



Time Study Buddy

www.timestudybuddy.com

Dan Gardner, CPA

5350 Dunlay Drive, Suite 2716
Sacramento, CA 95835

805-748-1460 telephone
dan@fiscalexperts.com

TIME STUDY BUDDY

FOR CALIFORNIA COUNTY
DEPARTMENTS OF SOCIAL SERVICES

CURRENT EVENT

CDSS issued County Fiscal Letter No. 09/10-66 on July 1, 2010:

*“Of the 58 county annual single **audits** reviewed, there were **fourteen counties** with **findings** that pertained to the **quarterly time studies** completed for the County Expense Claim.”*

BUDDY REQUIREMENTS



Hardware

- Computer
 - ✓ Internet connection
- Printer

Software

- Browser
 - ✓ Internet Explorer
 - ✓ Firefox
- Email
- Excel

WHY USE THE BUDDY ?

LEVELS OF AUTOMATION:

0. Manual

1. Spreadsheet

2. Database

3. Application

4. Web - Based



✓ Easy setup

- ➔ Web-based
- ➔ Any PC with Internet is ready to go

✓ More accurate

- ➔ Math checked at source
- ➔ No re-keying of data

✓ More efficient

- ➔ Saves staff time

✓ More effective

- ➔ Helps you manage time study codes and allocations
- ➔ Bring more revenue to your county

PREVIEW OF KEY FEATURES

1. Easy setup
2. One click to start new quarter
3. Track worker progress
4. View, edit & print individual time surveys
5. Automatic reports - no need to re-key data
6. Complete audit trail in Excel

1 Setup 2 Enter 3 Quality Review 4 Print

2.1 Selection: August 2010
2.2 Enter Time Study

2.2 Enter August

		Mon (8/9/2010)								
		8	9	10	11	12	13	14	15	16
Enter Payroll Information										
Total Hours (Allocable+Non-Allocable)	:	8.00	8.00	8.00	8.00	8.00	8.00	-	-	8.00
(Non-Allocable Hours)	:	0.00	-	-	-	-	-	-	-	-
Sub-Total (Allocable Hours)	-	8.00	8.00	8.00	8.00	8.00	8.00	-	-	8.00
Enter Program Usage (+ Add Program Code)		used: 0.00 of 8.00								
0071	Relative/Nonrelative Home Approval	-	→	-	-	-	-	-	-	-
1171	Adoptions - Case Management	-	→	-	-	-	-	-	-	-
1441	CWS HR - Pre-Placement Program	-	→	-	-	-	-	-	-	-
1456	CWS - Training	-	→	-	-	-	-	-	-	-
1474	CWS Court Related - Perm. Placement	-	→	-	-	-	-	-	-	-
1483	CWS Case Mgt. - Family Reunification	-	→	-	-	-	-	-	-	-
1484	CWS Case Mgt. - Permanent Placement	-	→	-	-	-	-	-	-	-
1551	Foster Family Licensing	-	→	-	-	-	-	-	-	-
5134	EA-ER Referrals	-	→	-	-	-	-	-	-	-
7161	AB 1512-Health Benefit Determination	-	→	-	-	-	-	-	-	-

ORDER
DONE



Go to:

www.TimeStudyBuddy.com/help.jsp

to view four short training videos, of about 3 minutes each,
that we use to train the workers about how to use the Buddy.

WORKER TRAINING VIDEOS

ADMIN FEATURES

1. Easy setup
2. One click to start new quarter
3. Worker list shows status of each worker
4. View, edit & print individual time surveys
5. Quality review - reconciled to payroll
6. Automatic reports - no need to re-key data
7. Complete audit trail in Excel

S Super	A Admin (Marin)	Logout	P Program Codes	Help
A.1 Manage Time Studies				
A.2 Manage Reports				
A.3 Manage Daily Schedules				
A.4 Begin August 2010 Quarter		A.4.1 Begin New Quarter		
A.5 Manage Program Codes				
A.6 Administration				

Begin the August 2010 Quarter

Initial Time Studies **176** time studies

send welcome emails

customize holidays

First Day of August 2010 Time Study 8/1/2010

Begin August 2010

ONE CLICK TO
START A NEW QUARTER

S Super	A Admin (El Dorado)	Logout	P Program Codes	Help
A.1 Manage Time Studies		A.1.1 View Time Study Status		
A.2 Manage Reports		A.1.2 Mark As Signed		
A.3 Manage Daily Schedules				
A.4 Begin November 2010 Quarter				
A.5 Manage Program Codes				
A.6 Administration				

