



**Office of Children's Services**  
Empowering communities to serve youth

# CSA Financial Procedures and Reporting

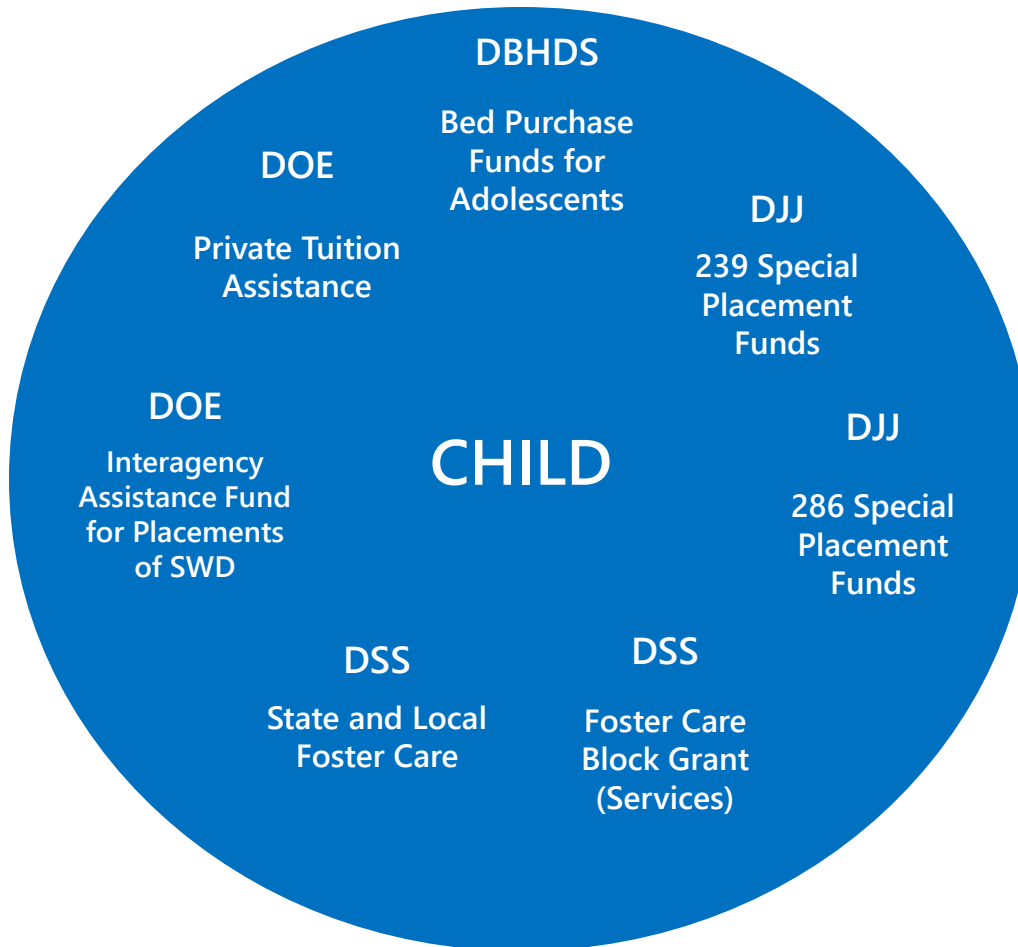
**Maris Adcock, Finance and Business Manager**  
**Office of Children's Services**

