide**  
**Annual Submission of RMTS documentation.**

**Vermont Department for Children and Families  
Benefit Programs Specialists  
Statewide Random Moment Time Study Instructions  
Updated April 2020**

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). The study began originally 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 [vtDCFbbs@pcgus.com](mailto:vtDCFbbs@pcgus.com) or DCF at [AHS.DCFESDOverdueReport@vermont.gov](mailto: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**

*Effective Date 7/1/2020  
Submission Date 9/30/2020*

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:

**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)
    - 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 all other non income documents
  - Examples include:
    - Conducting a Prisoner Verification Search (PVS)
    - Conducting collateral calls
    - Sending verification request (V) for shelter
4. Calculating deductions
  - Examples include:
    - Standard Medical Deductions (FMEDS)
    - Dependent Care
5. Processing Interim Reports (IRs)
6. 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.

### **OTHER CASE SPECIFIC ACTIVITY CODES**

1. 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.
2. 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.

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

### **4. 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.

#### **5. 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;
- 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.

#### **6. 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".***

#### **7. 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".***

#### **8. 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.



### 9. 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”.***

### 10. 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;
- 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;

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;
  - 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.

### **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/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.

**15. 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.

**16. 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.

**17. 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.

**18. 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.

**19. 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.

**20. 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.

**21. 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.

**22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. 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.

**28. 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.

**29. 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.

**30. 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.

**31. 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.

**32. 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.

**33. 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.

**ALLOCATION MATRIX**

<b>Program/Activity</b>	<b>Reach Up</b>	<b>3 Squares</b>	<b>Fuel</b>	<b>GA and EA</b>	<b>EP/AABD</b>	<b>Medicaid</b>	<b>SSI</b>	<b>Reach Up/3 Squares</b>	<b>Reach Up/GA and EA</b>
<b>Conducting Client Interviews</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>		<b>Direct to State General Fund</b>	<b>Direct to Global Commitment</b>			<b>50/50</b>	<b>50/50</b>
<b>Processing Income Documents</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>	<b>Direct to LIHEAP</b>	<b>Direct to State General Fund</b>	<b>Direct to Global Commitment</b>			<b>50/50</b>	<b>50/50</b>
<b>Processing All Other Non-Income Documents</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>	<b>Direct to LIHEAP</b>	<b>Direct to State General Fund</b>	<b>Direct to Global Commitment</b>			<b>50/50</b>	<b>50/50</b>
<b>Calculating Deductions</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>						<b>50/50</b>	
<b>Processing Interim Reports</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>						<b>50/50</b>	
<b>Issuing Vouchers for Prescriptions, Dental Emergencies, or Durable Medical Equipment</b>				<b>Direct to State General Fund</b>					
<b>Customer Education Regarding Eligibility Results</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>	<b>Direct to LIHEAP</b>	<b>Direct to State General Fund</b>	<b>Direct to Global Commitment</b>			<b>50/50</b>	<b>50/50</b>

<b>Program/Activity</b>	<b>Reach Up</b>	<b>3 Squares</b>	<b>Fuel</b>	<b>GA and EA</b>	<b>EP/AABD</b>	<b>Medicaid</b>	<b>SSI</b>	<b>Reach Up/3 Squares</b>	<b>Reach Up/GA and EA</b>
<b>Providing EBT Specific Information to Customer</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>	<b>Direct to LIHEAP</b>	<b>Direct to State General Fund</b>				<b>50/50</b>	<b>50/50</b>
<b>Active Case Updates/Changes</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>	<b>Direct to LIHEAP</b>	<b>Direct to State General Fund</b>	<b>Direct to Global Commitment</b>			<b>50/50</b>	<b>50/50</b>
<b>Fraud Referrals*</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>	<b>Direct to LIHEAP</b>	<b>Direct to State General Fund</b>	<b>Direct to Global Commitment</b>			<b>50/50</b>	<b>50/50</b>
<b>Fair Hearings and Appeals**</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>	<b>Direct to LIHEAP</b>	<b>Direct to State General Fund</b>	<b>Direct to Global Commitment</b>			<b>50/50</b>	<b>50/50</b>
<b>Reach up Sanctions</b>	<b>Direct to TANF/State</b>								
<b>Reach Up Controlled Vendor Payments</b>	<b>Direct to TANF/State</b>								
<b>Education Activities***</b>	<b>Direct to TANF/State</b>	<b>Direct to SNAP</b>	<b>Direct to LIHEAP</b>	<b>Direct to State General Fund</b>	<b>Direct to Global Commitment</b>	<b>Direct to Medicaid (50%)</b>	<b>Direct to Medicaid (50%)</b>	<b>50/50</b>	<b>50/50</b>
<b>Referrals to Medicaid and/or Medical/Behavioral Health Services</b>						<b>Direct to Medicaid (50%)</b>	<b>Direct to Medicaid (50%)</b>		



Program/Activity	Reach Up	3 Squares	Fuel	GA and EA	EP/AABD	Medicaid	SSI	Reach Up/3 Squares	Reach Up/GA and EA
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/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 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									

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
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 Activities***			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

<b>Program/Activity</b>	<b>3 Squares/ Reach Up/GA and EA</b>	<b>3 Squares /Reach Up/EP</b>	<b>3 Squares /GA and EA/EP</b>	<b>3 Squares/Fu el/EP</b>	<b>3 Squares/ GA and EA</b>	<b>3 Squares/Fu el/GA and EA</b>	<b>3 Squares/Rea ch Up/Fuel/EP</b>	<b>3 Squares/R each Up/GA and EA/EP</b>	<b>3 Squares/Fue l/GA and EA/EP</b>
<b>Conducting Client Interviews</b>	33/33/33	33/33/33	33/33/33	33/33/33	50/50	33/33/33	25/25/25/25	25/25/25/25	25/25/25/25
<b>Processing Income Documents</b>	33/33/33	33/33/33	33/33/33	33/33/33	50/50	33/33/33	25/25/25/25	25/25/25/25	25/25/25/25
<b>Processing All Other Non-Income Documents</b>	33/33/33	33/33/33	33/33/33	33/33/33	50/50	33/33/33	25/25/25/25	25/25/25/25	25/25/25/25
<b>Calculating Deductions</b>									
<b>Processing Interim Reports</b>									
<b>Issuing Vouchers for Prescriptions, Dental Emergencies, or Durable Medical Equipment</b>									
<b>Customer Education Regarding Eligibility Results</b>	33/33/33	33/33/33	33/33/33	33/33/33	50/50	33/33/33	25/25/25/25	25/25/25/25	25/25/25/25
<b>Providing EBT Specific Information to Customer</b>	33/33/33				50/50				
<b>Active Case Updates/Changes</b>					50/50	33/33/33			25/25/25/25
<b>Fraud Referrals*</b>					50/50	33/33/33			25/25/25/25

*Effective Date 7/1/2020  
Submission Date 9/30/2020*

<b>Program/Activity</b>	<b>3 Squares/Reach Up/GA and EA</b>	<b>3 Squares/Reach Up/EP</b>	<b>3 Squares/GA and EA/EP</b>	<b>3 Squares/Fuel/EP</b>	<b>3 Squares/GA and EA</b>	<b>3 Squares/Fuel/GA and EA</b>	<b>3 Squares/Reach Up/Fuel/EP</b>	<b>3 Squares/Reach Up/GA and EA/EP</b>	<b>3 Squares/Fuel/GA and EA/EP</b>
<b>Fair Hearings and Appeals**</b>					<b>50/50</b>	<b>33/33/33</b>			<b>25/25/25/25</b>
<b>Reach up Sanctions</b>									
<b>Reach Up Controlled Vendor Payments</b>									
<b>Education Activities***</b>					<b>50/50</b>	<b>33/33/33</b>			<b>25/25/25/25</b>
<b>Referrals to Medicaid and/or Medical/Behavioral Health Services</b>									
<b>Referrals to Non-Medicaid/Non-Medical, Community Services</b>					<b>50/50</b>	<b>33/33/33</b>			<b>25/25/25/25</b>

<b>Program/Activity</b>	<b>Fuel/GA and EA</b>	<b>Fuel/EP/GA and EA</b>	<b>Fuel/EP</b>	<b>EP/GA and EA</b>	<b>All Programs</b>	<b>Other (Non-Case Related)</b>
<b>Conducting Client Interviews</b>	50/50	33/33/33		50/50	20/20/20/20/20	
<b>Processing Income Documents</b>	50/50	33/33/33	50/50	50/50	20/20/20/20/20	
<b>Processing All Other Non-Income Documents</b>	50/50	33/33/33	50/50	50/50	20/20/20/20/20	
<b>Calculating Deductions</b>						
<b>Processing Interim Reports</b>						
<b>Issuing Vouchers for Prescriptions, Dental Emergencies, or Durable Medical Equipment</b>						
<b>Customer Education Regarding Eligibility Results</b>	50/50	33/33/33	50/50	50/50	20/20/20/20/20	
<b>Providing EBT Specific Information to Customer</b>	50/50					
<b>Active Case Updates/Changes</b>	50/50	33/33/33		50/50	20/20/20/20/20	
<b>Fraud Referrals*</b>	50/50	33/33/33		50/50	20/20/20/20/20	

<b>Fair Hearings and Appeals**</b>	<b>50/50</b>	<b>33/33/33</b>		<b>50/50</b>	<b>20/20/20/20/20</b>	
<b>Program/Activity</b>	<b>Fuel/GA and EA</b>	<b>Fuel/EP/GA and EA</b>	<b>Fuel/EP</b>	<b>EP/GA and EA</b>	<b>All Programs</b>	<b>Other (Non-Case Related)</b>
<b>Reach up Sanctions</b>						
<b>Reach Up Controlled Vendor Payments</b>						
<b>Education Activities***</b>	<b>50/50</b>	<b>33/33/33</b>		<b>50/50</b>	<b>20/20/20/20/20</b>	
<b>Referrals to Medicaid and/or Medical/Behavioral Health Services</b>						
<b>Referrals to Non-Medicaid/Non-Medical, Community Services</b>	<b>50/50</b>	<b>33/33/33</b>		<b>50/50</b>	<b>20/20/20/20/20</b>	

**\*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™ ( <https://PCGEasyRMTS.com> ), 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.

*Effective Date 7/1/2020  
Submission Date 9/30/2020*

## Operation

There is a single RMTS (2841 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 uses 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 provide 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 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 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 between the work schedules 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-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 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 statistically validity is met when the minimum number of moments received (responded to) as determined in the formula below.

### Sample Size

DCF generates 2841 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:

$$N = \frac{P(1-P)}{\left(\frac{SE}{T}\right)^2}$$

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 (2,000), as required by CAS.

### Sample Calculation

Solving for N (with a maximum rate of occurrence of **54%**):

$$N = \frac{.54(1-.54)}{\left(\frac{.02}{1.96}\right)^2} = 2471$$

**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, DCF will generate enough moments to still maintain 2,000 valid samples.**

Please note that because the BPS 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 21 distinct activity codes and 22 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 logon 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 Interview
2. Processing Income Documents
3. Processing Non-Income Documents
4. Calculating Deductions
5. Processing Interim Reports
6. Issuing vouchers for prescriptions, dental emergencies or durable medical equipment
7. Customer Education regarding eligibility results
8. Providing EBT specific information to customers
9. Active Case Updates/Changes
10. Fraud Referrals
11. Fair Hearings and Appeals
12. Reach Up Sanctions
13. Reach Up Controlled Vendor Payments
14. Outreach and Education Activities
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. 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

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1. Paid Time Off (Annual/Sick/School/Administrative Leave/Comp)
2. Unpaid Time Off: Lunch or Not Scheduled to Work/Flex Time
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 (GA) and Emergency Assistance (EA)
5. Essential Person (also called “Aid to the Aged, Blind, and Disabled (AABD)”)
6. Medicaid
7. Social Security Income (SSI)
- 8.
9. Reach Up/3 Squares
10. Reach Up/GA
11. Reach Up/Fuel
12. Reach Up/3 Squares/Fuel
13. Reach Up/3 Squares/Fuel/GA and EA
14. 3 Squares/Fuel
15. 3 Squares/Essential Person
16. 3 Squares/GA and EA
17. 3 Squares/Fuel/Essential Person
18. 3 Squares/Fuel/GA and EA
19. 3 Squares/Fuel/GA and EA/Essential Person
20. Fuel/GA and EA
21. Fuel/GA and EA/Essential Person
22. GA and EA/Essential Person
23. All Programs: Reach Up/3 Squares/Fuel/GA and EA/Essential Person

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. 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**

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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 BPS 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 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 generate a report detailing those moments that have been selected as part of the subsample on the 18<sup>th</sup> day of the month (for moments that occurred in the first two weeks of the month) and 3<sup>rd</sup> 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 participants 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:

- 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 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:

- 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 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, 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.



# RMTS Updates

2020

## Being more specific...

In an attempt to be more specific about which programs are associated with our activities, a few changes have been made to the way we record "moments".



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The **first** question: “Were you working on a case or on behalf of a client?”

If “no” then you will be asked to choose from Non-Case Specific Activity Codes.

If yes, then the next question is “Were you performing an activity related to eligibility determination or redetermination?”

**Next:** “Were you performing an activity related to eligibility determination or redetermination?”



If no, then you will be directed to choose “Other Case Specific Activity Codes.”



If yes, you will be directed to choose “Eligibility Determination or Redetermination Case Specific Activity Codes.”

**Then:** Eligibility Determination or Redetermination Case Specific Activity Codes.

1. Conducting client interviews
2. Processing income documents
3. Processing all other non-income documents
4. Calculating deductions
5. Processing Interim Reports
6. Issuing vouchers for emergency dental, prescriptions, or durable medical equipment

\*You will notice that the only programs you can choose are the ones that relate to a specific activity- for example, you would not be able to choose Reach Up as a program under "Issuing vouchers for emergency dental".

## Conducting Client Interviews



This includes interviews for GA, Reach-Up and 3SVT.

## Processing Income Documents

This includes:

- Paystubs
- Tax forms
- Letters from employers around income
- 204B
- 204R
- Benefit letters from Social Security/VA/Pensions

## Processing Non- income documents

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

## Calculating Deductions



FMED documents



DCEX information

## Processing Interim Reports

Making changes to cases based on information received in an interim report.



EMERGENCY DENTAL



PRESCRIPTIONS

DURABLE MEDICAL  
EQUIPMENT

## Issuing GA Vouchers

6 new **eligibility determination or re-determination** activities:

1. conducting client interview
2. processing income documents
3. processing non-income documents
4. calculating deductions
5. Processing Interim Reports
6. Issuing vouchers for prescriptions, dental etc...

2 new **other case specific activities**

7. Customer education regarding eligibility results
8. Providing EBT information to client

**Other case specific activity** codes remain the same

9. Active Case update changes
10. Fraud Referrals
11. Fair Hearings and Appeals
12. Reach Up Sanctions
13. Reach Up controlled vendor payments
14. Education Activities
15. Referrals to Medicaid
16. Referrals to non-Medicaid and other community services

## Step One

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Question: "Were you working on a case or on behalf of a client?"

For the purpose of RMTS, a "case" is any client where you are actively working on assisting the client to access, or continue to access state or federal benefit programs.

## Step Two

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Select the activity you are performing.

## Step 3



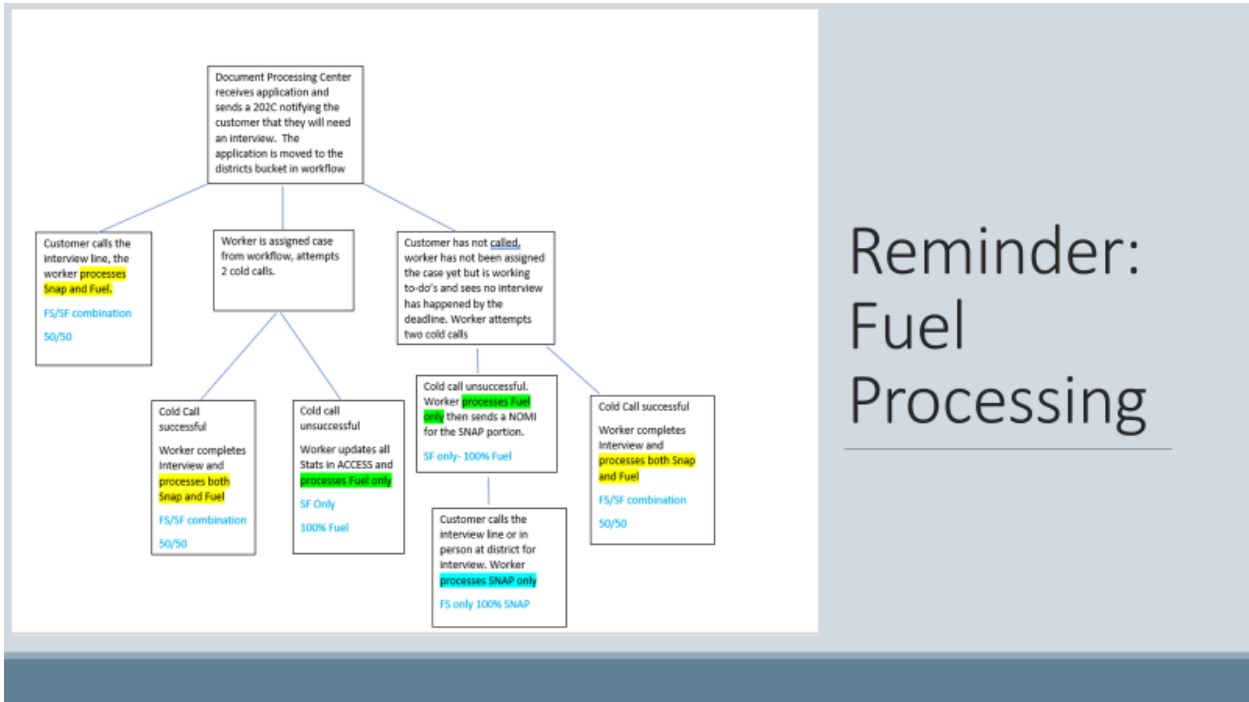
Select the **PRIMARY** program(s) the activity is associated with.

For example: if the activity is related to SNAP, you should select "SNAP" even if the case is open to or associated with multiple programs.

What hasn't changed?

The way you receive moments and the overall appearance of the RMTS system has not changed, nor has the timeline for completing them.





Questions?



**b. DCF FSD Activity Instructions**  
**Current updates included.**

**DCF FSD Matrix**  
**Current updates included.**

**DCF FSD Procedures**  
**Current updates included.**

**DCF FSD RMTS Training**  
**Current updates included.**

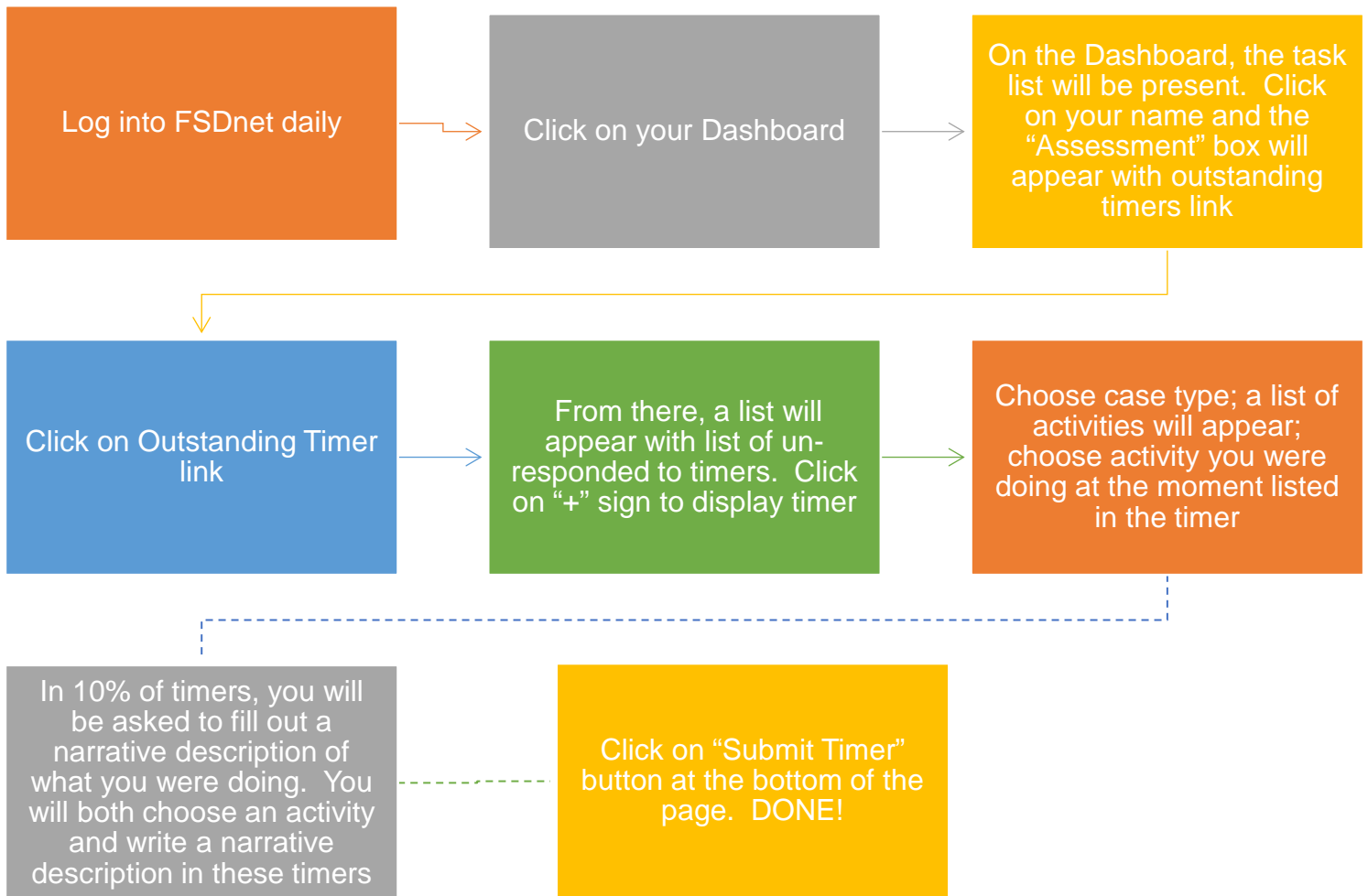
### Introduction

The random moment time study (RMTS) surveys all activities performed by the Family Services Division (FSD), Family Services Workers (FSW) within the Vermont Department for Children and Families (DCF). An updated study began on April 1, 2019. Participating staff are those whose role is dedicated 100% to case work in the district offices around the state. Based on the results of the time study, 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. If participants have any questions, please contact the RMTS administrator at the following alias: [AHS.DCFFSDRMTSAdmin@vermont.gov](mailto:AHS.DCFFSDRMTSAdmin@vermont.gov)

### How to Complete the Random Moment Time Study



**Things to Remember**

- Timers expire after 72 hours. Once expired, unanswered timers 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 timers within 72 hours is essential.
- The reminder system sends an email to the FSW and their supervisor at 48 and 64 hours of the timer generation if it has not been responded to. The goal is to make sure these timers are responded to before they expire.
- Sub-sample process: in 10% of all timers in a quarter 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.

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- 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 timer 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 timer starts with the same root question: *What are you working on?*

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:

<p style="text-align: center;">Child Safety Intervention, Prior to Safety Assessment</p>	<ul style="list-style-type: none"> <li>CA, CI, CJ case types</li> <li>Encompasses the <b>first 24 hours</b> of the investigation or assessment prior to the completion of the Safety Assessment Tool</li> </ul>
<p style="text-align: center;"><b>Intact Family:</b> No Danger Item Present and/or Low or Moderate Risk (or no Risk Assessment completed)</p>	<ul style="list-style-type: none"> <li>Includes any open case types except Out of Home Placement; in DCF Custody</li> <li>Includes out of home sexual abuse cases</li> </ul>
<p style="text-align: center;"><b>Intact Family:</b> Danger Item Present and/or High or Very High Risk</p>	<ul style="list-style-type: none"> <li>Includes any case type except Out of Home Placement; in DCF Custody</li> <li>Includes conditional custody cases, even when placed with a relative</li> <li>Includes custody cases where a child is placed at home</li> </ul>

**Out of Home Placement: In DCF Custody**

- CC, UC, DC, and VC case types
- does NOT include any CCO cases
- Requires both out of home placement and DCF custody

**Case Not Open**

- Captures situations where case is not open to FSD, but FSW participates in community meeting (i.e. LIT, CSP) to problem-solve to meet the needs of the family and/or prevent out of home care

**Activity List**

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 section, you will find a list of actual training titles under each type of training to assist in choosing correctly in the RMTS. At the end of the activity list, you will find a guide to the case codes. If you have any questions, please contact the RMTS administrator at any time for guidance. ([AHS.DCFSDRMTSAdmin@vermont.gov](mailto:AHS.DCFSDRMTSAdmin@vermont.gov))

*Remember: travel, paperwork, phone calls, emails, etc. associated with the activity is included in the activity.*

Case Type	Case Code* (see case code legend at end of document)	Activity
Child Safety Intervention Prior to Safety Assessment	CA, CI, CJ	Commence a case <ul style="list-style-type: none"> <li>• <b>interview or observe a child</b></li> <li>• <b>contact the parent or caregiver</b></li> </ul>
		Conduct investigation and assessment activities <ul style="list-style-type: none"> <li>• <b>contact mandated reporter</b></li> <li>• <b>check master index</b></li> <li>• <b>check data bases for background (DOC, VCAS)</b></li> <li>• <b>contact relevant collateral contacts</b></li> <li>• <b>review history with Department</b></li> <li>• <b>visit the home</b></li> </ul>
		Completing Safety Assessment Tool <ul style="list-style-type: none"> <li>• <b>inputting information from home visit into the online tool</b></li> </ul>

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		Safety planning activities <ul style="list-style-type: none"> <li>• <b>identify safe caretaker</b></li> <li>• <b>request urinalysis screening of caretaker</b></li> <li>• <b>requesting unsafe person to leave the home</b></li> </ul> Coordinate and consult with substance abuse case manager, DV specialist, law enforcement
Intact Family Safety Assessment: No Danger Item Present and/or Risk Assessment: Low or Moderate Risk (or no Risk Assessment Completed)	CA, CI, CJ, CF, DP, DY, UY, CS, US, DS, CC, DC, UC (not in placement)	Conduct investigation and assessment activities <ul style="list-style-type: none"> <li>• <b>contact mandated reporter</b></li> <li>• <b>check master index</b></li> <li>• <b>check data bases for background (DOC, VCAS)</b></li> <li>• <b>contact relevant collateral contacts</b></li> <li>• <b>review history with Department</b></li> <li>• <b>visit the home</b></li> </ul> Gathering information to inform comprehensive assessment (including review of prior history) <ul style="list-style-type: none"> <li>• <b>reading case files and case notes</b></li> <li>• <b>checking databases for background information</b></li> <li>• <b>contacting collateral contacts, determining needs</b></li> <li>• <b>interviewing/meeting with child and family</b></li> </ul> Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals <ul style="list-style-type: none"> <li>• <b>using assessment to determine appropriate services</b></li> <li>• <b>making referrals for services</b></li> <li>• <b>scheduling appointments</b></li> <li>• <b>other activities to assist the individuals in accessing services</b></li> </ul> Conducting risk assessment and safety planning activities <ul style="list-style-type: none"> <li>• <b>completion of the SDM Risk Assessment</b></li> <li>• <b>making a safety plan to allow the child to remain in the home</b></li> <li>• <b>meeting with family to conduct risk assessment and/or create safety plan</b></li> </ul> Develop/monitor/update/transfer case plan <ul style="list-style-type: none"> <li>• <b>writing case notes</b></li> <li>• <b>writing the case plan</b></li> <li>• <b>ensuring active participation of the family in developing goals</b></li> <li>• <b>monitoring the case plan</b></li> <li>• <b>routine contact and meetings with family to assess progress towards case plan goals</b></li> <li>• <b>updating the case plan</b></li> <li>• <b>preparing for transferring the case, including meeting to discuss the case</b></li> <li>• <b>case closure</b></li> </ul> 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)) <ul style="list-style-type: none"> <li>• <b>using assessment to determine appropriate services</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <i>making referrals for services</i></li> <li>• <i>scheduling appointments</i></li> <li>• <i>other activities to assist the individuals in accessing services</i></li> </ul> <p>Preparing for and participating in court proceedings</p> <ul style="list-style-type: none"> <li>• <i>preparing and/or presenting supplemental court reports</i></li> <li>• <i>preparing with the State's Attorney</i></li> <li>• <i>appearing in court</i></li> <li>• <i>documenting reasonable efforts</i></li> <li>• <i>preparing for court hearing or status conference</i></li> </ul> <p>Activities meant to combat sex trafficking on behalf of a child/youth</p> <ul style="list-style-type: none"> <li>• <i>conducting sex trafficking screening</i></li> <li>• <i>determining appropriate services and making referrals</i></li> <li>• <i>completing reports required for law enforcement or ACF</i></li> <li>• <i>consulting with Central Office expert to complete these tasks</i></li> </ul> <p>Other activities that do not meet the definition above</p>
<p><b>Intact Family</b>                  Safety Assessment:                  Danger Item Present                  and/or                  Risk Assessment:                  High or Very High Risk</p>	<p>CA, CI, CJ,                  CF, DP, DY,                  UY, CS, US,                  DS, CC, DC,                  UC (not in                  placement)</p>	<p>Conduct investigation and assessment activities</p> <ul style="list-style-type: none"> <li>• <i>contact mandated reporter</i></li> <li>• <i>check master index</i></li> <li>• <i>check data bases for background (DOC, VCAS)</i></li> <li>• <i>contact relevant collateral contacts</i></li> <li>• <i>review history with Department</i></li> <li>• <i>visit the home</i></li> </ul> <p>Gathering information to inform comprehensive assessment (including review of prior history)</p> <ul style="list-style-type: none"> <li>• <i>reading case files and case notes</i></li> <li>• <i>checking databases for background information</i></li> <li>• <i>contacting collateral contacts</i></li> <li>• <i>determining needs</i></li> <li>• <i>interviewing/meeting with child and family</i></li> </ul> <p>Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals</p> <ul style="list-style-type: none"> <li>• <i>using assessment to determine appropriate services</i></li> <li>• <i>collaborating with substance abuse case manager and/or domestic violence specialist to discuss appropriate referrals</i></li> <li>• <i>making referrals for services</i></li> <li>• <i>scheduling appointments</i></li> <li>• <i>other activities to assist the individuals in accessing services</i></li> </ul> <p>Conducting risk assessment and safety planning activities</p> <ul style="list-style-type: none"> <li>• <i>Completion of the SDM Risk Assessment and Risk Re-Assessment</i></li> <li>• <i>making a safety plan to allow the child to remain in the home</i></li> <li>• <i>meeting with family to conduct risk assessment and/or create safety plan</i></li> </ul>



	Develop/monitor/update/transfer case plan <ul style="list-style-type: none"> <li>• <b>writing case notes</b></li> <li>• <b>writing the case plan</b></li> <li>• <b>ensuring active participation of the family in developing goals</b></li> <li>• <b>monitoring the case plan</b></li> <li>• <b>routine contact and meetings with family to assess progress towards case plan goals</b></li> <li>• <b>updating the case plan</b></li> <li>• <b>preparing for transferring the case, including meeting to discuss the case</b></li> <li>• <b>case closure</b></li> </ul>
	Services to prevent out of home placement <ul style="list-style-type: none"> <li>• <b>assessing the child and family</b></li> <li>• <b>including history of domestic violence, substance abuse, or mental health issues</b></li> <li>• <b>exploring whether it is safe for the child to remain in the home</b></li> <li>• <b>identifying family strengths, needs resources and support systems</b></li> <li>• <b>referral to or arrangement for services to address the family's needs</b></li> </ul>
	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)) <ul style="list-style-type: none"> <li>• <b>using assessment to determine appropriate services</b></li> <li>• <b>making referrals for services</b></li> <li>• <b>scheduling appointments</b></li> <li>• <b>other activities to assist the individuals in accessing services</b></li> </ul>
	Plan, facilitate, and or participate in meeting to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP)) <ul style="list-style-type: none"> <li>• <b>assessing the child and family, including history of domestic violence, substance abuse, or mental health issues</b></li> <li>• <b>exploring whether it is safe for the child to remain in the home</b></li> <li>• <b>identifying family strengths, needs resources and support systems</b></li> <li>• <b>referral to or arrangement for services to address the family's needs</b></li> </ul>
	Preparing for and participating in court proceedings <ul style="list-style-type: none"> <li>• <b>preparing and/or presenting affidavit, disposition case plan, or supplemental court reports</b></li> <li>• <b>preparing or collaboration with the State's Attorney, Assistant Attorney General, Guardian Ad Litem, Child's Attorney</b></li> <li>• <b>appearing in court</b></li> <li>• <b>documenting reasonable efforts</b></li> <li>• <b>preparing for court hearing or status conference</b></li> </ul>
	Preparing the child for placement <ul style="list-style-type: none"> <li>• <b>meeting with the child to discuss possible placement options</b></li> <li>• <b>explaining court process and foster care system to child, family, and/or caregivers</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <i>meeting with placement provider</i></li> <li>• <i>completion of the placement checklist</i></li> </ul>
		<p>Activities meant to combat sex trafficking on behalf of a child/youth</p> <ul style="list-style-type: none"> <li>• <i>conducting sex trafficking screening</i></li> <li>• <i>determining appropriate services and making referrals</i></li> <li>• <i>completing reports required for law enforcement or ACF</i></li> <li>• <i>consulting with Central Office expert to complete these tasks</i></li> </ul>
		<p>ICPC/ICJ activities</p> <ul style="list-style-type: none"> <li>• <i>compiling paperwork</i></li> <li>• <i>working with ICPC administrator</i></li> <li>• <i>communicating with potential care provider</i></li> </ul>
		<p>Other activities that do not meet the definition above</p>

