

# *Instructions for Time Study Validators*

## *Local Collaborative Time Study (LCTS) Web Based Application*

October 2010



Minnesota Department of **Human Services**

## LCTS VALIDATOR INSTRUCTIONS

### COMPLETEING A RANDOM MOMENT THAT REQUIRES VALIDATION

As an LCTS validator, you will be validating random moments that participants from your partner groups have completed. A randomly selected 5% of the entire state sample is validated, so the amount of random moments that you are asked to validate may vary by quarter.

#### **Step One: Receive the email requesting validation.**

You will receive an email notifying you that there is a participant's random moment that needs validation. The email contains the activity code that was chosen and the description of the activity. Click the highlighted link to proceed to the logsheet which includes the validation screen.

[Validator Name]

Please click on the link below to validate the random moment for [Date and Time] for [Participant Name] .

[Participant Name] chose the following for the random moment.

Activity Code = A

What were you doing = Determining safety and supervision of student when not in school.

Who were you with = Other

Click on this link [690215E 653](#) Logsheet **Link to Validation Screen**

Or Copy and paste this address into your web browser [http:// \[Link to actual Random Moment Logsheet\]](#)

**\*\*This message is being sent from an unmonitored email address. Please do not reply to this email.\*\***

#### **Step Two: Evaluate the Participant's Selection**

After you click on the link within the email, the participant's logsheet will be displayed for you. Review the activity code selection and description, and if you agree that based on the description that the participant picked the correct code choice, then proceed to the validation section at the bottom of the page.



Welcome [Validator] Please validate this survey/study for [Participant Name] [\(Not you?\)](#)

Please select a code below that represents the activity performed at the time of the random moment.

- A - Determination of Risk
- B - Child Services Coordination
- C - Court Related and Other Child Related Administration
- D - Child Welfare Training of Local Collaborative Staff
- E - Training of Foster and Adoptive Parents or Provider Staff
- F - Treatment and Therapy
- G - MA Eligibility Determination Assistance
- H - Health / Medical Related Service Coordination
- I - Direct Medical Services
- J - Other Services and Third Party Payment
- K - General Administration

Please provide a brief general description of the activity being performed during the time of the random moment per federal regulations.

What were you doing?

Determining safety and supervision of student when not in school.

Who were you with?

Other

**Participant Random Moment Choices for Validation.**

Validate

Can NOT validate

### Step Three: Perform the Validation

After you have evaluated the activity code selection of the participant, you need to validate the response by indicating if you agree or disagree by clicking one of the buttons at the bottom of the random moment. Choose the button that represents your agreement with the participant's code selection you choices are: "Validate" or "Can NOT Validate".

Validate

Can NOT validate

After you make a selection to validate or not to validate the participant's selection, you will receive a thank you confirmation message that confirms that your submitted information has gone through. You can close the window and delete the email.



Thank You!

You have successfully completed your random moment!