

Big Bend Community Based Care Policy & Procedure

Series: 900: Data Collection, Records and Reporting

Policy Name: Time Logs

Policy Number: 909

Origination Date: 03/09/2009

Revised: Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to produce accurate and complete documentation of time spent on reimbursable direct care activities and related administrative activities.

Procedure

- A. Staff will use the time log system to account for one hundred percent (100%) of their work time unless eligible to submit a time certification waiving this requirement.
- B. Staff spending one hundred percent (100%) of their time on adoptions, Licensing or Placement activities will submit semi-annual signed time certifications waiving the time log requirement.
- C. FSN will be used to record time spent on case and client-specific activities.
- D. The combined use of these two systems will allow staff to account for one hundred percent (100%) of their time.
- E. Staff will enter specific activities into the appropriate system by the end of the next business day following the activity.
- F. Monthly, BBCBC will produce a roll-up report from the FSN repository detailing how much time was spent on each client-specific activity in the prior month.
- G. This report will be sent to the BBCBC Finance Department to produce the invoice for DCF.
- H. As part of the periodic contract monitoring process, BBCBC will ensure that time log data is collected accurately.
- I. This process will include individual case record reviews to validate whether actions reported were actually performed as logged.