# Learning Objectives:

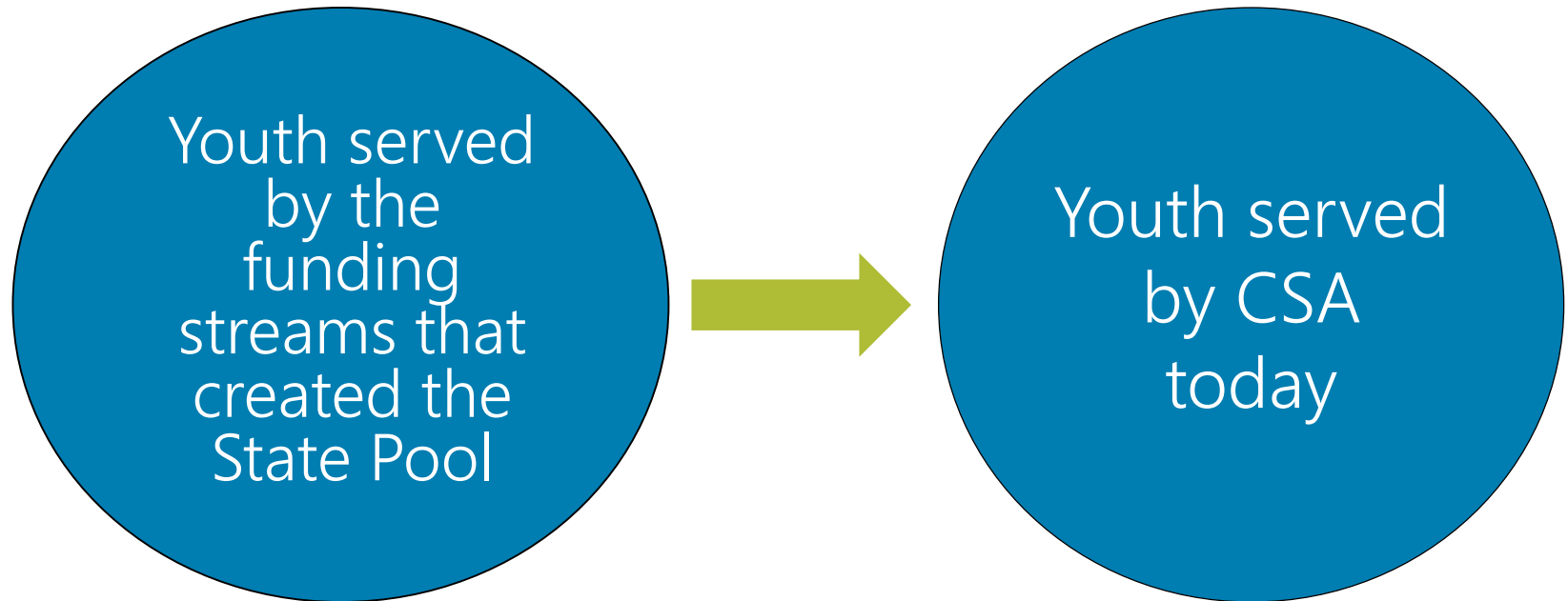
- Provide a basic overview of CSA funding
- Present and overview of funding sources
- Provide an overview of the financial reports available on the CSA web site
- Discuss the Medicaid funding and reports

# CSA: Short History

- Established July 1, 1993
- Consolidated funding from seven funding streams and four agencies (DSS, DOE, DBHDS, DJJ) into a single "state pool"
- Established a state supervised, locally administered and operated system
- Created the structures and functions to operate the program (SEC, OCS, FAPT, CPMT, etc.)



