

***"What were you doing
at 9:00 a.m.?"***

Local Collaborative Time Study (LCTS) Training Materials

What is LCTS?

The **Local Collaborative Time Study, or LCTS**, is a federal funding source which reimburses family service collaboratives for work some school district employees do with at-risk children. The federal funds come from Title XIX (Medical Assistance) and Title IV-E (Foster Care and Assistance).

By law, the federal funds received from LCTS activities come back to our local family service collaborative which is called **School & Communities in Partnership (SCIP)**. SCIP is a collaborative organization made up of partners from the Hopkins School District; the cities of Hopkins, Minnetonka and Golden Valley; social service providers, faith communities, business representatives and Hennepin County. SCIP then offers these federal funds to the community, through a Community Grant process, to enhance and expand programs and services that support children and families.

LCTS Project Overview

- The time study measures activities of the time study participants at **5** (five) specific moments per quarter.
- The percentage of time spent in certain activities is applied to Hopkins School District's cost pool to determine what amount of money is spent on those activities.
- The State then makes a claim to the federal government for reimbursement of certain costs.
- The money that comes back to the collaborative must be spent on expansion of prevention and intervention services to children and their families.

What is the job of the time study participant?

#1 To get started:

- Meet with the LCTS Site Coordinator to review your eligibility; sign and date the LCTS Participant Checklist form to document you meet the criteria. (Appendix I)
- Go through the LCTS training materials with the LCTS Site Coordinator.
- Post your Quick Code Tips (Appendix II) someplace visible so you will be ready when you are contacted about a random moment.

#2 When you are notified of a random moment, choose a code:

- When you receive e-mail notice of a random moment from your LCTS recorder, choose the appropriate code using the Quick Code Tips. For a more extensive descriptions of the codes use Appendix IV.

If you select codes A-F,

The MN Department of Human Services requires that you make note that the child you were working with at the random moment **has a case plan** or **a referral for services** and meets one of the following conditions:

1. The LCTS participant, based on knowledge of the child and the child's living arrangement, determines that the child is at risk of placement into out-of-home care if services are not provided or are not effective.
(This means in your professional judgement that the child is at risk if services are not provided.)
2. Or, the child has been the subject of court action with respect to dependence or delinquency.
3. Or, the child is currently in, or has previously been in, out-of-home placement (example: foster care, group home, etc.)

#3 After you have chosen a code:

- Communicate the code to your recorder in person or by e-mail (See sample - Appendix III). The easiest way to communicate back to your recorder is to fill out the e-mail with your code. **If you use codes A through F**, complete the remaining information on the e-mail:
 - Put in the child's initials. You will not be asked for the child's name.
 - Check which plan(s) the student has - a plan can consist of the services you are recommending (please check these services).
- Send your completed e-mail back by pressing the **REPLY** icon at the top of your e-mail.

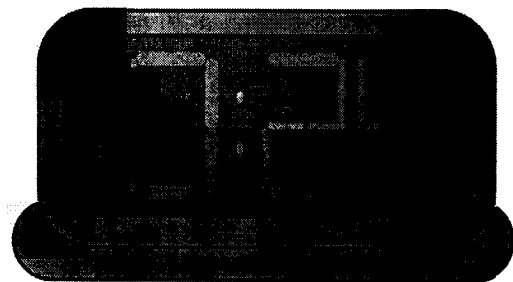


Reply

How does LCTS benefit Hopkins School District?

The money that is generated through the LCTS time study is used to develop and expand programs and services for children and families in our Hopkins School District community. A few examples of grants funded by LCTS funds include:

- After-school tutoring programs at Mizpah Church; Westside Apartments; Ramsgate Apartments; and Crown Ridge Apartments
- Youth+Education+Sobriety
- The Family Support Project - mental health counseling for families who have no resources
- Y's Start Program - an after-school program for at risk youth
- The Reduce the Use campaign
- Teens Alone
- The Hopkins Area Family Resource Center



Overview of random moment process for time study participants

- You will receive notice from your LCTS recorder to choose a code for a specific moment in time.
- Only you may choose the code - not your recorder!
- Fill out your e-mail and send it back to the recorder by pressing the **REPLY** icon.
- You're done for that random moment.

What is the job of the time study recorder?

1 To get started:

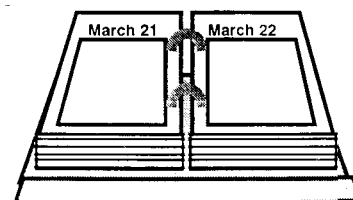
- Meet with the LCTS Site Coordinator to review your cluster assignment.
- If you have new people in your cluster, contact them to let them know you are their recorder and to determine if there are certain times they do not work.
- Put together an address grouping with your time study participants.
- Make certain that you have the random moment (Appendix III) in your filed mail.
- Determine a back-up recorder for your cluster in the event you are not available the day of the scheduled random moment (example: you are on vacation).
- When you receive your log sheet from the lead recorder, mark your random moment on your calendar. **Remember, you must keep the random moments confidential. You must not alert participants ahead of time.**

#2 When a random moment occurs:

- Have your log sheet ready to fill in the codes. (Appendix V)
- Contact all your time study participants by e-mail to let them know a random moment has just occurred. If you contact them in person, give them a Random Moment follow-up sheet to record their code and initials. If they select A through F, they must fill in the child/family's initials and plan information. (See Appendix VI)
- If a random moment falls at a time when you know a time study participant is absent (part-time workers), you may fill in code K for the participant. If all the employees are gone for the day (non-school day), you may enter K. **These are the only times you can enter a code for a time study participant.**

#3 After a random moment occurs:

- If you contact a participant in person, make sure you have a Random Moment follow-up sheet with the participant's initials. Record the code on your log sheet and enter your initials by the code along with an asterik.
- If you hear back from your participant by e-mail, put the code on the logsheet, and enter your initials by the code along with an asterik. Print out a copy of the e-mail reply.
- Continue to follow-up with the participants in your cluster to get a code from them. Be persistent! Everyone in the cluster must have a code recorded on the log sheet.



- When you have codes for each participant (**within five days**), sign your name on the log sheet (in ink) and return it to the lead recorder in Community Education at Eisenhower along with copies of the e-mail responses and the Random Moment follow-up sheets. The e-mail responses and the Random Moment follow-up sheets will be kept on file at community education.
- If for some reason the random moment was missed entirely, sign the log sheet and return it to the lead recorder in Community Education.
- Inform the LCTS Site Coordinator if there are changes in your cluster or any issues getting a response from any of your time study participants.

Overview of random moment process for time recorders

- When you receive your log sheet, mark the random moment on your calendar.
- When a random moment occurs, contact your time study participants.
- When you have all the codes on your log sheet, sign the sheet (in ink) and return it to the lead recorder along with copies of the e-mail responses and Random Moment follow-up sheets (for participants you contacted in person).
- Let the lead recorder or the LCTS Site Coordinator know if you have changes in your cluster or if you have difficulties in getting responses from any of your participants.

