

Distributed via Fairbanks E-mail to
MHMR MAC/RMTS Financial Contacts and CEO/Directors
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ANNOUNCEMENT

Mental Health and Mental Retardation (MHMR)
Reporting of Cost for Crisis Intervention Staff
Federal Fiscal Year (FFY) 2012

Please note the cost associated with the Crisis Intervention staff may be reported as follows:

Crisis Intervention staff identified as Direct Support staff, who directly support time studied personnel and who do not qualify as general administrative personnel. As stated in 42 CFR § 432.50, Direct support means the provision of **clerical services**, which are directly necessary to the completion of the professional medical responsibilities and functions of skilled professional medical personnel (SPMP). There must be documentation showing that the clerical services provided by the supporting staff are directly related and necessary to the execution of the skilled professional medical personnel's responsibilities. In order for the clerical services to be directly related to the skilled professional medical personnel's responsibilities, the skilled professional medical personnel must be immediately responsible for work performed by the clerical staff and must directly supervise (immediate first-level supervision) the supporting staff and the performance of the supporting staff's work. The local authority has the burden of providing evidence to demonstrate the existence of the immediate and direct connection between the duties of the clerical support personnel and SPMP (i.e., evidence about specific work assignments initiated by the SPMP in an SPMP role).

Crisis Intervention staff Contracted, contracted staff not time studied is included in the Unstudied Staff section of the financials; or the provider may choose to enter into a professional fees and services contract which would include costs of the contract as "Equipment and Other Costs" in the General Administration Category (Cost Pool 4). HHSC is requesting each provider maintain documentation to support the cost related to contracted Crisis Intervention staff.

General Administration Staff (Cost Pool 4)

General Administration Staff are personnel who do not time study e.g., CEO/ED, Personnel, Business Office, Management Information System [MIS], etc., are entered in this MAC Category. These personnel support the local agency as a whole, so their costs are allocated across all the appropriate cost areas. This MAC Category includes costs associated with staff that provide general administration to the entire public entity and are not eligible to time study. This category may also include indirect overhead costs and other operating costs that have not been entered in the Time Study, Direct Support Staff and the Unstudied Staff cost pools. The Crisis Intervention staff does not support the local agency as a whole and therefore cost may only be included as professional fees and services contracted costs.

Please feel free to email any questions or concerns regarding the request to MAC@hhsc.state.tx.us.