

# Bulletin

July 27, 2007

Minnesota Department of Human Services 444 Lafayette Rd. St. Paul, MN 55155

## OF INTEREST TO

- SSTS Coordinators
- County Directors
- Fiscal Supervisors
- Social Service Supervisors

## ACTION

Replace bulletin #02-32-12 dated 9/12/02.

## EXPIRATION DATE

Bulletin is in effect through July 27, 2009 unless revisions need to be implemented.

## Social Service Time Study (SSTS) Activity Codes

### TOPIC

Social Service Time Study Codes and Activity Definitions.

### PURPOSE

Comply with DHS policy requiring replacement of outdated bulletins.

### CONTACT

Questions relating to the SSTS can be directed to Joan Manske (651) 431-3800 or [joan.manske@state.mn.us](mailto:joan.manske@state.mn.us)

### SIGNED

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Department of Human Services

## **BACKGROUND**

The Social Service Time Study (SSTS) has been revised several times since its implementation in 1985. It is the federally approved mechanism for reimbursing county agencies for certain social service costs and is the basis for targeted case management rate setting. The SSTS is designed to assure the proper distribution of county social service costs among the various federal funding sources, which support social service programs in Minnesota.

Each SSTS participant is required to characterize his or her activity in the moment being recorded according to the service activity definitions defined by the SSTS.

The SSTS employs a Random Moment Time Study System to generate valid statewide estimates of the distribution of social service staff time among various activities that are supported by federal funding sources. County agencies provide cost pool data on the quarterly Social Service Fund Report (DHS-2556). The percentages derived from the SSTS are then applied to the Social Service Cost Pool to allow computation of reimbursement from various funding sources.

The SSTS is also used to calculate annual targeted case management rates for child welfare (CW-TCM), children's mental health (CMH-TCM), adult mental health (AMH-TCM), vulnerable adults and developmentally disabled adults (VA/DD-TCM) for counties to use in claiming Medical Assistance reimbursement through MMIS.

## **LEGAL REFERENCES**

Public Law 103-432

Public Law 105-89

United States Code, Title 42, 1396 et seq., as amended

Minnesota Statutes, § 256B.4

Minnesota Statutes, § 256B.0625, subd 43-43b and 43d-43h

Minnesota Statutes, § 256.01

Minnesota Statutes, § 259.67

Minnesota Statutes, § 256B.0924, Sec 44

Minnesota Statutes, § 256B.094

Minnesota Statutes, § 245.462

The Comprehensive Mental Health Acts, Minnesota Statutes, Sections 245.4711 and 245.4881

Minnesota Rules, parts 9520.0900 – 9520.0926

Minnesota Rules, parts 9530.6600 – 9530.6660

## **ACTION REQUIRED**

### **A. Activity Code Training mandated for all SSTS Participants**

SSTS coordinators are responsible for providing SSTS activity code training for all county social service staff and SOS staff assigned to their county who provide Rule 79 (Minnesota Rules, parts 9520.0900-9520.0926) Case Management services in the community.

Training of SSTS participants is an ongoing process and must be completed prior to adding a new participant to the time study.

DHS continues to recommend that county coordinators develop periodic refresher training sessions for existing SSTS participants. This ongoing availability of training will ensure that staff are well acquainted with the SSTS activity categories, code numbers and procedures.

**B. Training Verification Required**

As stated previously, training for new SSTS participants must be completed prior to adding them to the SSTS. Training Verification Forms (DHS SSTS-0702) must be completed and returned to DHS. The most recent version of this form can be found in bulletin 07-32-13, “Operational Procedures and Forms Reissue for Social Service Time Study.”

**C. Continue to Use Existing SSTS Categories and Codes**

The SSTS was redesigned in 2002 using five categories of activities and specific codes within each category. The following categories remain in effect:

- ◆ Category A – Eligibility Activity
- ◆ Category B – Assessments, Case Management and Service Coordination
- ◆ Category C – Treatment and Therapy
- ◆ Category D – Training
- ◆ Category E - Other

This categorized approach directs the SSTS participant to choose a category of activity and then a code number within the category. Attachment “B” provides a list of the categories and code detail within each category.

**SSTS Random Moment Log Sheet** (DHS SSTS–0704) was updated in 2002 to reflect the activity categories and new codes and continues to be in effect. Participants must select the Category and then the SSTS code number that best represents what they are doing at the time of the random moment. After determining the code number, the participant must record the code number on any line in the Response Section of the random moment log sheet.

