

Activity Codes for Exempt and Non-Exempt Employees

9/4/06 DRAFT WORKING DOCUMENT

01 **Intake/eval/assessment**: Assessing or re-assessing the mental health, mental status, case management needs, or substance abuse of an individual including psychiatric assessments and re-assessments, psychosocial assessments for assertive community treatment team and DUI evaluations. Do not use for TCM assessments. Includes write-up time. Includes acting as a Kids Fact Finder: an impartial fact finder in connection with the civil commitment of a person under 18 years old. May be a client or non-client (NCC). May be face-to-face or on the telephone. Must have a location specified. Progress note required, but may just reference assessment. May be ATT. May be an emergency service. Use this code for wrap meetings that are focused on assessment and include mental health services. A new assessment is required every five years for an open client and for a re-opened client if he/she has been closed for more than six months. If the client's diagnosis has changed, an assessment up-date is required. May be used by MHT, MD, or individual working under supervision of a MHT. The assessment must be signed by a licensed MHT. In the case of a LSAC, the MHT must see the individual face-to-face.

02 **Individual psychotherapy, counseling, or behavior management**: Any individual counseling including substance abuse issues. Will correctly bill as behavior management for LSACs and SSWs. May be a client or non-client (NCC). If service is to a non-client, use the appropriate contract code if one applies (e.g, Contract 1 for substance abuse). May be face-to-face or on the phone. Must have a location specified. Use this code for wrap meetings when the wrap meeting itself is a mental health or substance abuse intervention. Progress note required. May be ATT. May be an emergency service. Must be on MC Plan.

03 **Group**: Any group therapy including substance abuse (IOP). Will correctly bill as behavior management for SSWs and LSACs. May be clients, non-clients, or a mixture of both. As with individual, please specify a contract for non-clients if one applies. Location must 22

be specified. May be ATT. Individualized progress note required. Requires co-therapist if more than 10 clients in group. Must be on MC plan.

04 **Collateral**: Face to face interventions with family of client aimed at evaluating and treating the client including impact of client on family and family on client. Must relate to a MC Plan goal. Requires progress note and location.

05 **Psychological testing**: Psych testing by licensed psychologists, or trainees functioning as such. Includes time required to write-up reports of testing. May be a client or non-client. Location must be specified. May be ATT. May be an emergency service.

06 **Residential Services**: Time spent supporting FCCBH clients at a FCCBH residential facility that is not skills development, case management, behavior management or personal services. This may include maintenance and other tasks not directly involving clients. No note required. Record contract code (48-Willows support, 49-Willows Operation, etc.) Daily log of names of clients in facility required. Must be on MC Plan.

07 **Adult group skills development services**: Club house or crew activity. Location must be specified. No client on time sheet. Include in monthly SDS note. Client names and times of service must be entered in log at least weekly. Skills development must be on MC Plan. Goals include helping develop basic daily living and interpersonal skills, reduce symptoms, avoid hospitalizations, increase med compliance, improve motivation or self esteem, or develop appropriate social communication. Client names and times entered weekly on log. Staff must have a SSW license, be working towards such licensure, or be otherwise trained as per FCCBH standards.

08 **MD med management**: Routine medication management interview by MD or APRN. Requires location and progress note. May be ATT. May be an emergency service. May be as little as 5-minute increment. Med Management must be on MC Plan.

09 **RN med management**: Routine face to face, or telephone 33

medication management interview by RN and phoning or faxing in prescriptions. Requires location and progress note. May be ATT. May be an emergency service. Med management must be on MC Plan.

10 **Personal services**: Services to assist a client with his/her personal care and ADLs such as shopping, banking, budgeting, paying bills, transporting, cleaning, picking up prescriptions, working a TE for a member, etc. with no expectation that client will learn the skill. Requires a location and note. May include attempted home visits. Must be on MC Plan. No license required.

11 **Family Therapy**: Must have client present (otherwise use 04-Collateral). Requires location and progress note. Individual psychotherapy must be on MC Plan.

14 **Respite Care**: Face to face contacts with children or youth to relieve caregivers. Tracking services like recreation that are not SDS or TCM may fit here. May be provided to clients or non-clients. If service is to a non-client, use a contract code if one applies. Location must be specified. No note required, but allowed. Must be on client MC Plan. Provider license not required.

