

CATMAN for Regions



A user's guide to understanding the
activity codes

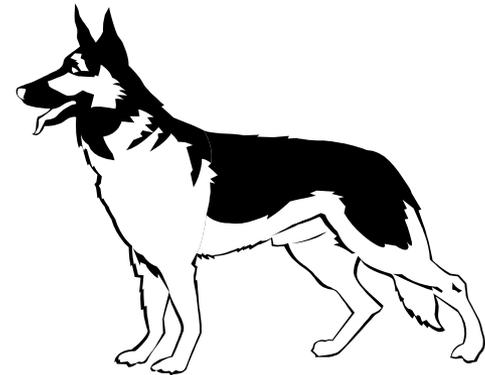


Activity Codes

- The following slides contain the activity codes for region employees, a description of the job duties that go along with each code, and a listing of the positions that may use them.
- Please review the descriptions. If you still have questions as to which activity code you should be using while performing certain activities, ask your supervisor for direction.

AB - Animal Bites

- Activities included in any part of the enforcement of the Rabies Control Act.
 - Nurses, Clerks, EHS, Administrators, Regional Providers



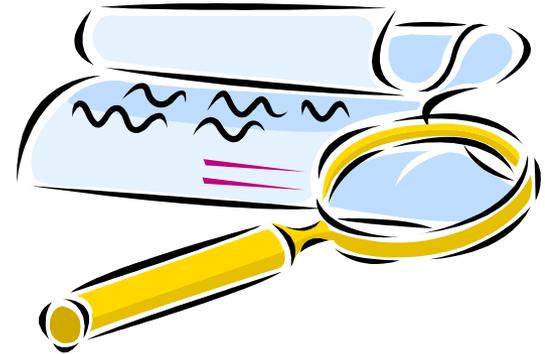
AP - Aids Prevention

- Time spent on education, counseling, testing, referral and providing partner notification services for persons exposed to or testing positive for HIV
 - Nurses, Clerks, Regional Staff, PHI



AS - HIV/AIDS Surveillance/ AIDS Seroprevalence

- Time spent coordinating HIV/AIDS case reporting by health providers to ensure that all cases of AIDS/HIV are reported properly
 - Nurses, Clerks, PHI's



AV - HIV Care Services

- Time spent coordinating, monitoring and evaluating District Consortia HIV medical and support services.
 - Nurses, Clerks, Regional Staff, PHI's



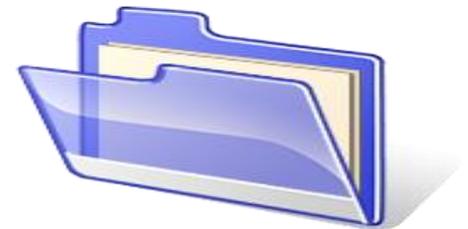
BC - Breast & Cervical Cancer Control

- Time spent on screening, education, referring, conducting follow-up, which includes colposcopy, re-Pap for inconclusive and controlling of breast and cervical cancer in age 50+ women.
 - Nurses, Clerks, Administrators, Regional Staff



CA - Cancer Follow-Up

- Time spent with women patients who have been found to have a non-negative Pap smear. Examples are colposcopy clinic, re-Pap for inconclusive, referrals, etc., in age under 50 women.
 - Nurses, Clerks, Regional Staff



CC - Communicable Disease

- Time spent on communicable disease surveillance, conducting communicable disease investigations and instituting appropriate preventive control measures. This does not include time spent on Tuberculosis and Sexually Transmitted Diseases.
 - Nurses, Clerks, Administrators, Regional Staff



CD - Chronic Disease

- Time spent in detection, prevention, education, and control of chronic diseases and associated risk factors, including tobacco use and lifestyle. Examples are smoking cessation and nutrition counseling.
 - Nurses, Clerks, Administrators, Regional Staff



CH - Child Health

- Time spent on the general health patients that DO NOT fall under the heading of WIC-Client Services, WIC Nutrition Education, or Child Immunization.
 - Nurses, Clerks, Administrators, Regional Staff



