



State of Vermont

AGENCY OF HUMAN SERVICES

OFFICE OF THE SECRETARY
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Waterbury, Vermont 05671-1000

April 9, 2019

Mr. Darryl Mayes
Director, Division of Cost Allocation
Department of Health and Human Services
26 Federal Plaza, Room 41-122
New York, New York 10278

Mr. Mayes:


Please accept the attached Vermont Agency for Human Services' (AHS) Department for Children and Families (DCF) Family Services Division (FSD) Random Moment Time Study (RMTS) update, effective April 1, 2019.

These documents replace in whole the previously submitted RMTS documents and represent updates made to the system, process documents, and training effective with the 4/1/19-6/30/19 quarter.

These documents will also be included in the next quarterly submission of the narrative to be submitted in June.

Please contact Jill Gould at (802)-241-0442 or Jill.Gould@Vermont.gov if you have any questions.

Sincerely,



Jill Gould
Financial Director
Agency of Human Services

cc: DCF Department Financial and CAP staff

FSD Random Moment Time Study Procedures Manual

Note: This information is not forwarded to Time Study Participants

Introduction

The purpose of this random moment time study (RMTS) is to measure the level of effort spent on the activities performed by Family Services Workers (FSW) in the State of Vermont. These staff, who are all employed by the state, perform child abuse and neglect investigations and assessments, assess and support children and high-risk families, assess and supervise youth who are unmanageable or involved with the juvenile justice system, and manage cases involving children in the custody of the state and/or out of home placement. Organizationally, FSW staff work in the Family Service Divisions (FSD) of the Department for Children and Families (DCF).

The purpose of this manual is to provide step by step explanation of the operation of the Vermont DCF FSD RMTS. It has been created to assist DCF in managing and administering the RMTS. It serves as a procedural guide and instructional tool for sustaining the RMTS for its ongoing support of the cost allocation plan (CAP) process.

Please note that DCF FSD is a state administered system. The use of the phrase “district office” indicates where the participant is physically located. The reference is still a person employed by the state.

Operation

FSD operates a Random Moment Timer System within the FSDNet platform. FSDNet is the web-based platform in which Family Services Workers complete case documentation such as case notes. FSDNet communicates with the SSMIS system, which is the case management system that contains all case related information. When a participant has a moment assigned to them, that moment will be displayed in their FSDNet Worklist.

Training on the RMTS system is the responsibility of the FSD Revenue Enhancement Director in collaboration with the Policy and Operations Managers who supervise the work of the District Offices. These trainings will be conducted annually. In addition, pre-recorded introductory training will be made available on-line that can be accessed at any time including when a new FSW is hired. Completion of the RMTS training will be added to the New Employee Checklist that is reviewed for completion by FSD management prior to an FSW being added to the RMTS participant list. If staff has questions about the RMTS system, they will know to contact the RMTS administrators for assistance. The RMTS administrators and back up administrators are all part of an email alias to ensure that assistance is available whenever needed. The RMTS administer alias contact information will be included in all training, other communication about the RMTS system, and in the timer system itself .

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Task	FSD	DCF BO	ADS
System and Administrator Support/Address Technical Issues with System			X
Gather Participant Rosters	X		
Support Users on System Use through Dedicated Email Address	X		
Calendar and Employee Table Maintenance	X		
Generate Monthly Response Reports			X
Review Subsample Results for Quality Control	X		
Ongoing CAP Amendments for Changes to RMTS Activities	X	X	
Adding Activities to the System	X		
Quality Assurance	X		
Quarterly Sample Size Calculation (starting the 3rd quarter after launch)		X	
Quarterly Moment Generation			X
New Employee Trainings	X		
Annual Refresher Trainings	X		

Sampling Population

The sample population includes all district-assigned Family Services Workers who have completed their 6 month pre-caseload training period. FSWs who have not completed the 6-month pre-caseload training period are excluded from the RMTS; only FSWs who are assigned a full caseload will participate in the RMTS. Family Services Workers who are assigned to Central Office in the Residential Licensing and Special Investigations Unit (RLSI) and Centralized Intake and Emergency Services Unit are excluded from the sample. RLSI and CIES are excluded because the staff in those units are required to positively report their efforts in their time reporting.

Supervisors are not included in the RMTS.

The sample will be drawn quarterly from employee's data in the SSMIS system. The staff who are a part of the sample will be drawn from the SSMIS employee table, which contains all current participating Family Services Workers. This table is kept current throughout the quarter by the FSD RMTS administrator who updates the table to account for new staff, terminated staff and staff on long-term leave (note that these changes have no effect on the current quarter's sample). The sample will be drawn 2 days preceding the quarter. Prior to that date, the FSD RMTS administrator will review and update the employee table in SSMIS 3 business days preceding the quarter to ensure staff who are no longer employed or are on long-term leave are not assigned moments. Additionally, the administrator will ensure that all eligible staff who have completed their pre-caseload training period prior to the quarter are included in the sample. If a Family Services Worker leaves employment or goes on long-

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term leave (defined as at least 6 weeks in a single quarter) during the quarter, the administrator will be notified by the district staff and a note made to exclude the staff person from the subsequent sample. The sample for the current quarter will not be altered; the moments assigned to a worker who is no longer employed or is out on long term leave will be counted as non-responses for the remainder of the quarter.

Sampling Unit

The RMTS asks a participant what they are doing at a specific moment in time. The RMTS sampling unit is defined as a single minute, or sixty second length of time, randomly selected within the workday of each participant. All FSWs have the same work schedule; staff who work in the FSW role are not eligible to work an alternate schedule. The moments for the participants occur between the scheduled FSW work hours: 7:45am-4:30pm Monday-Friday, excluding State and Federal holidays. The moments are drawn from the standard hours for each working day in a quarter. Moments will appear in the participants' FSDNet Worklist within a few minutes after their assigned random moment time. There is no pre-notification of when a participant will have a moment assigned to them.

Responses and Response Time

Participants have 72 hours to respond to all moments. If the participant does not respond to their moment within the first 48 and 64 hours, reminder e-mails are sent to both the participant and their supervisor requesting that they answer their moment. The moment expires and will not allow the FSW to complete after 72 hours. Reminder emails do not include the participant's login credentials; no one other than the participant is able to respond to their moments. Monthly, FSD RMTS Administrator will generate a report through the Report Server with details on each participant including whether they responded or not to assigned moments, what activity they choose, and at what time they responded. This report will allow the RMTS administrator to contact the participants and/or supervisor of those participants who have not responded to moments to offer additional support and training on any area of the RMTS where the participant may be unsure. The Administrator will also highlight the importance of completing the RMTS.

Sampling Period

The sampling period is a calendar quarter.

Confidence and Precision Level

This level is kept at 95% confidence level with +/- 2% precision for all activities. This level is consistent with federal regulations for statistical validity. Cost Allocation Services (CAS, formerly the Division of Cost Allocation or DCA) determines that statistically validity is met when the minimum number of moments received (responded to) as determined in the formula below.

Sample Size

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DCF generates 2,761 moments per quarter for the RMTS to ensure 2,401 moments are received per quarter. This number is to ensure that 2,000 valid observations are obtained as required by CAS and is in compliance with the federally-required formula below. CMS has taken to requesting 2,401 with a 15% oversample and this number of moments will satisfy all federal agencies.

The formula used to determine the baseline number of moments is as follows:

$$N = \frac{P(1-P)}{\left(\frac{SE}{T}\right)^2}$$

Where	N	=	Sample Size
	P	=	Anticipated Rate of Occurrence of the Activities Being Observed
	SE	=	Desired Sample Precision
	T	=	Confidence Level Factor (1.96 for 95%)

Sample Calculation

Solving for N (with a maximum rate of occurrence of **50%**):

$$N = \frac{.50(1-.50)}{\left(\frac{.02}{1.96}\right)^2} = 2401 (+15\% \text{ oversample})$$

Standard Observation Form and Definitions

A standard observation form has been developed, also known as a “timer” that includes one question: “What are you working on?” The list of activities is organized by the type of case on which the participant is working. There are 4 types of open cases that a participant may choose, and one option of “Case Not Open.” Within those case types there are up to 12 activities that can be chosen by a participant. Many of the activities are repeated in multiple case types because the same work may be performed in different case types. The case type is important because it often determines the appropriate funding source for the activity. The RMTS encompasses the universe of activities that the population being surveyed performs.

