

Time Study Methodology Explained

Step 1. Determine Work Activity Time Needed

For Key Tasks: **Minutes** **X** **Frequency** = **Time Needed**

I. Screening II. Intake III. Determination IV. Case Maintenance V. Closure VI. Non-case-specific administration			
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Total Time Needed (in person hours per year): **xx Hours**

Step 2. Calculate the FTEs Needed to Carry the Workload

xx Hours per year (at given case frequency) / Caseworker Standard = # FTEs Needed

Step 3. Factor Vacancy Rate into FTE Count (Availability)


FTEs Needed + Vacancy Factor (% vacant) = Total # of FTEs to Request

Time Study Methodology: Management Choices & Assumptions

Step 1. Determine Work Activity Time Needed: 4 Choices

Work Measurement or Validated Delphi Professional Estimation?

For Key Tasks: Minutes X Frequency = Time Needed

I. Screening II. Intake III. Determination IV. Case Maintenance V. Closure VI. Non-case-specific administration (count or exclude it?)	Mean minutes with Standard Error of the Mean OR Median, which is more conservative	Activity Counts: Which sources? Which dates?	Activity Times Per Task (for all cases) 
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Total Time Needed (in person hours per year): xx Hours

Step 2. Calculate the FTEs Needed to Carry the Workload: 1 Choice

xx Hours per year (at given case frequency) / Caseworker Standard = # FTEs Needed

Use 1997 RMTS: 1385 hours per year,
or use another assumption for available hours per year per worker

Step 3. Factor Vacancy Rate into FTE Count (Availability): 1 Choice

FTEs Needed + Vacancy Factor = Total # of FTEs to Request
(% vacant)

how to calculate vacancy rate: data source? age of data?

System Diagram to Interpret the Decision Process for Staffing Appropriations and Allocations

