

# REVENUE ENHANCEMENT

## Random Moment in Time Study

16-7-2

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**Policy** The Revenue Enhancement Office (REO) shall be responsible for coordinating the Random Moment in Time Study (RMTS) for the Department of Children and Families.

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**Background** The RMTS is a tool that allows DCF to account for the use of staff resources when it claims funds from the federal government to support its programs. The RMTS allows DCF to characterize activities carried out by staff without keeping minute-by-minute records of activities during the day.

The time study is automated through LINK and it randomly polls case-carrying social work staff to obtain a valid sample.

The definitions, which describe what activities the federal government will fund, do not always correspond with the terms and concepts by which DCF describes its programs. Staff shall have a clear understanding of the definitions used in the RMTS.

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**Responsibilities of Selected Staff Members** When a staff member is selected by the Random Moment System, the staff member shall indicate the code that most clearly describes the activities that the staff member is engaged in at the time of the request. If the staff member chooses code H or G-1 indicating that the activity involves an in-home case, the staff member shall also identify the LINK case number.

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**Code A - Health Related Services** This code shall be entered whenever the staff member is engaged in activities to help clients gain access to covered medical services. "Health Related Services" describes activities designed to help clients attain or maintain a favorable physical or mental health condition by assisting them in identifying and understanding their health needs, and securing and utilizing necessary treatment and maintenance services.

The following activities shall be included in this code:

- liaising with medical providers;
  - assisting the client in applying for and utilizing Medicaid;
  - arranging for psychiatric evaluations;
  - developing of health plans;
  - arranging for admission to medical facilities; and
  - travelling in association with the above activities.
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**Code B -  
Case  
Management/  
Foster Care**

This code shall be entered whenever the staff member is engaged in the management or administration of DCF's foster care program, including emergency shelters, relative placements, group homes or any other type of out-of-home care. If the activity is not related to a specific child, but is primarily supportive of DCF's program of out-of-home care, this code shall also be used.

Examples of "case management and administration of foster care" are:

- developing the case plan;
- participating in case and administrative reviews;
- making referrals to child welfare services;
- managing or supervising the case;
- developing and providing public information related to foster care programs;
- recruiting, training, studying, licensing and approving foster and adoptive homes;
- working with parents to develop a voluntary placement agreement;
- participating in permanency planning meetings;
- conducting Interstate Compact activity;
- developing goals, service plans and written service agreements;
- making routine supervisory contacts;
- working with parents or foster parents on the status of the case, the goals and the administrative procedures of DCF;
- making routine contacts, and providing other monitoring or communication with parents, children or child care providers on the status of a child or the case plan and goals for the child;
- participating in case conferences;
- training foster parents;
- planning assessments;
- processing paperwork (in LINK and elsewhere) related to the above activities; and
- travelling in association with the above activities.

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**Code C -  
Case  
Management  
and  
Administration  
of Adoption**

This code shall be entered whenever the staff member is engaged in the management or administration of DCF's adoption subsidy program. The activities described in Code B shall be applicable here except that the child is a recipient of adoption assistance rather than a foster child.

Other examples of case management and administration of adoption are:

- preparing life books;
  - conducting and writing home studies; and
  - licensing adoptive homes.
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#### **Code G Court- Related Activity - Placed Child**

This code shall be entered whenever the staff member is engaged in any activity regarding the preparation of a report or participation in a judicial proceeding for any child who is already placed with DCF.

Examples include:

- preparing for or participating in a court review or dispositional hearing;
- documenting for the court that DCF has made reasonable efforts to finalize a permanency plan;
- working with legal counsel to prepare a case for court;
- appearing at court for any hearing or meeting at which the custody status of a child is reviewed; and
- travelling in association with the above activities.

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#### **Code D - Therapeutic Counseling and Treatment**

This code shall be entered whenever the staff member is providing treatment and counseling services to a child, the child's family or to the child's foster care provider to ameliorate or remedy personal problems, behaviors or home conditions.

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#### **Code E - Sex Trafficking Identification and Case Management**

This code is used when the staff member is engaged in an activity associated with the identification or case management of any child in care (including children on runaway status), or who has not been removed from his or her home but is known to DCF, and who is at risk of becoming a sex trafficking victim or who is determined to be a sex trafficking victim.

Examples of these activities include:

- conducting sex trafficking screenings on children known to the DCF (including, for example, the Emergency Department, Medical, Behavioral Health and Dental Assessment Protocols);
- documenting victims of sex trafficking in DCF records;
- determining appropriate services for individuals identified as victims, including referrals to services; and
- completing reports required for use by law enforcement, DCF and the Administration of Children and Families (ACF) of children who DCF identifies as being a sex trafficking victim.

**NOTE:** For those sex trafficking evaluations conducted on a child previously unknown to DCF, or from a closed case, the proper code to select is Code K – Investigations.

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#### **Code F - Training**

This code shall be entered whenever the staff member is engaged in or preparing for training, either as a trainer of other agency staff or as a trainee, provided the subject of the training is related to the development of skills utilized in DCF's programs for children and families. This code also includes university training and conferences.

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### **Code I - Other Service Activity**

This code shall be entered whenever the staff member is engaged in programmatic activity that does not fit any of the above codes, such as providing post-adoption services.

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### **Code J - Non- Program Related Activity**

This code shall be entered whenever the staff member is at lunch, on a break or on any form of leave.

This code shall also be entered when work is being performed that is unrelated to a specific service program of DCF or if the Social Worker was incorrectly selected by the RMTS system because the Social Worker is not case-carrying social work staff.

Examples of such activities are:

- reviewing DCF office procedures;
- managing the physical plant;
- participating in an employee grievance procedure;
- reviewing payroll sheets; and
- performing vehicle maintenance.

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### **Code K - Intake**

This code shall only be used for cases in Intake that have not had a safety assessment completed.

**Note:** If a safety assessment has been completed, the code entered shall be Code H, "Case Management and Administration of Preventive Services."

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### **Code G-1 Court Related Activity – In-Home Cases**

This code shall be entered whenever the staff member is engaged in any activity regarding the preparation of a report for the court or preparing for or participating in a judicial proceeding for any case that involves a child who is not placed by DCF.

Examples are as follows:

- preparing for or participating in a court review of an in-home case;
  - documenting for the court that DCF has made reasonable efforts to prevent removal;
  - working with legal counsel to prepare a case for court;
  - appearing in court for any hearing or meeting at which DCF is seeking custody of a child;
  - preparing a petition or making the determination to file a petition to seek custody of a child;
  - documenting for the court that continuation in the home is contrary to the welfare of the child and/or reasonable efforts were made to prevent or eliminate removal, and
  - travelling in association with the above activities.
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**Code H -  
Case  
Management  
and  
Administration  
of Preventive  
Services**

This code shall be entered whenever the staff member is engaged in the management or administration of DCF's program of care in a child's home to prevent the placement of the child in foster care, including activities conducted for the protection of the child. A child is considered a preventive services case if a safety assessment has been completed and services are being provided to prevent out-of-home placement.

Examples of activities that fall under this code include:

- development of the case plan;
  - case and administrative reviews;
  - referrals to services;
  - case management and supervision;
  - development of goals, case plans, written service agreements and routine supervisory contacts;
  - arranging the provision of protective or preventive services;
  - working with a parent on the status of the case, the goals and the administrative procedures of the agency;
  - making routine contacts with or providing other monitoring for communication with parents or children on the status of the child, the case plan and goals for the child and family;
  - participating in case conferences;
  - conducting planning activities and assessment and processing paperwork (in LINK and elsewhere) that contributes to the above activities; and
  - travelling in association with any of the above activities.
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