



CDSS

JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



ARNOLD SCHWARZENEGGER  
GOVERNOR

August 6, 2010

RESIDENTIALLY BASED SERVICES (RBS) LETTER NO. 05-10

TO:               SELECTED COUNTY WELFARE DIRECTORS  
                    SELECTED COUNTY FISCAL OFFICERS  
                    SELECTED COUNTY CHILD WELFARE SERVICES  
                    PROGRAM MANAGERS  
                    SELECTED RBS PROVIDERS

SUBJECT:       RESIDENTIALLY BASED SERVICES (RBS) REFORM PROJECT  
                    PROVIDER TIME STUDY INSTRUCTIONS

REFERENCE:   WELFARE AND INSTITUTIONS CODE (W&IC) SECTION 18987.7

The purpose of this letter is to provide information and instructions on how the RBS providers are to complete time studies for the RBS Reform Project. This letter also provides a copy of the form that RBS staff will use to time study.

**Background**

As a condition of implementing RBS, each county conducting an RBS demonstration project is required to have RBS provider staff time study or time certify the activities they perform for RBS children and families.

The purpose of these time studies is to document the activities performed in the residential, community, and other program components of RBS. These time studies further document the portion of time that is allowable to be charged to the Title IV-E federal fund source, and the amount of time that is not allowed to be charged to Title IV-E.

This information is necessary to document the level of Title IV-E federal funds that may be claimed by the county to support the RBS project. Each project has a pre-established Title IV-E rate that will be used for federal and state claiming. These rates were established on a projected basis using the budgets and activity assumptions provided to the California Department of Social Services (CDSS) by the county, based on RBS provider input. Since these Title IV-E allowability factors are only estimates for use in the first 24 months of each

project, it is both necessary and critical that RBS staff keep accurate records of their activities based on the instructions provided for completing the time studies.

The CDSS developed a workgroup of Title IV-E subject matter experts to examine the proposed activities for the RBS Reform Project that may be claimed under the federal Title IV-E program. The CDSS was provided information on these proposed activities from the California Alliance for Child and Family Services (CACFS) in conjunction with RBS providers from Los Angeles, Sacramento, San Bernardino and the Bay Area Consortium. The CDSS workgroup examined the proposed activities and determined the categories in which the activities may be claimed under the Title IV-E Maintenance Foster Care program. The categories are:

- Administration of the RBS Group Home Program, including case management; and
- Daily Supervision.

For each activity, the CDSS workgroup examined the Title IV-E rules and determined the appropriate category to which the activity would be claimed. Specific conditions and activities that are not federally allowable under Title IV-E for each proposed category were also identified. Please see the RBS Title IV-E Allowable Activities Determination (Attachment 1) for more information.

### **Time Study Requirements**

Under Title IV-E, the Federal Government requires CDSS to adequately identify the costs applicable to each program in order to determine the appropriate amount of federal and state reimbursement. In order to meet this requirement, California is required to outline in the federal Countywide Cost Allocation Plan the methods that will be used to identify worker salary and benefit costs that are eligible for federal or state funds. It has been determined that the RBS project activity will be time studied on a continuous basis for one (1) month of each quarter. This continuous mid-month time study methodology is consistent with the federal Cost Allocation Plan requirements that govern County Welfare Department time study requirements in which the month the time study occurs is the middle month of each quarter.

<b>Quarter</b>	<b>Time Study Month</b>
July-September	August
October-December	November
January-March	February
April-June	May

For counties with multiple providers, at the request of the providers and county, CDSS will allow each provider to pick one (1) month in the quarter to time study, provided it is the same month each quarter. For example, Provider A must always time study for Month 1 in each quarter, Provider B must always time study for Month 2 in each quarter, etc. The sum

total of the time studies for the year for all providers in a demonstration site will be used to support the composite Title IV-E rate developed for that demonstration site.

Attached are the RBS Time Study Instructions (Attachment 2), RBS Time Study Descriptions (Attachment 3), and RBS Time Study Form (Attachment 4) to be used by all RBS providers. Also, included are examples of activities performed by RBS staff over one (1), eight (8) hour work day and how those activities would be reported on the RBS Time Study Form (Attachment 5). The attachments provide detailed information on who is required to time study, when the time study is to be completed, and how to complete the time study. Also, attached is a list of the most commonly asked questions with CDSS responses to those questions (Attachment 6).

