HANDOUT #7

Ohio Department of Job and Family Services

INSTRUCTIONS FOR COMPLETING JFS 01794, JUVENILE COURT RANDOM MOMENT SAMPLE (JCRMS) TIME STUDIES

GENERAL INSTRUCTIONS:

The Juvenile Court Random Moment Sample (JCRMS) Time Studies form, JFS 01794, is used to observe and to report juvenile court staff activity regarding the Title IV-E program by courts that have entered into a subgrant agreement with the Ohio Department of Job and Family Services (ODJFS).

As part of the county's designated sample population, employees are selected, at random, to tell ODJFS what program activity they are engaged in at a randomly chosen moment. The information reported on the JFS 01794 is used to determine how the administrative costs in your county are spread among the Title IV-E programs.

Only one observation may be selected on each activity. Only the individual completing the form may receive and initial corrections if mistakes are identified.

This is not a device for evaluating individual employee performance.

Part 1: OBSERVATION

001	**Not Working on a Title IV-E Case**	The employee was not engaged in a Title IV-E related case activity.
002	**Client Identifier**	Enter the case number or other number such as social security number or agency case number, that identifies the case or child(ren) receiving the service or case related activity in which the employee is engaged at the time of the sample moment.

Part 2: SPECIFIC ACTIVITIES

104	**Title IV-E Eligibility Determination (Children in Custody/Care and Placement)**	Activities related to determining the eligibility for Title IV-E foster care including but not limited to: • completing and verifying appropriate eligibility forms and screens, • collecting information from systems, records, family or others which is used in the determination of eligibility, • gathering information from other programs such as Social Security benefits, insurance, trust accounts, which may affect IV-E eligibility, • travel, paperwork, e-mail, telecommunications, and data entry associated with any of the above activities; and preparing and participating in all fair hearings and appeals resulting from eligibility determination.
109	**Child Welfare Custody Case Management (Children in Custody/Care and Placement)**	This code is to be used for activities related to a child in placement, activities to assure the child's safe return to the family, and/or activities related to a permanent placement of the child. Activities include but are not limited to: • assessing the child and family's need for services, • referring and/or assisting the child and family to gain access to necessary services, • assessing the appropriateness of services or resources to be provided as part of the case plan, • coordinating and monitoring the delivery of these services, • developing and preparing a case plan, • updating and reviewing a case plan, • contacts with families, providers, relatives, foster parents and other interested persons regarding the appropriateness of services and progress toward case plan goals, • placement referral assessment, • travel, paperwork, e-mail, telecommunications, and data entry associated with any of the above activities.

110	**Child Welfare Non-Custody Management (Candidates for Foster Care)**	This code is to be used when completing activities for a child who is not in custody or care and control but has been determined to be a candidate for foster care. Such activities include but are not limited to: • assessing the child and family's need for services, • referring and/or assisting the child and family to gain access to necessary services, • assessing the appropriateness of services or resources to be provided as part of the case plan, • coordinating and monitoring the delivery of these services, • developing and preparing a case plan, • updating and reviewing a case plan, • contacts with families, providers, relatives, and other interested persons regarding the appropriateness of services and progress toward case plan goals, • assessing the child's need for substitute care, • referring placement, • travel, paperwork, e-mail, telecommunications, and data entry associated with any of the above activities.
111	**Child Welfare Placement and Judicial Determination**	This code includes activities related to the placement of a child, preparing for and participating in judicial determinations, preparing custody petitions and assisting with voluntary placement agreements. ***The preparation for and participation in judicial determinations on behalf of children who are at serious risk of removal from home and whom the court is either pursuing or making reasonable efforts to prevent a removal are limited to the preparation of reports to the court and participation in court proceedings by State or local agency caseworker or caseworker's supervisory personnel.***

112	**Treatment and Counseling**	Activities when a worker is providing or supervising organized counseling services or any other social services to a child or a child's family in order to improve or remedy personal problems, behavior or home conditions. Examples of activities include but are not limited to: • group counseling for child or family, • individual counseling for child or family, • parenting classes, • life skills training, • travel, paperwork, e-mail, telecommunications, or data entry associated with the above activities.
113	**Other Case Management**	This code includes time spent on case management activities for children that are not in custody or care and placement, such as pending court, deferred prosecution, or on probation, but are not identified as candidates for foster care. Activities include but are not limited to: • assessing the child and family's need for services, • referring and/or assisting the child and family to gain access to necessary services, • assessing the appropriateness of services or resources to be provided as part of the case plan, • coordinating and monitoring the delivery of these services, • developing and preparing a case plan, • initial case planning for non-candidate at serious risk of removal, • updating and reviewing a case plan, • contacts with families, providers, relatives, foster parents and other interested persons regarding the appropriateness of services and progress toward case plan goals, • placement referral assessment, • travel, paperwork, e-mail, telecommunications, and data entry associated with any of the above activities.

