## **CSA Utilization Reports**

# User Manual



Last updated on: December 27, 2023

## Table of Contents

Accessing CSA Utilization reports	3
Reports: SPT by Selected Locality, Mandate Type by Selected Locality, SPT-MT by all Localities, Locality - Service Name, Demographic	5
Locality Comparison Report	8
General Guidance to Create CSA Utilization Reports	11
Technical Assistance	15

### **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:

Contraction of Children's Services	Home	About -	Parents & Families -	Resources	CSA Financial Reporting	Contacts
Utilization Don	orto					
			Disclaimer: Data is as s	ubmitted by locali	y, not verified by OCS.	
Statewide a	& Locality rep	oorts on expe	nditures, assessments, serv <u>User Guide to</u>	rice types, mandat producing Utilizatio	e types, length of stay, and other o <u>n Reports</u>	demographic information.
Report Type:F	lease Select <mark>lease Select</mark> T by Selecter	Report Type- Report Type- d Locality				
Ma SP Loi De Loi	ndate Type b F-MT by all L cality - Servio mographic cality Compa	oy Selected Lo ocalities ce Name rison Report	pcality			

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.

**<u>Reports</u>:** 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:

2000					<u>Agenci</u> Search	ies   <u>Governor</u> n <u>Virginia.Gov</u>	irginia.gov
ffice of Children's Services Empowering communities to serve youth	Home A	bout - Parei	its & Families -	Local Government	Resources	Statistics and Publica	tions Contacts
CSA Utilization I	Reports Re	turn					
Report Type: SPT	by Selected Locali	Disclaim	er: Data is as subn	nitted by locality, not verifi	ed by OCS.		
Fiscal Year:Ple	ase Select 🗸		YTD: C	Yes ONo			
All			A 1	All MT 1 - Foster Care Abuse/N	eglect - Prever	View Repo	rt

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.

					<u>Agen</u> Searc	cies   <u>Governor</u> ch Virginia.Gov	nia.gov
Office of Children's Services Empawering communities to serve youth	Home	About	Parents & Families -	Local Government -	Resources -	Statistics and Publications -	Contacts
CSA Utilization	Reports	Return					
Report Type: SP1	by Selected L	Di ocality	sclaimer: Data is as subr	nitted by locality, not verifie	ed by OCS.		
Fiscal Year:P	ease Select	~	YTD:	Yes No			
Report Filter 1: Albeit Albeit	omack (001) emarle (003) ghany (005)	•	Report Filter 2:	All MT 1 - Foster Care Abuse/Ne MT 2 - Foster Care Abuse/Ne MT 3 - Foster Care Abuse/Ne	eglect - Prever eglect - DSS N eglect - Local I 🔻	View Report	

#### 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'

<sup>R</sup> O	000					<u>Agenci</u> Search	ies   <u>Governor</u> <u>n Virginia.Gov</u>	<u>nia.gov</u>
Office of Cl	hildren's Services	Home	About -	Parents & Families	Local Government	Resources -	Statistics and Publications -	Contacts
C	SA Utilization	Reports	Return					
	Report Type: SPT	by Selected Lo	Dis ocality	claimer: Data is as subr	nitted by locality, not verifie	d by OCS.		
	Fiscal Year:Ple	ease Select	•	YTD: (	Yes No			
	Report Filter 1: All Albe Alleg	omack (001) marle (003) Jhany (005)		Report Filter 2:	All 1T 1 - Foster Care Abuse/Ne 1T 2 - Foster Care Abuse/Ne 1T 3 - Foster Care Abuse/Ne	eglect - Prever eglect - DSS N eglect - Local I 👻	View Report	
				_				

#### 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'

$\mathbb{P}^{\mathbb{Q}}$					<u>Agent</u> Searc	cies   <u>Governor</u> th Virginia.Gov	nia.gov
Office of Children's Services Empowering communities to serve youth	Home	About	Parents & Families -	Local Government-	Resources	Statistics and Publications -	Contacts
CSA Utilizat	ion Reports	Return					
		D	isclaimer: Data is as sub	mitted by locality, not verifie	ed by OCS.		
Report Type:	SPT by Selected	Locality	~				
Fiscal Year:	Please Select	~	YTD:	Yes No			
Report Filter 1:	All Accomack (001) Albemarle (003)	^	Report Filter 2:	All MT 1 - Foster Care Abuse/N MT 2 - Foster Care Abuse/N	eglect - Prever eglect - DSS N	View Report	

