

Using CSA Data and Fiscal Reports

Commonwealth of Virginia
CSA Conference
April 26 – 28, 2016

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SESSION PURPOSE

- To provide a basic understanding of required CSA financial reporting including web access tools to assist local government with reporting and other financial information.

What's Covered?

- Local Allocations
- Local Match Rates
- Pool Fund Expenditure Reporting
 - Reporting Requirements
- Future Data Reporting Systems
- Medicaid local share
 - Medicaid reports
- State Share Payments
 - Revenue Reconciliation
- Other Helpful Reports

CSA Allocations

- CSA General Fund (GF) Appropriations are comprised of four (4) component parts:
 - State Pool funding
 - Medicaid funding
 - Set aside (or supplement) funding
 - Administrative funding
- The allocation formula for both pool fund and Medicaid is directed by language in the Appropriations Act.
 - Current Act is Chapter 665; Item 279
 - <http://leg1.state.va.us/lis.htm>
- The current allocation formula was developed in 1998.

CSA Allocations

- C. The funding formula to carry out the provisions of the Comprehensive Services Act for At-Risk Youth and Families is as follows:

“C.1. Allocations. The allocations for the Medicaid and non-Medicaid pools shall be the amounts specified in paragraphs B 1 b and B 1 c in this Item. These funds shall be distributed to each locality in each year of the biennium based on the greater of that locality's percentage of actual 1997 Comprehensive Services Act pool fund program expenditures to total 1997 pool fund program expenditures or the latest available three-year average of actual pool fund program expenditures as reported to the state fiscal agent.”

– Language from the 2015 Appropriations Act, Chapter 665

CSA Allocations

- Allocations are posted on the CSA web site
 - The FY16 non-Med file provides the FY16 non-Medicaid or pool fund allocations
 - The FY16 Medicaid file provides the FY15 Medicaid target allocations
- The site has historical allocations dating to 2001
- To view allocations:
 - Go to the CSA Website
 - Click on Statewide Statistics
 - Click on Pool Fund Expenditure Reports
 - Open Local allocations

CSA Allocations

http://www.csa.virginia.gov/

File Edit View Favorites Tools Help

Virginia.gov Agencies | Governor Search Virginia.Gov

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Welcome to the CSA Web Site!

WHAT IS CSA?
The Comprehensive Services Act for At-Risk Youth and Families (CSA) is a law enacted in 1993 that establishes a single state pool of funds to purchase services for at-risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth.

Mission Statement
The mission of the CSA is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth.

Administration of the CSA
The State Executive Council (SEC) is the supervisory body responsible for the establishment of programmatic and fiscal policies that support the purposes of the CSA. The Office of Comprehensive Services (OCS) is the administrative entity responsible for implementation of the decisions of the SEC.

Vision Statement
OCS envisions CSA as a national model in providing effective and innovative systems of care statewide for at-risk youth and families. We strive for CSA to be highly regarded as a leader in: improving outcomes for children and their families; facilitating the highest quality technical assistance and training to strengthen the capacity of communities to implement CSA; maintaining high standards for sound fiscal accountability and responsible use of taxpayer funds; and partnering with families and all CSA stakeholders to implement best practices and technology to continually improve the performance of CSA. OCS strives to maintain an enthusiastic, creative and knowledgeable staff empowered to work with CSA stakeholders to sustain the highest quality system of care for Virginia's youth and their families.

Administrative Memos

CSA Manual

Local Government Reporting

CANS

Program Audits

Technical Assistance

Resource Library

CSA Service Fee Directory

Training Calendar

Denial of Funds

Quick Links:

Dept of Education

Dept of Social Services

Dept of Juvenile Justice

Dept of Behavioral Health and Developmental Services

Dept of Medical Assistance

View CSA Expenditures

Virginia Comprh... Inbox - Microsoft ... Microsoft PowerP... 9:31 AM 1/9/2015

CSA Allocations

http://www.csa.virginia.gov/publicstats/index.cfm

CSA STATISTICS

File Edit View Favorites Tools Help

CSA Comprehensive Services Act

You Are Here > [CSA Statistics Public Home](#)

CSA Statistics Public

- [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.
- [CSA Pool Expenditure Reports](#)
Current and historical information on CSA Pool system. Medicaid Reports; Locality Allocations
- [CSA Filing Status Report](#)
Filing Status Report
- [For CSA Office Use Only](#)

The Office of Comprehensive Services. © 2012
1604 Santa Rosa Road, Wythe Building, Ste 137, Richmond, VA 23229
Phone (804) 662-9815 Fax (804) 662-9831
Please direct questions and comments to csa_office@csa.virginia.gov

