

AVERAGE TIME PER WEEK

P = Planned (activity was anticipated and time was already allocated)

U = Unplanned (activity was not anticipated and/or time was not allocated beforehand)

	TT = Total Time			TTA = Total Time on Activity						
	Total Time on Activity			Total P Time on Activity			Total U Time on Activity			
	Total	Total (Hrs)	% TT	Total	Total (Hrs)	% TTA	Total	Total (Hrs)	% TTA	
Systemic (not case-specific)	540	9	22%	363	6	67%	178	3	33%	
Systemic (not case-specific)	Make / monitor caseload assignments	122	2	5%	99	2	81%	23	0	19%
	Set goals & monitor performance of unit	16	0	1%	5	0	31%	11	0	69%
	Organize/prepare for meetings (not case-specific or personnel)	47	1	2%	36	1	78%	10	0	22%
	Participate in special project meetings	95	2	4%	81	1	85%	14	0	15%
	Participate in regular meetings	63	1	3%	60	1	96%	3	0	4%
	Gather / compile information for reports or requests	84	1	3%	26	0	31%	58	1	69%
	Communicate with schools	5	0	0%	2	0	36%	3	0	64%
	Communicate with placement resources	14	0	1%	3	0	19%	11	0	81%
	Communicate with law enforcement	5	0	0%	0	0	0%	5	0	100%
	Communicate with child advocacy centers	1	0	0%	0	0	25%	1	0	75%
	Communicate with courts	16	0	1%	4	0	25%	12	0	75%
	Communicate with mental health providers	6	0	0%	3	0	43%	3	0	57%
	Communicate with other system entities	18	0	1%	10	0	55%	8	0	45%
	Present / provide information and/or training to the public	19	0	1%	18	0	96%	1	0	4%
Resource development (example: foster home recruitment)	2	0	0%	2	0	100%	0	0	0%	
Other:	29	0	1%	15	0	51%	14	0	49%	
Personnel / Mgmt (not case-specific)	341	6	14%	203	3	60%	137	2	40%	
Personnel/Mgmt (not case-specific)	Attend trainings	64	1	3%	64	1	100%	0	0	0%
	Arrange training to meet needs of staff	11	0	0%	1	0	8%	10	0	92%
	Set goal with and monitor performance of individual staff	41	1	2%	34	1	83%	7	0	17%
	Analyze & solve problems with staff (incl. corrective actions)	40	1	2%	8	0	20%	32	1	80%
	Support emotional needs of staff	28	0	1%	1	0	4%	27	0	96%
	Activities relating to support staff	30	1	1%	15	0	49%	16	0	51%
	Prepare & document personnel actions	37	1	2%	21	0	56%	16	0	44%
	Staff recruitment-related activities	6	0	0%	0	0	0%	6	0	100%
	Personnel hiring-related activities	5	0	0%	4	0	81%	1	0	19%
	Receive supervision / guidance	37	1	2%	16	0	44%	20	0	56%
	Other:	41	1	2%	39	1	93%	3	0	7%
Case-Specific / Clinical	1182	20	49%	807	13	68%	375	6	32%	
Case-Specific / Clinical	Review case documentation	181	3	7%	130	2	72%	51	1	28%
	Review & approve staff work products and decisions (incl. forms)	211	4	9%	170	3	81%	41	1	19%
	Provide direct casework (during worker absence)	89	1	4%	30	1	34%	60	1	67%
	Provide clinical supervision	187	3	8%	128	2	69%	59	1	31%
	Attend court hearing(s)	87	1	4%	75	1	86%	13	0	14%
	Communicate with court-related personnel (outside hearing)	21	0	1%	3	0	14%	18	0	86%
	Communicate with service provider re: case matter	35	1	1%	15	0	42%	20	0	58%
	Communicate with family re: case matter	62	1	3%	13	0	20%	49	1	80%
	Communicate with legal staff	13	0	1%	5	0	39%	8	0	61%
	Attend/participate in Family Support meetings	0	0	0%	0	0	#DIV/0!	0	0	#DIV/0!
	Data input	146	2	6%	125	2	85%	21	0	15%
	Receive clinical supervision	14	0	1%	8	0	57%	6	0	43%
	Receive clinical consultation	15	0	1%	14	0	93%	1	0	7%
Other:	55	1	2%	45	1	83%	10	0	17%	
Other	363	6	15%	239	4	66%	124	2	34%	
Other	Correspond w/ staff and other prof x email, memos & telephone	1	0	0%	1	0	100%	0	0	0%
	Court-ordered supervision of visitation (not CW-related)	0	0	0%	0	0	#DIV/0!	0	0	#DIV/0!
	Court-ordered background check (not CW-related)	0	0	0%	0	0	#DIV/0!	0	0	#DIV/0!
	Correspond w/ staff and other prof x email, memos & telephone	219	4	9%	115	2	52%	104	2	48%
Travel (total)	142	2	6%	123	2	86%	0	0	0%	