Out of Home Placement- in DCF Custody	CC, UC, DC, VC	Gathering information to inform comprehensive assessment (including review of prior history) <ul style="list-style-type: none"> <li>• <i>reading case files and case notes</i></li> <li>• <i>checking databases for background information</i></li> <li>• <i>contacting collateral contacts, determining needs</i></li> <li>• <i>interviewing/meeting with child and family</i></li> </ul> Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals <ul style="list-style-type: none"> <li>• <i>using assessment to determine appropriate services</i></li> <li>• <i>making referrals for services</i></li> <li>• <i>scheduling appointments</i></li> <li>• <i>other activities to assist the individuals in accessing services</i></li> </ul>
		Conducting risk assessment and safety planning activities <ul style="list-style-type: none"> <li>• <i>Completion of the SDM Risk Assessment, Risk Re-Assessment, Reunification Tool</i></li> <li>• <i>making a safety plan to allow the child to return home or remain in stable placement</i></li> <li>• <i>meeting with family and/or caregiver to conduct risk assessment and/or create safety plan</i></li> </ul>
		Develop/monitor/update/transfer case plan <ul style="list-style-type: none"> <li>• <i>writing case notes</i></li> <li>• <i>writing the case plan</i></li> <li>• <i>ensuring active participation of the family in developing goals</i></li> <li>• <i>monitoring the case plan</i></li> <li>• <i>routine contact and meetings with family to assess progress towards case plan goals</i></li> <li>• <i>updating the case plan</i></li> <li>• <i>preparing for transferring the case, including meeting to discuss the case</i></li> <li>• <i>case closure</i></li> </ul>
		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)) <ul style="list-style-type: none"> <li>• <i>using assessment to determine appropriate services</i></li> <li>• <i>making referrals for services</i></li> <li>• <i>scheduling appointments</i></li> <li>• <i>other activities to assist the individuals in accessing services</i></li> </ul>
		Routine contacts, monitoring, and communication regarding case plan, goals, and status of the child with parents, children, caregivers, or other providers <ul style="list-style-type: none"> <li>• <i>monitoring and communication about the status of the child</i></li> <li>• <i>monitoring and communication about case plan goals of the child including discussion of policies regarding daily behavior management or supervision and special activities</i></li> </ul>

<p>Plan, facilitate, and or participate in meeting for planning purposes (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> <li>• <b><i>assessing the child and family, including history of domestic violence, substance abuse, or mental health issues</i></b></li> <li>• <b><i>exploring whether it is safe for the child to return home</i></b></li> <li>• <b><i>identifying family strengths, needs, resources, and support systems</i></b></li> <li>• <b><i>assessing and addressing the needs of out of home caregivers</i></b></li> <li>• <b><i>referral to or arrangement for services to address needs</i></b></li> </ul>
<p>Preparing for and participating in court proceedings</p> <ul style="list-style-type: none"> <li>• <b><i>preparing and/or presenting affidavit, disposition case plan, permanency plan, or supplemental court reports</i></b></li> <li>• <b><i>preparing or collaboration with the State's Attorney, Assistant Attorney General, Guardian Ad Litem, Child's Attorney</i></b></li> <li>• <b><i>appearing in court</i></b></li> <li>• <b><i>documenting reasonable efforts</i></b></li> <li>• <b><i>preparing for court hearing or status conference</i></b></li> </ul>
<p>Identifying, preparing child for, and monitoring and supporting placements</p> <ul style="list-style-type: none"> <li>• <b><i>completion of placement checklist</i></b></li> <li>• <b><i>discussions about appropriate match between child and caregiver</i></b></li> <li>• <b><i>sharing caregiver information with child</i></b></li> <li>• <b><i>meeting with placement provider</i></b></li> <li>• <b><i>introduce child to caregiver</i></b></li> <li>• <b><i>assist child in getting settled in new placement</i></b></li> <li>• <b><i>routine contact with caregiver to assess needs of child and caregiver</i></b></li> <li>• <b><i>routine face-to-face visits in home to assess placement</i></b></li> <li>• <b><i>providing resources and referrals to caregivers when needed</i></b></li> </ul>
<p>Planning for permanency</p> <ul style="list-style-type: none"> <li>• <b><i>participation in permanency meetings</i></b></li> <li>• <b><i>face to face visits with child, family members and caregivers to discuss permanency</i></b></li> <li>• <b><i>preparing child and caregiver for permanency hearings</i></b></li> <li>• <b><i>updating permanency goals</i></b></li> <li>• <b><i>conducting family finding activities</i></b></li> </ul>
<p>Activities meant to combat sex trafficking on behalf of a child/youth</p> <ul style="list-style-type: none"> <li>• <b><i>conducting sex trafficking screening</i></b></li> <li>• <b><i>determining appropriate services and making referrals</i></b></li> <li>• <b><i>completing reports required for law enforcement or ACF</i></b></li> <li>• <b><i>consulting with Central Office expert to complete these tasks</i></b></li> </ul>
<p>ICPC/ICJ activities</p> <ul style="list-style-type: none"> <li>• <b><i>compiling paperwork</i></b></li> <li>• <b><i>working with ICPC administrator</i></b></li> <li>• <b><i>communicating with potential care provider</i></b></li> </ul>
<p>Other activities that do not meet the definition above</p>

Case not open	n/a	<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), or Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> <li>• <b>using assessment to determine appropriate services</b></li> <li>• <b>making referrals for services</b></li> <li>• <b>scheduling appointments</b></li> <li>• <b>other activities to assist the individuals in accessing services</b></li> </ul> <p>Plan, facilitate, and or participate in meeting to prevent out of home placement or planning appropriate out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> <li>• <b>assessing the child and family, including history of domestic violence, substance abuse, or mental health issues</b></li> <li>• <b>identifying family strengths, needs, resources, and support systems</b></li> <li>• <b>referral to or arrangement for services to address the family's needs</b></li> </ul>
Training	n/a	<p><b>Type A:</b> 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 (incl coaching), permanency planning, referral to services (but not how to provide services), trainings for caregivers</p> <ul style="list-style-type: none"> <li>• <b>Child Development and Developmental Trauma</b></li> <li>• <b>Assessment and Engagement Skills and Strategies</b></li> <li>• <b>Sexual Abuse</b></li> <li>• <b>Chronic Neglect</b></li> <li>• <b>Case Planning and Permanency</b></li> <li>• <b>Working with the Court</b></li> <li>• <b>Introduction to Domestic Violence and Child Welfare</b></li> <li>• <b>Introduction to Substance Abuse and Child Welfare</b></li> <li>• <b>Family Time Coaching</b></li> <li>• <b>Working with Kin</b></li> <li>• <b>Facilitating Successful Placements</b></li> <li>• <b>Monitoring and Planning for Change</b></li> <li>• <b>Culturally Responsive Casework</b></li> <li>• <b>Ethics, Power, Supervision, Teaming, and Self-Care</b></li> <li>• <b>Introduction to Child and Adolescent Development</b></li> <li>• <b>Motivational Interviewing- Introduction to Theory and Practice</b></li> <li>• <b>Intercultural Responsiveness</b></li> <li>• <b>Self-Care and Secondary Traumatic Stress</b></li> <li>• <b>Permanency for Children in Child Welfare and Juvenile Justice</b></li> <li>• <b>The Structured Decision-Making System for Child Protection</b></li> <li>• <b>Substance Abuse for Child Welfare Professionals</b></li> <li>• <b>Introduction to Youth Assessment Screening Instrument</b></li> <li>• <b>Sexual Abuse Assessment, Safety Planning, and Case Planning</b></li> </ul>

- **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)**

**Type B:** Participating in, preparing for, or delivering training related to:

- **Case Documentation**
- **Case Reviewer Training**
- **Division conference**

**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**

**Type F:** Participating in, preparing for, or delivering training related to:

- **Woodside (8-day hearings)**
- **Gang Violence**
- **Harm Reduction**

**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**

		<b>Type I:</b> Participating in, preparing for, or delivering training related to: Training topics not listed above
General Administration and General Training	n/a	General administration and general training activities: receiving supervision; staff meeting; short break; completing time sheet or expense module; completing FS-110 and any follow-up; participating as a case reviewer, general training such as HIPAA, CPR, IT security; any other general administration that is not included above
Leave Time	n/a	Any approved leave time
Not Working	n/a	Time spent on lunch break or before or after normal work hours, if not working
Non-FSD Activity	n/a	Time spent performing activities that are not described above and outside the purview of the work of FSD

<b>*Case Code Legend</b>		
Category	Case Type	Description
<b>Child Safety Intervention</b>	CA	Chap 49 Assessment
	CI	Chap 49 Investigation
	CJ	CHINS B Assessment
<b>Intact Family No DCF custody</b>	CF	CPS family open for ongoing service after completion of CI, CA or CJ
	UY	CHINS C or D Assessment <b>OR</b> Pre-disposition CHINS(C) or (D) with no court orders
	DY	Active delinquency petition (after prelim) Pre-disposition No conditional custody or protective supervision order <b>OR</b> Youth sent to family court for youthful offender consideration, pre-disposition.
	CS	CHINS(A) or (B), pre or post-disposition FSD providing services May be conditional custody or protective supervision orders
	US	Post-disposition CHINSC(C) or CHINS(D) Conditional custody or protective supervision order
	DS	Active delinquency petition, Pre-disposition <b>AND</b> conditional custody or protective supervision order

	DP	Post-disposition <b>AND</b> adjudicated delinquent or youthful offender on juvenile probation.
<b>Custody</b>	CC	Temporary or ongoing DCF custody <b>AND</b> CHINS(A) or (B)
	UC	Temporary or ongoing DCF custody <b>AND</b> CHINS(C) or (D)
	DC	Temporary or ongoing DCF custody <b>AND</b> youth adjudicated as a delinquent or youthful offender

## Vermont FSD RMTS Funding Matrix

<b>What are you working on?</b>				
<i>Travel, paperwork, phone calls, emails, etc. associated with the activity is included in the activity</i>				
<b>Case Type</b>	<b>Case Code</b>	<b>Activity</b>	<b>RMTS Code</b>	<b>Funding</b>
Child Safety Intervention Prior to Safety Assessment	CA, CI, CJ	Commence a case	I	Direct to TANF
		Conduct investigation and assessment activities	I	Direct to TANF
		Completing Safety Assessment Tool		Direct to TANF
		Safety planning activities	I	Direct to TANF
		Coordinate and consult with substance abuse case manager, domestic violence specialist, law enforcement	I	Direct to TANF
Intact Family Safety Assessment: No Danger Item Present and/or Risk Assessment: Low or Moderate Risk (or no Risk Assessment completed)	CA, CI, CJ, CF, DP, DY, UY, CS, US, DS, CC, DC, UC (not in placement)	Conduct investigation and assessment activities	I	Direct to TANF
		Gathering information to inform comprehensive assessment (including review of prior history)	M	Direct to TCM Rate Calculation
		Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals	M	Direct to TCM Rate Calculation
		Conducting risk assessment and safety planning activities	F	Direct to General Fund
		Develop/monitor/update/transfer case plan	M	Direct to TCM Rate Calculation
		Plan, facilitate, and/or 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))	M	Direct to TCM Rate Calculation
		Preparing for and participating in court proceedings	F	Direct to General Fund

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		Activities meant to combat sex trafficking on behalf of a child/youth	X	Direct to Sex Trafficking (Line 10)
		Other activities that do not meet the definition above	F	Direct to General Fund
Intact Family Safety Assessment: Danger Item Present and/or Risk Assessment: High or Very High Risk	CA, CI, CJ, CF, DP, DY, UY, CS, US, DS, CC, DC, UC (not in placement)	Conduct investigation and assessment activities	I	TANF
		Gathering information to inform comprehensive assessment (including review of prior history)	FM	Title IV-E Allowable Portion to General Fund/Remainder to TCM Rate Calculation
		Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals	M	Direct to TCM Rate Calculation
		Conducting risk assessment and safety planning activities	F	Direct to General Fund
		Develop/monitor/update/transfer case plan	FM	Title IV-E Allowable Portion to General Fund/Remainder to TCM Rate Calculation
		Services to prevent out of home placement	F	Direct to General Fund
		Plan, facilitate, and/or 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))	M	Direct to TCM Rate Calculation
		Plan, facilitate, and or participate in meeting to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	F	Direct to General Fund
		Preparing for and participating in court proceedings	F	Direct to General Fund
		Preparing the child for placement	F	Direct to General Fund
		Activities meant to combat sex trafficking on behalf of a child/youth	X	Direct to Sex Trafficking (Line 10)
		ICPC/ICJ activities	F	Direct to General Fund
		Other activities that do not meet the definition above	F	Direct to General Fund
Out of Home Placement	CC, UC, DC, VC	Gathering information to inform comprehensive assessment (including review of prior history)	FM	Title IV-E Foster Care Rate/Remainder

				to TCM Rate Calculation
		Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals	M	Direct to TCM Rate Calculation
		Conducting risk assessment and safety planning activities	E	Title IV-E Eligibility Rate
		Develop/monitor/update/transfer case plan	EM	Title IV-E Foster Care Rate/Remainder to TCM Rate Calculation
		Plan, facilitate, and/or 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))	M	Direct to TCM Rate Calculation
		Routine contacts, monitoring, and communication regarding case plan, goals, and status of the child with parents, children, caregivers, or other providers	E	Title IV-E Eligibility Rate
		Plan, facilitate, and or participate in meeting for planning purposes (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	E	Title IV-E Eligibility Rate
		Preparing for and participating in court proceedings	E	Title IV-E Eligibility Rate
		Identifying, preparing child for, and monitoring and supporting placements	E	Title IV-E Eligibility Rate
		Planning for permanency	E	Title IV-E Eligibility Rate
		Activities meant to combat sex trafficking on behalf of a child/youth	X	Direct to Sex Trafficking (Line 10)
		ICPC/ICJ activities	E	Title IV-E Eligibility Rate
		Other activities that do not meet the definition above	F	Direct to General Fund
Case not open	n/a	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))	M	Direct to TCM Rate Calculation

		Plan, facilitate, and or participate in meetings when directed at preventing out of home placement, or planning for appropriate out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	F	Direct to General Fund
Training	n/a	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 (incl coaching), permanency planning, referral to services (but not how to provide services), trainings for caregivers		100% IVE at 75% FFP
		Type B: Participating in, preparing for, or delivering training related to: Case Documentation, Case Reviewer Training, the Division conference	O	100% IVE at 50% FFP
		Type C: Participating in, preparing for, or delivering training related to: Physical Abuse, Serious Physical Injury	P	50% CAPTA/50% IVE at 75% FFP
		Type D: Participating in, preparing for, or delivering training related to: Forensic Interviewing; Advanced Forensic Interviewing, Assessment and Investigation Policy and Practice	Q	100% CAPTA
		Type E: Participating in, preparing for, or delivering training related to: Working with Adolescents, Youth Justice Summit	R	100% IVE at 75% FFP
		Type F: Participating in, preparing for, or delivering training related to: Woodside (8-day hearings); Gang Violence; Harm Reduction	S	100% General Fund
		Type G: Participating in, preparing for, or delivering training related to: Staff Safety	T	50% IVE at 75% FFP/50% IVE at 50% FFP
		Type H: Participating in, preparing for, or delivering training related to: Adoption Competence; Fostering to Forever	U	100% IVE Adoption Rate
		Type I: Participating in, preparing for, or delivering training related to: Training topics not listed above	S	100% General Fund
General Administration and General Training	n/a	General administration activities: receiving supervision; staff meeting; short break; completing time sheet or expense module; completing FS-110 and any follow-up; general training such as HIPAA, CPR, IT security; any other general administration that is not included above	G	Reallocated
Leave Time	n/a	Any approved leave time	L	Reallocated

Not Working	n/a	Time spent on lunch break or before or after normal work hours, if not working	Z	n/a
Non-FSD Activity	n/a	Time spent performing activities that are not described above and outside the purview of the work of FSD	F	Direct to General Fund

- Code:                    Funding:
- I                        TANF
  - M                        Direct to TCM Rate Calculation
  - F                        Direct to General Fund
  - E                        Title IV-E Eligibility Rate
  
  - FM                      Title IV-E Allowable Portion to General Fund/Remainder to TCM Rate Calculation
  
  - EM                      Title IV-E Foster Care Rate/Remainder to TCM Rate Calculation
  - C                        Title IV-E Candidacy Rate\*
  
  - CM                      Title IV-E Candidacy Rate\*/Remainder to TCM Rate Calculation
  - X                        Direct to Sex Trafficking (Line 10)
  - G                        Reallocated
  
  - L                        Reallocated
  - Z                        No associated funding- not working

\* The State of Vermont is not currently claiming for reasonable candidates. Activities that would be eligible for candidacy are being discounted by the Title IV-E rate in order to properly cost allocate amongst Title IV-E and Medicaid.

Training Funding splits\*\*

- N                        100% IVE at 75% FFP
  
- O                        100% IVE at 50% FFP
  
- P                        50% CAPTA/50% IVE at 75% FFP
- Q                        100% CAPTA
  
- R                        100% IVE at 75% FFP
- S                        100% General Fund

T 50% IVE at 75% FFP/50% IVE at 50% FFP

U 100% IVE Adoption Rate

\*\* All training costs are allocated according to the approved Title IV-B Annual Progress and Services Report

## FSD Random Moment Time Study Procedures Manual

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 the activities performed by Family Services Workers (FSW) in the State of Vermont. These staff, who are all employed by the state, 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. Organizationally, FSW staff work in the Family Service Divisions (FSD) of the Department for Children and Families (DCF).

This manual provides step-by-step explanation of the operation of the Vermont DCF FSD 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 FSD is a state administered system. The use of the phrase “district office” indicates where the participant is physically located. The reference is still a person employed by the state.

### Operation

FSD operates a Random Moment Timer System within the FSDNet platform. FSDNet is the web-based platform in which Family Services Workers complete case documentation such as case notes. FSDNet communicates with the SSMIS system, which is the case management system that contains all case related information. When a participant has a moment assigned to them, that moment will be displayed in their FSDNet Worklist.

Training on the RMTS system is the responsibility of the FSD Revenue Enhancement Director in collaboration with the Policy and Operations Managers who supervise the work of the District Offices. These trainings are conducted annually. In addition, pre-recorded introductory training is available on-line that can be accessed at any time including when a new FSW is hired. Completion of the RMTS training is part of the New Employee Checklist that is reviewed for completion by FSD management prior to an FSW being added to the RMTS participant list. If staff **have** has questions about the RMTS system, they will know to contact the RMTS administrators for assistance. The RMTS administrators and back up administrators are all part of an email alias to ensure that assistance is available whenever needed. The RMTS administer alias contact information is included in all training, other communication about the RMTS system, and in the timer system itself.

Task	FSD	DCF BO	ADS
System and Administrator Support/Address Technical Issues with System			X
Gather Participant Rosters	X		

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Support Users on System Use through Dedicated Email Address	X		
Calendar and Employee Table Maintenance	X		
Generate Monthly Response Reports			X
Review Subsample Results for Quality Control	X		
Ongoing CAP Amendments for Changes to RMTS Activities	X	X	
Adding Activities to the System	X		
Quality Assurance	X		
Quarterly Sample Size Calculation (starting the 3rd quarter after launch)		X	
Quarterly Moment Generation			X
New Employee Trainings	X		
Annual Refresher Trainings	X		

### Sampling Population

The sample population includes all district-assigned Family Services Workers who have completed their six month pre-caseload training period. FSWs who have not completed the six month pre-caseload training period are excluded from the RMTS; only FSWs who are assigned a full caseload will participate in the RMTS. Family Services Workers who are assigned to Central Office in the Residential Licensing and Special Investigations Unit (RLSI) and Centralized Intake and Emergency Services Unit are excluded from the sample. RLSI and CIES are excluded because the staff in those units are required to positively report their efforts in their time reporting.

Supervisors are not included in the RMTS.

The sample is drawn quarterly **(on the 28<sup>th</sup> of the last month of the requisite quarter)** from employee's data in the SSMIS system. The staff who are a part of the sample are drawn from the SSMIS employee table, which contains all current participating Family Services Workers. This table is kept current throughout the quarter by the FSD RMTS administrator who updates the table to account for new staff, terminated staff and staff on long-term leave (note that these changes have no effect on the current quarter's sample). The sample will be drawn two days preceding the quarter. Prior to that date, the FSD RMTS administrator will review and update the employee table in SSMIS three business days preceding the quarter to ensure staff who are no longer employed or are on long-term leave are not assigned moments. Additionally, the administrator will ensure that all eligible staff who have completed their pre-caseload training period prior to the quarter are included in the sample. If a Family Services Worker leaves employment or goes on long-term leave (defined as at least six weeks in a single quarter) during the quarter, the administrator will be notified by the district staff and a note made to exclude the staff person from the subsequent sample. The sample for the current quarter will not be altered; the moments assigned to a worker who is no longer employed or is out on long term leave will be counted as non-responses for the remainder of the quarter.

**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. Moments appear in participants' FSDNet Worklists 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. When participants do not respond to their moments within the first 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 Server 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 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**

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 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%)

**Sample Calculation**

Solving for N (with a maximum rate of occurrence of **50%**):

$$N = \frac{.50 (1-.50)}{\left(\frac{.02}{1.96}\right)^2} = 2401 (+15\% oversample)$$

**Standard Observation Form and Definitions**

A standard observation form has been developed, also known as a “timer” that includes one question: “What are you working on?” 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 12 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.
- Moments appear in FSDNet in the Task List of the participant, indicating that they have been selected to report their activity for the moment shown (e.g., 10:12 a.m. on 11/8/2018).
- The participant clicks on the moment shown, which opens the timer.
- The participant selects the appropriate activity from the list.
- In 10% of timers, 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.

Participants are sent 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.

A participant is asked one root question in the time study, “What are you working on?” Under that question, there is a list of case types to choose from, one with sub-types included. Those case types are:

- Child Safety Intervention, prior to completion of the safety assessment
- Intact Family: No Danger Item Present and/or Low or Moderate Risk
- Intact Family: Danger Item Present and/or High or Very High Risk
- Out of Home Placement
- Case Not Open

There are also four options that are not related to case specific activities. Those are:

- Training
- General Administrative
- Leave Time
- Not Working

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 activities are listed in the approximate order that they would be conducted through the normal life of a case, and not related to the funding source of the activity. The full list of activities can be found in Appendix A, which is the FSD RMTS Funding Matrix. The participants will be provided with a desk guide that provides further information about each activity to use as a reference when completing a timer (Appendix B). The participants are not provided coding or other information related how each activity is funded.

### **Date Stamp**

The moment date/time is displayed to the participant in their Worklist in FSDNet. Each response is date and time stamped when the participant responds to the moment.

### **Technical Assistance/Help**

Participants can contact the RMTS administrators with any questions or requests for help through the Administrator email alias. If the issue is a system or IT related problem, the **RMTS administrator** ~~participant will be instructed to~~ submit a LANdesk ticket to initiate a resolution by IT. For other questions, the administrator will provide the answer or direct the question to the staff person most able to assist the participant. The email alias information for the administrators will be provided to participants in training, within the timer itself, and in all communication about the RMTS.

## **Training**

New employees participate in training prior to completing their first timer. Training sessions occur for all participants on an annual basis. Periodic communications about the RMTS 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** ~~weekly~~ basis, reports are forwarded to the RMTS participants' supervisors so that they can follow up with non-responsive participants. District Directors and Policy and Operations Managers are involved as necessary. The system generates 48 and 64 hour follow-up e-mails. Additional follow-ups will be employed as necessary.

## **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, requiring them to write in their own words the activity they were performing at the identified moment. The RMTS administrator generates a report detailing those moments that have been selected as part of the subsample on the third business day of every month (for moments that occurred in the previous month). RMTS administrator then reviews the reports, comparing the activity selection to the participants own description of their activity to ensure that they match appropriately. If the activity selection does not match, the RMTS administrator contacts the participant. 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 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;
- 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 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 information, including full name, employment and leave status.
- 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 FSW role at FSD.
- 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 Working, 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 Not Working the denominator for the calculation is 2,500. 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 five 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.

In the event of Contingency Plan activation, the DCF Business Office CAP group will be notified so that they can update the narrative documents accordingly and so that the communication to CAS can occur.

# FAMILY SERVICES DIVISION RMTS TRAINING

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## Random Moment Time Study Review and Refresher



## One Year After Going Live With Updated System

Presented by the FSD Revenue Enhancement Unit

June 2020



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## TRAINING TOPICS

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- RMTS Definitions, Workflows, Tracking and Fiscal Impacts
- Case Types and FSW Activities
- Subsamples and Narrative Descriptions
- Timers and Reminders
- Quality Assurance Process



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*Effective Date 7/1/2020  
Submission Date 9/30/2020*

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# RMTS AND DCF/FSD FUNDING

Funding Basics



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## FUNDING BASICS - THE WHY AND HOW OF RMTS



Effective Date 7/1/2020  
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## RMTS

What's the Point? Why Must We Track FSW Time? How Does It Impact Funding?



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## RANDOM MOMENT TIME STUDY – A DEFINITION

- The Random Moment Time Study is a federally approved method used to accurately determine proportions of service worker time spent providing certain services to specific groups of FSD clients.
- The Vermont FSD RMTS was developed according to federal requirements and has been approved by the federal government as meeting those requirements.

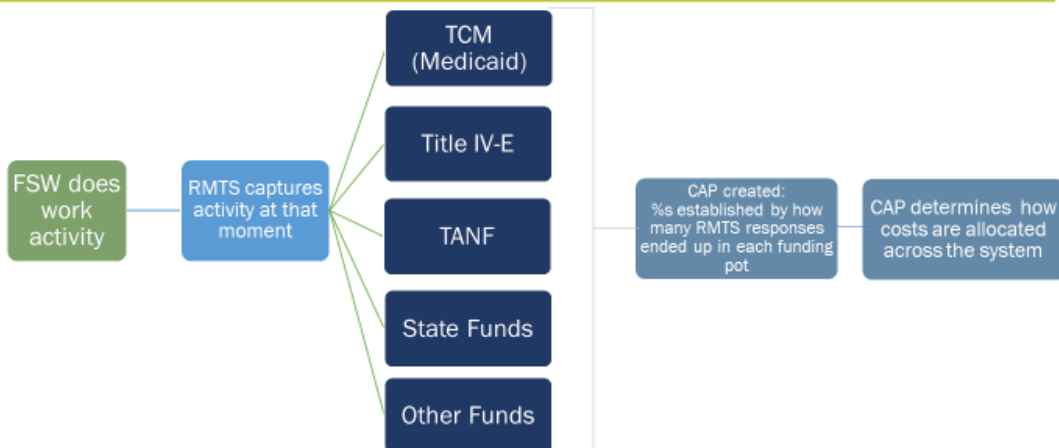




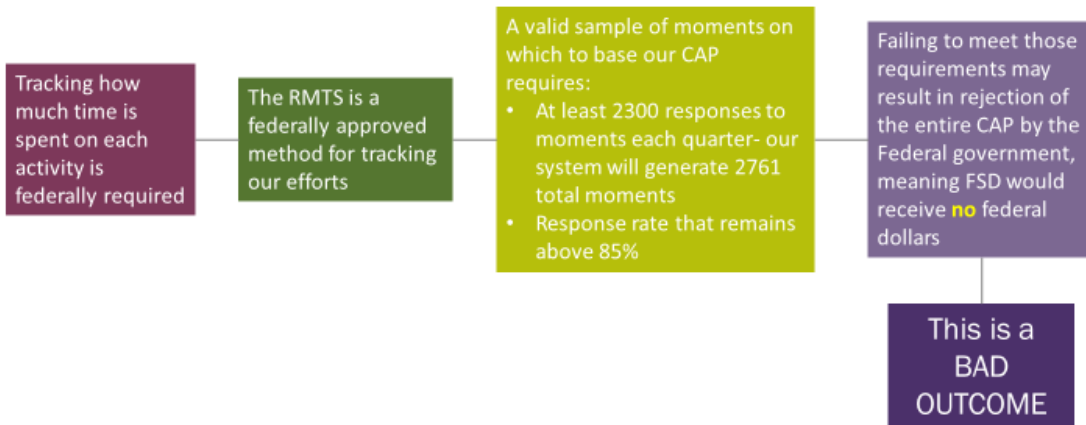
## RANDOM MOMENT TIME STUDY

- The RMTS is used to determine the amount of specific funding FSD can claim
- FSWs record what they are doing during a random moment (a 60-second period) during the workday
- The results of all the moments tell us the percentage of time FSWs spend on each part of their work
- Each activity is tied to a funding source
- Aggregated results establish a percentage of funds charged toward a funding source (*cost allocation*)

## HOW THE RMTS WORKS



## RMTS IMPACT



## RMTS MYTHS DEBUNKED

- The time study is not a tool to monitor workers
- It is not a job performance evaluation tool
- The RMTS cannot be used to determine what a single worker is doing throughout the day
- The “right” answer is the *truth*; no answer is more favorable than another



## THE RMTS SYSTEM TODAY

- New Stuff In April 2019
  - Updated “Activity” List
  - Sub-sample Narrative – 10%
  - Timers Expiration – 72 hours
  - Reminder Emails to FSWs and Supervisors
  - Quality Assurance Features
- Data Show Opportunities for Improvement
  - Continued Improvement in Meeting 85% Requirement
  - Some System Glitches – Keep Reporting to REU
  - Expired Timers – How Do We Prevent These
  - Narrative Case Alignment Inconsistencies



## CASE TYPES AND ACTIVITIES

Review of the Cases and Activity Types



## ACTIVITY AND CASE TYPES REVIEW

### • Activities

- Reflect what an FSW may be doing at any given moment
- Non-case-related activities are included for Leave Time, Training, General Administration, etc.
- Many activities appear under multiple case types; same action is performed in different types of **CASES** (e.g., *Develop/monitor/update/transfer case plan*)

### • Case Types

- Case descriptions vary
- RMTS includes five case types – (in addition to *Not Open*) – and four non-case-specific options
- Should be referenced in any narrative / subsample

Familiarizing yourself with *Case Types* and *Activities* in the “Staff Guide” Will Help You Know Which Activity to Select – You Want the One that Most Closely Describes What You’re Actually Doing.

## RMTS CASE TYPES

Category	Case Types
Child Safety Intervention, Prior to Safety Assessment	<ul style="list-style-type: none"> <li>• CA, CI, CJ case types</li> <li>• Encompasses the first 24 hours of the investigation or assessment prior to the completion of the Safety Assessment Tool</li> </ul>
<b>INTACT FAMILY:</b> No Danger Item Present and/or Low or Moderate Risk	<i>Includes:</i> <ul style="list-style-type: none"> <li>• Any open case types except Out of Home Placement; in DCF Custody</li> <li>• Out of home sexual abuse cases</li> <li>• Any case after Safety Assessment is completed- may include cases still in the front end</li> </ul>
<b>INTACT FAMILY:</b> Danger Item Present and/or High or Very High Risk	<i>Includes:</i> <ul style="list-style-type: none"> <li>• Any case type except Out of Home Placement; in DCF Custody (including in the front end)</li> <li>• Conditional custody cases</li> <li>• Custody cases where a child is placed at home</li> </ul>
Out of Home Placement: In DCF Custody	<ul style="list-style-type: none"> <li>• CC, UC, DC, and VC case types</li> <li>• Requires both out of home placement and DCF custody</li> </ul>
Case Not Open	Captures situations where case is not open to FSD, but FSW participates in community meeting (i.e. LIT, CSP) to problem-solve to meet the needs of the family and/or prevent out of home care.

