



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Director
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January 10, 2008

MEMORANDUM

TO: Regional Directors
County Directors

FROM: Isabel Blanco, Deputy Director - Field Operations
Cliff O'Connor, Deputy Director - Fiscal

Two handwritten signatures are present. The first is in black ink and appears to be "IB" (Isabel Blanco). The second is in blue ink and appears to be "Cliff O'Connor".

SUBJECT: Revenues for Child Protection Services – Changes to RMSS (Random Moment Sample Study) for Child Protection Staff

DFCS Child Protection work is supported by a complex mix of different kinds of federal revenues (IV-E, IV-B, TANF, SSBG, TCM, etc.) and state revenues. Approximately two-thirds of the funds used to support Child Protection are federal funds. If federal funds are not obtained in the expected amounts, we are faced with the options of either reducing budgets or convincing the state to allocate more state funds to Child Protection work. It is not possible to effectively advocate for state funds for Child Protection work if we have not diligently made all reasonable efforts to obtain all federal funds possible.

One major way that Field Operations impacts our federal revenues is through the RMSS process. A time study is conducted on staff that asks staff what they are doing at a point in time. The results of this study are used to allocate Field Operations costs to various federal funding sources. The RMSS process is administered by the DHR Office of Financial Services, but the important collection and coding of data is all done by local staff appointed by the County Directors.

After mutual consultation between DFCS financial staff, DHR Office of Financial Staff, and input from a consultant on our IV-E processes (Hornby Zeller Associates), we have decided to make significant changes to the RMSS process for Child Protection staff (the RMSS for OFI staff is not being changed at this time) beginning in January, 2008.

It is imperative that the person responsible for conducting the RMSS in each county office is informed of these changes and thoroughly understands the activities codes and their definitions. The county director is ultimately responsible for the integrity of the

strike sample and accuracy of the strike documentation. We believe County Directors can best fulfill this responsibility by making sure that a strong member of their team is assigned this function and that whoever is assigned this function attends mandatory RMSS training in February.

RMSS strike documentation needs to accurately record the work activity being done at the time of the sample. The results of RMSS determine how tens of millions of federal funds are accessed.

You received the new Child Protection RMSS instructions and activity code definitions from Dorethea Hackney from the DHR Office of Financial Services on December 20, 2007 via GroupWise. These are the instructions to be used for the 3rd quarter strikes (January – March) and subsequent quarters. In addition to the written instructions, the mandatory training on either February 5 or 6 will be held for the staff assigned to collect the RMSS information. The 3 staff who are required to attend this training from each county are: the primary RMSS interviewer, the back-up interviewer, and a member of the county management team. As county director you are invited to attend the training, as well. The training on both days will begin at 10:00 a.m. and will end at 2:00 p.m. Please register for the training by contacting Joyce Rumph at jarumph@dhr.state.ga.us no later than Monday, January 28, 2008.

The location of the February 5 training session is in the auditorium at Middle Georgia Technical College in Warner Robins, 80 Cohen Walker Drive. Directions can be found at www.middlegatech.edu, under the "About MGTC" tab.

The training session on February 6 is located in the Tillman Auditorium of North Metro Technical College in Acworth, 5198 Ross Road. Directions can be found at www.northmetrotech.edu. The auditorium is located in Building 100.

Thanking you in advance for your support of this important effort to appropriately access the federal revenues used to support our work.

c: Mary Dean Harvey
Jim Sanregret
Ken Jones
Dave Teubl