

**Private Day Special Education Rates**  
**Data Collection Instructions for FY2021**

**In Accordance with Item 292.M., Chapter 1289**  
**(Appropriation Act for FY2021-2022)**



*Updated: August 3, 2020*

# Private Day Special Education Rate Collection Instructions

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# Private Day Special Education Rate Collection Instructions

## Accessing the Private Day Rate Screen

1. On CSA main website [www.csa.virginia.gov](http://www.csa.virginia.gov) → Under Applications click on Local Government Reporting → click on “Click here to proceed” button → Login.
2. After successful Login → Click Coordinator “Go Online” button.

***This option is available only for the Local CSA Coordinator.***



Welcome to OCS Local Government Reporting

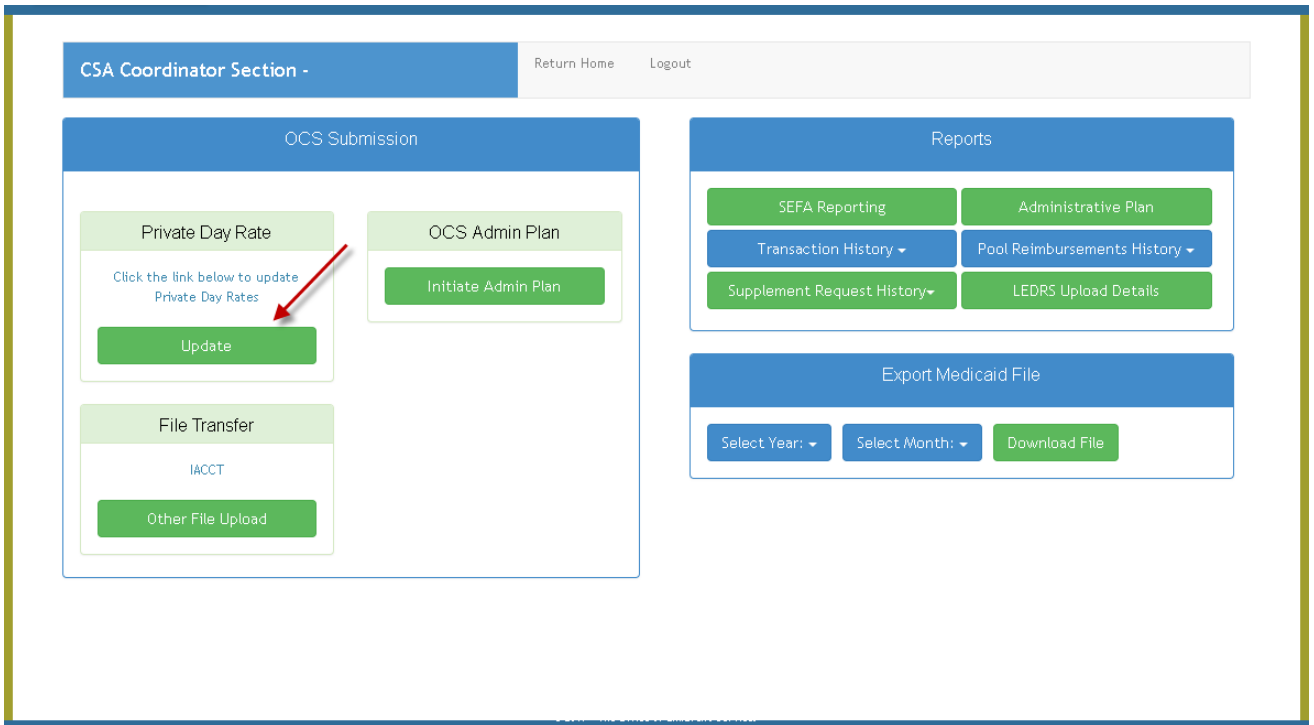
Logout

Fips:

POOL ADMIN OCS Pool Admin	REPORT PREPARER Go Online	FISCAL AGENT Go Online	COORDINATOR Go Online	CPMT CHAIR Go Online
AMS Go Online	CBDRS/T4E Go Online	DOE Go Online	FILE TRANSFER Go Online	Auditor Go Online

