

## Iowa Community Based Corrections Staff Workload Study PARTICIPANT REFERENCE GUIDE (rev 9-23-16)

This guide is intended to assist you with properly documenting details for each activity you conduct as part of the study. You may view a brief video providing step-by-step instruction here: <https://www.youtube.com/watch?v=TJz8tcew3V0>. The slides from that video are included at the end of this guide as well.

### ACCESSING THE TIME STUDY APPLICATION

To document activity details, you will need to access the application that has been programmed in DOC Portal. The link is <http://docportal.doc.gov.state.ia.us/Pages/Default.aspx> and can only be accessed while on the DOC network. Then, click on the “Other” button on the right-hand side of the screen. There will be a drop-down menu, select “DOC WebApps.” That will redirect you to <http://docwebapps.doc.gov.state.ia.us/>, where you will find a list of options on the left-hand side of the screen. Click the “SRR Time Study” hyperlink from the bottom of the list. That will take you to the first page of the application in which you will provide your personal information.

### COMPLETING THE STAFF INFORMATION SECTION

You will first enter your unique study ID number. Please remember this number is for you only and to not share it with anyone. This will protect your anonymity. Then, complete the rest of the information: district, sex, race, ethnicity, birthdate, hire date, and job start date. Note the “hire date” is the date you started working for the DOC, while “job start” is the date you started working as a CBC staff member. There is a text box for you to provide any notes as well. When finished, click “Save/Update” to proceed to the activities summary page.

### VIEWING THE ACTIVITIES SUMMARY PAGE

On this page, you will be able to view all activities you have documented for any particular day during the course of the study. Your information provided in the previous section will repopulate at the top of this page. Each row represents a previously documented activity. Here, you have three options to proceed:

1. You have the option of editing information for any saved activity by clicking on the “(EDIT)” hyperlink located in the second column from the right in each row. If clicked, you will be redirected to the activity information page where your documentation was previously saved. You will be able to edit information during the entire course of the study.
2. If you would like to enter documentation for a new activity using the same information for a saved activity (i.e., person, offender DOC ID, method, place, and system point), click on the “(NEW WITH THIS INFO)” hyperlink located in the first column from the right in each row. If clicked, you will be redirected to a blank activity information page with only the aforementioned information repopulated.
3. However, if you would like to enter documentation for a new activity without using existing information, click on the “Add Entry” button located at the top and bottom of the activities summary table. If clicked, you will be redirected to a completely blank activity information page.

### DOCUMENTING ACTIVITY INFORMATION

On this page, you will be able to enter documentation for a completed activity. First, you will select the date in which you completed the activity.

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Next, you will indicate what persons were involved in the activity by clicking on the appropriate check boxes. If the activity was associated with an offender, provide his/her DOC ID number in the text box. You can also locate the offender's ID number by clicking on the "search" button. If applicable to the offender, click on the "Sex Offender" or "Special Needs" check box as well.

Then, you will indicate the method for how you completed the activity and the place where you completed the activity by using drop-down menus. Note that you can select "other" for either one if you do not see the appropriate method or place and provide a description in the "Activity Description/Notes" text box.

You will indicate the system point of when you completed the activity by clicking on the appropriate check box or boxes if multiple points apply. "Supervision" includes all supervision types except pre-trial or interstate compact.

Now, you will indicate the actual activity completed by using the drop-down menu to choose from the list of 65 options. A glossary for the activities is provided below. It is extremely important that you select the appropriate activity. There are three activities that, if selected, require you to choose a sub activity: assessments, ICON data entry, and transfer case. For each selected activity, indicate the appropriate choice using the sub activity drop-down menu.

Once you have selected the activity and sub activity, if applicable, you will need to document the amount of time in minutes you spent on the activity with respect to travel, waiting, and actually completing the activity. For example, say the activity you chose was "attend/testify court hearing"; it took you 15 minutes to drive from your office to the courthouse, you waited 30 minutes for the case to be called by the judge, then the hearing took about 30 minutes, and finally you drove back to the office in about 15 minutes. In this case, you would type 30 minutes for "travel," 30 minutes for "waiting," and 30 minutes for "activity."

