



CHILDREN, YOUTH AND FAMILIES BULLETIN
COMMONWEALTH OF PENNSYLVANIA * DEPARTMENT OF
PUBLIC WELFARE

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SUBJECT:
Non-Residential Purchase of Service
Administrative Claiming Policy and
Procedures

BY:

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Families

SCOPE:

COUNTY CHILDREN AND YOUTH AGENCY ADMINISTRATORS
COUNTY CHILDREN AND YOUTH AGENCY FISCAL OFFICERS
CHIEF JUVENILE PROBATION OFFICERS
PRIVATE CHILDREN & YOUTH AGENCIES

PURPOSE:

The purpose of this bulletin is to transmit the Office of Children, Youth and Families (OCYF) policies and procedures for the claiming of administrative costs under Title IV-E of the Social Security Act and under Medicaid as incurred for non-residential purchase of service (NR POS) contracts by county children and youth agencies (CCYAs) and juvenile probation offices (JPOs).

BACKGROUND:

On an ongoing basis, OCYF examines various ways in which to maximize the funding sources available for the Commonwealth's child welfare programs. To that end, OCYF has examined the processes and procedures used to claim NR POS costs and has developed for implementation a methodology for claiming allowable costs of these programs to Title IV-E and Medicaid.

This bulletin explains the processes and criteria for CCYA's and JPO's to use when reviewing and selecting appropriate NR POS contracts for inclusion, explains the Random Moment Time Study (RMTS) process for identifying Title IV-E administrative allowable activities being performed by contract provider staff, and describes the procedures for claiming allowable Title IV-E and Medicaid administrative cost for NR POS contracts.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:
Regional Children and Youth Directors
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DISCUSSION:

Federal Title IV-E funds are available at the rate of 50 percent federal financial participation (FFP) for administrative expenditures, which are necessary for the proper and efficient administration of the State's Title IV-E Plan. The Title IV-E administrative costs are specified in 45 CFR 1356.60(c)(1) and (2). OMB Circular A-87 provides general principles on costs that can be allocated to federal programs and acceptable allocation methods.

The Federal Department of Health and Human Services (HHS), in ACYF-PA-87-05, identifies the criteria for determining which prevention services may be claimed by the state for administrative costs. The allowable Title IV-E administrative costs are specified in 45 CFR 1356.60(c)(1) and (2).

The Title IV-E allowable administrative activities include:

- (1) "The determination and re-determination of eligibility, fair hearings and appeals, rate setting and other costs directly related only to the administration of the foster care program are deemed allowable administrative costs."
- (2) "The following are examples of allowable administrative costs necessary for the administration of the foster care program;
 - (i) Referral to services;
 - (ii) Preparation for and participation in judicial determinations;
 - (iii) Placement of the child;
 - (iv) Development of the case plan;
 - (v) Case reviews;
 - (vi) Case management and supervision;
 - (vii) Recruitment and licensing of foster homes and institutions;
 - (viii) Rate setting; and
 - (ix) Proportionate share of related agency overhead."

45 CFR 1356.60(c)(3) also states that "allowable administrative costs do not include the cost of social services provided to the child, the child's family or foster family which provide counseling or treatment to ameliorate or remedy personal problems, behaviors or home conditions."

Examples of Title IV-E unallowable administrative activities include:

- (i) Counseling or treatment;
- (ii) Medical or dental exam or treatment;
- (iii) Educational or vocational training;
- (iv) Parenting classes; and
- (v) Recreational activities.

A. Allocation of Activities

In those instances where the administrative activities and services provided under an NR POS contract are entirely allowable under Title IV-E, the costs are allocated between Title IV-E and county/state funding based upon the proportion of the child population who are Title IV-E eligible. The costs of these allowable Title IV-E administrative activities are reimbursable to the extent that they are provided to eligible children.

Alternatively, when some of the administrative activities and services are allowable under Title IV-E and some are not, the cost of these activities must be allocated between Title IV-E and state/county funding utilizing a statistic which measures the proportion of the activities applicable to Title IV-E. The most common allocation method used for measuring the proportion of the activities applicable to Title IV-E is a Random Moment Time Study (RMTS). The RMTS is a federally approved statistical sampling process whereby staff performing the activities are sampled to determine the proportion of time devoted to each of the activities they perform. For those contracts that do not include 100 percent Title IV-E allowable activities, one of the following allocation methods must be used:

1. **County RMTS** for contracts providing "administrative" support activities only. Administrative support contracts include temporary clerical support, data services, and other instances where a contractual individual is performing support duties that would normally be performed by a county employee. The results of the county's CCYA or JPO Title IV-E administrative RMTS are used to determine the proportion of the cost of these contracts that is reimbursable under Title IV-E.
2. **NR POS Time Study** which includes private agencies that have been identified as required to participate in a time study. The NR POS time study may also include publicly operated programs that counties may contract with for services and are identified as required to participate in the NR POS time study. These contracts provide direct services and activities to children, some of which are Title IV-E administrative allowable activities and some are not.

B. Child Eligibility

The second factor in claiming Title IV-E Administration is child eligibility. The term "child" applies to (a) children residing in their own homes (living with parent, relative, or other custodian), (b) children in out-of-home placement (foster care and institutional care); or (c) children receiving services through Adoption Assistance.

The county must first identify the children served by the contract. In order for the children served by the in-home contract to be determined "eligible," there must be documentation of the child's "candidacy for foster care" in the county agency

records. For services to families, **at least one child (on whose behalf services are being provided) in the family must be determined to be a "candidate for foster care" in order for the services to be considered Title IV-E allowable.** The following are the three acceptable methods of documenting candidacy for foster care:

- (i) A Family Service Plan (FSP) or Rules of Probation (ROP) which clearly indicates that absent effective preventive services, placement is the planned arrangement for the child,

or

- (ii) An eligibility determination has been completed to establish the child's eligibility for Title IV-E Placement Maintenance via completion of the AFDC relatedness portion of a CY-61 and there is evidence that the child is at serious risk of removal from the home. The eligibility determination (CY-61) itself is insufficient to establish candidacy for foster care; there must also be documentation of serious risk of removal,

or

- (iii) Evidence of court proceedings in relation to the removal of the child from the home in the form of a petition to the court, a court order, or a transcript of the court's proceedings.

