



Time Code Descriptions Enhanced Administrative Claims

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The following time code descriptions are to be used to document Title IV-E allowable activities for which reimbursement is being claimed via an enhanced administrative claim. The different time code categories are described, and examples of activities within each category are provided.

IN PLACEMENT – ELIGIBILITY DETERMINATION/RE-DETERMINATION (*Case Number Required*)

CODE 001: IN PLACEMENT – ELIGIBILITY DETERMINATION/RE-DETERMINATION (*Case Number Required*)

Use this code for activities involved in gathering, verifying, and documenting information to determine (or re-determine) IV-E eligibility on behalf of children in a foster care placement.

Examples of activities:

- collecting information from family or others used in the determination (or re-determination) of Title IV-E eligibility (e.g., income information, household composition, resources, social security numbers, birth verification)
- gathering information from other sources such as Supplemental Security Income (SSI), insurance, trust accounts, and similar sources that may impact eligibility;
- querying systems, records, and juvenile probation department (JPD) or Texas juvenile Justice Department (TJJD) staff to determine current public assistance or other benefits the family may be receiving that could impact eligibility;
- preparing for or participating in fair hearings or other appeals resulting from Title IV-E eligibility actions;
- completing and processing eligibility forms or data entry related to determining eligibility;
- verifying information related to Title IV-E eligibility;
- completing discharge PID forms only; and/or
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and/or data entry associated with any of the above activities.

CASE PLANNING AND MANAGEMENT (*Case Number Required*)

Use the codes in this category for activities involved in the development, review, or revision of case plans or the supervision or management of cases to ensure the health, safety, permanency, and well-being of children (including activities related to the “case plan” and “case review system” requirements as defined in Section 475, paragraphs (1) and (5) respectively, of the Social Security Act).

NOTE: These activities do not include “Probation Only” activities, such as drug testing, electronic monitoring, or similar activities. These activities must be coded under “Other Activities.”

CODE 002: CASE MANAGEMENT – PRE-PLACEMENT (FOSTER CARE CANDIDATES)

Use this code ONLY for allowable pre-placement activities for children on probation with a defined case plan that has determined them to be candidates for foster care.

Examples of activities:

- assessing the child’s and family’s needs for services;
- referring the child and family to necessary services or otherwise assisting the child and family to access necessary services, such as counseling, parenting classes, anger management classes, and substance abuse classes;



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- assessing the appropriateness of services or resources to be provided as part of the case plan, as well as coordinating and monitoring the delivery of these services;
- developing and preparing case plans, which may include coordination with the court and service providers and collateral contacts with family members and others involved in the case; may also include contact with other probation officers and attendance at case staffings;
- completing case plan updates, which includes preparing reports;
- communicating with family members, service providers, and other interested parties regarding the appropriateness of services and progress made toward achieving case plan goals;
- assessing the child's need for substitute care;
- completing chronological documentation related to the above activities for a foster care candidate;
- completing a placement referral, which includes preparing the interagency application for placement packet; and/or
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities.

CODE 003 CASE MANAGEMENT – IN-PLACEMENT (FOSTER CARE)

Use this code for case management activities for children in an allowable foster care setting, as defined in *Title IV-E Federal Foster Care Reimbursement Program Requirements (Program Requirements)*, published by TJJD. Allowable foster care settings include substance abuse facilities (but not psychiatric facilities), child care institutions that have up to 25 beds and are operated by a governmental entity, residential treatment centers, child placing agencies, and other non-secure placements listed in the *Program Requirements*. Placement of a child with a relative by the juvenile court could be considered foster care if the JPD has responsibility for the child's care and placement.

Examples of activities:

- assessing the child's and family's needs for services;
- referring the child and family to necessary services or otherwise assisting the child and family to access necessary services, such as counseling, parenting classes, anger management classes, and substance abuse classes;
- assessing the appropriateness of services or resources to be provided as part of the case plan, as well as coordinating and monitoring the delivery of these services;
- developing and preparing case plans, which may include coordination with the court and service providers and collateral contacts with family members and others involved in the case; may also include contact with other probation officers and attendance at case staffings;
- completing case plan updates, which includes preparing reports;
- communicating with family members, relatives, service providers, foster parents, and other interested parties regarding the appropriateness of services and progress made toward achieving case plan goals;
- completing a placement referral, which includes preparing the interagency application for placement packet;
- completing chronological documentation related to the above activities for a child in foster care; and/or
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities.



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CODE 004: CASE MANAGEMENT – OTHER

Use this code for case management activities for all other children, including:

- children not identified as foster care candidates, which includes children who are pending a court hearing, on non-court-ordered deferred prosecution, participating in other diversionary programs, or on probation but not candidates for foster care;
- children placed in unallowable settings, which includes children placed in facilities not defined as foster care, such as secure placements, psychiatric hospitals, and child care institutions that have more than 25 beds and are operated by a government entity; and
- children in CPS foster care.

