



ANOKA COUNTY CHILDREN & FAMILY COUNCIL

Mission Statement: To nurture collaborative efforts by building bridges and networks between people and agencies who share a vision of a healthier community for children and families.

Information for Participants, Recorders and Validators of the Local Collaborative Time Study (LCTS)

LCTS and Anoka County Children and Family
Council Coordinator:

Kelsey Fuglsby Kelsey.fuglsby@anokacountymn.gov

2025

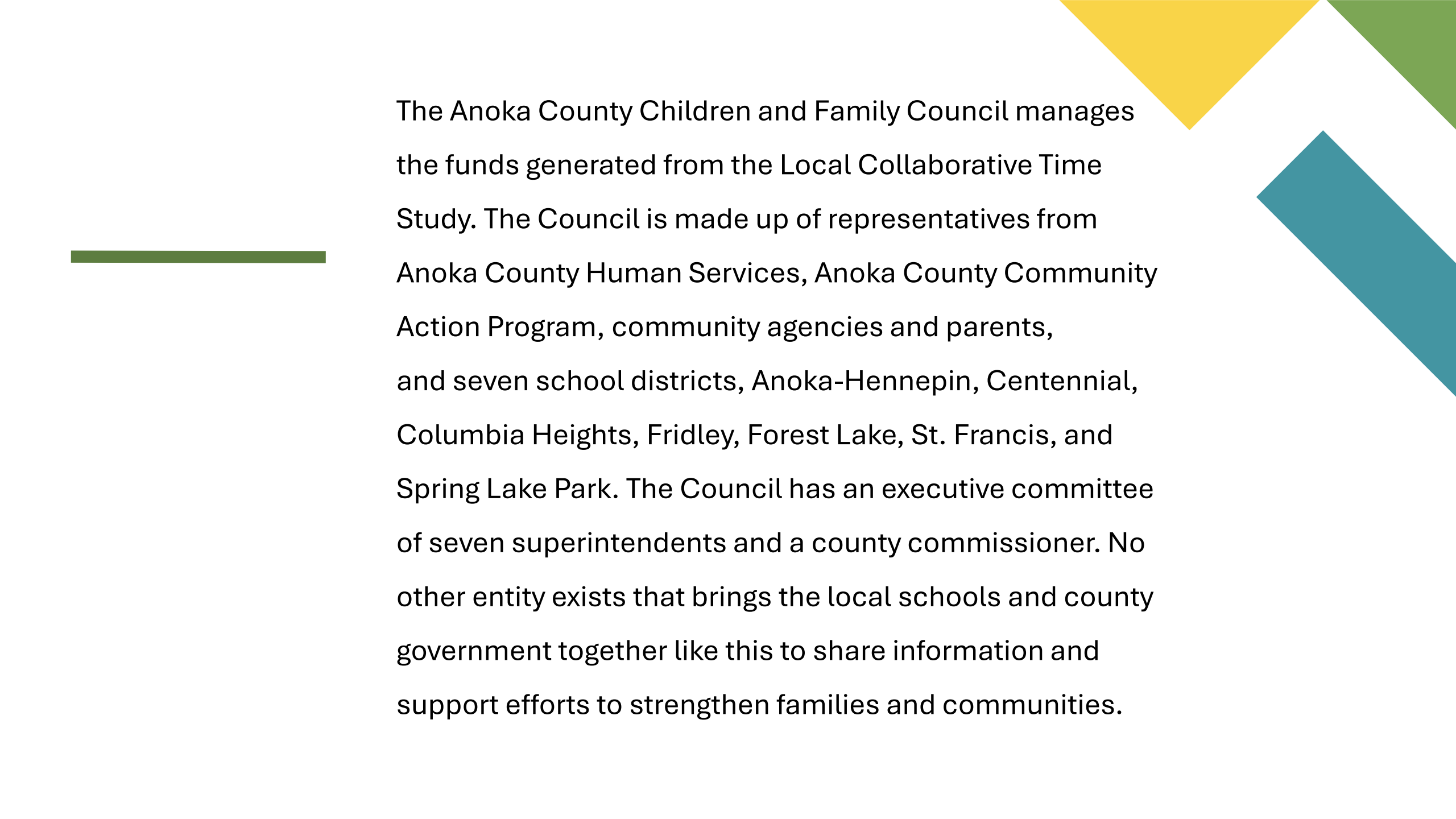


The LCTS and Anoka County Children and Family Council



More than \$25 million has been generated in Anoka County over the past 30 years through the Local Collaborative Time Study, a federally funded program that focuses on intervention and prevention activities for children and their families.

Approximately 500 people participate in the Anoka County Local Collaborative Time Study. They are teachers, social workers, public health nurses, corrections officers, and others who work with children and families. Periodically, they are asked to document what they are doing at a random moment during a day, by selecting an activity from a list of codes. The codes translate into dollars that come back to Anoka County.



The Anoka County Children and Family Council manages the funds generated from the Local Collaborative Time Study. The Council is made up of representatives from Anoka County Human Services, Anoka County Community Action Program, community agencies and parents, and seven school districts, Anoka-Hennepin, Centennial, Columbia Heights, Fridley, Forest Lake, St. Francis, and Spring Lake Park. The Council has an executive committee of seven superintendents and a county commissioner. No other entity exists that brings the local schools and county government together like this to share information and support efforts to strengthen families and communities.

THANK YOU!



Special Message to LCTS Participants...

Random moments get to the root of making a difference.

Special thanks to our Local Collaborative Time Study participants.

Your role is critical to the Council's ability to financially support the efforts briefly described here. Your dedication to completing the random moments to the best of your ability reaches far beyond your computer. You are part of the \$25 million raised and growing that helps our kids. Thank you.

For more information or questions about the Local Collaborative Time Study (LCTS) and Anoka County Children & Family Council (ACCFC), contact Kelsey Fuglsby, collaborative coordinator, at: 763-324-1289 or kelsey.fuglsby@anokacountymn.gov