### Training

The CDSS will conduct training on the RBS Time Study via Webinar. This training will be recorded and made available to all RBS demonstration sites. CDSS will notify the RBS counties when this training information becomes available and where it can be accessed.

If you have questions related to the RBS Reform Project, you may contact Megan Stout, RBS Consultant at (916) 654-1883. If you have questions related to the RBS Time Study, you may contact Linda Orozco, Manager at (916) 651-8053.

Sincerely,



HAFIDA HABEK, Acting Chief  
Estimates and Research Services Branch

c: CWDA

**ATTACHMENT 1**

**RBS TITLE IV-E ALLOWABLE ACTIVITIES DETERMINATION**

<b>EX</b>	<b>PROPOSED ACTIVITY</b>	<b>TITLE IV-E MAINTENANCE – ADMINISTRATION OF THE GROUP HOME PROGRAM (TIME STUDY CODE 001 OR 004)</b>	<b>TITLE IV-E MAINTENANCE – CASE MANAGEMENT ACTIVITIES (TIME STUDY CODE 001 OR 004)</b>	<b>TITLE IV-E MAINTENANCE – DAILY SUPERVISION (TIME STUDY CODE 002 OR 005)</b>	<b>ACTIVITIES NOT FEDERALLY ALLOWABLE UNDER TITLE IV-E (TIME STUDY CODE 003 OR 006)</b>
A	Parent Partners – providing general advise, consultation and (informal) training to other group home staff on how to work most effectively with the parents of children in RBS	Activity: Informing other group home staff on how to work effectively with the parents of the children in RBS	Activity: Informing the parents of the child in RBS of the referral process and possible services	Activity: Providing supervision of the RBS child	Costs associated with providing counseling and therapy are not IV-E allowable;  Costs associated with performing referral activities such as scheduling services are not IV-E allowable.
B	CFT Facilitator – facilitating the development of the plan for an RBS child to return home	Activity: Developing the RBS plan - scheduling meetings; identifying appropriate participants; taking notes; writing up the RBS plan; getting signatures from participants; working with county staff to obtain their approval of the RBS plan	Activity: Monitoring the implementation of the RBS Plan – coordinating updates; carrying out some components of the RBS plan	Activity: Transporting the child to and from meetings/appointments	Activities that can be appropriately claimed to EPSDT should continue to be claimed to that fund source pursuant to DMH Letter 08-07. (Note: Time Study Code 007 has been established to account for the time in the regular monthly work hours that is spent in non-AFDC related activities, including those billed to EPSDT.)  <b>Cannot duplicate any activities performed by county staff.</b>
C	Group Home Staff – accompanying/supervising an RBS child who is currently in an RBS residential placement, to a supervised/trial home visit lasting anywhere from 2 hours to multiple days			Activity: Providing supervision of the RBS child during a trial home visit when the following parameters are met: - Trial home visit does not exceed 14 days in a calendar month; - RBS provider staff are supervising/maintaining contact with the child during the entire visit (i.e. telephone calls, in-person meetings, etc.); - In home supervision for the first 24 consecutive hours can be charged to Title IV-E; - RBS provider staff have care and control of the child; - RBS residential bed remains available for the child’s return after the home visit.	Supervised trial home visit beyond 24 consecutive hours cannot be charged to Title IV-E.  <b>Cannot duplicate any activities performed by county staff.</b>

Note: Time Study Code 007 – Other Programs is not addressed in this matrix since this code does not include activities related to Title IV-E. See Attachment 3 RBS Time Study Descriptions for more information.