August 2010 Time Studies

Filter By

+ Add Time Study

<input type="checkbox"/> check all	Name	Unit	Status	Comments		
<input type="checkbox"/> email	Coovelis, Lesley	Emp Srv Pvl 2	in progress (100%)	2 comments	include	View
<input type="checkbox"/> email	Fisher, Adam	Emp Srv Pvl 2	signed (T1685)	0 comments	include	View
<input type="checkbox"/> email	Gardner, Brian	Emp Srv Pvl 2	waiting for login	0 comments	include	View
<input type="checkbox"/> email	Hinkle, Alicia	Emp Srv Pvl 2	in progress (0%)	0 comments	include	View
<input type="checkbox"/> email	Sanchez, Irene	Emp Srv Pvl 2	in progress (33%)	0 comments	include	View
<input type="checkbox"/> email	Sanchez, Sherry	Emp Srv Pvl 2	in progress (0%)	0 comments	include	View
<input type="checkbox"/> email	Shervey, Penny	Emp Srv Pvl 2	in progress (0%)	0 comments	include	View
<input type="checkbox"/> email	Whitmore, Tiffany	Emp Srv Pvl 2	in progress (15%)	0 comments	include	View
<input type="checkbox"/> email	Wilson, Jeanette	Emp Srv Pvl 2	in progress (0%)	0 comments	include	View
<input type="checkbox"/> email	Test, Dan El A.	Unit A	in progress (100%)	1 comments	exclude	View
<input type="checkbox"/> email	Test, Dan El B.	Unit A	printed (8/7/2010)	0 comments	include	View
<input type="checkbox"/> email	Test, Dan El C.	Unit A	in progress (0%)	0 comments	include	View

SHOWS THE STATUS
OF EACH WORKER'S TIME STUDY

Send Bulk Email Cancel Send

Title

Message

We just finished pay period #15 and I noticed that you haven't yet begun your time study for August.

This would be a good time to get started. Don't forget to compare your completed payroll sheets to your time study entries.

I've sent a copy of this message to your supervisor.

D. D. Jones
Fiscal Office

Recipients You've selected 12 recipients [\(show\)](#)

Copy Supervisors

Send Cancel Send

BULK EMAIL

Managing dan@fiscalexperts.com [cancel](#)

S Super A Admin (El Dorado) 1 Setup 2 Enter 3 Quality Review 4 Print Logout P Pro

2.1 Selection: none
2.2 Enter Time Study

2.2 Enter August 2010 Time Stud

[Continue](#)

Enter Payroll Information	31	1	2	3	4	5	6	7	8	9	10	11	12	13
Total Hours (Allocable+Non-Allocable)	:	:	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>11.00</u>	:	:	<u>5.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
(Non-Allocable Hours)	:	:	:	:	<u>7.00</u>	:	:	:	:	:	:	:	:	:
Sub-Total (Allocable Hours)	-	-	<u>8.00</u>	<u>8.00</u>	<u>1.00</u>	<u>8.00</u>	<u>11.00</u>	-	-	<u>5.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

Enter Program Usage [\(+\)](#) [Add Program Code](#)

1431 CWS Intake - Pre-Placement	-	-	<u>1.25</u>	<u>5.00</u>	:	<u>4.00</u>	<u>1.50</u>	-	-	<u>1.00</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
1441 CWS HR - Pre-Placement Program	-	-	<u>1.50</u>	<u>0.75</u>	<u>0.25</u>	<u>1.00</u>	<u>2.25</u>	-	-	<u>1.00</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
1456 CWS - Training	-	-	<u>0.75</u>	:	<u>0.25</u>	<u>0.25</u>	<u>1.25</u>	-	-	<u>0.50</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
1465 CWS - Services	-	-	<u>0.75</u>	:	:	:	<u>1.00</u>	-	-	<u>0.25</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
1481 CWS Case Mgt. - Pre-Placement	-	-	<u>1.75</u>	<u>1.00</u>	:	<u>1.25</u>	<u>2.25</u>	-	-	<u>1.00</u>	<u>1.75</u>	<u>1.75</u>	<u>1.75</u>	<u>1.75</u>
1821 ILP - Case Management	-	-	:	:	<u>0.25</u>	:	:	-	-	:	:	:	:	:
1841 ILP - Services	-	-	:	:	<u>0.25</u>	:	:	-	-	:	:	:	:	:
5131 EA-ER Application Completion	-	-	<u>2.00</u>	<u>1.25</u>	:	<u>1.50</u>	<u>2.75</u>	-	-	<u>1.25</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
	R	E	D	O	R	E	D	O	R	E	D	O	R	E
	O	O	O	O	O	O	O	O	O	O	O	O	O	O

VIEW, EDIT & PRINT INDIVIDUAL TIME STUDIES

Managing irene.sanchez@doesnotexist.com [cancel](#)

A Admin (El Dorado) 1 Setup 2 Enter 3 Quality Review 4 Print Logout P Program Codes

3.1 Enter Payroll Information

3.2 Perform Quality Review

3.1 Enter Payroll Information

This page is designed to help match your time study to your payroll time sheets. This is necessary for audit purposes. From your payroll records, enter your non-allocable time (vacation, sick leave, holidays) into the empty boxes. When finished, click "Update" at the bottom. If there are any differences between your payroll and time study, we will help you resolve them.

