

## **Social Services Random Moment Time Study (SS RMTS) Staff Roster Instructions (*Effective 07/01/2024*)**

### **Background**

The Department of Children & Families (DCF) has designed the Social Services Random Moment Time Study (SS RMTS) sampling process to facilitate allocation of employee time and costs eligible for federal reimbursement related to performing foster care/placement and foster care/placement prevention activities eligible for federal reimbursement under title XIX and title IV-E.

The RMTS is a federally approved method used to determine proportions of employee time that is devoted to the title IV-E Program. The RMTS uses a monthly random moment time study sampling process to identify the amount of time an employee spends on job activities throughout the workday.

### **Staff Required to be Included on the RMTS Staff Roster**

An employee must be included on the RMTS Staff Roster if his or her regularly assigned job duties include any direct child welfare casework or other title IV-E claimable activities. The RMTS observations will determine whether the employee is performing a title IV-E claimable activity. The following procedures will assist your agency in correctly establishing your agency's RMTS Staff Roster.

There are two requirements for inclusion on the RMTS Staff Roster (Please refer to Appendix A for RMTS Staff Roster Definitions):

1. Target Group- Employees who **provide direct case management and related services** for the following Target Groups, or any combination, must be included on an agency's RMTS Staff Roster:
  - Child Protective Services
  - Child Welfare
  - Youth Justice
2. Job Function- The scope of direct case management and related services is defined as employees who's regularly assigned job duties include one or more of the following:
  - Access/Intake Worker
  - Case Aides who directly assist one or more child welfare case worker
  - Case Manager/Case Worker
  - Initial Assessment/Investigator

- Provider Licensing (Foster Home Coordinators, Recruiters, and Licensing specialists)

Individual employees may serve a mixed caseload of children, adults, and families that are receiving different types of human services from the agency. **These employees must be included** on the RMTS Staff Roster if their regularly assigned duties include child welfare activities, even if they are not dedicated full-time to child welfare.

In addition, agency employees on the RMTS Staff Roster must have one of the following employment statuses:

- Permanent county employees funded entirely or partially by county funds
- LTE employees who meet any of the previous job descriptions
- Contracted employees that perform one or more of the previously listed Title IV-E reimbursable on behalf of county agencies (E.g., Foster Care Provider Licensing/ Recruitment Specialists)

WiLearn is a training program for all new child protective services (CPS) professionals in Wisconsin and will be required for all new employees whose primary job functions include Access, Initial Assessment, Ongoing Services, or a mixture of those practice areas. Workers who are enrolled in WiLearn should still be added to your agency's RMTS Staff Roster when those workers start employment. However, the workers that are enrolled in WiLearn will not be sampled in order to comply with title IV-E cost reporting requirements. Once an employee has completed the WiLearn training program, the employee will be eligible to be sampled.

### **Staff Potentially Included on the RMTS Staff Roster**

Depending on your agency's organizational structure and job duties, employees from the following units may also meet the criteria for inclusion on the RMTS Staff Roster:

- Children's Mental Health (CMH)
- Children's Long-Term Support (CLTS)
- Birth-to-Three
- Crisis Care
- Juvenile Diversion

Employees from these units may perform multiple program functions, such as child welfare case management in addition to CMH or CLTS services. In these situations, **if an employee's regularly assigned job duties include core child welfare services, that employee must also be included on the RMTS Staff Roster.** Inclusion of multi-program employees on the RMTS Staff Roster does not limit the ability of the agency to use those employees for other program functions.

## Staff Excluded from the RMTS Staff Roster

The RMTS Staff Roster **must not** include an employee whose work is unrelated to direct case management and related child welfare services **regardless of the employee's job title**. This includes employees whose assigned work duties are:

- Adult Alcohol and Other Drug Abuse (AODA) Services
- Adult Protective Services
- Adult Mental Health Service units that do not provide case management services for children
- Aging & Disability Services
- Child Support administration
- Economic Support Services
- Community Treatment and Support Services
- Shelter Care
- Employees whose costs are directly charged to clients or other programs

An employee whose assigned job duty does not include child welfare activities but performs child welfare activities on a **sporadic or weekend basis** is also excluded from the roster. Examples include being on call for after hours and weekends, providing emergency services, and temporarily covering for child welfare staff absences. **These employees must be excluded** from the RMTS Staff Roster.

