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State of Wisconsin
Department of Children and Families
Division of Early Care and Education

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November 17, 2008

BECR MEMO 2008-06

TO: Private Child Placing Agencies (Treatment Foster Care)

FROM: Jill Chase, Director

A handwritten signature in blue ink that reads "Jill Chase".

RE: Private Child Placing Agency Staff Costs

This memo provides direction on how costs for private Child Placing Agency (CPA) staff will be included in the federal Title IV-E claim beginning January 1, 2009.

Currently, CPAs are required to report their administrative activities and costs for a one week period to the Department on a quarterly basis to support the Title IV-E administrative claim. The federal Division of Cost Allocation (DCA) has objected to the current quarterly time study approach for including CPA staff costs in the Title IV-E administrative claim and directed the Department to implement a new process. The federal recommendation was to implement 100% time reporting. A meeting was held on March 28, 2008 to discuss options for the CPAs to report staff time to the Department, with a recommendation to evaluate options other than 100% time reporting. Since this meeting, program and fiscal representatives from the Department have reviewed other methodologies that could be implemented to address concerns identified by the federal DCA, including the addition of CPA staff to the Department's Social Service Random Moment Time Study (SS RMTS). It has been determined that the SS RMTS methodology will address the federal DCA concerns and is the preferred approach versus 100% time reporting.

As such, effective January 1, 2009, participation in the Department's **SS RMTS** will be required for all private CPAs who work with children in out-of-home care. As part of the SS RMTS process, DCF representatives will be contacting staff within your agency on a random basis to gather information about their job activities at a particular moment in time. This will be in lieu of the current quarterly time study.

Expectations for CPA participation in the SS RMTS process are as follows:

- CPAs will be required to complete and submit a SS RMTS staff roster to DCF that includes all agency staff who work directly with children (case managers, social workers and treatment case managers). Instructions regarding how to complete and update the SS RMTS staff roster are attached.
- CPAs must ensure all staff required to be included in the SS RMTS staff roster are aware of and understand the SS RMTS process and cooperate in a timely manner with DCF

representatives who will be contacting the staff regarding their activities. Staff will need to identify their activities for particular children at the point in time.

- CPAs must complete the current quarterly time study for the October – December 2008 quarter.

Attached are the following documents to assist CPAs with this new process:

1. Blank Rooster- CPAs need to update this rooster quarterly and send to Sarah Cannon at Sarah.Cannon@wi.gov.

The first roster is due December 12, 2008

Updates to the SS RMTS staff rosters, including new staff and staff exits, are due the 2nd Friday of the month preceding the start of the quarter.

2. SS RMTS Roster Instructions
3. What is the SS RMTS?

As stated above, the SS RMTS process will be implemented with all CPA staff **starting January 1, 2009** and all private child placing agencies that work with children who are in out-of-home care are required to participate in this process.

The following website contains a webcast that further describes the SS RMTS process:
<http://media1.wi.gov/DHFS/Viewer/?peid=2293011b-16e7-4aaa-85fc-04fd17032679>

If you have any questions, please feel to contact Mary Morse at (608) 266-0415.

Cc: Licensing Chiefs
Child Welfare licensing staff
Michelle Rawlings
David Timmerman
Becky Craig
John Tuohy
Sarah Cannon



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State of Wisconsin
Department of Children and Families
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November 13, 2008

To: Human and Social Services Staff

From: Becky Craig
Cost Allocation & Program Integrity Section
Bureau of Finance

Re: **RANDOM MOMENT TIME STUDY – PERSONNEL UPDATE**

What is the RMTS?

The Random Moment Time Study (RMTS) is a federally approved statistical sampling technique, which is implemented through phone interviews to applicable staff from a Madison central office. The RMTS was created to satisfy federal claims for certain kinds of social service administrative monies. The Department's Federal claim is based on using a statistical survey to accurately determine proportions of service worker time spent providing certain classifications of service to particular groups of clients. The higher the percentages, the greater the cash value of the claim.

