

Program Detailed Descriptions

RMS Group: Kansas - CPA
Period: CPA 2016 Q3
 06/01/2016 to 09/03/2016

Code	Description	Detailed Description
410	Child in Kansas DCF Custody and Placed in Family Foster Home Sponsored by Your Child Placing Agency	All activities by staff of the sponsoring child placing agency on behalf of a foster child in Kansas DCF Custody who is placed in a licensed family foster home. A licensed family foster home is a private residence licensed as such by the Kansas Department of Health and Environment.
420	Child in KS DCF Custody and Placed in FFH Sponsored by Your CPA w/PRT and Case Plan Goal of Adoption	All activities by staff of the sponsoring child placing agency on behalf of a foster child in Kansas DCF custody who is placed in a family foster home, and the parental rights of the child's parents have been terminated, and adoption is the case plan goal. This program code is exactly the same as code 410 except that the child is available for adoption.
430	Child Not in Kansas DCF Custody, Or Not placed in a Family Foster Home sponsored by your CPA	This includes any activity for a child who is not in the custody of Kansas DCF, even a child residing in a family foster home sponsored by your agency, or any child who does not reside in a family foster home sponsored by your agency, even if he is in DCF custody. Use this program code for children in the custody of the Department of Corrections (juvenile offenders). Also use this program code for a child in any non-FFH placement, such as residential centers (including independent living residential facilities), group boarding homes, detention centers, secure care centers, attendant care facilities.
440	Activities That Can't be Associated with a Specific Child	Non-administration activities that can't be associated with a specific child. The primary examples are support to foster families / family foster homes (activity code 8085), general recruitment of adoptive or foster parents (activity code 9020), placement activities not specific to a particular child (multiple children or if specific child isn't known). Administration activities not associated with a specific child should be coded to program code 490. Activities that can be associated with a specific child should be coded to program code 410, 420, or 430.
490	Administration Activities Not Specific to Any One Client Population	Use this code for administration activities benefiting more than one client service population; for lunch, breaks, or other non-productive time including paid or unpaid leave; or not scheduled to work. Use this code with 9000 series activities (except activity 9020, General recruitment of adoptive or foster parents - use Program Code 440, Non-child specific activities for children in DCF Custody).

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5031	Coord svc delivery to meet the case plan goals or to meet child welfare and medical needs of client	<p>Activities related to coordination and referral for the delivery of services responding to the client's child welfare, physical and behavioral health needs as specified in the case plan. Includes facilitating the involvement of helping networks, such as family members, church members and friends; development of increased opportunities for community access and involvement including assistance in the location of housing, community living skills, vocational, civil and recreational service programs; and assisting children and their families to obtain services, both medical and non-medical otherwise inaccessible or unavailable, necessary to implement the goals of the case plan. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.</p>
6010	(Read detailed description before selecting) Providing Direct Services	<p>Any direct service activity for the benefit of a client or family foster home.</p> <p>The most notable direct service activities are therapeutic or remedial services provided by qualified therapists, such as:</p> <ul style="list-style-type: none"> • Mental health counseling • adjustment counseling • conflict resolution • parenting training • couples or family therapy • life skills training <p>This code is also for non-professional types of direct service activities, such as:</p> <ul style="list-style-type: none"> • assisting with activities of daily living • assisting with medications • housekeeping • child care • shopping • budgeting • assisting a therapist in the delivery of therapeutic services <p>This activity includes travel time as well as the preparation of reports and case notes documenting this activity.</p>

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7012	Preparation for Independent Living	Activities directed at preparing youth in placement that are between the ages of 15 and 21, inclusive, to be self-sufficient upon leaving placement. Activities include identification and assessment of youth to determine their life skills and independent living needs; development of a life skills and independent living services plan; arranging for or monitoring the provision of services identified in the life skills and independent living service plan; providing information or assistance to enable youth to seek a high school diploma or its equivalent, vocational training, or higher education; providing individual or group counseling of youth about concerns or problems related to life skills and independent living; providing information or training in daily living skills, budgeting, locating and maintaining housing, or career planning. This activity includes travel time as well as the preparation of reports, case notes documenting this activity. This activity is specifically for independent living services provided for juvenile offenders in the custody of the Department of corrections .
7013	Independent Living Training	Participation in approved organized independent living training, including conferences, seminars, and workshops.
8001	Case Staffing Child Welfare and Medical	Includes meeting with supervisor, providers, and/or other related agencies to discuss the progress of the client and to review the child welfare and medical aspects of the case. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8021	Preparation, attendance at Court/Case Review, Administrative Review Child Welfare and Medical	Activities include preparation and verification of complete factual presentation to the court; providing information to the court regarding reasonable efforts and resulting outcomes /case plan; obtaining required judicial determinations; drafting and review of reports; consultation with supervisory personnel, legal counsel and other involved parties during the report drafting process; interviewing relevant individuals in preparing court reports; also includes time spent in appearing or otherwise participating in a Judicial Hearing. Includes information gathering, preparation of documents or reports, their submission, providing additional information as requested pertaining to non-medical aspects of the case; also includes time spent in the review or in meetings regarding the review, or travel to meetings and review as well as the preparation of reports and case notes documenting this activity.

