

West Virginia ROSA

REPORT ON SERVICE ACTIVITY (ROSA) Time Study Instructions

Time Studies have been developed to determine amounts of time and costs expended in completion of various functions. This Time Study is used to claim administrative expenditures from federal and state funding sources based on worker time involved in the program activities. Time Studies allow us to characterize the activities carried out by staff without keeping minute by minute records of the use of time at work.

GENERAL APPROACH AND PROCEDURES

The Time Study appropriate to your job function will be completed on randomly selected days in each county statewide, as determined by the Office of Internal Control and Policy Development, Division of Cost Allocation. You will be notified via e-mail of the selected days. The website is www.datashoppe.com.

The Time Study has been organized into: Observation Moment, Section I: Case Information; Section II: Program Codes; Section III: Activities; and Section IV: Programs and Activities Served.

The identifying information on the Time Study is used to distinguish the particular worker who is completing the Time Study, if questions arise concerning incomplete or inconsistent information.

The ROSA Time Study is completed by Social Service Workers, Protective Service Workers, and Protective Service Worker Trainees and external Youth Services agencies' staff that carry and maintain Youth Services caseloads comparable to Department case workers.

If an employee is unable to complete a Time Study due to his/her absence, the Time Study must be completed by the employee's supervisor or Community Service Manager (CSM). The supervisor or CSM cannot enter information regarding customers and/or time spent on program activities.

When you log on to the Time Study site, please verify that your information is correct. If any information is inaccurate, please notify the DHHR Time Study Help Desk at 1-888-889-3190.

Section I: Program Codes

There are eleven program codes for a participant to select from in defining his or her unit of activity. By selecting a program, the participant is identifying the appropriate program to which the activity cost should be allocated.

A. Other Administration

The Other Administration Program should be selected when a worker is performing any activity that meets the Child Welfare General Definition (Child Welfare describes the broad range of

Social Service Programming designed to serve children in need of protection because they have been abused and/or neglected or are at risk of being abused and/or neglected. Also, child welfare serves the youth in conflict with, or in danger of coming into conflict with, the juvenile justice system. Protecting children in these groups from continued abuse and neglect, preventing progression of conflict with the law, and arranging alternative care when required are included within child welfare. The services related to child welfare include all activities designed to preserve and strengthen families, and activities related to developing permanency for children and youths when reunification with their parents is no longer possible. Child welfare includes protective services, foster care, legal guardianship, youth services, adoption activity, crisis intervention, ICPC activity, and actions directed to collecting data related to child support from an absent parent for a Title IV-E child. This program also should be selected, when a worker is engaged in activity directed at advancing the child welfare goals of the agency, but the activity is not directed to a specific child, family or case.

The Other Administration Program should also be selected when performing an activity of General Administration. Activities that are not related to any program should fall into this code.

B. Title IV-E Eligibility Determination

The Title IV-E Eligibility Determination Program should be selected when a worker is performing any activity that contributes to making the determination of whether a child is eligible for the Title IV-E Placement Maintenance and/or Adoption Assistance Program.

C. Medical Assistance

The Medical Assistance Program should be selected when a worker is performing specific activities leading to the determination of whether or not an adult or child is eligible for Medicaid. This program also should be used for any non-invoiced activity to help Medicaid-eligible adults or children in placement and their families and foster families to gain access to medical services, and/or attain or maintain a favorable physical or mental health condition by assisting them in identifying and understanding their health needs, or in securing, and using treatment and health maintenance services.

In general, allowable activities are those that include assistance in accessing a medical or other service but do not include the direct delivery of the underlying service as well as case management activities for members of a target group.