In addition, agency management and support staff who are included in your agency's Administrative Management Support and Overhead (**AMSO**) costs are also excluded from the RMTS Staff Roster. Some examples of agency employees that should be excluded from the RMTS Staff Roster include:

- Administrative assistants, information technology, and other support staff
- Division managers and directors
- Fiscal staff, including provider payment coordinators located within the fiscal unit
- Legal services staff
- Supervisors other than Child Placing Agency supervisors who also carry a child welfare caseload

If you have questions about the RMTS Staff Roster preparation or submission requirements, please contact the DCF RMTS coordinator at [DCFRMTS@wisconsin.gov](mailto:DCFRMTS@wisconsin.gov)

## **RMTS Staff Roster Certification**

Liaisons for counties, the Division of Milwaukee Child Protective Services and participating child placing agencies are required to certify their roster every **month** to ensure proper sampling.

Liaisons will receive email reminders to update their roster. The first reminder is sent the first business day of the month. At that time, liaisons are required to certify that the roster has been updated and is accurate by selecting the roster verification button. If rosters are not certified by the 8<sup>th</sup> business day of the month, liaisons are sent a second reminder email which indicates that their roster must be certified.

Changes to the RMTS Staff Roster include removing employees who no longer meet criteria for inclusion in the time study, updating information for employees, e.g., telephone numbers, e-mail addresses, etc., and adding new hires and replacements. Specific information is required for adding or changing employee information. Definitions of key terms are provided in Appendix A. Liaisons will update and verify their roster using the steps below.

### **1. WIEXT ID Login Creation**

All employees, supervisors and liaisons must have a WIEXT ID to gain access to the e-polling system. If an individual does not have a WIEXT ID, one must be created by going to <https://accounts.dwd.wisconsin.gov/>

Once an individual has entered this site, the following information will be required to create a WIEXT ID:

- First and last name
- Work email address (User names must be tied to current work email address)
- User Name-Many use the convention of FirstnameLastname – i.e., JohnSmith for their user names; however, user names must be 5-20 characters long and may not contain any special characters)
- Password (Passwords must be 7-20 characters long, must have letters and either numbers or special characters, is case sensitive; and may not contain the user's name)
- Security question and security answer
- Verification number

If any employee already has a WIEXT ID from a previous agency, they must update their DWD profile with their current work email address by going to: <https://accounts.dwd.wisconsin.gov/en/Login>

Once an individual has created a WIEXT ID, this information must be sent to the agency liaison in order to be added to the applicable staff roster.

## **2. Accessing the System**

For new agencies, the RMTS Administrator must add the liaisons to the staff roster. Once the liaison has been added to the staff roster they may gain access to the system by using their WIEXT ID and password to log into the RMTS e-Polling system:

<https://rms.dcf.wisconsin.gov/Login/Login>

Forgotten user name and/or password may be recovered at:

<https://accounts.dwd.wisconsin.gov/en/Recovery/Password>

Employees may also call DCF's Service Desk at: 608-264-6323 (Madison), 414-264-6323 (Milwaukee) or 855-264-6323 (Toll-free) for assistance with login issues.

## **3. Updating Rosters**

Only RMTS administrators, agency liaisons, and supervisors may update an agency's roster. Once logged into the RMTS e-polling system, RMTS administrators, liaisons, and supervisors may select their applicable "Supervised Business Units." All supervisors, liaisons, and employees will be displayed under that specific Business Unit.