9:33 AM
1/9/2015

CSA Allocations

http://www.csa.virginia.gov/publicstats/csa_pool.cfm

CSA STATISTICS

File Edit View Favorites Tools Help

CSA Comprehensive Services Act
[CSA Statistics Home](#) > [CSA Pool Reporting](#)

CSA Pool Reporting

View Filed Reports						
1. Record ID		10	11	12	13	14
2. FIPS		10	11	12	13	14
3. System Date		10	11	12	13	14
4. Period End Date		10	11	12	13	14
5. DOE Approved		10	11	12	13	14
6. FA NOT Approved				12	13	14
7. PENDED				12	13	14
Transaction History						
1. Detailed Pool Fund Reimbursement History - FY15 Updated 11/22/2014			11	12	13	14
2. Transaction History		10	11	12	13	14
Supplements						
3. View Supplements		10	11	12	13	14
4. Supplement Dates		10	11	12	13	14
Utilities						
4. Refund Report		10	11	12	13	14
5. GROSS Expenditure Report		10	11	12	13	14
5a. NET Expenditure Report		10	11	12	13	14
5b. Effective Match Rate Report		10	11	12	13	14
6. Expenditure Comparisons		09vs	10vs	11vs	12vs	13vs
		10	11	12	13	14
7. Expenditure \$ Cumulative		10	11	12	13	14
8. DOE Approved Pool Totals		12	13	14	15	
8a. Preparer Approved Pool Totals		10	11	12	13	14
9. Period Last Report Filed		10	11	12	13	14
10. Reports by Period End		10	11	12	13	14
12. Pool Report Dates (ALL)		10	11	12	13	14

Locality Reports	
1. Medicaid Billings	
2. Locality Allocations	
2.1 Protected Amounts	<input checked="" type="checkbox"/>
3. Census by Locality	
4. Expenditures by Locality	
5. Expenditure Refunds by Locality	
6. FY Unit Cost by Locality	<input checked="" type="checkbox"/>
7. Explanation of Terms	Service Categories Data Set C
8. Statewide Pool Expenditures, Census, Unit Cost by Year	
9. Statewide Pool Expenditures, Census, Unit Cost All Years	
10. Pool Expenditures, Census, Unit Cost by Locality	
11. Pool Expenditures by Region	
12. Pool Reports by Date	
13. Pool Expenditures by Period FY09-FY14	
14. Preparer Pool Expenditures by Date	
16. Fiscal Agent Approved Pool Expenditures by Date	
17. Date Last Report Fiscal Agent Approved FY09-FY14	

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1/9/2015

CSA Match Rates

- In July 2008, the State Executive Council (SEC) approved a hierarchy of service categories with varying local match rates
 - The system lowers the local match rate by 50% for community services.
 - The system increases the local match rate by 25% for congregate care services.
 - The system maintains a neutral or base match rate for treatment foster care, special education and wrap-around services

Reporting Access

The screenshot shows a Windows Internet Explorer browser window displaying the website for the Virginia Comprehensive Services Act (CSA). The browser's address bar shows the URL <http://www.csa.virginia.gov/>. The website header includes the Virginia.gov logo, navigation links for 'Agencies' and 'Governor', and a search bar. Below the header is a banner image of children. The main content area is titled 'Welcome to the CSA Web Site!' and features a section titled 'WHAT IS CSA?' with a sub-header 'CSA' in large red letters. The text explains that the CSA is a law enacted in 1993 that establishes a single state pool of funds to purchase services for at-risk youth and their families. The page also includes sections for 'Mission Statement', 'Administration of the CSA', and 'Vision Statement'. A right-hand sidebar contains a list of links, including 'Administrative Memos', 'CSA Manual', 'Local Government Reporting', 'CAIS', 'Program Audits', 'Technical Assistance', 'Resource Library', 'CSA Service Fee Directory', 'Training Calendar', and 'Denial of Funds'. A 'Quick Links' section at the bottom of the sidebar lists 'Dept of Education' and 'Dept of Social Services'. A blue arrow points from the 'Local Government Reporting' link in the sidebar to the 'WHAT IS CSA?' section in the main content area. The browser's taskbar at the bottom shows the system tray with the date and time as 7:53 AM on 11/4/2013.

Expenditure Reporting Requirements

- There are three types of financial reports submitted by local government during the program year
 - 1. Pool Fund Reimbursement Report representing total CSA expenditures for a given month
 - May be reported monthly, but no less than quarterly, even if no expenditures
 - **All program year expenditures must be reported by September 30 of the following year**
 - Localities may submit up to five (5) June pool reports

Expenditure Reporting Requirements

- 2. Data Set representing child specific service and (year to date) financial data, including projected expenditures for the program year
 - Required to be reported three times annually
 - **December 31** due January 31
 - **March 31** due April 30
 - **June 30** due October 15
 - » Note: the June 30 Data Set represents actual child specific payments and summary refunds made for the program year. There is no September 30 data set report.

