

MAC Time-Study System



Time Study Participants

Manual for the Medicaid Administrative Claiming (MAC) Time Study Application



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Welcome to MAC

Medicaid Administrative Claiming (MAC) is a quarterly week long time-study that is web-based through The Ohio Department of Health (ODH) Gateway Application. You are required to take training via **OHIO TRAIN Course #1043142 “What is Medicaid Administrative Claiming (MAC).”**

Completion of these quarterly time studies allows your agency to be reimbursed for individual or population-based work that you do to either 1) help enroll people in Medicaid or 2) help them access Medicaid-covered services. Time studies are done over one week each quarter. Participants log and submit their time in 15-minute intervals on the ODH Gateway application, using MAC program activity codes and descriptions supplied by ODH. Each agency has a Time-Study Coordinator who manages this process.

Your agency MAC Time Study Coordinator will notify you of the time study dates one week prior to the start of time-study week. If you are going to be on vacation, sick leave or disability leave during time study week work with your MAC Time Study Coordinator on how to complete your daily log sheets.

ODH Gateway Login

Before you MAC time study you will be required to have a username and password in Gateway. When the Time Study Coordinator adds you to the MAC Application you will receive an email with your username and temporary password. Log in to Gateway using the username and temporary password in the email. The system will ask you to put in a new password.

If you already use Gateway for other ODH applications (Early Track, IMPACT, etc.) you will use the same to access MAC. You will still receive an email but it will let you know that you have been added to the MAC Application under your existing username. Your password will remain the same.

The MAC Application is a live database so you will not have access until the first day of the time study. ODH suggests that you test your Gateway connection prior to the start of the time study so any problems you may have getting access can be fixed. If you only use Gateway for MAC your Gateway password may expire between time studies and have to be reset before you gain access.

<https://odhgateway.odh.ohio.gov/singlesignon/>

SAVE in your Favorites!!

Microsoft Silverlight

The MAC Application runs on **Silverlight** so there is an automated downloading of **Silverlight** as part of the process. If there are challenges downloading (e.g. a message indicating newer version of Silverlight is needed, Administrator approval needed) contact your local IT support person.

<http://www.microsoft.com/getsilverlight/get-started/install/default.aspx>

Get Microsoft Silverlight



MAC Time Study Application

Put in your username and password.

The screenshot shows a web browser window with the address bar displaying "https://odhgateway.odh.ohio.gov/HomePage.aspx". The page header includes "Prod", "Build: 20120229", "V 3.1", and the "Ohio.gov | Department of Health" logo. Below the header, the text "ODH Application Gateway" is centered. A "Login:" section follows, containing a welcome message: "Welcome to the Ohio Department of Health's (ODH) Application Gateway. This Gateway is provided to allow a single point of access to all ODH applications. Please enter your identity information on the right and click on the 'Login' button to access your applications." To the right of the text are two input fields: "* User name:" and "* Password:". Below these fields is a "Login" button. At the bottom right, there are two links: "I forgot my password" and "I forgot my user name". A footnote at the bottom states "* Indicates required field".

If you only use Gateway for the MAC Application your password may need to be reset each time study. If you go 60 days without logging into Gateway your password will have to be reset. Click on "I forgot my password."

ODH Application Gateway

s (ODH) Application Gateway.
oint of access to all ODH

e right and click on the

* **User name:**

* **Password:**

Login

[I forgot my password](#)

[I forgot my user name](#)

* Indicates required field

It will then ask you to provide your username, secret question (from drop down list) and secret answer.

ODH Application Gateway

Password Request:

Please provide your ODH Application Gateway user name, secret question, and secret answer. We will use this information to determine your identity before contacting you with your password information.

* **Username:**

* **Secret Question:**

* **Answer:**

Cancel Request

* Indicates required field

It will send you a temporary password and will let you know what email address it sent the temporary password to. If this is not the right email address you need to update your Personal Information in Gateway. You can do that by contacting the ODH Help Desk (614) 752-5190.

ODH Application Gateway

Password Request:

Please provide your ODH Application Gateway user name, secret question, and secret answer. We will use this information to determine your identity before contacting you with your password information.

Your password has been e-mailed to you.

Your password was just e-mailed to the following account(s):

kimberly.dick@odh.ohio.gov

Continue

Change your password and you can log in to the ODH Application Gateway.

Your Applications list should appear, click on MAC Time Study.

Prod
Build: 20120229
V 3.1

Ohio.gov | Department of Health

ODH Application Gateway

Applications:

Below is a list of applications that you currently have security access to. Click on a link below to access that application.

Personal Info Log Out

| Application Name |
|---------------------------------------------------|
| Accounts Receivable |
| ADTS |
| GMIS |
| MAC Time Study |
| Ohio's Profile Performance Database (AFR,IS,Dir.) |
| Single Sign On |
| TimeKeeper |

Your Menu options will have:

- Home
 - **ToDo List** – All activities are driven from the ToDo List
 - **Daily Log** – Direct access to the daily log for entering information

