

**EXAMPLE for Voluntary Agency Workers Completing the Time Study Activity Report**  
5-6-14

Following is a description of a worker's schedule for a 3-day period, and an example of the codes that would be reported by the worker on the Time Study Activity Report.

**Day 1**

<b>Time</b>	<b>Description of Activity</b>	<b>Activity Code</b>
9:00 -9:30	Prepare documents and notes for permanency/extension of placement hearing.	38
9:30-11:00	Travel to and from court to participate in permanency/extension of placement hearing.	38
11:00-11:15	Update Connections record regarding results of permanency hearing.	37
11:15-11:30	Return telephone call to foster parent regarding failure of foster parent to receive clothing allowance.	41
11:30-12:00	Meet with supervisor regarding proposed modification of case plan.	37
12:00-12:30	Lunch.	63
12:30-12:45	Return phone call to local district worker regarding placement of a child at the agency.	39
12:45-1:00	Phone call to set a meeting with prospective foster parents regarding the need to place a child in their foster home.	39
1:00-2:30	Travel to foster home to conduct counseling session with child and foster parents to remedy behavior management problems.	42N
2:30-5:30	Travel to another home to conduct a home study for the purpose of placing a child for adoption.	54

**Day 2**

<b>Time</b>	<b>Description of Activity</b>	<b>Activity Code</b>
9:00-9:30	Case recording regarding the needs of foster child and family.	37
9:30-10:00	Make all arrangements for mental health services for family.	44C
10:00-10:30	Transport family to mental health services clinic.	42C
10:30-11:30	Attend mental health session with family.	42C
11:30-12:00	Transport family home from clinic.	42C
12:00-12:30	Lunch	63
12:30-1:00	Prepare for meeting for service plan review	37
1:00-3:00	Meet with family, foster parents, and foster child to review service plan and make needed changes	37
3:00-3:15	Provide referral to drug treatment program for father	44C
3:15-3:30	Write revised service plan	37
3:30-5:00	Authorized Leave for remainder of day	62

### Day 3

Time	Description of Activity	Activity Code
N/A	Not scheduled to work, as this is not normally a work day for this worker.	Leave all 15-minute intervals blank. Check the box that says "Check if not a work day"

On the following page is an example of a completed Time Study Report using the above-specified activities. The top portion of the form has basic identifying information, which is completed for a fictitious worker whose name is George Bradley. The record for each day of the time study is completed as follows:

**Day 1:** The actual starting time of 9:00am is specified, and the actual date for Day 1 is entered. After that, each of the codes for the time periods described above are specified in the appropriate boxes. In this example, a total of 34 boxes are specified because the worker's schedule involved 8 1/2 hours of activities, even though the worker's regular workday would normally be 9:00 to 5:00. Thus, if you work 8 hours, you would complete 32 boxes (8 times 4 = 32); if you work 9 hours, you would complete 36 boxes (9 times 4 = 36); etc. The actual ending time of 5:30pm is specified. The Total Boxes Completed is marked as 34.

**Day 2:** The starting time of 9:00am is specified, as this was the actual starting time for this worker on Day 2. The actual date for Day 2 is entered. In this example, a total of 32 boxes are specified, as applicable to the type of activity. The worker was on authorized leave from 3:30 until his scheduled ending time of 5:00. The scheduled ending time of 5:00pm is specified. The Total Boxes Completed is marked as 32.

**Day 3:** There is no starting time or ending time specified, as the worker was not on duty that day. The actual date for Day 3 is entered, and the box is checked for "Check if not a work day."



<b>Starting Time:</b>		<b>Total Boxes</b>	mo. day year																				
<b>Ending Time:</b>		<b>Completed</b>	<input type="checkbox"/>	Day 3	<input type="text" value="5"/>	<input type="text" value="08"/>	<input type="text" value="14"/>	<b>Check if not a work day</b>															
															<input checked="checked" type="checkbox"/>								
9am	9:15	9:30	9:45	10am	10:15	10:30	10:45	11am	11:15	11:30	11:45	12pm	12:15	12:30	12:45	1pm	1:15	1:30	1:45	2pm	2:15	2:30	2:45
9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00
3pm	3:15	3:30	3:45	4pm	4:15	4:30	4:45	5pm	5:15	5:30	5:45	6pm	6:15	6:30	6:45	7pm	7:15	7:30	7:45	8pm	8:15	8:30	8:45
3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45	9:00

**EXAMPLE - Completing the Time Study Report Summary**

Following is an example of a completed Time Study Report Summary. This form is a summary of the codes that were specified above for each of the three days of the Time Study.

In the column for Day 1, the counts for each of the codes used are specified. Thus, in this example, code 37 was used three times in Day 1, code 38 was used eight times, and so on. At the bottom of the column is a total of the counts for Day 1. The total (in this case, 34) should equal the number of hours worked that day times 4.

The process above is repeated in the columns for Day 2 and Day 3. In the Totals column, the counts for each code are added horizontally. Thus, in this example, code 37 had 3 counts for Day 1, 13 for Day 2, and 0 for Day 3, so the Totals column has the count of 16 (i.e., 3 plus 13 plus 0 = 16). At the bottom of the Totals column, the counts in the Totals column are added for a grand total at the bottom.

SPECIFIC ACTIVITIES		Day 1	Day 2	Day 3	Totals
37	Case Planning	3	13		16
38	Participation in Judicial Proceedings for Case Plan	8			8
39	Placement of Child or Youth	2			2
40	Working with Investigative Agencies not for Case Plan				
41	Case Supervision / Monitoring	1			1
42C	Direct Provision of Services to Individuals (Clinical)		8		8
42N	Direct Provision of Services to Individuals (Non-Clinical)	6			6
44C	Referral for Services (Clinical)		3		3
44N	Referral for Services (Non-Clinical)				
48C	Provision of Group Services (Clinical)				
48N	Provision of Group Services (Non-Clinical)				
49	Fair Hearings and Appeals				
51	Special Initiative Pre/Post Discharge <u>Not</u> Funded as Foster Care				
53	Recruitment / Licensing Foster Homes				
54	Homefinding for Adoption	12			12
60	Training				
61	Meeting				
62	Authorized Leave		6		6
63	Lunch Break	2	2		4
64	Misc / Other				
65	Non-Case-Specific Facility or Program-Related Activities				
<b>Totals</b>		34	32		66