Pay Period #	Day of Week	Date	Alloc Hours	Non-Alloc	Total Hours
17	7/31/2010	Sat		<input type="text"/>	<input type="text"/>
	8/1/2010	Sun		<input type="text"/>	<input type="text"/>
	8/2/2010	Mon		8.00	8.00
	8/3/2010	Tue	10.00	<input type="text"/>	10.00
	8/4/2010	Wed	6.00	<input type="text"/>	6.00
	8/5/2010	Thu	8.00	<input type="text"/>	8.00
	8/6/2010	Fri	8.00	<input type="text"/>	8.00
	8/7/2010	Sat		<input type="text"/>	<input type="text"/>
	8/8/2010	Sun		<input type="text"/>	<input type="text"/>
	8/9/2010	Mon	8.00	<input type="text"/>	8.00
	8/10/2010	Tue	8.00	<input type="text"/>	8.00
	8/11/2010	Wed	8.00	<input type="text"/>	8.00
	8/12/2010	Thu	8.00	<input type="text"/>	8.00
	8/13/2010	Fri	8.00	<input type="text"/>	8.00
18	8/14/2010	Sat		<input type="text"/>	<input type="text"/>
	8/15/2010	Sun		<input type="text"/>	<input type="text"/>
	8/16/2010	Mon	8.00	<input type="text"/>	8.00

QUALITY REVIEW - PAYROLL ENTRY

S Super A Admin (El Dorado)

1 Setup 2 Enter 3 Quality Review 4 Print Log

3.1 Enter Payroll Information

3.2 Perform Quality Review

3.2 Perform Quality Review For August

Please correct the following errors:
 There are differences between the time study and payroll

Enter Payroll Information	31	1	2	3	4	5	6	7	8	9	10	11	12
Total Hours (Allocable+Non-Allocable)	-	-	8.00	8.00	8.00	8.00	8.00	-	-	8.00	8.00	8.00	8.00
(Non-Allocable Hours)	-	-	1.00	-	-	-	-	: Conflict on Friday (8/6/2010)					
Sub-Total (Allocable Hours)	-	-	7.00	8.00	8.00	8.00	8.00	Time Study <input type="text" value="0.00"/>					
								Payroll <input type="text" value="8.00"/>					
								<input type="button" value="Update"/>					
Enter Program Usage (+) Add Program Code													
4531	Child Care-Stage 1 (-) Remove	-	-	-	-	-	-	-	-	-	-	-	-
6201	WTW Pre-Assessment	-	-	0.50	0.50	0.50	0.50	0.50	-	-	0.50	0.50	0.50
6221	WTW Post-Assessment: Other	-	-	6.50	7.50	7.50	7.50	7.50	-	-	7.50	7.50	7.50

QUALITY REVIEW - RECONCILIATION

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY																																																						
COUNTY: Marin															MONTH/YEAR: May 2010					CLASSIFICATION: Social Worker III					DEPARTMENT OF SOCIAL SERVICES																													
TIME STUDY																																																						
NAME (LAST, FIRST, MI): Test, Dan G.															SUPERVISOR: Super, Roberta					UNIT: B - Children					OFFICE LOCATION: West Marin					EMPLOYED: <input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME					TIMESTUDY ID: T1691					SOCIAL SERVICES: <input checked="" type="checkbox"/> ELIGIBILITY <input type="checkbox"/> FRAUD INVESTIGATOR <input type="checkbox"/> STAFF DEVELOPMENT					EMPLOYMENT SERVICES: <input type="checkbox"/>					EDP: <input type="checkbox"/>				
PROGRAM CODE	PROGRAM DESCRIPTION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	PROGRAM CODE																				
0321	CWSCOIP - SCTF	-	-	0.25	-	-	-	-	0.75	-	-	-	-	-	1.00	-	-	-	-	-	-	-	-	-	-	1.00	-	-	-	-	-	0.25	3.25	0321																				
0371	CWSCOIP	-	-	-	1.25	-	-	-	-	-	-	-	8.00	-	1.00	-	-	-	-	-	1.00	-	-	-	-	0.50	-	-	-	-	-	0.25	12.00	0371																				
0591	CWSCOIP - SGF	-	-	4.00	-	-	-	-	-	-	-	-	1.00	1.00	-	-	-	-	-	-	3.00	-	-	-	-	0.25	-	-	3.00	-	-	12.25	0591																					
0721	CWSCOIP - SCTF - Non-Federal	-	-	-	-	-	-	-	-	-	-	-	1.00	-	-	-	-	-	-	-	2.00	-	-	-	-	4.00	-	-	-	-	-	7.00	0721																					
1441	CWS HR - Pre-Placement Program	-	-	1.50	3.50	-	2.00	2.25	2.00	-	-	3.25	-	2.50	0.25	-	-	3.00	3.00	0.75	1.00	3.00	-	-	3.25	3.00	3.25	3.00	1.00	-	-	3.00	44.50	1441																				
1465	CWS - Services	-	-	-	1.00	-	0.75	1.00	0.75	-	-	1.50	-	3.25	-	-	-	1.25	1.25	5.00	-	1.25	-	-	1.50	-	1.50	1.25	-	-	-	1.00	21.25	1465																				
1482	CWS Case Mgt. - Family Maintenance	-	-	2.25	4.25	-	2.25	2.75	2.50	-	-	4.25	1.00	2.25	0.75	-	-	3.75	3.75	1.25	2.00	3.75	-	-	4.25	0.25	4.25	3.75	1.00	-	-	3.50	53.75	1482																				
1821	ILP - Case Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1821																				
1841	ILP - Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1841																				
Sub-Total (Allocable Hours)		-	-	8.00	10.00	-	5.00	6.00	6.00	-	-	9.00	9.00	9.00	4.00	-	-	8.00	8.00	8.00	8.00	8.00	-	-	9.00	9.00	9.00	8.00	5.00	-	-	8.00	154.00	Sub-Total																				
Non-Allocable Hours		-	-	-	-	8.00	3.00	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16.00	Non-Alloc																				
Total Hours (Allocable+Non-Allocable Hours)		-	-	8.00	10.00	8.00	9.00	11.00	6.00	-	-	9.00	9.00	9.00	4.00	-	-	8.00	8.00	8.00	8.00	8.00	-	-	9.00	9.00	9.00	8.00	5.00	-	-	8.00	170.00	Total Hrs.																				