**ATTACHMENT 1**

**RBS TITLE IV-E ALLOWABLE ACTIVITIES DETERMINATION**

<b>EX</b>	<b>PROPOSED ACTIVITY</b>	<b>TITLE IV-E MAINTENANCE – ADMINISTRATION OF THE GROUP HOME PROGRAM (TIME STUDY CODE 001 OR 004)</b>	<b>TITLE IV-E MAINTENANCE – CASE MANAGEMENT ACTIVITIES (TIME STUDY CODE 001 OR 004)</b>	<b>TITLE IV-E MAINTENANCE – DAILY SUPERVISION (TIME STUDY CODE 002 OR 005)</b>	<b>ACTIVITIES NOT FEDERALLY ALLOWABLE UNDER TITLE IV-E (TIME STUDY CODE 003 OR 006)</b>
D	Group Home Staff – collaborating with the county staff to identify potential family, assisting in search of family	Activity: To the extent this activity is not performed by county staff, the following activities are allowable for RBS: performing searches through case files and the internet; conducting interviews with county social workers, prior foster care providers, family members, friends and other significant adults in the child’s life; initial telephone and in-person contacts with prospective caregivers to determine their interest in making a commitment to the child.			<b>Cannot duplicate any activities performed by county staff.</b>
E	Group Home Staff – follow up activities once a prospective caregiver has been identified – activities to determine the viability of a potential placement	Activity: To the extent this activity is not performed by county staff, the following activities are allowable for RBS: follow up telephone and in person meetings with prospective permanent caregivers (after being identified through the Family Finding Process) to determine the viability of the connection and level of commitment to the child.			<b>Cannot duplicate any activities performed by county staff.</b>
F	Group Home Staff – supervising the child to visit the prospective caregiver at home or in the community			Activity: Providing supervision of the RBS child	<b>Cannot duplicate any activities performed by county staff.</b>

Note: Time Study Code 007 – Other Programs is not addressed in this matrix since this code does not include activities related to Title IV-E. See Attachment 3 RBS Time Study Descriptions for more information.

## ATTACHMENT 2

### RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY INSTRUCTIONS

These time study instructions apply only to the RBS pilot project. The purpose of a time study is to capture time based on the activities performed by the RBS staff.

#### Time Study Process

##### 1. Time Study Requirements

All RBS staff identified in this section must time study or time certify as directed by CDSS. The provider shall direct its staff to complete the time study/time certification in accordance with the detailed instructions which are provided on each individual time study. The provider shall summarize the individual time studies and retain the time studies in the provider's files.

In some instances, it may be unclear whether the worker should record an activity as administrative/case management, maintenance/daily supervision, or direct services. In deciding how a particular activity will be recorded, the provider should compare all the duties performed by the worker to the activities listed in the RBS Time Study Program Code Descriptions.

The job title of the worker performing the activity is not the determining factor in deciding how to record an activity. The activity determines how the worker will time study.

##### 2. Staff Required to Time Study/Time Certify

Line staff and their first line supervisor(s), whether full-time or part-time, who are assigned to routinely work in or provide support to the RBS program on a full-time basis or on a split basis with another program, are required to time study. Staff who only incidentally work in RBS on a limited basis due to an emergency or other extenuating circumstance are not required to time study.

First-line supervisors and group home staff performing administrative/case management, maintenance/daily supervision, or direct services record their allocable and non-allocable time on a daily basis. The first line supervisor's time spent on supervisory activities is allocated to the appropriate program based on the allocable time of their staff, at the end of the time study month.

Staff who are considered General Administration (second line supervisors and above, and clerical support staff) will time certify. Their time will be allocated based on the line staff and first line supervisor's time study activities.

## ATTACHMENT 2

### RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY INSTRUCTIONS

#### 3. Certifying the Time Study

The time study form must be completed in ink and then signed and dated by the employee who completed the form. In addition, a supervisor who has firsthand knowledge of the activities performed by the employee must also sign and date the form. These signatures and dates attest to the validity of the time record.

#### 4. Continuous Mid-Month Time Study

RBS staff will be required to complete continuous time studies during the mid-month of each quarter, during the pilot project unless otherwise directed by CDSS, or unless a rotating month schedule is presented by the providers (i.e., Provider A always time studies in Month 1 of each quarter, Provider B in Month 2 of each quarter, and Provider C in Month 3 of each quarter). CDSS must be notified if this latter method is being used.

#### 5. Recording Time

- a. Hours are rounded as specified on the time study form instructions.
- b. Breaks, dock time, paid holidays, jury duty, sick leave, vacation, and any other paid absences are recorded as non-allocable.
- c. Travel time is recorded to the program with which it is associated.
- d. Conference time with supervisors and in staff meetings is recorded to the program with which it is associated; if it cannot be identified to a program, it is recorded as non-allocable.
- e. Compensated time off is recorded as non-allocable when used.
- f. Lunch and normal days off are not recorded.
- g. Overtime and CTO earned is recorded as non-allocable and is not counted in the total hours recorded for each day.
- h. Time spent in continuing training or in on-the job training is recorded to the associated program. If the training cannot be identified to either, it is recorded as non-allocable.
- i. The total allocable and non-allocable hours recorded for each day must equal the total assigned routine work hours. Routine work hours include adjusted work or flexible schedules as defined and administered by the provider.