# Eligibility for Funds



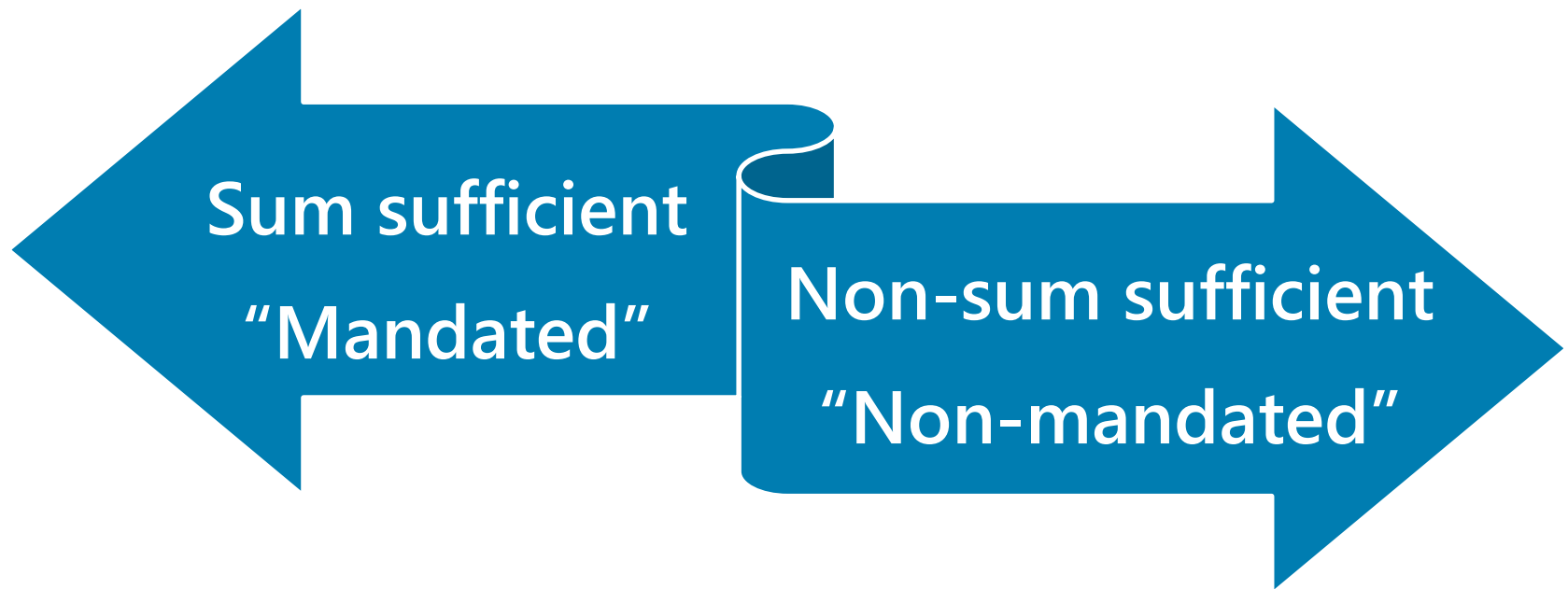
# CSA is funded through the Virginia Acts of Assembly State Budget Process

FY2018 Total state & federal funds CSA Pool Funds

General Fund (GF)	\$ 250,965,558
GF to Support Medicaid	28,526,197
Non-General Fund (NGF)	9,419,998
NGF – for Medicaid	43,187,748
	<hr/>
Total	\$ 332,099,501

- Financial Assistance for Child and Youth Services:  
broken down into the following areas:
  - \$259,990,556 in GF and NGF is used to reimburse localities for the state share of their CSA costs
    - The state funds support four reimbursement funding streams
      - Base State Pool Allocations \$199,063,691
        - » Includes "Protected" also know as non-mandated allocation
      - Supplemental State Pool funds 56,666,865
      - Special Education Wraparound funds 2,200,000
      - Local Administrative Costs 2,060,000
    - Sum-Sufficiency for "mandated" populations
    - \$28,526,197 GF and \$43,187,748 NGF are transferred to the Department of Medical Assistance Services (DMAS) for payment of Medicaid provider claims

# CSA Funding (COV, § 2.2-5211. C.)



In FY2017, 98.7% of the total CSA expenditures were for sum sufficient populations

Source: CSA Pool Fund Reimbursement System, FY2017 Final



## CSA Base Pool Allocation

- The Base Pool Allocation makes up 77% of the funds available - \$199,063,691
- Every locality is allotted a position of this appropriation
- A locality is required to provide a match
- This becomes your localities base pool allocation which can be seen on the CSA Transaction History Report.

# For a locality to receive a state reimbursement, they are required to provide a local match

- The instructions for the match formula base rate can be found in the Appropriation Act in the section which funds CSA
- Effective 2008, a three "tiered" match rates system is used to reimburse localities for their incurred CSA Expenditures
  - Base Local match rate
  - Community-based services match rate
    - (50% less than Base Rate)
  - Residential services match rate
    - (25% greater than Base Rate)

# Base Local match rate (C.2.)

## Base Match Rate

Educational Services – Congregate Care

Treatment Foster Care

Family Foster Care (maintenance and independent living)

Special Education Private Day Placements

Wraparound Services for Students with Disabilities

Psychiatric Hospitals/Crisis Stabilization Units

CSA Expenditure categories = 1e., 2a., 2a.1.,2a.2., 2b., 2b.1., 2e., 2g., 2h., 2i.

# Community-based services match rate (C.3.a.)

## Base Match Rate x .050

Family foster care (community-based services)

Community-based services

Community-transition services

Community-based services (non-mandated)

CSA Expenditure categories = 2c., 2f., 2f.1., 3.