## **4. Employee Additions to Roster**

Only RMTS administrators and liaisons may make additions to a roster. Required information for employees includes:

- Name
  - Phone Number
  - Email Address
  - Work Schedule (Select the schedule that most closely describes the employee's schedule)
  - WIEXT ID (Staff create their own user name)
  - eWiSACWIS Person ID
- 
- The Person ID is a required field within the RMTS system; this eWiSACWIS system-generated identification number contains at least five characters and is displayed on the employee's Person Management page in eWiSACWIS.
  - Please consult an appropriate agency employee to obtain the Person ID for a given employee if you do not have access to eWiSACWIS or this eWiSACWIS information.

- If you have an employee who is subject to the RMTS requirements but does not have a Person ID, please see below for instructions:
  - The employee is employed by a private child placing agency and does not have an eWiSACWIS Person ID. In this instance, please enter CPA1234
  - The employee is employed by a county agency as a Case Aide and does not have an eWiSACWIS Person ID. In this instance, please enter CA12345
  - You have verified that the employee does not have an eWiSACWIS Person ID and none of the situations above apply. In this instance, please enter CW12345.
- Supervisor Name (the system defaults to “All Supervisors” which means that all supervisors are cc’d for system generated RMTS emails for that employee)
- Business Unit Start Date
- Full Time Employee Percentage (i.e., 100 if employee is a full-time employee, 50 if an employee works ½ time, etc.)
- Job Function (Select all Job Functions that apply)
- Job Function Percentages (Note: If Job Function percentages do not add up to 100%, the remaining balance will be assigned to the “other” Job Function category).
- Target Groups (Select all Target Groups served)
- Target Group Percentages (Note: If Target Group percentages do not add up to 100%, the remaining balance will be assigned to the “other” Target Group category)
- Comments (Enter extended leave start/end times)
- Excluded from monthly sampling? (This is Read-only, system-generated field to designate those employees enrolled in WiLearn and excluded from monthly sampling for the current month. Note: staff are never sampled the month that they are first added to the roster, so this designation (if applicable) will not appear until the following month).

If all of the required information is not available, the administrator or liaison may add the employee by checking the “placeholder” box at the top of the record, then enter the employee’s name, work schedule, Job Function, Job Function Percentages, Target Group, and Target Group Percentages. Once the missing information becomes available, the liaison may re-enter the RMTS system and enter the missing data, making sure to uncheck the “placeholder” box once completed.

Once all information has been entered, click on the blue “Save” button.

IV-E > Waukesha > Add Employee

Placeholder

☐

First Name

Last Name

WIEXT User Id

Email

Supervisor

All Supervisors

▼

Start Date

📅

Phone Number

Extension

Work Schedule

Please select the work schedule that is the closest match

-- Select Work Schedule --

▼

Full Time Employee Percentage

Person Id

?

Comment

Job Functions

Select all that apply

☐ Access/Intake Worker
 %

☐ Case Aide
 %

☐ Case Manager/Case Worker
 %

☐ Foster Care Coordinator/Licensing Specialist
 %

☐ Initial Assessment/Investigator
 %

Target Groups

Select all that apply

☐ Child Protective Services
 %

☐ Child Welfare
 %

☐ Youth Justice
 %

Cancel

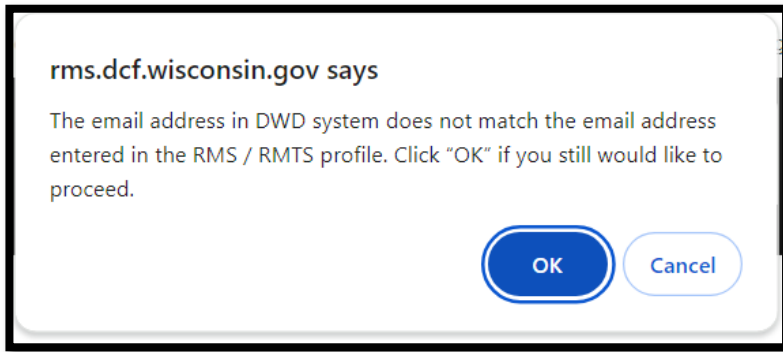
Save

←

## RMTS Email Mismatch Error Message

If a pop-up appears indicating that the email address in the DWD system does not match the email address entered in the RMS/ RMTS profile, follow-up with employee to correct the issue. This error normally appears when an employee has a WIEXT ID that is tied to a personal email address or to a former employer's work email address.

