

Time & Effort Tracking

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Introduction

Federal awarding agencies require recipient organizations, such as Ryan White HIV/AIDS Programs, to account for completed and realized staff work. There must be records of work completed for all Federally-supported wages (45 CFR § 75.430(i)(1)).

Organizations must assure the employee is accurately compensated for completed activities:

- Grantees must certify actual time devoted to activities, and not rely on budget projections
- Time and Effort monitoring is required at least semi-annually on RW funded employees.

BMC's Part D Program implemented a comprehensive Time and Effort certification policy and procedures.

Methods and Activities

At Boston Medical Center, we developed a tool to track and certify realized staff efforts, based on service category. After piloting the process and making changes, we adopted the procedures into our normal operations.

LINE ITEM	Role on Project	Program FTE Total	Medical Services FTE	COM	Support Services	Admin	Program TOTAL
Personnel							
Stephen Pelton, MD	PCIP, Coordinator - Maternal-Child HIV Services	0.125	10.0%	2.5%			12.5%
	Time & Effort Signature and Date						
Cassandra Pierre, MD, MPH	Medical Director, Adult HIV Services	0.025	2.5%				2.0%
	Time & Effort Signature and Date						
Ellen Cooper, MD	Medical Director, Pediatric HIV Services	0.100	10.0%				10.0%
	Time & Effort Signature and Date						
Carole Moloney, RN, CPNP	Adolescent/Transition Specialist	0.357	35.7%				35.7%
	Time & Effort Signature and Date						
Martha Vibbert, Ph.D.	Mental Health Psychologist	0.100	10.0%				10.0%
	Time & Effort Signature and Date						
Debra McLaud, RN	Prenatal HIV Specialist	0.150			15.0%		15.0%
	Time & Effort Signature and Date						
Patricia Ahern	Fiscal Administrator	0.100				10.0%	10.0%
	Time & Effort Signature and Date						
Diana Clarke, Pharm.D.	Adherence Specialist	0.200	20.0%				20.0%
	Time & Effort Signature and Date						
Margaret Haffey	Program Coordinator/Women's Health Specialist	1.000	62.5%	7.5%		10.0%	100.0%
	Time & Effort Signature and Date						
Catherine Callanos, MPH	Data Analyst	0.300		21.0%	6.0%	3.0%	30.0%
	Time & Effort Signature and Date						
Steve Spitaler	Peer Navigator	0.400				40.0%	40.0%
	Time & Effort Signature and Date						
	Total Personnel	2.857	170.7%	31.0%	61.0%	23.0%	285.7%

The above attestations verify the actual time and effort expended per service category by each staff member on the Ryan White Part D grant. By signing, staff certify that to the best of their knowledge the expended time is true and accurate.

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Tool developed for staff to sign attesting overall effort is accurate, and to initial on their individual line in each service category, as appropriate.

Results

During our 2019 HRSA site visit, our program received a HAB Innovative Practice award for the system we developed to track, report, and ascertain the proper use of the time-and-effort in a RWHAP.

On an ongoing, semi-annual basis we continue to track and reconcile realized time and efforts. We now certify staff efforts using this form for both our Part A and D awards. The form is now utilized in other, non-RW projects, in our Division.

Lessons Learned

- Since its implementation, staff who are funded across multiple funding sources note a clearer understanding of their roles and expectations for respective projects.
- A clear understanding of staff time is instrumental in applying for new or ongoing HAB Funding Opportunities as staffing plans and job descriptions are required for these submissions. Leadership is able to more accurately prepare budget proposals with certified efforts for ongoing programs.

Semi-annually, we follow the below procedures:

- Fiscal Administrator updates "Time and Effort Certification Form" with date period for certification.
- Staff review, initial and sign to certify their realized efforts on the form.
- Staff note changes in efforts during measurement period in free text space at bottom of form.
- Once all members certify their efforts, Fiscal Administrator also certifies the form is accurate.
- The Fiscal Administrator and RW Part D Program Manager reconcile discrepancies between allocated and realized staff time.
- Updates to current and future budgets and charges to cost-centers are made in real time to reflect realized efforts.

Ensuring Compliance

With Time and Effort

Reporting in a

Hospital Setting