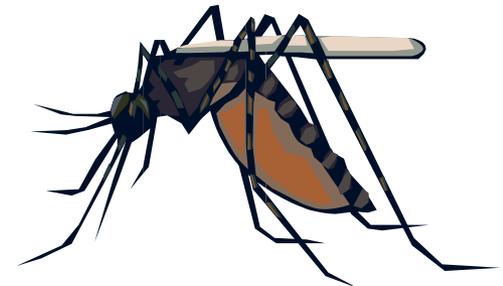
CI - Child Immunization

- Time spent in immunizations for children, 19 years of age and under.
 - Nurses, Clerks, Administrators, Regional Staff



ELD - ELC West Nile Virus

- Epi/Lab Capacity Grant-West Nile Virus activities
 - Nurses, Clerks, Administrators, Regional Staff, EHS



FD - Food

- Inspection of all food service, food processing, and food storage facilities; review of all plans for food service establishments, food store and markets, and other food related establishments; collection of sample of food products to ensure bacteriological standards are met; work with Regional Staff to implement special projects as needed to assure program effectiveness; quality assurance through periodic evaluations of programs; and technical training to professional staff and industry personnel
 - Clerks, EHS, Regional Staff



FP - Family Planning

- Time spent providing information, clinic services, and supplies to men and women desiring family planning services.
 - Nurses, Clerks, Administrators, Regional Staff



GS - General Sanitation

- Environmental complaints involving vectors, sewage and other General Sanitation Regulations; technical training for professional staff and industry personnel
 - Nurses, Clerks, Administrators, Regional Staff, EHS



HP - Public Health

Preparedness/Bioterrorism

- Time spent on the Bioterrorism Cooperative Agreement, specifically Preparedness activities. Preparedness activities include but are not limited to the following: training; developing business unit, county or regional plans; meeting with officials concerning preparedness issues; planning for and participation in exercises; participation in evaluations of exercises; attending meetings concerning preparedness activities; **participating in actual public health emergencies as part of your job;** managing on-call lists or calling trees; testing on-call systems, calling trees or equipment; activities related to planning for smallpox; coordination of information from the Health Alert Network (HAN); surveillance activities; activities related to mass dispensing; administrative activities in support of the Cooperative Agreement.
 - Nurses, Clerks, EHS, Administrators, Regional Staff, PHI's



HP - Public Health Preparedness/Bioterrorism

- Located in the Special Codes drop down box is a listing of codes to be used in special circumstances.
- Where do we code activities related to the recent disasters such as the tornadoes and floods? Would you code use the special code or PH Preparedness?
 - The employees should allocate their time to the direct program they were working on as well as selecting the special code of Natural Disaster. The special code is an add on to the regular program code.

IM - Adult Immunizations

- Time spent providing immunization services to adults, 20 years of age and older.
 - Nurses, Clerks, Administrators, Regional Staff



LHU - Local Health Unit Administration

- Local Health Unit Administration Activities. Includes general staff meetings, general information telephone calls, emailing to a non-program specific distribution list, general office duties, timekeeping, records management, travel, in-service training, CLIA activities, billing and encounter forms. Considered indirect cost.
 - Nurses, Clerks, Nutr., Home Ecs, EHS, Administration, PHI





LVE - Leave

- Leave-Sick and Vacation time. Please select the appropriate leave category
 - Everyone

MA - Maternity

- Time spent providing prenatal and/or postpartum clinic services for obstetrical patients and performing presumptive eligibility determinations and other related paperwork.
 - Nurses, Clerks, Nutr., Home Ecs, Administration, Regional Staff





OTH - Other Program

- Other Program not listed in your original listing of activity codes.
 - Everyone

OW - Onsite Wastewater

- On-Site Wastewater helps ensure the safety of water resources. Program activities encompass sewage regulations, response to malfunctioning systems complaints, evaluation, review and approval of alternate an experimental sewage systems; inspection and training of manufacturers, installers, cleaners and designated representatives; and training of professional staff and industry personnel.
 - Clerks, EHS, Administrators, Regional Staff



