



LEDRS: The future of CSA Data Reporting Systems

5th Annual CSA Conference

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Office of Children's Services



Current CSA Submission Process

1. Pool Reimbursement

Locality submits the summarized locality expenditures either on a monthly or at least on a quarterly frequency.

Once the report is approved by locality's Fiscal Agent, it is processed for pool fund reimbursement.

2. Data Set

Locality submits the Child and Service information for Quarters 2, 3 & 4. Each quarter in a cumulative manner.

At the end of a Fiscal Year (i.e. during the Quarter 4 file submission, the Data Set Gross Expenditure Total is compared to Pool Reimbursement. This should come with in a 1-2% error margin to be accepted.

3. Expenditure File

Quarterly expenditure files with Child Demographics, Provider details, Service details and Payment/Adjustment details are submitted for data analytics.

Currently these files are submitted; but the analytics system is under construction.



Phase I

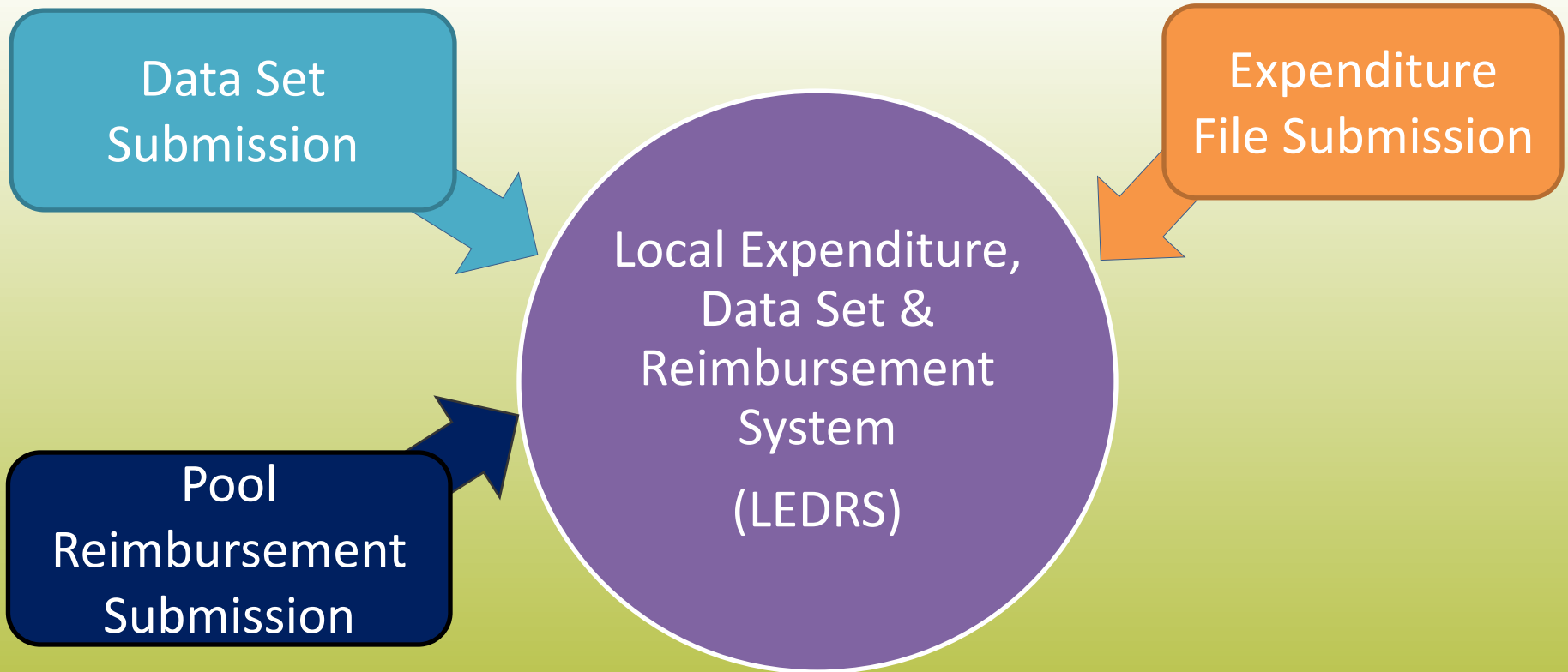
Fiscal Year 16 – Expenditure File Submission

- Service Name Standardization
- Data Validation on data submitted
- Display of Expenditure Report similar to the Pool Reimbursement Report for data submitted in the file



Phase 2

Fiscal Year 17 – Implementation





Fiscal Year 17 – Implementation

No Data Set Submission

No Expenditure File Submission

- Submission of a new file called LEDRS – Local Expenditure, Data Set & Reimbursement System. This is a combined file containing data elements present in the current CSA Data Set and Expenditure File
- LEDRS file submission shall be in **concurrency** with Pool Fund Reimbursement request



File Submission - Frequency

Data Set: Data is cumulative and the submission is at a quarterly frequency.

Expenditure File: Data is submitted at a quarterly frequency.

