

## Social Services Administrative Tribal Time Study (SSATTS) Codes Descriptions and Examples

### CODE 01 – OUT-OF-HOME CARE (OHC) CASE MANAGEMENT

*\*\*\* Per Title IV-E requirements, a court must order or approve the placement of a child in a kinship home, foster home, group home, or Residential Care Center to be considered an OHC placement case; this does not include informal placements with unlicensed kinship providers (code 07). See the Time Study Decision Tree (p. 6) for more information.*

Use when you are engaged in one or more core child welfare activities related to an OHC case. All of the following are examples of approved OHC case management activities:

- Placement of children into out-of-home care, including:
  - contacting placement staff;
  - meeting with representatives of appropriate OHC providers such as relative caretakers, prospective foster parents, and placement facilities;
  - arranging for or providing transportation of the child to and from the placement; and
  - consulting or meeting with agency/community staff regarding the placement decision for the child.
- Case planning and assessment activities, including:
  - obtaining and reviewing documents and other information regarding psychological, developmental, behavioral, educational, and family-specific factors;
  - conferring with professionals assessing and treating the child and the family;
  - exploring underlying family issues such as domestic violence or substance abuse;
  - examining the child and family's needs, strengths, resources, and existing support systems;
  - meeting with the child, family, and OHC providers;
  - determining whether it is safe for the child to remain in or return to their home; and
  - writing and reviewing a case plan.
- Case plan or permanency plan reviews, including:
  - permanency planning;
  - preparing materials and information for administrative reviews;
  - reviewing the case plan for original and ongoing appropriateness of the current placement;
  - consulting with appropriate involved individuals including the child, parents, out of home providers, and legal counsel on the status of the case;
  - coordinating meetings for case reviews; and
  - amending the permanency or case plan based on determinations made through the case management and review process.
- Other case management and supervision, including monitoring, review, advocacy, and/or communication regarding the status of the child and the case plan goals for the child and family; and
- Paperwork and staff travel related to the above activities.

### CODE 02 – OHC LEGAL AND SERVICE SUPPORT

Use when you are preparing for and participating in **judicial determinations** relating to initial placements, re-placements, six-month reviews and annual reviews for OHC cases, including:

- Preparing and reviewing materials for judicial determinations;

- Preparing disposition recommendations for court reports;
- Consulting with appropriate involved individuals, including the child and his/ her parents, on the proposed recommendations;
- Coordinating and notifying affected individuals;
- Attending court hearings and related meetings; and
- Paperwork and staff travel related to the above activities.

Also use when you are supporting services which will help the situation that caused this child to be placed in out-of-home care. **This does not include providing the actual service itself** – use code 08 when directly providing services. Some examples of service support activities include:

- Issuing and re-authorizing referrals to services;
- Contacting and scheduling with providing agencies (both assessment and treatment);
- Meeting with appropriate agency representatives (including foster parents) to determine the appropriateness of starting or continuing these services;
- Participating in meetings to assist a child's re-entry back into the community following OHC placement;
- Communicating with a child, family members, care providers, Social Services staff or other relevant persons regarding the provision of services for the child;
- Assessing and evaluating the effectiveness of services that were put in place to resolve the situation; and
- Paperwork and staff travel related to the above activities.

### **CODE 03 – FOSTER HOME MANAGEMENT AND RECRUITMENT**

Use when you are performing activities to support the recruitment, retention, licensing, and other management for current and prospective foster homes, with tasks that include:

- Ratesetting activities, including coordinating Child and Adolescent Needs and Strengths (CANS) assessments to determine rates;
- Recruitment and retention of Indian or other families to be foster care providers;
- Background checks of current and prospective foster care families;
- Licensing of foster homes and institutions; and
- Paperwork and staff travel related to the above activities.

### **CODE 04 – IV-E ELIGIBILITY ASSISTANCE**

Use when performing specific activities at the request of the state and authorized representatives for the purpose of determining whether a child is eligible for participation in the Title IV-E Foster Care and Adoption Assistance Program. These activities may include:

- Collecting information from family members or others, via meetings or other contacts, that is used in the eligibility determination process; e.g., income, TANF status, information on parental deprivation, resources, social security numbers, birth certificates, etc;
- Verifying the information collected above;
- Accessing computer systems, records, and other staff for information on current TANF status; and
- Collecting information necessary for eligibility redetermination upon request.

### **CODE 05 – ATTENDING CHILD WELFARE TRAINING**

Use when you are *attending* child welfare related training provided by the tribe, county, state or federal agency.

IV-E allowable training topics include, but are not limited to (see referenced code for an in-depth look at each category):

- Out-of-Home Care Case Management (Code 1):
  - Placement of children into out-of-home care;
  - Case planning and assessment activities;
  - Case plan or permanency reviews.
- Out-of-Home Care Legal and Service Support (Code 2):
  - Preparing for and participating in judicial determinations related to initial placements, re-placements, six-month reviews and annual reviews for OHC cases;
  - Supporting services which will help the situation that caused this child to be placed in out-of-home care.
- Supporting the Recruitment, Retention, Licensing, and Other Management for Prospective Foster Homes (Code 3);
- IV-E Eligibility Assistance Determinations (Code 4);
- Placement Prevention for At-Risk Children (Code 6);
- Adoptions of Children Currently in Out-of-Home Care (Code 9).

