

CREATING DATA SET REPORTS

User Manual

Read this manual before operating the system, and for future reference.



Last updated on: July 1, 2015

Table of Contents

| | |
|---|----|
| Accessing Data Set reports | 3 |
| Reports: Locality–Service Placement Type, Statewide–Service Placement Type, Locality–Primary Mandate Type, Statewide–Primary Mandate Type, Demographic | 5 |
| Locality Comparison Report..... | 10 |
| General guidance to create CSA Data Set reports | 15 |
| Technical Assistance | 19 |

Creating Data Set Reports

Accessing Data Set reports

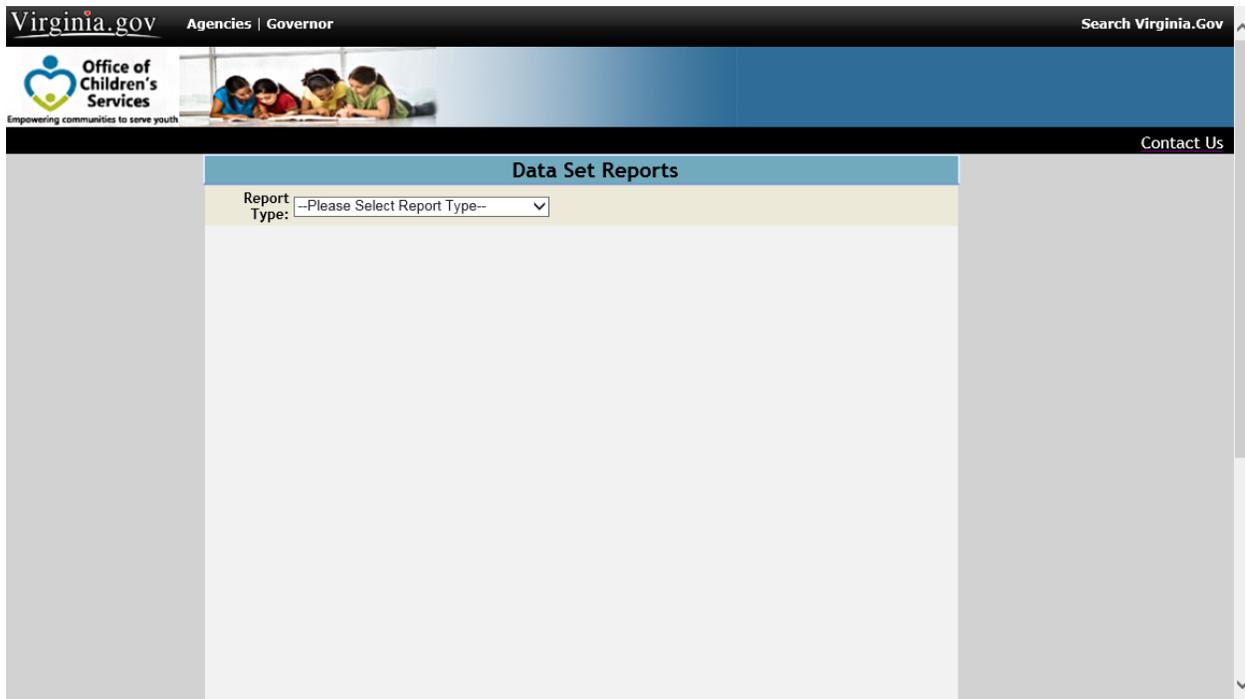
1. Click on the Statewide Statistics link.

The screenshot shows the Virginia.gov website header with the Office of Children's Services logo and navigation links. The main content area is titled "Welcome to the CSA Web Site!". The left sidebar contains a navigation menu with the following items: News, For Parents, Systems of Care, Virginia Wraparound Center of Excellence (COE), Local Government Contacts, **Statewide Statistics** (highlighted with a red arrow), State Executive Council, State & Local Advisory Team, CSA Reports and Publications, CSA Code/Legislative Updates, and Gap Survey. The main content area includes sections for "WHAT IS CSA?", "Mission Statement", "Administration of the CSA", and "Vision Statement". The right sidebar contains links for Administrative Memos, CSA Policy Manual and User Guide, Local Government Reporting, CANS, Program Audits, Technical Assistance, Resource Library, CSA Service Fee Directory, Training Calendar, Denial of Funds, and Quick Links (Dept of Education, Dept of Social Services, Dept of Juvenile Justice).

