

**RMS CODES FOR****SOCIAL SERVICES (SS) RANDOM MOMENT SAMPLE OBSERVATION MOMENT****Random Moment Observation General Instructions**

The information reported in webRMS is used to determine how the administrative costs are spread among the programs for federal financial participation.

**PROGRAMS**

Select the most appropriate program code that you are working on at the selected moment.

100	OWF	Activities provided to Ohio Works First (OWF) recipients.
101	PRC Transitional	Prevention, Retention, and Contingency (PRC) families in a transitional program and no longer eligible for OWF cash assistance due to employment.
102	PRC	Activities related to clients receiving benefits and services through county Prevention, Retention and Contingency (PRC) plan.
104	KPIP	Activities related to the Kinship Permanency Incentive Program (KPIP) program.
105	TANF Special Programs	Any new or existing TANF programs not otherwise identified by program codes.
200	Medicaid	Assistance to eligible low income people of all ages who do not have the money to pay for medical services extended under Title XIX of the Social Security Act.
201	Children's Health Insurance Program (CHIP)	Health insurance services provided to eligible children which include medical assistance percentage (MAP) cases where children are age 0-18 with income 150 – 200% FPL; or MAP with children age 0-5 with income 134-150% FPL and there is <b><u>NO</u></b> Creditable Health Insurance; or MAP with children age 6-18 with income 101-150% FPL and there is <b><u>NO</u></b> Creditable Health Insurance.
202	Medicaid Transportation Direct Delivery	Direct delivery of transportation services for Medicaid programs, including: pregnancy related services, Healthchek and non-emergency transportation programs. Do not use for administrative activities related to Medicaid transportation.
300	FA and FAET	Activities related to the food assistance (FA) and food assistance employment and training (FAET) programs, including able-bodied adults without dependents (ABAWD).
400	WIA	Activities and services that increase the employment, retention and earnings of participants, increase occupational skill attainment by participants, and reduce welfare dependency.
401	WIA National Emergency Grants (NEG)	Under the Workforce Investment Act (WIA), NEG provides emergency employment and training assistance to workers affected by major economic dislocations, such as plant closures, mass layoffs, or closures and realignments of military installations; or to provide assistance for an area that has suffered an emergency or a major disaster; or to provide additional assistance to eligible dislocated workers.
410	WIA Administration	Costs meeting the WIA definition of administration related to workforce investment activities performed by staff exclusively identified with WIA activities.
500	Child Care	Activities for child care activities.
501	Non-TANF Child Care	Child care services available statewide to clients who are not receiving TANF services.
600	Refugee Resettlement Program	The Refugee Resettlement Program is federally funded and provides for cash and medical assistance and social services to refugees who are ineligible for TANF, SSI and Medicaid.

659	Connecting the Dots	Activities to assist emancipating youth who are transitioning out of foster care.
700	Title XX Program (>200% FPL)	Services to families, children, and adults to strengthen family life and restore, maintain, or improve capabilities for self-support, self-care, and independent living.
701	Adult Protective Services	Services for the protection of adults who are not eligible under Title XX.
760	Child Welfare	Activities involved with the investigation and treatment of child abuse and neglect.
800	Title XX TANF (<200% FPL)	Activities for TANF recipients which strengthen family life and restore, maintain, or improve capabilities for self-support, self-care and independent living.
900	Disability Eligibility Assistance	Provides assistance to individuals or families not eligible for OWF or SSI.
997	Common to Several	Activity associated with more than one program, including activities that benefit multiple programs and general administrative activities that cannot be associated with a single program represented on this time study.
998	Non-reimbursable	Activities that are not being reimbursed or are being reimbursed through a mechanism other than a specific program allocation, such as a special project allocation, contract, or memorandum of understanding with another family services agency or workforce development agency.
999	Position Idle	Employee was on break, at lunch, on leave or on personal business. Also, a position currently in the time study is idle when it is due to a short-term absence when the observation moment occurs and the position is not reassigned to an employee who is not currently in the time study.

### ACTIVITY CODES

Select the one activity that best describes what you are doing at the selected moment.

100	TANF Administration/Eligibility Determination	Includes activities related to general administration and coordination of TANF programs, including eligibility determinations; administering sanctions; eligibility screening interviews; intake; review of household reports; eligibility review; benefit changes; appeal hearings; recordkeeping changes to file; overpayment preparation; IEVS activity; contract creation and administration; preparation of program plans, budgets and schedules; monitoring of programs and projects; fraud and abuse units; procurement activities; public relations; services related to accounting, litigation, audits, management of property, payroll and personnel; management information systems not related to the tracking and monitoring of TANF requirements; and preparing reports and other documents. Does not include: Direct costs of providing program services to clients, such as costs of providing diversion benefits and services; providing program information to clients (use 101); screening and assessments (use 101); development of employability plans (use 102); work activities (use 102); post-employment services; work supports (use 105, 106, 111); and case management (use 101).
101	TANF Case Management	Includes activities related to case management other than activities related to job search/employment/training. Includes providing program information to clients and screening for barriers to employment and assessments. Does not include: Administrative activities such as eligibility determinations or contract administration (use 100).

