

SOCIAL SERVICES TIME STUDY
Categories and Code Descriptions
Effective April 1, 2008

Category A. Determination and Eligibility Activity

Use the codes in this category when you are performing activities that contribute to 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.

Determination of Foster Care Candidacy – Code 10

Choose this code when performing any activity that contributes to or supports the determination or redetermination that a child is a Foster Care Candidate.

Title IV-E Eligibility – Code 11

Choose this code when performing any activity that contributes to or supports the eligibility determination or redetermination of a child under age 18 for Title IV-E funding.

SSI Eligibility for Children – Code 12

Select this code when performing activities that contribute to 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 to 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 to 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
- Waivered services
- 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 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 that contributes to the above activities and travel associated with the activities.

Initial Intake and Investigation of Reports of Abuse and/or Neglect – Code 20

Choose this code when involved in an initial intake and investigation of child maltreatment. The activity begins with a notification of abuse and/or neglect of a child and ends with the decision to either close the investigation, or to open a case to assess the needs of the child.

DD 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 Case Management 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.**

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.

Service Coordination and Court Related Activity - Child is a Foster Care Candidate – Code 37

Select this code when you are working with a child who is not currently in foster care placement but who has been determined to be a candidate for foster care placement.

Choose this code if you are coordinating the services which will help the situation that caused this child to be identified as a foster care candidate (this does not include providing the actual service itself). Some examples include:

- Participating in discussions regarding services available to a child or their family to correct the situation that may result in a foster care placement;
- Coordinating with agencies on services available to help the family to improve the home situation and lessen the possibility that the child would have to be removed from the home;
- Assisting a child's family to obtain needed services to remedy the situation that may result in a foster care placement;
- Participating in a child protection risk assessment;
- Development of a case plan, conducting a case assessment or case review.

Also choose this code when involved in court-related activity not related to placement for a foster care candidate. Some examples include:

- Developing/filing a CHIPS petition requesting services;
- Preparation of reports to the court;
- Participation in court proceedings;
- Testifying in court regarding family and/or services.

Service Coordination or Court Related Activity - Children Entering Foster Care or Currently in Placement – Code 38

Choose this code when the worker is involved in court related activities such as:

- Assisting with any activities to support a petition for the removal of a child from their home;
- Providing information for a CHIPS (Children in need of Protective Services) petition for the removal of a child from their home;
- Seeking court approval for voluntary placement;
- Preparation for or participation in any court related activities on behalf of a child under age 18 receiving child welfare services;
- Custody studies, activities necessary to prepare a petition or support a petition to seek custody of a child;
- Preparation for or participation in any judicial determination or review (acceptable activities are limited to preparation of reports to the court and participation in court proceedings by the Child Welfare Department);
- Providing expert testimony; and,
- Participation in permanency hearings.

Also choose this code if you are coordinating activities and/or services—for a child entering foster care or currently in placement—that will help the situation that caused the child to be placed in foster care. This does not include providing the actual service itself. Some examples include:

- Arranging for the placement of a child;
- Development of a case plan, conducting a case assessment or case review;

- Permanency Planning;
- Case management activities to ensure that a child's service needs are met in the pre-adoptive home;
- Contacting, monitoring or communicating with a child, family members, substitute care providers or other relevant persons regarding the provision of services for the child and assessing and evaluating the effectiveness of services that were put in place to resolve the situation;
- Trial home visits – services and supports provided to children who are on a trial home visit within the first sixty days of placement are considered reasonable efforts to prevent their return to foster care;
- Contacting the appropriate staff if you suspect maltreatment has occurred for a child that is currently in foster care;
- Participating in meetings to assist a child's re-entry back into the community following out-of-home placement;
- Adoption meetings and consultation;
- Preparation of required documents related to an adoption, including adoption assistance applications/agreements.

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 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.

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 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

This code should be used when the worker is engaged in child welfare activity not related to a specific child. Child welfare activities are activities that ensure the safety and well being of a child. Some activities would include:

- Recruitment and retention of individuals as foster care providers or adoptive parents;
- Licensing of foster care homes and other substitute care facilities;
- Background checks of foster care families;
- Participating in discussions or planning meetings that relate to the welfare of children and the factors that put them at risk of being removed from the home.

Travel and paperwork associated with these activities.

Other Social Services and Third Party Billings – Code 68

This code should be used when you are delivering services to clients and your activity does not fit into any other category. Some examples include:

- Assessment, case management or service coordination activities that are not listed in Category B;
- General information and referral;
- Semi-Independent Living Services (SILS);
- Child Care;
- Mental health activities for clients who are not SED, SPMI or MA eligible;

Also choose this code when you are engaged in activities which will be billed to a third party such as insurance companies, the Medicaid Program, programs of another state or county agency or activity financed by a direct federal grant. Some examples include:

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

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 include 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.