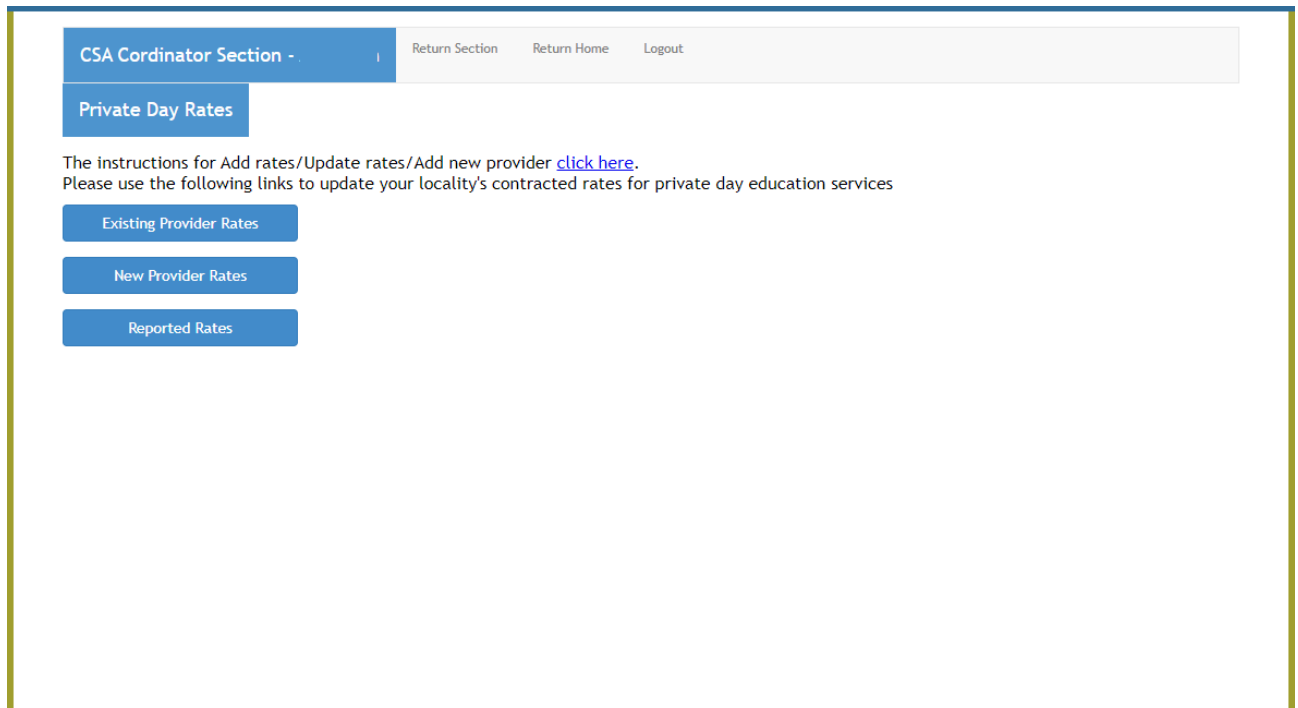
# Private Day Special Education Rate Collection Instructions

3. The CSA Coordinator Main screen is as follows:



4. Click on the “Update” button under Private Day Rate section.

5. The new screen will be as follows:



# Private Day Special Education Rate Collection Instructions

The CSA Coordinator can either:

- Click on the “New Provider Rates” button to add a New Provider (not reported on during the FY2020 rate collection) and its rate