1. Eligibility for Children in Their Own Homes

For contracts that serve children in their own homes, documentation method (i.) or (iii.) described above must be used. For children accepted for service by the CCYA/JPO agency (i. above), there must be a FSP/ROP with language that clearly states that absent the preventive services identified in the FSP/ROP, placement is the planned arrangement for the child. In this case one of the following language options must be incorporated into the FSP/ROP when the services identified in the plan are being provided to the family in order to avoid placement:

- "Without the preventive services provided for in this (Family Service Plan or Rules of Probation), the plan for the child is placement outside of the home."

or

- "Absent effective services outlined in the (Family Service Plan or Rules of Probation) above, the plan is to petition juvenile court for placement of the child outside of the home."

For contracts that serve juvenile probation children, alternative language that could be included in the ROP is:

“The purpose of the plan is to outline goals and services that will help protect the community and enable you to live safely in your own home. Without the services provided for in these Conditions of Supervision, the court will be petitioning for your placement outside of your home.”

3. Eligibility for Children in Out of Home Placement

For services provided to the families of children in out-of-home placement, there must be a completed CY-61 indicating that the child is Title IV-E Placement Maintenance eligible in the child’s record.

4. Eligibility for Adoption Assistance Children

For services provided to the families of adopted children, there must be a completed CY-61A indicating that the child is Title IV-E Adoption Assistance eligible in the child’s record.

NON-RESIDENTIAL PURCHASE OF SERVICE CLAIMING POLICY

In order to assure that all counties are uniformly and consistently using all available Federal Title IV-E funds prior to using state and county funds, all NR POS contracts which the county deems as potentially allowable under Title IV-E must be submitted to the county OCYF Regional Office (Attachment H) for review and approval for Title IV-E claiming, by completing the “Request for Approval for Title IV-E Claiming of Non-Residential Purchase of Services” form (Attachment B). Requests for approval of new contracts should be submitted within 30 days of the contract being signed. Counties should refer to Attachment A for guidance in determining whether a contract is potentially allowable under Title IV-E. This policy is consistent with Section 704.2 of the Public Welfare Code “Contingent Liability of State and Local Government: Intention of Act” which states that neither the state nor counties are required to expend funds for children and youth services until other private or public benefits for a child are exhausted.

OCYF will review each contract description contained on the form submitted by the county to determine the Title IV-E reimbursable activities provided by the contract. OCYF will respond with a written statement regarding whether the contract is approved for Title IV-E claiming. The approval will identify the appropriate allocation method to be used to claim Title IV-E administration for the contract.

Some contractors may provide a number of activities as part of the contracted service. A program that provides at least two Title IV-E allowable activities and one Title IV-E unallowable activity must participate in the quarterly statewide RMTS. The result of the time study is the percentage of allowable activities to be applied to **ALL** approved contracts with both allowable and unallowable activities.

Regional training will be provided to these selected contractors regarding selection of staff to participate in the time study, time study procedures and the activity coding that is used to identify the type of activity being performed by staff.

The county shall apply the quarterly NR POS time study results to the approved contracts that had expenditures during the same quarter in order to develop a Title IV-E claim. Should an existing approved contract have a change in the scope of the services to be provided, the county should submit a new request for approval to their OCYF Regional Office in order to receive OCYF review and approval to continue claiming for that specific contract. Contracts that are reviewed and approved by OCYF that are renewed by the county with no substantive changes do not need to be resubmitted for approval. The original claiming method approved by OCYF should continue to be used.

EFFECTIVE DATE OF CLAIMING

The date that the county can start claiming Title IV-E reimbursement for NR POS contracts is the date when all of the conditions of the specific claiming method have been met. For example, the contract has been approved for claiming and the contract serves children in their own homes and there is existing documentation in the FSP/ROP that the child is a candidate for foster care. Because language in the FSP/ROP states, "absent effective prevention services, placement outside of the home is the planned arrangement for the child," this documentation must be in the FSP/ROP before costs attributable to that child can be claimed to Title IV-E administration. If only some of the children have the necessary documentation, then the county must allocate the contracted expenditure between those children with the documentation and those children without the documentation. **The earliest date that the county may claim any non-residential purchase of service contract is the first day of the calendar quarter in which the contractor participates in the NR POS RMTS.**

RANDOM MOMENT TIME STUDY PROCEDURES

The RMTS process described below identifies the activities NR POS contractors must use to implement the RMTS in their selected programs.

Purpose

The RMTS is used to document the activities of staff performing directly related program functions benefiting one or more federal and/or state funded programs. The information collected will be used for distributing the cost of administrative activities among various programs and services. The RMTS is not a device for evaluating individual performance.

The RMTS is a tool which allows counties to allocate costs of NR POS programs when claiming funds from the federal government under Title IV-E of the Social Security Act and other federal programs to support child welfare programs. These programs require that activities performed and children served conform to the law which makes these funds available. The RMTS allows the NR POS contractors to characterize

activity carried out by its services staff without keeping minute-by-minute records of activities during the day.

General Approach

Periodically each contractor staff person that provides direct services to children will be required during a selected sample moment to characterize his/her activity at that moment according to the RMTS code definitions. The detailed instructions, including codes and their definitions, are contained in Attachment C. The worker will select an applicable code on the Random Moment Sampling Observation Form (Attachment D), which most appropriately characterizes the worker's activity at that moment, record the code, complete the comment section of the form, sign and return the completed form to the RMTS Coordinator. (The NR POS contractor may have the worker complete the form or a Random Moment Observer may complete the form based on an interview of the worker.) Statewide moments will be aggregated and the resulting factors will be returned to the counties for use in preparing the Title IV-E and Medicaid administrative claims.

Procedures

Organization of the NR POS RMTS - The RMTS process at the NR POS contractor level has several components which are described below.