Menu

Home

ToDo List

Daily Log

ToDo List

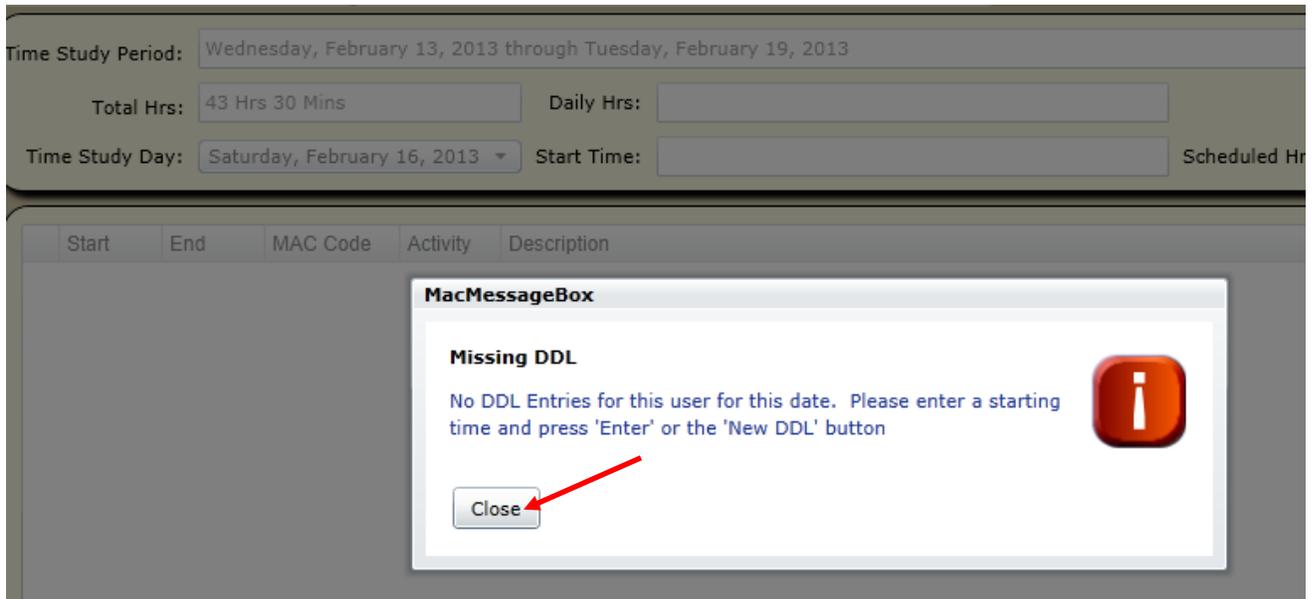
ToDo List Table

| Claiming Unit | Task | Description | Start Date | Due Date |
|---------------|------|-------------|------------|----------|
|---------------|------|-------------|------------|----------|

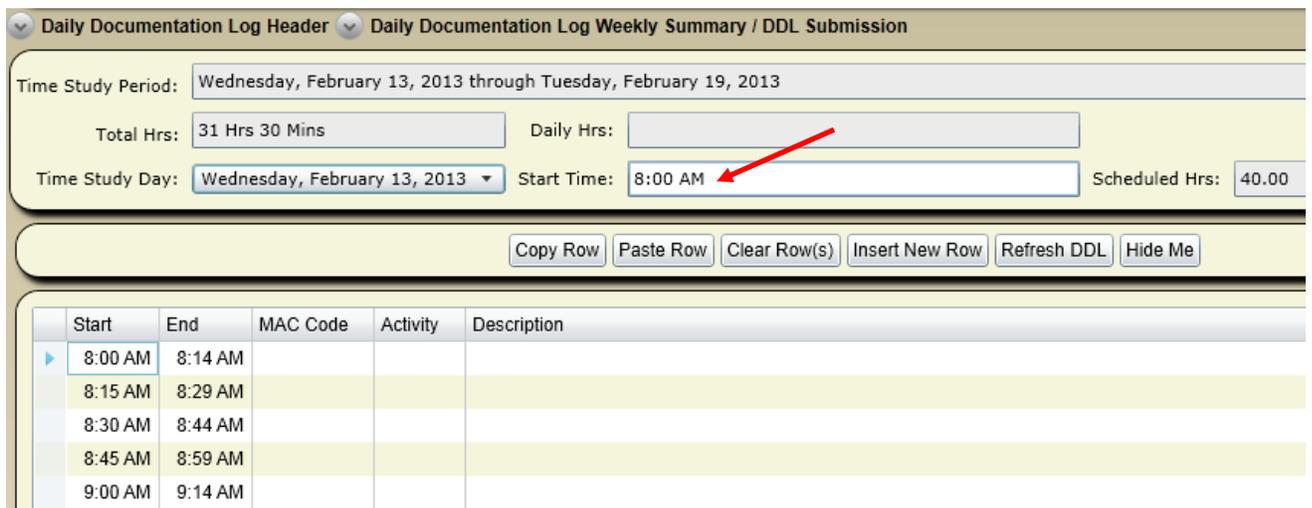
MAC Time Study Week

If you do not have access to a computer during the day you can use a blank daily log sheet to track your time then enter your information into the MAC Application at a later time. You can download a copy of the blank DDL sheet from the Ohio Department of Health (ODH) MAC website or check with your Time Study Coordinator.

Your ToDo List will be blank until the first day of the time study week. Click on Daily Log and the following screen will appear with this message.



Click on close and enter your start time for the day. Make sure to put AM or PM on the time. Once you enter your start time the entire day will populate into 15 minute increments. This message will appear each time a new time study day is selected.



You must add something to the first 15 minute increment before the system will save the start time. Click on the field under “MAC Code” and a drop down box will appear with the code list. Click on the code that matches the activity you were doing during that 15 minute increment. You may have done multiple things during that 15 minutes but what was the most predominate activity? That will be the activity you code to. Click on that code and it will appear in the field. Click on the next field under “Activity.”

Time Study Period:

Total Hrs: Daily Hrs:

Time Study Day: Start Time:

| | Start | End | MAC Code | Activity | Description |
|---|----------|----------|----------------------|------------------------------------------------------------------------------------|-------------|
| ▶ | 8:00 AM | 8:14 AM | <input type="text"/> | | |
| | 8:15 AM | 8:29 AM | 1 | Direct Patient Care | |
| | 8:30 AM | 8:44 AM | 2 | Non-Medicaid Other Program and Social Service Activities | |
| | 8:45 AM | 8:59 AM | 3 | Medicaid Outreach | |
| | 9:00 AM | 9:14 AM | 4 | Non-Medicaid Outreach | |
| | 9:15 AM | 9:29 AM | 5 | Facilitating Medicaid Eligibility Determinations | |
| | 9:30 AM | 9:44 AM | 6 | Facilitating Eligibility for Non-Medicaid Programs | |
| | 9:45 AM | 9:59 AM | 7 | Referral, Coordination and Monitoring of Medicaid Services | |
| | 10:00 AM | 10:14 AM | 8 | Referral, Coordination and Monitoring of Non-Medicaid Services | |
| | 10:15 AM | 10:29 AM | 9 | Transportation and Translation for Medicaid Services | |
| | 10:30 AM | 10:44 AM | 10 | Transportation and Translation for Non-Medicaid Services | |
| | 10:45 AM | 10:59 AM | 11 | Program Planning, Development and Interagency Coordination of Medical Services | |
| | 11:00 AM | 11:14 AM | 12 | Program Planning, Development and Interagency Coordination of Non-Medical Services | |
| | 11:15 AM | 11:29 AM | 13 | Medical Related Provider Relations | |
| | 11:30 AM | 11:44 AM | 14 | Non-Medical Provider Relations | |
| | 11:45 AM | 11:59 AM | 15 | General Administration | |
| | 12:00 PM | 12:14 PM | 16 | Time Not Documented | |
| | 12:15 PM | 12:29 PM | L | Lunch | |
| | | | O | Out of Office - Unpaid | |

When you click on the “Activity” field another drop down list will appear. These activities are specific to the code so the number of activities may vary for each MAC Code. Choose the activity and the description field will automatically fill in.

▼ Daily Documentation Log Header ▼ Daily Documentation Log Weekly Summary / DDL Submission

Time Study Period: Wednesday, February 13, 2013 through Tuesday, February 19, 2013

Total Hrs: 31 Hrs 30 Mins Daily Hrs:

Time Study Day: Wednesday, February 13, 2013 Start Time: 8:00 AM Scheduled Hrs:

Copy Row Paste Row Clear Row(s) Insert New Row Refresh DDL Hide Me

| Start | End | MAC Code | Activity | Description |
|---------|---------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 8:00 AM | 8:14 AM | 7 | ▼ | |
| 8:15 AM | 8:29 AM | | ? Custom Description | |
| 8:30 AM | 8:44 AM | | A Making referrals to Medicaid-covered (Medical/Dental/Mental Health/Waiver) services that facilitate access to proper care of an individual. | |
| 8:45 AM | 8:59 AM | | B Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. | |
| 9:00 AM | 9:14 AM | | C Monitoring Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. | |
| 9:15 AM | 9:29 AM | | | |
| 9:30 AM | 9:44 AM | | | |
| 9:45 AM | 9:59 AM | | | |

You can then go to the next 15 minute increment to fill in your activity.

▼ Daily Documentation Log Header ▼ Daily Documentation Log Weekly Summary / DDL Submission

Time Study Period: Wednesday, February 13, 2013 through Tuesday, February 19, 2013

Total Hrs: 31 Hrs 45 Mins Daily Hrs: 15 Mins

Time Study Day: Wednesday, February 13, 2013 Start Time: 8:00 AM Scheduled Hrs: 40.00

Copy Row Paste Row Clear Row(s) Insert New Row Refresh DDL Hide Me

| Start | End | MAC Code | Activity | Description |
|---------|---------|----------|----------|----------------------------------------------------------------------------------------------------------|
| 8:00 AM | 8:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 8:15 AM | 8:29 AM | | | |
| 8:30 AM | 8:44 AM | | | |

If the activity that you did during that time is “unique” or you want to track time for a certain project then choose the “?” and you can type in your own “Custom Description”. Since it’s not a description listed on the drop down menu it will appear in “red”. This lets the Time Study Coordinator know that you have done a custom description and it will need to be reviewed.

This is good to use if you are working on a specific project and want to document the time you spent working on it or if you are not sure that the activity you were doing during that time falls under the descriptions provided in the application. Before choosing Custom Description you can check with your Time Study Coordinator.

▼ Daily Documentation Log Header ▼ Daily Documentation Log Weekly Summary / DDL Submission

Time Study Period: Wednesday, February 13, 2013 through Tuesday, February 19, 2013

Total Hrs: 32 Hrs Daily Hrs: 30 Mins

Time Study Day: Wednesday, February 13, 2013 Start Time: 8:00 AM Schedule

Copy Row Paste Row Clear Row(s) Insert New Row Refresh DDL Hide

| Start | End | MAC Code | Activity | Description |
|-----------|---------|----------|----------|----------------------------------------------------------------------------------------------------------|
| 8:00 AM | 8:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| ▶ 8:15 AM | 8:29 AM | 7 | ? | Custom Description |
| 8:30 AM | 8:44 AM | | | |

Custom Description will appear in the Description field. Click at the end of description and backspace to erase the wording. Once that is completed you can type in your description.

Copy Row Paste Row Clear Row(s) Insert New Row Refresh DDL Hide Me

| Start | End | MAC Code | Activity | Description |
|-----------|---------|----------|----------|----------------------------------------------------------------------------------------------------------|
| 8:00 AM | 8:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| ▶ 8:15 AM | 8:29 AM | 7 | ? | Assisting BCMH client with paperwork |
| 8:30 AM | 8:44 AM | | | |

Copy/Paste Multiple Rows

If you have done the same activity over a period of time you have the ability to copy the row and paste it into the appropriate times. Click on the row you want to copy. Then click on the “Copy Row” button.

Time Study Day: Start Time: Scheduled Hrs:

| Start | End | MAC Code | Activity | Description |
|-----------|---------|----------|----------|----------------------------------------------------------------------------------------------------------|
| ▶ 8:00 AM | 8:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 8:15 AM | 8:29 AM | | | |
| 8:30 AM | 8:44 AM | | | |
| 8:45 AM | 8:59 AM | | | |

Click on the row you want to paste the information into. If it's multiple rows then click on the row and hold the “shift” key on your keyboard and arrow down until you have the times highlighted and click on the “Paste Row” key.

Time Study Day: Start Time: Scheduled Hrs:

| Start | End | MAC Code | Activity | Description |
|-----------|---------|----------|----------|----------------------------------------------------------------------------------------------------------|
| 8:00 AM | 8:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 8:15 AM | 8:29 AM | | | |
| 8:30 AM | 8:44 AM | | | |
| 8:45 AM | 8:59 AM | | | |
| ▶ 9:00 AM | 9:14 AM | | | |

It will paste the information into the fields.