OR

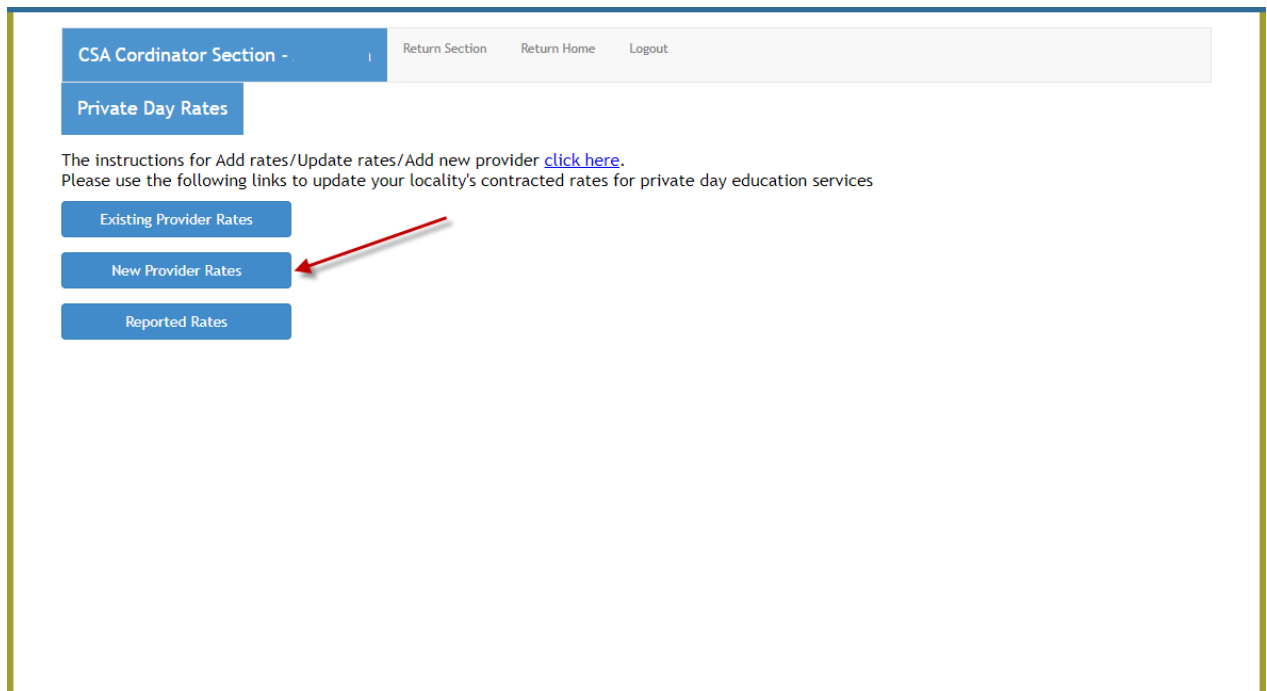
- Click on the “Existing Provider Rates” button to:
  - Update FY2021 rates for an existing provider (a provider reported on during the FY2020 rate collection) or
  - Add new programs and rates for an existing provider

## Note:

*When a New Provider is added, addition of ONLY ONE program/rate is allowed on this screen. To add additional programs/rates for this new provider, you will need to go to the Existing Provider Rates screen.*

## Adding a New Private Day Special Education Provider

To add a new provider, click on the “New Provider Rates” button.



# Private Day Special Education Rate Collection Instructions

The following screen will be displayed.

New Provider Rates -

Return Private Day Rate Section   Return CSA Coordinator Section   Return Home   Logout

Current Fiscal Year - 2020  
\* = Required

Fiscal Year: 2020  
Locality: Fairfax - Falls Church

\*Provider Name:

\*Locality Provider ID:   
No hyphen, only numbers

\*Choose One:  Tax ID  SSM

\*Tax ID:   
No hyphen, only numbers

\*Service Type: --Select--

Other Description:

\*Per Diem:

Submit   Reset

Please enter data for all the mandatory fields (indicated with a red asterisk) and click on the “Submit” button. If any error message is displayed, please rectify the error and then click on the “Submit” button.

## Note:

The *ONLY* error message where you will need to click on “Return Private Day Rate Section” on the top of the screen is:

## **ERROR:**

*This Provider ID/Tax ID already exists for your locality. Please go to 'Existing Provider Rates Page' to add/update their rates.*

*This error will occur when the Locality Provider ID – Tax ID combination already exists in the system.*

New Provider Rates - Fairfax - Falls Church   Return Private Day Rate Section   Return CSA Coordinator Section   Return Home   Logout

