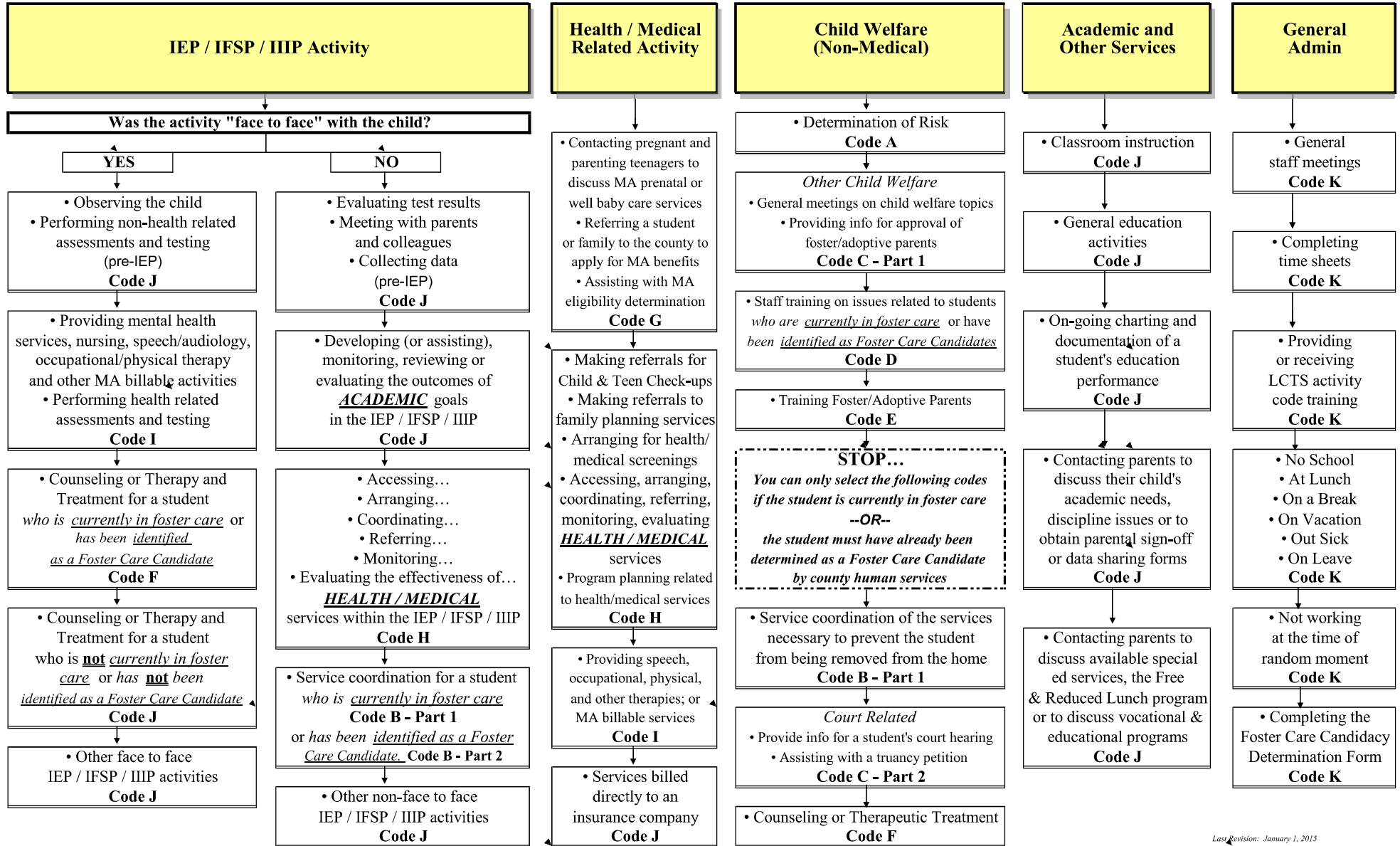


LCTS PUBLIC SCHOOLS Activity Code Selection Flow Chart

What is the purpose of the activity you were performing at the time of the random moment?