Allowable activities also include Targeted Case Management services furnished to assist individuals within targeted groups specified in the State plan in gaining access to needed medical, social, educational, and other services. Medicaid Target Populations, in accordance with 42 Code of Federal Regulations 441.18, include the following Target Groups:

1. Intellectually/Developmentally Disabled individuals
2. Chronically Mentally Ill/Substance Abuse Individuals
3. Medicaid-eligible adults (over 20 years of age) having been determined to need institutional placement services prior to entering an institution or upon discharge. This will include residents of long-term care facilities who are in need of community placement support services. Case management services provided to recipients residing in long-term care facilities will supplement, not replace or duplicate, that provided by the facility and will focus on discharge disposition, placement, and after-care follow up services.
4. Medicaid-eligible individuals living in the community at risk of institutionalization or loss of independent functioning due to disability, incapacity or health related problems. These individuals require medical, social and other support services in order to remain in the community. Case management services for this population will focus on assuring that recipients have access to appropriate services of sufficient amount, duration, and scope to maintain them in the community.
5. Medicaid-eligible individuals who have been placed in the legal custody, guardianship, or physical custody of the WVDHHR, and children in subsidized adoption. Case management services provided to this target population will focus on assuring access to and monitoring the outcomes of necessary medical, social, psychological and educational services.
6. Recipients living in the community with health-related problems which contribute to the family's need for public assistance and medical assistance. Case management services provided to this target population will focus on assessing individual needs and assuring provision of the outcomes of those services.
7. Medicaid-eligible children 18 years of age or less: who have been or are in danger of becoming abused or neglected; who are parents or expectant parents; or who have been adjudicated to be delinquent by a court of juvenile jurisdiction. Case management services provided to this target population will focus on assessing individual needs and assuring access to child protective, medical, and psychological services and monitoring the provision of and outcomes of those services.
8. Medicaid-eligible parents of abused, neglected, or exploited children and those parents experiencing emotional, psychological or medical problems related to stress of unemployment. Services provided to this target population will focus on assuring access to child protective and mental health services and monitoring the progress of those services.

D. Pre-Placement (Candidacy)

The Pre-Placement Program should be selected when performing an activity for a child who is at imminent risk of removal from his or her home as evidenced by the responsible agency either

pursuing the child's removal from the home, or making reasonable efforts to prevent such removal. There must be at least one of the following forms of documentation in the child's file in order to select this program code:

- A defined case plan (Protective Capacity Family Assessment or Family Assessment Service Plan) which clearly indicates that the child is at imminent or high risk of removal from the home and absent effective preventive services foster care is the planned placement for the child;
- A completed IV-E eligibility determination; or
- Evidence of court proceedings in relation to the imminent removal of the child from the home, in the form of a petition to the court, a court order, or a transcript of the courts proceedings which indicates that absent effective preventive services, foster care is the planned placement for the child.

A defined case plan is developed with and signed by the child and/or parent(s). In situations when the case plan is not signed by all parties, documentation of the refusal to sign or participate must be noted on the case plan in order for it to be in effect.

The documentation used to support candidacy must be in effect at the sampled moment-in-time in which the staff person is completing the Observation Sampling Form. A determination or redetermination that proves the child continues to be at imminent risk of removal and placement in foster care is required at least every six months. This determination or redetermination must be current at the moment in time for the child to be considered a candidate.

Documentation sources that are dated more than six months prior to or dated after the sampled moment do not support a documentation of candidacy. All non-candidates should be categorized as Other Social/Placement Services Program and In-Home Services for Non-Candidates code/activity.

If reviewing, revising and updating the appropriate plan, and more than one child is considered a candidate as evident by documentation above, select the child that most closely relates to the activity that you are engaged in at the time of the moment.

E. Foster Care

The Foster Care Program should be selected when performing an activity for a child that is receiving twenty-four (24) hour substitute care in a placement away from his/her parents or guardians and for whom the county has placement and care responsibility. This includes:

- Foster/Adopt licensed Homes;
- Relative Foster Homes;

- Kinship Foster Homes (not licensed but are within the first 12 months of the licensing process);
- Specialized Foster Care Homes;
- Emergency Shelters;
- Residential Facilities and Residential Treatment Facilities (RTFs) i.e. Level 1, 2, 3 facilities or Shelter Care.

The Foster Care Program should not be selected when performing an activity for a child in one of the following placements:

- Detention (or facilities that are primarily for the detention of children who are adjudicated delinquent);
- Secure Facilities/Secure Treatment Facilities (That are used primarily to secure delinquent children);
- Psychiatric Facilities/Accredited (JCAHO, COA, and CARF) RTF/DPW-licensed free standing psychiatric hospitals;
- General Hospitals.

F. Adoption

The Adoption Program should be selected when performing an activity for an adopted child. This includes activities directed to a child for which the adoption has been finalized such as updates necessary to ensure client Title IV-E eligibility post finalization.