#### Retention

The individual time studies are retained by the provider for audit purposes for five years after the pilot ends.

## ATTACHMENT 2

### RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY INSTRUCTIONS

#### Definitions

1. "Activity" means the specific actions performed in the operation of RBS.
2. "Allocable" means time spent by caseworkers and support staff on program-specific RBS activities.
3. "Caseworkers" are staff who performs activities which benefit the RBS recipients.
4. "Clerical support staff" are staff who are predominantly in direct support of RBS caseworkers or administration.
5. "Community" refers to the activities spent to support a child and family while the child is participating in the RBS community program component. The child may be residing in a non-group home, out-of-home placement (i.e., placed with a relative; Non-Related Extended Family Member; Foster Family Agency; Foster Family Home; ITFC) or the child may be living with the family.
6. "Continuous mid-month time study" means the recording of time in 15 minute intervals to reflect the activity performed throughout the day for one (1) month of each quarter the RBS project operates. The month to time study is the mid-month (Month 2), unless a rotating schedule is adopted as described in the time study instructions.
7. "General administrative unit" means a group of administrative support staff who perform activities which have program-wide benefit. A general administrative unit is placed under the director, assistant director, deputy director, or division person responsible for the administration of RBS.
8. "Non-allocable" means time attributable to activities which do not benefit a specific program, but do support the overall performance of an employee and includes: vacation, sick leave, holidays, personal holidays, jury duty, administrative time off, CTO/overtime, bereavement, dock, etc. Non-allocable time is a common cost of all programs and is not used to allocate cost to a program.
9. "Program" means a group of activities which are organized to accomplish an objective authorized by State legislation i.e. RBS.
10. "Residential" refers to the activities spent to support a child and family while the child is participating in the RBS residential program component. The child will either be residing in the RBS group home, or may be in an RBS sponsored Intensive Treatment Foster Care (ITFC) or other RBS placement directly related to the residential program component.

## **ATTACHMENT 2**

### **RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY INSTRUCTIONS**

11. "Time certification" means the recording of an individual worker's activities to a predetermined benefiting level on a monthly basis. Non-allocable time is recorded on a daily basis; total allocable time is recorded at the end of a month. Normally, this person is a level two supervisor or generic support staff.
12. "Time Study" means recording time spent on an individual worker's activities to a program each day of a time study month.
13. "Unit" means a group of workers assigned to a first line supervisor.

## **ATTACHMENT 3**

### **RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY DESCRIPTIONS**

#### **Time Study Code 001 - Title IV-E Administrative/Case Management Activities - Residential**

Includes general activities necessary to administer the RBS program when the child is in a RBS facility. Included is the development of the RBS case plan, and other case management activities. These activities cannot duplicate those performed by county welfare staff. Activities include but are not limited to the following:

Developing the RBS plan, scheduling meetings, identifying appropriate meeting participants, taking notes, updating the RBS case plan, participation in case conferences and meetings, obtaining participant signatures, consultation with county staff to gain approval of RBS case plan, training group home staff on administrative duties, performing searches through case files and the internet, distributing resource materials, conducting interviews with significant adults in the child's life, telephone and in-person contacts with potential caregivers and other foster parent recruitment activities, consultations with active caregivers, informing parents of referral and services process, visiting the child in placement, and travel time associated with any of the above activities.

#### **Time Study Code 002 - Title IV-E Maintenance/Daily Supervision – Residential**

Includes activities directed to a specific child when the child is under the care and supervision of the RBS provider while the child is in the RBS facility. These activities cannot duplicate any activities performed by county staff. Activities include but are not limited to the following:

Supervising the RBS child while they are in the RBS group home placement, transporting the child to and from meetings and/or appointments, and supervising visits with the parents (only the first 24 consecutive hours can be claimed to Title IV-E).

#### **Time Study Code 003 - Non IV-E Eligible Activities - Residential**

Includes the provision of non IV-E eligible activities, such as direct services, to a specific child or family when the child is in a group home placement. Activities include but are not limited to the following:

Providing counseling or other therapeutic services to a child or their family in order to ameliorate or remedy personal problems, behaviors, or home conditions, providing homemaking instruction, through discussion and example, teaching more effective child care skills and home maintenance, parenting training, and supervising trial home visits that exceed 24 consecutive hours.

