



***"A solution that fits ..."***

***Independent Contract Services***

Jane Patrick, Special Project Consultant

33852 Co. Hwy. 27, Erhard, MN 56534

Voice: 218.736.3458 Fax: 218.998.3763

e-mail: [patrick@prtel.com](mailto:patrick@prtel.com)

**Local Collaborative Time Study Report**

**Prepared by:**

**Jane Patrick**

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To date, Jane Patrick has met in person with all of the agencies involved with the time study with the exception of one school district. Contact has been made with that district, and Jane is hopeful that a meeting can be set in the near future.

Agency supervisors, superintendents and LCTS recorders and site contacts have assisted with a review of their internal LCTS operations and of existing LCTS participants and staff who may be appropriate to participate in the time study. New participants have been added to the time study for Corrections and the D-G-F School District and it is anticipated that additional changes and restructuring will occur for the remaining public schools as the start of the new school years draws closer.

Many of the agencies have been interested in learning more about and have asked thoughtful questions regarding the overall time study operations. Most have expressed sincere concern about the uncertain future of the time study, and all have been very willing to assist with the changes and tweaking to help make operations more efficient and effective.

Mandatory retraining was held for Corrections, Public Health and the D-G-F School District in June. LCTS participants, site contacts and recorders attended the training sessions and proved to be interested in learning about the new changes and reviewing the new training materials which were provided by the State. Additional retraining for three of remaining four school districts has been tentatively scheduled for the last week of August.

Training sessions have included a review of the overall Collaborative structure and of the programs and opportunities afforded by the Collaborative and the income which is generated by the time study. However, the most intense focus of the training sessions has been on reviewing the time study code definitions and appropriate documentation of the coding process. As previously reported, it is hopeful that a better understanding of the codes and training materials will help to increase the number of reimbursable codes which are submitted to the State, and thereby help to stabilize anticipated declining LCTS income.

Over the next two months, the focus of the activities will be to review and restructure the LCTS participants and recorders at the remaining school sites as well as mandatory retraining of those staff. Following the completion of the retraining and restructuring, Jane will begin development of appropriate tools and suggestions for agencies to utilize which will help to keep the LCTS participants and project staff informed of new changes and developments with the time study.

