



Instructions for Medicaid Administrative Pass-Through (MAPT) Time Study Reporting

The MAPT Time Study [F-22683](#) must be completed based on 100% time reporting by all staff, with Department of Health Services approval, for reimbursement under Medicaid Administrative Pass-Through (MAPT) Funds. Detail of the 100% time reporting and a Medicaid Administrative Pass-Through (MAPT) Time Study [F-01381](#) must be submitted quarterly to the Division of Long Term Care, Bureau of Financial Management (DLTC/BFM). The time study documentation is required to support the costs for allowable Medicaid administrative activities and the allocation of federal funds.

A. MAPT Time Study [F-22683](#):

1. Complete your name, county agency, address and phone number on the top of the form. In addition, you and your supervisor must sign the form.
2. Write in the starting and ending times and total hours worked for each day during the week. Include all hours for which you are paid.
3. Draw vertical lines through each daily time log to indicate starting and ending times and unpaid meal breaks. These will assist in determining if all time has been recorded.
4. Review the program definitions outlined below in “D. Program definitions and codes”, to determine which program most closely describes your activity. Enter a check mark on the appropriate line to show the dominant program worked on during each fifteen minutes of the day.

B. Medicaid Administrative Pass-Through (MAPT) Time Summary [F-01381](#):

1. The time summary for up to two employees/staff can be reported on each MAPT Time Summary. Please submit additional MAPT Time Summary workbooks if submitting for more than two employees/staff members and add Total Columns with total MAPT Hours and Work Hours across all employees/staff members.
2. Include the county name, job title and employee name for each employee block for the employees receiving MAPT funding.
3. Enter the total monthly hours for each employee categorized by activities in the program definitions identified below.
4. Enter the total budgeted position cost for each employee including salary, fringe, travel/supplies, purchase of services contract and other as indicated on the form in Column I below the “Work Hour Totals”.
5. Enter the county name and county fiscal staff name responsible for submitting the report over the “total” columns.
6. The workbook automatically calculates and totals the “Total MAPT Hours” and the “Total Work Hours”.

C. Quarterly reporting dates for time study detail and summary reports

1. Quarter 1 reports are due April 15, 20XX with detail and summary data for January, February and March.
2. Quarter 2 reports are due July 15, 20XX with detail and summary data for April, May and June.
3. Quarter 3 reports are due October 15, 20XX with detail and summary data for July, August and September.
4. Quarter 4 reports are due January 15, 20XX with detail and summary data for October, November and December.

D. Program definitions and codes

1. PR-DV Provider Development activities: Activities directly associated with the recruitment, development, enrollment, or contracting with providers of services outside the county agency for the purpose of providing Medicaid funded service County activities associated with the certification of providers outside the county agency to meet standards required by the Medicaid program.
2. PR-PM Provider Payment Systems: Activities associated with making payments from Medicaid funds to qualified providers outside the county agency. Activities associated with developing systems to make such payments, monitoring and tracking payments, reconciling contracts and payments made, and documenting payments.
3. INFO Information Systems Activities: Entering data in HSRS or CARS, processing information, documenting costs, reporting service use, tracking expenditures, projecting expenditures', and related activities for Medicaid funds.
4. QA Quality Assurance: Development, maintenance, and operation of customer-oriented, local, quality assurance systems for Medicaid recipients which are administratively separate from case management.
5. If the activity is not on the list of defined programs, the time must be accounted for under one of the following:
 - i. Other MAPT: Use this column for other department approved MAPT activities.
 - ii. Paid Leave: Use this column for any paid vacation, sick leave or other paid leave including breaks.
 - iii. Non-MAPT: Use this column for all activities which are not approved MAPT activities.