Supporting our Community Through Dollars Raised

In the Community

Competitive Grants

Grants of up to \$50,000 are awarded through a competitive annual process.

A total of \$350,000 was budgeted in 2024-25. All grants support collaborative efforts involving Council members and multiple community partners.

Community Asset Funds

Mental health and support for immigrants and refugees have been consistent themes in the Council's 20 years of working with schools and communities. In the last decade, Adverse Childhood Events (ACEs) have been incorporated to the Community Asset Fund. Originally created in 2007 to bring together people from a variety of disciplines and organizations to target these persistent issues by building on strengths in the community.

School Site Funds

For the 2024-25 school year, over \$150,000 was divided among the seven school districts. Site funds are flexible dollars schools can use to improve family and educational functioning while fostering a safe and stable environment for children, ages pre-kindergarten through 18. The priority is basic and emergency family needs, such as rent, utilities, medication, and school supplies. Funds also are used for special programming, like summer offerings for kids at risk. It's up to the school districts to determine how to best use the funds, within the federal guidelines of prevention and intervention.

For more information about how the ACCFC supports children and families in your district, or questions about future involvement, please contact your ACCFC Council Member

or Kelsey Fuglsby, collaborative coordinator, at: 763-324-1289 or kelsey.fuglsby@anokacountymn.gov

School District	Appointed Representatives	Alternate Members
Anoka-Hennepin ISD #11	Tom Shaw, Director of Student Services	Heidi Geiss, District Homeless Liaison
Centennial, ISD #12	Kathy Zwonitzer, Director of Special Education	Mark Grossklaus, Executive Director of Teaching & Learning
Columbia Heights, ISD #13	Sarah Godfrey, Director of Special Education	Megan Endersen, Special Education Coordinator
Forest Lake, ISD #831	Brittany Hirsch, Teaching and Learning Coordinator	
Fridley, ISD #14	Laura Seifert-Hertling, Director of Special Services	Stephen Keeler, Director of Community Education
Spring Lake Park, ISD #16	Colleen Pederson, Director of Community Education and Outreach	Abbey Pierce, Social Worker
St. Francis, ISD #15	Chris Lindquist, Director of Community Education	Deb Parson, Director of Student Services





