

5101:9-7-23**Child support random moment sample time study.**

(A) The child support random moment sample (CSRMS) time study is designed to measure the activity of county child support enforcement agency (CSEA) staff related to child support program activities.

Data collected from these time studies are used to calculate allocation statistics used to distribute cost pool expenditures to the child support program. The percentages are used by the Ohio department of job and family services (ODJFS) to distribute administrative funds reported on the JFS 02750 "Child Support Administrative Fund Monthly Financial Statement" (rev. 10/2005), as detailed in rule 5101:9-6-83 of the Administrative Code.

The CSRMS reporting period offsets the calendar quarter by one month as follows:

(1) First period: December, January, February.

(2) Second period: March, April, May.

(3) Third period: June, July, August.

(4) Fourth period: September, October, November.

(B) The CSRMS time study is designed to identify staff activities directly related to program functions benefiting one or more CSEA functions.

(C) Employees engaged in directly related CSEA functions shall participate in the CSRMS time studies, but cannot participate in more than one type of time study (i.e., child support, income maintenance, social services, child welfare, juvenile court, or workforce investment agency random moment sample).

Categories of positions generally excluded from the time study are:

(1) Administrative.

(2) Supervisory.

If a worker assigned to a supervisory position also manages a caseload and provides direct services over fifty per cent of the time, the CSEA may add that position to the roster. Documentation must be retained by the CSEA to support the inclusion of the position in the time study, must be signed by the current agency head, and must include a copy of the position description and attest to the following:

(a) The directly related program activities and description of caseload assigned to the position.

(b) The portion of time spent by the position on these program activities.

(3) Administrative support.

If a worker assigned to an administrative support position also provides direct services over fifty per cent of the time, the CSEA may add that position to the roster. Documentation must be retained by the CSEA to support the inclusion of the position in the time study, must be signed by the current agency head, and must include a copy of the position description and attest to the following:

- (a) The directly related program activities performed by the position.
- (b) The portion of time spent by the position on these program activities.

(D) Each CSEA must assign a random moment coordinator and alternate coordinator(s) to administer the CSRMS time study. Each CSEA determines how many additional alternates are needed based on the location of the sample population, the sample size, available staff time, and/or other pertinent factors. At least one alternate must be selected to complete the CSRMS process in the coordinator's absence. The CSRMS coordinator may also be the coordinator for the random moment time studies detailed in rule 5101:9-7-20 of the Administrative Code.

The responsibilities of the coordinator and alternate(s) include reviewing, revising, and reporting the following information to ODJFS:

- (1) Core work hours - the actual CSEA hours are used. If the CSEA is using flex time or multiple shifts, report as core work hours the six-hour period in which the majority of the CSEA staff is scheduled to work.
- (2) Core lunch hour - the hour when the majority of the CSEA staff take lunch.
- (3) Employee roster - must be updated from the CSEA roster effective the thirtieth day of the second month of the calendar quarter. Positions that are vacant and will not be filled during the reporting quarter are not included.

The employee roster includes the following information:

- (a) Position number: a unique six-digit number for each position to be used in the CSRMS.
- (b) Employee name: the person filling the position.
- (c) Position description: The CSEA has the option of including the classification title or position description.
- (d) Location code: If CSEA staff is located in more than one unit or location, the CSEA has the option of identifying up to twenty different location

codes. This allows for easier distribution of the observation forms.

(E) ODJFS selects the sample for the period by using the sample size, roster and core hours submitted by the CSRMS coordinator. The selected information is then sent to the CSEA and includes the designated random moments and the current database listing of all participating positions in their CSRMS group. The CSEA uploads the sample into the local CSRMS software and prints the observation forms.

(F) To assure sampling accuracy and quality control, ODJFS selects four per cent of all CSRMS samples as a control group. When this occurs, the words "control member" appear to the right of the time and date of the observation moment. The right side of the form contains a space for the observer to write his or her name; the CSRMS coordinator or alternate serves as the observer. For the control samples, the observer asks the individual assigned to the position which program or activity he or she is working on at the specified moment. The observer, not the individual, completes the observation forms.

(G) For each CSEA, the sample size per reporting period is a minimum of three hundred fifty-four total observations.

The CSEA conducting the CSRMS may opt to produce more than the minimum observations per worker, to a maximum of five thousand total observations. A CSEA electing to sample more than the minimum number of observations per period must advise the ODJFS county finance section prior to the random moment sample selection for that period. Once the extra moments are assigned by ODJFS, they must be completed for that period.

