

## RANDOM MOMENT TIME STUDY DESK GUIDE - TITLE IV-E PROGRAM – 01/18/08

This Desk Guide provides a description and examples for each code. The examples are not intended to be inclusive of every activity that may meet the definition. If you have any questions, contact RMS Help Desk at 465-4319.

***A case number and description of activity must be entered on all electronic RMS messages.***

### Cost Allocation Random Moment Time Study Codes

- Code A Health Related Service
- Code B Child Support Enforcement
- Code C IV-E Eligibility Determination
- Code D Training
- Code E Court Related Activity
- Code F Case Management and Administration of Services to Children in their own homes
- Code G Case Management and Administration of Out-of-Home Care
- Code H Case Management and Administration of Adoption Assistance
- Code K Investigation of Reports of Abuse and Neglect
- Code L Other Service Activity
- Code M Non-Program-Related Activity
- Code Z No longer employed by OCS or position is vacant

### Code A – Health Related Service

Use this code if you are helping Medicaid-eligible clients gain access to covered medical services. This includes activities designed to help clients attain and maintain physical or mental health. Only use this code for children that are Medicaid eligible. Following are Code A examples:

- Arranging for health services
- Liaison with medical providers
- Assistance in utilizing Medicaid and maintaining Medicaid eligibility
- Arranging for psychiatric evaluations or admissions to medical facilities
- Assistance in development and implementation of health plans/regimens
- Completion of OCS Medicaid Review forms

### Code B – IV-E Child Support Enforcement

Code B applies if you are working to establish or modify a child support order or to collect child support from an absent parent. Following are Code B examples:

- Any assistance to, collateral or written contacts with the Child Support Services Division (CSSD)
- Gathering personal information or financial data from clients for child support purposes
- Gathering or providing CSSD with information to be used for establishing paternity
- Making court recommendations for child support
- Requesting or completing orders for support
- Preparing for or attending child support hearings

### Code C – IV-E Eligibility Determination

Use this code for any activity that contributes to determining whether or not a child is eligible to participate in the Title IV-E Foster Care or Adoption Assistance programs. Following are Code C examples:

- Collecting or verifying information from family or others, which is used to determine eligibility. For example: verifying income, collecting asset or resource information, applying for or verifying social security numbers, obtaining birth certificates or confirming family living arrangements at the time of the child's removal from the home
- Querying systems and records or entering electronic information related to Title IV-E eligibility in ORCA or other eligibility related data bases
- Contacting OCS Eligibility Technicians and other staff to determine AFDC (Aid to Families with Dependent Children Act) relatedness
- Completing and processing eligibility forms, including Title IV-E Application forms
- Preparing for and participating in fair hearings and appeals stemming from Title IV-E eligibility actions
- Responding to Eligibility Technicians requests for information/documentation

### Code D – Training

This code applies to certain training activities when the purpose of the training is the development of skills necessary for the proper and efficient administration of OCS programs. Following are Code D examples:

- Preparation of curriculum materials and presentation of formal training to OCS staff or staff of local agencies that administer OCS foster care and adoption programs under a grant or contract with OCS (including personnel of Alaska Native organizations that provide services to children in OCS custody under contract with OCS)
- Preparation of curriculum materials and presentation of formal training to foster parents, adoptive parents, and staff of residential care facilities

**Note:** Participation in training activities that do not fit the above criteria is coded to the program code that best describes the subject of the training. For example, if you are attending training on writing out-of-home case plans use Code G and if you are being trained to write a court report, then use Code E. If you are participating in training on Foster care candidate determinations and pre-placement activities directed toward reasonable efforts, use code F.

### Code E – Court-Related Activity

Use Code E for any activity that involves preparing a court report, preparing for or participating in a judicial proceeding involving a child who is in OCS foster, unlicensed relative, residential care, or a candidate for out-of-home care. Following are Code E examples:

- Preparing a petition to take custody of a child
- Appearing in court when OCS is seeking custody of a child or the status of a child is being reviewed
- Preparing for or participating in a court review or dispositional hearing
- Providing documentation for the court that the agency has made reasonable efforts to prevent placement or to return the child to the home
- Working with an Assistant Attorney General or prosecutor to prepare a case for court
- Documenting for the court that continuation in the home is contrary to the welfare of a child
- Filing a motion for extension of custody or supervision
- Preparing or presenting of predisposition reports, supplemental reports, or any other reports to the court
- Travel (driving, flying, etc.) associated to with any of the above activities