102	TANF Work Activities	Includes all work activities that do not fall within work subsidies (104) or education and training (103); activities that relate to work activity programs, including development of employability plans; staff costs related to providing work experience and community service activities, on the job training, job search and job readiness, job skills training, and training provided as vocational educational training; related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups) and activities related to providing other work-related expenses such as costs for work clothes and equipment. Does not include: Administrative activities such as eligibility determination or contract administration (use 100).
103	TANF Education and Training	Services provided to improve knowledge of daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language and General Educational Development (GED) Component services or activities may include screening; assessment and testing; individual or group instruction; tutoring; provision of book, supplies and instructional materials; counseling, transportation; and referral to community resources.
104	TANF Work Subsidies / Subsidized Employment	Activities related to work subsidies, which include payments to employers or third parties to help cover the cost of employee wages, benefits, supervision or training; activities related to Ohio Works First subsidized employment, PRC employer subsidy programs, and employer incentives. Does not include: Administrative activities such as eligibility determination or contract administration (use 100).
105	TANF Transportation Support Services for Unemployed Families	Activities related to transportation and other supportive services that meet the federal definition of "assistance" (ongoing transportation activities for families who are not employed). Car repairs, allowances, bus tokens, car payments, auto insurance reimbursement, and van services. Transportation activities for families that are not employed but need supportive services to participate in other work activities such as community service, education, training or for respite purposes. Activities related to work allowances for families who are not employed. Does not include: Transportation or other supportive services provided to unemployed families provided as a non-recurrent, short-term benefit (this would not be defined as "assistance," so use 106); administrative activities such as eligibility determinations or contract administration (use 100).
106	TANF Transportation Non-assistance	Includes activities related to transportation that do not meet the federal definition of "assistance." This includes transportation activities for families who are employed (including work allowances) and all transportation activities provided as a nonrecurring, short-term benefit (regardless of employment status). Car repairs, allowances, bus tokens, car payments, auto insurance reimbursement, and van services. Does not include: Administrative activities such as eligibility determinations or contract administration (use 100).
108	TANF Summer Youth	Activities related to TANF summer youth employment program, which includes case management and administering payments to employers or third parties to help cover the cost of employee wages and benefits. Includes activities related recruitment and development of employers for the program. <b><i>Does not include administrative activities such as eligibility determination or contract administration (use 100).</i></b>

110	TANF Non-recurrent Short-term Benefits	Includes activities related to PRC short-term, non-recurrent benefits to families (they do not meet the federal definition of "assistance") in the form of cash, vouchers, subsidies or similar form of payment to deal with a specific crisis situation or episode of need and excluded from the definition of assistance, including housing and rent assistance. Does not include: Activities relating to transportation (including car repairs) that do not meet the definition of "assistance" (use 106 instead), work activities and expenses (such as applicant job search) provided under a diversion program (use 102); administrative activities such as determination of eligibility (use 100).
111	TANF Prevention of Out-of-Wedlock Pregnancy	Includes activities related to programs designed to meet TANF purpose 3, "prevent and reduce the incidence of out-of-wedlock pregnancies." Does not include: Administrative activities such as eligibility determination or contract administration (use 100).
113	TANF Other PRC Activities	Includes activities related to non-assistance benefits and services that do not fall under any of the other codes (esp. 111); for example activities related to general family preservation activities, parenting training, substance abuse treatment, counseling, domestic violence services, adult literacy and child reading programs youth education and support services. Does not include: Activities related to non-recurrent short-term benefits (use 110); transportation (including car repairs) that does not meet the definition of "assistance" (use 105 or 106 instead); activities related to providing work-related expenses (use 102), work activities (use 102), work subsidies (use 104), education and training (use 103), or child care; administrative activities such as eligibility determination or contract administration (use 100).
200	Medicaid Post -Eligibility Activities, Policy and Outreach, and General Administration	Includes activities related to general administration and coordination of Medicaid programs, including plan choice counseling and enrollment, staff development training (even if related to eligibility determination), appeal hearings, consumer assistance, outreach and marketing, policy development and research, and customer service activities including all call center activities related to benefits, general beneficiary education, and civil rights complaints. <b>Activities in this paragraph are eligible for 50% FFP.</b>  <b>Includes</b> activities of eligibility workers working with CRIS-E.
201	SSI Case Management	Assesses the needs of applicants and recipients alleging a disability, potentially eligible for Supplement Security Income (SSI); provides assistance in obtaining SSI and Medicaid for eligible recipients.
202	Medicaid Healthchek	Activities to provide preventive health screening and services to children.
203	Medicaid Pregnancy Related Services	Enhanced services for Medicaid eligible pregnant women.
204	Medicaid Non-emergency Transportation	Transportation for a patient whose medical condition does not require immediate response for the provision of medical treatment.
206	Medicaid RSS	Activities associated with all Medicaid Residential State Supplement (RSS) programs.
207	Medicaid Program Integrity	Activities related to fraud investigations, computations, case preparation, collection, court hearings and administrative issues for Fraud and Investigative staff purposes.
208	Medicaid Enhanced Match	Activities of workers directly related to the eligibility determination process utilizing the new Integrated Eligibility System(EIS)/Ohio Benefits, including intake, verification of application information, eligibility

determination, issuances of eligibility notices, and on-going case maintenance and renewal activities, such as file updates related to the ongoing-eligibility and maintenance of a beneficiary's eligibility, including annual renewals, address changes, income changes, household composition changes, etc. Also includes call-center activities related to eligibility determination and on-going case maintenance and renewal activities listed above. **Activities in this paragraph are eligible for 75% FFP.**

