CSA Utilization Reports

User Manual

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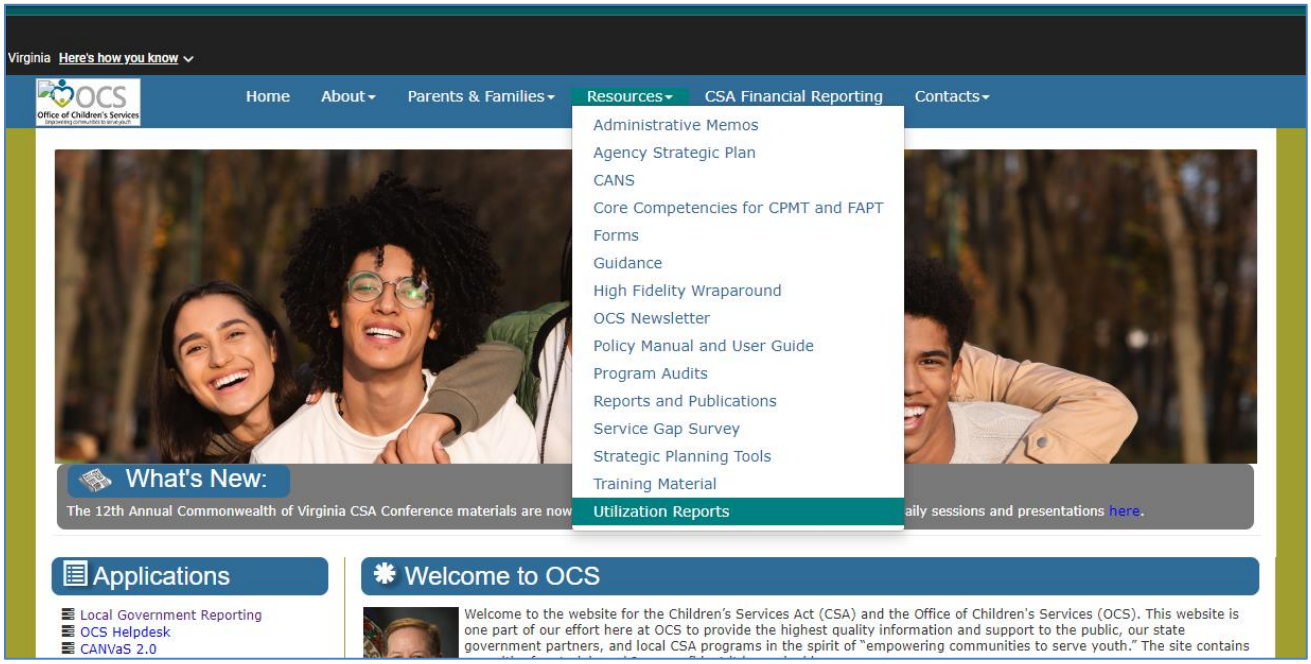
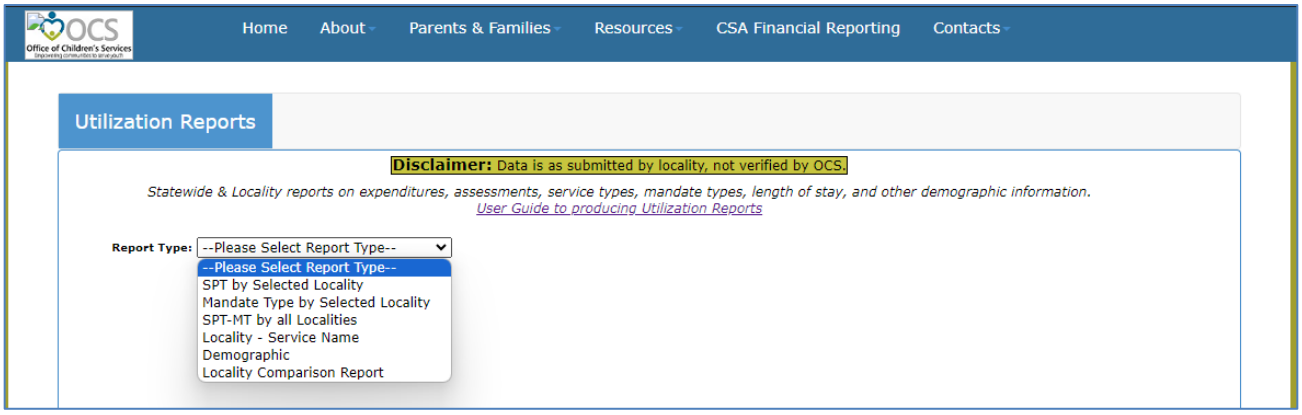
Accessing CSA Utilization Reports