2. Then click on Data Set Reports.

The screenshot shows the Virginia.gov website header with the Office of Children's Services logo and navigation links. The main content area is titled "CSA Statistics Public". The left sidebar contains a navigation menu with the following items: **Performance Dashboard** (Provides a comparison of state and local performance on key CSA indicators), **Data Set Reports** (Statewide & Locality reports on expenditures, assessments, service types, mandate types, length of stay, and other demographic information from the CSA Data Set. [User Guide to producing Dataset Reports](#)), **CSA Pool Expenditure Reports** (Current and historical information on CSA Pool system, Medicaid Reports; Locality Allocations), **CSA Filing Status Report** (Filing Status Report), and **For CSA Office Use Only**. The main content area is empty. The footer contains contact information for the Office of Children's Services, including the address, phone, and fax numbers, and a link to the website.

3. Once on the Data Set Reports screen, select the type of report, you would like to view, from the dropdown.



The Report Type options are:

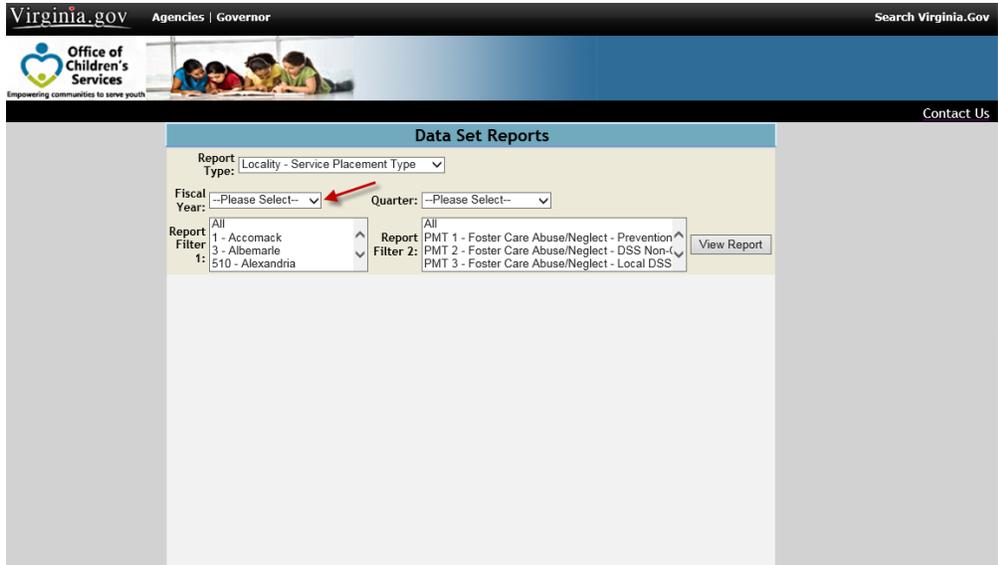
- Locality – Service Placement Type
- Statewide – Service Placement Type
- Locality – Primary Mandate Type
- Statewide – Primary Mandate Type
- Demographic
- Locality Comparison Report

Filter selections vary depending on the Report Type selected.

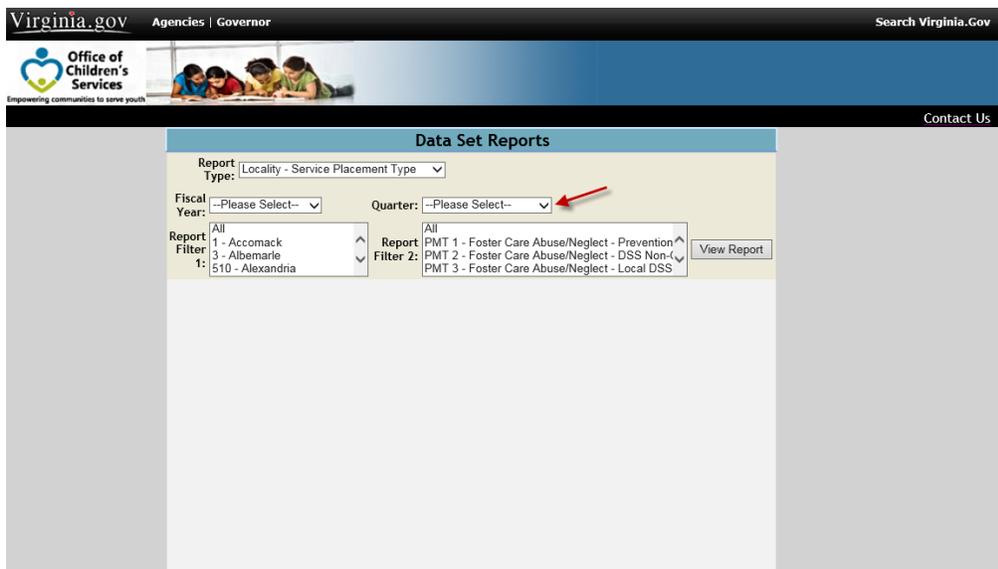
Reports: Locality-Service Placement Type, Statewide-Service Placement Type, Locality-Primary Mandate Type, Statewide-Primary Mandate Type, Demographic

For the above reports the filter selections are as follows:

Step 1: Select the Fiscal Year from the dropdown list.