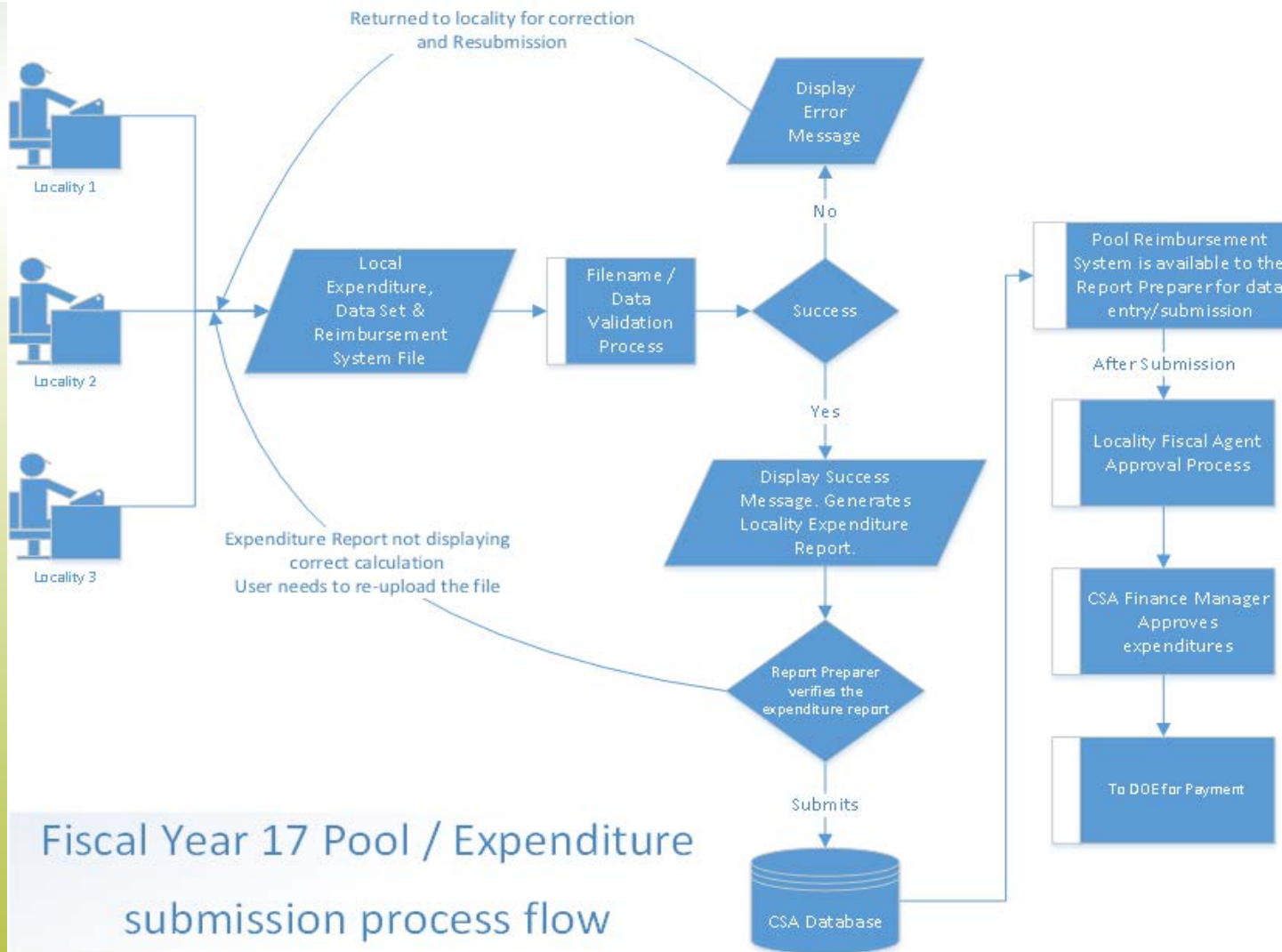
Pool Reimbursement Report, no more than monthly and no less than quarterly.

LEDRS File: Data is submitted at the same frequency as the Pool Reimbursement

Files shall be submitted no more than monthly and no less than quarterly.



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LEDRS File New Elements / Validation

- Locality Child Identifier
 - ✓ Unique identifier generated by the locality's IT system that uniquely identifies a child within a locality.
- Student Identifier
 - ✓ Unique Student Identifier
 - ✓ It is mandatory if SPT is 6, 17, 18 or if SSN is Null



LEDRS File New Elements / Validation

- Locality Provider Identifier
 - ✓ Unique identifier generated by the locality's IT system that uniquely identifies each provider within the locality.
- Locality Service Record Identifier
 - ✓ Unique identifier generated by the locality's IT system that uniquely identifies the service record within the locality. If the locality's IT system does not capture this information generate a unique composite Key.



LEDRS File New Elements / Validation

- Tax ID

Tax ID / SSN of the provider

- ✓ Tax ID must NOT be NULL for Payment Records
- ✓ For credit card payments: The pseudo Tax ID is 8888888888 and the Provider Type of CORP is to be used, and can be used only for Service Name Codes 15, 19, 20, 24, 39
- ✓ For Service Name Codes 14 – 19: Tax ID will be a non-mandatory field
- ✓ All expenditure less than \$100: Tax ID will be a non-mandatory field



LEDRS File New Elements / Validation

- Parent Recipient
 - ✓ This element is “Yes”, if the recipient of the service is the parent/guardian of a CSA eligible child.
 - ✓ The remaining data should reflect that of the eligible child.
- SPT - Service Placement Type
 - ✓ Must be a valid state assigned code and shall map to a pre-defined set of Expenditure Category / Service Name
 - ✓ Mapping present in the LEDRS file
 - ✓ The following SPT are being eliminated from FY 17
 - ~~7 - Family Foster Care Basic Maintenance Payments Only~~
 - ~~9 - Specialized Foster Home~~



LEDRS File New Elements / Validation

- Mandate Type Code for the Service
 - ✓ Mandate type refers to the statutory requirements for children who are eligible to receive CSA state pool funds (§ 2.2-5211) and/or how the child received services through the CSA system
 - ✓ Mandate type is now to be associated with each service purchased
 - ✓ Must be a valid state assigned code and shall map to a pre-defined set of Expenditure Category
 - ✓ Mapping present in the LEDRS file