Time Study Day: Start Time: Scheduled Hrs:

| Start | End | MAC Code | Activity | Description |
|-----------|---------|----------|----------|----------------------------------------------------------------------------------------------------------|
| 8:00 AM | 8:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 8:15 AM | 8:29 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 8:30 AM | 8:44 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 8:45 AM | 8:59 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| ▶ 9:00 AM | 9:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 9:15 AM | 9:29 AM | | | |

You can clear the row - pressing clear row after selecting a previous entry will clear that entry. Insert new row allows you to add a new 15 minute entry. Times will adjust.

Time Study Day: Start Time: Scheduled Hrs:

| Start | End | MAC Code | Activity | Description |
|---------|---------|----------|----------|----------------------------------------------------------------------------------------------------------|
| 8:00 AM | 8:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 8:15 AM | 8:29 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 8:30 AM | 8:44 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 8:45 AM | 8:59 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 9:00 AM | 9:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of an individual. |
| 9:15 AM | 9:29 AM | | | |

Things to check before you certify your daily log sheets

- You only document time on the days you work. Do not put anything on the log sheets if you are not normally scheduled to work (i.e., Saturday or Sunday). However if you are on paid leave (vacation, sick leave, jury duty, disability) then you will use Code 15-A for that time.
- Check the Daily Hours to make sure they match actual time worked (per your local attendance/payroll records).
- During those hours worked make sure each line has a description.
- If you used a custom description does the description match the code used.
- Code 16 (Time Not Documented) should rarely be used... you are indicating you do not know what activities were done.
- Review Daily Documentation Log Weekly Summary screen to confirm no abnormal codes were used (i.e.; Code 11 should have been Code 1).
- Check your ToDo List to make sure all tasks have been completed. See page 22 on completing reminders to remove from task list.
- Only use **Code 0 – Out of Office – Unpaid** for when you leave during your workday. For holidays, paid leave, sick leave use Code 15-A.

Time Study Period: Wednesday, February 13, 2013 through Tuesday, February 19, 2013

Total Hrs: Daily Hrs: 

Time Study Day: Start Time: Scheduled Hrs:

| | Start | End | MAC Code | Activity | Description |
|---|----------|----------|----------|----------|-------------------------------------------------------------------------------------------------|
| ▶ | 8:00 AM | 8:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of |
| | 8:15 AM | 8:29 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of |
| | 8:30 AM | 8:44 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of |
| | 8:45 AM | 8:59 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of |
| | 9:00 AM | 9:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of |
| | 9:15 AM | 9:29 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of |
| | 9:30 AM | 9:44 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of |
| | 9:45 AM | 9:59 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental Health/Waiver) services on behalf of |
| | 10:00 AM | 10:14 AM | 15 | A | Paid time off |
| | 10:15 AM | 10:29 AM | 1 | B | Providing Direct Patient Care of covered (Medical/Dental/Mental Health/Waiver) services. |
| | 10:30 AM | 10:44 AM | 1 | B | Providing Direct Patient Care of covered (Medical/Dental/Mental Health/Waiver) services. |
| | 10:45 AM | 10:59 AM | 2 | B | Providing direct Non Medicaid-covered services. |
| | 11:00 AM | 11:14 AM | 5 | A | Assisting an individual and/or the family/guardian with the Medicaid eligibility process of a M |
| | 11:15 AM | 11:29 AM | 5 | A | Assisting an individual and/or the family/guardian with the Medicaid eligibility process of a M |
| | 11:30 AM | 11:44 AM | 5 | A | Assisting an individual and/or the family/guardian with the Medicaid eligibility process of a M |
| | 11:45 AM | 11:59 AM | 1 | C | Closing down and other administrative duties related to providing Direct Patient Care of cove |
| | 12:00 PM | 12:14 PM | L | | Lunch |

After checking each day go to the “Daily Documentation Log Weekly Summary” screen. Drop down is at the top of the page above the time study period field.

| Start | End | MAC Code | Activity | Description |
|---------|---------|----------|----------|--------------------------------------------------------|
| 8:00 AM | 8:14 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental I |
| 8:15 AM | 8:29 AM | 7 | B | Coordinating Medicaid-covered (Medical/Dental/Mental I |

The results from the information you entered into the daily log sheets each day will be totaled on this screen.

- Shows how many hours you are scheduled to work.
- Shows how many hours you documented activities. If the scheduled number of hours does not match the weekly hours the over/under time will appear. If the hours scheduled matches the hours worked it will have “**match**” in that field. This is a check and balance for you to make sure all of your time during the time study week was documented.

| Weekly Hits: | 160 | Scheduled Number of Hours | Over/(Under) Sch'd Hours |
|------------------------|---------|---------------------------|--------------------------|
| Weekly Hours: | 40.00 | 40.00 | Match |
| MAC Percentage: | 51.25% | Reallocated MAC %: | 89.13% |
| Non-MAC Percentage: | 6.25% | Reallocated Non-Mac %: | 10.87% |
| Allocated General Adm: | 42.50% | | |
| Total: | 100.00% | Total: | 100.00% |

NOTE!!! You must perform the following functions to Submit your DDL:

1. Check all DDL date boxes to certify that you documented on those Time-Study days.
2. Click the 'Certify DDL Button'
3. Click the 'Submit Completed DDL' button.

| Code | Count | Percent |
|--------|-------|---------|
| 1 | 3 | 1.88% |
| 2 | 1 | 0.63% |
| 3 | | |
| 4 | | |
| 5 | 3 | 1.88% |
| 6 | 2 | 1.25% |
| 7 | 78 | 48.75% |
| 8 | 4 | 2.50% |
| 9 | 1 | 0.63% |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | 68 | 42.50% |
| 16 | | |
| Total: | 160 | 100.00% |

You must enter the DDL via the ToDo List to Certify/Submit/ Approve or Reject the DDL.

| DDL Date | Certify |
|------------------------------|--------------------------|
| Wednesday, February 13, 2013 | <input type="checkbox"/> |
| Thursday, February 14, 2013 | <input type="checkbox"/> |
| Friday, February 15, 2013 | <input type="checkbox"/> |
| Monday, February 18, 2013 | <input type="checkbox"/> |
| Tuesday, February 19, 2013 | <input type="checkbox"/> |

1. Certify DDL | 2. Submit Completed DDL | Close Weekly Summary

Certifying Daily Documentation Log Sheets

Once you have reviewed your sheets you are then ready to certify your sheets. Instructions on how to certify your daily log sheets appears in “red” on this screen.