1. **Click on Resources and then on Utilization Reports**



2. **Once on the CSA Utilization reports screen you will first need to:**

   Select a Report Type from the drop-down list



The following are the six report types:

a. SPT (Service Placement Type) by Selected Locality
b. Mandate Type (MT) by Selected Locality
c. SPT-MT by all Localities
d. Locality - Service Name
e. Demographic
f. Locality Comparison Report

All reports require the user to select the fiscal year (or fiscal years for the Locality Comparison Report) and set a Year-to-Date - Yes/No radio button as well as Report Filter 1 and Report Filter 2.

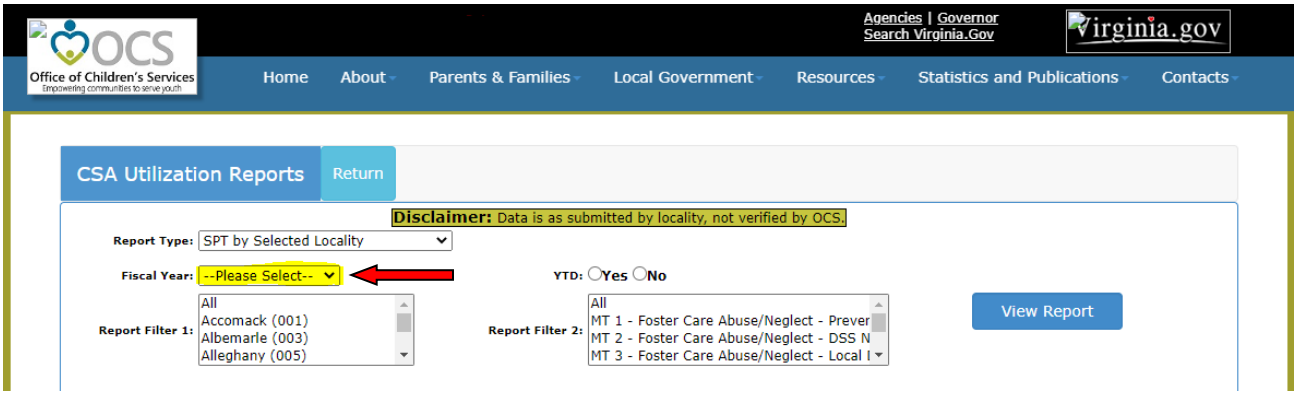
The Year-To-Date button set to “Yes” generates data as of the date in the current fiscal year, while the button set to “No” generates data for the complete fiscal year. If you are looking at the current fiscal year, there is no option as the fiscal year is not complete and you will receive year-to-date data only.

The Report Filter 1 and Report Filter 2 selections vary depending on the Report Type selected. The steps to generate the reports are outlined below.

Reports: SPT by Selected Locality; MT by Selected Locality; SPT-MT by all Localities; Demographic; and Locality - Service Name

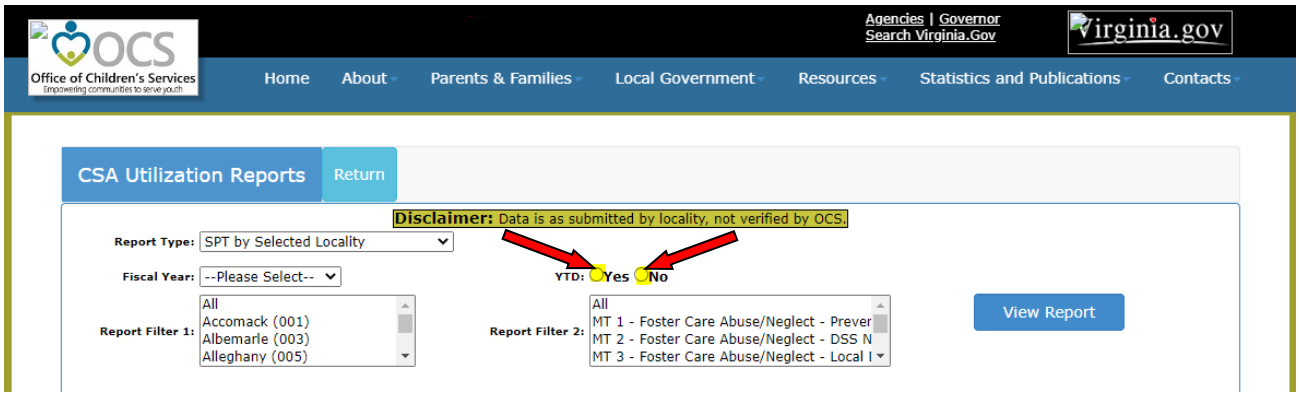
For the above listed reports, the filter selections are as follows:

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



Step 2: Select 'Yes' or 'No' for the Year-to-Date (YTD) option

Selecting 'Yes' will return utilization data from the beginning of the selected fiscal year through today's month and day for the selected fiscal year. Selecting 'No' will return the entire selected fiscal year's utilization data. 'Yes' will be selected by default for the current fiscal year and during July, August and September for the previous fiscal year.

