

NUMBER

#17-32-11

DATE

March 31, 2017

OF INTEREST TO

County Directors

Directors

Title IV-E Placing Agency
Supervisors, Coordinators and
Staff

ACTION/DUE DATE

Please read information,
comply with procedures and
use as a continuing reference.

EXPIRATION DATE

March 31, 2019

Title IV-E Placing Agencies Time Study (PATS)- Operations & Activity Codes

TOPIC

Placing Agencies Time Study (PATS) operational procedures, training materials for PATS Coordinators and all staff participants. Includes activity codes and definitions for the PATS time study.

PURPOSE

Provides current operating instructions for Placing Agencies of the per diem time study. Provides the current PATS activity codes and definitions.

CONTACT

Bridgit Olson, Federal Time Studies Accountant

DHS Financial Operations Division (651) 431-3800 or
Bridgit.Olson@state.mn.us or fax (651)431-7565.

SIGNED

ALEXANDRA KOTZE
Chief Financial Officer

TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Background

The Adoption Assistance and Child Welfare Act, PL 96-272, created Title IV-E to set standards and allow states to claim federal funds for both adoption assistance and foster care systems. Some of the eligible costs include administrative, maintenance, and training for staff, as well as foster parents and private agency staff.

Within foster care, Rule 4 Placing Agencies recruit, license, supervise, and support Rule 1 Child Foster Care homes. Counties pay the agencies for providing these services for publicly placed and supported children. For purposes of the PATS Project, these county payments are best thought of as having two components:

- The direct maintenance payment for the child foster care home, consisting of the basic maintenance payment, the difficulty of care addition, and the initial clothing allowance.
- The foster home support or administrative fee retained by the Rule 4 Placing Agency itself, to pay for the recruitment, licensing, supervision and support functions of the agency.

As a result, the PATS Project is concerned only with the activity of the Rule 4 Placing Agency covered by this administrative fee, and not with the payments made directly to the child foster care homes for maintenance. The PATS project is Minnesota's federally approved claiming mechanism. The project has two components, the time study and the annual cost report. Bulletin #16-32-09 provides information to county and tribes that is needed to claim Title IV-E federal reimbursement for Rule 4 child placing agencies. In addition to the bulletin, the Fiscal Reporting & Accounting section on the DHS public [CountyLink website](#) provides a list of the names of the IV-E approved facilities and their programs. Find the most recent report listed under "Title IV-E Foster Care Per Diem Rates & Percentages Report."

Agencies that wish to be approved as providers of Title IV-E services enter into contracts with Minnesota counties which establishes the per diem rates. Facilities must participate in the time study and complete the annual cost report in order for them to appear on the Per Diem Bulletin. The benefit of the time study is federal reimbursement to the counties for the allowable portion of Rule 4 Placing Agency administrative expenditures. This federal reimbursement results in lower county costs. Non-compliance with the Placing Agencies project will result in the facility being removed from the bulletin as an approved Title IV-E provider of services.

New facilities and/or programs need to participate in the project as soon as they are eligible for Title IV-E. The new program can be sampled in the time study beginning with the first full quarter of operation.

The Placing Agencies Time Study (PATS) assigns two randomly selected days each quarter to participants to record their daily activities. Each participant is required to match his or her activity, for each assigned day, with the correct PATS activity code definition. This identifies the administrative costs, which are eligible to earn federal administrative dollars for the activities performed by Rule 4 Placing Agency foster care staff. DHS calculates the percentages using both time study results and cost reports from the participating facilities of this project. The percentages represent the portions of the per diem rate which are federally reimbursable under Title IV-E.

The project has permitted DHS to process federal claims in excess of \$4 million annually. Most of this funding would be lost without this project.

II. Changes

New required ADA bulletin format used to meet accessibility standards per [Minnesota Statutes, section 16E.03, subdivision 9.](#)

III. Review and Implement

- Roles in the Administration of the PATS Time Study
- Attachment A: PATS Coordinator Responsibilities
- Attachment B: PATS Participant Instructions
- Attachment C: PATS Categories, Code Descriptions and Definitions
- Attachment D: Participant Change Form
- Attachment E: Coordinators and Fiscal Representative List

IV. Roles of the PATS Time Study

A. Lead or Host County

The lead or host county establishes or amends the contract between the eligible agency and the county. The lead county then properly notifies DHS using the DHS-2825, which then initiates the addition or maintains participation of a placing agency in the time study. See Bulletin 16-32-09, Title IV-E Foster Care Per Diem Rates for Children's Residential Facilities and Child Placing Agencies, for more details.

