

## CW 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 290 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 number do we use for the case number? Is it the court case number, the KAECSES or the Facts number?**

*Response: Use the number that will most likely help you remember what you were doing at the time.*

### **3. 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.*

### **4. Which program code should I use when providing aftercare or when I am a Foster Care (RFCA) employee providing in-home therapy?**

*Response: Use program 215 if you are NOT a Family Preservation worker and you are providing aftercare or in-home therapy. Program 215 should be used for all activities by RFCA staff for children who are living in their regular home, regardless of whether they have previously been in an out-of-home foster care placement.*

### **5. How should Holiday time be coded?**

*Response: If it is paid time off use 290/9970. If it is not paid time off and worker is not on the schedule to work, then use 290/9980.*

### **6. 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.*

### **7. 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 not belong under activity code 6010:*

*Supervising parent/child visitation (This could be direct social service if during the visit parenting techniques are modeled, but in that case comments should be, "teaching parenting techniques.")*

*Scheduling a visitation*

*24 or 48 hour meeting*

*Case plan meeting*

*Completing Child & Adolescent Functional Assessment Scale (CAFAS)*

*Obtaining a UA*

*Documenting critical incident report*

*Doing a walk-through of home to get it approved for placement*

*Checking child in to new placement*

*Obtaining shot records for clients*

*Assisting client filling out disability paperwork*

*On phone with client giving information on food banks in area*

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

*Providing family preservation services with therapist at client's home*

*Working on parenting skills with client*

*Couples therapy in the home*

*Develop or review budget with client*

*Facilitating parenting group with participants whose children are in out of home placement*