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

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Office of Children's Se Empowering communities to serve	rvices youth	Home	About∽	Parents & Families -	Local Government-	Resources -	Statistics and Pub	lications	Contacts
CSA Utili	zation Re	ports	Return						
Report	Type: SPT by	Selected L	D	isclaimer: Data is as subr	mitted by locality, not verifie	ed by OCS.			
Fiscal	Year: 2020		~	YTD:	Yes No				
Report Fil	All Accoma Albema Allegha	rle (001) rle (003) ny (005)		Report Filter 2:	All MT 1 - Foster Care Abuse/N MT 2 - Foster Care Abuse/N MT 3 - Foster Care Abuse/N	▲ eglect - Prever eglect - DSS N eglect - Local I ▼	View R	eport	

A report similar to the following will be displayed:

hildren's	S					Sear	ch Virginia.Gov	Virgin	<u>na.gov</u>
mmunities to se	Services Horr	ne About -	Parents & Families	- Local Gove	rnment-	Resources -	Statistics and	Publications	Contacts
SA Uti	ilization Report	s Return							
		Disc	laimer: Data is as s	ubmitted by locality	y, not verifie	d by OCS.			
Repor	t Type: SPT by Select	ed Locality	~						
Fisca	al Year: 2020	~	ΥT	Ves No			Vie	w Report	
Report F	Filter 1: Accomack (00 Albemarle (00 Alleghany (00	1) (3) (5) *	Report Filter	All MT 1 - Foster Ca MT 2 - Foster Ca MT 3 - Foster Ca	re Abuse/Ne re Abuse/Ne re Abuse/Ne	eglect - Prever eglect - DSS N eglect - Local I V	Print PDF	Excel Export	t
			Office of Chi	ldren's Servi	ices				<b>A</b>
		Fire	SPT by Selecter Data Sou	d Locality Repo rce : LEDRS	ort	octod Eiscal Voar			
ected L ected M SPT ÷	ocality(s) tandate Type(s) Service ÷ Placement Type	130 of 130 Loca All Unduplicated ÷ Child Count	lities reporting Total Net ÷ Expenditures	Avg Net Expenditure Ber Child	Per ÷ Diem	Selected FY ÷ Avg Length	Total Avg ÷ Length of		
	Type	8 400	\$46 018 055 80	\$5 478 34	\$44.57	122.92	254.55		
2	2 Community Transition	108	\$467,163.14	\$4,325.58	\$36.28	119.24	162.92		
	Services								
3	3 Intensive Care Coordination	617	\$3,483,819.94	\$5,646.39	\$36.58	154.36	255.03		
4	1 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		
	5 Special Education	4,173	\$178,297,055.10	\$42,726.35	\$174.41	244.97	695.42		
6	Private Day Placement								
6	Private Day Placement Foster Care Basic Maintenance & Basic Activities Payments	2,678	\$16,824,592.40	\$6,282.52	\$42.69	147.16	285.03		
6 8 10	Private Day Placement S Foster Care Basic Maintenance & Basic Activities Payments D Treatment Foster	2,678	\$16,824,592.40	\$6,282.52 \$26,248.88	\$42.69 \$130.29	201.46	285.03 469.29		
ہ د 10 11	Private Day Placement 8 Foster Care Basic Maintenance & Basic Activities Payments 0 Treatment Foster Home 1 Independent Living Stipend	2,678 3,076 151	\$16,824,592.40 \$80,741,565.09 \$961,704.72	\$6,282.52 \$26,248.88 \$6,368.91	\$42.69 \$130.29 \$42.35	147.16 201.46 150.40	285.03 469.29 257.46		
6 8 10 11 11	Private Day Placement 8 Foster Care Basic Maintenance & Basic Activities Payments 1 Treatment Foster Home 1 Independent Living 2 Independent Living	2,678 3,076 151 336	\$16,824,592.40 \$80,741,565.09 \$961,704.72 \$9,358,187.56	\$6,282.52 \$26,248.88 \$6,368.91 \$27,851.75	\$42.69 \$130.29 \$42.35 \$163.71	147.16 201.46 150.40 170.13	285.03 469.29 257.46 285.90		
ة 10 11 12 13	Private Day Placement 8 Foster Care Basic Maintenance & Basic Activities Payments 1 Treatment Foster Home 1 Independent Living 2 Independent Living 4 Arrangement 8 Psychiatric Hospital/Crisis Stabilization Unit	2,678 3,076 151 336 13	\$16,824,592.40 \$80,741,565.09 \$961,704.72 \$9,358,187.56 \$367,395.05	\$6,282.52 \$26,248.88 \$6,368.91 \$27,851.75 \$28,261.16	\$42.69 \$130.29 \$42.35 \$163.71 \$858.40	147.16 201.46 150.40 170.13 32.92	285.03 469.29 257.46 285.90 42.54		