Examples of activities:

- assessing the child and family's need for services;
- referring and/or assisting the child and family to gain access to necessary services, such as counseling, parenting classes, anger management classes, and substance abuse classes;
- assessing the appropriateness of services or resources to be provided as part the case plan, as well as coordinating and monitoring the delivery of these services;
- developing and preparing case plans, which may include coordination with the court and service providers and collateral contacts with family members and others involved in the case; may also include contact with other probation officers and attendance at case staffings;
- completing case plan updates, which includes preparing reports;
- communicating with family members, service providers, foster parents, and other interested parties regarding the appropriateness of services and progress made toward achieving case plan goals;
- assessing the need for placement;
- completing a placement referral, which includes preparing the interagency application for placement packet;
- completing chronological documentation related to the above activities for a child that is neither a foster care candidate for foster care nor a child placed in an allowable foster care setting by the juvenile court; and/or
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities.

COURT RELATED (*Case Number Required*)

Use the codes in this category for allowable activities related to the preparation of reports or other documentation for the court and participation in judicial proceedings.

THIS DOES NOT INCLUDE DETENTION HEARINGS. Detention hearings and all related actions (e.g., directives to apprehend) are to be recorded in "Other Activities."

CODE 005: COURT RELATED – PRE-PLACEMENT (FOSTER CARE CANDIDATES)

Use this code ONLY for allowable court-related activities for a child on probation with a defined case plan that has identified the child to be a candidate for foster care.



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Examples of activities

- communicating with district/county attorneys, defense attorneys, or guardians ad litem to prepare cases for court;
- preparing for court, which includes preparing court reports and court orders, including modification and disposition orders;
- appearing in court;
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities; and/or
- completing chronological documentation related to the above activities for a foster care candidate.

CODE 006: COURT RELATED – IN-PLACEMENT (FOSTER CARE)

Use this code for court-related activities for children in an allowable foster care setting, as defined in the *Program Requirements*. Foster care settings include substance abuse facilities (but not psychiatric facilities), child care institutions that have up to 25 beds and are operated by a governmental entity, residential treatment centers, child placing agencies, and other non-secure placements listed in the *Program Requirements*. Placement of a child with a relative by the juvenile court could be considered foster care if the JPD has responsibility for the child's care and placement.

Examples of activities:

- communicating with district/county attorneys, defense attorneys, or guardians ad litem to prepare cases for court;
- preparing for court, which includes preparing court reports and court orders, including agreed orders extending a child's stay in placement or discharging a child from placement and modification orders;
- appearing in court;
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities; and/or
- completing chronological documentation related to the above activities for a child in foster care.

CODE 007: COURT RELATED – OTHER

Use this code for allowable court-related activities for all other children, including:

- children not identified as foster care candidates, which includes children who are pending a court hearing, on non-court ordered deferred prosecution, participating in other diversionary programs, or on probation but not candidates for foster care;
- children placed in unallowable settings, which includes children placed in facilities not defined as foster care, such as secure placements, psychiatric hospitals, and child care institutions that have more than 25 beds and are operated by a government entity; and
- children in CPS foster care.

Examples of activities:

- communicating with district/county attorneys, defense attorneys, or guardians ad litem to prepare cases for court;



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- preparing for court, which includes preparing court reports and court orders, including disposition orders, modification orders, or agreed orders extending a child's stay in placement or discharging a child from placement;
- appearing in court;
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities; and/or
- completing chronological documentation related to the above activities for a child that is neither a candidate for foster care nor placed in foster care by the juvenile court.

TRAINING

CODE 008: TRAINING – PRE-PLACEMENT (FOSTER CARE CANDIDATES)

Use this code for preparing for, traveling to or from, or engaging in training related to claiming costs for foster care candidates or training related to case plans/case management for foster care candidates.

To be reimbursed at 75%, supporting documentation must be submitted with the claim that includes verification of attendance and the name of the training or topic of the training.

Examples of activities:

- training related to completing the risk assessment/evaluation instrument;
- training related to completing the foster care candidate case plan or updates;
- training related to making foster care candidate determinations;
- training related to case review requirements and re-determination of candidacy; and/or
- training related to monitoring cases for compliance with reasonable candidacy requirements.

CODE 009: TRAINING – IN-PLACEMENT (FOSTER CARE)

Use this code for preparing for, traveling to or from, or engaging in training directly related to Title IV-E foster care maintenance.

To be reimbursed at 75%, supporting documentation must be submitted with the claim that includes verification of attendance and the name of the training or topic of the training.

Examples of activities:

- training related to facilitating eligibility determination;
- training related to fair hearings or appeals of eligibility determinations;
- training related to referral to services;
- training related to preparation for and participation in judicial determinations for children in foster care settings;
- training related to placement activities;
- training related to development of the case plan and case plan updates;
- training related to case management and supervision; and/or
- Title IV-E foster care maintenance training that has received prior written approval from TJJD.

CODE 010: TRAINING - GENERAL

Use this code for preparing for, traveling to or from, or engaging in training that is not specifically related to Title IV-E or when Title IV-E is not the only benefiting program.



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NOTE: Trainings that are SPECIFIC to probation, such as restraint training, drug testing, electronic monitoring, and detention trainings, should be recorded in "Other Activities."