B. Agency Director

Placing Agency Directors must ensure that a PATS Coordinator has been assigned to oversee the project throughout the organization. Also, the director is usually the Lead or Host County's main contact.

C. Agency Coordinator

Coordinators must read this bulletin and all materials attached. Coordinators serve as the primary PATS administrator and facility liaison for all DHS communication. They are the contact person for all participants when questions arise. Coordinators are responsible for ensuring time study tasks are completed, that all policies and procedures are followed, and that staff complete and submit their day logs in a timely manner.

Attachment A provides instructions and directions for the time study administration and participant training. The coordinator is responsible for reading all attachments, to become familiar with and understand all participating roles in the time study.

Coordinators must then train participants and distribute associated materials.

D. Agency Participants

All PATS participants are assigned two days per quarter to complete a log sheet. It is the responsibility of the participant to complete each day log by selecting the activity which best represents what they are working on at the time of observation.

Each participant should be given Attachment B and Attachment C to review and understand. Attachment B contains a day log example on page B-6 and a practice activity on B-7, both will help participants understand how to complete the day log correctly. The corresponding answer key for the practice activity is on page B-8 and allows participants to check their understanding.

E. Agency Fiscal Representative

Fiscal representatives are responsible for completing the annual cost report and submitting it to DHS in a timely manner. The cost report is a major component of the time study used by DHS to accurately separate allowable and unallowable costs associated with the placing agencies. These eligible operational costs are used in conjunction with time study results to calculate the percentage of the facility's total costs that are eligible for Title IV-E federal reimbursement.

Instructions for completing the cost report are published separately. Please refer to Bulletin #17-32-12, Placing Agencies Time Study Cost Report (DHS-3298) Instructions.

F. Department of Human Services (DHS)

The role of DHS in this time study is to act on behalf of the counties and local agencies, providing customer service and helping to obtain federal revenue. It is also our responsibility to act as the agents of the federal government by ensuring federal regulations are followed.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3725 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

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PATS Coordinator Responsibilities

Summarizes responsibilities of the coordinator and provides direction to administer the PATS time study training to staff

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Your Role as a PATS Time Study Coordinator

Coordinators serve as the primary PATS time study administrator and liaison for all DHS communication. In addition, they are the contact person for all participants when questions arise. Coordinators make the Title IV-E Placing Agencies Time Study Project work not only for the children, but for the providers and taxpayers of Minnesota as well. The Random Day Log Time Study is the heart of the project, and as the Time Study Coordinator or Back-up Coordinator, you are the center of the operations.

Each coordinator is responsible for training all time study participants. Training is mandated for all PATS coordinators and participants. This attachment describes the expectations and provides instructions regarding the materials needed to train all roles in the time study.

Time Study Participation Overview

Participation in the Random Day Log Time Study and completion of the PATS Cost Report are requirements of all Rule 4 placing agencies that serve children who wish to be approved as providers of Title IV-E reimbursable services.

In deciding whether to include someone in the time study, look at their activities, not just their job titles. However, not all staff will be participants in the time study, including the time study coordinator; the person assigned that position should not be a participant. Any staff that are responsible for foster care administration, administrative costs to manage the program, training for staff, foster parents, and private agency staff, as well as adoption assistance, administration and training are always included in the time study regardless of the amount of time devoted to those activities.

Participants should be both full-time staff who:

- Have salaries and other costs included in the Foster Care Per Diem
- Are employed by the agency (not contracted)
- Work in the Foster Care Program
- Staff who perform activities such as:
 - Licensing, intake
 - Service coordination for foster children
 - Training for foster parents
 - Recruiting foster parents

This will normally include the majority of an agency's staff. For time study purposes, full-time staff are defined as staff who work 32 hours or more per week.

If an agency does not have any staff that meet the participant guidelines above they should contact DHS. See Special Requests.

A. Participant Exclusions

Individuals working on-call positions should be excluded from the time study. In addition, workers who are contracted employees should also be excluded from the time study. The purpose of the time study is to determine how much time is spent on multiple activities therefore staff who perform one exclusive activity, such as medical treatment, education or administration are not eligible participants.

