



**Office of Children's Services**  
Empowering communities to serve youth

# CSA IT Applications

8<sup>th</sup> Annual Commonwealth of Virginia CSA Conference

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Office of Children's Services

# CSA Main Website

www.csa.virginia.gov



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](#)



**What's New:**

The instructions for submitting the request for FY2019 CSA Local Administrative Funds are now available. Please look at [Administrative Memo 18-09](#) and the accompanying [Instructions](#).

**Applications**

- Local Government Reporting
- OCS Helpdesk
- CANVAS 2.0
- Policy Public Comments Form
- Virginia Learning Center (CSA)
- Service Fee Directory
- Training Calendar
- CANS Training
- Account Management System

**What is CSA**

The Children's Services Act (CSA) is now the name for a law enacted in 1993 that establishes a single state pool of funds to support services for eligible youth and their families. State funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth.

**Welcome to OCS**



Welcome to the website for the Children's Services Act (CSA) and the Office of Children's Services (OCS). This website is one part of our effort here at OCS to provide the highest quality information and support to the public, our state government partners, and local CSA programs in the spirit of "empowering communities to serve youth." The site contains a wealth of materials and I am confident it is a valuable resource.

In the 2018 fiscal year, CSA served over 15,000 children and families in the 133 cities and counties in the Commonwealth. With a combined state and local budget of over \$390 million, CSA is a major contributor to supporting the system of care in Virginia. We are proud partners with state agencies, local government, public and private service providers, and parents and families in improving lives and communities. Thank you for visiting the CSA website.

Scott Reiner, Executive Director

**Mission Statement**

The mission of the CSA is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth.

**CSA Administration**

The State Executive Council (SEC) is the supervisory body responsible for the establishment of programmatic and fiscal policies that support the purposes of the CSA. The Office of Children's Services (OCS) is the administrative entity responsible for implementation of the decisions of the SEC.

**Vision Statement**

OCS envisions CSA as a national model in providing effective and innovative systems of care statewide for at-risk youth and families. We strive for CSA to be highly regarded as a leader in: improving outcomes for children and their families; facilitating the highest quality technical assistance and training to strengthen the capacity of communities to implement CSA; maintaining high standards for sound fiscal accountability and responsible use of taxpayer funds; and partnering with families and all CSA stakeholders to implement best practices and technology to continually improve the performance of CSA. OCS strives to maintain an enthusiastic, creative and knowledgeable staff empowered to work with CSA stakeholders to sustain the highest quality system of care for Virginia's youth and their families.

**About**

- Contact OCS
- Governance
- Policy Public Comment Forum
- FOIA Requests
- 20 Years of CSA

**Parents & Families**

- Information for Families
- Overview of Systems of Care

**Local Government**

- Program Audits
- Reporting
- Service Fee Directory

**Statistics and Publications**

- Reports and Publications
- Service Gap Survey
- Statewide Statistics

**Resources**

- Administrative Memos
- CANS
- Forms
- Guidance
- High Fidelity Wraparound
- OCS Newsletters
- CSA Policy Manual and CSA User Guide
- Training Material

**Government Agencies**

- Department of Education
- Department of Social Services
- Department of Juvenile Justice
- Department of Behavioral Health and Developmental Services
- Department of Medical Assistance Services
- Department of Health









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# Resources – Guidance – Funding and Financial Reporting



The screenshot shows the OCS website interface. At the top, there is a navigation bar with the OCS logo on the left and links for 'Agencies', 'Governor', and 'Search Virginia.Gov' on the right. Below this is a secondary navigation bar with links for 'Home', 'About', 'Parents & Families', 'Local Government', 'Resources', 'Statistics and Publications', and 'Contacts'. The 'Resources' dropdown menu is open, showing options like 'Administrative Memos', 'CANS', 'Continuous Quality Improvement', 'Forms', 'Guidance' (highlighted), 'High Fidelity Wraparound', 'OCS Newsletter', 'CSA Policy Manual and CSA User Guide', and 'Training Material'. Below the navigation is a large banner image of three smiling children. Underneath the banner is a 'Guidance' section with a list of topics: 'Adoption and Fostering Future Assistance', 'Child in Need of Services', 'Family Engagement', 'Frequently Asked Questions', 'Funding and Financial Reporting' (highlighted with a black arrow), 'Special Education', and 'Utilization Review and Management'. To the right of this list is a large box titled 'Funding and Financial Reporting' containing a list of documents and resources.

Agencies Governor  
Search Virginia.Gov

Virginia.gov

Office of Children's Services  
Empowering communities to serve youth

Home About Parents & Families Local Government Resources Statistics and Publications Contacts

Resources

- Administrative Memos
- CANS
- Continuous Quality Improvement
- Forms
- Guidance**
- High Fidelity Wraparound
- OCS Newsletter
- CSA Policy Manual and CSA User Guide
- Training Material

Guidance

- Adoption and Fostering Future Assistance
- Child in Need of Services
- Family Engagement
- Frequently Asked Questions
- Funding and Financial Reporting**
- Special Education
- Utilization Review and Management

**Funding and Financial Reporting**

- Can CSA Pay Slide Presentation.pdf
- CSA LEDRS Webinar
- Funding Sources for Child Specific Services Updated December 2016
- Guidance on the Sliding Fee Scale
- LEDRS File Layout Details and Crosswalks
- LEDRS File Upload - User Manual
- Maximizing Medicaid Funding for Youth Served under the CSA
- Pool Fund Expenditure Categories and Definitions
- Pool Fund Expenditure Categories mapping with Thomas Brothers System
- Service Placement Categories
- Service Names Definitions

## Resources – Guidance – Funding and Financial Reporting

- LEDRS File Layout Details and Crosswalks
- LEDRS File Upload - User Manual
- Pool Fund Expenditure Categories and Definitions
- Pool Fund Expenditure Categories mapping with Thomas Brothers System
- Service Placement Categories
- Service Names Definitions




# Contacts – Local Government Contacts – AMS

- OCS Contacts
- Local Government Contacts**
- Technical Assistance

## Contacts



## Local Government Contacts

-  Search Rosters
- Account Management/  
Update Rosters/New User  
Registration
- Account Management  
System Manual
- Report a Problem  
[csa.office@csa.virginia.gov](mailto:csa.office@csa.virginia.gov)

### Search Rosters

Select a Locality/Role to view roster for the selected criteria. If no Locality/Role is selected, roster for all localities/roles shall be displayed.

Locality:\*  Role:

[Get this roster in Excel format](#)

User Name/ Agency	Address/ P.O.Box#	Phone/ Fax	Email

# Account Management System (AMS)

## What are the features?

AMS allows users to:

- Create new user or system accounts with an associated password.
- Search for existing user or system accounts.
- Manage an existing user or system account.
- Reset passwords on existing accounts

# Account Management System (AMS)

## What are the benefits?

- Provides an organized way to create, manage, search or deactivate existing user or system accounts.
- Improves role assignment functionality.
- Consolidates actions on search results screen.

# Account Management System (AMS)

CSA maintains an on-line directory, of individuals filling a variety of local CSA roles including:

- CPMT Chair
- Fiscal Agents
- CSA Coordinator
- Report Preparers
- CANS Super Users
- Title IV-E File Uploader



# Account Management System (AMS)

## Keeping the AMS Up to Date

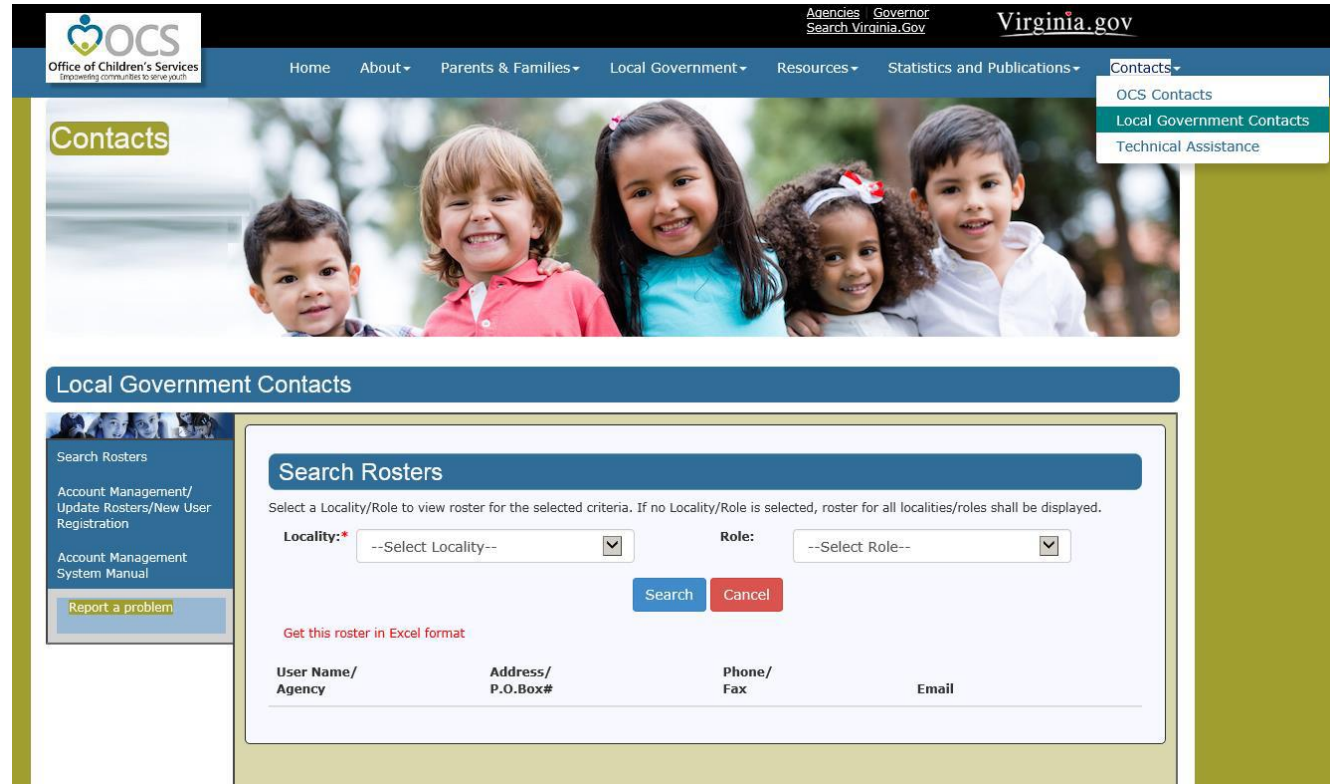
- It is the responsibility of the locality to keep these rosters current and accurate.
- Request to make additions/deletions/changes to the directories, can be done by any individual, but these changes go through an Approval flow in the Account Management System (AMS) where the data resides

# Account Management System (AMS)

## AMS – Search Roster

The Local Government Contact Screen is as shown below. The Rosters section has the following features:

1. Search by Locality and/or Role
2. Sort the data displayed on the screen
3. Export the searched data (to an Excel file)



The screenshot shows the 'Local Government Contacts' page in the AMS. At the top, there is a navigation bar with links for Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. The 'Contacts' dropdown menu is open, showing options for OCS Contacts, Local Government Contacts, and Technical Assistance. Below the navigation bar is a banner image of five smiling children. The main content area is titled 'Local Government Contacts' and features a 'Search Rosters' section. This section includes a search form with two dropdown menus for 'Locality' and 'Role', and 'Search' and 'Cancel' buttons. Below the search form, there is a link to 'Get this roster in Excel format' and a table with columns for 'User Name/ Agency', 'Address/ P.O.Box#', 'Phone/ Fax', and 'Email'.

# Account Management System (AMS)

## AMS – Update Rosters/New User Registration

When a User clicks on the Account Management/ Update Rosters/New User Registration link on the left "rail".

Click on the "*Click here to proceed*" button.

The screen displayed is as follows. The User has three options:

1. Login to AMS (using an established e-mail address and password)
2. Create New Account
3. Reset/Forgot Password

## Creating a new User account

There are two ways to create a new User account:

1. By clicking on the Create New Account button
2. Or by Login to AMS button (if you have an existing registered account)

# Account Management System (AMS)

Depending on the Role requested an approval request notification is sent to either Locality's CPMT Chair or Locality's CSA Coordinator.

CPMT Chair – CSA Coordinator & Fiscal Agent

CSA Coordinator – All other roles

The Local Approver will need to login into the AMS system and approve the new User.

# Account Management System (AMS)



The screenshot displays the login interface for the Office of Children's Services Account Management System (AMS). At the top, there is a navigation bar with the OCS logo on the left and links for 'Agencies', 'Governor', and 'Search Virginia.Gov' on the right. Below this is a secondary navigation bar with links for 'Home', 'About', 'Parents & Families', 'Local Government', 'Resources', 'Statistics and Publications', and 'Contacts'. The main content area features the OCS logo and the text 'Office of Children's Services Empowering communities to serve youth' alongside the Virginia state seal. The login form includes a 'Please Sign In' button, a text input field, a 'Password' input field, and checkboxes for 'Remember Me' and 'Show password'. A green 'Login' button is positioned below the form. Below the login form are two additional buttons: a blue 'Create New Account' button and a purple 'Reset/Forgot Password' link.

# Account Management System (AMS)

Using the Create New Account Button

When User clicks on the Create New Account button. The following screen is displayed and the User needs to enter all the required data and click on Register button.