- The sample is generated (e.g., moments are assigned to participants) just prior to the beginning of the quarter.
- Moments appear in FSDNet in the Task List of the participant, indicating that they have been selected to report their activity for the moment shown (e.g., 10:12 a.m. on 11/8/2018).
- The participant clicks on the moment shown, which opens the timer.
- The participant selects the appropriate activity from the list.
- In 10% of timers, participants will also be required to enter in a text box a narrative explanation of what they are doing at that moment.
- There is no advance notification of moments.

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Participants are sent 48 and 64-hour reminder e-mails (if the participant has not yet responded) and have 72 hours to complete each moment for it to be considered valid. Participants are not able to respond to moments once they have expired. Expired/non-response moments are not included in the RMTS activity percentage calculations.

A participant is asked one root question in the time study, “What are you working on?” Under that question, there is a list of case types to choose from, one with sub-types included. Those case types are:

- Child Safety Intervention, prior to completion of the safety assessment
- Intact Family: No Danger Item Present and/or Low or Moderate Risk
- Intact Family: Danger Item Present and/or High or Very High Risk
- Out of Home Placement
- Case Not Open

There are also four options that are not related to case specific activities. Those are:

- Training
- General Administrative
- Leave Time
- Not Working

Once the participant chooses the case type or the non-case specific activity, a drop-down list appears with the specific activities that are possible. The activities are listed in the approximate order that they would be conducted through the normal life of a case, and not related to the funding source of the activity. The full list of activities can be found in Appendix A, which is the FSD RMTS Funding Matrix. The participants will be provided with a desk guide that provides further information about each activity to use as a reference when completing a timer (Appendix B). The participants are not provided coding or other information related how each activity is funded.

Date Stamp

The moment date/time is displayed to the participant in their Worklist in FSDNet. Each response is date and time stamped when the participant responds to the moment.

Technical Assistance/Help

Participants can contact the RMTS administrators with any questions or requests for help through the Administrator email alias. If the issue is a system or IT related problem, the participant will be instructed to submit a LANdesk ticket to initiate a resolution by IT. For other questions, the administrator will provide the answer or direct the question to the staff person most able to assist the participant. The email alias information for the administrators will be provided to participants in training, within the timer itself, and in all communication about the RMTS.

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Training

New employees will participate in training prior to completing their first timer. Training sessions occur for all participants on an annual basis. Periodic communications about the RMTS are also sent to participants.

Analysis of Results

On a monthly basis, the results of the RMTS are compared to previous months to determine if there are any significant variances in the responses. If a significant variance is discovered, a review is conducted in order to determine the reason for the variance. If the reason for the variance is due to bias or improper technique, it will be determined whether to make a change to the RMTS form. Additional training may also be conducted. The state will also, as necessary, send communication and memorandum to participants to clarify any common issues.

On a weekly basis, reports are forwarded to the RMTS participants' supervisors so that they can follow up with non-responsive participants. District Directors and Policy and Operations Managers are involved as necessary. The system generates 48 and 64 hour follow-up e-mails. Additional follow-ups will be employed as necessary.

Evaluation and Modification of the System

The RMTS system, activity list, and distribution procedures are continuously evaluated to identify necessary modifications in order to improve their efficiency and effectiveness. If modifications are determined necessary, they are made promptly.

Subsample Process

For the entire FSD time study, 10% of all moments are randomly selected as part of the subsample process. Participants who are selected for the subsample are required to answer one additional question when responding to their moments, requiring them to write in their own words the activity they were performing at the identified moment. The RMTS administrator generates a report detailing those moments that have been selected as part of the subsample on the 3rd business day of every month (for moments that occurred in the previous month). RMTS administrator will then review the reports, comparing the activity selection to the participants own description of their activity to ensure that they match appropriately. If the activity selection does not match, the RMTS administrator will contact the participant. If validation is not confirmed on any moments within the 10% subsample for whatever reason, these moments will be reallocated direct to state general fund in the RMTS statistic report. The RMTS statistic will be updated accordingly. This information will also be provided to the DCF Business Office to ensure that these responses are not included in the quarterly Cost Allocation Plan statistic.

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Documentation

All aspects of the RMTS process are documented. This documentation includes but is not limited to the following:

- Assigned moments;
- Data related to tabulations;
- Analysis of sample results; and
- Final computation of results that are used in the cost allocation plan.

Procedural documentation is also kept on the procedures used.

Quality Assurance

Quality assurance is performed on the RMTS on an ongoing basis. The subsample process ensures that the participant is selecting the activity that matches the description of what they were actually doing. When there is a mismatch between the chosen activity and the written description, the RMTS administrator will follow up with the individual participant to clarify and will also collect information about common errors that will be used to develop additional training for all participants, as needed.

If new activities are added or removed from the time study, the RMTS is reviewed and updated accordingly to ensure edits have been made correctly. Edits to the system are effective the first day of the quarter, in line with an accompanying CAP amendment. All amendments related to the RMTS process are prospective.

The following items, at a minimum, are reviewed throughout the quarter and prior to sample generation for the subsequent quarter:

- Identification of upcoming Vermont state or observed federal holidays (excluded from the sample).
- Data related to participant information, including full name, employment and leave status.
- Participant roster updates to reactivate an employee who may have been on extended leave or to deactivate someone who will be on extended leave or no longer working in the FSW role at FSD.
- Workers who select the wrong activity (based on their own description of their work) are e-mailed directly to explain what the appropriate selection was so that the mistake does not continue to occur (either from reviewing the subsample moments or general observations regarding common mistakes made by participants).

Any employee on extended leave (exceeding six weeks during a single quarter) will be deactivated from the system until further notice. All other instances of leave will be determined on a case-by-case basis by RMTS administrators.

Quarterly Calculation of Results

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DCF calculates the quarterly results based on the total number of moments received, minus the number of Not Working, and no-response moments. Therefore, if 3,000 moments are generated and 500 of those moments received are a combination of unpaid time off or Not Working the denominator for the calculation is 2,500. All responses in the system, inclusive of Not Working, count as “responses” in determining the overall response rate.

Contingency Plan

In the event of a technical failure or emergency situation, when staff are not able to receive or respond to moments for longer than 5 days, DCF will take the following steps to ensure that a valid sample can still be obtained and that the time study’s statistical validity is not compromised:

1. Upon resumption of the RMTS, DCF will determine how many moments were affected. DCF will then generate a concurrent sample, starting on the day the RMTS is resumed or shortly thereafter, containing the same number of moments that were affected by the outage through the end of the sample period. For example, if 200 moments were affected due to a technical failure, DCF will generate a second sample of 200 moments, to run concurrently with the original sample through the end of the sample period.
2. If the situation occurs closer to the end of the quarter and a concurrent sample is not possible or if the issue will be prolonged, the prior quarter RMTS results will be used for the affected quarter.

Any situation where either option is considered will be communicated with CAS and the appropriate cognizant agencies and documented in the RMTS backup and the backup for all claims prepared using this data.

In the event of Contingency Plan activation, the DCF Business Office CAP group will to be notified so that they can update the narrative documents accordingly and so that the communication to CAS can occur.

FSD RMTS Training

Updated system live on April 1, 2019!!!



Snapshot of Funding Basics

Family Services does work that is eligible to be paid for by the Federal government.

In order to claim Federal funds, FSD must prove that we earned those funds.

