

Worker Instructions for Completing the Time Study Activity Reports Voluntary Agency Operated Programs

I. Background and Purpose

Throughout the day, you are engaged in various work-related activities that may be federally reimbursable. In accordance with federal guidelines, the Office of Children and Family Services (OCFS) is required to conduct an annual time study which will help us determine what portion of your daily activities can continue to be reimbursed by the federal government. The time study will require you to record your activities over a sequential three-day period, as scheduled by the OCFS Rate Setting Unit.

Please be assured of the following:

- **The outcome of these time studies does not affect the rates that are established by OCFS for the foster care programs operated by voluntary agencies.**
- **The time study is not a review of worker or program performance. The results will only be used by OCFS to allocate determine federal reimbursement.**

Please review this material, as well as the document titled **Example for Workers Completing the Time Study Activity Report**, to become familiar with the time study. The guidelines and the example are designed to direct you in the accurate completion of the time study.

At the close of business on the last day of the time study, please make a copy of your completed Time Study Activity Report to keep on file. Then submit the original form to your supervisor. He/She will submit your form to the Finance Office, which will in turn forward the forms to OCFS.

II. Completing the Time Study Activity Report

1. Fill in the information requested on the top of page 1 and 2 of the Time Study Activity Report.
2. Complete the appropriate activity record for the hours you are on duty during each of the three days.
 - (a) **Fill in the activity boxes for the exact hours you worked during the day (even if they differ from your regular work hours). You need to code four blocks for each hour you work. For example, if you work an 8-hour day, you would code all four of the 15-minute increment boxes in 8 hourly blocks for that day for a total of 32 boxes. If you work 9 hours, you would code 9 hourly blocks for a total of 36 boxes, and so on. The activity boxes completed must match the information in the 'Starting Time' and 'Ending Time' boxes.**

Worker Instructions for Completing the Time Study Activity Reports Voluntary Agency Operated Programs

- (b) For each 15-minute period during the time study day, choose the Activity Code which best describes the activity performed during that period and write the code in the appropriate activity code box.
- (c) If two or more activities were performed in the same 15-minute period, use the activity code for the single activity that took the most time.
- (d) Please attempt to record an entry every 15 minutes. This may not always be possible, but try not to allow more than two hours to pass without completing an entry.
- (e) **If one or more of the days of the time study is not one of your regularly scheduled workdays, check the box titled 'Not a Work Day', and do not complete any activity boxes for that day.**
- (f) If you are normally scheduled to work on a day of the time study, but took the day off using authorized leave, use activity code 62 for your normal work hours in the activity boxes.
- (g) If you attend a full day training seminar on a day of the time study, use activity code 60 for your normal work hours in the activity boxes.

III. Time Study Activity Report Definitions

- **Time in travel to or from a case/client home or other location, or transportation of a client, must be recorded under the activity with which the transportation is associated (walking time included).**
- **Similarly, time in preparing notes for or documenting the results of a particular activity must be recorded under the activity with which the notes are associated.**

IV. Completing the Time Study Activity Summary

- On page 2 of the Time Study Activity Report record the total number of activity codes reported on page one of the report for each day
- Total the number of activity codes both across and down

V. Checking the Time Study Activity Report

- Check that the 'Starting Time' and 'Ending Time' boxes have been completed for each day and that the activity codes completed match the times given.

Worker Instructions for Completing the Time Study Activity Reports Voluntary Agency Operated Programs

- Check that the 'Total Boxes Completed' information has been completed for each day and that the numbers match the number of activity code boxes completed.
- Check that the 'Total Boxes Completed' information on page one of the Time Study Activity Report matches the information reported in the Time Study Activity Summary on page 2 of the activity report.
- Check that the figures reported in the Time Study Activity Summary on page 2 of the activity report total both across and down.