RMTS Coordinator and Alternate - Each contractor must designate an RMTS Coordinator to administer the RMTS. At least one alternate must be identified to complete the RMTS process in the coordinator's absence. Each contractor determines how many additional alternates will be needed based on the location of the participating staff, the number of sample moments for their respective participating staff, available staff time, or other pertinent factors.

The responsibilities of the RMTS Coordinator include, but are not limited to the following:

- Acts as the liaison for communications with the Department and its contractor.
- Coordinates with RMTS Observer(s) who receives, distributes, monitors, collects and returns RMTS observation forms. This specifically refers to the distribution and collection of random moment observation forms and the submission of these completed forms to the Department or its contractor on a weekly basis.
- Coordinates with the RMTS Observer(s) to assure the observation forms are reviewed for completeness and accuracy of the code selections with the "comments" description.

- Assures the employee rosters are accurately updated on a quarterly basis.
- Assures that participating staff are trained prior to their participation in the quarterly time study and, as needed, trained on an ongoing basis if there are any further clarifications regarding coding or processes/procedures.

RMTS Observer(s) and Alternate(s) - Each contractor must designate an RMTS Observer and alternate RMTS Observer within each local office who is responsible for the actual administration of all sample moments. As with the RMTS Coordinator, at least one alternate must be selected to assure continuation of the RMTS process in the RMTS Observer's absence. Each contractor determines how many additional alternates will be needed based on the location of the participating staff, the number of sample moments for their respective participating staff, available staff time, or other pertinent factors. For some contractors, the RMTS Coordinator and the RMTS Observer may be the same person. Each contractor must determine the most practical approach to RMTS administration in their particular location.

The responsibilities of the RMTS Observer include, but are not limited to the following:

- Acts as liaison for communications with their respective agency RMTS Coordinator.
- Receives, distributes, monitors, collects and returns RMTS observation forms to their agency RMTS Coordinator on a weekly basis. This specifically refers to the distribution and collection of time study observation forms to/from sampled workers.
- Ensures sampling accuracy, observation tool completion and prompt responses.
- Ensures that RMTS observation forms are not left on an employee's desk for more than 24 hours.

Employee Roster - This is a listing of all of the employees in the NR POS contractor's selected program that will be participating in the RMTS, their work location and their work hours. Instructions and procedures for completion and submission of the roster and changes to the roster are contained in Attachment E. The roster form is Attachment F.

RMTS Observation Form - The Random Moment Observation Sampling Form (Attachment D) will be issued to the contractor just prior to the beginning of the sampling calendar quarter. Observation forms will contain the staff person's name and the date and time of the sample moment. The observation form lists all activity codes which the staff person may consider at their sample moment. This document is used to collect the activity completed by the worker at a

designated moment. (Detailed instructions for the NR POS RMTS including definitions are contained in Attachment C.) Near the bottom of the form is a "comments" section. **The staff person being sampled, or the observer, should write a brief description of what they (staff person) are doing at the time of their sample moment and then check the corresponding code.** Procedures related to the completion and submission of the RMTS Observation Form are listed below:

- Each RMTS Coordinator must determine how to schedule the distribution of the RMTS Observation forms. However, it is suggested that the forms be placed in chronological order and divided into weeks to allow for easy monitoring of the distribution and receipt of completed forms.
- Each observation must occur at the moment specified. Each RMTS Coordinator must administer the form to the individual as close to the selected moment as it is reasonably possible to assure the worker will be aware of their moment when it arrives.

LIST OF BULLETIN ATTACHMENTS

ATTACHMENT A

Procedure for Reviewing NR POS Contracts for Inclusion in the NR POS Random Moment Time Study

ATTACHMENT B

Request for Approval of Title IV-E Administrative Claiming for NR POS Contracts

ATTACHMENT C

NR POS Random Moment Time Study Instructions

ATTACHMENT D

NR POS Random Moment Observation Sampling Form

ATTACHMENT E

NR POS RMTS Employee Roster Instructions

ATTACHMENT F

NR POS RMTS Employee Roster Form

**PROCEDURE FOR REVIEWING NON-RESIDENTIAL PURCHASE OF SERVICE
CONTRACTS FOR INCLUSION IN THE
NR POS RMTS**

In reviewing NR POS contracts for inclusion in the RMTS, the characteristics of the contract that must be taken into account in making the determination are: 1) the client population being served within the contract, 2) the direct social services provided by the contract and the case management activities performed by staff working on the contract, 3) the method of payment for the contract, and 4) the current funding source of the contract.

Client Population Being Served

In order for any costs within the contract to be claimed as administrative costs under Title IV-E, the services have to be provided to clients who are already placed outside of the home or to clients who would be considered "candidates" for foster care. In order for the costs to be claimed, the client must be "known" to the CCYA/JPO or another public agency with whom the CCYA/JPO has a signed agreement for administering the Title IV-E program. Therefore, the client population must be made up of open CCYA/JPO cases. Costs associated with services provided to the general public are not claimable as administrative costs under Title IV-E, since an open CCYA or JPO case does not exist.

Of the three methods acceptable for documenting a child as a candidate for foster care (see page 4 of this Bulletin), the defined case plan is the most commonly used. The case plan must contain explicit language to the effect that "absent effective pre-placement preventive services the plan is for the child to be placed in foster care." The FSP or ROP must clearly state that the child "would" be placed, not "may" be placed or is at risk of placement. The costs associated with a candidate for foster care cannot be claimed until the client's candidacy has been determined.

Some contracts may serve multiple populations, such as, open CCYA and JPO cases, as well as the general public. The fact that the client population includes the general public does not exclude the contract from being included in the RMTS. However, if the contract is strictly a diversion program with services offered to the general public and does not include open CCYA or JPO cases, the contract would be excluded from the RMTS since the client population is not "known" to the Title IV-E agency and, therefore, cannot be considered candidates for foster care.

Services and Activities Provided

After determining the appropriate client population is being served by the contract, the second thing to consider in determining whether a NR POS contract

should be included in the RMTS is what services and activities are provided to clients within the contracted program. Not only do the social services (i.e., therapy, counseling, parenting training, etc.) provided within the contract need to be identified, but the case management activities performed by provider staff need to be identified as well. The administrative purposes served by the various interactions between provider staff and the client, provider staff and the county caseworker, and provider staff and other contacts in relation to the client's case need to be determined.

