

Ohio Department of Job and Family Services
webRMS CODES FOR
CHILD WELFARE RMS - RANDOM MOMENT SAMPLE OBSERVATION

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.

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| 760 | Child Welfare | Activities involved with the investigation and treatment of child abuse and neglect. |
| 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 or Invalid Response | Position idle due to vacancy, absence, meal, break or personal business; or invalid response due to incorrect label on observation form or other reason. |

ACTIVITY CODES

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

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| 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. *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.)*
- 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, 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; 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 who is not in custody or care and control but has been determined or re-determined to be a candidate for foster care. ***The candidate for foster (child) care must be completed in the Statewide Automated Child Welfare Information System (SACWIS) case plan.*** 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.
- 776 Kinship Navigator Outreach General information and referral; websites, public service announcements, brochures, billboards, phone banks, and other services.
- 777 KPIP/KCCP 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). The Kinship Child Care Program (KCCP) is a program to promote stability to a minor child who is placed with or in the legal and physical custody of a kinship caregivers by providing child care services to eligible kinship families
- 779 Child Welfare Family First Activities Administrative activities related to the operation of the Family First Program.

- 781 Child Welfare Training – 50% For the proper and efficient administration of the IV-E plan at 50% FFP for the training of staff on any topic that addresses general skills or knowledge required for overall job performance that is necessary for the proper and efficient administrations of the Title IV-E program. Does not include training on conducting child abuse and neglect investigations or any other topic that does not address a general administrative need that is determined necessary for the proper and efficient administration of the Title IV-E 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 – 75% For the proper and efficient administration of the IV-E plan at 75% FFP for the training of: personnel employed or preparing for employment by the title IV-E agency or by the local agency administering the title IV-E plan; the short-term training of current or prospective foster or adoptive parents or relative guardians; state licensed or approved child care institutions providing care to foster and adopted children receiving IV-E assistance; members of the staff of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts, in ways that increase the ability of such current or prospective parents, guardians, staff members, institutions, attorneys and advocates to provide support and assistance to foster and adopted children, and children living with relative guardians (Sections 474 (a)(3)(A) and (B) of the Social Security Act) The training topics must be closely related to examples cited in 45 CFR 1356.60(c)(1) and (2). Also, see section 8.1H Title IV-E, Administrative Function/Costs, Training in the Federal Child Welfare Policy Manual. Does not include training on conducting child abuse and neglect investigations or any other topic that does not address a general administrative need that is determined necessary for the proper and efficient administration of the Title IV-E program.
- 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.

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| 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. |
| 788 | Sex Trafficking Administration | Developing and implementing policies and procedures to identify, document in agency records, and determine appropriate services for victims of sex trafficking including any child or youth in the custody or in-home supervision of the agency who is at-risk of becoming a sex trafficking victim or who is determined as a sex trafficking victim. This includes those individuals not removed from home; those who have run away from foster care and are under age 18 and youth not in foster care who are older than 18 but not older than 21 who are receiving services under the Chafee Foster Care Independence Program (CFCIP). |
| 789 | Foster Parent Recruitment | Recruitment activities for foster homes and foster-to-adopt homes. |
| 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. |