114	**Child Welfare Training (Conducting)**	Staff time incurred preparing for, traveling to or from, or engaged in conducting training specifically related to child welfare. Child welfare trainings include but are not limited to: • modifications to the case plan, • completing the risk assessment, • making reasonable candidate determinations, • case review requirements of candidate for foster care, • monitoring plans for compliance with candidate policy, • facilitating eligibility determinations, • fair hearings and appeals, • service referrals, • preparing for and participating in judicial determinations for children in foster care settings, • placement activities, • developing a case plan, • case reviews, • case management and supervision.
115	**General Training**	Staff time incurred when the worker is preparing for, traveling to or from, conducting or attending training that is not specifically related to child welfare or child welfare is not the only benefiting program. (***Trainings that are specific to probation, such as restraint training, substance abuse testing, electronic monitoring and detention trainings should be recorded in "Code 899 Non-Related Activities)".*** General training activities include but are not limited to: • CPR training, • computer training, • leadership training, • time management training, • time code training, • fiscal training (includes basic fiscal, fiscal policy and procedures, budget preparation and cost allocation plan training).

116	**Child Welfare Training (Attending)**	Staff time incurred, traveling to or from, or attending specifically related to child welfare. Child Welfare trainings activities include but are not limited to: • modifications to the case plan, • completing the risk assessment, • making reasonable candidate determinations, • case review requirements of candidate for foster care, • monitoring plans for compliance with candidate policy, • facilitating eligibility determinations, • fair hearings and appeals, • service referrals, • preparing for and participating in judicial determinations for children in foster care settings, • placement activities, • developing a case plan, • case reviews, • case management and supervision.
117	**General Administration**	These activities are considered General Administration when performed by or for allowable staff. These activities could benefit both the Title IV-E program and other child welfare programs. Examples of activities include but are not limited to: • reviewing agency office procedures, • physical office management, • checking or responding to emails that are not child related, • general administrative duties, • employee grievance procedures, • reviewing payroll time sheets, • Equal Employment Opportunity activities, • conferences on general employee performance, • contract procurement and monitoring, • budget and fiscal management, • human resource functions: interviews, application review, reference checks, etc.,

		• staff meetings.
118	**Training for GALs/CASAs (Conducting and Attending)**	This code should be used when the activities are related to conducting or attending short-term training for current and prospective relative guardians, Guardians *ad litem* (GALs) or other Court Appointed Special Advocates (CASAs), including attorneys representing children or parents, child abuse and neglect court staff, in proceedings of child abuse and neglect. The activities for **attending** training include but are not limited to: • staff travel time to and from • attending the training The activities for **conducting** training include but are not limited to: • staff travel time to and from • preparing for the training • conducting the training • researching training material • copying training material *Reimbursed at 65% reduced by the Penetration Rate/Eligibility Ratio from 10/1/2010 through 9/30/2011 – FFY 2011* *Reimbursed at 70% reduced by the Penetration Rate/Eligibility Ratio from 10/1/2011 through 9/30/2012 – FFY 2012* *Reimbursed at 75% reduced by the Penetration Rate/Eligibility Ratio from 10/1/2012-FFY2013*
391	**Non-Related**	This code should be used when during the time of the random moment sampling the staff is on paid leave or on breaks.
392	**Non-Observational**	This code should be used for the following activities: • the staff person is at lunch at the time of the random moment, • the staff person is on leave without pay status at the time of the random moment, • the staff person is not scheduled to work at the time of the observation moment.

899	**Non-Related Activities**	This code is used when performing activities not specifically addressed in other codes, including activities specific to probation or parole, and that do not support the Title IV-E foster or other child welfare programs. ***(Trainings that are specific to probation, such as restraint training, substance abuse testing, electronic monitoring and detention trainings should be recorded in this category).***
900	**Intake and Investigation**	This code is used for activities related to the receipt and investigation of complaints alleging the neglect or maltreatment of a child. They include but are not limited to: • receipt of the complaint, • scheduling and conducting investigatory interviews, • preparing investigatory reports, • participating in internal meetings, • general maintenance of the investigatory record.