Finally, you will indicate the outcome of the activity and whether you had adequate time to complete the activity by using the drop-down menus. Each has three options. For "outcome," you will select *completed* if you did in fact complete the activity, *more work needed* if you were unable to fully complete the activity and plan to continue working on it, and *referred* if you made a referral to a program or agency. The choices are straightforward for "adequate time." The last piece of information you will document is whether you faced any challenges while completing the activity by clicking on the appropriate check boxes. Use your own discretion in selecting challenges.

Once you have entered all information, you will want to save it. Here, you have three options to proceed:

1. Click "Save Activity" if you do not have any other activities to document and return to the activities summary page.
2. Click "Save And Create New" if you would like to enter documentation for a new activity without using existing information. If clicked, you will be redirected to a completely blank activity information page.
3. Click "Save And Create New With This Information" if you would like to enter documentation for a new activity using the same information for a saved activity (i.e., person, offender DOC ID, method, place,

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and system point). If clicked, you will be redirected to a blank activity information page with only the aforementioned information repopulated.

**NOTES TO REMEMBER**

Please document data actively on at least a daily basis. You are encouraged to set aside time per day to document all completed activities for that day. The researchers will routinely conduct data checks during the study. The time study period will be Monday, September 26 through Friday, October 21 2016, a total of four weeks. If you have any questions about your participation in the study, please first contact Dr. Dee Bell at [deekb@att.net](mailto:deekb@att.net) or by phone at 404-432-1277 (cell) or 843-612-2915 (home). Dr. Nathan Lowe will be a secondary contact; he can be reached at [nlowe@csg.org](mailto:nlowe@csg.org) or by phone at 859-244-8057 (office).

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**ACTIVITY GLOSSARY**

1. **Administrative tasks** – cleaning office space, checking emails, updating calendar, conducting/documenting a record of office supplies, and/or greeting/directing people who come to the probation/parole office.
2. **Arrest procedures** – Any and all activity associated with arresting an offender (do not include time search for offender as this is under “Locate and apprehend offender”
3. **Assessments: screening/scoring** - Any and all assessments, screenings, or scoring of these items (see drop down for all assessments and forms)
4. **Attend training** - Attending any training either at office or another location
5. **Attend/testify court hearing** - Attending and/or testifying at a court hearing (document travel and waiting time)
6. **Attend/testify parole hearing** - Attending and/or testifying at a parole hearing (document travel and waiting time)
7. **Case plan development/review – DRAOR** - Completing a case plan, case review or documenting same to include the DRAOR review
8. **Case plan development/review - drug court** - Development of case plan or case plan review in conjunction with drug court cases
9. **Community involvement/outreach** - Attendance at community meetings, outreach or conducting community training
10. **Conduct training** - Providing as instruction at a training
11. **Consult with attorney/judge** - Time spent in face to face, electronic, or phone consultation with judges and/or attorneys
12. **Contact** - Occurrence in which people communicate with each other by phone, email or face to face in various settings, generally in context of offender and officer
13. **Coordinate with service providers/agency partners** - Providing coordination of services/ treatment or other activity with providers or agency partners on the behalf of offender(s)
14. **Discharge/termination request** - Completing a request for an offender discharge or termination request, including compiling and/or completing a related report
15. **DNA/fingerprints** - Collecting and/or submitting DNA sample or fingerprints of an offender
16. **Drug test/urinalysis** - Collecting, testing and documenting a drug test or urinalysis
17. **Duty officer for day** - Function as the office duty officer on a given day
18. **Emergency response/crisis intervention** - Responding to an emergency situation or intervening in a crisis or critical situation. Usually a situation directly related to an offender
19. **Equipment/facility maintenance** - Management of either equipment, facility, office, or vehicle

