

**LCTS ACTIVITY CODES FOR PUBLIC SCHOOLS
A – F Child Welfare (Non-Medical)**

DHS Financial Operations
January 1, 2009

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 student 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)	Coordinating the services which will help the situation that caused this student to either be placed in foster care or to be identified a Title IV-E Candidate	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 student who has 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 students 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 student's family if the student 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 student's or student's family situation warrants referral and/or reporting to appropriate authorities.	Referring or arranging for a student or the family to receive counseling, attend an anger management group, participate in the Big Brother Program, work with a mentor, or receive other services that will help deal with the situation causing the risk.	Part 1 Participating in planning meetings on child welfare issues (district, school, community, collaborative and interagency) for children at imminent risk of being removed from the home.	Attending child welfare training provided by the state or the county.	Educating foster parents regarding child development issues pertinent to the children in their care.	Counseling a student who is out of control in an effort to get the student able to address the issues at hand.
Deciding whether there is an abuse, neglect, or maltreatment situation that warrants referral and/or reporting to appropriate authorities and making that referral/report.	Coordinating with agencies on possible services available to help the family to improve the home situation & lessen the possibility that the student would have to be removed from the home.	Part 2 Assisting the county with truancy or child protection petitions or any other activities that are requested by the county to support court petitions to remove a student from the home.	Presenting or attending training for collaborative partners/school staff on increasing ability of staff to recognize students in trouble & identifying needed services to remedy a student's situation.	Meeting with a foster parent on a child's special needs or placement plan.	Providing face to face therapeutic treatment and counseling services to a student, their family and/or a substitute care provider to resolve personal problems.
	Participating in reviews and/or discussions with relevant agencies or individuals to determine the effectiveness of current services to resolve the situation causing the student to be identified as a Title IV-E Candidate.	Part 2 Working with a school liaison police officer in preparation for court.	Presenting or attending training on Title IV-E Candidacy.		Leading a group therapy session where one or more students is currently in foster care or has 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

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

DHS Financial Operations
January 1, 2009

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, arranging, monitoring and evaluating health/medical services. Performing activities related to improving the delivery of health services in schools	Performing activities and services for students that are billable directly to MA. It is not necessary to know if your school actually does send a bill	Performing job specific activities that are not included in the other codes or that are billed to a third party other than MA	School 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
Informing parents on MA services available for their child and seeking out families who may be eligible for MA and encouraging them to apply for MA.	Arranging for, coordinating, & monitoring the health services needed per a student's IEP/IFSP/IIIP or other case plan, including arranging for necessary support services such as translation/transportation & consulting with other staff on implementing the health services outlined in a student's IEP/IFSP/IIIP.	IEP/IFSP/IIIP: <ul style="list-style-type: none"> ✚ Student needs assessments or continued services, writing reports and interpreting results of tests. ✚ Providing the services contained in the IEP/IFSP/IIIP. 	Obtaining parental consent forms for educational activities or to discuss their child's academic needs, to discuss discipline issues, special education services available, the Free and Reduced Lunch Program, and vocational and educational programs available.	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 a county staff person who will assist them with MA.	Advising a parent of a possible health issue for their child & encouraging them to make appointments with medical professionals. Educating parents on identifying their child's health needs, child development, proper health care & substance abuse.	Administering prescribed injections, medication or immunizations to a student.	All classroom instruction and related activity, cafeteria & study hall activity, recess & after school activity. Activities performed by a school truancy officer for students not currently in foster care or have been identified as a Title IV-E Candidate.	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.
Contacting pregnant and parenting teens to discuss MA prenatal and well baby care programs available to them.	Referring and arranging for medical screenings, & providing appropriate follow-up.	Providing health/medical services or procedures such as physical therapy and speech therapy that are billed to MA.	IEP Activities not included in codes H or I. Providing health/medical services including first aid or performing medical procedures.	General staff meetings, planning sessions, orientations, policy and procedure review sessions, discussion on curriculum changes or changes in staffing.
	Meetings to address how MA health services are delivered within the school.		Obtaining parental consent forms for sharing data between partners & 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.
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.	Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.