## **ATTACHMENT 3**

### **RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY DESCRIPTIONS**

#### **Time Study Code 004 - Title IV-E Administrative/Case Management Activities - Community**

Includes general activities necessary to administer the RBS program when the child is in the home or in a non-group home out-of-home placement, including relative placements.

Included is the development of the RBS case plan, and other case management activities. These activities cannot duplicate those performed by county welfare staff. Activities include but are not limited to the following:

Developing the RBS plan, scheduling meetings, identifying appropriate meeting participants, taking notes, updating the RBS case plan, participation in case conferences and meetings, obtaining participant signatures, consultation with county staff to gain approval of RBS case plan, training group home staff on administrative duties, performing searches through case files and the internet, distributing resource materials, conducting interviews with significant adults in the child's life, telephone and in-person contacts with potential caregivers and other foster parent recruitment activities, consultations with active caregivers, informing parents of the referral and services process, visiting the child in placement, and travel time associated with any of the above activities.

#### **Time Study Code 005 - Title IV-E Maintenance/Daily Supervision - Community**

Includes activities directed to a specific child when the child is under the care and supervision of the RBS provider while the child is in the home or in a non-group home out-of-home placement, including relative placements.

These activities cannot duplicate any activities performed by county staff. Activities include but are not limited to the following:

Supervising the RBS child while they are in the RBS group home placement, transporting the child to and from meetings and/or appointments, and supervising visits with the parents (up to one day).

#### **Time Study Code 006 - Non IV-E Eligible Activities - Community**

Includes the provision of non IV-E eligible activities, such as direct services, to a specific child or family when the child is in the home or in a non-group home out-of-home placement, including relative placements.

Activities include but are not limited to the following:

Providing counseling or other therapeutic services to a child or their family in order to ameliorate or remedy personal problems, behaviors, or home conditions,

## **ATTACHMENT 3**

### **RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY DESCRIPTIONS**

providing homemaking instruction, through discussion and example, teaching more effective child care skills and home maintenance, parenting training, and supervising trial home visits that last more than one day.

#### **Time Study Code 007 – Other Programs**

Activities that support the RBS program but are not related to AFDC-Foster Care, such as services funded by EPSDT, mental health treatment activities under the Mental Health Services Act, etc. Also include activities that are spent in programs outside of RBS, such as regular Foster Care under the provider's RCL program number, when the RBS provider staff work in the provider's RBS program and regular RCL program in the same month.



## **ATTACHMENT 5**

### **RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY EXAMPLES**

The following are examples of activities performed by the RBS Parent Partner, Facilitator and Peer Counselor that occur while the child/youth is in the RBS residential facility.

The examples provided depict the activities performed by the RBS Parent Partner, Facilitator, and Peer Counselor over a 1 day, 8 hour work period. These examples include how the Parent Partner, Facilitator, and Peer Counselor would record their time using the RBS Time Study Form.

**ATTACHMENT 5  
RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY EXAMPLES**

## Example 1: Parent Partner

<b>Time</b>	<b>Activity</b>	<b>Time Study Code</b>
1 hour	Attend Child and Family Team Meeting	001
.25	Return call to a mom and counsel her about the issue	003
.25	Return call to a mom	002
1.5	Attend All Staff Meeting	001
1	Crises Response to help mom	002
.25	Attend Emergency CFT	001
2 hours	First Aid Training	Non-allocable
1 hour	Attend IEP Meeting with Parents	002
.5	Meet with Dad to update on CFT meeting	002

# Employee Time Study Sheet

RBS Provider Time Study Form

# Example 1

NAME																												Classification	RBS	MONTH/YR	Full Time <input checked="" type="checkbox"/>	Part Time <input type="checkbox"/>						
Sally Jones																												Parent	Partner	01/10								
31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	Time Study Code	TSC	HOURS			
																																		Residential				
																																		IV-E Administration	001	2.75		
																																		IV-E Maint./Supervision	002	3.00		
																																		Non IV-E Eligible Activities	003	0.25		
																																		Community				
																																			IV-E Administration	004		
																																			IV-E Maint./Supervision	005		
																																			Non IV-E Eligible Activities	006		
																																			Other Programs	007		
																																			Non-Allocable		2.00	
																																			Annual Leave/Vacation			
																																				Sick Leave (Self/Family)		
																																				Holiday		
																																				Holiday Informal Time		
																																				Personal Holiday		
																																				Personal Leave Day		
																																				Excess Hours Used		
																																				Jury Duty		
																																				Administrative Time Off		
																																				Compensating Time Off		
																																				Breavement Leave		
																																				Dock		
																																				Overtime/CTO Earned		
																																				Total Hours Worked		6.0
																																				Total Hours Leave		2.00

