



# Coordinator Roles & Fact Sheet

## Administrative Duties

### Program Management

Determine appropriate district staff to participate in the time study and maintaining accurate records on a quarterly basis

### Training

Attend SHS sponsored trainings and provide training to appropriate district personnel



### Collaboration

Coordinate efforts with business/HR departments in order to manage staff pool list changes and report accurate costs

### Program Compliance

Provide documentation for compliance reviews such as professional licensure, IEPs, Other Plans of Care, billed claims, reported salaries/benefits and transportation costs



### Health Care Policy and Financing

- ✓ Sponsors **6** trainings and **3** stakeholder meetings on-site annually
- ✓ Monitors program compliance
- ✓ Facilitates new coordinator meetings for the introductory program year



### Program Support

#### Peers

- ✓ **50+** participating districts
- ✓ **100+** district coordinators statewide
- ✓ **8** Regions represented by Stakeholders



#### Public Consulting Group

- ✓ Operates the program help desk
- ✓ Facilitates trainings and stakeholder meetings
- ✓ Monitors program compliance



## Managing the Random Moment Time Study via the web-based PCG Claiming System



Input service providers and maintain accurate records (staff pool list) throughout the school year



Manage district participation responsiveness by following up on all late & unanswered time study moments



Monitor district participants using the system's resources & reporting features for a minimum of 85% time study return rate



Submit salaries/benefits and other costs data on a quarterly and annual basis