(H) The observation form is distributed to selected workers as close to the observation moment as possible, preferably the same day, but no more than twenty-four hours in advance. If the worker assigned to the position cannot be located at a specified moment to complete the observation form, the form is left at his or her assigned work space. The completed form should be retrieved as soon as possible following his or her return. This procedure is also used when the individual cannot be interrupted at the designated moment.

The comments section does not need to be completed where the selected activity indicates:

(1) Worker was involved in a non-reimbursable activity. Non-reimbursable activities include, but are not limited to, leave, break, lunch, and personal business.

(2) Worker was not scheduled to work.

(3) There is an invalid response.

(I) Absences.

For the purposes of the CSRMS time study, a position is idle due to an absence when the worker assigned to that position is on paid or unpaid leave but intends to return to work in the future. If a position currently in a time study is idle due to an absence when the observation moment occurs, then the CSRMS coordinator shall mark the observation form with the appropriate codes for leave:

(1) Program 315, child support enforcement all programs, and activity 955, leave.

This process will be consistent for the duration of the absence, whether short term or long term, paid or unpaid, and regardless of whether the duties of the position are reassigned during the absence. If the CSEA expects an absence to last through the majority of the next CSRMS observation period, the CSRMS coordinator should remove the position from the CSRMS roster at the earliest opportunity. Once the absent worker has returned to the position, then the CSRMS coordinator shall add the position back on the CSRMS roster.

Although observation form documentation and comments are not required by this rule when a position is idle due to an absence, a CSEA may choose to implement more restrictive requirements for substantiation of observations.

(J) Vacancies.

For the purposes of the CRMS time study, a position is idle due to a vacancy when the worker who was assigned to the position has left it and does not intend to return. This includes situations in which a worker is promoted, demoted, transferred to another position or separates from the agency.

(1) If a position becomes vacant during the period, the CSRMS coordinator shall code forms assigned to that position as an invalid response.

(2) If a worker not currently in a time study assumes the responsibilities of a vacant position that is on the CSRMS roster, then that worker shall complete the CSRMS observations assigned to the vacant position.

(3) If a worker currently in a time study leaves one position to assume the responsibilities of a vacant position on the current CSRMS roster, then that worker shall discontinue completing the CSRMS observations assigned to his or her former position and shall begin to complete the observations assigned to his or her new position.

(4) If the CSEA expects a vacancy to remain unfilled through the majority of the next CSRMS observation period, the CSRMS coordinator should remove the position from the RMS roster at the earliest opportunity. Once the vacancy has been filled, then the CSRMS coordinator shall add the position back on the CSRMS roster.

(K) Observation form completion and documentation.

Except as noted in paragraphs (F), (I), and (J) of this rule, the position's observation form is to be completed by the worker whose name appears on the form. The worker completes the observation form by indicating whether he or she is working on a case and then selecting the program category and the type of activity being performed at the time designated. Only one program and one activity shall be selected.

(1) If the worker is working on a case, a case number or other unique identifier establishing case/client identity must be included on the form, and documentation supporting the selected program and activity codes must be available to provide an audit trail. The CSEA will supply the documentation when ODJFS reviews the selected sample of observation forms as detailed in rule 5101:9-7-22 of the Administrative Code.

(a) The documentation shall demonstrate that the selected program and activity codes match the work being performed.

(b) Documentation may include, but is not limited to, a screen print of:

(i) Family and children services information system (FACSIS);

(ii) Client registry information system enhanced (CRIS-E);

(iii) Support enforcement tracking system (SETS); or

(iv) CRIS-E/SETS automated interface.

(2) If the worker is not working on a case, then at a minimum, the worker shall write a description of the activity being performed in the comments section of the form. Alternately, the observation may be substantiated by documentation attached to the form.

(3) Neither comments nor documentation is required when the activity marked indicates the worker was on leave, on a break, at lunch, or performing a non-reimbursable activity or if the position is vacant. However, when this rule does not require documentation and comments for an CSRMS observation, the CSEA may choose to implement more restrictive requirements for substantiation of observations.

(L) Only the individual who originally completed the observation form shall revise and initial corrections if mistakes are identified.

(M) The RMS for the reporting period must be submitted to ODJFS no later than the twentieth calendar day of the month following the end of the CSRMS reporting

period (i.e., March, June, September, and December) or the next business day following the twentieth if the twentieth is not a business day.

(N) Financial, programmatic, statistical, recipient records and supporting documents must be retained for a minimum of three years after the ODJFS acceptance of the final closeout expenditure report, or as otherwise provided by any minimum retention requirements specified by applicable state or federal law. If any litigation, claim, negotiation, audit or other action involving the records has started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.

(O) The ODJFS will maintain a web site with current CSRMS coding information.

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Certification

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