B. Special Requests

Other exclusions or additions to PATS staff participants must be approved by DHS. Requests should be addressed to Bridgit Olson of the Financial Operations Division at (651) 431-3800 or Bridgit.Olson@state.mn.us

Random Day Logs

The time study employs a Random Day Log system to record employee time. DHS mails the log sheets to the facilities approximately two weeks prior to the beginning of the sampling period. The sampling period is conducted on a quarterly basis as follows, January 1 – March 31, April 1 – June 30, July 1 – September 30 and October 1 - December 31. Coordinators will distribute these to participants prior to the date of the randomly selected day log.

DHS assigns only two reporting days to each participant per quarter. On the randomly selected day, participating staff are asked to complete a log at 15-minute intervals which characterizes their activity throughout the day. This short survey is to be completed for the time worked within the twenty-four hour time study period. No one needs to log their activities at any other time than those two days.

A seven day time limit exists for completing random moments; after seven calendar days the moment becomes invalid. Non-compliance with this deadline can affect data that comprises the federal claim, and affect payments to counties—as well as the rate setting process. Log sheets will not be accepted seven days into the first month of the next quarter.

Training

Train your facility's staff in advance on time study procedures, and why the time study is important. The accuracy of the time study depends on the thorough training of each staff member and the Coordinator to ensure their understanding of the federal definitions. This accuracy is important to ensure maximum federal reimbursement.

A. Participants

Participants must receive training prior to receiving their first random day log. If a participant previously participated in the PATS time study in another facility, the participant must be retrained and the training date must be verified using the Participant Change Form, see Attachment D.

Two handouts are included to be given to participants; Attachment B, "PATS Participant Instructions" and Attachment C, "PATS Activity Categories, Codes and Definitions." Both handouts contain instructional material regarding PATS categories, code definitions and procedures required for completing day logs. Participant training must include reviewing the PATS categories, code definitions and procedures required for completing random day logs. The Attachment B handout explains the role of the participant and an explanation of the importance of the PATS Time Study. An example of a Random Day Log, as well as a practice activity, is included within the attachment.

If the PATS coordinator chooses, they may train and delegate the participant training responsibilities to other staff. DHS will continue to provide coordinators with additional training as needed.

Both the Administration for Children and Families and the Department of Human Services recommend annual refresher training sessions for all participants. This ongoing training has proven effective in improving both the accuracy of the time study and in maximizing reimbursement.

B. Activity Categories, Codes and Definitions

The PATS random day log is divided into 96 boxes from Midnight to 11:45 for that day, where each square represents a fifteen-minute increment. Activity is characterized according to the attached time study definitions. This approach enables the PATS participant to select the code for the activity definition which most appropriately reflects their activity for that 15-minute period. The staff member will then record the appropriate code using a capital letter on a day log. At the end of the day, the staff member initials the log sheet and forwards it to the facility Time Study Coordinator. The observation is then complete. Attachment C provides a list of the categories and code detail within each category. A copy of Attachment C should be given to all participants.

*****At a minimum, periodic refresher TRAINING SHOULD INCLUDE an overview of Attachment C: PATS Activity Categories, Codes and Definitions*****

C. Absence

If the staff member is not at the facility on the designated log day, e.g., the staff person is out of the office on a home visit or on personal leave, the facility coordinator will leave the time study log form with the time study definitions for the staff member. Upon his or her return, the staff member recalls the activity being performed during the period spent away from their desk, enters the appropriate code on the log sheet, initials the log sheet in the space provided, and returns the log sheet to the time study coordinator.

If the coordinator finds the staff member will not be at work on the observation day due to sickness, personal leave, vacation, etc., the coordinator may check the box on the log sheet marked "NOT ON DUTY" without consulting the worker or seeking the worker's initials. But, the coordinator needs to initial the bottom of the sheet in place of the worker. This should facilitate completion of all log sheets at the facility so they can be submitted in a timely fashion.

D. Training Verification

The coordinator must notify DHS of training dates for all participants using the Participant Change Form or the "Training of PATS Participants" memo prior to participants receiving their first random moment. Training verification is also required for coordinators.

Communication

Since much of the administrative correspondence regarding the time study is done via email, coordinators must notify DHS of changes to their email address as well as to their USPS address when they occur.

