LCTS CORRECTIONS PARTICIPANT CHECKLIST

It is important that the Local Collaborative Time Study (LCTS) does not include participants who are inappropriate for this time study. Every LCTS Collaborative must be certain that only appropriate staff is included on the time study or the entire LCTS funding stream is at risk. This is part of ongoing efforts to assure the integrity of the LCTS, ensure the program is audit proof, & ascertain that we meet federal requirements.

Here is a checklist to assist corrections staff to determine if they should be on the time study. If staff cannot assure the LCTS Coordinator that these conditions are met, they should **not** be on the LCTS.

Staff must answer "yes" to the following statements below. If the answer to any of these statements is "no", then you must notify your LCTS Coordinator that you should not be included on the LCTS.

Name _____ Job Title: _____

Agency _____ Date: _____

1. I work at least 20 hours a week.
2. I am on the payroll of Community Corrections.
3. I spend at least ***40%*** of my time doing at least one of the following types of activities:
    a. Providing case management service to children who would be at risk of out-of-home placement absent the provision of preventive services.
    b. Working with social services or probation staff in planning & coordinating services, including court interventions, for youth at risk of out-of-home placement.
    c. Coordinating services for youth at risk of out-of-home placement that are related to an IEP (non-educational services); developing intervention plans (not IEP/IFSP); assisting with obtaining resources such as TEFRA, SSI, Day Treatment; or prevention activities.
    d. Providing health related referrals; preparing health assessment & developing health plans (not IEP/IFSP); arranging for family planning, pregnancy testing, or HIV testing; making referrals for child & teen check-ups; providing parents education on child development, immunizations & substance abuse.
    e. Training collaborative staff on case management for children at risk of out-of-home placement; or training foster or adoptive parents on child protection/child welfare issues. Child welfare issues include such topics as child development, common behavioral issues, etc. (This does not include any classroom teaching or training of children). Also included in this area is public speaking or non-child specific planning meetings on issues affecting children at risk of out-of-home placement.

Check one

_☐_ I meet the above requirements; I should be on the LCTS

_☐_ I do not meet the above requirements; I should **not** be on the LCTS

*If you are not able to answer yes to all the questions above, you should **not** be on the LCTS. Please notify your LCTS coordinator if you are incorrectly on the LCTS so s/he is able to correct this mistake.*