

**The CSBG language as defined by the State:**

**CODE 1142 CSBG - HR**

Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible, to gain access to medical services and attain and/or maintain a favorable physical or mental health condition by assisting the recipient in identifying and understanding their health needs.

This includes performing or assisting the eligibility worker in determination or documentation of the recipient's Medi-Cal eligibility; development, implementation and management of health plans; outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs; providing assistance to eligible recipients to access needed health related services; and statistical reporting.

**DAAS Contractor Time Studies FAQ:**

**Q:** If an employee works part-time on the DAAS contract, and part time on other funding sources, how should their non-DAAS time be reported on the time study?

**A:** Only include hours paid by DAAS/HSA on the time study forms. Do not include any hours on the time study forms that are funded by other sources. So if a worker works 40 hours per week, and is 50% funded by DAAS/HSA, only 20 hours per week should be shown on the time study form. (note: The time study form narrative will be updated to make this clearer. It currently says "Total hours should be 8 for regular schedule." This should be changed to read "Include only hours paid by DAAS. Total hours on time study form should equal hours invoiced to DAAS/HSA."

**Q:** Should I report hours under "1142 CSBG-HR for eligible-type activities with all clients, or just hours with clients I know are on Medi-cal?

**A:** Report eligible activities for all clients. DAAS/HSA staff will calculate a factor estimating the overall percentage of your clients receiving Medi-cal and apply that factor to the hours reported on the time studies.

**Q:** How should partial hours be reported on the time study?

**A:** You may report to the nearest 15 minutes, in the format of .25 for 1/4 hour, .5 for 1/2 hour, .75 for 3/4 of an hour. Thus 1 1/2 hours would be reported as 1.5 hours.

**Q:** What category should programmatic training be reported in?

**A:** If training is purely related to one type of service (e.g. CSBG-HR or nonwelfare) then report the hours in that service line. If training covers more than one type of service, the hours can be split between the various services or reported as "generic."

**Q:** How should caseworker travel time be reported?

**A:** Report travel time in the same category as the service being provided that the travel is for. If the travel time is to a client to perform a CSBG-HR type service, apply the travel time to "1142 CSBG-HR." If the services are mixed CSBG-HR and other, split both the travel time and service time between the two categories.

**Q:** How do you want Excel time studies e-mailed to HSA staff? Do you want them all combined into one file or as separate files for each worker.

**A:** We would prefer that all the time studies for one contractor be combined into one Excel worksheet with separate tabs for each worker. However, we can accept the time studies in separate files if that is easier for you. Please e-mail the time studies to Pauson Yun at [Pauson.Yun@sfgov.org](mailto:Pauson.Yun@sfgov.org), with a cc to Joseph Huang at [Joseph.Huang@sfgov.org](mailto:Joseph.Huang@sfgov.org)

**This FAQ and time study form is available on the HSA website:**

- 1 Go to [www.sfhhsa.org/contractsmanagement.htm](http://www.sfhhsa.org/contractsmanagement.htm)
- 2 Links to CSBG-HR FAQ and Time Study form are at the bottom of page

Notes: The current DAAS contractor time study form has the following changes:

1. The notes on the time study form have been revised to take out the reference to overtime hours and regular schedules, and replace it with language clarifying that only hours paid under the DAAS/HSA contract should be included.
2. The "nonallocable hours" line is revised to take out the reference to "unpaid leave." This line should include only paid leave that is paid through the DAAS/HSA contract.
3. Employee and Supervisor signature line has pre-printed "Signed copy on file." Please make sure that you do indeed have the employee and supervisor sign hard copies of the time study and that you do keep them on file.