The RMTS is administered by the Bureau of Finance in the Division of Enterprise Solutions with support from other state agencies. All social workers and social services aides currently working for all the 72 counties and for MCPS are on a special sample list. Each quarter, a computer program generates a sample of names (2760 names per quarter) randomly drawn from a listing drawn "moment in time" for the RMTS interviewer to call the employee. Because of the random sample technique, some social workers may not receive a call for several quarters at a time, while others may be picked two or more times in a given quarter.

For the sample to be scientifically valid, the phone interviewer must keep on calling back and get a response from the selected worker about the original time. All responses must be received within 48 hours or two business days to meet Federal requirements. If large numbers of persons are not interviewed or cannot reconstruct their activities, the validity of the sample will be damaged.

What is Asked in the Phone Interview?

The interviewer asks two kinds of information. The first is the essential data on the work being performed. This information is used to determine the amount of Federal funds the state can claim from the Federal Government on behalf of all the counties and MCPS. For obvious reasons the interviewer will not specify what is claimable information and what is not, since this would distort the results of the survey and make the federal auditors question the validity of the claims.

The essential data is divided into four kinds of information:

- What activity was being performed just before the call was made?
- What kind of target population was being served by this activity?
- What specific program or service category was the main element being dealt with by the worker at that particular moment?
- If substitute care is involved, further questions may be asked to determine which substitute care activity was worked on.

Secondly, the interviewer also needs information about the primary client. (The primary client is the oldest child if a child is involved).

Why is the Client's Identity Required and is There a Confidentiality Problem:

The phone interviewer asks only the client's name, birth-date, sex and county/ MCPS case number. This personal identification is needed because the Federal Government audits a percentage of the RMTS phone interviews to ensure that Wisconsin is not distorting the interview data to inappropriately claim federal funds. The personal identification data is kept in a locked file, and will only be seen or used by authorized federal or state officials. The files are destroyed after four years by shredding.

Worker Cooperation is Needed for the RMTS to Succeed:

After the initial interview with a worker where the RMTS process will be explained, subsequent interviews should never take more than a minute or two. Some replies, such as being on sick leave or vacation, automatically exclude that phone interview from the survey analysis. The smaller the final sample of phone calls each three-month period, the weaker the validity of the state's claim for federal funds. **The RMTS needs worker cooperation.**

The RMTS survey results will not be used for supervisory evaluations or activities since worker replies will never be shared with the County or MCPS. Each interview becomes part of a total number and percent used to make the claim for federal reimbursement each quarter.

The following staff will be conducting the interviews: Sarah Cannon (State of Wisconsin – Bureau of Finance employee) and Kurtis Hopp (MAXIMUS, state contractor); with back up by Dale Crapp and Lillian Jhocson (State of Wisconsin employees). If you have any questions, please contact Sarah at (608) 266-8147 or me at (608) 261-6315. The cooperation of all staff in the survey process will ensure appropriate claiming of federal funds for the benefit of Wisconsin human services.

Thank you.

Social Services Random Moment Time Study (SS RMTS) Employee Roster Instructions

BACKGROUND

The Department of Children & Families (DCF) has designed the Social Services Random Moment Time Study (SS RMTS) sampling process to facilitate allocation of staff time and costs eligible for federal reimbursement related to:

- Performing foster care/placement and foster care/placement prevention activities eligible for federal reimbursement under Title XIX and Title IV-E.
 - Placement occurs when the agency arranges for the residence of a child or a juvenile in a licensed facility or with relatives, either facilitated by a child welfare agency through a formal voluntary placement agreement or a court order under Chaps. 48 or 938, Stats. Placement facilities include, but are not limited to, relative homes, foster homes, group homes, shelter-care and residential caring centers (RCC). Other related terms include out-of-home care, foster care, and substitute care.
 - Placement Prevention refers to the act, by the agency, of providing assessment, planning and monitoring services to a family where a child or juvenile is at risk of being placed outside of the family home, either through a formal voluntary placement agreement or a court order under Chaps. 48 or 938, Stats.

The SS RMTS uses a quarterly random moment time study sampling process to identify the amount of time county staff and child placing agency staff spend on job activities throughout the workday. The results of the time study are summarized to obtain the statewide average of time spent by county staff and child placing agency staff on activities during a quarter. The SS RMTS results are used to allocate costs related to county and Bureau of Milwaukee Child Welfare (BMCW) human/social services workers between benefiting programs on a statewide basis. The SS RMTS is part of the Department of Children and Families' cost allocation plan that is submitted to and approved by the Federal Division of Cost Allocation. As such, activities, such as completing the employee roster, must be consistent with the process described in the approved cost allocation plan.

The SS RMTS determines, on a statewide basis, the proportion of worker time spent on adult vs. children's cases. The SS RMTS further determines for the proportion of time spent on children's cases the proportion of time spent on foster care and preventing foster care activities eligible for federal foster care (IV-E) reimbursement. Activities eligible for IV-E reimbursement include:

- Determining and Re-determining Eligibility
- Rate-Setting
- Placement of Children
- Development of Case Plan
- Case Reviews

Social Services Random Moment Time Study (SS RMTS) Employee Roster Instructions

- Case Management and Supervision
- Referral for Services
- Preparation for and Participation in Judicial Determinations
- Resource Development and Recruitment
- Transportation for Foster Care Administration.

SS RMTS EMPLOYEE ROSTER

Whom to Include on the SS RMTS Roster

The SS RMTS roster must include employees (full- or part-time) of Social /Human Services Agencies who:

- Provide **direct social services to clients** and have job function codes of 21 and 22. Workers are deemed to be employees if they are on your agency's payroll or if they meet the criteria of being an employee under the Unemployment Compensation rules. A complete listing of type 21 and 22 job functions is attached.
 - The SS RMTS roster primarily consists of social workers, social services aides, case workers and child care workers.
 - Staff included on the roster are typically organizationally located in the following:
 - Children & Family Services Units
 - Aging/Long Term Care Units
 - Social/Community Units
 - Community Services Programs Units
 - Long Term Support Units
 - Child Protective Services Units
 - Family Resources Units
 - Youth/Family Services Units
 - Juvenile Justice Units
 - *Child Placing Agencies – added to the Social Service Random Moment Time Study – effective January 1, 2009*
- Provide services authorized under Chapter 51, Wisconsin Statutes, regardless of organizational structure, **only if they also perform activities related to foster care or preventing foster care.** See activities described above. Chapter 51 services include Alcohol and Other Drug Abuse (AODA) services, Mental Health (MH) services and services for persons with Developmental Disabilities (DD).

Social Services Random Moment Time Study (SS RMTS) Employee Roster Instructions

The SS RMTS roster should also include BMCW contract staff. BMCW social workers and social service aides are state-contracted staff and should be included on the roster. County-contracted staff should not be on the SS RMTS roster.

Whom Not to Include on the SS RMTS Roster

Do not include:

- Support staff, such as receptionists and clerical workers.
- Supervisors.
- Temporary staff, such as Limited Term Employees (LTE's).
- Staff whose costs are direct-charged to clients or programs. Note that the method of charging those costs must be appropriate under federal regulations.
- Staff included on the IM/W-2 RMS roster.
- Staff included in the agency's Administrative Management Support and Overhead (AMSO) costs.
- County-contracted social workers and social service aides.
- *Vacant positions*
- Staff that provides services authorized under Chapter 51, **unless they also perform activities related to foster care or preventing foster care.**

Staff in stand-alone 51 Board agencies are not expected to provide Child Welfare services and therefore, are not included on the SS RMTS roster.

Directions

Use Excel (or compatible) to complete the RMTS roster form. The completed form should be e-mailed to Sarah.Cannon@wi.gov. If you do not have Excel (or compatible), please fax your roster to (608) 267-3240 - attention: Sarah R. Cannon.

1. If you have a staff person who is out for an extended period of time, i.e., approved leave such as maternity or medical leave, please include this person on your roster and note in the comment section when they will be returning. We will enter them in the database, but we will not include them in the sample selection until they return.
2. If you have questions about whether certain staff should be included, please call Sarah Cannon at (608) 266-8147 to discuss.