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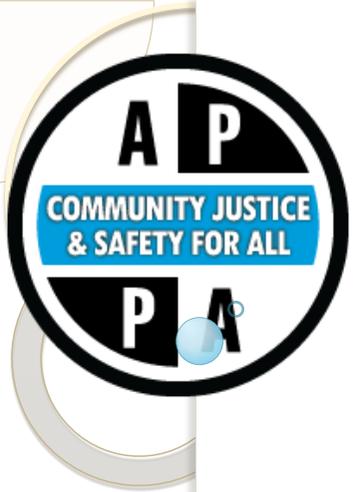
20. **Facilitate one-on-one session with offender/family** - Face to face meeting with offender and/or family member(s)
21. **Facilitate group** - Provide direction and leadership to offender program/treatment group meeting
22. **File legal documents (EDMS)** - As stated
23. **GPS/electronic monitoring** - Install/explain/monitor GPS or Electronic monitoring
24. **Grievances (offender)** - Research, respond, hear and/or document offender grievances
25. **Grievances (staff)** – Assist Union Stewards with investigations of staff grievances
26. **ICON data entry** - Enter any needed data into ICON
27. **Impose intermediate sanction** - Meet with offender to discuss and impose an intermediate sanction in response to poor performance under supervision or violation, and documentation of the same
28. **Inspect community service site** - Visitation of a community service site, staff or supervisor.
29. **Interstate compact** - All activities related to the transfer of an offender from Iowa to another state this may include interviews, forms, documentation, phone calls and emails
30. **Interview offender** - Face to face, web based, or phone interview of an offender
31. **Interview witness/collateral contact** - Face to face, web based, or phone interview of an witness or a collateral contact
32. **Locate and apprehend offender** - All activities associated with locating and apprehending an absconded offender
33. **Meeting attendance** - Attending a staff meeting or any other type of professional meeting
34. **Offender incentives for positive behavior/compliance** - Providing positive reinforcement of appropriate behavior and/or compliance with supervision
35. **Peer coverage** - Providing office assistance or offender interaction for absent staff member(s)
36. **Personnel-leave, timesheet, forms** - Completion or documentation on required personnel/human resources forms
37. **Polygraph testing** - Referral, administration or supervision of a test that is done with a lie detector to see if an individual is telling the truth
38. **Presentence investigation report** - Writing a report that documents gathered information and results of investigation into the history of person convicted of a crime before sentencing to inform the court
39. **Process offender requests** - As stated with respect to travel permits, special accommodations, etc.
40. **Property of offender** - Gathering, documenting and disbursing offender belongings or property
41. **Re-entry release/transition planning** - All activities associated in the re-entry/transition planning process including the actual release

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42. **Refer offender to program/service** - Make referral for any program or specific service within the agency or with a provider
43. **Residential summary/shift log entry** - Complete the residential summary or shift log as required
44. **Respond to media/public inquiries** - Research and respond to media and/or public inquiries. Include time to fact find and notify other impacted staff or management.
45. **Review of legal documents/decisions** - Read, review any legal documents or decisions that impact an offender or the agency's operations
46. **Review/obtain signatures for offender documents** - Read, explain and review offender documents and obtain required signatures
47. **Safety drills and coordination** - Conduct, coordinate or participate in any safety drill that prepares for an emergency situation
48. **Schedule/prepare court hearing** - Schedule, notify participants and/or prepare materials for any court hearing
49. **Schedule/ prepare parole hearing** - Schedule, notify participants and/or prepare materials for any parole hearing
50. **Search/seizure of evidence** - Conduct a search for any needed evidence and correctly seize the evidence
51. **Sex offender registration** - Any activity to ensure that offenders under supervision complete sex offender registration as required by Iowa law.
52. **Staff case consultation** - Consultation and/or discussion with agency staff on a given case or cases
53. **Time study documentation** - Time required completing the electronic time study form daily for the Community Based Corrections time study
54. **Transfer case** - Any activity required to transfer an offender case either within a field office or between IDOC offices/facilities. Do not include Interstate Compact transfers between states
55. **Transportation procedures for offender** - Any activities to arrange or provide an offender with transportation
56. **Treatment plan review-mental health diversion program** - Review of treatment plans with treatment providers or others of offenders in the mental health diversion program
57. **Verify offender employment** - Activities to include field visits, phone contact or electronic communications to verify the employment of an offender
58. **Verify offender records and background check** - Activities to include computer checks, field visits, phone contact or electronic communications to verify the criminal record and/or background of an offender
59. **Verify offender residence** - Activities to include field visits, phone contact or electronic communications to verify an offender's residence or home.