6 8 10 11 12 13 13	Private Day Placement Prote Day Placement Poster Care Basic Mariterance & Basic Activitier Payments Treatment Foster Home Independent Living Arrangement Posychiatric Posychia	2.678 3.076 151 336 13 34	\$16,824,592,40 \$80,741,565,09 \$961,704,72 \$9,358,187,56 \$367,395,05 \$324,857,63	\$6,282,52 \$26,248,88 \$6,368,91 \$27,851.75 \$28,261.16 \$9,554.64	\$42.69 \$130.29 \$42.35 \$163.71 \$858.40 \$299.41	147.16 201.46 150.40 170.13 32.92 31.91	285 03 469 29 257 46 285 90 42 54 38 38		
6 8 10 11 12 12 13 14 14	Private Day Placement Foster Care Basic Maintenance & Basic Activities Payments Treatment Foster Home Undependent Living Stipend Proychatric Hospital/Char Proychatric Stabilization Unit Stabilization Uni	2.678 3.076 151 336 13 34 658	\$16.824,592.40 \$80,741,565.09 \$961,704.72 \$9.358,187.56 \$367,395.05 \$324,857.63 \$15,224,315.04	\$6,282,52 \$26,248,88 \$6,368,91 \$27,851,75 \$28,261,16 \$9,554,64 \$23,137,26	\$42.69 \$130.29 \$42.35 \$163.71 \$858.40 \$299.41 \$175.56	147.16 201.46 150.40 170.13 32.92 31.91	285.03 469.29 257.46 285.90 42.54 38.38 225.01		
6 8 10 11 12 13 14 14 19 16	Private Day Placement Soter Care Sease Maintenance & Basic Activities Payments Testment Foster Home Independent Living Stipend Independent Living Arrangement Paychiatric Hoopstal/Crois Stabilization Unit I emopray Care Facility and Services (Coorgespate Care Setting) Group Home Coorgespate Care Setting) Residential Treatment Facility(Coorgespate Care Setting)	2.678 3.076 151 336 13 34 658 777	\$16,824,592,40 \$80,741,565,09 \$961,704,72 \$9,358,187,56 \$367,395,05 \$324,857,63 \$15,224,315,04 \$16,855,549,63	\$6,282,52 \$26,248,88 \$6,368,91 \$27,851,75 \$28,261,16 \$9,554,64 \$23,137,26 \$21,693,11	\$42.69 \$130.29 \$42.35 \$163.71 \$858.40 \$299.41 \$175.56 \$186.97	147.16 201.46 150.40 170.13 32.92 31.91 131.79 116.03	285.03 469.29 257.46 285.90 42.54 38.38 225.01 196.79		
6 8 11 12 12 12 14 15 16 10 17	Private Day Placement Private Day Placement Maintenance & Basic Activities Payments Treatment Foster Home Undependent Living Arrangement Paychaitic Hoopstal/Crisis Stabilization Unit Stabilization Unit S	2.678 3.076 151 336 13 34 658 777 1.335	\$16.824,592.40 \$80,741,565.09 \$961,704.72 \$9.358,187.56 \$367,395.05 \$324,857.63 \$15,224,315.04 \$16,855,549.63 \$27,905,753.75	\$6,282,52 \$26,248,88 \$6,368,91 \$27,851,75 \$28,261,16 \$9,554,64 \$23,137,26 \$21,693,11 \$20,903,19	\$42.69 \$130.29 \$42.35 \$163.71 \$858.40 \$299.41 \$175.56 \$186.97 \$128.68	147.16 201.46 150.40 170.13 32.92 31.91 131.79 116.03 162.44	285.03 469.29 257.46 285.90 42.54 38.38 225.01 196.79 323.97		
é 8 10 11 12 12 12 12 12 12 12 12 12 12 12 12	Private Day Placement Private Day Placement Storer Care Basic Maintenance & Basic Activities Payments Treatment Foster Home Undependent Living Stipend Paychaltich Hoopstal/Charl Stabilization Livit Stabilization Livit Stabiliz	2.678 3.076 151 336 13 34 658 777 1.335 354	\$16.824,592.40 \$80,741,565.09 \$961,704.72 \$9.358,187.56 \$367,395.05 \$324,857.63 \$15,224,315.04 \$16,855,549.63 \$27,905,753.75 \$8,930,574.77	\$6,282,52 \$26,248,88 \$6,368,91 \$27,851,75 \$28,261,16 \$9,554,64 \$23,137,26 \$21,693,11 \$20,903,19 \$225,227,61	\$42.69 \$130.29 \$42.35 \$163.71 \$858.40 \$299.41 \$175.56 \$186.97 \$128.68 \$176.46	147.16 201.46 150.40 170.13 32.92 31.91 131.79 116.03 162.44 142.97	285.03 469.29 257.46 285.90 42.54 38.38 225.01 196.79 323.97 235.71		