Pool Fund Expenditure Category	Pool Fund Expenditure Category Description	PMT-1 FC Abuse Neglect – Prevention (child has not been removed from Home)	PMT-2 FC Abuse Neglect – DSS Non-Custodial agreement (parent retains custody of youth)	PMT-3 FC Abuse Neglect – DSS Entrustment / Custody	PMT-4 FC CHINS – Prevention (Child has not been removed from home)	PMT-5 FC CHINS – CSA Parental Agreement (parent retains custody of youth)	PMT-6 FC CHINS – Entrustment / Custody	PMT-7 FC – Court Ordered for Truancy	PMT-8 FC – Court Order for delinquent behavior	PMT-9 Wrap-Around Services for Students with Disabilities	PMT-10 Special Education Services	PMT-11 Non-Mandated
1a	Foster Care - IV-E Children in Licensed Residential Congregate Care			X			X	X	X			
1b	Foster Care - all other in Licensed Residential Congregate Care			X			X	X	X			
1c	Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial Agreements		X			X						
1d	Non-Mandated Services/ Residential Congregate											X
1e	Educations Services - Congregate Care		X	X		X	X	X	X		X	
2a	Treatment Foster Care - IV-E			X			X	X	X			
2a1	Treatment Foster Care			X			X	X	X			
2a2	Treatment Foster Care - CSA Parental Agreements; DSS non-custodial agreements		X			X						
2c	Family Foster Care - IV-E Community Based Services			X			X	X	X			
2e	Family Foster Care - Maintenance & other services			X			X	X	X			
2f	Community Based Services	X	X	X	X	X	X	X	X			
2f1	Community Services - Family Services to Transition from Residential to Community		X	X		X	X	X	X			
2g	Special Education Private Day Placement										X	
2h	Wrap-Around Services for Students with Disabilities									X		
2i	Psychiatric Hospital / Crisis Stabilization Units		X	X		X	X	X	X			
3	Non-Mandated Services / Community Based Services											X



LEDRS File New Elements / Validation

- Service Names Code
 - ✓ A Service Names Code is assigned against a standardized Service Name
 - ✓ Must be a valid state assigned code
 - ✓ Shall map to the Service Placement Type list given in the Service Name vs. SPT in the LEDRS file
 - ✓ Pre-payment (e.g. Rent) is allowed for certain Service Name Code. Locality shall have to email me the Service Name for their locality for which this edit is to be bypassed and this request is approved on a case by case basis



Office of Children's Services

Service Name vs. Service Placement Type Mapping

Service Name Code	Service Names	SPT1- Community Based	SPT2- Community Transition Services	SPT3- Intensive Care Coordination	SPT4- Intensive In-Home	SPT5- Wrap-Around Services for Students With Disabilities	SPT6- Special Education Private Day Placement	SPT8- Foster Care Basic Maintenance & Basic Activities payments	SPT10- Treatment Foster Care	SPT11- Independent Living Stipend	SPT12- Independent Living Arrangement	SPT13- Psychiatric Hospital / Crisis Stabilization Unit	SPT14- Temporary Care Facility and Services (Congregate Care setting)	SPT15- Group Home (congregate care setting)	SPT16- Residential Treatment Facility (congregate care setting)	SPT17- Congregate educational services for Medicaid funded placements	SPT18- Congregate educational services for Non-Medicaid funded placements
1	Acute Psychiatric Hospitalization											X					
2	Applied Behavior Analysis	X	X			X		X	X					X	X		
3	Assessment/Evaluation	X	X			X		X	X		X		X	X	X		
4	Case Support	X	X			X						X	X	X	X		
5	Crisis Intervention	X	X			X			X		X		X	X			
6	Crisis Stabilization	X	X			X		X	X		X		X	X	X		
7	Family Partnership Facilitation	X	X			X		X	X	X	X	X	X	X	X		
8	Family Support Services	X	X														
9	Independent Living Services	X						X	X	X	X		X	X	X		
10	Individualized Support Services	X	X			X		X	X		X	X	X	X	X	X	X
11	Intensive Care Coordination			X													
12	Intensive Care Coordination Family Support Partner			X													
13	Intensive In-Home Services				X												
14	Maintenance – Basic							X	X								
15	Maintenance – Clothing Supplement	X															
16	Maintenance-Child Care Assistance							X	X								
17	Maintenance - Enhanced							X	X								
18	Independent Living									X	X						
19	Maintenance – Transportation							X	X					X	X		
20	Material Support	X	X														
21	Mental Health Case Management	X															



Service Name Code	Service Names	SPT1- Community Based	SPT2- Community Transition Services	SPT3- Intensive Care Coordination	SPT4- Intensive In-Home	SPT5- Wrap-Around Services for Students With Disabilities	SPT6- Special Education Private Day Placement	SPT8- Foster Care Basic Maintenance & Basic Activities payments	SPT10- Treatment Foster Care	SPT11- Independent Living Stipend	SPT12- Independent Living Arrangement	SPT13- Psychiatric Hospital / Crisis Stabilization Unit	SPT14- Temporary Care Facility and Services (Congregate Care setting)	SPT15- Group Home (congregate care setting)	SPT16- Residential Treatment Facility (congregate care setting)	SPT17- Congregate educational services- for Medicaid funded placements	SPT18- Congregate educational services for Non-Medicaid funded placements
22	Mental Health Skills Building	X															
23	Mentoring	X						X	X				X	X	X		
24	Other	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	Outpatient Services	X	X			X		X	X	X	X	X	X	X	X		
26	Private Day School						X										
27	Private Foster Care Support, Supervision and Administration								X								
28	Private Residential School															X	X
29	Residential Education															X	X
30	Residential Room and Board												X	X	X		
31	Residential Case Management												X	X	X		
32	Residential Daily Supervision												X	X	X		
33	Residential Supplemental Therapies												X	X	X		
34	Residential Medical Counseling												X	X	X		
35	Respite	X				X		X									
36	Special Education Related Services						X									X	X
37	Sponsored Residential Home Services														X		
38	Substance Abuse Case Management	X															
39	Transportation	X	X			X		X	X		X	X	X	X	X		
40	Therapeutic Day Treatment for Children and Adolescents	X				X		X	X					X			
41	Treatment Foster Care Case Management								X								
42	Utilization Review	X	X	X	X	X		X	X		X	X	X	X	X		



LEDRS File New Elements / Validation

- Service Description - Other
 - ✓ When the user chooses “Other” as the Service Name a brief name to describe the service
 - ✓ Mandatory when the Service Name Code = 24
- Locality Payment Identifier
 - ✓ Unique identifier generated by the locality's IT system that uniquely identifies the payment within the locality.