Participating in Random Moments

Tips, with links to full training materials

If you've been identified to join the time study, you must meet the following criteria:

Online version:

<https://www.anokacountymn.gov/DocumentCenter/View/37246/Public-Schools-Participant-Checklist-Introduction-12015>

After review, if you qualify, you must complete and sign the following form:

<https://www.anokacountymn.gov/DocumentCenter/View/37249/Public-Schools-Participant-Checklist-12015>

LCTS Public Schools Participant Checklist

Are you involved with casework, care management, service coordination, or outreach activities for children? These are those "administrative" types of social & health services that you may provide for children experiencing risk factors, special needs or health concerns.

If you spend your time working to provide case management, service coordination or outreach on behalf of these children, then you are eligible to participate in the LCTS. Case management, service coordination & outreach related to children's welfare, risk of placement or health generally include:

- Helping children & their families access appropriate services & resources
- Developing & reviewing intervention or care plans
- Assessing or identifying the needs of children
- Following up & evaluating the effectiveness of services
- Providing information through outreach activities, such as training, public speaking & community planning meetings

If you spend all or most of your time directly delivering services to children (such as regular classroom teaching & direct therapy services), then you are *not* eligible to participate.

If you are employed at least 20 hours a week & spend **40%** of your total working hours engaged in the types of case management, service coordination or outreach activities listed above (including related supportive activities such as paperwork & travel), then you qualify to participate in the LCTS. (If you are not certain whether you qualify, please see your LCTS Coordinator.)

Do you Qualify?

Online version:
<https://www.anokacountymn.gov/DocumentCenter/View/37247/Public-Schools-Participant-Activity-Examples-12015>

LCTS Public Schools Participant Checklist

Examples of Qualifying Activities

Casework, Care Management or Service Coordination

General Coordination

- Providing case management service to children at risk of out-of-home placement
- Participating in case conferences, child staffings, administrative reviews, or informal conferences regarding an identified child
- Meeting or talking & communicating with the child, family, substitute care providers, social services or other relevant persons about the status of the child, progress, goals, or closure of the case
- Implementing & coordinating the health related services contained in an IEP or IFSP
- Meeting with child crisis teams

Coordination with Court Services

➤ General

- Preparing for or appearing in court
- Providing legal advocacy
- Assisting a social worker in seeking court approval for voluntary placement
- Preparing for or participating in any judicial determination, including presenting testimony
- Assisting a social worker to prepare for a periodic judicial review
- Participating in a judicial review

➤ Child Custody

- Preparing a petition or making a determination to support a petition to seek custody of a child
- Providing information to assist a social worker to prepare a petition
- Appearing in court or preparing information for a court appearance where county is seeking custody of a child or status of child in county custody is being reviewed

➤ Truancy

- Preparing truancy petitions or other information for truancy court

Coordination of Health Services¹

- Serving as liaison with MA² providers & local health departments
- Participating in a meeting or discussion to coordinate or review a child's health care needs
- Participating in intake & assessment meetings for day treatment services
- Providing information to other staff on a child's related medical/dental/mental health services & plans

¹ "Health services" refers to those services (physical, dental, mental health, & substance abuse) which are reimbursable or covered by Medicaid

² MA refers to Title XIX or Medicaid

Helping Children & Their Families Access Appropriate Services & Resources

Providing Referrals & Arranging Access to

- Necessary medical health, dental health, mental health, or substance abuse services
- Medical/dental/mental health evaluations
- Chemical dependency (CD) assessments
- Family planning, pregnancy testing or HIV testing
- Admission to hospitals or medical facilities
- Child protective services
- County child welfare services
- EPSDT screenings, interperiodic screens & appropriate immunization

