DCYF Standard Operating Procedure

2652.4 RANDOM MOMENT SAMPLING (RMS)

Policy Directive: **21-53**

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Approved:

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Division for Children, Youth & Families

This SOP defines how Random Moment Sampling is structured to inform the DCYF penetration rate

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

I. DHHS uses quarterly caseload statistical reports generated from Bridges, to derive quarterly statistics for:

    A. Children placed in out-of-home care;

    B. Children receiving services while remaining in their homes; and

    C. Adoptive children for each bureau.

II. The statistics derived consist of the:

    A. Title IV-E administrative cost ratio;

    B. Number of Title IV-A Emergency Assistance eligible children;

    C. Number of Medicaid eligible children;

    D. Number of children charged to the Social Services Block Grant (SSBG);

    E. Number of children charged to Title IV-B; and

    F. Children that are only supported by state general funds.

III. The caseload statistics are entered into a matrix of CPSW, JPPO, and Fiscal Specialist direct service activities.

    A. The matrix contains activity codes that are mapped to the federal or state program, or programs benefiting from the activity.

B. This methodology assures that all children benefiting from those costs are included in the denominator for the calculation of the appropriate Case Mix Ratio or penetration rate.

IV. Employees are selected at random to respond to the State Office RMS Administrator, identifying what service is being provided and what kind of activity is being engaged in at a randomly chosen moment.

V. DCYF administrative costs are allocated to benefiting federal and state programs based on the caseload statistics for each, and the responses received from the CPSW, JPPO, and Fiscal Specialists in the RMS process.

Glossary and Document Specific Definitions

A - B   C - D   E - F   G - I   J - L   M - N   O - Q   R - S   T - V   W - Z

Document Change Log

PD	Modification Made	Approved	Date