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- 60. **Verify program/service attendance and progress** - Activities to include field visits, phone contact or electronic communications to verify with providers an offender's attendance at a program, service or treatment group
- 61. **Verify/monitor/budget offender financial obligations** - Activities to include field visits, phone contact, or electronic communications to verify or monitor any financial obligation of an offender, as well as to help an offender budget expenses
- 62. **Victim advocacy/safety planning** - All activities, services or advocacy for victims of crime to include safety planning, referral for services or coordination of service with providers
- 63. **Violation report** - Gathering of information, documentation and review of violation report
- 64. **Weapons maintenance/practice** - All activities that are related to maintenance of weapons and practice of weapons usage (firing range or qualification)



# **A Study of Community Based Corrections Staff Workloads in Iowa**

*Instructions for How to Document Activity Details*

Go to DOC Portal on SharePoint



Iowa Department of Corrections Portal Home

Policies and Procedures

DOC Portal Home

Performance Measures

# Iowa Department of Corrections Intranet Portal (DOCPORTAL)

DOC Discussions

Home

Categories

e-Learning

ICON Workspace

Newsfeed

SUB SITES

CAP Team

Custody Classification Assessment Workspace

Dietetics and Nutrition

IDOC/IBOP Kaizen Team

K-9 Team Workspace

Reentry Coordination

SVP Audit Workspace

Team Justice

TIPS



- Administration
- Executive
- Learning Center
- Legal
- Offender Services

## Institutions

- Central Office
- ASP
- CCF
- FDCF