Step 2: Select the quarter from dropdown list (This represents the quarter within the fiscal year)



Step 3: Select Report Filter 1.

- For Locality Service Placement Type or Locality Primary Mandate Type reports user has the option to select individual localities or All.
- For Statewide- Service Placement Type reports users can select a single service placement types (SPT) or using Ctrl click select multiple SPTs or All.
- For Statewide- Primary Mandate Type reports users can select a single primary mandate types (PMT) or using Ctrl click select multiple PMTs or All.
- For Demographic reports users can select individual localities or select all.

The screenshot displays the 'Data Set Reports' interface on the Virginia.gov website. The page header includes the Virginia.gov logo, 'Agencies | Governor', and a search bar. Below the header is the 'Office of Children's Services' logo and a banner image of children. The main content area is titled 'Data Set Reports' and contains the following form elements:

- Report Type:** A dropdown menu currently set to 'Locality - Service Placement Type'.
- Fiscal Year:** A dropdown menu set to '--Please Select--'.
- Quarter:** A dropdown menu set to '--Please Select--'.
- Report Filter 1:** A dropdown menu with options: 'All', '1 - Accomack', '3 - Albemarle', and '510 - Alexandria'. A red arrow points to this menu.
- Report Filter 2:** A dropdown menu with options: 'All', 'PMT 1 - Foster Care Abuse/Neglect - Prevention', 'PMT 2 - Foster Care Abuse/Neglect - DSS Non-...', and 'PMT 3 - Foster Care Abuse/Neglect - Local DSS'.
- View Report:** A button located to the right of the 'Report Filter 2' dropdown.

Step 4: Select Report Filter 2.

- For Locality or Statewide Service Placement Type reports users can select a single primary mandate types (PMT) or using Ctrl click select multiple PMTs or All.
- For Locality or Statewide Primary Mandate Type reports users can select a single service placement types (SPT) or using Ctrl click select multiple SPTs or All.
- For Demographic reports there is no available selection under report filter 2.

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Data Set Reports

Report Type: Locality - Service Placement Type

Fiscal Year: --Please Select-- Quarter: --Please Select--

Report Filter 1: All, 1 - Accomack, 3 - Albemarle, 510 - Alexandria

Report Filter 2: All, PMT 1 - Foster Care Abuse/Neglect - Prevention, PMT 2 - Foster Care Abuse/Neglect - DSS Non-C, PMT 3 - Foster Care Abuse/Neglect - Local DSS

View Report

Step 5: To “view” report, click on View Report Button.

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Data Set Reports

Report Type: Locality - Service Placement Type

Fiscal Year: --Please Select-- Quarter: --Please Select--

Report Filter: All
 1 - Accomack
 3 - Albemarle
 510 - Alexandria

Report Filter 2: All
 PMT 1 - Foster Care Abuse/Neglect - Prevention
 PMT 2 - Foster Care Abuse/Neglect - DSS Non-
 PMT 3 - Foster Care Abuse/Neglect - Local DSS

[View Report](#)

Step 6: To “print” a report, click on the printer icon.

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Data Set Reports

Report Type: Locality - Service Placement Type

Fiscal Year: 2014 Quarter: Q4

Report Filter: All
 1 - Accomack
 3 - Albemarle
 510 - Alexandria

Report Filter 2: All
 PMT 1 - Foster Care Abuse/Neglect - Prevention
 PMT 2 - Foster Care Abuse/Neglect - DSS Non-
 PMT 3 - Foster Care Abuse/Neglect - Local DSS

[View Report](#)

1 of 1 100% Find | Next

Office of Children's Services
Locality - Service Placement Type Report
 Data Source : Data Set
 Fiscal Year 2014 Quarter 4

Selected Locality(s) All
 Selected Primary Mandate Type(s) All

| SPT | SPT Description | Unduplicated Child Count | # Service days | Total YTD | Avg Expenditure per Child | Per Diem | Avg Leng of Stay |
|-----|----------------------|--------------------------|----------------|--------------|---------------------------|----------|------------------|
| 1 | Community Service | 8366 | 1,626,471 | \$31,118,261 | \$3,719.61 | \$19.13 | 19 |
| 2 | Community Transition | 325 | 68,518 | \$1,499,198 | \$4,612.92 | \$21.88 | 21 |

Step 7: To “export” a report, click on the save icon.

