



Program Detailed Descriptions

RMS Group: Kansas - CW

Period: 2014 Q4

09/01/2014 to 12/03/2014

Code	Description	Detailed Description
211	Clients in Out-of-Home Care	Activities performed by staff to arrange for, coordinate, or provide services to ensure the appropriate, safe care of children in DCF custody placed in out-of-home care.
212	Clients OOH Care PRT w/Case Plan Goal of Adoption	All activities for OOH foster care children with Parental Rights Terminated (PRT) and a case plan goal of adoption. If parental rights are not terminated, or if the case plan goal is not adoption, use program code 211, Clients in Out-of-Home Care.
223	Clients in In-Home Care	All activities to provide in-home services, regardless of whether the child(ren) within the family have been determined to be a IV-E candidates or not.
231	Post Adoption Placement Agreement Services	After care activities for children for whom an Adoption Placement Agreement is in place, and a case plan remains in effect.
290	Engaged in Activities Not Specific to Any One Client Service Population	Use this code if current activity is directed at more than one client service population; for lunch, breaks, or other non-productive time including paid or unpaid leave; or not scheduled to work. Use this code when a 9000 series activity, other than activity 9020, was selected. When activity 9020 is selected, use Program Code 211.



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5011	Family Intake and Assessment Child Welfare	Activities include convening the initial team meeting, collection of assessment data, and history information; arranging for medical, dental, and behavioral health exams and psychological and related evaluations to identify the child's functional level; interviewing children and family members as needed to determine the child's medical and non-medical needs and completing social assessment and history. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
5021	Develop Initial Child Welfare Case Plan	Includes reviewing case file including psychological evaluations; making an inventory of available resources to impact the case plan family centered services/ care needs of the case including the health and behavioral management needs of the client; referral for assistance benefits or application for medical and/or financial assistance; making collateral contacts; reviewing child welfare services medical provider plans for the client; developing and writing the initial child welfare family centered plan including medical services to meet the physical, behavioral and emotional health needs of the client, and conferring with supervisory personnel in the actual development of the child welfare case plan goals, and any other activities related to development and preparation of the case plan. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
5031	Coord svc delivery to meet the case plan goals or to meet child welfare and med needs of the client	Any activities related to coordination and referral for the delivery of services responding to the client's child welfare, physical and behavioral health needs as specified in the case plan. Includes facilitating the involvement of helping networks, such as family members, church members and friends; development of increased opportunities for community access and involvement including assistance in the location of housing, community living skills, vocational, civil and recreational service programs; and assisting children and their families to obtain services, both medical and non-medical otherwise inaccessible or unavailable, necessary to implement the goals of the case plan. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
5041	Child Welfare Case Plan Subsequent Reassessment	Includes the evaluation of the effectiveness of child welfare, medical or non-medical and behavioral health services furnished under the case plan and revision of the plan as conditions warrant. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
6010	Directly providing social services	Activities include directly providing services (rather than coordinating or arranging for services) such as counseling and other therapeutic or remedial and social work services including life skills and parenting training in-home, out-of-home, and adoption clients. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.



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7010	Preparation for Independent Living	Activities directed at preparing youth in placement that are between the ages of 15 and 21, inclusive, to be self-sufficient upon leaving placement. Activities include identification and assessment of youth to determine their life skills and independent living needs; development of a life skills and independent living services plan; arranging for or monitoring the provision of services identified in the life skills and independent living service plan; providing information or assistance to enable youth to seek a high school diploma or its equivalent, vocational training, or higher education; providing individual or group counseling of youth about concerns or problems related to life skills and independent living; providing information or training in daily living skills, budgeting, locating and maintaining housing, or career planning. This activity includes travel time as well as the preparation of reports, case notes documenting this activity.
7011	Independent Living Training	Participation in approved organized independent living training, including conferences, seminars, and workshops.
8001	Case Staffing Child Welfare and Medical	Includes meeting with supervisor, providers, and/or other related agencies to discuss the progress of the client and to review the child welfare and medical aspects of the case. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8021	Preparation, attendance at Court/Case Review, Administrative Review Child Welfare and Medical	Activities include preparation and verification of complete factual presentation to the court; providing information to the court regarding reasonable efforts and resulting outcomes /case plan; obtaining required judicial determinations; drafting and review of reports; consultation with supervisory personnel, legal counsel and other involved parties during the report drafting process; interviewing relevant individuals in preparing court reports; also includes time spent in appearing or otherwise participating in a Judicial Hearing. Includes information gathering, preparation of documents or reports, their submission, providing additional information as requested pertaining to non-medical aspects of the case; also includes time spent in the review or in meetings regarding the review, or travel to meetings and review as well as the preparation of reports and case notes documenting this activity.
8031	Prep for, attend at admin appeals hearing/dispute resolution Child Welfare and Medical	Includes information gathering, preparation of documents or reports, their submission, providing additional information as requested, attendance at administrative hearing resolving disputes arising in regard to child welfare and medical aspects of a case or policy. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.



