



# COMMONWEALTH of VIRGINIA



OCS ADMINISTRATIVE MEMO #12-16

TO: CPMT CHAIRS  
LOCAL DIRECTORS OF SOCIAL SERVICES  
CSA COORDINATORS

FROM: *SAC* SUSAN CUMBIA CLARE, EXECUTIVE DIRECTOR  
VIRGINIA OFFICE OF COMPREHENSIVE SERVICES

MARTIN BROWN, COMMISSIONER  
VIRGINIA DEPARTMENT OF SOCIAL SERVICES

DATE: NOVEMBER 28, 2012

SUBJECT: DATA COLLECTION

The Office of Comprehensive Services (OCS) and the Virginia Department of Social Services are committed to enabling the meaningful utilization of data to inform decision making regarding services, enhancing outcomes for youth and families, maximizing use of financial resources, and evaluating the effectiveness of state and local implementation of the Comprehensive Services Act. To accomplish these objectives, OCS has contracted with SAS, Inc., a private data analytics firm to enable the integration and analysis of data related to the services provided to at risk youth and families.

During the spring of 2012, Casey Family Programs funded a proof of concept project conducted by SAS, Inc. Through this project, the Commonwealth demonstrated the ability to collect client based expenditure data from local communities and to integrate that data with related data sources to enable comprehensive analysis of pool funded services. Included in this project were the following:

- client based, service level pool fund expenditures,
- client assessment data (CANS),
- case management data maintained in the OASIS system for foster youth, and

- assessment data from the Virginia Enhanced Maintenance Assessment Tool (VEMAT).

Through the contract with OCS, SAS will conduct the integration and analysis of key data sets related to serving the Commonwealth's at risk youth and families. Data will include CSA and Title IV-E maintenance and service expenditures, case management and demographic data maintained in OASIS, client specific data maintained in the CSA data set, Medicaid expenditures for behavioral health services, and client assessment data collected via CANS and VEMAT.

Some of the primary objectives to be accomplished through the new data collection, integration, and analysis include:

- 1) to enhance the provision of meaningful reports to the Governor, General Assembly, local communities, CSA partners, and the public regarding the effectiveness of services provided to the Commonwealth's at risk youth and families,
- 2) to identify services most likely to produce positive outcomes for youth and families,
- 3) to evaluate program effectiveness at the state and local levels, and
- 4) to improve local to state reporting systems including CSA pool fund reimbursement requests, the CSA data set, and VDSS OASIS-LASER reconciliation of Title IV-E expenditures.

Beginning in the near future, OCS and VDSS will require localities to submit by way of a secure file transfer client level expenditure data for maintenance and services purchased through pool funds and Title IV-E funds. An initial data submission of three years historical data, FY2010, FY2011 and FY2012, will be required followed by quarterly submission of new expenditures. Due dates and processes for these submissions will be communicated in the coming months.

OCS has worked with both The Thomas Brothers and Harmony Information Systems to ensure the ability of users of those systems to produce data according to a common data file layout. The required file layout will be provided to communities who rely upon other data systems for management of CSA and/or Title IV-E funds. OCS will make funds available to support production of the required data file layout by communities who utilize data systems other than Harmony, Thomas Brothers, or the CSA web-based reporting application.

So that we can appropriately plan for future data submissions and provide the necessary support to each community, we are asking that each CPMT chair report to OCS the data system(s) utilized to manage CSA and Title IV-E functions. Please utilize the survey at the following address to provide this information by December 14, 2012: <https://www.surveymonkey.com/s/OCS-Data-Collection>

Additional information regarding new data collection requirements and processes will be communicated to localities in the near future. Procedures to request funding to support production of the file layout will be provided to appropriate communities based upon responses to the on-line survey. Questions about this memorandum may be directed to Preetha Agrawal, OCS Information Technology Manager, at (804) 662-9814.

Cc: Members, State Executive Council  
Members, State and Local Advisory Team