

LCTS ACTIVITY CODES FOR CORRECTIONS
A – F Child Welfare (Non-Medical)

Code A

Determination of Risk

Code B

Child Service Coordination

Code C

Court Related and Other Child Related Administration

Code D

Child Welfare Training of Local Collaborative Staff

Code E

Training of Foster and Adoptive Parents or Provider Staff

Code F

Treatment & Counseling

Deciding if a situation is present that would result in mandated reporting to county social services or local authorities; or if you are determining the need to recommend a child to the Title IV-E Candidacy Specialist at county social services, up to the point of filling out the "Local Collaborative Time Study (LCTS) Title IV-E Candidacy Determination Form" (DHS LCTS-3333)

Part 1. Coordinating child welfare services for a specific child who is in foster care placement.
Part 2. Coordinating child welfare services for a specific child who has been identified as a Foster Care Candidate.

This does not include working with a child that has been adjudicated delinquent while they are in a locked detention facility, forestry or boot camp.

EXAMPLES

Participating in discussions and/or investigations on whether a child's or child's family situation warrants referral and/or reporting to appropriate authorities.

Deciding whether there is an abuse, neglect, or maltreatment situation that warrants referral and/or reporting to the appropriate authorities and making that referral/report.

Part 1. Other child welfare related activity not related to a specific student. Child welfare activities are activities that ensure the safety and well-being of a child

Part 2. Court related activity for a specific student who has already been determined a Title IV-E Candidate or is currently in foster care

Receiving training on making recommendations for Title IV-E candidacy or if you are receiving or providing training on issues that fall within the definition of child welfare. This generally includes training concerning topics that have a goal of keeping families together & helping families access services needed to meet the safety & well-being needs of students

Training current or prospective foster or adoptive parents, including relatives, on the care of children who have been entrusted in their care

Providing counseling to children who are currently in foster care or have been identified as Title IV-E Candidates. Also choose this code if you are providing counseling to a child's family if the child has been identified as a Title IV-E Candidate or is currently in foster care

EXAMPLES

Part 1
Referring or arranging for a child or their family to receive counseling or other child welfare services.

Part 2
Coordinating with agencies on possible services available to help the family to improve the home situation & lessen the possibility that the child would have to be removed from the home.

Participating in discussions or reviews with relevant agencies or individuals to determine the effectiveness of current services to resolve the situation causing the child to be identified as a Foster Care Candidate (**Part 1**) or to be placed in foster care (**Part 2**).

Paperwork and staff travel related to above activities.

EXAMPLES

Part 1
Participating in planning meetings on child welfare issues (district, school, community, collaborative, interagency) for children at imminent risk of being removed from the home.

Part 2
Preparing or providing a truancy petition for County Social Services for the removal of a child from the home.

Part 2
Preparing for or participating in any court hearing or administrative review including presenting testimony where the purpose of the hearing/review is not to adjudicate the child for delinquent behavior & not to seek detention in a locked correctional facility, forestry or boot camp.

Paperwork & staff travel related to above activities.

EXAMPLES

Attending child welfare training provided by the state or the county.

Presenting or attending training for collaborative partners/school staff on increasing ability of staff to recognize children in trouble & identifying needed services to remedy a child's situation.

Presenting or attending training on Title IV-E Candidacy.

Paperwork & staff travel related to above activities

EXAMPLES

Educating foster parents regarding child development issues pertinent to the children in their care.

Providing counseling for truancy or probation related issues.

Leading a group therapy session where one or more children is currently in foster care or have been identified as a Title IV-E Candidate.

Paperwork/staff travel related to above activities

Paperwork/staff travel related to above activities

Code G
MA Eligibility Determination Assistance

Conducting Medical Assistance (MA) outreach or assisting in the MA eligibility process

EXAMPLES
Informing parents on MA services available for their child and seeking out families who may be eligible for MA and encouraging them to apply for MA.

Assisting a family to complete the MA application. Referring the parents to the county intake office to assist them with MA.

Contacting pregnant and parenting teens to discuss MA prenatal and well baby care programs available to them.

Paperwork and staff travel related to the above activities.

Code H
Health/Medical Related Service Coordination

Referring, arranging, monitoring and evaluating health/medical services. Performing activities related to improving the delivery of health services in facilities

EXAMPLES
Participating in the development of a plan relating or pertaining to the health/medical needs of a child.

Referring and arranging for medical screenings, and providing appropriate follow-up.

Advising a parent of a possible health issue for their child and encouraging them to make appointments with medical professionals. Educating parents on identifying their child's health needs, child development, substance abuse & proper health care.

Meetings to address how MA health services are delivered.

Paperwork and staff travel related to the above activities.

Code I
Direct Medical Services

Performing activities and services for children that are billable directly to MA. It is not necessary to know if your facility actually does send a bill to MA

EXAMPLES
Providing direct medical procedures that can be billed to MA.

Obtaining parental consent forms for sharing data between partners and county social services for the purpose of submitting a Title IV-E Candidacy recommendation to the county.

Preparing for or participating in any court hearing or administrative review including presenting testimony where the purpose of the hearing/review is to adjudicate behavior and seek detention in a locked correctional facility, forestry or boot camp.

Meeting with caregivers and/or children about probation related issues if the child is not currently in foster care and has not been identified as a Title IV-E Candidate.

Paperwork and staff travel related to the above activities.

Code J
Other Services

Performing job specific activities that are not included in the other codes or that are billed to a third party other than MA

EXAMPLES
Visiting a truant child's home to develop and implement an individual performance contract, monitoring performance or to report on progress if the child is not currently in foster care or has not been identified as a Title IV-E Candidate.

Obtaining parental consent forms for sharing data between partners and county social services for the purpose of submitting a Title IV-E Candidacy recommendation to the county.

Preparing for or participating in any court hearing or administrative review including presenting testimony where the purpose of the hearing/review is to adjudicate behavior and seek detention in a locked correctional facility, forestry or boot camp.

Meeting with caregivers and/or children about probation related issues if the child is not currently in foster care and has not been identified as a Title IV-E Candidate.

Paperwork and staff travel related to the above activities.

Code K

General Administration – Not Program Related

Correctional facility general operating functions and activities, personal time taken during the work day, or when you are not at work to perform your job

EXAMPLES

Any type of leave including vacation, sick, personal, jury duty and snow days, lunch, break, personal discussions with colleagues, personal phone calls or internet use.

General staff meetings, planning sessions, orientations, policy and procedure review sessions, or changes in staffing.

Completing time sheets, working on goals and objectives, participating in employee grievance processes, EEO or union activity, reading professional magazines or articles, reviewing administrative policies or office procedures.

Completing and submitting the "Local Collaborative Time Study (LCTS) Title IV-E Candidacy Determination Form" (DHS LCTS-3333) to county social services.

Paperwork and staff travel related to the above activities.