G. Training

The Training Program should be selected when the worker is engaged in training (or preparing for training) either as a trainer or a training participant, and the subject of the training falls within the General Child Welfare Definition. This program should also be used for training courses approved by ACF that are related to foster care and adoption programs. All general administrative training should also be included in this program. Travel related to training is included under this program.

The Training Program should not be used for all activity of a new employee who may be in “trainee” status (including on-the-job training).

H. Independent Living

The Independent Living Program should be selected when performing an activity for a child between the ages of 14 and 21 in placement, or a child that was formerly in foster care and receiving services to assist him/her in transitioning to self-sufficiency.

I. Other Social/Placement Services

The Other Social/Placement Services Program should be selected when performing an unallowable Title IV-E administrative activity for a child, such as one of the following:

- Child Care for Non-Protective Purposes;
- Complete Investigations of abuse/neglect ordered by family court and/or circuit court;
- Investigation of Reports of Abuse and Neglect/Assessment of CPS referrals/screenings.

The Other Social/Placement Services Program should be selected when performing an activity for a child in one of the following unallowable Title IV-E placements:

- Detention (or facilities that are primarily for the detention of children who are adjudicated delinquent);
- Secure Facilities/Secure Treatment Facilities; (That are used primarily to secure delinquent children);
- Psychiatric Facilities/Accredited (JCAHO, COA, and CARF) RTF/DPW-licensed free standing psychiatric hospitals;
- General Hospitals.

The Other Social/Placement Services program should not be selected when performing an activity for a child that is receiving foster care defined as twenty-four (24) hour substitute care in a placement away from his/her parents or guardians and for whom the county has placement and care responsibility. This includes:

- Licensed Foster/Adopt Homes;
- Relative Foster Homes;
- Kinship Foster Homes (not licensed but are within the first 12 months of the licensing process);
- Specialized Foster Care Homes;
- Emergency Shelters;

- Residential Facilities and Residential Treatment Facilities (RTFs). ie Level 1, 2, 3 facilities or Shelter Care.

J. Adult Services

The Adult Services Program should be selected when performing an activity for Adult Protective Service cases or a case in progress.

K. Child Care

The Child Care Program should be selected when performing an activity related to Child Care.

L. Subsidized Relative Legal Guardianship

The Relative Legal Guardianship Program should be selected when performing an activity for a child in a Legal Guardianship placement with a relative meeting the definition of fictive kin. This includes activities directed to a child in post finalized relative legal guardianship placement such as updates necessary to ensure client Title IV-E eligibility post finalization.

M. Sex Trafficking Monitoring and Reporting

This activity code is for time spent identifying sex trafficking instances for children or youth. If there is reasonable cause to believe that any such child is, or is at risk of being, a victim of sex trafficking or a severe form of trafficking in persons, workers should use this code for time spent documenting in agency records and/or determining appropriate services with respect to any child living in their homes. Should the worker have any contact with law enforcement authorities, the National Center for Missing and Exploited Children, or the Federal Bureau of Investigation (FBI) related to any sex trafficking case or potential case in the state of West Virginia, workers should also use this code to record their activity.

Section II: Activity Codes

There are 18 activity code options for a participant to select from in defining his or her unit of activity. By selecting a code, the participant is identifying how the administrative activity should

be categorized. If an activity meets the Child Welfare General Definition, Codes 1-11 must be used. Otherwise, Codes 12 -18 must be selected.

Code 01 – Child Support Enforcement

The Child Support Enforcement code is used when the activity meets the Child Welfare General Definition and the worker is engaged in any actions directed to gathering information relating to child support from parent(s) for a Title IV-E child. Following are examples of ***Child Support Enforcement*** activities:

- Gathering financial data from clients for support purposes;
- Making court recommendations for support, requesting such court action, supporting attorneys in completing court orders, discussing child support with attorneys or judges;
- Preparing for or attending a child support court hearing; or
- Travel associated with the above activities.