DRAFT

<b>RECONCILIATION</b>	
Total Hours Worked	8.00
Total Hours Leave	2.00
Overtime/CTO Hours Earned	0.00
Monthly Hours Total	8.00

Time Study sheets are due at the end of the month.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ATTACHMENT 5**  
**RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY EXAMPLES**

## Example 2: Facilitator

<b>Time</b>	<b>Activity</b>	<b>Time Study Code</b>
1 hour	Attend Child and Family Team Meeting	001
.5	Update case plan	001
.25	Return call to a mom	002
1.5	Attend All Staff Meeting	001
1	Crises Response	002
.25	Attend Emergency CFT	001
2 hours	First Aid Training	Non-allocable
1 hour	Family Finding	001
.5	Consulting with County Probation Officer	001

# Employee Time Study Sheet

RBS Provider Time Study Form

## Example 2

NAME																												Classification			MONTH/YR		Full Time <input checked="" type="checkbox"/>		Part Time <input type="checkbox"/>	
Sally Jones																												RBS Facilitator			01/10					
31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	Time Study Code		TSC	HOURS
																																		Residential		
																																		IV-E Administration	001	4.75
																																		IV-E Maint./Supervision	002	1.25
																																		Non IV-E Eligible Activities	003	
																																		Community		
																																		IV-E Administration	004	
																																		IV-E Maint./Supervision	005	
																																		Non IV-E Eligible Activities	006	
																																		Other Programs	007	
																																		Non-Allocable		2.00
																																		Annual Leave/Vacation		
																																		Sick Leave (Self/Family)		
																																		Holiday		
																																		Holiday Informal Time		
																																		Personal Holiday		
																																		Personal Leave Day		
																																		Excess Hours Used		
																																		Jury Duty		
																																		Administrative Time Off		
																																		Compensating Time Off		
																																		Breavement Leave		
																																		Dock		
																																		Overtime/CTO Earned		
																																		Total Hours Worked		6.0
																																		Total Hours Leave		2.00

DRAFT

<b>RECONCILIATION</b>	
Total Hours Worked	8.00
Total Hours Leave	2.00
Overtime/CTO Hours Earned	0.00
Monthly Hours Total	8.00

Time Study sheets are due at the end of the month.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ATTACHMENT 5**  
**RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY EXAMPLES**

## Example 3: Peer Counselor

<b>Time</b>	<b>Activity</b>	<b>Time Study Code</b>
1 hour	Attend Child and Family Team Meeting	001
.5	Train Peer Support Groups	001
.25	Calls Facilitator to update case status	001
1	Attend All Staff Meeting	001
1	Attend Multi-Disciplinary Meeting	001
1	Meets with community members to develop resources	001
1 hours	First Aid Training	Non-allocable
1 hour	Crises Response	001
1.25	Data documentation	001

# Employee Time Study Sheet

RBS Provider Time Study Form

## Example 3

NAME																												Classification			MONTH/YR		Full Time <input checked="" type="checkbox"/>		Part Time <input type="checkbox"/>		
Sally Jones																												BS Peer Counselor			01/10						
31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	Time Study Code		TSC	HOURS	
																																			Residential		
																												7.00						IV-E Administration	001	7.00	
																																		IV-E Maint./Supervision	002		
																																		Non IV-E Eligible Activities	003		
																																		Community			
																																		IV-E Administration	004		
																																		IV-E Maint./Supervision	005		
																																		Non IV-E Eligible Activities	006		
																																		Other Programs	007		
																																		Non-Allocable		1.00	
																																		Annual Leave/Vacation			
																																		Sick Leave (Self/Family)			
																																		Holiday			
																																		Holiday Informal Time			
																																		Personal Holiday			
																																		Personal Leave Day			
																																		Excess Hours Used			
																																		Jury Duty			
																																		Administrative Time Off			
																																		Compensating Time Off			
																																		Breavement Leave			
																																		Dock			
																																		Overtime/CTO Earned			
																																		Total Hours Worked		7.0	
																																		Total Hours Leave		1.00	