**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

200	S					<u>Ager</u> Sear	ncies   <u>Governor</u> rch Virginia.Gov	nia.
of Children's S wering communities to serv	ervices eyouth Hon	ne About-	Parents & Families	- Local Gove	rnment-	Resources	Statistics and Publications	С
CSA Util	ization Report	S Return						
		Disc	laimer: Data is as s	ubmitted by localit	y, not verifie	d by OCS.		
Report	Type: SPT by Select	ed Locality	~					
Fisca	Year: 2020	~	YT	: Yes No			View Depart	
Report Fi	All Accomack (00 Albemarle (00 Alleghany (00	1) (3) (5) •	Report Filter	All MT 1 - Foster Ca MT 2 - Foster Ca MT 3 - Foster Ca	ire Abuse/Ne ire Abuse/Ne ire Abuse/Ne	glect - Prever glect - DSS N glect - Local I 🔻	Print PDF Excel Expo	rt
			Office of Chi	ldren's Servi	ices			
			SPT by Selecte	d Locality Rep	ort			
			Data Sou	rce : LEDRS				
		Fis	cal Year 2020 Reg	ort Span Year to D	ate - For Sele	ected Fiscal Year		
Selected Lo	calitv(s)	130 of 130 Loca	alities reporting					
Selected M	andate Type(s)	All						
SPT ‡	Service 🗘	Unduplicated ‡	Total Net 🗘	Avg Net 🗘	Per ‡	Selected FY ‡	Total Avg ‡	
	Placement Type	Child Count	Expenditures	Expenditure Per Child	Diem	Avg Length of Stay	Length of Stay	
	Community Service	8,400	\$46,018,055.80	\$5,478.34	\$44.57	122.92	254.55	
1	community service							

## **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. <u>Note</u>: 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

	2000					<u>Agenci</u> Search	i <u>es</u>   <u>Governor</u> Nirginia.Gov	∛irgin	ia.gov
Offic Emp	te of Children's Services	Home	About -	Parents & Families -	Local Government -	Resources	Statistics and Pu	blications	Contacts
	CSA Utilization F	Reports	Return						
	Report Type: Loca	lity Comparis	Dis on Report	claimer: Data is as sub	mitted by locality, not verifie	d by OCS.			
	2021 2020 Fiscal Year: 2019 2018	-	1	ytd: <mark>S</mark> Y(	es <mark>No</mark> 2				-
				By Service	e Placement Type <mark>OB</mark> y Ma	Indate Type 3	Viev	v Report	6
	State Acco Alber Alleg	ewide mack (001) marle (003) hany (005)	* *	Report Filter 2: SPT	15 - Group Home (Congreg 16 - Residential Treatment 17 - Congregate Educationa 18 - Congregate Educationa	ate Care S Facility(Co al Services al Services 5	i		

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

้ากกร					<u>Agen</u> Sear	cies   <u>Governor</u> ch Virginia.Gov	/irginia.gov
e of Children's Services	Home	About -	Parents & Families -	Local Government-	Resources	Statistics and Publica	tions Contacts
CSA Utilizatio	n Reports	Return					
		Disc	c <b>laimer:</b> Data is as sub	mitted by locality, not verifie	ed by OCS.		
Report Type: [	ocality Compariso	n Report	~				
Fiscal Year: 2 2	2021 A 2020 2019 2018 T		YTD: Y	es ONo		View Re	nort
			By Service	e Placement Type OBy M	andate Type		
Report Filter 1:	Albemarle (003) Alleghany (005) Amelia (007) Amherst (009)	•	All Report Filter 2: SPT SPT	<ul> <li>1 - Community Service</li> <li>2 - Community Transition 5</li> <li>3 - Intensive Care Coordina</li> </ul>	Services		
			Office of C	hildren's Services			<u>^</u>
		Con	nparison Report -	By Service Placeme	ent Type		
			Data	Source: LEDRS			
		Fiscal Y	ear 2020, 2019, 2018	Report Span Year to date	- for Selected Fisc	al Years	
Selected Localitie	es to Compare	009 - Amł	nerst, 023 - Botetourt, 031	- Campbell			
Selected Service	Placement Type(s	) All					

## **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:
  - o Unduplicated Child Count
  - o Total Net Expenditures
  - Average Net Expenditure per Child
- \*<u>Note</u>: 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
- <u>\*Note</u>: 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

<u>SPT by Selected Locality Report</u> – 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"
- <u>\*Note</u>: 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

<u>Mandate Type by Selected Locality Report</u> – 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

<u>SPT-MT by all Localities Report</u> – 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

<u>Locality Service Name Report</u> – 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"
- <u>\*Note</u>: 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"

<u>\*Note</u>: 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: <u>OCS Help Desk</u>