Assisting with Obtaining Resources

- Assisting with TEFRA applications
- Helping a child or family with eligibility forms, such as MA
- Assisting with obtaining resources, such as SSI & day treatment
- Collecting information such as income verification, social security number, citizenship, birth certificates, etc.
- Gathering information required in advance of referrals
- Collaborating with county social services to learn which students are in foster care or assisting them with Foster Care Candidacy determinations
- Coordinating with corrections to learn which students are on probation
- Participating in non-child/student specific planning meetings (district, school, community, collaborative, interagency) concerning children at risk of out-of-home placement and/or children with health & medical concerns
- Developing strategies to assess or increase capacity of school medical/dental/mental health programs
- Working with other agencies &/or providers to improve collaboration around early identification of medical/dental/mental health problems

Developing & Reviewing Intervention or Care Plans

- Developing health or service plans (other than IEPs) relating to MA services
- Developing or monitoring informal intervention plans for children at risk, including updating initial plans, social service case plans & required updates
- Developing or updating non-educational case plans
- Working with social services or probation staff to plan & coordinate services for youth at risk of out-of-home placement
- Developing goals, writing service agreements & engaging in other case management activities

Assessing or Identifying the Needs of Children

Health Related Needs

- *Completing IEP health related assessments*
- *Identifying gaps or duplication of medical/dental/mental health services to children & developing strategies to improve the delivery & coordination of these services*
- *Assessing the need for & arranging for admission to long-term health care facilities*
- *Charting a child receiving MA supported services*

Child Safety & Welfare Related Needs

- *Assessing the need for child protection referral or out-of-home placement*
- *Interviewing to determine the validity & scope of an emergency that possibly places the child at risk of out-of-home placement or child maltreatment*
- *Acting in capacity of mandated reporter*
- *Convening or contacting Child Protection Team if suspected child maltreatment has occurred*
- *Meeting with Child Protection Team for individual assessments & case consultations*

Following Up & Evaluating the Effectiveness of Services

- *Ongoing monitoring & assessing progress & effectiveness of health or social services*
- *Ongoing evaluation & assessment of the child & family*
- *Making parent, child or collateral contacts to monitor health regimes or provide follow up services*
- *Assisting children to re-enter the school & community after discharge from out-of-home placement or corrections*
- *Visiting a truant child's home to develop, implement or monitor an individual performance contract*

Providing Information through Outreach Activities, such as Training, Public Speaking & Community Planning Meetings

Providing Individual or Group Education & Information on

- *Issues affecting children at risk of out-of-home placement*
- *Identifying the health needs of children*
- *Accessing MA supported services*
- *EPSTD screenings*
- *Developing health related (medical, dental, mental health, behavioral, substance abuse) information & referral sources, such as directories of Medicaid providers, who will provide services to targeted population groups*
- *Providing or participating in individual or group prevention or awareness activities about substance abuse, AIDS or pregnancy*
- *Providing information on issues related to children at risk of placement through health fairs, presentations or school programs (not part of a curriculum or syllabus)*

Do you Qualify?

Online version:

<https://www.anokacounty.mn.gov/DocumentCenter/View/37247/Public-Schools-Participant-Activity-Examples-12015>

Participating in Community Planning Meetings Related to

- *Developing community strategies to address the delivery of health care services to the school population*
- *Working with other community agencies to improve collaboration around the early identification of the medical/dental/mental health problems of children*

Preparing for, Providing or Attending Training for Staff (Professional & Paraprofessional) in Collaborative Member Agencies Related to