IV. Specific Activities Defined

37 Case Planning

- Once the child or youth is placed, initial and ongoing assessment work to develop or redevelop the case plan for the child or youth
 - Home visit for case assessment/case planning purposes
 - Assessing the nature and extent of presenting problems in the case
 - Visits with child, youth or family to develop or reevaluate case plan
 - Reviewing the history of abuse, neglect or juvenile delinquency to assess case plan
 - Identifying the safety and well-being needs of the youth and his/her family for case planning purposes
 - Assessing appropriateness of placement and child's or youth's progress with respect to the case plan
 - Developing special programs, such as behavioral improvement plans, for case planning purposes
 - Reviewing reports from doctor/therapist for case planning purposes
 - Working on Interstate Compact activities related to case plan
 - Reviewing the case record and developing recommendations concerning readiness of the child or youth to return to community life or to transfer to another program
- Case recording activities, using paper or electronic systems
 - Preparing and maintaining case record documents
 - Prepare paperwork for discharge or for youth's release from care
 - Connections work related to case planning and case recording
 - Other systems for case recording or tracking
- Meetings to discuss the case plan, in terms of progress or challenges
 - Meetings to discuss the case plan

Worker Instructions for Completing the Time Study Activity Reports Voluntary Agency Operated Programs

- Service or treatment plan reviews to assess the case
- Conference with supervisor or other professionals about the case plan

38 Participation in Judicial Proceedings Related to Case Plan for Child or Youth

- Court-related activities related to a emergency removal, placement and service or treatment planning for a child or youth
 - Extensions of placement
 - Permanency planning hearings
 - Guardianship hearings
 - Termination of parental rights hearings
- Preparation of petitions/reports and testimony for judicial proceedings, and the participation in such proceedings
- DOES NOT INCLUDE activities engaged in as defined in Code 40 to aid Investigative Agencies in their criminal investigations

39 Placement of Child or Youth

- Activities to support the initial placement or re-placement (or transfer) of a child or youth from one program to another
 - Discussions with parents, relatives, foster parents, or others regarding the child or youth's environment and the need for placement or re-placement (or program transfer)
 - Activities associated with placement, re-placement or program transfer
 - Removal of child or youth from home where living prior to placement
 - Placement of a child on an emergency or non-emergency basis
 - Home study or home finding for a specific child or youth
 - Placement of a child or youth in an adoptive home

40 Work with Investigative Agencies Not Related to Case Plan

- Contacts initiated by investigative agencies to gather information for criminal court actions (investigative agencies include state and local police, district attorneys and medical examiners) regarding issues that are unrelated to case planning, appropriateness of placement or service needs of the child or youth
 - Internal or OCFS investigations
 - DOES NOT INCLUDE activities engaged in as defined in Code 38, which relate to judicial determinations regarding the case (e.g., emergency removals, placement decisions, and service provision)

Worker Instructions for Completing the Time Study Activity Reports Voluntary Agency Operated Programs

41 Case Supervision / Monitoring

- Once the child or youth is placed, ongoing activities to supervise the placement and to monitor the implementation of the case plan
 - Establishing visitation plans for child and family
 - Interviewing the child or youth as part of case supervision/monitoring
 - Supervising ongoing home visits with parents and the child or youth
 - Visits to school to supervise and monitor case
 - Conference with co-worker regarding supervision of case
 - Phone conferences regarding supervision of case
 - Negotiating and reviewing the initial subsidy payment in an adoption agreement for an adoption subsidy case
 - Post-placement management of ongoing adoption subsidy payments if requested by adoptive parents and any home/family monitoring that is required

42C Provision of Services to Individuals (Clinical)

- Providing treatment services or therapeutic counseling to the child or youth, or other case-related individuals to remedy personal problems, behavior problems or home conditions, including the following types of services:
 - Therapy to child or youth
 - Mental health assessments
 - Mental health counseling to help the child or youth cope with personal or family challenges
 - Activity therapies
 - Rehabilitation and treatment services
 - Medical/mental health crisis services
 - Time spent in preparing for and documenting the results of the delivery of services provided

42N Provision of Services to Individuals (Non-Clinical)

- Providing non-clinical social services to the child or youth, or other case related individuals, to remedy problems or to address the need for services that will strengthen the youth or the youth's family, including:
 - Counseling a child or youth
 - Parenting skills
 - Homemaking/housekeeping
 - Housing
 - Financial management
 - Family preservation home visits
 - Time spent in preparing for and documenting the results of service delivery

Worker Instructions for Completing the Time Study Activity Reports Voluntary Agency Operated Programs

44C Referral for Services (Clinical)

- Activities engaged in to refer the child or youth for clinically oriented treatment/therapeutic services as defined by Code 42C including:
 - Physical exams or other medical or dental treatment
 - Medical screenings
 - Family Planning
 - Therapy
 - Drug evaluations or treatment
 - Sex offender counseling
 - Psychotropic medication
 - Psychological testing
- Providing information to facilitate a referral for services
- Making a referral to the appropriate resource, as well as following-up with such resources
- DOES NOT INCLUDE the activities engaged in as defined in code 42C (Please note: Transporting a client to receive the services included in code 42C would be coded as 42C, as would follow-up work or other efforts to arrange or assure participation in such services)