In regard to administrative functions, it needs to be determined whether provider staff perform two or more of the administrative functions listed below in relation to client cases. The administrative functions are as follows:

1. Referral to services.
2. Preparation for and participation in judicial determinations.
3. Placement/replacement of the child.
4. Develop, maintain, and update the child case plan.
5. Participate in case reviews with supervisory and county caseworker staff.
6. Participate in case staffings regarding the progress of a case.

If provider staff provide **two or more of these activities to the appropriate client population within the contracted program**, the program contains sufficient administrative activities to be reviewed for inclusion in the RMTS.

Method of Payment

The third characteristic of the contract to be taken into account in determining whether to include the contract in the RMTS is the method of payment. Since the RMTS is a sampling methodology utilized to determine how staff proportionally spend their time on specific activities during a specified period of time (calendar quarter), the cost of the contract during the quarter should reasonably match the provision of service and activities during the quarter. If, for example, the entire annual contracted amount is paid out in a lump sum at the beginning of the year all of the cost is shown in the first quarter while the services and activities are spread throughout the year. This type of contract should not be included in the RMTS. **If the contract is paid out on a per diem, hourly rate, equal monthly or quarterly installments, or equal monthly or quarterly actual cost reimbursements, then the contract can be reviewed for inclusion in the RMTS.**

Current Funding Source

The final characteristic to be taken into account is the current funding source for the contracted program. Simply because the contract is currently fully or partially funded by a federal program other than Title IV-E does not automatically disqualify the contract from being included in the RMTS. For example, if the contract is currently funded by TANF, a determination needs to be made whether there are other expenditures which are not currently funded by a federal program that could be charged to TANF in order to include the contracted program being reviewed in the RMTS. Additionally, if only a portion of the contract under review is funded through TANF, the portion not funded with other federal revenue could be included in the RMTS. Even if a contract is included in the RMTS, the contract will not be fully funded by Title IV-E, because not all of the services and activities are allowable under Title IV-E, not all of the client population being served by the contract can be considered eligible under Title IV-E, and Title IV-E has a 50 percent match requirement for administrative costs.

NON-RESIDENTIAL PURCHASE OF SERVICE APPROVAL FORM INSTRUCTIONS

The CCYA/JPO must complete all information as best as possible to provide OCYF with a complete understanding of the services and activities provided by this contract. Submit completed forms to your identified OCYF Regional Director. The county director will be notified when the contract approval form has been reviewed.

County Name: Insert name of contracting county.

County Contact: Insert name of county contact person regarding contract.

Contractor Name: Insert formal name of contractor organization.

Program Name: Insert name of contractor's program.

Annual Contract Value: Insert the estimated annual contract expenditure amount.

Contractor Contact: Insert name of contact within the contractor organization regarding the contract.

Phone Number: Insert phone number of contractor contact.

Address: Insert the full address of the contractor contact.

Client Population Served within Contract: Check the appropriate client population(s) served by the contract.

Current Funding Source of Contract: Check the appropriate funding source(s) currently utilized for the contract.

Payment Methodology: Check the appropriate payment method currently used for the contract.

Activities and Services Included in Contract: Check all of the case management activities and direct services that are provided under the contract.

Comments: Provide any additional information which may be helpful in providing a complete understanding of the services and activities provided under the contract.

FOR OCYF USE ONLY: This section will be completed by the Regional Director after reviewing the contract.

**REQUEST FOR APPROVAL OF TITLE IV-E ADMINISTRATIVE CLAIMING
FOR NON-RESIDENTIAL PURCHASE OF SERVICE CONTRACTS**

County Name: _____ County Contact: _____
Contractor Name: _____ Contractor Contact: _____
Program Name: _____ Program Phone Number: _____
Address: _____
Annual Contract Value: _____

Client Population Served within Contract
____ Open CCYA Cases
 ____ In-Home/Non-Placed Clients
 ____ Out-of-Home Clients
____ Open JPO Cases
 ____ In-Home/Non-Placed Clients
 ____ Out-of-Home Clients
____ Non-CCYA/Non-JPO Clients (General Community)

Current Funding Source of Contract
____ TANF
____ Title IV-B
____ Title XX Social Service Block Grant
____ Other Federal Grant
____ State
____ County
____ Other

Payment Methodology
____ Annual Lump Sum
____ Equal Monthly/Quarterly Installments
____ Per Diem
____ Hourly Rate
____ Actual Monthly/Quarterly Cost Reimbursement

Activities and Services Included in Contract
Case Management Activities
____ Referral to Services
____ Participation in Judicial Determinations
____ Placement of Children
____ Development/Maintenance of Case Plan
____ Participation in Case Review
____ Recruitment, Approval of Foster
 Homes/Facilities
____ Coordinate/Arrange for Service Delivery
____ Case Staffing
Direct Provision of Social Services
____ Counseling
____ Parenting Skills Training
____ Psychological Assessment/Evaluation
____ Homemaker Services
____ Child Care
____ Life Skills Training
____ Other (Specify): _____

Comments:

FOR OCYF USE ONLY:

____ Approved for Inclusion in NR POS RMTS
____ Approved for Inclusion in County Cost Pool and RMTS (Case Management Activities)
____ Approved for Inclusion in County Cost Pool (Administrative Support Activities)
____ Not Claimable for IV-E Administration Reimbursement

Regional Directors

Date of Decision

**INSTRUCTIONS FOR COMPLETING
RANDOM MOMENT TIME STUDY SAMPLE FORM
FOR NON-RESIDENTIAL PURCHASE OF SERVICE**

You, as a provider, have been selected at random to identify the program and the kind of activity you are engaged in at a randomly chosen moment. The information reported on this form, along with your co-workers' responses, will be used to determine the allocation of administrative costs of your agency and like agencies under contract with the County Children and Youth Agency or County Juvenile Probation Office, for the purpose of determining federal financial participation in those costs. Your cooperation with this process will have a direct bearing on the amount of federal funds received by the county for support of services to Pennsylvania's children and their families.