**Note:** Code 5 should also be used to account for staff travel time to and from child welfare trainings.

- Other IV-E allowable child welfare related training topics include:
  - Screening and assessment tools used to develop case plans;
  - Child social and emotional development and well-being;
  - Protective factors: Introduction to the concept of risk and protective factors and prevention; effective strategies for prevention; overview of strategies to target and encourage development of protective factors.
  - Resilience: Strategies for minimizing the traumatic experience of placement(s) for children, including facilitating attachment and promoting stable relationships.
  - Relational competence: An overview of the role of relational competence in family relationships.
  - Trauma: identification, diagnosis, impact on child development and secondary caregivers, descriptions of effective treatments, and strategies for addressing traumatic reactions and restoring developmentally appropriate functioning.
  - Cultural competence: assessing and serving the needs of children without bias and ensuring their safety.

**EXCEPTION: the training is not related to providing treatment services or conducting child abuse and neglect investigations** (*Use code 07 or 08 for training sessions on these topics*).

**Note:** Training related to topics not specifically referenced above that are deemed non-IV-E allowable should be Code 11. Questions regarding whether a child welfare training is IV-E allowable should be submitted to the DCF SSATTS Coordinator:

[DCFRMTS@wisconsin.gov](mailto:DCFRMTS@wisconsin.gov)

- Please include any available information regarding the training, i.e. title/date/location of the training, agendas, and conference schedules in that e-mail.

## **CODE 06 – PLACEMENT PREVENTION FOR AT-RISK CHILDREN**

Use when the worker is engaged in case management or service coordination activities (described in codes 01 and 02) for a child who is currently at home or in an informal kinship arrangement, but has been determined to be **at imminent risk of placement in an out-of-home care foster home or facility** (frequently referred to as a “candidate”). Imminent risk must be established through the presence of a **safety plan** that contains language stating that the child is at imminent risk of removal and placement in out-of-home care, and listing the services being provided via the plan to prevent the child’s removal.

The decision to remove a child from home is a significant legal and practice issue that is not entered into lightly. Therefore, a case plan that sets foster care as the goal for the child absent effective preventive services is an indication that the child is at serious risk of removal from his/her home because the Tribal or State agency believes that this specific plan of action is needed to prevent that removal.

Once a child has been determined to be a candidate, the safety plan **must** be developed or updated at least every six (6) months, and at each update the child must be re-determined and documented to be at imminent risk of placement in an OHC setting.

## **CODE 07 – IN-HOME / INFORMAL KINSHIP CASE MANAGEMENT**

Use when the worker is engaged in case management (described in code 01), service coordination (described in code 02), or other administrative activities for a child who is currently **at home or in an informal kinship arrangement** and is **not documented to be at imminent risk of placement in out-of-home care** (as described in code 06).

Use when the worker is attending child welfare training related to:

- Conducting child abuse and neglect investigations;
- Treating child and family problems in the home; and
- Securing or referring children and families to in-home services;

Also use when engaged in child welfare program activities for children who are not in OHC and have not been determined to be at imminent risk of OHC placement. Examples of such activities include the following:

- General intake and referral for cases without a court order;
- Actions to support youth in need of care, including enrolling children in educational and recreational activities;
- Activities related to independent adoptions;
- Transportation of non-foster care children; and
- Training, paperwork, and travel related to the above activities;

## **CODE 08 – THERAPY AND COUNSELING SERVICES**

Use this code when directly providing therapy or counseling services to a child, the child’s family, or to the child’s substitute care provider to improve or resolve personal problems, behaviors, or home conditions specifically identified in the case plan. This applies to all children you are working with – regardless of whether or not the child is in Foster Care. Some examples include:

- Providing face to face therapeutic treatment and counseling services to a child, their family and/or a substitute care provider to resolve personal problems;
- Providing counseling or therapy for substance abuse;
- Providing psychiatric services or psychological counseling;
- Providing rehabilitative mental health services;
- Facilitating a formal grief group;
- Training related to any of the above activities; and
- Paperwork and staff travel related to the above activities.

### **CODE 09 – ADOPTION ASSISTANCE ACTIVITIES**

Use for all activities related to the adoption or tribal adoption of a child currently in foster care **and** this activity will not be billed to a state or county contract.

- Performing adoption home studies;
- Providing information to the tribal social services agency regarding the recruitment and/or approval of adoptive homes;
- Adoption meetings and consultation;
- Preparation of required documents related to an adoption, including adoption assistance applications/agreements;
- Case management activities to ensure child's service needs are met in the pre-adoptive home;
- Conducting annual reviews of adoption agreements; and
- Paperwork and staff travel related to the above activities.

### **CODE 10 – OTHER PROGRAM AND SOCIAL SERVICE ACTIVITIES**

Use when engaged in social service activities or programs that are **unrelated to child welfare**, including:

- Social services to adults;
- Activities in support of administration of another federally funded program (Child Support, Title XIX/Medicaid, FoodShare, etc.);
- Services that are paid for by third parties or direct federal grants (except BIA funds); and
- Conducting or participating in training of programs that are not related to child welfare.

### **CODE 11 – GENERAL ADMINISTRATION ACTIVITIES**

Use this code when the work being performed is general administration that is not related to child welfare or other program activities. Examples of such activities include the following:

- Employee orientation;
- General agency / office administrative procedures;
- Employee grievance or other human resources procedures;
- Employee wellness and other enrichment courses; and
- Conferences/meetings on general employee performance (e.g., meetings with Human Resources).

## Tribal IV-E Time Study Decision Tree