Instruct the employee to update the email address that the WIEXT ID is attached to via DWD's Profile Management website: <https://accounts.dwd.wisconsin.gov/en/Login>. At this site, the employee must enter their WIEXT ID and password. Once in the system, the employee must update the email address to their current work email address.



**Completed Employee RMTS Profile**

A completed Employee RMTS Profile will display as shown below.



# Random Moment Time Study

EmployeesRoster UtilitiesObservation UtilitiesSamplesMonitors

IV-E > Green Lake > Employee

Placeholder	<input type="checkbox"/>
Name	Test Employee
WIEXT ID	testemployee2
Email	TestEmployee@greenlakecountywi.gov
Email Confirmed ?	No
Phone Number	(920) 294-4070
Extension	
Work Schedule	8:00am - 4:30pm
Last Login	11/21/2022 8:44:24 PM
Full Time Employee Percentage	0
Person Id	8124859
Comment	
Start Date	03/22/2004
Supervisor	All Supervisors
Job Functions	<div><input checked="" type="checkbox"/> Access/Intake Worker (0%)<input checked="" type="checkbox"/> Case Manager/Case Worker (0%)<input checked="" type="checkbox"/> Foster Care Coordinator/Licensing Specialist (0%)</div>
Target Groups	<div><input checked="" type="checkbox"/> Child Protective Services (0%)<input checked="" type="checkbox"/> Child Welfare (0%)<input checked="" type="checkbox"/> Youth Justice (0%)</div>
Excluded from current month's sampling?	



## 5. Editing an Employee's Information

RMTS administrators, liaisons and supervisors may edit general information in an employee's record. A specific employee record is edited by selecting the "edit" button for that employee. Information that may be edited includes name, email address, phone number, supervisor name, Job Function, Job Function Percentage, Target Group, Target Group Percentage, and work schedule.



The first screen will list the employee's profile information. To edit this record, select the blue "edit" button. Information that may be edited include:

- Employee Name
- WIEXT ID (the email address associated with the WIEXT ID must match the current work email address)
- Email Address
- Phone Number
- Work Schedule
- FTE Percentage
- Supervisor
- Person ID
- Job Function
- Job Function Percentage
- Target Group
- Target Group Percentage
- Comment Section
- Excluded from monthly sampling? This is Read-only, system-generated field to designate those employees enrolled in WiLearn and excluded from current monthly sampling.

EmployeesRoster UtilitiesObservation UtilitiesSamplesMonitoring ToolsReports

Search

IV-E > Green Lake > Employee

Placeholder

Name

WIEXT ID

Email

Email Confirmed ?

Phone Number

Extension

Work Schedule

Last Login

Full Time Employee Percentage

Person Id

Comment

Start Date

Supervisor

Job Functions

Target Groups

☐

Test Employee

testemployee2

TestEmployee@greenlakecountywi.gov

No

(920) 294-4070

8:00am - 4:30pm

11/21/2022 8:44:24 PM

0

8124859

03/22/2004

All Supervisors

☒ Access/Intake Worker (0%)

☒ Case Manager/Case Worker (0%)

☒ Foster Care Coordinator/Licensing Specialist (0%)

☒ Child Protective Services (0%)

☒ Child Welfare (0%)

☒ Youth Justice (0%)

Excluded from current month's sampling?