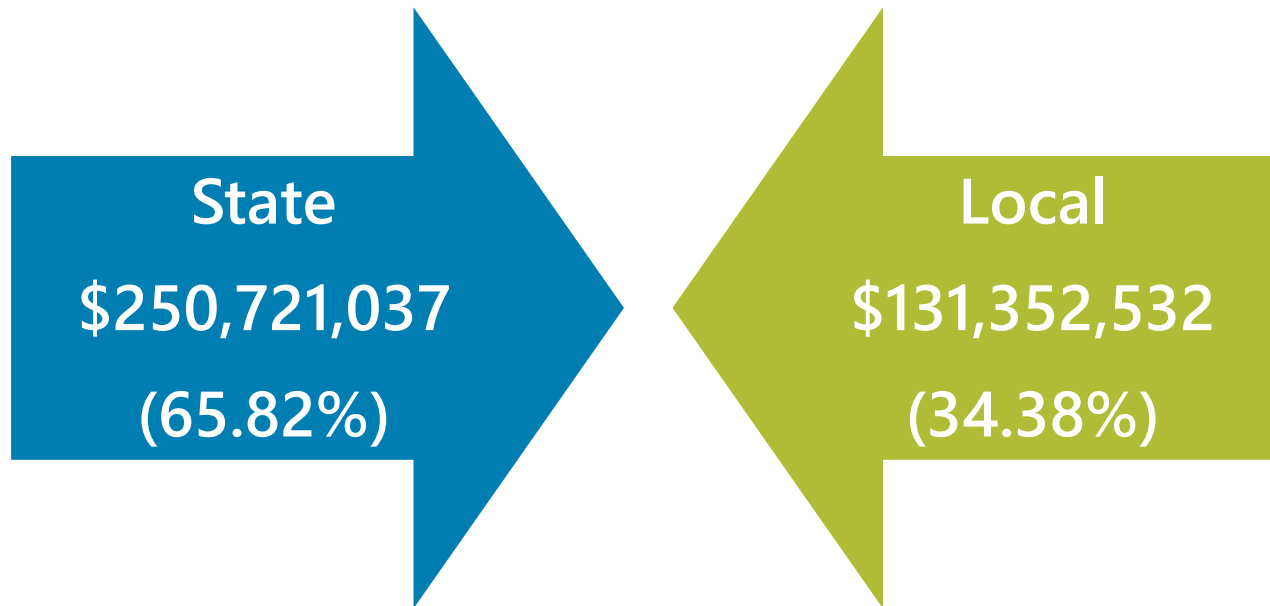
# Residential services match rate (C.3.b)

## Base Match Rate x 1.25

Congregate care (all sources, i.e., IV-E, non-IV-E, CSA Parental Agreement, DSS non-custodial foster care, non-mandated)

CSA Expenditure categories = 1a., 1b., 1c., 1d.

# CSA Funding: A Shared Responsibility



FY2017 final CSA net expenditures were \$382,073,569

# The CSA Reimbursement Process

- Localities are required to submit a request to OCS for reimbursement of the state share of allowable CSA costs. This is typically done on a monthly, but not less than quarterly.
- Expenditure data is downloaded from a local software systems (i.e., Thomas Brothers, Harmony, OCS Client Based Data Reporting System[CBDRS], or locality specific systems), reviewed and approved, then uploaded into the CSA Local Expenditure and Data Reimbursement System or LEDRS.

# Supplemental Request Process

- A locality which expends more than their base allocation must request a supplemental allocation.
  - The supplemental request form is found on the preparer CSA website
  - This form is used to project the locality's needs based on commitments by service type for the year
  - The request must be approved by the CPMT Chair, City/County Administrator and Fiscal Agent
  - When approval is obtained the Fiscal Agent must approve the form through LEDRS to inform OCS of the need for supplemental funds
  - OCS will process the request for allocations against the available state supplemental funds balance



# Special Education Wraparound Funding

- \$2.2 million from the CSA state pool is set aside for serving students with educational disabilities in community-based (non-school) settings per policy 4.1.3 of the SEC
- Students are considered to be eligible under the special education mandate
- Requires local match at the base match rate
- Localities are allocated funds at the beginning of each year by OCS, and may request additional funds beyond their initial allocation
- OCS will support all request until the \$2.2 million has been fully utilized.

