

# OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

## Random Moment Time Study Instructions Companion to Revenue Enhancement

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**Policy** The Revenue Enhancement Division (RED) shall be responsible for coordinating the Random Moment Time Study (RMTS) for the Department.

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**Background** The RMTS is a tool that allows the Department to account for the use of staff resources when it claims funds from the federal government to support its programs. The RMTS allows the Department to characterize activities carried out by staff without keeping minute-by-minute records of activities during the day.

The time study is automated through the computer system and it randomly polls case-carrying social work staff to obtain a valid sample.

The definitions, which describe what activities the federal government will fund, do not always correspond with the terms and concepts by which the Department describes its programs. Staff shall have a clear understanding of the definitions used in the RMTS, which follow below.

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**Responsibilities of Selected Staff Members** When a staff member is selected by the Random Moment System, the staff member shall indicate the code that most clearly describes the activities that the staff member is engaged in at the time of the request. If the staff member chooses code H or G-1 indicating that the activity involves an in-home case, the staff member will also be asked to identify the case number.

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**Code A - Health Related Services** This code is utilized whenever the staff member is engaged in activities to help clients gain access to covered medical services. "Health Related Services" describes activities designed to help clients attain and/or maintain a favorable physical or mental health condition by assisting them in identifying and understanding their health needs, and securing and utilizing necessary treatment and maintenance services. The following activities shall be included in the code for health services:

- liaison with medical providers;
  - assistance in utilizing and applying for Medicaid;
  - arranging for psychiatric evaluations;
  - assistance in implementing health regimes;
  - development of health plans;
  - arranging for admission to medical facilities; and
  - travel associated with above activities.
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### **Code B -Case Management /Foster Care**

This code is utilized when the staff member is engaged in the management or administration of the Department's program of foster care of children, including emergency shelter, relative placements, group homes, or any other type of out-of-home care. If the activity is not related to a specific child, but is primarily supportive of the Department's program of out-of-home care, this code shall be used. Examples of "Case Management and Administration of Foster Care" are:

- development of the case plan;
- case and administrative reviews;
- referral to child welfare services;
- case management and supervision;
- public information related to foster care programs;
- recruitment, training, studying, licensing and approving foster and adoptive homes;
- working with parents to develop a voluntary placement agreement;
- permanency planning meetings;
- Interstate Compact activity;
- referrals to WIN for Title IV-E-eligible children;
- development of goals, service plans, written service agreements and routine supervisory contacts;
- working with parents or foster parents on the status of the case, the goals and the administrative procedures of DCF;
- routine contacts, other monitoring and/or communications with parents, children or child care providers on the status of a child, the case plan and goals for the child;
- case conferences;
- training foster parents;
- planning assessments,
- paperwork associated with the above activities; and
- travel associated with the above activities.

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### **Code C -Case Management and Administration of Adoption**

This code is used when the staff member is engaged in the management or administration of the Department's Adoption Subsidy program. The activities described in the preceding code are applicable here except that the child is a recipient of adoption assistance. Other examples of "Case Management and Administration of Adoption" are:

- preparation of life books;
- home studies; and
- licensing adoptive homes.

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### **Code D - Therapeutic Counseling and Treatment**

This code is used when the staff member is providing treatment and counseling services to a child, the child's family or to the child's foster care provider to ameliorate or remedy personal problems, behaviors or home conditions.

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### **Code E Sex trafficking Identification and Case Management**

This code is used when the staff member is engaged in an activity associated with the identification or case management of any child in care (including children on run-away status), or who has not been removed from their home but is known to the agency, and who is at risk of becoming a sex trafficking victim or who is determined to be a sex trafficking victim. Examples of these activities include:

- Conducting sex trafficking screenings on children known to the agency. This screening can include conducting the Emergency Department, Medical, Behavioral Health and Dental Assessment Protocols;
- Documenting victims of sex trafficking in agency files;
- Determining appropriate services for individuals identified as such victims, including referrals to services;
- Completing reports required for law enforcement, DCF and ACF of children who the agency identifies as being a sex trafficking victims; and
- For those sex trafficking evaluations conducted on a child previously unknown to the department, or from a closed case, the proper code to select is Code K – Investigations.

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### **Code F - Training**

This code is used when the staff member is engaged in, or preparing for, training, either as a trainer of other agency staff, or as a trainee, provided the subject of the training is related to the development of skills utilized in the Department's programs for children and families. This includes university training and conferences.

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### **Code G - Court- Related Activity - Placed Child**

This code is used when the staff member is engaged in any activity regarding the preparation of a report for the court or preparing for or participating in a judicial proceeding for any child who is already placed with the Department. Examples are as follows:

- preparing for or participating in a court review or dispositional hearing;
- documenting for the court that the Department has made continuing reasonable efforts to finalize a permanency plan;
- working with legal counsel to prepare a case for court;
- any court appearance at which the custody status of a child is reviewed; and
- travel associated with the above activities.

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### **Code H -Case Management and Administration of Preventive Services**

This code is used when the staff member is engaged in the management or administration of DCF's program of care in a child's home to prevent the placement of the child in foster care. This includes activities for the protection of such children. A child is considered a preventive services case if a safety assessment has been completed and services are being provided to prevent out-of-home placement. Examples are as follows:

- development of the case plan;
- case and administrative reviews;
- referrals to services;

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**Code H -Case Management and Administration of Preventive Services**  
(Continued)

- travel associated with any of the above.
- development of goals, case plans, written service agreements and routine supervisory contacts;
- arranging the provision of protective or preventive services;
- working with a parent on the status of the case, the goals and the administrative procedures of the agency;
- routine contacts and other monitoring and/or communication with parents or children on the status of the child, the case plan and goals for the child and family
- case conferences;
- planning, assessments and paperwork that contribute to the above activities; and
- travel associated with any of the above.

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**Code I -Other Service Activity**

This code is used when the staff member is engaged in programmatic activity that does not fit any of the above codes, such as independent adoption activity, post-adoption finalization services or day care licensing.

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**Code J -Non-Program Related Activity**

This code is used when the staff member is at lunch, on a break, or on any form of leave. It should also be used when work is being performed that is unrelated to a specific service program of DCF or if the worker was incorrectly selected by the RMTS system because the worker is not a case-carrying social work staff. Examples of such activities are:

- reviewing agency office procedures;
- physical plant management;
- participating in an employee grievance procedure;
- reviewing payroll sheets; and
- performing vehicle maintenance.

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**Code K - Investigations**

This code is only used for cases that have not had a safety assessment completed. If a safety assessment has been completed for the case, the proper code to be selected is "Case Management and Administration of Preventive Services" – Code H.

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### **Code M Court Related Activity – In-Home Cases**

This code is used when the staff member is engaged in any activity regarding the preparation of a report for the court or preparing for or participating in a judicial proceeding for any case that involves a child who is not placed by the Department. Examples are as follows:

- preparing for or participating in a court review for an in-home case;
  - documenting for the court that the Department has made reasonable efforts to prevent removal;
  - working with legal counsel to prepare a case for court;
  - any court appearance at which the Department is seeking custody of a child;
  - preparing a petition or making the determination to file a petition to seek custody of a child;
  - documenting for the court that continuation in the home is contrary to the welfare of the child; and
  - travel associated with the above activities.
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