Back to Roster

View Business Unit Role Change Details

Edit

Delete

Samples

Employee on Leave

Group	Business Unit	Supervisor Email	Employee	Email	Time ▲	Observatio...	Sta...	
IV-E	Green Lake		Employee, Test	TestEmployee@greenla...	3/27/2024 11:07 AM	646639	Not Sent	▲



# Random Moment Time Study

[Employees](#)[Roster Utilities](#)[Observation Utilities](#)[Samples](#)[Monitoring Tools](#)[Reports](#)

## IV-E > Green Lake > Employee 'Test Employee' > Business Unit Role Details

<b>Business Unit Role 1</b>	<input type="checkbox"/> Corrected
Start Date 6/7/2010	End Date
<b>Job Functions</b>	
<input checked="" type="checkbox"/> Access/Intake Worker 0 %	<input checked="" type="checkbox"/> Foster Care Coordinator/Licensing Specialist 0 %
<input checked="" type="checkbox"/> Case Manager/Case Worker 0 %	<input checked="" type="checkbox"/> Others 100 %
<b>Target Groups</b>	
<input checked="" type="checkbox"/> Child Protective Services 0 %	<input checked="" type="checkbox"/> Youth Justice 0 %
<input checked="" type="checkbox"/> Child Welfare 0 %	<input checked="" type="checkbox"/> Others 100 %
<a href="#">Back to Employee Details</a>	<a href="#">Edit</a>

### a) Information that can be updated includes:

- Job Function
  - Select applicable Job Function for Business Unit Role
  - Any Job Function that is selected must have a corresponding percentage
- Job Function Percentage
  - Enter Job Function Percentage (0-100%)
  - Any Job Function Percentage must have a corresponding Job Function selected
- Target Group
  - Select applicable Target Group for Business Unit Role
  - Any Target Group that is selected must have a corresponding percentage
- Target Group Percentage
  - Enter Target Group Percentage (0-100%)
  - Any Target Group Percentage must have a corresponding Target Group selected
- Business Unit Role Start Date (Note: You may not edit the initial start date with the agency, but may update subsequent Business Unit Role start dates)
- Business Unit Role End Date (Note: You may not edit the end date for the current role, but you may edit any prior Business Unit Role.

### b) Deletion of Business Unit Role

- Delete Business Unit Role by selecting the red “delete” button next to the applicable Business Unit Role, then select the “save” button

- The initial and current business unit role may not be deleted

**IV-E > Brown > Employee 'Test Employee1' > Business Unit Role Details Edit**

Business Unit Role 1	
Start Date 11/5/2019 12:00:00 AM	End Date 11/5/2019
<b>Job Functions</b> <input checked="" type="checkbox"/> Access/Intake Worker 80 % <input checked="" type="checkbox"/> Case Aide 10 % <input checked="" type="checkbox"/> Case Manager/Case Worker 10 % <input type="checkbox"/> Foster Care Coordinator/Licensing Specialist % <input type="checkbox"/> Initial Assessment/Investigator % <input type="checkbox"/> Others %	
<b>Target Groups</b> <input checked="" type="checkbox"/> Child Protective Services 10 % <input checked="" type="checkbox"/> Child Welfare 30 % <input checked="" type="checkbox"/> Others 50 % <input checked="" type="checkbox"/> Youth Justice 20 %	
<a href="#">Delete</a>	
Business Unit Role 3	
Start Date 11/5/2019	End Date 11/10/2019
<b>Job Functions</b> <input type="checkbox"/> Access/Intake Worker % <input type="checkbox"/> Case Aide % <input type="checkbox"/> Case Manager/Case Worker % <input checked="" type="checkbox"/> Initial Assessment/Investigator 100 % <input type="checkbox"/> Others %	
<b>Target Groups</b> <input checked="" type="checkbox"/> Child Protective Services 100 % <input type="checkbox"/> Child Welfare % <input type="checkbox"/> Others % <input type="checkbox"/> Youth Justice %	
<a href="#">Delete</a>	
Business Unit Role 4	
Start Date 11/10/2019	End Date 11/10/2019
<b>Job Functions</b> <input type="checkbox"/> Access/Intake Worker % <input type="checkbox"/> Case Aide % <input checked="" type="checkbox"/> Case Manager/Case Worker 75 % <input checked="" type="checkbox"/> Others 25 %	
<b>Target Groups</b> <input type="checkbox"/> Child Protective Services % <input type="checkbox"/> Child Welfare % <input type="checkbox"/> Others % <input checked="" type="checkbox"/> Youth Justice 100 %	
Business Unit Role 5	
Start Date 11/10/2019	End Date
<b>Job Functions</b> <input type="checkbox"/> Access/Intake Worker % <input type="checkbox"/> Case Aide % <input checked="" type="checkbox"/> Foster Care Coordinator/Licensing Specialist 25 % <input type="checkbox"/> Initial Assessment/Investigator %	

