



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Interim Executive Director

OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

## ADMINISTRATIVE MEMO #15-07

**To:** CPMT Chairs  
CSA Coordinators

**From:** Scott Reiner, Interim Executive Director

**Date:** September 16, 2015

**Subject:** Standardized Service Names Data Validation

On July 30, 2014, OCS Administrative Memo #14-06 was issued informing local CSA entities about the standardization of service names to be utilized for reporting to the Office of Children's Services, effective July 1, 2015. An addendum, OCS Administrative Memo #15-01, was issued with technical edits on the Standardized Service Names.

The Service Names are captured in the CSA Expenditure File (previously named the CSA-SAS file). Going forward all CSA Expenditure File submissions will be validated for the Standardized Service Names, along with other existing requirements. Incorrect files will be returned for corrections. The first submission using these requirements is due to OCS by October 31, 2015 for payments/adjustments made July 1, 2015 through Sept 30, 2015.

Question about the data validation in the CSA Expenditure File may be directed to the OCS IT Manager, Preetha Agrawal at [preetha.agrawal@csa.virginia.gov](mailto:preetha.agrawal@csa.virginia.gov) or (804) 662-9814.

Thank you for your cooperation.