Coordinator Changes

If coordinator changes occur, written notification must be provided to DHS by completing the Coordinators and Fiscal Representative List form. Please see the Attachment E.

Adding/Changing/Deleting Participants

In order to update the database it is the responsibility of the coordinator to submit all new time study participants, participant changes and deletions to DHS. Participants must be removed from the database when they no longer meet time study participation requirements or have terminated employment. Please see the Participant Change Form; Attachment D.

A. Instructions

Participant Change Forms should be used for any change in the participant data base.

If new participant information is received by DHS during the quarter and before the quarter end deadline the employee will receive their first day log the following quarter.

If the last day of the participant's employment is prior to the deadline for submitting quarter changes, random day logs will not be generated for that participant for the next quarter. If the participant's last day of employment occurs after the deadline for quarterly changes, day logs may still exist. Any remaining day logs for the quarter after the participant's last day of employment should be returned to DHS with the Participant Change Form attached showing the date of the end of employment indicating deletion of the participant.

B. Placeholders

Coordinators are allowed to create a participant placeholder position. Placeholders are used when a vacant position is anticipated to be filled within the next quarter. The title of the position will be used to distribute the log sheets to the appropriate participant in that position. A participant change form should be used to identify which new participant will replace the placeholder position.

B. Deadlines

Coordinators may return participant changes to DHS throughout the quarter. In order to have the changes reflected in a new quarter's time study however, participant changes must be received by the project manager by the following deadlines:

Effective Date	Deadline for Entry of Participant Changes
Quarter 1, 2017 (January 1, 2017)	December 20, 2016
Quarter 2, 2017 (April 1, 2017)	March 20, 2017
Quarter 3, 2017 (July 1, 2017)	June 20, 2017
Quarter 4, 2017 (October 1, 2017)	September 20, 2017

Additions or changes to participant records after the specified deadline will be retained and applied to the next quarter's participant database.

Notifications

In an effort to assist agencies with managing and maintaining their PATS Time Study, DHS provides notifications to all coordinators regarding deadlines, changes and errors existing in the time study database. These reminders communicate important time study information and ensure delivery of random moments to time study participants.

A. No Training Memo:

Throughout the quarter a mailing will be sent to facilities that have participants with no training date on file with DHS. Every participant must receive training prior to receiving their first random day log. Once the participant has received time study training the form can be completed with the correct training date and then returned to the address listed on the next page.

B. Active Employee List Memo

Throughout the quarter, a memo is sent to each agency showing their active participant list for the time study. This report assists Coordinators to make the necessary changes to the participant list; to add, change or remove the participant from the time study. Coordinators may also request that this report be sent to them at any time during the quarter in order to keep accurate participants active on the time study.

C. Late Logs

Throughout the quarter a mailing will be sent to facilities that have any outstanding Day Logs that have not been received by DHS. This notification will show any day logs older than seven days. The memo will show the employee name, date of the observation, due date, control number that is in the upper right hand corner of the day log and the number of notices that have been sent regarding that particular day log.

Send all completed log sheets to:

**Financial Operations Division
Department of Human Services
PO Box 64940
St Paul, MN 55164-0940
ATTN: Placing Agency Project Manager**

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PATS Participant Instruction

PATS Participant Instructions to
participate in and complete the time
study

Financial Operations

MINNESOTA DEPARTMENT OF HUMAN SERVICES

Placing Agencies Time Study

The Adoption Assistance and Child Welfare Act, PL 96-272, created Title IV-E to set standards and allow states to claim federal funds for both adoption assistance and foster care systems. Some of the eligible costs include administrative, maintenance, and training for staff, as well as foster parents and private agency staff.

Within foster care, Rule 4 Placing Agencies recruit, license, supervise, and support Rule 1 Child Foster Care homes. Counties pay the agencies for providing these services for publicly placed and supported children. For purposes of the PATS Project, these county payments are best thought of as having two components:

- The direct maintenance payment for the child foster care home, consisting of the basic maintenance payment, the difficulty of care addition, and the initial clothing allowance.
- The foster home support or administrative fee retained by the Rule 4 Placing Agency itself, to pay for the recruitment, licensing, supervision and support functions of the agency.