Version: 3.3.7-18827 Acceptance

### c) Change in Job Function/ Target Group

In order to update/change the Target Group or Job Function of an employee, an end date for the current Target Group/Job Function in the RMTS system is required.

To change an individual's Job Function or Target Group, select the "Edit Job Function/Target Group" button

- Enter the effective date for the requested changes

- Select the applicable Job Functions
- Enter the corresponding Job Function Percentage
- Select the applicable Target Groups
- Enter the corresponding Target Group Percentage
- Select the “save changes” button

### Example:

John Smith started with ALPHA agency on 08/01/2002 as an Initial Assessment employee, serving Child Welfare (CW), Child Protective Services (CPS), and Youth Justice (YJ) Target Groups.

### Initial Job Position for John Smith:

- Start Date: 11/01/2019
- Job Function: Initial Assessment/Investigator is selected
- Target Group: Child Welfare (CW), Child Protective Services (CPS), and Youth Justice (YJ) are selected

### Change in Job Position for John Smith:

- On 12/01/2019 he continued his employment with ALPHA County, but his Target Group now consisted of only CPS and CW and he still has a Job Function of Initial Assessment
- Start Date: 08/01/2002 (This field is unchanged since this is the date that he started with the agency)
- Effective Date: 08/01/2014 (The date that he started his new position)
- Job Function: Initial Assessment is selected
- Target Groups: Child Protective Services (CPS) and Child Welfare (CW) are selected

Last Login:

First Name

John

Last Name

Smith

WIEXT User Id

testemployee1

Email

JohnSmith@Alpha.org

Supervisor

Amy Knutson

Start Date

8/1/2019

Phone Number

(555) 555-5555

Extension

Work Schedule

Please select the work schedule that is the closest match

8:00am - 4:30pm

Full Time Employee Percentage

100

Person Id

1234567

Comment

Edit Job Function / Target Group

Job Functions

Select all that apply

☐ Access/Intake Worker

☐ Case Aide

☐ Case Manager/Case Worker

☐ Foster Care Coordinator/Licensing Specialist

☒ Initial Assessment/Investigator

Target Groups

Select all that apply

☒ Child Protective Services

☒ Child Welfare

☐ Youth Justice

Back to Roster

Save Changes

- Select reason for removal of individual
- Record the end date for this removal

## 6. Removing an Employee from the Roster

- Liaisons will select the “Delete” button next to the applicable employee’s name



- Information required for deletion include the following
  - Select reason for removal of individual
  - Record the end date for this removal