Code 02 – Title IV-E Eligibility Determination

The Title IV-E Eligibility Determination code is used whenever the worker is performing any activity that contributes to making the determination of whether a child is eligible for the Title IV-E Placement Maintenance and/or Adoption Assistance Program. Following are examples of activities which are considered ***Title IV-E Eligibility Determination***:

- Collecting and verifying information from family or others which is used in the determination, e.g. income, parental deprivation, resources, Social Security Number (SSN), birth certificates;
- Gathering and entering information for IV-E cases into FACTS;
- Querying systems, records, and other agency staff regarding current TANF and past AFDC status; or
- Gather information to assist in IV-E determination.

Code 03 – Medicaid Eligibility Determination (Assistance with Medicaid Application)

The Medical Eligibility Determination code should be used when a worker is performing specific activities leading to the determination of whether or not a client is eligible for Medicaid. Examples of such activities which are considered part of **Medicaid Eligibility Determination** are:

- Collecting information such as verification of the child's resources, SSN, citizenship, placement type, earned, and unearned income;
- Completing and processing eligibility forms and updating documents relating to Title XIX (Medicaid) eligibility;
- Reviewing and updating forms each time a client's circumstances change;
- All planning, assessments, and paperwork which contribute to the above activities;
- Re-determining eligibility annually;
- Preparing for and/or participating in a Medicaid-related fair hearing; or
- Travel associated with the above activities.

Code 04 – Medicaid Health-Related Services The Medical Health-Related Services code should be used for activities on behalf of Medicaid-eligible adults and Medicaid-eligible children with a Department issued Medical card. Medicaid-eligible children includes only children in placement or receiving adoption assistance. The activities include any non-invoiced activity to help Medicaid-eligible adults and Medicaid-eligible children in placement and their families and foster families to gain access to medical services, and/or to attain or maintain a favorable physical or mental health condition by assisting them in identifying and understanding their health needs or in securing and using treatment and health maintenance services. Examples of **Medicaid Health-Related Services** include:

- Arranging for medical, behavioral health or health services;
- Arranging for admission to hospitals or medical facilities;
- Development of health plans;
- Family planning services or referrals;
- Assessing the need for and arranging for admission to long-term care facilities, home visits, meetings, and other monitoring to assure that medical care is obtained;
- Collaboration/coordination activities with medical and behavioral health providers and local health departments;
- Assistance in utilizing Medicaid and Early Periodic Screening Diagnosis and Treatment (EPSDT) services;

- Assistance in implementing a health regimen; or
- Travel associated with the above activities, including transportation of the client to medical care.
- All activities contained in the general definition of case management delivered to or on behalf of Medicaid-eligible adults who are members of a target group and Medicaid-eligible children who are members of a target group and their parents.

Case management does not include the direct provision of medical services or foster care services. The following activities are considered as part of the direct delivery of foster care services and, therefore, may not be classified as case management activity: research gathering and completion of documentation required by the foster care program, assessing adoption placements, recruiting or interviewing potential foster care parents, serving legal papers, home investigations, providing transportation, administering foster care subsidies, and making placement arrangements in foster homes or with facilities or placement agencies that are not licensed providers of behavioral health services certified for participation in Medicaid by the West Virginia Department of Health and Human Resources Bureau of Medical Services.

Case management activities include the following:

- Assessment - The initial and ongoing process by which information about an individual's current and potential strengths, resources, deficits and needs is collected and analyzed. This does not include the Initial Assessment and Safety Plan that is part of CPS investigations.
- Treatment/Service Plan - Coordination of the development of an individualized service plan which incorporates the assessment and the client's clarified expectations, choices, and needs into specified goals and identifies and arranges for treatment and/or services necessary to achieve these stated goals, and to facilitate access to daily living services.
- Monitoring of Overall Service Delivery - The ongoing review of appropriateness of services that have been delivered and the effectiveness of these services in meeting the needs and established goals of the client, which is accomplished through direct contact with the client, observation of and interviews with service providers, and review of the client's records and service plan. This monitoring function may also include independent monitoring for purposes of evaluation of quality assurance.
- Linkage Referral and/or Advocacy - Those activities necessary to link a specific client to all internal and external services necessary to meet those needs identified during the treatment/service planning. This includes arranging for and/or coordinating training for clients that will enable them

to use basic community resources. Advocating for the client regarding access, appropriateness, and proper utilization of services.