The screenshot shows the Virginia.gov Data Set Reports interface. At the top, there is a navigation bar with 'Virginia.gov', 'Agencies | Governor', and a search box. Below this is the 'Office of Children's Services' logo and a banner image of children. The main content area is titled 'Data Set Reports' and contains several filters: 'Report Type' (Locality - Service Placement Type), 'Fiscal Year' (2014), 'Quarter' (Q4), 'Report Filter 1' (All, 1 - Accomack, 3 - Albemarle, 510 - Alexandria), and 'Report Filter 2' (All, PMT 1 - Foster Care Abuse/Neglect - Prevention, PMT 2 - Foster Care Abuse/Neglect - DSS Non-4, PMT 3 - Foster Care Abuse/Neglect - Local DSS). A 'View Report' button is visible. Below the filters, there is a table with columns: SPT, SPT Description, Unduplicated Child Count, # Service days, Total YTD, Avg Expenditure per Child, Per Diem, and Avg Leng of Stay. A red arrow points to a save icon in the top right of the report area, which has opened a dropdown menu with the following options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word.

| SPT | SPT Description | Unduplicated Child Count | # Service days | Total YTD | Avg Expenditure per Child | Per Diem | Avg Leng of Stay |
|-----|----------------------|--------------------------|----------------|--------------|---------------------------|----------|------------------|
| 1 | Community Service | 8366 | 1,626,471 | \$31,118,261 | \$3,719.61 | \$19.13 | 19 |
| 2 | Community Transition | 325 | 68,518 | \$1,499,198 | \$4,612.92 | \$21.88 | 21 |

Locality Comparison Report

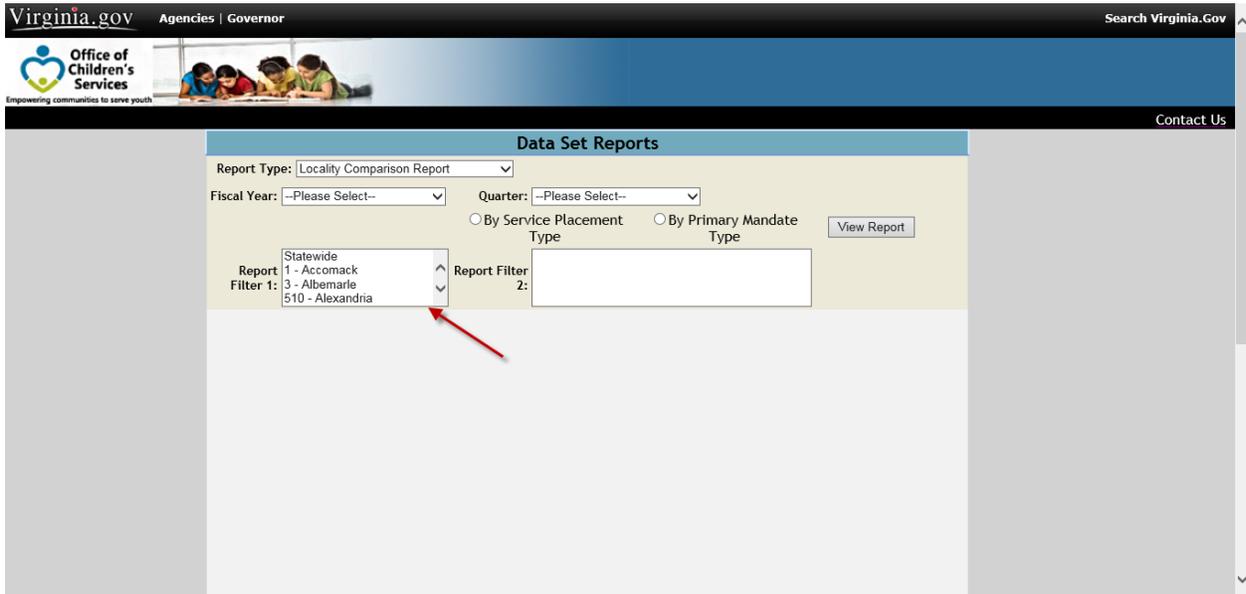
Step 1: Select one fiscal year from the dropdown.