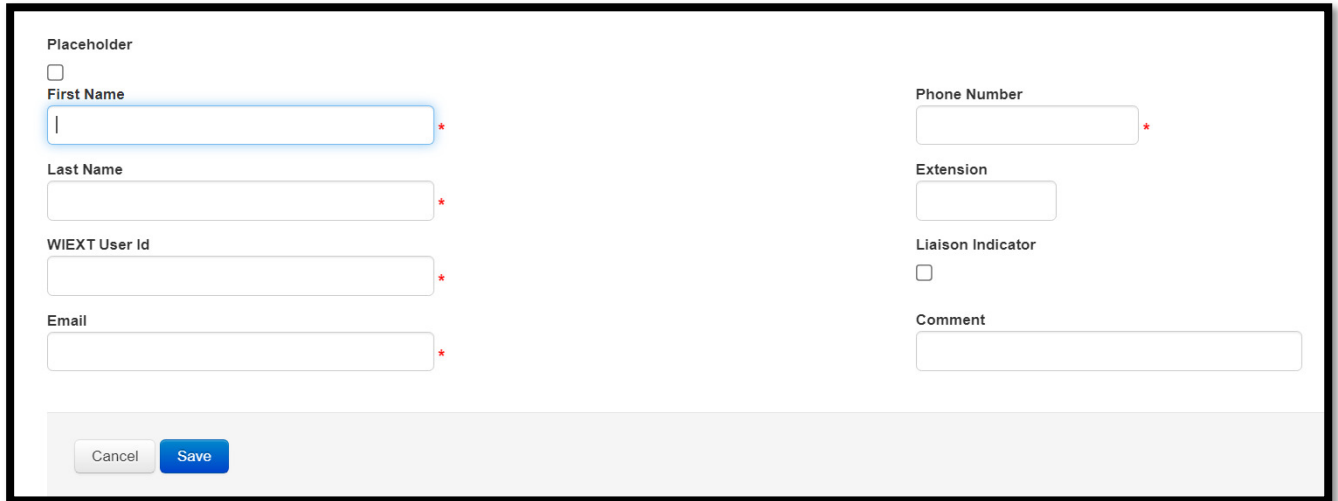
- Enter comments in the “Delete Comment” Field. If an employee is deleted due to a “Change in Job Function” make sure to provide the new position title and program area that the employee serves.
- Once an employee is deleted from the “active” roster, they will appear on the “inactive” portion of the roster

## 7. Adding a Supervisor to a Roster

Only RMTS administrators and liaisons may make supervisor additions to a roster. Required information for supervisors includes:

- Name

- Phone Number
- Email Address
- WIEXT ID: Staff create their own user name which must be tied to their current work email address. Refer to WIEXT ID Login Creation Section.



Placeholder  
☐

First Name  \*

Last Name  \*

WIEXT User Id  \*

Email  \*

Phone Number  \*

Extension

Liaison Indicator ☐

Comment

Cancel Save

Once added to the roster, click on the “Edit” button next to each applicable employee that is assigned to the supervisor, then select “Save.”

## 8. Removal of a Supervisor or Liaison:

Only RMTS administrators and liaisons can delete a supervisor from an agency roster.

- Liaisons will select the “Delete” button next to the applicable supervisor name
- Information required for deletion include the following:
  - Select name of new supervisor that the applicable employee should be assigned to
  - Enter effective date in the “Delete Comment” field



Comment

Re-Assign Employees To

Delete Comment



**Removal of a Liaison:**

Only the RMTS Administrator may delete a liaison from a roster. In order to remove a liaison from a roster, please email [DCFRMTS@wisconsin.gov](mailto:DCFRMTS@wisconsin.gov) with the following information:

- Name of liaison to be removed from roster
- Effective date of the removal
- Name of new individual who should be designated as a replacement liaison

If a supervisor clicks on the delete button, they will receive a message to email the appropriate liaison for the agency to have that supervisor/ employee removed from the roster.

## Appendix A: RMTS Staff Roster Definitions

### Employee Information

- **Business Unit**-The agency that the employee works for
- **Business Unit Start Date**-The employee's start date in his or her current agency and current position as an employee working with one or more of the eligible Target Groups (Child Protective Services, Child Welfare, Youth Justice)
- **Business Unit End Date**-The employee's end date in his or her most recent agency and most recent position as an employee working with one or more of the eligible Target Groups (Child Protective Services, Child Welfare, Youth Justice)
- **Excluded from Sampling**-Employees that are enrolled in WiLearn and are excluded from sampling.
- **Target Group/Job Function Start Date**-The employee's start date in his or her current Target Group and current Job Function within his or her current Business Unit
- **Target Group/Job Function End Date**-The employee's end date in his or her Target Group and Job Function within his or her most recent Business Unit
- **WIEXT ID**-The ID that is used to login to the RMTS system
- **eWiSACWIS Person ID**-A unique Worker ID that is assigned specifically to one worker in eWiSACWIS. This ID can be five to eight digits long. (Note: A default ID can be used under certain and specific circumstances; See Additions to Roster for more details)