Expenditure Reporting Requirements

- 3. Expenditure File representing actual payments made for a specific quarter
 - Required to be reported four times annually
 - September 30 for July to September payments; due October 31
 - December 31 for October to December payments; due January 31
 - March 31 for January to March payments; due April 30
 - June 30 for April to June payments; due July 31
- For more detail information on reporting requirements, visit the “Users Guide” section on the CSA website; Sections 18 thru 20.

Reporting Changes in FY2017

- Beginning July 1, 2016 , OCS is implementing a two-phase revision process
- 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).

Reporting Changes in FY2017

- Please refer to Administrative Memo #15-08, dated November 20, 2015 for further information on this reporting change (see last attachment to this packet)
- Preetha Agrawal, Information Technology Manger of the OCS, is providing two breakout sessions pertaining to LEDRS during this conference on Thursday, April 28 titled:
 - LEDRS: The Future of CSA Data Reporting Systems
 - Sessions at 8:30 AM and 1:00 PM

Reporting Requirements

The screenshot displays a web browser window with the address bar showing <http://www.csa.virginia.gov/CSAManual.cfm>. The browser's title bar reads "Office of Children's Services". The website header includes the "Virginia.gov" logo, navigation links for "Agencies" and "Governor", and a search bar labeled "Search Virginia.Gov". Below the header is a banner for the "Office of Children's Services" with the tagline "Empowering communities to serve youth" and a photograph of children. The main content area is titled "CSA Policy Manual and User Guide" and features two large boxes for the "User Guide for the Children's Services Act (CSA User Guide)" and the "Policy Manual for the Children's Services Act". Both documents are dated July 1, 2015. The left sidebar lists various resources such as "Systems of Care", "Virginia Wraparound Center of Excellence (COE)", and "Local Government Contacts". The right sidebar lists "Administrative Memos" and "Quick Links" to various departments. The Windows taskbar at the bottom shows the time as 10:42 AM on 11/10/2015.

Virginia.gov Agencies | Governor Search Virginia.Gov

Office of Children's Services
Empowering communities to serve youth

Home || CSA Policy manual and User Guide Contact Us

For Parents

- Systems of Care
- Virginia Wraparound Center of Excellence (COE)
- Local Government Contacts
- Statewide Statistics
- State Executive Council
- State & Local Advisory Team
- CSA Reports and Publications
- CSA Code/Legislative Updates
- Gap Survey
- Archived News

View CSA Expenditures

CSA Policy Manual and User Guide

User Guide for the Children's Services Act (CSA User Guide)
Date of Issue: July 1, 2015

Policy Manual for the Children's Services Act
Date of Issue: July 2015

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

Quick Links:

- Dept of Education
- Dept of Social Services
- Dept of Juvenile Justice
- Dept of Behavioral Health and Developmental

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11/10/2015

Local Government Reporting Log-In Access

The screenshot shows a web browser window displaying the Virginia Comprehensive Services Act (CSA) website. The browser title is "Virginia Comprehensive Services Act For At Risk Youth and Families (CSA) - Windows Internet Explorer provided by VA IT Infrastr". The address bar shows the URL "http://www.csa.virginia.gov/reports/default.cfm". The website header includes the Virginia.gov logo and navigation links for "Online Services", "Commonwealth Sites", "Help", and "Governor". A search bar is located in the top right corner.

The main content area is titled "Local Government Reporting" and contains the "CSA Reports Preparer Log In Screen". The text reads: "To access your information, please enter your Username & Password below." Below this text are two input fields: "Username" and "Password". A "Log In" button is positioned below the password field.

Below the login fields, there is a red icon and a link: "CPMT Fiscal Agents: Click here to access Login Report Approval".

Underneath, there is a section titled "SAS Data Collection" with the text: "The reports area is optimized to work with Internet Explorer 5, or higher. If some parts of the site don't work correctly you can follow these links to upgrade your browser: [Internet Explorer 5.0](#)."

The left sidebar contains a list of navigation links: "News", "For Parents", "Systems of Care", "Virginia Wraparound Center of Excellence (COE)", "Local Government Contacts", "Statewide Statistics", "State Executive Council", "State & Local Advisory Team", "CSA Reports and Publications", "CSA Code/Legislative Updates", and "Site Index".