NOTE!!! You must perform the following functions to Submit your DDL:

1. Check all DDL date boxes to certify that you documented on those Time-Study days.
2. Click the 'Certify DDL Button'
3. Click the 'Submit Completed DDL' button.

| DDL Date | Certify |
|------------------------------|--------------------------|
| Wednesday, February 13, 2013 | <input type="checkbox"/> |
| Thursday, February 14, 2013 | <input type="checkbox"/> |
| Friday, February 15, 2013 | <input type="checkbox"/> |
| Monday, February 18, 2013 | <input type="checkbox"/> |
| Tuesday, February 19, 2013 | <input type="checkbox"/> |

You must enter the DDL via the ToDo List to Certify/Submit/ Approve or Reject the DDL. ←

1. Certify DDL 2. Submit Completed DDL Close Weekly Summary

Go back to the ToDo List and you will have a Daily Log Entry task.

Menu

Home

[ToDo List](#)

[Daily Log](#)

ToDo List

ToDo List Table

| Time Study | Claiming Unit | Task | Description | Start Date | D |
|------------|---------------|-----------------|----------------------------|------------|----|
| 3Q SFY13 | Public Health | Daily Log Entry | Daily Log for K [redacted] | 02/13/2013 | 0: |

Click on the line and the following information will appear. You will click on the Daily Log button.

ToDo List

ToDo Profile

Description : Daily Log for [redacted]

Claiming Unit : Public Health

Completed Date :

ToDo Profile Detail

ToDo Comments

| Text | Name | Created Date |
|------|------|--------------|
| | | |

[Reassign](#) [New Comment](#) [History](#) [Daily Log](#)

History

| Task | Status | Name | Completed |
|----------------------------------|------------|-------------------|-----------|
| Daily Log Entry | In Process | Kim [redacted] | |
| TSC Verify and Approve Daily Log | Not Done | Debbie [redacted] | |

[Close](#)

ToDo List Table

| Time Study | Claiming Unit | Task | Description | Start Date | Due Date |
|------------|---------------|-----------------|--------------------------|------------|------------|
| 3Q SFY13 | Public Health | Daily Log Entry | Daily Log for [redacted] | 02/13/2013 | 03/12/2013 |

That will take you back to the Daily Log Sheet.

- Click on the Daily Documentation Log Weekly Summary/DDL Submission at the top of the screen.

- The Certify check boxes will be dark. Click on each box to certify each day.

Daily Documentation Log

Daily Documentation Log Weekly Summary / DDL Submission

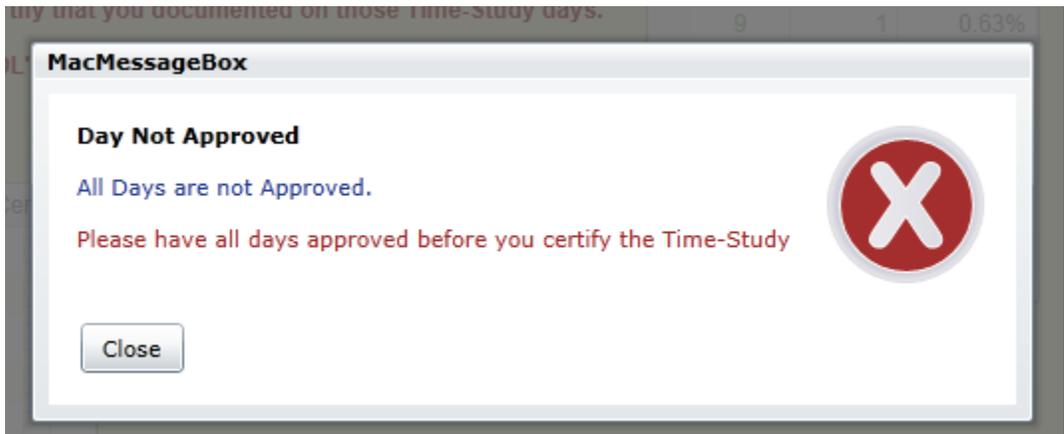
| Weekly Hits: | 160 | Scheduled Number of Hours | Over/(Under) Sch'd Hours | Code | Count | Percent |
|------------------------|---------|---------------------------|--------------------------|--------|-------|---------|
| Weekly Hours: | 40.00 | 40.00 | Match | 1 | 3 | 1.88% |
| MAC Percentage: | 51.25% | Reallocated MAC %: | 89.13% | 2 | 1 | 0.63% |
| Non-MAC Percentage: | 6.25% | Reallocated Non-Mac %: | 10.87% | 3 | | |
| Allocated General Adm: | 42.50% | | | 4 | | |
| Total: | 100.00% | Total: | 100.00% | 5 | 3 | 1.88% |
| | | | | 6 | 2 | 1.25% |
| | | | | 7 | 78 | 48.75% |
| | | | | 8 | 4 | 2.50% |
| | | | | 9 | 1 | 0.63% |
| | | | | 10 | | |
| | | | | 11 | | |
| | | | | 12 | | |
| | | | | 13 | | |
| | | | | 14 | | |
| | | | | 15 | 68 | 42.50% |
| | | | | 16 | | |
| | | | | Total: | 160 | 100.00% |

NOTE!!! You must perform the following functions to Submit your DDL:

1. Check all DDL date boxes to certify that you documented on those Time-Study days.
2. Click the 'Certify DDL Button'
3. Click the 'Submit Completed DDL' button.

| DDL Date | Certify |
|------------------------------|--------------------------|
| Wednesday, February 13, 2013 | <input type="checkbox"/> |
| Thursday, February 14, 2013 | <input type="checkbox"/> |
| Friday, February 15, 2013 | <input type="checkbox"/> |
| Monday, February 18, 2013 | <input type="checkbox"/> |
| Tuesday, February 19, 2013 | <input type="checkbox"/> |

NOTE: If you click on the 1. Certify DDL box before you check mark the boxes you will receive this message.



