

**LCTS ACTIVITY CODES FOR PUBLIC HEALTH
A – F Children Welfare (Non-Medical)**

DHS Financial Operations
April 1, 2011

Code G	Code H	Code I	Code J	Code K
<i>MA Eligibility Determination Assistance</i>	<i>Health/Medical Related Service Coordination</i>	<i>Direct Medical Services</i>	<i>Other Services</i>	<i>General Administration – Not Program Related</i>
Conducting Medical Assistance (MA) outreach or assisting in the MA eligibility process	Referring, monitoring, or assisting a child and/or family to access MA services (non Long Term Care Consultation and/or Child & Teen Check-up related). Performing activities related to improving the delivery of MA health/medical services	Performing activities and services for children and/or families that are billable directly to MA	Performing job specific activities that are not included in the other codes or that are billed to a third party other than MA	Public health agency general operating functions and activities, personal time taken during the work day, or when you are not at work to perform your job
EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES
Providing MA outreach services. Explaining MA benefits, MA eligibility requirements and the MA enrollment process.	Working with other agencies and/or providers that provide health/medical services to improve the coordination & delivery of services, to expand access to specific populations of MA eligibles, & to increase provider participation & improve provider relations.	Providing direct medical procedures that are billable to MA.	Providing direct medical procedures not billable to MA.	Completing time sheets, working on goals and objectives, participating in employee grievance processes, EEO or union activity, reading professional magazines or articles, reviewing administrative policies or office procedures.
Informing parents of MA services available for their child and seeking out families who may be eligible for MA and encouraging them to apply for MA.	Participating in the development of health plans/service plans relating to MA services & individual program plans for MA covered services (non Long Term Care Consultation & Child and/or Teen Check-up related).	Providing Home and Community Based Services (HCBS waivers).	Activities that are billed to a third party.	Any type of leave including vacation, sick, personal, jury duty and snow days, lunch, break, personal discussions with colleagues, personal phone calls or internet use.
Assisting a family to complete the MA application. Referring the parents to the county intake office to assist them with MA.	Arranging for access to MA covered services (non Long Term Care Consultation & Child and/or Teen Check-up related).	Administering prescribed injections, medications or immunizations.	Client services not specifically mentioned or implied in the Reference Guide under Codes A through I and Code K.	General staff meetings, planning sessions, orientations, policy and procedure review sessions, or changes in staffing.
Contacting pregnant and parenting teens to discuss the availability of MA covered prenatal and postpartum services.	Advising a parent or guardian of necessary health/medical services needed regarding a child's illness or injury, including the identification of health/medical needs (non Child & Teen Check-up related).	Long Term Care Consultation (LTCC), Child and Teen Check-up (CTC) activity (administrative and direct services), and post pregnancy and/or well baby visits to mother and baby.	Obtaining parental consent forms for sharing data between partners and county social services for the purpose of submitting a Title IV-E Candidacy recommendation to the county.	Completing and submitting the "Local Collaborative Time Study (LCTS) Title IV-E Candidacy Determination Form" (DHS LCTS-3333) to county social services.
	Coordinating health/medical services for a child with other agencies.			Participating in activity code trainings.
Paperwork and staff travel related to the above activities.	Paperwork & staff travel related to the above activities.	Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.

**LCTS ACTIVITY CODES FOR PUBLIC HEALTH
G – K Health/Medical And Other**

DHS Financial Operations
April 1, 2011

"Health/Medical" services include medical, dental, mental health and chemical health

Code A	Code B	Code C	Code D	Code E	Code F
<i>Determination of Risk</i>	<i>Child Service Coordination</i>	<i>Court Related and Other Child Related Administration</i>	<i>Child Welfare Training of Local Collaborative Staff</i>	<i>Training of Foster and Adoptive Parents or Provider Staff</i>	<i>Treatment & Counseling</i>
Deciding if a situation is present that would result in mandated reporting to county social services or local authorities; or if you are determining the need to recommend a child to the Title IV-E Candidacy Specialist at county social services, up to the point of filling out the "Local Collaborative Time Study (LCTS) Title IV-E Candidacy Determination Form" (DHS LCTS-3333)	Part 1. Coordinating child welfare services for a specific child who is in foster care placement. Part 2. Coordinating child welfare services for a specific child who has been identified as a Foster Care Candidate. These activities are the <u>coordination</u> of the service. This does not include providing the actual service itself.	Part 1. Other child welfare related activity not related to a specific student. Child welfare activities are activities that ensure the safety and well-being of a child Part 2. Court related activity for a specific child who has already been determined a Title IV-E Candidate or is currently in foster care	Receiving training on making recommendations for Title IV-E candidacy or if you are receiving or providing training on issues that fall within the definition of child welfare. This generally includes training concerning topics that have a goal of keeping families together & helping families access services needed to meet the safety & well-being needs of students	Training current or prospective foster or adoptive parents, including relatives, on the care of children who have been entrusted in their care	Providing counseling to children who are currently in foster care or have been identified as Title IV-E Candidates. Also choose this code if you are providing counseling to a child's family if the child has been identified as a Title IV-E Candidate or is currently in foster care
EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES
Participating in discussions and/or investigations on whether a child's or child's family situation warrants referral and/or reporting to appropriate authorities.	Part 1 Referring or arranging for a child or their family to receive counseling or other child welfare services.	Part 1 Participating in discussions or planning meetings concerning the general topic of children & the factors that put them at imminent risk of being removed from the home.	Presenting or attending training for collaborative partners/school staff on increasing ability of staff to recognize children in trouble & identifying needed services to remedy a child's situation.	Educating foster parents regarding child development issues pertinent to the children in their care.	Providing face to face therapeutic treatment & counseling services to a child, their family and/or a substitute care provider to resolve personal problems.
Deciding whether there is an abuse, neglect, or maltreatment situation that warrants referral and/or reporting to the appropriate authorities and making that referral/report.	Part 2 Coordinating with agencies on possible services available to help the family to improve the home situation & lessen the possibility that the child would have to be removed from the home.	Part 1 Providing information to the county for the recruitment, study, & approval of foster, adoptive, potential volunteers & other substitute care facilities.	Attending child welfare training provided by the state or the county.		Listening to & providing therapeutic intervention when a child is talking to you about committing suicide & the conversation is to prevent the suicide.
Participating in child protection risk assessment.	Participating in discussions or reviews with relevant agencies or individuals to determine the effectiveness of current services to resolve the situation causing the child to be identified as a Foster Care Candidate (Part 1) or to be placed in foster care (Part 2).	Part 2 Assisting with any activities to support any petitions for County Social Services for the removal of a child from the home.	Presenting or attending training on Title IV-E Candidacy.	Providing parenting classes for new foster or adoptive parents.	Leading a group therapy session where one or more children is currently in foster care or have been identified as a Title IV-E Candidate.
Paperwork and staff travel related to above activities.	Paperwork and staff travel related to above activities.	Paperwork and staff travel related to above activities.	Paperwork & staff travel related to above activities	Paperwork/staff travel related to above activities	Paperwork & staff travel related to above activities