Current Fiscal Year - 2020  
\* = Required

**ERROR:**

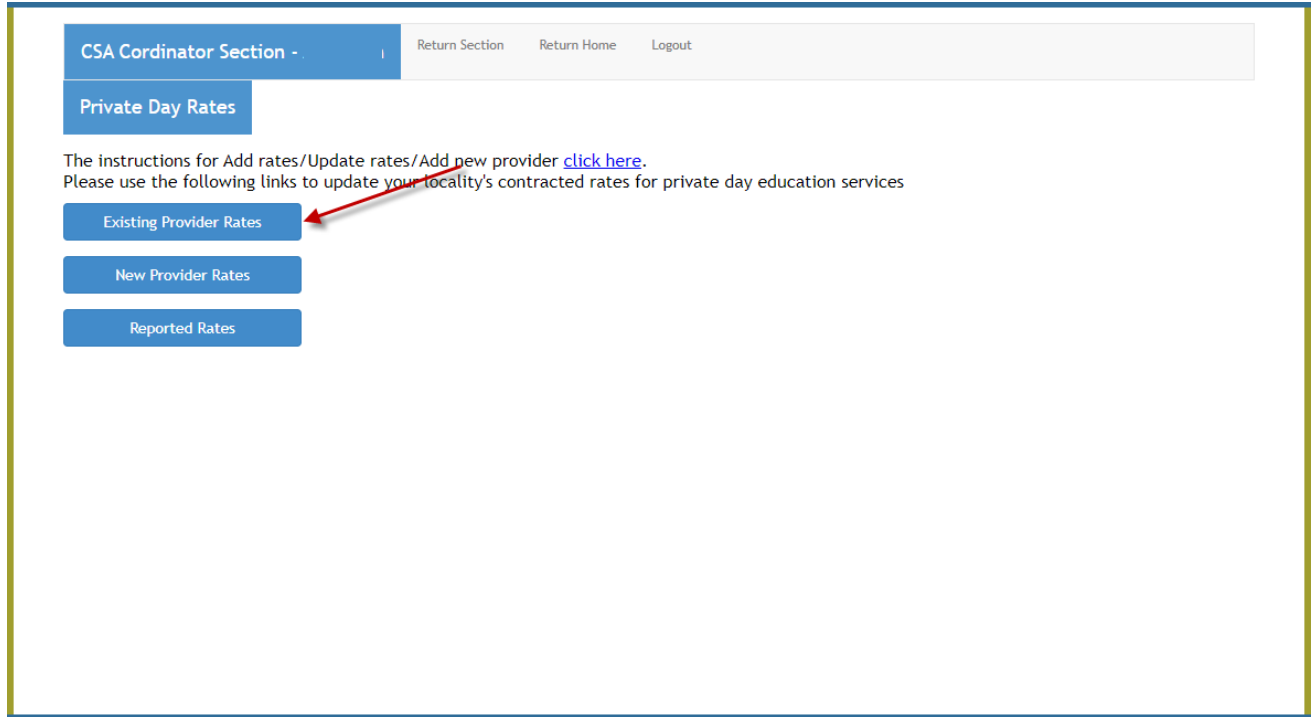
- This ProviderID/TaxID already exists for your Locality. Please go to 'Existing Provider Rates Page' to add/update their rates.

Fiscal Year: 2020

# Private Day Special Education Rate Collection Instructions

## Adding FY2021 Rates for Existing Providers

Click on the “Existing Provider Rates” button.



The screenshot shows a web interface for managing private day rates. At the top, there is a navigation bar with the text "CSA Coordinator Section -" and links for "Return Section", "Return Home", and "Logout". Below this is a blue header for "Private Day Rates". The main content area contains the following text: "The instructions for Add rates/Update rates/Add new provider [click here](#). Please use the following links to update your locality's contracted rates for private day education services". Below the text are three blue buttons: "Existing Provider Rates", "New Provider Rates", and "Reported Rates". A red arrow points from the text "update your locality's contracted rates" to the "Existing Provider Rates" button.

# Private Day Special Education Rate Collection Instructions

The following screen will be displayed:

Existing Provider Rates -

Return Private Day Rate Section   Return CSA Coordinator Section   Return Home   Logout

Current Fiscal Year - 2020  
\* = Required

\* Provider:

Record ID	FIPS	Provider ID	Provider Name	Tax ID	Fiscal Ye...	Service Type	Other Description	Per Diem	Action
No Rows									

1 items per page

1. Click on the dropdown arrow in the “Provider” box. This will display a list of all providers for your locality (those reported on in FY2020 and those added for FY2021 in the previous steps).
2. Select one of the providers from the list.
3. Click on “Search” button. This will generate a list of all of the programs and rates in the system for this provider as seen in the following screen:



# Private Day Special Education Rate Collection Instructions

Existing Provider Rates - [Return Private Day Rate Section](#) [Return CSA Coordinator Section](#) [Return Home](#) [Logout](#)