LEDRS File New Elements / Validation

- Transaction Code
 - ✓ A code assigned for the transaction. It characterizes the transaction type.
 - ✓ For CSA Funding Debits: 1, 8 Credits: 2, 3, 4, 5, 6, 7, 10
 - ✓ For Title IV-E Funding Debits: 1, 7 Credits: 2, 3, 4, 5, 6, 8, 10
- Transaction Description
 - ✓ Explanation of reason for the adjustment, when the code is Other-Credits / Other-Debits
 - ✓ Mandatory if Transaction Code = 10, 11



LEDRS File New Elements / Validation

- Expenditure Category (State Cost code/Financial code)
 - ✓ Must be a valid state assigned code
 - ✗ Codes 2b, 2b1, 2d are no longer to be reported**
 - ✓ If expenditure category = 2h then SPT = 5 and Mandate Type = 9
 - ✓ If expenditure category = 2g then SPT = 6
 - ✓ If expenditure category = 2f1 then SPT = 2 and this child shall also have an expenditure record with SPT = 14, 15, 16, 17 or 18
 - ✓ Shall map to the Service Placement Type mapping given in the LEDRS file
 - ✓ Expenditure Category vs. MT mapping in the LEDRS file.



Pool Fund Expenditure Category	Pool Fund Expenditure Category Description	SPT1- Community Based	SPT2- Community Transition Services	SPT3- Intensive Care Coordination	SPT4- Intensive In-Home	SPT5- Wrap-Around Services for Students With Disabilities	SPT6- Special Education Private Day Placement	SPT8- Foster Care Basic Maintenance & Basic Activities payments	SPT10- Treatment Foster Care	SPT11- Independent Living Stipend	SPT12- Independent Living Arrangement	SPT13- Psychiatric Hospital / Crisis Stabilization Unit	SPT14- Temporary Care Facility and Services (Congregate Care setting)	SPT15- Group Home (congregate care setting)	SPT16- Residential Treatment Facility (congregate care setting)	SPT17- Congregate educational services- for Medicaid funded placements	SPT18- Congregate educational services for Non-Medicaid funded placements
1a	Foster Care - IV-E Children in Licensed Residential Congregate Care												X	X	X		
1b	Foster Care - all other in Licensed Residential Congregate Care												X	X	X		
1c	Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial Agreements												X	X	X		
1d	Non-Mandated Services/ Residential Congregate												X	X	X		
1e	Educations Services - Congregate Care															X	X
2a	Treatment Foster Care - IV-E								X								
2a1	Treatment Foster Care								X								
2a2	Treatment Foster Care - CSA Parental Agreements; DSS non-custodial agreements								X								
2c	Family Foster Care - IV-E Community Based Services	X															
2e	Family Foster Care - Maintenance & other services							X		X	X						
2f	Community Based Services	X		X	X												
2f1	Community Services - Family Services to Transition from Residential to Community		X														
2g	Special Education Private Day Placement						X										
2h	Wrap-Around Services for Students with Disabilities					X											
2i	Psychiatric Hospital / Crisis Stabilization Units											X					
3	Non-Mandated Services / Community Based Services	X		X	X												



LEDRS File New Elements / Validation

- Program Year (Jul - Jun)

For CSA:

- ✓ The Fiscal Year associated with the Payment or Adjustment/Refunds record.
- ✓ Months of July, August, and September might have overlapping fiscal years; current and previous based on the PO period.
- ✓ After the Fiscal Year is closed on Sept 30, payments CAN NOT be requested for reimbursement from the previous fiscal year
- ✓ Fiscal Year of Adjustment/Refunds shall be reported based on the adjustment date; exception is during the overlapping fiscal year when it shall be based on the PO period.



LEDRS File New Elements / Validation

- Program Year (Jul - Jun)

For Title IV-E:

- ✓ The Fiscal Year is based on when the locality requested reimbursement in LASER system.
- ✓ For e.g. if a payment was made on 15 May 2015 and if locality requested reimbursement in LASER
 1. in May 2015, and the LDSS received reimbursement in June 2015, then the VDSS state fiscal year is 2015.
 2. in June 2015, and the LDSS receives reimbursement in July 2015, then the VDSS state fiscal year is 2016.



LEDRS File

- Consists of detailed information of all payment/refunds made by a locality.
- This file contains data extracted after the last submission of a LEDRS file from the locality's IT system
- This file shall contain data for 2 Fiscal Years only during the months of July, Aug, Sept
- The **first LEDRS** file is due in the month of **August, 2016** for Fiscal Year 17



LEDRS File

- LEDRS file shall be uploaded from a new section; CSA File Transfer
- After the LEDRS file has passed all the validations successfully, the Report Preparer, who uploaded the file shall be given an opportunity to view the expenditure report generated by data contained in the file.
- Following which the file can be confirmed
- If there are any errors, an error report shall be displayed on the screen, the user will need to rectify the errors in the source system and resubmit the file



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[CBDRS System Log In](#)

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The reports area is optimized to work with Internet Explorer 5, or higher.