The right sidebar contains a list of navigation links: "Administrative Memos", "CSA Manual", "Local Government Reporting", "CANS", "Program Audits", "Technical Assistance", "Resource Library", "CSA Service Fee Directory", "Training Calendar", "Denial of Funds", "Quick Links:", "Dept of Education", and "Dept of Social Services".

The bottom of the screenshot shows the Windows taskbar with the system tray displaying the time "7:54 AM" and date "11/4/2013". The taskbar includes icons for "Virginia Compreh...", "Inbox - Microsoft...", and "Microsoft PowerP...".

CSA Reporting Main Screen

http://www.csa.virginia.gov/reports/ido_login.cfm

Commonwealth of Virginia | Governor Skip to Content Web Policy Contact Us

CSA Reports Destination Screen

You are logged in for Henrico [Click here to log out.](#)

You may enter the section by choosing your destination below:

- [CSA Child Data Set](#)
If you are uploading a Data Set File , please make sure you are logged in under your own name.
You may need to be contacted if there are errors in your data file.
You are currently logged in for Terry Painter-Beals
- [CSA Pool Reimbursement Request Reports](#)
- [CSA Supplemental Allocation Request](#)

Actual Gross Data Set Expenditure Reports

- [FY12](#)
- [FY11](#)
- [FY10](#)
- [FY09](#)

Preparer Profile

- [Click here to enter/edit your preparer profile.](#)
- [Add a new preparer](#)

[Start of Page](#) · [Start of Content](#)
For Comments or Questions Concerning this Web Site, contact the [CSA Webmaster](#)
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Pool Fund Reporting Main Screen

The screenshot shows a web browser window with the address bar displaying <http://www.csa.virginia.gov/reports2/index.cfm?flpsid=147&userid=44>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the Commonwealth of Virginia logo and navigation links for Governor, Skip to Content, Web Policy, and Contact Us. A breadcrumb trail shows Home > Local Government Reporting/Contacts.

CSA Pool Reimbursement Request Reports Main Screen
You are logged in for Prince Edward. [Click here to log out.](#)

FY15

Enter Data in New Report—FY15

- [December 31, 2014](#)

View Previous Online Submissions—FY15
Pended Reports are not shown here

- [Period Ending November 30, 2014](#)
- [Period Ending October 31, 2014](#)
- [Period Ending September 30, 2014](#)
- [Period Ending August 31, 2014](#)
- [Period Ending July 31, 2014](#)

View Transaction History (set the sectio to be Dynamic from the admin page)

FY15 Transaction Report	FY15 Pool Summary Report
FY14 Transaction Report	FY14 Pool Summary Report
FY13 Transaction Report	FY13 Pool Summary Report
FY12 Transaction Report	FY12 Pool Summary Report
FY11 Transaction Report	FY11 Pool Summary Report
FY10 Transaction Report	FY10 Pool Summary Report
FY09 Transaction Report	FY09 Pool Summary Report
FY08 Transaction Report	FY08 Pool Summary Report
FY07 Transaction Report	FY07 Pool Summary Report

The Windows taskbar at the bottom shows the Start button, several application icons (including Internet Explorer, Google Chrome, and Microsoft PowerPoint), and the system tray with the date and time: 8:22 AM, 1/14/2015.

Medicaid Local Share

- In January 2000, DMAS added two services to the State Plan for medical assistance
 - Residential care
 - TFC case management
- Consistent with CSA pool funded services, these services require a local match
- Since these services incorporate federal funding, the overall local and state share for these services is reduced (generally 50%)

Medicaid Local Share – How the Local Share is Collected

- DMAS provides the State Office of OCS with a locality specific listing of all service payments made on behalf of the locality
- OCS posts the child specific payment information to the locality fiscal agent approval site
- This report should be reviewed to ensure all children have been reviewed by FAPT
- Should a child not belong to your locality, contact:
 - Shana McDaniel at Magellan, (804) 823-5138 or VADMASFIPS@magellanhealth.com

Pool Fund Reporting Home Page – Public Site

http://www.csa.virginia.gov/publicstats/csa_pool.cfm

CSA STATISTICS

File Edit View Favorites Tools Help

Virginia.gov Agencies | Governor Search Virginia.Gov

Office of Children's Services
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Statistics Home > CSA Pool Reporting

CSA Pool Reporting

Contact Us

View Filed Reports							
1. Record ID		11	12	13	14	15	16
2. FIPS		11	12	13	14	15	16
3. System Date		11	12	13	14	15	16
4. Period End Date		11	12	13	14	15	16
5. DOE Approved		11	12	13	14	15	16
6. FA NOT Approved				13	14	15	16
7. PENDED				13	14	15	16

