



## Social Services Random Moment Time Study (RMTS) Roster Instructions *(eff. June 20, 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 in the RMTS Staff Roster

An employee must be included in the RMTS Staff Roster if their 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 in 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)

Employees with mixed caseload - 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.

Employment Status - 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 Participants - 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 administrator at [DCFRMTS@wisconsin.gov](mailto:DCFRMTS@wisconsin.gov)

## RMTS 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 8th 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 are no longer with the agency or who no longer meet criteria for inclusion in the time study; updating information for current staff, 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.

## Updating an RMTS Roster


Liaisons will update their roster as changes occur following 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/en/Create>

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;
- Phone number; enter work phone number or leave this field empty
- User Name-Many use the convention of FirstnameLastname – e.g., 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

STATE OF WISCONSIN  
 DWD  
 Department of Workforce Development

Help Home

## Create a Logon

First Name

Last Name

Email

Confirm Email

Mobile Phone

Confirm Mobile Phone

Username  
 Username cannot have any spaces and must be letters and numbers only.


Password  
 7-20 characters. Include at least one number or one symbol.

Confirm Password

Question

Answer

I Accept the [Terms and Conditions](#) required to use this site.

I'm not a robot 

***Previous WIEXT ID:*** If any employee already has a WIEXT ID from a previous agency, one that is tied to a personal email address, or has had an email change due to a name change, instruct individuals to update their DWD profile with their current work email address by going to <https://accounts.dwd.wisconsin.gov/en/Login> or create a brand new WIEXT ID by completing the instructions above.

Once an individual has created a WIEXT ID (or updated a WIEXT ID that was tied to a personal or former employer email address), they must send the WIEXT ID to the agency liaison who will add the worker to the applicable staff roster.

## 2. Accessing the System

Liaisons may gain access to the system by using their WIEXT ID and password to log into the RMTS ePolling System: <https://rms.dcf.wisconsin.gov/Login/Login>

New agencies: the RMTS administrator must first add the liaisons to the staff roster before gaining access. Send email to [DCFRMTS@wisconsin.gov](mailto:DCFRMTS@wisconsin.gov) with the following information:

- name of the child placing agency
- liaison name: individual who will be responsible for ensuring that the RMTS roster is accurate and up to date.
- Liaison phone number

Password assistance: Forgotten user name and/or password may be recovered via the DWD webpage: <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 or supervisors may update an agency roster. Once logged into the RMTS e-polling system, administrators, liaisons, and supervisors may select their applicable "Supervised Business Unit." 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 work schedule that most closely describes the employee's actual work schedule. If the employee's actual work schedule is not listed in the drop-down menu, enter the work schedule in the comment section;
  - WIEXT ID: Staff must 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 have access to this specific eWiSACWIS information.

- Employees who do not have an eWiSACWIS Person ID: If an employee meets the requirements to be included in the RMTS but does not have a Person ID, please enter the following:
  - Child placing agency staff: if the employee is works for a private child placing agency and does not have an eWiSACWIS Person ID, enter *CPA1234*
  - Case Aides: if the employee is employed by a county agency as a case aide and does not have an eWiSACWIS Person ID, enter *CA12345*
  - All Others: if the employee is employed by a county agency, does not have an eWiSACWIS Person ID and none of the situations above apply, enter *CW12345*.
  
- Supervisor Name: from the drop-down menu, select the name of the supervisor that the employee is assigned. The system will default to “All Supervisors” if a supervisor is not selected - this results in all supervisors being cc’d for system-generated RMTS emails for that employee;
- Business Unit Start Date;
- Full Time Employee Percentage: enter employee’s FTE 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: enter the percentage of worker time spent in all job functions selected. If the 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 that employee serves;
- Target Group Percentage: enter the percentage of worker time spent on each target group served. If Target Group percentages do not add up to 100%, the remaining balance will be assigned to the “other” Target Group category
- Comments: enter any applicable extended leave start/end times for employee
- Excluded from monthly sampling?: read-only, system-generated field to designate those employees enrolled in WiLearn and excluded from sampling for the current month. Employees are never sampled the month they are first added to a roster as samples have been generated for the current month. When applicable, this designation will appear in a WiLearn participant profile the following month.

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

**IV-E > Waukesha > Add Employee** \* - Required Field

Placeholder

First Name Phone Number

Last Name Extension

WIEXT User Id Work Schedule Please select the work schedule that is the closest match  
-- Select Work Schedule --

Email Full Time Employee Percentage

Supervisor (All Supervisors) Person Id

Start Date Comment

**Job Functions** \* Select all that apply

Access/Intake Worker  %  Foster Care Coordinator/Licensing Specialist  %  
 Case Aide  %  Initial Assessment/Investigator  %  
 Case Manager/Case Worker  %

**Target Groups** \* Select all that apply

Child Protective Services  %  Youth Justice  %  
 Child Welfare  %

### Completed Employee RMTS Profile

A completed Employee RMTS Profile will display as shown below.