DRAFT

<b>RECONCILIATION</b>	
Total Hours Worked	7.00
Total Hours Leave	1.00
Overtime/CTO Hours Earned	0.00
Monthly Hours Total	8.00

Time Study sheets are due at the end of the month.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## ATTACHMENT 6

### RBS TIME STUDY QUESTIONS & ANSWERS

Question	Answer
How does completing a time study affect my paycheck?	It does not directly affect the amount of your paycheck; however, the provider may have a policy of not issuing the paycheck until the employee submits the paperwork. The time study is used by the provider and the county/State to determine if the appropriate amount of Title IV-E is being claimed based on the activities in the time study.
I normally complete a time study for my EPSDT activities. Do I continue to time study to EPSDT? Does this mean that I will be required to complete two separate time studies?	Yes. Both EPSDT and IV-E are fund sources that require time study in order to claim the appropriate dollars. For the RBS Time Study, when you are time studying to EPSDT that time would be recorded under Time Study Code 007.
If I have a flexible schedule, do I claim my hours based on that schedule? For example, I work 10 hour days on Thursday, Friday, Saturday, and Sunday.	Yes. If your normal work hours are 10 hours a day, then the hours recorded on the time study must equal 10 hours per day.
Do I stop every 15 minutes to record time in my time study?	You should record your time at the end of the activity. For example, if you attended a CFT that lasted one hour, at the end of the meeting you would record your time.
Where do I time study my break?	You do not record your break separately on the time study. Time spent on a break would be included with the time recorded for the last activity you were completing.
Where would I record the time that I spent counseling?	Time spent counseling would be recorded in Time Study Code 003- Non IV-E Eligible Activities – Residential or Time Study Code 006 Non IV-E Activities – Community.
How do I know which services are not eligible for IV-E and should be recorded to Time Study Codes 003 and 006?	IV-E does not pay for services. Therefore, any activities that are services should be claimed to Time Study Codes 003 and 006.
If an employee is not available to sign and date the Time Study form at the end of the month, who can sign their form?	The first line supervisor would sign and date the form.
Who do I give the time study to at the end of each month?	Your employer will provide these directions.

## ATTACHMENT 6

### RBS TIME STUDY QUESTIONS & ANSWERS

Question	Answer
How do I know which code to use?	The code you use to record time will be based on your activities. Try to match the activities you perform to the descriptions listed under these codes. If you cannot make a good match, you should ask your employer to assist you in which time study code to use for a specific activity.
Can you repeat again, why do I have to time study? I don't do any of this now, and I am working for the same provider.	The RBS is a brand new program for your provider and it is very different from the usual RCL 12-14 group home. The RBS program will use new fund sources at the state and federal level to pay for the costs. Federal rules require that the use of Title IV-E, which is one of the federal fund sources, be documented, and time studying is the best way to do that.
When you say continuous, does that mean I have to time study everyday, all day long, even if I am doing the same thing everyday? Why?	Basically, yes. The time study documents what you are doing each day. If you do the same thing all day long, at the end of the day you will enter 8 hours (or the hours for your normal work day) under the appropriate code. But if for some reason you did something different during one day in the month, or took leave time to go on vacation for example, the time study will be able to capture that time for appropriate charging.
When you use the term non-allocable, are you saying that it is an activity that doesn't relate to working with a child or family in the program?	Basically, yes. Non-allocable is a term that refers to the fact that the hours spent do not have a direct relationship to one of the time study activity codes. If what you are doing does not fit the description under one of the codes 001 to 007, then it is probably non-allocable time. This could be a type of leave (vacation, sick leave, etc., which you would report to the appropriate leave line) or it could be general time spent in the program (attending a staff meeting, or training, which you would report on the non-allocable line).
Does non-allocable time, have to be some type of leave time, like vacation?	In many cases, non-allocable time will be some type of leave time. But it also could be general time spent in the RBS program that does not clearly fit under the descriptions in activity codes 001 to 007. This could be general time spent in a staff meeting, or in some type of general training, like CPR certification.