The SSTS Random Moment Log Sheet is used for recording employee’s activities. At the time of the random moment the recorder is responsible for ensuring that each employee’s chosen code is recorded accurately on the log sheet and then verified by the employee.

After all responses have been recorded, the SSTS Recorder must sign the log sheet and mail it to DHS at the revised address indicated on the bottom of the log sheet. All log sheets must be returned within seven (7) working days of the random moment.

D. Code 35 – DD Adult Case Management – Non Waiver

The age category under this code continues to be 21 and older.

**SPECIAL NEEDS**

This information is available in other forms to people with disabilities by contacting us at (651) 431-3735 (voice), or through the Minnesota Relay Services at 1-800-627-3539 (TDD), 7-1-1 or 1-877-627-3848 (speech to speech relay service).

**SSTS Categories and Codes**

<b>Category A</b> <b>Eligibility Activity</b>
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<b>DHS Code No.</b>	<b>Code Description</b>
11	Title IV-E Eligibility
12	SSI Eligibility for Children
13	MA Eligibility
14	MA Service Eligibility

<b>Category B</b> <b>Assessments, Case Management and Service Coordination</b>
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<b>DHS Code No.</b>	<b>Code Description</b>
21	MR/RC Screenings for MA Eligible Clients
22	Rule 25 Assessments for MA Eligible Clients
23	Health and Medical Case Management Services for MA Eligible Adults
31	Child Welfare/Child Protection Case Management
32	Mental Health Case Management for SED Children
33	Mental Health Case Management for SPMI Adults
34	Vulnerable Adult Case Management - Non Waiver
35	DD Adult Case Management - Non Waiver

<b>Category C</b> <b>Treatment and Therapy</b>
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<b>DHS Code No.</b>	<b>Code Description</b>
41	Treatment or Therapy for Children and Adults

<b>Category D</b> <b>Training</b>
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<b>DHS Code No.</b>	<b>Code Description</b>
51	Child Welfare/Child Protection Training for County Staff
52	Program Service Training for County Staff
53	General Training for County Staff
54	Training for Foster and Adoptive Parents or Foster Care Providers

<b>Category E</b> <b>Other</b>
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<b>DHS Code No.</b>	<b>Code Description</b>
61	Other Health and Medical
62	Other Child Welfare/Child Protection
68	Other Social Services and Third Party Billings
69	General Administration

## Attachment B

### **SOCIAL SERVICES TIME STUDY Categories and Code Descriptions**

#### **Category A. Eligibility Activity**

Use the codes in this category when you are performing activities which contribute or support the determination of a client's eligibility for Title IV-E or Medical Assistance funding.

Examples of such activities include collecting and verifying information, completing and processing of forms, querying systems and records, and compiling documentation to determine or maintain eligibility and continuing reimbursement.

Paper work and travel associated with the activities.

##### **Title IV-E Eligibility - Code 11**

Choose this code when performing any activity that contributes or supports the determination or redetermination of whether or not a child under age 18 is eligible for Title IV-E funding.

##### **SSI Eligibility for Children - Code 12**

Select this code when performing activities that contribute or support the determination or redetermination of whether or not a child under age 18 is eligible for SSI.

##### **MA Eligibility – Code 13**

Choose this code when performing activities that contribute or support the determination or redetermination of whether or not a client is eligible for MA.

##### **MA Service Eligibility – Code 14**

Choose this code when engaged in activities that contribute or support the determination of whether a client is eligible for MA services. This includes services such as:

- Initial determination of eligibility for targeted case management (CW-TCM, AMH-TCM, CMH-TCM, VA/DD TCM, Relocation TCM or Home Care TCM)
- Waivered Services (Developmental Disabilities [DD] Waiver, EW, CAC, CADI or TBI)

- Adult rehabilitative mental health services (ARMHS)
- Mental health services other than Rule 79

## **Category B. Assessments, Case Management and Service Coordination**

Use these codes for:

- Assessment activities such as periodic and ongoing assessments, needs identification and screenings for a client to determine the need of, and eligibility for, specific services.
- Developing and monitoring case plans. Evaluating services to assess the need for continued service, to ensure that the client's needs are being met, and to monitor the quality and effectiveness of services identified in the service plan.
- Case management and service coordination activities that coordinate and link social and other services designed to help persons gain access to needed protective services, social, health care, mental health, habilitative, educational, vocational, legal or other related services. Some examples of these types of service activities would include:
  - Activities necessary to maintain contact with client, family, substitute care providers, social service contacts or other relevant persons regarding the status of the client.
  - Arranging access to necessary services and supports identified in the service plan.
  - Participating in referral and coordination activities such as client specific case meetings, administrative reviews, information conferences and other meetings with professionals, family members or relevant others. Coordinating with other entities such as care facilities, institutions, organizations, and agencies to obtain needed services for clients and families as specified in the case plan.
  - Providing food support outreach to assist the families of clients receiving services to become eligible for, and obtain, food supports. This would include providing them with nutrition information, information on the food support program, referral to the food support program, and coordination and follow up activities with county food support staff.
  - Client specific planning, record keeping and documentation which contributes to the above activities and travel associated with the activities.

### **MR/RC Screenings for MA Eligible Clients – Code 21**

Choose this code when involved in Developmental Disabilities screenings for MA eligible clients.

### **Rule 25 Assessment for MA Eligible Clients - Code 22**

Use this code for an MA eligible child or adult when determining the need for chemical abuse/dependency treatment, in accordance with Rule 25 (Minnesota Rules, parts 9530.6600-9530.6655).

### **Health/Medical Services for an MA Eligible Adult – Code 23**

Use this code when engaged in coordination activities in category B for ***MA eligible*** adults 18 and over *who are not eligible or not yet eligible for Mental Health Services (SPMI), DD services, MA Waiver Services, or services for Vulnerable Adults* and when the activities are those designed to help clients attain and maintain a favorable condition of health (mental or physical) by assisting them in identifying and understanding their health needs and securing and monitoring necessary treatment and services, **that are MA reimbursable.**

### **Child Welfare/Child Protection Case Management – Code 31**

Assessment, case management and service coordination activities described in Category B for children under age 21.

Some examples specific to this code are:

- Assisting children in accessing MA reimbursable health and medical services, ***whether or not the child is MA eligible.***
- Prevention, placement or reunification activities.
- Engaging in activity when the child is not in placement but the county agency has determined the child to be at risk of placement and a case plan has been prepared.
- Engaging in child specific adoption activities or activities for children in post-finalized adoption.
- Engaging in activities related to children who are developmentally disabled but are not receiving waived services.

### **Mental Health Case Management for Severe Emotional Disturbance (SED) Children – Code 32**

Use this code when performing assessment, mental health case management or service coordination activities covered under Rule 79 for SED children under age 18.

This code should not be used for mental health case management services rendered to a person residing in an MA funded institution (hospital, ICF/MR, nursing facility) unless you are assisting the person in transition/discharge from the institution to the community.

### **Mental Health Case Management for Serious and Persistent Mental Illness (SPMI) Adults – Code 33**

Select this code when performing assessment, mental health case management or service coordination activities covered under Rule 79 for SPMI adults age 18 and over.

This code should not be used for mental health case management services rendered to a person residing in an MA funded institution (hospital, ICF/MR, nursing facility) unless you are assisting the person in transition/discharge from the institution to the community.

### **Vulnerable Adult Case Management - Non Waiver - Code 34**

Choose this code when engaged in the activities in Category B and the client is a vulnerable adult in need of adult protection, is age 18 or over, is in need of service coordination and is not receiving MA waived services.

This code should not be used for vulnerable adult case management services rendered to persons residing in an MA funded institution (Hospital, ICF/MR, Nursing Facility) unless you are assisting the person in transition/discharge from the institution to the community.

### **DD Adult Case Management – Non Waiver - Code 35**

Use this code when engaged in the case management activities in Category B and the client is an adult with mental retardation or related condition (**21 years of age or older**), is not receiving Home and Community Based waived services, and is in need of service coordination to attain or maintain living in the least restrictive environment.

This code should not be used for case management services rendered to persons residing in an MA funded institution (hospital, ICF/MR, nursing facility) unless you are assisting the person in transition/discharge from the institution to the community.

**Note: if you cannot find your specific activity in any of the codes in Category B, you should select Code 68, Other Social Services and Third Party Billings.**

## **Category C. Treatment or Therapy – Code 41**

Use this code when providing face to face treatment or therapy services to a client, the client's family or to the client's substitute care provider in order to ameliorate or remedy personal problems, behaviors or home conditions specifically identified in the case plan. . Examples would include providing services such as rehabilitative mental health services, chemical dependency out patient services, and in-home therapy.