EMPLOYEE: I certify that this is a true and accurate report of my time and the activities were performed as shown.	SUPERVISOR: I certify that the employee's time records have been examined and that, to the best of my knowledge and belief, this time record is true and correct and the activities were performed as shown.
_____ Employee's Signature	_____ Supervisor's Signature
_____ Date	_____ Date

ORA 10 (9/98)

TIME STUDY PRINTOUT - IN EXCEL

S Super	A Admin (El Dorado)	Logout	P Program Codes	Help
A.1 Manage Time Studies				
A.2 Manage Reports		A.2.1 View Reports		
A.3 Manage Daily Schedules				
A.4 Begin November 2010 Quarter				
A.5 Manage Program Codes				
A.6 Administration				

Viewing August 2010 Report Batch #110

Batch #110 generated on 8/7/2010 06:24 PM by Dan Gardner ⌵ Draft ⌵

Run Management Report

Program Codes

- Include All Codes
- Limit by Program Group
- Limit by Program
- Limit by Program Code

Staff Members

- Include All Staff Members
- Limit by Unit
- Limit by Unit Group
- Limit by Worker Type
- Limit by Staff Member

Run Report

Download Reports

- Time Study List
- DFA 55 Input
- DFA 55 Audit Trail By Code
- DFA 55 Audit Trail By Account
- DFA 55 Supervisor Calculations
- FTE Report (DFA 403 Input)
- FTE Audit Trail

- Download
- Download
- Download
- Download
- Download
- Download
- Download

REPORTS & AUDIT TRAIL - IN EXCEL

NO NEED TO RE-KEY

Program Title	Program Id	SW Hrs	ES Hrs	ED Hrs	Fraud Hrs	Total
IHSS - Quality Assurance	0031	148.25	0.00	0.00	0.00	148.25
Relative/Nonrelative Home Approval	0071	99.75	0.00	0.00	0.00	99.75
Child Care-Stage 1-Two Parent Families	0361	0.00	20.50	0.00	0.00	20.50
CWSOIP	0371	313.25	0.00	0.00	0.00	313.25
IHSS - SPMP	1021	440.75	0.00	0.00	0.00	440.75
IHSS - HR	1031	246.00	0.00	0.00	0.00	246.00
IHSS - PCSP/Waiver	1034	1034.00	0.00	24.50	0.00	1058.50
IHSS - Non: HR/PCSP/Waiver	1042	55.25	0.00	0.00	0.00	55.25
CSBG - HR	1142	88.25	0.00	0.00	0.00	88.25
CSBG	1151	121.00	0.00	0.00	0.00	121.00
Adoptions - Case Management	1171	376.25	0.00	0.00	0.00	376.25
CWS - SPMP	1381	307.00	0.00	0.00	0.00	307.00
CWS HR - Pre-Placement Program	1441	37.75	0.00	0.00	0.00	37.75
CWS HR - Family Maintenance	1442	109.00	0.00	0.00	0.00	109.00
CWS HR - Family Reunification	1443	97.00	0.00	0.00	0.00	97.00
CWS HR - Permanent Placement	1444	10.75	0.00	0.00	0.00	10.75
CWS - Training	1456	184.00	0.00	0.00	0.00	184.00
CWS Court Related - Pre-Placement	1471	115.25	0.00	0.00	0.00	115.25
CWS Court Related - Family Maint.	1472	88.75	0.00	0.00	0.00	88.75
CWS Court Related - Family Reunif.	1473	208.50	0.00	0.00	0.00	208.50
CWS Court Related - Perm. Placement	1474	54.50	0.00	0.00	0.00	54.50
CWS Case Mgt. - Pre-Placement	1481	269.00	0.00	0.00	0.00	269.00
CWS Case Mgt. - Family Maintenance	1482	299.75	0.00	0.00	0.00	299.75
CWS Case Mgt. - Family Reunification	1483	638.50	0.00	0.00	0.00	638.50
CWS Case Mgt. - Permanent Placement	1484	85.50	0.00	0.00	0.00	85.50
Foster Family Licensing	1551	169.00	0.00	0.00	0.00	169.00
CAPIT-Child Abuse/Prev/Interv/Treat	1671	0.25	0.00	0.00	0.00	0.25
ILP - Services	1841	52.00	0.00	0.00	0.00	52.00
CalWORKs - IEVS	2041	0.00	0.00	119.25	0.00	119.25
Medi-Cal - Intake	2151	0.00	0.00	1556.75	0.00	1556.75
Medi-Cal - Continuing	2153	0.00	0.00	2692.00	0.00	2692.00
CMSP - Non RRP/CHEP	2171	0.00	0.00	1179.75	0.00	1179.75
NAFS - IEVS	2181	0.00	0.00	58.00	0.00	58.00
AAP - Adoption Assistance Program	2301	0.00	0.00	82.75	0.00	82.75
NAFS - SAVE	2681	0.00	0.00	4.50	0.00	4.50