The screenshot shows the 'Create New User' form with the following fields and options:

- Name:** Text input field
- Locality:** Dropdown menu with "--Select Locality--" and a dropdown arrow
- Agency:** Text input field
- Position:** Text input field
- Phone:** Text input field
- Ext:** Text input field
- Fax:** Text input field
- Email:** Text input field
- Address Line 1:** Text input field
- Address Line 2:** Text input field
- P.O.Box#:** Text input field
- City:** Text input field
- State:** Dropdown menu with "Virginia" and a dropdown arrow
- Zip Code:** Text input field
- Zip Ext:** Text input field
- Role:** Dropdown menu with "None selected" and a dropdown arrow

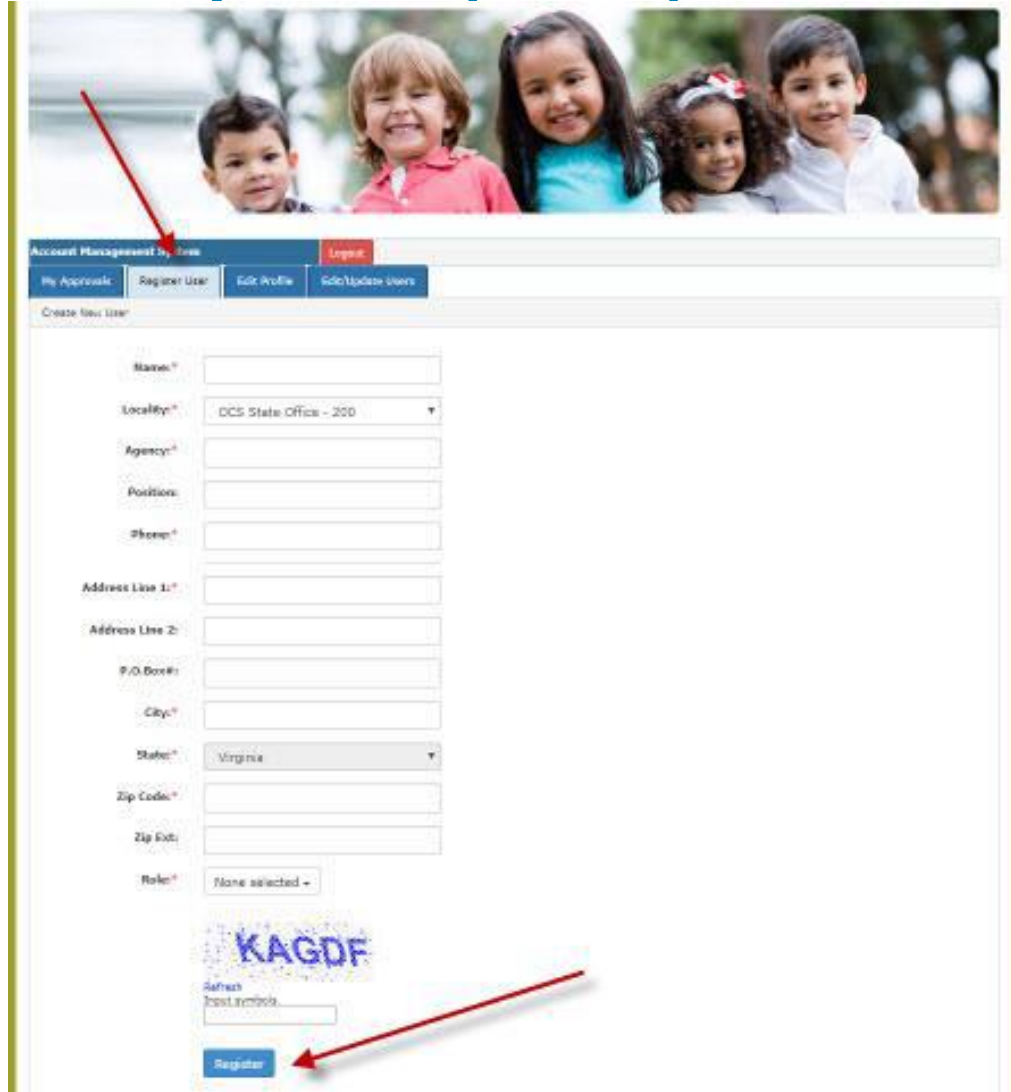
At the bottom of the form, there is a "Refresh" button with a "YHKHY" logo and a "Register" button. A red arrow points to the "Register" button.



# Account Management System (AMS)

By Login to AMS Button (for users with existing registered account)

The User enters their registered email and password and clicks on Login button to log into the AMS account. User has the Register User tab, clicking on it will display the Create New Account page as shown below. The User needs to enter all the required data and click on Register button.



# Account Management System (AMS)

## AMS – Local Approver Screen

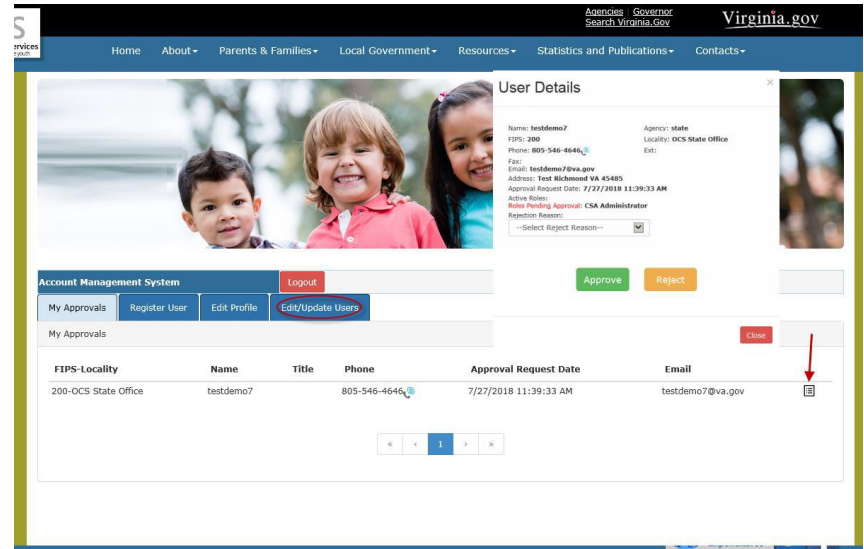
### My Approvals tab

Local Approver's (CSA Coordinator and CPMT Chair) have the My Approvals tab that will display a list of Users in their approval "basket." To Approve or Reject a request the Local Approver will click on the review icon in the far right column. A popup screen to Approve or Reject the User is displayed.

When the User is approved the User will no longer appear in the Approval "basket." When the State Approver approves the User (the next step in the process), then the User will be displayed in the Local Government Contacts screen for the Locality.

The User is full approved, the User shall also receive an email notification to create his credentials to access the system.

If the User is rejected by the Local Approved or State Approver. An email is sent to the User with the Reject reason stated.

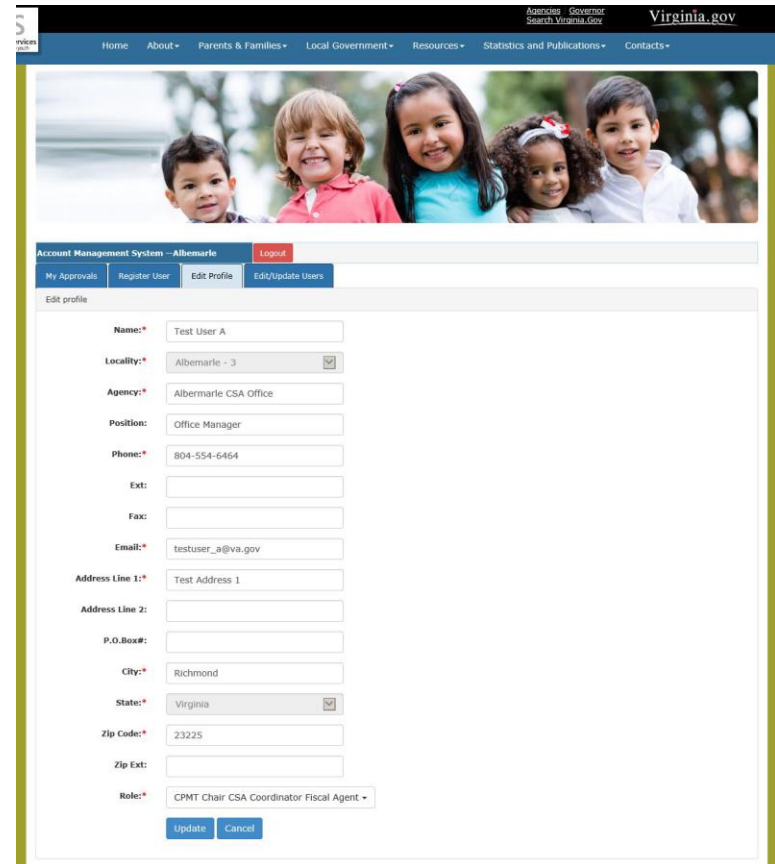


# Account Management System (AMS)

## Edit Profile tab

Local Approver's and established users have access to Edit Profile tab.

On this tab the User can edit or modify the user's own profile detail. After needed changes are entered, click on the Update button



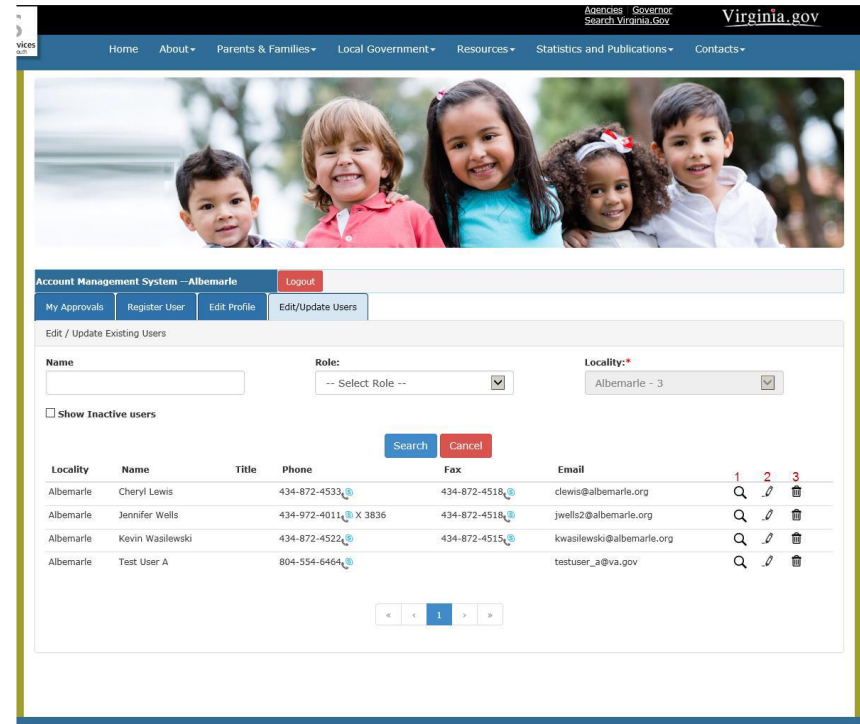
# Account Management System (AMS)

## Edit/Update Users tab

Local Approver's have the Edit/Update User tab.

This tab will display list of all Users in the locality.

This tab has three important features.

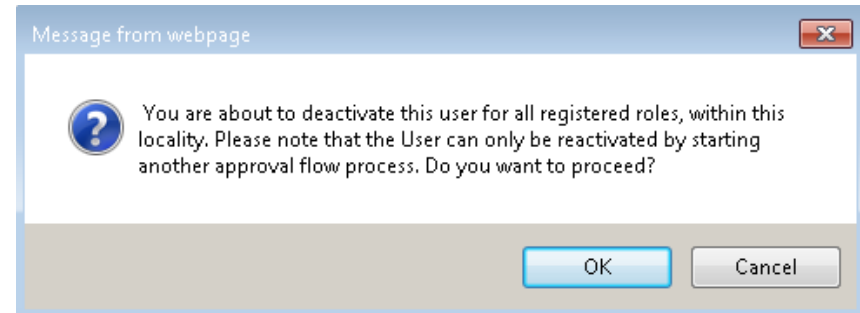


The screenshot shows the 'Account Management System - Albemarle' interface. The 'Edit/Update Users' tab is active. The page includes a search bar for Name, Role, and Locality. Below the search bar, there is a table of users with columns for Locality, Name, Title, Phone, Fax, and Email. The table contains four rows of user data.

Locality	Name	Title	Phone	Fax	Email	1	2	3
Albemarle	Cheryl Lewis		434-872-4533	434-872-4518	clewis@albemarle.org	Q	✎	🗑
Albemarle	Jennifer Wells		434-972-4011 X 3836	434-872-4518	jwells2@albemarle.org	Q	✎	🗑
Albemarle	Kevin Wasilewski		434-872-4522	434-872-4515	kwasilewski@albemarle.org	Q	✎	🗑
Albemarle	Test User A		804-554-6464		testuser_a@va.gov	Q	✎	🗑

# Account Management System (AMS)

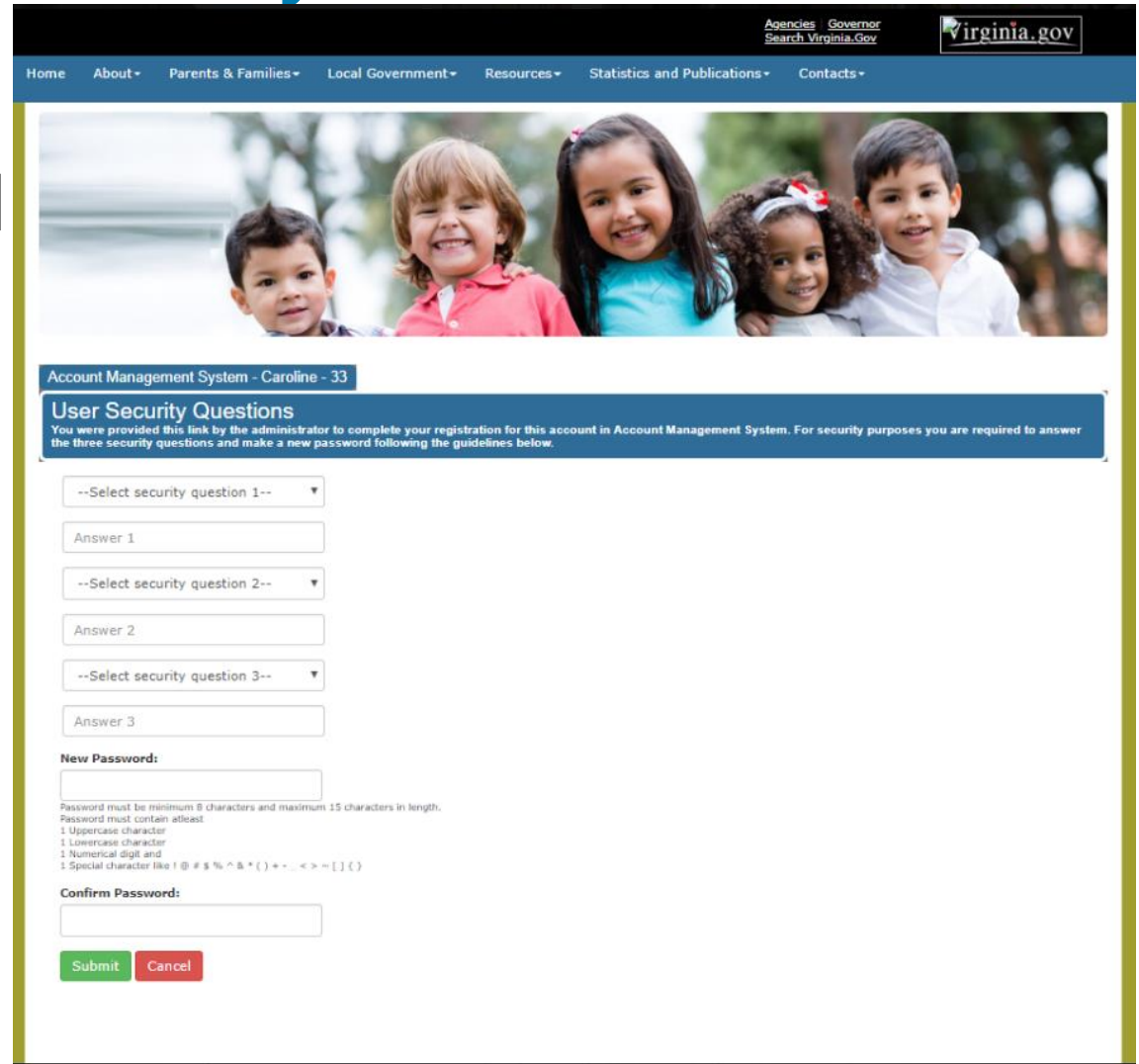
1. The View (Magnifying Glass icon) is used to view the details of a User.
2. The Edit (Pencil icon) is used to Edit the details of a User. It can be used to:
  - i. Edit User Information
  - ii. Add User roles
  - iii. Delete User roles
3. The Delete (Trash Can) icon is used to Delete/Deactivate a User in the AMS. When the following message is displayed, the User will have to click on the OK button,.  
Once a User is



# Account Management System (AMS)

## User Security Questions/Password for New Users

- To establish password
- To establish security questions



Agencies Governor  
Search Virginia.Gov

Home About Parents & Families Local Government Resources Statistics and Publications Contacts

virginia.gov

Account Management System - Caroline - 33

**User Security Questions**  
You were provided this link by the administrator to complete your registration for this account in Account Management System. For security purposes you are required to answer the three security questions and make a new password following the guidelines below.

