

**ATTACHMENT O**  
**LCTS ACTIVITY CODES FOR PUBLIC HEALTH**

**G – O Health/Medical and Other**

*Last Revised: January 1, 2015*

**“Health/Medical” services include medical, dental, mental health and chemical health**

<b>Code G</b>	<b>Code H</b>	<b>Code I</b>	<b>Code J</b>	<b>Code K</b>	<b>Code L</b>	<b>Code M</b>	<b>Code N</b>	<b>Code O</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>	<i>Intake for Long Term Services and Supports (LTSS)</i>	<i>Other Intake and Investigation</i>	<i>LTSS Assessment and Support Planning for Persons who are MA Eligible or whose MA Eligibility Status is Undetermined /Unknown</i>	<i>LTSS Assessment and Support Planning for Persons Determined non-MA Eligible or Those on a Health Plan Providing Payment to the County</i>
<b>Conducting Medical Assistance (MA) outreach or assisting in the MA eligibility process</b>	<b>Referring, monitoring, or assisting a child and/or family to access MA services (not LTSS and/or CTC related). Performing activities related to improving the delivery of MA health/medical services</b>	<b>Performing activities and services for children and/or families that are billable directly 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>Public health agency 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>Collecting information and other activities necessary to determine if an assessment for LTSS eligibility is warranted</b>	<b>Collecting information and other activities related to intake, screening and investigation activity not addressed in any other code</b>	<b>Assessment or reassessment of eligibility for LTSS, and development of a community support plan for individuals with LTSS or chronic care needs – for MA clients or when MA eligibility status is undetermined or unknown</b>	<b>Conducting an initial assessment or reassessment of eligibility for LTSS – when you are working with persons who have been determined as non-MA eligible or those on a health plan providing payment to the county</b>
<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>
<ul style="list-style-type: none"> <li>• Providing MA outreach services.</li> <li>• Assisting in the completion of an MA application.</li> </ul>	<ul style="list-style-type: none"> <li>• Advising a parent or guardian of necessary health/medical services needed regarding a child’s illness or injury, including the identification of health/medical needs (not CTC related).</li> </ul>	<ul style="list-style-type: none"> <li>• Providing direct medical procedures that are billable to MA.</li> <li>• Providing Home and Community Based Services (HCBS waivers).</li> <li>• Administering prescribed injections, medications or immunizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Providing direct medical procedures <u>not</u> billable to MA.</li> <li>• Activities that are billed to a third party.</li> <li>• Client services not specifically mentioned or implied in the Reference Guide under the other codes.</li> </ul>	<ul style="list-style-type: none"> <li>• Completing time sheets.</li> <li>• Any type of leaving including vacation, sick, personal, jury duty &amp; snow days.</li> <li>• Lunch or break</li> <li>• Personal business (incl. phone/internet/discussions)</li> <li>• Staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Information gathering related to identifying if a person should be referred for an assessment for LTSS.</li> <li>• Collection of information to determine whether an LTSS assessment is needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Intake not addressed in any other code.</li> </ul>	<ul style="list-style-type: none"> <li>• Examples include: <ul style="list-style-type: none"> <li>- HCBS Waiver</li> <li>- PCA</li> <li>- <u>Assessment</u> for VA/DD Adult TCM (not the TCM services themselves)</li> <li>- RSC</li> <li>- Alternative Care</li> <li>- SILS</li> <li>- CSG, FSC</li> <li>- ICF-DD</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Activities related to development of a community support plan for individuals with LTSS or chronic care needs – for non-MA eligible clients or those on a health plan providing payment to the county.</li> </ul>
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.	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.

**ATTACHMENT O**  
**LCTS ACTIVITY CODES FOR PUBLIC HEALTH**  
**A – F Children Welfare (Non-Medical)**

Last Revised: January 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 &amp; 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>These activities are the coordination of the service. This does not include providing the actual service itself.</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 child 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.	<b>Part 1</b> Referring or arranging for a child or their family to receive counseling or other child welfare services.	<b>Part 1</b> Participating in discussions or planning meetings concerning the general topic of children & the factors that put them at imminent risk of being removed from home.	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.	Educating foster parents regarding child development issues pertinent to the children in their care.	Providing face to face therapeutic treatment & counseling services to a child, their family and/or a substitute care provider to resolve personal problems.
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.	<b>Part 2</b> Coordinating with agencies on possible services available to help the family improve the home situation & lessen the possibility of removal from home.	<b>Part 1</b> Providing information to the county for the recruitment, study, & approval of foster, adoptive, potential volunteers & other substitute care facilities.	Attending child welfare training provided by the state or the county.	Providing parenting classes for new foster or adoptive parents.	Listening to & providing therapeutic intervention when a child is talking to you about committing suicide & the conversation is to prevent the suicide.
Participating in child protection risk assessment.	Participating in discussions or reviews with relevant agencies or individuals to determine the effectiveness of current services to resolve the situation that caused the placement or the determination of Foster Care Candidacy.	<b>Part 2</b> Assisting with any activities to support any petitions for County Social Services for the removal of a child from the home.	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 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