Code 05 – Non-Client Specific Administration Training

The Non-Client Specific Administration Training code is used when the worker is engaged in training directed at advancing the child welfare goals of the agency but the training is not directed to a specific child or family. Examples of ***Non-Client Specific Administration*** Training include:

- In-house training of general program/case management activities

The codes to use for Non-Client Specific Administration Training activities are as follows.

05.1 code would be used for all Non-Client Specific Administration Training (including travel time) that is beneficial to both Foster Care and Adoption.

05.2 code would be used for all Non-Client Specific Administration Training (including travel time) that is beneficial to Foster Care only.

05.3 code would be used for all Non-Client Specific Administration Training (including travel time) that is beneficial to Adoption only.

The code to be used for any given training session will be specified by the trainer or included at the beginning of an online training course.

Code 06 – Pre-Placement

The Pre-Placement code should be selected when performing an activity for a child who is at imminent risk of removal from his or her home as evidenced by the responsibility agency either pursuing the child's removal from the home or making reasonable efforts to prevent such removal. There must be at least one of the following forms of documentation in the child's file in order to select this program code:

- A defined case plan, (Protective Capacity Family Assessment or Family Assessment Service Plan) which clearly indicates that the child is at imminent or high risk of removal from the home, and absent effective preventive services, foster care is the planned placement for the child;
- A completed IV-E eligibility determination; or
- Evidence of court proceedings in relation to the imminent removal of the child from the home in the form of a petition to the court, a court order or a transcript of the courts proceedings which indicates that absent effective preventive services, foster care is the planned placement for the child.

A defined case plan is developed with and signed by the child and/or parent(s). In situations when the case plan is not signed by all parties, documentation of the refusal to sign or participate must be noted on the case plan in order for it to be in effect.

The documentation used to support candidacy must be in effect at the sampled moment-in-time in which the staff person is completing the Observation Sampling Form. A determination or redetermination that proves the child continues to be at imminent risk of removal and placement in foster care is required at least every six months. This determination or redetermination must be current at the moment in time for the child to be considered a candidate.

Documentation sources that are dated more than six months prior to or dated after the sampled moment do not support a documentation of candidacy. All non-candidates should be categorized as Other Social/Placement Services Program and In-Home Services for Non-Candidates code/activity.

If reviewing, revising, and updating a defined case plan, and more than one child is considered a candidate as evident by documentation above, select the child that most closely relates to the activity that you are engaged in at the time of the moment.

Code 07 – Foster Care

The Foster Care code should be selected when performing an activity for a child that is receiving twenty-four (24) hour substitute care in a placement away from his/her parents or guardians and for whom the county has placement and care responsibility. This includes:

- Foster/Adopt Homes;
- Relative Foster Homes;
- Kinship Foster Homes (not licensed but are within the first 12 months of the licensing process);
- Specialized Foster Care Homes;
- Emergency Shelters;
- Residential Facilities and Residential Treatment Facilities (RTFs). ie Level 1, 2, 3 facilities or Shelter Care.

The Foster Care code should not be selected when performing an activity for a child in one of the following placements:

- Detention (or facilities that are primarily for the detention of children who are adjudicated delinquent);
- Secure Facilities/Secure Treatment Facilities; (That are used primarily to secure delinquent children);

- Psychiatric Facilities/Accredited (JCAHO, COA, and CARF) RTF/DPW-licensed free standing psychiatric hospitals;
- General Hospitals.

Code 08 – Adoption

The Adoption Program should be selected when performing an activity for an adopted child or one whose adoption is in progress. This includes activities directed to a child in post adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, home study, subsidy eligibility, and updates necessary to ensure client Title IV-E eligibility post finalization.

Code 09 – Direct Provision of Treatment/Counseling

The Direct Provision of Treatment/Counseling code should be used when the worker is providing direct services such as treatment and counseling to a child, the child's family, or the child's substitute care provider or ameliorate or remedy personal problems, behaviors, or home conditions. Examples of activities related to ***Treatment/Counseling***:

- Individual/group counseling directly provided to children residing in their own homes, placed in foster care, or other substitute care arrangements outside the home, or who are in independent living status concerning substance abuse, personal problems, truancy, home conditions, or antisocial behavior;
- Individual/group counseling directly provided to parents/substitute care providers concerning home conditions, treatment, and care of children in their custody; or
- Participation by the worker in individual/group treatment/therapy by providers who are engaged in work with the child and his or her family.

