Office of Children's Services
Empowering communities to serve youth

New CSA Coordinator Academy

2021 Virtual Edition

Office of Children's Services
Empowering communities to serve youth

Anna Antell

Program Consultant

Office of
Children's Services

BEFORE WE BEGIN . . .

This session is being recorded

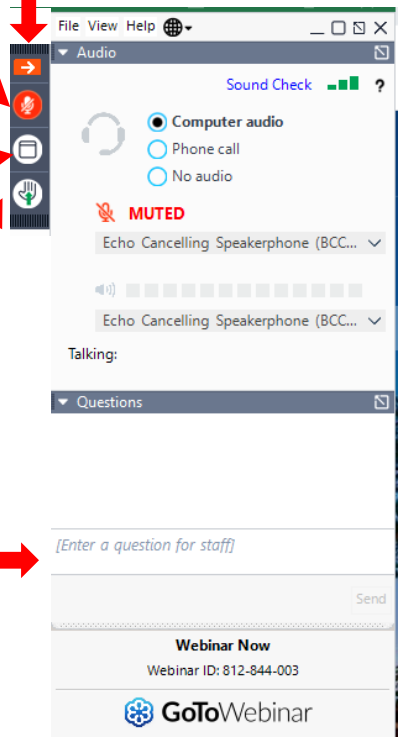
All lines are muted to start the meeting

Hide/Show Control Panel

Click to Unmute Yourself (if allowed)

Click ESC to leave full screen mode

Raise Hand to have your line unmuted



Type questions here

Office of Children's Services
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Welcome

Kristy Wharton

Finance and Business Manager

Office of
Children's Services

Office of Children's Services
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CSA Finance and Reimbursement Process

New CSA Coordinator Academy

June 11. 2021

Learning Objectives:

- Provide overview of CSA financial processes
- Provide information about the financial reports available on the CSA web site
- Discuss tools and reports available to assist with reviewing CSA financial information
- Discuss the Medicaid Reports

CSA is funded through the Virginia State Budget Process

- $314,263,092 in General Funds (GF) - used to reimburse localities for the state share of their CSA costs
  - The state funds support four reimbursement funding streams
    - Base State Pool Allocation funds
    - Supplemental State Pool funds
    - Special Education Wraparound funds
    - Local Administrative Plan funds
- $28,526,197 GF - used pay the state share of Medicaid claims related to CSA clients

All CSA Funds Require a Local Match

- Every locality has a base match rate which was establish by Legislative action in 1997.

- The 2008 General Assembly approved CSA to begin using a three "tiered" match rate system to reimburse localities for their incurred CSA Expenditures

ol Fund Expenditure Category	Pool Fund Expenditure Category Description
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)
1b	Foster Care - all others in Licensed Residential Congregate Care
1c	Residential Congregate Care–CSA Parental Agreements ; DSS non-custodial Agreements
1d	Non-Mandated Services/Residential/Congregate
1e	Educational Services - Congregate Care
2a	Therapeutic Foster Care – IV-E
2a1	Therapeutic Foster Care
2a2	Therapeutic Foster Care – CSA Parental Agreements ; DSS noncustodial Agreements
2c	Family Foster Care – IV-E ; Community Based Services
2e	Family Foster Care – Children receiving maintenance and basic activities payments; independent living stipend/arrangements
2f	Community - Based Services
2f1	Community Transition Services – Direct Family Services to Transition from Residential to Community
2g	Special Education Private Day Placement
2h	Wrap-Around Services for Students With Disabilities
2i	Psychiatric Hospitals/Crisis Stabilization Units
3	Non-Mandated Services/Community-Based

Residential Rate

125% of Base

Community - Based Rate

50% of Base

Base Match Rate

Base Match Rate

Base Match Rate

The CSA Reimbursement Process

- The locality must incur the expenditure before requesting reimbursement from the State.
- All CSA expenditures are maintained, reviewed, and approved at the local level.
- Localities must submit their expenditure data into the OCS Local Expenditure and Data Reimbursement System (LEDRS) in order to be reimbursed for the state share of the local CSA cost.
- LEDRS does a validation check of the expenditure data submitted. If there are no error a Pool Reimbursement Request is generated showing the state share of allowable CSA costs.
- If there are insufficient funds LEDRS will provide an error and stop the request. This will require the locality to submit a request for additional funds.

Supplemental Funds

- Once a locality's base allocation has been expended, the locality must request a supplemental fund allocation

- Supplemental funds are to cover local expenditures for mandated expenditures that exceed the initial Base Pool Allocation for the fiscal year.

- Funds are made available as needed upon request.

Supplemental Request Process

- The supplemental request form is in the Report Preparer area on the CSA Account Management System
- When the form opens the locality's current year reimbursements, submitted to LEDRS are shown by category
- The locality needs to estimate their total expenditures for the program year based on service type commitments
- Once the form is filled out the Report Preparer will click submit.

THIS REQUEST IS FOR FISCAL YEAR FY19

		Case Count per Category (a)	Actual FY19 Expenditures (b)	Projected Additional FY19 Expenditures (c)	Total Actual+Projected FY19 Expenditures (b + c = d)
1. MANDATED SERVICES / RESIDENTIAL					
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	$ 0	$ 0	$ 0
1b.	Foster Care - all others in Licensed Residential Congregate Care	0	$ 0	$ 0	$ 0
1c.	Residential Congregate Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0	$ 0	$ 0	$ 0
1e.	Educational Services - Congregate Care	1	$ 6384	$ 0	$ 6384
I.	**MANDATED SERVICES/RESIDENTIAL SUBTOTAL "unduplicated child count"**	1	$ 6384.00	$ 0.00	$ 6384.00
2. OTHER MANDATED SERVICES					
2a.	Treatment Foster Care - IV-E	0	$ 0	$ 0	$ 0
2a.1	Treatment Foster Care	0	$ 0	$ 0	$ 0
2a.2	Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0	$ 0	$ 0	$ 0
2b.	Specialized Foster Care - IV-E ; Community Based Services	0	$ 0	$ 0	$ 0
2b.1	Specialized Foster Care	0	$ 0	$ 0	$ 0
2c.	Family Foster Care - IV-E ; Community Based Services	1	$ 855.14	$ 0	$ 855.14
2d.	Family Foster Care Maintenance only	0	$ 0	$ 0	$ 0
2e.	Family Foster Care - Children receiving maintenance and basic activities payments; independent living Stipend/Arrangements	0	$ 0	$ 0	$ 0
2f.	Community - Based Services	3	$ 18997.84	$ 0	$ 18997.84
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0	$ 0	$ 0	$ 0
2g.	Special Education Private Day Placement	5	$ 94384.36	$ 0	$ 94384.36
2h.	Wrap-Around Services for Students With Disabilities	0	$ 0	$ 0	$ 0
2i.	Psychiatric Hospitals/Crisis Stabilization Units	0	$ 0	$ 0	$ 0
II.	**SUBTOTAL *unduplicated child count*** (Sum of lines I+2a+2a1+2a2+2b+2b1+2c+2d+2e+2f+2f1+2g+2h+2i)	7	$ 120621.34	$ 0.00	$ 120621.34
III.	**Less Projected Refunds for the Fiscal Year:**				$ 0
IV.	**Net Projected Mandated Expenditures for the Fiscal Year:**				$ 120621.34

Completing the Supplemental Request Form

- The last column, needs to reflect the total projected expenditures to be submitted to OCS for the program year. (column b + column c = last column)
- Take the total by Service Type shown in your local system and subtract the totals shown in column B of the OCS Report
- The difference between these two numbers should be input into column C of the OCS Supplement Report
- The final numbers at the bottom of the OCS Supplement request must be highlighted in Green **before submitting**. If it is Red then the projected expenditures do not exceed the current available allocation

Special Education Wraparound Funding

- $2.2 million from the state pool is set aside for serving students with educational disabilities in a community-based (non-school) settings per policy 4.1.3 of the SEC
- Students are considered to be eligible under the special education mandate
- Localities are allocated funds at the beginning of each year by OCS.
  - The allocation is based on the locality's prior 3 years of utilization.
  - Localities may request funds beyond their initial allocation by completing a SPEDWRAP form located on the CSA website under "Resources / Forms" (https://www.csa.virginia.gov/Resources/Forms)

SPEDWRAP Request Form

Office of Children's Services
Empowering communities to serve youth

SPED - WRAP Funds Requests

Name of Preparer or requester : MA

Date Requested: 3/25/2019

FIPS: 200

REQUEST IS FOR FISCAL YEAR: 2019

			Actual FY19 Expenditures (b)	Projected Additional FY19 Expenditures (c)	Total Actual Projected FY19 Expenditures (b + c = d)
2h.	Wrap-Around Services for Students With Disabilities		$ 10,000.00	$ 12,000.00	$ 22,000.00

In column (b) input current SPED - WRAP expenditures
In column (c) input the projected SPED - WRAP expenditures
In column (d) calculated (the sum total of the amount of SPED-WRAP needed)

Short Description of Services to be supported by SPED-WRAP funds:

Improve academic performance.
Increase better communication between child, parent and school.

CPMT Chair Approval: _____

Fiscal Agent Approval: _____

Note:

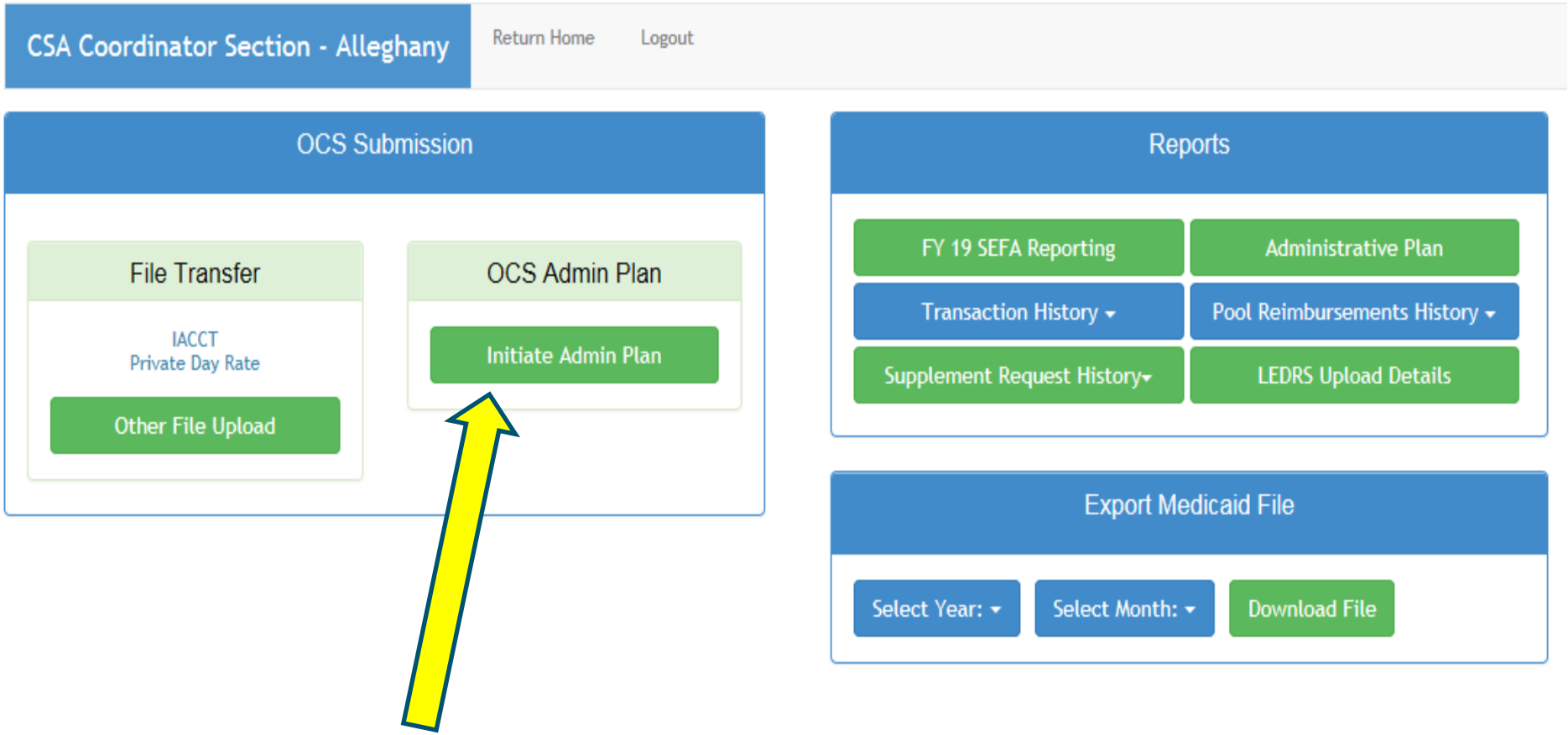
- The total above is inclusive of the State shared cost and Locality required match.
- The required match is at the Locality's base rate.

Scan a signed copy and email it to maris.adcock@csa.virginia.gov

Local Administrative Funding

- $2,060,000 of the State Pool is allocated to support the administrative costs to operating a local CSA program
- To receive administrative funds, each locality must provide a local match per the local base match rate
- To receive these funds the CSA coordinator must complete an Administrative Budget Plan found in their Local Government Reporting area.
  - Once complete select submit, the Account Management System will notify the CSA Chair requesting their approval,
  - Once submitted by the CSA Coordinator the Administrative Funds Request will be sent through the approval process.
  - It is important that each locally maintain a copy of the final approved form which can be obtained from the LEDRS system.
- Administrative Plan funds must be request in the Account Management System by June 15 of each fiscal year.

Administrative Plan



View of a Administrative Plan

OFFICE OF CHILDREN'S SERVICES
ADMINISTRATIVE BUDGET PLAN
FY 2019

DATE:	11/14/2018
LOCALITY:	AMELIA
CONTACT PERSON:	Carla Cave
TELEPHONE:	804-561-3039

EXPENSE TYPE	AMOUNT
PERSONNEL	$16,459.00
NON-PERSONNEL	$0.00
EQUIPMENT	$0.00
INITIAL STATE SHARE	$11,080.00
ADD'L STATE SHARE	$0.00
TOTAL STATE SHARE	$11,080.00
TOTAL LOCAL SHARE	$5,379.00
TOTAL ADMINISTRATIVE ALLOCATION	$16,459.00

This budget plan is for the total allocation for the locality (s) indicated above. We understand that the Department of Education as fiscal agent of the State Executive Council will make payment of the state's share of this budget allocation according to our locality (s) match rate for pool funds under the Children's Services Act. Further, we certify that all expenditures from this allocation will be in accordance with the requirements for the use of such funds as set forth in the State Pool Funds section of the CSA Operations Manual.