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8041	Placement or replacement of client in a child welfare, med fac or behav mgt fac (OOH/Adopt plcmt)	Includes contacting potential care providers; consultation with supervisory personnel; processing of required legal and departmental documentation; informing the current resource provider of the details of the change of placement; coordination among all parties involved for the date of transfer; conducting a pre-placement visit or conference (with or without the client) to the new resource provider or medical/behavior management placement provider; physical placement of the client with new resource provider or medical/behavior management placement provider; and replacement assessment; preparation for removal from placement; pre-placement visits; notification of custodian/guardian/caretakers /parent; emergency interim placement; and alternate placement arrangement such as respite. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8050	Recruitment/licensing of child-specific foster or adoptive home	Activities related to the identification and recruitment of foster or adoptive resource families on behalf of a specific individual or sibling group. Includes interviewing prospective parents, the initial home study, arranging safety checks and activities related to the certification or licensure of the care giver(s). This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8060	Adoption referral/consultation, preparation for placement	Referral/consultation related to the permanent placement of a child or sibling group. This may include consultation with the child, family members, or staff of provider agencies; the gathering, preparation, and submission of information needed for adoption; and accompaniment of the child on pre-placement visits with prospective adoptive parents. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8070	Foster care payment/adoptive subsidy/resolving payment issues	Any activities related to determining the level and rate for the out-of-home or adoptive placement payment. This may include collection or submission of information about a child or sibling group; and/or consultation with the child's care or service providers regarding any special needs of the child. This also includes resolution of payment issues on behalf of a child's out-of-home or adoptive placement provider. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8080	Permanent Custodianship referral/consultation, preparation for placement	Referral/consultation related to the permanent placement of a child or sibling group. This may include consultation with the child, family members, or staff of provider agencies; the gathering, preparation, and submission of information needed for permanent custodianship; and accompaniment of the child on pre-placement visits with prospective custodians. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.



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8081	Transporting (Child Welfare or Medical not in case plan)	Activities designed to enable staff to transport clients to and from facilities to receive needed services, including medical services that are not in the case plan. This includes going to and returning from client location. If the transportation relates to any other client specific activity it should be coded as that activity. This activity includes the preparation of reports and case notes documenting this activity.
8083	Transporting for Visitation	Activities designed to enable staff to transport anybody for purposes of a visitation with a child in an out-of-home placement. This includes parents, siblings, grandparents, cousins, extended family, neighbors, and friends, in addition to the child. It does not include worker travel when worker is traveling to visit a client and not transporting someone else.
9010	Staff Development and Training/Other Training	Participation in approved organized training, including conferences, seminars, and workshops.
9020	General recruitment of adoptive or foster parents (Use Program 211 or 212)	Includes identification of prospective foster care and adoptive parents; initial home study (not child-specific); interim monitoring of facilities; initial certification; registration; re-certification; adoptive home studies (not child-specific). Select Program Code 211 or 212.
9030	Staff Meetings (Use Program Code 290)	Participation in scheduled unit or team meetings, office-wide meetings; discussion with a supervisor not related to a specific case. (Use Program Code 290)
9040	Manual Review, Professional or Reference Reading (Use Program Code 290)	Includes reviewing the procedures or policy manual, reference literature and other professional documents not related to a specific case. (Use Program Code 290)
9060	Clerical Tasks (NOT case specific, use Program Code 290)	Includes photocopying, filing, typing, data entry, mail distribution, and other activities (NOT case specific). (Activities associated with a specific case need to use codes 5011 through 8083.) (Use Program Code 290)
9070	Breaks (Use Program Code 290)(NOT FOR LUNCH - use 9980)	Includes scheduled break time, office social events, and other activities of a personal nature during normal working hours. (Does not include lunch, use 9980) (Use Program Code 290)
9080	Other Administrative Tasks (NOT case specific, use Program Code 290)	Includes the completion of required forms and paperwork not related to a specific case or client, including personnel forms, travel or reimbursement requests, and other necessary or required reports or procedures. (NOT case specific). Activities associated with a specific case need to use codes 5011 through 8083. (Use Program Code 290)
9090	Community presentations (Use Program Code 290)	Preparation and delivery of information regarding agency activities, goals, or needs to community groups or members of the public. (Use Program Code 290)
9100	Quality assurance reviews (Use Program Code 290)	Comprehensive review of case record or other client-related documents that assures compliance with federal, state, or judicial requirements. (Use Program Code 290)



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9970	Employee on Paid Leave (Use Program 290)	Paid absence, for example, sick, vacation, or funeral. May also include approved paid educational leave, jury duty, or military reserve duty. (Use program 290)
9980	Not Scheduled to work and lunch (Use Program 290)(do not use for paid leave)	Employee not scheduled to work (including lunch) at time of sample (example, flextime or part-time employment). (Use program 290)
9990	DO NOT USE! Vacant Position or Long Term Absence (for RMS Admin use only)	Leave without pay, position vacancy, incorrect RMTS identification or uncorrected response in error. (for RMS Admin use only)