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Success Report: [Print Success Report](#) [Return to Main](#)

Upload for Expenditure File Period (1/1/2016 to 3/31/2016)

FIPS: 75

#Rows loaded (CSA): 225

Payment/Adjustment date range within the UploadFile: 1/14/2016 - 3/31/2016

[Confirm Data Export](#)

CSA Expenditure File Summary

Part 1 - Expenditure Description (FY 2016)

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)	0.6088	0.00	566.77	-566.77	-345.05	-221.72
1b. Foster Care - all others in Licensed Residential Congregate Care	0.6088	70,693.12	3,252.82	67,440.30	41,057.65	26,382.65
1c. Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	0.6088	0.00	0.00	0.00	0.00	0.00
1d. Non-Mandated Services/Residential/Congregate	0.6088	0.00	0.00	0.00	0.00	0.00
1e. Educational Services - Congregate Care	0.4871	19,090.30	0.00	19,090.30	9,298.89	9,791.41
2. OTHER MANDATED SERVICES						
2a. Treatment Foster Care - IV-E	0.4871	0.00	0.00	0.00	0.00	0.00
2a.1 Treatment Foster Care	0.4871	59,168.57	0.00	59,168.57	28,821.01	30,347.56
2a.2 Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0.4871	0.00	0.00	0.00	0.00	0.00
2b Specialized Foster Care - IV-E ; Community Based Services	0.4871	0.00	0.00	0.00	0.00	0.00
2b.1 Specialized Foster Care	0.4871	0.00	0.00	0.00	0.00	0.00
2c Family Foster Care - IV-E ; Community Based Services	0.2435	0.00	0.00	0.00	0.00	0.00
2d Family Foster Care Maintenance only	0.4871	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	0.4871	11,663.65	1,162.01	10,501.64	5,115.35	5,386.29
2f Community - Based Services	0.2435	10,313.89	209.44	10,104.45	2,460.43	7,644.02
2f.1 Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2435	0.00	0.00	0.00	0.00	0.00
2g Special Education Private Day Placement	0.4871	124,920.75	0.00	124,920.75	60,848.90	64,071.85
2h Wrap-Around Services for Students With Disabilities	0.4871	0.00	0.00	0.00	0.00	0.00
2i Psychiatric Hospitals/Crisis Stabilization Units	0.4871	0.00	0.00	0.00	0.00	0.00
3 Non-Mandated Services/Community-Based	0.2435	0.00	0.00	0.00	0.00	0.00
4 Grand Totals: (Sum of categories 1 through 3)		295,850.28	5,191.04	290,659.24	147,257.18	143,402.06

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	694.00
Child Support Collections through DCSE	040	4,497.04
Pool prior-reported expenditures re-claimed under IV-E	050	0.00
Other:	090	0.00
Refund Total:		5,191.04



Upload Unsuccessful!

The Expenditure Data file has the following errors. Please rectify these errors and resubmit the file.

File Upload Result for FIPS 117

[Print this Report](#)

[Return to Main](#)

Line No (when header eliminated)	Error Date	Error Message #	Error Message
177	04/25/16	xxx-xx-	Service Begin Date (09/01/2015) is earlier than CSA Open Date (09/30/2015)
181	04/25/16	xxx-xx-	Service Begin Date (09/01/2015) is earlier than CSA Open Date (09/30/2015)
227	04/25/16	xxx-xx-	: Service End Date (10/31/2015) is earlier than CSA Open Date (11/04/2015)
227	04/25/16	xxx-xx-	: Service Begin Date (10/01/2015) is earlier than CSA Open Date (11/04/2015)



LEDRS File layout

- Administrative Memos

2015 Administrative Memos

Memo #15-08 Upcoming Changes to CSA Data Set and Expenditure Files

- CSA Local Expenditure, Data and Reimbursement System (LEDRS)
- Presentation Slides - LEDRS: The future of CSA Data Reporting

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Administrative Memos

2016 Administrative Memos

- Memo #16-1 [Admin Memo Outcomes Report and Application](#)
 - [2015 Outcomes Report](#)

2015 Administrative Memos

- Memo #15-09 [Records Retention.pdf](#)
- Memo #15-08 [Upcoming Changes to CSA Data Set and Expenditure Files](#)
 - [CSA Local Expenditure, Data and Reimbursement System \(LEDRS\)](#)
- Memo #15-07 [Standardized Service Names Data Validation](#)
- Memo #15-06 [Clarification of Use of Title IV-E and Children's Services Act \(CSA\) Funds for Emergency Foster Home Placements](#)
- Memo #15-05 [Release of Revised CSA Policy Manual and New CSA User Guide](#)
- Memo #15-04 [FY 15 - FY 16 Fiscal Information](#)
- Memo #15-03 [NAME CHANGE FOR THE OFFICE OF COMPREHENSIVE SERVICE AND THE COMPREHENSIVE SERVICE ACT](#)
- Memo #15-02 [FY16 WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES](#)
 - [Wrap Service Allocations and Intent to Utilize](#)
- Memo #15-01 [TECHNICAL EDITS TO STANDARDIZED SERVICE NAMES](#)
 - [Standardized CSA Service Names and Definitions](#)

2014 Administrative Memos

- Memo #14-09 [LICENSURE OF ICC BY THE DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES](#)

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- CSA Policy Manual and User Guide
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Quick Links:

- Dept of Education
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View CSA Expenditures



LEDRS – Pool Reimbursement Relation

- The LEDRS file shall be submitted at the same frequency as that of filing of the locality Pool Reimbursement Report.
- If a LEDRS file is NOT uploaded by the locality. The Report Preparer shall not be able to manually enter and submit the Pool Reimbursement Report.
- The Report Preparer shall have to verify if the pool reimbursement report that the agency is planning to submit matches with the Expenditure file report



CSA Pool Reimbursement Request Reports Main Screen

You are logged in for [Click here to log out.](#)

FY16

Enter Data in New Report—FY16

An Expenditure File MUST be uploaded before you can submit an Expenditure Request [Click here to Upload File](#)

- March 31, 2016 - No Expenditure file located

View Previous Online Submissions—FY16

Pended Reports are not shown here

- [Period Ending February 28, 2016](#)
- [Period Ending January 31, 2016](#)
- [Period Ending December 31, 2015](#)
- [Period Ending November 30, 2015](#)
- [Period Ending October 31, 2015](#)
- [Period Ending September 30, 2015](#)
- [Period Ending August 31, 2015](#)
- [Period Ending July 31, 2015](#)