Reflect the amount of time we spent doing all work activities
(Random Moment Timers)

Show that our activities were eligible
(i.e. through Case Notes for Targeted Case Management)

Both elements are used to claim funds across our entire system
(Cost Allocation)



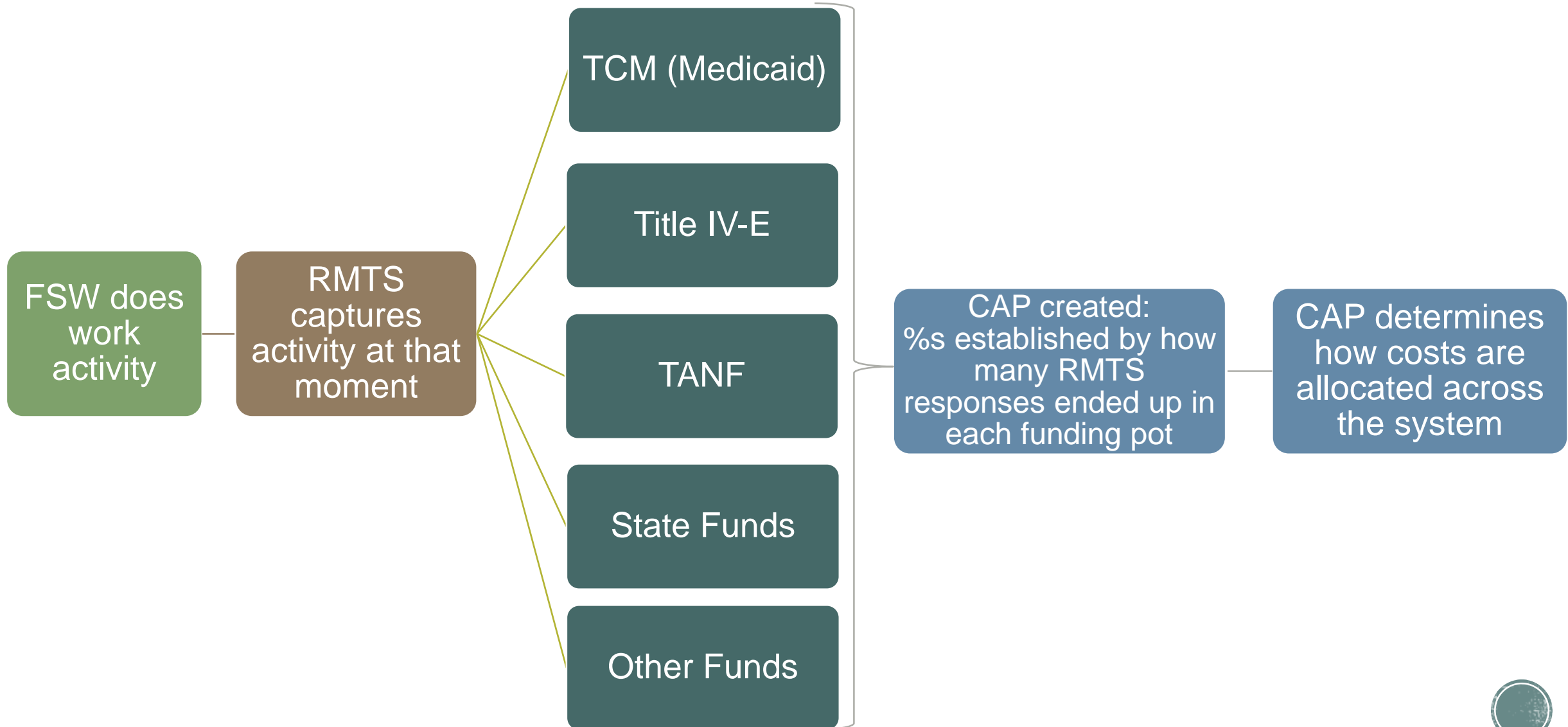
Random Moment Time Study



- The RMTS is how we determine how much of each type of funding to claim
- FSWs record what they are doing during a random moment (60-second period) during the workday.
- The results of all the moments tell us the percentage of time FSWs spend on each part of their work
- Each activity is tied to a funding source.
- Results are aggregated to establish the percentage of funds that should be charged to what funding source. (Cost Allocation)



How the RMTS Works



Keeping track of how much time we spend on each activity is a federal requirement

Having an RMTS is a federally approved method to keep track of our efforts

A valid sample of moments on which to base our CAP requires:

- At least 2300 moments are generated each quarter-our system will generate 2761 moments
- Response rate that remains above 85%

Failing to meet those requirements may result in rejection of the entire CAP by the Fed. government. That means we would receive **no** federal dollars.

That is a
**BAD
OUTCOME**

RMTS Impact



RMTS Myths Debunked

- The time study is not a tool to monitor workers
- It is not a job performance evaluation tool
- The RMTS cannot be used to determine what a single worker is doing throughout the day
- The “right” answer is the truth; no answer is more favorable than another



Activity
list has
been
updated

10% Sub-
sample
narrative

Timers
will expire
after 72
hours

Reminder
emails to
FSWs
and Sups

New
quality
assurance
features

The New Stuff





The case types are described differently



There are still activities that are not case related, such as Leave Time, Training, and General Administration



Updated activities address practice changes to reflect what an FSW may be doing at the moment



Look carefully! Make sure to choose the activity that most closely describes what you are actually doing

Activity List Overview



More on Activity List

Many of the activities are repeated in multiple case types because the same action is taken in many different types of cases.

Example: *Develop/monitor/update/transfer case plan*

Staff Guide (dated 3/19/19) provides further examples under each activity to provide FSWs with additional information to assist in choosing the accurate activity.



RMTS Case Types

Child Safety
Intervention, Prior to
Safety Assessment

- CA, CI, CJ case types
- Encompasses the **first 24 hours** of the investigation or assessment prior to the completion of the Safety Assessment Tool

Intact Family:
No Danger Item
Present and/or Low
or Moderate Risk

- Includes any open case types except Out of Home Placement; in DCF Custody
- Includes out of home sexual abuse cases

Intact Family:
Danger Item Present
and/or High or Very
High Risk

- Includes any case type except Out of Home Placement; in DCF Custody
- Includes conditional custody cases
- Includes custody cases where a child is placed at home



RMTS Case Types

Out of Home Placement: In DCF Custody

- CC, UC, DC, and VC case types
- Requires both out of home placement and DCF custody

Case Not Open

- Captures situations where case is not open to FSD, but FSW participates in community meeting (i.e. LIT, CSP) to problem-solve to meet the needs of the family and/or prevent out of home care.





List now includes different types of training; topic areas described in the list



Training types match the training in our Title IV-B Training Plan-Federal Report



List will accompany Staff Guide showing trainings that fall under each training type listed in RMTS

Activity List: Training Section



Activity Helpful Hints

- **Travel, paperwork, emailing, phone calls, etc. associated with the activity are included in the activity**, i.e. driving to meet with a family to complete risk assessment would fall under “Conducting risk assessment and safety planning activities”
- Receiving supervision, staff meetings, completing time or expense sheets, taking a short break, completing an FS-110- all fall under **General Administration**.
- **Any activity that involves case information or training belongs in one of the other categories- not General Administration**, i.e. discussion internally or with collateral contacts, interacting with children and families, court preparation, etc..
- **Ask for help** from your supervisor or the RMTS Administrator if you aren't sure where something fits.



Activity

Commence a case

Conduct investigation and assessment activities

Completing Safety Assessment Tool

Safety planning activities

Coordinate and consult with substance abuse case manager, DV specialist, law enforcement

Child Safety Intervention Prior to Safety Assessment

Includes CA, CI, CJ



Activity

Conduct investigation and assessment activities

Gathering information to inform comprehensive assessment (including review of prior history)

Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals.

Conducting risk assessment and safety planning activities

Develop/monitor/update/transfer case plan

Plan, facilitate, and/or participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP), or Family Group Conferencing (FGC))

Preparing for and participating in court proceedings

Activities meant to combat sex trafficking on behalf of a child/youth in custody, including conducting sex trafficking screens, determining appropriate services and making referrals, completing reports required for law enforcement or ACF

Other activities that do not meet the definition above.

**Intact Family
Safety
Assessment:
No Danger Item
Present
and/or
Risk
Assessment:
Low or Moderate
Risk (or no Risk
Assessment
Completed)**

Includes CA, CI, CJ, CF,
DP, DY, UY, CS, US, DS,
CC, DC, UC (not in
placement)



Activity

Conduct investigation and assessment activities

Gathering information to inform comprehensive assessment (including review of prior history)

Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals.

Conducting risk assessment and safety planning activities

Develop/monitor/update/transfer case plan

Services to prevent out of home placement

Plan, facilitate, and/or participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP), or Family Group Conferencing (FGC))

Plan, facilitate, and or participate in meeting to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP), or Family Group Conferencing (FGC))

Preparing for and participating in court proceedings

Preparing the child for placement.