DFA 403 - FTE INPUT REPORT

FOR FOX-PRO DATA ENTRY

Percentages

Marin

August 2010

Program Title	Program Id	SW Pct	ES Pct	ED Pct	Fraud Pct	Total Pct
IHSS - Quality Assurance	0031	1.7837%	0.0000%	0.0000%	0.0000%	0.6842%
Relative/Nonrelative Home Approval	0071	1.2001%	0.0000%	0.0000%	0.0000%	0.4604%
Child Care-Stage 1-Two Parent Families	0361	0.0000%	0.5507%	0.0000%	0.0000%	0.0946%
CWSOIP	0371	3.7689%	0.0000%	0.0000%	0.0000%	1.4458%
IHSS - SPMP	1021	5.3029%	0.0000%	0.0000%	0.0000%	2.0342%
IHSS - HR	1031	2.9598%	0.0000%	0.0000%	0.0000%	1.1354%
IHSS - PCSP/Waiver	1034	12.4406%	0.0000%	0.2710%	0.0000%	4.8854%
IHSS - Non: HR/PCSP/Waiver	1042	0.6647%	0.0000%	0.0000%	0.0000%	0.2550%
CSBG - HR	1142	1.0618%	0.0000%	0.0000%	0.0000%	0.4073%
CSBG	1151	1.4558%	0.0000%	0.0000%	0.0000%	0.5585%
Adoptions - Case Management	1171	4.5269%	0.0000%	0.0000%	0.0000%	1.7366%
CWS - SPMP	1381	3.6937%	0.0000%	0.0000%	0.0000%	1.4169%
CWS HR - Pre-Placement Program	1441	0.4542%	0.0000%	0.0000%	0.0000%	0.1742%
CWS HR - Family Maintenance	1442	1.3114%	0.0000%	0.0000%	0.0000%	0.5031%
CWS HR - Family Reunification	1443	1.1671%	0.0000%	0.0000%	0.0000%	0.4477%
CWS HR - Permanent Placement	1444	0.1293%	0.0000%	0.0000%	0.0000%	0.0496%
CWS - Training	1456	2.2138%	0.0000%	0.0000%	0.0000%	0.8492%
CWS Court Related - Pre-Placement	1471	1.3866%	0.0000%	0.0000%	0.0000%	0.5319%
CWS Court Related - Family Maint.	1472	1.0678%	0.0000%	0.0000%	0.0000%	0.4096%
CWS Court Related - Family Reunif.	1473	2.5086%	0.0000%	0.0000%	0.0000%	0.9623%
CWS Court Related - Perm. Placement	1474	0.6557%	0.0000%	0.0000%	0.0000%	0.2515%
CWS Case Mgt. - Pre-Placement	1481	3.2365%	0.0000%	0.0000%	0.0000%	1.2415%
CWS Case Mgt. - Family Maintenance	1482	3.6064%	0.0000%	0.0000%	0.0000%	1.3835%
CWS Case Mgt. - Family Reunification	1483	7.6821%	0.0000%	0.0000%	0.0000%	2.9469%
CWS Case Mgt. - Permanent Placement	1484	1.0287%	0.0000%	0.0000%	0.0000%	0.3946%
Foster Family Licensing	1551	2.0333%	0.0000%	0.0000%	0.0000%	0.7800%
CAPIT-Child Abuse/Prev/Interv/Treat	1671	0.0030%	0.0000%	0.0000%	0.0000%	0.0012%
ILP - Services	1841	0.6256%	0.0000%	0.0000%	0.0000%	0.2400%
CalWORKs - IEVS	2041	0.0000%	0.0000%	1.3191%	0.0000%	0.5504%
Medi-Cal - Intake	2151	0.0000%	0.0000%	17.2202%	0.0000%	7.1851%
Medi-Cal - Continuing	2153	0.0000%	0.0000%	29.7779%	0.0000%	12.4247%
CMSP - Non RRP/CHEP	2171	0.0000%	0.0000%	13.0500%	0.0000%	5.4450%
NAFS - IEVS	2181	0.0000%	0.0000%	0.6416%	0.0000%	0.2677%
AAP - Adoption Assistance Program	2301	0.0000%	0.0000%	0.9154%	0.0000%	0.3819%
NAFS - SAVE	2681	0.0000%	0.0000%	0.0498%	0.0000%	0.0208%

