

# **RSS Time Study Data Collection**

**Tools and submission instructions for Recovery Center staff**

# Time Study Goals

**In preparation for Recovery Support Service (RSS) Medicaid reimbursement, DSU aims to...**

- Provide records of time spent in recovery coaching,
- Provide clarity around the direct and indirect services provided by Recovery Centers and the time spent delivering these services,
- Ensure Recovery Centers are in the practice of tracking time spent providing relevant services,
- And begin to assess general readiness



## Who is involved?

- **All recovery centers**



## What roles will participate?

- **All recovery center roles**



- **Data collection will occur between October 13<sup>th</sup> and November 9<sup>th</sup>**

# Recording your time

You will record your time using one of the following tools:

1

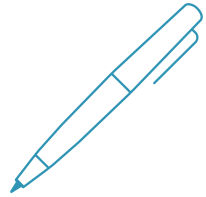
## Word template

- Enter directly into the Word document  
OR
- Print the document and write-in

2

## Excel template

- Enter directly into Excel document



**At the end of each week, or as directed by your Recovery Center Director, give/send your Time Study form to your Recovery Center Director for their review, approval, and submission to the Vermont Department of Health.**

**Please contact your Recovery Center Director or leadership team if you have any questions regarding the completion of your Time Study submission form.**

# Word template guidance

- 1) Download the file to your computer from the [VDH Recovery Support Service webpage](#).
- 2) Review the instructions.
- 3) You may enter information directly into the Word document OR print the document and enter information, if desired.
- 4) At the end of each week, or as directed by your Recovery Center Director, give or send your form to your Recovery Center Director for their review, approval, and submission to the Vermont Department of Health.



**If using the Word template, you will complete one form for each week of the time study.**

# Excel template guidance

- 1) Download the file to your computer from the [VDH Recovery Support Service webpage](#).
- 2) Review the instructions tab.
- 3) Enter information directly into the Excel file.
- 4) At the end of each week, or as directed by your Recovery Center Director, send your Time Study excel file to your Recovery Center Director for their review, approval, and submission to the Vermont Department of Health.



**If using the Excel template, you can enter information into one excel file for the duration of the time study.**

# For Recovery Center Directors ONLY: Alchemer survey submission

- 1) At the end of each week (at a minimum) collect and review time study submission forms from Recovery Center staff.
- 2) Access the [Alchemer Survey](#) to submit forms to the Vermont Department of Health, Division of Substance Use Programs
- 3) Complete required fields and upload time study files. You can upload multiple files (up to 10 files) per upload field.
- 4) Completion of the signature field confirms all time study forms were reviewed for accuracy and completeness.



Please contact [ahs.vdhrecoveryandhrservices@vermont.gov](mailto:ahs.vdhrecoveryandhrservices@vermont.gov) if you have questions or problems with survey submission.



# For Recovery Center Directors ONLY: Submission Deadlines

Submit approved time study forms to VDH through the [Alchemer survey tool](#) each week, according to the submission deadlines listed below.

Reporting Period	Time Study Form Submission Deadline
Week 1 (October 13th - 19th)	3:00 pm on Monday, October 20th
Week 2 (October 20th - 26th)	3:00 pm on Monday, October 27th
Week 3 (October 27th-November 2nd)	3:00 pm on Monday, November 3rd
Week 4 (November 3rd-9th)	3:00 pm on Monday, November 10th