***Does not include activities of eligibility workers working exclusively with CRIS-E.***

300	Food assistance (FA) Certification	Food assistance application, reapplication, benefit adjustment, screening interview, intake, review of household reports, eligibility review, and benefit changes.
301	FA Quality Control/Supervisor Case Review	Food assistance quality control case reviews.
302	FA Fraud Investigation/ Prosecution	Food assistance fraud investigation, prosecution, fraud proceedings, and claims preparation.
303	FA Appeal Hearings	Food assistance appeal hearings.
306	FA Other	Food assistance claim preparation, referrals, overpayment preparation, record keeping changes to files, case management, and all other case related activities.
307	FA ADP	Activities related to participation in modification to the development of a new state automated system for determining benefits eligibility.
308	Food Assistance Employment and Training (FAET)	Work Experience Program (WEP), Job Club/Job Search, appraisal and assessment and other administrative activities for all FAET participants. <b><i>Does not include transportation.</i></b> Consists of 100% federal funds.
310	FAET Transportation	Direct delivery of transportation services and administrative activities related to FAET transportation. Consists of 50% federal FAET and 50% state FAET funds.
311	FAET Shared Services	Activities for FAET Shared services collaborations as approved by the Office of Family Assistance.
400	WIA Youth Ages 14-21 Out of School	Activities related to services to youth not attending school. Eligibility criteria require the recipient be ages 14-21; low income; no longer attending any school and/or recipients of a secondary education diploma or its recognized equivalent. Additionally, recipient is eligible if he/she has graduated from high school or holds a GED but has basic skills deficiency; is unemployed; or is underemployed.
401	WIA Youth Ages 14-21 In School	Activities related to services to youth ages 14-21, low income, and who meet one of the following criteria: deficient in basic literacy skills; homeless; a runaway; foster child; pregnant or a parent; or who requires additional assistance to complete an educational program or to secure and maintain employment.
402	WIA Adult Activities	Activities and expenditures related to provision of adult services. Adult services include core, intensive, and training through the "one-stop" delivery system.

403	WIA Dislocated Worker Activities	Activities and expenditures related to services (core, intensive, and training) for dislocated workers. Dislocated workers include individuals who have been terminated, laid off, or received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise; or were self-employed, but are now unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
404	WIA Rapid Response Activities	Services for displaced workers who have been displaced due to the closure of businesses and industries.
405	WIA Administration	Activities related to the administration of Workforce Investment Act (WIA) services not related to the direct provision of WIA services. Costs of administration may be claimed in accordance with rule 5101:9-31-06(C) (2) of the Administrative Code.
408	WIA Common To Several	Activities related to more than one WIA related service.
420	Connecting the Dots	Activities to assist emancipating youth who are transitioning out of foster care.
437	Disability Program Navigator Initiative	Activities related to informing beneficiaries and other persons with disabilities about employment opportunities and economic self-sufficiency support available at One-Stop centers.
431	Disability Employment Initiative (DEI)	Evaluation or project activities related to the Disability Employment Initiative. For use only by approved project pilot areas or comparison areas.
438	NEG OH-23 Severstal Core & Intensive Services	Services for dislocated workers affected by layoff events associated with Severstal and approved under the Severstal (OH-23) National Emergency Grant (NEG). Allowable services include Core Services as defined in WIA section 134(d)(2) and Intensive Services as defined in WIA section 134(d)(3).
443	NEG Wilmington OH-18 Core Intensive Services	Services for dislocated workers affected by layoff events associated with the Wilmington Airpark and approved under the Wilmington (OH-18) National Emergency Grant (NEG). Allowable services include Core Services as defined in WIA section 134(d)(2) and Intensive Services as defined in WIA section 134(d)(3).
481	NEG OH-22 Replenishment Core & Intensive Services	Services for dislocated workers who were enrolled in the WIA program by an approved workforce investment area during Program Year 2009 and are eligible for the Formula Funds Replenishment (OH-22) National Emergency Grant (NEG). Allowable services include Core Services as defined in WIA section 134(d)(2) and Intensive Services as defined in WIA section 134(d)(3).
490	NEG-OH 24 Masco	Services for dislocated workers affected by layoff events associated with the Masco Retail Cabinet Group, LLC
491	NEG-OH 25 Flood	Under the Workforce Investment Act (WIA), NEG provided assistance for an area that has suffered an emergency or a major disaster. Flood NEG -25 is assistance for destruction caused by floods this (i.e., 2011) spring. These emergency funds will help local workers provide for their families as they raze destroyed buildings, repair buildings and clear streets and streams of debris.
492	NEG-OH 26 Wind Storm	Under the Workforce Investment Act (WIA), NEG provides assistance for an area that has suffered an emergency or a major disaster. Wind Storm NEG - 26 is assistance for destruction caused by the severe storms and straight-line winds this (i.e., 2012) summer. These emergency funds will help local workers provide for

their families as they raze destroyed buildings, repair buildings and clear streets and streams of debris.