- ICIW

- IMCC
- ISP
- MPCF
- NCCF
- NCF

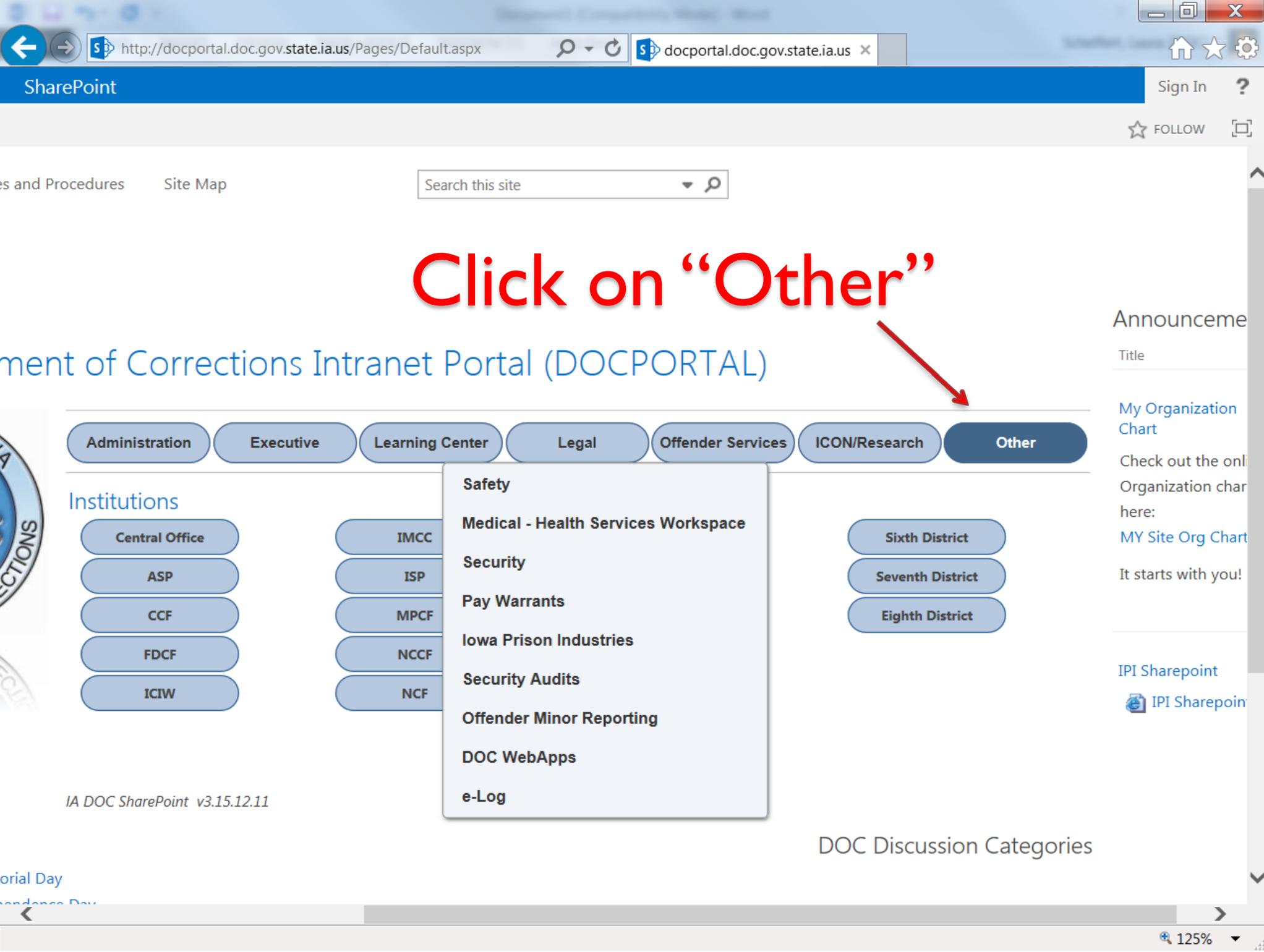
## Districts

- First District
- Second District
- Third District
- Fourth District
- Fifth District

IA DOC SharePoint v3.15.12.11

## Events

- 5/30/2016 12:00 AM Memorial Day
- 7/4/2016 12:00 AM Independence Day



Click on "Other"



# Department of Corrections Intranet Portal (DOCPORTAL)

- Administration
- Executive
- Learning Center
- Legal
- Offender Services
- ICON/Research
- Other**

## Institutions

- Central Office
- ASP
- CCF
- FDCF
- ICIW

- IMCC
- ISP
- MPCF
- NCCF
- NCF

- Safety
- Medical - Health Services Workspace
- Security
- Pay Warrants
- Iowa Prison Industries
- Security Audits
- Offender Minor Reporting
- DOC WebApps
- e-Log

- Sixth District
- Seventh District
- Eighth District

## Announcements

Title

[My Organization Chart](#)

Check out the only Organization chart here:  
[MY Site Org Chart](#)

It starts with you!

[IPI Sharepoint](#)

[IPI Sharepoint](#)

## DOC Discussion Categories

# Click on DOC WebApps

## Department of Corrections Intranet Portal (DOCPORTAL)



- Administration
- Executive
- Learning Center
- Legal
- Offender Services
- ICON/Research
- Other

### Institutions

- Central Office
- ASP
- CCF
- FDCF
- ICIW

- IMCC
- ISP
- MPCF
- NCCF
- NCF

- Safety
- Medical - Health Services Workspace
- Security
- Pay Warrants
- Iowa Prison Industries
- Security Audits
- Offender Minor Reporting
- DOC WebApps**
- e-Log

- Sixth District
- Seventh District
- Eighth District

IA DOC SharePoint v3.15.12.11

DOC Discussion Categories



## DOC Applications

DOCWEB Home

Welcome LAURA SCHEFFERT to the DOC Web Application Server.  
This will be the site for DOC wide Databases.

