

Random Moments

Turning LCTS Random Moments into ACCFC Funding



LCTS Moments



**ANOKA COUNTY
CHILDREN & FAMILY COUNCIL**

The Local Collaborative Time Study (LCTS) is a random moment time study administered by the MN Department of Human Services (DHS) to generate new federal dollars for Children's Mental Health and Family Services Collaboratives.



The LCTS accesses federal entitlement funds through two sections of the Social Security Act; Medical Assistance through Title XIX and Foster Care and Adoption Assistance through Title IV-E.

Public Health, County or Community Corrections and School Districts who are members of an approved Children's Mental Health & Family Services Collaborative participate and earn federal dollars for a collaborative.

How it Happens:

Random Moments document time spent by staff on various work activities at randomly selected dates and times each quarter.

At the time of the random moment, each staff person on the LCTS will choose an activity code to represent what best describes the activity they were performing at that date and precise time.



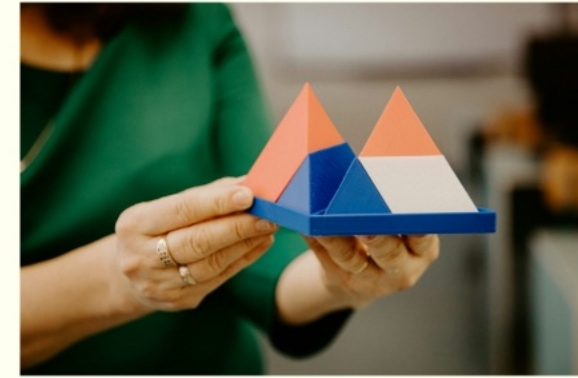


Across the State

The LCTS money is used to:

- Expand early intervention and prevention services for children and families
- Support the services provided by your local collaborative

Who's Doing the Work:



LCTS Participants: approved and trained in completing random moments, within 48 hours.

Recorders and Fiscal Contacts: responsible for keeping participant lists accurate, communicating training needs, helping facilitate trainings. Fiscal Contacts are trained and responsible for completing quarterly cost reports.

LCTS Validator: responsible to validate what the participant was doing at the time of the random moment, choosing to validate or not validate the random moment, submitting the complete, validated random moment all within the specified 7 calendar days after the occurrence of the random moment.



The Journey of a Random Moment to Dollars

Step 1: Recorders, ACCFC Members, Fiscal Contact, and Coordinator review staff lists for updates.

Decision: Is the staff list up-to-date?

- Yes – Proceed to next step.
- No – Make necessary updates.

Step 2: Recorders/ACCFC Member/Fiscal Contact note absences, leaves, removals, and additions to staff lists.

Step 3: Recorders/ACCFC Member and participant complete checklists and LCTS trainings.

Step 4: Email training forms and participant information to ACCFC Coordinator

Step 5: ACCFC Coordinator adds participants to DHS lists and communicates with the DHS coordinator for changes

Step 6: DHS send participants email to validate their address prior to Random Moments starting

Decision: Has the participant validated their email?

- Yes – Proceed to next step.
- No – Participant cannot participate

Step 7: At the start of each quarter, an arbitrary amount of random moments are divided amongst all participants in the state.

- o Anoka County LCTS participants will receive a portion of these moments each quarter

Step 8: Roughly 5% of random moments require validation

Step 9: For moments requiring validation, a participant enters the validator's email, before finalizing

- o The validator reviews the moment, confirming or denying if the description matches the selected code.

Step 10: Toward the end of the quarter, fiscal contacts, recorders, ACCFC members, and coordinator review staff lists again

- Step 11: Fiscal contacts use the updated staff lists, salaries, and time information to complete Quarterly Cost Reports

Step 12: Cost reports are submitted to Coordinator, then sent to Anoka County Fiscal for review

Step 13: Anoka County Fiscal enters the complete cost report information into the DHS system.

Step 14: DHS uses the cost report data, along with MA/IV-E numbers and Random Moment responses, to generate revenue.



Let's Celebrate

The following individuals have been essential to the continued success of LCTS funding through the Anoka County Children and Family Council. Their dedication not only strengthens our system but also sets a high standard for other collaboratives to follow.

THANK YOU

Anoka County Corrections:

Beth Bloomenrader-Recorder
Kim Powell-Fiscal Contact

Public Health:

Gina Hatanpa-Recorder
Dave Kent-Fiscal Contact

Anoka Hennepin:

Sara Johansen-Dexter-Recorder
Jessica Borglum-Fiscal Contact

Centennial:

Kristen Krause-Recorder
Maggie Kindle-Fiscal Contact

Columbia Heights:

Suzy Vescio-Recorder &
Fiscal Contract

Fridley:

Andrea Baker-Recorder & Fiscal Contact

St. Francis:

Vanessa Tolle-Recorder & Fiscal Contact

Spring Lake Park:

Sandy Johnston-Recorder & Fiscal Contact

Forest Lake:

Brittany Hirsch-Recorder

Debbie LeGault-Fiscal Contact