The screenshot shows the 'Data Set Reports' section of the Virginia.gov website. The 'Report Type' is set to 'Locality Comparison Report'. The 'Fiscal Year' dropdown menu is open, showing options: 'Statewide', '1 - Accomack', '3 - Albemarle', and '510 - Alexandria'. A red arrow points to the 'Fiscal Year' dropdown. The 'Quarter' dropdown is also open, showing '--Please Select--'. There are radio buttons for 'By Service Placement Type' and 'By Primary Mandate Type'. A 'View Report' button is visible. The 'Report Filter 1' dropdown is also open, showing the same options as the 'Fiscal Year' dropdown.

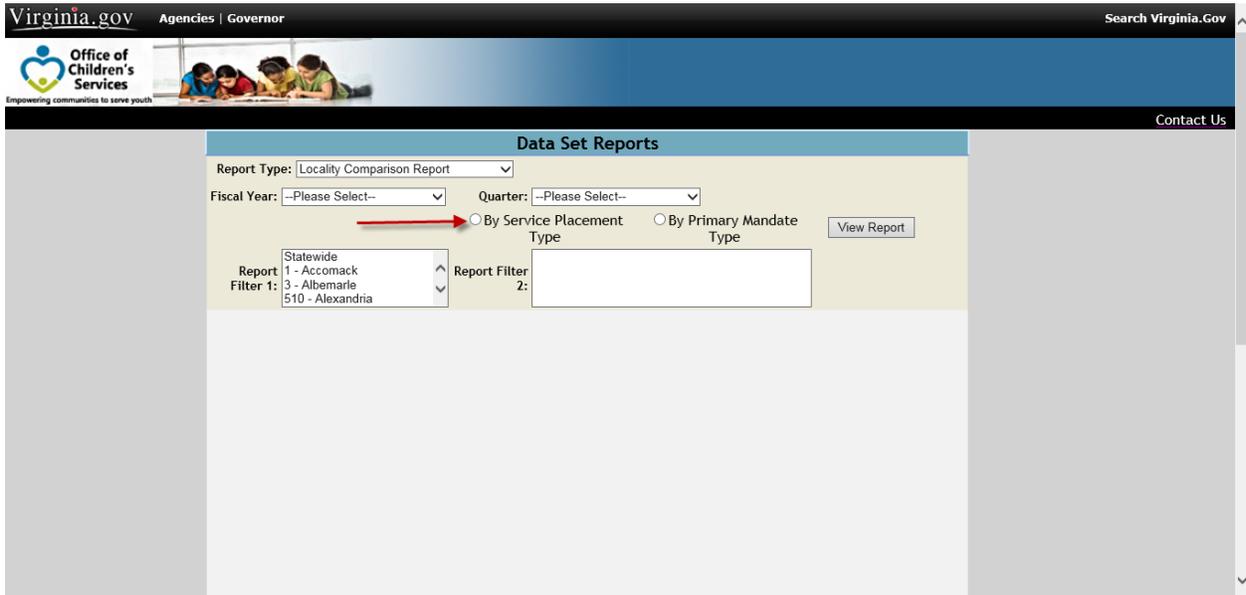
Step 2: Select which quarter within the fiscal year you would like to view.