Navigation for LEDRS File submission

- All non-CBDRS Users
 1. Local Government Reporting (Right Rail)
 2. CSA File Transfer Login
 3. Interim Screen
 4. Login (User/Password)
 5. Browse → Choose file → Submit



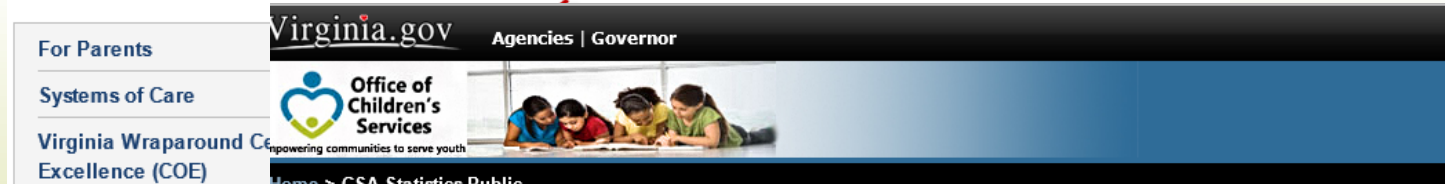
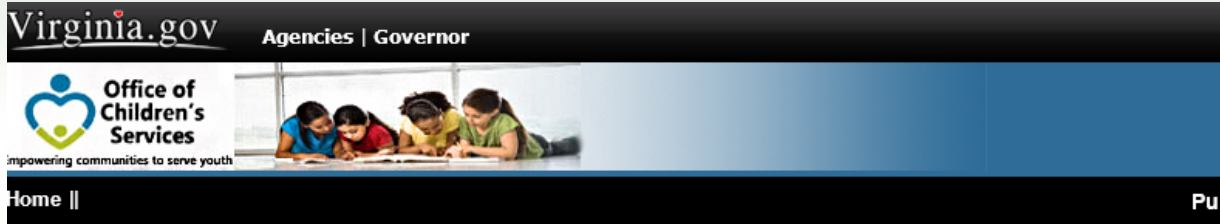
LEDRS – CBDRS

- All the validation shall be implemented in the CSA in-house Child Based Data Reporting System (CBDRS)



Navigation for LEDRS File submission

- CBDRS Users
 1. Login to CBDRS System
 2. Data Export
 3. Select LEDRS File
 4. Generate
 5. Export



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- Statewide Statistics
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- CSA Statistics Public
 - CSA Performance Performance Me
 - CSA Performance
 - Performance Dash Provides a comparison of
 - Data Set Reports Statewide & Locality repo User Guide to pr
 - CSA Pool Expendi Current and historical info
 - CSA Filing Status Filing Status Report
 - For CSA Office Us

CSA Reports

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

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

- Locality - Service Placement Type
- Statewide - Service Placement Type
- Locality - Primary Mandate Type
- Statewide - Primary Mandate Type
- Demographic
- Locality Comparison Report
- Expenditure File Summary
- Expenditure File & Pool Comparison



Part 1 - Expenditure Description

Expenditure Description		Local Match Rate (a)	Gross Total 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)
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)	0.2916	0.00	0.00	0.00	0.00	0.00
1b	Foster Care - all others in Licensed Residential Congregate Care	0.2916	74,270.62	0.00	74,270.62	21,657.31	52,613.31
1c	Residential Congregate Care—CSA Parental Agreements ; DSS Noncustodial Agreements	0.2916	65,868.74	0.00	65,868.74	19,207.32	46,661.42
1d	Non-Mandated Services/Residential/Congregate	0.2916	0.00	0.00	0.00	0.00	0.00
1e	Educational Services - Congregate Care	0.2332	11,346.15	0.00	11,346.15	2,645.92	8,700.23
2a	Treatment Foster Care – IV-E	0.2332	61,903.00	0.00	61,903.00	14,435.78	47,467.22
2a1	Treatment Foster Care	0.2332	438.09	0.00	438.09	102.16	335.93
2a2	Treatment Foster Care – CSA Parental Agreements ; DSS Noncustodial Agreements	0.2332	0.00	0.00	0.00	0.00	0.00
2b	Specialized Foster Care – IV-E ; Community Based Services	0.2332	0.00	0.00	0.00	0.00	0.00
2b1	Specialized Foster Care	0.2332	0.00	0.00	0.00	0.00	0.00
2c	Family Foster Care – IV-E ; Community Based Services	0.1166	875.00	0.00	875.00	102.02	772.98
2d	Family Foster Care Maintenance only	0.2332	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	0.2332	14,578.58	0.00	14,578.58	3,399.72	11,178.86
2f	Community - Based Services	0.1166	8,147.86	0.00	8,147.86	950.04	7,197.82
2f1	Community Transition Services – Direct Family Services to Transition from Residential to Community	0.1166	0.00	0.00	0.00	0.00	0.00
2g	Special Education Private Day Placement	0.2332	10,296.00	0.00	10,296.00	2,401.03	7,894.97
2h	Wrap-Around Services for Students With Disabilities	0.2332	480.00	0.00	480.00	111.94	368.06
2i	Psychiatric Hospitals/Crisis Stabilization Units	0.2332	0.00	0.00	0.00	0.00	0.00
3	Non-Mandated Services/Community-Based	0.1166	0.00	0.00	0.00	0.00	0.00
GRAND TOTALS		4.198	248,204.04	0.00	248,204.04	65,013.24	183,190.80

Part 2 - Expenditure Refund Description

Expenditure Refund Description	CODE	Amount
Vendor Refunds and Payment Cancellations	10	0.00
Parental Co-Payments	20	0.00
Payments made on behalf of the child (SSA, SSI, VA benefits ...)	30	0.00
Child Support Collections through DCSE	40	0.00
Pool prior-reported expenditures re-claimed under IV-E	50	0.00
Other (Please specify):	90	0.00
TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Col (c).		0.00