Updating Employee Rosters

Counties and Child Placing Agencies are required to update their SS RMTS roster each quarter. By the end of the last week of February, May, August and November, DCF will

Social Services Random Moment Time Study (SS RMTS) Employee Roster Instructions

send out via e-mail the previous quarter's SS RMTS roster. Revisions should be submitted to DCF no later than the 2nd Friday of March, June, September and December. Changes to the roster include removing employees who no longer meet criteria for inclusion, updating information for employees, e.g., telephone numbers, e-mail addresses, etc., and adding new hires and replacements. The following guidelines should also be followed for roster updates.

- *Do not* include vacant positions.
- Identify on the employee roster any staff that will be out for extended approved leave (e.g., maternity leave, extended medical leave, etc.) during the next sampling period (quarter).
- If additional changes occur after you submitted your quarterly updates, but prior to the final week of the current quarter, notify Sarah Cannon at: Sarah.Cannon@wi.gov. The change will be incorporated prior to selecting the sample for the next quarter.
- You may also send updates any time during the quarter by including the change in an e-mail to Sarah Cannon.
- If no changes occurred to your roster, please send an e-mail stating that, to the best of your knowledge, the roster is accurate. This e-mail should be sent by the 2nd Friday of March, June, September and December.
- Please include the name, title, and telephone number of the person submitting the updated roster.

**Social Services Random Moment Time Study (SS RMTS)
Employee Roster Instructions**

Function Code	Position Title Code	Title	Function Code	Position Title Code	Title
21	024	ALCOHOL COUNSELOR	21	314	INDPNDNT LVG SKILLS INSTR
21	035	CASEWORKER I	21	315	VOCATIONAL SKILLS WRKR
21	036	CASEWORKER II	21	318	RESIDENTIAL FACILITY WRKR
21	037	CASEWORKER II/ COURT LIAISON	21	320	SUPPORTIVE CARE WRKR
21	073	FAMILY COURT MARRIAGE CNSLR	21	337	YOUTH SPECIALIST
21	104	CHRONIC MENTALLY ILL WORKER	21	399	BENEFIT SPECIALIST
21	114	ALCOHOL & DRUG ABUSE CNSLR	21	407	FAMILY CONCILIATION
21	119	CNSLR (NON-CERTIFIED)	21	408	FAMILY THERAPIST II
21	129	SOCIAL WORKER I	21	415	HOUSE MGR JUV SHELTER CARE
21	130	SOCIAL WORKER II	21	427	FOSTER CARE COORDINATOR
21	131	SOCIAL WORKER III	21	428	ADULT PROT SVC WORKER
21	132	SOCIAL WORKER IV	21	429	CASE AMNAGER
21	133	SOCIAL WORKER V	21	430	CHILD PROT SVC WORKER
21	136	SOCIAL WORK TRAINEE	21	441	BENEFIT SPECIALIST I
21	168	CHILD PROBATION OFFICER	21	442	BENEFIT SPECIALIST II
21	170	DRUG ABUSE COUNSELOR	21	444	CHEMICAL DEPENDENCY CNSLR I
21	207	MARRIAGE COUNSELOR	21	445	CHEMICAL DEPENDENCY CNSLR II
21	238	MENTAL HEALTH TECHNICIAN	21	447	COUNSELOR II
21	258	REHABILITATION COUNSELOR	21	448	COUNSELOR III
21	264	SOCIAL WORK SPECIALIST	21	452	HOME AND FINANCIAL ADVISOR II
21	265	SOCIAL WORKER	21	453	HOME AND FINANCIAL ADVISORS III
21	271	VOCATIONAL COUNSELOR	21	472	SENIOR SOCIAL WORKER
21	298	MENTAL HEALTH COUNSELOR	21	483	DISPOSITIONAL WORKER
21	299	DD COUNSELOR	21	484	INTENS SUPERVISON PRGRM WRKR
21	300	CLINICAL SOCIAL WORKER	21	499	PERSONAL CARE WORKER
21	312	EARLY INTERVENTION SPECIALIST	21	501	DAY TREATMENT SOCIAL WORKER
21	313	COMMUNITY SUPPORT WORKER			