**Random Moment Time Study**

Employees Roster Utilities Observation Utilities Samples Monit

**IV-E > Green Lake > Employee**

Placeholder

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**

Access/Intake Worker (0%)  
 Case Manager/Case Worker (0%)  
 Foster Care Coordinator/Licensing Specialist (0%)

**Target Groups**

Child Protective Services (0%)  
 Child Welfare (0%)  
 Youth Justice (0%)

Excluded from current month's sampling?



## 5. Missing Information

If all of the required information for an employee is not available, the administrator or liaison may add an 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 will 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 > Winnebago > Add Employee

Placeholder  ←

First Name  \*

Last Name  \*

WIEXT User Id  \*

Email  \*

Supervisor  ▼

Start Date  \*

Phone Number  \*

Extension

Work Schedule Please select the work schedule that is the closest match  
 ▼ \*

Full Time Employee Percentage  \*

Person Id  \*

Comment

\* = Required Field

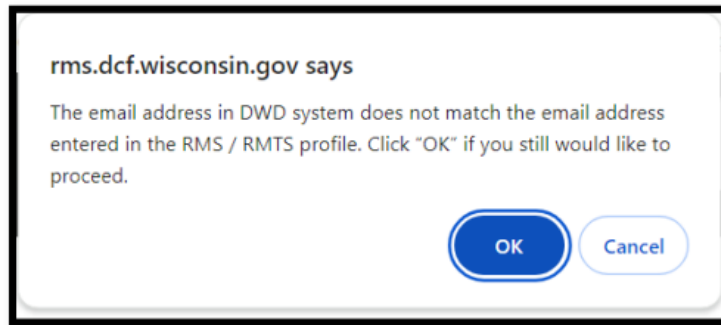
## 6. RMTS Email Mismatch Error Message

For RMTS purposes the email addresses in eWiSACWIS, RMTS and DWD must match. This ensures that staff are able to reset or recover user names or passwords using the DWD password recovery site. This also guarantees that staff who are enrolled in WiLearn are properly excluded from sampling while they are attending the training academy and allows for the successful monthly export of RMTS staff into eWiSACWIS for county financial staff use.

If a pop-up message appears indicating that the email address in the DWD system does not match the email address entered in the RMTS profile complete the following steps.

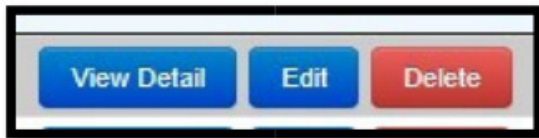
- re-type the WIEXT ID to ensure typo errors have not been made;
- follow-up with the employee to confirm the spelling of the WIEXT ID as frequent errors include a missing number or transposed numbers within the WIEXT ID;
- instruct the employee to update the email address in the [DWD Profile Management Site](#). This is the most frequent reason for this error message to appear and usually occurs because:
  - the WIEXT ID is tied to a personal or former employer’s work email address,
  - there has been a name and associated email address change, or

- an agency has updated the email address extensions.
- To resolve this issue, the employee must log into the DWD profile management site, then enter their WIEXT ID and password. Once in the system, the employee must update the email address to their current work email address and then select save.



## 7. 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 include:

- Employee Name;
- WIEXT ID: the email address associated with the WIEXT ID must match the employee's current work email address. Before updating this field, ensure that the employee has updated the email in their [DWD Profile](#) ;
- Email Address: before updating this field, ensure that email addresses eWiSACWIS and the employee's DWD profile have also been updated.
- Phone Number;
- Work Schedule – RMTS observations are sampled based on the work schedule entered in the profile, so it is important that the employee record is updated when changes occur;
- Supervisor;
- Job Function and Job Function Percentage;
- Target Group and Target Group Percentage;
- Comment Section – record the start and anticipated end date for any extended leave (i.e. FMLA, maternity/paternity leave, educational leave, military leave, or administrative leave)

## IV-E > Green Lake > Employee

Placeholder

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

- Access/Intake Worker (0%)
- Case Manager/Case Worker (0%)
- Foster Care Coordinator/Licensing Specialist (0%)

Target Groups

- 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@greenia...	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 > Edit Employee

Last Login: 11/21/2022 8:44:24 PM

First Name

Last Name

WIEXT User Id

Email

Supervisor

Start Date

Phone Number

Extension

Work Schedule Please select the work schedule that is the closest match

Full Time Employee Percentage

Person Id

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](#)

## 8. Edit Employee History Role

To update an employee role history, select the blue “View Business Unit Role Change Details” button. The employee’s role history will be displayed showing all previous and current roles within the business unit. To edit this history, select the “edit” button.