15 **Targeted Case Management**: Assessing, linking, coordinating, monitoring with other agencies for SPMI and SED FCCBH clients who are receiving services from multiple agencies. Use this code for TCM assessments and service plan development. RN's may use this code for monitoring, reviewing, coordinating clients' medications. A current Targeted Case Management Assessment and Service Plan must be in place. TCM must be on MCP. Location (including telephone) must be specified. Progress note required. The provider must be a certified case manager, MHT (or MHT intern), SSW, RN or LSAC working on a LSAC license. This is for mental health case management only and mental health must be selected as the service type on the progress note.

16 **Youth Group Skills Development Services**: Location must be specified. No client selected on time sheet. Include in monthly SDS note. Client names and times of service must be entered in log at least weekly. Skills development must be on MC Plan. Provider 44

must have SSW licensure, be working toward licensure, or be otherwise trained as per FCCBH standards.

17 Individual Skills Development Services: Helping adult or youth develop daily living and interpersonal skills, reduce symptoms, avoid hospitalizations, increase med compliance, improve motivation or self esteem, or develop appropriate social communication. This activity has one recipient. It may be an emergency service. Must have a location. A client must be selected on the time sheet and a progress note is required. (May be NCC or ATT, in which no client can be selected). Staff must have a SSW license, be working towards such licensure, or be otherwise trained as per FCCBH standards.

18 Voc Rehab Services- Group or individual TE activities designed to help clients achieve goals of remedial and/or rehabilitative vocational adequacy necessary to restore them to their best possible functioning level. Must be on MC Plan. Monthly summary required. Log of client names and times must be entered weekly. A client must be present. No license required.

19 Assessment Write Up.

This is for the assessment write up time that cannot be done concurrently.

31 Substance Abuse Prevention Consultation: Consulting to another agency or care giver about an individual who is NOT an open center client e.g. a teacher calls to discuss the behavior of a child in her class who is not in treatment, or about a substance abuse program. This can be a face-to-face or telephone interaction. Number and ages of those served or characterization of a media event required. Enter recipient name in pop-up if applicable. Only Substance Abuse Prevention Specialists or other staff as assigned can use this code. Using this activity code requires a "P" code or a contract code that identifies funding source (#1 Substance Abuse #58, Emery Tobacco, #67 SPF-SIG). **Only assigned staff members can use this activity code**

32: Substance Abuse Prevention and Education: Teaching, training or in-service for individuals or groups who are not open center clients. Examples include: talking to civic groups, guest appearances in a class to talk about SA issues. This is a face to face or telephone interaction, Number and ages of those served, or characterization of a media event required. Only Substance Abuse Prevention Specialists or other staff as assigned can use this code. Using this activity code requires a "P" code or

a contract code that identifies funding source (#1 Substance Abuse #58, Emery Tobacco, #67 SPF-SIG). **Only assigned staff members can use this activity code.**

33 Other Substance Abuse Prevention Planning, Follow-up or Travel:

This category includes staff time spent preparing for and/or following up after activities coded #31 and #32. This is not a face-to-face interaction or direct service. It can include writing a newspaper articles, etc. If there are recipients, do not use this code. Substance Abuse Prevention Specialists or other staff as assigned can use this code. Using this activity code requires a "P" code or a contract code that identifies the funding source (#1 Substance Abuse ,#58 Emery Tobacco, #67 SPF-SIG). **Only assigned staff members can use this activity code.**

34 **DUI Classes:** Actual, scheduled PRI DUI classes with a minimum of four members. Be sure to use Contract 1 and P-14 and record the numbers served. This will result in DUI instructors getting paid properly and our data being correct.

35- Mental Health Consultation and Education- Staff Attending a scheduled function to provide mental health prevention/education/in-service training. Enter recipient name or organization name in pop-up if applicable. Only Mental Health prevention workers or other staff as assigned can use these codes. Using this activity code requires a contract code that identifies funding source (Contract Code #2 Mental Health, #26 Utah Can pilot, #59 Utah Can, #9 Safe and Stable Families, #35 PATH Grant). **Only assigned staff members can use this activity code.**

36 **30 Day/Annual (CHEK) Assessment:** This code is only to be used for official DCFS 30 Day Mental Health Evaluations (and their annual re-evaluations) of children taken into custody of DCFS. These children must be opened as Center clients and their custody status as in DCFS custody accurately recorded on the intake. All time spent on these assessments including interviewing collateral sources and writing time should be coded as 36.