--Select security question 1--

Answer 1

--Select security question 2--

Answer 2

--Select security question 3--

Answer 3

**New Password:**

Password must be minimum 8 characters and maximum 15 characters in length.  
Password must contain atleast:  
1 Uppercase character  
1 Lowercase character  
1 Numerical digit and  
1 Special character like ! @ # \$ % ^ & \* ( ) + , . < > ~ - [ ] { }

**Confirm Password:**

Submit Cancel



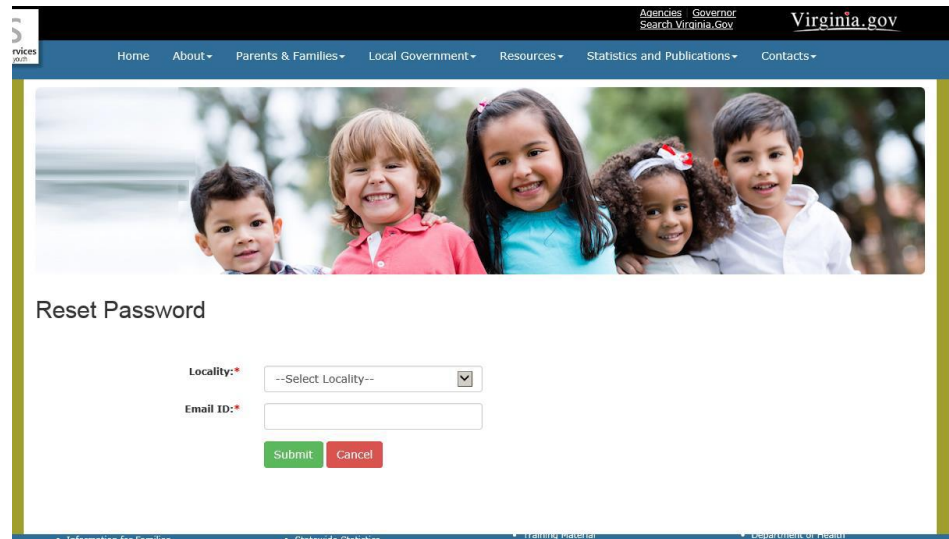
# Account Management System (AMS)

## Reset/ Forgot Password

If you are a registered User and cannot remember your Password. Click on "Reset/Forget Password."

1. Select your Locality
2. Enter your email address
3. Click on Submit

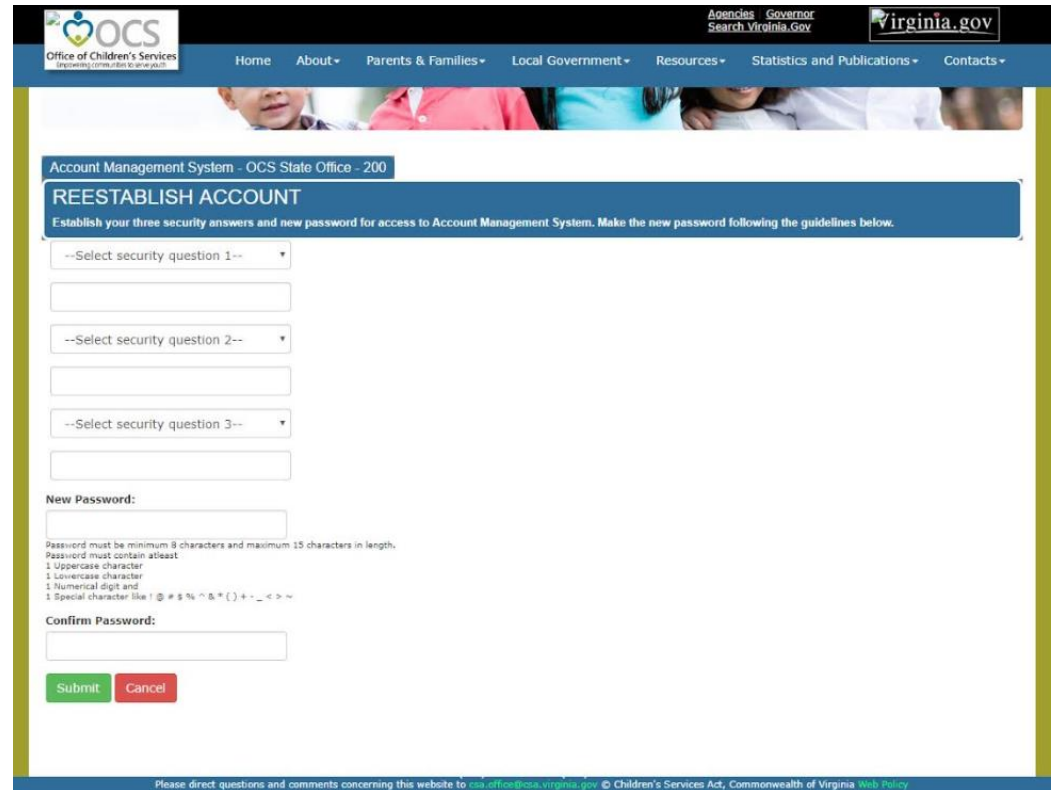
To your registered email address, an email with instructions is sent, on how to proceed.



# Account Management System (AMS)

## Reestablish Account

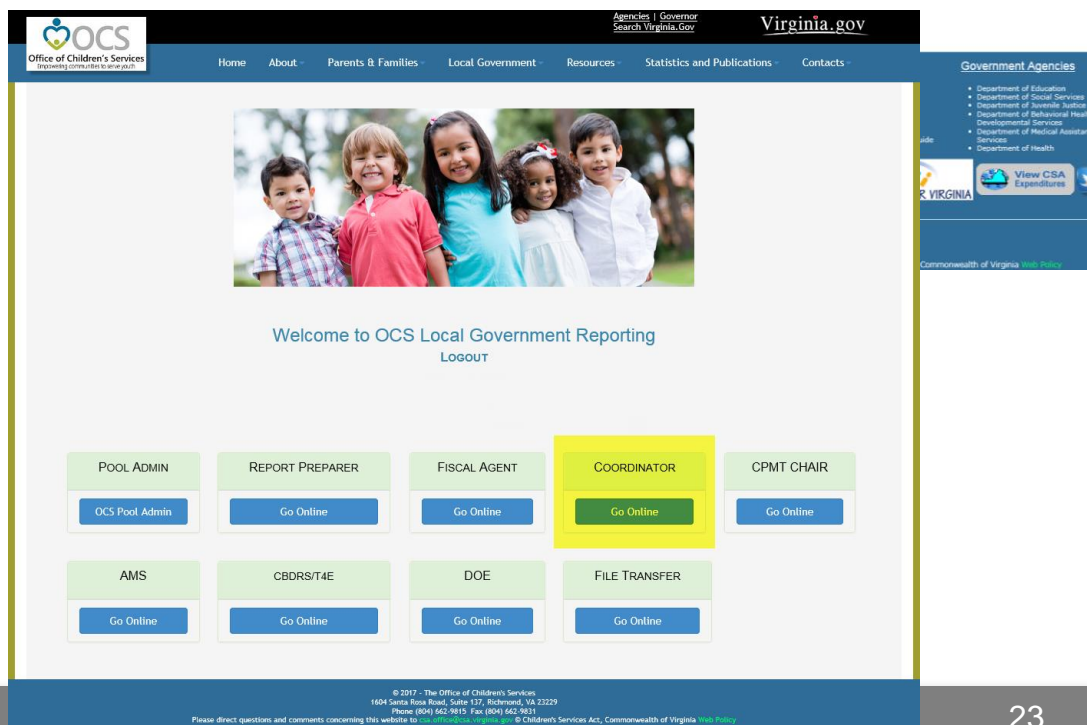
- Redo security Question / Answer
- Set new password



The screenshot shows the 'REESTABLISH ACCOUNT' page of the Account Management System (AMS) for the OCS State Office - 200. The page features a navigation bar with the OCS logo and menu items: Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. The main content area is titled 'REESTABLISH ACCOUNT' and includes the instruction: 'Establish your three security answers and new password for access to Account Management System. Make the new password following the guidelines below.' The form consists of three dropdown menus for selecting security questions, each followed by a text input field for the answer. Below these is a 'New Password:' section with a text input field and a list of password requirements: 'Password must be minimum 8 characters and maximum 15 characters in length.', 'Password must contain atleast', '1 Uppercase character', '1 Lowercase character', '1 Numerical digit and', and '1 Special character like ! @ # \$ % ^ & \* ( ) + = < > ~'. A 'Confirm Password:' section with a text input field follows. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains the text: 'Please direct questions and comments concerning this website to [osa.office@ocsa.virginia.gov](mailto:osa.office@ocsa.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)'.

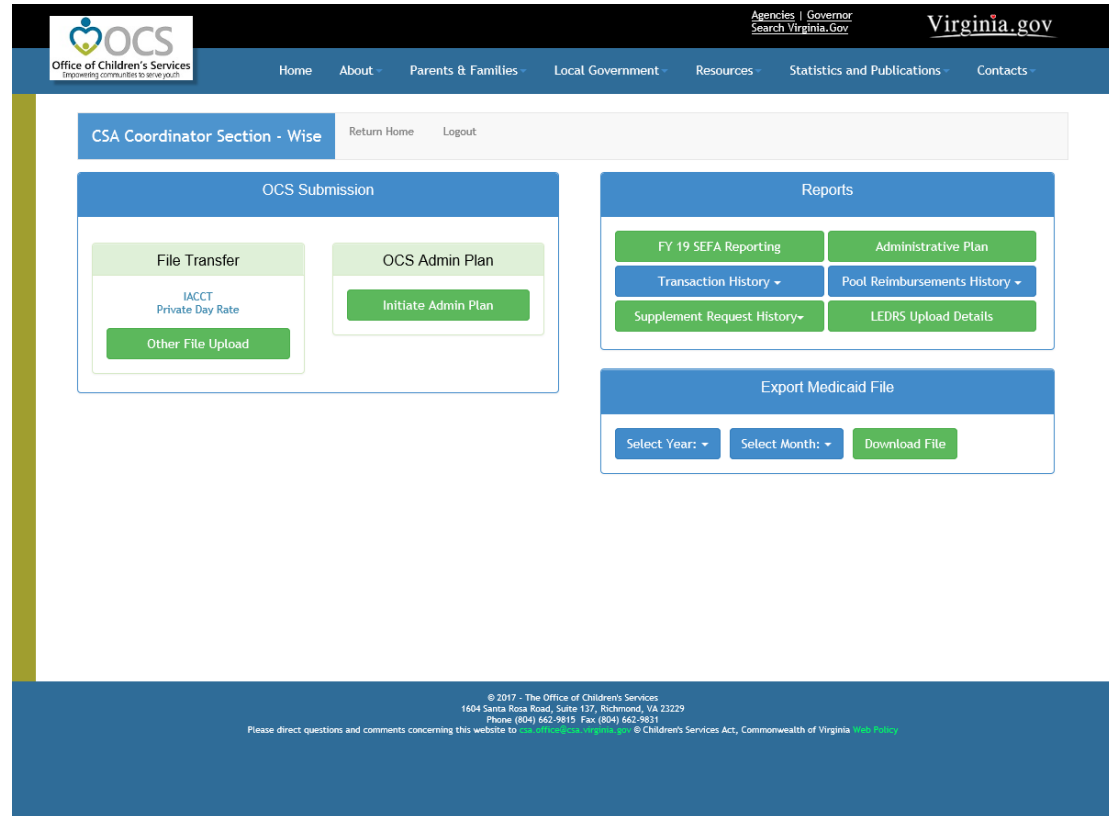
# Local Government Reporting

- LEDRS submission
- Pool Reimbursement Approval
- Additional Supplement
- Admin Plan
- Medicaid Reports
- Other Reports
- AMS
- T4E File Transfer



# CSA Coordinator Section

- IACCT File Upload
- OCS Admin Plan
- Reports
- Export Medicaid File



The screenshot displays the CSA Coordinator Section web application 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". To the right of the logo, there are links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Further right, there are links for "Agencies | Governor Search Virginia.Gov" and "Virginia.gov".