The screenshot displays the 'Random Moment Time Study' interface. At the top, there is a navigation menu with links for 'Employees', 'Roster Utilities', 'Observation Utilities', 'Samples', 'Monitoring Tools', and 'Reports'. Below the menu, the breadcrumb path reads 'IV-E > Green Lake > Employee 'Test Employee' > Business Unit Role Details'. The main content area is titled 'Business Unit Role 1' and includes a 'Corrected' checkbox. It shows 'Start Date' as 6/7/2010 and an empty 'End Date' field. Under 'Job Functions', there are four checkboxes: 'Access/Intake Worker 0 %', 'Case Manager/Case Worker 0 %', 'Foster Care Coordinator/Licensing Specialist 0 %', and 'Others 100 %'. Under 'Target Groups', there are four checkboxes: 'Child Protective Services 0 %', 'Child Welfare 0 %', 'Youth Justice 0 %', and 'Others 100 %'. At the bottom, there are two buttons: 'Back to Employee Details' and 'Edit'.

### 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: 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: 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: 11/1/2019 12:00:00 AM | End Date: 11/6/2019

Job Functions:

- Access/Intake Worker (80) %
- Case Aide (10) %
- Case Manager/Case Worker (10) %

Target Group:

- Child Protective Services (10) %
- Child Welfare (20) %
- Foster Care Coordinator/Licensing Specialist ( ) %
- Initial Assessment/Investigator ( ) %
- Others ( ) %
- Youth Justice (20) %

**Business Unit Role 2** Delete

Start Date: 11/6/2019 | End Date: 11/10/2019

Job Functions:

- Access/Intake Worker ( ) %
- Case Aide ( ) %
- Case Manager/Case Worker ( ) %

Target Group:

- Child Protective Services (100) %
- Child Welfare ( ) %
- Foster Care Coordinator/Licensing Specialist ( ) %
- Initial Assessment/Investigator (100) %
- Others ( ) %
- Youth Justice ( ) %

**Business Unit Role 4** Delete

Start Date: 11/10/2019 | End Date: 11/10/2019

Job Functions:

- Access/Intake Worker ( ) %
- Case Aide ( ) %
- Case Manager/Case Worker (75) %

Target Group:

- Child Protective Services ( ) %
- Child Welfare ( ) %
- Foster Care Coordinator/Licensing Specialist ( ) %
- Initial Assessment/Investigator ( ) %
- Others (25) %
- Youth Justice (100) %

**Business Unit Role 5**

Start Date: 11/10/2019 | End Date:

Job Functions:

- Access/Intake Worker ( ) %
- Case Aide ( ) %

Target Group:

- Foster Care Coordinator/Licensing Specialist (25) %
- Initial Assessment/Investigator ( ) %

Version: 3.3.7 10/27/2019

## 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

The screenshot shows a web form for an employee's job details. The form is divided into several sections:

- Personal Information:**
  - First Name:** John
  - Last Name:** Smith
  - WREXT User ID:** testemployee1
  - Email:** JohnSmith@Alpha.org
  - Supervisor:** Amy Robinson
  - Start Date:** 8/1/2019
  - Phone Number:** (555) 555-5555
  - Extension:** (empty)
  - Work Schedule:** 8:00am - 4:30pm
  - Full Time Employee Percentage:** 100
  - Person ID:** 1234567
  - Comment:** (empty)
- Job Functions:** Select all that apply.
  - Access/Intake Worker 0 %
  - Case Aide 0 %
  - Case Manager/Case Worker 0 %
  - Foster Care Coordinator/Licensing Specialist 0 %
  - Initial Assessment/Investigator 100 %
- Target Groups:** Select all that apply.
  - Child Protective Services 50 %
  - Child Welfare 50 %
  - Youth Justice 0 %

At the bottom of the form, there are two buttons: "Back to Roster" and "Save Changes".