## ACTIVITIES – PROBLEM AREAS NOTICED

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Activities don't match narrative descriptions on sub-samples

Examples:

- FSW states returning phone calls to foster parents, face-to-face visits with child in residential program (but selects something other than *Routine Contacts, Monitoring, and Communication regarding Case Plan, Goals and Status of Child Parents, etc.*)
  - FSW indicates entering case notes, case planning, completing transfer paperwork to transfer to ongoing team (but selects something other than *Develop/Monitor/Update/Transfer Case Plan*)
- 

## ACTIVITIES – PROBLEM AREAS NOTICED (CONT'D)


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FSWs select non-case-specific activity when should be case-related

- Example: Narrative describes transporting a child to a parent's home for a visit, and FSW selects "*Other activities that do not meet the definition above*" when correct activity should have been *Activities Directed to Assist Families / Individuals to Access Medical, Behavioral, Social and Educational Services, Including Referrals*
  - Example: FSW describes consulting with a teammate on a case and selects "*General Administration Activities, Receiving Supervision, Staff Meeting, etc.*" when correct activity could /should have been case-specific, i.e., if the discussion pertained to a certain case, find the correct case type and the activity aligned to the action (was consultation regarding home placement, upcoming court case? determining best options for the child/parent meeting?)
-

## ACTIVITY LIST – THE TRAINING CATEGORY

- Encompasses different types of training; topic areas described in the Staff Guide
- Training types match the training in our Title IV-B Training Plan- Federal Report

-  Training

- 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 (incl coaching), permanency planning, referral to services (but not how to provide services), trainings for caregivers
- Type B: Participating in, preparing for, or delivering training related to: Case Documentation, Case Reviewer Training, the Division conference
- 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

## ACTIVITY HELPFUL HINTS



# RMTS ACTIVITY LISTS

Details by Case and General Categories



ACTIVITY	
Commence a case	<p style="text-align: center;"> <b>Child Safety Intervention Prior to Safety Assessment</b>  <small>Includes CA, CI, CJ</small> </p>
Conduct Investigation and assessment activities	
Completing Safety Assessment Tool	
Safety Planning Activities	
Coordinate and consult with substance abuse case manager, DV specialist, law enforcement	

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ACTIVITY	
Conduct investigation and assessment activities	<p><b>Intact Family Safety Assessment: Danger Item Present and/or Risk Assessment: High or Very High Risk</b> Includes CA, CI, CJ, CF, DP, DY, UY, CS, US, DS, CC, DC, UC (not in placement)</p>
Gathering information to inform comprehensive assessment (including review of prior history)	
Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals	
Conducting risk assessment and safety planning activities	
Develop/monitor/update/transfer case plan	
Services to prevent out of home placement	
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), Family Safety Planning (FSP), or Family Group Conferencing (FGC))	
Plan, facilitate, and or participate in meeting to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP), or Family Group Conferencing (FGC))	
Preparing for and participating in court proceedings	
Preparing the child for placement.	
Activities meant to combat sex trafficking on behalf of a child/youth in custody, including conducting sex trafficking screens, determining appropriate services and making referrals, completing reports required for law enforcement or ACF	
ICPC Home study, referrals, ICI activities.	
Other activities that do not meet the definition above.	

ACTIVITY	
Conduct investigation and assessment activities	<p><b>Intact Family Safety Assessment: No Danger Item Present and/or Risk Assessment: Low or Moderate Risk (or no Risk Assessment Completed)</b> Includes CA, CI, CJ, CF, DP, DY, UY, CS, US, DS, CC, DC, UC (not in placement)</p>
Gathering information to inform comprehensive assessment (including review of prior history)	
Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals.	
Conducting risk assessment and safety planning activities	
Develop/monitor/update/transfer case plan	
Plan, facilitate, and/or 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), or Family Group Conferencing (FGC))	
Preparing for and participating in court proceedings	
Activities meant to combat sex trafficking on behalf of a child/youth in custody, including conducting sex trafficking screens, determining appropriate services and making referrals, completing reports required for law enforcement or ACF	
Other activities that do not meet the definition above.	





ACTIVITY
Gathering information to inform comprehensive assessment (including review of prior history)
Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals
Conducting risk assessment and safety planning activities
Develop/monitor/update/transfer case plan
Plan, facilitate, and/or 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), or Family Group Conferencing (FGC))
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, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP), or Family Group Conferencing (FGC))
Identifying, preparing child for, and monitoring and supporting placements
Planning for permanency, including participation in permanency meetings and face to face visits with child, family members and caregivers
Activities meant to combat sex trafficking on behalf of a child/youth in custody, including conducting sex trafficking screens, determining appropriate services and making referrals, completing reports required for law enforcement or ACF
ICPC /ICJ activities, including ICPC home study, completion of ICPC packet, ICJ activities
Other activities that do not meet the definition above.

**Out of Home Placement- in DCF Custody**  
Includes CC, UC, DC, VC

ACTIVITY
<b>Type A:</b> 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 (incl coaching), permanency planning, referral to services (but not how to provide services), trainings for caregivers
<b>Type B:</b> Participating in, preparing for, or delivering training related to: case documentation, case reviewer training, the Division conference
<b>Type C:</b> Participating in, preparing for, or delivering training related to: physical abuse, serious physical injury
<b>Type D:</b> Participating in, preparing for, or delivering training related to: Forensic Interviewing; Advanced Forensic Interviewing, Assessment and Investigation Policy and Practice
<b>Type E:</b> Participating in, preparing for, or delivering training related to: Working with adolescents, including using Youth Assessment Screening Instrument (YASI), juvenile justice, Youth Justice Summit
<b>Type F:</b> Participating in, preparing for, or delivering training related to: Woodside (8-day hearings); general training such as HIPAA, CPR, IT security; Gang Violence
<b>Type G:</b> Participating in, preparing for, or delivering training related to: Staff Safety
<b>Type H:</b> Participating in, preparing for, or delivering training related to: Adoption Competence; Fostering to Forever
<b>Type I:</b> Participating in, preparing for, or delivering training related to: Training topics not listed above

**Training**



ACTIVITY	
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), or Family Safety Planning (FSP))	Case Not Open
Plan, facilitate, and or participate in meeting to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))	

CATEGORY	ACTIVITY	
General Administration and General Training	General administration and general training activities: receiving supervision; staff or team meeting; short break; completing time sheet or expense module; completing FS-110 and any follow-up; participating as a case reviewer, general training such as HIPAA, CPR, IT Security; any other general administration that is not included above	Non-Case-Related Items
Leave Time	Any approved leave time	
Not Working	Time spent on lunch break or before or after normal work hours, if not working	
Non-FSD Activity	Time spent performing activities not described above and outside the purview of the work of FSD	



ACTIVITY	Training
<b>Type A:</b> 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 (incl coaching), permanency planning, referral to services (but not how to provide services), trainings for caregivers	
<b>Type B:</b> Participating in, preparing for, or delivering training related to: case documentation, case reviewer training, the Division conference	
<b>Type C:</b> Participating in, preparing for, or delivering training related to: physical abuse, serious physical injury	
<b>Type D:</b> Participating in, preparing for, or delivering training related to: Forensic Interviewing; Advanced Forensic Interviewing, Assessment and Investigation Policy and Practice	
<b>Type E:</b> Participating in, preparing for, or delivering training related to: Working with adolescents, including using Youth Assessment Screening Instrument (YASI), juvenile justice, Youth Justice Summit	
<b>Type F:</b> Participating in, preparing for, or delivering training related to: Woodside (8-day hearings); general training such as HIPAA, CPR, IT security; Gang Violence	
<b>Type G:</b> Participating in, preparing for, or delivering training related to: Staff Safety	
<b>Type H:</b> Participating in, preparing for, or delivering training related to: Adoption Competence; Fostering to Forever	
<b>Type I:</b> Participating in, preparing for, or delivering training related to: Training topics not listed above	



## SUB-SAMPLES

Used to Authenticate the RMTS Results



*Effective Date 7/1/2020  
Submission Date 9/30/2020*

## SUBSAMPLE – A DEFINITION

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Subsample is a federally mandated quality assurance component of the Random Moment Time Study and is used to confirm the validity of the RMTS results.

The subsample involves the FSW entering a description of their task at that moment.



## SUBSAMPLE PROCESS

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- For the entire FSD time study, 10% of all moments are randomly selected to be part of the subsample process.
- Participants 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 at the identified moment.
- FSWs must select a category and activity as well as enter the brief description of what they were doing at that moment.
- The specific moments and the FSW narratives are compared to ensure they match and thus confirm the *validity* of the study results.



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# TIMERS


Timers **Capture** Activated By a Click of the Moment



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## TIMERS

- There is no advance notification of when a moment will be assigned to an FSW
- Moments appear in FSDNet in the FSW's *Task List* indicating the FSW has been selected to report their activity for the moment shown (e.g., *11:12 a.m. on 12/10/2019*)
- FSW clicks the moment shown, which opens the timer
- Timers expire 72 hours after being **generated** opened (required to be compliant with federal regulations)
- Once a timer expires, it and the opportunity to respond to the moment are gone forever

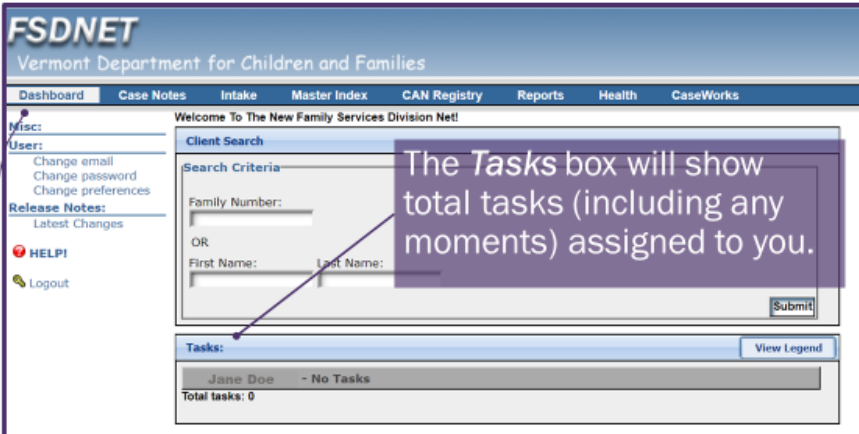


**Helpful Hint:** develop a habit of checking FSDNet once daily to check for and respond to any new timers

## TIMERS EXPIRE – BUT THERE ARE REMINDERS

- RMTS participants will receive 48- and 64-hour reminder e-mails (if they hasn't yet completed the moment response)
- All RMTS participants have 72 hours to complete each moment for it to be considered valid for the study results
- Expired/non-response moments are not included in the RMTS activity percentage calculations – and can lower the response rate for your district and the state
- Supervisors also receive reminder e-mails (sent at 48 and 64 hours) for any unanswered timers by FSWs they supervise

## HOW TO COMPLETE A TIMER

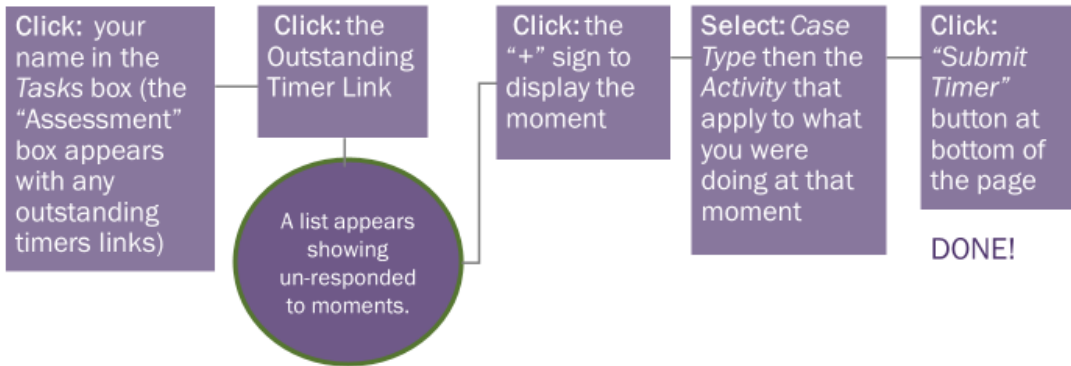


The screenshot displays the FSDNET web application interface for the Vermont Department for Children and Families. The interface includes a navigation menu with options like Dashboard, Case Notes, Intake, Master Index, CAN Registry, Reports, Health, and CaseWorks. A 'Client Search' section is visible, featuring search criteria for Family Number, First Name, and Last Name. A 'Tasks' section at the bottom shows a list of tasks for 'Jane Doe' with a total of 0 tasks. A callout box points to the 'Tasks' section, stating: 'The Tasks box will show total tasks (including any moments) assigned to you.'

Log into FSDNet as usual

Click "Dashboard" in the Menu Bar to view your dashboard

## HOW TO COMPLETE A TIMER (CONT'D)



## QUALITY ASSURANCE

Completed on an On-Going Basis



## QUALITY ASSURANCE PROCESS

- Quality assurance is performed on the RMTS on an ongoing basis
- The subsample process ensures FSWs are selecting the activity that matches the description of what they were doing



## TRAINING REVIEW & MORE

- Important Take-Aways
  - RMTS required by the federal government
  - The quality and accuracy of your responses ensure report validity
  - Activities vary by case type; ensure your narratives are case-related (when applicable) and that they match the case type/activities selected
  - Timers expire after 72 hours
- Good News
  - Congratulations and kudos! state met the 85% threshold for first quarter 2020 and districts are showing improvement
  - You have a designated RMTS Administrative contact to support you



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## WRAP UP

Review, Contacts and State Status



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## THANK YOU!



c. **VDH MAC Activity Instructions**

**Annual Submission**

**VDH MAC Procedures**

**Annual Submission**

**VDH CAS Approval**

**Annual Submission**

## **VDH Activity Instructions**

### **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  
CODE P. Referral, Coordination, and Monitoring of Medicaid/Dr. Dynasaur Services  
CODE Q. General Administration

**Job Positions Eligible for the RMTS**

**Results of Power Analysis (sample size computation)**

## SECTION I

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### 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

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### **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 are 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.

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, hours during which employees are not scheduled to work, and school days in which students are not present (i.e. teacher in-service days).

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.

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 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 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  
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](mailto:SchoolBasedClaiming@umassmed.edu)

## **SECTION III**

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### **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	
CODE K. Program Planning, Policy Development, and Interagency Non-Medical Services	Coordination Related to
CODE L. Program Planning, Policy Development, and Interagency Medical Services	Coordination Related to
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](mailto:Schoolbasedclaiming@umassmed.edu) with your User ID, a temporary password, and a link to the website.

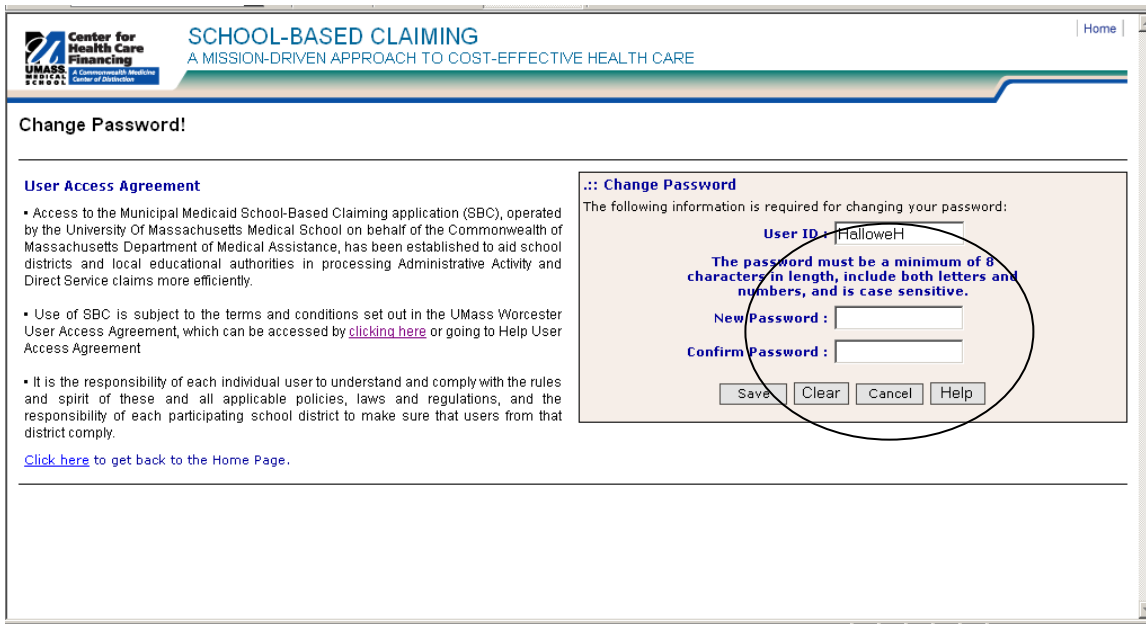
- a) Click on the link: <https://www.chcf.net/chcfweb/>
- b) Type in, or copy and paste, your temporary password. Click “OK”.
- c) You will be prompted to create a new, private password, made up of eight characters.

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.

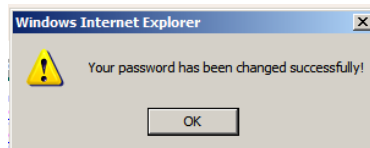
- d) Your User ID, composed of parts of your last and first name, will appear in the User ID field.
- e) Verify the password by typing it in a second time.
- f) Click “Save”.

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.



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.

**SCHOOL-BASED MEDICAID PROGRAM**  
A MISSION-DRIVEN APPROACH TO COST-EFFECTIVE HEALTH CARE

My Profile | Home | Logout

State: VT School District: Demo S. U.

**Administrative Claiming**

**Random Moment Time Study**

Welcome Laura Vermont, You have been chosen to participate in the Vermont Medicaid Administrative Claiming Random Moment Time Study. Your active moments are listed below. They will remain active for 5 school days. Please "click" the moment you wish to complete and answer the displayed questions. Thank you for your participation!

**Active Moments** | **Prior Moments**

[Document your Activity for 07/19/2010 09:19 AM](#)

[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](mailto:SchoolBasedClaiming@umassmed.edu) or call 1-800-535-6741 and press option 1.

### 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.

**Active Moments** | **Prior Moments**

You have no active moments to complete at this time.

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.

If you have completed all of your moments, have not been assigned a moment, or the time of your

### 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.

- b. If none of the answers on the list are appropriate, type in your own answer in the text 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.’

Click on “Answer the Question” to get a list of responses

[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:

Use this text box to submit an answer that does not appear in the

Then click “Save”

Save

Close

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:

Sample options for question #2. "Who were

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.

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

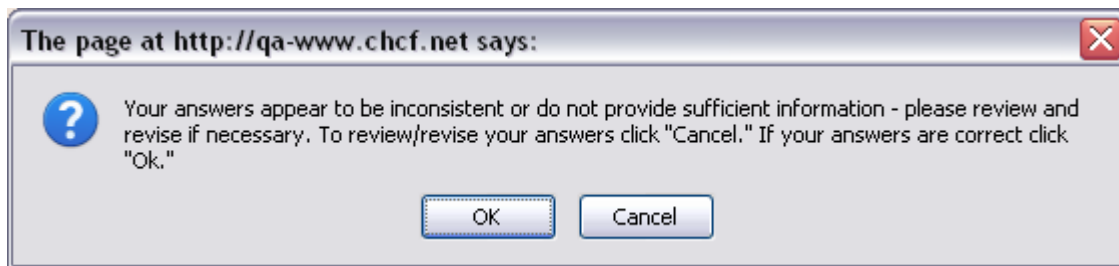
I certify that the answers submitted are accurate and complete.

Check the box to certify your

Then click

- 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.



- 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 schoo  
 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

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](mailto: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.

- 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](#)



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.

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

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

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### 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, 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, 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

## SECTION V TIME STUDY PARTICIPANTS

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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

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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:

$$n = \left( \frac{Z_{1-\frac{\alpha}{2}}}{\omega} \right)^2 [\pi(1-\pi)]$$

where  $\omega$  is the desired  $1-\alpha$  interval width,  $1-\alpha$  is assumed to be 95%, and  $\pi$  is the assumed true population proportion

. The finite population adjusted sample size  $n_f$  is obtained by applying a finite population correction:

$$n_f = \frac{nN}{N-n}$$

## **VDH Procedures**

### **SCHOOL-BASED MEDICAID ADMINISTRATIVE CLAIMING (MAC) SERVICES**

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#### **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 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 are 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:

$$n = \left( \frac{Z_{1-\alpha/2}}{\omega} \right)^2 [\pi(1-\pi)]$$

where  $\omega$  is the desired  $1-\alpha$  interval width,  $1-\alpha$  is assumed to be 95%, and  $\pi$  is the assumed true population proportion. The finite population adjusted sample size  $n_f$  is obtained by applying a finite population correction:

$$n_f = \frac{nN}{N-n}$$

Each SU must submit their annual school calendar prior to August 1<sup>st</sup>. An updated calendar, including any changes to the original calendar and the updated last day of school must be submitted by March 1<sup>st</sup>. 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.

### ***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.

<b>Activity Codes</b>	<b>Reimbursable Category</b>	<b>Reimbursable Percent</b>
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. Confering 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, 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, 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.

#### **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.

4. 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.
5. VDH reviews and approves all training materials. UMASS submits a quarterly report to VDH on training activities for the quarter.
6. VDH will review and approve system coding of predefined answers to activity codes.
7. VDH will review and approve all manuals created by UMASS.

**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

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## **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.

<b>Sample Time Study Template</b>							
<b>Employee ID #</b>	<b>Last Name</b>	<b>First Name</b>	<b>Email address</b>	<b>Job Description</b>	<b>Job Type</b>	<b>Fed Fund %</b>	<b>FTE</b>
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:

$$n = \left( \frac{Z_{1-\alpha/2}}{e} \right)^2 \left[ \pi(1-\pi) \right]$$

where  $d$  is the desired  $1-\alpha$  interval width,  $1-\alpha$  is assumed to be 95%, and  $\pi$  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 1<sup>st</sup>. An updated calendar, including any changes to the original calendar and the updated last day of school must be submitted by March 1<sup>st</sup>. 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.

<b>Activity Codes</b>	<b>Reimbursable Category</b>	<b>Reimbursable Percent</b>
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**

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**V. Job Positions Eligible for the RMTS**

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## **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**

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### **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.

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,

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.

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

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

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](mailto:SchoolBasedClaiming@umassmed.edu)



## SECTION III

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### 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

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](mailto: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

**Change Password!**

**User Access Agreement**

- Access to the Municipal Medicaid School-Based Claiming application (SBC), operated by the University Of Massachusetts Medical School on behalf of the Commonwealth of Massachusetts Department of Medical Assistance, has been established to aid school districts and local educational authorities in processing Administrative Activity and Direct Service claims more efficiently.
- Use of SBC is subject to the terms and conditions set out in the UMass Worcester User Access Agreement, which can be accessed by [clicking here](#) or going to Help User Access Agreement
- It is the responsibility of each individual user to understand and comply with the rules and spirit of these and all applicable policies, laws and regulations, and the responsibility of each participating school district to make sure that users from that district comply.

[Click here](#) to get back to the Home Page.

**::: Change Password**  
The following information is required for changing your password:

**User ID :** HalloweH

**The password must be a minimum of 8 characters in length, include both numbers, and is case sensitive.**

**New Password :**

**Confirm Password :**

NOTE: You will also receive confirmation of your successful password change when logging in for the first time.



- 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.
- The RMTS page will appear on your screen.

**SCHOOL-BASED MEDICAID PROGRAM**  
A MISSION-DRIVEN APPROACH TO COST-EFFECTIVE HEALTH CARE

My Profile | Home | Logoff

State: VT School District: Demo S. U.

**Administrative Claiming** | **Random Moment Time Study**

Welcome Laura Vermont, You have been chosen to participate in the Vermont Medicaid Administrative Claiming Random Moment Time Study. Your active moments are listed below. They will remain active for 5 school days. Please "click" the moment you wish to complete and answer the displayed questions. Thank you for your participation!

Active Moments	Prior Moments
<a href="#">Document your Activity for 07/19/2010 09:19 AM</a>	
<a href="#">Document your Activity for 07/19/2010 12:54 PM</a>	

If you need to revise a previously documented moment, you may do so by clicking on the "Prior Moments" tab above.

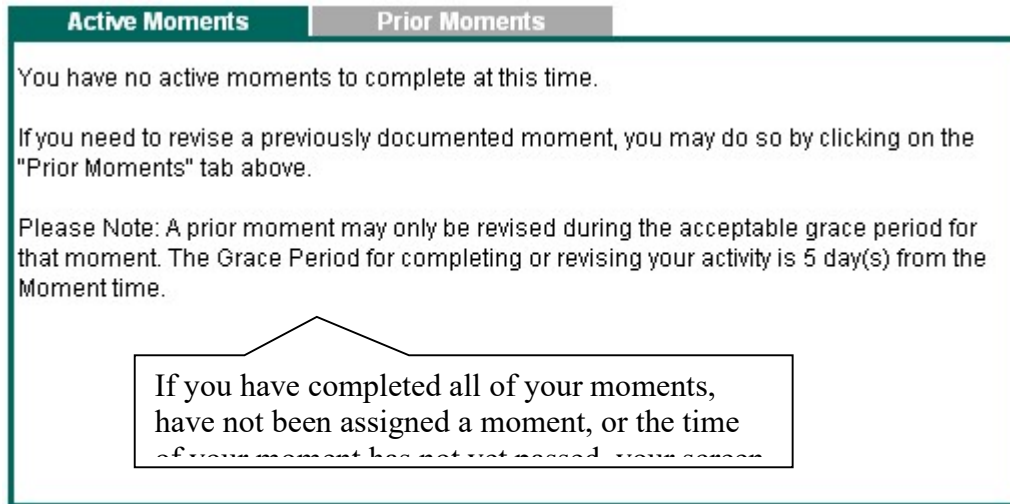
Please Note: A prior moment may only be revised during the acceptable grace period for that moment. The Grace Period for completing or revising your activity is 5 day(s) from the Moment time.

For further assistance, please e-mail [SchoolBasedClaiming@umassmed.edu](mailto:SchoolBasedClaiming@umassmed.edu) or call 1-800-535-6741 and press option 1.

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.

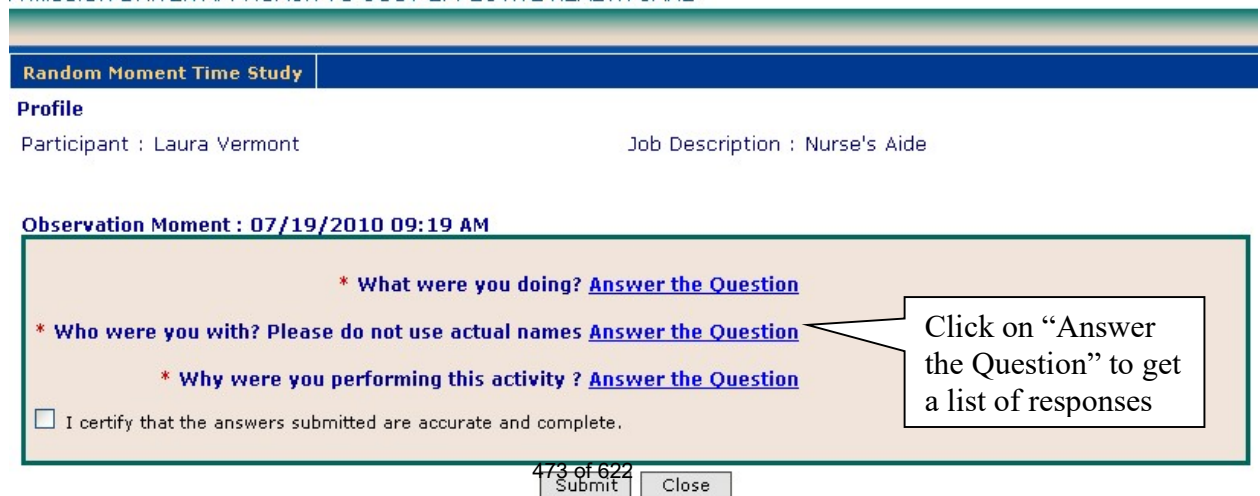
NOTE: It is not possible to view future dates. Your moment will only appear AFTER the assigned time has passed. You do not need to complete the moment at the time it is assigned.



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



- 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.’

The screenshot shows a list of service categories under the heading "SERVICES (OT, PT, Speech, Audiology, Psych, Nursing) under the scope of your license". The categories are: "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", and "Training/professional development to improve/enhance the curriculum or educational instruction". Below the list is a text box for user input and "Save" and "Close" buttons. A callout box points to the text box with the text "Use this text box to submit an answer that does not appear in the". Another callout box points to the "Save" button with the text "Then click".

2. Repeat this process for all RMTS questions.

The screenshot shows a list of student categories under the heading "Student(s)". The categories are: "Alone", "School Staff", "Parents/Guardians", "School staff and parents/guardians", "Students and School Staff", and "Not Applicable". Below the list is a text box for user input and "Save" and "Close" buttons. A callout box points to the list with the text "Sample options for question #2. 'Who".



- 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

- 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.

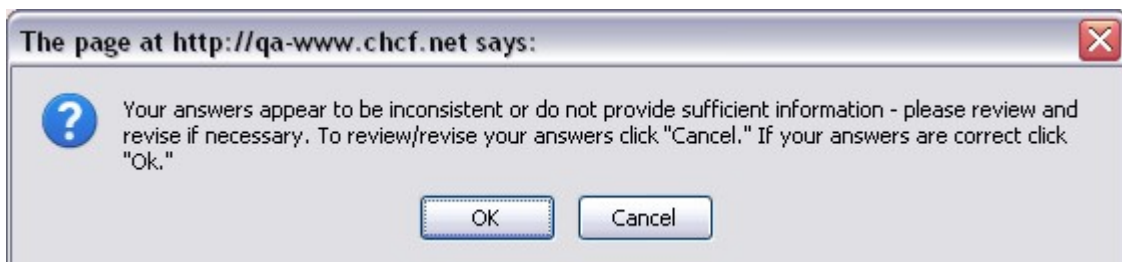
Submit Close

Check the box to certify your

Then click

- 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.



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](mailto: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**

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### **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

## **SECTION V TIME STUDY PARTICIPANTS**

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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

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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  $\omega$  is the desired  $1-\alpha$  interval width,  $1-\alpha$  is assumed to be 95%, and  $\pi$  is the assumed true population proportion. The finite population adjusted sample size  $n_F$  is obtained by applying a finite population correction:

$$n_F = \frac{nN}{n + N - 1}$$

**Vermont**  
**Department of Health**  
**Claiming Manual**

**For**

**School-Based Medicaid**  
**Administrative Services**

**July 2011**

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## SECTION I: INTRODUCTION

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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

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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

Appendix – B. Claiming Manual

**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
<b>Salaried Total:</b>	7	6.80	\$79,696.90	\$30,024.25	\$109,721.15
	Purple, Peter	0.30	\$3369.29	\$0.00	\$3369.29
<b>Contracted Total</b>	1	0.30	\$3369.29	\$0.00	\$3369.29
<b>Grand Total:</b>	8	7.10	\$ \$ 83,066.19	\$ 30,024.25	\$ 113,090.44

**Example: Claim Calculation Report**

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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**

<b>Activity Code</b>	<b>Percentage</b>
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%
<b>Total</b>	<b>100.00%</b>

## SECTION V: TIME STUDY PARTICIPANTS

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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



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- 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](mailto: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](mailto: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

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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		
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. <b>Starting 10/1/11.</b>		
Staff in-service, professional or training days		

<u>Staff Hours</u>			<u>Days</u>	
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	
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			<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	

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**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

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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"><li>•</li></ul> <b>Workstation Requirements</b>
1.	<ul style="list-style-type: none"><li>• <b>Operating Systems</b><ul style="list-style-type: none"><li>• Win 98 or higher.</li><li>• Macintosh</li></ul></li></ul>
2.	<ul style="list-style-type: none"><li>• <b>Web Browsers</b></li></ul>

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	<ul style="list-style-type: none"> <li>• Internet Explorer 5.0 to 6.0; 7.0; 8.0 with MS Windows XP or Vista</li> <li>• Netscape 7.1 or Higher</li> <li>• Safari</li> <li>• Mozilla Firefox 2.0 or Higher</li> </ul> <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 <b>Exhibit A</b> 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><b>Cookies</b></p> <ul style="list-style-type: none"> <li>• Workstation: Enable cookie in browser.</li> </ul> <p>See <b>Exhibit A</b> for instructions on enabling cookies.</p>
4.	<ul style="list-style-type: none"> <li>• <b>Web Filters</b></li> <li>• Workstations should allow access to the following URL's: Production Secure connection: <a href="https://www.chcf.net/chcfweb">https://www.chcf.net/chcfweb</a></li> </ul>
5.	<ul style="list-style-type: none"> <li>• <b>Email</b></li> <li>• Email should allow delivery from <a href="mailto:SchoolBasedClaiming@UMassmed.edu">SchoolBasedClaiming@UMassmed.edu</a> and <a href="mailto:MedicaidinSchools@umassmed.edu">MedicaidinSchools@umassmed.edu</a> in large quantities on a single day.</li> </ul>
6.	<ul style="list-style-type: none"> <li>• <b>Online Training Application</b></li> </ul> <p>Flash Player is needed to run the online training program. The following link <a href="http://www.macromedia.com/software/flash/about/">http://www.macromedia.com/software/flash/about/</a> 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"> <li>•</li> </ul> <p style="text-align: center;"><b>System Administration Requirements</b></p>
7.	<p><b>Cookies</b></p> <ul style="list-style-type: none"> <li>• System administrator: If there is a proxy server, set proxy NOT to cache the <a href="http://www.CHCF.net">www.CHCF.net</a> domain</li> </ul>

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	<p>Actual web site URL's</p> <p>Production Secure connection: <a href="https://www.chcf.net/chcfweb">https://www.chcf.net/chcfweb</a></p> <p>Note: www.CHCF.net cookies (sessions) are tied to the URL and IP address.</p>
8.	<ul style="list-style-type: none"> <li>• <b>Routers</b></li> <li>• If SBC IP address needs to be explicitly defined on routers, SBC IP address is 146.189.111.50.</li> </ul>
9.	<ul style="list-style-type: none"> <li>• <b>Email</b> <ul style="list-style-type: none"> <li>• Email servers should allow email delivery from <a href="mailto:SchoolBasedClaiming@UMassmed.edu">SchoolBasedClaiming@UMassmed.edu</a> and <a href="mailto:MedicaidinSchools@umassmed.edu">MedicaidinSchools@umassmed.edu</a>.</li> <li>• 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</li> </ul> </li> </ul>
10.	<ul style="list-style-type: none"> <li>• <b>Web Filters</b> <ul style="list-style-type: none"> <li>• Allow access to the following URL's: Production Site Secure Connection: <a href="https://www.chcf.net/chcfweb">https://www.chcf.net/chcfweb</a></li> </ul> </li> </ul>

**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\$,

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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](mailto: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\$



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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](mailto: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.