As a result, the PATS Project is concerned only with the activity of the Rule 4 Placing Agency covered by this administrative fee, and not with the payments made directly to the child foster care homes for maintenance. The PATS project is Minnesota's federally approved claiming mechanism. The project has two components; the time study and the annual cost report. Bulletin #16-32-09 provides information to county and tribes that is needed to claim Title IV-E federal reimbursement for Rule 4 child placing agencies. In addition to the bulletin, the Fiscal Reporting & Accounting section on the DHS public [CountyLink website](#) provides a list of the names of the IV-E approved facilities and their programs. Find the most recent report listed under "Title IV-E Foster Care Per Diem Rates & Percentages Report."

Agencies that wish to be approved as providers of Title IV-E services enter into contracts with Minnesota counties which establishes the per diem rates. Facilities must participate in the time study and complete the annual cost report in order for them to appear on the Per Diem Bulletin. The benefit of the time study is federal reimbursement to the counties for the allowable portion of Rule 4 Placing Agency administrative expenditures. This federal reimbursement results in lower county costs. Non-compliance with the Placing Agencies project will result in the facility being removed from the bulletin as an approved Title IV-E provider of services.

The project has permitted DHS to process federal claims in excess of \$4 million annually. Most of this funding would be lost without this project.

Your Role as a PATS Participant

The Placing Agency Time Study is one of the two components which make up the Rule 4 Placing Agency Project. The purpose of the over-all project is to determine which costs at a particular facility or location meet federal Title IV-E criteria for reimbursement. The function of

the time study component is to break down staff time into recognized activities. This is not always an easy task. The peculiarities of the definitions that describe which activities the federal government will fund do not always correspond well with the terms and concepts through which these programs are described. Consequently, it is important that staff have a clear understanding of the concepts and definitions used in the time study. The results are later used to break down staff costs in proportion to the time spent.

DHS conducts the Placing Agency Time Study every quarter. DHS assigns two reporting days to each participant each quarter. The two days are selected at random and log sheets are mailed to the Time Study Coordinator. No one needs to log their activities outside of the two reporting days. The State of Minnesota keeps these completed log sheets confidential. We are interested in only the over-all statewide statistics. The results of this time study are not used for any other purpose except for this project.

The Placing Agency Project is only successful because of the cooperation of placing agencies and their staff. We have designed this project to fulfill all federal mandates, while placing the least amount of burden on facilities and their staff. We very much appreciate your continued cooperation, patience and support. Thank you.

Random Day Logs

All PATS participants are assigned two reporting days each quarter to complete a log sheet. It is the responsibility of the participant to complete each day log by selecting the activity which best represents what they are working on at the time of observation.

Participants must complete the logs themselves unless they are not on duty during the twenty-four hour observation period. In this case, the coordinator may check the "Not on Duty" box and initial the bottom of the form. This includes vacation days, sick days, and the days the participant is not on duty to work in that particular program. A seven day time limit exists for completing the day logs; completed log sheets should be mailed and are due to DHS no more than seven calendar days after the date of the observation.

Training

Activity code training is mandated for all participants. Both the Administration for Children and Families and the Department of Human Services recommend annual refresher training sessions for all participants. This ongoing availability of training will ensure that all staff is well acquainted with the activity categories, codes, definitions and procedures.

A. PATS Categories, Codes and Definitions

Activity is characterized according to the attached time study definitions. Please refer to Attachment C to familiarize yourself with and understand all the options. A key concern is that federal definitions of the activities differ from those generally used by workers.


The federal Title IV-E categories are sets of activities. When completing the day log, participants must focus on what activity they are engaged in, not what their job title is. For example, someone with the title of “Social Worker” may spend most of the day doing what is federally defined as “Foster Care Administrative” rather than “Service Coordination for Foster Children.” The important thing is to read and understand the federal definition, not simply use one’s job title and make assumptions from that.

B. Random Day Log Example

Please refer to the example on page B-6 of this handout to familiarize yourself with the full layout of the Placing Agencies day log. The example contains annotations to help understand the expectations when completing the day log. This may also be used to complete the practice activity on page B-7 to gain experience choosing the correct activity codes.

The practice activity on page B-7, titled “Do you know the PATS Activity Code,” lists probable scenarios of daily activities that a participant could be engaging in. To complete the activity read and follow the instructions. See your Coordinator to correct the practice activity.