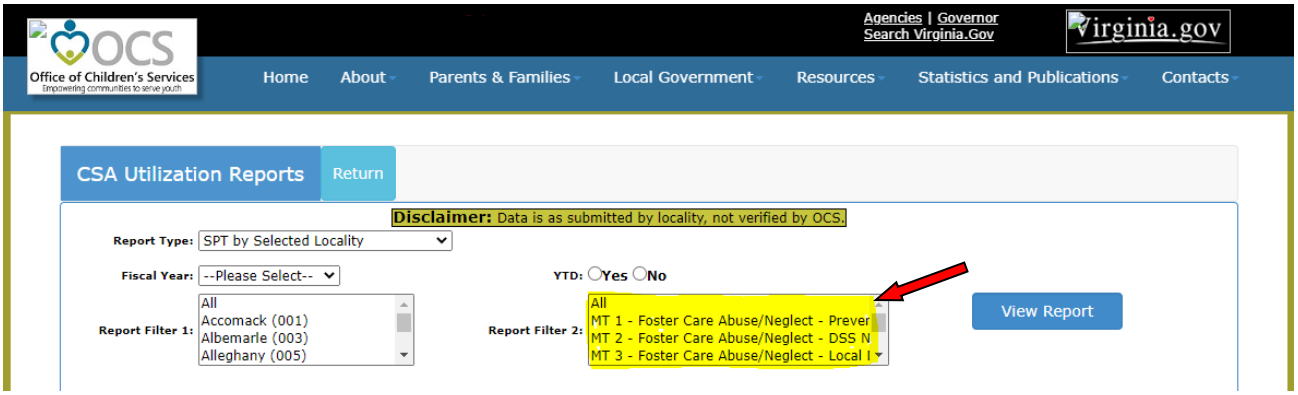


Step 3: Select Report Filter 1

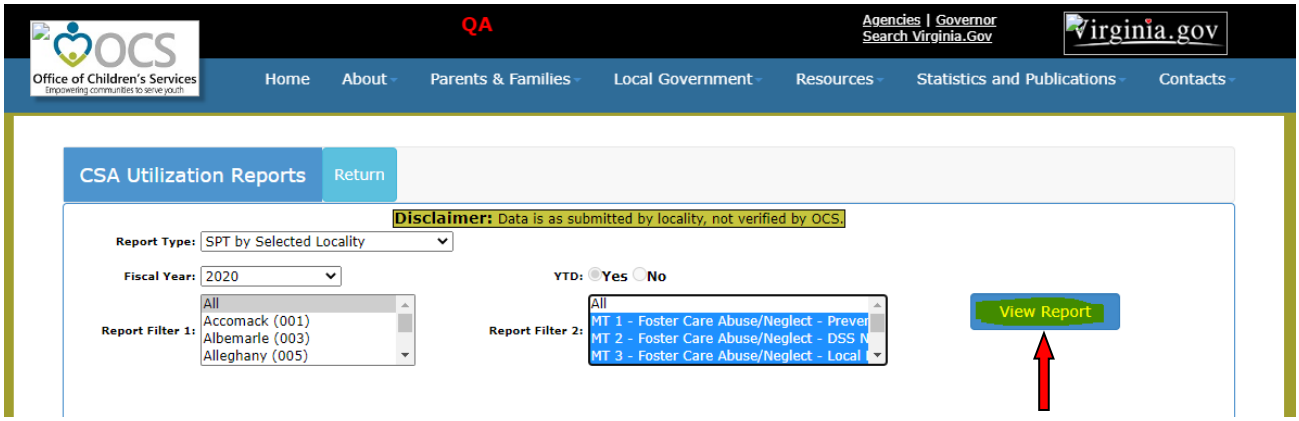
- For the SPT by Selected Locality, Mandate Type by Selected Locality, Demographic, and Locality - Service Name reports: Users can 1) select an individual locality, 2) click and hold the CTRL key and select multiple localities, or 3) select 'All'
- For the SPT-MT by all Localities report: Users can 1) select an individual SPT, 2) click and hold the CTRL key and select multiple SPTs, or 3) select 'All'

Step 4: Select Report Filter 2

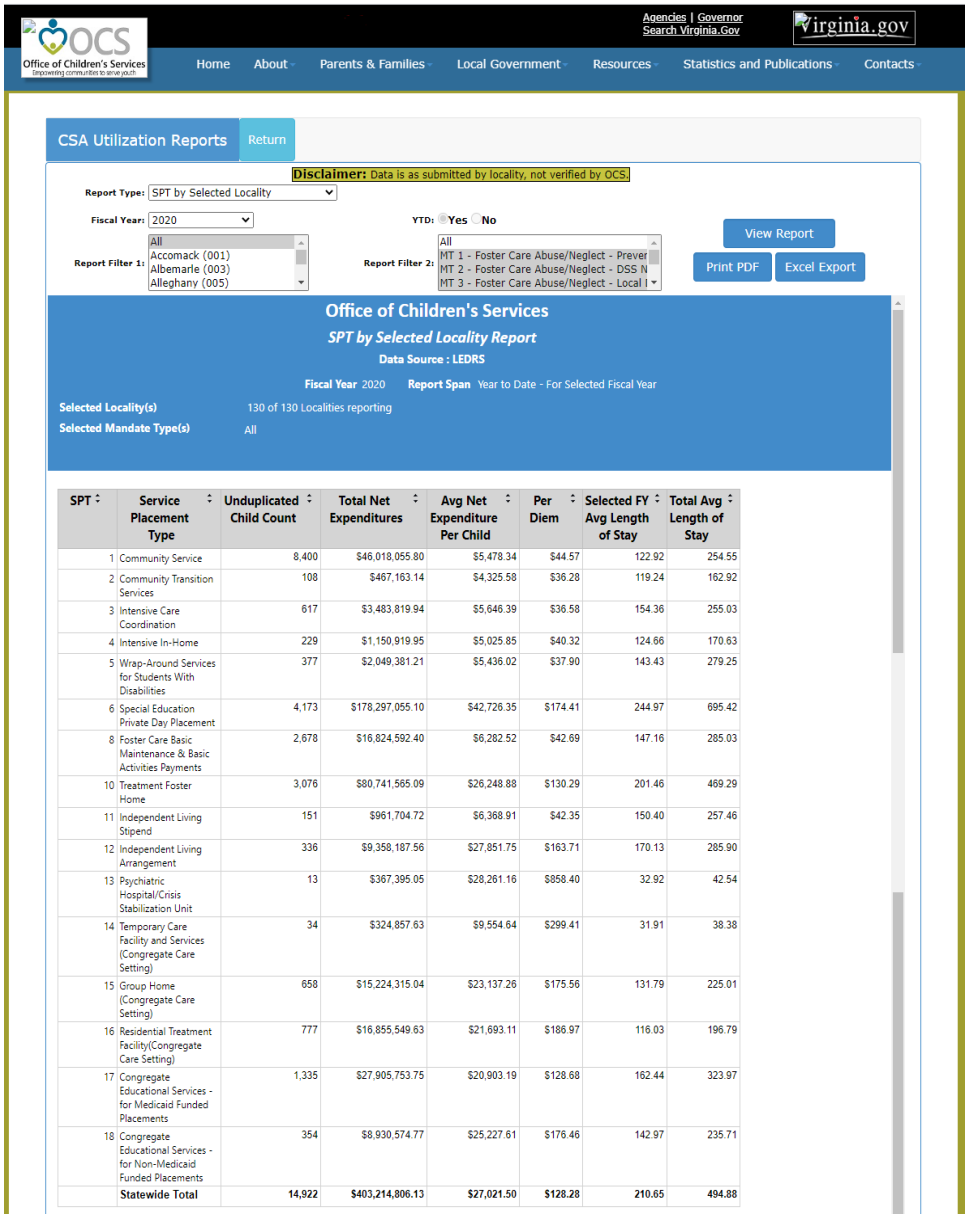
- For the SPT by Selected Locality report: Users can 1) select an individual MT, 2) click and hold the CTRL key and select multiple MTs, or 3) select 'All'
- For the Mandate Type by Selected Locality and Demographic reports: Users can 1) select an individual SPT, 2) click and hold the CTRL key and select multiple SPTs, or 3) select 'All'
- For Locality - Service Name report: Users can 1) select an individual Service Name, 2) click and hold the CTRL key and select multiple Service Names, or 3) select 'All'



Step 5: To generate the report, click on the 'View Report' Button

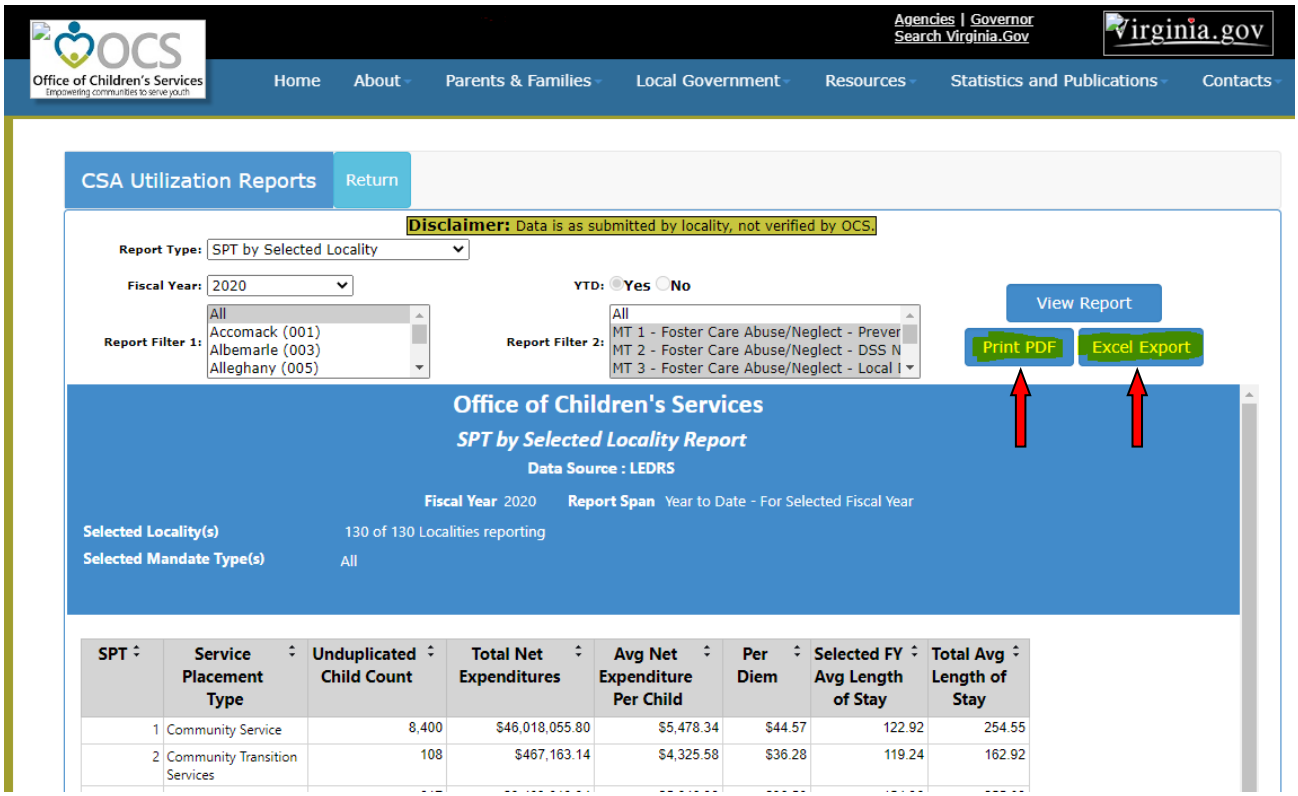


A report similar to the following will be displayed:



SPT	Service Placement Type	Unduplicated Child Count	Total Net Expenditures	Avg Net Expenditure Per Child	Per Diem	Selected FY Avg Length of Stay	Total Avg Length of Stay
1	Community Service	8,400	$46,018,055.80	$5,478.34	$44.57	122.92	254.55
2	Community Transition Services	108	$467,163.14	$4,325.58	$36.28	119.24	162.92
3	Intensive Care Coordination	617	$3,483,819.94	$5,646.39	$36.58	154.36	255.03
4	Intensive In-Home	229	$1,150,919.95	$5,025.85	$40.32	124.66	170.63
5	Wrap-Around Services for Students With Disabilities	377	$2,049,381.21	$5,436.02	$37.90	143.43	279.25
6	Special Education Private Day Placement	4,173	$178,297,055.10	$42,726.35	$174.41	244.97	695.42
8	Foster Care Basic Maintenance & Basic Activities Payments	2,678	$16,824,592.40	$6,282.52	$42.69	147.16	285.03
10	Treatment Foster Home	3,076	$80,741,565.09	$26,248.88	$130.29	201.46	469.29
11	Independent Living Stipend	151	$961,704.72	$6,368.91	$42.35	150.40	257.46
12	Independent Living Arrangement	336	$9,358,187.56	$27,851.75	$163.71	170.13	285.90
13	Psychiatric Hospital/Crisis Stabilization Unit	13	$367,395.05	$28,261.16	$858.40	32.92	42.54
14	Temporary Care Facility and Services (Congregate Care Setting)	34	$324,857.63	$9,554.64	$299.41	31.91	38.38
15	Group Home (Congregate Care Setting)	658	$15,224,315.04	$23,137.26	$175.56	131.79	225.01
16	Residential Treatment Facility(Congregate Care Setting)	777	$16,855,549.63	$21,693.11	$186.97	116.03	196.79
17	Congregate Educational Services - for Medicaid Funded Placements	1,335	$27,905,753.75	$20,903.19	$128.68	162.44	323.97
18	Congregate Educational Services - for Non-Medicaid Funded Placements	354	$8,930,574.77	$25,227.61	$176.46	142.97	235.71
	Statewide Total	**14,922**	**$403,214,806.13**	**$27,021.50**	**$128.28**	**210.65**	**494.88**

Step 6: To print the report: Click on the 'Print PDF' button. To export the report to an excel workbook, click on the 'Excel Export' button



Report: Locality Comparison Report

Step 1: Select a single Fiscal Year or click and hold the CTRL key and select multiple Fiscal Years (up to 3)

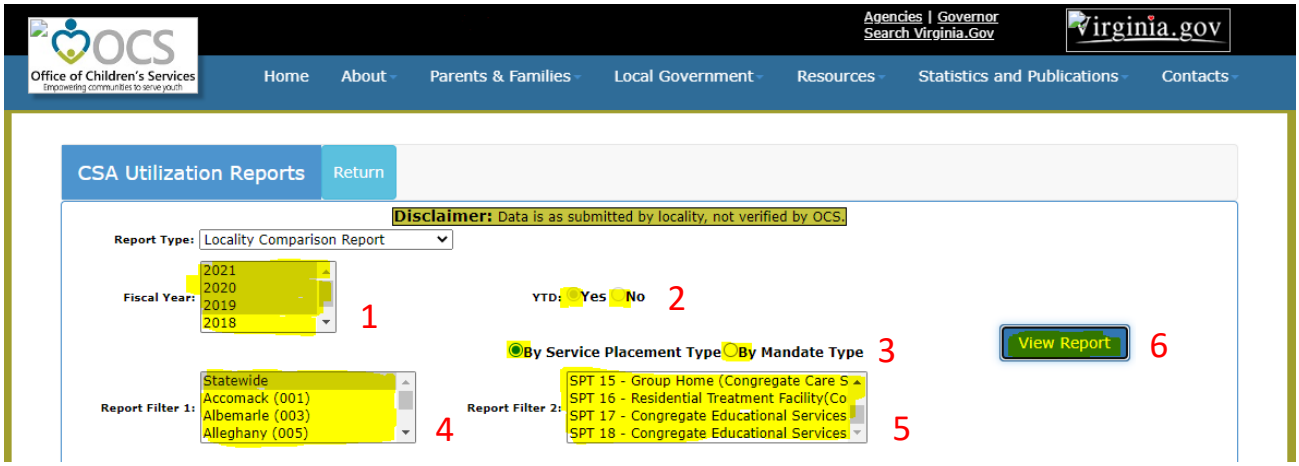
Step 2: Select 'Yes' or 'No' for YTD. Note: if any selected fiscal year from Step 1 is the current fiscal year or the previous fiscal year during the months of July, August and September, then 'Yes' will be automatically selected

Step 3: Select either the 'By Service Placement Type' or the 'By Mandate Type' radio button. Depending on this selection, the Report Filter 2 is populated with SPTs or MTs

Step 4: For Report Filter 1: Select two or more localities/statewide. Up to five localities, including statewide, can be selected by clicking and holding the CTRL key and then selecting the localities

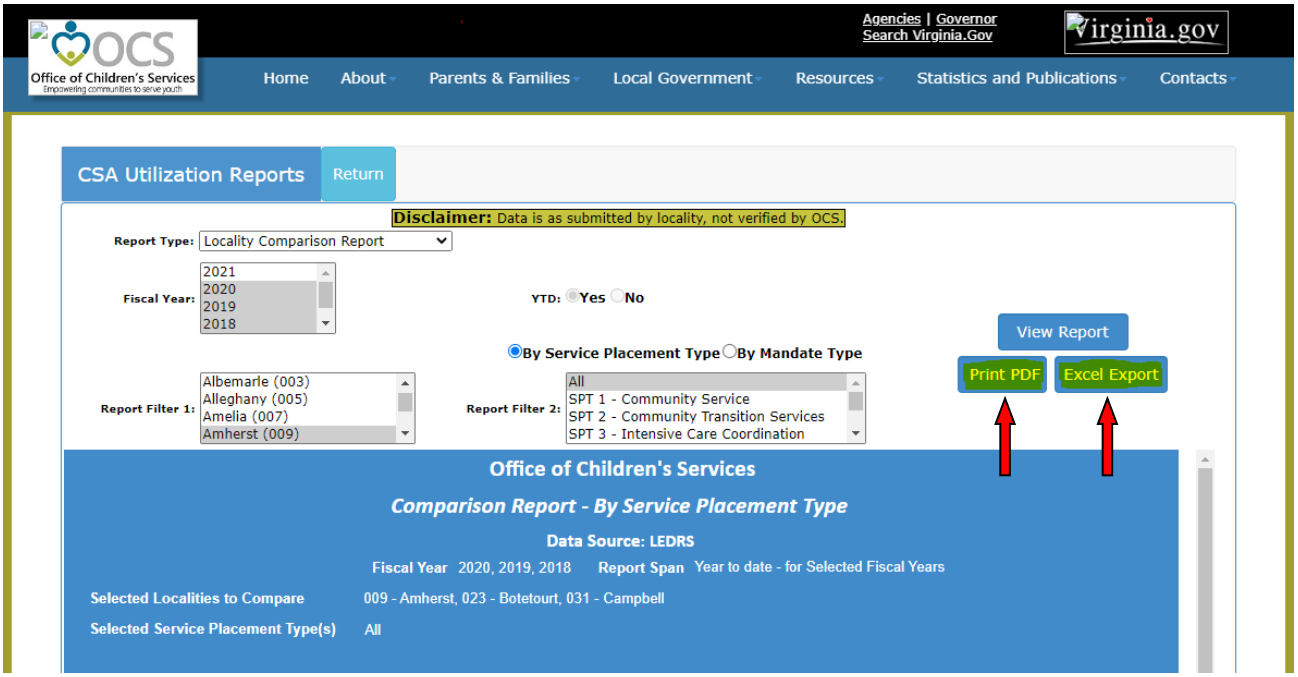
Step 4: For Report Filter 2: Select a single SPT or MT, click and hold the CTRL key and select multiple SPTs or MTs, or select 'All'

Step 6: To generate the report, click on the 'View Report' Button


Office of Children's Services
Empowering communities to serve youth
Agencies | Governor
Search Virginia.Gov
Virginia.gov
Home
About
Parents & Families
Local Government
Resources
Statistics and Publications
Contacts
CSA Utilization Reports
Return
Disclaimer: Data is as submitted by locality, not verified by OCS.
Report Type: Locality Comparison Report
Fiscal Year: 2021 2020 2019 2018
1
YTD: Yes No
2
By Service Placement Type By Mandate Type
3
View Report
6
Report Filter 1: Statewide Accomack (001) Albemarle (003) Alleghany (005)
4
Report Filter 2: SPT 15 - Group Home (Congregate Care S SPT 16 - Residential Treatment Facility(Co SPT 17 - Congregate Educational Services SPT 18 - Congregate Educational Services
5

A report similar to the following will be displayed:

Step 7: To print the report, click on the 'Print PDF' button and to export the report to an excel workbook, click on the 'Excel Export' button



General Guidance to Create CSA Utilization Reports

- There are six types of reports:
    - SPT (Service Placement Type) by Selected Locality
    - Mandate Type (MT) by Selected Locality
    - SPT-MT by All Localities
    - Locality - Service Name
    - Demographic
    - Locality Comparison Report
- Depending on the report selected, the reporting will display utilization data:
    - By Locality
    - By Mandate Type
    - By Service Placement Type
    - By Service Name
    - By Demographics
    - By graphically displaying comparisons of two or more localities/statewide
- The following information is provided in the SPT by Selected Locality, SPT-MT by all localities, Locality - Service Name, and Demographic reports
    - Unduplicated Child Count
    - Total Net Expenditures
    - Average Net Expenditure per Child
    - Per Diem (cost per day)
    - Average Length of Stay in the Selected Fiscal Year
    - Continuous Average Length of Stay (since the beginning of FY2017)
- The following information is provided in the MT by Selected Locality report:
    - Unduplicated Child Count
    - Total Net Expenditures
    - Average Net Expenditure per Child

*Note: The Per Diem, Selected Fiscal Year Average Length of Stay, and Total Average Length of Stay columns are not included in the MT by Selected Locality report since length of stay is only applicable to SPTs and Service Names

- The following comparisons are provided in the Locality Comparison Report:
    - When selecting 'By Service Placement Type'
        - ✓ Average Per Diem Cost
        - ✓ Average Length of Stay
        - ✓ Average Net Expenditure per Child

- When selecting 'By Mandate Type'
  - ✓ Average Net Expenditure per Child

*Note: The Average Per Diem Cost and Average Length of Stay comparisons are not included since length of stay is only applicable to SPTs and Service names

SPT by Selected Locality Report – This report returns utilization data by service placement type for one or more localities for the selected mandate types:

- Select the report by using the dropdown box and selecting 'SPT by Selected Locality'
- Select the applicable fiscal year
- Select 'Yes' or "No' for YTD
- Select Filter 1 - Locality(s)
- Select Filter 2 - Mandate Type(s)
- Engage "View Report"

*Note: If not selecting all Mandate Types, total net expenditures may not match the true total for all Mandate Types. If you are looking for the true total net expenditures for the year, please select 'All' Mandate Types

Mandate Type by Selected Locality Report – This report returns utilization data by mandate type for one or more localities for the selected service placement types:

- Select the report by using the dropdown box and selecting 'Mandate Type by Selected Locality'
- Select the applicable fiscal year
- Select 'Yes' or "No' for YTD
- Select Filter 1 - Locality(s)
- Select Filter 2 - Service Placement Type(s)
- Engage "View Report"

*Note: If not selecting all Service Placement Types, total net expenditures may not match the true total for all Service Placement Types. If you are looking for the true total net expenditures for the year, please select 'All' Service Placement Types

SPT-MT by all Localities Report – This report returns utilization data by locality for the selected service placement and mandate types

- Select the report by using the dropdown box and selecting 'SPT-MT by all Localities'
- Select the applicable fiscal year
- Select 'Yes' or "No' for YTD
- Select Filter 1 - Service Placement Type(s)
- Select Filter 2 - Mandate Type(s)
- Engage "View Report"

*Note: If not selecting all Service Placement Types or all Mandate Types, total net expenditures may not match the true total for all Service Placement Types and all Mandate Types. If you are looking for the true total net expenditures for the year, please select 'All' Service Placement Types and 'All' Mandate Types

Locality Service Name Report – This report returns utilization data by service name for one or more localities for the selected service names:

- Select the report by using the dropdown box and selecting 'Mandate Type by Selected Locality'
- Select the applicable fiscal year
- Select 'Yes' or "No' for YTD
- Select Filter 1 - Locality(s)
- Select Filter 2 - Service Placement Type(s)
- Engage "View Report"

*Note: If not selecting all Service Names, total net expenditures may not match the true total for all Service Names. If you are looking for the true total net expenditures for the year, please select 'All' Service Names

Demographic Report – This report returns utilization data by Sex, Race, Ethnicity, Age Group, and Referral Source for one or more localities for the selected service placement types:

- Select the report by using the dropdown box and selecting 'Demographic'
- Select the applicable fiscal year
- Select 'Yes' or "No' for YTD
- Select Filter 1 - Locality(s)
- Select Filter 2 - Service Placement Type(s)
- Engage "View Report"

*Note: If not selecting all Service Placement Types, total net expenditures may not match the true total for all Service Placement Types. If you are looking for the true total net expenditures for the year, please select 'All' Service Placement Types

Locality Comparison Report – This report returns graphical comparisons of utilization data by either service placement type or mandate type for two to five localities/statewide for up to three fiscal years:

- Select the report by using the dropdown box and selecting 'Locality Comparison Report'
- Select the applicable fiscal year(s)
- Select 'Yes' or "No' for YTD
- Select 'By Service Placement Type' or 'By Mandate Type'
- Select Filter 1 - Locality(s)
- Select Filter 2 – Service Placement Type(s) or Mandate Type(s)
- Engage "View Report"

*Note: If not selecting all Service Placement Types or all Mandate Types, average net expenditures per child may not match the true average for all Service Placement Types or all Mandate Types. If you are looking for the true total net expenditures for the year, please select 'All' Service Placement Types' or 'All' Mandate Types

For Technical Assistance on the CSA Utilization reports please contact: OCS Help Desk