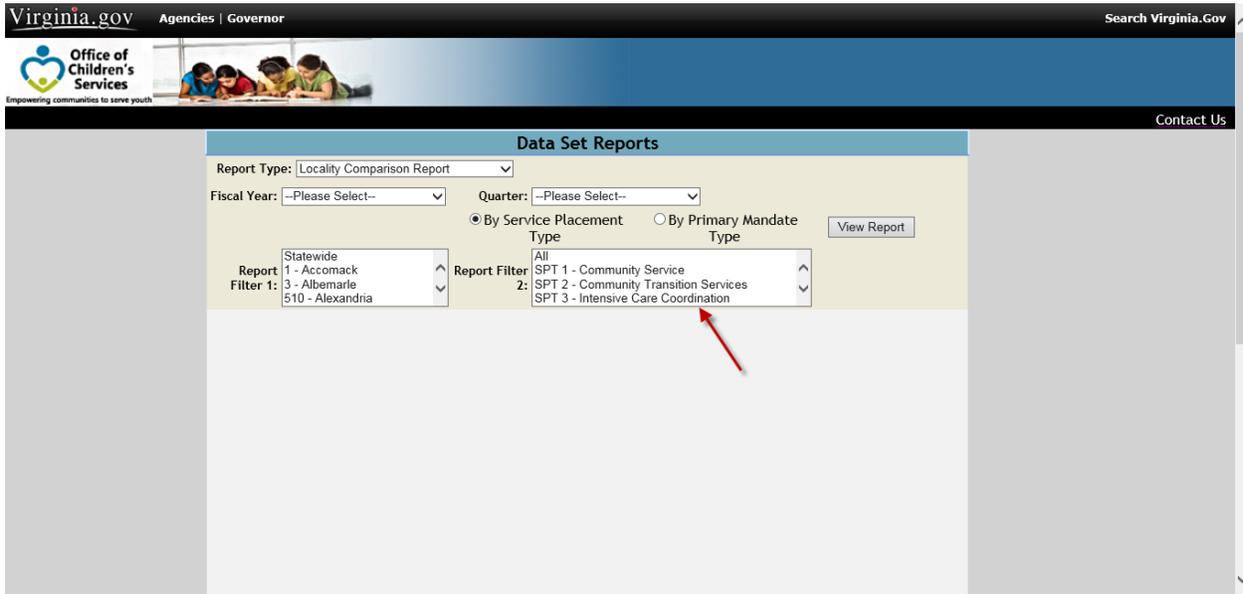
The screenshot shows the 'Data Set Reports' section of the Virginia.gov website. The 'Report Type' is set to 'Locality Comparison Report'. The 'Fiscal Year' dropdown is set to '--Please Select--'. The 'Quarter' dropdown menu is open, showing options: '1 - Q1', '2 - Q2', '3 - Q3', and '4 - Q4'. A red arrow points to the 'Quarter' dropdown. The 'By Service Placement Type' and 'By Primary Mandate Type' radio buttons are visible. A 'View Report' button is visible. The 'Report Filter 1' dropdown is also open, showing the same options as the 'Fiscal Year' dropdown.

Step 3: From report filter 1: Select 2 or more localities/statewide. Up to 5 localities including statewide can be selected at a time. Multi-select is done using the Ctrl click feature.

