

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Random Moment Time Study (RMTS)

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

Background The RMTS is a tool that allows the DCF to account for the use of staff resources when it claims funds from the federal government to support its programs. The RMTS allows the DCF 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 DCF describes its programs. Staff shall have a clear understanding of the definitions used in the RMTS.

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 in which the staff member is engaged in at the time of the request. If the staff member chooses code H or M indicating that the activity involves an in-home case, the staff member shall also identify the case number.

Code A - Health Related Services This code shall be entered 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 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 this code:

- liaison with medical providers
 - assisting the client in applying for and utilizing Medicaid
 - arranging for psychiatric evaluations
 - developing health plans
 - arranging for admissions to medical facilities
 - traveling in association with above activities.
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Code B -Case Management /Foster Care This code shall be entered whenever the staff member is engaged in the management or administration of the DCF's foster care program, including emergency shelters, 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 DCF's program of out-of-home care, this code shall be used.

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Code B -Case Management /Foster Care (continued)

Examples of "case management and administration of foster care" are:

- developing the case plan
- participating in case and administrative reviews
- making referrals to child welfare services
- managing or supervising the case
- developing and providing public information related to foster care programs
- recruiting, training, studying, licensing and approving foster and adoptive homes
- working with parents to develop a voluntary placement agreement
- conducting Interstate Compact activity
- developing goals, service plans and written service agreements
- making routine supervisory contacts
- working with parents or foster parents on the status of the case, the goals and the administrative procedures or DCF
- making routine contacts, and providing other monitoring or communications with parents, children or childcare providers on the status of a child or the case plan and goals for the child
- participating in case conferences
- training foster parents
- planning assessments
- processing paperwork (in the computer system and elsewhere) related to the above activities
- traveling in association with the above activities

Code C -Case Management and Administration of Adoption Subsidy

This code shall be entered whenever the staff member is engaged in the management or administration of DCF's adoption subsidy program. The activities described in Code B shall be applicable here except that the child is a recipient of adoption assistance rather than as a foster child.

Other examples of "case management and administration of adoption" are:

- preparing life books
- conducting and writing home studies
- licensing adoptive homes

Code D - Therapeutic Counseling and Treatment

This code shall be entered whenever 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.

Code E - Sex Trafficking Identification and Care Management

This code is used whenever 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 his or her home but is known to DCF, and who is at risk of becoming a sex trafficking victim or who is determined to be a sex trafficking victim.

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Code E - Sex Trafficking Identification and Care Management (continued)

Examples of these activities include:

- conducting sex trafficking screenings on children known to DCF (including, for example, the Emergency Department, Medical Behavioral Health and Dental Assessment Protocols)
- documenting victims of sex trafficking in DCF records
- determining appropriate services for individuals identified as victims, including referrals to services
- completing reports required for use by law enforcement, DCF and the Administration of Children and Families (ACF) of children who DCF identifies as being sex trafficking victims

NOTE: For those sex trafficking evaluations conducted on a child previously unknown to DCF, or from a closed case the proper code to select is Code K – Investigations.

Code F - Training

This code shall be entered whenever 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 DCF's programs for children and families. This code also includes university training and conferences.

Code G - Court-Related Activity - Placed Child

This code shall be entered whenever the staff member is engaged in any activity regarding the preparation of a report for the court or participation in a judicial proceeding for any child who is already placed with DCF.

Examples are as follows:

- preparing for or participating in a court review or dispositional hearing
 - documenting for the court that DCF has made reasonable efforts to finalize a permanency plan
 - working with legal counsel to prepare a case for court
 - appearing in court for any hearing or meeting at which the custody status of a child is reviewed
 - traveling in association with the above activities
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Code H - Case Management and Administration of Preventative Services

This code shall be entered whenever 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 into foster care, including activities conducted for the protection of the child. A child is considered a preventative services case if a safety assessment has been completed and services are being provided to prevent out-of-home placement.

Examples of activities that fall under this code include:

- developing the case plan
 - participating in case and administrative reviews
 - making referrals to child welfare services
 - managing or supervising the case
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Code H - Case Management and Administration of Preventative Services (continued)

- managing or supervising the case
- developing goals, case plans, written service agreements and routine supervisory contracts
- arranging the provision of protective or preventative service;
- working with a parent on the status of the case, the goals and the administrative procedures of the agency
- making routine contact with or providing other monitoring for communication with parents or children on the status of the child, the case plan and goals for the child and family
- participating in case conferences
- conducting planning activities such as assessment and processing paperwork (in the computer system and elsewhere that contributes to the above activities)
- travelling in association with any of the above activities

Code I -Other Services Activity

This code shall be entered whenever the staff member is engaged in programmatic activity that does not fit any of the above codes, such as providing post-adoption services.

Code J - Non-Program Related Activity

This code shall be entered whenever the staff member is at lunch, on a break, or on any form of leave.

This code shall also be entered when work being performed is unrelated to a specific service program of DCF or if the Social Worker was incorrectly selected by the RMTS system because the Social Worker is not case-carrying social work staff.

Examples of such activities are:

- reviewing DCF office procedures
- managing the physical plant
- participating in an employee grievance procedure
- reviewing payroll sheets
- performing vehicle maintenance

Code K - Investigations

This code shall only be 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.

Code M - Court Related Activity – In-Home Cases

This code shall be entered whenever 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 DCF.

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**Code M -
Court
Related
Activity –
In-Home
Cases
(continued)**

Examples are as follows:

- preparing for or participating in a court review of an in-home case
 - documenting for the court that DCF has made reasonable efforts to prevent removal
 - working with legal counsel to prepare a case for court
 - appearing in court for any hearing or meeting at which DCF is seeking custody of a child
 - documenting for the court that continuation in the home is contrary to welfare of the child and/or reasonable efforts were made to prevent or eliminate removal
 - traveling in association with the above activities
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