Current Fiscal Year - 2020  
 \* = Required

Provider:  **STEP 1**

**STEP 2**

**Export to Excel**

Record...	FIPS	Provide...	Provider Name	Tax ID	Fisc...	Service Type	Other Description	Per Diem	Action
2224	1300	2485	Centra Health ...		2019	Expanded or O...	Autism Program (Tier 1)--Northern VA	\$385.00	<a href="#">Update Rate</a>
2062	1300	2485	Centra Health ...		2019	Expanded or O...	Autism Program (Tier 1)-Fredericksburg Region	\$381.00	<a href="#">Update Rate</a>
2061	1300	2485	Centra Health ...		2019	Expanded or O...	Autism Program (Tier 2)-Fredericksburg Region	\$294.00	<a href="#">Update Rate</a>
2060	1300	2485	Centra Health ...		2019	Expanded or O...	to include 1:1 adult assistance-Fredericksburg Region	\$361.00	<a href="#">Update Rate</a>
2059	1300	2485	Centra Health ...		2019	Basic	Fredericksburg Region	\$292.00	<a href="#">Update Rate</a>
2058	1300	2485	Centra Health ...		2019	Expanded or O...	Autism Program (Tier 2)--Rockridge location	\$294.00	<a href="#">Update Rate</a>
2057	1300	2485	Centra Health ...		2019	Expanded or O...	to include 1-2-1 staff support--Rockridge location	\$350.00	<a href="#">Update Rate</a>
2056	1300	2485	Centra Health ...		2019	Expanded or O...	Autism Program (Tier 1)--Rockridge location	\$350.00	<a href="#">Update Rate</a>
2054	1300	2485	Centra Health ...		2019	Basic	Rockridge location	\$207.00	<a href="#">Update Rate</a>
2066	1300	2485	Centra Health ...		2018	Expanded or O...	Autism Program (Tier 1-2)--Northern VA	\$400.00	<a href="#">Update Rate</a>
2227	1300	2485	Centra Health ...		2020	Expanded or O...	Autism Program (Tier 2)-Northern VA	\$375.00	
2226	1300	2485	Centra Health ...		2020	Expanded or O...	to include 1:1 adult assistance-Northern VA	\$365.00	
2225	1300	2485	Centra Health ...		2020	Basic	Northern VA	\$295.00	

**Note:**

*This screen can be downloaded to an Excel spreadsheet (click on "Export to Excel") to allow you to collect the necessary data and then enter it into this system. If you choose this feature, you will need to repeat the export for each provider.*

## Private Day Special Education Rate Collection Instructions

- To add a new (for FY2021) program/service for this provider, click on the “Add Rate” button in the upper right of the screen. The following pop-up screen is displayed.

The screenshot shows a pop-up window titled "Add Rate For Fiscal Year - 2020". The form contains the following fields and values:

- Fiscal Year:** 2020
- Locality:** (empty)
- Provider Name:** Centra Health Inc Virginia Baptist Hospital Bridges
- Locality Provider Id:** 2485
- Tax ID/SSN:** (empty)
- \* Service Type:** Basic (dropdown menu)
- Other Description:** Falls Church (text box)
- \*Per Diem:** 200 (text box)

At the bottom of the form are three buttons: "Submit" (highlighted in blue), "Reset", and "Cancel". A red arrow points to the "Submit" button.

- Enter/Select (using the “Service Type” drop down and “Other Description” boxes) the specific program/service for that provider. Then enter the FY2021 rate for that provider/service type combination and click on the “Submit” button.

**Note:**

*If the Service Type and Other Description combination already exists, click on the blue “Update Rate” button on the “Existing Provider Rates” screen and update those rates following the instructions below.*

# Private Day Special Education Rate Collection Instructions

## Updating Existing Provider Rates

1. Click on the “Existing Provider Rates” button on Private Day Rates screen.
2. Select the provider from the dropdown box.
3. Click on the “Search” button
4. The selected provider’s existing rates list will be displayed (this is from the rates you submitted in FY2020).
5. Click on the “Update Rate” button on the far right of the screen to enter the new (FY2021) rate for an existing Service Type (Basic) or Service Type (Expanded or Other).
6. Click on Submit button. Note the displayed message and then click the “OK” button for the data to be stored in the database.