PATS Random Day Log Time Study		
Name of Agency	XYZ Foster Agency	Day Log Number 04 014A 537
Name of Time Study Coordinator	Cora Coordinator	
Telephone Number of Coordinator	(651) 431-3800	Page Number: 1

Name of Person Completing Log	Paula Participant	
Title of Staff Person	Licenser	
Log Day and Date	Thursday 10 March 2016	

The day log sheets will be distributed by the time study coordinator for your agency, prior to the log day and date, to the listed staff member. The top of the form is pre-printed with the computer-generated data that identifies the agency, the participant and the day and date to be sampled. DO NOT change any of this information on the log sheet. A participant change form should be used to make necessary changes.

Participants are to complete the day log for all hours worked on the date of the log. Do NOT include time from other days on this log. Fill in the boxes for the hours that you are being paid. Leave the rest of the boxes blank. The assigned log days start and end at midnight. The observation time is split up into 15 minute increments. Participants are to choose the corresponding activity code that best represents the activity that are engaged in at that specific time. Only record one code per 15-minute period. If two or more activities were performed in the 15-minute period, select the code for the single activity that took the most time. Choose ONLY 1 code for each fifteen minute box and use a CAPITAL letter to indicate each code chosen.

Questions

If a participant has questions or concerns regarding completion of a log sheet the PATS Coordinator for your agency should be contacted as soon as possible.

Placing Agencies Random Day Log Time Study

Name of Agency XYZ Foster Agency
 Name of Time Study Coordinator Cora Coordinator
 Telephone Number of Coordinator (651) 431-3800

Day Log Number

04 014A 537

Page Number: 1

Name of Person Completing Log Paula Participant

Title of Staff Person

Licensor **DO NOT CHANGE**

Log Day and Date

Thursday 10 March 2015 **DO NOT CHANGE**

Check this box if staff person is not on duty during log day

☐

- A Foster Care Administrative - Not Child Specific**
- B Service Coordination for Foster Children - Child Specific**
- C Training For Foster Parents**
- D Therapy and Consulting**
- E Education and Fundraising (and Other Foster Care Related)**
- F General Administrative**
- G Other (not foster care related)**

(See the Time Study instruction sheet for the definition of these categories.)

**USE ONLY 1 CAPITAL LETTER FOR EACH SQUARE
 REPRESENTING A 15 MINUTE TIME FRAME**

Midnight	12:15	12:30	12:45	1 am	1:15	1:30	1:45	2 am	2:15	2:30	2:45	3 am	3:15	3:30	3:45	4 am	4:15	4:30	4:45	5 am	5:15	5:30	5:45
6 am	6:15	6:30	6:45	7 am	7:15	7:30	7:45	8 am	8:15	8:30	8:45	9 am	9:15	9:30	9:45	10 am	10:15	10:30	10:45	11 am	11:15	11:30	11:45
Noon	12:15	12:30	12:45	1 pm	1:15	1:30	1:45	2 pm	2:15	2:30	2:45	3 pm	3:15	3:30	3:45	4 pm	4:15	4:30	4:45	5 pm	5:15	5:30	5:45
6 pm	6:15	6:30	6:45	7 pm	7:15	7:30	7:45	8 pm	8:15	8:30	8:45	9 pm	9:15	9:30	9:45	10 pm	10:15	10:30	10:45	11 pm	11:15	11:30	11:45

Initials _____ When completed give this log sheet to your Time Study Coordinator

MUST INITIAL BEFORE RETURNING TO DHS

Do you know the PATS Activity Code?

Name _____

Date _____

This practice activity prepares participants for the time study. Read each scenario carefully, and then write the corresponding PATS activity code on the line next to the question that best fits the description.

1. ____ You are driving a child to a court hearing
 2. ____ You are driving a child to an appointment with his/her therapist
 3. ____ You are having lunch with a parent. You are talking with him about the annual parent conference next month at which he will be presenting a workshop
 4. ____ You are at home, on call and watching TV
 5. ____ You are at home, on-call and watching TV. You then receive an intake call- someone needs your assistance immediately
 6. ____ You are interviewing a family, with the county worker, regarding alleged physical abuse of the child by the parents
 7. ____ You are conducting an investigation of a reported licensing violation
 8. ____ You are at a meeting at DHS discussing how to redesign the State's residential care programs
 9. ____ You are discussing with your co-workers which program would best suit a child referred to your agency
 10. ____ You are arranging training on adolescent behavior- normal and abnormal
 11. ____ You are meeting with parents on how to arrange for respite care
- You are in a staff meeting talking about:
12. ____ the children in your agency's programs- how they are doing
 13. ____ this week's activity night for the children- going to a baseball game
 14. ____ the time management training next week for staff
 15. ____ planning the agency holiday party

Do you know the PATS Activity Code?

