

RMS Documentation Examples

Following are two examples of documentation comments for a child support RMS response. Both selected Activity code 100 which is defined as:

Any Support Enforcement Program Service: The following activities on a case/services:

- Location or relocation of a parent or alleged father (including the review of information supplied by the custodial parent, county records, Ohio or Federal Parent Locator Services, etc.);
- establishment of paternity or a child support order;
- modification of a child support order;
- enforcement of a support order; or
- collections, disbursement, or distribution.

Example A:

Program * 100 - CS - IV-D SUPPORT ENFORCEMENT PROGRAM

Activity * 100 - CS-ANY SUPPORT ENFORCEMENT PROGRAM SERVICE

Comments * phone call with ap

[Show Confidential Data](#)

Pending
 Complete
 Accept
 Reject
 Invalid
 No Response

Cancel

Based on the “Comments” section above, what was the activity which justifies the use of the 100/100 code selection?

Jan-Mar 2015

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

An Equal Opportunity Employer and Service Provider

Answer: The “Comments” are insufficient to “demonstrate that the selected program and activity codes support the work being performed . . .” [OAC 5101:9-7-20(E)(2)(b)]

Example B:

The screenshot shows a web form with the following fields and options:

- Program ***: A dropdown menu with the selected value "100 - CS - IV-D SUPPORT ENFORCEMENT PROGRAM".
- Activity ***: A dropdown menu with the selected value "100 - CS-ANY SUPPORT ENFORCEMENT PROGRAM SERVICE".
- Comments ***: A text area containing the text "I was on phone with obligee discussing case regarding modification of payment amount." Below the text area is a blue link labeled "Show Confidential Data".
- Radio Buttons**: A vertical list of radio buttons with the following labels: "Pending", "Complete", "Accept", "Reject", "Invalid", and "No Response".
- Buttons**: A "Cancel" button is located to the right of the radio buttons.

Based on the “Comments” section above, what was the activity which justifies the use of the 100/100 code selection?

Answer: The “Comments” specify that the discussion is with the obligee and is regarding a modification, which is one of the defined support enforcement program services.

Additional documentation:

Both responses should include a case number in the confidential data field to identify the use of the 100 Program code (IV-D Support Enforcement Program).

Each response should have also included an entry in the SETS system to further document the RMS hit/response in the case record.

Examples from the Child Welfare RMS

Both selected activity code 769 which is defined as: 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

Jan-Mar 2015

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.

Example A: Comment “activity logs” – Insufficient to determine if this activity meets the definition above.

Example B: Comment “Worker transporting mother and brother to XXXXXXXX for visit with sibling. Completed by coordinator as worker could not access RMS.” – Comment describes an activity which is “. . . related to a child’s placement and/or child’s family . . .”

Each response should have also included an entry in the SACWIS system to further document the RMS hit/response in the case record.

Examples from Workforce RMS

Both selected activity code 403 defined as 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.

Example A: Comment “update file” - Insufficient to determine if this activity meets the definition above.

Example B: Comment “I was in a meeting with (employer) concerning OJT Participant and Dislocated Worker. This meeting took place at (employer).” – Comment specifies two activities included in the definition: Dislocated Worker, and Training (OJT).

Each response should have also included an entry in the WCMS system to further document the RMS hit/response in the case record.

Examples from IM RMS

Both selected activity code 100 defined as: 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;

Jan-Mar 2015

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.

Example A: Comment "John Smith" - Insufficient to determine if this activity meets the definition above.

Example B: Comment "Completing phone interview for Dec recertification. Client verbally withdrew from OWF." – Comment clearly describes eligibility determination activity.

Each response should have also included an entry in the CRISe/OIES system to further document the RMS hit/response in the case record.