This document lists definitions for the program and activity codes listed on the Random Moment Time Study (RMTS) forms. Please respond accurately, describing **what you were doing at the time of the scheduled observation as specified on the form.**

* * * * *

THIS IS NOT A DEVICE FOR EVALUATING YOUR INDIVIDUAL PERFORMANCE. This information gathering is part of a statistically based process for determining how workers proportionally spend their time on various activities for the purpose of claiming federal reimbursement for eligible activities. This statistical sampling process serves the same purpose, but in a much less intrusive manner, than extensive, time-consuming reporting of 100 percent of a worker's time by activity on a daily and hourly basis.

At the time you are sampled, respond completely, accurately and timely.

COMPLETING THE FORM

The form you are completing is divided into four major sections. Sections I, II, and III are to be completed by the randomly selected individual. Section IV is to be completed by the designated RMTS Coordinator or Observer.

Sections to be completed by selected individual. Complete as follows:

- Section I:** **CASE INFORMATION** - Indicate in this section whether or not you are working on a case and, if so, enter the type of case and the specific child name and ID number.
- Section II:** **PROGRAMS** - Select the one most appropriate program area under Programs to which the activity you are performing at the selected moment is most closely related.
- Section III:** **ACTIVITY** - Select the one activity that best describes what you are doing at the selected moment. The codes in this section are organized into two groups:
1. Case Specific Activity: These activities reflect work devoted to a specific individual child or case. This set of activities should **always** be selected instead of a general activity whenever you indicate in Section I, that you **are** working on a specific case.
 2. General Activity: These are activities that do not relate to work being done on a specific case, but relate to general job duties, training or time away from your work area. This section should **always** be used when you have indicated in Section I that you **are not** working on a specific case.

Section to be completed by designated RMTS Coordinator or Observer. Complete as follows:

- Section IV:** **CONTRACTED PROGRAM INFORMATION** - Indicate in this section whether or not at the time of the selected moment the selected individual was performing an activity applicable to a contracted program identified as an NR POS RMTS contracted program.

Once the information is provided for these four sections, the RMTS process is complete.

THE FOLLOWING ARE DETAILED INSTRUCTIONS FOR EACH SECTION OF THE RMTS FORM ALONG WITH PROGRAM AND ACTIVITY DEFINITIONS.

1.1 SECTION I - CASE INFORMATION

Select/check one of the following codes:

- 01 Not working on a case** When not engaged in an activity related to a specific child or case. (When this code is checked, you should also select an appropriate program code in Section II; then select an activity in the 900 series in Section III.)
- 02 Working on an open CCYA/JPO case** When your work is directed toward an open CCYA/JPO specific individual child or case. Enter the child's ID number that identifies the case or child receiving the case related activity in which you are engaged at the time of the sample moment. If a child number has not yet been assigned, please enter the case name. (When this code is checked, you should also check an appropriate program code in Section II; then select an activity in the 500 to 800 series in Section III.)
- 03 Working on a non-CCYA/non-JPO case** When your work is directed toward a NON-CCYA/NON-JPO specific individual child or case. Enter the case name of the child receiving the case related activity in which you are engaged at the time of the sample moment. (When this code is checked, you should also check **PROGRAM CODE 033** in Section II; then check activity 603 in Section III.)

1.2 SECTION II - PROGRAM CODES

Report the program area you are working in at the selected moment by reporting **only one program** in Section II. If you need help in determining which program to select, please refer to the following descriptions.

- 021 Out-of-Home Care (Foster Care/Residential)** Activities performed by staff to arrange for, coordinate, or provide services to ensure the appropriate and safe care of children in the county's custody or care and responsibility who are placed in out-of-home care. (Does not include placement in a Juvenile Detention Centers, Youth Forestry Camps, Youth Development Centers (secure/locked facilities), medical facilities. See code 031.)
- 022 Out-of-Home Aftercare** Activities performed by staff to arrange for, coordinate, or provide services to ensure the appropriate and safe care of children who are no longer in out-of-home care but have been returned home. These children are candidates for replacement in out-of-home care absent effective continuing preventive services. These activities may include case management, counseling, and in-home parenting education and training, household management skills, and incidental homemaker support services. This may be a dependent or delinquent child.
- 023 In-Home Services (Child at Risk of Placement)** Activities performed by staff to arrange for, coordinate or provide in-home services to a family when children are candidates for being placed in the county's custody or care and responsibility. These activities may include case management, counseling, and in-home parenting education and training, household management skills, and incidental homemaker support services.
- 024 In-Home Family Reunification Services (children who are placed out-of-home)** Activities performed by staff to arrange for, coordinate or provide in-home services to a family whose child will be returning to the home from out-of-home placement. These activities may include case management, counseling, and in-home parenting education and training, household management skills, and incidental homemaker support services.
- 025 Adoption Services** Activities performed by staff to arrange for, coordinate, or provide services to ensure the appropriate, safe care of children placed in out-of-home care for the purpose of adoption. Activities may include reviewing petitions, supporting documents, conducting home studies, supervision, and other activities related to preparation for adoption finalization.

- 026 Adoption Aftercare** Activities performed by staff to arrange for, coordinate, or provide services to ensure the appropriate, safe care of children whose adoption has been finalized.
- 027 Day Treatment** A program that offers an alternative educational and therapeutic setting for children in grades 7 through 12. Activities include a small classroom environment, initial integrated assessment, skills groups to strengthen student competencies, integrated assessment, a range of treatment services, and regular contact with county agency staff and parents.
- 029 Transitional Living Program** Shared living arrangement, either apartment or house, for youth between the ages of sixteen and twenty in preparation for independence. Youth may be attending school and/or maintaining part-time employment while in the program. Services may include assessment of youth's independent living skills and treatment needs, and discharge planning.
- 031 Other Programs – Placed Children** Other programs not listed above in which services are being provided to children who have been placed out-of-home in a non-Title IV-E reimbursable placement facility. Examples: Juvenile Detention Centers, Youth Forestry Camps, Youth Development Centers (secure/locked facilities), medical facilities. Please indicate specific name of program.
- 033 Other Programs – Non-CCYA and Non-JPO** When performing activities on behalf of non-CCYA/non-JPO cases. In section II,I select activity code 603 in combination with this Program.
- 034 Not Related to any one program** When performing non-child specific activities (900 series) which are not related to any one single program. (This code should only be used in conjunction with code 01 Not working on a case in Section I and a 900 series activity in Section III. For example: a general staff meeting held by the contractor that pertains to all programs operated by the contractor.)