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Comparison Expenditure File – Pool Report

Expenditure File - Last Payment Date: 3/16/2016

Pool Reimbursement - Last Period FA Approved: 12/31/2015

Expenditure Description	Expenditure File			Pool Reimbursement			Net Expenditure Difference (g-d)
	Gross Total Expenditure this Period (b)	Expenditure Refunds this Period (c)	Net Total Expenditures (b minus c) (d)	Gross Total Expenditure this Period (e)	Expenditure Refunds this Period (f)	Net Total Expenditures (e minus f) (g)	
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)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1b Foster Care - all others in Licensed Residential Congregate Care	74,270.62	0.00	74,270.62	38,416.46	0.00	38,416.46	-35,854.16
1c Residential Congregate Care—CSA Parental Agreements ; DSS Noncustodial Agreements	65,868.74	0.00	65,868.74	13,822.74	0.00	13,822.74	-52,046.00
1d Non-Mandated Services/Residential/Congregate	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1e Educational Services - Congregate Care	11,346.15	0.00	11,346.15	33,216.15	0.00	33,216.15	21,870.00
2a Treatment Foster Care – IV-E	61,903.00	0.00	61,903.00	39,363.00	0.00	39,363.00	-22,540.00
2a1 Treatment Foster Care	438.09	0.00	438.09	0.00	0.00	0.00	-438.09
2a2 Treatment Foster Care – CSA Parental Agreements ; DSS Noncustodial Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2b Specialized Foster Care – IV-E ; Community Based Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2b1 Specialized Foster Care	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2c Family Foster Care – IV-E ; Community Based Services	875.00	0.00	875.00	0.00	0.00	0.00	-875.00
2d Family Foster Care Maintenance only	0.00	0.00	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	14,578.58	0.00	14,578.58	6,574.58	4,866.64	1,707.94	-12,870.64
2f Community - Based Services	8,147.86	0.00	8,147.86	3,540.00	0.00	3,540.00	-4,607.86
2f1 Community Transition Services – Direct Family Services to Transition from Residential to Community	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2g Special Education Private Day Placement	10,296.00	0.00	10,296.00	8,316.00	0.00	8,316.00	-1,980.00
2h Wrap-Around Services for Students With Disabilities	480.00	0.00	480.00	0.00	0.00	0.00	-480.00
2i Psychiatric Hospitals/Crisis Stabilization Units	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Non-Mandated Services/Community-Based	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTALS	248,204.04	0.00	248,204.04	143,248.93	4,866.64	138,382.29	-109,821.75



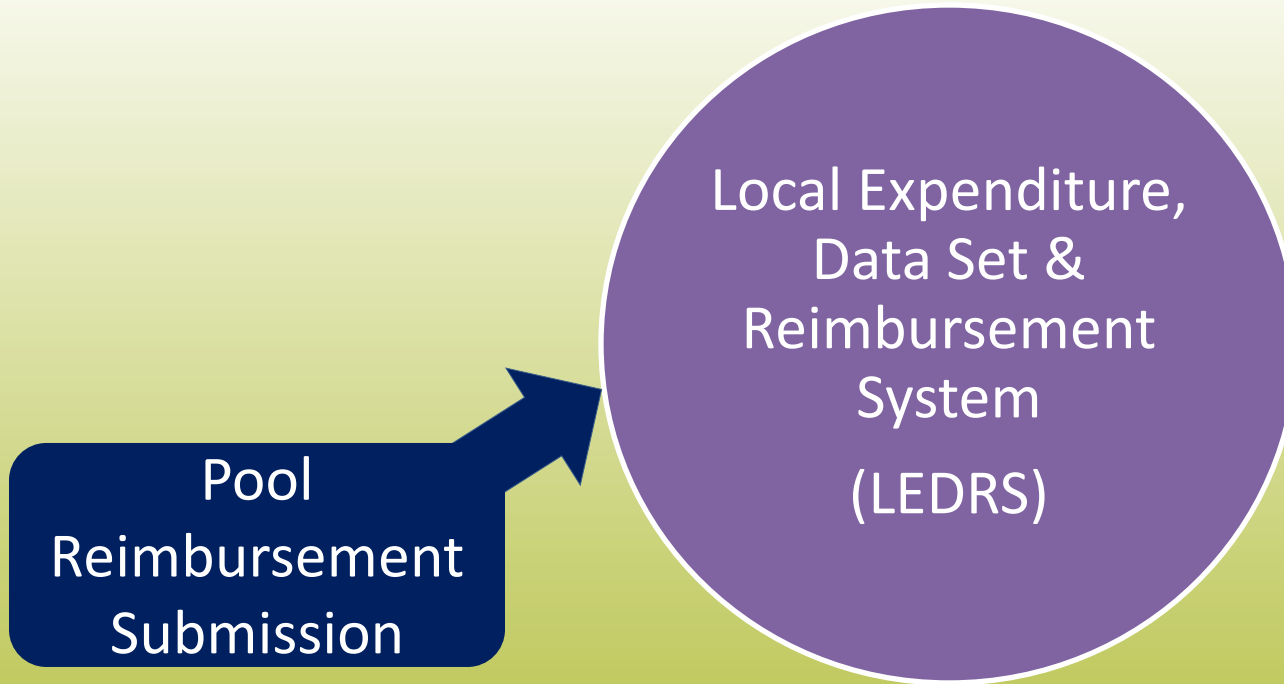
LEDRS file submission period

<u>Payment Dates</u>	<u>Submission Month</u>
July	August
July, August	September
..... September	October
.....October	November
.....November	December
.....December	January
.....January	February
.....February	March
.....March	April
.....April	May
.....May	June
.....June	July
.....June, July	August
.....June, July, August	September



