

**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>  |
| <b>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)</b> | <b>Part 1. Coordinating child welfare services for a specific child who is in foster care placement.</b><br><br><b>Part 2. Coordinating child welfare services for a specific child who has been identified as a Foster Care Candidate.</b><br><br><b>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.</b> | <b>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</b><br><br><b>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</b> | <b>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 &amp; helping families access services needed to meet the safety &amp; well-being needs of students</b> | <b>Training current or prospective foster or adoptive parents, including relatives, on the care of children who have been entrusted in their care</b> | <b>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> |
| <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><br>Referring or arranging for a child or their family to receive counseling or other child welfare services.  | <b>Part 1</b><br>Participating in planning meetings on child welfare issues (district, school, community, collaborative, interagency) for children at imminent risk of being removed from the home.   | 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.   | <b>Part 2</b><br>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.   | <b>Part 2</b><br>Preparing or providing a truancy petition for County Social Services for the removal of a child from the 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.   |   | 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> ).   | <b>Part 2</b><br>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.                             | 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.  |