CPMT CHAIR	Nadeem Ahmed
DATE CPMT CHAIR APPROVED	12/4/2018
FISCAL AGENT	Carla Cave
DATE FISCAL AGENT APPROVED	12/5/2018
DOE	Rhonn James
DATE DOE APPROVED	12/20/2018

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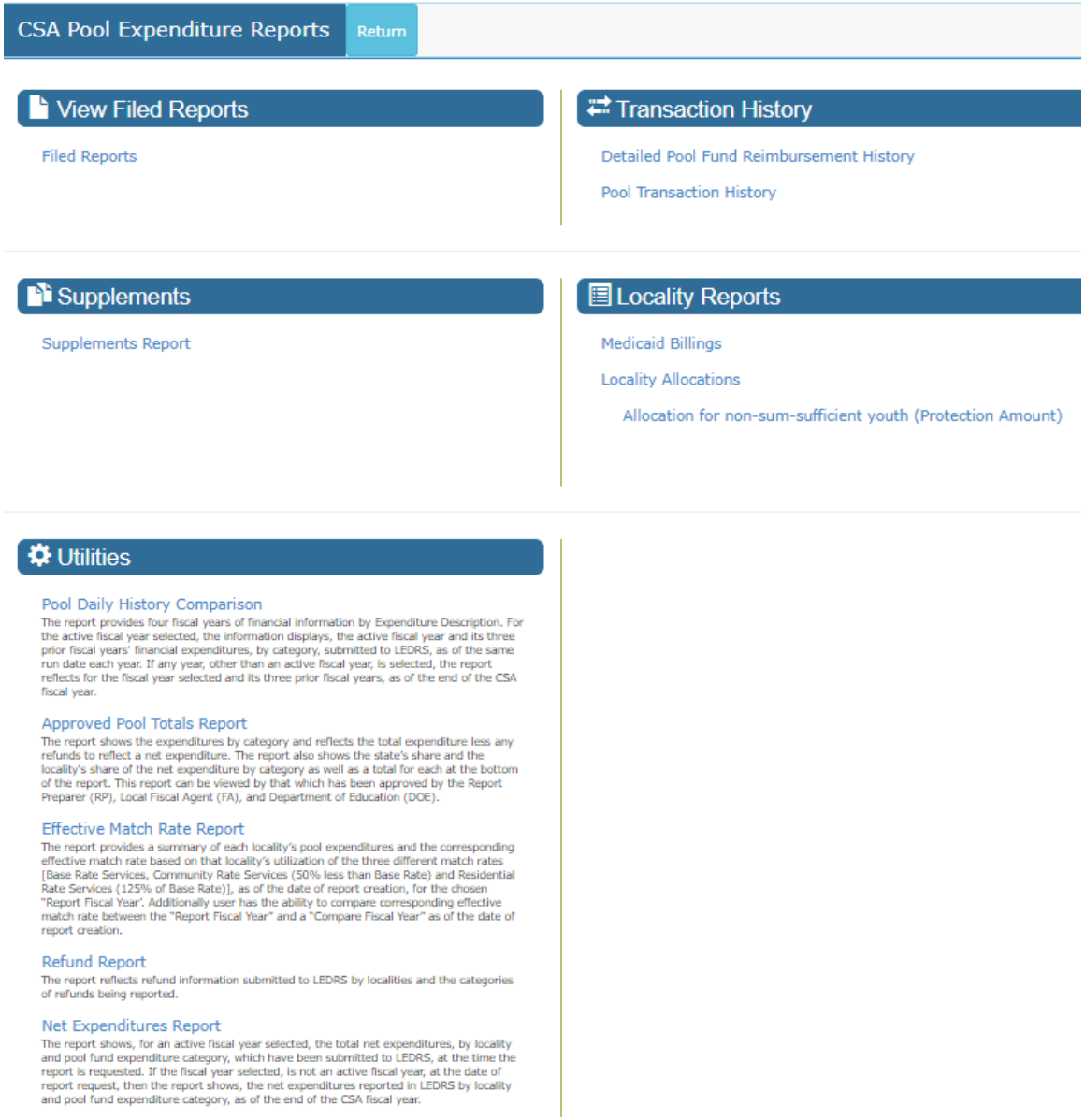
CSA Public Facing Reports



Office of Children's Services
Empowering communities to serve youth
Virginia.gov
Home
About
Parents & Families
Local Government
Resources
Statistics and Publications
Contacts
What's New:
New online classes for CPMT members are now available through the Virginia Learning Center (https://covlc.virginia.gov/Default.aspx). Please search for CSA and look for courses CSA31, CSA32, CSA33, and CSA 34.
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

Statewide Statistics

- 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.

Medicaid Excel Spreadsheet

https://www.csa.virginia.gov/OCSData/MedicaidBillings

Medicaid Billing process

- CSA is authorized to recover from the locality their share of the monthly Medicaid billing.
- OCS receives a detailed Medicaid billing report from Magellan/DMAS. This report provides a list of clients for which services were provided and the vendor name.
- The locality must verify the detail Medicaid billings.
- The Medicaid cost by client report is provided to a localities to verify they are only being charged for their children
  - If there are any discrepancies the locally must contact Magellan to correct the billing.
  - Upload discrepancies to VADMASFIPS@magellanhealth.com

CSA Public Facing Reports Often Used

- Detailed Pool Fund Reimbursement History
  - This is a cash distribution report showing the actual reimbursement by DOE and any adjustments for things like local Medicaid share. (Only available on Public facing site)
- Pool Transaction History
  - This is a report showing the status of reimbursement and a breakdown between state and local month reimbursement request. (Available in the AMS and the Public site)
- Approved Pool Totals Report
  - Often used by localities to report they expenditures by expenditure category at meeting.

CSA Functions and Reports Available only in the Local Government Reporting area (requires log in)

- Report Preparer
  - LEDRS Data Upload
  - Initiate Supplement
- CSA Coordinator
  - Initiate Administrative Plan
  - Export Medicaid File (Detail by client)
  - SEFA Reporting (Federal funds, once a year)
  - LEDRS Upload Detail
  - Private Day Rate data upload

Contact Information

Office of Children's Services

1604 Santa Rosa Road

Suite 137

Richmond, VA 23229

kristy.wharton@csa.virginia.gov

(804) 662-9819

OCS Help Desk

https://www.csa.virginia.gov/Contact/TechnicalAssistance/1

Coming Up Next . . .

- CSA IT Systems

Office of Children's Services
Empowering communities to serve youth

Welcome

Preetha Agrawal

IT Director

Office of
Children's Services

Office of Children's Services
Empowering communities to serve youth

CSA IT Applications

New Coordinators Academy - 2021

Preetha Agrawal
Information Technology Director
Office of Children's Services

CSA Main Website

www.csa.virginia.gov

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
- Virginia Systems of Care Website

Account Management System (AMS)

What is the purpose?

- To create, manage and search existing user accounts in Local Government Reporting / Roster Reporting that is used by local government, agency staff and service fee directory.

- Depending on role, users are able to access various modules on Local Government Reporting, Account Management System, and Service Fee Directory.

Account Management System (AMS)

What are the features?

AMS allows users to:

- Create new user or system accounts.
- 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)

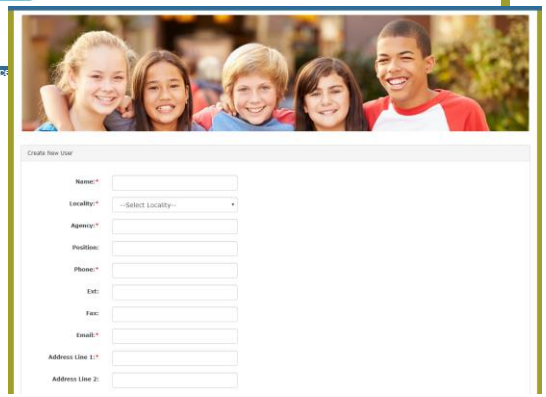
Create New Account Button

When User clicks on the *Create New Account* button.

The following screen is displayed.

The User needs to enter all the required data.

Click on *Register* button.



Account Management System (AMS)

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

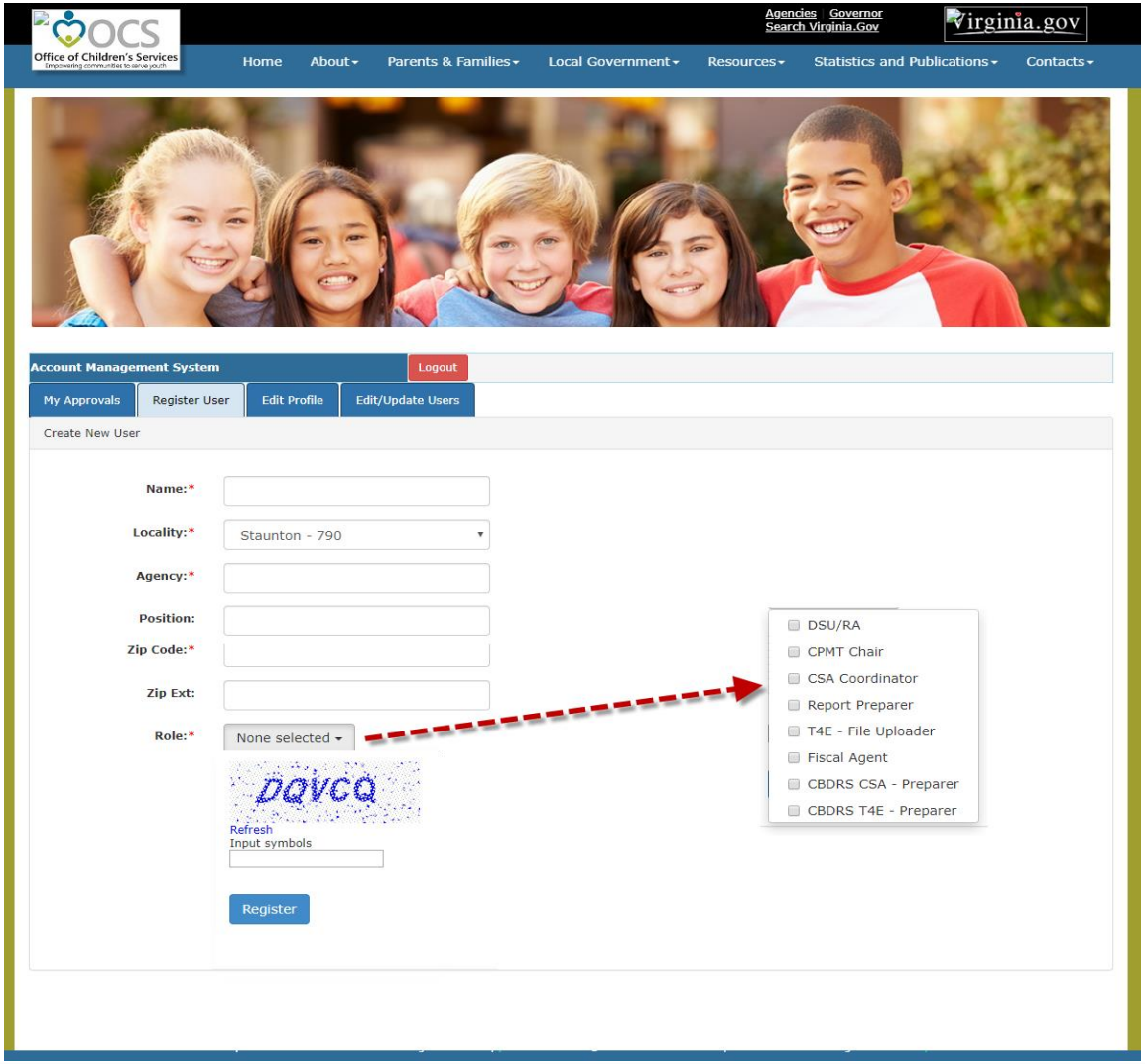
The User enters their registered email and password and clicks on *Login* button to log into the AMS account.

Clicking on *Register User* tab

The Create New Account page is displayed.

The User needs to enter all the required data.

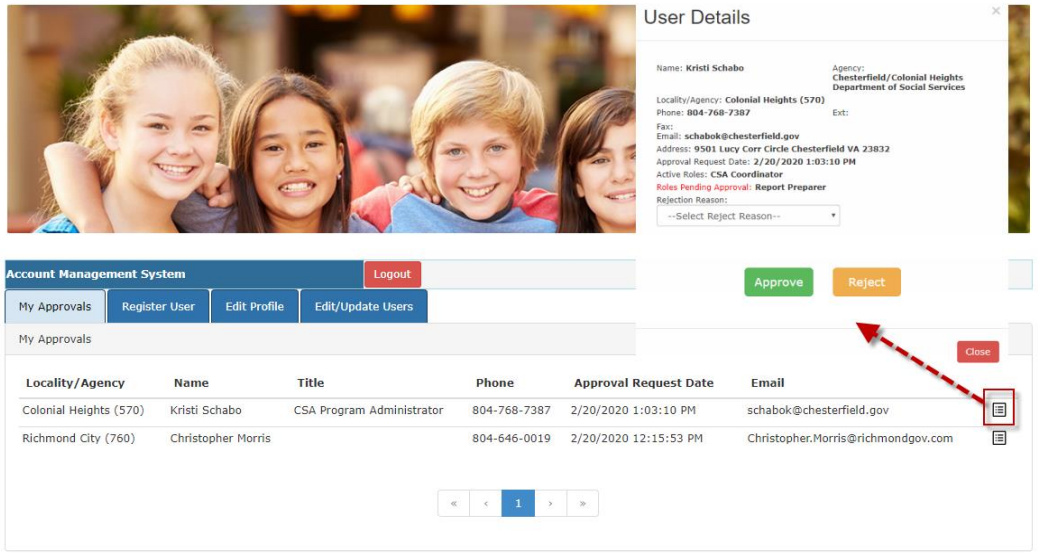
Click on *Register* button.



Account Management System (AMS)

AMS – Local Approver Screen
CSA Coordinator and CPMT Chair
My Approvals tab

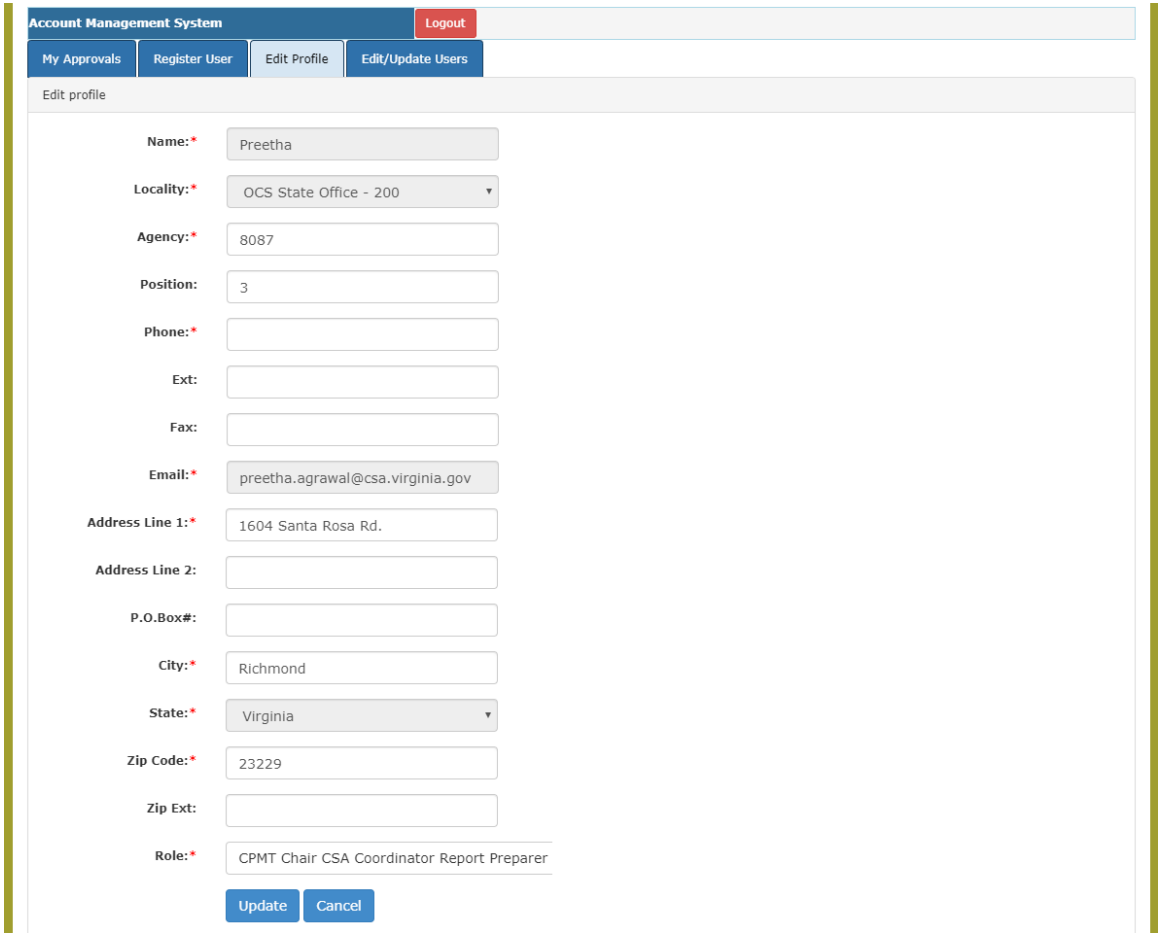
- Displays a list of Users in their *My Approvals* tab.
- To Approve or Reject a request click on the review icon in the far right column.
- A popup screen to Approve or Reject the User is displayed.
- Once the User is approved the User will no longer appear in the Approvals list.
- When the State Approver approves the User (the next step in the process), then the User will be displayed in the Local Government Contacts screen for the Locality.
- Once the User is fully approved, the User shall also receive an email notification to create credentials to access the system.
- If the User is rejected by the Local or State Approver. An email is sent to the User with the Reject reason stated.