Daily Documentation Log

Daily Documentation Log Weekly Summary / DDL Submission

| | | | |
|------------------------|---------|---------------------------|--------------------------|
| Weekly Hits: | 160 | Scheduled Number of Hours | Over/(Under) Sch'd Hours |
| Weekly Hours: | 40.00 | 40.00 | Match |
| MAC Percentage: | 51.25% | Reallocated MAC %: | 89.13% |
| Non-MAC Percentage: | 6.25% | Reallocated Non-Mac %: | 10.87% |
| Allocated General Adm: | 42.50% | | |
| Total: | 100.00% | Total: | 100.00% |

NOTE!!! You must perform the following functions to Submit your DDL:

1. Check all DDL date boxes to certify that you documented on those Time-Study days.
2. Click the 'Certify DDL Button'
3. Click the 'Submit Completed DDL' button.

| DDL Date | Certify |
|------------------------------|-------------------------------------|
| Wednesday, February 13, 2013 | <input checked="" type="checkbox"/> |
| Thursday, February 14, 2013 | <input checked="" type="checkbox"/> |
| Friday, February 15, 2013 | <input checked="" type="checkbox"/> |
| Monday, February 18, 2013 | <input checked="" type="checkbox"/> |
| Tuesday, February 19, 2013 | <input checked="" type="checkbox"/> |

| Code | Count |
|--------|-------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |
| 14 | |
| 15 | |
| 16 | |
| Total: | 16 |

1. Certify DDL 2. Submit Completed DDL Close Weekly Summary

➤ Once the boxes have been checked click on the “1. Certify DDL” box.

- A box will pop up to say you want to certify the sheets.

| | | | |
|------------------------|----------------|------------------------|----------------|
| MAC Percentage: | 51.25% | Reallocated MAC %: | 89.13% |
| Non-MAC Percentage: | 6.25% | Reallocated Non-Mac %: | 10.87% |
| Allocated General Adm: | 42.50% | | |
| Total: | 100.00% | Total: | 100.00% |

NOTE!!! You must perform the following functions to Submit your DDL:

1. Check all DDL date boxes to certify that you documented on those Time-Study days.
2. Click the 'Certify DDL Button'
3. Click the 'Submit Completed DDL' button.

| DDL Date | Certify |
|------------------------------|-------------------------------------|
| Wednesday, February 13, 2013 | <input checked="" type="checkbox"/> |
| Thursday, February 14, 2013 | <input checked="" type="checkbox"/> |
| Friday, February 15, 2013 | <input checked="" type="checkbox"/> |
| Monday, February 18, 2013 | <input checked="" type="checkbox"/> |
| Tuesday, February 19, 2013 | <input checked="" type="checkbox"/> |

Certification Summary

I, K [REDACTED]

Certify that I documented the time study on the specified dates.

Click OK to CERTIFY or cancel to stop.

1. Certify DDL 2. Submit Completed DDL Close Weekly Summary

- Click OK and the “2. Submit Completed DDL” key darkens.

Daily Documentation Log

Daily Documentation Log Weekly Summary / DDL Submission

| | | | |
|---------------|-------|---------------------------|--------------------------|
| Weekly Hits: | 160 | Scheduled Number of Hours | Over/(Under) Sch'd Hours |
| Weekly Hours: | 40.00 | 40.00 | Match |

| | | | |
|------------------------|----------------|------------------------|----------------|
| MAC Percentage: | 51.25% | Reallocated MAC %: | 89.13% |
| Non-MAC Percentage: | 6.25% | Reallocated Non-Mac %: | 10.87% |
| Allocated General Adm: | 42.50% | | |
| Total: | 100.00% | Total: | 100.00% |

NOTE!!! You must perform the following functions to Submit your DDL:

1. Check all DDL date boxes to certify that you documented on those Time-Study days.
2. Click the 'Certify DDL Button'
3. Click the 'Submit Completed DDL' button.

| DDL Date | Certify |
|------------------------------|-------------------------------------|
| Wednesday, February 13, 2013 | <input checked="" type="checkbox"/> |
| Thursday, February 14, 2013 | <input checked="" type="checkbox"/> |
| Friday, February 15, 2013 | <input checked="" type="checkbox"/> |
| Monday, February 18, 2013 | <input checked="" type="checkbox"/> |
| Tuesday, February 19, 2013 | <input checked="" type="checkbox"/> |

| Code | Count |
|---------------|-----------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |
| 14 | |
| 15 | |
| 16 | |
| Total: | 16 |

1. Certify DDL **2. Submit Completed DDL** Close Weekly Summary

- Once you click on “2. Submit Completed DDL” another message box appears to say that you certify the sheets.

