

## Child Welfare Pre-Service Training Frequently Asked Questions (FAQs)

1. If a social worker works overtime, how should those extra hours be coded?

*If there is overtime during pre-service training, you would essentially use the same overall percentages for any extra amount of hours above the 40 hours. The percentages are:*

*ET (IV-E 75%): 83.29%*

*Z (IV-E 50%): 3.63%*

*N (Non-reimbursable): 13.08%*

*With daysheets, there is a minimum of 5 minutes when coding time. Program codes ET and Z are for federal IV-E funding. So as not to over-claim on federal IV-E funding, you will need to round down to the nearest 5-minute increment of program codes ET and Z and add the remaining minutes in program N.*

*NC DSS has created a calculator to assist with calculating this. We've also provided an example below.*

### Example

*A social worker has worked 5 hours of overtime during the new pre-service training. How should those additional hours be coded?*

- a. *Convert the number of hours into minutes:*

$$5 * 60 = 300$$

- b. *Multiply the number of minutes by the percentage for each program code. This is displayed in the table below in Column C.*

$$ET: .8329 * 300 = 249.87$$

$$Z: .0363 * 300 = 10.89$$

$$N: .1308 * 300 = 39.24$$

- c. *For program codes ET and Z, round down to the nearest 5-minute increment. Add remaining minutes to program code Z. This is displayed in the table below in Column D.*

$$ET: 249.87 = 245$$

$$Z: 10.89 = 10$$

$$N: 300 - 255 = 45$$

A. Program Code	B. Percentage	C. Minutes	D. Minutes for DaySheet
ET (IV-E 75%)	83.29%	249.87	245
Z (IV-E 50%)	3.63%	10.89	10
N (Non-reimbursable)	13.08%	39.24	45
<b>Total</b>	<b>100%</b>	<b>300</b>	<b>300</b>

2. If a social worker takes vacation/sick day, how should that time be coded?

*Any time for vacation, sick, leave with pay, etc. should be coded to G.*

3. How should we code for when a social worker takes a day off on an emergency basis and ends up on Leave Without Pay (LWOP)?

*Please use the same overall percentages under the new coding methodology, but to the number of hours they worked for that week. So if someone worked 32 hours instead of 40 hours in one week, please take the percentages and steps outlined in Question 1 and apply them to 32 hours to come up with the total minutes across each program code.*

4. The SIS change notice had an effective date of April 1<sup>st</sup>, but the DCDL had an effective date of May 1<sup>st</sup>. Which date is accurate?

*The effective date is May 1<sup>st</sup> to ensure accuracy between systems.*

5. In regards to the new Pre-Service training reimbursement, I am assuming a county cannot code to 255 for an employee who is in the old pre-service after May 1<sup>st</sup>, correct? This is only for the new pre-service training?

*Yes, that is correct. The new coding methodology is only for the new redesigned pre-service training. It does not apply to the curriculum for the old pre-service training. The old pre-service training is only still available in a few regions and is scheduled to sunset by the end of June. For those that are in the old pre-service training, please use the old methodology for coding time.*

6. Can new workers use service code 255 during other training that is provided at their agency prior to or after their pre-service training, prior to them being assigned their own cases? We have some workers who are in training at the agency after being hired but before they are able to begin pre-service.

*No, only from the start pre-service training until the end of pre-service training can they code to this new service code 255, which is specifically for pre-service training. Any time before or after the pre-service training would not be coded under service code 255.*

7. Can you please clarify the program codes ET, Z and N and when each would be used? I saw this in the policy:

Each 40-hour week would get coded to the following program codes for each trainee under service code, 255 Child Welfare Service Training:

- ET (IV-E Enhanced): 1,995 minutes (System would also apply penetration rate for that month)

- Z (IV-E Admin): 85 minutes (System would also apply penetration rate for that month)
- N (Non-Reimbursable): 320 minutes

*This is the coding for the entire 40-hour/2400-minute week. Ultimately, the entire week needs to add up the total minutes provided across the three codes. For coding daily, you could code each day to the following:*

Program Code	Day 1	Day 2	Day 3	Day 4	Day 5
ET (IV-E 75%)	395	400	400	400	400
Z (IV-E 50%)	15	15	15	20	20
N (Non-reimbursable)	70	65	65	60	60
<b>Total</b>	<b>480</b>	<b>480</b>	<b>480</b>	<b>480</b>	<b>480</b>

8. When do county staff use each code? For example, is ET used while at their county DSS agency and shadowing other workers, Z while in classroom training and N during travel?

*No, you would not need to use a separate service code for different types of activities. Since trainees are considered in training status during pre-service training, we do not need to differentiate the coding by activity.*

9. Would counties continue to code the time from Hire until time for Pre-service to applicable fund sources?

*Only the time from the start of pre-service training until the end of pre-service training can be coded to this new service code 255, which is specifically for pre-service training. Any time prior to pre-service training should be coded how it's currently being coded.*