1.3 SECTION III - ACTIVITY CODES

Report the activity you are performing by selecting **only one activity** that best describes what you are doing at the selected random moment. If you need help in determining which activity to check, please refer to the following descriptions. These descriptions include, but are not limited to, the range of examples identified for each code.

CASE SPECIFIC ACTIVITY (CODES 501 THROUGH 850):

This series of codes must be used only in combination with Code 02: Working on an open CCYA/JPO case or Code 03: Working on a non-CCYA/JPO case in Section I.

- 501 Child/Family Intake and Assessment** Activities include collection of assessment data related to both the child and family including needs, strengths, resources and existing support systems, child's/family's past history, and analyzing the results/recommendations from medical, psychological and educational evaluations. Collection of information may be over the phone or in-person with the goal being establishment of a provider case plan/service goals. Medical, psychological and educational assessments themselves are considered "social services" and should be coded using one of the 600 codes.
- 502 Develop Case Plan** Includes reviewing case file; assessing the presenting problem of the case and its associated circumstances; making an inventory of available resources to impact on the case; making collateral contacts, meeting with the family and other involved parties to develop the plan; writing the case plan, and conferring with supervisory personnel in the actual development of the case plan, and any other activities related to development and preparation of the provider case plan/service goals.
- 503 Coordinate non-health care service delivery/treatment resources or arranging for other services** Any activities related to the coordination or arrangement for the delivery of non-health care services responding to child needs as specified in the case plan/service goals. May also include facilitating the involvement of helping networks such as family members, church members, and friends; development of increased opportunities for community access and involvement including assistance in the location of housing, community living skills, vocational and recreational service programs; assisting children and their families to obtain services otherwise inaccessible or unavailable. (Use activity code 510 when coordinating health care services.)

- 504 Case Staffing** Includes review of the Individual Service Plan (ISP) including formulation of revisions to the service plan based on the case staffing or clinical meeting; meeting with a supervisor or other agency staff to discuss the progress of the child.
- 505 Case Plan Reassessment** Includes the evaluation of the effectiveness of services furnished under the ISP and revision of the provider case plan/service goals as conditions warrant.
- 506 Record keeping, case documentation on case plan** Collection, summary, or entry of information related to documentation of child need or treatment plan as contained in the ISP, update of written plan information, or revision or addition of new information in the service plan. Does not include case notes documenting instances of the actual provision of social services (see activities 601 and 602).
- 507 Referring to other services** Limited to providing child information to another service provider so that the child/family may obtain services. Does not include the additional steps of arranging for services or case managing of services.
- 508 Medicaid Outreach** Informing Medicaid eligible or potentially Medicaid eligible individuals about Medicaid, how to access Medicaid and medically related services. This includes activities that assist persons in securing Medicaid services. Activities would include bringing a Medicaid potential eligible child into the Medicaid system for the purpose of determining eligibility and arranging for the provision of medical/health related services. Both written and oral methods may be used.
- 509 Facilitating an Application for the Medicaid Program** This code should be used when assisting an individual or family to make application for Medicaid or referring them to the appropriate agency to make application as well as assisting a child to maintain Medicaid eligibility, gathering information related to the Medicaid application and eligibility determination for an individual, including resource information and third party liability (TPL) information, as a prelude to submitting a formal Medicaid application.
- 510 Referral, Coordination, and Monitoring of Health Care Services** This code should be used when making referrals for, coordinating, and/or monitoring the delivery of health related/medical services. Activities include participating in a meeting/discussion to coordinate or review a child's needs for health-related services covered by Medicaid, providing hot-line phone services for health care services, follow-up contact to assure that a child has received the prescribed medical/mental health services.

601 Directly providing social services (out-of-home/adoption) Activities include directly providing services (rather than coordinating or arranging for services) such as counseling, parenting education, life skills development, and other therapeutic or remedial services to or on behalf of a child in out-of-home care or to or on behalf of a child in adoption services. This activity includes case notes documenting instances of the actual provision of social services and travel associated with provision of the services.

602 Directly providing social services (in-home) Activities include directly providing services (rather than coordinating or arranging for services) such as counseling and other in-home family services provided to alleviate emergency conditions affecting a child or family which threaten the child's ability to remain in the family home or with family members. These may include in-home services, such as, parenting education and training, household management training, and incidental homemaker support services to alleviate the emergency condition. This activity includes case notes documenting instances of the actual provision of social services and travel associated with provision of the services.

603 Serving non-CCYA or non-JPO children All activities performed on behalf of non-CCYA and non-JPO cases should be coded to this activity code. Activities include directly providing services such as counseling, parenting education, life skills development, and other therapeutic or remedial services to or on behalf of a child and family that are not CCYA or JPO children. This activity includes assessments, case plan development and revisions, case notes documenting provision of social services, case staffings, and travel associated with provision of the services.

701 Transporting (Non-Medical) Activities designed to enable persons to travel to and from facilities for the purposes of:

- foster parents' attendance at case/judicial reviews;
- child's travel to and from pre-placement visits; and
- child's attendance at judicial reviews.

This includes going to and returning from the person's location. **Any other transportation for non-medical purposes should be identified with the activity for which the transportation is taking place.**

702 Transporting (Medical) Activities designed to enable persons to travel to and from facilities to receive needed medical services. This includes going to and returning from the child's location.

- 800 Preparation for/attendance at court** Activities include preparation and verification for complete factual presentation to the court; drafting and review of reports; consultation with supervisory personnel and other involved parties during the report drafting process; also includes time spent appearing at or otherwise participating in a judicial hearing. This includes travel time as well as time spent on location awaiting the hearing.
- 801 Preparation, attendance at Case Review** Includes information gathering, preparation of documents or reports, their submission, providing additional information as requested; also includes time spent in the review or in meetings regarding the review, or travel to meetings and review.
- 802 Development of the Individual Service Plan (ISP)** For those providers who are responsible for developing the ISP, includes formal review of the case including the formulation of the written service plan; meeting with the child and family, supervisor, providers and/or other related agencies to discuss the needs of the child and family.
- 803 Preparation for, attendance at administrative appeal hearings/dispute resolution** Includes information gathering, preparation and submission of documents or reports, providing additional information as requested, attendance at administrative hearings resolving disputes arising in regard to a case or policy.
- 804 Placement of the child (out of home/adoption placement)** Includes contacting potential care providers; consultation with supervisory personnel; processing of required legal and Departmental documentation; informing the current care provider of the details of the change in placement; coordination among all parties involved for the date of transfer; conducting a pre-placement visit or conference (with or without the child) with the new provider; physical placement of the child with new care providers; and assessment; preparation for removal from placement; pre-placement visits; notification of custodian; emergency interim placement; and alternate placement.
- 805 Recruitment/approval of child-specific foster or adoptive home** Activities related to the identification and recruitment of foster or adoptive caregivers on behalf of a specific child or sibling group. Includes interviewing prospective parents, the initial home study, and activities related to the approval of the caregiver(s).

806 Adoption referral/consultation, preparation for placement

Referral/consultation related to the permanent placement of a child or sibling group for adoption. This may include consultation with the child, family members, staff of provider agencies, or county staff; the gathering, preparation, and submission of information needed for adoption; and accompaniment of the child on pre-placement visits with prospective adoptive parents.

807 Foster care maintenance payment/adoptive subsidy/resolving payment issues

Any activities related to determining the level and rate for the out-of-home or adoptive placement payment. This may include collection or submission of information about a child or sibling group; and/or consultation with the child's care or service providers regarding any special needs of the child. This also includes resolution of payment issues on behalf of a child's out-of-home or adoptive placement provider.

GENERAL ACTIVITIES (CODES 900 THROUGH 909):

The activity codes in the 900 series are not specific to any one case and can be used with any program code in Section II. This series of codes must be used **only** in combination with Code 01: Not Working on a Case in Section I.

901 Staff Development and Training/Other Training Participation in approved organized training, including conferences, seminars, and workshops.

902 General recruitment of adoptive or foster parents Includes identification of prospective foster and adoptive parents; home study (not child-specific); interim monitoring of homes; initial approval; registration; re-evaluation; adoptive home studies (not child-specific).

903 Program Planning, Policy Development, and Interagency Coordination Related to Medical Services This code should be used by staff when performing activities associated with the development of strategies to improve the coordination and delivery of Medicaid covered medical, developmental disability, other disability, mental health, and substance abuse services and when performing collaborative activities with other agencies to provide effective services. This code includes activities related to establishing and maintaining necessary provider resources, recruiting Medicaid providers including developing written materials in support of recruitment, and analyzing health care data related to a specific program, population, or geographic area to identify and close service gaps for the Medicaid eligible population.

904 Staff Meetings Participation in scheduled unit or team meetings, office-wide meetings; discussion with a supervisor not related to a specific case.

905 Manual Review, Professional or Reference Reading Includes reviewing the procedures or policy manual, reference literature and other professional documents not related to a specific case.

906 Travel (Not Child Specific) Work-related travel away from employees' workstation. **For child-related travel, the travel should relate to the activity to which it is applicable under the 500 to 800 series.**

907 Community presentations Preparation and delivery of information regarding agency activities, goals, or needs to community groups or members of the public.

908 Quality assurance reviews Comprehensive review of case record or other child-related documents that assure compliance with federal, state, or judicial requirements.

909 General Administration Includes the completion of required forms and paperwork not related to a specific case or child, including personnel forms, travel or reimbursement requests; other general office and managerial functions, including physical plant responsibilities, agency office procedures or employee grievance procedures; paid leave, holidays and times not scheduled to work.

909a – General Administration

909b – Scheduled to work but at lunch or on break

909c – Paid leave – sick, medical, vacation, compensatory time, family/medical and personal leave

909d – Not scheduled to work – holiday, flex time

909e – Invalid response – position vacant, person no longer works for provider

1.4 SECTION IV – CONTRACTED PROGRAM INFORMATION

To be completed by the designated RMTS Coordinator or Observer. Select one of the following codes:

- 01 Not working on a NR POS RMTS contracted program** When **NOT** performing an activity applicable (billable) to a contracted program identified as a NR POS RMTS contracted program. (This code is applicable to those individuals who perform activities under multiple contracted programs, both RMTS contracted programs and non-RMTS contracted programs. When the individual is performing a non-RMTS contracted program activity, this item is marked.)
- 02 Working on a NR POS RMTS contracted program** When performing an activity applicable (billable) to a contracted program identified as a NR POS RMTS contracted program. (This code is applicable in those instances when the individual is performing activities under a RMTS contracted program. When this item is marked, there must also be one appropriate selection in each of the following sections: case code in Section I; program code in Section II; activity code in Section III.)