493	NEG-OH 27 Dislocated Worker Training (DWT)	<p>Eligibility under the DWT-funded training is limited to dislocated workers as defined in WIA section 101(9) with a priority of service on the long-term unemployed and those who have been profiled as likely to exhaust UI benefits. For the purposes of the DWT NEG, ODJFS' definition of long-term unemployed will be those individuals who have been unemployed for a minimum of 27 weeks. Funds cannot be used for supportive services; e.g., child care, mileage, lodging or per diems. Costs required to complete the training may include:</p> <ul style="list-style-type: none"><li>• Tuition and fees;</li><li>• Books;</li><li>• Tools;</li><li>• Uniforms;</li><li>• Tests;</li><li>• Medical immunizations/tests; and</li><li>• License fees related to the training.</li></ul>
500	Child Care Eligibility Determination	<p><b>Child care eligibility determination; Child Care Development Fund (CCDF); non-direct services TANF: Administration.</b> Processing applications, securing required verifications and documentation, establishing and maintaining case records, assisting caretaker with child care provider selection and ensuring caretaker choice from all available eligible providers, authorizing days and hours of service, issuing proper notices to caretaker and provider, entering eligibility and authorization information into the Child Care Licensing Inspections Database System (CCIDS) 3299 reporting system, conducting twelve month eligibility re-determinations, investigating and processing child care improper payments, participating in county conferences and state hearings.</p>
501	Child Care Provider Recruitment, Certification and Supervision	<p><b>Child Care Development Fund (CCDF); non-direct services TANF:</b> regular provider recruitment, certification, and supervision. Recruitment, certification, and supervision of persons/parties who are, or want to be, service providers to the county's publicly funded child care program. Activities include: outreach to recruit new providers, retention of existing providers, inspection of providers to ascertain both initial and ongoing compliance with certification requirements, technical assistance and training to providers concerning certification requirements, preparation for, and/or participation in, any enforcement proceeding or hearings concerning the certification of a provider, and attending training, or conducting training, on state and/or local provider certification requirements.</p>
503	Child Care Administration	<p><b>Child care administration; Child Care and Development Fund (CCDF) Plan; Admin TANF: Admin.</b> Maintenance and operation of the subsidized child care program. Activities include: authorization of child care voucher, authorization of payment of the child care benefit, maintenance of applicant/recipient case records and/or provider files, determination of any benefit overpayment or fraud, preparation of any management report, and attending non-child care related training, or conducting non-child care related training, on the general operation of the subsidized child care program.</p>
504	Child Care Information	<p><b>Child care information; Child Care and Development Fund (CCDF) Plan; non-direct services or systems; TANF: regular.</b> Activities include design and/or maintenance of a county child care web site, design and/or maintenance of county brochures concerning the subsidized child care program responding to third-party inquiries concerning the subsidized child care program, and conducting informational presentations on the nature and operation of the subsidized child care program.</p>

505	Title XX Child Care	Child care activities provided to Title XX recipients.
506	Protective Child Care	Provide child care for a caretaker for whom a protective case plan is prepared and maintained for the caretaker and children under 13 years old.
507	Special Needs Child Care	Provide child care for a caretaker who is employed or in school/training and has a child up to 18 years of age who meets the definition of special needs.
508	Homeless Child Care	Provide child care for a caretaker and children under 13 years old who either temporarily reside in a facility providing emergency shelter for homeless families, or are determined by the CDJFS to be homeless.
600	Cash and Medical Assistance	Refugee This activity would fall under the Cash and Medical Assistance Grant, including activities related to the general administration, eligibility related activities and coordination of the federally funded Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) Programs. These cases are identified in CRIS-E as ADC-Q and MA-Q; also includes activities related to arranging for non-emergency medical transportation for a person receiving Refugee Medical Assistance.
601	Refugee Social Services	Employment services including eligibility determination and case management and employment support services including English language training, child care and transportation for refugees in the Refugee Resettlement Program.
602	Refugee Targeted Assistance	Employment and employability-related services similar to the Refugee Social Services Program but paid for with Targeted Assistance Program (TAP)/Targeted Assistance Grant (TAG) funding. Does not include health services; child care and transportation services not related to employment; interpreter and translation services not related to employment or employability-related services; refugee social services employment and employability-related services that paid for with RSSP funding.
700	Non-Title XX Adult Protective Services (APS)	Services or activities designed to prevent or remedy abuse, neglect, and exploitation of adults age sixty or over who are unable to protect their own interests. Includes situations that may require protective services that are not included in the county or State SS plan or otherwise not Title XX eligible.
701	Title XX Information and Referral	Services or activities designed to provide information about services provided by public and private service providers and brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to community resources
702	Title XX Residential Treatment Services	Short-term residential care and comprehensive treatment and services for children or adults whose problems are so severe or are such that they cannot be cared for at home or in foster care and need the specialized services provided by specialized facilities. Component services and activities which may include diagnosis and psychological evaluations; alcohol and drug detoxification services; individual, family, and group therapy and counseling; remedial education and GED preparation; vocational or pre-vocational training; training in activities of daily living; supervised recreational and social activities; case management.