Examples of activities:

- CPR training;
- computer training;
- sex-offender-related training;
- intensive supervision probation (ISP) training;
- leadership training;
- time management training;
- JPO Basic training, SJS training, and training received at JJAT, TPA, or other conferences;
- fiscal training (includes basic fiscal concepts, fiscal policy and procedures, budget preparation, and cost allocation plan training; and/or
- time-code training.

OTHER CODES

CODE 011: COUNSELING AND SOCIAL SERVICES

Use this code for providing or supervising organized counseling services or any other social services for a child or the child's family in order to ameliorate or remedy problematic behaviors or conditions in the home.

Examples of activities:

- group counseling for the child and/or family;
- individual counseling for the child and/or family;
- parenting classes;
- life-skills training; and/or
- travel paperwork, e-mail, telecommunication, or data entry associated with the above activities.

CODE 012: OTHER ACTIVITIES

Use this code for activities not specifically addressed in other codes, including activities specific to probation or parole, that do not support the Title IV-E foster care program. Trainings that are SPECIFIC to probation, such as restraint training, substance abuse testing, electronic monitoring, and detention hearings should be recorded in this category.

Examples of activities:

- ANY activities associated with detention, including;
 - directives to apprehend;
 - apprehending a child;
 - serving detention summons;
 - detention hearings;
 - writing detention reports;
 - visiting a child in detention;
 - releasing a child from detention; and/or
 - checking lists of children in detention;



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- activities associated with contempt-of-court orders;
- victim-services activities;
- supervising or monitoring children in JJAEPs;
- supervising or monitoring children at challenge courses;
- supervising children performing community service;
- collecting probation/restitution fees;
- ANY activities associated with an electronic monitor, including adjusting, replacing, removing the monitor or reading monitor reports;
- drug testing;
- applying personal or mechanical restraints;
- polygraph testing;
- curfew checks;
- gang meetings/training;
- preparing for, traveling to or from, or attending ANY training associated with the above activities;
- ANY activity related to the above, including, but not limited to, writing or reading reports or articles, collecting information, conducting research, and similar activities; and/or
- travel paperwork, e-mail, telecommunication, or data entry associated with the above activities.

CODE 013: GENERAL ADMINISTRATION

These activities are considered General Administration when performed by or for allowable staff. These activities are considered general office duties and could benefit both the Title IV-E program and other programs.

Examples of activities:

- reviewing office procedures;
- physical office management (moving files, cabinets, or furniture; cleaning, etc.);
- general administrative duties;
- employee grievance procedures and filing complaints;
- reviewing payroll time sheets;
- equal-employment-opportunity activities;
- conferences on general employee performance;
- contract procurement and monitoring;
- budget and fiscal management;
- human resource functions (e.g., interviews, application review, reference checks);
- staff meetings (general office meetings that are not child-specific or case-management related);
- fixing computers or addressing/updating database functionality;
- programming agency cell phones; and/or
- completing benefit forms (e.g., medical insurance paperwork).

CODE 014: LUNCH

Use this code when at lunch. Must document "Lunch" in the description of activity section in the RMS system.



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CODE 015: BREAKS

Use this code when on paid breaks.

Examples of activities:

- on a 15-minute break;
- on a restroom break;
- on a personal errand;
- visiting with co-workers;
- checking personal e-mails; and/or
- on social media (Facebook, Twitter, etc.)

CODE 016: LEAVE WITH PAY

Use this code to document periods of authorized and paid absences from the job in accordance with the county's established leave policy.

Examples:

- sick leave;
- vacation;
- personal paid leave;
- paid administrative leave;
- emergency evacuations/weather conditions (snow day, hurricane, etc.);
- holidays;
- military leave;
- jury duty; and/or
- compensatory time.

CODE 017: LEAVE WITHOUT PAY

Time off work without pay.

Examples:

- exhausted all paid leave;
- administrative leave without pay; and/or
- furlough without pay.

CODE 018: NOT SCHEDULED TO WORK

Use this code if you are not scheduled to work.

CODES 019 – 022: JBI INTERNAL CODES

These codes are for use by JBI only.

CODE 023: SEX TRAFFICKING

Use this code for allowable activities performed on behalf of any child or youth who is identified as a sex trafficking victim or who is at-risk of becoming a sex trafficking victim and who is in the



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placement, care, or supervision of the Title IV-E agency, as per sections 471(a)(9) and (34) of the Social Security Act. In addition to youth in placement, the following are also included:

- youth who are not removed from home (i.e., foster care candidates);
- youth who have run away from foster care and are under age 18;
- youth who are in extended foster care; and
- youth who are not in foster care who are receiving Preparation for Adult Living (PAL) services.

Examples of activities:

- developing and implementing policies and procedures to identify, document in agency records, and determine appropriate services for victims of sex trafficking or children identified at being at-risk of becoming sex trafficking victims;
- conducting sex trafficking screenings and documenting victims of sex trafficking in agency files;
- participating in activities to determine appropriate services for individuals identified as sex trafficking victims;
- completing reports required for law enforcement and other entities regarding children or youth who have been identified as sex trafficking victims;
- developing and implementing protocols to locate and assess children or youth missing from foster care, including screening to identify if they are possible sex trafficking victims; and
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities.