



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

ADMINISTRATIVE MEMO #24-03

To: CSA Coordinators
CC: CSA Fiscal Agents
From: Preetha Agrawal, Chief Information Officer
Date: May 9, 2024

A handwritten signature in black ink that reads "Preetha" with a flourish at the end.

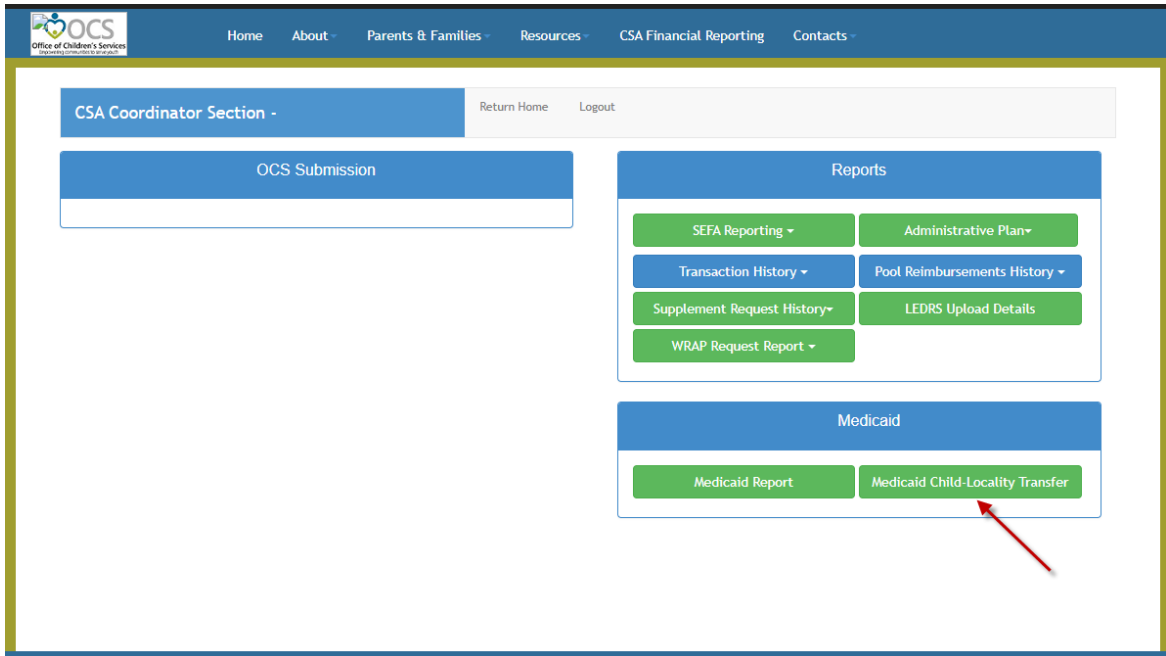
Subject: CSA Child Medicaid FIPS Change

With the change in the Department of Medical Assistance Services' contractor from Magellan to Acentra, a new process is being implemented for local CSA programs to correct the records (and Medicaid financial match) for children who are mistakenly recorded in your locality. It is no longer the practice to make a notification to Magellan and then await correction.

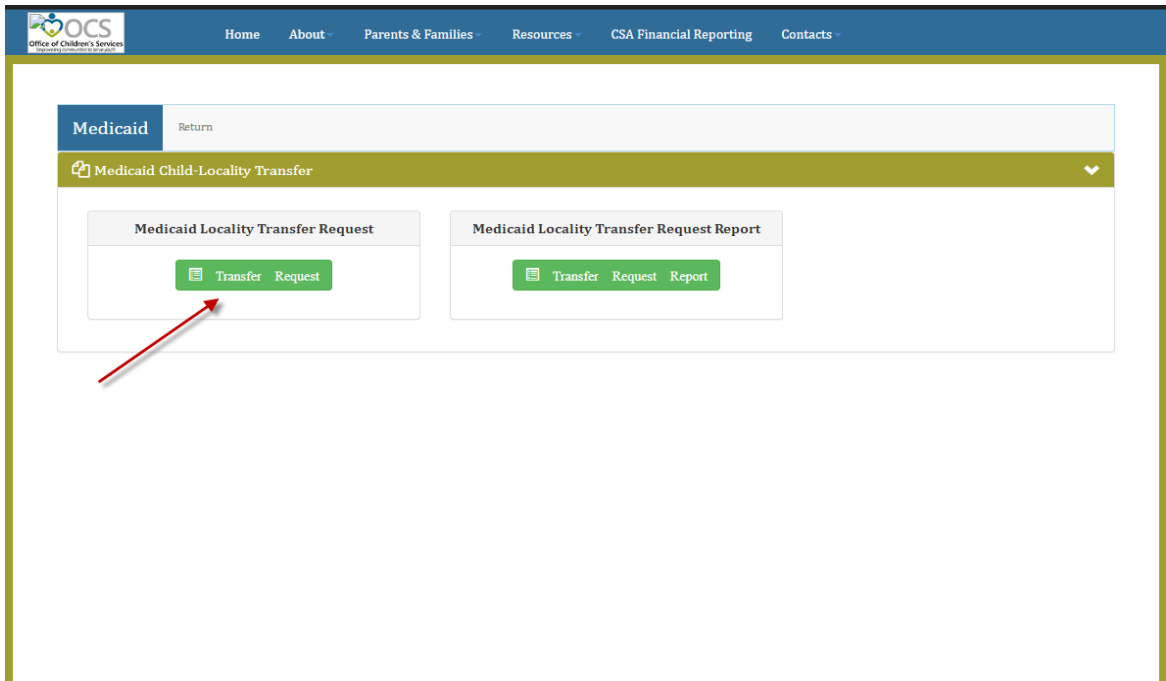
Local CSA Coordinators and/or Fiscal Agents should still review the monthly Medicaid report in the Local Government Reporting area of the CSA system. Information about accessing this report can be found in [OCS Administrative Memo #22-11](#).