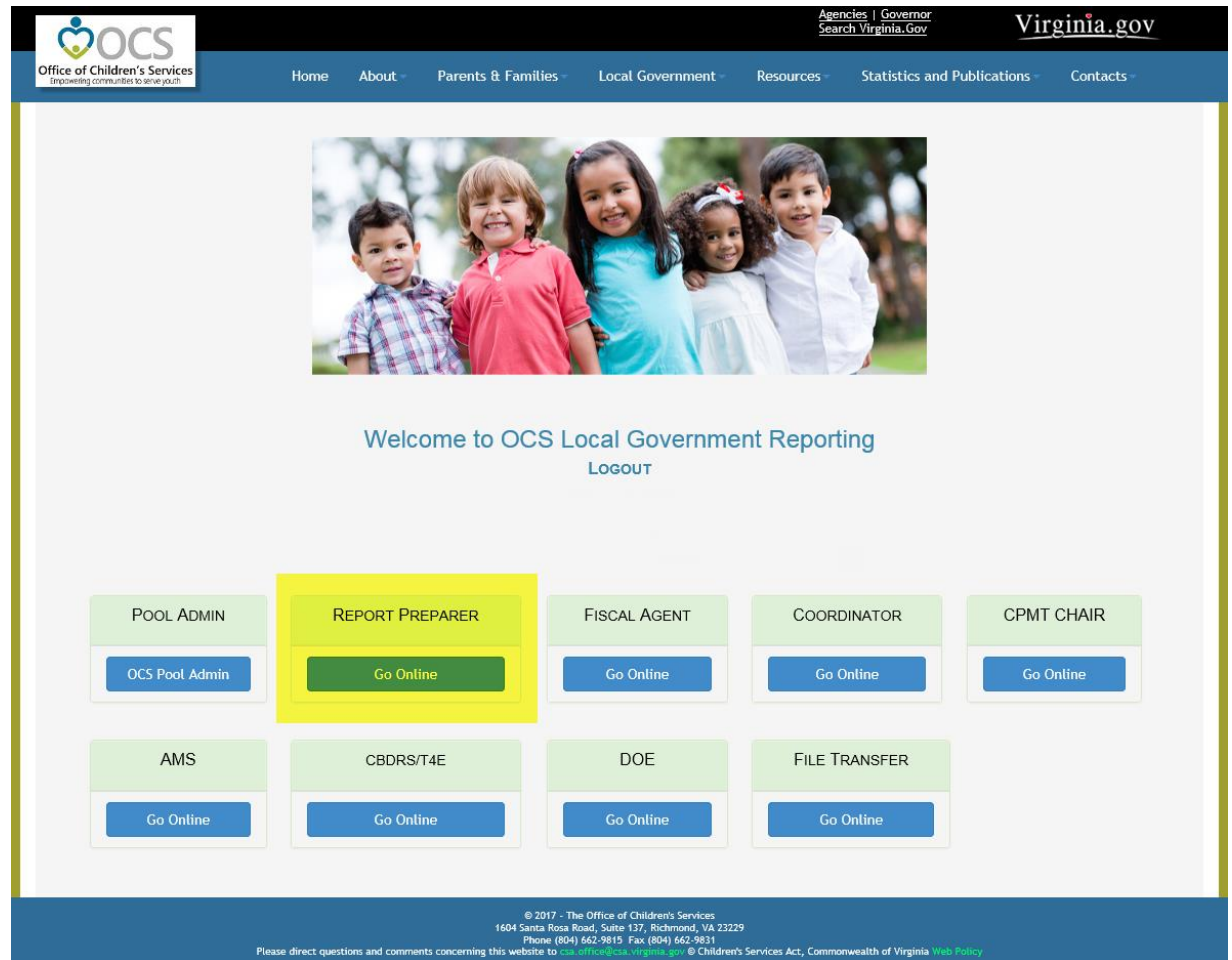
The main content area is titled "CSA Coordinator Section - Wise" and includes a "Return Home" and "Logout" link. The interface is divided into three main sections:

- OCS Submission:** This section contains two sub-sections:
  - File Transfer:** Includes links for "IACCT Private Day Rate" and "Other File Upload".
  - OCS Admin Plan:** Includes a link for "Initiate Admin Plan".
- Reports:** This section contains four links: "FY 19 SEFA Reporting", "Administrative Plan", "Transaction History", "Pool Reimbursements History", "Supplement Request History", and "LEDRS Upload Details".
- Export Medicaid File:** This section includes a "Select Year:" dropdown, a "Select Month:" dropdown, and a "Download File" button.

At the bottom of the page, there is a footer with the following text: "© 2017 - The Office of Children's Services, 1604 Santa Rosa Road, Suite 127, Richmond, VA 23229, Phone (804) 662-9815, Fax (804) 662-9831. Please direct questions and comments concerning this website to [csa\\_office@csa.virginia.gov](mailto:csa_office@csa.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)".

# Local Government Reporting

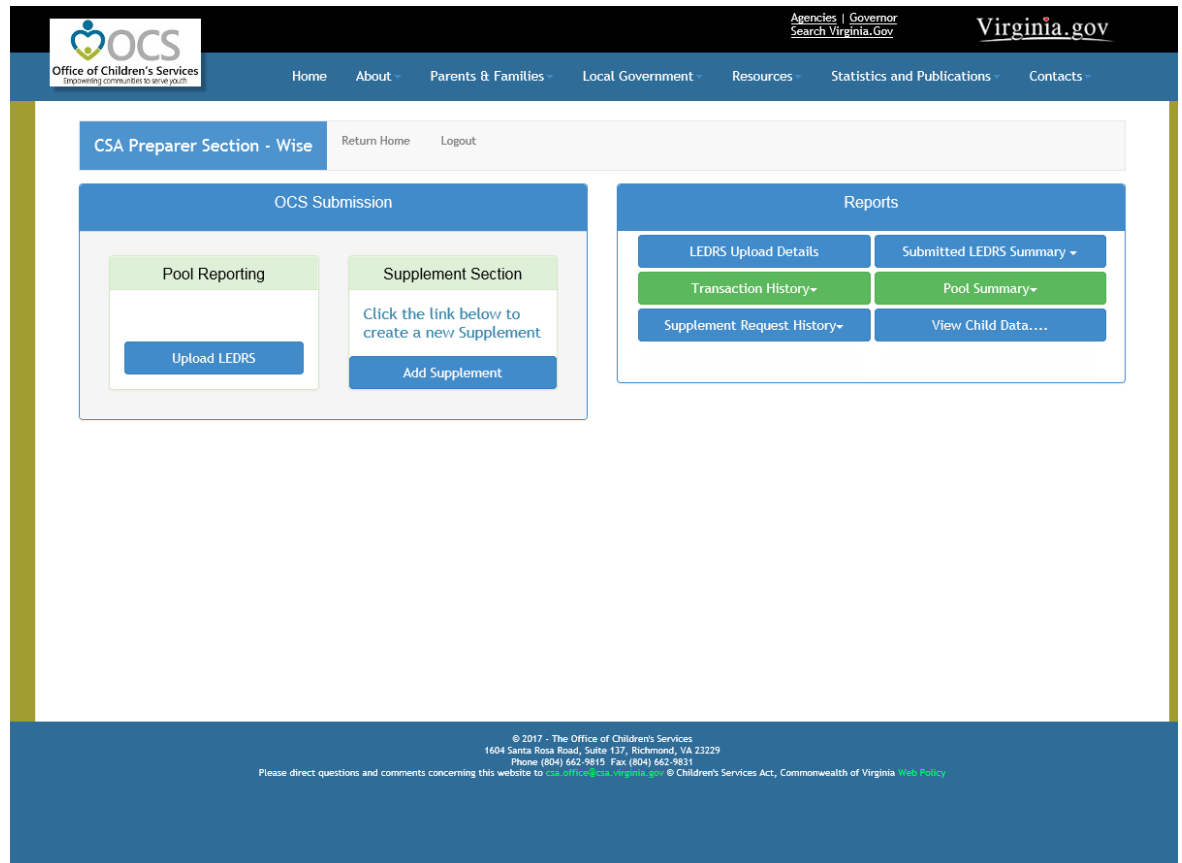
- Report Preparer



The screenshot shows the OCS Local Government Reporting website. At the top left is the OCS logo. The top right features links for 'Agencies | Governor Search Virginia.Gov' and the 'Virginia.gov' logo. A navigation bar contains links for 'Home', 'About', 'Parents & Families', 'Local Government', 'Resources', 'Statistics and Publications', and 'Contacts'. Below the navigation bar is a photograph of five diverse children. Underneath the photo, the text reads 'Welcome to OCS Local Government Reporting' followed by a 'LOGOUT' link. The main content area displays a grid of service categories, each with a 'Go Online' button. The 'REPORT PREPARER' category is highlighted with a yellow border. The categories and their buttons are: 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), and FILE TRANSFER (Go Online). The footer contains copyright information for 2017 and contact details for the Office of Children's Services, including address, phone, and fax numbers, along with a link to the website's Web Policy.

# CSA Report Preparer Section

- Upload LEDRS
- Add Supplement
- Reports

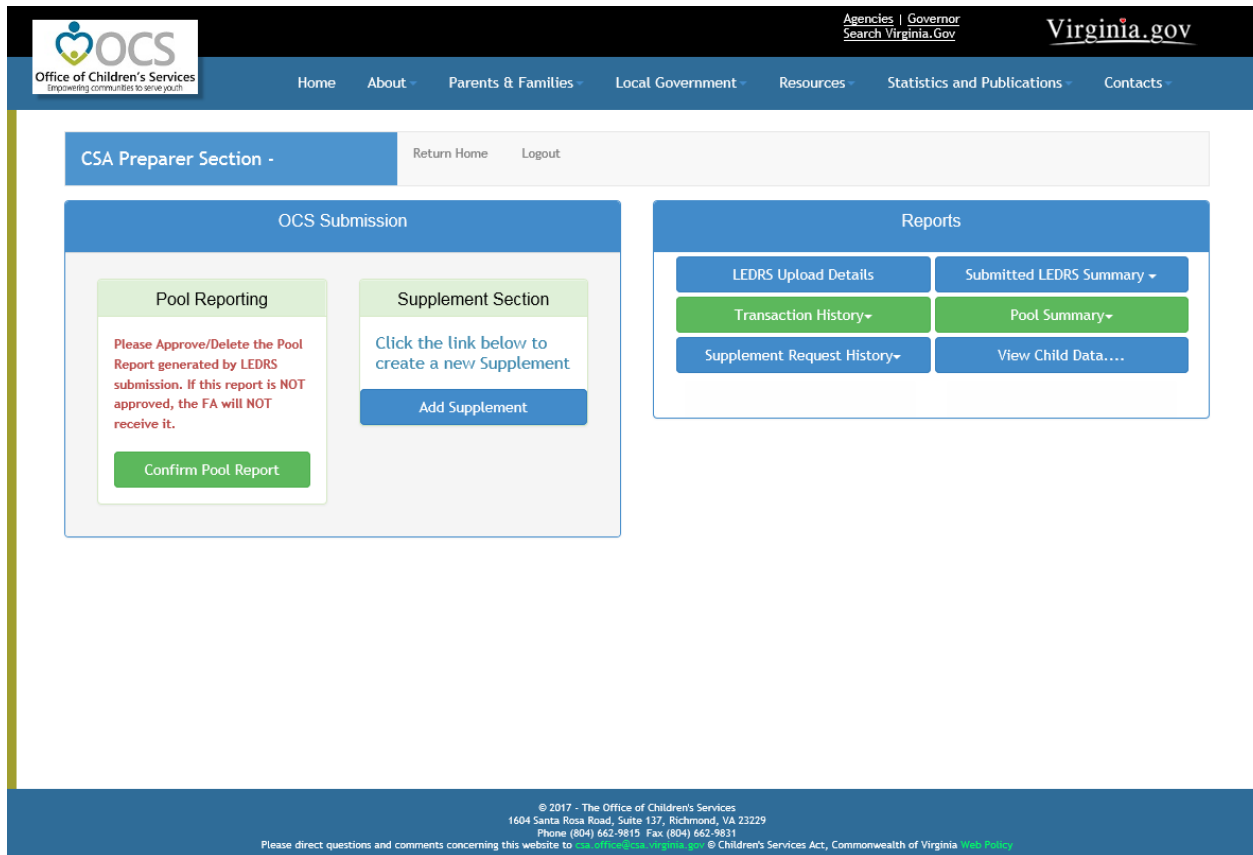


The screenshot displays the web application interface for the CSA Report Preparer Section. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". To the right of the logo, there are links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Further right, there are links for "Agencies", "Governor", and "Search Virginia.Gov". The main content area is titled "CSA Preparer Section - Wise" and includes "Return Home" and "Logout" links. Below this, there are two main sections: "OCS Submission" and "Reports". The "OCS Submission" section contains two sub-sections: "Pool Reporting" with an "Upload LEDRS" button, and "Supplement Section" with a link to "Click the link below to create a new Supplement" and an "Add Supplement" button. The "Reports" section contains four buttons: "LEDRS Upload Details", "Submitted LEDRS Summary", "Transaction History", "Pool Summary", "Supplement Request History", and "View Child Data....". At the bottom of the page, there is a footer with copyright information: "© 2017 - The Office of Children's Services, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229. Phone (804) 662-9815 Fax (804) 662-9831. Please direct questions and comments concerning this website to [ocscsa@oos.virginia.gov](mailto:ocscsa@oos.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)".



# CSA Report Preparer Section – Upload LEDRS

- Submit File to OCS



The screenshot displays the OCS CSA Report Preparer Section web interface. At the top, there is a navigation bar with the OCS logo on the left and the text "Agencies | Governor Search Virginia.Gov" and "Virginia.gov" on the right. Below the navigation bar is a menu with links for Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. The main content area is titled "CSA Preparer Section" and includes a "Return Home" and "Logout" link. The interface is divided into two main sections: "OCS Submission" and "Reports".

**OCS Submission**

- Pool Reporting**: A green box containing the text "Please Approve/Delete the Pool Report generated by LEDRS submission. If this report is NOT approved, the FA will NOT receive it." and a green button labeled "Confirm Pool Report".
- Supplement Section**: A green box containing the text "Click the link below to create a new Supplement" and a blue button labeled "Add Supplement".

**Reports**

- LEDRS Upload Details
- Submitted LEDRS Summary
- Transaction History
- Pool Summary
- Supplement Request History
- View Child Data....

