



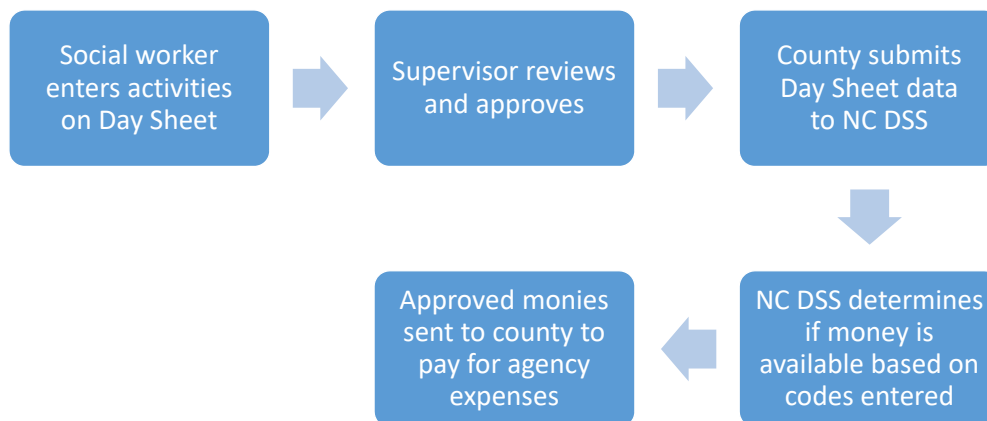
# Child Welfare Day Sheet Coding

*How we connect the dots  
and have it make sense*

## Day Sheet Basics

- They are a bill to the State for the services you provide
- Funding received by the county from Day Sheets helps pay worker salaries
- Similar to a plumber fixing a leak and getting paid based on an invoice

## Day Sheet Basics *continued*



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## Day Sheet Basics *continued*

A Day Sheet entry is a combination of two items:

- The **Service Code** tells what you did  
e.g., “109” for time spent on a Permanency Planning case
- The **Program Code** tells us which account to pull the money from, e.g., “Z” for a IV-E eligible child. Each program code is like a bank account with a set amount of money in it. When that money is spent for the year, no more money will come to the county for time sent to that code.

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## Day Sheet Basics *continued*

- They are an audit trail for services
- Everything recorded on a Day Sheet must be documented in agency records
- The worker **MUST** complete their own day sheets

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## When Should They Be Completed?

- Contemporaneously with your activities
- Submit at least weekly for keying to allow time for error correction
- Day Sheets “lock” on the 5<sup>th</sup> day of the next month
  - For example, April Day Sheets lock on May 5th

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## General Guidance

- Any time for which the worker is scheduled to work, and all overtime worked, must be accounted for.
- Includes direct service time, case management, administrative activities, compensatory time, and leave taken.
- Time recorded should be an accurate representation of your work, not just an estimate.
- The **only** way to ensure success is ongoing communication between the Services team and the Business Office/Fiscal team.

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## Child Welfare Core Service Codes: What are we doing and why?

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# K.I.S.S.

Keep  
It  
Simple  
Social Worker

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## 211: Protective Services for Children Intake

- All activities associated with the Intake process, including receiving the report, evaluation, assignment, and notification, as well as all related paperwork
- Program codes allowed to be used: 9,0,R,23,CPS

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## 211: Protective Services for Children Intake *(continued)*

- Eligibility NOT required for ANY program code with 211
- If county has money available in the “9” pot (MOE), it is *suggested* to use this first
- 211 does not require any child-specific documentation on Day Sheets or in record

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## 210: Protective Services for Children CPS Assessments

- The primary elements of all CPS Assessments from initiation to case decision as well as paperwork and travel are included in this service code
- Program codes allowed to be used: R,0,9,23,CPS, CRF
- If 9 is used, ALL eligibility criteria must be met and documented on verification form in the case record
- If child is undocumented, **only** use R or 0

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## 210-R & 210-0

- Federal Funding-Capped
- In 210 R and 0 eligibility is already established by default and verification forms are NOT needed
- Services and Fiscal Staff should communicate regularly to determine which program to code to
- Services may only be coded to R or 0 for 364 days per episode
- If the child is undocumented, **only** use R or 0