[ACA Accreditation Standards Search Page](#)

[Offender Infectious Disease List](#)

[Informal / Minor Reports](#)

[PREA Course](#)

[Employee Training](#)

Allowed Databases

[ACA Accreditation Standards](#)

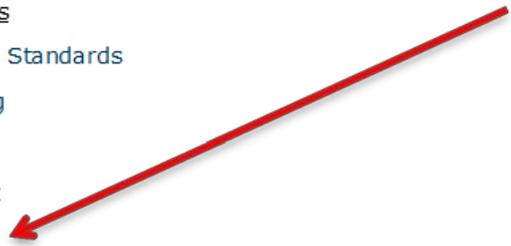
[Employee Training](#)

[Litigation](#)

[Civil Commitment](#)

[SRR Time Study](#)

**Click on "SRR Time Study"**



ID: 1 Allen, Mark [DOC]

### Please Update Your Personal Information

# CBC Staff Information

STUDY ID: 1

District: First

Biological Sex:  Male  Female

Race: White/Caucasian

Hispanic/Latino:  Yes  No

BirthDate: 09/27/1967

Hire Date: 07/15/1993

Job Start: 07/15/1993

Notes:

Save/Update

Use Study ID# to sign-in, provided by email from APPA.  
(Do not share the ID#)

Please indicate the date you started working at the DOC.

Please indicate the date you started working as a CBC staff member.

Time Study Report Form  
IOWA DEPARTMENT OF CORRECTIONS

# Activities Summary Page

CORRECTIONAL COUNSELOR INFORMATION

1  
Your Study ID#  
District:  
Biological Sex:  
Race:  
Hispanic or Latino:  
Date of Birth (DOB):  
Start Date with DOC/DCS:  
Start Date of Current Position:

First  
Male  
White/Caucasian  
No  
09/27/1967  
07/15/1993  
07/15/1993

Today's Other Notes (enter notes in the field and click the button to save)

Update Notes

Note this screen shows all activities entered for that day. This can be changed to view other days.

ACTIVITIES FOR 09/14/2016

<< [Calendar Icon] Change >>

Add Entry

CONTACT							ACTIVITY DESCRIPTION/NOTES (Optional)	TIME SPENT (in minutes)			OTHER NOTES			EDIT	NEW WITH THIS INFO
PERSON (Mark all that apply)	OFFENDER DOC ID	METHOD	PLACE	SYSTEM POINT	ACTIVITY	SUB ACTIVITY		TRAVEL	WAITING	ACTIVITY	OUTCOME	ADEQUATE TIME	CHALLENGES		
Attorney, Offender's Guardian/Family		Computer (i.e., software program)	Court	Pre-Trial	Assessments: screening/scoring	Jesness	Some info in here, things I did	5	10	30	Completed	NO	Miscellaneous Interruptions	[EDIT]	[NEW WITH THIS INFO]
Group (i.e. multiple offenders), Judge, Law Enforcement, Offender		Face-to-Face	Court	Interstate Compact, Pre-Trial, Pre-Sentence Investigation	Arrest procedures		Other Notes	0	0	15	More Work Needed	YES		[EDIT]	[NEW WITH THIS INFO]
Administrative Staff, Public, Law Enforcement		Computer (i.e., software program)	Court	Supervision, Pre-Trial	Arrest procedures			1	0	0				[EDIT]	[NEW WITH THIS INFO]

Note you can go back and edit past activities.

Enter new activities here.