DFA 55 “PERCENTAGES” REPORT

FOR MANAGING ALLOCATIONS

Employee Name	Unit	Time Study Id	Normal Hours	Supervisor Hours	Total Hours
Slotterback, David	B-1 - Children	T1768	3.00	0.00	3.00
Perez, Veronica C	B - Children	T1837	10.00	0.00	10.00
Milani, Tony G	A - Children	T1839	5.00	0.00	5.00
Huynh, My	B-1 - Children	T1843	0.00	7.75	7.75
Mc Allister, Dulce	B - Children	T1869	0.00	1.50	1.50
Thomas, Robert	B-1 - Children	T1871	19.00	0.00	19.00
Torres, Janell A	B-1 - Children	T1904	10.00	0.00	10.00
Maier, Jill	B-1 - Children	T1909	20.00	0.00	20.00
Mears, Haley	F - Misc - No Super	T1910	15.00	0.00	15.00
Munoz, Raul	A - Children	T1911	0.00	0.75	0.75
Stansell, Tawnya L.	B - Children	T1974	3.00	0.00	3.00
Shore, Kristin	B-1 - Children	T2009	2.00	0.00	2.00
Total			87.00	10.00	97.00

DFA 55 - AUDIT TRAIL - BY TIME STUDY CODE

ONE PAGE (WORKSHEET TAB) FOR EACH TIME STUDY CODE

Mc Allister, Dulce

Marin

August 2010

Super Hours	84.00																				
Employee Name	1381	1441	1442	1443	1444	1456	1471	1472	1473	1474	1481	1482	1483	1484	1671	1841	5132	5134	5771	Total	
Perez, Veronica C	0.00	0.00	0.00	10.00	0.00	10.00	0.00	0.00	40.00	15.00	0.00	35.00	25.00	15.00	0.00	10.00	0.00	0.00	0.00	0.00	160.00
Damazio, Jeannie	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.00
Coleman, Michael	0.00	0.00	72.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.00
Rath, Thomas	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
Stansell, Tawnya L.	0.00	0.00	0.00	3.00	0.00	3.00	0.00	5.00	14.00	2.00	0.00	60.00	61.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	152.00
Urroz, Marvin D	0.00	29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	114.00	0.00	0.00	160.00
Doerr, Pamela	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	120.00	29.00	72.00	13.00	0.00	13.00	0.00	5.00	54.00	17.00	0.00	95.00	264.00	15.00	0.00	10.00	17.00	114.00	4.00	0.00	842.00
Percent	14.29%	3.57%	8.63%	1.79%	0.30%	1.79%	0.30%	0.60%	6.25%	1.79%	0.00%	11.01%	31.25%	1.49%	0.30%	1.19%	1.79%	13.39%	0.30%	0.00%	100.00%
Supervised Hours	12.00	3.00	7.25	1.50	0.25	1.50	0.25	0.50	5.25	1.50	0.00	9.25	26.25	1.25	0.25	1.00	1.50	11.25	0.25	0.00	84.00

DFA 55 - SUPERVISION CALCULATIONS

AUTOMATIC DISTRIBUTION OF SUPERVISION HOURS TO THE TIME STUDY CODES USED BY THE WORKERS IN THE UNIT

ONE PAGE (WORKSHEET TAB) FOR EACH SUPERVISOR

FTE Report (DFA 403 Input)

Marin

August 2010

Cost Pool	Full-Time Staff	Part-Time Staff	Total Staff
Caseworkers:			
Social Services	55.0	4.6	59.6
Employment Services	25.0	1.2	26.2
Eligibility Worker	68.0	1.5	69.5
Fraud Investigator	4.0	0.5	4.5
Total Caseworkers	152.0	7.8	159.8
Support Staff:			
General Admin	24.0	3.2	27.2
Program Admin	14.0	1.5	15.5
Clerical	31.0	2.9	33.9
Total Support Staff	69.0	7.6	76.6
EDP Staff	1.0	0.5	1.5
Staff Development Staff	2.0	0.0	2.0
Total Staff	224.0	15.9	239.9