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**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](mailto:SchoolBasedClaiming@umassmed.edu) or call 1-800-535-6741 and press option 1.

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**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](mailto: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](mailto:SchoolBasedClaiming@umassmed.edu) or call 1-800-535-6741 and press option 1.

## Appendix – C. Random Moment Time Study Supplemental Training Guide

**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](mailto:SchoolBasedClaiming@umassmed.edu) or call 1-800-535-6741 and press option 1.

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**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.



## Appendix – C. Random Moment Time Study Supplemental Training Guide

**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](mailto: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.

Left SD/LOA: A Change of Status form has been received and the moment was put into this category.

## 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](mailto:schoolbasedclaiming@umassmed.edu)

If you have any questions please email [schoolbasedclaiming@umassmed.edu](mailto: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**

## Appendix – C. Random Moment Time Study Supplemental Training Guide

*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.

<b>What were you doing?</b>
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.
<b>Who were you with? Please do not use actual names.</b>
Alone
Alone - telephone conversation
Not Applicable
Parents/Guardians
School Staff
School staff and parents/guardians

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Student(s)
Students and School Staff

<b>Why were you performing this activity?</b>
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**

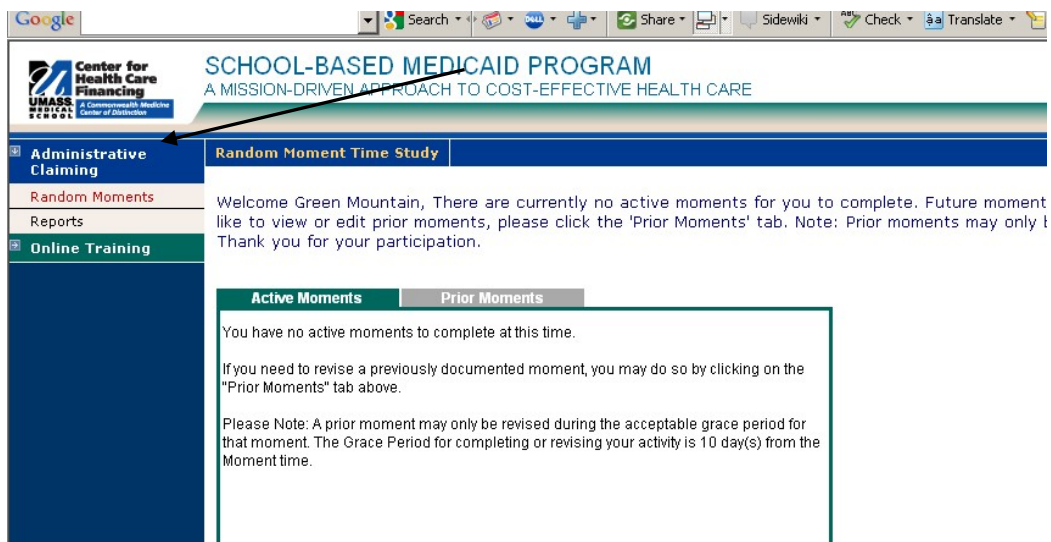
1. RMTS Participant Moment by Date: This report lists all moments for a specific date range within the quarter by the individual Provider. It allows school Time Study Coordinators to monitor the status of moments during a specified time. It would be used to send reminders to time study participants. 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.

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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.'



The screenshot shows a web browser window with the URL 'SCHOOL-BASED MEDICAID PROGRAM'. The page header includes the logo for the Center for Health Care Financing at UMASS Medical School and the text 'A MISSION-DRIVEN APPROACH TO COST-EFFECTIVE HEALTH CARE'. The left navigation bar has several items: 'Administrative Claiming', 'Random Moments', 'Reports', and 'Online Training'. The 'Reports' item is highlighted with a red arrow. The main content area shows a welcome message: 'Welcome Green Mountain, There are currently no active moments for you to complete. Future moment like to view or edit prior moments, please click the 'Prior Moments' tab. Note: Prior moments may only be viewed during the grace period.' Below this, there are two tabs: 'Active Moments' and 'Prior Moments'. The 'Active Moments' tab is selected, and the content below it states: 'You have no active moments to complete at this time. 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 10 day(s) from the Moment time.'

**Step 2:** Click on the name of the report you wish to view or print.

## Appendix – C. Random Moment Time Study Supplemental Training Guide

The screenshot shows a web browser window with the URL 'SCHOOL-BASED MEDICAID PROGRAM' and the tagline 'A MISSION-DRIVEN APPROACH TO COST-EFFECTIVE HEALTH CARE'. The left sidebar contains a navigation menu with 'Administrative Claiming' selected. The main content area shows a sub-menu for 'AAC Reports' with 'Random Moments Reports' highlighted. Below this, there is a section for 'Random Moment Time Study Reports' with a list of links: 'RMTS Participant Moment by Date Report', 'RMTS Participant Moment Not Completed Report', 'RMTS Participant Moments Completed Report', and 'RMTS Compliance Report'.

**Step3:** 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.

The screenshot shows the 'RMTS Participant Moment by Date Report' form. The form includes several dropdown menus and input fields. Arrows point to the following fields: 'State' (set to VT), 'Year' (set to 2011), 'Quarter' (set to First Quarter), 'School District' (set to Demo S. U.), '\* Start Date', and '\* End Date'. There is a 'Refresh' button next to the Quarter dropdown. At the bottom of the form, there are two links: 'View As Excel' and 'Back to Reports'.

## Appendix – C. Random Moment Time Study Supplemental Training Guide

### RMTS Participant Moment by Date:

A	B	C	D	E	F	G	H	
1	<b>RMTS Participant Moment by Date Report</b>							
2	Run Date:	7/22/2010						
3	Run Time:	8:32:29 AM	EST					
4	State:	VT						
5	School District:	Demo S. U.						
6	Job Position:	ALL						
7	Year:	2011						
8	Quarter:	1						
9	Date:	07/19/2010-07/21/2010						
10	Statewide:	Included						
11	<b>Name</b>	<b>Emp ID</b>	<b>Job Desc</b>	<b>Job Code</b>	<b>Moment</b>	<b>End of Grace Period</b>	<b>Email</b>	<b>Status</b>
12	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
13	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
14	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
15	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
16	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
17	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
18	Vermont,Edgail	120	Dental Hygienist	01	07/19/2010 02:31 PM EST	07/24/2010 02:31 PM EST	email@vermont.edu	Incomplete
19	Vermont,Tom	9	Registered Nurse	01	07/19/2010 02:52 PM EST	07/24/2010 02:52 PM EST	email@vermont.edu	Approved
20	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
21	Vermont,Rosemary	7	Registered Nurse	01	07/20/2010 01:04 PM EST	07/25/2010 01:04 PM EST	email@vermont.edu	Incomplete
22	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
23	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
24	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
25	Vermont,Anna	95	Guidance Counselor	01	07/20/2010 02:34 PM EST	07/25/2010 02:34 PM EST	email@vermont.edu	Incomplete
26	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
27	Vermont,August	44	Registered Nurse	01	07/20/2010 02:50 PM EST	07/25/2010 02:50 PM EST	email@vermont.edu	Incomplete
28	Vermont,Juliet	75	Guidance Counselor	01	07/20/2010 03:02 PM EST	07/25/2010 03:02 PM EST	email@vermont.edu	Approved
29	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
30	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
31	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
32	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
33	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
34	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
35	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
36	Vermont,Webster	109	Registered Nurse	01	07/21/2010 08:05 AM EST	07/26/2010 08:05 AM EST	email@vermont.edu	Approved
37	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
38	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
39	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
40	Vermont,Linda	27	Registered Nurse	01	07/21/2010 08:48 AM EST	07/26/2010 08:48 AM EST	email@vermont.edu	Incomplete
41	Vermont,Thomas	71	Director Of Guidance	01	07/21/2010 09:16 AM EST	07/26/2010 09:16 AM EST	email@vermont.edu	Manual Incomplete
42	Vermont,Michael	65	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	
1	<b>RMTS Participant Moments Completed Report</b>							
2	Run Date:	7/22/2010						
3	Run Time:	8:36:40 AM	EST					
4	State:	VT						
5	School District:	Demo S. U.						
6	Job Position:	ALL						
7	Year:	2011						
8	Quarter:	1						
9	Date:	07/19/2010 - 07/19/2010						
10	Statewide:	Included						
11								
12	<b>Name</b>	<b>Emp ID</b>	<b>Job Desc</b>	<b>Job Code</b>	<b>Moment</b>	<b>End of Grace Period</b>	<b>Email</b>	<b>Status</b>
13	Vermont,Laura	28	Nurse's Aide	01	07/19/2010 09:19AM EST	10/03/2010 09:19AM EST	email@vermont.edu	Manual Incomplete
14	Vermont,Ed	106	Guidance Counselor	01	07/19/2010 10:37AM EST	10/03/2010 10:37AM EST	email@vermont.edu	Approved
15	Vermont,Ariel	84	Registered Nurse	01	07/19/2010 10:46AM EST	10/03/2010 10:46AM EST	email@vermont.edu	Approved
16	Vermont,Lisa	209	Student Assistance Professionals (SAP)	01	07/19/2010 11:45AM EST	10/03/2010 11:45AM EST	email@vermont.edu	Auto Mapped
17	Vermont,Laura	28	Nurse's Aide	01	07/19/2010 12:54PM EST	10/03/2010 12:54PM EST	email@vermont.edu	Approved
18	Vermont,Ariel	84	Registered Nurse	01	07/19/2010 01:13PM EST	10/03/2010 01:13PM EST	email@vermont.edu	Manual Incomplete
19								
20								

### RMTS Participant Moment Not Completed:

A	B	C	D	E	F	G	H	
1	<b>RMTS Participant Moment Not Completed Report</b>							
2	Run Date:	7/24/2010						
3	Run Time:	09:02:29 AM EST						
4	State:	VT						
5	School District:	Demo S. U.						
6	Job Position:	ALL						
7	Year:	2011						
8	Quarter:	1						
9	Date:	07/19/2010 - 07/19/2010						
10	Statewide:	Included						
11								
12	<b>Name</b>	<b>Emp ID</b>	<b>Job Desc</b>	<b>Job Code</b>	<b>Moment</b>	<b>End of Grace Period</b>	<b>Email</b>	<b>Status</b>
13	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
14	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
15	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
16	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
17	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
18	Vermont,Tom	9	Registered Nurse	01	07/19/2010 09:07 AM EST	10/03/2010 09:07 AM EST	email@vermont.edu	Incomplete
19	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
20	Vermont,Michael	65	Guidance Counselor	01	07/19/2010 09:33 AM EST	10/03/2010 09:33 AM EST	email@vermont.edu	Incomplete
21	Vermont,Dorothy	24	Registered Nurse	01	07/19/2010 09:36 AM EST	10/03/2010 09:36 AM EST	email@vermont.edu	Incomplete
22	Vermont,Morgan	77	Registered Nurse	01	07/19/2010 10:27 AM EST	10/03/2010 10:27 AM EST	email@vermont.edu	Incomplete
23	Vermont,Barbie	116	Guidance Counselor	01	07/19/2010 10:33 AM EST	10/03/2010 10:33 AM EST	email@vermont.edu	Incomplete



Appendix – C. Random Moment Time Study Supplemental Training Guide

RMTS Compliance Status Report

	A	B	C
1	<b>VT RMTS Compliance Status Report</b>		
2		<b>Run Date:</b> 07/20/2010	
3		<b>Run Time:</b> 8:38:00 AM	
4		<b>State:</b> VT	
5		<b>School District:</b> Demo S. U.	
6		<b>Year:</b> 2011	
7		<b>Quarter:</b> 1	
8			
9		<b>Job Code:</b> 01	
10		<b>Total Number of Moments for quarter:</b> 99	
11		<b>Number of Moments occurred to date:</b> 86	
12		<b>Number of Moments completed to date:</b> 79	
13		<b>Number of Moments: Left SD - LOA:</b> 0	
14		<b>Number of Moments not completed and expired:</b> 4	
15		<b>Number of Moments not completed and not expired:</b> 3	
16		<b>Number of Moments completed to date/Total Number of Moments for quarter:</b> 79.80%	
17			

## Section IX. Running RMTS Online Training Summary Reports

Login to SBC

Click on 'Online Training' tab

State: VT School District: Addison Central S. U. Year: 2011

Administrative Claiming	TS Planner	TS Data		
Time Study	<a href="#">Add TS Planner</a>			
Reports	Quarter ▲	Last Date for Time Study Submission	Start Date	End Date
Online Training	<a href="#">First Quarter</a>	10/04/2010	09/20/2010	09/24/2010
	<a href="#">Add TS Planner</a>			

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](http://www.adobe.com) and click on down load Flashplayer.

To run the reports:

Administrative Claiming Online Training Materials

Online Training Online Training 1. To access online training, select the appropriate link.

Online Training Materials Note: If you have a Popup Blocker enabled, select the link, then follow your browser's instructions to allow popup windows from www.chcf.net.

Training Summary

Click on 'Training Summary'

Title	Description	Upload Date
<a href="#">VT - Understanding RMTS</a>	VT - Module 1 - Understanding RMTS	09/02/2010
<a href="#">VT - Completing RMTS</a>	VT - Module 2 - Completing RMTS	09/02/2010

Administrative Claiming Training Summary

Online Training

Online Training Materials

Training Summary

2. Select which report you would like to view.

3. Select Training Documents Viewed Report

Training Summary Reports
<a href="#">Training Documents Viewed Report</a>
<a href="#">Training Summary Exception Report</a>

## Appendix – C. Random Moment Time Study Supplemental Training Guide

**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, showing 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'.

## Appendix – C. Random Moment Time Study Supplemental Training Guide

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
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Federally Funded Percentage of Salary	FTE	Actual Quarterly Salary Paid (100%)	Actual Quarterly Fringe Benefits Paid	Fringe Benefit %	Comments
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## 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

## Appendix – D. Vermont RMTS Oversight and Monitoring Plan

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

## Appendix – D. Vermont RMTS Oversight and Monitoring Plan

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.

## Appendix – D. Vermont RMTS Oversight and Monitoring Plan

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

## Appendix – D. Vermont RMTS Oversight and Monitoring Plan

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.

## Appendix – D. Vermont RMTS Oversight and Monitoring Plan

- 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**

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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 HAEU Training Guide**

**Annual Submission of RMTS documentation.**

**DVHA HAEU Matrix**

**Annual Submission of RMTS documentation.**

**DVHA HAEU Procedures and Instructions**

**Annual Submission of RMTS documentation.**

**DVHA 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 [vtdvhahaeu@pcgus.com](mailto:vtdvhahaeu@pcgus.com) or DVHA at [AHS.DCFHAEUSupervisor@vermont.gov](mailto: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.

<b>Activity</b>	<b>VHC</b>	<b>ACCES</b>
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.

<b>Task</b>	<b>DVHA</b>	<b>PCG</b>
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 **21.26%**):

$$N = \frac{.26 \cdot .21 (1 - .21 \cdot 26)}{(.02/1.96)^2} = 1,886 \quad \mathbf{1,861}$$

**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

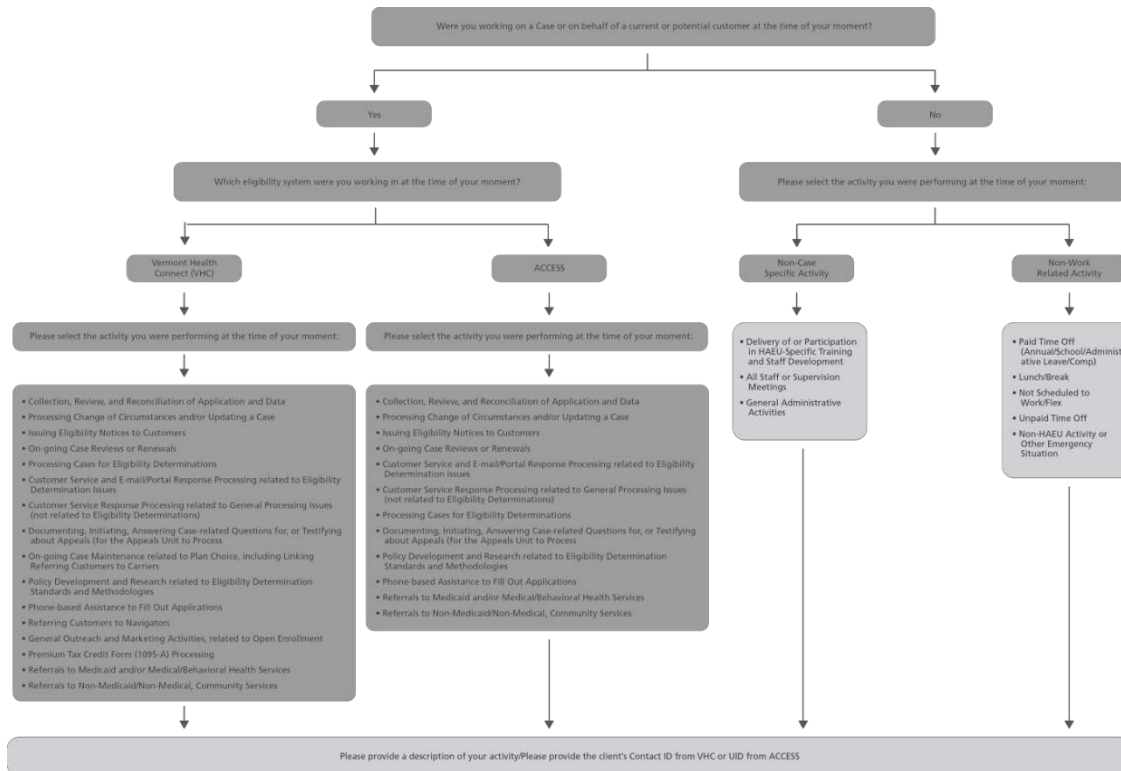
Below are the non-work related activity codes:

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 18<sup>th</sup> day of the month (for moments that occurred in the first two weeks of the month) and 3<sup>rd</sup> 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:

<b>Chartfield Name</b>	<b>Length</b>	<b>Description</b>
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 2020** quarter reports.

Method Name	Method Description	Department
Admin Fund	Direct to Admin Fund	State of Vermont Agency of Human Services Secretary's Office
AHS	Direct to AHS	State of Vermont Agency of Human Services Secretary's Office
AHS STAFF	Positions Across AHS	State of Vermont Agency of Human Services Secretary's Office
AHS STAFF LESS NON-INSTITUTIONAL STAFF	Number of Non-Institutional Positions Across AHS	State of Vermont Agency of Human Services Secretary's Office
AHS/CO redirected costs	Re-allocation	State of Vermont Agency of Human Services Secretary's Office
AUDIT UNIT	PU - Audit Unit (SEFA) Sept. QTR	State of Vermont Agency of Human Services Secretary's Office
BUSINESS INTELLIGENCE	QU - Business Intelligence (37827)	State of Vermont Agency of Human Services Secretary's Office
CASELOAD	Results of Legal Aid Contract	State of Vermont Agency of Human Services Secretary's Office
CHIP	Direct to CHIP	State of Vermont Agency of Human Services Secretary's Office
CMS - E&E/VIEWS DDI	Direct to CMS-E&E/VIEWS DDI (90%)	State of Vermont Agency of Human Services Secretary's Office
CMS - EE SSNRI	Direct to CMS - EE SSNRI (90%)	State of Vermont Agency of Human Services Secretary's Office
CMS - MMIS 6208	Direct to CMS - MMIS 6208	State of Vermont Agency of Human Services Secretary's Office
CMS - MMIS EVV	Direct to CMS-MMIS EVV IAPD (90%)	State of Vermont Agency of Human Services Secretary's Office
CMS - MMIS PIE	Direct to CMS - MMIS PIE IAPD (90%)	State of Vermont Agency of Human Services Secretary's Office
CMS - MMIS SSNRI	Direct to CMS - MMIS SSNRI (90%)	State of Vermont Agency of Human Services Secretary's Office
CMS-HIT IAPD	Direct to CMS-HIT IAPD (90%)	State of Vermont Agency of Human Services Secretary's Office
CMS-MMIS/MES	Direct to CMS-MMIS/MES - DDI (90%)	State of Vermont Agency of Human Services Secretary's Office

CNCS 19 TTA	Direct to CNCS 19 TTA Grant	State of Vermont Agency of Human Services Secretary's Office
CNCS Competitive	Direct to CNCS Competitive	State of Vermont Agency of Human Services Secretary's Office
CNCS Fixed Comp-VHCB	Direct to CNCS Fixed Comp-VHCB	State of Vermont Agency of Human Services Secretary's Office
CNCS Formula	Direct to CNCS Formula	State of Vermont Agency of Human Services Secretary's Office
CNCS Operations	Direct to CNCS Operations	State of Vermont Agency of Human Services Secretary's Office
CNCS TTA	Direct to CNCS TTA Grant	State of Vermont Agency of Human Services Secretary's Office
CNCS Withholding	Direct to CNCS Withholding	State of Vermont Agency of Human Services Secretary's Office
CONTENT MANAGEMENT STAFF	QU - Enterprise Content Management (37823)	State of Vermont Agency of Human Services Secretary's Office
COVID CRF	Direct to COVID CRF (37732)	State of Vermont Agency of Human Services Secretary's Office
COVID RESPONSE	Direct to COVID Response (37731)	State of Vermont Agency of Human Services Secretary's Office
CUSTOMER PORTAL PHASE I	QU - Customer Portal Phase I (37825)	State of Vermont Agency of Human Services Secretary's Office
DAIL	Direct to DAIL	State of Vermont Agency of Human Services Secretary's Office
DCF	Direct to DCF	State of Vermont Agency of Human Services Secretary's Office
DD Council	Direct to DD Council	State of Vermont Agency of Human Services Secretary's Office
DDC Special Funds	Direct to DDC Special Funds	State of Vermont Agency of Human Services Secretary's Office
DMH	Direct to DMH	State of Vermont Agency of Human Services Secretary's Office
DOC	Direct to DOC	State of Vermont Agency of Human Services Secretary's Office
DVHA	Direct to DVHA	State of Vermont Agency of Human Services Secretary's Office
EXCHANGE LEVEL 1C	Direct to Exchange Level 1C (100%)	State of Vermont Agency of Human Services Secretary's Office
FED FUNDS MGT UNIT	PU - Federal Funds Management Unit (SEFA) Sept. QTR	State of Vermont Agency of Human Services Secretary's Office
FINAL	FINAL	State of Vermont Agency of Human Services Secretary's Office
FINANCIAL STATEMENT AND INTERNAL CONTROLS	State Auditor's Office Single Audit Invoice (June QTR)	State of Vermont Agency of Human Services Secretary's Office

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FISCAL ANALYSIS & DEVELOPMENT S&W	Total Salaries and Benefits for all Fiscal Division Staff Reporting to Unit Chief	State of Vermont Agency of Human Services Secretary's Office
FISCAL DIVISION S&W	Total Salaries and Benefits for all Fiscal Division Staff	State of Vermont Agency of Human Services Secretary's Office
GC ADMIN	Direct to Global Commitment - Admin	State of Vermont Agency of Human Services Secretary's Office
GC PAYMENTS	Direct to AHS GC Capitation Payments	State of Vermont Agency of Human Services Secretary's Office
Health Care Advocate	Results of VLA Health Care Advocate Contract	State of Vermont Agency of Human Services Secretary's Office
Health Care Reform S&W	Total Salaries and Benefits for all Health Care Reform Staff	State of Vermont Agency of Human Services Secretary's Office
HEARINGS	Results of HSB Case Count	State of Vermont Agency of Human Services Secretary's Office
HR Investigation	Results of HR Investigation Case Count	State of Vermont Agency of Human Services Secretary's Office
HSB	Direct to Human Services Board	State of Vermont Agency of Human Services Secretary's Office
IDT	Direct to IDT	State of Vermont Agency of Human Services Secretary's Office
IE&E PROGRAM SUPPORT	QU - IE&E PROGRAM SUPPORT(37716 & 37717)	State of Vermont Agency of Human Services Secretary's Office
IEE REACHUP RULES	QU - Reach Up Individuals per IE&E IAPD (37864)	State of Vermont Agency of Human Services Secretary's Office
IE-Presumptive Eligibility	Direct to IE PE IAPD	State of Vermont Agency of Human Services Secretary's Office
Investments 2-1-1	Direct to Investments (STC-79) - 2-1-1 Grant (41)	State of Vermont Agency of Human Services Secretary's Office
IT SALARIES AND BENEFITS	Total Salaries of IT Staff	State of Vermont Agency of Human Services Secretary's Office
LIHEAP BUSINESS RULES	QU - LIHEAP Business Rules (37867)	State of Vermont Agency of Human Services Secretary's Office
MASTER PERSON INDEX	QU - MASTER PERSON INDEX (37847 & 37848)	State of Vermont Agency of Human Services Secretary's Office
MCO - 211 CONTRACT	Direct to GC-MCO Investment	State of Vermont Agency of Human Services Secretary's Office
MCO - VSC VIT	Direct to MCO - VSC VIT	State of Vermont Agency of Human Services Secretary's Office
Medicaid Admin	Direct to Medicaid - Admin 50/50 Line 49	State of Vermont Agency of Human Services Secretary's Office
MEDICAID ENROLLMENT	Results of Actual Medicaid Enrollment Counts	State of Vermont Agency of Human Services Secretary's Office
Opiate IDT	Direct to Act 11 2018 SS C.106.2	State of Vermont Agency of Human Services Secretary's Office

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PORTFOLIO MANAGEMENT	QU - based on VTHR Hours across AHS to the Direct to MMIS, IE and HITECH (DDI only) Program Codes, CMS-MMIS/MES - DDI (90%), CMS-E&E/VIEWS DDI (90%) CMS HIT IAPD (90%)	State of Vermont Agency of Human Services Secretary's Office
Portfolio Mgt S&W	Total Salaries across the Portfolio Office	State of Vermont Agency of Human Services Secretary's Office
PREMIUM PROCESSING	QU - Premium Processing (37831)	State of Vermont Agency of Human Services Secretary's Office
Rate Setting	Direct to Rate Setting	State of Vermont Agency of Human Services Secretary's Office
Refugee CMA	Direct to Refugee CMA Grant	State of Vermont Agency of Human Services Secretary's Office
Refugee Discretionary Targeted Assistance	Direct to Refugee Discretionary Targeted Assistance Grant	State of Vermont Agency of Human Services Secretary's Office
Refugee Elders	Direct to Refugee Elders Grant	State of Vermont Agency of Human Services Secretary's Office
REFUGEE FORMULA TARGETED ASSISTANCE	Direct to Refugee Formula Targeted Assistance Grant	State of Vermont Agency of Human Services Secretary's Office
Refugee Social Services	Direct to Refugee Social Services Grant	State of Vermont Agency of Human Services Secretary's Office
SECRETARY'S OFFICE S&B (FOR AUDIT/FED MGT)	Total Salaries and Benefits for all Secretary's Office Employees minus Audit and Federal Mgt Staff	State of Vermont Agency of Human Services Secretary's Office
SECRETARY'S OFFICE SALARIES AND BENEFITS	Total Salaries and Benefits for all Secretary's Office Employees	State of Vermont Agency of Human Services Secretary's Office
SECRETARY'S OFFICE STAFF	Positions Across Secretary's Office Staff	State of Vermont Agency of Human Services Secretary's Office
SERVERMONT SURGE GRANT	Direct to CNCS AmeriCorps Surge Grant	State of Vermont Agency of Human Services Secretary's Office
SNAP	Direct to SNAP - ADP Development (Line 6)	State of Vermont Agency of Human Services Secretary's Office
SNAP BUSINESS RULES MAINTENANCE	Direct to SNAP - 50% Unspecified Other (Line 26)	State of Vermont Agency of Human Services Secretary's Office
SNAP-IE&E-DDI	Direct to SNAP-IE&E-DDI	State of Vermont Agency of Human Services Secretary's Office
SSNRI MMIS/EE	Allocated 50% MMIS SSNRI and 50% EE SSNRI	State of Vermont Agency of Human Services Secretary's Office
STATE GENERAL FUNDS	Direct to State General Funds	State of Vermont Agency of Human Services Secretary's Office
T-MSIS	Direct to T-MSIS (90%)	State of Vermont Agency of Human Services Secretary's Office

VDH	Direct to VDH	State of Vermont Agency of Human Services Secretary's Office
VHC DDI Enrollment	Results of Actual VHC DDI Enrollment Counts	State of Vermont Agency of Human Services Secretary's Office
VHC ENROLLMENT	Results of Actual VHC Enrollment Counts	State of Vermont Agency of Human Services Secretary's Office
VHC ENROLLMENT M&O	Results of Actual VHC Enrollment Counts for M&O	State of Vermont Agency of Human Services Secretary's Office
VHC SUSTAINABILITY	Direct to VHC Sustainability	State of Vermont Agency of Human Services Secretary's Office
VISTA	Direct to VISTA	State of Vermont Agency of Human Services Secretary's Office
VISTA COST SHARE	Direct to VISTA Cost Share	State of Vermont Agency of Human Services Secretary's Office
VISTA TRAINING	Direct to VISTA Training	State of Vermont Agency of Human Services Secretary's Office
3SQ1/AABD	PU - SNAP Line 1/AABD	State of Vermont Department of Children and Families
3SQ1/FUEL	PU - SNAP Line 1/Fuel	State of Vermont Department of Children and Families
3SQ1/FUEL/AABD	PU - SNAP Line 1/Fuel/AABD	State of Vermont Department of Children and Families
3SQ1/FUEL/GA	PU - SNAP Line 1/Fuel/GA	State of Vermont Department of Children and Families
3SQ1/FUEL/GA/AABD	PU - SNAP Line 1/Fuel/GA/AABD	State of Vermont Department of Children and Families
3SQ1/GA	PU - SNAP Line 1/GA	State of Vermont Department of Children and Families
3SQ1/GA/AABD	PU - SNAP Line 1/GA/AABD	State of Vermont Department of Children and Families
3SQ17/AABD	PU - SNAP Line 17/AABD	State of Vermont Department of Children and Families
3SQ17/FUEL	PU - SNAP Line 17/Fuel	State of Vermont Department of Children and Families
3SQ17/FUEL/AABD	PU - SNAP Line 17/Fuel/AABD	State of Vermont Department of Children and Families
3SQ17/FUEL/GA	PU - SNAP Line 17/Fuel/GA	State of Vermont Department of Children and Families
3SQ17/FUEL/GA/AABD	PU - SNAP Line 17/Fuel/GA/AABD	State of Vermont Department of Children and Families
3SQ17/GA	PU - SNAP Line 17/GA	State of Vermont Department of Children and Families
3SQ26/AABD	PU - SNAP Line 26/AABD	State of Vermont Department of Children and Families

