



## Office of Children and Family Services

ANDREW M. CUOMO  
Governor

SHEILA J. POOLE  
Acting Commissioner

March 19, 2019

Dear Executive Director:

Please be advised that the next annual time study of social work staff is to be conducted **May 14, 15 and 16, 2019**. This social services time study is required on an annual basis by the federal Department of Health and Human Services (DHHS) to address the reimbursement requirements of the federal government.

**Please note: This does not apply to agencies that operate only Private Residential Schools (i.e., rate code P, P1, etc.).** If your only MSAR-funded programs are Private Residential Schools, please disregard this message.

To prepare for this self-administered study, you should designate a Finance Office contact who has access to the Statewide Standards of Payment (SSOP) System and who can coordinate the activities of the time study. Please share this letter with the designated individual.

The Finance Office contact you assign to this project should be able to assist you with:

- Selecting the staff that are required to participate;
- Administering the study, providing guidance to participating workers;
- Reviewing the results completed by workers; and
- Completing the Agency-Wide Summary Data on the SSOP System.

Please have your Finance Office contact submit agency contact information into SSOP to confirm your receipt of this letter and your commitment to participate in the required time study **no later than Wednesday, April 17, 2019**.

The time study must be completed by social services workers in all foster care programs operated by your agency for which OCFS establishes a Maximum State Aid Rate (MSAR per diem), **except for Private Residential Schools**. Consult the "General Instructions for Finance Office" for further guidance regarding required staff participation.

The following materials are included as attachments and will also be made available for your information on the OCFS Internet at:

<https://ocfs.ny.gov/main/Rates/FosterCare/TimeStudy>

- Attachment A - General Instructions for Finance Office
- Attachment B - Instructions for Workers
- Attachment C - Activities Example
- Attachment D - Time Study Activity Report (Time Study Report Forms for Workers)

After social services employees have completed the final day of the time study on May 16, 2019, you will need to do the following:

- Submit the Agency Wide Data in the Statewide Standards of Payment System by Monday, June 3, 2019 (URL: <https://apps.ocfs.ny.gov/ssop/>). **The Executive Director must send the final submission from SSOP; no other SSOP user is given access to the “Submit My Submission” function.**
- Keep the original Time Study Reports, and send **copies of** those reports, along with a **signed physical copy** of the Agency Wide Summary Totals Page from your SSOP submission, in the regular mail by June 10, 2019, to the following address:

NYS Office of Children and Family Services  
Bureau of Budget Management, Rm. 314 South  
52 Washington Street  
Rensselaer, NY 12144  
Attn: VA Time Study

If you require technical assistance with any aspect of the annual time study process, please contact the OCFS Bureau of Budget Management at (518) 474-1361. Thank you for your cooperation in advance of the next scheduled time study.

Sincerely,

Bryan Bagstad, Director  
Bureau of Budget Management

cc: Agency SSOP Contact