Daily Documentation Log

Daily Documentation Log Weekly Summary / DDL Submission

| Weekly Hits: | 160 | Scheduled Number of Hours | 40.00 | Over/(Under) Sch'd Hours | Match |
|------------------------|---------|---------------------------|--------|--------------------------|-------|
| Weekly Hours: | 40.00 | 40.00 | | | |
| MAC Percentage: | 51.25% | Reallocated MAC %: | 89.13% | | |
| Non-MAC Percentage: | 6.25% | Reallocated Non-Mac %: | 10.87% | | |
| Allocated General Adm: | 42.50% | | | | |
| Total: | 100.00% | | | | |

| Code | Count | Percent |
|------|-------|---------|
| 1 | 3 | 1.8 |
| 2 | 1 | 0.6 |
| 3 | | |
| 4 | | |
| 5 | 3 | 1.8 |
| 6 | 2 | 1.2 |

NOTE!!! You must perform the following functions:

1. Check all DDL date boxes to certify that you have reviewed the information.
2. Click the 'Certify DDL Button'
3. Click the 'Submit Completed DDL' button.

| DDL Date | Certify |
|------------------------------|-------------------------------------|
| Wednesday, February 13, 2013 | <input checked="" type="checkbox"/> |
| Thursday, February 14, 2013 | <input checked="" type="checkbox"/> |
| Friday, February 15, 2013 | <input checked="" type="checkbox"/> |
| Monday, February 18, 2013 | <input checked="" type="checkbox"/> |
| Tuesday, February 19, 2013 | <input checked="" type="checkbox"/> |

1. Certify DDL 2. Submit Completed DDL

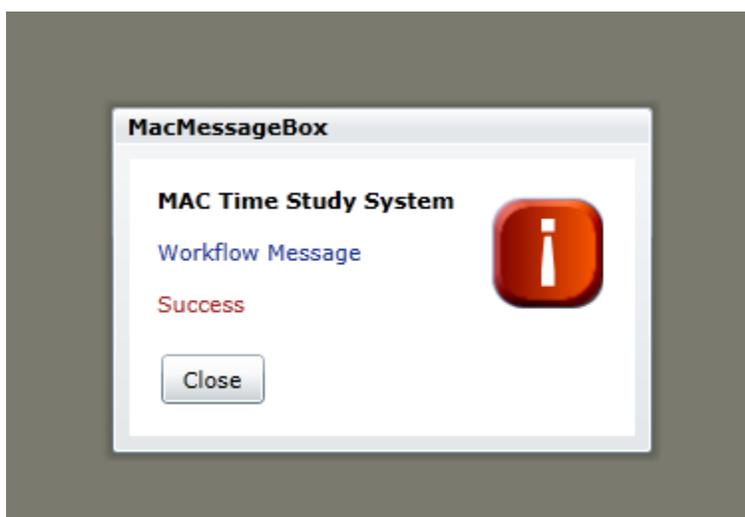
Submit Summary

I, [REDACTED], certify that the information I have provided on this Daily Documentation Log, to the best of my knowledge, is accurate and complete. In addition, I understand that information I provide will be used for the purpose of allocating costs related to the Medicaid reimbursable activities and functions performed. This form may be used to recalculate funding reviewed by federal, state, and/or local authorities and may result in repayment of unsubstantiated claims.

Click OK to CERTIFY and SUBMIT DDL or cancel to stop.

- Click on OK and that sends the Daily Log sheets to the Time Study Coordinator for approval.

You will receive this message to let you know it was successfully submitted to the Time Study Coordinator for approval.



Your Daily Log was Rejected back to you by the Time Study Coordinator

When your MAC Time Study Coordinator “Rejects” your DDL a comment will appear on your ToDo list letting you know what changes need to be made. Click on the field to view the entire message. Once the changes have been made click on the Daily Log Weekly Summary and certify the boxes again. **Note: You will not have to go back into the ToDo list to certify the boxes the second time. The system will allow you to certify the sheets after you have made changes by going into the weekly summary sheet. Click on “1. Certify DDL” and then click on “2. Submit DDL”.**

The screenshot displays the 'ToDo List' interface. It features a 'ToDo Profile' section with details for 'Daily Log for Kim Gallagher' and a 'ToDo Comments' table. A red arrow points to the comment text: 'change the code used from 10:45am-10:59am to Code 1.' Below the comment are buttons for 'Reassign', 'New Comment', 'History', and 'Daily Log'. To the right is a 'History' table with columns for Task, Status, Name, and Completed. Below these is a 'ToDo List Table' with columns for Time Study, Claiming Unit, Task, Description, Start Date, and Due Date.

| Task | Status | Name | Completed |
|----------------------------------|------------|---------------|------------|
| Daily Log Entry | In Process | Kim Gallagher | |
| TSC Verify and Approve Daily Log | Not Done | Debbie Morog | |
| TSC Verify and Approve Daily Log | Rejected | Debbie Morog | 03/28/2013 |
| Daily Log Entry | Completed | Kim Gallagher | 03/28/2013 |

| Time Study | Claiming Unit | Task | Description | Start Date | Due Date |
|------------|---------------|-----------------|-----------------------------|------------|------------|
| 3Q SFY13 | Public Health | Daily Log Entry | Daily Log for Kim Gallagher | 03/28/2013 | 03/12/2013 |

Once these steps have been done you have completed all steps of the MAC Time Study.

General Information

How to use the ToDo List

The ToDo list will help you track the tasks in the MAC time study process. Once you click on a line in the ToDo List Table the History Box will appear in the top right hand corner.

The screenshot shows the 'ToDo List' interface. It includes a 'ToDo Profile' section with details like 'Description: Time Study Preparation Process' and 'Claiming Unit: Public Health'. There is a 'History' box in the top right corner showing a table of task history. Below the profile is a 'ToDo List Search' section and a 'ToDo List Table' with columns for Time Study, Agency, Claiming Unit, Task, Description, Start Date, and Due Date.

| Task | Status | Name | Completed |
|-------------------------------|------------|-----------------|------------|
| Verify Roster | In Process | Kim Dick | |
| Update Roster of Participants | Completed | Kim Dick | 01/25/2012 |
| Update Roster of Participants | Reassigned | Rebecca Dershem | 01/25/2012 |

| Time Study | Agency | Claiming Unit | Task | Description | Start Date | Due Date | |
|------------|--------------------------------|-------------------------------------------|---------------|--------------------------------|------------|------------|--|
| 3Q SFY12 | Allen County Health Department | Public Health | Verify Roster | Time Study Preparation Process | 01/25/2012 | 01/27/2012 | |
| 3Q SFY12 | Ohio Dept. of Health | Bureau of Children with Medical Handicaps | Verify Claim | Claiming Process | 01/25/2012 | 01/27/2012 | |