# Local Administrative Funding

- \$2.060 million of the State Pool has been allocated to support the state share of administrative costs of operating a local CSA program
- Guidance related to Administrative Funds can be found in the Policy Manual for the Children's Services Act: Policy 4.5.3 – Administrative Funds
- To receive administrative funds, each locality is required to appropriate a local match based on the locality's base match rate
- To receive these funds the Community Policy and Management Team must submit to the State Fiscal Agent (DOE), their plan for using the administrative funds before June 15 of the current Fiscal Year.

# CSA and Local Medicaid Share

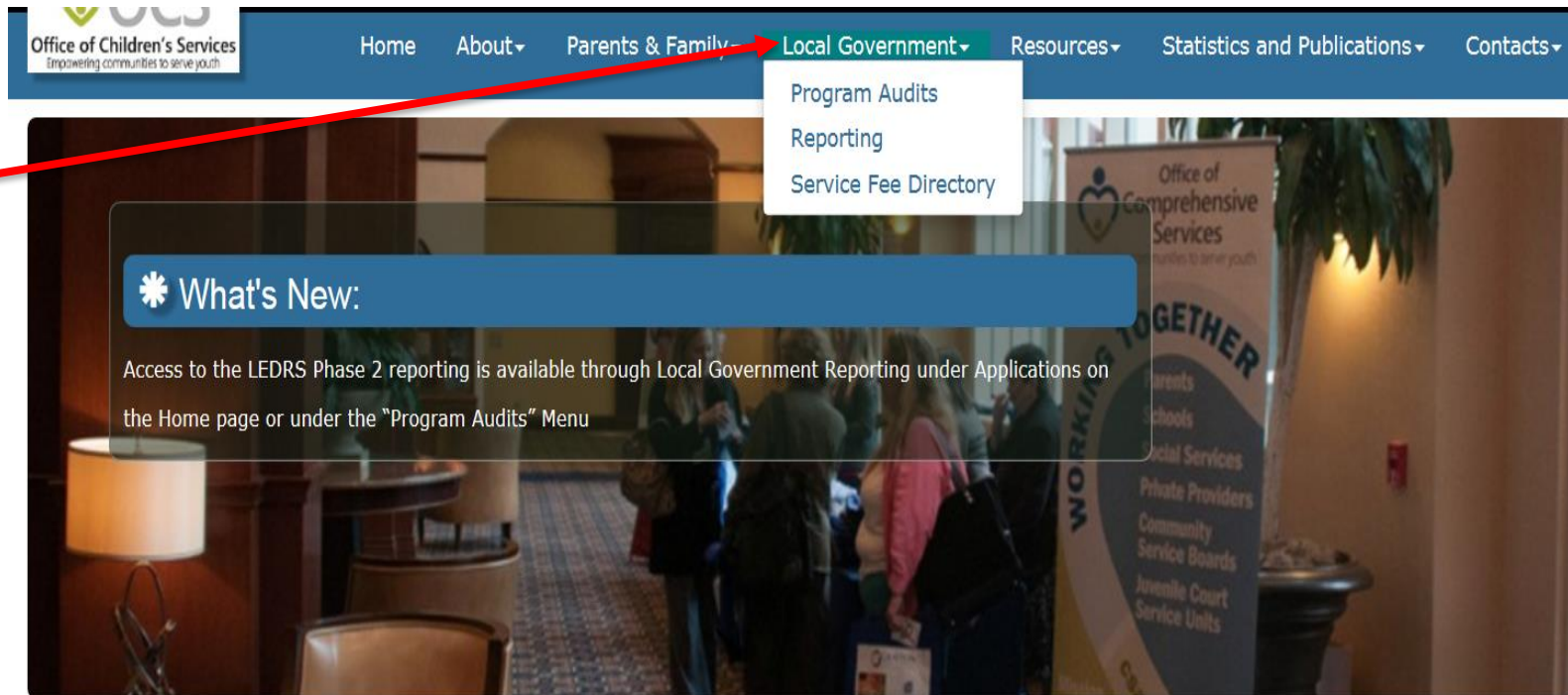
- Medicaid is another funding source used to support children and families served by the CSA
  - OCS is allocated and then transfers to DMAS both GF and NGF to pay providers of Medicaid funded services.
- In FY2017 the actual DMAS Medicaid cost to support the CSA program was \$87,615,947

General Fund (State/Local)	\$43,181,308
Non-General Fund (Federal)	\$44,434,639
- The GF cost is a shared cost between state and local government. The States GF allocation of \$28.5 million, is used to supports the state share of the Medicaid cost.
- The difference between the GF \$43.2M and the CSA GF allocation of \$28.5M, is collected from the locality for their share of the Medicaid cost.