42 **TRAINING** is used for all training received including the FCCBH SDI, in-service and workshops including associated travel. This code is also used for time spent providing training to other Center staff members. Training

(and related travel) outside of regular work hours is usually not logged. Exceptions may be made by prior arrangement with your supervisor. Do not use for general staff meetings.

46 **PASRR FULL ASSESSMENT** is used for both Pre-Admission/Initial Convalescent screenings and Reassessments. Each separate assessment should be coded as one hour. This time does not count toward productivity or hours worked, but will result in correct payment. A non-service related note should be entered for any client who receives a PASRR assessment to document this.

47 **PASRR PARTIAL ASSESSMENT NSMI** is used when pages 1-4 are done. Each separate assessment should be coded as one hour. This time does not count toward productivity or hours worked but will result in correct payment. A non-service related note should be entered for any client who receives a PASRR assessment to document this.

48 **PASRR PARTIAL ASSESSMENT UNSTABLE** is used when pages 1-5 are completed due to unstable psychiatric condition. Each 66

separate assessment should be coded as one hour. This time does not count toward productivity or hours worked but will result in correct payment. A non-service related note should be entered for any client who receives a PASRR assessment to document this.

49 **PASRR PARTIAL UNABLE TO COMPLETE** is used when the assessment cannot be completed. Each separate assessment should be coded as one hour. This time does not count toward productivity or hours worked but will result in correct payment. A non-service related note should be entered for any client who receives a PASRR assessment to document this.

51 **SUBSTANCE ABUSE CASE MANAGEMENT** is used for drug court and substance abuse clients only for substance abuse related assessing, linking, coordinating and monitoring. Case management must be in the MC Plan and a location and progress note is required. The service type selected on the progress note must be substance abuse. The provider must be a certified case manager, MHT (or MHT intern), SSW, RN or LSAC working on a LSAC license.

52 **Attending External Meetings-** Staff attendance at external Mental health and Substance Abuse related Meetings for non- client, non TCM services. (This includes 24 hour staffing for DCFS)

53 **SUPERVISING OTHERS** is used when you are providing administrative or clinical supervision to another Center staff member. Name(s) of staff member being supervised required.

Activity Code # 54 Indirect Clinical Services including Clinical writing, thinking, reviewing coordinating. is used when designing a clinical program, reviewing cases by one's-self or working with a co-therapist to plan a session or group (without reference to individual clients). Use this when educating or informing others about FCCBH programs, services and/or making referral.

55 **Being Supervised** is the code to use when receiving clinical or administrative supervision from your supervisor. When a specific client is staffed, or in the part of clinical staff meeting devoted to staffing new cases, the high risk list, and on-call, a client name and non-service related note is required.

58 **On Call** is used to record your assigned hours on-call for the Center. Remember, a day starts and ends at 12:00 AM (midnight). 77

62 **Quality improvement activities including travel** is the code used by QI Team members for official QI Team meetings, travel to and from those meetings and related activities.

64 **Administration** is the code used by FCCBH staff with official administrative assignments/responsibilities to code their time pushing paper, etc. that does not fall into another category like supervising others, reviewing cases, etc. A contract, such as A&D may be specified when the work relates to a specific FCCBH contract. This includes assigned participation on Boards.

66 **TRAVEL** is used for all travel except travel for QI (62), General Staff Meetings (71), a&d prevention (33), and training (42). A contract such as A&D may be specified when the work relates to a specific FCCBH contract. Travel to and from training outside of regular work hours is usually not logged. Exceptions may be made by prior arrangement with your supervisor.

68 **SUPPORT SERVICES** are clerical, maintenance, etc. For support staff with contract assignments a contract code may be used.

70 **ACCOUNTING** is a code reserved for those support staff performing primarily accounting duties. The Business Manager decides which staff members may appropriately use this code.

71 **General staff meetings and travel** is used for all time involved in getting to, attending, and returning home from the Center's quarterly general staff meetings. These are the meetings that involve staff members from all of the Center's offices. Time spent eating is NOT included!

75 **Office use only**

76 **VACATION** is used for time you take off. Enjoy. Your time sheet should never have more than your scheduled number of hours on a day that you use this code. There is a limit of 320 hours of vacation that may be carried over from 12/31 to 1/1. If you are an Exempt Employee and work less than one hour on a day that you are scheduled to work, you must use this code (or sick) to log the number 88

of hours you are scheduled to work that day.