DFA 403 - FTE INPUT REPORT
FOR FOX-PRO DATA ENTRY

Employee Name	Median	FTE Threshold	Total Hours	Full-Time Staff	Part-Time Staff
Affinito, Maria	160	80%	160.00	1.00	
Atkins, Ermita C	160	80%	160.00	1.00	
Buccheri, David	160	80%	160.00	1.00	
Caramagno, Denise	160	80%	160.00	1.00	
Coleman, Michael	160	80%	160.00	1.00	
Colton, Sarah	160	80%	160.00	1.00	
Contreras, Kimberly	160	80%	160.00	1.00	
Craig, Brittany	160	80%	160.00	1.00	
Cretti, Robert	160	80%	160.00	1.00	
Damazio, Jeannie	160	80%	160.00	1.00	
Dinh, Joseph	160	80%	160.00	1.00	
Doerr, Pamela	160	80%	160.00	1.00	
Dragisic, Dalija	160	80%	160.00	1.00	
Erickson, Gregory	160	80%	160.00	1.00	
Estrada-Shepherd, Laura	160	80%	160.00	1.00	
Fachko, Terri	160	80%	160.00	1.00	
Freeman, Kathleen	160	80%	160.00	1.00	
Funes, Juan M.	160	80%	160.00	1.00	
Gay, Geoffrey	160	80%	160.00	1.00	
Hartshorn, Hadar	160	80%	128.00		0.80
Hebert, Karen	160	80%	160.00	1.00	
Hernandez, Rosie	160	80%	160.00	1.00	
Huynh, My	160	80%	160.00	1.00	
Jones, Sharon	160	80%	160.00	1.00	
Kelly, Dianne	160	80%	128.00		0.80
Krone, Lorry	160	80%	64.00		0.40
Lenhardt, Julie	160	80%	160.00	1.00	
Littleton, Vanessa	160	80%	160.00	1.00	
Lucchese, Carol	160	80%	160.00	1.00	
Maier, Jill	160	80%	160.00	1.00	
Maldonado, Milagros	160	80%	160.00	1.00	
Marchman, Bree	160	80%	160.00	1.00	
Mc Allister, Dulce	160	80%	160.00	1.00	
Mears, Haley	160	80%	160.00	1.00	
Merjano, Joanne	160	80%	160.00	1.00	

Milani, Tony G	160	80%	160.00	1.00	
Miller, Molly	160	80%	160.00	1.00	
Munoz, Raul	160	80%	160.00	1.00	
Nishimura, Kathryn	160	80%	160.00	1.00	
Pecull, Ximena	160	80%	160.00	1.00	
Perez, Veronica C	160	80%	160.00	1.00	
Pham, Augustine	160	80%	160.00	1.00	
Pope, Libby	160	80%	160.00	1.00	
Rath, Thomas	160	80%	160.00	1.00	
Roach, Kathleen	160	80%	160.00	1.00	
Shore, Kristin	160	80%	80.00		0.50
Siefa, Gary	160	80%	128.00		0.80
Sismil, Rose	160	80%	160.00	1.00	
Sletterback, David	160	80%	160.00	1.00	
Smith, Mandi	160	80%	160.00	1.00	
Spilman, Roxann	160	80%	160.00	1.00	
Stansell, Tammya L.	160	80%	160.00	1.00	
Struckmann, Angela	160	80%	160.00	1.00	
Thomas, Robert	160	80%	160.00	1.00	
Torres, Janell A	160	80%	160.00	1.00	
Tran, Tracy	160	80%	160.00	1.00	
Tristan, Carmen	160	80%	160.00	1.00	
Urroz, Marvin D	160	80%	160.00	1.00	
Varqas, Lourdes	160	80%	160.00	1.00	
Ward, Luisa	160	80%	160.00	1.00	
Wasserman, Cindy	160	80%	80.00		0.50
Zaslav, Janis	160	80%	128.00		0.80
Total				55.00	4.60

FTE AUDIT TRAIL REPORT

AUTOMATICALLY CALCULATES FTE'S BASED ON THE NUMBER OF TIME STUDY HOURS

Run Management Report

Program Codes →

- Include All Codes
- Limit by Program Group
- Limit by Program
- Limit by Program Code

Staff Members →

- Include All Staff Members
- Limit by Unit
- Limit by Unit Group
- Limit by Worker Type
- Limit by Staff Member