Transaction History							
1. Detailed Pool Fund Reimbursement History	- FY16 Updated 10/28/2015 - FY15 10/26/2015		12	13	14	15	16
2. Transaction History		11	12	13	14	15	16

Supplements							
3. View Supplements		11	12	13	14	15	16
4. Supplement Dates		11	12	13	14	15	16

Utilities							
4. Refund Report		11	12	13	14	15	16
5. GROSS Expenditure Report		11	12	13	14	15	16
5a. NET Expenditure Report		11	12	13	14	15	16
5b. Effective Match Date Report		11	12	13	14	15	16

Locality Reports	
1. Medicaid Billings	
2. Locality Allocations	2.1 Protected Amounts ✕
3. Census by Locality	
4. Expenditures by Locality	
5. Expenditure Refunds by Locality	
6. FY Unit Cost by Locality	✕
7. Explanation of Terms	Service Categories
8. Statewide Pool Expenditures, Census, Unit Cost	
9. Statewide Pool Expenditures, Census, Unit Cost	
10. Pool Expenditures, Census, Unit Cost by Locality	
11. Pool Expenditures by Region	
12. Pool Reports by Date	
13. Pool Expenditures by Period FY09-FY15	
14. Preparer Pool Expenditures by Date	
16. Fiscal Agent Approved Pool Expenditures by Date	
17. Date Last Report Fiscal Agent Approved FY09-	

8:54 AM
11/4/2015

Detail Pool Fund Reimbursement History Report

Empowering communities to serve youth

CSA Statistics Home > CSA Pool Reporting

2016 June YTD CSA Pool Payments - Detail

FIPS: 11	Appomattox County		
July, 2015			
Transaction Description	Comment	Report ID	Amount
State Share	10/28/15 24252 7/31/2015	24252	52,336.28
Total for July, 2015 (1 detail records)			52,336.28
August, 2015			
Transaction Description	Comment	Report ID	Amount
State Share	10/28/15 24442 8/31/2015	24442	7,660.95
Total for August, 2015 (1 detail records)			7,660.95
September, 2015			
Transaction Description	Comment	Report ID	Amount
State Share	10/28/15 24678 9/30/2015	24678	107,039.25
Total for September, 2015 (1 detail records)			107,039.25
October, 2015			
Transaction Description	Comment	Report ID	Amount
Distribution of Funds	3-200-31-OCT-2015-CSA-FY2016 33020105		-124,699.61
July 2014-Feb2015 Med Adjustment			-15,901.21
Mar 2015 -June2015 Med Adjustment			-26,435.66
Total for October, 2015 (3 detail records)			-167,036.48
November, 2015			
Transaction Description	Comment	Report ID	Amount
Total for November, 2015 (0 detail records)			0.00

Example: Henrico County Oct. 2014 State Share Reimbursement

– October, 2015 Distribution \$124,699.61
=====

– This payment is comprised of:

- July pool report \$52,336.28
- August pool report \$ 7,660.95
- Sept pool report \$107,039.25
- Less:
 - Mar – July Med adj (\$26,435.66)
 - July – Feb Med adj (\$15,901,21)
 - Total paid \$124,699.61
=====

CSA Expenditure Reporting Helpful Reports

- Key reports on the CSA web site:
 - Transaction History Report – provides a real-time summary of filed pool expenditure reports and available allocation
 - FA (fiscal agent) Not Approved Report – provides a listing of expenditure reports not yet approved by the locality fiscal agent
 - Medicaid Local Share Reporting – provides a monthly calculation of Medicaid local share
 - FY2015 Medicaid Correction – re: Memo of Oct 6, 2015
 - FY2016 July 2015 to January 2016 captured in March
 - Pool Daily History Comparison – provides a year to date comparison of reported expenditures by expenditure category.
 - Detail Pool Fund Reimbursement History – provides a detail summary of state share payments, Medicaid local share collection and any other financial adjustment.

Other Topics

- Data Security
 - You are responsible for ensuring the confidentiality of client data
 - Ensure files submitted across the internet are encrypted and/or password protected at a minimum
- Add a new report preparer
 - ▶ Any existing report preparer can add a new report preparer from their “Local Government Reporting” homepage

Other Topics

- Local Contacts
 - The “Local Government Contacts” link on the CSA home page lists contact information for key local CSA stakeholders
 - Local government should visit this site periodically to ensure information is current
 - Utilize the “Registered User” credential to update the CPMT Chairs, CSA Coordinators and the FAPT Chair files
 - Contact Chuck Savage with any update to a report preparer of local fiscal agent