Section I: Case Information (Please select only one [x])

- 01 Not working on a case
- 02 Working on open CCYA/JPO case
Case Number: _____
- 03 Working on non-CCYA/non-JPO case
Case Number: _____

Section III: Activities (Please select only one [x])

- 501 Child/Family Intake and Assessment
- 502 Develop Case Plan
- 503 Coordinate Non-Health Care Svc Delivery
- 504 Case Staffing
- 505 Case Plan Reassessment
- 506 Record Keeping, Case Documentation
- 507 Referring to Other Services
- 508 Medicaid Outreach
- 509 Facilitating Application for Medicaid
- 510 Referral/Coordination/Monitoring Health Care Svcs
- 601 Directly Providing Social Service (Out-of-Home/Adoption)
- 602 Directly Providing Social Service (In-Home)
- 603 Serving Non-CCYA or Non-JPO children
- 701 Transporting (Non-Medical)
- 702 Transporting (Medical)
- 800 Preparation for/Attendance at Court
- 801 Prep/Attendance at Case Review
- 802 Development of the Individual Service Plan
- 803 Prep/Attendance at Appeals Hearing
- 804 Placement of child (out-of-home/adoption)
- 805 Recruit/approval child-specific foster or adoptive home
- 806 Adoption referral/consult for placement
- 807 FC payment/adoptive subsidy/resolve payment issues
- 901 Staff Development and Training/Other Training
- 902 General recruitment of adoptive or foster parents
- 903 Program Planning/Development Medical Services
- 904 Staff Meetings
- 905 Manual Review, Professional or Reference Reading
- 906 Travel (Not child Specific)
- 907 Community Presentations
- 908 Quality Assurance Reviews
- 909a General Administration
- 909b Scheduled to work but at lunch or on break
- 909c Paid leave - sick, vacation, comp time, family/med leave
- 909d Not scheduled to work - holiday, flex time
- 909e Invalid response - position vacant, person no longer works for agency

Section II: Programs (Please select only one [x])

- 021 Out-of-Home Care
- 022 Out-of-Home Aftercare
- 023 In-Home Services
- 024 In-Home Family Reunification Services
- 025 Adoption Services
- 026 Adoption Aftercare
- 027 Day Treatment
- 029 Transitional Living Program
- 031 Other Programs - Placed Children
- 033 Other Programs - Non-CCYA/Non-JPO
- 034 Not Related to any one Program

Comments: _____

Participant Signature and Date Completed

Section IV: Contracted Program Information (Please select only one [x])

- 01 Not working on NR POS RMTS contracted program
- 02 Working on a NR POS RMTS contracted program

Coordinator/Observer Signature and Date Completed

Selected Worker:
Random Moment-Date: Time:

**Non-Residential Purchase of Service RMTS
EMPLOYEE ROSTER
INSTRUCTIONS**

The purpose of this document is to provide instructions for completing the Employee Roster for the Random Moment Time Study (RMTS) process for claiming allowable administrative activities of non-residential service providers to the Title IV-E Program. The Employee Roster identifies those staff who have been designated to participate in the RMTS.

New Roster Development

The attached form is to be used to document the contracted provider agency staff that will be participating in the Non-Residential Purchase of Service (NR POS) RMTS. Staff to be included on the roster need to meet the following conditions:

- staff paid from provider agency program contracts designated by OCYF to participate in the time study who provide direct services to youth and families that are clients of the CCYA or JPO; and
- staff spend at least 50 percent of their time devoted to the contract providing direct services to these youth and families.

Administrative, supervisory and support staff will not participate in the RMTS, will not receive observation forms to complete, and **should not** be included in the RMTS roster, **unless** they carry a caseload. Paraprofessionals (i.e., case aides) and direct service staff **should be** included in the RMTS roster.

Developing Groups

The NR POS RMTS participants within a provider agency may be divided into groups. Most agencies group the participants according to their work unit, or proximity of the employees to one another, for ease of administering the sample moments. For example, staff that are located in a remote office, working together in a functional work unit, or supervised by the same manager may be grouped together. The groups are designed to make it easier to distribute the observation forms and collect sample responses. There is no limit to the number of groups that an agency may establish.

Use a separate form for each grouping and assign a name to each group. The group name can be based on the location (e.g. Northwest, Central) or function (e.g. intensive supervision, aftercare) of the workers included, by a numerical designation, or by the last name of the group's supervisor.

Provider Agency Information

On the top portion of the roster, please complete the identifying information regarding the provider agency, the RMTS Coordinator, and contact information. Please also indicate the county or counties with which your agency contracts for these services. **The sample observations will be delivered to the address of the RMTS Coordinator indicated on the employee roster for each grouping, unless you instruct us otherwise in the “mail to address if not coordinator’s” section of the roster form.**

Documenting Staff On The Roster

For each worker that is participating in the NR POS RMTS, please provide the worker’s first and last names in the space provided. In addition, provide the name of the program that the worker is assigned to as well as the name of the designated RMTS Coordinator or Observer who will be distributing the observation forms to the worker identified.

Assigning Staff Work Schedules

For each worker that is participating in the RMTS, please provide the worker’s normal core work hours. It is understood that some staff do not work the same schedule each week, or from day to day. In these cases identify the core work hours, which are most common for that particular worker. If a worker is sampled outside of their scheduled work hours, they will be able to select a code for “not scheduled to work”.

Holiday Schedule

For the upcoming calendar quarter of the program, identify any holidays or other dates during which your office will be closed. This information may be provided in the “Holidays Observed During Next Quarter” section of the roster. If over 50 percent of the provider agencies report the same holiday in the holiday schedule, these days will be excluded from the RMTS system. Sample moments will not be generated on these days. If less than 50 percent of the provider agencies report the same holiday in the schedule, these days will be included in the sample. This may result in a provider receiving sample moments on a holiday. Staff will be able to code such moments as “not scheduled to work”, which will not impact the results of the time study.

Alternate RMTS Coordinator

This space may be utilized to provide an alternate person that will coordinate the RMTS by handing out forms and ensuring that forms are filled out properly and to the greatest extent possible.

Roster for Quarter beginning

This space should be filled in with the appropriate beginning date of the upcoming quarter.

Updating the Roster on a Quarterly Basis

Since provider agencies experience turn over in staff during the quarter, we must ensure an accurate listing of rostered staff prior to the beginning of each subsequent quarter. During the first week of the last month of the calendar quarter (i.e., the first week of December, the first week of March, etc.), each provider should review and update their personnel roster and resubmit it electronically to the MAXIMUS Denver Support Center. Even if there are no changes to be made to your roster, please confirm via e-mail (or telephone) that you have reviewed the existing roster and there are no changes to be made for the upcoming quarter. Updated rosters or confirmation of no changes may be emailed to Christina Lopez at christinalopez@maximus.com; telephone 877-407-8377, ext. 305.