At the bottom of the page, there is a footer with the following text: "© 2017 - The Office of Children's Services 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229 Phone (804) 662-9815 Fax (804) 662-9831 Please direct questions and comments concerning this website to [csa\\_office@csa.virginia.gov](mailto:csa_office@csa.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)"

# Local Expenditure, Data Reimbursement System (LEDRS)

## File Naming Convention

File Type	text file	.....txt
File Delimiter	(pipe)	1  123456789 Anna Bell Thomas .....
File Naming Convention	<u>CSA</u>	
	CSA_Fips_Frequency_Year_Period_Report#.txt	File Name eg. ---> CSA_1_M_2016_10_1.txt
		Fips = County Fips Code (no padding of zeros)
		Frequency = M (Monthly)
		Year = Year of the file submission; calendar year
		Period = Month# of the calendar month; incase of Monthly submission
		Report# = Only ONE file submission is allowed for months 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12.
		MULTIPLE File submissions are allowed in the month 9. Maximum of 3.
	<u>Title IV-E</u>	
	T4E_Fips_Frequency_Year_Period_Report#.txt	File Name eg. ---> T4E_1_Q_2016_1_1.txt
		Fips = County Fips Code (no padding of zeros)
		Frequency = Q (Quarterly)
		Year = Year of the file submission; calendar year
		Period = Quarter# of the reporting quarter in case of quarterly submission; Sept - 1; Dec - 2; Mar - 3; Jun - 4
		Report# = Only ONE file submission is allowed for a quarter

# Crosswalk

Service Name

vs.

Service Placement Type

<http://csa.virginia.gov/content/pdf/LEDRS.xlsx>

# Crosswalk

Expenditure Category  
vs.  
Service Placement Type

# Crosswalk

Expenditure Category

vs.

Mandate Type

# CSA Report Preparer Section – Upload LEDRS

- Browse
- Validate File



The screenshot shows the OCS File Upload System 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". To the right of the logo, there are links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Further right, there are links for "Agencies | Governor Search Virginia.Gov" and the "Virginia.gov" logo.

Below the navigation bar, there is a section titled "LEDRS Upload - Wise" with links for "Return To Section" and "Logout". The main content area is titled "OCS File Upload System" and contains the following text:

**Please read before uploading files**

The standards related to the Upload files can be found in the two files listed below.  
[File Naming Standard](#)  
[LEDRS File Layout](#)

**The only acceptable file extensions are:**

Local Expenditure, Data and Reimbursement System(LEDRS) Files - CSA and/or Title4E - **.TXT**  
 Medicaid - Claim, Member or Provider - **.ZIP**  
 Medicaid - Payment or Adjustment - **.CSV**  
 Oasis & VEMAT - **.ZIP**

Any other file extensions will be rejected.  
 Click on the "Browse" button to find and select the file you wish to upload on your local computer.  
 Once the path of the file you wish to upload appears in the text area, click on the "Upload File" button.

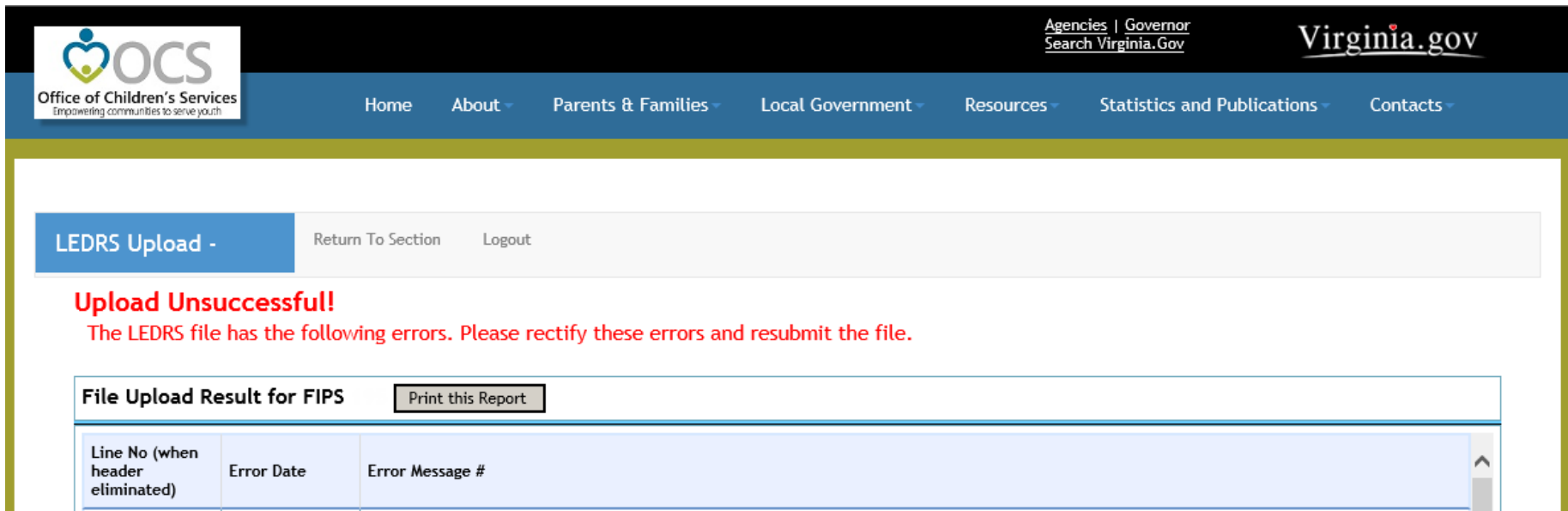
Below this text, there is a text input field with a "Browse..." button and a "Validate File" button. A red asterisk indicates that the file path is a required field.

At the bottom of the page, there is a footer with the following text:

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 1604 Santa Rosa Road, Suite 137 Richmond, VA 23229  
 Phone (804) 662-9815 Fax (804) 662-9831  
 Please direct questions and comments concerning this website to [csa@hhsocsa.virginia.gov](mailto:csa@hhsocsa.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)

# CSA Report Preparer Section – Upload LEDRS

- Upload Error



The screenshot shows the OCS website interface. At the top right, there are links for "Agencies | Governor" and "Search Virginia.Gov", along with the "Virginia.gov" logo. The main navigation bar includes "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Below this, a blue button labeled "LEDRS Upload -" is visible, along with "Return To Section" and "Logout" links. A red error message reads: "Upload Unsuccessful! The LEDRS file has the following errors. Please rectify these errors and resubmit the file." Below the message is a "File Upload Result for FIPS" section with a "Print this Report" button. A table with three columns is partially visible: "Line No (when header eliminated)", "Error Date", and "Error Message #".

LEDRS Upload -    Return To Section    Logout

**Upload Unsuccessful!**  
The LEDRS file has the following errors. Please rectify these errors and resubmit the file.

File Upload Result for FIPS    Print this Report

Line No (when header eliminated)	Error Date	Error Message #
----------------------------------	------------	-----------------



# CSA Report Preparer Section – Upload LEDRS

- Upload Success

Office of Children's Services  
empowering communities to serve youth

Home About Parents & Families Local Government Resources Statistics and Publications Contacts

Virginia.gov  
Agencies Governor Search Virginia.Gov

LEDRS Upload - [Return To Section](#) [Logout](#)

**Action Requested:** [Submit File to OCS](#) [Cancel Upload](#) [Print Report](#)

**Results of LEDRS File validated on 2/15/2019**

FIPS: -  
#Rows in the File (CSA): 98

Payment/Adjustment date range within the File: 1/3/2019 - 1/31/2019

	Total State Allocation Balance(Non Wrap): 51,758,208.00
	Total Expenditure(Non Wrap) in this LEDRS file: 5126,639.90
	Total State Allocation Balance(Wrap only): 50.00
	Total Expenditure(Wrap only) in this LEDRS file: 50.00

EXPENDITURE CATEGORY DESCRIPTION	LOCAL MATCH RATE (a)	GROSS EXPENDITURE THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
<b>Part 1 - Expenditure Description (FY 2019)</b>						
<b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>						
1a. Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	0.3256	\$12,185.41	\$0.00	\$12,185.41	\$3,967.57	\$8,217.84
1c. Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d. Non-Mandated Services/Residential/Congregate	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e. Educational Services - Congregate Care	0.2605	\$4,835.00	\$0.00	\$4,835.00	\$1,259.52	\$3,575.48
<b>2. OTHER MANDATED SERVICES</b>						
2a. Treatment Foster Care - IV-E	0.2605	\$44,033.28	\$0.00	\$44,033.28	\$11,470.67	\$32,562.61
2a.1 Treatment Foster Care	0.2605	\$36,690.69	\$0.00	\$36,690.69	\$9,557.92	\$27,132.77
2a.2 Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c Family Foster Care - IV-E ; Community Based Services	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e Family Foster Care - Children receiving maintenance and basic activities payments; independent living stipend/arrangements	0.2605	\$22,683.42	\$0.00	\$22,683.42	\$5,909.03	\$16,774.39
2f Community - Based Services	0.1302	\$2,889.30	\$0.00	\$2,889.30	\$376.19	\$2,513.11
2f.1 Community Transition Services - Direct Family Services to Transition from Residential to Community	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g Special Education Private Day Placement	0.2605	\$3,322.80	\$0.00	\$3,322.80	\$865.59	\$2,457.21
2h Wrap-Around Services for Students With Disabilities	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2i Psychiatric Hospitals/Crisis Stabilization Units	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Non-Mandated Services/Community-Based	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Grand Totals: (Sum of categories 1 through 3)		\$126,639.90	\$0.00	\$126,639.90	\$33,406.49	\$93,233.41

**PART 2 - EXPENDITURE REFUND DESCRIPTION**

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, ...)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
Other:	090	\$0.00
<b>Refund Total:</b>		<b>\$0.00</b>

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# CSA Report Preparer Section – Upload LEDRS

- Upload Success

Office of Children's Services  
Empowering communities to serve youth

[Home](#) | [About](#) | [Parents & Families](#) | [Local Government](#) | [Resources](#) | [Statistics and Publications](#) | [Contacts](#)

Agencies Governor  
Search Virginia.Gov **Virginia.gov**

LEDRS Upload - [Return To Section](#) [Logout](#)

**Action Requested:** Submit File to OCS Cancel Upload Print Report

**Results of LEDRS File validated on 2/15/2019**

#FIPS: -  
#Rows in the File (CSA): 98

Payment/Adjustment date range within the File: 1/3/2019 - 1/31/2019

**Part 1 - Expenditure Description (FY 2019)**

EXPENDITURE CATEGORY DESCRIPTION	LOCAL MATCH RATE (a)	GROSS EXPENDITURE THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
<b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>						
1a. Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	0.3256	\$12,185.41	\$0.00	\$12,185.41	\$3,967.57	\$8,217.84
1c. Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d. Non-Mandated Services/Residential/Congregate	0.3256	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e. Educational Services - Congregate Care	0.2605	\$4,835.00	\$0.00	\$4,835.00	\$1,259.52	\$3,575.48
<b>2. OTHER MANDATED SERVICES</b>						
2a. Treatment Foster Care - IV-E	0.2605	\$44,033.28	\$0.00	\$44,033.28	\$11,470.67	\$32,562.61
2a.1 Treatment Foster Care	0.2605	\$36,690.69	\$0.00	\$36,690.69	\$9,557.92	\$27,132.77
2a.2 Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c Family Foster Care - IV-E ; Community Based Services	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e Family Foster Care - Children receiving maintenance and basic activities payments; independent living stipend/arrangements	0.2605	\$22,683.42	\$0.00	\$22,683.42	\$5,909.03	\$16,774.39
2f Community - Based Services	0.1302	\$2,889.30	\$0.00	\$2,889.30	\$376.19	\$2,513.11
2f.1 Community Transition Services - Direct Family Services to Transition from Residential to Community	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g Special Education Private Day Placement	0.2605	\$3,322.80	\$0.00	\$3,322.80	\$865.59	\$2,457.21
2h Wrap-Around Services for Students With Disabilities	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2i Psychiatric Hospitals/Crisis Stabilization Units	0.2605	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Non-Mandated Services/Community-Based	0.1302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>4 Grand Totals: (Sum of categories 1 through 3)</b>		\$126,639.90	\$0.00	\$126,639.90	\$33,406.49	\$93,233.41

**PART 2 - EXPENDITURE REFUND DESCRIPTION**

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

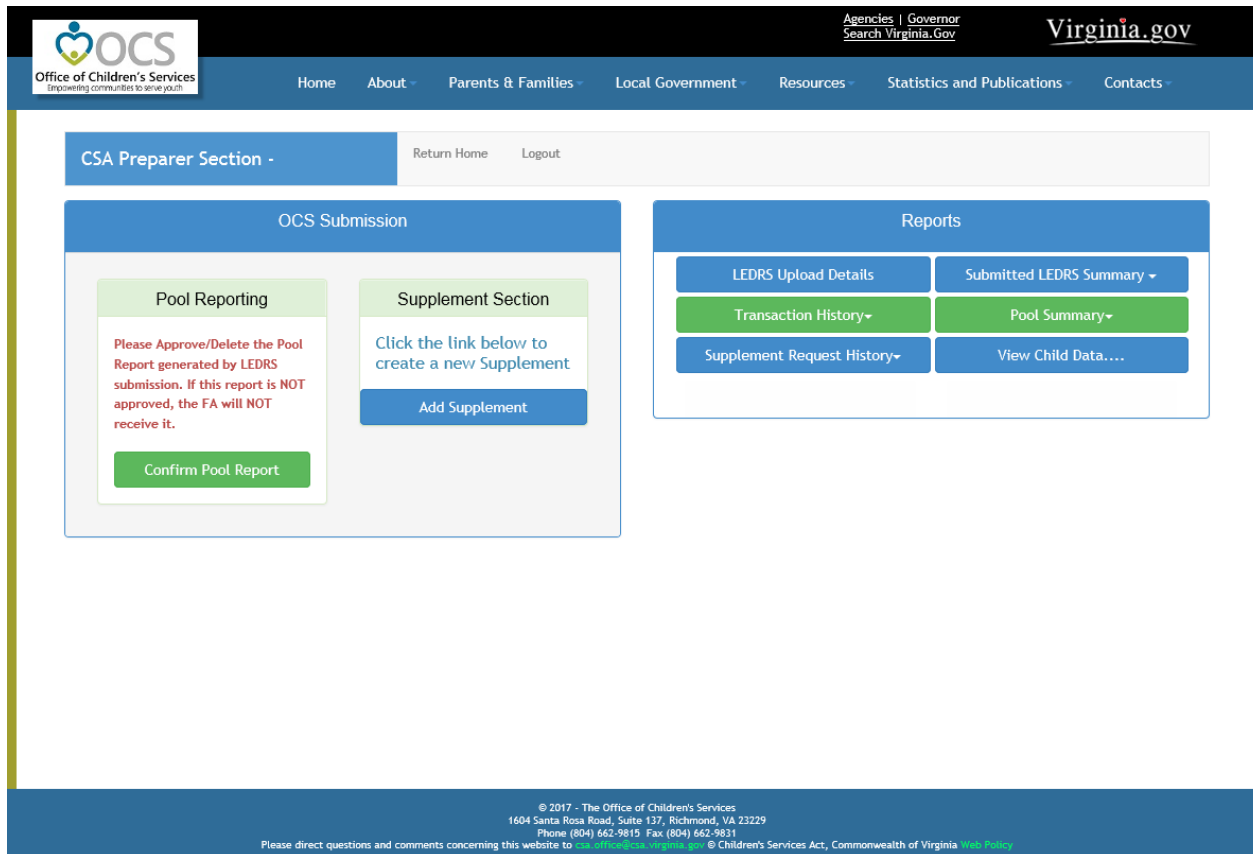
EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, ...)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
Other:	090	\$0.00
<b>Refund Total:</b>		\$0.00

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35

# CSA Report Preparer Section – Upload LEDRS

- Submit File to OCS



The screenshot displays the OCS CSA Report Preparer Section web 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". To the right of the logo, there are links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Further right, there are links for "Agencies", "Governor", and "Search Virginia.Gov", along with the "Virginia.gov" logo.