Include client specific paperwork and travel associated with the above activities.

## **Category D. Training**

### **Child Welfare/Child Protection Training for County Staff - Code 51**

Choose this code when you are being trained on issues that fall within the general definition of child welfare. This would generally include training, that concerns the capacity to provide services, or provide access to services, needed to meet the physical, mental, and education needs of children ***under age 18***. This would include children's mental health but exclude training on child protection investigations.

You should also choose this code if you are engaged in activities to prepare for and provide child welfare training to other volunteers or individuals preparing for employment with the county.

Travel and paperwork associated with the above activities should also be included in this code.

### **Program Service Training for County Staff – Code 52**

Select this code when you are being trained or are preparing for, or providing training on, issues related to the delivery of services to clients outside the general definition of child welfare as defined above in Code 51.

Travel and paperwork associated with the above activities.

### **General Training for County Staff – Code 53**

Choose this code for any other training attended by, or provided by, you. Examples would include computer software training, diversity training or any other non program related training.

Travel and paperwork associated with these activities.

### **Training Foster or Adoptive Parents or Provider Staff – Code 54**

Activities by staff to prepare for and provide training for: current or prospective foster, or adoptive parents (including relatives); staff of residential facilities when that facility is providing care to adoptive children or children in substitute care; and staff of group homes or shelters which are licensed as Title IV-E eligible by the state or approved by a tribal government.

Travel and paperwork associated with these activities.

## Category E. Other

### **Other Health and Medical – Code 61**

Choose this code when engaged in MA outreach activities. Outreach activities are those efforts directed at seeking out persons or groups who may be eligible for MA, encouraging them to apply for MA, providing them the materials or information on how to apply, and informing them of the MA services that may be available to them. It also includes efforts to inform current MA eligible persons of other MA services available to them and to persuade current recipients to access other MA services. This includes individual and group activities as well as the preparation and distribution of brochures or other promotional material.

Also select this code when you are assisting in determining the organizational capacity of an entity to be a certified provider of MA rehabilitative option services.

Travel and paperwork associated with these activities.

### **Child Welfare/Child Protection Administration – Code 62**

Select this code when you are performing activities necessary for recruitment, study and approval of individuals as foster care providers or adoptive parents and licensing of foster care homes and other substitute care facilities. Include activities related to making placement arrangements for *children under age 18* entering substitute care and Title IV-D child support enforcement activities for a child under age 18 in substitute care.

Also select this code when you are involved in preparing for, or participating in any court related activities on behalf of a child under age 18 receiving child welfare services. This would include custody studies, activities necessary to prepare a petition or support a petition to seek custody of a child, seek court approval for voluntary placement, and prepare for or participate in, any judicial determination or reviews.

Travel and paperwork associated with these activities.

### **Other Social Services and Third Party Billings – Code 68**

Choose this code when you are delivering services to clients and your activity does not fit into any other category code. Some examples would be:

- General information and referral
- Intake screening and investigation

- Semi-Independent Living Services (SILS)
- Child Care
- Mental health activities for clients who are not SED, SPMI or MA eligible

This includes assessments, case management and service coordination activities that do not fit into any of the codes listed for Category B. Some examples of these types of activities would be:

- Long Term Care Consultation Assessments (formerly PAS) LTCC
- HCBS Waiver Case Management (Developmental Disabilities, EW, CADI, CAC, TBI)
- Chemical Dependency Case Management
- Relocation Service Coordination
- Home Care Targeted Case Management

Also select this code when you are engaged in activities which will be billed to a third party such as insurance companies, the Medicare Program, programs of another state or county agency, or activity financed by a direct federal grant, such as a research and development grant.

Include travel and paperwork associated with the above activities.

### **General Administration – Code 69**

- Choose this code if you are on break, at lunch, or not at work. This includes vacation, illness, holiday, snow day or any other type of leave.
- Select this code when engaged in service delivery activities unrelated to a specific CASE or CLIENT. Some examples are unit or division program planning and coordination efforts with other county divisions, state offices and agencies.
- Also select this code when performing activities necessary to fulfill job responsibilities outside delivery of services to clients. Some examples would be time reporting, reading e-mail, listening to voice mail messages, organizing your tasks, and attending non client related staff gatherings such as birthday and retirement parties.