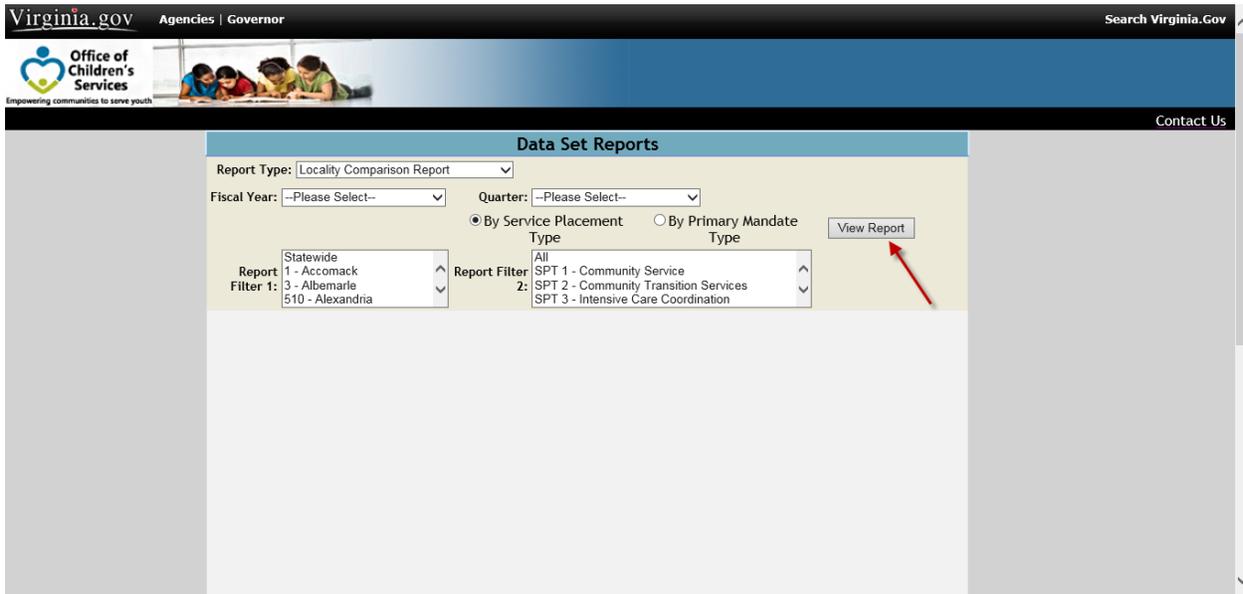


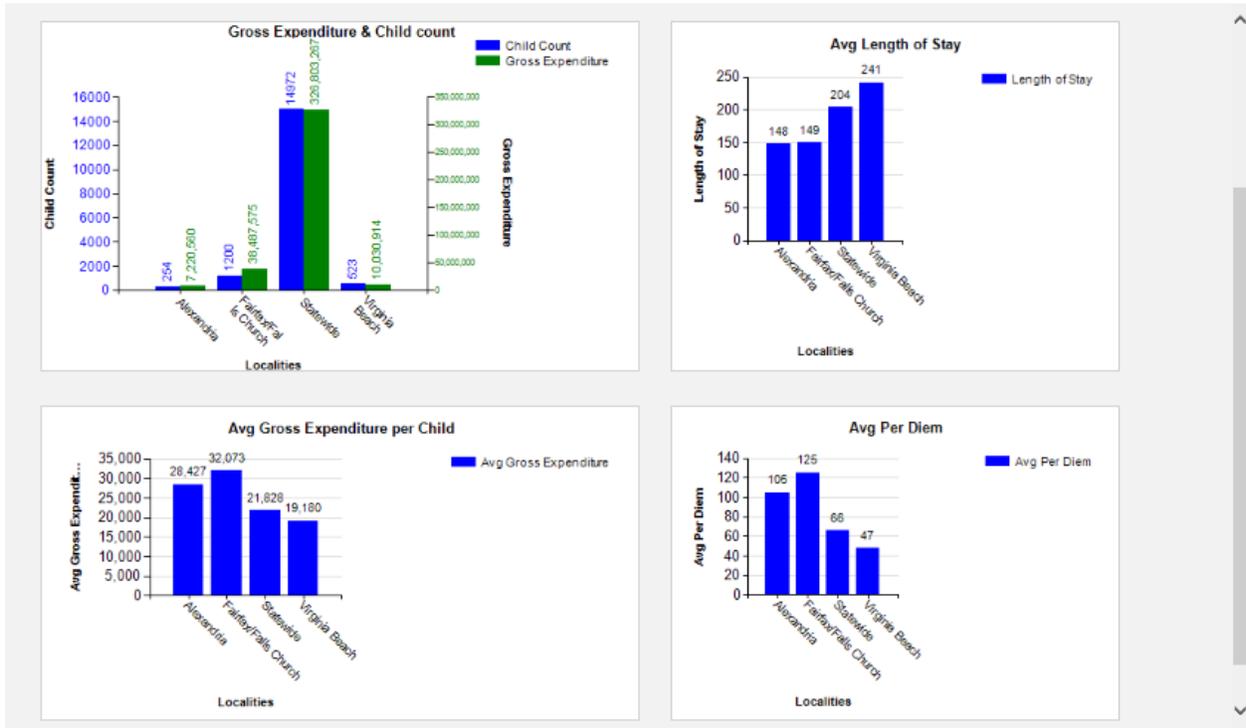
Step 4: Select the either one on the radio button By Service Placement Type or By Primary Mandate Type. Depending on this selection the Report Filter 2 is populated. Select All or Single or Multi (using Ctrl-click)





Step 5: To “view” report, click on View Report Button.





Step 6: To “export” a report, click on the save icon.

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Contact Us

Data Set Reports

Report Type: Locality Comparison Report

Fiscal Year: 2014 Quarter: Q4

By Service Placement Type By Primary Mandate Type [View Report](#)

Report: Statewide
 Filter 1: 1 - Accomack, 3 - Albemarle, 510 - Alexandria
 Report Filter: All, SPT 1 - Community Service, SPT 2 - Community Transition Services, SPT 3 - Intensive Care Coordination

1 of 1 100% Find | Next

Office of Children's Services
Comparison Report
 Fiscal Year: 2014

Selected Localities to Compare: Statewide, 510 - Alexandria, 1300 - Virginia Beach

Selected Service Placement Type(s): All

Gross Expenditure & Child count
 Avg Length of Stay

Export menu options:
 XML file with report data
 CSV (comma delimited)
 PDF
 MHTML (web archive)
 Excel
 TIFF file
 Word

Step 7: To “print” a report, click on the printer icon.

