



## TIME STUDY INSTRUCTIONS FOR LIAISONS

Thank you for participating in the Mental Health Funds Recovery Program (MHFRP). The efforts of each agency liaison are critical to the success of the program. The intent of this is to increase time study participant accountability in the completion and submission of time studies and ensure 100% of time studies are submitted. Your assistance with this process is greatly appreciated.

The following instructions are in reference to the new online time study format. Upon receipt of the time study link via email, please refer to these instructions to streamline the process and create an upfront accountable atmosphere.

The **time study week** for this sample will be conducted from **Monday, October 27<sup>th</sup>, through Sunday, November 2<sup>nd</sup>, 2025**. **ALL** time studies should be completed and submitted to InteCare by Friday, **November 3<sup>rd</sup>, 2025**.

### DIRECTIONS:

1. Please verify that all the selected participants' emails are correct.
  - You will receive a list of emails to confirm from InteCare before the start of the training week.
2. Notify the selected participants to ensure they complete the **training** during **October 13<sup>th</sup> – October 24<sup>th</sup>**.
3. if required.
  - Refer to the Materials Log to indicate who needs to complete the training.
  - Remind participants the Time Study and Participant Activity Log (PAL) are completed online as one document.
4. You will receive training updates periodically throughout the training weeks. Encourage all participants to complete the training as soon as possible, we need to train 100% of selected participants.
5. **Monday, October 27<sup>th</sup>** the participants will receive a link via email to their online time study.
  - The liaison can check the status of each participant by clicking on the personalized link using the InteCare online application.
  - **This link is for all 7 days and can be forwarded by the liaison at any time if the participant did not receive a link, has misplaced or deleted their link.**
6. You will receive live link updated daily regarding the completion status for your agency from [IndianaRMS1@rmsplus.com](mailto:IndianaRMS1@rmsplus.com).
  - Each time study will need to be 100% completed with a signature.
  - The time study will not allow a signature until all notes and activity codes are completed. (See next page for instructions.)
7. Please review each time study for accuracy during **November 3<sup>rd</sup> – November 7<sup>th</sup>, 2025**. All links will be locked at 11:59pm on **November 21<sup>st</sup>**.
8. Please sign the Time Study Certification attesting that you reviewed the time study for coding accuracy, completion and all signatures stating YES, and return it to the InteCare MHFRP Liaison ([gtucker@intecare.org](mailto:gtucker@intecare.org)) via email.
9. You will receive a spreadsheet that includes everything from the online time study by the end of the quarter.
  - Please keep this at your agency upon receipt and retain for at least 5 years.



## **TIME STUDY TIPS:**

### *Materials Log*

- The Time Study Materials Log has been created to help with the tracking process of this time study. Refer to this spreadsheet to verify who needs to complete the training and/or who has already completed the training.
- If a participant is highlighted, they have completed the training within the last four quarters and do not need to complete the training for this quarter.
- The last three columns are to ensure the participant received the link, completed the time study, and the liaison reviewed the time study.
- The Materials Log is just for your convenience; you do not need to return this to InteCare.

### *Vacant Positions*

- If a Time Study link is received that is a vacant position and has not been filled, the liaison will complete the time study as “Non-Paid Time – Code O”, sign the signature page, and submit to InteCare.
- To prepopulate the entire time study as vacant, code O, use the button at the top of the time study that states “This position is vacant”. Then, click the record button to save the responses.

### *Replacement Positions*

- If a Time Study link is received that identifies an incorrect name for reason of filled “Vacancy” position or “New Employee Replacement” because of a previously terminated employee, please email InteCare the appropriate participants name and email address who is replacing this position.
- The replacement should be a new hire, not already on the roster.
- **In no instance should a “Replacement Employee” be identified for reason of staff scheduling, vacation, or compliance reasons.**

### *Vacation, Sick, FMLA Positions*

- If a Time Study link is received for participants who are on vacation, sick, taking family leave, etc. during the sample period, the liaison will fill out the time study as either “General Administration – Code N” for paid leave or “Non-Paid Time – Code O” for uncompensated time, sign the signature page, and submit to InteCare.
- To prepopulate the entire time study as unpaid leave, code O, use the button at the top of the time study that states “I am on unpaid leave”. Then, click the record button to save the responses.

### *Time Study Notes and Activity Code Columns*

- All notes and activity codes should be completed. If a participant only works 6 hours per day, the remaining hours should state, “Not Scheduled to Work – Code O”.
- The time study will not allow a signature until all notes and activity codes are completed.