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## 210-9

- Federal Funding-Capped
- Family's income must be at or below 200% of FPL
- Child must be living with a specified relative
- Must document the goal is to provide assistance so children may be cared for in their own homes or in the homes of relatives
- Child must be a US citizen or qualified alien
- Eligibility **MUST** be documented in the record

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## 210-23

- State Funding-Capped
- Provided to some counties to pay for NC DSS share of CPS staff expansions
- Family's income must be at or below 200% of FPL
- Child must be living with a specified relative
- Eligibility **MUST** be documented in the record

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## 210-CPS

- State Funding-Capped
- No financial eligibility documentation required
- **MUST** talk with Business Office/Fiscal Team to determine if these funds are available for Day Sheet use or if they are being spent behind the scenes

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## 210-CRF

- State Funding-Capped
- Provided to Counties following legislative action to assist in reduction of caseload sizes
- No financial eligibility documentation required
- MUST talk with Business Office/Fiscal team to determine if these funds are available for Day Sheet use or if they are being spent behind the scenes

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## Specified Relatives

- Many codes require the child to reside with a specified relative
- Specified relative: any relation by blood, adoption, or marriage (even if marriage has been dissolved by death or divorce), within the fifth degree of kinship to the dependent child
  - Includes but not limited to a parent, grandparent, sibling, great-grandparent, uncle or aunt, nephew or niece, great-great grandparent, great-uncle or aunt, first cousin, great-great-great grandparent, great-great uncle or aunt, or a first cousin once removed
- Also includes any relationship above preceded by “step” or “half”

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## 215: Protective Services for children In-Home Services for children

- The primary elements of all CPS In-Home Services case management activities as well as all related paperwork and travel are included in this service code
- Program codes allowed: Z, R, 0, 9, 23, IHE, CPS, N, X
- If child has been determined to be a candidate for foster care you must use IV-E (Z)
  - If not or until all requirements are met, use one of the other codes
- If child is undocumented, you **MUST** use program code N

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## 215-Z

- Federal Funding-Uncapped
- Case finding must be “Substantiated” or “ In Need of Services”
- Must answer the four questions in Section XII of the DSS-5010 along with a rationale for the answers
- Must document if the child is at imminent risk of removal/ candidate for foster care on page 10 of the In-Home Family Services Agreement and in the case narrative
- Must create Service Plan WITH the family and have them sign acknowledging they were involved in its creation
- IV-E (Z) may be coded from the 1<sup>st</sup> day of the month all requirements are met

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## 215-R & 215-0

- Federal Funding-Capped
- Must have a finding of “Substantiation” or “In Need of Services”
- Family must have an income at or below 200% of the FPL
- Child must be living with or have lived with a specified relative within the last six months prior to the episode
- Child must be a US citizen or qualified alien
- Verification form must be in the record (TEA Verification)
- R & 0 can only be used for a total of 364 days per episode

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## 215-9

- Federal Funding-Capped
- Must have a finding of “Substantiation” or “In Need of Services”
- Family must have an income at or below 200% of the FPL
- Child must be living with or have lived with a specified relative within the last six months prior to the episode
- Child must be a US citizen or qualified alien
- Verification form must be in the record (MOE Verification)

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## 215-23

- State Funding-Capped
- Provided to some counties to pay for NC DSS share of CPS staff expansions
- Family's income must be at or below 200% of FPL
- Child must be living with a specified relative
- Eligibility **MUST** be documented in the record

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## 215-IHE & 215-CPS

- State Funding-Capped
- No financial eligibility documentation required
- This can be an option for coding when the child is not eligible for IV-E (Z)
- **MUST** talk with Fiscal team to determine if these funds are available for Day Sheet use or if they are being spent behind the scenes

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## 215-X

- Federal Funding-Capped
- Child CANNOT be a candidate for foster care/at imminent risk for removal
- No financial eligibility required
- Should only be used after consultation with Fiscal team
- Child welfare funding of last resort