Activities meant to combat sex trafficking on behalf of a child/youth in custody, including conducting sex trafficking screens, determining appropriate services and making referrals, completing reports required for law enforcement or ACF

ICPC Home study, referrals. ICJ activities.

Other activities that do not meet the definition above.

**Intact Family
Safety
Assessment:
Danger Item
Present
and/or
Risk
Assessment:
High or Very
High Risk**

Includes CA, CI, CJ, CF, DP, DY, UY, CS, US, DS, CC, DC, UC (not in placement)



Activity

Gathering information to inform comprehensive assessment (including review of prior history)

Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals

Conducting risk assessment and safety planning activities

Develop/monitor/update/transfer case plan

Plan, facilitate, and/or participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP), or Family Group Conferencing (FGC))

Routine contacts, monitoring, and communication regarding case plan, goals, and status of the child, with parents, children, caregivers, or other providers

Plan, facilitate, and or participate in meeting for planning purposes (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP), or Family Group Conferencing (FGC))

Identifying, preparing child for, and monitoring and supporting placements

Planning for permanency, including participation in permanency meetings and face to face visits with child, family members and caregivers

Activities meant to combat sex trafficking on behalf of a child/youth in custody, including conducting sex trafficking screens, determining appropriate services and making referrals, completing reports required for law enforcement or ACF

ICPC /ICJ activities, including ICPC home study, completion of ICPC packet, ICJ activities

Other activities that do not meet the definition above.

Out of Home Placement- in DCF Custody

Includes CC, UC, DC, VC



Activity

Plan, facilitate, and participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))

Plan, facilitate, and or participate in meeting to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))

**Case Not
Open**



Activity

Type A: Participating in, preparing for, or delivering training related to: working with children, youth, and families served by FSD, including impact of trauma, child abuse, social work practice (incl coaching), permanency planning, referral to services (but not how to provide services), trainings for caregivers.

Type B: Participating in, preparing for, or delivering training related to: case documentation, case reviewer training, the Division conference

Type C: Participating in, preparing for, or delivering training related to: physical abuse, serious physical injury

Type D: Participating in, preparing for, or delivering training related to: Forensic Interviewing; Advanced Forensic Interviewing, Assessment and Investigation Policy and Practice.

Type E: Participating in, preparing for, or delivering training related to: Working with adolescents, including using Youth Assessment Screening Instrument (YASI), juvenile justice, Youth Justice Summit

Type F: Participating in, preparing for, or delivering training related to: Woodside (8-day hearings); general training such as HIPAA, CPR, IT security; Gang Violence

Type G: Participating in, preparing for, or delivering training related to: Staff Safety

Type H: Participating in, preparing for, or delivering training related to: Adoption Competence; Fostering to Forever

Type I: Participating in, preparing for, or delivering training related to: Training topics not listed above.

Training



General Administration	General administration activities: receiving supervision; staff or team meeting; short break; completing time sheet or expense module; completing FS-110 and any follow-up; any other general administration that is not included above.
Leave Time	Any approved leave time.
Not Working	Time spent on lunch break or before or after normal work hours, if not working.
Non-FSD Activity	Time spent performing activities that are not described above and outside the purview of the work of FSD.



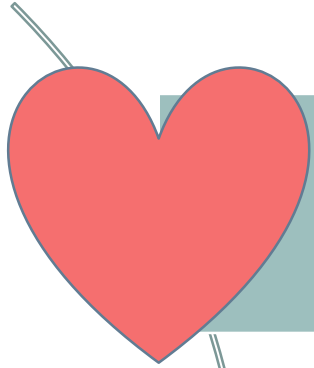


Sub-Sample Process

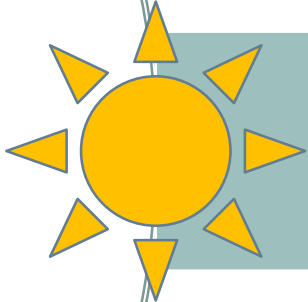
- Sub-sample is a Federally required quality assurance element.
- 10% of the moments generated will have one additional question; narrative box where FSW will type in brief description of what they are doing; in addition to choosing from the list of activities.
- Monthly a report will be generated where the activity chosen will be compared to what was written to make sure they match.



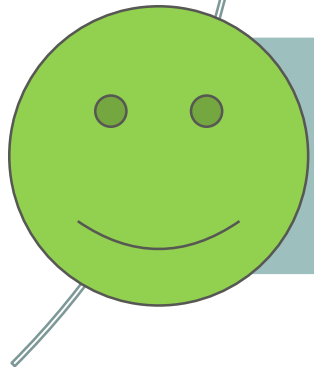
Timers Will Expire



In order to be compliant with Federal regulations, timers will expire after 72 hours.



Once a timer expires, it is gone forever and the opportunity to respond is gone forever.



We know this will be a huge shift. We are asking FSWs to build in a new habit of checking FSDnet once daily to check for and respond to new timers.



Reminder System

FSWs: an email will be sent at 48 and 64 hours to remind you to complete an unanswered timer.

Supervisors: an email will be sent at 48 and 64 hours for any unanswered timers for any of the FSWs you supervise.



1

Reminder emails to respond to generated moments

2

Sub-sample report reviewed monthly

3

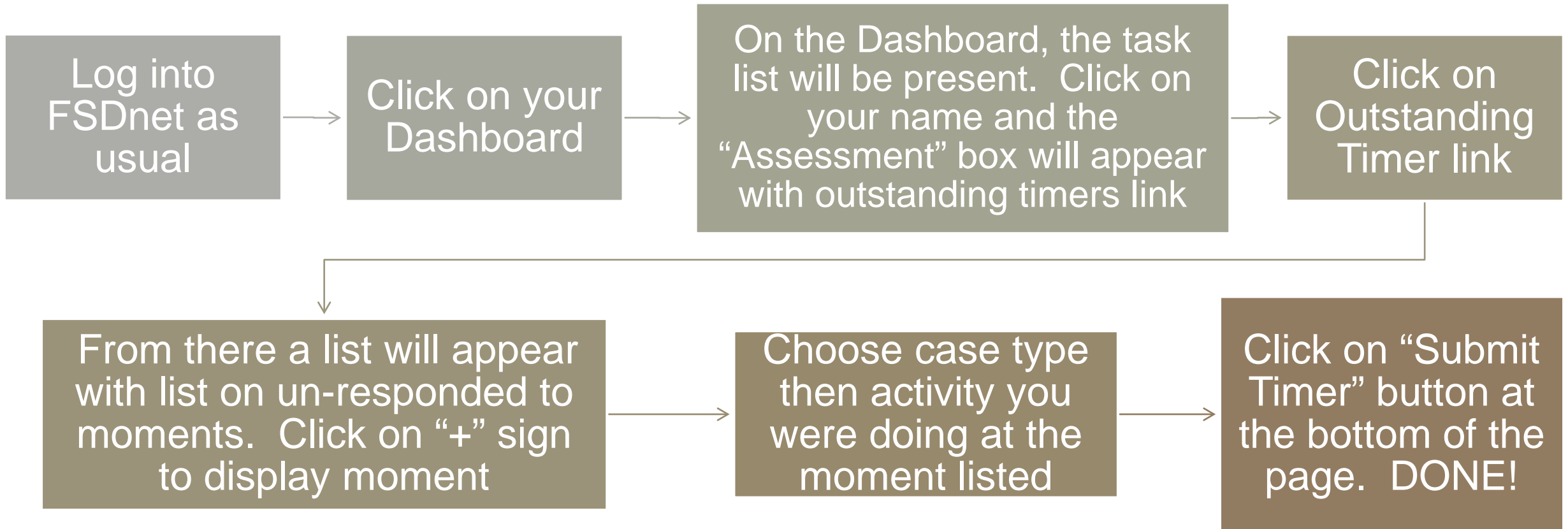
Report by FSW:
answered and unanswered timers

4

Report by activity chosen

Quality Assurance





How to Complete a Timer



QUESTIONS?

Vermont FSD RMTS Funding Matrix

What are you working on?

Travel, paperwork, phone calls, emails, etc. associated with the activity is included in the activity

Case Type	Case Code	Activity	RMTS Code	Funding
Child Safety Intervention Prior to Safety Assessment	CA, CI, CJ	Commence a case	I	Direct to TANF
		Conduct investigation and assessment activities	I	Direct to TANF
		Completing Safety Assessment Tool		Direct to TANF
		Safety planning activities	I	Direct to TANF
		Coordinate and consult with substance abuse case manager, domestic violence specialist, law enforcement	I	Direct to TANF
Intact Family Safety Assessment: No Danger Item Present and/or Risk Assessment: Low or Moderate Risk (or no Risk Assessment completed)	CA, CI, CJ, CF, DP, DY, UY, CS, US, DS, CC, DC, UC (not in placement)	Conduct investigation and assessment activities	I	Direct to TANF
		Gathering information to inform comprehensive assessment (including review of prior history)	M	Direct to TCM Rate Calculation
		Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals	M	Direct to TCM Rate Calculation
		Conducting risk assessment and safety planning activities	F	Direct to General Fund
		Develop/monitor/update/transfer case plan	M	Direct to TCM Rate Calculation
		Plan, facilitate, and/or participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	M	Direct to TCM Rate Calculation
		Preparing for and participating in court proceedings	F	Direct to General Fund
		Activities meant to combat sex trafficking on behalf of a child/youth	X	Direct to Sex Trafficking (Line 10)
		Other activities that do not meet the definition above	F	Direct to General Fund
		Intact Family Safety Assessment: Danger Item Present and/or Risk Assessment: High or Very High Risk	CA, CI, CJ, CF, DP, DY, UY, CS, US, DS, CC, DC, UC (not in placement)	Conduct investigation and assessment activities
Gathering information to inform comprehensive assessment (including review of prior history)	FM			Title IV-E Allowable Portion to General Fund/Remainder to TCM Rate Calculation
Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals	M			Direct to TCM Rate Calculation
Conducting risk assessment and safety planning activities	F			Direct to General Fund
Develop/monitor/update/transfer case plan	FM			Title IV-E Allowable Portion to General Fund/Remainder to TCM Rate Calculation
Services to prevent out of home placement	F			Direct to General Fund
Plan, facilitate, and/or participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	M			Direct to TCM Rate Calculation
Plan, facilitate, and or participate in meeting to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	F			Direct to General Fund
Preparing for and participating in court proceedings	F			Direct to General Fund
Preparing the child for placement	F			Direct to General Fund
Activities meant to combat sex trafficking on behalf of a child/youth	X			Direct to Sex Trafficking (Line 10)
ICPC/ICJ activities	F			Direct to General Fund
Other activities that do not meet the definition above	F			Direct to General Fund

Code: Funding:

- I TANF
- M Direct to TCM Rate Calculation
- F Direct to General Fund
- E Title IV-E Eligibility Rate
- FM Title IV-E Allowable Portion to General Fund/Remainder to TCM Rate Calculation
- EM Title IV-E Foster Care Rate/Remainder to TCM Rate Calculation
- C Title IV-E Candidacy Rate*
- CM Title IV-E Candidacy Rate*/Remainder to TCM Rate Calculation
- X Direct to Sex Trafficking (Line 10)
- G Reallocated
- L Reallocated
- Z No associated funding- not working
- * The State of Vermont is not currently claiming for reasonable candidates. Activities that would be eligible for candidacy are being discounted by the Title IV-E rate in order to properly cost allocate amongst Title IV-E and Medicaid.
- Training Funding splits**
- N 100% IVE at 75% FFP
- O 100% IVE at 50% FFP
- P 50% CAPTA/50% IVE at 75% FFP
- Q 100% CAPTA
- R 100% IVE at 75% FFP
- S 100% General Fund
- T 50% IVE at 75% FFP/50% IVE at 50% FFP
- U 100% IVE Adoption Rate
- ** All training costs are allocated according to the approved Title IV-B Annual Progress and Services Report

Vermont FSD RMTS Funding Matrix

Code: Funding:

Case Type	Case Code	Activity	RMTS Code	Funding
Out of Home Placement	CC, UC, DC, VC	Gathering information to inform comprehensive assessment (including review of prior history)	FM	Title IV-E Foster Care Rate/Remainder to TCM Rate Calculation
		Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals	M	Direct to TCM Rate Calculation
		Conducting risk assessment and safety planning activities	E	Title IV-E Eligibility Rate
		Develop/monitor/update/transfer case plan	EM	Title IV-E Foster Care Rate/Remainder to TCM Rate Calculation
		Plan, facilitate, and/or participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	M	Direct to TCM Rate Calculation
		Routine contacts, monitoring, and communication regarding case plan, goals, and status of the child with parents, children, caregivers, or other providers	E	Title IV-E Eligibility Rate
		Plan, facilitate, and or participate in meeting for planning purposes (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	E	Title IV-E Eligibility Rate
		Preparing for and participating in court proceedings	E	Title IV-E Eligibility Rate
		Identifying, preparing child for, and monitoring and supporting placements	E	Title IV-E Eligibility Rate
		Planning for permanency	E	Title IV-E Eligibility Rate
		Activities meant to combat sex trafficking on behalf of a child/youth	X	Direct to Sex Trafficking (Line 10)
		ICPC/ICJ activities	E	Title IV-E Eligibility Rate
		Other activities that do not meet the definition above	F	Direct to General Fund
Case not open	n/a	Plan, facilitate, and participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	M	Direct to TCM Rate Calculation
		Plan, facilitate, and or participate in meetings when directed at preventing out of home placement, or planning for appropriate out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), Family Safety Planning (FSP))	F	Direct to General Fund
Training	n/a	Type A: Participating in, preparing for, or delivering training related to: working with children, youth, and families served by FSD, including impact of trauma, child abuse, social work practice (incl coaching), permanency planning, referral to services (but not how to provide services), trainings for caregivers		100% IVE at 75% FFP
		Type B: Participating in, preparing for, or delivering training related to: Case Documentation, Case Reviewer Training, the Division conference	O	100% IVE at 50% FFP
		Type C: Participating in, preparing for, or delivering training related to: Physical Abuse, Serious Physical Injury	P	50% CAPTA/50% IVE at 75% FFP
		Type D: Participating in, preparing for, or delivering training related to: Forensic Interviewing; Advanced Forensic Interviewing, Assessment and Investigation Policy and Practice	Q	100% CAPTA
		Type E: Participating in, preparing for, or delivering training related to: Working with Adolescents, Youth Justice Summit	R	100% IVE at 75% FFP
		Type F: Participating in, preparing for, or delivering training related to: Woodside (8-day hearings); Gang Violence; Harm Reduction	S	100% General Fund
		Type G: Participating in, preparing for, or delivering training related to: Staff Safety	T	50% IVE at 75% FFP/50% IVE at 50% FFP
		Type H: Participating in, preparing for, or delivering training related to: Adoption Competence; Fostering to Forever	U	100% IVE Adoption Rate
		Type I: Participating in, preparing for, or delivering training related to: Training topics not listed above	S	100% General Fund
General Administration and General Training	n/a	General administration activities: receiving supervision; staff meeting; short break; completing time sheet or expense module; completing FS-110 and any follow-up; general training such as HIPAA, CPR, IT security; any other general administration that is not included above	G	Reallocated
Leave Time	n/a	Any approved leave time	L	Reallocated
Not Working	n/a	Time spent on lunch break or before or after normal work hours, if not working	Z	n/a
Non-FSD Activity	n/a	Time spent performing activities that are not described above and outside the purview of the work of FSD	F	Direct to General Fund

Vermont FSD RMTS Funding Matrix

Case Type	Case Code	Activity	RMTS Code	Funding
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Code: Funding:

Vermont Department for Children and Families
Family Services Division
Random Moment Time Study Instructions and Staff Guide

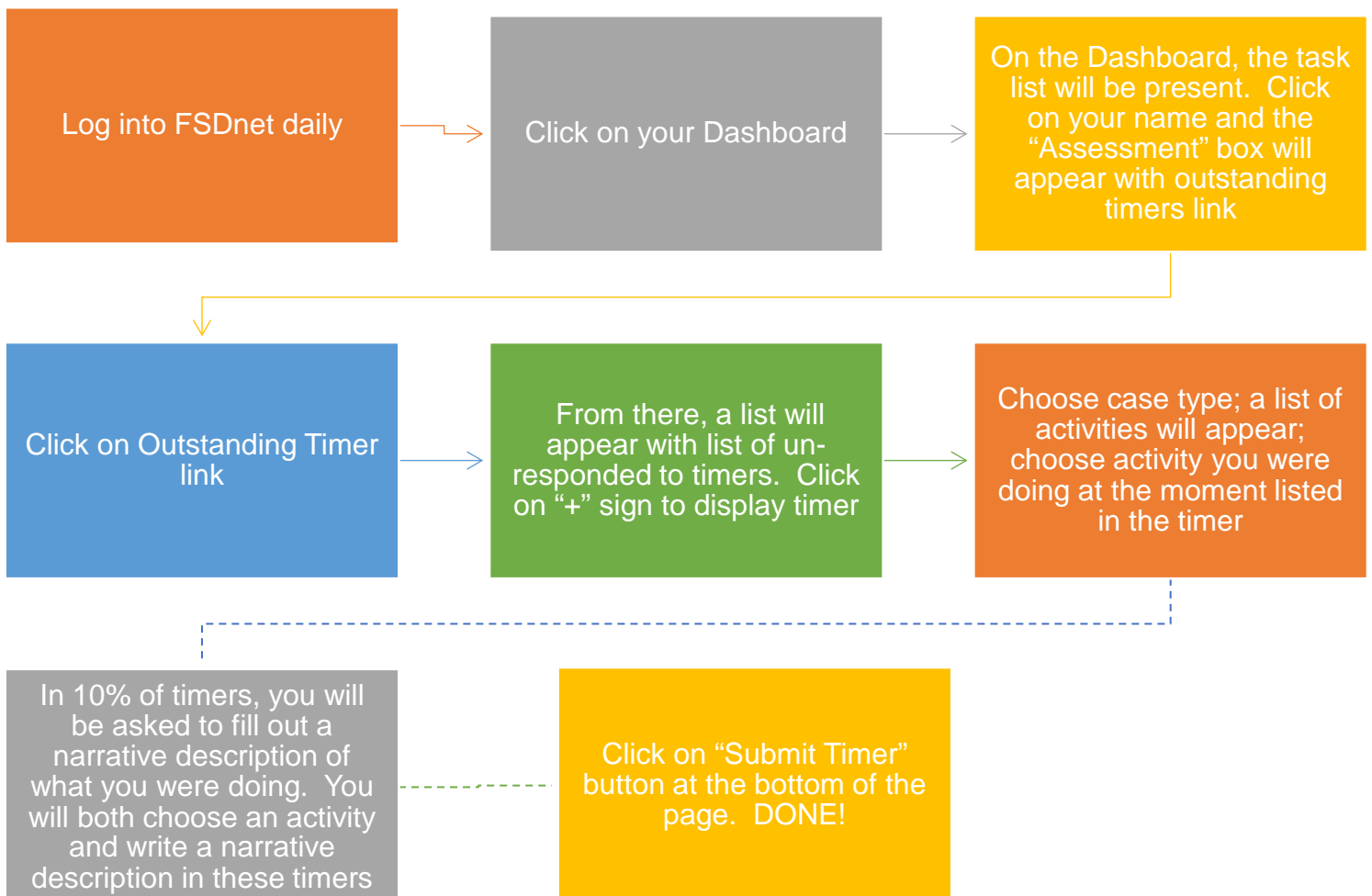
Introduction

The random moment time study (RMTS) is a survey process that includes all of the activities performed by the Family Services Division (FSD), Family Services Workers (FSW) within the Vermont Department for Children and Families (DCF). An updated study begins on April 1, 2019. Participating staff are those whose role is dedicated 100% to case work in the district offices around the state. Based on the results of the time study, the total effort of FSWs is determined with a high degree of confidence that approximates the same results as having observed employees for 100% of their time at work. The results of the RMTS are used in the quarterly cost allocation plan (CAP) to allocate department costs to reimbursable and non-reimbursable areas. This level of detail is required for DCF to participate in federal claiming efforts.

The RMTS will be conducted continuously to support quarterly claiming efforts.

This essential function is not possible without the assistance of our FSWs. We would like to thank you for all of your efforts to make this a success. If participants have any questions, please contact the RMTS administrator at the following alias: AHS.DCFSDRMTSAdmin@vermont.gov

How to Complete the Random Moment Time Study



RMETS Instructions and Staff Guide

Things to Remember

- Timers will expire after 72 hours. Once expired, unanswered timers can no longer be responded to and will be counted as “unanswered.” The state needs to maintain a high percentage of responses, so responding to the timers within 72 hours is essential.
- There is a new reminder system that will send an email to the FSW and their supervisor at 48 and 64 hours of the timer generation if it has not been responded to. The goal is to make sure these timers are responded to before they expire.
- Sub-sample process: in 10% of all timers in a quarter there will be one additional question in which the FWS will type in their own words what they are doing at that moment. This should be a brief description and not include any case identifying information. This narrative will be compared to the activity that was selected for that moment to ensure that they match. If they do not match, the RMETS administrator will contact the FSW to provide any training that may be needed to avoid future errors.
- The “right” answer is the truth; no answer is more favorable than another.
- Remember that travel, paperwork, reading or responding to emails, filing, phone calls, meetings, and any other effort that is associated with an activity is included in that activity (i.e. when the timer is generated, if you are driving to a home visit to discuss case planning, you would choose “Develop/monitor/update/transfer case plan” as the activity). These activities should not be coded to General Administration unless they are truly not tied to a case.

Root Question

Each timer starts with the same root question: *What are you working on?*

From that question, the FSW will choose the type of case that is being worked on; or the category of non-case-related activities if appropriate. The RMETS Case Types are as follows:

Child Safety Intervention, Prior to Safety Assessment

- CA, CI, CJ case types
- Encompasses the **first 24 hours** of the investigation or assessment prior to the completion of the Safety Assessment Tool

Intact Family: No Danger Item Present and/or Low or Moderate Risk (or no Risk Assessment completed)

- Includes any open case types except Out of Home Placement; in DCF Custody
- Includes out of home sexual abuse cases

Intact Family: Danger Item Present and/or High or Very High Risk

- Includes any case type except Out of Home Placement; in DCF Custody
- Includes conditional custody cases, even when placed with a relative
- Includes custody cases where a child is placed at home

RMTS Instructions and Staff Guide

Out of Home Placement: In DCF Custody

- CC, UC, DC, and VC case types
- does NOT include any CCO cases
- Requires both out of home placement and DCF custody

Case Not Open

- Captures situations where case is not open to FSD, but FSW participates in community meeting (i.e. LIT, CSP) to problem-solve to meet the needs of the family and/or prevent out of home care

Activity List

For guidance in how to choose the correct activity, see the table below with the list of activities and examples that would be included in that activity. In the training section, you will find a list of actual training titles under each type of training to assist in choosing correctly in the RMTS. At the end of the activity list, you will find a guide to the case codes. If you have any questions, please contact the RMTS administrator at any time for guidance. (AHS.DCFFSDRMTSAdmin@vermont.gov)

Remember: travel, paperwork, phone calls, emails, etc. associated with the activity is included in the activity.