Program Codes →

- Include All Codes
- Limit by Program Group
- Limit by Program
- Limit by Program Code
 - 0071 - Relative/Nonrelative Home Approval
 - 1432 - CWS Intake - Family Maintenance
 - 1441 - CWS HR - Pre-Placement Program
 - 1442 - CWS HR - Family Maintenance
 - 1443 - CWS HR - Family Reunification
 - 1456 - CWS - Training
 - 1471 - CWS Court Related - Pre-Placement
 - 1473 - CWS Court Related - Family Reunif.
 - 1481 - CWS Case Mgt. - Pre-Placement
 - 1482 - CWS Case Mgt. - Family Maintenance
 - 1483 - CWS Case Mgt. - Family Reunification
 - 1484 - CWS Case Mgt. - Permanent Placement
 - 1841 - ILP - Services
 - 3591 - CWS - Live Scan/CLETS Background
 - 4531 - Child Care-Stage 1
 - 5131 - EA-ER Application Completion
 - 5134 - EA-ER Referrals
 - 6201 - WTW Pre-Assessment
 - 6221 - WTW Post-Assessment: Other
 - 6231 - WTW Post-Assessment: Vocational Ed
 - 6641 - Information and Referral
 - 6821 - WTW Two-Parent: Post-Assess: Other
 - 7321 - Increase Family Case Planning Meetings
 - 7331 - IRSAE - Increase Relative Search
 - 8741 - ARRA Sub Employ ECF - Single Fed - Admin
 - 9021 - Child Care-Trustline

Staff Members →

- Include All Staff Members
- Limit by Unit
 - ER II
 - Emp Srv Pvl 2
- Limit by Unit Group
- Limit by Worker Type
- Limit by Staff Member

Run Report

CUSTOMIZED →

MANAGEMENT REPORTS

CAN BE CUSTOMIZED IN A VARIETY OF WAYS TO PROVIDE EXACTLY THE INFORMATION YOU NEED

Management Report

El Dorado

Code	Study Id	Unit	5131	5134	Total
Group			Children	Children	
Area			CWS	CWS	
Bist, Alisha	T1742	ER II	0.00	0.00	0.00
Ciornii, Vitalii	T1807	ER II	0.00	73.75	73.75
Day, Deirdre	T2027	ER II	0.00	0.00	0.00
Iremonger, Melinda	T2040	ER II	1.00	28.00	29.00
McCormack, Joanne	T1776	ER II	0.00	0.00	0.00
Nelson, Rebecca	T1748	ER II	0.00	22.25	22.25
Total			1.00	124.00	125.00

CUSTOM MANAGEMENT REPORT SAMPLE

THIS REPORT WAS CUSTOMIZED TO INCLUDE TIME STUDY CODES 5131 & 5134 (COLUMNS), AND ALL OF THE WORKERS IN THE “ER II” UNIT (ROWS)

REPORTS CAN INCLUDE **ALL** CODES AND WORKERS, OR JUST A **SUB-SET**

USEFUL FOR MANAGING ALLOCATIONS

BACK TO THIS ...

CDSS issued County Fiscal Letter No. 09/10-66 on July 1, 2010:

*“Of the 58 county annual single **audits** reviewed, there were **fourteen counties** with **findings** that pertained to the **quarterly time studies** completed for the County Expense Claim.”*



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

July 1, 2010

COUNTY FISCAL LETTER (CFL) No. 09/10-66

C. Annual Single Audit Trends

Of the 58 county annual single **audits** reviewed, there were **fourteen counties** with **findings** that pertained to the **quarterly time studies** completed for the County Expense Claim. The audit findings identified three audit conditions with the quarterly time studies:

Time Study Reconciliation - several findings were for instances in which the county did not correctly reconcile the summary of time study hours reported with the number of hours recorded on individual employee time study forms.

Certification Signatures - several findings cited the lack of either an employee's signature or that of the employee's supervisor on the time study and/or the payroll time card. Pursuant to long standing regulations, both the employee and supervisor must sign and date the form.

Payroll Time Card Reconciliation - several findings indicated that the county did not correctly reconcile the reported hours for time study purposes to the reported number of hours for payroll.

THE BUDDY'S SOLUTIONS

Time Study Reconciliation

- ✓ Math errors are resolved before the time study can be printed.
- ✓ The time entered by the worker instantly updates the database, so no re-keying of data is required.
- ✓ A complete list of audit trail reports in Excel is provided.

Certification Signatures

- ✓ When the fiscal office receives the certified time studies for filing, they are marked in the Buddy as “signed and received.”

Payroll Time Card Reconciliation

- ✓ The Buddy’s “Quality Review” process ensures the time study entries are reconciled to the payroll time sheets.



YOUR NEXT STEPS ...

1. **Contact** us for a **free trial**, with no commitment.

→ Select one unit for the pilot:

✓ Send us a copy of their last time study.

✓ We will do the setup including training your staff.

→ The pilot unit uses the Buddy to prepare and print their next time study.

2. **Compare** and **decide!**



Time Study Buddy

www.timestudybuddy.com

Dan Gardner, CPA

5350 Dunlay Drive, Suite 2716
Sacramento, CA 95835

805-748-1460 telephone
dan@fiscalexperts.com

THANK YOU

To view this presentation online, go to:
www.TimeStudyBuddy/Presents