**FTE Training FAQ’s**

**7/29/21**

**Q:** The Information, Inc. day sheet program has an "expected number of minutes" which includes holidays. This differs from the FTE template sent.

**A:** You would just need to adapt the template to fit your county’s needs.

**Q:** Is FTE calculated differently for teleworking/working from home or working in another building since there is no benefit of overhead in this case? This came to mind comparing the In-Home Aide program FTE’s.

**A:** This is still treated as if they were in the office. They are benefiting from overhead- still being supervised, still using the computer, office supplies, etc.

**Q:** If we have an employee in training the entire month, I normally code it to a Non-SIS Effort code. Would using ADM codes be the correct way of reporting this scenario? Or is the way I am doing it just a different way to report it?

**A:** We recommend using ADM for on-the-job training/ job shadowing.

**Q:** So why not just add them to the Non-SIS Effort like it was done prior to the ADM codes being created to avoid confusion on the coding?

**A:** This method is technically not wrong, but this is where monitors do see errors. For example, if you forget to take them off the Effort Report, then the next month you will have multiple imports for that employee. However, if it’s reported and adjusted correctly, it is acceptable to do it this way.

**Q:** We have always been told that day sheets and time sheets should match. If they do not show GA time for their holidays these will not match.

**A:** If you are including holidays, just make sure to let monitors know that is your county’s procedure. For those who do not include holidays, this is a justifiable reason for them to not match, as it’s considered a reconcilable difference.

**Q:** An employee works 20 days out of 22 days and is on FMLA the other two days. Does that employee's FTE need to be adjusted? From 1.00 to 0.91?

**A:** Yes, it would need to be adjusted because FMLA is considered an extended leave situation and in this example .91 is correct.

**Q:** In one of the examples in the SIS manual, it states that vacation/sick leave does not affect equivalency, so I’m trying to get clarification on the example about FMLA being out of the ordinary.

**A:** Whether vacation or sick leave is considered extended leave would be based on the county’s definition of “out of the ordinary”. FMLA is considered extended leave in most circumstances. The employee is not being supervised while under FMLA, thus not drawing overhead.

**Q:** In-Home Aides work in client homes but use their computer to document. How is this different than IM workers working from home?

**A:** In-Home Aides are a different type of program, in their own separate category. We recommend you follow the protocol you have always followed using the DSS-3538 form.

**Q:** After the pandemic will we still be able to code overhead for workers working from home?

**A:** Yes, we do not foresee any change to that procedure. As stated previously, they are still being supervised, using supplies, etc.

**Q:** We were told the following for our county: codes 752/753 are to be used only by the individual (usually a Lead LW/SW) who is presenting the training or meeting. Code 990 G is to be used for anyone attending a training or meeting, reviewing policy or training exercises, and also appropriate time for leave.

**A:** Yes, if the staff person is facilitating/leading the training, ADM is the correct code to use. If an employee is attending a training, that would be 990 G time.

**Q:** Our county will be closed 6 days in December 2021. What is our base FTE?

**A:** Calculate the total number of working days in your county then subtract out the holidays your county follows (unless your county includes holidays in day sheet reporting). This will give you the base number of days available to work in order to calculate any FTE adjustments.

**Q:** What if we have a new employee and they go on vacation and end up using leave without pay? Are we to prorate that FTE since they are not getting paid during their vacation time?

**A:** FTE adjustments aren’t affected by whether a salary is paid or not. Adjusting the FTE will depend upon whether this vacation is considered an extended leave (or a length of time considered out of the ordinary for your county).

**Q:** If a new employee is doing job shadowing, he/she should not be keying that as G time on the day sheet?

**A:** Correct. Use the ADM code.

**Q:** If they use vacation time for FMLA do we adjust the FTE?

**A:** Yes.FMLA is considered extended leave.

**Q:** Is it just adjusting for FMLA overall or only if it is FMLA leave without pay? (FMLA sick or vacation is still paid time)

**A:** In most circumstances, FMLA (whether paid or not) is considered extended leave, therefore the FTE should be adjusted.

**Q:** If someone is on intermittent leave for months, and they designate FMLA on their day sheet for those days, do I go ahead prorate those days each month since they have been identified?

**A:** Assuming you have all your documentation, this example could be calculated either way. However, a good rule of thumb would be: if you are in doubt, adjust the FTE. Also be consistent in your processes, how you calculate the FTE in this situation for one staff person should be the same for another.

**Q:** For clarification: new staff can code training/ job shadowing to ADM with the exception of pre-service training?

**A**: Yes, if the staff person is being trained on the job/job shadowing, ADM is the correct code to use. If an employee is attending a training, that would be 990 G time.

**Q:** What about an employee using twelve workdays of the month for comp time reduction? Change the FTE?

**A:** Is this out of the ordinary for this county? If so, yes adjust the FTE. Again, a good rule of thumb is if you are in doubt, adjust the FTE.

**Q:** Is an In-Home Aide the same thing as a CSST?

**A:** CSST is a Community Social Services Technician. You would really need to review the specific job descriptions to determine the difference. Again, In-Home Aides are a different type of program and should be treated like a separate category. For In-Home Aides, counties should follow the protocol they have always followed using the DSS-3538 form.

**Q.** I want to make sure I understand 990 G vs. ADM. If a Medicaid IMC is in a training class for two weeks to learn Medicaid they code to 990 G. When they begin to shadow a fellow caseworker but are not doing casework, they code to an ADM code. Is that correct?

**A:** Correct.

**Q:** So, do you prorate time for LWOP?

**A:** It depends on the situation. Remember, adjusting the FTE isn’t based on whether or not the worker was paid. If the worker is on extended leave (paid or not), you would prorate the FTE. Please also refer to the Calculating FTEs handout.

**Q:** A new worker comes in on the 15th of the month and spends two weeks in training-virtual and in person. Is this

990 G or ADM?

**A:** It depends. If they are attending a training it would be 990 G. If they are job shadowing it would be ADM.

**Q:** If a new worker is going to be training on the job, do they code this time to G time or do they just not do a day sheet and the 1571 preparer codes admin time for the month?

**A:** If the worker is job shadowing and has no direct services time, they would use an ADM code and complete a day sheet to account for all time as of their date of hire.

**Q:** What if a SW goes to pre-service training and has done case work part of the month? Do they code the time in pre-service to ADM or 990 G?

**A:** 990 G

**Q:** Extended leave clarification- It was stated that what is ordinary & out of the ordinary depends on the county. LBL states FMLA is out of ordinary b/c it does not require supervision. Is it up to the county or not?

**A:** If it’s common in your county to take three weeks of vacation, then don’t adjust the FTE. If it is out of the ordinary, adjust the FTE. FMLA is considered extended leave regardless of time duration (the only possible exception may be intermittent leave, which is addressed above).

**Q:** If a worker is assisting another county on a case, how do they code for that?

**A:** Reach out to your program staff as well as that county to see how they are coding the case.

**Q:** Is it 990 G time if an FNS worker helps children's services by copying and filing? Not 752 ADM for Services?

**A:** It is 752 ADM (make sure to code to the area for which the work is being completed).

***And remember, your LBL is always available to discuss specific situations in your county.***