703	Title XX Foster Care Services For Children	Services or activities associated with the provision of an alternative family life experience for abused, neglected or dependent children, between birth and the age of majority, on the basis of a court commitment or a voluntary placement agreement signed by the parent or guardian. Services that may be provided to children in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, pre-adoptive homes, or supervised independent living situation. Component services or activities which may include assessment of the child's needs; case planning and case management to assure that the child receives proper care in the placement; medical care as an integral but subordinate part of the service; counseling of the child, the child's parents, and the foster parents; referral and assistance in obtaining other necessary supportive services; periodical reviews to determine the continued appropriateness and need for placement; and recruitment and licensing of foster homes and child care institutions.
708	Title XX Recreation Services	Services or activities designed to provide or assist adults to take advantage of individual or group activities directed towards promoting physical, cultural, and/or social development.
710	Title XX Adoption	Services or activities provided to assist in bringing about the adoption of a child. Component services and activities which may include, but are not limited to counseling the biological parent(s), recruitment of adoptive homes, and pre-and-post placement training and/or counseling.
713	Title XX Protective Services For Children	Services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate foods, clothing, shelter, or medical care. Component services or activities that may include investigation; immediate intervention; emergency medical service; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the individual and family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.
715	Title XX Day Treatment For Children	<p>This service is designed for providing treatment for a portion of the day for children who manifest primarily emotional, psychological, behavioral, or social problems which cannot be resolved in a non-specialized educational or developmental setting, or in specialized settings such as learning or behavioral disabilities classes. While these children may be able to live at home or in substitute care, their needs are such that their daily activities must be a part of a treatment environment.</p> <p>The treatment of children involves specialized clinical services required for diagnosis, treatment, and consultation in providing help for pathological conditions, personality services, as distinguished from other parts of the programs, are provided by staff with professional or technical training for helping the child and parents (or caretakers with whom the child is living) directly through such activities as individual and family prescription drugs, and art and music therapy.</p> <p>Service components include training activities, special educational activities, social and recreational activities, health services, personal and social interaction skill development, activity therapies, community participation activities, and transportation. These services are integral but subordinate to treatment, which is the purpose of the child's receiving the services. These services are to be offered as an integral program; however, the various components may be delivered through different sources.</p>

The daily activities, including individual and group program components and treatment services prescribed for the individual child, must be coordinated and integrated into an individual goal-directed treatment plan for the child. The plan must delineate a predictable measurable impact on the child's problem assessment of the progress of the plan (i.e., a formal staffing including all necessary parties to review goal attainment and to arrive at a decision of: (i) continuing the plan; (ii) revising the plan; or (iii) terminating the placement) which must be completed every six months for the total period of treatment.

Federal financial participation is not available for:

- a) Educational services which residents of Ohio usually receive free from a public agency. If provided, services must be integrated, but subordinate to, the provision of this section.
- b) Any activities related to the provision of Ohio Works First (OWF).

716	Title XX Counseling Services	Services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances.
719	Title XX Foster Care Services For Adults	Services or activities that assess the need and arrange for the substitute care and alternate living situation of adults in a setting suitable to the individual's needs. Individuals may need such services because of social, physical or mental disabilities, or as a consequence of abuse or neglect. Care that may be provided in a community-based setting or such services may arrange for institutionalization when necessary. Component services or activities that include assessment of the individual's needs; case planning and case management to assure that the individual receives proper care in the placement; counseling to help with personal problems and adjusting to new situations; assistance in obtaining other necessary supportive services; determining, through periodic reviews, the continued appropriateness of and need for placement; and recruitment and licensing of foster care homes and facilities.
720	Title XX Home Delivered Meals	Services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and feeling of isolation. Component services or activities that may include the cost of personnel, equipment, and food; assessment of nutritional dietary needs; nutritional education and counseling; socialization services; and information and referral.
721	Title XX Home Based Services	In-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family wellbeing. Services that may be provided for reason of illness, incapacity, frailty, absence of a caretaker relative, or to prevent abuse and neglect of a child or adult. Major service components that include homemaker service, chore service, home maintenance services, and household management services. Component services or activities that may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.
722	Title XX Services For Communicatively Impaired	Services or activities to maximize the potential of persons with disabilities help alleviate the effects of physical, mental or emotional disabilities, and to enable those persons to live in the least restrictive environment possible.

723	Title XX Protective Services For Adults	Services or activities designed to prevent or remedy abuse, neglect, or exploitation of adults who are unable to protect their own interests. Situations that may require protective services including injury due to maltreatment or family violence; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resource. Component services or activities that may include investigation; immediate intervention; emergency medical service; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the individual and family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.
726	Title XX Employment Services	Services or activities provided to assist individuals in securing employment or acquiring or learning skills that promote opportunities.
728	Title XX Congregate Meals	Services or activities that prepare and serve one or more meals to individuals in central dining areas in order to prevent institutionalization, malnutrition, and isolation. Component services or activities which may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and other services such as transportation and information and referral.
729	Title XX Health Related Services	In or out of home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health. Component services and activities which may include providing an analysis or assessment of an individual's health problems and the development of a treatment plan; assisting individuals to identify and understand their health needs; assisting individuals to locate, provide, or secure, and utilize appropriate medical treatment, preventative medical care and health maintenance services, including in-home health services and emergency medical services and providing follow-up services as needed.
730	Title XX Family Planning	Educations, comprehensive, medical, or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. Services and activities which include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption). Specific component services and activities which may include pre-conceptual counseling, education, and general reproductive health care, including diagnosis and treatment of infections which threaten reproductive capability. Family planning service does not include pregnancy care (including obstetric or prenatal care). These definitions contain medical components which are allowable under Title XX only when they are not available to the individual under Title XVIII, Title XIX and individual or group health insurance plan, or an individual or group health care maintenance program.
733	Title XX Case Management	Services or activities for the arrangement, coordination and monitoring of services to meet the needs of individuals and families. Component services and activities which may include individual service plan development, counseling, monitoring, developing, procuring, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected.

734	Title XX Legal Services	Services or activities provided by a lawyer or person(s) under a lawyer's supervision to assist individuals in obtaining legal help in civil matters e.g. housing, divorce, child support, paternity, guardianship, and legal separation.
735	Title XX Transportation	Services or activities that provide or arrange for travel including travel costs of individuals in order to access services or obtain medical care or employment.
736	Title XX Special Services for Alcohol and Drug Abuse	Services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependency. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service. Component substance abuse services or activities that may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers. Services that may be provided in alternative living arrangements such as institutional settings and community-based halfway houses.
754	Title XX Education and Training Services	Services provided to improve knowledge of daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language and General Educational Development (GED). Component services or activities may include screening; assessment and testing; individual or group instruction; tutoring; provision of book, supplies and instructional materials; counseling, transportation, and referral to community resources.
755	Title XX Housing Services	Services or activities that assist individuals or families in locating, obtaining, or retaining suitable housing. Component services or activities that may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interest; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and renovations.
756	Title XX Independent and Transitional Living Services	Services or activities designed to help older youth in foster care or homeless youth transition to independent living, or to help adults transition from institution or homelessness to independent living.
757	Title XX Pregnancy and Parenting Services	Services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future. Component services or activities may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills.
758	Title XX Prevention and Intervention Services	Services or activities that provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or family violence, or to assist in making arrangements for alternate placements or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management and transportation.

759	Title XX Special Services for Youth Criminals	Services or activities for youth who are, or who may become, involved with the juvenile justice system and their families. Component services or activities are designed to enhance family functioning and/or modify the youth's behavior with the goals of developing socially appropriate behavior and may include counseling, intervention therapy and residential and medical services if included as integral but subordinate part of the service.
760	Child Welfare PRC Eligibility	Activities related to the determination of the eligibility of the child or the child's caretakers for Prevention, Retention, and Contingency (PRC) services; includes case file review, verification of documentation, approval or denial of application and preparation of notice of decision in the office; field, by mail or telephone.
761	Child Welfare Intake and Investigation	Activities related to the receipt and investigation of complaints alleging the neglect or maltreatment of a child: receipt of the complaint; activities directly related to reaching an agency disposition of the complaint such as scheduling and conducting investigatory interviews, preparing investigatory reports, participation in internal meetings; and general maintenance of the investigatory record.
762	Child Welfare PRC Family Preservation Activities	Includes activities performed on behalf of a child and their family if all of the following apply: there is not an in-home case or a custody case established, the child and family's income meets the income eligibility criteria for the county's PRC plan, and the county has included these services in its PRC plan. Activities include: screening and assessment of needed services, providing program information and referral and linking to services such as family preservation services, domestic violence services, parenting training, substance abuse treatment, and counseling.  If these activities are not part of the county PRC plan, are not TANF-allowable activities, or the child and family's income exceeds the income eligibility limit in the county's PRC plan, use any other appropriate code.
764	Child Welfare Title IV-E Eligibility Determination	Activities related to determining the eligibility for Title IV-E Foster Care or Adoption Assistance including the completing and verification of appropriate eligibility forms, required documentation, and OWF status; case review and redetermination; and preparation and participation in all fair hearings and appeals resulting from eligibility determination.
765	Child Welfare Medicaid Eligibility and Referral	Activities related to determining and verifying an individual's Medicaid eligibility, or referring a person to the local county department of job and family services to seek a Medicaid eligibility determination; includes interviews of individuals, contact and verification of Medicaid eligibility through the local county department of job and family services or CRIS-E system, and the completion and dispatch of the "Referral of Medicaid Continuing Eligibility Review" form prior to terminating a child's Title IV-E foster care maintenance or adoption assistance.
766	Child Welfare Medicaid Case Management	Case-specific activities directly related to the monitoring and authorization of Medicaid covered services; the development of a segment of an individualized service plan that directly relates to the need for Medicaid covered services; referral of a Medicaid eligible person to a Medicaid provider to receive Medicaid covered services; reviewing the appropriateness and effectiveness of delivered Medicaid covered services. <i>The preceding activities must be on behalf of a Medicaid eligible person and must directly relate to services in the Medicaid State Plan. (IN COMBINED JOB AND FAMILY SERVICE AGENCIES, THIS CODE IS USED BY CHILD WELFARE WORKERS ONLY.)</i>

767	Child Welfare Medicaid Management	Activities related to the recruitment, certification, and monitoring of providers to deliver Medicaid covered services; development and implementation of referral and service protocols with Medicaid providers; development of community plan segments that directly relate to the delivery of Medicaid covered services; and participation in meeting on Medicaid issues with Medicaid providers and governmental agencies responsible for the delivery of Medicaid covered services.
768	Child Welfare Medicaid Transportation	Activities related to arranging or providing transportation to a Medicaid eligible individual to a Medicaid provider to receive Medicaid covered services.
769	Child Welfare Custody Case Management	Activities related to a child's placement and/or child's family, supporting the management of care or service referral to, or arranging for, care or services; planning or supervising care or services; supporting access to care or services; preparing for return of the child to the family or permanent placement of the child, activities related to the recruitment of family foster homes and performing a case assessment and pre-adoptive activities relating to home studies; fair hearing and appeals; rate setting; grievance procedures; negotiation and review of adoption agreements; recruitment of adoptive homes; placement of the child in the adoptive home; case reviews conducted during a specific pre-adoptive placement for children who are legally free for adoption; case management and supervision prior to a final decree of adoption; referral to services; and development of the case plan.
770	Child Welfare Non-Custody Case Management	This code is to be used when completing activities for a child not in custody or care and control but who has been determined or re-determined to be a candidate for foster care. <b><i>The candidate for foster (child) care must be completed in the Statewide Automated Child Welfare Information System (SACWIS) case plan.</i></b> Such activities include but are not limited to development and implementation of a regimen of reasonable efforts which are undertaken to prevent the removal of the child into placement, and/or activities related to the development and implementation of a regimen of services for an adopted child and/or the child's family which are undertaken to support the maintenance of the adoption and/or prevent the disruption of the adoption. Such activities include supporting the management of care or services referral to, or arranging for, care of services; planning or supervising care or services; supporting access to care or services; assessing results of care or services; and performing a case assessment. If the child has not been determined or re-determined to be a candidate for foster care, then use another appropriate code.
771	Child Welfare Placement and Judicial	Activities related to the placement of a child; preparation for and participation in judicial determinations; preparing custody petitions; and assisting with voluntary placement agreements.
772	Child Welfare Treatment and Counseling	Activities and services related to a child, performed by agency staff related to the treatment and counseling of applicants. This may include counseling, resources and referral, therapy, behavior and review of home conditions.
773	Child Welfare Fee-for-Service (Children Services)	Activities related to PCSA Title XX contracts with the CDJFS, special children services grants, PCSAs as Medicaid providers, and PCSAs as Children Services Regional Training Centers.
774	Chafee	Activities related to preparing a child for living on their own.
775	Efficiency and Innovation Fund	Non Title IV-E eligible activities related to Efficiency and Innovation Fund Plans as approved by ODJFS.

776	Kinship Navigator Outreach	General information and referral; websites, public service announcements, brochures, billboards, phone banks, and other services.
777	KPIP- Administration	The Kinship Permanency Incentive Program (KPIP) is a program to promote permanency to a minor child in the legal and physical custody of a kinship caregiver(s).
779	Child Welfare Family First Activities	Administrative activities related to the operation of the Family First Program.
782	Child Welfare Human Services Levy Children (NRB)	Levy supported services for children.
783	Child Welfare Human Services Levy Adult (NRB)	Levy supported services for adults.
784	Child Welfare Training	Activities related to the preparation for, administration of, or participation in training which supports the child welfare programs, either as a trainee or as a trainer of child welfare staff, foster and/or adoptive parents. This will be redistributed to Child Welfare activities only.
785	Child Welfare PRC Custody Case Management	Only use this code if all the following apply: a custody case has been established, a reunification plan is in place and the child is expected to be reunified with the family within six months of placement; the child and family's income meets the income eligibility criteria for the county's PRC plan; and the county has included these child protective services in their PRC plan. Activities include: those related to family preservation to reunite a child with the child's family. If there is a custody case, but any one of the following applies: no reunification plan, placement exceeds six months, if the family's income exceeds the PRC income eligibility limit, or the county agency has not included these services its PRC plan; then use code 769.
786	Child Welfare PRC Non-Custody Case Management	Only use this code if all the following apply: an in home case is established, the child and family's income meets the income eligibility criteria for the county's PRC plan and the county has included these services in its PRC plan. Activities include: development and implementation of a regimen of reasonable efforts which are undertaken to prevent the removal of the child into placement, and/or activities related to the development and implementation of a regimen of services for an adopted child and/or the child's family which are undertaken to support the maintenance of the adoption and/or prevent the disruption of the adoption. Such activities include supporting the management of care or services referral to, or arranging for, care of services; planning or supervising care or services; supporting access to care or services; assessing results of care or services; and performing a case assessment. If an in home case is established, but the family's income exceeds the PRC income eligibility limit, or the county agency has not included these services in its PRC plan, then use code 770.
787	Post Finalization Adoption Activities	Activities that occur for post-finalization of an adoption, such as fair hearing and appeals, management of the adoption subsidy, review and renegotiation of the adoption assistance agreement, referral to services, and case management performed to implement an adoption assistance agreement and other costs directly related only to the administration of the adoption assistance program.

860	Title XX TANF Information and Referral Services	Services or activities designed to provide information about services provided by public and private service providers and brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to community resources.
861	Title XX TANF Recreation Services	Services or activities designed to provide or assist individuals to take advantage of individual or group activities directed towards promoting physical, cultural, and/or social development.
862	Title XX TANF Adoption	Services or activities provided to assist in bringing about the adoption of a child. Component services and activities which may include but are not limited to counseling the biological parent(s), recruitment of adoptive homes, and pre and post placement training and/or counseling.
863	Title XX TANF Protective Services For Children	Services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate foods, clothing, shelter, or medical care. Component services or activities that may include investigation; immediate intervention; emergency medical service; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the individual and family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.
865	Title XX TANF Day Treatment For Children	This service is designed for the basic purpose of providing treatment for a portion of the day for children who manifest primarily emotional, psychological, behavioral, or social problems which cannot be resolved in a non-specialized educational or developmental setting, or in specialized settings such as learning or behavioral disabilities classes. While these children may be able to live at home or in substitute care, their needs are such that their daily activities must be a part of a treatment environment.

The treatment of children involves specialized clinical services required for diagnosis, treatment, and consultation in providing help for pathological conditions, personality services, as distinguished from other parts of the programs, are provided by staff with professional or technical training for helping the child and parents (or caretakers with whom the child is living) directly through such activities as individual and family prescription drugs, and art and music therapy.

Service components include training activities, special educational activities, social and recreational activities, health services, personal and social interaction skill development, activity therapies, community participation activities, and transportation. These services are integral but subordinate to treatment, which is the purpose of the child's receiving the services. These services are to be offered as an integral program; however, the various components may be delivered through different sources.

The daily activities, including individual and group program components and treatment services prescribed for the individual child, must be coordinated and integrated into an individual goal directed treatment plan for the child. The plan must delineate a predictable measurable impact on the child's problem assessment of the progress of the plan (i.e., a formal staffing including all necessary parties to review goal attainment and to arrive at a decision of: (i) continuing the plan; (ii) revising the plan; or (iii) terminating the placement) which must be completed every six months for the total period of treatment.

***Federal financial participation (FFP) is not available for:***

- Educational services which residents of Ohio usually receive free from a public agency. If provided, services must be integral but subordinate to the provision of this section.
- Any activities related to the provision of Ohio Works First (OWF).

866	Title XX TANF Counseling Services	Services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances.
867	Title XX TANF Case Management	Services or activities for the arrangement, coordination and monitoring of services to meet the needs of individuals and families. Component services and activities which may include individual service plan development, counseling, monitoring, developing, procuring, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected.
868	Title XX TANF Transportation	Services or activities that provide or arrange for travel including travel costs of individuals in order to access services or obtain medical care or employment.
869	Title XX TANF Special Services for Drug and Alcohol Abuse	Services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependency. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service. Component substance abuse services or activities that may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers. Services that may be provided in alternative living arrangements such as institutional settings and community-based halfway houses.
870	Title XX TANF Education and Training Services	Services provided to improve knowledge of daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language and General Educational Development (GED). Component services or activities may include screening; assessment and testing; individual or group instruction; tutoring; provision of book, supplies and instructional materials; counseling, transportation; and referral to community resources.
871	Title XX TANF Pregnancy and Parenting Services	Services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future. Component services or activities may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills.
872	Title XX TANF Prevention and Intervention Services	Services or activities that provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or family violence, or to assist in making arrangements for alternate placements or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management and transportation.

873	Title XX TANF Special Services For Youth Criminals	Services or activities for youth who are, or who may become involved with the juvenile justice system and their families. Component services or activities are designed to enhance family functioning and/or modify the youth's behavior with the goals of developing socially appropriate behavior and may include counseling, intervention therapy and residential and medical services if included as integral but subordinate part of the service.
874	Title XX TANF Family Planning	Educations, comprehensive, medical, or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. Services and activities which include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption).
875	Title XX TANF Adult Protective Services	Services or activities designed to prevent or remedy abuse, neglect, or exploitation of adults who are unable to protect their own interests. Situations that may require protective services including injury due to maltreatment or family violence; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resource. Component services or activities that may include investigation; immediate intervention; emergency medical service; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the individual and family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.
900	Disability Financial Assistance (DFA) Eligibility Activities	Activities related to general administration and coordination of the state funded disability program, including eligibility determinations; screening interviews; intake; review of household reports; eligibility review; benefit changes; appeal hearings; recordkeeping changes to file; overpayment preparation; IEVS activity; contract creation and administration; preparation of program plans, budgets and schedules; procurement activities; public relations; services related to accounting, litigation, audits, management of property, payroll and personnel; management information systems not related to the tracking and monitoring of disability medical assistance (DMA) requirements; preparing reports and other documents; Quality Control; Quality Assurance; Peer Reviews; and Supervisory Reviews.
997	Common to Several	Activity associated with more than one program, including activities that benefit multiple programs and general administrative activities that cannot be associated with a single program represented on this time study.
998	Non-reimbursable	Activities that are not being reimbursed or are being reimbursed through a mechanism other than a specific program allocation, such as a special project allocation, contract, or memorandum of understanding with another family services agency or workforce development agency.
999	Position Idle	Employee was on break, at lunch, on leave or on personal business. Also, a position currently in the time study is idle when it is due to a short-term absence when the observation moment occurs and the position is not reassigned to an employee who is not currently in the time study.