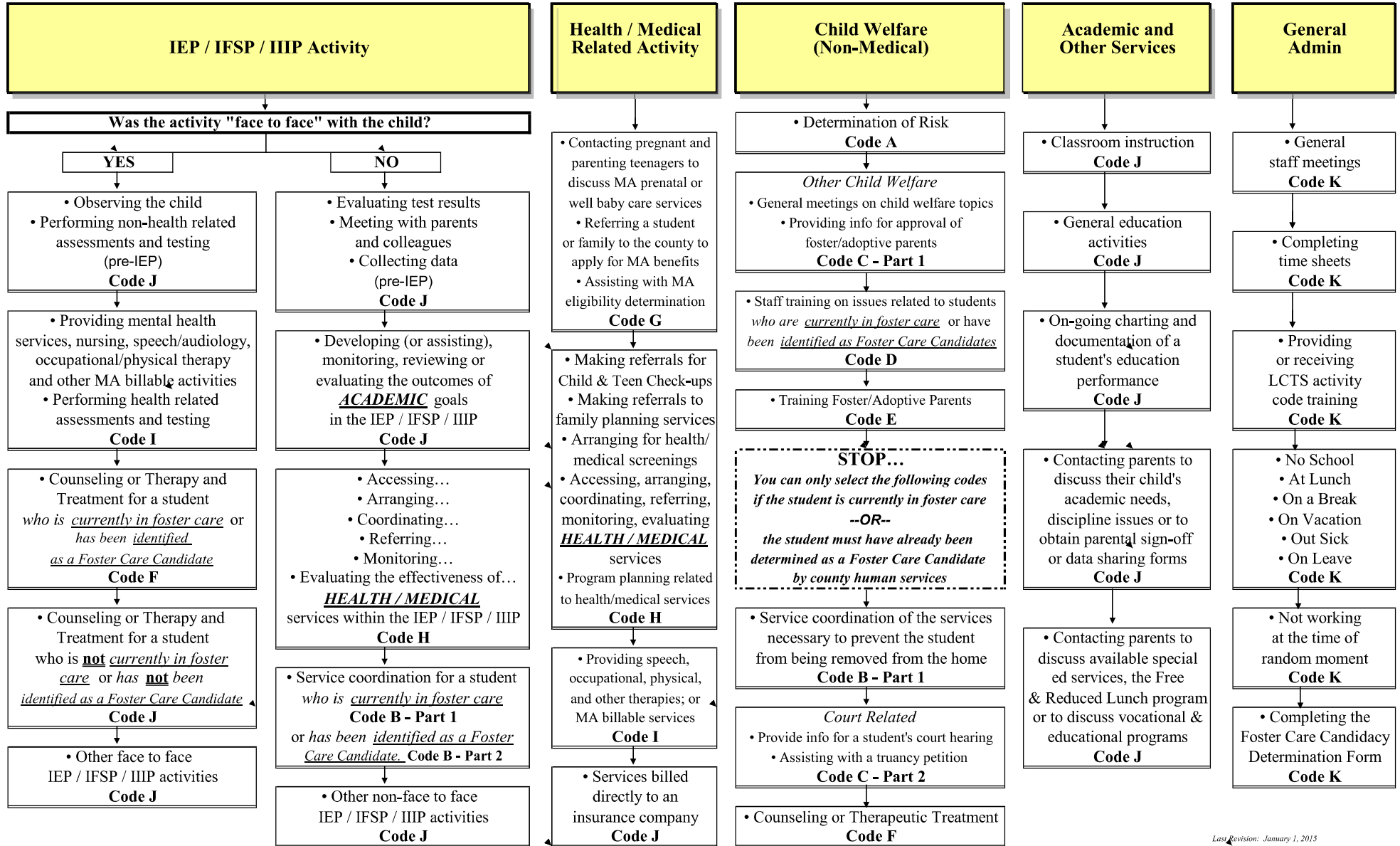
"Health/Medical" services include medical, dental, mental health and chemical health



LCTS PUBLIC SCHOOLS Activity Code Selection Flow Chart

What is the purpose of the activity you were performing at the time of the random moment?

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



ATTACHMENT M
LCTS ACTIVITY CODES FOR PUBLIC SCHOOLS
A – F Child Welfare (Non-Medical)

Code A	Code B	Code C	Code D	Code E	Code F
<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 & 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 student to the Foster Care Candidacy Specialist at county social services, up to the point of filing out a "Foster Care Candidacy Determination Form"	Part 1. Coordinating child welfare services for a specific student who is in foster care placement. Part 2. Coordinating child welfare services for a specific student who has been identified as a Foster Care Candidate. These activities are the <u>coordination</u> of the service. This does not include providing the actual service itself.	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 Part 2. Court related activity for a specific student who is currently in foster care	Receiving training on making recommendations for Foster Care 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 students who are currently in foster care or have been identified as Foster Care Candidates. Also choose this code if you are providing counseling to a student's family if the student has been identified as a Title Foster Care Candidate or is currently in foster care
EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES
Participating in discussions and/or investigations on whether a student's or student's family situation warrants referral and/or reporting to appropriate authorities.	Part 1 Referring or arranging for a student and their foster family to receive counseling, participate in the Big Brother Program, work with a mentor, or receive other child welfare services.	Part 1 Participating in planning meetings on child welfare issues (district, school, community, collaborative and 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 student who is out of control in an effort to get the student able to address the issues at hand.
Deciding whether there is an abuse, neglect, or maltreatment situation that warrants referral and/or reporting to appropriate authorities and making that referral/report.	Part 2 Coordinating with agencies on possible services available to help the family to improve the home situation & lessen the possibility that the student would have to be removed from the home.	Part 2 Assisting the county with truancy or child protection petitions or any other activities that are requested by the county to support court petitions to remove a student from the home.	Presenting or attending training for collaborative partners/school staff on increasing ability of staff to recognize students in trouble & identifying needed services to remedy a student's situation.	Providing parenting classes for new foster or adoptive parents.	Providing face to face therapeutic treatment and counseling services to a student, their family and/or a substitute care provider to resolve personal problems.
	Part 2 Participating in reviews and/or discussions with relevant agencies or individuals to determine the effectiveness of current services to resolve the situation causing the student to be identified as a Foster Care Candidate.	Part 2 Working with a school liaison police officer in preparation for court.	Presenting or attending training on Foster Care Candidacy.		Leading a group therapy session where one or more students is currently in foster care or has been identified as a Foster Care 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

Code G	Code H	Code I	Code J	Code K
<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>
Conducting Medical Assistance (MA) outreach or assisting in the MA eligibility process	Referring, arranging, monitoring and evaluating health/medical services. Performing activities related to improving the delivery of health services in schools	Performing activities and services for students that are billable directly to MA. It is not necessary to know if your school actually does send a bill	Performing job specific activities that are not included in the other codes or that are billed to a third party other than MA	School general operating functions and activities, personal time taken during the work day, or when you are not at work to perform your job
EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES
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.	Arranging for, coordinating, & monitoring the health services needed per a student's IEP/IFSP/IIIP or other case plan, including arranging for necessary support services such as translation/transportation & consulting with other staff on implementing the health services outlined in a student's IEP/IFSP/IIIP.	IEP/IFSP/IIIP: <ul style="list-style-type: none"> ✦ Student needs assessments or continued services, writing reports and interpreting results of tests. ✦ Providing the services contained in the IEP/IFSP/IIIP. 	Obtaining parental consent forms for educational activities or to discuss their child's academic needs, to discuss discipline issues, special education services available, the Free and Reduced Lunch Program, and vocational and educational programs available.	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 a county staff person who will assist them with MA.	Advising a parent of a possible health issue for their child & encouraging them to make appointments with medical professionals. Educating parents on identifying their child's health needs, child development, proper health care & substance abuse.	Administering prescribed injections, medication or immunizations to a student.	All classroom instruction and related activity, cafeteria & study hall activity, recess & after school activity. Activities performed by a school truancy officer for students not currently in foster care or have been identified as a Foster Care Candidate.	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.
Contacting pregnant and parenting teens to discuss MA prenatal and well baby care programs available to them.	Referring and arranging for medical screenings, & providing appropriate follow-up.	Providing health/medical services or procedures such as physical therapy and speech therapy that are billed to MA.	IEP Activities not included in codes H or I. Providing health/medical services including first aid or performing medical procedures.	General staff meetings, planning sessions, orientations, policy and procedure review sessions, discussion on curriculum changes or changes in staffing.
	Meetings to address how MA health services are delivered within the school.		Obtaining parental consent forms for sharing data between partners & county social services for the purpose of submitting a Foster Care Candidacy recommendation to the county.	Completing and submitting the Foster Care Candidacy Determination Form" 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.