The main content area is titled "CSA Preparer Section" and includes a "Return Home" and "Logout" link. It is divided into two main sections: "OCS Submission" and "Reports".

The "OCS Submission" section contains two sub-sections: "Pool Reporting" and "Supplement Section".

- Pool Reporting:** Contains a warning message: "Please Approve/Delete the Pool Report generated by LEDRS submission. If this report is NOT approved, the FA will NOT receive it." Below this is a green button labeled "Confirm Pool Report".
- Supplement Section:** Contains a message: "Click the link below to create a new Supplement" and a blue button labeled "Add Supplement".

The "Reports" section contains a grid of buttons:

- LEDRS Upload Details
- Submitted LEDRS Summary
- Transaction History
- Pool Summary
- Supplement Request History
- View Child Data....

At the bottom of the page, there is a footer with copyright information: "© 2017 - The Office of Children's Services 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229 Phone (804) 662-9815 Fax (804) 662-9831 Please direct questions and comments concerning this website to [csa\\_office@csa.virginia.gov](mailto:csa_office@csa.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)".



# CSA Report Preparer Section – Upload LEDRS

- Approve Pool Report

SEARCH REPORT  
SEARCH REPORT
Virginia.gov

---

Home
About
Parents & Families
Local Government
Resources
Statistics and Publications
Contacts

---

CSA Child Information Section
Back to Section
Logout

**PREPARER'S POOL REIMBURSEMENT REPORT REVIEW**  
Payment/Adjustment Date From: 1/1/2019 To: 1/31/2019

Please review the report. If the information is correct then click the Approve button, if not click Delete button.  
*(The delete function will remove the uploaded file. You will be able to upload a new corrected file.)*

**CSA POOL REIMBURSEMENT REQUEST REPORT**  
ALL COSTS REPORTED IN COLUMN (b) PERTAIN TO SERVICES PROVIDED DURING THE FISCAL YEAR (19)  
*(NOTE: Expenditure refunds reported in Column (c) may pertain to any year)*

DATE: 2/15/2019	FOR PERIOD ENDING: 1/31/2019
LOCALITY:	REPORT ID:

**PART I: EXPENDITURE DESCRIPTION**

EXPENDITURE DESCRIPTION	LOCAL MATCH RATE (a)	GROSS TOTAL EXPENDITURES THIS FISCAL YEAR (b)	EXPENDITURE REFUNDS THIS FISCAL YEAR (c)	NET TOTAL EXPENDITURES (d) (b)-(c)	LOCAL MATCH (e) (a)(d)	STATE MATCH (f) (d)
<b>1. MANDATED SERVICES: RESIDENTIAL</b>						
1a. Foster Care - F/E Children in Licensed Residential Congregate Care: pool expenditures for costs not covered by F & E (i.e., non-rate and board)	0.4644	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	0.4644	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1c. Residential Congregate Care- CSA Parental Agreements / OSS Noncustodial Agreements	0.4644	\$41,115.20	\$0.00	\$41,115.20	\$6,289.79	\$7,624.40
1d. Non-Mandated Services/ Residential/ Congregate	0.4644	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e. Educational Services - Congregate Care	0.3715	\$30,911.00	\$0.00	\$30,911.00	\$11,483.44	\$19,427.56
<b>2. MANDATED SERVICES: NON-RESIDENTIAL</b>						
2a. Treatment Foster Care - F/E	0.3715	\$45,290.76	\$0.00	\$45,290.76	\$5,665.66	\$9,885.10
2a.1 Treatment Foster Care	0.3715	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a.2 Treatment Foster Care - CSA Parental Agreements / OSS Noncustodial Agreements	0.3715	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a.3 Specialized Foster Care - F/E - Community Based Services	0.3715	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a.4 Specialized Foster Care - F/E - Community Based Services	0.3715	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a.5 Family Foster Care - F/E - Community Based Services	0.1858	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a.6 Family Foster Care - Maintenance only	0.3715	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a.7 Family Foster Care - Children receiving maintenance and basic activities payments; independent living placement arrangements	0.3715	\$48,120.64	\$0.00	\$48,120.64	\$17,876.83	\$30,243.81
2b. Community - Based Services	0.1858	\$82,838.90	\$0.00	\$82,838.90	\$2,383.61	\$10,448.39
2b.1 Community Transition Services - Direct Family Services to Transition from Residential to Community	0.1858	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b.2 Special Education Private Day Placement	0.3715	\$113,470.82	\$0.00	\$113,470.82	\$42,134.41	\$71,336.41
2b.3 Wrap-around Services for Students With Disabilities	0.3715	\$4,895.75	\$0.00	\$4,895.75	\$1,803.91	\$3,091.84
2b.4 Psychiatric Hospital/ Crisis Stabilization Units	0.3715	\$62,195.23	\$0.00	\$62,195.23	\$21,101.81	\$39,093.42
2b.5 Non-Mandated Services/ Community-Based	0.1858	\$10,797.56	\$0.00	\$10,797.56	\$2,000.61	\$8,796.95
<b>4. GRAND TOTAL:</b> <i>(Sum of columns 1 through 3)</i>	0.3715	\$311,505.88	\$0.00	\$311,505.88	\$112,560.97	\$198,944.91

*Current Match Rate: 0.3715*

The expenditures and refunds reported herein were incurred in accordance with provisions of the Children's Services Act, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child for the specific children and complies with the CSA Manual, CCR and Appropriation Act requirements including utilization management and EAFI criteria.

**FOR STATE USE ONLY:**

TOTAL COST REPORTED:	\$
LOCAL SHARE:	\$
APPROVED STATE SHARE:	\$
METHOD OF PAYMENT:	\$ [ ]
STATE PAYMENT:	\$

STATE AGENCY: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**PART II: EXPENDITURE REFUND SOURCES**

THESE EXPENDITURE REFUNDS ARE BEING REPORTED IN FISCAL YEAR (19)

DATE: 2/15/2019	FOR PERIOD ENDING: 1/31/2019
LOCALITY: Chesapeake - FPS: 300	REPORT ID: 30973

Information regarding total expenditure refunds reported on Part I, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$0.00
Parental Co Payments	020	\$0.00
Payments made on behalf of the child (ex. SSA, SSA, VA benefits, ...)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior reported expenditures re obtained under FF E	050	\$0.00
Other (Please specify): <small>(Please use tab to exit this field)</small>	090	\$0.00
<b>TOTAL REFUNDS:</b>		\$0.00

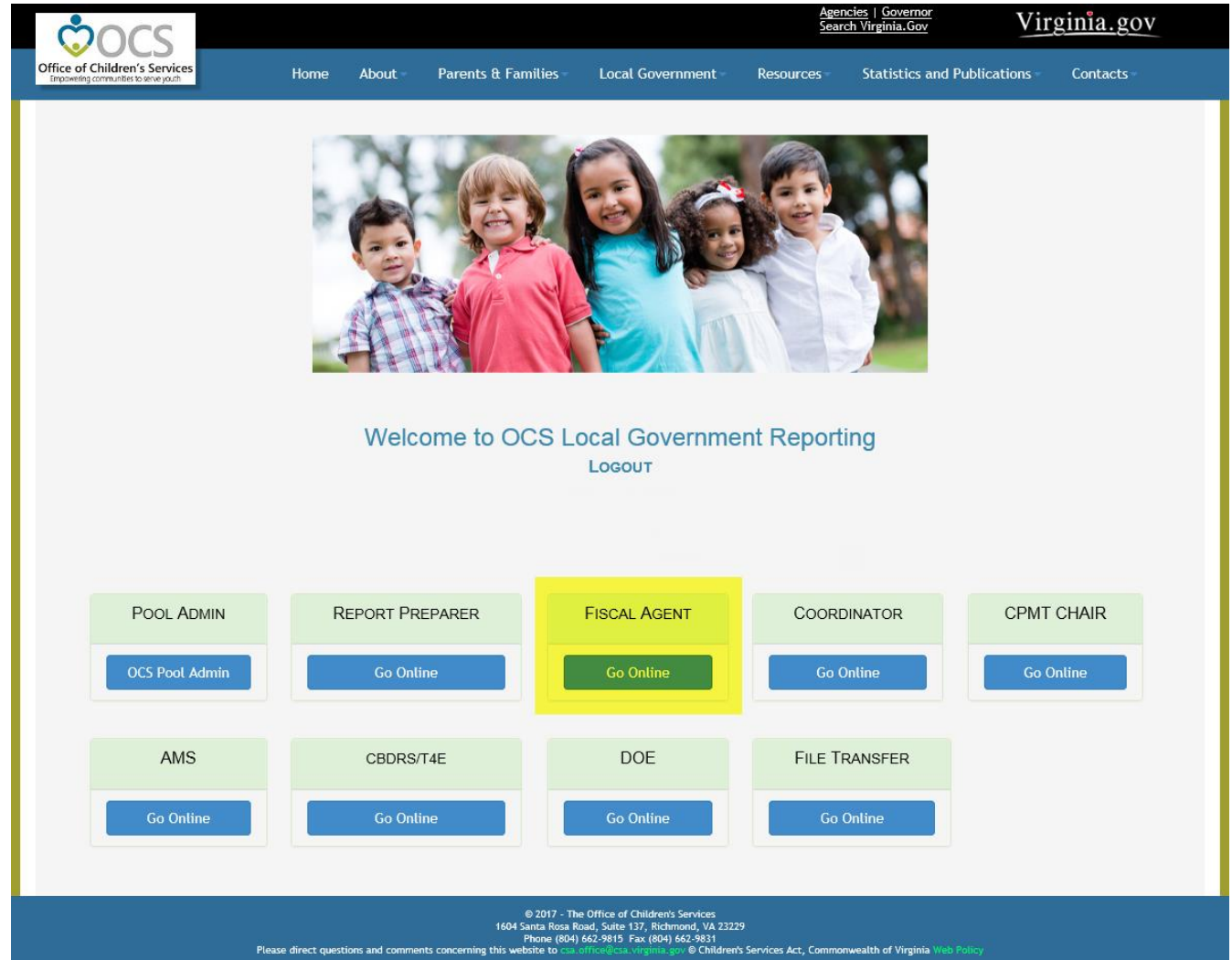
Note: This total must agree with the GRAND TOTAL of all expenditure refunds for the reporting period (Part I, Line 4, Col c).

Approve    Delete

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Phone: (804) 662-2815 Fax: (804) 662-2823  
www.virginiachildservices.org

# Local Government Reporting

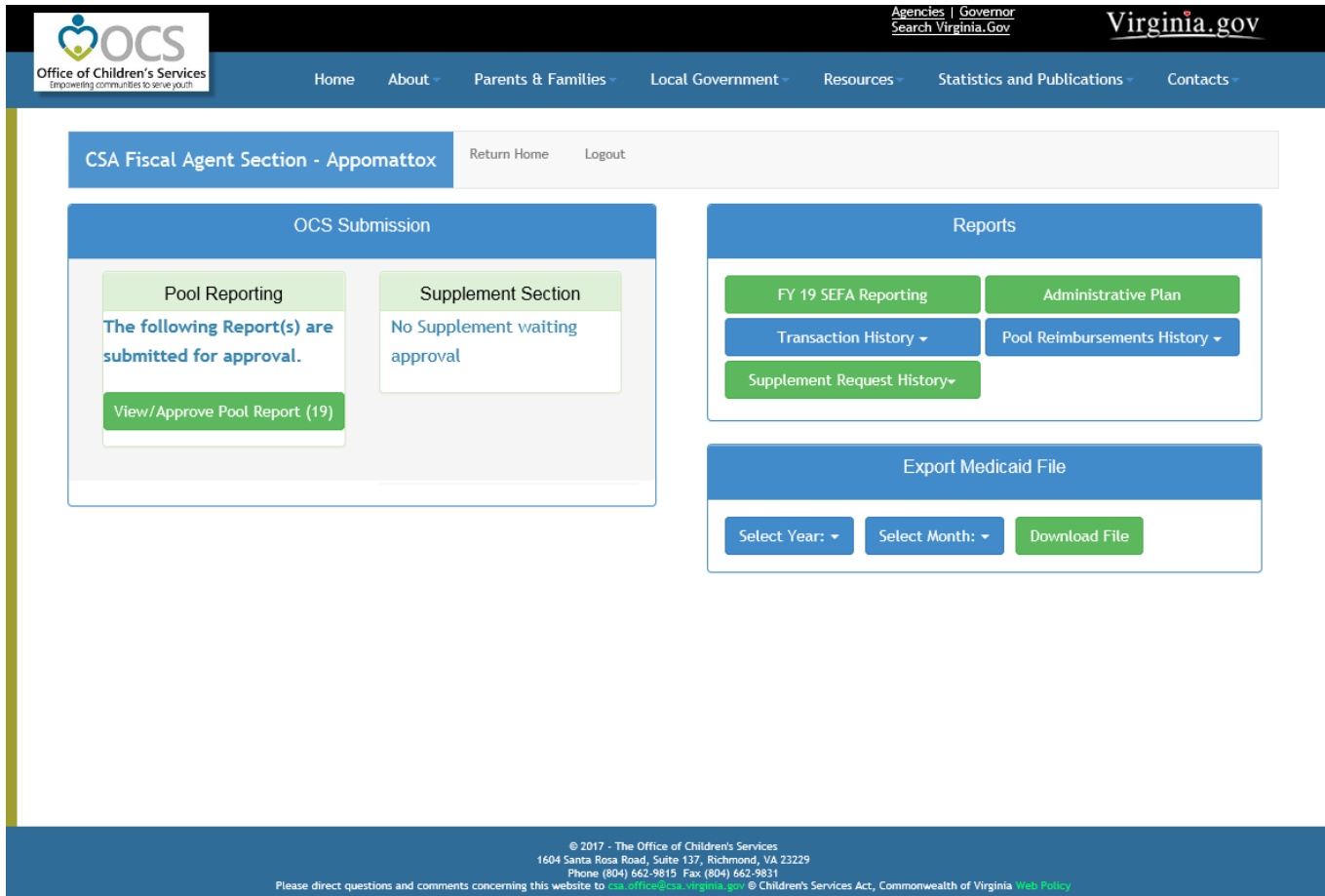
- Fiscal Agent



The screenshot shows the OCS Local Government Reporting website. At the top left is the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". At the top right are links for "Agencies | Governor Search Virginia.Gov" and the "Virginia.gov" logo. A dark blue navigation bar contains links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Below the navigation bar is a large photograph of five diverse children smiling. Underneath the photo, the text reads "Welcome to OCS Local Government Reporting" followed by "Logout". The main content area features a grid of service tiles. The "FISCAL AGENT" tile is highlighted with a yellow border and contains a green "Go Online" button. Other tiles include "POOL ADMIN" (with a blue "OCS Pool Admin" button), "REPORT PREPARER", "COORDINATOR", "CPMT CHAIR", "AMS", "CBDRS/T4E", "DOE", and "FILE TRANSFER", all with blue "Go Online" buttons. The footer contains copyright information for 2017, contact details for the Office of Children's Services, and a note to direct questions to [csa.office@csa.virginia.gov](mailto:csa.office@csa.virginia.gov).

