
—PROGRAM INSTRUCTION—

Texas Department of Aging and Disability Services (DADS) – Access and Intake Division

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|------------------------------|--|-----------------------|------------|
| TITLE: | Counting Units for Services Where the Unit is One Hour | NUMBER: | AAA-PI 305 |
| SECTION: | Area Agencies on Aging | APPROVAL: | Betty Ford |
| ISSUE DATE: | 2/1/08 | REVISION DATE: | 1/7/09 |
| RELEVANT CITATION(S): | 40 TAC §85.201 | | |
| DISTRIBUTION: | <input type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Fiscal Director <input checked="" type="checkbox"/> AAA Section Staff | | |

The Department is revising the program instruction (PI) to reflect the new number 40 TAC (Texas Administrative Code) §83.1 AAA Administrative Responsibility. Effective September 1, 2008, the rule's number changed to 40 TAC §85.201.

For any service where a unit of activity is based upon one hour, the actual time spent should be reported in minutes. A AAA reporting units of service at the end of the month should round to the nearest fifteen minute increment (up or down) and enter into the AAA's automated client tracking or reporting software (CTS) based on the total minutes provided. A AAA entering units any other way (e.g., daily or weekly) must enter time as provided. Minutes may be recorded daily or weekly and not be rounded. The AAA may choose to report minutes or use the military time conversion table (Attachment A) to report units.

This methodology will be used for each individual client record.

Example:

- A. On August 19, talked to Mr. Jones about Care Management and developed his Care Plan (72 minutes).
- B. Contacted Local & Regional Services (L&RS) to discuss Mr. Jones eligibility for services (27 minutes).
- C. Contacted two service providers to authorize services for Mr. Jones; provided them all of the necessary information (35 minutes).
- D. Contacted Mr. Jones to let him know when the services would begin (10 minutes).
- E. Contacted Mr. Jones to verify the services had started and that he was satisfied with the quality of services provided (18 minutes).

There were five activities associated with Mr. Jones during the month of August. The total minutes during August would be 162 minutes (2 hours and 42 minutes). The number of units reported to Department, rounded to the nearest 15 minute increment, would be 2.75 or 2.70 if using the military time conversion sheet.

This method of calculation must be used by the AAA and all service providers reporting service activity where one unit equals one hour. The AAA is required to document, track and report units and unduplicated clients for AAA direct services, Care Coordination and Legal Assistance services. These services are cost reimbursement services.

If you need additional assistance, please direct your questions to T3AHelp@dads.state.tx.us.

Attachment A

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| MILITARY TIME CONVERSION TABLE -MINUTES TO FRACTIONS (minutes divided by 60 = units (round two decimal places)) |
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| Minutes | Fraction | Minutes | Fraction | Minutes | Fraction | Minutes | Fraction |
|---------|----------|---------|----------|---------|----------|---------|----------|
| 1 | .02 | 16 | .27 | 31 | .52 | 46 | .77 |
| 2 | .03 | 17 | .28 | 32 | .53 | 47 | .78 |
| 3 | .05 | 18 | .30 | 33 | .55 | 48 | .80 |
| 4 | .07 | 19 | .32 | 34 | .57 | 49 | .82 |
| 5 | .08 | 20 | .33 | 35 | .58 | 50 | .83 |
| 6 | .10 | 21 | .35 | 36 | .60 | 51 | .85 |
| 7 | .12 | 22 | .37 | 37 | .62 | 52 | .87 |
| 8 | .13 | 23 | .38 | 38 | .63 | 53 | .88 |
| 9 | .15 | 24 | .40 | 39 | .65 | 54 | .90 |
| 10 | .17 | 25 | .42 | 40 | .67 | 55 | .92 |
| 11 | .18 | 26 | .43 | 41 | .68 | 56 | .93 |
| 12 | .20 | 27 | .45 | 42 | .70 | 57 | .95 |
| 13 | .22 | 28 | .47 | 43 | .72 | 58 | .97 |
| 14 | .23 | 29 | .48 | 44 | .73 | 59 | .98 |
| 15 | .25 | 30 | .50 | 45 | .75 | 60 | 1.00 |

The above table should be used to convert minutes into a fraction. The fractions may be entered into the AAA's client tracking/reporting software supporting time spent providing Care Coordination, Benefits Counseling, and other activities where units of service is reported in hours.