*LCTS Public School
Activity Code
Reference Guide*



January 1, 2015

LOCAL COLLABORATIVE TIME STUDY

LCTS Federal Code Titles

I. Children at Risk

- A. *Determination of Risk*
- B. *Child Service Coordination*
 - B1. *Service Coordination – Child is in Foster Care Placement*
 - B2. *Service Coordination –Child is a Foster Care Candidate*
- 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. *Therapy and Treatment*

II. Health/Medical Related

- G. *MA Eligibility Determination Assistance*
- H. *Health/Medical Related Service Coordination*
- I. *Direct Medical Services*

III. Other

- J. *Other Services*
- K. *General Administration – Not Program Related*

LCTS ACTIVITY CODES

The following definitions and examples will help you in your selection of activity codes.

I. Children at Risk

Codes A through F should only be used when the activity is associated with a child currently in placement or at imminent risk of placement including determination of risk, direct case management of a child at imminent risk, training surrounding dealing with children at risk, and general administrative duties surrounding children at risk.

Code A – Determination of Risk

Federally Approved Code, May 1996

This code should be used whenever the worker is engaged in activities to determine the following:

1. Is there the need for placement or a risk of being placed out of the home.
2. Is there a risk of maltreatment, an occurrence of maltreatment, or a need for protection or services, and whether the agency will respond to address the needs as identified.

Choose this code if you are doing an activity that helps to decide 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 student to the Foster Care Candidacy Specialist at county social services, up to the point of filling out the "Foster Care Candidacy Determination Form". Some examples include:

- ✚ Consulting with others regarding the maltreatment of a student following a student's disclosure of possible abuse;
- ✚ Deciding whether there is an abuse, neglect, or maltreatment situation that warrants referral and/or reporting to appropriate authorities and making that referral/report;
- ✚ Participating in discussions and/or investigations on whether a student's or student's family situation warrants referral and/or reporting to appropriate authorities;
- ✚ Participating in discussions and/or investigations on whether there have been significant changes in the student's or student's family situation which warrants referral and/or reporting to appropriate authorities;
- ✚ Participating in child protection risk assessment;

- ✚ Contacting child abuse team if suspected maltreatment has occurred to a student;
- ✚ Reporting maltreatment to a county social service agency or local authorities;
- ✚ Paperwork and staff travel related to the above activities.

NOTE: *This is a time-limited activity in response to a new report or incident. This activity ends at the point the staff person refers the case to county social services or law enforcement or when the staff person decides **not** to make a referral.*

Code B - Child Service Coordination

Federally Approved Code, May 1996

This code should be used when a worker is engaged in any placement prevention or placement services (excluding correctional placements), or accessing other services, other than health/medical related on the behalf of a client under 18 years of age or 18 and in school.

Choose this code if you are coordinating child welfare services for students who are either in foster care or have been identified as Foster Care Candidates. This does not include providing the actual service itself.

This code is separated into two categories (B1 and B2) to differentiate the child's status as either "In Foster Care Placement" or as a "Foster Care Candidate". Some examples include:

B1: Service Coordination – Child is in Foster Care Placement

- ✚ Participating in initial and subsequent discussions with or referrals to a social worker concerning child welfare services available to a student or their family;
- ✚ Referring or arranging for a student and their foster family to receive counseling, participate in the Big Brother Program, work with a mentor, or receive other child welfare services;
- ✚ Making referrals to the county or other agencies to provide services to a student and their foster family.
- ✚ Referring or arranging for a student to attend a teen support group to help cope with a parent who is a substance abuser;
- ✚ Participating in meetings to assist a student's planned return to school following foster care placement or transition from corrections;
- ✚ Participating in case conferences, administrative reviews, child staffing and informal conferences when the purpose of the discussion is to discuss child welfare services;
- ✚ Contacting, monitoring or communicating with a student, family members, substitute care providers, social services or other relevant persons regarding the provision of child welfare services for the student and assessing and evaluating the effectiveness of child welfare services;

- ✚ Visiting a truant student's foster home to develop and implement an individual performance contract, monitoring performance or to report on progress;
- ✚ Contacting the appropriate staff if you suspect maltreatment has occurred for a student;
- ✚ Participating in case conferences, administrative reviews, child staffing and informal conferences when the purpose of the discussion is to discuss child welfare services;
- ✚ Arranging for or providing access or referral to translation services (oral and signing) to help school staff communicate with a student or the student's parents regarding child welfare services provided to the student and their family;
- ✚ Meeting with school staff, county staff, caregivers and/or students about truancy related issues.
- ✚ Paperwork and staff travel related to the above activities.