Code 10 – Training

The Training code should be selected when the worker is engaged in training (or preparing for training) either as a trainer or as a trainee and the training course is approved by ACF and relates to foster care and adoption programs. The Training code should not be used for on-the-job training activities of a new employee who may be in "trainee" status.

The codes to use for training are as follows.

10.1 code would be used for all training (including travel time) that is beneficial to both the Foster Care and Adoption programs.

10.2 code would be used for all training (including travel time) that is beneficial to the Foster Care program only.

10.3 code would be used for all training (including travel time) that is beneficial to the Adoption program only.

The code to be used by all staff for any given training session will be specified by the trainer or included at the beginning of an online training course.

The General Administration Training code should be selected when performing activities that are not directly related to any program. See (16) General Administration Training – Non-Program Specific.

Code 11 – Independent Living

The Independent Living Services code should be selected when performing an activity for a child between the ages of 14 and 21 in placement, or a child that was formerly in foster care and receiving services to assist him/her in transitioning to self-sufficiency.

Code 12 – Other Social/Placement Services

The Other Social/Placement Services code should be selected when performing an unallowable Title IV-E administrative activity for a child such as one of the following:

- Child Care for Non-Protective Purposes;
- Complete investigations of abuse/neglect ordered by family court and/or circuit court;
- Investigation of Reports of Abuse and Neglect/Assessment of GPS referrals/screenings.

The Other Social/Placement Services code should also be selected when performing an activity for a child in one of the following unallowable Title IV-E placements:

- Detention (or facilities that are primarily for the detention of children who are adjudicated delinquent);
- Secure Facilities/Secure Treatment Facilities; (That are used primarily to secure delinquent children);
- Psychiatric Facilities/Accredited (JCAHO, COA, and CARF) RTF/DPW-licensed free standing psychiatric hospitals;
- General Hospitals.

The Other Social/Placement Services code should not be selected when performing an activity for a child that is receiving foster care defined as twenty-four (24) hour substitute care in a placement away from his/her parents or guardians and for whom the county has placement and care responsibility. This includes:

- Foster/Adopt Homes;
- Relative Foster Homes;
- Kinship Foster Homes;
- Specialized Foster Care Homes;
- Emergency Shelters;
- Residential Facilities and Residential Treatment Facilities (RTFs). ie Level 1, 2, 3 facilities or Shelter Care.

Code 13 – General Administration

The General Administration code should be selected when performing an activity of general administration. Activities that are not directly related to any program should fall into this code.

13.1 General Administration – Non-Program Specific

- Staff meetings;
- Reviewing agency office procedures;
- Physical plant management;
- Employee grievance procedures;
- Reviewing payroll time sheets;
- Equal Employment Opportunity activities;
- Conferences on general employee performance;
- Arranging for health services for non-Medicaid eligible clients; or

13.2 Lunch or break.

13.3 Leave

- Sick;
- Medical;
- Compensatory time; or
- Family.

13.4 Not Scheduled to Work

- Observed Holiday; or
- Not scheduled to work due to flex-time.

(13.5) Non-Client Specific Administration

- Rate setting activity;
- •Interaction and negotiation with other agencies, e.g., police, schools, public health, county assistance offices, etc., on respective programs, interagency coordination, etc;
- •Quality assurance and audit activities;
- •Public information activities and outreach; or
- •General management of agency staff.

Code 14 – Adult Services

The Adult Services code should be selected when performing an activity for Adult Protective Service cases or a case in progress.

- Review of Medicaid Case and applications
- Title 19 waiver applications
- Youth over 18 needing assistance who do not qualify for Chafee Services
- Adult Placement Services in Psychiatric Facilities

Code 15 – Child Care

15.1 Child Care Provider Regulation

- Registration of family child care providers including provision of materials, and issuing registration certificates;
- Certification of family child-care facilities, including provision of materials, issuing licenses, certificates, etc.;
- On-site inspection and evaluation of registered, certified, and legally exempt providers;
- Notification of negative action based on failure to meet registration, health and safety, or certification requirements;
- Development and monitoring of corrective action plans;
- Recruitment activities.