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3SQ26/FUEL	PU - SNAP Line 26/Fuel	State of Vermont Department of Children and Families
3SQ26/FUEL/AABD	PU - SNAP Line 26/Fuel/AABD	State of Vermont Department of Children and Families
3SQ26/FUEL/GA	PU - SNAP Line 26/Fuel/GA	State of Vermont Department of Children and Families
3SQ26/FUEL/GA/AABD	PU - SNAP Line 26/Fuel/GA/AABD	State of Vermont Department of Children and Families
3SQ26/GA	PU - SNAP Line 26/GA	State of Vermont Department of Children and Families
3SQ5/AABD	PU - SNAP Line 5/AABD	State of Vermont Department of Children and Families
3SQ5/FUEL	PU - SNAP Line 5/Fuel	State of Vermont Department of Children and Families
3SQ5/FUEL/AABD	PU - SNAP Line 5/Fuel/AABD	State of Vermont Department of Children and Families
3SQ5/FUEL/GA	PU - SNAP Line 5/Fuel/GA	State of Vermont Department of Children and Families
3SQ5/FUEL/GA/AABD	PU - SNAP Line 5/Fuel/GA/AABD	State of Vermont Department of Children and Families
3SQ5/GA	PU - SNAP Line 5/GA	State of Vermont Department of Children and Families
3SQ8/AABD	PU - SNAP Line 8/AABD	State of Vermont Department of Children and Families
3SQ8/FUEL	PU - SNAP Line 8/Fuel	State of Vermont Department of Children and Families
3SQ8/FUEL/AABD	PU - SNAP Line 8/Fuel/AABD	State of Vermont Department of Children and Families
3SQ8/FUEL/GA	PU - SNAP Line 8/Fuel/GA	State of Vermont Department of Children and Families
3SQ8/FUEL/GA/AABD	PU - SNAP Line 8/Fuel/GA/AABD	State of Vermont Department of Children and Families
3SQ8/GA	PU - SNAP Line 8/GA	State of Vermont Department of Children and Families
AABD	Direct to AABD	State of Vermont Department of Children and Families
AABD/GA	PU - AABD/GA	State of Vermont Department of Children and Families
ADOPT	Direct to Adoption Incentive	State of Vermont Department of Children and Families
ADOPTION ASST (IVE LINE 20)	Direct to Title IV-E Adoption Assistance (IVE Line 20)	State of Vermont Department of Children and Families
ADOPTION ASST (IVE LINE 23)	Direct to Title IV-E Adoption Assistance (IVE Line 23)	State of Vermont Department of Children and Families

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ADPC SALARY	Total Salaries - Across ADPC (not including fringe) (TANF - Line 22a)	State of Vermont Department of Children and Families
ADPC SALARY (MEDICAID 75%)	Total Salaries - Across ADPC (not including fringe) (TANF - Line 22a, Medicaid 75%)	State of Vermont Department of Children and Families
ADPC SALARY (TANF - LINE 22C)	Total Salaries - Across ADPC (not including fringe) (TANF - Line 22c)	State of Vermont Department of Children and Families
BARRE QTR EMP. COUNT	Quarterly employee count across Barre district office staff	State of Vermont Department of Children and Families
BENNINGTON QTR EMP COUNT	Quarterly employee count across Bennington district office staff	State of Vermont Department of Children and Families
BLENDED IV-E PENT RATE	Blended IV-E Pent Rate	State of Vermont Department of Children and Families
BRATTLEBORO QTR EMP. COUNT	Quarterly employee count across Brattleboro district office staff	State of Vermont Department of Children and Families
BUILDING BRIGHT FUTURE FUND	Direct to Building Bright Future Fund	State of Vermont Department of Children and Families
BURLINGTON QTR EMP COUNT	Quarterly employee count across Burlington district office staff	State of Vermont Department of Children and Families
CANADAY	Direct to Canaday Grant	State of Vermont Department of Children and Families
CAPTA	Direct to CAPTA Grant	State of Vermont Department of Children and Families
CAPTA/ IV-E FC TRAIN 75%	PU - CAPTA/IV-E FC Training 75% Elig Rate	State of Vermont Department of Children and Families
CASES ACROSS SSA AND MEDICAID 50/50	Cases Across Social Security and Medicaid - Admin 50/50	State of Vermont Department of Children and Families
CASES ACROSS SSA AND MEDICAID 50/50 - MEDICAL	Cases Across Social Security and Medicaid - Admin 50/50 - Medical	State of Vermont Department of Children and Families
CASES ACROSS SSA AND MEDICAID 50/50 - OTHER	Cases Across Social Security and Medicaid - Admin 50/50 - Other Costs	State of Vermont Department of Children and Families
CASES ACROSS SSA AND MEDICAID 50/50 - PERSONNEL	Cases Across Social Security and Medicaid - Admin 50/50 - Personnel	State of Vermont Department of Children and Families
CBFR	Direct to Community Based Child Abuse Prevention (CBCAP)	State of Vermont Department of Children and Families
CCCHIPXIX50	ACCESS Case Count between CHIP Admin and Medicaid Admin 50/50 (Line 49)	State of Vermont Department of Children and Families
CCCHIPXIX50VHC	Quarterly VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP, VHC Sustainability, CHIP Admin, Medicaid Admin 50/50	State of Vermont Department of Children and Families

CCCHIPXIX75VHC	Quarterly VHC Enrollment for Eligibility Systems and Staffing (75%), CHIP, Designated State Health Programs (DSHP) and QHP	State of Vermont Department of Children and Families
CDD SALARY (TANF LINE 11A)	Total Salaries - Across Child Development (not including fringe) (TANF - Line 11a/CCDF Line 1a)	State of Vermont Department of Children and Families
CDD SALARY (TANF LINE 22A)	Total Salaries - Across Child Development (not including fringe) (TANF Line 22a/CCDF Line 1a)	State of Vermont Department of Children and Families
CDD SALARY (TANF LINE 22C/CCDF LINE 1H1)	Total Salaries - Across Child Development (TANF LINE 22C/CCDF LINE 1H1)	State of Vermont Department of Children and Families
CHILD CARE VDOL	Direct to Child Care Quality (VDOL)	State of Vermont Department of Children and Families
CHILD SUB CC (TANF 22C/CCDF 1H1)	Child Subsidy Case Count (TANF LINE 22C/CCDF LINE 1H1)	State of Vermont Department of Children and Families
CHILD SUBSIDY CASE COUNT (TANF LINE 11A/CCDF LINE 1H3)	Child Subsidy Case Count (TANF LINE 11A/CCDF LINE 1H3)	State of Vermont Department of Children and Families
CHILD SUBSIDY CASE COUNT (TANF LINE 22A/CCDF LINE 1H1)	Child Subsidy Case Count (TANF LINE 22A/CCDF LINE 1H1)	State of Vermont Department of Children and Families
CHILD SUBSIDY CASE COUNT (TANF LINE 22A/CCDF LINE 1H3)	Child Subsidy Case Count (TANF LINE 22A/CCDF LINE 1H3)	State of Vermont Department of Children and Families
CHILD SUBSIDY CASE COUNT (TANF LINE 22C/CCDF LINE 1A)	Child Subsidy Case Count (TANF LINE 22C/CCDF LINE 1A)	State of Vermont Department of Children and Families
CHILD SUBSIDY CC (TANF LINE 11A/CCDF LINE 1A)	Child Subsidy Case Count (TANF LINE 11A/CCDF LINE 1A)	State of Vermont Department of Children and Families
CHILD SUBSIDY CC (TANF LINE 11A/CCDF LINE 1H1)	Child Subsidy Case Count (TANF LINE 11A/CCDF LINE 1H1)	State of Vermont Department of Children and Families
CHILD SUBSIDY CC (TANF LINE 11A/CCDF LINE 1H2)	Child Subsidy Case Count (TANF LINE 11A/CCDF LINE 1H2)	State of Vermont Department of Children and Families
CHILD SUBSIDY CC (TANF LINE 22A/CCDF LINE 1A)	Child Subsidy Case Count (TANF LINE 22A/CCDF LINE 1A)	State of Vermont Department of Children and Families
CHILD SUBSIDY CC (TANF LINE 22C/CCDF LINE 1H3)	Child Subsidy Case Count (TANF LINE 22C/CCDF LINE 1H3)	State of Vermont Department of Children and Families
CHILD SUBSIDY DUP CASE COUNT (TANF 22C/CCDF 1A/IVE 8)	Child Subsidy Duplicated Case Count (TANF Line 22c/CCDF Line 1a/IVE Line 8)	State of Vermont Department of Children and Families
CHILD SUBSIDY DUP CASE COUNT (TANF LINE 22A/CCDF 1H1)	Child Subsidy Duplicated Case Count (TANF LINE 22A/CCDF 1H1)	State of Vermont Department of Children and Families



CHILD SUBSIDY DUP CASE COUNT (TANF LINE 22C/CCDF 1H1)	Child Subsidy Duplicated Case Count (TANF LINE 22C/CCDF 1H1)	State of Vermont Department of Children and Families
CHILDRENS JUSTICE GRANT	Direct to Childrens Justice Grant	State of Vermont Department of Children and Families
CHIP-IE&E-DDI	Direct to CHIP-IE&E-DDI	State of Vermont Department of Children and Families
CLAIMS PENDING - GC/SCHIP ELIGIBILITY	Direct to Claims Pending - GC/SCHIP Eligibility	State of Vermont Department of Children and Families
CPU (TANF LINE 22A)	Central Processing Unit (CPU) Usage Commands for Applicable Programs (TANF - Line 22a)	State of Vermont Department of Children and Families
CPU (TANF LINE 22C)	Central Processing Unit (CPU) Usage Commands for Applicable Programs (TANF - Line 22c)	State of Vermont Department of Children and Families
CS DUP CC (TANF LINE 22A/CCDF 1A, IVE 8)	Child Subsidy Duplicated Case Count (TANF LINE 22a/CCDF LINE 1A/IVE LINE 8)	State of Vermont Department of Children and Families
CS DUP CC (TANF LINE 22A/CCDF 1A)	Child Subsidy Duplicated Case Count (TANF LINE 22A/CCDF 1A)	State of Vermont Department of Children and Families
CSBG	Direct to Community Services Block Grant (CSBG) Admin	State of Vermont Department of Children and Families
CSBG PROGRAM	Direct To Community Services Block Grant (CSBG) Program	State of Vermont Department of Children and Families
CTF	Direct to Childrens Trust Fund	State of Vermont Department of Children and Families
CW AND YJ (FIELD STAFF) SALARY (TANF LINE 22A)	Total Salaries - Across Family Services (including Field Staff, not including fringe) (TANF Line 22a)	State of Vermont Department of Children and Families
CW AND YJ (FIELD STAFF) SALARY (TANF LINE 22C)	Total Salaries - Across Family Services (including Field Staff, not including fringe) (TANF - Line 22c)	State of Vermont Department of Children and Families
D EE SSNRI IAPD	Direct to CMS - EE SSNRI IAPD (90%)	State of Vermont Department of Children and Families
D MMIS SSNRI IAPD	Direct to CMS - MMIS SSNRI IAPD (90%)	State of Vermont Department of Children and Families
D TO ADOPTION SAVINGS	Direct To Adoption Savings	State of Vermont Department of Children and Families
D TO COC COORDINATED PARTNER	Direct to Continuum of Care Program - Coordinated Entry	State of Vermont Department of Children and Families
D TO INTERDEPARTMENTAL PROJECTS	Direct to IDT	State of Vermont Department of Children and Families
D TO IV-D - ADJUSTMENTS	Direct to Title IV-D - Adjustments (Line 13)	State of Vermont Department of Children and Families

D TO IV-D - IV-A CHILD SUPPORT	Direct to Title IV-D - Federal Share of Title IV-A Child Support Collections (Line 9)	State of Vermont Department of Children and Families
D TO IV-D ADMIN COST INCNTV PYMTS (LINE 1A)	Direct to Title IV-D Administrative Costs, Incentive Payments (Line 1a)	State of Vermont Department of Children and Families
D TO IV-D CSNET	Direct to Title IV-D Fees - CSNet (Line 11)	State of Vermont Department of Children and Families
D TO IV-D FPLS	Direct to Title IV-D Fees - FPLS (Line 10)	State of Vermont Department of Children and Families
D TO IV-D INCOME - FEES, COSTS RECOVERED	Direct to Title IV-D Program Income - Fees, Costs Recovered (Line 2a)	State of Vermont Department of Children and Families
D TO IV-D INCOME - INTEREST, OTHER	Direct to Title IV-D Program Income - Interest, Other (Line 2b)	State of Vermont Department of Children and Families
D TO IV-D PRE-OFFSET	Direct to Title IV-D Fees - Pre-Offset Services (Line 12)	State of Vermont Department of Children and Families
D TO IV-E - OCSE 34 CHILD SUPPORT	Direct to Title IV-E Federal Share of Child Support Collections from Form OCSE-34 (Line 3)	State of Vermont Department of Children and Families
D TO IVE AA TRAIN 75FFP LINE 24	Direct to IV-E AA Training Costs 75% FFP (Line 24)	State of Vermont Department of Children and Families
D TO IVE FC ELIG DET LINE6	Direct to IV-E FC In Placement Admin Costs - Eligibility Determinations (Line 6)	State of Vermont Department of Children and Families
D TO IVE FC TRAIN 75FFP LINE15	Direct to IV-E FC Training Costs, Staff and Provider 75% (Line 15)	State of Vermont Department of Children and Families
D TO TANF - EC AND ED CC (LINE 11A)	Direct to TANF Early Care and Education, Child Care (Line 11a) Column A	State of Vermont Department of Children and Families
D 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	State of Vermont Department of Children and Families
D 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	State of Vermont Department of Children and Families
D TO TANF - SEX ED. (LINE 18, COL B MOE)	Direct to TANF Prevention of Out-of-Wedlock Pregnancies (Line 18) - Column B MOE	State of Vermont Department of Children and Families
D TO TANF NON-REC SHORT TERM BEN (LINE 15)	Direct to TANF Non-Recurrent Short Term Benefits (Line 15) Column A	State of Vermont Department of Children and Families
D TO TANF NON-REC SHORT TERM BEN (LINE 15) COL B	Direct to TANF Non-Recurrent Short Term Benefits (Line 15) Column B MOE	State of Vermont Department of Children and Families
D TO TANF WORK, ED, TRN - ADDTL WRK LINE9C	Direct to TANF Work, Education, Training Activities - Additional Work Activities (Line 9c)	State of Vermont Department of Children and Families



D 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	State of Vermont Department of Children and Families
D TO TANF-PROG MGMT	Direct to TANF Program Management, Administrative Costs (Line 22a) - MOE SSP Column C	State of Vermont Department of Children and Families
D TO TANF-PROG MGMT ASSESS/SRVC PROV(LINE 22B)	Direct to TANF Program Management, Assessment/Service Provision (Line 22b)	State of Vermont Department of Children and Families
D TO TANF-PROG MGMT ASSESS/SRVC PROV(LINE 22B) COL B	Direct to TANF Program Management, Assessment/Service Provision (Line 22b) Column B MOE	State of Vermont Department of Children and Families
D TO TANF-PROG MGMT LINE 22A COL B	Direct to TANF Program Management, Administrative Costs (Line 22a) - Column B MOE	State of Vermont Department of Children and Families
DDS MEDICAID	Direct to Medicaid Admin 50/50 Line 49 - DDS	State of Vermont Department of Children and Families
DIREC TO SNAP - FRAUD CONTROL (LINE 5)	Direct to SNAP Fraud (Line 5)	State of Vermont Department of Children and Families
DIRECT TO APPROVED HEALTH ENTERPRISE IAPD 41642	QU - Direct to CMS-MMIS/MES-DDI (90%) (41642)	State of Vermont Department of Children and Families
DIRECT TO BFIS UPGRADE PROJECT	Direct to BFIS Upgrade Project	State of 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	State of Vermont Department of Children and Families
DIRECT TO CCDF - CERTIFICATE PROGRAM/ELIG DET (LINE 1H2 CMNG)	Direct to CCDF - Certificate Program Costs/Eligibility Determination (Line 1h2) - Comingled	State of Vermont Department of Children and Families
DIRECT TO CCDF - CHILD CARE ADMIN (LINE 1A CMNG)	Direct to CCDF - Child Care Administration (Line 1a) Comingled	State of Vermont Department of Children and Families
DIRECT TO CCDF - DIRECT SERVICES (LINE 1G CMNG)	Direct to CCDF - Direct Services (Line 1g) - Comingled	State of 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	State of 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	State of Vermont Department of Children and Families

DIRECT TO CCDF - INFANT & TODDLER (LINE 1F DISC)	Direct to CCDF - Infant and Toddler Quality Activities (Line 1F) - Discretionary	State of 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	State of Vermont Department of Children and Families
DIRECT TO CCDF - NONDIRECT SERVICES (LINE 1H CMNG)	Direct to CCDF - Nondirect Services (Line 1h) - Comingled	State of Vermont Department of Children and Families
DIRECT TO CCDF - OTHER NONDIRECT SVCS (LINE 1H3)	Direct to CCDF - All Other Nondirect Services (Line 1h3) - Comingled	State of Vermont Department of Children and Families
DIRECT TO CCDF - PREK (LINE 2C MATCH/MOE)	Direct to CCDF - Pre-K (Line 2c) - Matching or MOE	State of Vermont Department of Children and Families
DIRECT TO CCDF - PRIVATE DONATED FUNDS (LINE 2B MATCH/MOE)	Direct to CCDF - Private Donated Funds (Line 2b) - Matching or MOE	State of 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	State of Vermont Department of Children and Families
DIRECT TO CCDF - QUALITY EXPANSION (LINE 1D DISC)	Direct to CCDF - Quality Expansion Targeted Funds (Line 1d) - Discretionary	State of Vermont Department of Children and Families
DIRECT TO CCDF - RATE INCREASE	Direct to CCDF - Rate Increase	State of Vermont Department of Children and Families
DIRECT TO CCDF - REGULAR (LINE 2A MATCH/MOE)	Direct to CCDF - Regular (Line 2a) - Matching or MOE	State of Vermont Department of Children and Families
DIRECT TO CCDF - SCHOOL AGE RESOURCE (LINE 1E DISC)	Direct to CCDF - School Age/Resource and Referral Targeted Funds (Line 1e) - Discretionary	State of 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	State of Vermont Department of Children and Families
DIRECT TO CCDF - SYSTEMS (LINE 1H1 CMNG)	Direct to CCDF - Systems (Line 1h1) - Comingled	State of Vermont Department of Children and Families
DIRECT TO CCDF - TRANSFER TANF (LINE 6 DISC)	Direct to CCDF - Transfer from TANF (Line 6) - Discretionary	State of 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	State of Vermont Department of Children and Families
DIRECT TO CHIP - ADMIN	Direct to CHIP - Admin	State of Vermont Department of Children and Families
DIRECT TO CHIP - PROGRAM	Direct to CHIP - Program	State of Vermont Department of Children and Families

DIRECT TO CMS - IE PRESUMPTIVE ELIGIBILITY (90%)	Direct to CMS - IE Presumptive Eligibility (90%)	State of Vermont Department of Children and Families
DIRECT TO CMS - MMIS PADS DDI (90%)	Direct to CMS - MMIS PADS DDI (90%)	State of Vermont Department of Children and Families
DIRECT TO CMS-MMIS/MES-DDI (90%)	Direct to CMS-MMIS/MES-DDI (90%)	State of 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	State of 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	State of Vermont Department of Children and Families
DIRECT TO COVID CCDF	Direct to COVID CCDF	State of Vermont Department of Children and Families
DIRECT TO COVID CRF	Direct to COVID CRF	State of Vermont Department of Children and Families
DIRECT TO COVID EMERGENCY SOLUTIONS GRANT PROGRAM CARES	Direct to COVID Emergency Solutions Grant Program CARES	State of Vermont Department of Children and Families
DIRECT TO COVID LIHEAP	Direct to COVID LIHEAP	State of Vermont Department of Children and Families
DIRECT TO COVID RESPONSE	Direct to COVID Response	State of Vermont Department of Children and Families
DIRECT TO COVID SNAP - CASHOUT	Direct to COVID SNAP - Cashout	State of Vermont Department of Children and Families
DIRECT TO COVID TITLE IV-B	Direct to COVID Title IV-B	State of Vermont Department of Children and Families
DIRECT TO DOMESTIC VIOLENCE RURAL GRANT	Direct to Domestic Violence RURAL Grant	State of Vermont Department of Children and Families
DIRECT TO DOMESTIC VIOLENCE VOCA GRANT	Direct to Domestic Violence VOCA Grant	State of Vermont Department of Children and Families
DIRECT TO EBT FARMERS MKT	Direct to EBT Farmers MKT	State of Vermont Department of Children and Families
DIRECT TO FARMERS MARKET EBT PROJECT	Direct to Farmers Market EBT Project	State of Vermont Department of Children and Families
DIRECT TO GLOBAL COMMITMENT - PROGRAM	Direct to Global Commitment - Program	State of Vermont Department of Children and Families
DIRECT TO ICD-10 IAPD 37716	QU - CMS-E&E/VIEWS DDI (90%)	State of Vermont Department of Children and Families
DIRECT TO ICD-10 IAPD 37717	QU - Direct to CMS-E&E/VIEWS DDI (90%) (37717)	State of Vermont Department of Children and Families
DIRECT TO IV-B II FFTA	Direct to IV-B II FFTA	State of Vermont Department of Children and Families

DIRECT TO IV-B PART II KINSHIP NAVIGATOR	Direct to IV-B Part II Kinship Navigator	State of 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)	State of 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)	State of Vermont Department of Children and Families
DIRECT TO IV-E - AA AGENCY ( LINE 22)	Direct to Title IV-E AA Admin Costs, Agency (Line 22)	State of Vermont Department of Children and Families
DIRECT TO IV-E - AA DEMONSTRATION PROJECT (LINE 27)	Direct to Title IV-E AA Demonstration Project Costs (Line 27)	State of Vermont Department of Children and Families
DIRECT TO IV-E - AA NON-RECURRING (LINE 24)	Direct to Title IV-E AA Admin Costs, Non-Recurring (Line 24)	State of Vermont Department of Children and Families
DIRECT TO IV-E - AA TRAINING, PROF PARTNER (LINE 26)	Direct to IV-E - AA Training Costs, Professional Partner (Line 26)	State of Vermont Department of Children and Families
DIRECT TO IV-E - CASE PLANNING AND MANAGEMENT (LINE 5)	Direct to IV-E In - Placements Administrative Costs Case Planning and Management (Line 5)	State of Vermont Department of Children and Families
DIRECT TO IV-E - FC AGENCY MANAGEMENT (LINE 8)	Direct to Title IV-E FC In Placement Admin Costs - Agency Management (Line 8)	State of 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)	State of Vermont Department of Children and Families
DIRECT TO IV-E - FC DEMONSTRATION PROJECT (LINE 17)	Direct to Title IV-E FC Demonstration Project Costs (Line 17)	State of 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)	State of Vermont Department of Children and Families
DIRECT TO IV-E - FC SACWIS DVLTMNT PROJECT 1, AOPD REQ (LINE 12)	Direct to Title IV-E FC SACWIS Developmental Costs Project 1, APD Required (Line 12)	State of Vermont Department of Children and Families
DIRECT TO IV-E - FC SACWIS DVLTMNT PROJECT 2, APD REQ (LINE 13)	Direct to Title IV-E - FC CCWIS project developmental cost using CCWIS cost allocation - APD required (Line 13a)	State of Vermont Department of Children and Families
DIRECT TO IV-E - FC SACWIS DVLTMNT, NO APD REQ (LINE 14)	Direct to IV-E - FC SACWIS Developmental Costs, No APD Required (Line 14)	State of Vermont Department of Children and Families
DIRECT TO IV-E - FC SACWIS OPERATIONAL (LINE 11)	Direct to Title IV-E FC SACWIS Operational Costs (Line 11a)	State of Vermont Department of Children and Families
DIRECT TO IV-E - FC SEX TRAFFICKING ADMIN (LINE 10B)	Direct to Title IV-E FC Sex Trafficking Admin Costs (Line 10)	State of Vermont Department of Children and Families

DIRECT TO IV-E - FC TRAINING, PROF PARTNER (LINE 16)	Direct to IV-E - FC Training Costs, Professional Partner (Line 16)	State of Vermont Department of Children and Families
DIRECT TO IV-E - GAP ADMIN, AGENCY (LINE 33)	Direct to Title IV-E GAP Admin Costs, Agency (Line 33)	State of Vermont Department of Children and Families
DIRECT TO IV-E - GAP ADMIN, NON-RECURRING (LINE 34)	Direct to Title IV-E GAP Admin Costs, Non-Recurring (Line 34)	State of Vermont Department of Children and Families
DIRECT TO IV-E - GAP DEMONSTRATION PROJECT (LINE 37A)	Direct to Title IV-E GAP Demonstration Project Costs (Line 37a)	State of Vermont Department of Children and Families
DIRECT TO IV-E - GAP POST DEMONSTRATION ASSISTANCE (LINE 37B)	Direct to IV-E - GAP Post Demonstration GAP Assistance and Service Costs (Line 37b)	State of Vermont Department of Children and Families
DIRECT TO IV-E - GAP TRAINING, PROF PARTNER (LINE 36)	Direct to IV-E - GAP Training Costs, Relative Guardian and Professional Partner (Line 36)	State of Vermont Department of Children and Families
DIRECT TO IV-E - GAP TRAINING, STAFF 75% FFP (LINE 35)	Direct to Title IV-E GAP Training Costs, Staff 75% FFP (Line 35)	State of Vermont Department of Children and Families
DIRECT TO IV-E CANDIDATE ADMIN PREPLACEMENT (LINE 9)	Direct to IV-E -FC Candidate Admin Costs - Pre-Placement Activities (Line 9)	State of Vermont Department of Children and Families
DIRECT TO JFI PILOT PROJECT	Direct To JFI Award	State of Vermont Department of Children and Families
DIRECT TO JJDP MENTORING GRANT	Direct to Juvenile Justice Delinquency Prevention Mentoring Grant	State of Vermont Department of Children and Families
DIRECT TO MMIS PIE IAPD	Direct to CMS - MMIS PIE IAPD (90%)	State of Vermont Department of Children and Families
DIRECT TO PRESCHOOL DEVELOPMENT GRANT	Direct to Preschool Development Grant	State of Vermont Department of Children and Families
DIRECT TO RACE TO THE TOP ELC GRANT	Direct to Race to the Top	State of Vermont Department of Children and Families
DIRECT TO SIM GRANT	Direct to SIM Grant	State of Vermont Department of Children and Families
DIRECT TO SNAP - 100% STATE EXCHANGE (LINE 24)	Direct to SNAP 100% State Exchange (Line 24)	State of Vermont Department of Children and Families
DIRECT TO SNAP - 75% INDIAN ADMINISTRATION (LINE 25)	Direct to SNAP 75% Indian Administration (Line 25)	State of Vermont Department of Children and Families
DIRECT TO SNAP - ABAWD (LINE 15)	Direct to SNAP Employment and Training ABAWD Grant (Line 15)	State of Vermont Department of Children and Families
DIRECT TO SNAP - ADP OPERATIONS (LINE 7)	Direct to SNAP APD Operations (Line 7)	State of Vermont Department of Children and Families



DIRECT TO SNAP - CASHOUT (LINE 31)	Direct to SNAP Cashout (Line 31)	State of Vermont Department of Children and Families
DIRECT TO SNAP - CERTIFIED (LINE 1)	Direct to SNAP Certified (Line 1)	State of Vermont Department of Children and Families
DIRECT TO SNAP - CERTIFIED (LINE 1) FED ONLY	Direct to SNAP Certified (Line 1) Federal Only	State of 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)	State of 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)	State of Vermont Department of Children and Families
DIRECT TO SNAP - E&T 50% (LINE 12)	Direct to SNAP Employment and Training 50% Grant (Line 12)	State of 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)	State of 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)	State of 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)	State of Vermont Department of Children and Families
DIRECT TO SNAP - EBT STARTUP (LINE 22)	Direct to SNAP EBT Startup (Line 22)	State of Vermont Department of Children and Families
DIRECT TO SNAP - FAIR HEARINGS (LINE 8)	Direct to SNAP Fair Hearings (Line 8)	State of Vermont Department of Children and Families
DIRECT TO SNAP - IEE DEVELOPMENT (LINE 6)	Direct to SNAP - IEE Development (Line 6)	State of Vermont Department of Children and Families
DIRECT TO SNAP - ISSUANCE (LINE 2)	Direct to SNAP Issue (Line 2)	State of Vermont Department of Children and Families
DIRECT TO SNAP - ISSUANCE INDIRECT (LINE 21)	Direct to SNAP Issuance Indirect (Line 21)	State of Vermont Department of Children and Families
DIRECT TO SNAP - MANAGEMENT EVALUATION (LINE 4)	Direct to SNAP Management Evaluation (Line 4)	State of Vermont Department of Children and Families
DIRECT TO SNAP - NEW INVESTMENT ABAWD (LINE 19)	Direct to SNAP - New Investment ABAWD (Line 19)	State of Vermont Department of Children and Families
DIRECT TO SNAP - NEW INVESTMENT SNAP (LINE 19)	Direct to SNAP New Investment SNAP (Line 19)	State of Vermont Department of Children and Families
DIRECT TO SNAP - NUTRITION EDUCATION (LINE 18)	Direct to SNAP Nutrition Education (Line 18)	State of Vermont Department of Children and Families
DIRECT TO SNAP - OPTIONAL WORKFARE (LINE 16)	Direct to SNAP Optional Workforce (Line 16)	State of Vermont Department of Children and Families
DIRECT TO SNAP - OTHER (LINE 26)	Direct to SNAP 50% Unspecified Other (Line 26)	State of Vermont Department of Children and Families

DIRECT TO SNAP - OTHER ACTIVITIES (LINE 9)	Direct to SNAP Other Activities (Line 9)	State of Vermont Department of Children and Families
DIRECT TO SNAP - OUTREACH (LINE 17)	Direct to SNAP Outreach (Line 17)	State of Vermont Department of Children and Families
DIRECT TO SNAP - QUALITY CONTROL (LINE 3)	Direct to SNAP Quality Control (Line 3)	State of Vermont Department of Children and Families
DIRECT TO SNAP - SAVE (LINE 23)	Direct to SNAP SAVE (Line 23)	State of Vermont Department of Children and Families
DIRECT TO SNAP E&T 50% TRANSPORTATION & OTHER DUALS (LINE 14D)	Direct to SNAP Employment and Training 50% Transportation & Other DUALS (Line 14d)	State of Vermont Department of Children and Families
DIRECT TO SNAP FEDERAL STATE EXCHANGE	Direct to SNAP 100% State Exchange (Line 24)	State of 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)	State of 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)	State of 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)	State of Vermont Department of Children and Families
DIRECT TO TANF - BASIC ASST (LINE 6A)	Direct to TANF Basic Assistance (Line 6a)	State of 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	State of 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	State of 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)	State of 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)	State of Vermont Department of Children and Families
DIRECT TO TANF - CW ADOPTION SERVICES (LINE 20B)	Direct to TANF Child Welfare, Adoption Services	State of 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)	State of 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)	State of Vermont Department of Children and Families

