

ATTACHMENT M
LCTS ACTIVITY CODES FOR PUBLIC SCHOOLS
A – F Child Welfare (Non-Medical)

Code A

Determination of Risk

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 student to the Foster Care Candidacy Specialist at county social services, up to the point of filing out a "Foster Care Candidacy Determination Form"

EXAMPLES

Participating in discussions and/or investigations on whether a student's or student'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 appropriate authorities and making that referral/report.

Paperwork and staff travel related to above activities.

Code B

Child Service Coordination

Part 1. Coordinating child welfare services for a specific student who is in foster care placement.

Part 2. Coordinating child welfare services for a specific student who has been identified as a Foster Care Candidate.

These activities are the coordination of the service. This does not include providing the actual service itself.

EXAMPLES

Part 1

Referring or arranging for a student and their foster family to receive counseling, participate in the Big Brother Program, work with a mentor, or receive 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 student would have to be removed from the home.

Part 2

Participating in reviews and/or discussions with relevant agencies or individuals to determine the effectiveness of current services to resolve the situation causing the student to be identified as a Foster Care Candidate.

Paperwork and staff travel related to above activities.

Code C

Court Related and Other Child Related Administration

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 is currently in foster care

EXAMPLES

Part 1

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

Part 2

Assisting the county with truancy or child protection petitions or any other activities that are requested by the county to support court petitions to remove a student from the home.

Part 2

Working with a school liaison police officer in preparation for court.

Paperwork and staff travel related to above activities.

Code D

Child Welfare Training of Local Collaborative Staff

Receiving training on making recommendations for Foster Care 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

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 students in trouble & identifying needed services to remedy a student's situation.

Presenting or attending training on Foster Care Candidacy.

Paperwork & staff travel related to above activities

Code E

Training of Foster and Adoptive Parents or Provider Staff

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

EXAMPLES

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

Providing parenting classes for new foster or adoptive parents.

Paperwork & staff travel related to

Code F

Treatment & Counseling

Providing counseling to students who are currently in foster care or have been identified as Foster Care Candidates. Also choose this code if you are providing counseling to a student's family if the student has been identified as a Title Foster Care Candidate or is currently in foster care

EXAMPLES

Counseling a student who is out of control in an effort to get the student able to address the issues at hand.

Providing face to face therapeutic treatment and counseling services to a student, their family and/or a substitute care provider to resolve personal problems.

Leading a group therapy session where one or more students is currently in foster care or has been identified as a Foster Care Candidate.

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.

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 schools****EXAMPLES**

Arranging for, coordinating, & monitoring the health services needed per a student's IEP/IFSP/IIIP or other case plan, including arranging for necessary support services such as translation/transportation & consulting with other staff on implementing the health services outlined in a student's IEP/IFSP/IIIP.

Assisting a family to complete the MA application. Referring the parents to a county staff person who will 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 I*Direct Medical Services***Performing activities and services for students that are billable directly to MA. It is not necessary to know if your school actually does send a bill****EXAMPLES**

IEP/IFSP/IIIP:
 ↓ Student needs assessments or continued services, writing reports and interpreting results of tests.
 ↓ Providing the services contained in the IEP/IFSP/IIIP.

Administering prescribed injections, medication or immunizations to a student.

Providing health/medical services or procedures such as physical therapy and speech therapy that are billed to MA.

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**

Obtaining parental consent forms for educational activities or to discuss their child's academic needs, to discuss discipline issues, special education services available, the Free and Reduced Lunch Program, and vocational and educational programs available.

All classroom instruction and related activity, cafeteria & study hall activity, recess & after school activity.

Activities performed by a school truancy officer for students not currently in foster care or have been identified as a Foster Care Candidate.

IEP Activities not included in codes H or I.

Providing health/medical services including first aid or performing medical procedures.

Obtaining parental consent forms for sharing data between partners & county social services for the purpose of submitting a Foster Care Candidacy recommendation to the county.

Paperwork and staff travel related to the above activities.

Code K*General Administration – Not Program Related***School 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.

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.

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

Completing and submitting the Foster Care Candidacy Determination Form to county social services.

Paperwork and staff travel related to the above activities.