- *Training to perform administrative services related to children at risk of out-of-home placement*
- *Training to develop competence in the delivery of services to child at risk of out-of-home placement*
- *Training to generally benefit preventive & protective programs or services designed for children at risk of out-of-home placement*
- *Training to improve delivery of medical/Medicaid related services*
- *Training to enhance early identification, intervention, screening & referral of students with special health needs to medical/Medicaid related services*
- *Training on administrative requirements related to medical/Medicaid services*

Educating Foster or Adoptive Parents on

- *Child protection/child welfare issues*
- *Child development issues*
- *Common behavioral issues pertaining to children in their placement*
- *Individual child's special needs*

Spending time on preparation, planning, paperwork, clerical activities, & travel associated with all of the above activities

These tasks do not “count” for participant eligibility

Examples of Some Activities that Do Not Qualify

- Academic or educational training for staff & volunteers
- Development of instructional plans
- Regular classroom teaching or training of children
- IEP meetings to develop IEP plans
- Formal annual or triennial reviews of IEP plans
- Working with children & youth in secure detention facilities
- Activities billed to MA or third party sources

Once you submit your completed form, and review materials/complete training, random moments will start.

You can expect to receive between 0-5 random moments every quarter.

Random Moments will arrive via email and will ask you to select a code that correlates to the activity of the time listed.

[Participant Name]

Click on the link below to complete your random moment for [date time].

Access to this random moment expires on: [date time].

Consult the time study instructions to complete your random moment. If you have questions or need a copy of the instructions—please contact your time study coordinator.

All random moment responses are subject to federal audit. Falsification of this information diminishes the integrity of the random moment sample and compromises the federal administrative claim.

Random moments that are not returned may impact your federal administrative reimbursement.

Click on this link [actual link to the address of the web-based application] or copy and paste this address into your web browser.

This message is being sent from an unmonitored email address. Please do not reply to this email.

The Basics

<https://www.anokacountymn.gov/DocumentCenter/View/37250/LCTS-Web-Based-Instructions-Public-Schools-12015>

You will be asked to select from the following codes:

Welcome [Participant Name]! Please complete the random moment for [date/time]. (Not you?)

Please select a code below that represents the activity performed at the time of the random moment. A selection is required.

- A - Determination of Risk
- B1 - Service Coordination – Child is in Foster Care Placement
- B2 - Service Coordination – Child is a Foster Care Candidate
- C - Court Related and Other Child Related Administration
- D - Child Welfare Training of Local Collaborative Staff
- E - Training of Foster and Adoptive Parents or Provider Staff
- F – Therapy and Treatment
- G - MA Eligibility Determination Assistance
- H - Health / Medical Related Service Coordination

The Basics

<https://www.anokacountymn.gov/DocumentCenter/View/37250/LCTS-Web-Based-Instructions-Public-Schools-12015>

A small percentage of random moments are selected to be validated. Each District has a different Validator, so please confirm you are entering the correct information. If you are in doubt, please enter LCTS and ACCFC Coordinator, Kelsey Fuglsby, kelsey.fuglsby@anokacountymn.gov

Validator Name:

Email Address: Email Address invalid.

All random moment responses are subject to federal audit. Falsification of this information diminishes the integrity of the random moment sample and compromises the federal administrative claim.

Submit

The Basics

<https://www.anokacountymn.gov/DocumentCenter/View/37250/LCTS-Web-Based-Instructions-Public-Schools-12015>

Code Meanings:

<https://www.anokacountymn.gov/DocumentCenter/View/37245/LCTS-Public-School-Activity-Codes-12015>

ATTACHMENT M
LCTS ACTIVITY CODES FOR PUBLIC SCHOOLS
A – F Child Welfare (Non-Medical)

