

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

*Last Revision: January 1, 2015*

<b>Code A</b>	<b>Code B</b>	<b>Code C</b>	<b>Code D</b>	<b>Code E</b>	<b>Code F</b>
<i>Determination of Risk</i>	<i>Child Service Coordination</i>	<i>Court Related and Other Child Related Administration</i>	<i>Child Welfare Training of Local Collaborative Staff</i>	<i>Training of Foster and Adoptive Parents or Provider Staff</i>	<i>Treatment &amp; Counseling</i>
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)	<p><b>Part 1.</b> Coordinating child welfare services for a specific child who is in foster care placement.</p> <p><b>Part 2.</b> Coordinating child welfare services for a specific child who has been identified as a Foster Care Candidate.</p> <p>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.</p>	<p><b>Part 1.</b> 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</p> <p><b>Part 2.</b> Court related activity for a specific student who has already been determined a Title IV-E Candidate or is currently in foster care</p>	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
<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>
Participating in discussions and/or investigations on whether a child's or child's family situation warrants referral and/or reporting to appropriate authorities.	<p><b>Part 1</b></p> <p>Referring or arranging for a child or their family to receive counseling or other child welfare services.</p>	<p><b>Part 1</b></p> <p>Participating in planning meetings on child welfare issues (district, school, community, collaborative, interagency) for children at imminent risk of being removed from the home.</p>	Attending child welfare training provided by the state or the county.	Educating foster parents regarding child development issues pertinent to the children in their care.	Counseling a child who is out of control in an effort to get the child able to address the issues at hand.
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.	<p><b>Part 2</b></p> <p>Coordinating with agencies on possible services available to help the family to improve the home situation &amp; lessen the possibility that the child would have to be removed from the home.</p>	<p><b>Part 2</b></p> <p>Preparing or providing a truancy petition for County Social Services for the removal of a child from the home.</p>	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.		Providing counseling for truancy or probation related issues.
	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 ( <b>Part 1</b> ) or to be placed in foster care ( <b>Part 2</b> ).	<p><b>Part 2</b></p> <p>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 &amp; not to seek detention in a locked correctional facility, forestry or boot camp.</p>	Presenting or attending training on Title IV-E Candidacy.		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 and staff travel related to above activities.	Paperwork and staff travel related to above activities.	Paperwork & staff travel related to above activities.	Paperwork & staff travel related to above activities	Paperwork/staff travel related to above activities	Paperwork/staff travel related to above activities

<b>Code G</b>	<b>Code H</b>	<b>Code I</b>	<b>Code J</b>	<b>Code K</b>
<i>MA Eligibility Determination Assistance</i>	<i>Health/Medical Related Service Coordination</i>	<i>Direct Medical Services</i>	<i>Other Services</i>	<i>General Administration – Not Program Related</i>
<b>Conducting Medical Assistance (MA) outreach or assisting in the MA eligibility process</b>	<b>Referring, arranging, monitoring and evaluating health/medical services. Performing activities related to improving the delivery of health services in facilities</b>	<b>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</b>	<b>Performing job specific activities that are not included in the other codes or that are billed to a third party other than MA</b>	<b>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</b>
<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>
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.	Participating in the development of a plan relating or pertaining to the health/medical needs of a child.	Providing direct medical procedures that can be billed to MA.	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 <u>not</u> currently in foster care or has <u>not</u> been identified as a Title IV-E Candidate.	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.
Assisting a family to complete the MA application. Referring the parents to the county intake office to assist them with MA.	Referring and arranging for medical screenings, and providing appropriate follow-up.		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.	General staff meetings, planning sessions, orientations, policy and procedure review sessions, or changes in staffing.
Contacting pregnant and parenting teens to discuss MA prenatal and well baby care programs available to them.	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.		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.	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.
	Meetings to address how MA health services are delivered.		Meeting with caregivers and/or children about probation related issues if the child is <u>not</u> currently in foster care and has <u>not</u> been identified as a Title IV-E Candidate.	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.	Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.