If you identify errors (i.e., a youth being incorrectly assigned to your locality) for payments beginning with FY 2024, you can report this error through the CSA system as follows:

1. On the CSA website, after logging in to Local Government Reporting, click on your module, either CSA Coordinator or Fiscal Agent.
2. Under the Medicaid section, click on the "Medicaid Child Locality Transfer" button as indicated in the following screenshot.



3. Next, click on the “Transfer Request” button as shown.



4. Select the Report Year and Report Month and click on the “Search” button.

Transfer Request - CSA Jurisdiction for Medicaid [Return Home](#)

Report Year*: 2023 Report Month*: August

[Search](#) [Reset](#)

REPORTYEAR	REPORTMONTH	FIPS	ENROLLEE_NUMBER	ENROLLEE_NAME ▲	MEDICAID ENROLLEE CHANGE ...
2023	8	1300	3501	Child 1	Request
2023	8	1300	3531	Child 2	Request
2023	8	1300	3541	Child 3	Request
2023	8	1300	3521	Child 4	Request
2023	8	1300	3561	Child 5	Request
2023	8	1300	3561	Child 6	Request
2023	8	1300	3511	Child 7	Request
2023	8	1300	1071	Child 8	Request
2023	8	1300	9761	Child 9	Request
2023	8	1300	3511	Child 10	Request
2023	8	1300	0591	Child 11	Request

1 / 3 items per page 1 - 16 of 34 items

5. Next, click the “Request” button for the child for whom the locality change needs to be requested. Enter the details for the Transfer of CSA jurisdiction. If the correct locality is not known, then scroll to the bottom of the screen and select “Locality Not Known.” Fill in all the mandatory fields and click the “Submit” button. In the tabular section, all payments for the child in the system after the reporting month will be flagged for the change request.

10.193.21.208 says
Submit a Medicaid Child Locality-Transfer Request for ENROLLEE Number 3561 with ENROLLEE Name child 5 to transfer to Locality Arlington (013)
The number of payments made in Report Year 2023; Report Month August is 2
This Report Period might have additional payments associated with this child's ENROLLEE Number listed under a different ENROLLEE Name. After submitting this request please search with this ENROLLEE Number again to ensure transfer request is made

OK Cancel

I certify the following:
This youth is no longer affiliated with Fairfax - Falls Church(1300) is now affiliated with: Arlington (013)

*Transfer reason: Child moved from locality

*Comment: This child has moved

*Close/Move/Change Date: 08/31/2023

*Authorized CSA User Acknowledgment:

Request Submitted By: Preetha Agrawal
Request Date: 5/8/2024

MEDICAID REPORT ID	REPORTYEAR ...	REPORTMONTH...	ENROLLEE_NAME	ENROLLEE_NUMBER	PROVIDER_NUMBER	PPROVIDER_SERVICE_LOCAL
716439	2023	8	Child 5	3561	1619059789	NORTHERN VIRGINIA FAMILY
719970	2023	9	Child 5	3561	1619059789	NORTHERN VIRGINIA FAMILY

Submit Cancel

6. After submission, the confirmation screen appears.

10.193.21.208 says
Transfer request submitted Successfully.

OK

Transfer of CSA Jurisdiction for Medicaid Funded

I certify the following:
This youth is no longer affiliated with Fairfax - Falls Church(1300) is now affiliated with: Arlington (013)

*Transfer reason: Child moved from locality

*Comment: This child has moved

*Close/Move/Change Date: 08/31/2023

*Authorized CSA User Acknowledgment:

Request Submitted By: Preetha Agrawal
Request Date: 5/8/2024

This process might take some time. Please do not hit refresh or back button or close this window.

MEDICAID REPORT ID	REPORTYEAR ...	REPORTMONTH...	ENROLLEE_NAME	ENROLLEE_NUMBER	PROVIDER_NUMBER	PPROVIDER_SERVICE_LOCAL
716439	2023	8	BABY	3561	1619059789	NORTHERN VIRGINIA FAMILY
719970	2023	9	BABY	3561	1619059789	NORTHERN VIRGINIA FAMILY

Submit Cancel

7. The main screen changes as shown below:

REPORTYEAR	REPORTMONTH	FIPS	ENROLLEE_NUMBER	ENROLLEE_NAME ▲	MEDICAID ENROLLEE CHANGE ...
2023	8	1300	350:	Child 1	Request
2023	8	1300	353:	Child 2	Request
2023	8	1300	354:	Child 3	Request
2023	8	1300	352:	Child 4	Request
2023	8	1300	356:	Child 5	Request Submitted
2023	8	1300	356:	Child 6	Request
2023	8	1300	351:	Child 7	Request
2023	8	1300	107:	Child 8	Request
2023	8	1300	976:	Child 9	Request
2023	8	1300	351:	Child 10	Request
2023	8	1300	059:	Child 11	Request

The changes and corresponding credits/debits to the involved CSA localities will then be made in the next reporting period, and you will be able to see the adjustments in your monthly Medicaid report.

These new screens will be deployed effective May 13, 2024.

Please note that changes can only be made for local Medicaid share for FY2024 and after. Adjustments for FY2023 and earlier can no longer be made.

Questions may be directed to: csa.itsupport@csa.virginia.gov with the subject line: Medicaid Child FIPS Change.