- OCS receives a detailed monthly Medicaid report from DMAS. This report provides detailed local Medicaid billing of expenditures for service payments approved by Magellan/DMAS.
- OCS verifies the summary amount than distributes the localities their share of the Medicaid cost.
- CSA is authorized to recover from the locality their share of the monthly Medicaid billing.
- The localities Medicaid share is recovered by reducing their CSA pool reimbursement request. The local Medicaid share is based on their local match rate.
- A detailed Medicaid cost by client report is provided to the locality to verify they are only being charged for their children
  - If there are any discrepancies the locally must contact Magellan to correct the billing.

# CSA Financial Reports

- OCS uses the information loaded into the LEDRS to assist in the tracking of services, as well as to develop financial reports which show the utilization of allocated funds.
- Go to the CSA website at [www.csa.virginia.gov](http://www.csa.virginia.gov)





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Password	<input type="password"/>

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### Pool Fund Reporting/Supplement

current funding status:

#### Pool Reporting

[Upload LEDRS](#)

#### Supplement Section

Click the link below to create a new Supplement

[Add Supplement](#)

### Reports

[LEDRS Upload Details](#)

[Submitted LEDRS Summary](#)

[Transaction History](#)

[Pool Summary](#)

[Supplement Request History](#)

[View Child Data...](#)

#### IACCT Upload

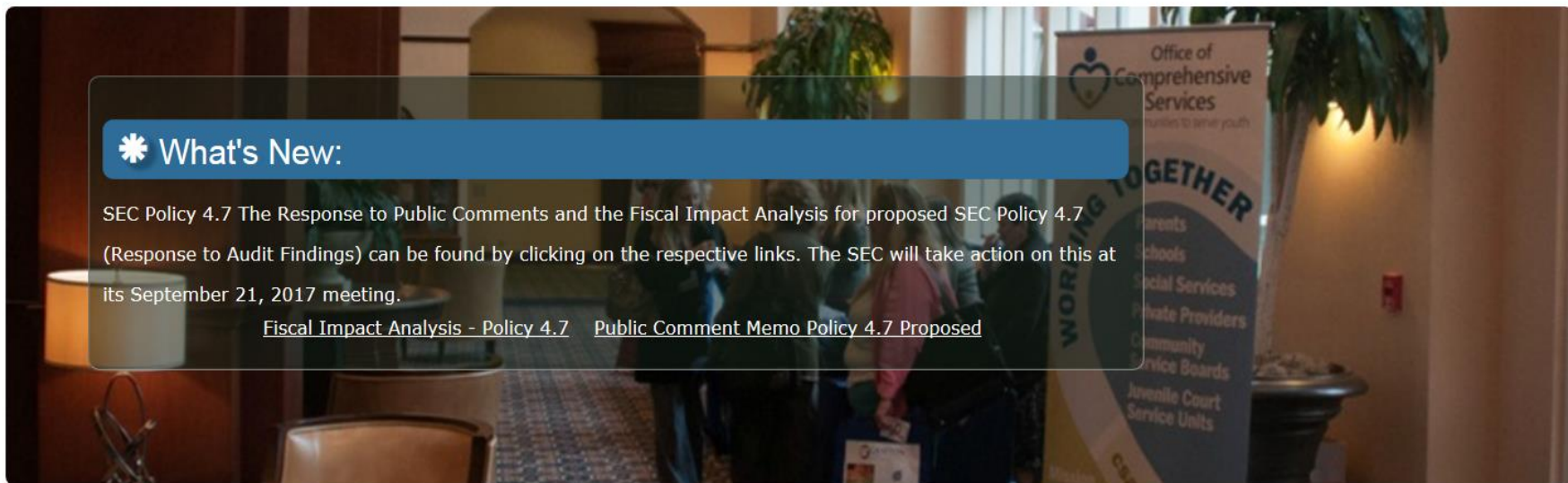
[Upload IACCT File](#)



