

CPA RMTS Frequently Asked Questions

Effective 09-01-15

1. What program code should I use if I am not working on anything that is case specific?

Response: Use program 490 if your activity is not directly related to anything case specific. All other program codes should only be used when your activity is directly benefitting that program.

2. What activity code should I use if I am logging a case specific activity?

Response: If you are logging a case specific activity please use the activity code that you would have used if you were actually providing the service at the time of the RMTS.

3. Which program code should I use when my work can't be associated with a specific child and it is not an administrative task?

Response: Use program 440 for any activity 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.

4. How should Holiday time be coded?

Response: If it is paid time off use 490/9970. If it is not paid time off and worker is not on the schedule to work, then use 490/9980.

5. How should travel or waiting time be recorded when the client is a no-show?

Response: Use the same program and activity codes that would have been used if the client had not been a no-show.

6. If a worker is submitting activity code 6010 on their RMTS, the following information must be provided in the employee comments section to justify the use of that code:

- a. *Who was present during this service?*
- b. *What was the specific social service being provided?*
- c. *What was the specific purpose for providing that service?*

Below are some examples of activities that do belong under activity code 6010:

The most notable direct service activities are therapeutic or remedial services provided by qualified therapists, such as:

- *Mental health counseling*
- *adjustment counseling*
- *conflict resolution*
- *parenting training*
- *couples or family therapy*
- *life skills training*

This code is also for non-professional types of direct service activities, such as:

- *assisting with activities of daily living*
- *assisting with medications*
- *housekeeping*
- *child care*
- *shopping*
- *budgeting*
- *assisting a therapist in the delivery of therapeutic services*

This activity includes travel time as well as the preparation of reports and case notes documenting this activity.