| **DEPARTMENT OF HEALTH SERVICES**  Division of Public Health  F-02639 (03/2020) | | | |  | **STATE OF WISCONSIN** |
| --- | --- | --- | --- | --- | --- |
| **TIME AND TASK PRETEST** | | | | | |
| 1. | **Scenario**: You attended training about time and task reporting. Back at the office, your team would like you to provide a 30-minute update on the key points you learned at the training. | | | | |
|  | In which category do you report your time spent attending the training? | | | | |
|  | Category |  |  | | |
|  | In which category do you report your travel (to and from the training) time? | | | | |
|  | Category |  |  | | |
|  | When you train your colleagues, which column do you report the time in? | | | | |
|  | Category |  |  | | |
|  |  | | | | |
| 2. | **Scenario**: You are discussing services such as yard care and snow shoveling. | | | | |
|  | In which category do you report your time spent discussing these services? | | | | |
|  | Category |  |  | | |
|  |  | | | | |
| 3. | **Scenario**: You discussed several services and you are referring a customer to Meals on Wheels and a falls prevention program that is offered in your area. The customer does not qualify for Medicaid and is willing to privately pay. | | | | |
|  | Which category do you report all of this time in? | | | | |
|  | Category |  |  | | |
|  | Which category do you record time in when you enter all of the notes regarding this discussion? | | | | |
|  | Category |  |  | | |
|  |  | | | | |
| 4. | **Scenario**: You travel to a home to meet with an individual who has requested a Long-Term Care Functional Screen. The screen takes about two hours. During the home visit you also discuss potential options for family care and IRIS, which takes about 30 minutes. | | | | |
|  | Which categories do you record your time in? | | | | |
|  | Category |  |  | | |
|  | In which category do you record your travel time? | | | | |
|  | Category |  |  | | |
|  |  | | | | |
| 5. | **Scenario**: Your team is working on a quality improvement project to improve the ADRC time reporting process for nursing home relocations. You meet once per week for an hour and a half per meeting to discuss this improvement project. | | | | |
|  | Which categories do you record your time in? | | | | |
|  | Category |  |  | | |
|  | You travel from another office to meet with your team regarding this project, which category do you record this time in? | | | | |
|  | Category |  |  | | |
|  |  | | | | |
| 6. | **Scenario**: Your team is working on a quality improvement project to improve the ADRC process on marketing and outreach. | | | | |
|  | Which category do you record your time in? | | | | |
|  | Category |  |  | | |
|  |  | | | | |
| 7. | **Scenario**: You are not working with a customer however the time sheet requires you to record something in Category 6. | | | | |
|  | What do you record in Category 6 if you are working on a prevention program? | | | | |
|  | Category |  |  | | |
|  |  |  |  | | |
|  |  |  |  | | |
| 8. | **Scenario:** Medicare made a change requiring seniors to set up accounts and passwords. You and/or the EBS in your ADRC may be helping a person set up an account. In addition, your ADRC wants to set up clinics to train people on how to create an account. This is a step toward reviewing Medicare benefits. | | | | |
|  | Which category should this work be captured in? | | | | |
|  | Category |  |  | | |
|  |  | | | | |
| 9. | **Scenario**: You are working with a new colleague and offer to bring the person on a home visit to complete a Long-Term Care Functional Screen with a customer. All of your time is captured in Category 3. | | | | |
|  | Should your new colleague also do time reporting in this category? | | | | |
|  | Yes  No | | | | |
|  | What about client tracking? Should you both do a note on this customer?  Yes  No  If the customer is not home and you return to the office, which category do you record your time in | | | | |
|  | Category |  |  | | |