Case Type	Case Code* <small>(see case code legend at end of document)</small>	Activity
Child Safety Intervention Prior to Safety Assessment	CA, CI, CJ	Commence a case <ul style="list-style-type: none"> • <i>interview or observe a child</i> • <i>contact the parent or caregiver</i>
		Conduct investigation and assessment activities <ul style="list-style-type: none"> • <i>contact mandated reporter</i> • <i>check master index</i> • <i>check data bases for background (DOC, VCAS)</i> • <i>contact relevant collateral contacts</i> • <i>review history with Department</i> • <i>visit the home</i>
		Completing Safety Assessment Tool <ul style="list-style-type: none"> • <i>inputting information from home visit into the online tool</i>
		Safety planning activities <ul style="list-style-type: none"> • <i>identify safe caretaker</i> • <i>request urinalysis screening of caretaker</i> • <i>requesting unsafe person to leave the home</i>
		Coordinate and consult with substance abuse case manager, DV specialist, law enforcement

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<p>Intact Family Safety Assessment: No Danger Item Present and/or Risk Assessment: Low or Moderate Risk (or no Risk Assessment Completed)</p>	<p>CA, CI, CJ, CF, DP, DY, UY, CS, US, DS, CC, DC, UC (not in placement)</p>	<p>Conduct investigation and assessment activities</p> <ul style="list-style-type: none"> • <i>contact mandated reporter</i> • <i>check master index</i> • <i>check data bases for background (DOC, VCAS)</i> • <i>contact relevant collateral contacts</i> • <i>review history with Department</i> • <i>visit the home</i>
		<p>Gathering information to inform comprehensive assessment (including review of prior history)</p> <ul style="list-style-type: none"> • <i>reading case files and case notes</i> • <i>checking databases for background information</i> • <i>contacting collateral contacts, determining needs</i> • <i>interviewing/meeting with child and family</i>
		<p>Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals</p> <ul style="list-style-type: none"> • <i>using assessment to determine appropriate services</i> • <i>making referrals for services</i> • <i>scheduling appointments</i> • <i>other activities to assist the individuals in accessing services</i>
		<p>Conducting risk assessment and safety planning activities</p> <ul style="list-style-type: none"> • <i>completion of the SDM Risk Assessment</i> • <i>making a safety plan to allow the child to remain in the home</i> • <i>meeting with family to conduct risk assessment and/or create safety plan</i>
		<p>Develop/monitor/update/transfer case plan</p> <ul style="list-style-type: none"> • <i>writing case notes</i> • <i>writing the case plan</i> • <i>ensuring active participation of the family in developing goals</i> • <i>monitoring the case plan</i> • <i>routine contact and meetings with family to assess progress towards case plan goals</i> • <i>updating the case plan</i> • <i>preparing for transferring the case, including meeting to discuss the case</i> • <i>case closure</i>
		<p>Plan, facilitate, and/or participate in meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> • <i>using assessment to determine appropriate services</i> • <i>making referrals for services</i> • <i>scheduling appointments</i> • <i>other activities to assist the individuals in accessing services</i>
		<p>Preparing for and participating in court proceedings</p> <ul style="list-style-type: none"> • <i>preparing and/or presenting supplemental court reports</i> • <i>preparing with the State's Attorney</i> • <i>appearing in court</i> • <i>documenting reasonable efforts</i> • <i>preparing for court hearing or status conference</i>
		<p>Activities meant to combat sex trafficking on behalf of a child/youth</p> <ul style="list-style-type: none"> • <i>conducting sex trafficking screening</i> • <i>determining appropriate services and making referrals</i> • <i>completing reports required for law enforcement or ACF</i>

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- *consulting with Central Office expert to complete these tasks*

Other activities that do not meet the definition above

Conduct investigation and assessment activities

- *contact mandated reporter*
- *check master index*
- *check data bases for background (DOC, VCAS)*
- *contact relevant collateral contacts*
- *review history with Department*
- *visit the home*

Gathering information to inform comprehensive assessment (including review of prior history)

- *reading case files and case notes*
- *checking databases for background information*
- *contacting collateral contacts*
- *determining needs*
- *interviewing/meeting with child and family*

Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals

- *using assessment to determine appropriate services*
- *collaborating with substance abuse case manager and/or domestic violence specialist to discuss appropriate referrals*
- *making referrals for services*
- *scheduling appointments*
- *other activities to assist the individuals in accessing services*

Conducting risk assessment and safety planning activities

- *Completion of the SDM Risk Assessment and Risk Re-Assessment*
- *making a safety plan to allow the child to remain in the home*
- *meeting with family to conduct risk assessment and/or create safety plan*

Develop/monitor/update/transfer case plan

- *writing case notes*
- *writing the case plan*
- *ensuring active participation of the family in developing goals*
- *monitoring the case plan*
- *routine contact and meetings with family to assess progress towards case plan goals*
- *updating the case plan*
- *preparing for transferring the case, including meeting to discuss the case*
- *case closure*

Services to prevent out of home placement

- *assessing the child and family*
- *including history of domestic violence, substance abuse, or mental health issues*
- *exploring whether it is safe for the child to remain in the home*
- *identifying family strengths, needs resources and support systems*
- *referral to or arrangement for services to address the family's needs*

Plan, facilitate, and/or participate in meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))

- *using assessment to determine appropriate services*

Intact Family
Safety Assessment:
Danger Item Present
and/or
Risk Assessment:
High or Very High Risk

CA, CI, CJ,
CF, DP, DY,
UY, CS, US,
DS, CC, DC,
UC (not in
placement)

RMTS Instructions and Staff Guide

- *making referrals for services*
- *scheduling appointments*
- *other activities to assist the individuals in accessing services*

Plan, facilitate, and or participate in meeting to prevent out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))

- *assessing the child and family, including history of domestic violence, substance abuse, or mental health issues*
- *exploring whether it is safe for the child to remain in the home*
- *identifying family strengths, needs resources and support systems*
- *referral to or arrangement for services to address the family's needs*

Preparing for and participating in court proceedings

- *preparing and/or presenting affidavit, disposition case plan, or supplemental court reports*
- *preparing or collaboration with the State's Attorney, Assistant Attorney General, Guardian Ad Litem, Child's Attorney*
- *appearing in court*
- *documenting reasonable efforts*
- *preparing for court hearing or status conference*

Preparing the child for placement

- *meeting with the child to discuss possible placement options*
- *explaining court process and foster care system to child, family, and/or caregivers*
- *meeting with placement provider*
- *completion of the placement checklist*

Activities meant to combat sex trafficking on behalf of a child/youth

- *conducting sex trafficking screening*
- *determining appropriate services and making referrals*
- *completing reports required for law enforcement or ACF*
- *consulting with Central Office expert to complete these tasks*

ICPC/ICJ activities

- *compiling paperwork*
- *working with ICPC administrator*
- *communicating with potential care provider*

Other activities that do not meet the definition above

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<p>Out of Home Placement- in DCF Custody</p>	<p>CC, UC, DC, VC</p>	<p>Gathering information to inform comprehensive assessment (including review of prior history)</p> <ul style="list-style-type: none"> • <i>reading case files and case notes</i> • <i>checking databases for background information</i> • <i>contacting collateral contacts, determining needs</i> • <i>interviewing/meeting with child and family</i> <p>Activities directed to assist families/individuals to access medical, behavioral, social and educational services, including referrals</p> <ul style="list-style-type: none"> • <i>using assessment to determine appropriate services</i> • <i>making referrals for services</i> • <i>scheduling appointments</i> • <i>other activities to assist the individuals in accessing services</i>
		<p>Conducting risk assessment and safety planning activities</p> <ul style="list-style-type: none"> • <i>Completion of the SDM Risk Assessment, Risk Re-Assessment, Reunification Tool</i> • <i>making a safety plan to allow the child to return home or remain in stable placement</i> • <i>meeting with family and/or caregiver to conduct risk assessment and/or create safety plan</i>
		<p>Develop/monitor/update/transfer case plan</p> <ul style="list-style-type: none"> • <i>writing case notes</i> • <i>writing the case plan</i> • <i>ensuring active participation of the family in developing goals</i> • <i>monitoring the case plan</i> • <i>routine contact and meetings with family to assess progress towards case plan goals</i> • <i>updating the case plan</i> • <i>preparing for transferring the case, including meeting to discuss the case</i> • <i>case closure</i>
		<p>Plan, facilitate, and/or participate in meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> • <i>using assessment to determine appropriate services</i> • <i>making referrals for services</i> • <i>scheduling appointments</i> • <i>other activities to assist the individuals in accessing services</i>
		<p>Routine contacts, monitoring, and communication regarding case plan, goals, and status of the child with parents, children, caregivers, or other providers</p> <ul style="list-style-type: none"> • <i>monitoring and communication about the status of the child</i> • <i>monitoring and communication about case plan goals of the child including discussion of policies regarding daily behavior management or supervision and special activities</i>
		<p>Plan, facilitate, and or participate in meeting for planning purposes (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> • <i>assessing the child and family, including history of domestic violence, substance abuse, or mental health issues</i> • <i>exploring whether it is safe for the child to return home</i> • <i>identifying family strengths, needs, resources, and support systems</i> • <i>assessing and addressing the needs of out of home caregivers</i>