Code A	Code B	Code C	Code D	Code E	Code F
<i>Determination of Risk</i>	<i>Child Service Coordination</i>	<i>Court Related and Other Child Related Administration</i>	<i>Child Welfare Training of Local Collaborative Staff</i>	<i>Training of Foster and Adoptive Parents or Provider Staff</i>	<i>Treatment & Counseling</i>
Deciding if a situation is present that would result in mandated reporting to county social services or local authorities; or if you are determining the need to recommend a student to the Foster Care Candidacy Specialist at county social services, up to the point of filing out a "Foster Care Candidacy Determination Form"	<p>Part 1. Coordinating child welfare services for a specific student who is in foster care placement.</p> <p>Part 2. Coordinating child welfare services for a specific student who has been identified as a Foster Care Candidate.</p> <p>These activities are the <u>coordination</u> of the service. This does not include providing the actual service itself.</p>	<p>Part 1. Other child welfare related activity not related to a specific student. Child welfare activities are activities that ensure the safety and well-being of a child</p> <p>Part 2. Court related activity for a specific student who is currently in foster care</p>	Receiving training on making recommendations for Foster Care Candidacy or if you are receiving or providing training on issues that fall within the definition of child welfare. This generally includes training concerning topics that have a goal of keeping families together & helping families access services needed to meet the safety & well-being needs of students	Training current or prospective foster or adoptive parents, including relatives, on the care of children who have been entrusted in their care	Providing counseling to students who are currently in foster care or have been identified as Foster Care Candidates. Also choose this code if you are providing counseling to a student's family if the student has been identified as a Title Foster Care Candidate or is currently in foster care

Code G	Code H	Code I	Code J	Code K
<i>MA Eligibility Determination Assistance</i>	<i>Health/Medical Related Service Coordination</i>	<i>Direct Medical Services</i>	<i>Other Services</i>	<i>General Administration – Not Program Related</i>
Conducting Medical Assistance (MA) outreach or assisting in the MA eligibility process	Referring, arranging, monitoring and evaluating health/medical services. Performing activities related to improving the delivery of health services in schools	Performing activities and services for students that are billable directly to MA. It is not necessary to know if your school actually does send a bill	Performing job specific activities that are not included in the other codes or that are billed to a third party other than MA	School general operating functions and activities, personal time taken during the work day, or when you are not at work to perform your job

EXAMPLES

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Selecting a Code



As part of your training, you will need to read and understand the meaning for each of the codes.

You can find complete description here:

<https://www.anokacountymn.gov/DocumentCenter/View/37251/LCTS-Activity-Code-Guide-Public-Schools-12015>

A flow chart is available here:

<https://www.anokacountymn.gov/DocumentCenter/View/37248/LCTS-Public-School-Flow-Chart-12015>

Complete Training materials can be found here:

<https://www.anokacountymn.gov/4516/LCTS>

Refer to posted LCTS activity codes and Web-Based instructions

Please respond to your moment within 48 hours

Send a letter code, provide a brief description of activity and indicate who you were with at the time. *The code must match the description.*

Before you can select codes B, C Part 2, or F:

First, check it out. Call your recorder. Find out if the child you were working with is on the recorders' Title IV-E Candidate Foster Care list for your area.

Select a code.

-Child *is* on the recorder list: Use codes B, C Part 2 or F.

-Child *is not* on the recorder list: Not on list, select another

code.

DHS Definition of Imminent Risk: A Title IV-E foster care candidate is a child who is at imminent risk of removal from the home and reasonable efforts are made to prevent the removal from the home or to pursue removal from the home.

If a child is not on the list (and you believe should be), please talk with your recorder and/or LCTS coordinator.

DHS Definition of Imminent Risk: A Title IV-E foster care candidate is a child who is at imminent risk of removal from the home and reasonable efforts are made to prevent the removal from the home or to pursue removal from the home.

Validator email for your district: _____

*Electronic version of training materials can be found at:
<https://www.anokacountymn.gov/4516/LCTS>*

Participants can expect to receive somewhere between 0-5 moments a quarter.

LCTS and Anoka County Children and Family Council Coordinator:

Kelsey Fuglsby
Kelsey.fuglsby@anokacountymn.gov



LCTS Tips and Tricks!