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Data Set Reports

Report Type: Locality Comparison Report

Fiscal Year: 2014 Quarter: Q4

By Service Placement Type By Primary Mandate Type [View Report](#)

Report Filter: All

Report Filter 1: SPT 1 - Community Service

Report Filter 2: SPT 2 - Community Transition Services

Report Filter 3: SPT 3 - Intensive Care Coordination

1 of 1 100% Find | Next

Office of Children's Services

Comparison Report - By Service Placement Type

Data Source: Data Set

Fiscal Year 2014 Quarter 4

Selected Localities to Compare Statewide, 510 - Alexandria, 1300 - Fairfax/Falls Church, 810 - Virginia Beach

Selected Service Placement Type All (s)

Gross Expenditure & Child count

- Child Count
- Gross Expenditure

Avg Length 741

General guidance to create CSA Data Set reports

- There are 6 available Types of Reports
 - Locality Service Placement Type (SPT)
 - Statewide Service Placement Type (SPT)
 - Locality Primary Mandate Type (PMT)
 - Statewide Primary Mandate Type (PMT)
 - Demographic
 - Locality Comparison Report
- Dependent on the report selected, the reporting will display:
 - By locality
 - By Mandate Type
 - By Service Placement Type
- The following information is provided on each Locality or Statewide report
 - Unduplicated Child Count
 - # of Service Days
 - Total YTD (expenditures)
 - Average expenditure per child
 - Per Diem cost (cost per day)
 - Average Length of Stay

- The following comparisons are provided in the Locality Comparison Report
 - Child count and Expenditure with respect to Localities.
 - Length of Stay with respect to Localities
 - Average expenditure with respect to Localities
 - Average Per Diem with respect to Localities

Locality Service Placement Type (SPT) – This report returns information on a single (or multiple) selected localities for selected placement types:

- Select the report by using the dropdown box and selecting “Locality Service Placement Type”
- Select the applicable fiscal year (2009 – 2015)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select Filter 1, representing the locality (or localities) desired
- Select Filter 2, representing the Primary Mandate Type (PMT) or types desired.
- Engage “View Report”
- Note: The selected locality (localities) and selected Primary Mandate Types will appear in the upper left hand section of the report

Statewide Service Placement Type (SPT) – This report returns information on single (or multiple) service placement types listing for all localities (statewide).

- Select the report by using the dropdown box and selecting “Statewide Service Placement Type”
- Select the applicable fiscal year (2009 – 2015)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select Filter 1, representing the service placement type(s) desired

- Select Filter 2, representing the Primary Mandate Type (PMT) or types desired.
- Engage "View Report"
- Note: The selected service placement type(s) and/or primary mandate types will appear in the upper left hand section of the report

Locality Primary Mandate Type (PMT) - This report returns information on a single (or multiple) selected locality Primary Mandate Type (PMT).

- Select the report by using the dropdown box and selecting "Locality – Primary Mandate Type"
- Select the applicable fiscal year (2009 – 2015)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select Filter 1, representing the locality (or localities) desired
- Select Filter 2, representing the Service Placement Types desired.
- Engage "View Report"
- Note: The selected locality (localities) and/or service placement types will appear in the upper left hand section of the report.

Statewide Primary Mandate Type (PMT) - This report returns information on a single (or multiple) selected locality Primary Mandate Type (PMT) for all localities (statewide).

- Select the report by using the dropdown box and selecting "Statewide – Primary Mandate Type"
- Select the applicable fiscal year (2009 – 2015)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select Filter 1, representing the Primary Mandate Type(s) desired
- Select Filter 2, representing the Service Placement Types desired.

- Engage "View Report"
- Note: The selected primary mandate type(s) and/or service placement type(s) will appear in the upper left hand section of the report.

Demographic - This report returns information on a single (or multiple) selected locality demographics. Information returned includes gender, ethnicity, age and referral source.

- Select the report by using the dropdown box and selecting "Demographic"
- Select the applicable fiscal year (2009 – 2015)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select Filter 1, representing the desired
- There is no option for filter 2 - ignore.
- Engage "View Report"
- Note: The unduplicated census will appear in the upper left had corner for the locality (localities selected).

Locality Comparison Report – This report gives a locality based diagrammatic representation for Child Count, Expenditure, Length of Stay, Average Per Diem and Average Expenditure with respect to localities.

- Select the report by using the dropdown box and selecting "Locality Comparison Report"
- Select the applicable fiscal year (2009 – 2015)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select Filter 1, up to 5 localities including Statewide desired

- Select Filter 2, either specific or all, based on Service Placement Type OR Primary Mandate Type.
- Engage "View Report"
- Note: The selected localities and primary mandate type(s) OR service placement type(s) will appear in the upper left hand section of the report.

Technical Assistance on the data set reports please contact:

Brady Nemeyer at brady.nemeyer@csa.virginia.gov or 804-662-9819

Or

Chuck Savage at charles.savage@csa.virginia.gov or 804-662-9818