B2: Service Coordination – Child is a Foster Care Candidate

- ✚ Participating in initial and subsequent discussions with or referrals to a social worker concerning social services available to a student or their family;
- ✚ Coordinating with agencies on possible social services available to help the family to improve the home situation and lessen the possibility that the student would have to be removed from the home;
- ✚ Referring or arranging for a student or their family to receive counseling, attend an anger management group, participate in the Big Brother Program, work with a mentor, or receive other social services;
- ✚ Making referrals to the county or other agencies to provide social services to a student or the family;
- ✚ Referring or arranging for a student to attend a teen support group to help cope with a parent who is a substance abuser;
- ✚ Contacting the appropriate staff if you suspect maltreatment has occurred for a student;

- ✚ Participating in case conferences, administrative reviews, child staffing and informal conferences when the purpose of the discussion is to discuss needed social services;
- ✚ Contacting, monitoring or communicating with a student, family members, social services or other relevant persons regarding the provision of services for the student and assessing and evaluating the effectiveness of services that were put in place;
- ✚ Arranging for or providing access or referral to translation services (oral and signing) to help school staff communicate with a student or the student's parents regarding services provided to the student and/or family;
- ✚ Visiting a truant student's home to develop and implement an individual performance contract, monitoring performance or to report on progress;
- ✚ Meeting with school staff, county staff, family and/or students about truancy related issues;
- ✚ Paperwork and staff travel related to the above activities.

Code C – Court Related and Other Child Related Administration

Federally Approved Code, May 1996

This code should be used when the worker is engaged in any activity involved in preparing for or participating in any judicial activity on behalf of a child under age 18 or 18 and in school or when the activity is not related to a specific case.

This code has two parts. The first part of this code is other child welfare related activity that is not related to a specific student. Child welfare activities are those that ensure the safety and well-being of a child. Some examples include:

- ✚ Participating in discussions or planning meetings (district, school, community, collaborative, interagency) concerning the general topic of students and the factors that put them at risk of being removed from the home;
- ✚ Paperwork and staff travel related to the above activities.

The second part of this code is court related activity for a specific student who is currently in foster care. Some examples include:

- ✚ Working with a school liaison police officer in preparation for court;
- ✚ Assisting with any activities to support any petitions for the county related to foster care placement;
- ✚ Preparing or providing a truancy petition for the county;
- ✚ Preparing for or participating in any court hearing or administrative review including presenting testimony related to foster care placement;
- ✚ Paperwork and staff travel related to the above activities.

Code D – Child Welfare Training of Local Collaborative Staff

Federally Approved Code, May 1996

This code should be used when the worker is engaged in or preparing for training, either as a trainer of other local collaborative staff or as a trainee, and the subject of the training is related to performing administrative services related to out-of-home placement. This code should also be used when the local collaborative staff worker is engaged in or preparing for training volunteers or persons preparing for employment with the local collaborative.

Choose this code 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 and helping families access services needed to meet the safety and well-being needs of students. Some examples include:

- ✚ Presenting or attending training for collaborative partners or school staff on increasing ability of staff to recognize students in trouble and identifying needed child welfare services;
- ✚ Presenting or attending training on issues regarding students who may be at risk or in foster care placement;
- ✚ Attending child welfare training provided by the state or county;
- ✚ Presenting or attending training on Foster Care Candidacy;
- ✚ Paperwork and staff travel related to the above activities.

Code E – Training of Foster or Adoptive Parents or Provider Staff

Federally Approved Code, May 1996

This code should be used when the worker is engaged in or preparing for training to:

1. Current or prospective foster and adoptive parents, including relatives; or
2. Staff of residential facilities, group homes, shelters, or Rule 4 child placement agencies, which are licensed or approved by the state or Tribal government, including private agency staff working under a purchase of service agreement with the county agency. These facilities or agencies must be providing care to adoptive children or children in substitute care.

This training must be directed at increasing the ability of the participants to provide support and assistance to the children in their care.

Choose this code if you are training current or prospective foster or adoptive parents, including relatives, on the care of children who have been entrusted in their care. Some examples include:

- ✚ Preparing for training for current or prospective foster and adoptive parents, regarding child development issues, behavior modification or management, identification of and treatment strategies for chemical dependency, mental health or abnormal behavior;
- ✚ Educating foster or adoptive parents regarding child development issues pertinent to the children in their care;
- ✚ Providing parenting classes for new foster or adoptive parents;
- ✚ Paperwork and staff travel related to the above activities.

Code F – Treatment and Counseling

Federally Approved Code, May 1996

This code should be used when providing face to face treatment and counseling services to a child, the child's family, or to the child's substitute care provider to ameliorate or remedy personal problems, behaviors, or home conditions specifically identified in the case plan.

Choose this code if you are providing counseling to students who are currently in foster care or who have been identified as Foster Care Candidates. Also choose this code if you are providing counseling to a student's family if the student has been identified as a Foster Care Candidate or is currently in foster care. Some examples include:

- ✚ Providing face to face therapeutic treatment and counseling services to a student, their family and/or a substitute care provider to resolve personal problems;
- ✚ Leading a group therapy session where one or more students have been identified as a Foster Care Candidate or is currently in foster care;
- ✚ Providing counseling for substance abuse conditions;
- ✚ Providing psychiatric services;
- ✚ Providing psychological counseling;
- ✚ Providing rehabilitative mental health services;
- ✚ Providing guidance counseling;
- ✚ Listening to and providing therapeutic intervention when a student is talking to you about committing suicide and the conversation is to prevent the suicide;
- ✚ Talking with and providing therapeutic intervention for a student who is rageful and out of control in an effort to get him/her in control and address the issues at hand;
- ✚ Providing therapeutic intervention when you are leading a group therapy session (distinct from a friendship group);
- ✚ Facilitating a formal grief group;
- ✚ Paperwork and staff travel related to the above activities.

II. Health/Medical Related

Codes G through I should be used when the activity performed is designed to help clients attain or maintain a favorable condition of health (mental or physical) by assisting them in identifying and understanding their needs and securing and monitoring necessary treatment and maintenance services that are MA reimbursable.