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22	024	ALCOHOL COUNSELOR	22	315	VOCATIONAL SKILLS WORKER
22	035	CASEWORKER I	22	318	RESIDENTIAL FACILITY WORKER
22	036	CASEWORKER II	22	319	INDUSTRIES JOB DEVELOPER
22	037	CASEWORKER II/ COURT LIAISON	22	320	SUPPORTIVE CARE WORKER
22	067	CASE AIDE III	22	323	DISABILITY TRAINING AIDS
22	073	FAMILY COURT MARRIAGE CNSLR	22	324	COMMUNITY TREATMENT AIDE
22	081	HOMEMAKER	22	337	YOUTH SPECIALIST
22	082	HOMEMAKER I	22	352	NUTRITION AIDE
22	083	HOMEMAKER II	22	353	FOOD TRANSPORTER
22	084	HOMEMAKER AIDE	22	354	OUTREACH WORKER
22	086	HOUSEHOLD AIDE	22	355	HANDYMAN
22	087	HOUSING AIDE I	22	356	NURTITIONIST
22	088	HOUSING AIDE II	22	357	SANITATION
22	096	JUVENILE COURT WORKER	22	358	HOSTESS
22	104	CHRONIC MENTALLY ILL WORKER	22	365	MENTAL HEALTH SVC COORDINATOR
22	114	ALCOHOL & DRUG ABUSE CNSLR	22	367	HOMESPUN POST MANAGER
22	119	COUNSELOR (NON-CERTIFIED)	22	368	TRANSPORTATION COORDINATOR
22	124	SOCIAL SERVICE AIDE	22	369	HUMAN SERVICES COORDINATOR
22	125	SOCIAL SERVICE AIDE I	22	371	DOM. VIOLENCE PREV/ INT. WRKR
22	126	SOCIAL SERVICE AIDE II	22	375	MEDICAL CASE MNGMNT COORDIN.
22	156	DAY CARE AIDE	22	376	PROGRAM COORDINATOR
22	170	DRUG ABUSE COUNSELOR	22	379	CASE COORDINATOR
22	187	HOMEMAKER III	22	391	FAMILY SUPPORT WORKER
22	188	SOCIAL SERVICE AIDE III	22	399	BENEFIT SPECIALIST
22	203	CASE AIDE III	22	408	FAMILY THERAPIST II
22	205	SOCIAL SERVICE SPECIALIST	22	415	HOUSE MGR JUV. SHELTER CARE
22	207	MARRIAGE COUNSELOR	22	427	FOSTER CARE COORDINATOR
22	238	MENTAL HEALTH TECHNICIAN	22	428	ADULT PROT SVC WORKER
22	258	REHABILITATION COUNSELOR	22	430	CHILD PROT SVC WORKER
22	264	SOCIAL WORK SPECIALIST	22	441	BENEFIT SPECIALIST I
22	271	VOCATIONAL COUNSELOR	22	442	BENEFIT SPECIALIST II
22	294	JOB COACH FOR SOCIAL SERVICES	22	444	CHEMICAL DEPENDENCY CNSELR I
22	298	MENTAL HEALTH COUNSELOR	22	445	CHEMICAL DEPENDENCY CNSLR II
22	299	DD COUNSELOR	22	447	COUNSELOR II
22	301	FAMILY & SCHOOL LIAISON WORKER	22	448	COUNSELOR III
22	302	CLINICAL SOCIAL WORKER SUPVISR	22	452	HOME AND FINANCIAL ADVISOR II
22	303	ALCOHOL & DRUG ABUSE COORDINATOR	22	453	HOME AND FINANCIAL ADVISORS III
22	310	INDUSTRIES COORDINATOR	22	496	CHILDCARE PYMNT SYSTEM WRKR 1
22	312	EARLY INTERVENTION SPECIALIST	22	497	CHILDCARE PYMNT SYSTEM WRKR 2
22	313	COMMUNITY SUPPORT WORKER	22	499	PERSONAL CARE WORKER
22	314	INDPNDNT LVNG SKILLS INSTRCTR			