DIRECT TO TANF - FINANCIAL ED AND ASSET DVMPMNT (LINE 12)	Direct to TANF Financial Education and Asset Development	State of 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)	State of Vermont Department of Children and Families
DIRECT TO TANF - HOME VISITING PROGRAMS (LINE 21)	Direct to TANF Home Visiting Programs (Line 21)	State of 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)	State of 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)	State of 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)	State of 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	State of Vermont Department of Children and Families
DIRECT TO TANF - OTHER (LINE 23)	Direct to TANF Other (Line 23)	State of Vermont Department of Children and Families
DIRECT TO TANF - PROG MGMT ADMIN COSTS (LINE 22A)	Direct to TANF Program Management, Administrative Costs (Line 22a)	State of Vermont Department of Children and Families
DIRECT TO TANF - PROGRAM MNGMNT SYSTEMS (LINE 22C)	Direct to TANF Program Management, System (Line 22c)	State of 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)	State of 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	State of 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)	State of Vermont Department of Children and Families
DIRECT TO TANF - SUPPORTIVE SERVICES (LINE 16)	Direct to TANF Supportive Services (Line 16) Column B MOE	State of Vermont Department of Children and Families
DIRECT TO TANF - WORK SUPPORTS (LINE 10)	Direct to TANF Work Supports (Line 10)	State of 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	State of 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)	State of 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	State of 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)	State of Vermont Department of Children and Families
DIRECT TO TARGETED CASE MANAGEMENT	Direct to Targeted Case Management	State of Vermont Department of Children and Families
DIRECT TO YASI	Direct to Youth Assessment and Screening Instrument (YASI)	State of Vermont Department of Children and Families
DOE WX	PU - Percentage of DOE WX compared to Total Exp	State of Vermont Department of Children and Families
ECONOMIC SERVICES DUP CASE COUNT (TANF LINE 22A)	Case Count Across Economic Services (Duplicated) (TANF - Line 22a)	State of Vermont Department of Children and Families
ECONOMIC SERVICES DUP CASE COUNT (TANF LINE 22A, MEDICAID 75%)	Case Count Across Economic Services (Duplicated) (TANF - Line 22a, Medicaid 75%)	State of Vermont Department of Children and Families
ECONOMIC SERVICES DUP CASE COUNT (TANF LINE 22C)	Case Count Across Economic Services (Duplicated) (TANF - Line 22c)	State of Vermont Department of Children and Families
EMERGENCY SOLUTIONS PROGRAM	Direct to Emergency Solutions Grant Program (Federal)	State of Vermont Department of Children and Families
ES (FIELD STAFF) SALARY	Total Salaries - Across Economic Services (including Field Staff, not including fringe) (TANF Line 22a)	State of Vermont Department of Children and Families
ES (FIELD STAFF) SALARY (LINE 22C)	Total Salaries - Across Economic Services (including Field Staff, not including fringe) (TANF - Line 22c)	State of Vermont Department of Children and Families
FAMILY INFANT TODDLER	Direct to Part-C Family Infant Toddler Program	State of Vermont Department of Children and Families
FAMILY PRES. CASE WORKER VISIT	Direct to IV-B Part II Family Preservation Case Worker Visitation	State of Vermont Department of Children and Families
FAMILY PRESERV. IV-B, II	Direct to IV-B Part II Family Preservation	State of Vermont Department of Children and Families
FAMILY SERVICES TIME STUDY (LINE 22A)	Quarterly Results of Family Services Time Study (TANF - Line 22a)	State of Vermont Department of Children and Families
FAMILY SERVICES TIME STUDY (TANF LINE 22C)	Quarterly Results of Family Services Time Study (TANF - Line 22c)	State of Vermont Department of Children and Families

FAMILY SERVICES TIME STUDY (TANF LINE 8A)	Quarterly Results of Family Services Time Study (TANF - Line 8a)	State of Vermont Department of Children and Families
FARM TO FAMILY	Direct to Farm to Family Administration (Federal)	State of Vermont Department of Children and Families
FF NON-WIC	Direct to Farm to Family Non-WIC (State Funds)	State of Vermont Department of Children and Families
FF SENIOR	Direct to Farm to Family Senior Coupons (State Funds)	State of Vermont Department of Children and Families
FF WIC	Direct to Farm to Family WIC (Federal)	State of Vermont Department of Children and Families
FIELD STAFF (CW AND YJ) SALARY (TANF LINE 22A)	Total Salaries - Across Family Services Field Staff (not including fringe) (TANF - Line 22a)	State of Vermont Department of Children and Families
FIELD STAFF (CW AND YJ) SALARY (TANF LINE 22C)	Total Salaries - Across Family Services Field Staff (not including fringe) (TANF - Line 22c)	State of Vermont Department of Children and Families
FIELD STAFF (CW AND YJ) SALARY (TANF LINE 8A)	Total Salaries - Across Family Services Field Staff (not including fringe) (TANF - Line 8a)	State of Vermont Department of Children and Families
FIELD STAFF (ES) SALARY	Total Salaries - Across Economic Services Field Staff (not including fringe) TANF Line 22a and b	State of Vermont Department of Children and Families
FIELD STAFF (ES) SALARY (LINE 22C)	Total Salaries - Across Economic Services Field Staff (not including fringe) (TANF - Line 22c)	State of Vermont Department of Children and Families
FINAL	NOT APPLICABLE	State of Vermont Department of Children and Families
FOOD AND NUTRITION PROGRAM DIRECTOR	Total Salaries - Employee Salaries Across Food and Nutrition Unit	State of Vermont Department of Children and Families
FOOD STAMP NUTRITION EDUCATION	Direct to SNAP Nutrition Education	State of Vermont Department of Children and Families
FORMER PATH TIME STUDY	Results of the Economic Assistance time study	State of Vermont Department of Children and Families
FORMER PATH TIME STUDY (LINE 22C)	Results of the Economic Assistance Time Study (TANF - Line 22c)	State of Vermont Department of Children and Families
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	State of Vermont Department of Children and Families
FRAUD INVESTIGATIONS (TANF LINE 22A)	Quarterly Percentage of Fraud Investigations (TANF - Line 22a)	State of Vermont Department of Children and Families
FRAUD INVESTIGATIONS (TANF LINE 22C)	Quarterly Percentage of Fraud Investigations (TANF - Line 22c)	State of Vermont Department of Children and Families

FUEL/AABD	PU - Fuel/AABD	State of Vermont Department of Children and Families
FUEL/AABD/GA	PU - Fuel/AABD/GA	State of Vermont Department of Children and Families
FUEL/GA	PU - Fuel/GA	State of Vermont Department of Children and Families
GA-IE&E-DDI	Direct to GA-IE&E-DDI	State of Vermont Department of Children and Families
GENERAL FUND	Direct to General Fund	State of Vermont Department of Children and Families
HARTFORD QTR EMP COUNT	Quarterly employee count across Hartford district office	State of Vermont Department of Children and Families
HOME HEATING PROGRAM	Direct to Home Heating Program/LIHEAP (Federally Funded)	State of Vermont Department of Children and Families
HOME HEATING PROGRAM (ADMIN)	Direct to Home Heating Program/LIHEAP Admin	State of Vermont Department of Children and Families
HOME HEATING PROGRAM (STATE)	Direct to Home Heating Program/LIHEAP (State Funded)	State of Vermont Department of Children and Families
HOUSEHOLD COUNT (TANF 22A)	Household Count by Funding Sources (TANF - Line 22a)	State of Vermont Department of Children and Families
HOUSEHOLD COUNT (TANF 22B)	Household Count by Funding Sources (TANF - Line 22b)	State of Vermont Department of Children and Families
HOUSEHOLD COUNT (TANF 22C)	Household Count by Funding Sources (TANF - Line 22c)	State of Vermont Department of Children and Families
HS COLLAB. GRANT	Direct to Head Start Collaborative Grant	State of Vermont Department of Children and Families
IDA	Direct to Individual Development Account (IDA)	State of Vermont Department of Children and Families
IE&E ALL BENEFIT	PU - IE&E All Benefitting Prog	State of Vermont Department of Children and Families
IE&E ALL BENEFIT MEDI	PU - IE&E All Benefitting Prog Medi	State of Vermont Department of Children and Families
IE&E HEALTHCARE MEDI ADMIN, CHIP	PU - IE&E Healthcare Medi Admin, CHIP	State of Vermont Department of Children and Families
IE&E HEALTHCARE MEDI, CHIP	PU - IE&E Healthcare Medicaid, CHIP	State of Vermont Department of Children and Families
IE&E MEDI,CHIP,QHO	PU - IE&E Medicaid, CHIP, QHP	State of Vermont Department of Children and Families
IE&E REACH UP	PU - IE&E Reach Up Caseload	State of Vermont Department of Children and Families
IE&E VIEWS, CHIP, QHP	PU - IE&E View, CHIP, QHP	State of Vermont Department of Children and Families
INDEPENDENT LIVING (CHAFEE)	PU - Cost of Independent Living Program (Chafee)	State of Vermont Department of Children and Families

*Effective Date 7/1/2020  
Submission Date 9/30/2020*

INDEPENDENT LIVING IV-E	Direct to Title IV-E Independent Living	State of Vermont Department of Children and Families
INVEST - AABD CCL LEV 3 (56)	Direct to Investments (STC-79) - Aid to the Aged, Blind and Disabled CCL Level III (56)	State of Vermont Department of Children and Families
INVEST - AABD RES CARE LEV 3 (57)	Direct to Investments (STC-79) - Aid to the Aged, Blind and Disabled Res Care Level III (57)	State of Vermont Department of Children and Families
INVEST - AABD RES CARE LEV 4 (58)	Direct to Investments (STC-79) - Aid to the Aged, Blind and Disabled Res Care Level IV (58)	State of Vermont Department of Children and Families
INVEST - BUILDING BRIGHT FUTURES	PU - VT Household Health Insurance Survey (VHHIS) Percentage to General Fund and Investments (STC-79) - Building Bright Futures (35)	State of Vermont Department of Children and Families
INVEST - CHALLENGES FOR CHANGE (9)	Direct to Investments (STC-79) - Challenges for Change: DCF (9)	State of Vermont Department of Children and Families
INVEST - CIS EI (PENDING)	Direct to Investments (STC-79) - Childrens Integrated Services Early Intervention (pending)	State of Vermont Department of Children and Families
INVEST - EPP (59)	Direct to Investments (STC-79) - Essential Person Program (59)	State of Vermont Department of Children and Families
INVEST - GA MED EXPENSE (60)	Direct to Investments (STC-79) - GA Medical Expenses (60)	State of Vermont Department of Children and Families
INVEST - LAMOILLE VALLEY (62)	Direct to Investments (STC-79) - Lamoille Valley Community Justice Project (62)	State of Vermont Department of Children and Families
INVEST - LUND HOME (2)	Direct to Investments (STC-79) - Lund Home (2)	State of Vermont Department of Children and Families
INVEST - MEDICAL SERVICES (55)	Direct to Investments (STC-79) - Medical Services (55)	State of Vermont Department of Children and Families
INVEST - NURTURING PARENT (34)	Direct to Investments (STC-79) - Prevent Child Abuse Vermont: Nurturing Parent (34)	State of Vermont Department of Children and Families
INVEST - RES CARE YOUTH/SUB CARE (1)	Direct to Investments (STC-79) - Residential Care for Youth/Substitute Care (1)	State of Vermont Department of Children and Families
INVEST - SHAKEN BABY (33)	Direct to Investments (STC-79) - Prevent Child Abuse Vermont: Shaken Baby (33)	State of Vermont Department of Children and Families
INVEST - STRENGTHENING FAMILIES (26)	Direct to Investments (STC-79) - Strengthening Families (26)	State of Vermont Department of Children and Families
INVEST - THERAPEUTIC CHILD CARE (61)	Direct to Investments (STC-79) - Therapeutic Child Care (61)	State of Vermont Department of Children and Families
IV-B CW SERV.	Direct to Title IV-B Family Services	State of Vermont Department of Children and Families

IV-D A&V	Direct to Title IV-D Access and Visitation	State of Vermont Department of Children and Families
IV-E AA ELIG TRAINING (ENHANCED)	Title IV-E AA Eligibility Rate (Line 24) Enhanced	State of Vermont Department of Children and Families
IV-E ELIG TRAINING	Title IV-E Foster Care Eligibility Rate (Line 7)	State of Vermont Department of Children and Families
IV-E ELIG TRAINING (ENHANCED)	Title IV-E Foster Care Eligibility Rate (Line 15) - Enhanced	State of Vermont Department of Children and Families
IV-E FC TRAIN 75%/IV-E FC TRAIN 50%	PU - IV-E FC Train 75% Elig/IV-E FC Train 50% Elig	State of Vermont Department of Children and Families
IV-E FOSTER CARE MAINT PAY	Direct to Title IV-E Agency Maintenance Payments - Foster Family Home (Line 1a)	State of Vermont Department of Children and Families
IV-E FOSTER CARE MAINT PAY (LINE 1C)	Direct to Title IV-E Agency Maintenance Payments Non-Specified Setting Child Care Institution (Line 1c)	State of Vermont Department of Children and Families
IV-E PQA	Direct to IV-E Prior Quarter Adjustments	State of Vermont Department of Children and Families
IV-E TRAINING (LINE 8)	Direct to Title IV-E Foster Care Training (50%)	State of Vermont Department of Children and Families
IV-E/EVT	Direct to Title IV-E/EVT	State of Vermont Department of Children and Families
JJDP	Direct to Juvenile Justice Delinquency Prevention (JJDP)	State of Vermont Department of Children and Families
JJDP PROGRAM	Direct to Juvenile Justice Delinquency Prevention (JJDP) Program	State of Vermont Department of Children and Families
LEGAL	Quarterly Results of the Legal Time Study	State of Vermont Department of Children and Families
LIFELINE	Direct to Lifeline	State of Vermont Department of Children and Families
LIHEAP CASELOAD PER IE&E IAPD	LIHEAP Caseload per IE&E IAPD	State of Vermont Department of Children and Families
LIHEAP-IE&E-DDI	Direct to LIHEAP-IE&E-DDI	State of Vermont Department of Children and Families
MBDP PROGRAM	Direct to Micro Business Development Program	State of Vermont Department of Children and Families
MEDICAID - ADMIN	Direct to Medicaid - Admin 50/50 Line 49	State of Vermont Department of Children and Families
MORRISVILLE QTR EMP. COUNT	Quarterly employee count across Morrisville district office staff	State of Vermont Department of Children and Families
NEWPORT QTR EMP COUNT	Quarterly employee count across Newport district office staff	State of Vermont Department of Children and Families
NONE	No Allocation Method - To Be Adjusted	State of Vermont Department of Children and Families



OCS METHOD A	Quarterly Case Count Across IV-D and Non IV-D	State of Vermont Department of Children and Families
OCS METHOD A (LINE 5)	Quarterly Case Count Across IV-D and Non IV-D (Line 5)	State of Vermont Department of Children and Families
OCS METHOD B	Quarterly Customer Contacts Across IV-D and Non IV-D	State of Vermont Department of Children and Families
OCS METHOD B (LINE 5)	Quarterly Customer Contacts Across IV-D and Non IV-D (Line 5)	State of Vermont Department of Children and Families
OEO & WX SALARIES	Total Salaries - Employee Salaries across OEO & WX	State of Vermont Department of Children and Families
OVHA/SCHIP 2	Percentage of SCHIP Eligibles as compared to the total Global Commitment Eligibles for the quarter. SCHIP current FFP.	State of Vermont Department of Children and Families
OVHA/SCHIP ELIGIBLES	Quarterly number of paid claims for Medicaid - Admin 50/50 and CHIP Admin	State of Vermont Department of Children and Families
PERCENT OF SSA VS MEDICAID 50/50	Percentage of Social Security versus Medicaid - Admin 50/50 Costs	State of Vermont Department of Children and Families
PERCENT OF SSA VS MEDICAID 50/50 - MEDICAL	Percentage of Social Security versus Medicaid - Admin 50/50 - Medical	State of Vermont Department of Children and Families
PERCENT OF SSA VS MEDICAID 50/50 - OTHER	Percentage of Social Security versus Medicaid - Admin 50/50 - Other Costs	State of Vermont Department of Children and Families
PERCENT OF SSA VS MEDICAID 50/50 - PERSONNEL	Percentage of Social Security versus Medicaid - Admin 50/50 - Personnel	State of Vermont Department of Children and Families
PERCENTAGE OF EA/GA DOLLARS	Cost Across EA and GA (Allocated to TANF and General Fund)	State of Vermont Department of Children and Families
PERMANENT GUARDIANSHIP	Direct to Permanent Guardianship	State of Vermont Department of Children and Families
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	State of Vermont Department of Children and Families
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	State of Vermont Department of Children and Families
QHP-IE&E-DDI	Direct to QHP-IE&E-DDI	State of Vermont Department of Children and Families
QUARTERLY ACH COUNT	Quarterly ACH Count Across Reach Up, LIHEAP and SNAP	State of Vermont Department of Children and Families
QUARTERLY ALLOCATION BASED ON VTHR HOURS ACROSS AHS TO THE DIRECT	Quarterly Allocation based on VTHR Hours across AHS to the Direct to MMIS, IE and HITECH (DDI)	State of Vermont Department of Children and Families

TO MMIS, IE AND HITECH (DDI ONLY)PROGRAM CODES, CMS-MMIS/MES - DDI (90%), CMS-E&E/VIEWS DDI (90%)-ALLOCATED, CMS HIT IAPD (90%)	only)Program Codes, CMS-MMIS/MES - DDI (90%), CMS-E&E/VIEWS DDI (90%)-ALLOCATED, CMS HIT IAPD (90%)	
QUARTERLY CHECK COUNT	Quarterly Check Count Across Reach Up, LIHEAP, SNAP and Medicaid - Admin 50/50	State of Vermont Department of Children and Families
QUARTERLY COUNT OF FSD AGREEMENTS	Quarterly Count of FSD Agreements	State of Vermont Department of Children and Families
REACH UP SSFP-IE&E-DDI	Direct to Reach Up SSFP-IE&E-DDI	State of Vermont Department of Children and Families
RES LIC & SPEC INVEST UNIT (LINE 22A)	Total Salaries - Across Residential Licensing & Special Investigations Unit (not including fringe) (TANF - Line 22a)	State of Vermont Department of Children and Families
RES LIC & SPEC INVEST UNIT (LINE 22C)	Total Salaries - Across Residential Licensing & Special Investigations Unit (not including fringe) (TANF - Line 22c)	State of Vermont Department of Children and Families
RLSI, SOC, & DV (LINE 22A)	Total Salaries - Employee Salaries across the RLSI, SOC & DV units (Line 22A)	State of Vermont Department of Children and Families
RLSI, SOC, & DV (LINE 22C)	Total Salaries - Employee Salaries Across the RLSI, SOC, & DV units (Line 22C)	State of Vermont Department of Children and Families
RU/3DQ8/FUEL/GA (LINE 22C)	PU - RU/SNAP Line 8/Fuel/GA (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ1	PU - RU/SNAP Line 1	State of Vermont Department of Children and Families
RU/3SQ1 (LINE 22C)	PU - RU/SNAP Line 1 (Line 22C)	State of Vermont Department of Children and Families
RU/3SQ1/AABD	PU - RU/SNAP Line 1/AABD	State of Vermont Department of Children and Families
RU/3SQ1/AABD (LINE 22C)	PU - RU/SNAP Line 1/AABD (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ1/FUEL	PU - RU/SNAP Line 1/Fuel	State of Vermont Department of Children and Families
RU/3SQ1/FUEL (LINE 22C)	PU - RU/SNAP Line 1/Fuel (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ1/FUEL/AABD	PU - RU/SNAP Line 1/Fuel/AABD	State of Vermont Department of Children and Families
RU/3SQ1/FUEL/AABD (LINE 22C)	PU - RU/SNAP Line 1/Fuel/AABD (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ1/FUEL/GA	PU - RU/SNAP Line 1/Fuel/GA	State of Vermont Department of Children and Families

RU/3SQ1/FUEL/GA (LINE 22C)	PU - RU/SNAP Line 1/Fuel/GA (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ1/FUEL/GA/AABD	PU - RU/SNAP Line 1/Fuel/GA/AABD	State of Vermont Department of Children and Families
RU/3SQ1/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 1/Fuel/GA/AABD (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ1/GA	PU - RU/SNAP Line 1/GA	State of Vermont Department of Children and Families
RU/3SQ1/GA (LINE 22C)	PU - RU/SNAP Line 1/GA (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ1/GA/AABD	PU - RU/SNAP Line 1/GA/AABD	State of Vermont Department of Children and Families
RU/3SQ1/GA/AABD (LINE 22C)	PU - RU/SNAP Line 1/GA/AABD (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ17	PU - RU/SNAP Line 17	State of Vermont Department of Children and Families
RU/3SQ17 (LINE 22C)	PU - RU/SNAP Line 17 (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ17/FUEL	PU - RU/SNAP Line 17/Fuel	State of Vermont Department of Children and Families
RU/3SQ17/FUEL (LINE 22C)	PU - RU/SNAP Line 17/Fuel (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ17/FUEL/GA	PU - RU/SNAP Line 17/Fuel/GA	State of Vermont Department of Children and Families
RU/3SQ17/FUEL/GA (LINE 22C)	PU - RU/SNAP Line 17/Fuel/GA (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ17/FUEL/GA/AABD	PU - RU/SNAP Line 17/Fuel/GA/AABD	State of Vermont Department of Children and Families
RU/3SQ17/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 17/Fuel/GA/AABD (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ26	PU - RU/SNAP Line 26	State of Vermont Department of Children and Families
RU/3SQ26 (LINE 22C)	PU - RU/SNAP Line 26 (Line22c)	State of Vermont Department of Children and Families
RU/3SQ26/FUEL	PU - RU/SNAP Line 26/Fuel	State of Vermont Department of Children and Families
RU/3SQ26/FUEL (LINE22C)	PU - RU/SNAP Line 26/Fuel (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ26/FUEL/GA	PU - RU/SNAP Line 26/Fuel/GA	State of Vermont Department of Children and Families
RU/3SQ26/FUEL/GA (LINE22C)	PU - RU/SNAP Line 26/Fuel/GA (Line22c)	State of Vermont Department of Children and Families
RU/3SQ26/FUEL/GA/AABD	PU - RU/SNAP Line 26/Fuel/GA/AABD	State of Vermont Department of Children and Families

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RU/3SQ26/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 26/Fuel/GA/AABD (Line22c)	State of Vermont Department of Children and Families
RU/3SQ5	PU - RU/SNAP Line 5	State of Vermont Department of Children and Families
RU/3SQ5 (LINE 22C)	PU - RU/SNAP Line 5 (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ5/FUEL	PU - RU/SNAP Line 5/Fuel	State of Vermont Department of Children and Families
RU/3SQ5/FUEL (LINE 22C)	PU - RU/SNAP Line 5/Fuel (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ5/FUEL/GA	PU - RU/SNAP Line 5/Fuel/GA	State of Vermont Department of Children and Families
RU/3SQ5/FUEL/GA (LINE 22C)	PU - RU/SNAP Line 5/Fuel/GA (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ5/FUEL/GA/AABD	PU - RU/SNAP Line 5/Fuel/GA/AABD	State of Vermont Department of Children and Families
RU/3SQ5/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 5/Fuel/GA/AABD (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ8	PU - RU/SNAP Line 8	State of Vermont Department of Children and Families
RU/3SQ8 (LINE 22C)	PU - RU/SNAP Line 8 (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ8/FUEL	PU - RU/SNAP Line 8/Fuel	State of Vermont Department of Children and Families
RU/3SQ8/FUEL (LINE 22C)	PU - RU/SNAP Line 8/Fuel (Line 22c)	State of Vermont Department of Children and Families
RU/3SQ8/FUEL/GA	PU - RU/SNAP/Fuel Line 8/GA	State of Vermont Department of Children and Families
RU/3SQ8/FUEL/GA/AABD	PU - RU/SNAP Line 8/Fuel/GA/AABD	State of Vermont Department of Children and Families
RU/3SQ8/FUEL/GA/AABD (LINE 22C)	PU - RU/SNAP Line 8/Fuel/GA/AABD (Line 22c)	State of Vermont Department of Children and Families
RU/AABD	PU - RU/AABD	State of Vermont Department of Children and Families
RU/AABD (LINE 22C)	PU - RU/AABD (Line 22c)	State of Vermont Department of Children and Families
RU/FUEL	PU - RU/Fuel	State of Vermont Department of Children and Families
RU/FUEL (LINE 22C)	PU - RU/Fuel (Line 22c)	State of Vermont Department of Children and Families
RU/FUEL/AABD	PU - RU/Fuel/AABD	State of Vermont Department of Children and Families
RU/FUEL/AABD (LINE 22C)	PU - RU/Fuel/AABD (Line 22c)	State of Vermont Department of Children and Families

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RU/FUEL/GA	PU - RU/Fuel/GA	State of Vermont Department of Children and Families
RU/FUEL/GA (LINE 22C)	PU - RU/Fuel/GA (Line 22c)	State of Vermont Department of Children and Families
RU/GA	PU - RU/GA	State of Vermont Department of Children and Families
RU/GA (LINE 22C)	PU - RU/GA (Line 22c)	State of Vermont Department of Children and Families
RU/GA/AABD	PU - RU/GA/AABD	State of Vermont Department of Children and Families
RU/GA/AABD (LINE 22C)	PU - RU/GA/AABD (Line 22c)	State of Vermont Department of Children and Families
RUCASECOUNT (TANF LINE 22A)	Economic Case Count Across Reach Up (TANF and General Fund) (TANF - Line 22a)	State of Vermont Department of Children and Families
RUCASECOUNT (TANF LINE 22B)	Economic Case Count Across Reach Up (TANF and General Fund) (TANF - Line 22b)	State of Vermont Department of Children and Families
RUCASECOUNT (TANF LINE 22B) COL B	Economic Case Count Across Reach Up (TANF Line 22B Column B MOE and General Fund)	State of Vermont Department of Children and Families
RUCASECOUNT (TANF LINE 22C)	Economic Case Count Across Reach Up (TANF and General Fund) (TANF - Line 22c)	State of Vermont Department of Children and Families
RUP CASE MANAGERS & E&T CASE MANAGERS	Total Salaries - Across Reach Up Case Managers and E&T Case Managers	State of Vermont Department of Children and Families
RUP CASE MANAGERS & E&T CASE MANAGERS (22A)	Total Salaries - Across Reach Up Case Managers & E&T Case Managers (22a)	State of Vermont Department of Children and Families
RUP CASE MANAGERS & E&T CASE MANAGERS (22C)	Total Salaries - Across Reach Up Case Managers & E&T Case Managers (22c)	State of Vermont Department of Children and Families
RUTLAND QTR EMP. COUNT	Quarterly employee count across Rutland district office staff	State of Vermont Department of Children and Families
SALARIES ACROSS CENTRALIZED INTAKE AND EMERGENCY SERVICES	Total Salaries - Across Centralized Intake and Emergency Services	State of Vermont Department of Children and Families
SALARIES ACROSS FAMILY SERVICES AGREEMENT SPECIALISTS UNIT	Total Salaries - Across Family Services Agreement Specialists Unit	State of Vermont Department of Children and Families
SALARIES ACROSS FAMILY SERVICES CENTRAL OFFICE OPERATIONS	Total Salaries - Across Family Services Central Office Operations (not including fringe) (TANF Line 22a)	State of Vermont Department of Children and Families
SALARIES ACROSS FAMILY SERVICES CENTRAL OFFICE OPERATIONS (TANF LINE 22C)	Total Salaries - Across Family Services Central Office Operations (not including fringe) (TANF Line 22c)	State of Vermont Department of Children and Families

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SALARIES ACROSS FAMILY SERVICES JUVENILE JUSTICE UNIT	Total Salaries - Across Family Services Juvenile Justice Unit	State of Vermont Department of Children and Families
SALARIES ACROSS FAMILY SERVICES POLICY & OPS & JUVENILE JUSTICE UNIT	Total Salaries - Across Family Services Policy & Ops & Juvenile Justice Unit (not including fringe) (TANF Line 22a)	State of Vermont Department of Children and Families
SALARIES ACROSS FAMILY SERVICES QA TEAM (LESS TRAININGS)	Total Salaries - Across Family Services QA Team (Less Trainings and Admin) (not including fringe) (TANF 22a)	State of Vermont Department of Children and Families
SALARIES ACROSS FAMILY SERVICES QUALITY ASSURANCE TEAM	Total Salaries - Across Family Services Quality Assurance Team (not including fringe) (TANF Line 22a)	State of Vermont Department of Children and Families
SALARIES ACROSS FAMILY SERVICES REU TEAM	Total Salaries - Across Family Services Revenue Enhancement Team	State of Vermont Department of Children and Families
SALARIES ACROSS FAMILY SERVICES REU TEAM (LESS CAREGIVER RESPONSIBILITY & IT DEVELOPMENT)	Total Salaries - Across Family Services REU Team (less caregiver responsibility & IT development)	State of Vermont Department of Children and Families
SALARIES ACROSS FAMILY SERVICES REU UNIT	Total Salaries - Across Family Services REU Unit	State of Vermont Department of Children and Families
SALARIES ACROSS POLICY&OPERATIONS UNIT LESS TITLE IV-E TRAINING ENHANCED 22A	Total Salaries - Across Family Services Policy & Operation Unit (less Title IV-E Training (Enhanced)) 22a	State of Vermont Department of Children and Families
SALARIES ACROSS POLICY&OPERATIONS UNIT LESS TITLE IV-E TRAINING ENHANCED 22C	Total Salaries - Across Family Services Policy & Operations Unit (less Title IV-E Training (Enhanced)) 22c	State of Vermont Department of Children and Families
SALARIES OCS CENTRAL OFFICE STAFF	Total Salaries - Employee Salaries across OCS Central Office Staff	State of Vermont Department of Children and Families
SALARIES OCS CENTRAL OFFICE STAFF (LINE 5)	Total Salaries - Employee Salaries across OCS Central Office Staff (Line 5)	State of Vermont Department of Children and Families
SALARIES OCS CRU/QA/LOCATE	Total Salaries - Employee Salaries across OCS Cash Receipts/ Quality Assurance Units	State of Vermont Department of Children and Families
SALARIES OCS CRU/QA/LOCATE (LINE5)	Total Salaries - Employee Salaries across OCS Cash Receipts/ Quality Assurance Units (Line 5)	State of Vermont Department of Children and Families
SALARIES OCS CUSTOMER SERVICE UNIT	Total Salaries - Employee Salaries across OCS Customer Service Unit	State of Vermont Department of Children and Families
SALARIES OCS CUSTOMER SERVICE UNIT (LINE 5)	Total Salaries - Employee Salaries across OCS Customer Services Unit (Line 5)	State of Vermont Department of Children and Families
SALARIES OCS DISTRICT OFFICES	Total Salaries - Employee Salaries across OCS District Offices	State of Vermont Department of Children and Families

SALARIES OCS DISTRICT OFFICES (LINE 5)	Total Salaries - Employee Salaries across OCS District Offices (Line 5)	State of Vermont Department of Children and Families
SALARIES OCS INTERCEPT/RC	Total Salaries - Employee Salaries across OCS Intercept/ Record Center Unit	State of Vermont Department of Children and Families
SALARIES OCS INTERCEPT/RC UNIT (LINE - 5)	Total Salaries - Employee Salaries across OCS Intercept/ Record Center Unit (Line 5)	State of Vermont Department of Children and Families
SALARIES OCS OPERATIONS SUPPORT/ CRU/ QA (LINE 5)	Total Salaries - Employee Salaries across OCS Operations Support/ Cash Receipts/ Quality Assurance Units (Line 5)	State of Vermont Department of Children and Families
SALARIES OCS OPERATIONS SUPPORT/CRU/QA	Total Salaries - Employee Salaries across OCS Operation Support/Cash Receipts/ Quality Assurance Units	State of Vermont Department of Children and Families
SALARIES OCS PROCESS MANAGEMENT UNIT	Total Salaries - Employee Salaries across OCS Process Management Unit	State of Vermont Department of Children and Families
SALARIES OCS PROCESS MANAGEMENT UNIT (LINE 5)	Total Salaries - Employee Salaries across OCS Process Management Unit (Line 5)	State of Vermont Department of Children and Families
SALARY (LESS DDS) (TANF LINE 22A/CCDF LINE 1H1)	Total Salaries - Across All DCF Staff less DDS (not including fringe) (TANF - Line 22a/CCDF Line 1H1)	State of Vermont Department of Children and Families
SALARY (LESS DDS) (TANF LINE 22C/CCDF LINE 1H1)	Total Salaries - Across All DCF Staff less DDS (not including fringe) (TANF - Line 22c/CCDF Line 1H1)	State of Vermont Department of Children and Families
SALARY (LESS OCS) TANF 22A	Total Salaries - Across All DCF Staff less OCS (not including fringe) (TANF Line 22a)	State of Vermont Department of Children and Families
SALARY (TANF - LINE 22A)	Total Salaries - Across All DCF Staff (not including fringe) (TANF Line 22A/CCDF Line 1a)	State of Vermont Department of Children and Families
SALARY (TANF - LINE 22C/CCDF LINE 1H1)	Total Salaries - Across All DCF Staff (not including fringe) (TANF - LINE 22C/CCDF LINE 1H1)	State of Vermont Department of Children and Families
SALARY DV (LESS 75% TRAINING)	Total Salaries - Across Domestic Violence Unit (less 75% Training)	State of Vermont Department of Children and Families
SALARY FRAUD AND CLAIMS ESTABLISHMENT	Total Salaries - Across Fraud Investigations and Claims Establishment (not including fringe) (TANF - Line 22a)	State of Vermont Department of Children and Families
SALARY FRAUD AND CLAIMS ESTABLISHMET (TANF - LINE 22C)	Total Salaries - Across Fraud Investigations and Claims Establishment (not including fringe) (TANF -Line 22c)	State of Vermont Department of Children and Families
SALARY FRAUD AND QUALITY UNIT (TANF LINE 22A)	Total Salaries - Across Fraud Unit and Quality Control (not including fringe) (TANF - Line 22a)	State of Vermont Department of Children and Families