*** In this Reference Guide:

MA refers to Medical Assistance and/or Medicaid

Health/medical services refers to medical/dental/mental health/chemical health services

Code G – MA Eligibility Determination Assistance

Federally Approved Code, May 1996

This code should be used when a worker is performing activities related to assisting in the determination of whether or not a child or the child's family is eligible for Medical Assistance.

Choose this code when you are collecting information regarding MA eligibility processes and conducting MA outreach. Some examples include:

- ✚ Gathering or assisting a student and/or family in collecting information and documents related to an MA eligibility application or review income verification, social security number, citizenship, etc.;
- ✚ Assisting a student and/or family in filling out and processing MA eligibility forms or updating MA eligibility forms when circumstances change;
- ✚ Training or receiving training for staff that provide outreach if the subject of the training is how to assist families to access MA services and understand the benefits of the services available, or how to more effectively refer students and their families for MA services. Also include presenting or attending training for staff in MA eligibility requirements;
- ✚ Informing potential MA eligible students and their families about the services provided by MA;
- ✚ Providing information about Child and Teen Check-Ups to help identify medical conditions that can be corrected or improved by services offered through the MA program;

- ✚ Providing MA outreach services such as passing out brochures explaining MA, and informing people about MA eligibility requirements and the MA enrollment process;
- ✚ Referring an individual or family to the county to apply for MA benefits;
- ✚ Contacting pregnant and parenting teenagers to discuss the availability of MA prenatal and well-baby care programs and services;
- ✚ Paperwork and staff travel related to the above activities.

Code H – Health/Medical Related Service Coordination

Federally Approved Code, May 1996

This code should be used for any non-invoiced activities that aid clients to attain and maintain a favorable condition of health (mental or physical) by assisting them in identifying and understanding their health needs and securing and monitoring necessary treatment and maintenance services that are MA eligible for MA and non-MA clients.

*** *In this Reference Guide:*

MA refers to Medical Assistance and/or Medicaid

Health/medical services refers to medical/dental/mental health/chemical health services

Choose this code when you are referring and monitoring treatment and maintenance of MA services and participating in interagency coordination of services. Some examples include:

- ✚ Gathering any information that may be required in advance of health/medical referrals;
- ✚ Making referrals for Child and Teen Check-Ups;
- ✚ Acting as a liaison with MA providers and local health departments;
- ✚ Participating in the development of a plan relating or pertaining to the health/medical needs of a **Non-IEP/IFSP/IIIP** student, i.e. individual health plan (IHP);
- ✚ Completing health review forms on students not part of the IEP/IFSP/IIIP process;
- ✚ Making referrals to family planning services;
- ✚ Making referrals to other MA covered services;
- ✚ Arranging for a CD assessment;
- ✚ Arranging for HIV testing;
- ✚ Providing information regarding the identification of health/medical needs, child development, substance abuse or providing proper child health/medical care;

- ✚ Developing health/medical related information and referral sources, such as directories of MA providers, who will provide services to targeted population groups;
- ✚ Providing assistance in implementing health/medical regimes;
- ✚ Coordinating, documenting or monitoring MA services identified in a student's IEP/IFSP/IIIP;
- ✚ Guiding, coaching or supervising paraprofessionals on how to improve the delivery of health/medical related services for students;
- ✚ Meeting with other staff concerning the health care needs of a specific student;
- ✚ Making a referral to day treatment services;
- ✚ Participating in intake and assessment meetings for day treatment services;
- ✚ Writing a referral for a student to receive necessary health/medical evaluations or examinations;
- ✚ Recommending to a parent or guardian that they make an appointment with a medical professional such as a mental health provider, dentist, ophthalmologist or audiologist for their student;
- ✚ Developing procedures for tracking families' requests for assistance with health/medical services and providers, including MA;
- ✚ Advising a parent or guardian of necessary health/medical services needed in regards to a student's illness or injury, including the need for immunizations;
- ✚ Arranging for transportation in order that an ill or injured student is able to receive necessary health care services;
- ✚ Arranging for or providing access or referral to translation services (oral and signing) to help school staff communicate with a student or the student's parent regarding non-IEP/IFSP/IIIP related health care issues;

- ✚ Participating in or coordinating training for school staff that improves the delivery of health/medical related services or improves the referral of students with health/medical needs to MA services;
- ✚ Evaluating health/medical delivery systems in the school district and identifying gaps or duplication of health/medical services to children;
- ✚ Evaluating the need for health/medical services in relation to specific populations or geographic areas;
- ✚ Developing strategies to improve the delivery and coordination of school health care services and programs to students, or developing strategies to assess or increase the capacity and/or cost effectiveness of these programs;
- ✚ Participating in discussions or work groups with state agencies, counties, other schools, community agencies and/or MA providers to improve the coordination and delivery of health care services for children and the identification of health care problems of children;
- ✚ Participating in discussions or work groups to expand access to health care services for specific populations of MA eligible children;
- ✚ Providing information, consultation and advice to health professionals regarding the delivery of health care services to children;
- ✚ Arranging for medical screenings and providing appropriate follow-up;
- ✚ Paperwork and staff travel related to the above activities.

Code I – Direct Medical Services

Federally Approved Code, May 1996

This code should be used when the worker is involved in program activities to MA eligible children or families which your agency/organization invoices directly to MA.