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		<ul style="list-style-type: none"> • referral to or arrangement for services to address needs <p>Preparing for and participating in court proceedings</p> <ul style="list-style-type: none"> • preparing and/or presenting affidavit, disposition case plan, permanency plan, or supplemental court reports • preparing or collaboration with the State's Attorney, Assistant Attorney General, Guardian Ad Litem, Child's Attorney • appearing in court • documenting reasonable efforts • preparing for court hearing or status conference <p>Identifying, preparing child for, and monitoring and supporting placements</p> <ul style="list-style-type: none"> • completion of placement checklist • discussions about appropriate match between child and caregiver • sharing caregiver information with child • meeting with placement provider • introduce child to caregiver • assist child in getting settled in new placement • routine contact with caregiver to assess needs of child and caregiver • routine face-to-face visits in home to assess placement • providing resources and referrals to caregivers when needed <p>Planning for permanency</p> <ul style="list-style-type: none"> • participation in permanency meetings • face to face visits with child, family members and caregivers to discuss permanency • preparing child and caregiver for permanency hearings • updating permanency goals • conducting family finding activities <p>Activities meant to combat sex trafficking on behalf of a child/youth</p> <ul style="list-style-type: none"> • conducting sex trafficking screening • determining appropriate services and making referrals • completing reports required for law enforcement or ACF • consulting with Central Office expert to complete these tasks <p>ICPC/ICJ activities</p> <ul style="list-style-type: none"> • compiling paperwork • working with ICPC administrator • communicating with potential care provider <p>Other activities that do not meet the definition above</p>
Case not open	n/a	<p>Plan, facilitate, and participate meetings to assess and assist families to access medical, behavioral, social, and educational services (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> • using assessment to determine appropriate services • making referrals for services • scheduling appointments • other activities to assist the individuals in accessing services <p>Plan, facilitate, and or participate in meeting to prevent out of home placement or planning appropriate out of home placement (incl. family meetings, Coordinated Service Planning (CSP), Local Interagency Team (LIT), or Family Safety Planning (FSP))</p> <ul style="list-style-type: none"> • assessing the child and family, including history of domestic violence, substance abuse, or mental health issues • identifying family strengths, needs, resources, and support systems • referral to or arrangement for services to address the family's needs

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Training	n/a	<p>Type A: Participating in, preparing for, or delivering training related to: working with children, youth, and families served by FSD, including impact of trauma, child abuse, social work practice (incl coaching), permanency planning, referral to services (but not how to provide services), trainings for caregivers</p> <ul style="list-style-type: none"> • <i>Child Development and Developmental Trauma</i> • <i>Assessment and Engagement Skills and Strategies</i> • <i>Sexual Abuse</i> • <i>Chronic Neglect</i> • <i>Case Planning and Permanency</i> • <i>Working with the Court</i> • <i>Introduction to Domestic Violence and Child Welfare</i> • <i>Introduction to Substance Abuse and Child Welfare</i> • <i>Family Time Coaching</i> • <i>Working with Kin</i> • <i>Facilitating Successful Placements</i> • <i>Monitoring and Planning for Change</i> • <i>Culturally Responsive Casework</i> • <i>Ethics, Power, Supervision, Teaming, and Self-Care</i> • <i>Introduction to Child and Adolescent Development</i> • <i>Motivational Interviewing- Introduction to Theory and Practice</i> • <i>Intercultural Responsiveness</i> • <i>Self-Care and Secondary Traumatic Stress</i> • <i>Permanency for Children in Child Welfare and Juvenile Justice</i> • <i>The Structured Decision-Making System for Child Protection</i> • <i>Substance Abuse for Child Welfare Professionals</i> • <i>Introduction to Youth Assessment Screening Instrument</i> • <i>Sexual Abuse Assessment, Safety Planning, and Case Planning</i> • <i>Human and Sex Trafficking</i> • <i>Developmental Trauma</i> • <i>Using CANS to Assess and Plan</i> • <i>Normalcy and Prudent Parenting</i> • <i>Motivational Interviewing (Advanced Training)</i> • <i>Using Restorative Justice Practices in Child Welfare and Youth Justice Practice</i> • <i>Safety Organized Practice: Putting the Tools to Work</i> • <i>Building and Monitoring Effective Safety Plans</i> • <i>Developing and Supporting Networks for Safety and Permanency</i> • <i>Case Planning for Change</i> • <i>Youth Assessment Screening Instrument Case Planning</i> • <i>Youth Thrive</i> • <i>Rapport Building with Youth</i> • <i>Ethics</i> • <i>Working with LGBTQ Youth</i> • <i>Child Welfare Coaching Institute</i> • <i>Coaching Clinics</i> • <i>Any training for caregivers, except Fostering to Forever (Type H)</i>
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		<p>Type B: Participating in, preparing for, or delivering training related to:</p> <ul style="list-style-type: none"> • <i>Case Documentation</i> • <i>Case Reviewer Training</i> • <i>Division conference</i>
		<p>Type C: Participating in, preparing for, or delivering training related to:</p> <ul style="list-style-type: none"> • <i>Physical Abuse</i> • <i>Serious Physical Injury</i>
		<p>Type D: Participating in, preparing for, or delivering training related to:</p> <ul style="list-style-type: none"> • <i>Forensic Interviewing</i> • <i>Advanced Forensic Interviewing</i> • <i>Assessment and Investigation Policy and Practice</i>
		<p>Type E: Participating in, preparing for, or delivering training related to:</p> <ul style="list-style-type: none"> • <i>Working with Adolescents</i> • <i>Youth Justice Summit</i>
		<p>Type F: Participating in, preparing for, or delivering training related to:</p> <ul style="list-style-type: none"> • <i>Woodside (8-day hearings)</i> • <i>Gang Violence</i> • <i>Harm Reduction</i>
		<p>Type G: Participating in, preparing for, or delivering training related to:</p> <ul style="list-style-type: none"> • <i>Staff Safety</i>
		<p>Type H: Participating in, preparing for, or delivering training related to:</p> <ul style="list-style-type: none"> • <i>Adoption Competence</i> • <i>Fostering to Forever</i>
		<p>Type I: Participating in, preparing for, or delivering training related to: Training topics not listed above</p>
General Administration and General Training	n/a	General administration and general training activities: receiving supervision; staff meeting; short break; completing time sheet or expense module; completing FS-110 and any follow-up; general training such as HIPAA, CPR, IT security; any other general administration that is not included above
Leave Time	n/a	Any approved leave time
Not Working	n/a	Time spent on lunch break or before or after normal work hours, if not working
Non-FSD Activity	n/a	Time spent performing activities that are not described above and outside the purview of the work of FSD

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*Case Code Legend		
Category	Case Type	Description
Child Safety Intervention	CA	Chap 49 Assessment
	CI	Chap 49 Investigation
	CJ	CHINS B Assessment
Intact Family No DCF custody	CF	CPS family open for ongoing service after completion of CI, CA or CJ
	UY	CHINS C or D Assessment OR Pre-disposition CHINS(C) or (D) with no court orders
	DY	Active delinquency petition (after prelim) Pre-disposition No conditional custody or protective supervision order OR Youth sent to family court for youthful offender consideration, pre-disposition.
	CS	CHINS(A) or (B), pre or post-disposition FSD providing services May be conditional custody or protective supervision orders
	US	Post-disposition CHINSC(C) or CHINS(D) Conditional custody or protective supervision order
	DS	Active delinquency petition, Pre-disposition AND conditional custody or protective supervision order
	DP	Post-disposition AND adjudicated delinquent or youthful offender on juvenile probation.
	Custody	CC
UC		Temporary or ongoing DCF custody AND CHINS(C) or (D)
DC		Temporary or ongoing DCF custody AND youth adjudicated as a delinquent or youthful offender