



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Interim Executive Director

OFFICE OF CHILDREN'S SERVICES
Administering the Children's Services Act

ADMINISTRATIVE MEMO #15-08

To: CPMT Chairs
CSA Coordinators
CSA Fiscal Agents
CSA Report Preparers

From: Scott Reiner, Interim Executive Director

Date: November 20, 2015

Subject: Upcoming Changes to CSA Data Set and Expenditure Files

In order to streamline and improve the accuracy of CSA data and expenditure reporting, OCS is implementing a two-phase revision process that will occur between now and July 1, 2017. This process will ultimately eliminate the three current separate reporting mechanisms (CSA Data Set, CSA Expenditure File and CSA Pool Fund Reimbursement). These will be replaced by a single submission process which will be called the CSA Local Expenditure, Data and Reimbursement System (LEDRS).

Phase 1:

The first phase of this project, to be completed by July 1, 2016 will involve the consolidation of the current Data Set and the Expenditure file submissions. This consolidated reporting shall contain all child-specific information as well as payments and refunds. Some of the main highlights/changes to this combined file are:

1. The Primary Mandate type, which is currently reported at the Child level in the Data Set reporting, will be reported at the Service level as a Mandate Type for each service.
2. The Standardized Service Names will have corresponding Service Codes instead of the actual service name.
3. The file submission frequency will be the same as that of the Pool Reimbursement submission frequency for your locality. In all cases, the files shall be submitted no more than monthly and no less than quarterly as currently in place for the Pool Fund Reimbursement process.

4. The current Pool Fund Reimbursement process and approval flow will not change in this first phase. However, LEDRS will generate a replicated pool fund report to allow each locality to compare with the filed Pool Fund Reimbursement report.

The specifications for the combined Data Set and Expenditure submission have been discussed with and communicated to the two major software vendors (Thomas Brothers and Harmony), the localities that operate their own systems, and will be incorporated into the CSA operated CBDRS. Attached with this memo is the file layout, file naming convention and validation rules for the new LEDRS.

As mentioned, the initial submissions of the consolidated reporting will occur for children served and expenditures incurred after July 1, 2016 for FY2017 program year expenditure reporting (FY2017).

Phase 2:

The second phase of this project (to be completed by July 1, 2017) will involve the phase out of the current Pool Fund Reimbursement submission. Reimbursement submissions will be generated from the LEDRS file which will calculate the Pool Reimbursement (state/local share) based on the expenditures entered in the LEDRS.

This new approach will eliminate any possible discrepancies between information reported in the Data Set and Expenditure files from the Pool Fund Reimbursement system and thus provide greater accountability for all involved.

Next Steps:

Software providers will need to begin work on the consolidated Data Set/Expenditure File submission.

More information about this project will be distributed and necessary training made available as major project milestones are achieved.

Questions about the CSA Local Expenditure, Data and Reimbursement System (LEDRS) may be directed to the OCS IT Manager, Preetha Agrawal at preetha.agrawal@csa.virginia.gov or (804) 662-9814.

Thank you for your cooperation.