*** *In this Reference Guide:*

MA refers to Medical Assistance and/or Medicaid

Health/medical services refers to medical/dental/mental health/chemical health services

Choose this code when you are providing program activities that can be billed to MA. It is not necessary to know if your school actually does send a bill. Some examples include:

- ✚ Health related IEP/IFSP/IIIP evaluations that result in the determination of need or continued need for services. This includes pre-IEP/IFSP/IIIP evaluations and ongoing assessments to determine progress/need for changes in services and re-evaluations. Activities included are:
 - administering tests;
 - interpreting test results;
 - writing reports;
- ✚ Providing the services contained in the IEP/IFSP/IIIP;
- ✚ Evaluating the effectiveness, continued need, etc. of the MA services listed in a student's IEP/IFSP/IIIP or other health plan;
- ✚ Arranging for or providing access or referral to translation services (oral and signing) to help school staff communicate with a student or the student's parent regarding IEP/IFSP/IIIP related health care issues;
- ✚ Conducting health/medical assessments, developmental assessments or evaluations and diagnostic testing and preparing related reports;
- ✚ Providing direct medical procedures;

- ✚ Providing physical, speech, occupational and other therapies;
- ✚ Administering a prescribed injection to a student;
- ✚ Administering a prescribed medication to a student;
- ✚ Paperwork and staff travel related to the above activities.

III. OTHER

Code J – Other Services and Third Party Payment

Federally Approved Code, May 1996

This code should be used when the worker is engaged in the provision of services other than those covered in Codes A through I.

Choose this code when you are performing job specific activities that are not included in the other codes or that are billed to a third party other than MA. Some examples include:

- ✚ IEP/IFSP/IIIP related activities including:
 - planning, developing or writing the IEP/IFSP/IIIP;
 - communications, consultations with staff and parents;
 - meetings to discuss evaluations;
 - make recommendations;
- ✚ Participating in the development of a plan relating or pertaining to the health/medical needs of a **non-IEP/IFSP/IIIP** student, i.e. 504 plan;
- ✚ Assisting in early identification of students with special health/medical needs through Child Find activities;
- ✚ Assisting a student and/or family in filling out and processing Minnesota Care/Basic Health Program (BHP) eligibility forms or updating Minnesota Care/Basic Health Program (BHP) eligibility forms when circumstances change;
- ✚ Leading a group therapy session with students who are not currently in foster care or have not been identified as Foster Care Candidates;
- ✚ Counseling or therapy and treatment for a student who is not currently in foster care or has not been identified as a Foster Care Candidate or and the service is not part of an IEP/IFSP/IIIP;
- ✚ Obtaining parental consent forms for educational activities;
- ✚ Obtaining parental consent forms for sharing data between partners and county social services for the purpose of submitting a Foster Care Candidacy recommendation to the county;
- ✚ Participating in the assistance of determining SSI eligibility;

- ✦ Participating in the training of day care staff;
- ✦ Participating in first aid and CPR training;
- ✦ Examining a student for head lice;
- ✦ Administering first aid to a student;
- ✦ Participating in chemical dependency and chemical abuse assessments;
- ✦ Providing medications to students;
- ✦ Participating in routine or annual vision or hearing screenings;
- ✦ Administering specific health care procedures for students;
- ✦ Performing activities that are specific to instructional, curriculum, and student-focused areas;
- ✦ Providing classroom instruction or general education activities, including lesson plans;
- ✦ Correcting papers;
- ✦ Scheduling courses;
- ✦ Supervising field trips;
- ✦ Providing educational testing;
- ✦ Supervising playground or lunchroom activities;
- ✦ Supervising study hall and/or after school activity;
- ✦ Completing report cards;
- ✦ Attending parent conferences;
- ✦ Attending school safety drills;
- ✦ Providing personal aide services;
- ✦ Scheduling or arranging transportation to social, vocational and/or educational programs and activities;
- ✦ Arranging for or providing translation services (oral or signing services) that assist the student and/or parents to access and understand social, educational, and vocational services (non-medical services);

- ✚ Providing clerical activities specific to instructional or curriculum areas;
- ✚ Compiling, preparing and reviewing reports on textbooks or attendance;
- ✚ Collecting data;
- ✚ Reviewing education records for students who are new to the school district;
- ✚ Enrolling new students or obtaining registration information for a new student;
- ✚ Communicating with parents regarding a specific student's education curriculum;
- ✚ Providing on-going charting and documentation of a student's education performance;
- ✚ Providing individualized instruction (e.g. math concepts) to a special education student;
- ✚ Providing basic education skills to an individual student;
- ✚ Performing activities (non-MA eligible) that are billed directly to a third party (either private insurance or covered under direct federal grant activities);
- ✚ Performing activities that inform students and their families about their eligibility for non-MA programs such as special education, Free and Reduced Lunch, legal aid and vocational, educational and wellness programs;
- ✚ Attending or presenting training related to curriculum or instruction (e.g. language arts workshop, computer instruction);
- ✚ Developing, coordinating and monitoring a student's educational plan, talking with a student about their school achievement, or communicating with a parent regarding a specific student's education curriculum;
- ✚ Talking to a student in a weekly meeting with him/her about his/her school achievement;

- ✚ Conferring with students or parents about discipline, academic matters or other school related issues on behalf of a student;
- ✚ Attending or presenting individual or group prevention or awareness activities about substance abuse, AIDS or pregnancy;
- ✚ Carrying out discipline;
- ✚ Visiting a truant student's home to develop and implement an individual performance contract, monitoring performance or to report on progress if the student is not currently in foster care and is not at imminent risk of being removed from the home;
- ✚ Meeting with caregivers and/or students about truancy related issues if the student is not currently in foster care and is not at imminent risk of being removed from the home;
- ✚ Scheduling and promoting activities that educate individuals about the benefits of healthy life-styles and practices;
- ✚ Conducting general health education programs or campaigns that address life-style changes in the general population (e.g. dental prevention, anti-smoking, alcohol reduction, etc.);
- ✚ Paperwork and staff travel related to the above activities.

Code K – General Administration

Federally Approved Code, May 1996

This code should be used when the worker is at lunch, on a break, or on any form of leave. It should also be used when work being performed is unrelated to a specific service program of the department.

Choose this code when you are doing general school operating functions and activities that are directly related to your job and/or agency. Some examples include:

- ✚ Filling out and reviewing time sheets;
- ✚ Participating in general staff orientation, training and meetings;
- ✚ Participating in administrative and/or program planning and coordination meetings;
- ✚ Participating in school or unit staff meetings, training or board meetings;
- ✚ Participating in general training courses for the employee such as orientation, time management or computer software applications;
- ✚ Participating in reviews or conferences on general employee performance;
- ✚ Reviewing agency office procedures;
- ✚ Participating in physical plant management;
- ✚ Participating in employee grievance procedures;
- ✚ Participating in EEO or union activities;
- ✚ Participating in activity code, time study operations and fiscal LCTS trainings;
- ✚ Completing and submitting the "Foster Care Candidacy Determination Form" to county social services;
- ✚ Working on goals and objectives for your area as part of the school's annual or multi-year plan;
- ✚ Reviewing school or district policies, procedures and/or rules;

- ✚ Reviewing technical literature and professional journals and research articles;
- ✚ Providing general supervision of staff, including student teachers or classroom volunteers;
- ✚ Taking lunch, breaks, leave or other paid time not at work;
- ✚ Taking any type of leave including vacation, sick, personal, jury duty and snow days;
- ✚ Performing administrative or clerical activities related to general building or district functions or operations;
- ✚ Paperwork and staff travel related to the above activities.

MA SERVICES IN MINNESOTA

All services listed are covered unless noted otherwise

Mandatory services for the categorically needy:

- inpatient (other than IMD) & outpatient hospital services
- physicians' services
- medical supplies and surgical dental services (doctor of dental medicine or dental surgery)
- NF services for persons 21 and older (other than IMDs)
- home health services (nursing, home health aides, med supplies/equipment/appliances) for persons eligible for NF services* (PT, OT, speech, & audiology optional components)
- family planning services & supplies
- rural health clinic (RHC) and federally qualified health center (FQHC) services & any other ambulatory services offered by them that are otherwise covered under the State plan
- other lab & x-ray services
- certified pediatric and family nurse practitioner services (to extent authorized to practice in a state)
- nurse-midwife services (to extent authorized to practice in a state)
- EPSDT for those under 21
- pregnancy-related services and services for the other conditions that might complicate pregnancy -- up to 60 days after pregnancy ends

Mandatory services if a State covers the medically needy:

- prenatal care and delivery services for pregnant women
- for women, while pregnant, applied for, were eligible as medically needy for, and received MA services under the plan, services under the plan that were pregnancy-related for up to 60 days after pregnancy ends
- ambulatory services to individuals under age 18 and individuals entitled to institutional services
- home health services for persons entitled to NF services
- if a State plan includes ICF/MR or IMD services, either of the following sets of services: a) inpatient & outpatient hospital, RHC/FQHC services, lab & x-ray, physicians' services, medical and surgical dental services and, to extent authorized to practice in a State, nurse-midwife services; or b) the services contained in any seven of the sections in 42 CFR 440.10-440.165

Optional services:

- ICF/MR services
- IMD services (for persons 65 or older)
- inpat. psych services for persons under 21
- prosthetic services (includes orthotics)

- medical or other remedial care provided by licensed practitioners (in Minnesota: podiatrists, optometrists, chiropractors, "mental health" [psychiatrists, psychologists, licensed independent clinical social workers, certain registered nurses, licensed marriage & family therapists], public health nursing, ambulatory surgical centers, certified registered nurse anesthetists, nurse practitioners, case management (patient monitoring) services as a component of receiving clozapine, clinical nurse specialists)
- optometrist services & eyeglasses
- dental services (diagnostic, preventive, or corrective procedures provided by/under supervision of dentist; includes dentures)
- prescribed drugs
- TB-related services for TB-infected persons (MN covers direct observation of prescribed drugs as part of the services provided by public health nurses)
- private duty nursing services
- clinic services

* must provide for recipients 21 and older. For those through age 20, must provide if the State plan provides NF services for them, individuals, and the medically needy (42 CFR §441.15(b))

- physical therapy services
- occupational therapy services
- speech, language, and hearing therapy services (provided by/under supervision of speech pathologist/audiologist)
- other diagnostic, screening, preventive and rehabilitative services (in Minnesota, rehab is: community mental health center services; day treatment; MH community support services for adults (independent living skills); mental health crisis response services; assertive community treatment services; residential rehab services; services for chemical abuse; rehab restorative and specialized maintenance physical therapy, occupational therapy, and speech, language and hearing therapy services; respiratory therapy services; & EPSDT rehab services in an IEP/IFSP under IDEA and provided to children with IEPs/IFSPs during the school day)
- hospice services
- (targeted) case mgt. services (in Minnesota: mental health TCM, child welfare TCM, TCM for vulnerable adults and those with DD not on a §1915(c) waiver, relocation service coordination)
- ambulatory prenatal care to pregnant women during presumptive elig. period (MN does not cover)
- respiratory care services (MN does not cover as stand-alone service)
- personal care services
- primary care case mgt. services (MN does not cover)
- "any other medical care or remedial care recognized under the State plan and specified by" the Centers for Medicare & Medicaid Services: transportation, services furnished in a religious nonmedical health care institution, services of nurses in a religious nonmedical health care institution (MN does not cover), NF services for persons under age 21, emergency hospital services, critical access hospital services
- Program of All-Inclusive Care for the Elderly services (MN does not cover)

ATTACHMENT E

LCTS Public Schools Participant Checklist

Examples of Qualifying Activities

Casework, Care Management or Service Coordination

General Coordination

- *Providing case management service to children at risk of out-of-home placement*
- *Participating in case conferences, child staffings, administrative reviews, or informal conferences regarding an identified child*
- *Meeting or talking & communicating with the child, family, substitute care providers, social services or other relevant persons about the status of the child, progress, goals, or closure of the case*
- *Implementing & coordinating the health related services contained in an IEP or IFSP*
- *Meeting with child crisis teams*

Coordination with Court Services

➤ **General**

- *Preparing for or appearing in court*
- *Providing legal advocacy*
- *Assisting a social worker in seeking court approval for voluntary placement*
- *Preparing for or participating in any judicial determination, including presenting testimony*
- *Assisting a social worker to prepare for a periodic judicial review*
- *Participating in a judicial review*

➤ **Child Custody**

- *Preparing a petition or making a determination to support a petition to seek custody of a child*
- *Providing information to assist a social worker to prepare a petition*
- *Appearing in court or preparing information for a court appearance where county is seeking custody of a child or status of child in county custody is being reviewed*

➤ **Truancy**

- *Preparing truancy petitions or other information for truancy court*

Coordination of Health Services¹

- *Serving as liaison with MA² providers & local health departments*
- *Participating in a meeting or discussion to coordinate or review a child's health care needs*
- *Participating in intake & assessment meetings for day treatment services*
- *Providing information to other staff on a child's related medical/dental/mental health services & plans*

¹ "Health services" refers to those services (physical, dental, mental health, & substance abuse) which are reimbursable or covered by Medicaid

² MA refers to Title XIX or Medicaid

Helping Children & Their Families Access Appropriate Services & Resources

Providing Referrals & Arranging Access to

- *Necessary medical health, dental health, mental health, or substance abuse services*
- *Medical/dental/mental health evaluations*
- *Chemical dependency (CD) assessments*
- *Family planning, pregnancy testing or HIV testing*
- *Admission to hospitals or medical facilities*
- *Child protective services*
- *County child welfare services*
- *EPSDT screenings, interperiodic screens & appropriate immunization*

Assisting with Obtaining Resources

- *Assisting with TEFRA applications*
- *Helping a child or family with eligibility forms, such as MA*
- *Assisting with obtaining resources, such as SSI & day treatment*
- *Collecting information such as income verification, social security number, citizenship, birth certificates, etc.*
- *Gathering information required in advance of referrals*
- *Collaborating with county social services to learn which students are in foster care or assisting them with Foster Care Candidacy determinations*
- *Coordinating with corrections to learn which students are on probation*
- *Participating in non-child/student specific planning meetings (district, school, community, collaborative, interagency) concerning children at risk of out-of-home placement and/or children with health & medical concerns*
- *Developing strategies to assess or increase capacity of school medical/dental/mental health programs*
- *Working with other agencies &/or providers to improve collaboration around early identification of medical/dental/mental health problems*

Developing & Reviewing Intervention or Care Plans

- *Developing health or service plans (other than IEPs) relating to MA services*
- *Developing or monitoring informal intervention plans for children at risk, including updating initial plans, social service case plans & required updates*
- *Developing or updating non-educational case plans*
- *Working with social services or probation staff to plan & coordinate services for youth at risk of out-of-home placement*
- *Developing goals, writing service agreements & engaging in other case management activities*

Assessing or Identifying the Needs of Children

Health Related Needs

- *Completing IEP health related assessments*
- *Identifying gaps or duplication of medical/dental/mental health services to children & developing strategies to improve the delivery & coordination of these services*
- *Assessing the need for & arranging for admission to long-term health care facilities*
- *Charting a child receiving MA supported services*

Child Safety & Welfare Related Needs

- *Assessing the need for child protection referral or out-of-home placement*
- *Interviewing to determine the validity & scope of an emergency that possibly places the child at risk of out-of-home placement or child maltreatment*
- *Acting in capacity of mandated reporter*
- *Convening or contacting Child Protection Team if suspected child maltreatment has occurred*
- *Meeting with Child Protection Team for individual assessments & case consultations*

Following Up & Evaluating the Effectiveness of Services

- *Ongoing monitoring & assessing progress & effectiveness of health or social services*
- *Ongoing evaluation & assessment of the child & family*
- *Making parent, child or collateral contacts to monitor health regimes or provide follow up services*
- *Assisting children to re-enter the school & community after discharge from out-of-home placement or corrections*
- *Visiting a truant child's home to develop, implement or monitor an individual performance contract*

Providing Information through Outreach Activities, such as Training, Public Speaking & Community Planning Meetings

Providing Individual or Group Education & Information on

- *Issues affecting children at risk of out-of-home placement*
- *Identifying the health needs of children*
- *Accessing MA supported services*
- *EPSTD screenings*
- *Developing health related (medical, dental, mental health, behavioral, substance abuse) information & referral sources, such as directories of Medicaid providers, who will provide services to targeted population groups*
- *Providing or participating in individual or group prevention or awareness activities about substance abuse, AIDS or pregnancy*
- *Providing information on issues related to children at risk of placement through health fairs, presentations or school programs (not part of a curriculum or syllabus)*

Participating in Community Planning Meetings Related to

- *Developing community strategies to address the delivery of health care services to the school population*
- *Working with other community agencies to improve collaboration around the early identification of the medical/dental/mental health problems of children*

Preparing for, Providing or Attending Training for Staff (Professional & Paraprofessional) in Collaborative Member Agencies Related to

- *Training to perform administrative services related to children at risk of out-of-home placement*
- *Training to develop competence in the delivery of services to child at risk of out-of-home placement*
- *Training to generally benefit preventive & protective programs or services designed for children at risk of out-of-home placement*
- *Training to improve delivery of medical/Medicaid related services*
- *Training to enhance early identification, intervention, screening & referral of students with special health needs to medical/Medicaid related services*
- *Training on administrative requirements related to medical/Medicaid services*

Educating Foster or Adoptive Parents on

- *Child protection/child welfare issues*
- *Child development issues*
- *Common behavioral issues pertaining to children in their placement*
- *Individual child's special needs*

Spending time on preparation, planning, paperwork, clerical activities, & travel associated with all of the above activities

Examples of Some Activities that Do Not Qualify

- Academic or educational training for staff & volunteers
- Development of instructional plans
- Regular classroom teaching or training of children
- IEP meetings to develop IEP plans
- Formal annual or triennial reviews of IEP plans
- Working with children & youth in secure detention facilities
- Activities billed to MA or third party sources