Add Entry

Travel: 6 Waiting: 10 Activities: 45 Total: 61

Add/Update Activity Back To Timesheet

# Activity Information

Date:

Person (mark all that apply):

<input type="checkbox"/> Administrative Staff	<input type="checkbox"/> Attorney	<input type="checkbox"/> Board of Parole (BOP)	<input type="checkbox"/> Group (i.e. multiple offenders)	<input type="checkbox"/> Judge
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Public	<input type="checkbox"/> Offender	<input type="checkbox"/> Offender's Guardian/Family	<input type="checkbox"/> Staff (e.g. colleagues)
<input type="checkbox"/> Supervisor (i.e. your supervisor)	<input type="checkbox"/> Treatment Provider	<input type="checkbox"/> Victim/Victim's Family	<input type="checkbox"/> Other (please specify in notes)	
<input type="checkbox"/> None				

Offender ID:

Method:

Place:

SystemPoint (mark all that apply):

<input type="checkbox"/> Supervision	<input type="checkbox"/> Intake	<input type="checkbox"/> Interstate Compact
<input type="checkbox"/> Pre-Sentence Investigation	<input type="checkbox"/> Pre-Trial	<input type="checkbox"/> IDAP (Iowa Domestic Abuse Program)

Activity:

Sub Activity:

Activity Description/Notes:

Travel (in minutes):

Waiting (in minutes):

Activity (in minutes):

Outcome:

Adequate Time:

Challenges (mark all that apply):

<input type="checkbox"/> Abandoned Task	<input type="checkbox"/> Burnout	<input type="checkbox"/> Client Uncooperative
<input type="checkbox"/> Excessive Caseload	<input type="checkbox"/> Insufficient Training	<input type="checkbox"/> Lack of Resources
<input type="checkbox"/> Technology	<input type="checkbox"/> Unclear Policy	<input type="checkbox"/> Unexpected Finding

If the activity is associated with a specific offender please ensure you enter the correct ID.

Provide a more detailed description of the activity here, if needed for further clarification or if using "other."

If you want to document details for another activity but with the same offender, click "Save And Create New With This Information."

# Person Codes

*mark all that apply*

1. Administrative Staff
2. Attorney
3. Board of Parole (BOP)
4. Group (i.e., multiple offenders)
5. Courts
6. Law Enforcement
7. Public
8. Offender
9. Offender's Guardian/Family
10. Staff (e.g., colleagues)
11. Supervisor (i.e., your supervisor)
12. Treatment Provider
13. Victim/Victim's Family
14. Other (please specify in notes)
15. None

## Method Codes *drop-down menu*

1. Computer (i.e., software program)
2. Email
3. Face-to-Face
4. Kiosk
5. Mail
6. Phone/Voicemail
7. Virtual/Skype
8. Other (please specify in notes)

# Place Codes *drop-down menu*

1. Court
2. Law Enforcement
3. Office
4. Treatment Classroom
5. Virtual Environment (e.g., Board of Parole)
6. Offender's Home
7. Offender's Furlough Location
8. Offender's Work Site
9. Field
10. Residential Facility
11. Other (please specify in notes)

# System Point Codes

*mark all that apply*

1. Supervision
2. Pre-Sentence Investigation
3. Intake
4. Pre-Trial
5. Interstate Compact
6. IDAP (Iowa Domestic Abuse Program)

# Activity Codes

1. Administrative tasks
2. Arrest procedures
3. Assessments: screening/scoring
4. Attend training
5. Attend/testify court hearing
6. Attend/testify parole hearing
7. Case plan development/review - DRAOR
8. Case plan development/review - drug court
9. Community involvement/outreach
10. Conduct training
11. Consult with attorney/judge
12. Contact
13. Coordinate with service providers/agency partners
14. Discharge/termination request
15. DNA/fingerprints
16. Drug test/urinalysis
17. Duty officer for day
18. Emergency response/crisis intervention
19. Equipment/facility maintenance
20. Facilitate one-on-one session with offender/family
21. Facilitate group
22. File legal documents (EDMS)
23. GPS/electronic monitoring
24. Grievances (offender)
25. Grievances (staff)
26. ICON data entry
27. Impose intermediate sanction
28. Inspect community service site
29. Interstate compact
30. Interview offender
31. Interview witness/collateral contact