# CSA Public Facing Reports

To see the public facing reports go to [www.csa.virginia.gov](http://www.csa.virginia.gov)

Select Statistics and Publications




 Applications

 What is CSA

 Welcome to OCS

- Scott Reiner, Executive Director

Then select "CSA Pool Expenditure Reports"



Search Virginia.Gov [Virginia.gov](#)

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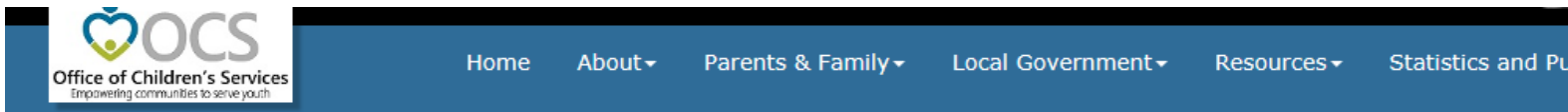
Home About▾ Parents & Family▾ Local Government▾ Resources▾ Statistics and Publications▾ Contacts▾

## CSA Statewide Statistics Public

- o **CSA Performance Measures for FY 2015 and FY 2016**  
[Performance Measures Instructions](#)  
[CSA Performance Measures / Outcome Indicators Report – FY2015 \(Statewide Data Report\)](#)
- o **Performance Dashboard**  
Provides a comparison of state and local performance on key CSA indicators.
- o **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](#)
- o **CSA Pool Expenditure Reports**  
Current and historical information on CSA Pool system. Medicaid Reports; Locality Allocations

- Key reports available on the CSA public website:
  - FA (Fiscal Agent) NOT Approved (view filed reports #6)
  - Detail Pool Fund Reimbursement History (transaction history #1)
    - Shows distribution of funds and Medicaid recovery against a locality's reimbursement request
  - Transaction History (transaction history #2)
    - Shows the local's expenditure request history against their allocated funds reflecting a remaining balance of funds which can be requested
  - Preparer Approved Pool Totals (utilities #8a)
    - Shows gross expenditures, refunds and net by expenditure type
    - Local and State match by expenditure type
  - Pool Daily History Comparison(utilities #13)
    - For the current year this report compares the expenditure incurred over the past four years on the day and time the report is run.
    - If this is run against the prior year it will reflect the annual expenditures for the fiscal year, by category, during the past four years.

A list of CSA Pool Expenditure Reports is available on the left.  
On the right is the Medicaid summary billing by locality and a few additional items.



### CSA Pool Expenditure Reports

View Filed Reports						
1. Record ID	13	14	15	16	17	18
2. FIPS	13	14	15	16	17	18
3. System Date	13	14	15	16	17	18
4. Period End Date	13	14	15	16	17	18
5. DOE Approved	13	14	15	16	17	18
6. FA NOT Approved			15	16	17	18
7. PENDED			15	16	17	18
Transaction History						
1. Detailed Pool Fund Reimbursement History - FY17 Updated 9/28/2017		14	15	16	17	18
2. Transaction History	13	14	15	16	17	18
Supplements						
3. View Supplements	13	14	15	16	17	18
4. Supplement Dates	13	14	15	16	17	18
Utilities						
4. Refund Report	13	14	15	16	17	18
5. GROSS Expenditure Report	13	14	15	16	17	18
5a. NET Expenditure Report	13	14	15	16	17	18
5b. Effective Match Rate Report	13	14	15	16	17	18
6. Expenditure Comparisons	12vs 13	13vs 14	14vs 15	15vs 16	16vs 17	17vs 18
7. Expenditure \$ Cumulative	13	14	15	16	17	18
8. DOE Approved Pool Totals	15	16	17	18		
8a. Preparer Approved Pool Totals	13	14	15	16	17	18
9. Period Last Report Filed	13	14	15	16	17	18
10. Reports by Period End	13	14	15	16	17	18
12. Pool Report Dates ( ALL)	13	14	15	16	17	18
13. Pool Daily History Comparison	13	14	15	16	17	18

Locality Reports
1. Medicaid Billings
2. Locality Allocations 2.1 Protection
3. Statewide Pool Expenditures, Census, Unit Cost by Year
4. Pool Expenditures, Census, Unit Cost by Locality