

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

DHS Financial Operations  
July 1, 2012

| <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, monitoring, or assisting a child and/or family to access MA services (non Long Term Care Consultation and/or Child &amp; Teen Check-up 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>EXAMPLES</b>  | <b>EXAMPLES</b>  | <b>EXAMPLES</b>   | <b>EXAMPLES</b>  | <b>EXAMPLES</b>  |
| Providing MA outreach services. Explaining MA benefits, MA eligibility requirements and the MA enrollment process.                                   | Working with other agencies and/or providers that provide health/medical services to improve the coordination & delivery of services, to expand access to specific populations of MA eligibles, & to increase provider participation & improve provider relations. | Providing direct medical procedures that are billable to MA.  | Providing direct medical procedures not billable to MA.  | 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. |
| Informing parents of 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 health plans/service plans relating to MA services & individual program plans for MA covered services (non Long Term Care Consultation & Child and/or Teen Check-up related).  | Providing Home and Community Based Services (HCBS waivers).   | Activities that are billed to a third party.   | 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.                         | Arranging for access to MA covered services (non Long Term Care Consultation & Child and/or Teen Check-up related).  | Administering prescribed injections, medications or immunizations.  | Client services not specifically mentioned or implied in the Reference Guide under Codes A through I and Code K.   | General staff meetings, planning sessions, orientations, policy and procedure review sessions, or changes in staffing.   |
| Contacting pregnant and parenting teens to discuss the availability of MA covered prenatal and postpartum services.                                  | 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 (non Child & Teen Check-up related).   | Long Term Care Consultation (LTCC), Child and Teen Check-up (CTC) activity (administrative and direct services), and post pregnancy and/or well baby visits to mother and baby. | 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. | Completing and submitting the "Local Collaborative Time Study (LCTS) Title IV-E Candidacy Determination Form" (DHS LCTS-3333) to county social services.   |
|  | Coordinating health/medical services for a child with other agencies.  |   |  | Participating in activity code trainings.  |
| Paperwork and staff travel related to the above activities.  | Paperwork & 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.  |

LCTS ACTIVITY CODES FOR PUBLIC HEALTH

G – K Health/Medical And Other

"Health/Medical" services include medical, dental, mental health and chemical health

DHS Financial Operations

July 1, 2012

| Code A  | Code B  | Code C   | Code D   | Code E   | Code F  |
|---|---|--|--|--|---|
| Determination of Risk   | Child Service Coordination  | Court Related and Other Child Related Administration   | Child Welfare Training of Local Collaborative Staff  | Training of Foster and Adoptive Parents or Provider Staff  | Treatment & Counseling  |
| 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 <u>coordination</u> 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 |
| EXAMPLES  | EXAMPLES  | EXAMPLES   | EXAMPLES   | EXAMPLES   | EXAMPLES  |
| 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 discussions or planning meetings concerning the general topic of children &amp; the factors that put them at imminent risk of being removed 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.  | 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.  | <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 1</b></p> <p>Providing information to the county for the recruitment, study, &amp; approval of foster, adoptive, potential volunteers &amp; other substitute care facilities.</p>   | 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 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>Assisting with any activities to support any petitions for County Social Services for the removal of a child from the home.</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 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  |