Account Management System (AMS)

Edit Profile tab

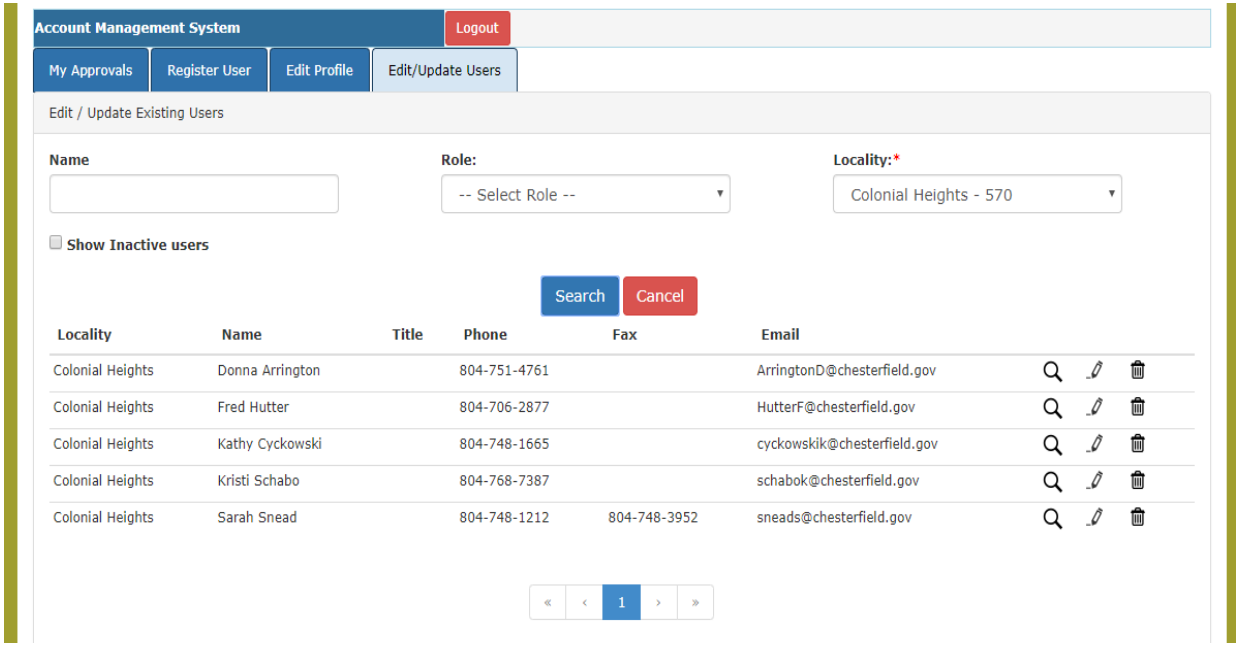
- Local Approvers and established Users have access to edit their Profile.
- The User can edit / modify their own profile details.
- After needed changes are entered, click on the *Update* button



Account Management System (AMS)

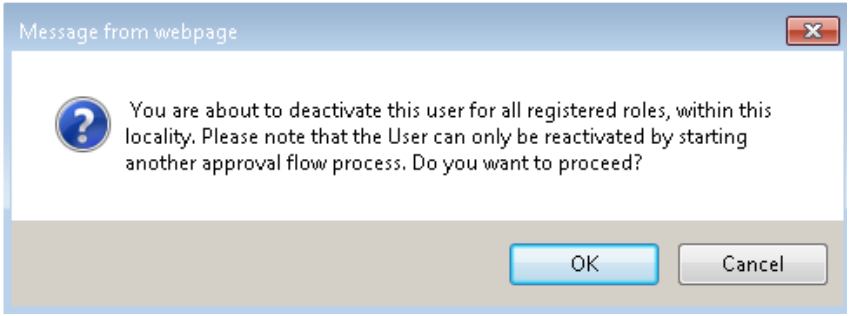
Edit/Update Users tab

Local Approver's have the *Edit/Update Users* tab. This tab will display list of all Users in the locality. This tab has three important features.



Account Management System (AMS)

- The View (*Magnifying Glass icon*) is used to view the details of a User.
- 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
- 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)

Keeping the AMS Up to Date

- It is the responsibility of the locality's CSA Coordinator to keep these rosters current and accurate.

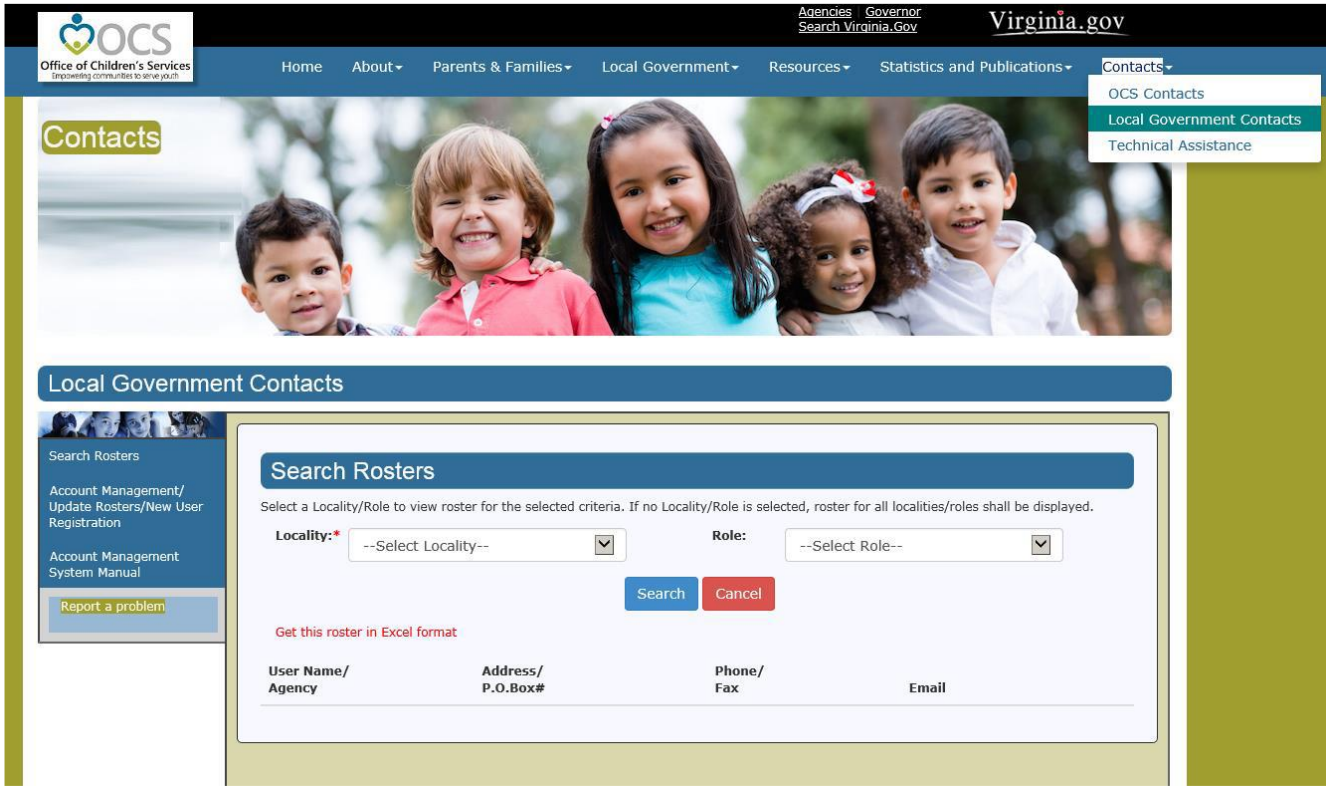
- Requests to make additions/deletions/changes to the directories, can be done by any individual, but these changes go through the Approval flow in the Account Management System (AMS) where the data resides

Account Management System (AMS)

Search Roster

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

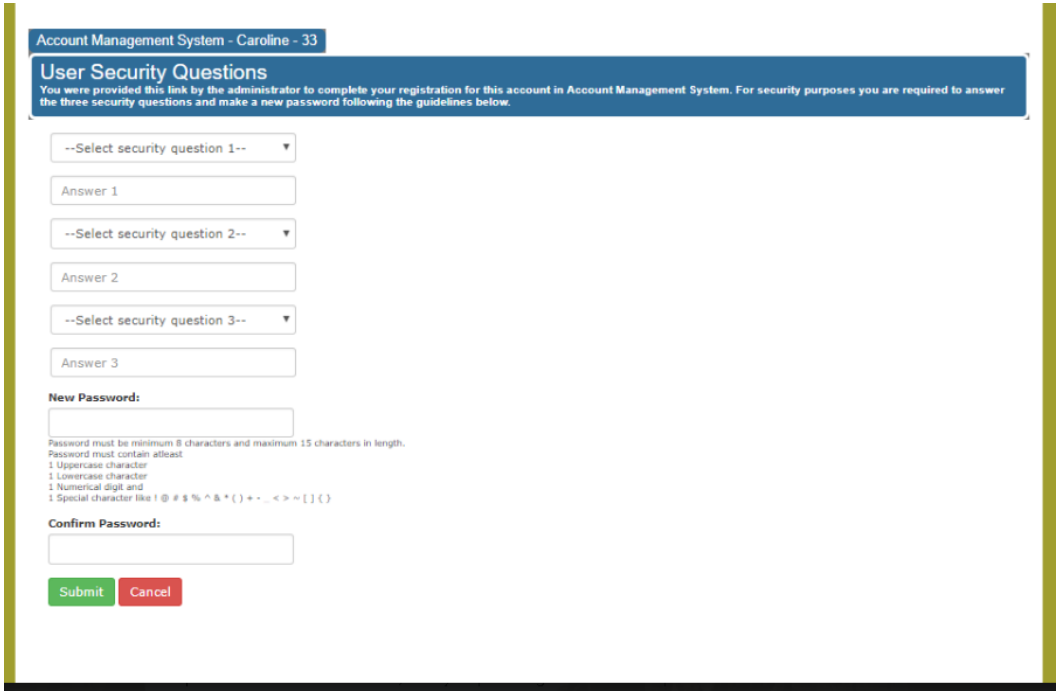
1. Search by Locality and/or Role
2. Sort the data displayed on the screen
3. Export the searched data (to an Excel file)



Account Management System (AMS)

User Security Questions/Password for New Users

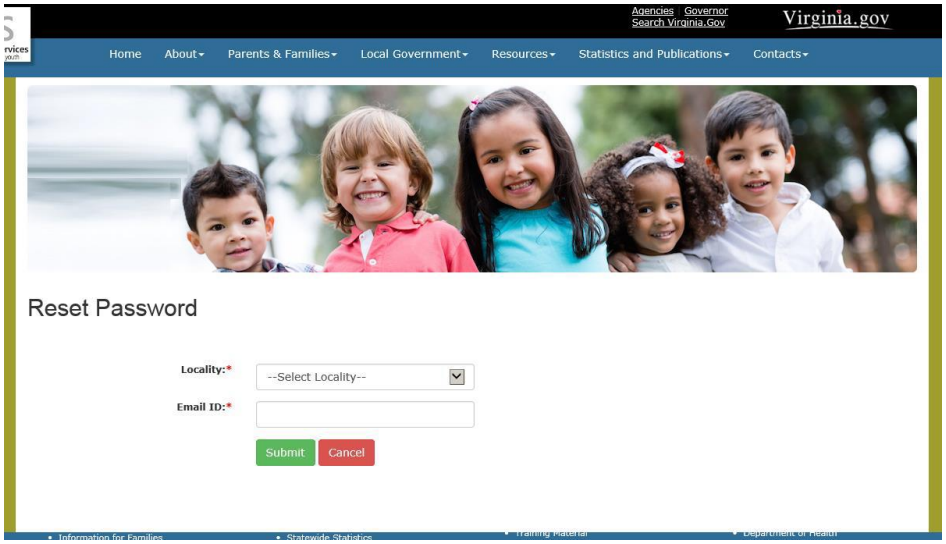
- To establish password
- To establish security questions



Account Management System (AMS)

Reset / Forgot Password

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



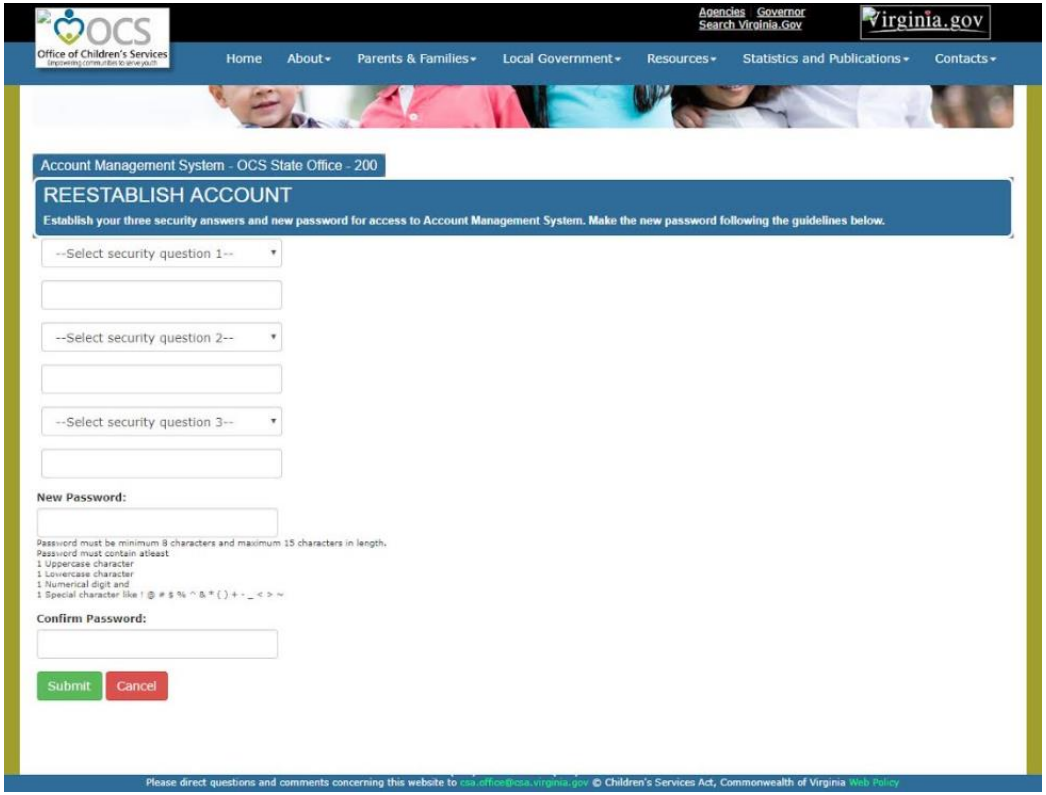
1. Select your Locality
2. Enter your email address
3. Click on Submit

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

Account Management System (AMS)

Reestablish Account

- Redo security Question / Answer
- Set new password



Account Management System (AMS)

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

Local Expenditure, Data, and Reimbursement System (LEDRS)

LEDRS

File Naming Convention		
File Type	text file	…..txt
File Delimiter	| (pipe)	1| 123456789|Anna Bell|Thomas|…….
File Naming Convention	CSA	
	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.
	Title IV-E	
	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

LEDRS Crosswalk

Service Name

vs.

Service Placement Type

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

LEDRS Crosswalk

Expenditure Category

vs.

Service Placement Type

LEDRS Crosswalk

Expenditure Category

vs.