15.2 Maintenance of Parental Complaint Files

- Entry of parental complaint information into FACTS database;
- Updating files and notification to provider of information;
- Other activities associated with maintaining the parental complaint file.

15.3 Quality Activities

- Training and technical assistance activities;
- Assistance to providers in completing grants that assist them with meeting regulatory requirements, accommodating additional children or providing access to children with special needs;
- Participation in regional quality team or early childhood collaborative groups;
- Consumer education;
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- Investigate complaints of health and safety issues for child care providers?
- Other quality initiatives or activities not included above

Code 16 – General Administration Training – Non-Program Specific

The General Administration Training – Non-Program Specific code is used when the worker is engaged in training directed at advancing the child welfare goals of the agency but the training is not directed to a specific program. Examples of ***General Administration Training – Non-Program Specific*** include:

- Training courses (including travel time) not related to case management and program activities, e.g., stress management; computers, copiers, office equipment, and team building;
- Investigative training (including travel time).

The code to be used for any given training session will be specified by the trainer or included at the beginning of an online training course.

Code 17 – Subsidized Relative Legal Guardianship

The Relative Legal Guardianship Program should be selected when performing an activity for a child in a Legal Guardianship placement with a relative meeting the definition of fictive kin or one whose legal guardianship is in progress. This includes activities directed to a child in post finalized relative legal guardianship placement or activities immediately preceding a relative legal guardianship placement, such as a child suitability assessment, guardianship applicant

screening, home study, subsidy eligibility, and updates necessary to ensure client Title IV-E eligibility post finalization.

Code 18 – Sex Trafficking Monitoring and Reporting

This activity code is for time spent identifying sex trafficking instances for children or youth. If there is reasonable cause to believe that any such child is, or is at risk of being, a victim of sex trafficking or a severe form of trafficking in persons, workers should use this code for time spent documenting in agency records and/or determining appropriate services with respect to any child living in their homes. Should the worker have any contact with law enforcement authorities, the National Center for Missing and Exploited Children, or the Federal Bureau of Investigation (FBI) related to any sex trafficking case or potential case in the state of West Virginia, workers should also use this code to record their activity.

Following are examples of activities related to identifying and reporting sex trafficking:

- Developing and implementing policies and procedures to identify, document in agency records, and determine appropriate services for victims of sex trafficking
- Conducting sex trafficking screenings and documenting victims of sex trafficking in agency files
- Determining appropriate services for individuals identified as such victims
- Completing reports required for law enforcement and ACF of children or youth who the agency identifies as being a sex trafficking victim
- Developing and implementing protocols to locate and assess children missing from foster care, including screening the child to identify if the child is a possible sex trafficking victim.

ALLOWABLE ADMINISTRATIVE ACTIVITIES

There are seven administrative activity options for a participant to select from in defining his or her unit of activity. By selecting an administrative activity, the participant is directing a function to its appropriate funding source. **(a) Referral to Services**

This administrative activity should be used when the worker is providing a child or his/her family with requested information about needed services, directing an individual to needed treatment, aid, or information. Following are examples of ***Referral to Services*** activities:

- Referrals to services intended to help prevent the removal of a child from his or her own home;
- Referrals to services intended to enhance the possibility of a child's return to his/her home;
- Referrals to needed medical, behavioral health, or health services;
- Provide information to enable youth to seek a high school diploma or its equivalent, vocation training or higher education;
- Referrals to family planning services;
- Referrals to job training; or
- Referrals to parenting classes.

(b) Preparation for Participation in Judicial Determination

This administrative activity should be used when the worker is spending time preparing reports to the court/fair hearing panel or participating in a judicial proceeding. Following are examples of ***Preparation for Participation in Judicial Determination***:

- Participation in any court appearance where the local agency is seeking custody of a child;
- Participation in any court appearance related to the status of a child who is in placement;
- Participation in any court activity necessary for the adoptive placement of a child, other than independent adoptions;
- Participation in any court appearance related to obtaining child support for a child in placement or under supervision of county agency;
- Preparation of reports to the court/fair hearing panel for any of the judicial proceedings listed above.