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## 215-N

- All County Funds - NO Federal or State Participation
- MUST be used for all undocumented children

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## **109: Foster Care Services for Children Case Management**

- The primary elements of all Permanency Planning case management activities as well as all related paperwork and travel are included in this service code
- Program codes allowed to be used: Z, P, R, 0, 9, V, X, N
- If child is undocumented, you **MUST** use program code N

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## **009: Adoption Case Management**

- For ALL children in DSS custody for whom the court-approved plan is adoption, or both parents' rights have been terminated by TPR or voluntary relinquishment
  - Covers all Adoption case management-related activities as well as transportation and documentation
- Program codes allowed to be used: Z, P, R,0,9,V, X,N
- If child is undocumented, you **MUST** use program code N

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## 109-Z & 009-Z

- IV-E
- Federal Funding-Uncapped
- Eligibility is determined via the 5120 or NCFAST at entry into Foster Care
- Eligibility determination includes evaluation of multiple variables including legal documents, living situation, family income, and AFDC connectedness
- Eligibility must be redetermined via 5120-A or NCFAST at least once every 12 months after initial determination

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## 109-Z & 009-Z *continued*

- If child is eligible for IV-E reimbursement this code **MUST** be used
- Child **MUST** be in a licensed placement to use IV-E (Z) unless child resides with a specified relative who is *actively* pursuing licensure
- IV-E (Z) may be coded from the 1<sup>st</sup> day of the month all requirements are met
  - Example: if all requirements were met on April 25, "Z" may be coded for the entire time in April the child was in care

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## 109-P & 009-P

- Federal Funding-Capped
- Children must meet one of the following requirements:
  - In DSS custody less than 12 months, OR
  - In DSS custody longer than 12 months AND the plan is adoption, or custody/guardianship with an identified relative or care taker
  - No fiscal eligibility requirements

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## 109-R, 109-0, 009-R, & 009-0

- Federal Funding-Capped
- Can only be used for a maximum of 364 days from beginning of an episode
- Episode is considered to begin the first time R or 0 is coded in the current involvement (usually begins in 210) and does not reset with each service change
- Fiscal eligibility is documented via 5120 or in NCFAST

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## 109-9 & 009-9

- Federal Funding-Capped
- Child must be at or below 200% of the FPL
- Child must be in the home of a specified relative or a licensed family foster home
- Child must be a US citizen or qualified alien
- Child must have been removed from the home of a parent or specified relative
- Eligibility is documented via the 5120 or in NCFAST

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## 109-V & 009-V

- Federal Funding-Capped
- Child must be at or below 200% of the FPL
- Fiscal eligibility is documented via 5120 or in NCFAST

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## 109-X & 009-X

- Federal Funding-Capped
- No financial eligibility required
- Should only be used after consultation with Fiscal team
- Child Welfare funding of last resort

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## 109-N & 009-N

- All County Funds - NO Federal or State Participation
- MUST be used for all undocumented children
- May be required to be used following an audit finding
  - **This would be case-specific and advised by the monitor or auditor if required**

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## 010: Adoption Services

- Do not use this code for children in DSS custody
- This code is primarily used for adoption related services (e.g., step parent, relative, or independent adoptions)
- Program codes allowed to be used: P, V, X, N
  - **Requirements are the same for above codes with 010 as they are with 009**

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## 990-G

- Includes leave time and tasks that cannot be associated to a specific child or client
- Annual/Sick Leave
- Comp Time
- Training and travel time to training
- Meetings that are not child/client specific

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## Final Guidance

- **Communicate:** Fiscal and Services should be meeting monthly to discuss process
- **Review:** Supervisors should be reviewing submitted Day Sheets weekly
- **Educate:** Workers and Supervisors should be aware of what the eligibility requirements are for each program code to make correct selections

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## Resources

### SIS Manual

<https://policies.ncdhhs.gov/divisional/social-services/services-information-system-sis/policy-manuals/sis300-appendix-b-2.pdf>

### Child Welfare Manual Appendix 3.1-3.7

<https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals/modified-manual-1/modified-manual>

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