Mandate Type

LEDRS Overview: New Service Name Codes

Admin Memo # 20-01: Addition of Service Name Codes

Code	Description
43	Multisystemic Therapy (MST)
44	Functional Family Therapy (FFT)
45	Parent Child Interaction Therapy (PCIT)
46	Cognitive Behavioral Therapy (CBT)
47	Motivational Interviewing (MI)

LEDRS Overview: New Service Name Codes

If, use with:

MT	1	Foster Care Abuse/Neglect - Prevention
		or
MT	4	Foster Care Child in Need of Services (CHINS) - Prevention
SPT	1	Community Service
EC	2f	Community - Based Services

LEDRS Overview: New Service Name Codes

Or, if:

MT 11	Non-mandated
SPT 1	Community Service
EC 3	Non-Mandated Services / Community Based Services

LEDRS Overview: New Service Name Codes

Service Code 48 Public School Special Education Transitional Services

Use with:

SPT 6 Special Education Private Day Placement

EC 2g Special Education Private Day Placement

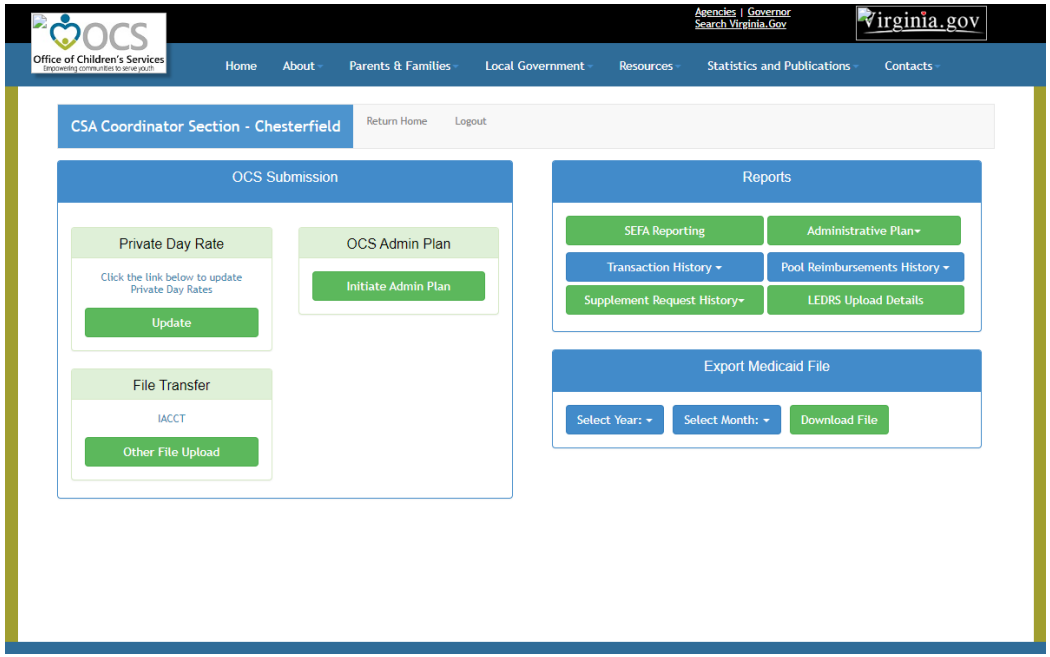
MT 10 Special Education Services

Local Government Reporting

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

CSA Coordinator Section

- Private Day Rate
- IACCT File Upload
- OCS Admin Plan
- Reports
- Export Medicaid File

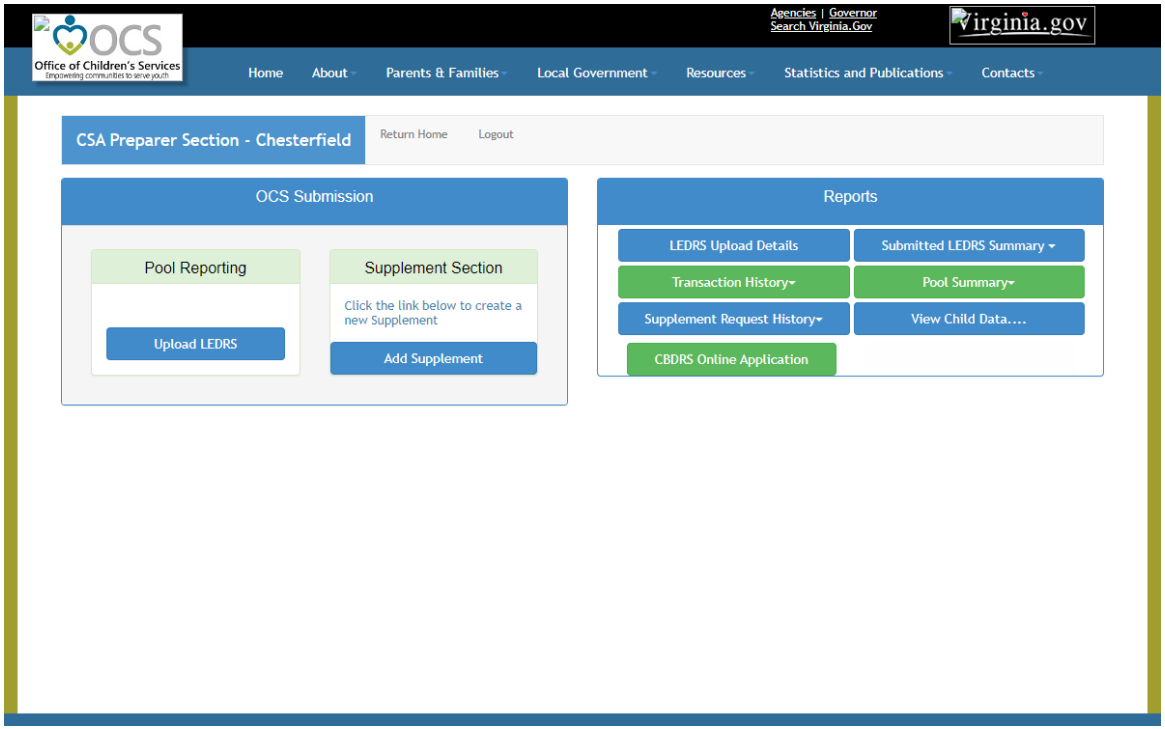


Local Government Reporting

- Report Preparer

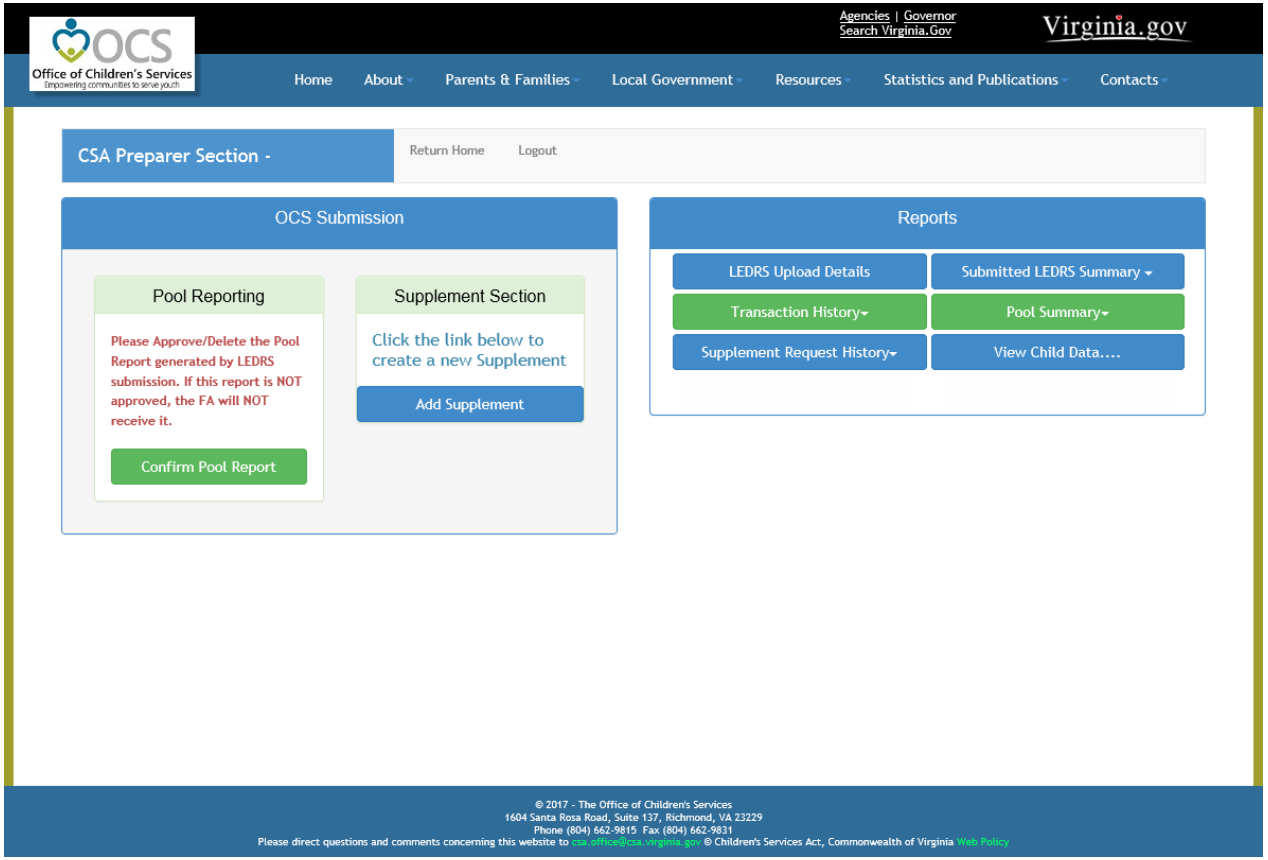
CSA Report Preparer Section

- Upload LEDRS
- Add Supplement
- Reports



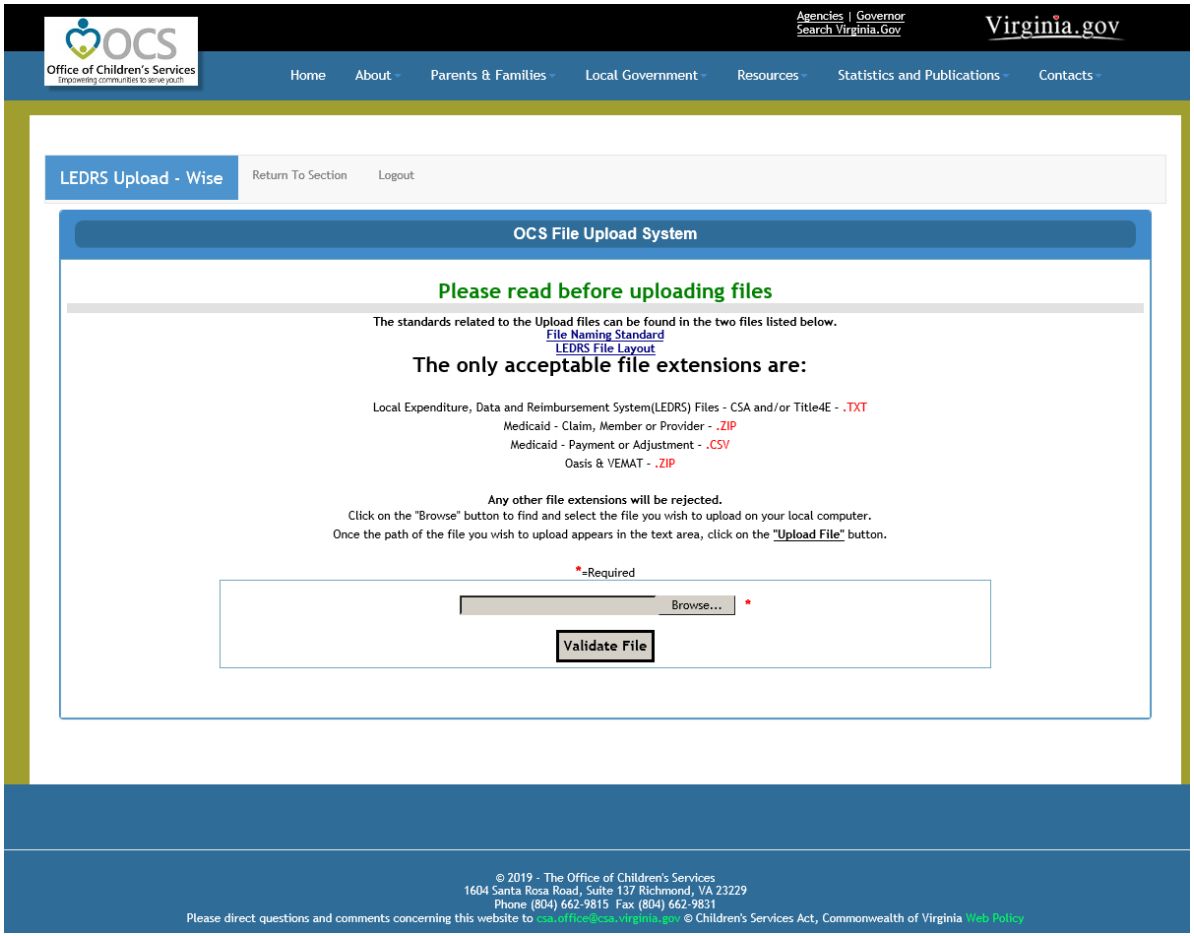
CSA Report Preparer Section – Upload LEDRS

- Submit File to OCS



CSA Report Preparer Section – Upload LEDRS

- Browse
- Validate File



CSA Report Preparer Section – Upload LEDRS

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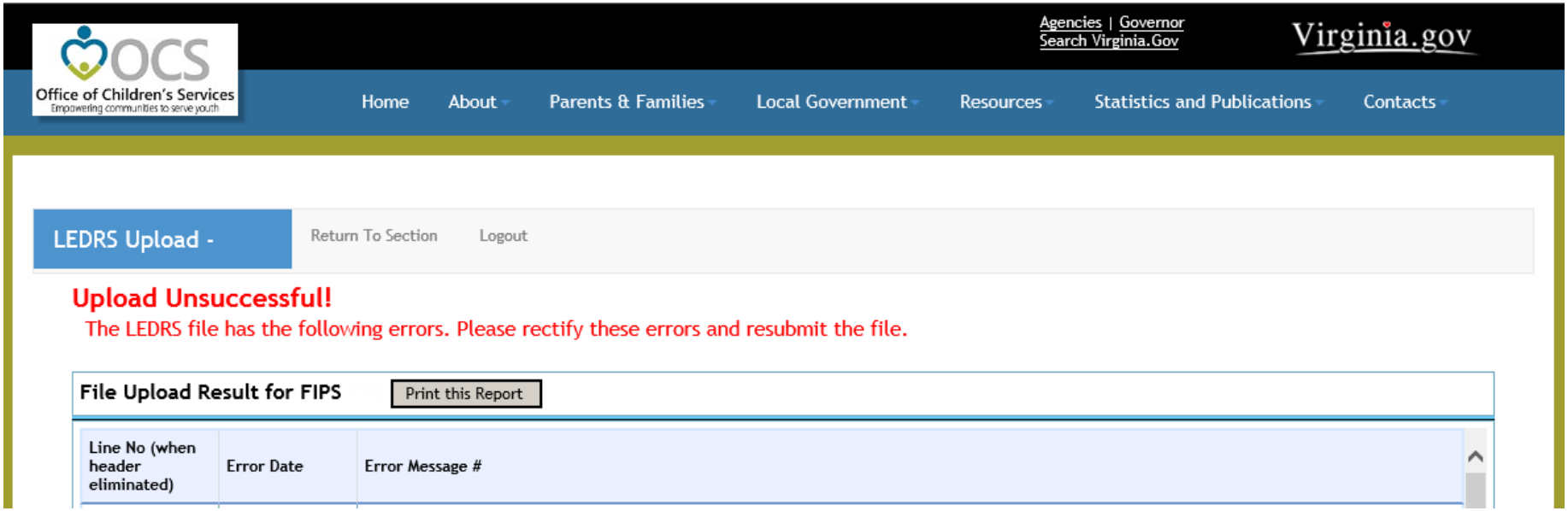

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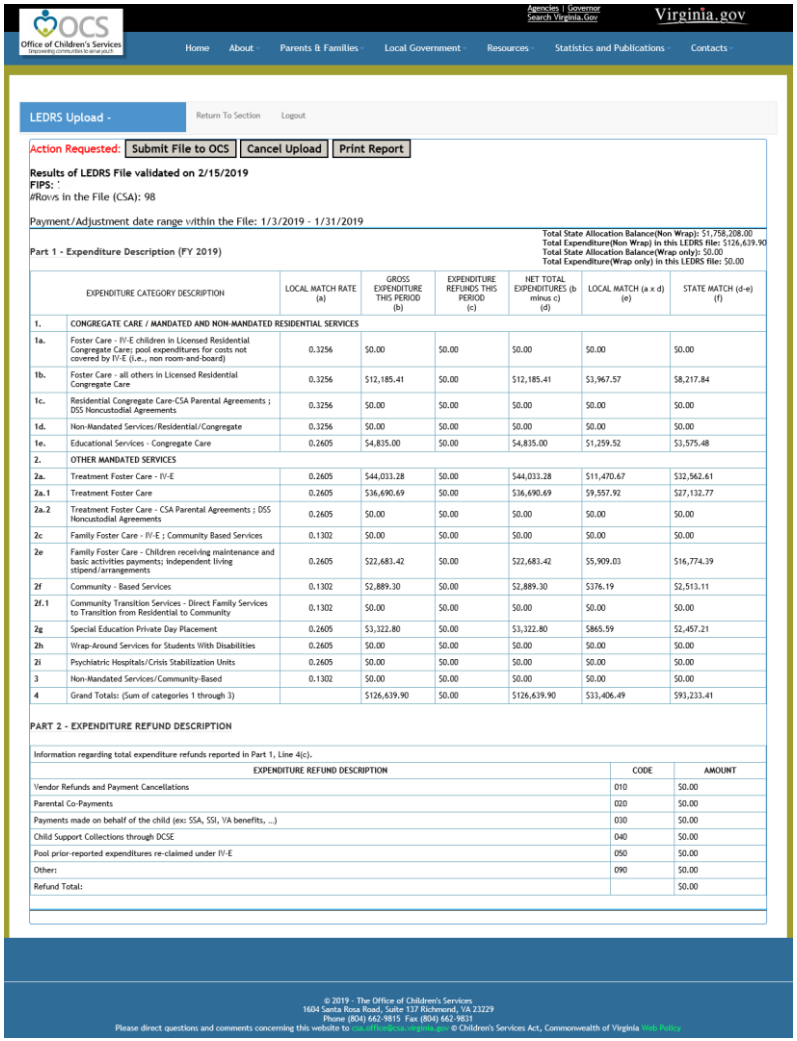

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Action Requested: Submit File to OCS | Cancel Upload | Print Report

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)

Total State Allocation Balance(Non Wrap): $1,758,208.00
Total Expenditure(Non Wrap) in this LEDRS file: $126,639.90
Total State Allocation Balance(Wrap only): $0.00
Total Expenditure(Wrap only) in this LEDRS file: $0.00

	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)
1.	CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES						
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
2.	OTHER MANDATED SERVICES						
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
Refund Total:		$0.00

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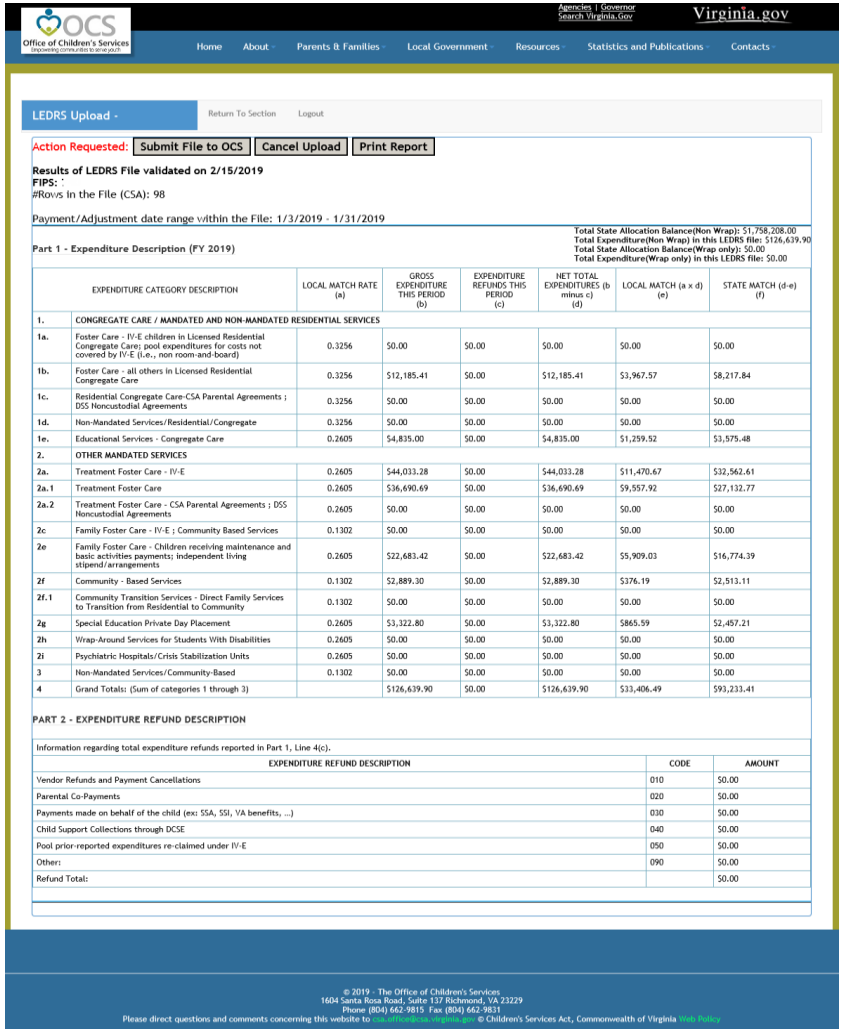

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Action Requested: Submit File to OCS | Cancel Upload | Print Report

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)

Total State Allocation Balance(Non Wrap): $1,758,208.00
Total Expenditure(Non Wrap) in this LEDRS file: $126,639.90
Total State Allocation Balance(Wrap only): $0.00
Total Expenditure(Wrap only) in this LEDRS file: $0.00

	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)
1.	CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES						
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
2.	OTHER MANDATED SERVICES						
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
Refund Total:		$0.00

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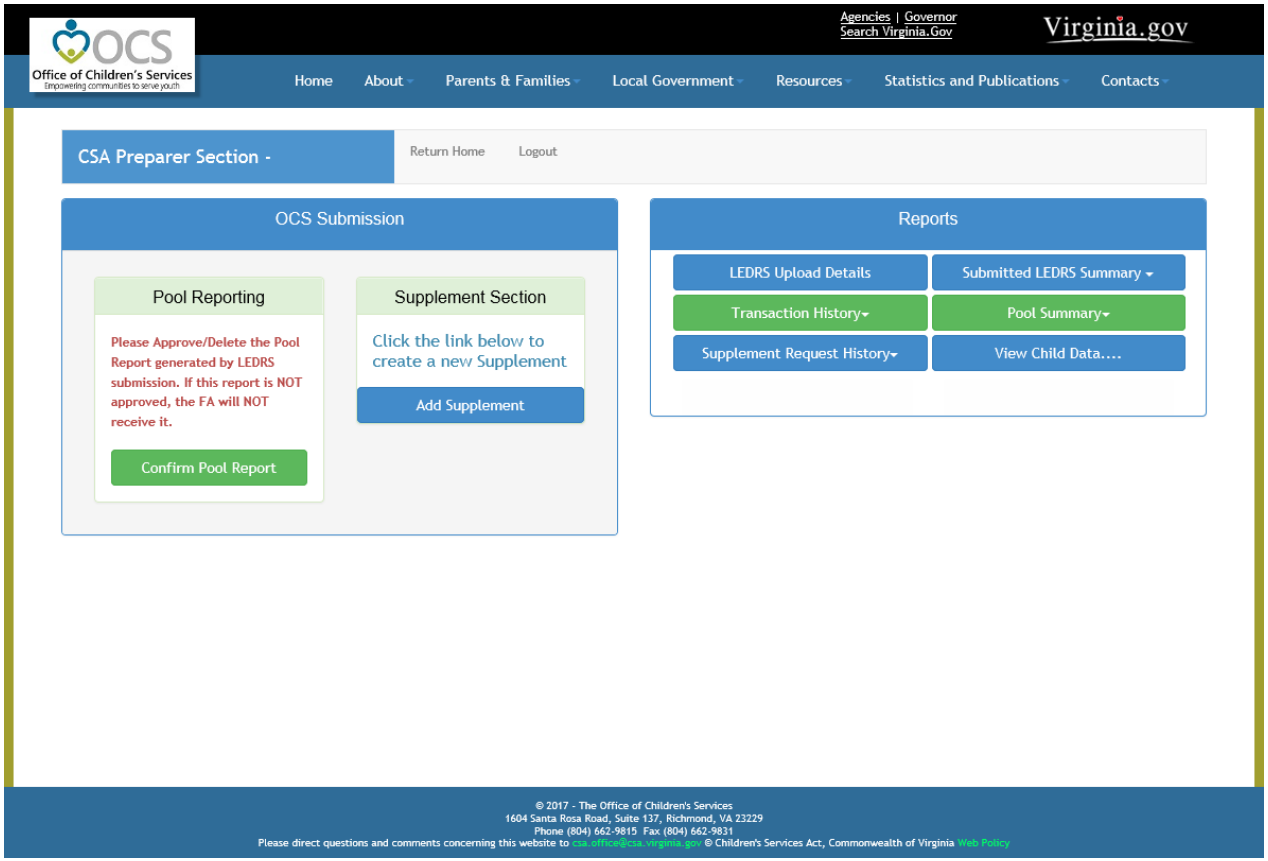
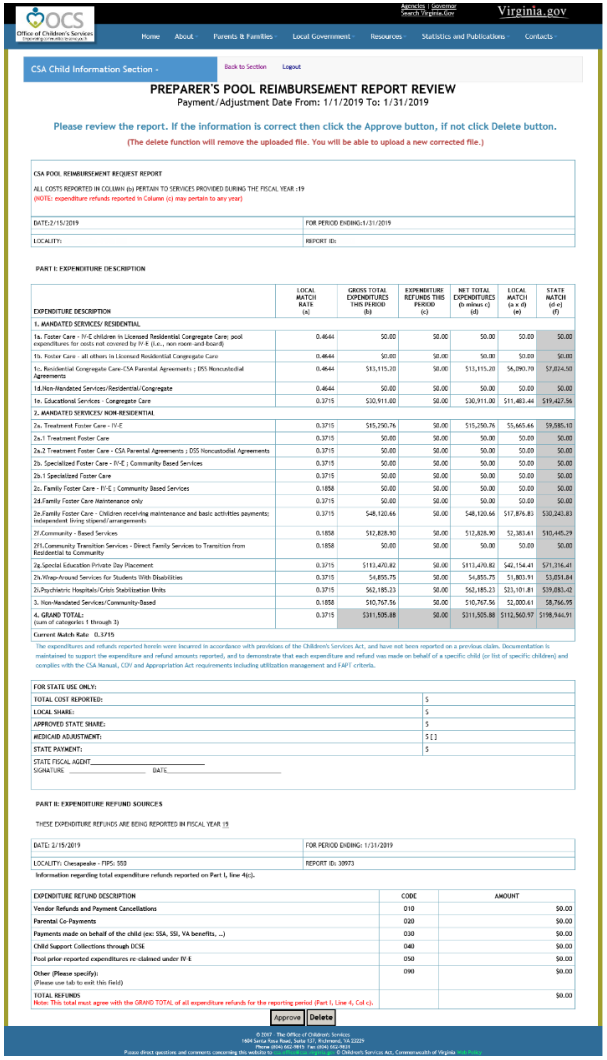


CSA Report Preparer Section – Upload LEDRS

- Approve Pool Report



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 (e) 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 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)
1. MANDATED SERVICES/ RESIDENTIAL						
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)	0.4644	$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 ; DSS Noncustodial Agreements	0.4644	$13,115.20	$0.00	$13,115.20	$6,090.70	$7,024.50
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
2. MANDATED SERVICES/ NON-RESIDENTIAL						
2a. Treatment Foster Care - IV-E	0.3715	$15,250.76	$0.00	$15,250.76	$5,665.66	$9,585.10
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 ; DSS Noncustodial Agreements	0.3715	$0.00	$0.00	$0.00	$0.00	$0.00
2b. Specialized Foster Care - IV-E ; Community Based Services	0.3715	$0.00	$0.00	$0.00	$0.00	$0.00
2b.1 Specialized Foster Care	0.3715	$0.00	$0.00	$0.00	$0.00	$0.00
2c. Family Foster Care - IV-E ; Community Based Services	0.1858	$0.00	$0.00	$0.00	$0.00	$0.00
2d.Family Foster Care Maintenance only	0.3715	$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	0.3715	$48,120.66	$0.00	$48,120.66	$17,876.83	$30,243.83
2f.Community - Based Services	0.1858	$12,828.90	$0.00	$12,828.90	$2,383.41	$10,445.29
2f1.Community Transition Services - Direct Family Services to Transition from Residential to Community	0.1858	$0.00	$0.00	$0.00	$0.00	$0.00
2g.Special Education Private Day Placement	0.3715	$113,470.82	$0.00	$113,470.82	$42,154.41	$71,316.41
2h.Wrap-Around Services for Students With Disabilities	0.3715	$4,855.75	$0.00	$4,855.75	$1,803.91	$3,051.84
2i.Psychiatric Hospitals/Crisis Stabilization Units	0.3715	$62,185.23	$0.00	$62,185.23	$23,101.81	$39,083.42
3. Non-Mandated Services/Community-Based	0.1858	$10,767.56	$0.00	$10,767.56	$2,000.61	$8,766.95
4. GRAND TOTAL: (sum of categories 1 through 3)	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 (or list of specific children) and complies with the CSA Manual, COV and Appropriation Act requirements including utilization management and I-AFI criteria.

FOR STATE USE ONLY:	
TOTAL COST REPORTED:	$
LOCAL SHARE:	$
APPROVED STATE SHARE:	$
MEDICAID ADJUSTMENT:	$ ()
STATE PAYMENT:	$

STATE FISCAL AGENT_____
SIGNATURE _____ DATE_____

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 - FIPS: 550	REPORT ID: 30973

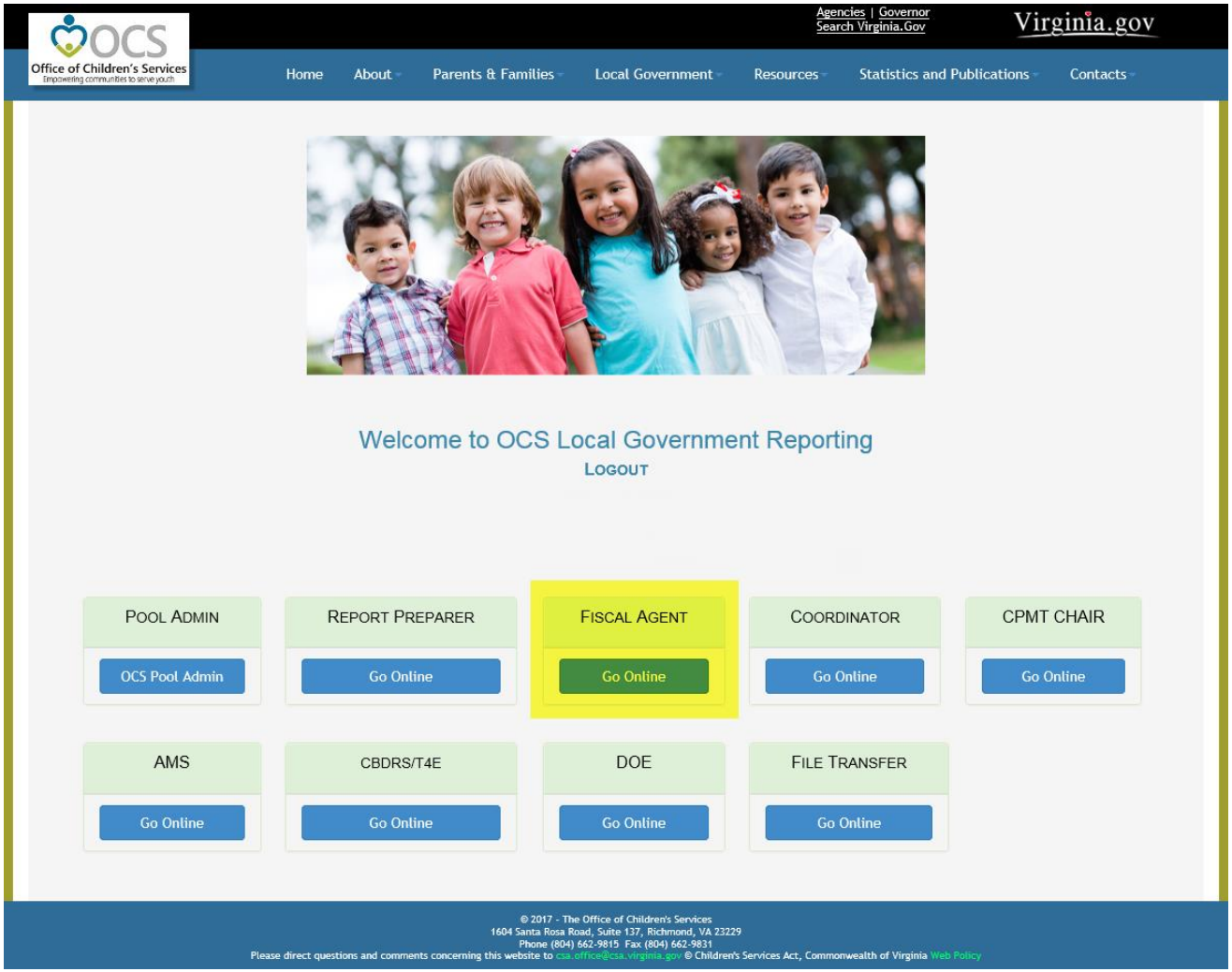
Information regarding total expenditure refunds reported on Part I, line 4(c).

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, 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 (Please specify): (Please use tab to exit this field)	090	$0.00
TOTAL REFUNDS Note: This total must agree with the GRAND TOTAL of all expenditure refunds for the reporting period (Part I, Line 4, Col c).		$0.00

Approve | Delete

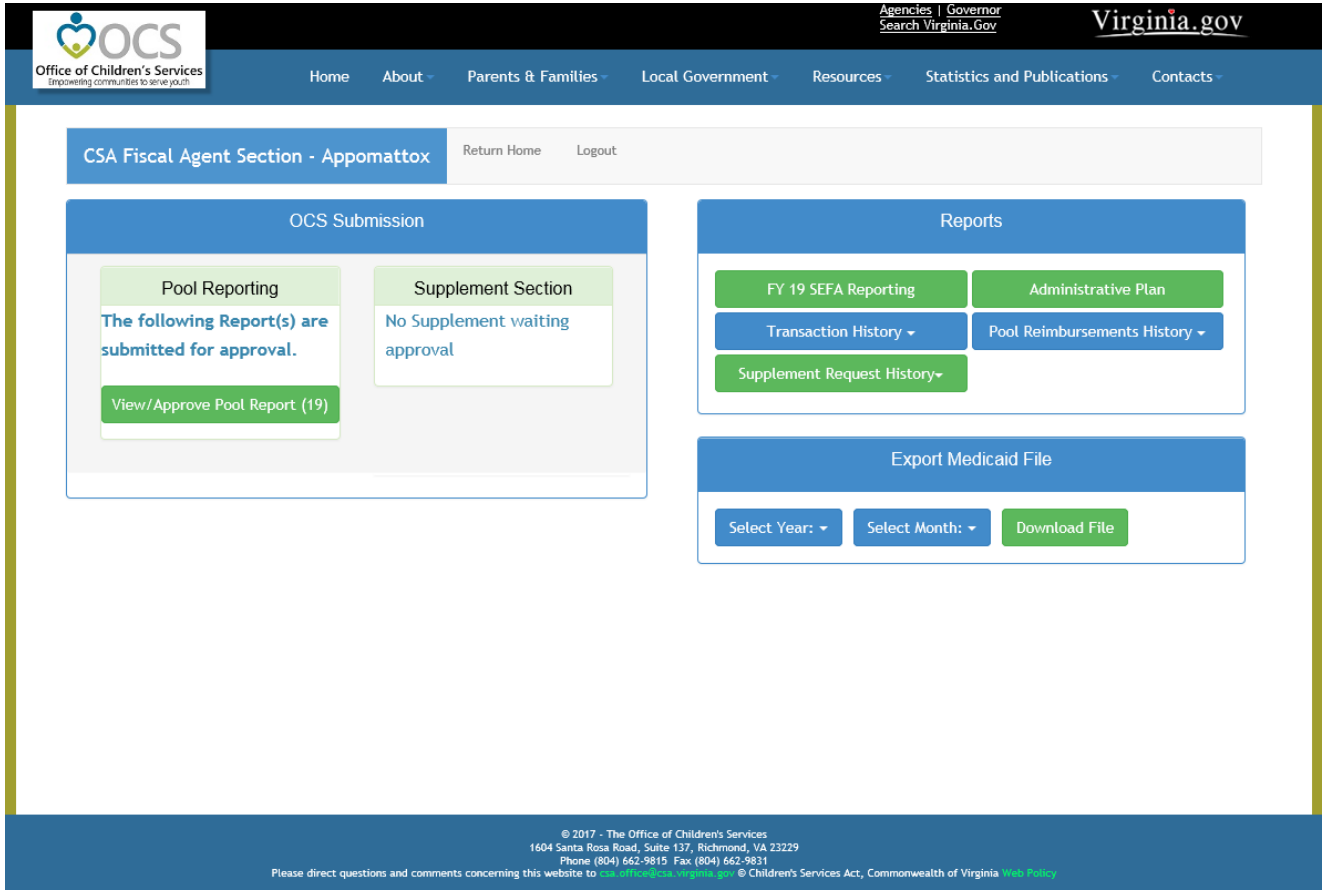
Local Government Reporting

- Fiscal Agent



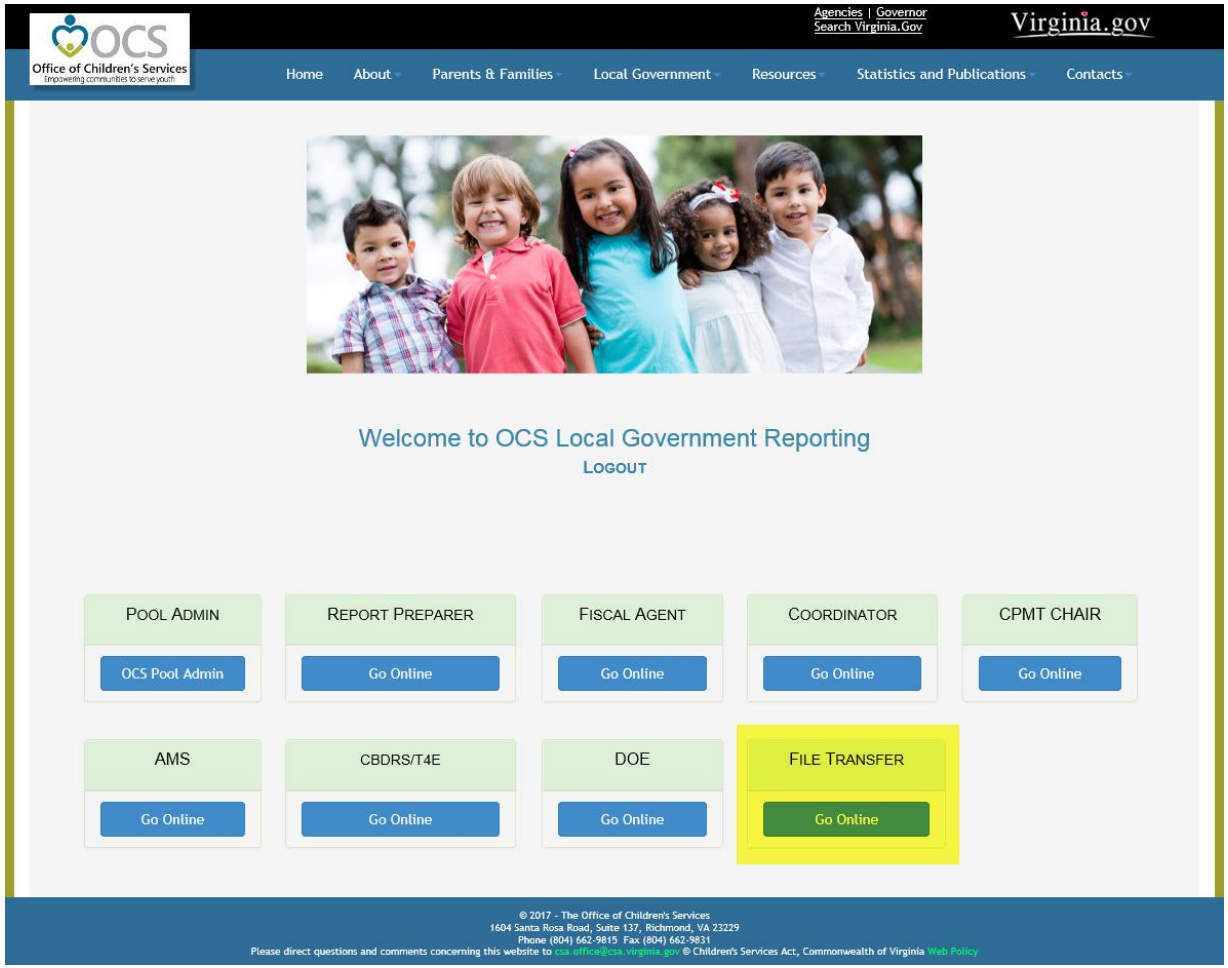
CSA Fiscal Agent Section

- Approve Pool Report

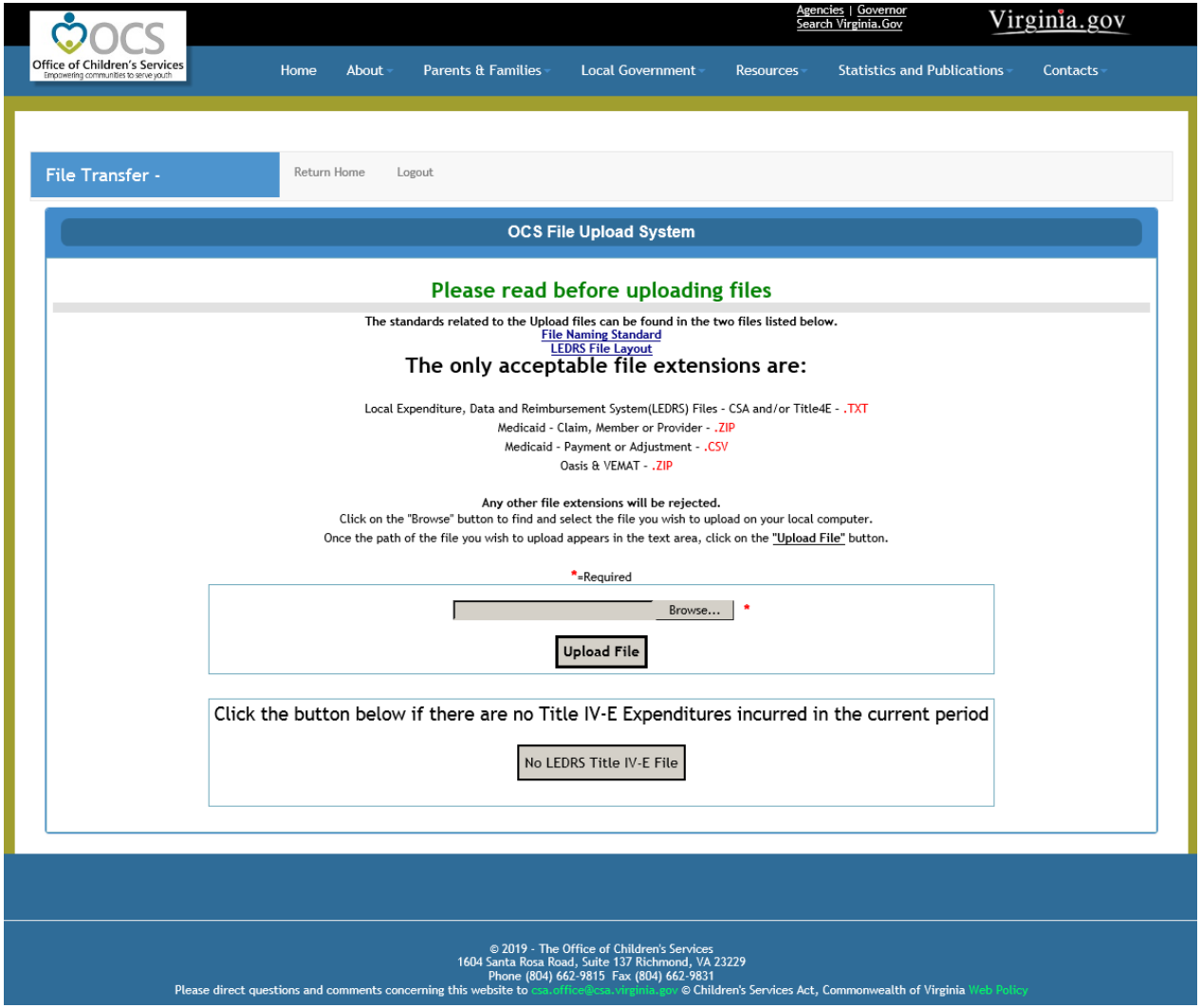


Local Government Reporting

- File Transfer

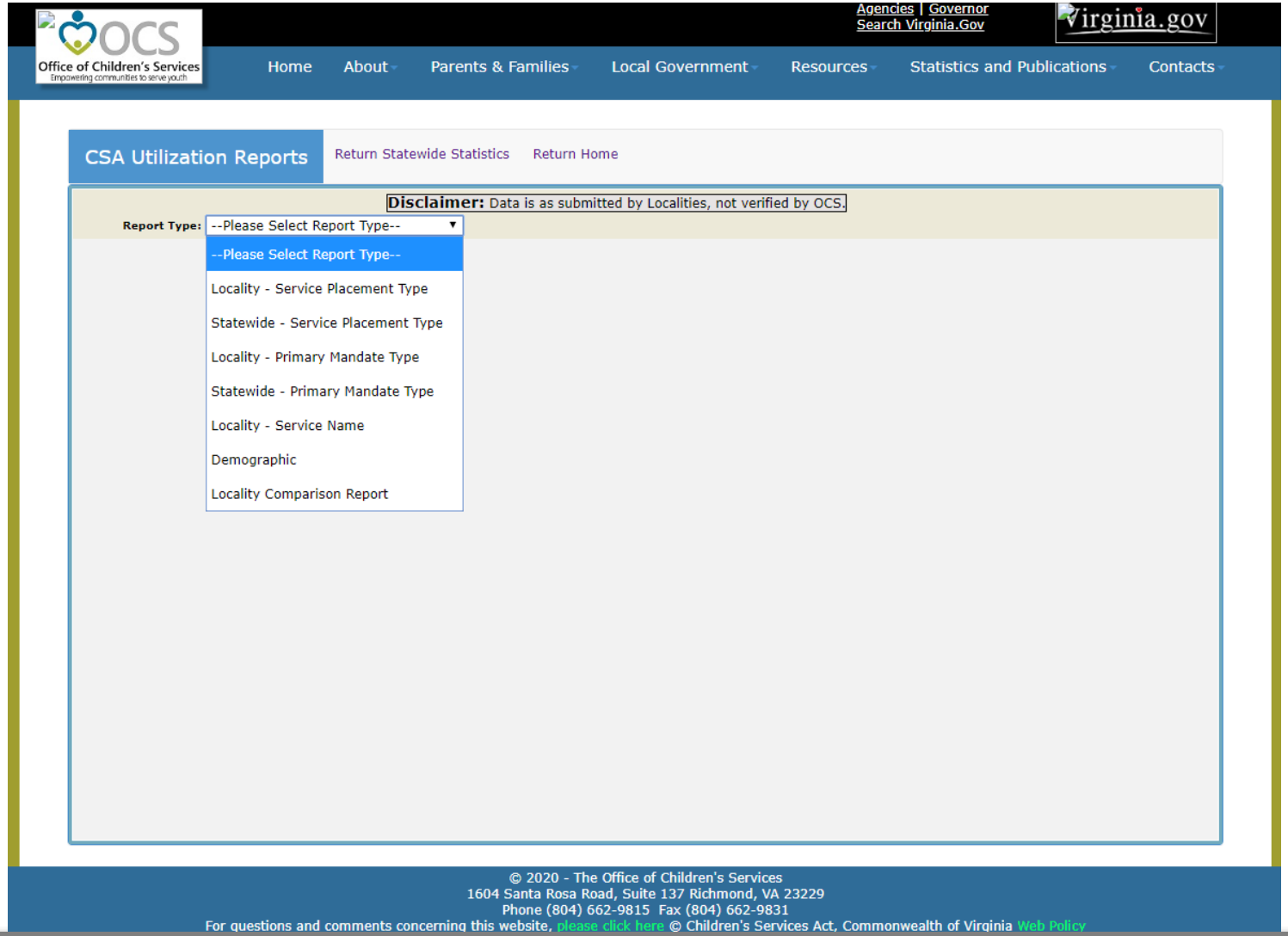


CSA File Transfer

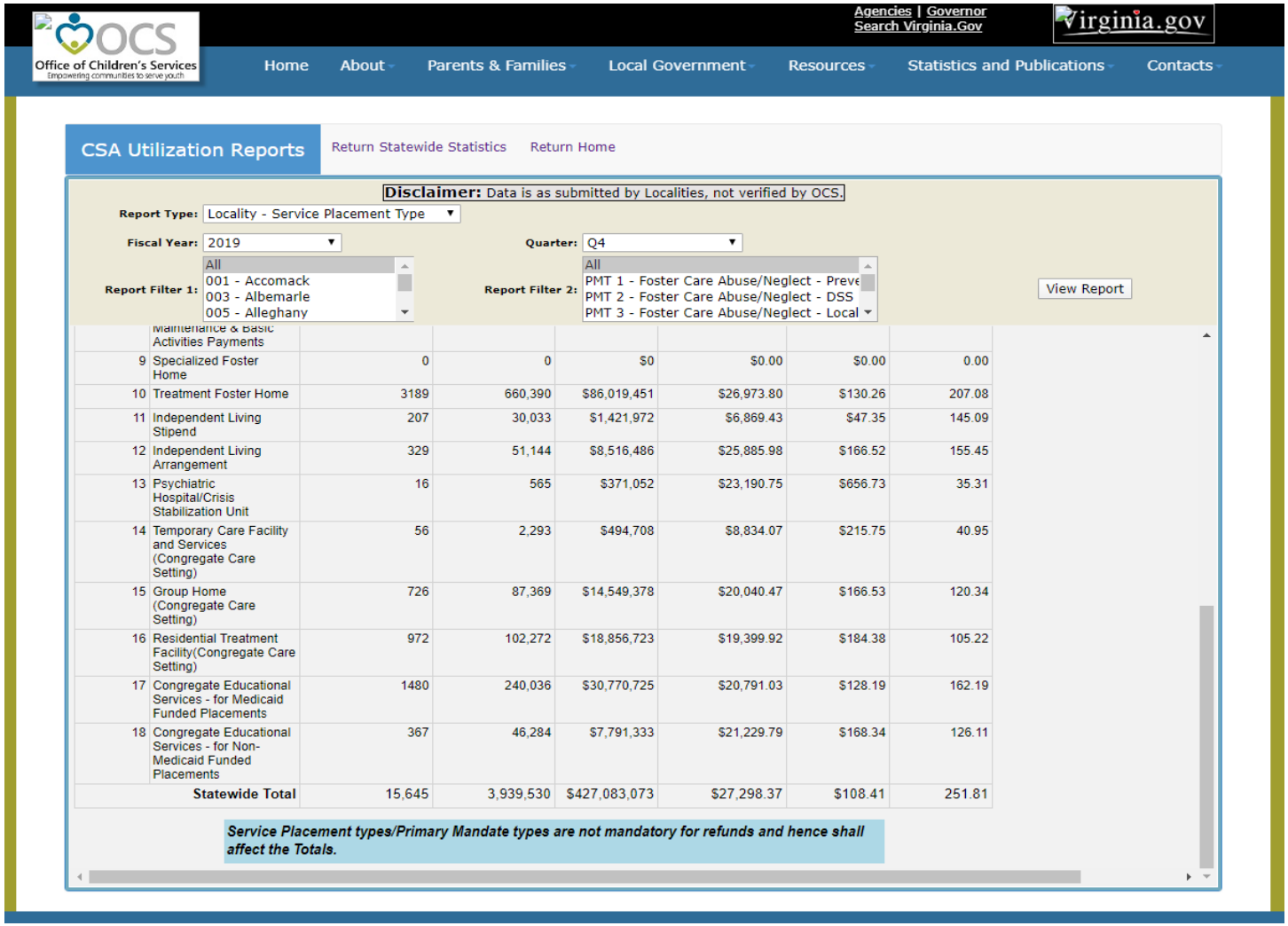


Statewide Statistics

Statewide Statistics – CSA Utilization Report



Statewide Statistics – CSA Utilization Report



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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: Q4

Report Filter 1: All; 001 - Accomack; 003 - Albemarle; 005 - Alleghany

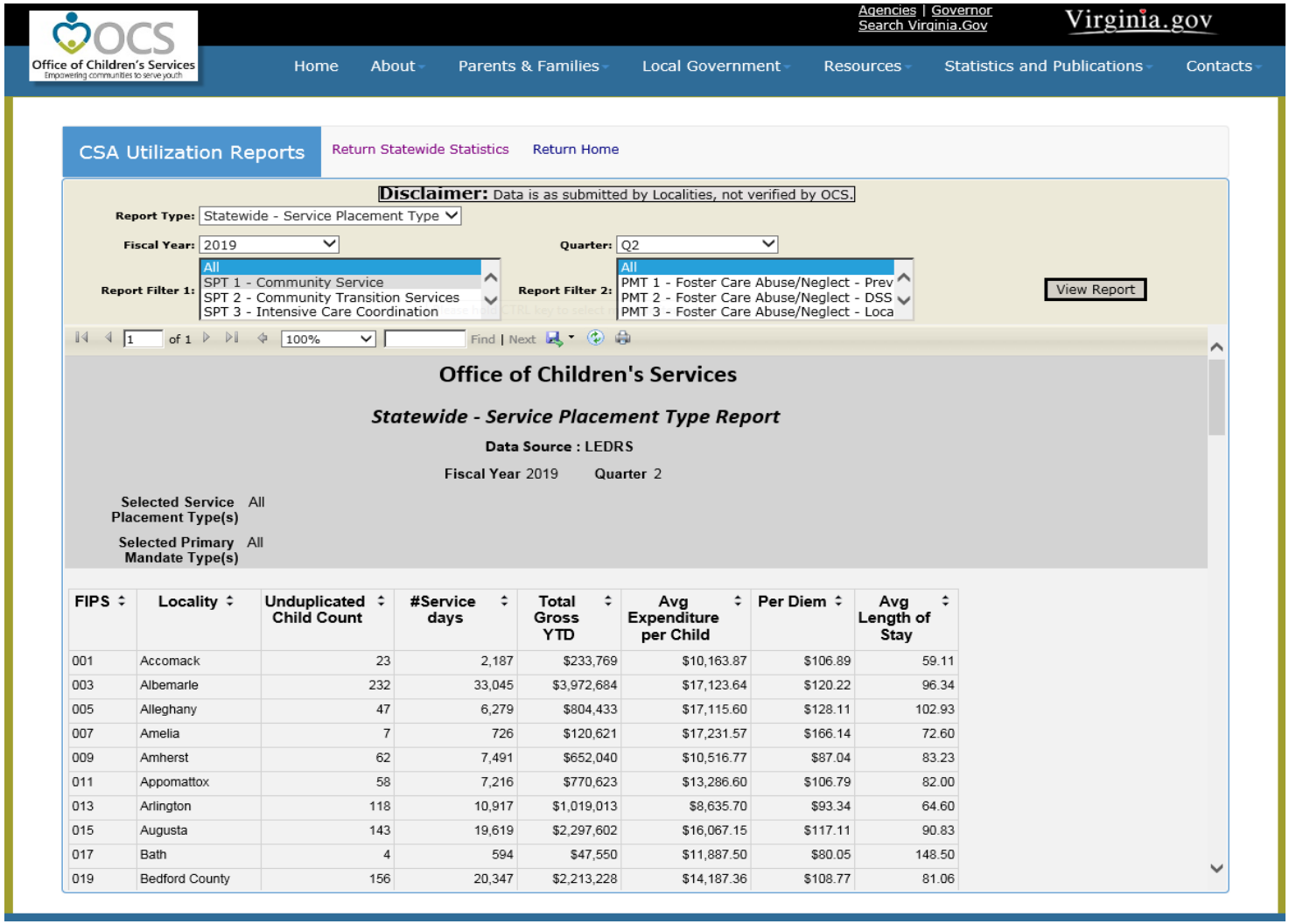
Report Filter 2: All; PMT 1 - Foster Care Abuse/Neglect - Preve; PMT 2 - Foster Care Abuse/Neglect - DSS; PMT 3 - Foster Care Abuse/Neglect - Local

View Report

	Maintenance & Basic Activities Payments						
9	Specialized Foster Home	0	0	$0	$0.00	$0.00	0.00
10	Treatment Foster Home	3189	660,390	$86,019,451	$26,973.80	$130.26	207.08
11	Independent Living Stipend	207	30,033	$1,421,972	$6,869.43	$47.35	145.09
12	Independent Living Arrangement	329	51,144	$8,516,486	$25,885.98	$166.52	155.45
13	Psychiatric Hospital/Crisis Stabilization Unit	16	565	$371,052	$23,190.75	$656.73	35.31
14	Temporary Care Facility and Services (Congregate Care Setting)	56	2,293	$494,708	$8,834.07	$215.75	40.95
15	Group Home (Congregate Care Setting)	726	87,369	$14,549,378	$20,040.47	$166.53	120.34
16	Residential Treatment Facility(Congregate Care Setting)	972	102,272	$18,856,723	$19,399.92	$184.38	105.22
17	Congregate Educational Services - for Medicaid Funded Placements	1480	240,036	$30,770,725	$20,791.03	$128.19	162.19
18	Congregate Educational Services - for Non-Medicaid Funded Placements	367	46,284	$7,791,333	$21,229.79	$168.34	126.11
	Statewide Total	15,645	3,939,530	$427,083,073	$27,298.37	$108.41	251.81

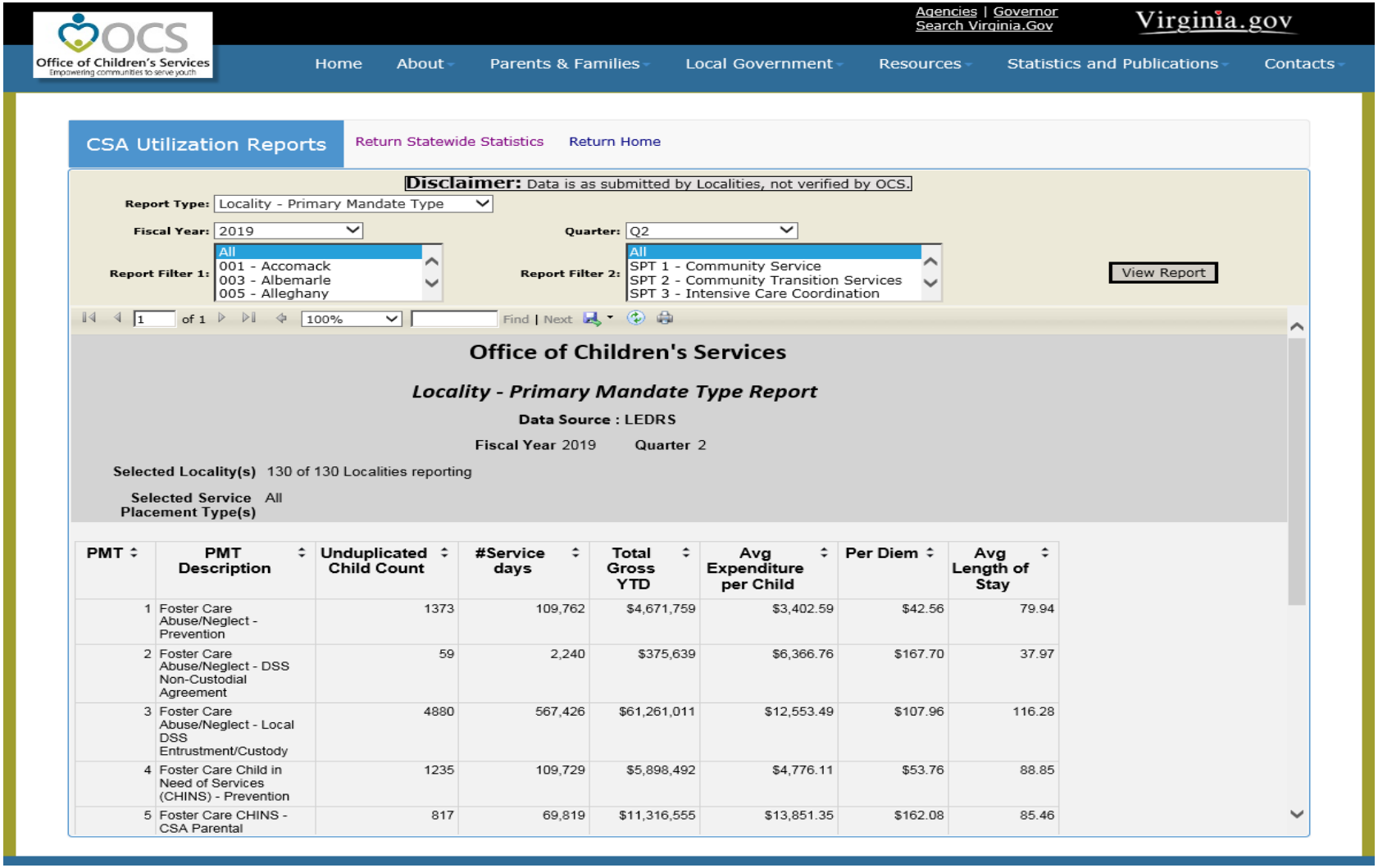
Service Placement types/Primary Mandate types are not mandatory for refunds and hence shall affect the Totals.

Statewide Statistics – CSA Utilization Report



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



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Report Type: Locality - Primary Mandate Type

Fiscal Year: 2019 Quarter: Q2

Report Filter 1: All; 001 - Accomack; 003 - Albemarle; 005 - Alleghany

Report Filter 2: All; SPT 1 - Community Service; SPT 2 - Community Transition Services; SPT 3 - Intensive Care Coordination

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Locality - Primary Mandate Type Report

Data Source : LEDRS

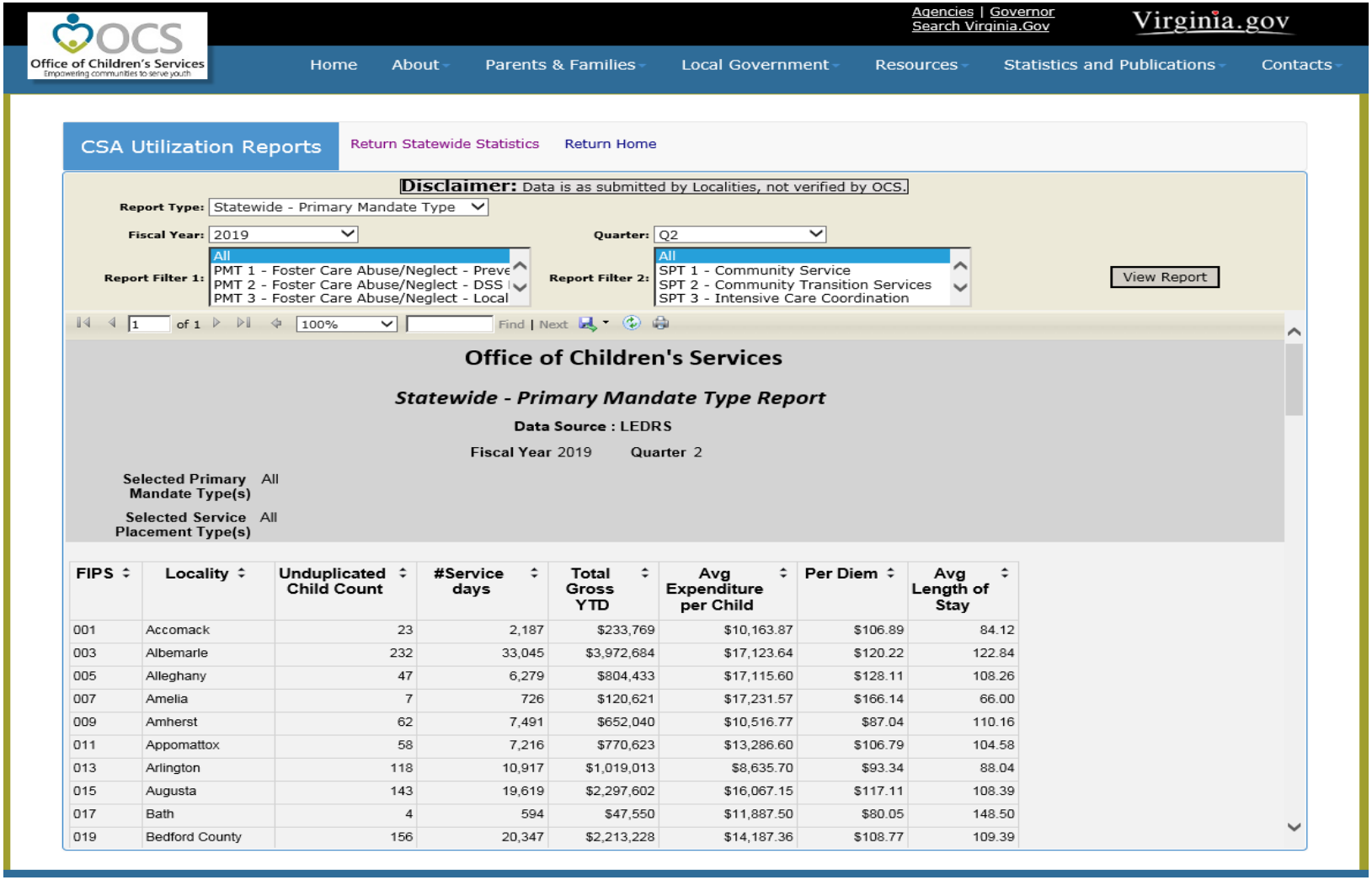
Fiscal Year 2019 **Quarter** 2

Selected Locality(s) 130 of 130 Localities reporting

Selected Service Placement Type(s) All

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



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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
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Statewide - Primary Mandate Type Report

Data Source : LEDRS

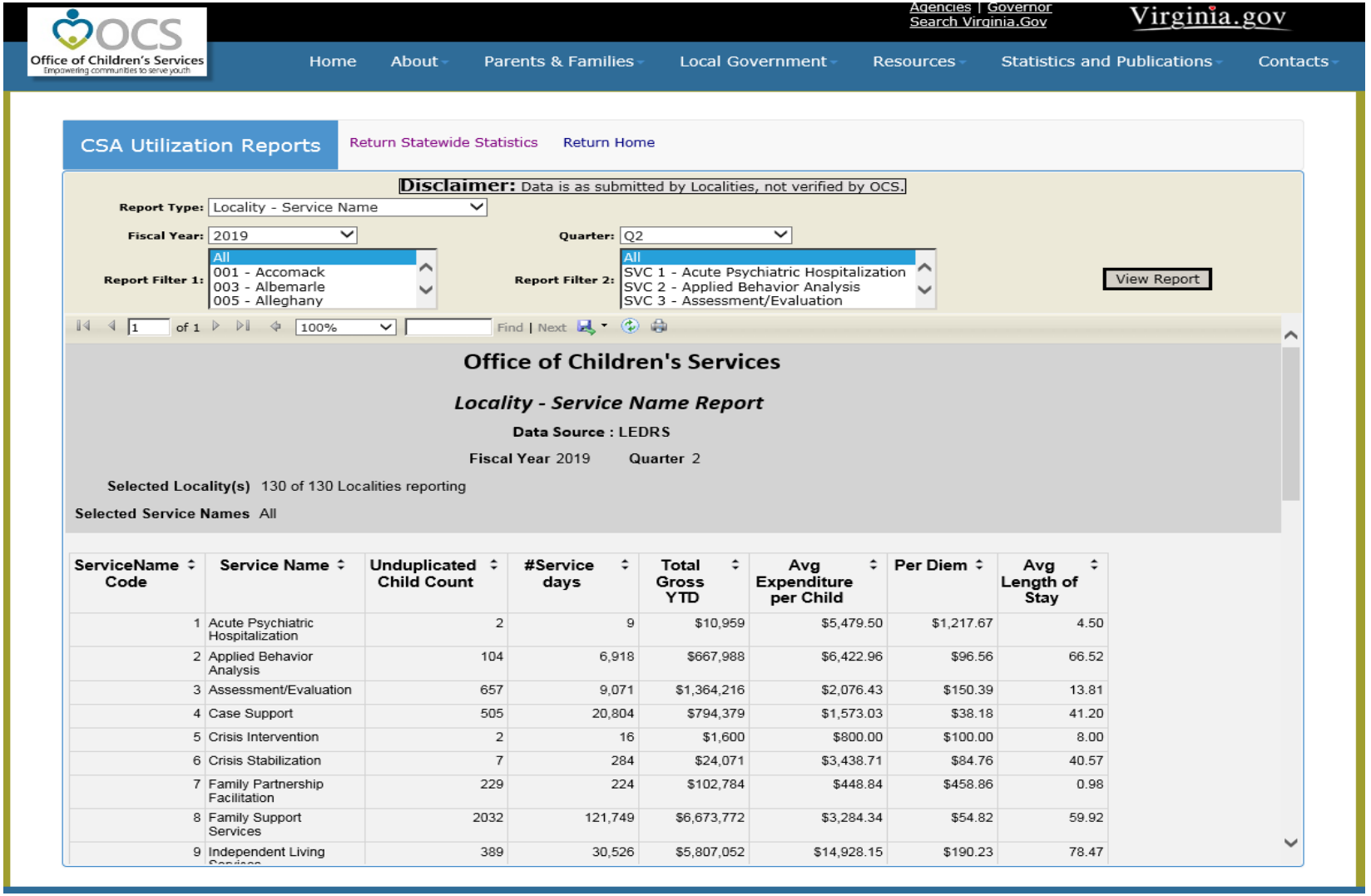
Fiscal Year 2019 **Quarter** 2

Selected Primary Mandate Type(s) All

Selected Service Placement Type(s) All

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



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

Report Type: Locality - Service Name

Fiscal Year: 2019 | Quarter: Q2

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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Locality - Service Name Report

Data Source : LEDRS

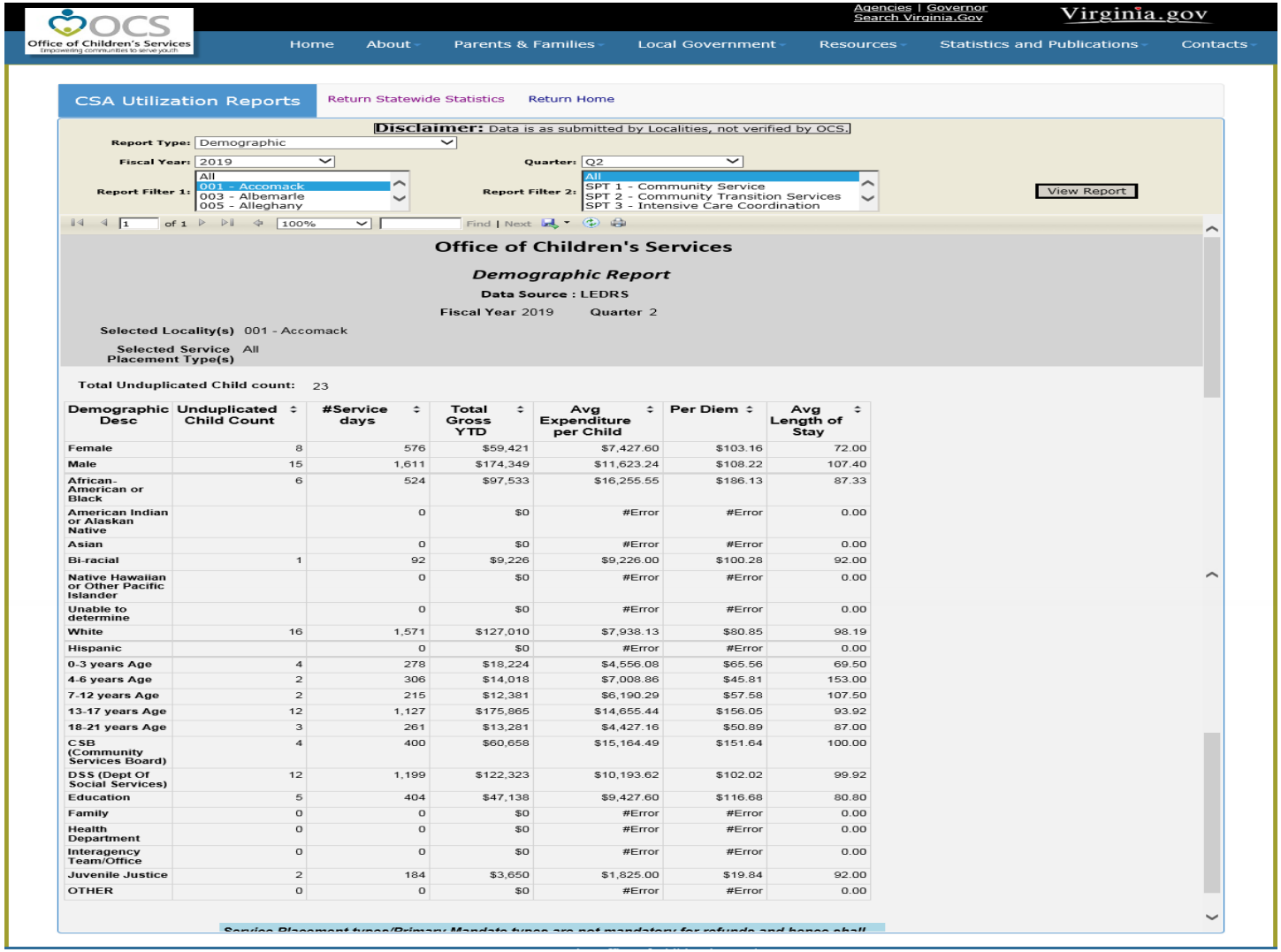
Fiscal Year 2019 **Quarter** 2

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	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
Quarter: Q2
Report Filter 1: All; 001 - Accomack; 003 - Albemarle; 005 - Alleghany
Report Filter 2: All; SPT 1 - Community Service; SPT 2 - Community Transition Services; SPT 3 - Intensive Care Coordination
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Demographic Report

Data Source : LEDRS
Fiscal Year 2019 **Quarter** 2

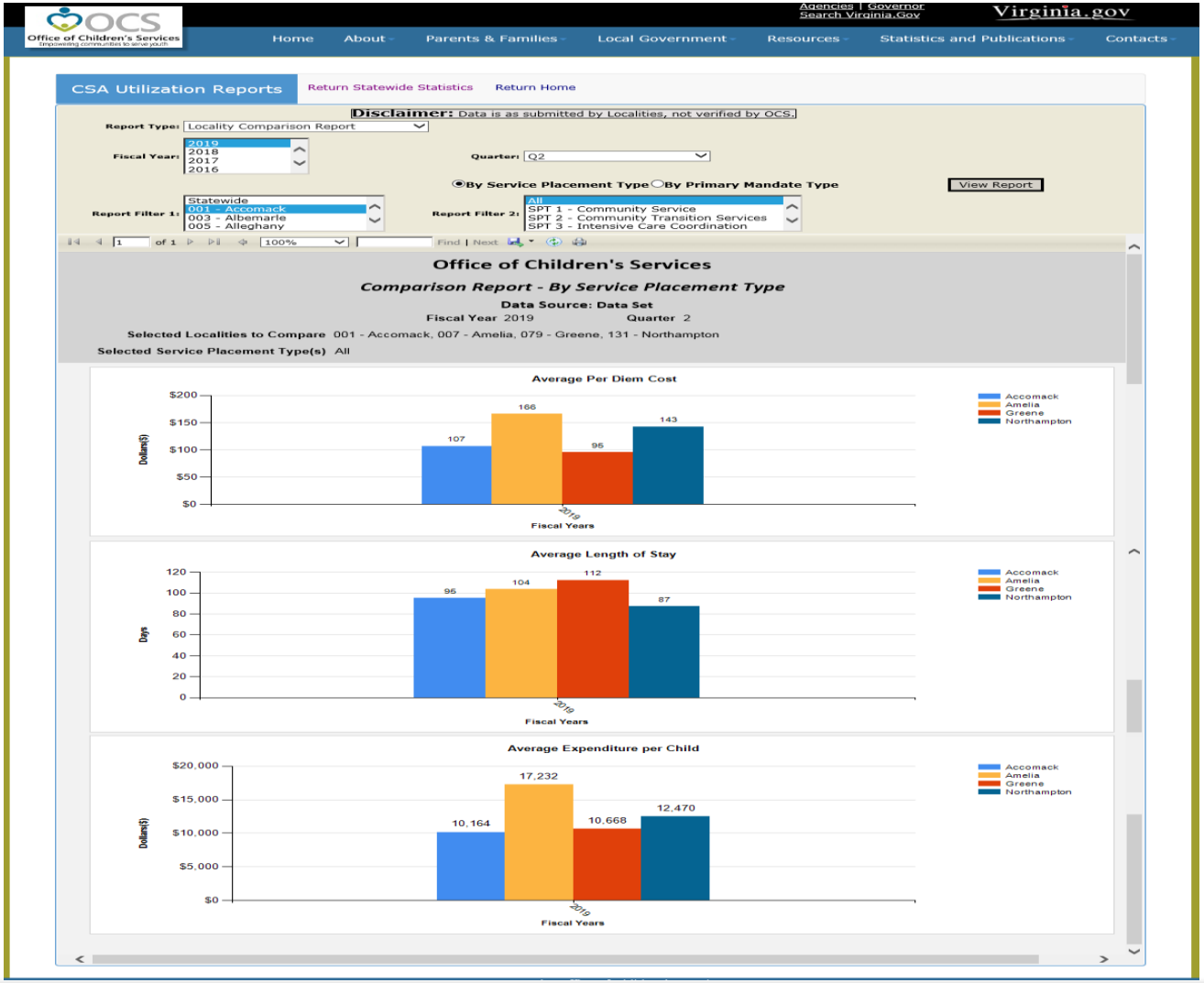
Selected Locality(s) 001 - Accomack
Selected Service Placement Type(s) All

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



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- CSA e-mail is **NOT** on a private network. All e-mail communications are transmitted through the Commonwealth's enterprise network.
- In order to protect the confidentiality of sensitive information (e.g. Personally Identifiable Information (PII): (e.g., 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.

* LEDRS and other information requiring system login, are secure and do not require additional encryption. LEDRS files should not be sent over e-mail.

For more information:

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www.csa.virginia.gov

Coming Up Next . . .

- Friday June 25, 9:00 AM
- What to Expect in CSA Program Audits
- Continuous Quality Improvement (CQI) in CSA
- Send questions to anna.antell@csa.virginia.gov