Name _____

Date _____

This practice activity prepares participants for the time study. Read each scenario carefully, and then write the corresponding PATS activity code on the line next to the question that best fits the description.

1. B You are driving a child to a court hearing.
2. B You are driving a child to an appointment with his/her therapist.
3. A You are having lunch with a parent. You are talking with him about the annual parent conference next month at which he will be presenting a workshop.
4. You are at home, on-call and watching TV. **Leave Blank-OR- Not on Duty**
5. B You are at home, on call and watching TV. You then receive an intake call- someone needs your assistance immediately.
6. B You are interviewing a family, with the county worker, regarding alleged physical abuse of the child by the parents.
7. A You are conducting an investigation of a reported licensing violation.
8. F You are at a meeting at DHS discussing how to redesign the State's residential care programs.
9. B You are discussing with your co-workers which program would best suit a child referred to your agency.
10. C You are arranging training on adolescent behavior- normal and abnormal.
11. B You are meeting with parents on how to arrange for respite care.

You are in a staff meeting talking about:

12. B the children in your agency's programs- how they are doing
13. A this week's activity night for the children- going to a baseball game
14. F the time management training next week for staff
15. G planning the agency holiday party

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PATS Activity Categories, Codes and Definitions

Handout includes Placing Agencies
Time Study (PATs) Activity
Categories, Codes and Definitions

Financial Operations

MINNESOTA DEPARTMENT OF HUMAN SERVICES

<p>Placing Agencies Time Study Categories and Codes 2017</p>

**Day Log
Code**

Code Description

- | | |
|---|--|
| A | Foster Care Administrative- <i>Not child Specific</i> |
| B | Service Coordination for Foster Children- <i>Child Specific</i> |
| C | Training for Foster Parents |
| D | Therapy and Consulting |
| E | Education and Fundraising (<i>and other foster care related</i>) |
| F | General Administrative |
| G | Other (<i>not foster care related</i>) |

Placing Agencies Time Study (PATs)

Categories and Code Descriptions

Code A – Foster Care Administrative- *Not child specific*

Use these codes when the activity is related to children entering or in foster care and the activity is included in the per diem rate charged to the county.

Examples:

- Foster parent licensing process (intake, approval, review and re-licensing)
- Foster parent grievance procedures
- Foster parent recruitment and supervision
- General contracting with foster parents
- Fiscal activities relating to foster parents – billing, reimbursements, etc.
- Public speaking related to foster care, volunteer recruitment
- Foster care or child welfare related councils, teams, committees, task forces
- Foster care program evaluation
- Licensing investigations
- Training of agency staff
 - Examples of staff training are:
 - Developing case plans, risk assessment, assessing foster parent capabilities, licensing, how to do genograms and life story books, etc. This includes all activities which are involved in planning, implementing, and evaluating training
- Travel and paperwork related to above

Code B – Service Coordination for Foster Children- *Child specific*

Use this code when you are engaged in any activity related to juvenile court, placement, after care, or accessing other services on behalf of a child.

Examples:

- ⌘ Juvenile and delinquency court activities
- ⌘ Case/Placement plan development, review, and monitoring
- ⌘ Initial and ongoing assessments (of any kind)
- ⌘ Advocacy
- ⌘ Child specific foster home recruitment
- ⌘ Pre-acceptance and post-acceptance intake activities
- ⌘ Determining if a foster home is appropriate and available for a specific child
- ⌘ Family and foster family contacts regarding foster child
- ⌘ Parent education/support for parents or foster parents regarding behavior management
- ⌘ Interviews, meetings, staff meetings, consultation with family, child, foster family, or other professions regarding progress toward the plan goals
- ⌘ Crisis management
- ⌘ School meetings related to issues in the placement plan
- ⌘ Scheduling appointments or referring for services related to the child's care
- ⌘ Social worker progress reports
- ⌘ Discharge planning; aftercare included in the per diem
- ⌘ Child abuse and neglect investigations/assessments
- ⌘ Evaluation and monitoring child specific outcomes
- ⌘ Evaluation and assessment of the child and family's condition for purposes of case planning
- ⌘ Child specific recording
- ⌘ Travel, phone calls, and paperwork related to the above

Code C – Training For Foster Parents

This code is used when the activity is related to training foster parents, prospective foster parents, other licensed providers, or those approved by a tribe; and the training enhances the provider's ability to care for foster children. This training must be formal and planned.