PF - Pandemic Flu

- Time spent training, developing state, division, county or regional plans, meeting with officials concerning pandemic flu issues; planning for and participation in exercises; participation in evaluations of exercises, attending meetings or trainings concerning pandemic flu, planning for or participating in flu clinics; participating in any flu pandemic activities; administrative activities in support of the Cooperative Agreement.
 - Nurses, Clerks, EHS, Administration, Regional Staff, PHI



REG - Regional Administration

- Regional Administration Activities.
Includes general staff meetings, general information telephone calls, emailing to a non-program specific distribution list, general office duties, timekeeping, records management, travel, in-service training, CLIA activities, billing and encounter forms. Considered indirect cost.
 - Regional Staff

SP - Swimming Pools

- Activities include plan review and assessment of public or semi-public swimming pools, spas and related facilities, sampling and analysis for water quality and professional training and development for staff and industry personnel.
 - Clerks, EHS, Administrators, Regional Staff



ST - Sexually Transmitted Disease

- Time spent in providing education, counseling, examinations, tests, diagnosis, treatment, follow-up, and/or partner notification services for gonorrhea, syphilis, and chlamydia.
 - Nurses, Clerks, Administration, Regional Staff, PHI's



TB - Tuberculosis

- Time spent in Chest Clinics in the Local Health Unit, teaching conferences, maintaining statistical and medical information on TB patients and their close contacts, performing skin tests for health cards.
 - Nurses, Clerks, Administration, Regional Staff

VR - Vital Records

- Time spent processing vital records, e.g., birth certificates or death certificates.
 - Clerks, Administration, Regional Staff



WA - WIC Administration

- Time spent on general management of WIC including: program monitoring and audits; prevention of fraud; ordering and checking in food instruments; maintaining inventories of food instruments, breast pumps, and special and sample formula; clearing up inaccurate food instrument records; outreach; vendor contacts and education; setting up and maintaining administrative records and participant files, maintaining policy manuals; preparing and distributing reports.
 - Nurses, Clerks, Administration, Regional Staff

WB - WIC Breastfeeding

- Time spent planning, providing and/or participating in training for WIC breastfeeding promotion and support activities; planning, providing and documenting WIC breastfeeding promotion and support; evaluating and monitoring WIC breastfeeding promotion and support; travel time for training and/or providing, evaluating and monitoring WIC breastfeeding promotion and support; interpreter and translator time for WIC breastfeeding promotion and support; ordering and sticking materials for WIC breastfeeding promotion and support
 - Nurses, Clerks, Administrators, Regional Staff



WC - WIC Client Services

- Time spent on eligibility assessment (nutritional assessment, income assessment, review of documentation for residency and identity); issuing food instruments and instructing participants on using food instruments; instructing participants on the food prescription/package; referring participants to other services; coordination with other services; conducting surveys/studies which evaluate the WIC impact on participants.
 - Nurses, Clerks, Regional Staff, Home Ec.



WE - WIC Nutrition Education

- Time spent planning, providing and/or participating in training for WIC nutrition education; planning, providing and documenting WIC nutrition education (initial education given during nutrition assessment, subsequent nutrition education and increase risk contacts); evaluating and monitoring WIC nutrition education; travel time for training and/or providing, evaluating and monitoring WIC nutrition education; maintaining scheduling and attendance records for WIC nutrition education; interpreter and translator time for WIC nutrition education; ordering and stocking WIC nutrition education supplies.
 - Nurses, Clerks, Nutr., Home Ec., Regional Staff



WM – WIC Farmers' Market Administration

- Time spent on all activities related to the WIC Farmer's Market Nutrition Program (FMNP), including but not limited to, general administration, policy development and dissemination, ordering FMNP checks, writing FMNP State Plan, working on FMNP data system, running reports for FMNP, financial management of FMNP, issuing FMNP checks, and bank contracts for FMNP checks payment.
 - Nurses, Clerks, Administration, Regional Staff

WP - WIC Peer Counseling Service Delivery

- Time spent providing and documenting services provided by Breastfeeding Peer Counselors including but not limited to prenatal breastfeeding promotion (clinic, home, class, phone or mail contacts); breastfeeding support (clinic, home, hospital, class, phone, or mail contacts); community outreach (health fairs, visits to physicians, clinics, hospitals, LLLs, pregnancy centers, etc.); participant case management (establishment, maintenance and tracking of files); clinic support (pumps & breastfeeding supply management including brochures & staff education).
 - BF Peer Counselors, Regional Staff



TSA - Tobacco Administration

- An effective tobacco control program requires a strong management structure to facilitate coordination of program components, involvement of multiple State agencies (e.g., health, education, and law enforcement) and levels of local government, and partnership with statewide voluntary health organizations and community groups. In addition, administration and management systems are required to prepare and implement contracts and provide fiscal and program monitoring.
 - Tobacco Funded Staff





We code what
we do!