SALARY FRAUD AND QUALITY UNIT (TANF LINE 22C)	Total Salaries - Across Fraud Unit and Quality Control (not including fringe) (TANF - Line 22c)	State of Vermont Department of Children and Families
SALARY OCS	Total Salaries - Employee Salaries Across Office of Child Support (OCS) (Line 1b)	State of Vermont Department of Children and Families
SALARY OCS INTERCEPT/RC/CUSTOMER SERVICE	Total Salaries - Employee Salaries across OCS Intercept/Record Center/ Customer Service Units	State of Vermont Department of Children and Families
SALARY OCS INTERCEPT/RC/CUSTOMER SERVICE (LINE 5)	Total Salaries - Employee Salaries across OCS Intercept/Record Center/ Customer Service Units (Line 5)	State of Vermont Department of Children and Families
SALARY OCS-(LINE 5)	Total Salaries - Employee Salaries Across Office of Child Support (OCS) (Line 5)	State of Vermont Department of Children and Families
SALARY OEO	Total Salaries - Employee Salaries Across Office of Economic Opportunity (OEO)	State of Vermont Department of Children and Families
SALARY QUALITY ASSURANCE	Total Salaries - Employee Salaries Across Quality Assurance	State of Vermont Department of Children and Families
SALARY QUALITY CONTROL	Total Salaries - Employee Salaries Across Quality Control	State of Vermont Department of Children and Families
SALARY SSMIS (TANF LINE 22A)	Total Salaries - Across Family Services Operational Staff Using the Systems (not including fringe) (Including Social Workers, Centralized Intake Staff, and Residential Licensing Staff) (TANF - Line 22a)	State of Vermont Department of Children and Families
SALARY SSMIS (TANF LINE 22C)	Total Salaries - Across Family Services Operational Staff Using the Systems (not including fringe)(Including Social Workers, Centralized Intake Staff, and Residential Licensing Staff) (TANF - Line 22c)	State of Vermont Department of Children and Families
SALARY WX	Total Salaries - Employee Salaries Across Weatherization	State of Vermont Department of Children and Families
SERVICE EXPANSION	Direct to Service Expansion to 18 and 19-year-olds	State of Vermont Department of Children and Families
SNAP PQA	Direct to SNAP Prior Quarter Adjustments	State of Vermont Department of Children and Families
SNAP-IE&E-DDI	Direct to SNAP-IE&E-DDI	State of Vermont Department of Children and Families
SOC SALARY	Total Salaries - Employee Salaries across FSD System of Care Unit	State of Vermont Department of Children and Families



SOCIAL SECURITY	Direct to Social Security	State of Vermont Department of Children and Families
SOCIAL SECURITY MEDICAL	Direct to Social Security Medical	State of Vermont Department of Children and Families
SOCIAL SECURITY OTHER	Direct to Social Security Other	State of Vermont Department of Children and Families
SOCIAL SECURITY PERSONNEL	Direct to Social Security Personnel	State of Vermont Department of Children and Families
SOCIAL SECURITY PQA	Direct to Social Security Prior Quarter	State of Vermont Department of Children and Families
SPRINGFIELD QTR EMP COUNT	Quarterly employee count across Springfield district office staff	State of Vermont Department of Children and Families
SSBG	Direct to Social Services Block Grant (SSBG)	State of Vermont Department of Children and Families
SSNRI SHARED STAFFING	PU - SSNRI Staffing (shared)	State of Vermont Department of Children and Families
ST. JOHNSBURY QTR EMO COUNT	Quarterly employee count across St. Johnsbury district office	State of Vermont Department of Children and Families
ST.ALBANS QTR EMP. COUNT	Quarterly employee count across St. Albans district office staff	State of Vermont Department of Children and Families
SUBSTANCE USE DISORDER RESPONSE INITIATIVES	Direct to Act 11 of 2018 SS C.106.2	State of Vermont Department of Children and Families
TANF FSI (LINE 22A)	Case Count Across TANF, SNAP Benefits Issued & Fuel (TANF - Line 22a)	State of Vermont Department of Children and Families
TANF FSI (LINE 22C)	Case Count Across TANF, SNAP Benefits Issued & Fuel (TANF - Line 22c)	State of Vermont Department of Children and Families
TANF-IE&E-DDI	Direct to TANF-IE&E-DDI	State of Vermont Department of Children and Families
TCM MEDICAID	Global Commitment Eligibility Rate for Targeted Case Management	State of Vermont Department of Children and Families
TITLE IV-E & MED ELIGIBILITY RATE (IVE LINE 5)	Quarterly Count of Eligible Cases Across Title IV-E (IVE Line 5), Medicaid Admin 50/50, and General Fund	State of Vermont Department of Children and Families
TITLE IV-E & MED ELIGIBILITY RATE (IVE LINE 8)	Quarterly Count of Eligible Cases Across Title IV-E (IVE Line 7), Medicaid Admin 50/50, and General Fund	State of Vermont Department of Children and Families
TITLE IV-E & MED ELIGIBILITY RATE (LINE 7)	Quarterly Count of Eligible Cases Across Title IV-E (IVE Line 7), Medicaid Admin 50/50, and General Fund	State of Vermont Department of Children and Families
TITLE IV-E ADOP & GUARD	Title IV-E Adoption Assistance Rate and Title IV-E Guardianship Rate	State of Vermont Department of Children and Families

TITLE IV-E ADOPTION ASSISTANCE RATE	Title IV-E AA Eligibility Rate (Line 22)	State of Vermont Department of Children and Families
TITLE IV-E CASELOAD COUNT	Title IV-E Caseload Count	State of Vermont Department of Children and Families
TITLE IV-E ELIGIBILITY GF/TCM	Title IV-E FC Eligibility to GF with TCM Rate Calc	State of Vermont Department of Children and Families
TITLE IV-E ELIGIBILITY RATE	Title IV-E Foster Care Eligibility Rate (Line 5)	State of Vermont Department of Children and Families
TITLE IV-E ELIGIBILITY RATE/TCM	Title IV-E FC Eligibility with TCM Rate Calc	State of Vermont Department of Children and Families
TITLE IV-E FC ELIGIBILITY RATE LINE 11	Title IV-E Foster Care Eligibility Rate (Line 11a)	State of Vermont Department of Children and Families
TOTAL SALARIED ACROSS RESIDENTIAL CARE UNIT	Total Salaries - Across Family Services Specialized Services Unit	State of Vermont Department of Children and Families
UTILITY	PU - Utility Eligibility Rate	State of Vermont Department of Children and Families
UTILITY ELIGIBILITY	Direct To GMP Utility Eligibility	State of Vermont Department of Children and Families
VLITE	Direct to Vlite	State of Vermont Department of Children and Families
VT GAS PROGRAM	Direct to VT Gas	State of Vermont Department of Children and Families
VT MATCHED SAVINGS	Direct to VT Matched Savings	State of Vermont Department of Children and Families
VT SPAY NEUTER INCENTIVE PROGRAM	Direct to VT Spay Neuter Incentive Program (VSNIP)	State of Vermont Department of Children and Families
WEATHER FED	Direct to Weatherization (federally funded)	State of Vermont Department of Children and Families
WEATHERIZATION	Direct to Weatherization (State Funded)	State of Vermont Department of Children and Families
WOODSIDE	Direct to Woodside	State of Vermont Department of Children and Families
DIRECT TO ACCREDITATION FOR STATE FOOD TESTING LAB	Direct to Accreditation for State Food Testing Laboratories	State of Vermont Department of Health
DIRECT TO ACT 11 OF 2018 SS C.1000(A)(14)	Direct to Act 11 of 2018 SS C.1000(a)(14)	State of Vermont Department of Health
DIRECT TO ACT 11 OF 2018 SS C.106.2	Direct to Act 11 of 2018 SS C.106.2	State of Vermont Department of Health
DIRECT TO ADULT VIRAL HEPATITIS	Direct to Adult Viral Hepatitis	State of Vermont Department of Health
DIRECT TO ADVANCED DIRECTIVES REGISTRY	Direct to Advanced Directives Registry	State of 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)	State of Vermont Department of Health
DIRECT TO ANTIBIOTIC STEWARDSHIP	Direct to Antibiotic Stewardship	State of Vermont Department of Health
DIRECT TO ASBESTOS CERT.	Direct to Asbestos Certification, Notification & Technical	State of Vermont Department of Health
DIRECT TO ASBESTOS IN SCHOOLS	Direct to Asbestos in Schools	State of Vermont Department of Health
Direct to Assoc of Public Health Labs	Direct to Association of Public Health Laboratories	State of Vermont Department of Health
DIRECT TO ASTHMA	Direct to Asthma	State of Vermont Department of Health
DIRECT TO BEHAVIORAL RF SURV	Direct to Behavioral Risk Factor Surveillance	State of Vermont Department of Health
DIRECT TO BRACE CLIMATE CHANGE	Direct to BRACE Climate Change	State of Vermont Department of Health
DIRECT TO BREAST & CERV CANCER SCREENING	Direct to Cancer Screening	State of Vermont Department of Health
DIRECT TO CANCER REGISTRY	Direct to Cancer Registry	State of Vermont Department of Health
Direct to CARA First Responders	Direct to CARA First Responders	State of Vermont Department of Health
DIRECT TO CDC QUITLINE CAPACITY	Direct to CDC Quitline Capacity	State of Vermont Department of Health
DIRECT TO CHEMICAL DISCLOSURE PROGRAM	Direct to Chemical Disclosure Program	State of Vermont Department of Health
DIRECT TO CHILDHOOD PASSENGER SAFETY MOU	Direct to Childhood Passenger Safety MOU	State of Vermont Department of Health
DIRECT TO CHIP PROGRAM	Direct to CHIP Program	State of Vermont Department of Health
DIRECT TO CHRONIC DISEASE DISABILITY	Direct to Chronic Disease Disability	State of Vermont Department of Health
Direct to Clinical Suboxone Harm Reduction	Direct to Clinical Suboxone Harm Reduction	State of Vermont Department of Health
DIRECT TO CMS - MMIS PADS DDI (90%)	Direct to CMS - MMIS PADS DDI (90%)	State of Vermont Department of Health
DIRECT TO CMS-E&E (90/10)	Direct to CMS-E&E (90/10)	State of Vermont Department of Health
DIRECT TO CMS-HIT	Direct to CMS-HIT grant	State of Vermont Department of Health
DIRECT TO CMS-MMIS	Direct to CMS-MMIS	State of Vermont Department of Health
DIRECT TO COMP CANCER CONTROL	Direct to Comprehensive Cancer Control	State of Vermont Department of Health
DIRECT TO CONFERENCE	Direct to Conference Costs	State of Vermont Department of Health
Direct to COVID CRF	Direct to COVID CRF	State of Vermont Department of Health
Direct to COVID Response	Direct to COVID Response	State of Vermont Department of Health



DIRECT TO DIABETES AND HEART DISEASE PREVENTION	Direct to Diabetes and Heart Disease Prevention	State of Vermont Department of Health
DIRECT TO EARLY HEARING DETECTION	Direct to Early Hearing Detection and Intervention Grant	State of Vermont Department of Health
DIRECT TO EMS FOR CHILDREN	Direct to EMS for Children	State of Vermont Department of Health
DIRECT TO ENV. TOXICOLOGY	Direct to Environmental Toxicology	State of Vermont Department of Health
DIRECT TO ENVIRONMENTAL PUBLIC HEALTH TRACKING	Direct to Environmental Public Health Tracking	State of Vermont Department of Health
DIRECT TO EPA LEAD	Direct to EPA Lead Certification Program	State of Vermont Department of Health
Direct to Epi Lab Capacity	Direct to Epi Lab Capacity	State of Vermont Department of Health
DIRECT TO EPI LAB CAPACITY NON-PPHF	Direct to Epi Lab Capacity non-PPHF	State of Vermont Department of Health
DIRECT TO EVIDENCE-BASED FALL PREVENTION PROGRAM	Direct to Evidence-Based Fall Prevention Program	State of Vermont Department of Health
DIRECT TO FAMILY PLANNING	Direct to Family Planning Program	State of Vermont Department of Health
Direct to Family Planning - State	Direct to Family Planning - State	State of Vermont Department of Health
Direct to Fentanyl Strip Pilot Program	Direct to Fentanyl Strip Pilot Program	State of Vermont Department of Health
DIRECT TO FOOD & LODGING	Direct to Food & Lodging	State of Vermont Department of Health
DIRECT TO GLOBAL COMMITMENT PROGRAM	Direct to Global Commitment Program	State of Vermont Department of Health
DIRECT TO HELP ME GROW INTEGRATION	Direct to Help Me Grow Integration	State of Vermont Department of Health
DIRECT TO HIV CARE	Direct to HIV Care	State of Vermont Department of Health
DIRECT TO HIV SURVEILLANCE	Direct to HIV Surveillance	State of Vermont Department of Health
DIRECT TO HIV/PREVENTION	Direct to HIV/Prevention Grant	State of Vermont Department of Health
DIRECT TO HOSPITAL DATA COUNCIL	Direct to Hospital Data Council	State of Vermont Department of Health
DIRECT TO HOSPITAL LICENSING	Direct to Hospital Licensing	State of Vermont Department of Health
DIRECT TO HOSPITAL PREPAREDNESS	Direct to Hospital Preparedness	State of Vermont Department of Health
DIRECT TO HOSPITAL PREPAREDNESS PROGRAM EBOLA	Direct to Hospital Preparedness Program Ebola	State of Vermont Department of Health

*Effective Date 7/1/2020  
Submission Date 9/30/2020*

DIRECT TO HRSA ORAL HEALTH WORKFORCE	Direct to HRSA Oral Health Workforce	State of Vermont Department of Health
DIRECT TO ICD-10-IAPD	Direct to CMS ICD-10-IAPD	State of Vermont Department of Health
DIRECT TO IDT SNAP NUTRITION ED	Direct to IDT SNAP Nutrition Ed	State of Vermont Department of Health
DIRECT TO IMMUNIZATION	Direct to Immunization	State of Vermont Department of Health
DIRECT TO IMMUNIZATION VTRCKS	Direct to Immunization VTRCKS	State of Vermont Department of Health
DIRECT TO INDOOR RADON	Direct to Indoor Radon Surveillance	State of Vermont Department of Health
DIRECT TO INTEGRATED COMMUNITY SYSTEMS FOR CSHCN	Direct to Integrated Community Systems for CSHCN	State of Vermont Department of Health
DIRECT TO INV - AHEC (21)	Direct to Investments (STC-79) - Area Health Education Centers (AHEC) (21)	State of Vermont Department of Health
DIRECT TO INV - ENHANCED IMMUNIZATION (46)	Direct to Investments (STC-79) - Enhanced Immunization (46)	State of Vermont Department of Health
DIRECT TO INV - FAMILY PLANNING (75)	Direct to Investments (STC-79) - Family Planning (75)	State of 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)	State of Vermont Department of Health
DIRECT TO INV - PHYSICIAN/DENTIST LOAN REPAY (25)	Direct to Investments (STC-79) - Physician/Dentist Loan Repayment Program (25)	State of 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)	State of Vermont Department of Health
DIRECT TO INV - RECOVERY CENTERS (17)	Direct to Investments (STC-79) - Recovery Centers (17)	State of Vermont Department of Health
DIRECT TO INV - RENAL DISEASE (73)	Direct to Investments (STC-79) - Renal Disease (73)	State of Vermont Department of Health
DIRECT TO INV - STATEWIDE TOBACCO CESSATION (76)	Direct to Investments (STC-79) - Statewide Tobacco Cessation (76)	State of Vermont Department of Health
DIRECT TO INV - SUD TREATMENT (30)	Direct to Investments (STC-79) - Substance Use Disorder Treatment (30)	State of Vermont Department of Health
DIRECT TO INV - VT BLUEPRINT FOR HEALTH (44)	Direct to Investments (STC-79) - VT Blueprint for Health (44)	State of Vermont Department of Health
DIRECT TO INV - WIC COVERAGE (37)	Direct to Investments (STC-79) - WIC Coverage (37)	State of Vermont Department of Health
DIRECT TO INV- TOBACCO CESSATION: COMMUNITY (50)	Direct to Investments (STC-79) - Tobacco Cessation: Community Coalitions (50)	State of Vermont Department of Health
DIRECT TO LEAD INVESTIGATION	Direct to Lead Investigation	State of Vermont Department of Health

DIRECT TO LEAD POISONING PREVENTION	Direct to Lead Poisoning Prevention	State of Vermont Department of Health
DIRECT TO LEAD TESTING IN SCHOOLS	Direct to Lead Testing in Schools	State of Vermont Department of Health
DIRECT TO MAMMO INS	Direct to Mammography X-ray Unit Inspections	State of Vermont Department of Health
DIRECT TO MANUFACTURED FOOD REGULATORY PROGRAM	Direct to Manufactured Food Regulatory Program	State of Vermont Department of Health
DIRECT TO MATERNAL DEPRESSION	Direct to Maternal Depression	State of Vermont Department of Health
DIRECT TO MCH GRANT	Direct to MCH Block Grant	State of Vermont Department of Health
DIRECT TO MCH HOME VISITING	Direct to MCH Home Visiting	State of Vermont Department of Health
DIRECT TO MEDICAID - ADMIN 50/50 LINE 49	Direct to Medicaid - Admin 50/50 Line 49	State of Vermont Department of Health
DIRECT TO MEDICAL EXAMINER	Direct to Medical Examiner	State of Vermont Department of Health
DIRECT TO MEDICAL PRACTICE BOARD	Direct to Medical Practice Board.	State of Vermont Department of Health
DIRECT TO MEDICATION ASSISTED TREATMENT	Direct to Medication Assisted Treatment	State of Vermont Department of Health
DIRECT TO NAS SURVEILLANCE	Direct to NAS Surveillance	State of Vermont Department of Health
DIRECT TO NATIONAL RETAIL FOOD REGULATORY PROGRAM	Direct to National Retail Food Regulatory Program Standards (NRFPS)	State of Vermont Department of Health
DIRECT TO NEWBORN SCREENING	Direct to Newborn Screening	State of Vermont Department of Health
Direct to Nonfatal Suicide Surveillance	Direct to Nonfatal Suicide Surveillance	State of Vermont Department of Health
DIRECT TO NON-FEDERAL SABG TREATMENT AND ADMIN	Direct to Non-Federal SABG Treatment and ADMIN	State of Vermont Department of Health
DIRECT TO NRC AGREEMENT STATE	Direct to NRC Agreement State	State of Vermont Department of Health
DIRECT TO OPIOID ANTAGONIST PROGRAM	Direct to Opioid Antagonist Program	State of Vermont Department of Health
DIRECT TO OPIOID INVOLVED MORBIDITY	Direct to Opioid Involved Morbidity	State of Vermont Department of Health
DIRECT TO OPIOID STR - CURES	Direct to Opioid STR - CURES	State of Vermont Department of Health
DIRECT TO ORAL DISEASE PREVENTION PROGRAM	Direct to Oral Disease Prevention Program	State of Vermont Department of Health

DIRECT TO ORGAN DONATION	Direct to Organ Donation.	State of Vermont Department of Health
Direct to Overdose Data to Action	Direct to Overdose Data to Action	State of Vermont Department of Health
DIRECT TO PARTNERSHIPS FOR SUCCESS III	Direct to Partnerships for Success III	State of Vermont Department of Health
DIRECT TO PFOA RESPONSE BENNINGTON COUNTY	Direct to PFOA Response Bennington County	State of Vermont Department of Health
DIRECT TO PH EMERGENCY RESPONSE	Direct to PH Emergency Response	State of Vermont Department of Health
DIRECT TO PHEP EBOLA SUPPLEMENT	Direct to PHEP Ebola Supplement	State of Vermont Department of Health
Direct to PHER - Crisis COVID-19	Direct to PHER - Crisis COVID-19	State of Vermont Department of Health
DIRECT TO PHHS BLOCK GRANT	Direct to PHHS Block Grant	State of Vermont Department of Health
DIRECT TO PREG RA MONITORING	Direct to Pregnancy Risk Assessment Monitoring	State of Vermont Department of Health
DIRECT TO PREP-PERSONAL RESPONSIBILITY EDUCATION	Direct to PREP-Personal Responsibility Education	State of Vermont Department of Health
Direct to Preschool Development Grant	Direct to Preschool Development Grant	State of Vermont Department of Health
DIRECT TO PRESCR DRUG OVERDOSE PREV	Direct to Prescription Drug Overdose Prevention	State of Vermont Department of Health
Direct to Prescription Drug Education	Direct to Prescription Drug Education	State of Vermont Department of Health
DIRECT TO PRESCRIPTION DRUG MONITORING	Direct to Prescription Drug Monitoring	State of Vermont Department of Health
DIRECT TO PRESCRIPTION DRUG MONITORING - ENHANCED	Direct to Prescription Drug Monitoring - Enhanced	State of Vermont Department of Health
DIRECT TO PRESCRIPTION DRUGS SPF	Direct to Prescription Drugs SPF	State of Vermont Department of Health
DIRECT TO PRIMARY CARE	Direct to Primary Care	State of Vermont Department of Health
DIRECT TO PRIVATE WATER SUPPLIES	Direct to Private Water Supplies	State of Vermont Department of Health
DIRECT TO PROV-NON BLOCK	Direct to Payment to Providers for Residential Treatment-Non Block	State of Vermont Department of Health
DIRECT TO PUBLIC HEALTH EMERGENCY PREPAREDNESS	Direct to Public Health Emergency Preparedness	State of Vermont Department of Health
DIRECT TO PUBLIC HEALTH EMERGENCY RESPONSE - OPIOID SUPPLEMENT	Direct to Public Health Emergency Response - Opioid Supplement	State of Vermont Department of Health

DIRECT TO PUBLIC HEALTH SHARING - BJA	Direct to Public Health Information Sharing - BJA	State of Vermont Department of Health
DIRECT TO RABIES CONTROL	Direct to Rabies Control	State of Vermont Department of Health
DIRECT TO RACE TO THE TOP	Direct to Race to the Top	State of Vermont Department of Health
DIRECT TO RADIATION INS	Direct to Radiation Inspections	State of Vermont Department of Health
DIRECT TO RAPE PREVENTION	Direct to Rape Prevention & Education Program	State of Vermont Department of Health
DIRECT TO REFUGEE HEALTH	Direct to Refugee Health	State of Vermont Department of Health
DIRECT TO REFUGEE HEALTH PROMOTION	Direct to Refugee Health Promotion	State of Vermont Department of Health
DIRECT TO ROAD USER SAFETY MOU	Direct to Road User Safety MOU	State of Vermont Department of Health
DIRECT TO RURAL HEALTH OFFICE	Direct to Rural Health Office	State of Vermont Department of Health
DIRECT TO RURAL HOSP. FLEXIBILITY	Direct to Rural Hospital Flexibility Grant	State of Vermont Department of Health
DIRECT TO RX DRUG DISPOSAL ACTIVITIES	Direct to Rx Drug Disposal Activities	State of Vermont Department of Health
DIRECT TO SABG	Direct to Substance Abuse Block Grant	State of Vermont Department of Health
DIRECT TO SCHOOL-BASED SURVEILLANCE	Direct to School-Based Surveillance	State of Vermont Department of Health
DIRECT TO SIREN MOU	Direct to SIREN MOU	State of Vermont Department of Health
DIRECT TO SMALL HOSP	Direct to Small Hospital Improvement	State of Vermont Department of Health
DIRECT TO SPMP - OTHER AGENCY 75/25 - LINE 3B	Direct to SPMP - Other Agency 75/25 - Line 3b	State of Vermont Department of Health
DIRECT TO SPMP - STAFF 75/25 - LINE 3A	Direct to SPMP - Staff 75/25 - Line 3a	State of Vermont Department of Health
DIRECT TO SSBG	Direct to Social Services Block Grant	State of Vermont Department of Health
DIRECT TO SSDI	Direct to SSDI	State of Vermont Department of Health
DIRECT TO STATE HIV PREVENTION ACTIVITIES	Direct to State HIV Prevention Activities	State of Vermont Department of Health
DIRECT TO STATE LOAN REPAYMENT PROGRAM	Direct to State Loan Repayment Program	State of Vermont Department of Health
DIRECT TO STATE OPIOID RESPONSE (SOR)	Direct to State Opioid Response (SOR)	State of Vermont Department of Health
DIRECT TO STATEWIDE QUALITY ASSURANCE SYSTEM	Direct to Statewide Quality Assurance System	State of Vermont Department of Health
DIRECT TO STDS	Direct to Sexually Transmitted Diseases	State of Vermont Department of Health

Direct to Substance Misuse Prevention Oversight & Advisory Council	Direct to Substance Misuse Prevention Oversight & Advisory Council	State of Vermont Department of Health
Direct to Support for Drinking Water Programs	Direct to Support for Drinking Water Programs	State of Vermont Department of Health
DIRECT TO TOBACCO CONTROL	Direct to Tobacco Control	State of Vermont Department of Health
DIRECT TO TOBACCO CONTROL SUPPLEMENT CDC	Direct to Tobacco Control Supplement CDC	State of Vermont Department of Health
DIRECT TO TOBACCO SETTLEMENT	Direct to Tobacco Settlement	State of Vermont Department of Health
DIRECT TO TRANSITIONAL HOUSING-CHARITABLE CHOICE	Direct to Transitional Housing-Charitable Choice (state funds)	State of Vermont Department of Health
DIRECT TO UNIVERSAL NEWBORN	Direct to Universal Newborn Hearing Grant	State of Vermont Department of Health
DIRECT TO VACCINATIONS – STATE EMPLOYEES	Direct to Vaccinations – State Employees	State of Vermont Department of Health
DIRECT TO VACCINES	Direct to Vaccines	State of Vermont Department of Health
DIRECT TO VERMONT YANKEE BILL BACK	Direct to Vermont Yankee bill back	State of Vermont Department of Health
DIRECT TO VT VACCINE PURCHASING PROGRAM	Direct to VT Vaccine Purchasing Program	State of Vermont Department of Health
Direct to VT Violent Death Reporting System	Direct to Vermont Violent Death Reporting System	State of Vermont Department of Health
DIRECT TO WATER SUPPLY PROGRAM	Direct to Water Supply Program	State of Vermont Department of Health
DIRECT TO WIC ADMIN	Direct to WIC Administration	State of Vermont Department of Health
DIRECT TO WIC FOOD	Direct to WIC Supplemental Food	State of Vermont Department of Health
DIRECT TO WIC INFRASTRUCTURE	Direct to WIC Infrastructure	State of Vermont Department of Health
DIRECT TO WISEWOMAN	Direct to Wisewoman	State of Vermont Department of Health
FINAL	NOT APPLICABLE	State of 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	State of Vermont Department of Health
PU - INV - FLUORIDE TREATMENT (38)	PU - Investments (STC-79) - Fluoride Treatment (38) per Mcaid,Unins,Underins % of state pop	State of Vermont Department of Health
PU - INV - HEALTH LABORATORY (31)	PU - Investments (STC-79) - Health Laboratory (31) per Mcaid,Unins,Underins % of state pop	State of 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	State of 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	State of Vermont Department of Health
PU - INV - POISON CONTROL (48)	PU - Investments (STC-79) - Poison Control (48) per Mcaid,Unins,Underins % of state pop	State of 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	State of 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	State of 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	State of Vermont Department of Health
PU - INV (STC-79) - EPIDEMIOLOGY (40)	PU - Investments (STC-79) - Epidemiology (40) per Mcaid,Unins,Underins % of state pop	State of Vermont Department of Health
QE0320 Adjustment Out - HIE Contracts - Fair Share	QE0320 Adjustment Out - HIE Contracts - Fair Share	State of Vermont Department of Health
QU - ADAP MCAID ELIGIBLE	QU - ADAP Mcaid Eligible - Medicaid Admin and SABG	State of Vermont Department of Health
QU - CMS HIT IAPD (90%) and VDH HIT State fair share	QU - CMS-HIT IAPD (90%) & VDH HIT State fair share per approved HIT IAPD	State of Vermont Department of Health
QU - IMM AND MCAID ADMIN	QU - Immunization and Medicaid - Admin 50/50 Line 49	State of Vermont Department of Health
QU - INDIRECTS ADAP MCAID ELIGIBLE	QU - Indirects ADAP MCAID ELIGIBLE Medicaid and SABG	State of Vermont Department of Health
QU - INDIRECTS CANCER SCREENING	QU - Indirects Cancer Screening	State of Vermont Department of Health
QU - INDIRECTS RACE TO THE TOP	QU - Indirects Race to the Top	State of Vermont Department of Health
QU - INDIRECTS REFUGEE HEALTH	QU - Indirects Refugee Health	State of Vermont Department of Health
QU - INDIRECTS REFUGEE PREVENTATIVE HEALTH	QU - Indirects Refugee Preventative Health	State of Vermont Department of Health
QU - INDIRECTS SABG AND SOR	QU - INDIRECTS SABG and SOR	State of Vermont Department of Health
QU - INDIRECTS WISEWOMAN	QU - Indirects Wisewoman	State of 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	State of 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	State of 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	State of 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	State of Vermont Department of Health
QU - INV - RECOVERY CENTERS (17) PER STATE FUNDS	QU - Investments (STC-79) - Recovery Centers (17) per available state funds	State of 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	State of 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	State of 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	State of 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	State of 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	State of 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	State of Vermont Department of Health
QU - PHER - CRISIS COVID-19 THEN COVID CRF THEN ELC CARES	QU - PHER - Crisis COVID-19 then COVID CRF then ELC CARES per available funds	State of Vermont Department of Health
QU - PHER - Crisis COVID-19 then ELC CARES per available PHER - Crisis COVID-19 Funds	QU - PHER - Crisis COVID-19 then ELC CARES per available PHER - Crisis COVID-19 Funds	State of Vermont Department of Health
QU - SABG (ADMIN) AND NON-FEDERAL SABG	QU - SABG (Admin) and Non-Federal SABG	State of Vermont Department of Health



QU - SABG (TX) AND NON-FEDERAL SABG	QU - SABG TX and Non-Federal SABG per available SABG funds	State of Vermont Department of Health
QU - SABG THEN SOR PER AVAILABLE SABG FUNDS	QU - SABG then SOR per available SABG funds	State of Vermont Department of Health
QU - SAP TO SABG AND MEDICAID ADMIN	QU - SAP to SABG and Medicaid Admin per school invoices	State of 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	State of Vermont Department of Health
QU - WIC CLINIC - WIC INV/MCAID - SPMP WIC CLIENTS	QU - WIC CLINIC - WIC INV and Medicaid SPMP Admin per Mcaid Eligibility Rate for WIC Clients	State of 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	State of Vermont Department of Health
QU - WIC CLINIC - WIC/MCAID - SPMP WIC CLIENTS	QU - WIC CLINIC - WIC Admin and Medicaid SPMP Admin per Mcaid Eligibility Rate for WIC Clients	State of Vermont Department of Health
QU - WIC CLINIC MEDICAID SPMP AND NON-SPMP	QU - WIC clinic Medicaid SPMP and non-SPMP assessment	State of Vermont Department of Health
TOTAL SALARIES ACROSS ADAP	Total Salaries Across ADAP	State of Vermont Department of Health
TOTAL SALARIES ACROSS EMERGENCY PREPAREDNESS	Total Salaries Across Emergency Preparedness	State of Vermont Department of Health
TOTAL SALARIES ACROSS ENVIRONMENTAL HEALTH	Total Salaries Across Environmental Health	State of Vermont Department of Health
TOTAL SALARIES ACROSS HEALTH SURVEILLANCE	Total Salaries Across Health Surveillance	State of Vermont Department of Health
TOTAL SALARIES ACROSS HPDP	Total Salaries Across Health Promotion & Disease Prevention	State of Vermont Department of Health
TOTAL SALARIES ACROSS MCH	Total Salaries Across Maternal Child Health (MCH)	State of Vermont Department of Health
TOTAL SALARIES ACROSS OLH	Total Salaries Across OLH	State of Vermont Department of Health
TOTAL SALARIES ACROSS VDH	Total Salaries Across VDH	State of Vermont Department of Health
Adult Programs	Total Cost of All Adult Programs	State of Vermont Department of Mental Health
ALLOCATED MEALS TO MTCR AND VPCH	Allocated to direct Secure Res Recovery Operating (MTCR) and Adult General (VPCH) cost centers based on meal count	State of Vermont Department of Mental Health

