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Subject:	Random Moment Time Study	Page 1 of 4
Approved:	James Morse, Commissioner	Effective: 7/1/04 FINAL
Supersedes:	Social Services Policy No. 41	Dated: 12/29/03

## Purpose

The salaries and expenses paid to social workers and other staff comprise a significant portion of the division's budget. A variety of federal funding sources are used to pay these costs. In order to make accurate claims to these sources, and to create records that will pass the scrutiny of auditors, tracking of social worker time is required. This informs staff about the methods to record and document time as required by federal regulations. More complete instructions for Random Moment Time Studies and monthly Medicaid Case Management Timers are available


## Policy

For federal funding purposes social worker staff (Social Workers B, Trainees and Social Workers C, unless their full time job is intake and investigation, or adoption social work) will track use of their time in two different ways:

### Random Moment Time Studies

For each quarter, about 3800 moments are randomly sampled from moments that occur Monday through Friday, from 7:00 a.m. to 6:59 p.m. If a worker has a moment (or more than one moment) selected for a particular day, that worker will receive one or more random moment time studies by e-mail at the beginning of the day. The worker will respond to that e-mail as soon as possible after the moment occurs, entering the code for the activity he or she is doing at that moment. Appendix A of this policy described each of the categories for reporting of random moments. The codes are as follows:

V=	IV-E Case Management	E=	Eligibility Determination
I=	Intake/Investigation	T=	Child Welfare Training
M=	Medicaid Case Management	G=	General Administration
C=	Therapeutic Counseling	L=	Leave Time, incl. holidays
		N=	Not Working, incl. lunchtime

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**Monthly Medicaid Case Management Billing**

Medicaid Case Management claims are made on the basis of case notes that are coded as Medicaid Case Management. (See policy on case notes).

**What is included in each category of service?**

Direct service to the client is included as well as:

- collateral contacts;
- telephone calls and written correspondence;
- travel time associated with a particular activity;
- purposeful contact with another staff member regarding the child or family (except for time spent in supervision, which is reported as general administration);
- reading reports about a child or family.

**Appendix A – Description Of Social Worker Activities**

**All definitions include travel time associated with the activity.**

**IV-E Case Management (V) includes:**


**Foster Care Recruitment and licensing:** Recruiting, licensing and approving of foster, kinship and adoptive homes.

**Administrative and Dispositional Reviews:** Writing case plans, and participating in administrative and dispositional review meetings and hearings.

**Permanency Planning:** Preparing for and participating in permanency planning consultations with the Permanency Planning Consultant, Adoption Social Worker and/or Assistant Attorney General.

**Supervised Visits:** Supervision of visits between children in custody and their parents and/or other family members.

**Court-related activities:** Preparing for and participating in judicial hearings and status conferences. Preparing affidavits, petitions, court reports, and other court-related activities. Time spent in complying with all court-ordered or court-requested activities.

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### Investigation and Assessment

All activities related to determining whether a child welfare emergency exists, including:

- receiving and responding to reports of child abuse or neglect, delinquency or CHINS(C);
- providing immediate response to such reports, including home visits, on-site therapy and counseling;
- assessment of risk;
- arranging for services for the child and family during an investigation and assessment;
- collaborating with police, court and legal personnel and other agencies in protecting children;
- assessing whether a child can remain at home through reasonable efforts;
- developing alternatives to avoid the necessity of separation of the child from the family.

### Medicaid Case management (M) includes:

**Case plan development:** All activities associated with arranging and coordinating assessments, facilitating the development of the case plan. (Excludes time spent writing case plans and attending review meetings for children in custody, see IV-E Case Management.

**Case Supervision:** Monitoring the implementation of the case plan, including:

- arranging for the ongoing assessment;
- arranging for support services specified in the case plan needed to maintain the child in his/her home or in substitute care. Arranging parent-child visits; arranging supervision of visits;
- monitoring the progress towards the goals of the case plan by maintaining contact with the child, his/her family, and service providers through home visits, telephone contact and correspondence.

**Advocacy:** Negotiating and coordinating otherwise inaccessible or unavailable health, mental health and educational services pursuant to the case plan.

**Placement Activities:** Facilitating the assessment of the child's placement needs, determining the availability of an appropriate placement, preparing the child and his/her family, coordinating and facilitating the placement.

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### **Therapeutic Counseling To Children And Families (C)**

Direct therapy to a child at risk, the child's family, or the child's substitute care providers aimed at improving the child's or family's problems, behaviors or home conditions.

### **Eligibility Determination (E)**

All activities directly necessary to determine and review eligibility for IV-E, Family Emergency Assistance and Medicaid, including determination of eligibility. Preparation of all forms and screens, processing of forms, documentation and verification of information.

### **Child Welfare Training (T)**

Time spent in or preparing for training related to child welfare issues, either as a participant or a trainer of other child welfare staff, foster or adoptive parents or contracted service providers. Includes training conducted by DCF or other organization.

### **Leave Time (L)**

Time spent on any kind of leave, including annual, compensatory, sick or other kinds of leave approved under the state employee's contract.

### **General Administration (G)**

Time spent on duties not described in any of the above categories, including time spent on breaks, in supervision, staff meetings, staff development days, time spent completing timers and contact notes, training not related to child welfare, treatment team meetings for families not currently served by the DCF Family Services Division, etc.