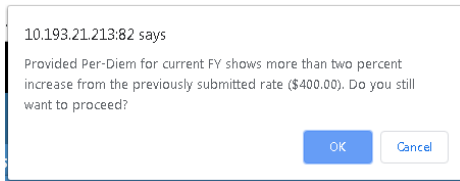
The screenshot displays the OCS (Office of Children's Services) interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". Below this, the page title is "Existing Provider Rates". A table lists existing rates with columns for Record ID, FIPS, Provider ID, Provider Name, Fiscal Year, Service Type, Other Description, and Per Diem. A modal form titled "Add Rate For Fiscal Year - 2020" is open, showing fields for Fiscal Year (2020), Locality (Falls Church), Provider Name (Centra Health Inc Virginia Baptist Hospital Bridges), Locality Provider ID (2485), Tax ID/SSN, Service Type (Basic), and Other Description (Falls Church). The Per Diem field is set to 200. A "Submit" button is highlighted with a red arrow labeled "STEP 2". A confirmation message box is also visible, stating: "10.193.21.213:82 says Please note, that you have added new Service and its related Per Diem, for this Provider, for current FY. Once it is submitted, you will not be able to edit it and will need to contact OCS for any changes. Do you want to proceed?". An "OK" button in the message box is highlighted with a red arrow labeled "STEP 3". On the right side of the table, an "Add Rate" button is highlighted with a red arrow labeled "STEP 1".

Record...	FIPS	Provide...	Provi...	Fiscal Year	Service Type	Other Description	Per Diem	Action
2224	1300	2485	Centra	2020	Basic		\$385.00	Update Rate
2062	1300	2485	Centra	2020	Basic		\$381.00	Update Rate
2061	1300	2485	Centra	2020	Basic		\$294.00	Update Rate
2060	1300	2485	Centra	2020	Basic		\$361.00	Update Rate
2059	1300	2485	Centra	2020	Basic		\$292.00	Update Rate
2058	1300	2485	Centra	2020	Basic		\$294.00	Update Rate
2057	1300	2485	Centra Health ...	2019	Expanded or O...	to include 1-2-1 staff support--Rockridge location	\$350.00	Update Rate
2056	1300	2485	Centra Health ...	2019	Expanded or O...	Autism Program (Tier 1)--Rockridge location	\$350.00	Update Rate
2054	1300	2485	Centra Health ...	2019	Basic	Rockridge location	\$207.00	Update Rate
2066	1300	2485	Centra Health ...	2018	Expanded or O...	Autism Program (Tier 1-2)--Northern VA	\$400.00	Update Rate
2227	1300	2485	Centra Health ...	2020	Expanded or O...	Autism Program (Tier 2)--Northern VA	\$375.00	Update Rate
2226	1300	2485	Centra Health ...	2020	Expanded or O...	to include 1:1 adult assistance-Northern VA	\$365.00	Update Rate
2225	1300	2485	Centra Health ...	2020	Basic	Northern VA	\$295.00	Update Rate

# Private Day Special Education Rate Collection Instructions

Note:

*If the FY2021 rate for the specific program/service has an increase of greater than 2% of the FY2020 rate, the user will see the following message, but they will be able to proceed by clicking on the OK button.*



Note:

*If this occurs for core private day special education tuition rates (which should be coded in LEDRS as CSA Service Name 26, Private Day School, per diem rate), please be reminded that CSA will provide state reimbursement only up to 2% greater than the FY2020 rate.*

*Ancillary services such as speech therapy, occupational therapy, transportation, etc. which should be coded in LEDRS as CSA Service Name 36 (Special Education Related Services, typically billed on an hourly or per session rate) **are excluded** from the 2% increase limit and it is **not necessary to update these rates** (even if you provided these rates in FY2020).*

*Please contact OCS if you require clarification on which services are covered under the 2% increase cap and how to code (CSA Service Name 26 or 36) special education services and expenditures.*

7. Continue to update all rates as appropriate. You must update rates for core special education tuition costs that you will be utilizing in FY2021 as mentioned above.
8. If there are no “Update Rate” buttons available in the right column, all the rates for this provider reported in FY2020 have been updated with the FY2021 rates. If you need to add more programs/rates for this provider, click on the green “Add Rate” button as shown below.
9. Repeat the steps in this section for all providers. If you do not have a FY2021 rate(s) for a specific provider/service, you will be able to add this information at a later time once that information becomes available.

