Time & Effort Tracking

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Introduction

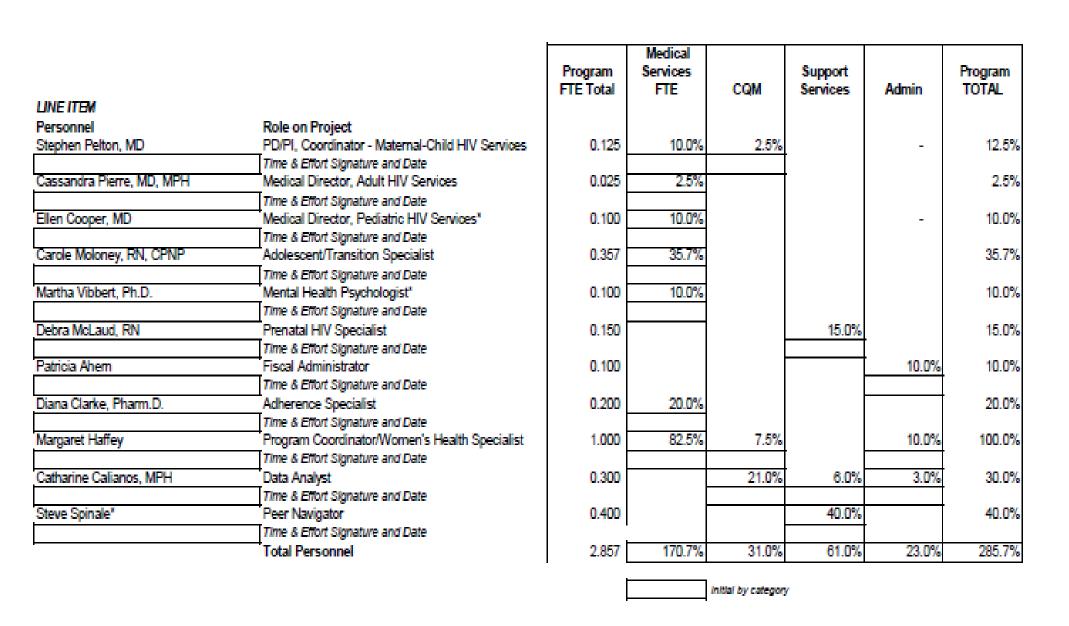
Federal awarding agencies require recipient organizations, such as Ryan White HIV/AIDS Programs, to account for completed and realized staff work. There must be records of work completed for all Federally-supported wages (45 CFR § 75.430(i)(1).

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.



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 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.

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.

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-andeffort 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.

Ensuring Compliance

With Time and Effort

Reporting in a

Hospital Setting