### Target Groups

- **Target Group**-The group of people that each employee works with in his or her regularly assigned job duties
- **Child Protective Services**- The set of services provided to children and families that are designed to promote and manage the safety of children who have been maltreated or who are at risk of maltreatment, to ameliorate the effects of maltreatment, and to alter the conditions that create the risk of child maltreatment in families
- **Child Welfare**- The set of services provided to families when there are no CPS issues. These typically include stepparent adoption, home study, kinship, pre-adoption services, and agency intervention service-related provisions, which are aimed at supporting at-risk families so they can remain intact.
- **Youth Justice**-The set of services provided to persons who are served in programs directed at the prevention of delinquency and/or the assessment or supervision of youth referred to court intake due to allegation of delinquency, found to be delinquent as defined under Wisconsin statutes, or juveniles who are alleged to be in need of protection or services

## Job Functions

- **Job Function** - The role that each employee has in his or her regularly assigned job duties
- **Access/Intake Worker**- An employee, who receives, analyzes and documents reports of alleged maltreatment. This involves identifying families that the CPS system must respond to, determine urgency of the response time and initiate an assessment of child safety and family strengths. It could also involve conducting intakes under Chapter 938. Custody intake workers (Access) are responsible for making the immediate decision to release or hold and place a child or juvenile. Court intake (Referral) involves the longer process that causes a case to be referred to the District Attorney for consideration and the possible filing of a delinquency petition. In many counties, both of these functions may be performed by the same person or group of people.
- **Case Aide**- An employee who can assist the case manager in handling a case or who can assist the family on a particular case, however the case aide does not carry their own caseload
- **Case Manager/Case Worker**- An employee who actively encourages and support families to change behaviors and conditions that create threats to safety and risk of harm to children, or who works with youth and families as part of a dispositional order under Chapter 938. As part of case management, the ongoing CPS case worker evaluates case progress and change through developing and monitoring case plans that target behaviors and conditions that need to change to maintain a child safely in their home. Youth Justice case managers/case workers also perform case management functions.
- **Initial Assessment/Investigator**-An employee who conducts a comprehensive assessment that assesses and analyzes active danger threats to children, when and how to take action to address the threats to safety and determine if maltreatment occurred and if Ongoing Services are needed. The Initial Assessment process includes engaging families in providing protective services for their children and identifying and engaging other services for families.
- **Provider Licensing**- An employee who recruits, screens, and licenses individuals who are interested in becoming foster parents. In addition, a Provider Licensing employee works with placement workers to match children with available foster parents, as well as developing foster homes to meet the needs of a specifically identified child in need of placement. A Provider Licensing employee also monitors licensees for compliance with regulations and provides support to retain foster families.

## WiLearn Terminology

- **Excluded from Sampling**-If this field is marked as yes, it means that the employee is not being sampled in order to comply with title IV-E claiming requirements. Once the employee has completed the WiLearn new worker training program, the employee will be eligible to be sampled.
- **NWT Participant**-An indicator of whether the employee has been a participant in the WiLearn new worker training program
- **Time in NWT Program**-The amount of time that a worker has been a participant in the WiLearn new worker training program
- **PDS Start Date**-The start date of the worker that comes straight from the Wisconsin Child Welfare Professional Development System, also known as PDS Online

## General Terminology

- **Regularly Assigned Job Duties**- The duties that each employee performs on a regular, consistent basis in his or her capacity as a member of the child welfare workforce
- **Reason for Removal from RMTS Staff Roster**-The reason that an employee is being removed from the RMTS staff roster. These include the following:
  - **Change in Job Function**-An employee has new Job Functions/Roles that do not fit within the structure and requirements of the RMTS Staff Roster
  - **Promoted** - An employee is promoted to a position such as child welfare supervisor that does not warrant inclusion on the RMTS Staff Roster
  - **Resigned**-An employee leaves the Business Unit with unknown future plans or employment in another line of work
  - **Retired**-An employee leaves the Business Unit due to retirement
  - **Terminated**-An employee is fired from the Business Unit