Allocated to MTCR and VPCH	Allocated to direct Secure Res Recovery Operating (MTCR) and Adult General (VPCH) cost centers based on FTE count	State of Vermont Department of Mental Health
Child Programs	Total Cost of All Children's Programs, Including Community Health	State of Vermont Department of Mental Health
Data Infrastructure Staff Costs	Allocated to Data Infrastructure and all DMH programs (Total Costs)	State of Vermont Department of Mental Health
DEPARTMENT SALARIES	Total Salaries Across DMH Staff	State of Vermont Department of Mental Health
DIRECT TO ADAP OPIOID OVERDOSE PREVENTION	Direct to Alcohol and Drug Awareness Program Opioid overdose prevention	State of Vermont Department of Mental Health
Direct to Berlin Administration	Direct to Berlin Administration	State of 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	State of Vermont Department of Mental Health
Direct to BR Psych Inpatient Medicaid	Direct to BR Psych Inpatient Medicaid	State of Vermont Department of Mental Health
Direct to Brattleboro Retreat - PNMI clients	Direct to Brattleboro Retreat - PNMI clients	State of Vermont Department of Mental Health
Direct to Case Rate Payments	Direct to Case Rate Payments	State of Vermont Department of Mental Health
DIRECT TO CHILDREN'S COMMUNITY INVESTMENT (12)	Direct to Investments (STC-79) - Mental Health Children's Community Services (12)	State of Vermont Department of Mental Health
Direct to CHIP	Direct to Payments to EDS for CHIP	State of Vermont Department of Mental Health
DIRECT TO CHIP ADMIN	Direct to CHIP Admin	State of Vermont Department of Mental Health
DIRECT TO CMS - MMIS PADS DDI	Direct to 9041 CMS - MMIS PADS DDI	State of Vermont Department of Mental Health
DIRECT TO CMS-HIT IAPD (90%)	Direct to CMS-HIT IAPD (90%)	State of Vermont Department of Mental Health
DIRECT TO CMS-MMIS	Direct to CMS-MMIS/MES - DDI (90%)	State of Vermont Department of Mental Health
DIRECT TO CONSUMER SUPPORT INVESTMENT (79)	Direct to Investments (STC-79) - Mental Health Consumer Support Programs (79)	State of Vermont Department of Mental Health
Direct to COVID CRF	Direct to COVID CRF	State of Vermont Department of Mental Health
DIRECT TO COVID RESPONSE	Direct to AHS COVID Response	State of Vermont Department of Mental Health
DIRECT TO CRT COMMUNITY INVESTMENT (16)	Direct to Investments (STC-79) - Mental Health CRT Community Support Services (16)	State of Vermont Department of Mental Health

Direct to CRT Doc/Hospital	Direct to CRT Doc/Hospital	State of 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	State of Vermont Department of Mental Health
Direct to CRT Global Commitment (program)	Direct to CRT Global Commitment (program)	State of Vermont Department of Mental Health
DIRECT TO CRT RECOVERY HOUSING INVESTMENT (22)	Direct to Investments (STC-79) - Emergency Support Fund (22)	State of Vermont Department of Mental Health
Direct to Data Infrastructure	Direct to Data Infrastructure	State of Vermont Department of Mental Health
DIRECT TO EMERGENCY MH INVESTMENT (29)	Direct to Investments (STC-79) - Emergency Mental Health for Children and Adults (29)	State of Vermont Department of Mental Health
Direct to Employment Development Initiative	Direct to Employment Development Initiative	State of Vermont Department of Mental Health
Direct to General Fund	Direct to General Fund	State of Vermont Department of Mental Health
Direct to Global Commitment Program	Direct to Global Commitment Program	State of Vermont Department of Mental Health
Direct to Homeless Block Grant	Direct to Homeless Block Grant	State of Vermont Department of Mental Health
DIRECT TO HRSA	Direct to HRSA Maternal Grant	State of Vermont Department of Mental Health
Direct to ICD-10 IAPD	Direct to Approved ICD-10 IAPD	State of Vermont Department of Mental Health
DIRECT TO IDT	Direct to IDT	State of Vermont Department of Mental Health
DIRECT TO MEDICAID ADMIN 50/50 LINE 49	Direct to Medicaid Admin 50/50 Line 49	State of Vermont Department of Mental Health
Direct to MH Block Grant	Direct to MH Block Grant	State of Vermont Department of Mental Health
Direct to MH Transformation Grant	Direct to MH Transformation Grant	State of Vermont Department of Mental Health
Direct to Olmstead Grant	Direct to Olmstead Grant	State of Vermont Department of Mental Health
Direct to Other	Direct to Other	State of Vermont Department of Mental Health
DIRECT TO OUTPAT SERVICES ADULT INVESTMENT (66)	Direct to Investments (STC-79) - MH Outpatient Services for Adults (66)	State of Vermont Department of Mental Health
DIRECT TO PIPHBC	Direct to Promoting Integration of PHBC	State of Vermont Department of Mental Health

DIRECT TO PRESCHOOL DEVELOPMENT GRANT BIRTH THROUGH FIVE	Direct to Preschool Development Grant Birth through Five	State of Vermont Department of Mental Health
DIRECT TO PROJECT AWARE	Direct to Project Aware	State of Vermont Department of Mental Health
DIRECT TO REFUGEE PROGRAM	Direct to Refugee Medical Assistance - Program	State of 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)	State of Vermont Department of Mental Health
DIRECT TO RRMC PSYCH INPATIENT INVESTMENT (13)	Direct to Investments (STC-79) - Acute Psychiatric Inpatient Services (13)	State of Vermont Department of Mental Health
Direct to RRMC Psych Inpatient Medicaid	Direct to RRMC Psych Inpatient Medicaid	State of Vermont Department of Mental Health
DIRECT TO SFI INVESTMENT (68)	Direct to Investments (STC-79) - Seriously Functionally Impaired: DMH (68)	State of Vermont Department of Mental Health
DIRECT TO SPECIAL SERVICES INVESTMENT (28)	Direct to Investments (STC-79) - Special Payments for Treatment Plan Services (28)	State of Vermont Department of Mental Health
Direct to SSBG	Direct to Social Services Block Grant	State of Vermont Department of Mental Health
Direct to TTI	Direct to TTI	State of Vermont Department of Mental Health
DIRECT TO TTI BED BOARD	Direct to TTI Bed Board	State of Vermont Department of Mental Health
DIRECT TO VPCH INVESTMENT (3)	Direct to Investments (STC-79) - Institution for Mental Disease Services: DMH (3) - VPCH	State of Vermont Department of Mental Health
FINAL	NOT APPLICABLE	State of Vermont Department of Mental Health
FTE - Housing/UR/Emp	Full Time Equivalent Count across Housing, Utilization Review, and Employment Supports	State of Vermont Department of Mental Health
GC Statewide Rate	Statewide Medicaid Eligibility Rate	State of Vermont Department of Mental Health
GC STATEWIDE RATE (MEDICAID ADMIN)	Statewide Medicaid Eligibility Rate (Medicaid Admin 50/50 Line 49)	State of Vermont Department of Mental Health
IDT	IDT	State of Vermont Department of Mental Health
INPATIENT PROGRAMS	Total Cost of All Inpatient Programs	State of Vermont Department of Mental Health
MH Distribution - Community	Mental Health Distribution Including Community Care	State of Vermont Department of Mental Health

MH DISTRIBUTION - COMMUNITY (GC/CHIP ADMIN)	Mental Health Distribution Including Community Care (Medicaid Admin/CHIP Admin)	State of Vermont Department of Mental Health
MH DISTRIBUTION - ENTIRE SYSTEM OF CARE	Mental Health Distribution for Entire System of Care	State of Vermont Department of Mental Health
MH DISTRIBUTION - ENTIRE SYSTEM OF CARE (GC/CHIP ADMIN)	Mental Health Distribution for Entire System of Care (Medicaid Admin/CHIP Admin)	State of Vermont Department of Mental Health
MH DISTRIBUTION - INPATIENT	Mental Health Distribution for Inpatient Care Programs	State of Vermont Department of Mental Health
MH DISTRIBUTION - INPATIENT (MEDICAID ADMIN)	Mental Health Distribution for Inpatient Care Programs (Medicaid Admin)	State of Vermont Department of Mental Health
NEGOTIATED PMO ALLOCATION OF HSE SOURCES	Eligibility Systems and Staffing (75%)	State of Vermont Department of Mental Health
ACA CAQH Grant	Direct to ACA CAQH Grant	State of Vermont Department of Vermont Health Access
AHS ENROLLMENT	QU - Quarterly Enrollment for Global Commitment, CHIP, and all other benefiting programs	State of Vermont Department of Vermont Health Access
CCCHIPXIX50	Case Count between CHIP and Medicaid 50%	State of Vermont Department of Vermont Health Access
CCCHIPXIX50VHC	Case Count between CHIP, VHC, and Medicaid 50%	State of Vermont Department of Vermont Health Access
CCCHIPXIX75VHC	Case Count between CHIP, VHC, and Medicaid 75%	State of Vermont Department of Vermont Health Access
CLAWBACK	Direct to Clawback State Funds	State of Vermont Department of Vermont Health Access
CMS HIT EHRIP 100%	Direct to CMS HIT EHRIP 100%	State of Vermont Department of Vermont Health Access
CMSHIT & HITFUND 9027&1069	PU - CMSHIT 9027 & HITFund 1069	State of Vermont Department of Vermont Health Access
CMS-MMIS	Direct to CMS-MMIS	State of Vermont Department of Vermont Health Access
D to ACA Drug Rebates	Direct to ACA Drug Rebates	State of 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	State of Vermont Department of Vermont Health Access
D to All-Payer Model - ACO	Direct to All-Payer Model - ACO	State of Vermont Department of Vermont Health Access
D TO BUY-IN - FEDERAL	Direct to Buy-in - Federal	State of Vermont Department of Vermont Health Access

D TO CFC GC TRADITIONAL	Direct to CFC GC traditional	State of Vermont Department of Vermont Health Access
D TO CMS - IE PRESUMPTIVE ELIGIBILITY (90%)	Direct to CMS - IE Presumptive Eligibility (90%)	State of Vermont Department of Vermont Health Access
D TO CMS - MMIS EVV IAPD (90%)	Direct to CMS - MMIS EVV IAPD (90%)	State of Vermont Department of Vermont Health Access
D TO CMS - MMIS PADS IAPD (90%)	Direct to CMS - MMIS PADS IAPD (90%)	State of Vermont Department of Vermont Health Access
D TO CMS - MMIS PIE IAPD (90%)	Direct to CMS - MMIS PIE IAPD (90%)	State of Vermont Department of Vermont Health Access
D TO CMS - SSNRI MMIS (90%)	Direct to CMS - SSNRI MMIS (90%)	State of Vermont Department of Vermont Health Access
D to CMS E&E VIEWS DDI 50	Direct to CMS-E&E/VIEWS DDI (50%)	State of Vermont Department of Vermont Health Access
D to CMS E&E VIEWS DDI 75	Direct to CMS-E&E/VIEWS DDI (75%)	State of Vermont Department of Vermont Health Access
D TO CMS MMIS MES DDI 90	Direct to CMS-MMIS/MES - DDI (90%)	State of Vermont Department of Vermont Health Access
D TO COVID CRF	Direct to COVID CRF	State of Vermont Department of Vermont Health Access
D TO COVID RESPONSE	Direct to COVID Response	State of Vermont Department of Vermont Health Access
D TO DCF IDT	Direct to DCF IDT	State of Vermont Department of Vermont Health Access
D to DMH IDT	Direct to DMH IDT	State of Vermont Department of Vermont Health Access
D to DSH	Direct to DSH	State of 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)	State of 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)	State of 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)	State of Vermont Department of Vermont Health Access
D TO EBP	Direct to EBP	State of Vermont Department of Vermont Health Access
D TO ELC CARES	Direct to ELC CARES	State of Vermont Department of Vermont Health Access
D to Elig System and Staff 75	Direct to Eligibility Systems and Staffing (75%)	State of Vermont Department of Vermont Health Access
D to GC Program	Direct to GC Program	State of Vermont Department of Vermont Health Access



D to IDT	Direct to IDT	State of Vermont Department of Vermont Health Access
D TO INVESTMENTS BUY-IN	Direct to Investments Buy-In (52)	State of Vermont Department of Vermont Health Access
D TO INVESTMENTS FAMILY SUPPORTS	Direct to Investments Family Supports (72)	State of Vermont Department of Vermont Health Access
D TO INVESTMENTS HIV DRUG COVERAGE	Direct to Investments HIV Drug Coverage	State of Vermont Department of Vermont Health Access
D TO INVESTMENTS INST. FOR MENTAL DISEASE SRVS.	Direct to Investments Institution for Mental Disease Services (7)	State of Vermont Department of Vermont Health Access
D TO INVESTMENTS PATIENT SAFETY NET SERVICES	Direct to Investments Patient Safety Net Services (18)	State of Vermont Department of Vermont Health Access
D TO LEGACY MMIS STAFF O&M 75%	Direct to Legacy MMIS Staff O&M 75%–Line 4a	State of Vermont Department of Vermont Health Access
D TO LIHEAP	Direct to LIHEAP	State of Vermont Department of Vermont Health Access
D TO MED ADMIN	Direct to Med Admin 50/50	State of Vermont Department of Vermont Health Access
D TO MEDICAID ADMIN COVID TESTING	Direct to Medicaid Admin COVID Testing 100%	State of Vermont Department of Vermont Health Access
D TO MEDICAID PROGRAM COVID TESTING	Direct to Medicaid Program COVID Testing 100%	State of Vermont Department of Vermont Health Access
D to MFP	Direct to MFP	State of Vermont Department of Vermont Health Access
D to Race to the Top Grant	Direct to Race to the Top Grant	State of Vermont Department of Vermont Health Access
D TO RWJ GRANT	Direct to RWJ Grant	State of Vermont Department of Vermont Health Access
D TO SCHIP Program	Direct to CHIP Program	State of Vermont Department of Vermont Health Access
D TO SNAP - 100% State	Direct to SNAP - 100% State Exchange (line 24)	State of Vermont Department of Vermont Health Access
D to SNAP IE&E Dev 50%	Direct to SNAP IE&E Development 50% (Line 6)	State of Vermont Department of Vermont Health Access
D TO SPMP STAFF 75/25	Direct to SPMP Staff 75/25	State of Vermont Department of Vermont Health Access
D to State Admin Funds	Direct to State Admin Funds	State of Vermont Department of Vermont Health Access
D TO STATE ONLY	Direct to State Only (General Fund)	State of Vermont Department of Vermont Health Access
D to T-MSIS	Direct to T-MSIS Grant	State of Vermont Department of Vermont Health Access
D TO VDH IDT	Direct to VDH IDT	State of Vermont Department of Vermont Health Access

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D TO VHC SUSTAINABILITY	Direct to VHC Sustainability	State of Vermont Department of Vermont Health Access
E&E 90/10	Direct to CMS-E&E (90/10)	State of 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)	State of Vermont Department of Vermont Health Access
Exchange Level 1C	Direct to Exchange Level 1C	State of Vermont Department of Vermont Health Access
FINAL	N/A	State of Vermont Department of Vermont Health Access
HAEU	Results of HAEU Random Moment Time Study	State of Vermont Department of Vermont Health Access
HAEU50	Results of HAEU Random Moment Time Study - Not Enhanced	State of Vermont Department of Vermont Health Access
HP PAID CLAIMS	QU - Quarterly number of paid claims for Global Commitment, CHIP, and All Other benefiting Programs	State of 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	State of Vermont Department of Vermont Health Access
IAPD - DII - VHC SUST	QU - Quarterly enrollment for QHP and Medicaid, per approved EBCP IAPD	State of Vermont Department of Vermont Health Access
IAPD - DII - VHC SUST STAFF	QU - Allocated based on benefitting program individuals calc by monthly # of individuals in household average over 12 mo end June 30 per IE&E IAPDU	State of Vermont Department of Vermont Health Access
IE&E IAPD	PU - Allocation based on % approved in IE&E IAPD All Benefiting Programs	State of Vermont Department of Vermont Health Access
IE&E IAPD MED,CHIP,QHP	PU - Allocation based on program individuals calc by monthly # of individual in household average over 12 mo period ending June 30; Medicaid, CHIP, QHP	State of Vermont Department of Vermont Health Access
IE&E IAPD TANF,RU,LIHEAP,GA	PU - Allocation based on % approved in IE&E IAPDU TANF,Reach Up, LIHEAP, GA	State of Vermont Department of Vermont Health Access
IE&E IAPDU	PU - Allocation based on program ind calc by monthly # of ind in household average over 12 mo period ending June 30; Medicaid, CHIP	State of Vermont Department of Vermont Health Access



Investments - VITL	PU - Investments VITL/HIT/HIE/HCR (8)	State of Vermont Department of Vermont Health Access
INVESTMENTS - VITL HIT	PU - Investments VITL/HIT	State of Vermont Department of Vermont Health Access
Investments - VT Blueprint for Health	PU - Investments Vermont Blueprint for Health (51)	State of Vermont Department of Vermont Health Access
MMIS/EE/HIT	QU - Quarterly hours across MMIS/EE/HIT program codes	State of Vermont Department of Vermont Health Access
OAPD	QU - Quarterly VHC enrollment for GC, DSHP (75% FMAP), CHIP and QHP	State of Vermont Department of Vermont Health Access
PHARM CLAIMS	QU - Quarterly number of Pharmacy Claims paid for Global Commitment, CHIP, and All Other benefiting Programs	State of 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	State of Vermont Department of Vermont Health Access
REFUGEE ADMINISTRATION	Direct to RMA Admin	State of Vermont Department of Vermont Health Access
Refugee Program	Direct to Refugee Program	State of Vermont Department of Vermont Health Access
SMHP HIT IAPD	Direct to CMS HIT IAPD	State of Vermont Department of Vermont Health Access
SSNRI IAPD	PU - SSNRI IAPD (90%)	State of Vermont Department of Vermont Health Access
STAFF HOURS	Total Hours across all program codes	State of Vermont Department of Vermont Health Access
STAFF HOURS BO	Total Hours across all program codes less BO	State of Vermont Department of Vermont Health Access
STAFF HOURS COMMISH	Total Hours across all program codes less commissioner's office	State of Vermont Department of Vermont Health Access
STAFF HOURS PI	Total Hours across all program codes less PI	State of Vermont Department of Vermont Health Access
VHC OPERATIONS	QU - Quarterly VHC Enrollment for Global Commitment, CHIP, Designated State Health Programs (DSHP) and QHP	State of Vermont Department of Vermont Health Access
110 Blind	Direct to Section 110 (Blind)	State of Vermont Disabilities, Aging, and Independent Living
110 VR	Direct to Section 110 (Voc Rehab)	State of Vermont Disabilities, Aging, and Independent Living
AAA GF Transportation	AAA GF Transportation	State of Vermont Disabilities, Aging, and Independent Living

ASD SALARY	Total Salaries Method M - Percentage of Salary Dollars Directly Charged (ASD) (43030)	State of Vermont Disabilities, Aging, and Independent Living
CMSO ADRC Program Grant	Direct to CMSO ADRC Program Grant	State of Vermont Disabilities, Aging, and Independent Living
Comm Action - SSI	Direct to Community Action - SSI	State of Vermont Disabilities, Aging, and Independent Living
D TO EAP - JOBS FOR INDEPENDENCE	Direct to EAP - Jobs for Independence	State of Vermont Disabilities, Aging, and Independent Living
D TO GC-MEDICAID ADM-NATCP ADMIN	GC - Medicaid Admin - NATCP Admin & Registry	State of Vermont Disabilities, Aging, and Independent Living
D to GC-Medicaid Adm-PASRR	GC - Medicaid Admin - PASRR - Preadmission Screening and Record Review	State of Vermont Disabilities, Aging, and Independent Living
D TO IDT - SIMS	Direct to IDT - SIMS	State of Vermont Disabilities, Aging, and Independent Living
D TO MCO FF_RF	Direct to MCO - Family Flexible/Respite Funding	State of Vermont Disabilities, Aging, and Independent Living
D to MCO-DS	MCO - DS Special Payments for Medical Services	State of Vermont Disabilities, Aging, and Independent Living
D to MCO-Homesharing	MCO - HomeSharing	State of Vermont Disabilities, Aging, and Independent Living
D to MCO-Mobility	MCO - Mobility Training/Other Svcs.- Elderly Visually Impaired	State of Vermont Disabilities, Aging, and Independent Living
D to MCO-Quality Review	MCO - Quality Review of Home Health Agencies	State of Vermont Disabilities, Aging, and Independent Living
D to MCO-SASH	MCO - Support and Services at Home (SASH)	State of Vermont Disabilities, Aging, and Independent Living
D to MCO-Self-Neglect	MCO - Self-Neglect Initiative	State of Vermont Disabilities, Aging, and Independent Living
D TO MCO-SFI	MCO - Seriously Functionally Impaired: DAIL	State of Vermont Disabilities, Aging, and Independent Living
D TO PROMOTING OPPORTUNITY DEMONSTRATION	Direct to Promoting Opportunity Demonstration	State of Vermont Disabilities, Aging, and Independent Living
D to TBI Grant	Direct to TBI Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct DRI	Direct to DRI Partnership New Paradigm	State of Vermont Disabilities, Aging, and Independent Living
Direct SE VI-B	Direct to Supported Employment Title VI-B	State of Vermont Disabilities, Aging, and Independent Living
Direct to AAA AP	Direct to Admin on Aging Abuse Prevention VII	State of Vermont Disabilities, Aging, and Independent Living

Direct to AAA IIIB	Direct to Admin on Aging Support Services III-B	State of Vermont Disabilities, Aging, and Independent Living
Direct to AAA IIIC	Direct to Admin on Aging Congregate Meals III-C-1	State of Vermont Disabilities, Aging, and Independent Living
Direct to AAA IIIC & Mcaid	Method P - Direct to AAA IIIC & Medicaid Admin	State of Vermont Disabilities, Aging, and Independent Living
Direct to AAA IIIC2	Direct to Admin on Aging Delivered Meal III-C-2	State of Vermont Disabilities, Aging, and Independent Living
Direct to AAA Ombudsman	Direct to Admin on Aging Ombudsman Activity VII	State of Vermont Disabilities, Aging, and Independent Living
Direct to AAA PH	Direct to Admin on Aging Preventative Health IIID	State of Vermont Disabilities, Aging, and Independent Living
Direct to Add'l Mcaid 1115	Direct to Add'l Medicaid Admin 50% for LTC 1115	State of Vermont Disabilities, Aging, and Independent Living
direct to Add'l Med 1115	Direct to Add'l Medicaid Admin LTC 1115 75%	State of Vermont Disabilities, Aging, and Independent Living
DIRECT TO ADRC NWD	Direct to ADRC No Wrong Door Key Elements Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct to ADRC Options Counseling	Direct to ADRC Options Counseling	State of Vermont Disabilities, Aging, and Independent Living
Direct to Asst Tech	Direct to Assistive Tech Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct to AT-IDEA	Direct to AT-IDEA-DOE Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct to Bioterrorism	Direct to Bioterrorism Preparedness Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct to CDC Grant	Direct to CDC Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct To CHIP - Admin	Direct to CHIP - Admin	State of Vermont Disabilities, Aging, and Independent Living
Direct to Civil Monetary Fund	Direct Allocation to Civil Monetary Funds	State of Vermont Disabilities, Aging, and Independent Living
Direct to CLIA P	Direct to CLIA - Personal	State of Vermont Disabilities, Aging, and Independent Living
Direct to CLIA T	Direct to CLIA Travel	State of Vermont Disabilities, Aging, and Independent Living
Direct to CMS - MMIS PADS DDI (90%)	Direct to CMS - MMIS PADS DDI (90%)	State of Vermont Disabilities, Aging, and Independent Living
Direct to CMS VIEWS	CMS E&E / VIEWS	State of Vermont Disabilities, Aging, and Independent Living
Direct to CMS-CSRE DDAS	Direct to CMS-CSRE System Change DDAS	State of Vermont Disabilities, Aging, and Independent Living
Direct to CMS-MMIS	CMS-MMIS	State of Vermont Disabilities, Aging, and Independent Living

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Direct to Commodities	Direct to Commodities Suppl. Food	State of Vermont Disabilities, Aging, and Independent Living
Direct to Corrections SSA Billing	Direct to Corrections SSA Billing	State of Vermont Disabilities, Aging, and Independent Living
Direct to COVID CRF	Direct to COVID CRF	State of Vermont Disabilities, Aging, and Independent Living
Direct to COVID Response	Direct to COVID Response	State of Vermont Disabilities, Aging, and Independent Living
Direct to DDAS Guardianship	Direct to ASD Guardianship	State of Vermont Disabilities, Aging, and Independent Living
Direct to DHHS Real Choices Change - DDAS	Direct to DHHS Real Choices - DDAS	State of Vermont Disabilities, Aging, and Independent Living
Direct to DOL Eval	DOL Evaluations	State of Vermont Disabilities, Aging, and Independent Living
Direct to DUALS Project	Direct to DUALS	State of Vermont Disabilities, Aging, and Independent Living
Direct to ELC CARES	Direct to ELC CARES	State of Vermont Disabilities, Aging, and Independent Living
Direct to Eld & Dis. Trans.	Direct to Elderly & Disabled Transportation	State of Vermont Disabilities, Aging, and Independent Living
Direct to Elder Justice Services Grant	Direct to Elder Justice Servces Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct to Emergency Preparedness	Direct to Emergency Preparedness	State of Vermont Disabilities, Aging, and Independent Living
Direct to Employ. For elders	Direct to Senior Community Service Employ. Program	State of Vermont Disabilities, Aging, and Independent Living
Direct to Employee Assistance	Direct to Employee Assistance	State of Vermont Disabilities, Aging, and Independent Living
Direct to Energy	Direct to Energy Outreach Grant	State of Vermont Disabilities, Aging, and Independent Living
DIRECT TO EVV	CMS-EVV	State of Vermont Disabilities, Aging, and Independent Living
Direct to F&NS	Direct to Food & Nutrition Services	State of Vermont Disabilities, Aging, and Independent Living
Direct to Farm Ranch Stress Assist Network	Direct to Farm Ranch Stress Assist Network	State of Vermont Disabilities, Aging, and Independent Living
Direct to General Fund	Direct to State General Fund	State of Vermont Disabilities, Aging, and Independent Living
Direct to General Fund - DDAS	Direct to State General Fund - DDAS	State of Vermont Disabilities, Aging, and Independent Living
Direct to General Fund - Voc Rehab	Direct to State General Fund - Voc Reha	State of Vermont Disabilities, Aging, and Independent Living
Direct to Home Health Hotline	Direct to Medicare (XVIII)	State of Vermont Disabilities, Aging, and Independent Living

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Direct to ICD-10 IAPD	ICD-10 IAPD	State of Vermont Disabilities, Aging, and Independent Living
Direct to IDT - VDH Opioid Cures Grant	Direct to IDT - VDH Opioid Cures Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct to IDT Apprenticeship Expansion Grant	Direct to IDT Apprenticeship Expansion Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct to IDT SNAP E&T	Direct to IDT SNAP E&T	State of Vermont Disabilities, Aging, and Independent Living
Direct to IL Blind	Direct to Independent Living Grant (Blind)	State of Vermont Disabilities, Aging, and Independent Living
Direct to IL VR	Direct to Independent Living Grant (VR)	State of Vermont Disabilities, Aging, and Independent Living
Direct to Innovation	Direct to Innovation & Expansion (Blind & Visually Impaired)	State of Vermont Disabilities, Aging, and Independent Living
Direct to J&J	Direct to Johnson & Johnson Grant	State of Vermont Disabilities, Aging, and Independent Living
Direct to L&P Medicaid Admin	Direct to Medicaid Administration 75% (L&P)	State of Vermont Disabilities, Aging, and Independent Living
Direct to Linking Learning to Careers	Direct to Linking Learning to Careers (LLC)	State of Vermont Disabilities, Aging, and Independent Living
Direct to Mcaid Admin 75% Travel	Direct to Medicaid Administration 75%-Travel	State of Vermont Disabilities, Aging, and Independent Living
Direct to Mcaid Admin Baseline Travel	Direct to Medicaid Administration Baseline- Travel	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicaid	Direct to Medicaid Program	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicaid & GF (LP)	Direct to Medicaid & General Fund (L&P) (37700)	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicaid Adm 50% - DDAS	Direct to Medicaid Adm 50% - DDAS	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicaid Adm 75%	Direct to Medicaid Adm 75%	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicaid Admin	Direct to Medicaid Administration - Baseline	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicaid Admin 50%	Direct to Medicaid Admin 50% - Comm Office	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicaid Program DDAS	Direct to Medicaid Program DDAS	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicare	Direct to Medicare (XVIII Funds)	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicare - T	Direct to Medicare (XVIII Funds) - Travel	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicare & GF	Direct to Medicare and GF (43150)	State of Vermont Disabilities, Aging, and Independent Living

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Direct to Medicare Non SNF & SNF	Direct to Medicare Non-SNF & SNF (43320)	State of Vermont Disabilities, Aging, and Independent Living
direct to Medicare Supplemental for Equipment	Direct to Medicare Supplemental for Equipment	State of Vermont Disabilities, Aging, and Independent Living
Direct to Medicare Tr & GF	Direct to Medicare & GF - Travel (43150)	State of Vermont Disabilities, Aging, and Independent Living
DIRECT TO MFP GRANT	Direct to Money Follows the Person	State of Vermont Disabilities, Aging, and Independent Living
DIRECT TO MIPPA 2007 LIS/MSP	Direct to MIPPA 2007 LIS/MSP Outreach	State of Vermont Disabilities, Aging, and Independent Living
DIRECT TO MIPPA 2008 LIS/MSP	Direct to MIPPA 2008 LIS/MSP Outreach	State of Vermont Disabilities, Aging, and Independent Living
DIRECT TO MIPPA MEA - AAA	Direct to MIPPA Medicare Enrollment Assistance - AAA	State of Vermont Disabilities, Aging, and Independent Living
DIRECT TO MIPPA MEA - ADRC	Direct to MIPPA Medicare Enrollment Assistance - ADRC	State of Vermont Disabilities, Aging, and Independent Living
DIRECT TO MIPPAA AAAS	Direct to MIPPAA AAAs	State of Vermont Disabilities, Aging, and Independent Living
DIRECT TO MIPPAA ADRC	Direct to MIPPAA ADRC	State of Vermont Disabilities, Aging, and Independent Living



**c. SPMP Job Descriptions and Claiming Methodology**

**i. Department of Health**

**Annual submission of SPMP documentation.** No updates have been made since previously submitted in September 2019.

**ii. Department of Vermont Health Access**

**Annual submission of SPMP documentation.** No updates have been made since previously submitted in September 2019.

**iii. Department of Disabilities, Aging and Independent Living**

**Annual submission of SPMP documentation.** No updates have been made since previously submitted in September 2019.

**VDH**

<b>SPMP Position Title</b>	<b>Job description</b>	<b>Claiming method</b>
Public Health Nurse I Public Health Nurse II Public Health Nurse Supervisor Pediatric Nurse Public Health Nurse Administrator I Public Health Nurse Administrator II Public Health Nurse Director Nurse Program Coordinator	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 Dental Hygienist Public Health Dental Hygienist III 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.
Public Health Nutritionist I Public Health Nutritionist II Public Health Nutritionist III	Obtains and uses nutritional assessment data (anthropometric, biochemical, clinical, dietary, and other data), develops nutrition care plans and may refer for care that is appropriate for the assessed nutritional status.	Direct reporting of all time worked.
CSHN Medical Social Worker Medical Social Worker Supervisor Clinical Services Director Nurse Practitioner – Child Development	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**

<b>SPMP Position Title</b>	<b>Job description</b>	<b>Claiming method</b>
<p>Nurse Administrator II Nurse Case Manager/Utilization Review Nurse I Nurse Case Manager/Utilization Review Nurse II Nursing Operations Director</p>	<p>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.</p>	<p>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.</p>
<p>Public Health Dentist</p>	<p>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.</p>	<p>Direct reporting of all time worked.</p>
<p>DVHA Behavioral Health Concurrent Review Care Manager Clinical Social Worker Senior Autism Specialist</p>	<p>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.</p>	<p>Direct reporting of all time worked</p>
<p>DVHA Quality Improvement Director</p>	<p>Provide program development, contract negotiation, ongoing operation, compliance, reporting, and management of health care resources. Supervision is exercised over clinical and administrative staff.</p>	<p>Direct reporting of all time worked</p>
<p>Pharmacy Operations Manager Executive Director</p>	<p>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 lever of performance.</p>	<p>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.</p>



**DAIL**

<b>SPMP Position Title</b>	<b>Job description</b>	<b>Claiming method</b>
Nurse Case Manager/Utilization Review Nurse I	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 care 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.
Nurse Quality Management Specialist	Specialized nursing work at a professional level involving highly advanced and comprehensive nursing administrative, consultative, technical and planning work. Provide responsive, high quality collaboration and well-coordinated services for the consumers and individuals served. Design, implement, evaluate and revise a comprehensive quality review process to promote health and safety.	Direct reporting of all time worked.