# CSA Fiscal Agent Section

- Approve Pool Report



The screenshot displays the CSA Fiscal Agent Section web application interface. At the top, there is a navigation bar with the OCS logo on the left and links for Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. On the right side of the navigation bar, there are links for Agencies, Governor, and Search Virginia.gov, along with the Virginia.gov logo.

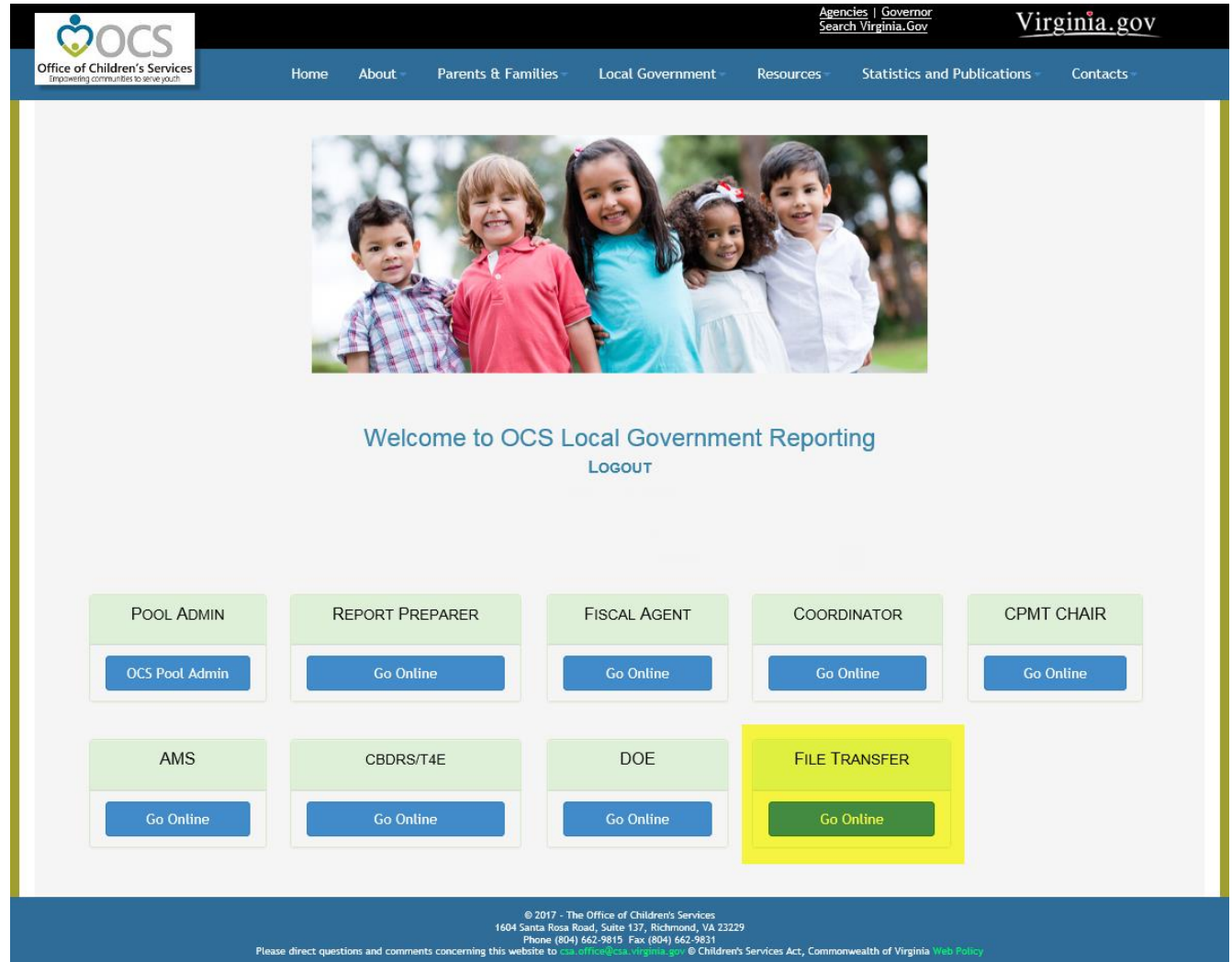
The main content area is titled "CSA Fiscal Agent Section - Appomattox" and includes links for "Return Home" and "Logout". The interface is divided into three main sections:

- OCS Submission:** This section contains two sub-sections:
  - Pool Reporting:** A green box indicating that "The following Report(s) are submitted for approval." Below this, there is a green button labeled "View/Approve Pool Report (19)".
  - Supplement Section:** A green box indicating "No Supplement waiting approval".
- Reports:** This section contains several buttons for accessing reports:
  - Green buttons for "FY 19 SEFA Reporting" and "Administrative Plan".
  - Blue buttons for "Transaction History" and "Pool Reimbursements History", both with dropdown arrows.
  - A green button for "Supplement Request History" with a dropdown arrow.
- Export Medicaid File:** This section contains two dropdown menus for "Select Year" and "Select Month", and a green button for "Download File".

At the bottom of the page, there is a footer with copyright information: © 2017 - The Office of Children's Services, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229. Contact information includes Phone (804) 662-9815 and Fax (804) 662-9831. A note asks users to direct questions and comments concerning the website to [csa\\_office@csa.virginia.gov](mailto:csa_office@csa.virginia.gov). It also mentions the Children's Services Act, Commonwealth of Virginia, and a link to the Web Policy.

# Local Government Reporting


- File Transfer



The screenshot shows the OCS Local Government Reporting web application. At the top, there is a navigation bar with the OCS logo on the left and links for Agencies, Governor Search, Virginia.Gov, Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. Below the navigation bar is a large image of five diverse children smiling. Underneath the image, the text reads "Welcome to OCS Local Government Reporting" followed by a "LOGOUT" link. The main content area features a grid of buttons for different roles: POOL ADMIN, REPORT PREPARER, FISCAL AGENT, COORDINATOR, CPMT CHAIR, AMS, CBDRS/T4E, DOE, and FILE TRANSFER. Each role has a corresponding "Go Online" button. The "FILE TRANSFER" button is highlighted in yellow. At the bottom of the page, there is a footer with copyright information and contact details for the Office of Children's Services.



# CSA File Transfer



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

File Transfer - [Return Home](#) [Logout](#)

### OCS File Upload System

**Please read before uploading files**

The standards related to the Upload files can be found in the two files listed below.  
[File Naming Standard](#)  
[LEDRS File Layout](#)

**The only acceptable file extensions are:**

- Local Expenditure, Data and Reimbursement System(LEDRS) Files - CSA and/or Title4E - **.TXT**
- Medicaid - Claim, Member or Provider - **.ZIP**
- Medicaid - Payment or Adjustment - **.CSV**
- Oasis & VEMAT - **.ZIP**

Any other file extensions will be rejected.  
Click on the "Browse" button to find and select the file you wish to upload on your local computer.  
Once the path of the file you wish to upload appears in the text area, click on the **Upload File** button.

\*=Required

**\***

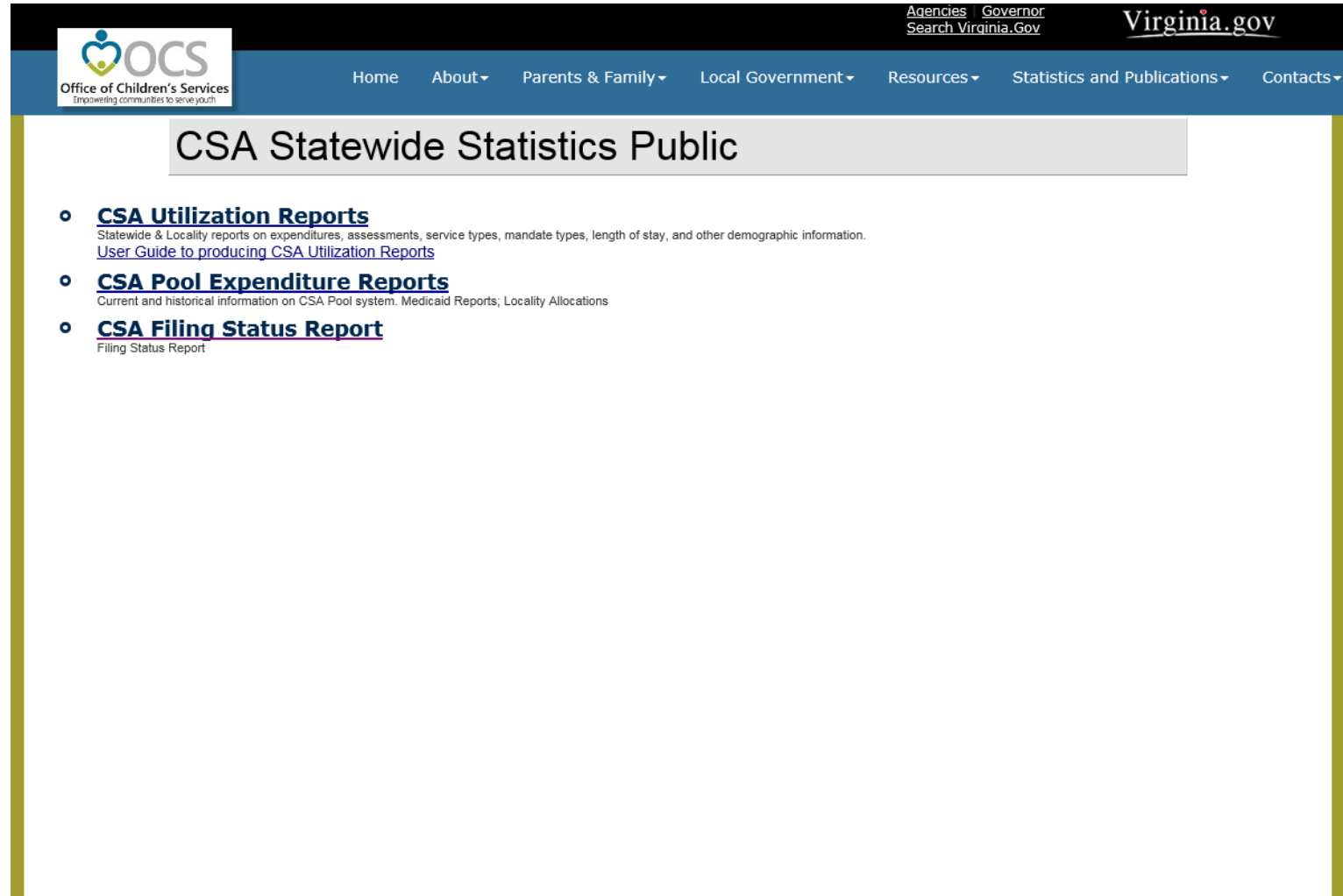
Click the button below if there are no Title IV-E Expenditures incurred in the current period

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Phone (804) 662-9815 Fax (804) 662-9831

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# Statewide Statistics

This is a screenshot of a web page titled "CSA Statewide Statistics Public". The page has a dark blue header with the OCS logo on the left and navigation links on the right. The main content area is white and contains a list of three report categories, each with a brief description and a link to a user guide.

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## CSA Statewide Statistics Public

- **[CSA Utilization Reports](#)**  
Statewide & Locality reports on expenditures, assessments, service types, mandate types, length of stay, and other demographic information.  
[User Guide to producing CSA Utilization Reports](#)
- **[CSA Pool Expenditure Reports](#)**  
Current and historical information on CSA Pool system. Medicaid Reports; Locality Allocations
- **[CSA Filing Status Report](#)**  
Filing Status Report



# Statewide Statistics – Filing Status Report



## Filing Status Report

[LEDRS CSA Filing Status](#)


[LEDRS Title-IVE Filing Status](#)

[Most Recent Locality Filing Status](#)

[Fiscal Year 2004-2016](#)

[Fiscal Year 2003 & Prior](#)

# Statewide Statistics – CSA Utilization Report



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**CSA Utilization Reports**

[Return Statewide Statistics](#) [Return Home](#)

**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

**Report Type:** --Please Select Report Type--

Large empty content area for the report.