77 **HOLIDAY** is the code used on one of the Center's official holidays (Christmas, etc.). You can log up to 8 hours of holiday based on the percentage of an FTE you work (for example, if you work 70%, you can log $8\text{hrs} \times 70\% = 5.6$ hrs). If you are scheduled to work more than that number of hours, you have to log the balance as vacation taken to reach your required number of hours. If you work on an official holiday, just enter the appropriate number of holiday hours PLUS the number of hours you actually worked

78 **SICK** is the code used for time off when you or an immediate family member is actually sick. It may also be used for time off to receive preventive medical (including dental and vision) care. If you are an Exempt Employee and work less than one hour on a day that you are scheduled to work, you must use this code (or vacation) to log the number of hours you are scheduled to work that day. Your time sheet should never have more than your regular number of hours on a day that you use this code.

79 **EXCUSED SCHEDULED WORK TIME** is used for time you are scheduled to work that you do not work. One or more hours must be worked on a day this code is used. If less than an hour is actually worked on a day scheduled for work, vacation or sick must be used to record the number of hours scheduled but not worked. If all vacation and sick are used up, leave without pay may be used.

81 **OTHER** is used to log funeral leave, military leave, jury duty, and administrative leave. Your time sheet should never have more than your regular number of hours on a day that you use this code.

99 **LEAVE WITHOUT PAY** means what it says. Your time sheet should never have more than your regular number of hours on a day that you use this code.

SPECIAL SITUATIONS:

- **Jail SA Groups: Code as 03, location JAIL. Select clients or numbers of non-clients by age. If FCCBH clients are in the group, individualized progress notes are required.**

- **Moab Safe and Stable Families-use the contract code for non-client activities. List “Safe and Stable Families” as insurance on AFS.**
- **Grand County Schools Special Education-provides assessment & sessions. List “Grand Special Ed” as insurance on AFS.**
- **East Carbon, Helper and Green River clinic services to non-Medicaid clients should be coded as non-client services with the contract code (04 or 60).**

CONTRACTS

Contract codes are used to track services provided under a specific contract FCCBH has negotiated. Contracts may change at any time. Please be sure that you are assigned and listed as a provider on a contract before you use that contract code.

01 A&D is used for all a&d related NCC's, etc, etc. except DUI evaluations which have their own code. Emery County youth IOP is included.

04 Helper/East Carbon Clinic contract

05 COPS-Carbon County drug court

06 DUI Evaluations (Thus a DUI evaluation for a non-client would be coded as an activity 01, NCC, contract #6.)

07 EQRO & Medicaid Compliance activities

09 Moab-Safe and Stable Families

10 Emery County Schools-Child Assessment

13 Grand County Schools-Special Ed

14 PATH Homeless (All counties)

30 Grand Pregnancy Prevention

36 Emery County Schools Eap

37 DRUG Court-Emery & Grand

44 Grand County Peer Mentoring

48 Willows Support

49 Willows Operation

51 Emery Mentoring (Fostering Success)

57 Grand Felony Drug Court

58 ECSD Tobacco Grant

59 Utah CAN

60 Green River Clinic 1010

98 Hospital Liaison/Diversion

99 Data System Changes

P CODES

“P CODES” are used to track specific A&D Prevention projects described each year in the FCCBH A&D Prevention Plan. Activity codes 31, 32, and 33 are usually the activity codes associated with P CODES. Only a CONTRACT 01 activity may have a P CODE. Again, please be sure that you are authorized to use a P code before you use it. P Codes change from year to year. The FY 2007 (7/1/06-6/30/2007) codes are:

P01 Prevention Dimensions Teacher Training (Carbon Only)

P02 Peer Leaders (Carbon only)

P03 Guiding Good Choices (Carbon)

P07 Teen Court (Carbon only)

P08 SYNAR (Tobacco Compliance-all counties)

P09 Emery Peer Helpers (Emery)

P11 Second Step (Emery only)

P12 Grand Pregnancy Prevention (Grand only)

P14 DUI Classes (All counties)

P17 Community Planning/Coord for substance abuse treatment and prevention including consultation to other agencies and community groups and Prevention Advisory Committees (All counties)

P20 Governor’s Safe and Stable Schools (Carbon & Emery have staff & support costs, Grand has summer work project support costs only)

P31 Smoking Cessation (Emery)

P32 Grand Peer Mentoring (Grand)

P33 Grand Youth Drug Court

P34 Grand Summer Work Project

J01 Juvenile Court Screenings (Emery County)

J02 Juvenile Court Early Intervention (Emery County)

J03 Juvenile Court Parenting Class (Emery County)