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8041	Placement or replacement of client in a child welfare, med fac or behav mgt fac (OOH/Adopt plcmt)	Includes contacting potential care providers; consultation with supervisory personnel; processing of required legal and departmental documentation; informing the current resource provider of the details of the change of placement; coordination among all parties involved for the date of transfer; conducting a pre-placement visit or conference (with or without the client) to the new resource provider or medical/behavior management placement provider; physical placement of the client with new resource provider or medical/behavior management placement provider; and replacement assessment; preparation for removal from placement; pre-placement visits; notification of custodian/guardian/caretakers /parent; emergency interim placement; and alternate placement arrangement such as respite. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8050	Recruitment/licensing of child-specific foster or adoptive home	Activities related to the identification and recruitment of foster or adoptive resource families on behalf of a specific individual or sibling group. Includes interviewing prospective parents, the initial home study, arranging safety checks and activities related to the certification or licensure of the care giver(s). This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8060	Adoption referral/consultation, preparation for placement	Referral/consultation related to the permanent placement of a child or sibling group. This may include consultation with the child, family members, or staff of provider agencies; the gathering, preparation, and submission of information needed for adoption; and accompaniment of the child on pre-placement visits with prospective adoptive parents. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8070	Foster care payment/resolving payment issues	Any activities related to determining the level and rate for the out-of-home or adoptive placement payment. This may include collection or submission of information about a child or sibling group; and/or consultation with the child's care or service providers regarding any special needs of the child. This also includes resolution of payment issues on behalf of a child's out-of-home or adoptive placement provider. This activity includes travel time as well as the preparation of reports and case notes documenting this activity.
8083	Transporting for Visitation	Activities designed to enable staff to transport anybody for purposes of a visitation with a child in an out-of-home placement. This includes parents, siblings, grandparents, cousins, extended family, neighbors, and friends, in addition to the child. It does not include worker travel when worker is traveling to visit a client and not transporting someone else.

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8085	Support to Family Foster Homes – Not Child Specific (Use Program 440)	Activities supporting family foster homes that are not specific to a particular child. This includes periodic visits to the FFH not associated with a particular child; any assistance provided to foster parents to facilitate or improve their ability to continue caring for foster children. This activity code is for activities that are primarily intended to benefit foster families. (Use Program Code 440)
9010	Staff Development and Training/Other Training (Use Program Code 490)	Participation in approved organized training, including conferences, seminars, and workshops. (Use Program 490)
9020	General recruitment / licensing of adoptive or foster parents – not child specific (Use Pgm 440)	Includes identification of prospective foster care and adoptive parents and all licensing or relicensing of family foster homes; initial home study (not child-specific); interim monitoring of facilities; initial certification; registration; re-certification; adoptive home studies (not child-specific). (Use Program Code 440)
9030	Staff Meetings (Use Program Code 490)	Participation in scheduled unit or team meetings, office-wide meetings; discussion with a supervisor not related to a specific case or family foster home. (Use Program Code 490)
9040	Manual Review, Professional or Reference Reading (Use Program Code 490)	Includes reviewing the procedures or policy manual, reference literature and other professional documents not related to a specific case. (Use Program Code 490)
9060	Clerical Tasks (NOT case specific, use Program Code 490)	Includes photocopying, filing, typing, data entry, mail distribution, and other activities (NOT case specific). (Activities associated with a specific case need to use codes 5031 through 8083.) (Use Program Code 490)
9070	Breaks (Use Program Code 490)(NOT FOR LUNCH - use 9980 for lunch)	Includes scheduled break time, office social events, and other activities of a personal nature during normal working hours. (Does not include lunch, use 9980 for lunch) (Use Program Code 490)
9080	Other Administrative Tasks (NOT case or family foster home specific, use Program Code 490)	Includes the completion of required forms and paperwork not related to a specific case or client, including personnel forms, travel or reimbursement requests, and other necessary or required reports or procedures. (Use Program Code 490)
9090	Community presentations (Use Program Code 490)	Preparation and delivery of information regarding agency activities, goals, or needs to community groups or members of the public. (Use Program Code 490)
9100	Quality assurance reviews (Use Program Code 490)	Comprehensive review of case record or other client-related documents that assures compliance with federal, state, or judicial requirements. (Use Program Code 490)
9970	Employee on Paid Leave (Use Program 490)	Paid absence, for example, sick, vacation, or funeral. May also include approved paid educational leave, jury duty, or military reserve duty. (Use Program Code 490)

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9980	Not Scheduled to work and lunch (Use Program 490)(do not use for paid leave)	Employee not scheduled to work (including lunch) at time of sample (example, flextime or part-time employment). (Use Program Code 490)
9990	DO NOT USE! Vacant Position or Long Term Absence (for RMS Admin use only)	Leave without pay, position vacancy, incorrect RMTS identification or uncorrected response in error. (for RMS Admin use only)