We code all time-
work and leave!



Quick Reference Guide

- A quick reference guide located on the CATMAN Intranet Website is available to help you when choosing your activity codes. The table includes a listing of Field job functions as well as a listing of activity codes available to field employees.
- This is just a guide. There may be times when someone will code an activity that is not indicated for their particular discipline. If you have questions, please contact your Supervisor or the Regional Administration Manager.



CATMAAn Activity Code Review

The following slides will test what you have learned about coding your activities. Click on the answer you think is correct. If you are right, you will hear applause. If you are incorrect, you will hear an explosion. Make sure the sound volume is turned up on your computer and good luck!



Swimming Pool Code is utilized by the nurses and clerks when they go swimming during the day.

True

False

- 
-
- False – See description of SP-Swimming Pools for proper use of this activity code.



Public health Preparedness /
Bioterrorism Code is utilized when
someone is actually participating in
actual PH emergencies as part of their
job.

True

False

- 
-
- False- The employees should allocate their time to the direct program they were working on as well as selecting the special code related to the PH emergency. The special code is an add on to the regular program code.



Which of the following are reasons why we do CATMAN?

- A. To determine costs of services
- B. To provide documentation for program funding
- C. To enable the Department to maximize federal dollars
- D. To avoid audit findings and repayment of federal dollars
- E. All of the above



Pandemic Flu code is the code to utilize for Mass Flu clinics.

True
False

- 
-
- True- PF-Pandemic Flu is the activity code you should allocate your time to if you participate in a Mass Flu Clinic.



No one should allocate more than 8 hours for one day.

True

False

- 
-
- False- You should allocate all time worked. If this adds up to 8 ½ hours for a day, allocate 8 ½ hours.



LHU Administration Code is utilized when making copies of Death Certificates.

True

False

- 
-
- False- VR-Vital Records is the correct activity code to use in this instance.



Public Health Preparedness/
Bioterrorism Code is utilized when
someone is participating in a LHU
tornado drill.

True

False

- 
-
- True- This is an example of a Public Health Preparedness activity.



HIV services are coded to Sexually Transmitted disease.

True
False

- 
-
- False- Time spent on HIV services should be allocated to the AV-HIV Services activity code.



LHU Administration Code should be utilized when the clerk is pulling FP records for the next day's clinic.

True

False

- 
-
- False- FP-Family Planning should be chosen while performing this activity.



WIC Administration Code is utilized only by the WIC coordinator and WIC Regional Support Staff.

True
False

- 
-
- False- WIC Administration Code is utilized by Nurses, Clerks, Administration and Regional Staff



WIC Nutritional Education Code is utilized only by the Nutritionists.

True

False

- 
-
- False- WIC Nutritional Education Code is utilized by Nurses, Clerks, Nutr., Home Ec., and Regional Staff.



The LHU clerk pulls records for the people scheduled for the WIC Nutritionist.

How would time be coded?

- A. WA-WIC Administration
- B. WB-WIC Breastfeeding
- C. WC-WIC Client Services



HHI Manager give a presentation about WIC to the staff of the local hospital.

How would time be coded?

- A. WA-WIC Administration
- B. WB-WIC Breastfeeding
- C. WC-WIC Client Services



LHU staff member orders supply of baby formula.

How would time be coded?

- A. WA-WIC Administration
- B. WB-WIC Breastfeeding
- C. WC-WIC Client Services



A Home Economist conducts a Nutrition Education class on breastfeeding for a group of moms.

How would time be coded?

- A. WB-WIC Breastfeeding
- B. WA-WIC Administration
- C. WE-WIC Nutrition Education



A Home Economist counsels a mom on use of a breast pump.