# Statewide Statistics – CSA Utilization Report



## CSA Utilization Reports

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**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

Report Type: Locality - Service Placement Type

Fiscal Year: 2019

Quarter: Q2

Report Filter 1:

- All
- 001 - Accomack
- 003 - Albemarle
- 005 - Alleghany

Report Filter 2:

- All
- PMT 1 - Foster Care Abuse/Neglect - Prev
- PMT 2 - Foster Care Abuse/Neglect - DSS
- PMT 3 - Foster Care Abuse/Neglect - Loca

[View Report](#)

1 of 1 100% Find | Next

### Office of Children's Services

#### Locality - Service Placement Type Report

Data Source : LEDRS

Fiscal Year 2019 Quarter 2

Selected Locality(s) 130 of 130 Localities reporting

Selected Primary All  
Mandate Type(s)

SPT	SPT Description	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
1	Community Service	5821	465,808	\$19,785,606	\$3,399.00	\$42.48	80.02
2	Community Transition Services	69	3,309	\$196,807	\$2,852.28	\$59.48	47.96
3	Intensive Care Coordination	397	11,760	\$1,304,803	\$3,286.66	\$110.95	29.62
4	Intensive In-Home	154	6,253	\$613,320	\$3,982.60	\$98.08	40.60
5	Wrap-Around Services for Students With Disabilities	268	24,458	\$872,110	\$3,254.14	\$35.66	91.26
6	Special Education Private Day Placement	3226	355,206	\$67,942,622	\$21,060.95	\$191.28	110.11
7	Family Foster Care Basic Maintenance Payments Only	0	0	\$0	\$0.00	\$0.00	0.00

# Statewide Statistics – CSA Utilization Report

## CSA Utilization Reports

[Return Statewide Statistics](#) [Return Home](#)

**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

Report Type: Statewide - Service Placement Type

Fiscal Year: 2019

Quarter: Q2

Report Filter 1:

- All
- SPT 1 - Community Service
- SPT 2 - Community Transition Services
- SPT 3 - Intensive Care Coordination

Report Filter 2:

- All
- PMT 1 - Foster Care Abuse/Neglect - Prev
- PMT 2 - Foster Care Abuse/Neglect - DSS
- PMT 3 - Foster Care Abuse/Neglect - Loca

[View Report](#)

1 of 1 100% Find | Next

## Office of Children's Services

### Statewide - Service Placement Type Report

Data Source : LEDRS

Fiscal Year 2019 Quarter 2

Selected Service All  
Placement Type(s)

Selected Primary All  
Mandate Type(s)

FIPS	Locality	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
001	Accomack	23	2,187	\$233,769	\$10,163.87	\$106.89	59.11
003	Albemarle	232	33,045	\$3,972,684	\$17,123.64	\$120.22	96.34
005	Alleghany	47	6,279	\$804,433	\$17,115.60	\$128.11	102.93
007	Amelia	7	726	\$120,621	\$17,231.57	\$166.14	72.60
009	Amherst	62	7,491	\$652,040	\$10,516.77	\$87.04	83.23
011	Appomattox	58	7,216	\$770,623	\$13,286.60	\$106.79	82.00
013	Arlington	118	10,917	\$1,019,013	\$8,635.70	\$93.34	64.60
015	Augusta	143	19,619	\$2,297,602	\$16,067.15	\$117.11	90.83
017	Bath	4	594	\$47,550	\$11,887.50	\$80.05	148.50
019	Bedford County	156	20,347	\$2,213,228	\$14,187.36	\$108.77	81.06

# Statewide Statistics – CSA Utilization Report

## CSA Utilization Reports

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**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

Report Type:

Fiscal Year:

Quarter:

Report Filter 1:

Report Filter 2:

[View Report](#)

1 of 1 100% Find Next

### Office of Children's Services

#### Locality - Primary Mandate Type Report

Data Source : LEDRS

Fiscal Year 2019 Quarter 2

Selected Locality(s) 130 of 130 Localities reporting

Selected Service All  
Placement Type(s)

PMT	PMT Description	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
1	Foster Care Abuse/Neglect - Prevention	1373	109,762	\$4,671,759	\$3,402.59	\$42.56	79.94
2	Foster Care Abuse/Neglect - DSS Non-Custodial Agreement	59	2,240	\$375,639	\$6,366.76	\$167.70	37.97
3	Foster Care Abuse/Neglect - Local DSS Entrustment/Custody	4880	567,426	\$61,261,011	\$12,553.49	\$107.96	116.28
4	Foster Care Child in Need of Services (CHINS) - Prevention	1235	109,729	\$5,898,492	\$4,776.11	\$53.76	88.85
5	Foster Care CHINS - CSA Parental	817	69,819	\$11,316,555	\$13,851.35	\$162.08	85.46



# Statewide Statistics – CSA Utilization Report

## CSA Utilization Reports

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**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

Report Type: Statewide - Primary Mandate Type

Fiscal Year: 2019

Quarter: Q2

Report Filter 1:

- All
- PMT 1 - Foster Care Abuse/Neglect - Preve
- PMT 2 - Foster Care Abuse/Neglect - DSS
- PMT 3 - Foster Care Abuse/Neglect - Local

Report Filter 2:

- All
- SPT 1 - Community Service
- SPT 2 - Community Transition Services
- SPT 3 - Intensive Care Coordination

[View Report](#)

1 of 1 100% Find | Next

### Office of Children's Services

#### Statewide - Primary Mandate Type Report

Data Source : LEDRS

Fiscal Year 2019 Quarter 2

Selected Primary All  
Mandate Type(s)

Selected Service All  
Placement Type(s)

FIPS	Locality	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
001	Accomack	23	2,187	\$233,769	\$10,163.87	\$106.89	84.12
003	Albemarle	232	33,045	\$3,972,684	\$17,123.64	\$120.22	122.84
005	Alleghany	47	6,279	\$804,433	\$17,115.60	\$128.11	108.26
007	Amelia	7	726	\$120,621	\$17,231.57	\$166.14	66.00
009	Amherst	62	7,491	\$652,040	\$10,516.77	\$87.04	110.16
011	Appomattox	58	7,216	\$770,623	\$13,286.60	\$106.79	104.58
013	Arlington	118	10,917	\$1,019,013	\$8,635.70	\$93.34	88.04
015	Augusta	143	19,619	\$2,297,602	\$16,067.15	\$117.11	108.39
017	Bath	4	594	\$47,550	\$11,887.50	\$80.05	148.50
019	Bedford County	156	20,347	\$2,213,228	\$14,187.36	\$108.77	109.39

# Statewide Statistics – CSA Utilization Report

## CSA Utilization Reports

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**Disclaimer:** Data is as submitted by Localities, not verified by OCS.

Report Type:

Fiscal Year:

Quarter:

Report Filter 1:

- All
- 001 - Accomack
- 003 - Albemarle
- 005 - Alleghany

Report Filter 2:

- All
- SVC 1 - Acute Psychiatric Hospitalization
- SVC 2 - Applied Behavior Analysis
- SVC 3 - Assessment/Evaluation

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## Office of Children's Services

### Locality - Service Name Report

Data Source : LEDRS

Fiscal Year 2019 Quarter 2


Selected Locality(s) 130 of 130 Localities reporting

Selected Service Names All

ServiceName Code	Service Name	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
1	Acute Psychiatric Hospitalization	2	9	\$10,959	\$5,479.50	\$1,217.67	4.50
2	Applied Behavior Analysis	104	6,918	\$667,988	\$6,422.96	\$96.56	66.52
3	Assessment/Evaluation	657	9,071	\$1,364,216	\$2,076.43	\$150.39	13.81
4	Case Support	505	20,804	\$794,379	\$1,573.03	\$38.18	41.20
5	Crisis Intervention	2	16	\$1,600	\$800.00	\$100.00	8.00
6	Crisis Stabilization	7	284	\$24,071	\$3,438.71	\$84.76	40.57
7	Family Partnership Facilitation	229	224	\$102,784	\$448.84	\$458.86	0.98
8	Family Support Services	2032	121,749	\$6,673,772	\$3,284.34	\$54.82	59.92
9	Independent Living Services	389	30,526	\$5,807,052	\$14,928.15	\$190.23	78.47



# Statewide Statistics – CSA Utilization Report



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Report Type: Demographic

Fiscal Year: 2019

Report Filter 1: All

Quarter: Q2

Report Filter 2: All

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**Office of Children's Services**

**Demographic Report**

Data Source : LEDRS

Fiscal Year 2019    Quarter 2

Selected Locality(s) 001 - Accomack

Selected Service All

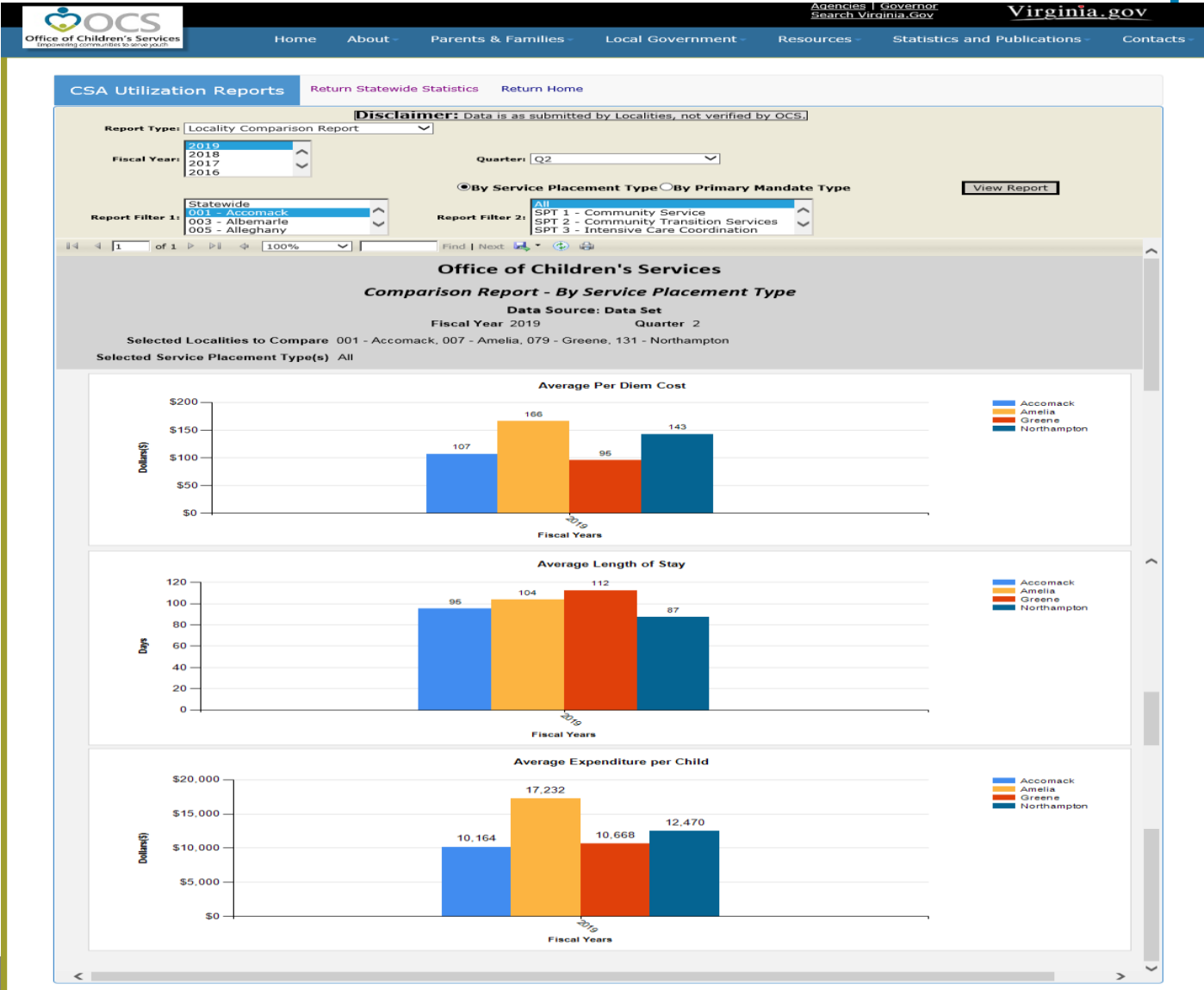
Placement Type(s)

Total Unduplicated Child count: 23

Demographic Desc	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
Female	8	576	\$59,421	\$7,427.60	\$103.16	72.00
Male	15	1,611	\$174,349	\$11,623.24	\$108.22	107.40
African-American or Black	6	524	\$97,533	\$16,255.55	\$186.13	87.33
American Indian or Alaskan Native		0	\$0	#Error	#Error	0.00
Asian		0	\$0	#Error	#Error	0.00
Bi-racial	1	92	\$9,226	\$9,226.00	\$100.28	92.00
Native Hawaiian or Other Pacific Islander		0	\$0	#Error	#Error	0.00
Unable to determine		0	\$0	#Error	#Error	0.00
White	16	1,571	\$127,010	\$7,938.13	\$80.85	98.19
Hispanic		0	\$0	#Error	#Error	0.00
0-3 years Age	4	278	\$18,224	\$4,556.08	\$65.56	69.50
4-6 years Age	2	306	\$14,018	\$7,008.86	\$45.81	153.00
7-12 years Age	2	215	\$12,381	\$6,190.29	\$57.58	107.50
13-17 years Age	12	1,127	\$175,865	\$14,655.44	\$156.05	93.92
18-21 years Age	3	261	\$13,281	\$4,427.16	\$50.89	87.00
CSB (Community Services Board)	4	400	\$60,658	\$15,164.49	\$151.64	100.00
DSS (Dept Of Social Services)	12	1,199	\$122,323	\$10,193.62	\$102.02	99.92
Education	5	404	\$47,138	\$9,427.60	\$116.68	80.80
Family	0	0	\$0	#Error	#Error	0.00
Health Department	0	0	\$0	#Error	#Error	0.00
Interagency Team/Office	0	0	\$0	#Error	#Error	0.00
Juvenile Justice	2	184	\$3,650	\$1,825.00	\$19.84	92.00
OTHER	0	0	\$0	#Error	#Error	0.00

Service Placement types/Primary Mandate types are not mandatory for refunds and hence shall

# Statewide Statistics – CSA Utilization Report



# Data Security

- CSA is NOT on a private network. All communications to and from state and local is transmitted through the Commonwealth's enterprise network along with communications to and from many other state agencies.
- In order to protect the confidentiality of sensitive information (e.g. Personally Identifiable Information (PII) : Name, Address, SSN, DOB, Phone#, OASIS Id etc.) transmitted in electronic communications, it is necessary to encrypt the sensitive information prior to transmission.
- Use Microsoft File Encryption to encrypt sensitive information that will be sent over the Internet.

## For more information:

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