



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, billed claims, reported salaries/benefits and transportation costs



Health Care Policy and Financing

- ✓ Sponsors **8** trainings and **3** stakeholder meetings on-site annually
- ✓ Monitors program compliance
- ✓ Facilitates new coordinator meetings for the introductory program year



Peers



Public Consulting Group

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

Program Support



SHS Resources



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