How would time be coded?

- A. WB-WIC Breastfeeding
- B. WA-WIC Administration
- C. WE-WIC Nutrition Education



A WIC Nutritionist travels 1 ½ hours to another county to see scheduled High Risk Appointments.

How would time be coded?

- A. WB-WIC Breastfeeding
- B. WA-WIC Administration
- C. WE-WIC Nutrition Education



LHU staff member issues Farmers Market Nutrition Program checks to a WIC mom.

How would time be coded?

- A. WB-WIC Breastfeeding
- B. WA-WIC Administration
- C. WE-WIC Nutrition Education
- D. WM-WIC Farmers Market Administration



CATMAⁿ WIC Certification Process and How Time is Reported

- The WIC program is a complex program in which reporting your time worked to the correct activity code can be complicated
- Because of this, the following slides will walk you through the process of reporting time on a new WIC applicant going through the certification process.

CATMAⁿ WIC Certification Process and How Time is Reported

Jane Doe calls LHU for an appointment. She is pregnant and has a two year old child, Bambi. Neither she nor the child has ever been on WIC. Staff member at LHU answers the phone, records the pertinent information (name, address, phone,) makes an appointment for her and the child. Ms. Doe is told what items she needs to bring with her for the appointments.

How would this time be coded?

- A. WA-WIC Administration
- B. WB-WIC Breastfeeding

CATMAⁿ WIC Certification Process and How Time is Reported

Ms. Doe and Bambi arrive for their appointments. The first part of the eligibility process is completed by a LHU staff member i.e. assessment of identity, income, residency. She is also asked if she would like to register to vote and if the child is up to date on immunizations. They are asked to have a seat in the waiting room.

How would this time be coded?

- A. WA-WIC Administration
- B. WC-WIC Client Services

CATMAⁿ WIC Certification Process and How Time is Reported

Ms. Doe and Bambi are called to the lab to have their blood drawn. They are also weighed and measured. The nutritional assessment (VENA, risk factor assignment) and documentation is completed. Based on the nutritional assessment, the CPA refers Ms. Doe to a smoking cessation program and refers both to the AR Medicaid program.

How would time be coded?

- A. WC-WIC Client Services
- B. WA-WIC Administration

CATMAⁿ WIC Certification Process and How Time is Reported

The CPA counsels Ms. Doe on reasons to stop smoking, on her poor weight gain during her pregnancy and the benefits of breastfeeding. She counsels Ms. Doe using WIC Fit Kids for Bambi's high intake of juice and poor weight gain and schedules them both to see the Nutritionist. She refers Ms. Doe to the breastfeeding peer counselor.

How would time be coded?

- A. WE-WIC Nutrition Education; WC-WIC Client Services (the referral)
- B. WA-WIC Administration

CATMAⁿ WIC Certification Process and How Time is Reported

The food packages for both Ms. Doe and Bambi are explained by the CPA. She offers peanut butter for both Ms. Doe and Bambi. Ms. Doe decides that she will get peanut butter for Bambi and beans for herself.

How would time be coded?

- A. WC-WIC Client Services
- B. WE-WIC Nutrition Education

CATMAⁿ WIC Certification Process and How Time is Reported

Ms. Doe signs that she understands her rights and responsibilities as a WIC participant and is given the WIC food checks for herself and Bambi. How to use the food checks at the grocery store is explained to Ms. Doe and is referred to the list of approved vendors posted in the waiting room. Ms. Doe and Bambi are given their return appointments.

How would time be coded?

- A. WC-WIC Client Services
- B. WM-WIC Farmers' Market Administration



Critical CATMAⁿ Comments

- Review the description of the activity when selecting correct code
- Other Program is used by Central Office Staff 99.9% of the time and is rarely used in the Regions. Only use this activity when prompted by a supervisor.
- Clinic Staff will rarely use In-Home Services code
- Clerks or Nurses - when filing program records, code to the program whose records you are filing.

Post Assessment

- Please return to A-TRAIN to complete the post assessment for this course.
- Instructions for completing the post assessment were e-mailed to you when you registered. They were attached to the registration notification.