# Private Day Special Education Rate Collection Instructions

Existing Provider Rates -

Return Private Day Rate Section    Return CSA Coordinator Section    Return Home    Logout

Current Fiscal Year - 2020

\* = Required

\* Provider:

Search

Reset

Add Rate 

Export to Excel

Record...	FIPS	Provide...	Provider Name	Tax ID	Fisc...	Service Type	Other Description	Per Diem	Action
2224	1300	2485	Centra Health ...		2020	Expanded or O...	Autism Program (Tier 1)--Northern VA	\$385.00	
2062	1300	2485	Centra Health ...		2020	Expanded or O...	Autism Program (Tier 1)-Fredericksburg Region	\$381.00	
2061	1300	2485	Centra Health ...		2020	Expanded or O...	Autism Program (Tier 2)-Fredericksburg Region	\$294.00	
2060	1300	2485	Centra Health ...		2020	Expanded or O...	to include 1:1 adult assistance-Fredericksburg Region	\$361.00	
2059	1300	2485	Centra Health ...		2020	Basic	Fredericksburg Region	\$292.00	
2058	1300	2485	Centra Health ...		2020	Expanded or O...	Autism Program (Tier 2)--Rockridge location	\$294.00	
2057	1300	2485	Centra Health ...		2020	Expanded or O...	to include 1-2-1 staff support--Rockridge location	\$350.00	
2056	1300	2485	Centra Health ...		2020	Expanded or O...	Autism Program (Tier 1)--Rockridge location	\$350.00	
2054	1300	2485	Centra Health ...		2020	Basic	Rockridge location	\$207.00	
2066	1300	2485	Centra Health ...		2020	Expanded or O...	Autism Program (Tier 1-2)--Northern VA	\$400.00	
2227	1300	2485	Centra Health ...		2020	Expanded or O...	Autism Program (Tier 2)-Northern VA	\$375.00	
2226	1300	2485	Centra Health ...		2020	Expanded or O...	to include 1:1 adult assistance-Northern VA	\$365.00	
2225	1300	2485	Centra Health ...		2020	Basic	Northern VA	\$295.00	

# Private Day Special Education Rate Collection Instructions

## Reported Rates

Click on the “Reported Rates” button. This screen can be used for verifying Provider Rates for a Fiscal Year.

click here. Please use the following links to update your locality's contracted rates for private day education services'. Three buttons are listed: 'Existing Provider Rates', 'New Provider Rates', and 'Reported Rates'. A red arrow points to the 'Reported Rates' button."/>

CSA Coordinator Section - | Return Section | Return Home | Logout

Private Day Rates

The instructions for Add rates/Update rates/Add new provider [click here](#).  
Please use the following links to update your locality's contracted rates for private day education services

Existing Provider Rates

New Provider Rates

Reported Rates

# Private Day Special Education Rate Collection Instructions

Reported Rates -

Return Private Day Rate Section Return CSA Coordinator Section Return Home Logout

Current Fiscal Year - 2021  
\* = Required

\*Fiscal Year: 2020 2021 2020

Export to Excel Search Reset

Record ID	FIPS	Fiscal Year	Service Type	Other Description	Per Diem	Variance %
2641	3629	2020	Expanded or O...	non show fee (Maximum 10	\$50.00	-
2642	3629	2020	Expanded or O...	1/2 day	\$99.00	-
2643	3629	2020	Expanded or O...	3/4 day	\$148.50	-
2644	3629	2020	Basic	-	\$198.00	-
2645	2072	2020	Basic	-	\$387.00	-
2490	583	2020	Basic	-	\$225.42	2.00%
2491	583	2020	Expanded or O...	-	\$264.18	2.00%
2492	1313	2020	Basic	-	\$272.30	1.99%
2493	3346	2020	Expanded or O...	6-12 Self Contained	\$241.74	2.00%
2494	3346	2020	Basic	-	\$210.12	2.00%
2495	583	2020	Expanded or O...	Severe Medical/Developme	\$314.16	-

1 / 1 items per page 1 of 11 items

1. Click on the "Reported Rates" button on Private Day Rates screen.
2. Select the Fiscal Year from the dropdown box.
3. Click on the "Search" button
4. The selected Fiscal Year provider rates entered in the system will be displayed
5. Click on the "Export to Excel" link, the data displayed will be exported as an excel file