## ATTACHMENT 6

### RBS TIME STUDY QUESTIONS & ANSWERS

Question	Answer
You mention several times that my activity cannot duplicate an activity performed by county staff. Why and how do I know what county staff are doing?	<p>If you are referring to the Title IV-E allowability matrix that is part of the time study instruction materials, yes, this statement is made several times. It is a federal requirement that we do not duplicate time charged for a given activity. Under RBS, each provider has agreed with the host county as to what the county staff will do and what the provider staff will do, so there is no duplication. For example, under RBS family finding may be performed by the county, or by the provider with the counties still performing their required mandated family finding efforts. If it is a joint effort, it is OK, for example, for the county to do the initial family finding effort, and the provider to do the follow-up efforts. We just would not want both the county and the provider to be doing the initial family finding effort, as that would be duplicative.</p> <p>You probably will not have to worry about this requirement, but if you have a question you should discuss this with your RBS Provider program lead.</p>
In one example you mention bridge care. What is bridge care?	Bridge care is a term used in some RBS programs. It is an intermediate foster care setting that is used when the child has completed the RBS Residential program component, but the family is not yet ready to receive them at home. The intermediate foster care setting may be a foster family home, FFA, or ITFC, depending on the county's RBS program design. While in this setting the RBS family team is still supporting the child to reach RBS program goals.
Will the employee field on the RBS Time Study Form be a pull down menu?	The form is not envisioned to be used electronically by staff who time study, so no provision was made for this.
In relation to these forms being audited, does this imply that some additional records also have to be maintained that would be used as a cross-check with these forms?	In an audit, the auditor would review the forms to ensure one was completed by each person working in RBS based on organization charts and payroll records. The auditor would ensure that each form was properly completed, i.e., the hours reported tie to the payroll record for that individual during the month and that the form was properly signed and approved. The auditor could then test the accuracy of the

## ATTACHMENT 6

### RBS TIME STUDY QUESTIONS & ANSWERS

Question	Answer
	recorded time by interview of staff or observation of current activities. The auditor would also ensure that all time was appropriately summarized for the quarter.
It seems that employees would have to use some other type of time sheet to record time during the day and then transfer the time to the time study forms at the end of the day?	Employees could certainly do this. It has been the experience of the state that employees usually only work two or three activities during the day, so with some practice at the end of the day they can recall the major functions they performed and enter that information onto the time study form. Remember, it is not the discreet number of activities they perform that we are capturing, but instead the total time of all activities that relate to the specific time study codes. The key is to ensure that the activities are entered into the correct time study codes, and that the hours worked during the day on the time study match the hours reported on the payroll record for the same day. This way a manual time study form can be maintained for the month, and the employee can use their time punch card or other document for payroll purposes.
How would an employee record the time spent filling out the time study form?	This would be considered IV-E administration, but since the amount of time to complete the form is estimated to be less than 5 minutes on a daily basis, it does not rise to the level of 15 minute increment reporting as contained in the instructions. If this were the only administrative activity performed during the day, then no time would be reported to the 001 or 004 code.
Is attending training and technical assistance sessions a IV-E activity?	Yes, if the training and technical assistance are related to IV-E requirements they are a IV-E activity.
How should employees who work on multiple projects for the agency participate in the time study?	The time study method is developed for staff who either support the RBS program indirectly on a regular basis, or work directly in the RBS program on a regular basis. Staff who only incidentally work in RBS do not have to complete a time study. For example, any full-time or part-time employee in the front office, for example a receptionist or accountant would time study or time certify as appropriate. RBS staff who work a full-time or part-time shift during the month will time study. Staff who are assigned on a regular

## ATTACHMENT 6

### RBS TIME STUDY QUESTIONS & ANSWERS

Question	Answer
	<p>basis to have split duties between RBS and another program, such as EPSDT or regular RCL, will time study and record time appropriately between the two programs, using code 007 for the non-RBS time. A staff person who only incidentally worked on RBS during a month and is not normally assigned to RBS would not complete a time study. An example would be due to an unplanned illness of an RBS parent partner, an employee from an RCL facility is asked to work as a back-up for one day due the unavailability of other trained RBS staff. This person would not time study for that one day.</p>
<p>In the earlier RBS letter there were two time study codes for IV-E work: Administration and Case Management were both 001 and Daily Supervision was 002. Why isn't Code 001 in this more recent letter, called Admin/Case Management instead of just Administration?</p>	<p>In the federal regulations, case management is a subset of administration, so CDSS just mirrored the federal regulations and used Administration as one of the time study categories. Case management is contained within that category under the definitions and attachments. So there is one code related to Administration (which includes case management), one code related to Care and Supervision, and one code related to Non-IV-E allowable activities for each of the RBS program components.</p>