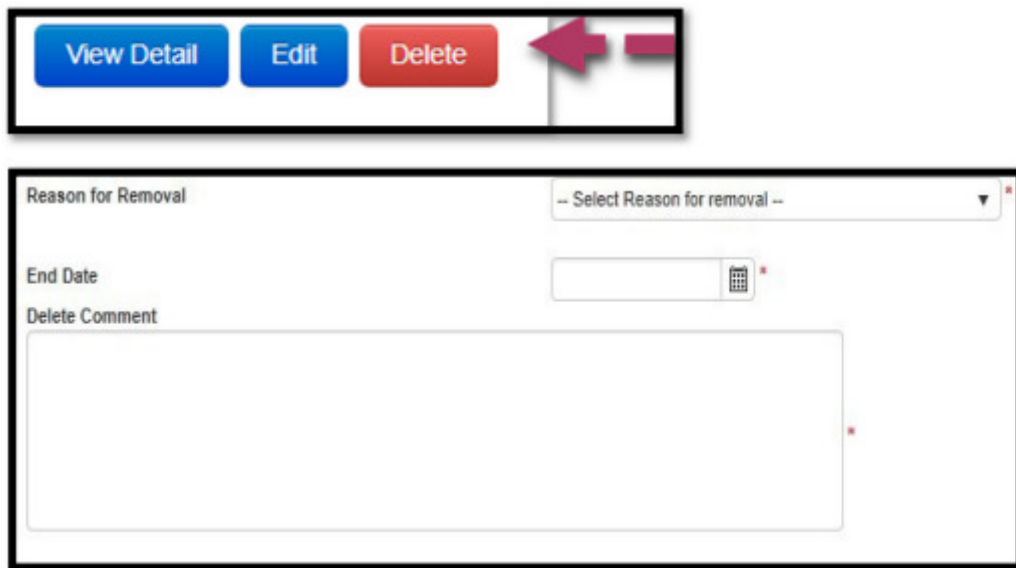
## 9. Removing an Employee from the Roster

Only RMTS Admins and liaisons may remove an employee from a roster. Reasons for employee removal from an RMTS roster include:

### a) Promotion, resignation, retirement or termination

The liaison will select the “Delete” button next to the applicable employee’s name and provide:

- Reason for removal of the employee
- Effective date for removal (may not be a future date)
- Delete comment



The image shows two parts of the RMTS interface. The top part is a horizontal row of three buttons: 'View Detail' (blue), 'Edit' (blue), and 'Delete' (red). A red arrow points to the 'Delete' button. The bottom part is a form with three fields: 'Reason for Removal' (a dropdown menu with the text '-- Select Reason for removal --'), 'End Date' (a text input field with a calendar icon), and 'Delete Comment' (a large text area).

### b) Change in job function/ No longer meets requirements for inclusion in the RMTS

If an employee has had a change in job function in which they no longer meet the requirements for inclusion in the RMTS, the liaison will select the “Delete” button next to the applicable employee’s name. The liaison will then be instructed to send the following information to the RMTS Admin at [DCFRMTS@wisconsin.gov](mailto:DCFRMTS@wisconsin.gov)

- Name of employee;
- Deletion Comment: provide the new position title and program area that the employee serves;
- Effective Date for Removal (may not be a future date)

## 10. Adding a Supervisor to a Roster

Only RMTS Admins and liaisons may add supervisors to a roster. Required information for supervisors includes:

- Name
- Phone Number
- Email Address
- WIEXT ID – supervisors create their own user name which must be tied to their current work email address. Refer to WIEXT ID Login Creation Section.
- Once added to the roster, click on the “Edit” button next to each applicable employee that is assigned to the supervisor, then select “Save.”

A screenshot of a web form for editing supervisor information. The form is titled "Placeholder" and includes a checkbox. Below this are several input fields: "First Name", "Last Name", "WIEXT User Id", "Email", "Phone Number", "Extension", "Liaison Indicator" (with a checkbox), and "Comment". Each text input field has a small red asterisk to its right. At the bottom of the form are two buttons: "Cancel" and "Save".

## 11. Removal of a Supervisor

Only RMTS Admins 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 includes the following:
  - Reassign Employees To: select the name of new supervisor that the applicable employee should be reassigned
  - Delete Comment: enter effective date in the “Delete Comment” field

A screenshot of a form for deleting a supervisor. It features a dropdown menu labeled "Re-Assign Employees To" with "All Supervisors" selected. Below the dropdown is a large text area labeled "Delete Comment" with a red asterisk to its right.

## 12. Removal of a Liaison:



Only the RMTS Admin 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
- Effective date of the removal (may not be a future date)
- Name of new individual who should be designated as a replacement liaison

If a supervisor attempts to remove a liaison from a roster, a pop-up message will appear indicating they are not able to perform this function and must email the liaison for the agency.



If you have questions regarding this information, please submit questions to [DCFRMTS@wisconsin.gov](mailto:DCFRMTS@wisconsin.gov).

## Appendix A: RMTS Staff Roster Definitions

### Employee Information

- **Business Unit** - the county or agency that the employee works for
- **Business Unit Start Date** - the employee's start date in their current agency and current position
- **Business Unit End Date** - the employee's end date in his or her most recent agency and most recent position as an employee
- **Excluded from Sampling** - employees who 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 user name created on the DWD website and that is used to login to the RMTS ePolling 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, the employee is not sampled in the current month 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 and the field will be updated.
- **NWT Participant** – An indicator that an employee is an employee is 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 or roles that do not fit within the structure and requirements of the RMTS Staff Roster
  - **Promoted** - An employee is promoted to a supervisory position within the Business Unit, which does not warrant inclusion in the employee portion of 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 has left the Business Unit due to retirement
  - **Terminated** - An employee has been fired from the Business Unit