What the History box tells you

This is a close-up of the History box. It displays a table with columns for Task, Status, Name, and Completed. The first row shows 'Verify Roster' as 'Completed' by 'Kim Dick' on '11/28/2011'. The second row shows 'Update Roster of Participants' as 'Completed' by 'Randy Berry' on '11/28/2011'. A 'Close' button is at the bottom.

| Task | Status | Name | Completed |
|-------------------------------|-----------|-------------|------------|
| Verify Roster | Completed | Kim Dick | 11/28/2011 |
| Update Roster of Participants | Completed | Randy Berry | 11/28/2011 |

The History box will let you know the status of a task. When you go to the ToDo list and click on a task in the ToDo List Table the History box will appear.

If all lines have “**Completed**” in the Status column nothing else needs to be done.

If it has “**In Process**” then the task still needs to have something done before it is completed and in the Name column it tells you who needs to complete the task.

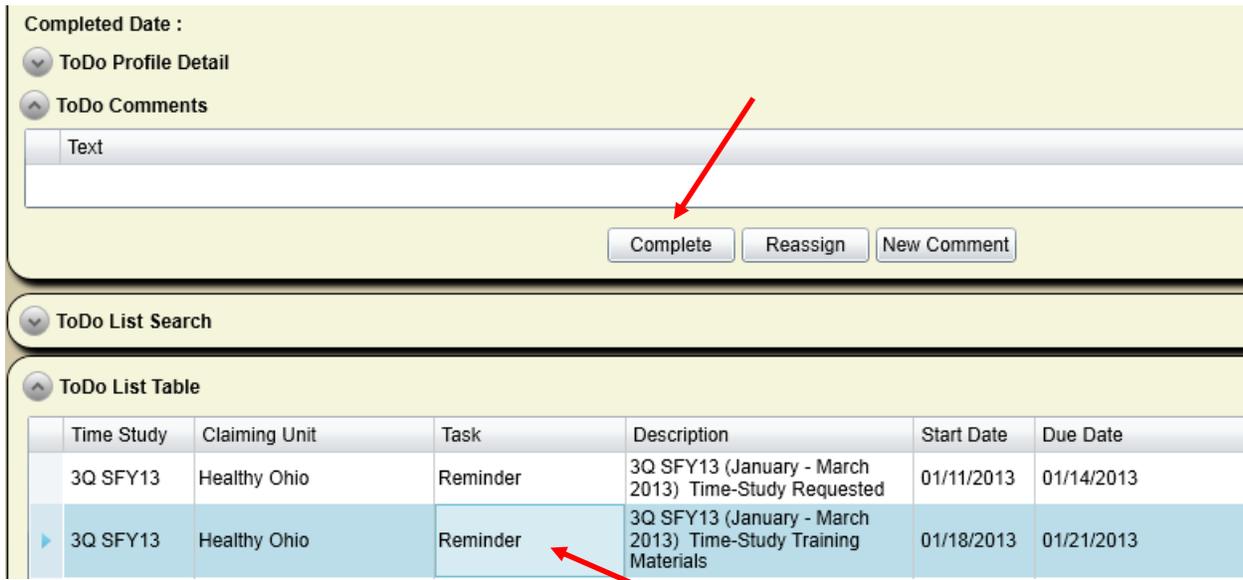
You can view this box at any time during the MAC time study process.

Removing the reminders from the ToDo List Table

The MAC Application will send “**reminders**” to your ToDo List table. They are just a reminder and not a specific task so when you click on the line nothing will happen.

To remove the reminders from your “ToDo List Table” click on the line where the reminder is listed. When you click on the line the “Complete, Reassign, New Comment” buttons will appear.

Click on “Complete” and the line will disappear. Best practice is to remove reminders as you complete tasks each quarter.



The screenshot displays the 'Completed Date' section with expandable options for 'ToDo Profile Detail' and 'ToDo Comments'. Below this is a 'Text' input field. A red arrow points to the 'Complete' button among 'Reassign' and 'New Comment' buttons. The 'ToDo List Search' section is also visible. The 'ToDo List Table' contains the following data:

| | Time Study | Claiming Unit | Task | Description | Start Date | Due Date |
|---|------------|---------------|----------|---------------------------------------------------------------|------------|------------|
| | 3Q SFY13 | Healthy Ohio | Reminder | 3Q SFY13 (January - March 2013) Time-Study Requested | 01/11/2013 | 01/14/2013 |
| ▶ | 3Q SFY13 | Healthy Ohio | Reminder | 3Q SFY13 (January - March 2013) Time-Study Training Materials | 01/18/2013 | 01/21/2013 |

Printing your daily log sheets

The MAC Application saves all of your daily log sheets electronically and you can access them at any time. If you need to print them off for some reason you can do so by going to the bottom of your daily log sheet and clicking on the “Print/Export DDL” button.

| | | | | |
|----------|----------|----|---|-----------------------------------------------------------------------------------------|
| 12:25 PM | 12:39 PM | 15 | C | Activities not specific to any identified function or that relate to multiple functions |
| 12:40 PM | 12:54 PM | L | | Lunch |

Print/Export DDL Save Current DDL Return to Home Page

The following screen will appear and if you click on the drop down menu beside the “disk” you will have 3 options on how to print your daily log sheets. It will print all of your sheets that were certified for the time study. The MAC Application stores these log sheets and you can go back in at anytime to view them.

File Edit View Favorites Tools Help

1 of 5 100% Find | Next

ODH MAC Time-Study System
DDL Activities Report
Report Date: 4/2/2013 2:42:20 PM
Time Study: 3Q SFY13

Excel
PDF
Word

MAC Website:

<http://www.odh.ohio.gov/about/finmgmt/whatismac.aspx>

MAC Time Study Participant Process

