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

I. Background and Purpose

Throughout the day, as a social services worker in a foster care program, 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 work activities over a period of three consecutive days; the three days are scheduled by the OCFS Bureau of Budget Management for all agencies statewide.

Please be assured of the following:

- Time study results will only be used by OCFS to allocate and determine eligibility for federal reimbursement at the State level.
- Time study results do 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.

Please review this document, as well as the document titled "Example for Workers Completing the Time Study Activity Report", to become familiar with time study requirements. These guidelines and the example are designed to direct you in the accurate completion of this 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. Submit the original form to your supervisor. Your supervisor will submit your form to the Finance Office, which will in turn forward the forms to OCFS.

II. Completing the Time Study Activity Report

- Fill in all information requested on the top of page 1 and 2 of the Time Study Activity Report.
- Complete the appropriate activity record for the time study days:
    - Fill in the activity boxes for the exact hours you worked during the day, even if these hours differ from your regular work hours.
    - Complete four blocks for each hour you work, including your scheduled meal break.
    - For example, if your regular schedule is 8:30 to 5:00, but you actually worked from 8:30 to 5:30 on the first day of the time study, you would fill in 36 15-minute boxes, beginning with the "8:30-8:45 AM" box and ending with the "5:15-5:30 PM" box.

- Choose the Activity Code (as defined in V. Specific Activities Defined) which **best** describes the activity performed during each 15-minute period and write the code in the appropriate activity code box.

    - 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.
    - Time spent traveling to or from a case/client home or other location, or time spent transporting a client, must use the code for the activity with which the travel or transportation is associated. This is regardless of the mode of travel or transportation – walking, driving, bus/train, etc.
    - Time spent preparing notes for or documenting the results of a particular activity must use the code for the activity with which the notes or results are associated.

- Please try 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.

- If one or more of the days of the time study is not one of your regularly scheduled workdays, e.g. the day is a Monday and you work Tuesday-Saturday, check the box titled 'Not a Work Day'. Do not complete any activity boxes for that day.

- If one or more of the time study days is a regularly scheduled workday that you took off all or part of using authorized leave, use activity code 62 for all blocks that cover the regularly scheduled work hours for which you were on authorized leave.

- If you attend a full day training seminar on a day of the time study, use activity code 60 for all blocks that cover your regularly scheduled work hours.

III. Completing the Time Study Activity Summary

- On Page 2 of the Time Study Activity Report, record the total number of 15-minute blocks per activity code reported on Page 1 of the report for each day.

- Total the number blocks per activity code both across and down.

IV. 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.

- Check that the 'Total Boxes Completed' information has been completed for each day and that totals match the number of activity code boxes completed.

- Check that the 'Total Boxes Completed' information on page one of the Activity Report matches the information reported in the Activity Summary on page 2 of the activity report, and that totals match both across and down.

V. 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 includes:
    - 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; and
    - Other systems for case recording or tracking.

- Meetings to discuss a specific case plan:
    - Meetings regarding progress or challenges in a specific case;
    - Service or treatment plan reviews to assess the case; and
    - 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 court-ordered removal, placement, and service or treatment planning for a child or youth:
    - Extensions of placement;
    - Permanency planning hearings;
    - Guardianship hearings; and
    - Termination of parental rights hearings.

- Preparation of petitions/reports and testimony for judicial proceedings, and the participation in such proceedings.

- **DOES NOT INCLUDE** activities defined in Code 40, which aid Investigative Agencies in criminal or internal investigations not directly related to case planning or service needs.

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 includes the following:

    - 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; and
    - 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 agency or OCFS investigations are also included.

- **DOES NOT INCLUDE** activities defined in Code 38, which relate to judicial determinations regarding the case (e.g., emergency removals, placement decisions, and service provision).

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, as follows:

    - 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; and
- Post-placement management of ongoing adoption subsidy payments (if requested by adoptive parents) and any related 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 provided directly 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; and
  - Medical/mental health crisis services.

- Transportation of youth or any case-related individual to any of the above.

- Time spent preparing for and documenting the results of service delivery.

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 training;
  - Homemaking/housekeeping assistance;
  - Employment and financial management assistance; and
  - Family preservation home visits.

- Transportation of youth or any case-related individual to any of the above.

- Time spent preparing for and documenting the results of service delivery.

44C. Referral for Services (Clinical)

- Activities engaged in to refer the child or youth, or other case-related individual, for medical or clinical mental health treatment or services including:

  - Physical exams, medical screenings, or other medical or dental treatment;

  - Family planning/reproductive health services;
  - Substance abuse evaluations or treatment;
  - Sex offender counseling;
  - Psychotropic medication evaluation or management;
  - Psychological testing or therapy.

- Providing information to facilitate a referral for services.

- Making a referral to the appropriate resource.
- Following up with the referral resource.

- DOES NOT INCLUDE direct provision of, transportation to or from, or participation in activities defined in code 42C or 48C.

44N. Referral for Services (Non-Clinical)

- Activities engaged in to refer the child or youth, or other case-related individual, for services other than medical or clinical mental health services, such as those defined by code 42N.

- Providing information to facilitate a referral for services.

- Making a referral to the appropriate resource.

- Following up with the referral resource.

- DOES NOT INCLUDE direct provision of, transportation to or from, or participation in activities defined in code 42N or 48N.

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.

- Transportation of youth or any case-related individual to such group services.

- Time spent in preparing for and documenting the results of group service delivery.

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.

- Transportation of youth or any case-related individual to such group services.

- Time spent in preparing for and documenting the results of group service delivery.

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** case-related activities that are funded through a special initiative or other program, rather than as regular foster care (through the MSAR).

    - This could include activities paid for as preventive, aftercare, post-adoption, independent living, or medical services, which have reimbursement mechanisms that are separate and distinct from the MSAR.
    - 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.

- **DOES NOT INCLUDE** pre-discharge or trial discharge activities funded as regular foster care (i.e., paid for with the MSAR); these 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.

- **Any post-final-discharge 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 or group sessions to cover licensing requirements, the certification process and other preliminary steps prior to the filing of application forms.

- Activities related to initial and ongoing licensing of specific individual homes.

- Assessment of prospective foster family or operator and on-site visits to determine character, physical/emotional health or financial status.

- Establishing the number of children or youth a home can accept and providing training for the foster family or operator

54. Home-finding for Adoption

- Generalized recruitment activities related to securing adequate numbers of adoptive homes for children and youth
- Individual or group sessions related to licensing requirements and the certification process for prospective adoptive homes
- Assessment sessions with the family and on-site visits to determine the character, physical/emotional health or financial status of the prospective adoptive family
- Provision of training for prospective adoptive homes

60. Training

- Time engaged in or preparing for training, either as a trainer of other employees, or as a trainee regarding program policy, procedural matters, or casework practices.
- **DOES NOT INCLUDE** training provided by the worker to foster or adoptive families as defined in Codes 53 and 54.

61. Meetings

- Agency meetings that are not related either to training or to a specific and identifiable case or client

62. Authorized Leave

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

63. Lunch/Dinner Break

- Time on authorized lunch/dinner break

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.
- 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 and supervise program activities.
- Complete travel vouchers, timecards, time study reports, and filing.
- Review e-mail and other mail.