# Activity Codes con...

32. Locate and apprehend offender
33. Meeting attendance
34. Offender incentives for positive behavior/compliance
35. Peer coverage
36. Personnel – leave, timesheet, forms
37. Polygraph testing
38. Presentence investigation report
39. Process offender requests (travel permits, special accommodations, etc.)
40. Property of offender
41. Reentry release/transition planning
42. Refer offender to program/service
43. Residential summary/shift log entry
44. Respond to media/public inquiries
45. Review legal documents/decisions
46. Review/obtain signatures for offender documents
47. Safety drills and coordination
48. Schedule/prepare court hearing
49. Schedule/prepare parole hearing
50. Search/seizure of evidence
51. Sex offender registration
52. Staff case consultation
53. Time study documentation
54. Transfer case
55. Transportation procedures for offender
56. Treatment plan review - mental health diversion program
57. Verify offender employment
58. Verify offender records and background check
59. Verify offender residence
60. Verify program/service attendance and progress
61. Verify/monitor/budget offender financial obligations
62. Victim advocacy/safety planning
63. Violation report
64. Weapons maintenance/practice

# Instrument Codes

*If “Assessments: Screening/Scoring” activity is selected...*

1. Iowa Risk Revised
2. DRAOR
3. Jesness
4. ISORA/Static-99  
Combined
5. ISORA
6. Informal
7. Sexual Violence  
Propensity
8. Static-99
9. MIFVPP
10. MMPI
11. OWI Continuum  
Worksheet II
12. Psychosexual
13. SOTIPS
14. Stable 2007
15. Other (please specify  
in notes)

# Data Entry Type Codes

*If “ICON data entry” activity is selected...*

1. New Case
2. Generic Notes
3. Violation Incident
4. Security Standards
5. Core Data (e.g., employment, address, etc.)
6. Security Threat Group
7. Victim

# Transfer Type Codes

*If “Transfer case” activity is selected...*

1. DOC Institute to Field
2. Within Office
3. District-to-District (intrastate)
4. Residential Treatment Center

**DOES NOT INCLUDE INTERSTATE COMPACT**

# Time Spent

*Note how long (in minutes) it took you to complete...*

- a. Travel
- b. Waiting
- c. Activity

## Outcome Codes *(drop-down menu)*

1. Completed
2. More Work Needed
3. Referred

## Adequate Time Codes *(drop-down menu)*

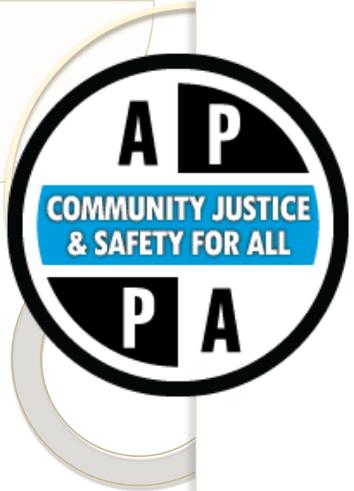
1. No
2. Yes, but needed more time
3. Yes, had enough time

# Challenges Codes

1. Abandoned Task
2. Burnout
3. Client Uncooperative
4. Co-worker Difficulty
5. Cultural Misunderstanding
6. Excessive Caseload
7. Insufficient Training
8. Lack of Resources
9. Miscellaneous Interruptions
10. Paperwork
11. Technology
12. Unclear Policy
13. Unexpected Finding
14. Waiting on Others
15. Other (please specify in notes)

# Notes to Remember

- Please enter data actively, on at least a daily basis (data checks will be conducted during the study)
- If information related to an activity is not listed, please select *other* and provide a clear and concise description
- Time Study period
  - September 26 to October 21 (4 weeks)



# Questions?

**Dr. Dee Bell**

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**Dr. Nathan Lowe**

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