44N Referral for Services (Non-Clinical)

- Activities engaged in to refer the child or youth for non-clinically oriented services, as defined by code 42N
- Providing information to facilitate a referral for services
- Making a referral to the appropriate resource, as well as following-up with such resources
- DOES NOT INCLUDE the activities engaged in as defined in code 42N (Please note: Transporting a client to receive the services included in code 42N would be coded as 42N, as would follow-up work or other efforts to arrange or assure participation in such services)

48C Provision of Group Services (Clinical)

- Providing treatment services or therapeutic counseling (as defined by code 42C) to children, youth and families in group settings
- Time spent in preparing for and documenting the results of the delivery of services provided

48N Provision of Group Services (Non-Clinical)

- Providing non-clinical social services (as defined by code 42N) to children, youth and families in group settings

Worker Instructions for Completing the Time Study Activity Reports Voluntary Agency Operated Programs

- Time spent in preparing for and documenting the results of the delivery of services provided

49 Fair Hearings and Appeals

- Activities engaged in to prepare for and participate in Fair Hearings and Appeals associated with the case
- Hearings regarding Adoption Assistance Subsidies.

51 Activities **Not** Funded as Foster Care

- Any and all **pre- and/or post- discharge activities that are funded through a special initiative or other program, rather than as regular foster care (through the MSAR)**. This could include such activities paid for as preventive, aftercare, post-adoption, independent living, or medical services, which have reimbursement mechanisms that are separate and distinct from foster care.
- If you are uncertain as to whether you are engaged in activities that are not funded as foster care, you should consult your supervisor or your agency's Finance Officer.
- **All other pre-discharge activities funded as regular foster care** (i.e., paid for with the Maximum State Aid Rate), should be coded the same as all other administrative activities of social workers. For example, "37" or "41" would be used for case planning or case supervision related to pre-discharge, and the codes for "42" or "48" would be used when pre-discharge services are being provided, and so on.
- **All foster care activities occurring during a trial-discharge period of less than six months (or longer if approved in a court order)**, for a child who is maintained in the care and custody of a public official during that period, should also be coded the same as all other administrative activities of social workers (based on the nature of the activity). **Any post-discharge (final) activities must be coded as provision of services to individuals "42N"**.

53 Recruitment / Licensing Foster Homes

- Activities related to securing adequate numbers of foster homes for children and youth
- Individual/group sessions to cover licensing requirements, the certification process and other preliminary steps prior to the filing of application forms
- Activities related to licensing individual homes both initially and on an on-going basis
- Assessment of the family and on-site visits to determine the character, physical/emotional health or financial status of the foster family or operator
- Establishing the number of children or youth a home can accept and providing training for the family or operator

Worker Instructions for Completing the Time Study Activity Reports Voluntary Agency Operated Programs

54 Home-finding for Adoption

- Generalized recruitment activities related to securing adequate numbers of adoptive homes for children and youth
- Individual/group sessions related to requirements for prospective adoptive homes
- Assessment sessions with the family or on-site visits to determine the character, physical/mental health of the family, as well as training for prospective adoptive homes

INDIRECT ACTIVITY/ADMINISTRATION

60 Training

- Time staff is engaged in or preparing for training, either as a trainer of other service staff, or as a trainee regarding program policy, or procedural matters or of casework practices
- DOES NOT include the training activities engaged in as defined in code 53 or 54 that are provided to foster/adoptive homes/families

61 Meetings

- Agency meetings that are not related to a specific case, or to training

62 Authorized Leave

- Time on authorized leave, including sick, vacation, personal leave, etc.

63 Lunch/Dinner Break

- Time on authorized lunch/dinner

64 Other (if the “other” activity is not on the following list, please specify the activity on the back of time study report)

- Coffee breaks
- Office social functions
- Can't recall
- Holiday leave
- Office closings (for weather related or other emergencies)

65 Non-Case-Specific Facility or Program-Related Activities

- Review facility logs, discuss operational issues with staff, supervise program activities
- Complete travel vouchers, timecards, time study reports, and filing
- Review e-mail and other mail