### **Code F – Case Management & Administration of Services to Children in their Own Homes (Candidate for Foster Care)**

Code F applies to management or administration of the OCS programs to prevent the out-of-home placement of children in foster care. **A child is considered a Candidate for Foster Care if the child has been determined to be in need of services to prevent out-of-home placement and the case plan indicates that, 1) without preventative services, removal from the home would be necessary to protect the child; and 2) candidacy has been redetermined every six months.** Code F is also applied to activity that is not directed to a particular child but primarily supports the OCS programs of prevention of out-of-home care for foster care candidates. If you are participating in training on foster care candidate determinations and pre-placement activities are directed toward reasonable efforts, use code F. The following are Code F examples:

- In-home case plan development when there is a fully executed copy of a Safety Analysis and Safety Plan on file
- Case reviews and administrative reviews
- Referral to or arrangement of services intended to help prevent removal of a child from his or her own home
- Case management and supervision
- Developing goals, service plans or written service agreements
- Routine supervisory contacts with children and families
- Reviewing or explaining to parents, children or care providers the administrative procedures of the agency
- Routine contacts, other monitoring, and communication with parents, children, or other care providers on the status of the child, the case plan and goals for the child, including discussion of policies regarding daily behavior management or supervision, special activities, etc.
- Participating in case conferences including team decision making (TDM) meetings
- Arranging for Interstate Compact case actions
- Planning and completing paperwork or data entry in ORCA or other databases that relate to the above activities
- Travel (driving, flying, etc.) associated with any of the above activities

**Note:** Use Code K or L if child does not have documentation on file to support Candidacy.

### **Code G – Case Management & Administration of Out-of-Home Placements**

Code G applies to management and administration of the OCS program for children placed in out-of-home placements, including emergency shelter, relative placements, family foster care, pre-adoption placement, trial home visits and residential care. Code G is also appropriate for activity that is not directed to a particular child but primarily supports the OCS programs of out-of-home care. The following are Code G examples:

- Developing goals, case plans, service plans, and written service agreements
- Case reviews, administrative reviews, case management and supervision
- Referral to services intended to enhance the possibility of a child's return to his own home
- Providing public information about out-of-home care programs
- Routine supervisory contacts with children and families
- Reviewing or explaining to parents, children, or care providers the administrative procedures of the agency
- Routine contacts, other monitoring, and communication with parents, children, foster parents, or other providers on the status of the child, the case plan and goals for the child, including discussion of policies regarding daily behavior management or supervision, special activities, etc.

- Participating on placement committee, classification committees or case conferences including team decision making (TDM) meetings
- Participating in permanency planning meetings
- Arranging for Interstate Compact case actions
- Planning and completing paperwork or data entry in ORCA or other databases that relate to the above activities
- Travel (driving, flying, etc.) associated with any of the above activities

### **Code H – Case Management and Administration of Adoption Assistance**

This code applies to management or administration of OCS' adoption assistance program. Code H applies to cases where the child is legally free for adoption. In addition, the State has determined: (1) the child cannot or should not be returned home to his parents; (2) adoption has been documented in the case plan as the goal for the child; and (3) the child has been determined by the State or local agency to be a 'child with special needs'. The types of activities described for the Codes F and G also apply under this code, the difference being that the child meets the above criteria.

### **Code K – Investigation of Reports of Abuse and Neglect**

This code applies to activities conducted from the time a complaint is received until an initial assessment of imminent risk is made. Use Code K if the worker is investigating an initial report of abuse or neglect. Take care to differentiate these initial investigation activities from case management activities that occur after the initial assessment of risk to a child has been made and thus more appropriately fall under Codes E or F.

### **Code L – Other Service Activity**

Use Code L to record programmatic activity that does not reflect any of the prior codes, including:

- Private or non-subsidized adoption activity
- Providing prevention services to in-home clients that **do not** have a case plan indicating that without preventative services, removal from the home would be necessary to protect the child (not to be confused with investigation activities Code K – example: arranging a medical exam due to an abuse allegation)

### **Code M – Non-Program Related Activity**

Code M indicates that the employee is at lunch, on a break, or on any form of leave. It also applies to a worker that is unrelated to any specific OCS program. Examples of such activities are:

- Reviewing agency office procedures
- Managing the physical plant
- Participating in employee personnel actions or grievance procedures
- Completing or reviewing payroll sheets
- Attending a training course on non-programmatic activities (i.e. stress management, Excel, Word)

### **Code Z – Invalid Responses (vacant position) – Administrator and Supervisor use only**

Code Z indicates that the employee is not longer employed with the agency or was sampled outside their normal work hours. This code should only be used by the RMS Administrator or a Supervisor.