Examples:

- ⌘ Child safety including first aid
- ⌘ Behavior modification
- ⌘ The identification of and strategies used to support treatment for chemical use and dependency, mental health, abnormal behavior
- ⌘ Child development
- ⌘ Parenting
- ⌘ All travel, class time, and preparation time related to the above

Code D – Therapy and Counseling

Use this code when providing therapy and counseling services to ameliorate or remedy personal problems, behaviors, or home conditions specifically in the case plan.

Examples:

- ⌘ Face-to-face therapy and counseling to a child
- ⌘ Face-to-face therapy and counseling to a child's family or the child's substitute care provider
- ⌘ Providing Independent Living Skills counseling
- ⌘ All travel, phone calls, and paperwork related to the above

Code E – Education and Fundraising *(and other foster care related)*

Use this code when engaged in activities that are educational or recreational in nature. Also use this code for activities which are related to the foster care program and are not coded above and are not administrative.

Examples:

- ⌘ Formal classroom instruction for school
- ⌘ Fundraising

- ⌘ Recreation
- ⌘ Religion
- ⌘ Academic school progress reports
- ⌘ Supervising homework

Code F- General Administrative

Use this code when the activity is necessary for maintaining the foster care program and is administrative in nature.

Examples:

- ⌘ Training that is not program specific, e.g. time management, computer
- ⌘ Staff meetings, office procedures
- ⌘ Performance reviews
- ⌘ Breaks, lunch, snow days, vacation, holidays

Code G- Other

Use this code when you are engaged in non-foster care activities; those activities which are outside the Rule 4 foster care program or are not included in the foster care program per diem rate; activities directed at children who are not in out-of-home placement.

Examples:

- ⌘ All other activity not included in codes A-F
- ⌘ Before and after care services not included in the foster care program per diem, e.g. placement prevention services, respite care
- ⌘ Services to children not in foster care
- ⌘ Adoption related activities

PARTICIPANT CHANGE FORM

Please use this form to add additional or submit changes to your existing participants.
If more space is needed, please complete additional forms as needed.

Time Study (Please Select): **GRF** **MHC** **PATS**

Name of Facility or Agency: _____

Participants being deleted from this program (Please Print or Type)

<u>Participant Name</u>	<u>Last Day</u>	<u>Participant Name</u>	<u>Last Day</u>
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

Existing participants changes (ie. name, training date or position)

<u>Participant's Name</u> (Please Print or Type)	<u>Change</u>	<u>Effective Date</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

New participants (Please Print or Type)

<u>Participant's Name</u>	<u>Start Date</u>	<u>Participant's Position Title</u>	<u>Training Date</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Submitted By: _____ Phone (____) _____ Date: __/__/__

Email Address: _____

Fax or mail completed forms to:

DHS Financial Operations Division

Time Studies and Rates

P.O. Box 64940

St. Paul, MN 55164-0940

Fax: (651) 431-7565

Coordinators and Fiscal Representative ListMust **not** be participants in the time study

Please use this form to submit changes to Time Study Coordinators and Fiscal Representatives

Time Study (Please Select): **GRF** **MHC** **PATS****Name of Facility or Agency:** _____

Street Address: _____

City, State, Zip: _____

DIRECTOR'S NAME _____

Email Address: _____ Telephone: _____

TIME STUDY COORDINATOR: Name: _____

Training Date

____/____/____

Title: _____

Telephone: (____) _____

Email: _____

Address: _____

City, State, Zip: _____

BACK-UP COORDINATOR: Name: _____

Training Date

____/____/____

Title _____

Telephone (____) _____

Email _____

FISCAL CONTACT:

Name: _____

Title: _____

Telephone: (____) _____

Email: _____

Submitted By: _____ Phone (____) _____ Date: ____/____/____

Email Address: _____

Please complete and
mail or fax to:DHS Financial Operations Division
Time Studies and Rates
P.O. Box 64940
St. Paul, MN 55164-0940
Phone: (651) 431-3800
FAX: (651) 431-7565