(c) Placement of the Child

This administrative activity should be used when a worker spends time identifying appropriate placement resources, providing information to the placement resource, and arranging for placement of the child. Following are examples of activities related to the ***Placement of the Child***:

- Working with foster parents to prepare them to receive a child;
- Contacts with placement providers on any issues related to the care of a specific child;

- Child specific recruitment;
- Interstate Compact on Placement of Children activity related to a specific child;
- Working with adoptive parents to prepare them to receive a child;
- Placement of a child in an adoptive home;
- Criminal background checks for prospective foster parents/kinship foster homes;
- Selection of an approved adoptive family appropriate for the needs of the child;
- Adoptive home studies; or
- Use of the Adoption Exchange.

(d) Development, Review, and Revision of the Existing Case Plan

This administrative activity should be used when a worker spends time assessing the placement needs of a child, obtaining diagnostic information, when appropriate, and developing and revising the case plan as required by departmental regulations. Following are examples of activities related to the **Case Plan**:

- Home visits with the child and the child's family to discuss and explore their needs, strengths, resources, and existing support systems;
- Contact with mental health, education, or other professionals involved with the child/child's family to obtain information related to the child's psychological, developmental, behavioral, and educational needs and goals;
- Recruitment, identification, and assessment of eligible youth to determine their independent living needs; or
- Development of an independent living services plan for youth who are eligible for independent living services.

The development of the initial case plan that determine candidacy is not an allowable pre-placement administrative activity. For candidates, a case plan can only be reviewed, revised, and updated.

(e) Case Review

This administrative activity should be used when a worker spends time developing and filing petitions for court review, obtaining legal representation for a child and agency, preparing case information and testimony, arranging for expert testimony when needed, participating in reviews, documenting results of reviews, arranging for and conducting administrative reviews when needed, preparing administrative panel members for reviews, providing information to panel members, family members, and others, and providing written notice to participants or administrative reviews. Following are examples of activities related to **Case Review**.

- Negotiation, review, and management of adoption agreements and subsidy payments;
- Preparation of a petition to seek or retain custody of a child;
- Development of a voluntary placement agreement;
- Contact with county agency legal counsel to obtain representation for a child and/or the county agency at a judicial proceeding; or
- Participation in a review of a child's progress/status in relation to the Family Services Plan.

(f) Case Management/Supervision

This administrative activity should be used when a worker spends time arranging for the services and monitoring the implementation of family service plans for children in placement, assuming services are provided as required by plans, scheduling, and conducting reviews of children in placement and revising service plans as required by reviews.

Arranging for services and assuring services are provided excludes participating in service delivery/provision or providing a service directly to the client. Following are examples of activities related to ***Case Management/Supervision***:

- Case conferences;
- Permanency planning meetings;
- Arranging for permanency planning and pre-placement activities;
- Development of goals, service plans, written service agreements, and routine supervisory activities;
- Routine contacts, other monitoring and/or communication with parents (biological, foster, adoptive) regarding the child in relation to the status of the child, the case plan, goals for the child and family, and administrative procedures of the agency;
- Implementation of case management requirements pursuant to Chapter 3130, Section 3130; 31(3)(i) through (iv);
- Supervisory Case Conferences;
- Arrangement for and monitoring the provision of services identified in case plans;
- Case and administrative reviews;
- Arranging for the provision of pre- and post-adoption services;
- Arranging for pre-placement visits;

- Arranging for any counseling necessary to prepare the child and family for the adoptive placement;
- Arranging for or monitoring the provision of services identified in independent living service plans; or
- Information or training in daily living skills, budgeting, locating and maintaining housing, or career planning.

(g) Transportation

This administrative activity should be used for travel associated with allowable programs and activities including the transportation of a child or his or her family to various appointments, such as medical or counseling, or to court hearings and case reviews.

Section III: Case Information and Program and Activities Served

OBSERVATION DAY

The following information will be populated by the system::

Employee Name

Date

County

Submit Date

Status

Case Information

If working on a case, check box and fill out client ID and client name. (Please be sure to use **client** and not case information.)

Program and Activities Served

This section is to be completed based on the Program Code and Activity Code that apply when you are selected for the observation.

Using the alpha/numeric codes listed in Section I and Section II, enter the appropriate Program Code and Activity Code.

Important: Total minutes entered must equal a minimum of 480.