Phase 3

Fiscal Year 18 – Implementation





Fiscal Year 18 – Implementation

No manual Pool Reimbursement

Report Submission

- Only ONE LEDRS File – Local Expenditure, Data Set & Reimbursement System file submission
- Once the file passes through the validation and is submitted successfully the LEDRS file submission shall generate a Pool Fund Reimbursement request for the Report Preparer to submit.
- After submission the Fiscal Agent shall approve



Fiscal Year 18 – File submission frequency

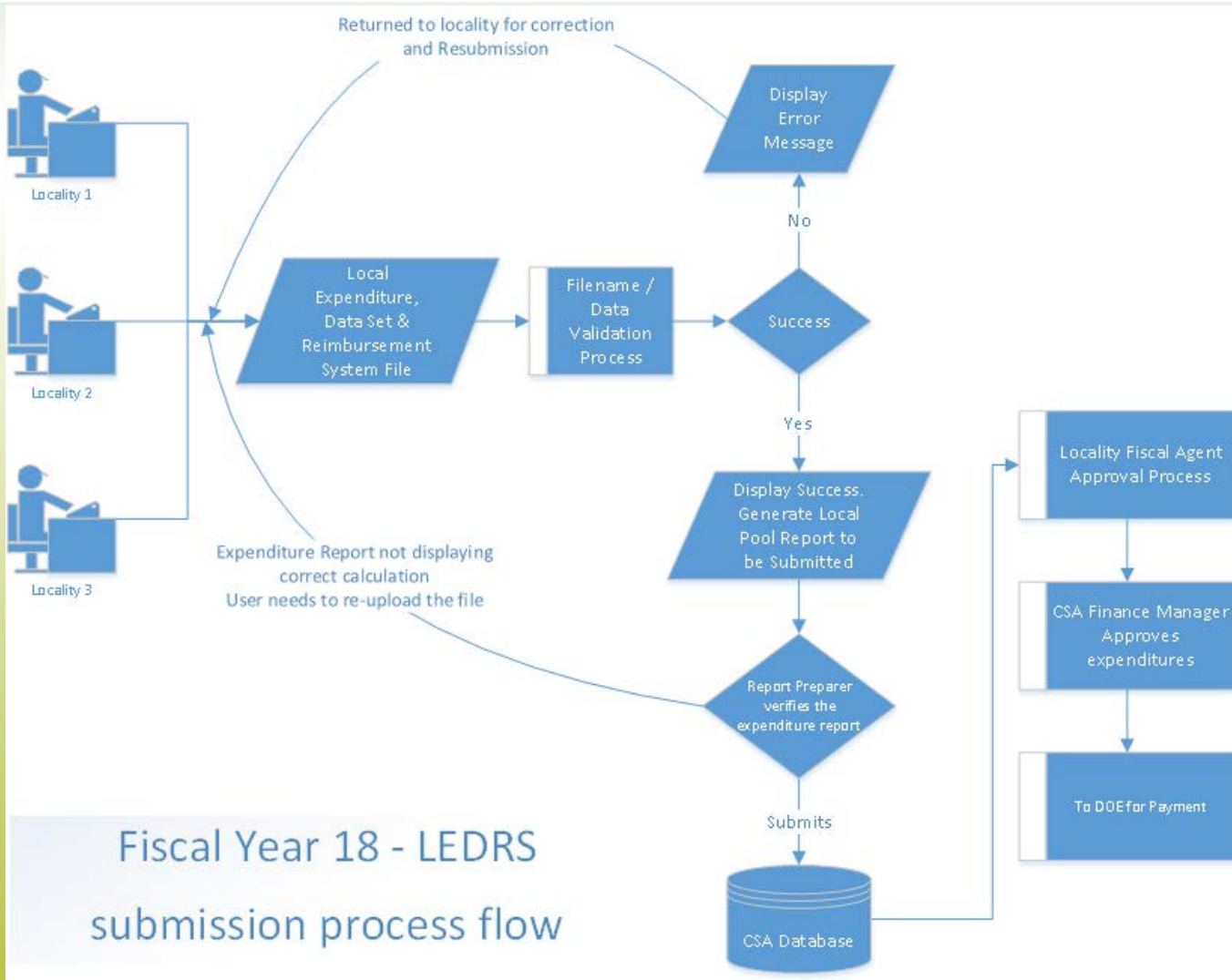
LEDRS File: Data is submitted at the same frequency as the Pool Reimbursement

Files shall be submitted no more than monthly and no less than quarterly.

Pool Reimbursement Report generated from the LEDRS File



Office of Children's Services





Title IV- E Submission

- Same Layout as LEDRS
- Quarterly file submission



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.



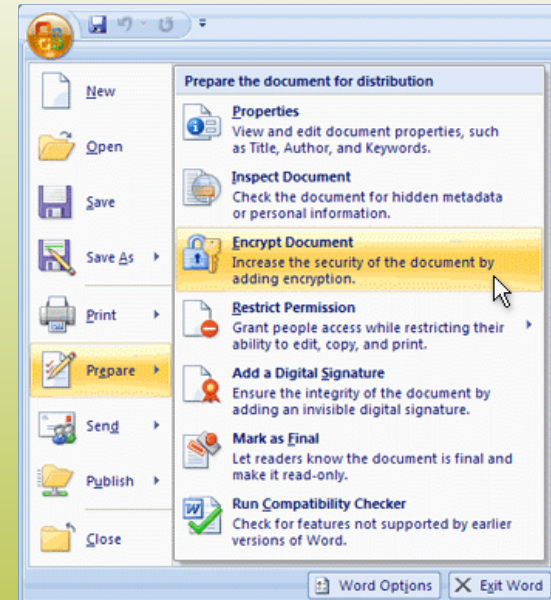
Procedures to encrypt sensitive information

You will need to communicate the password to the recipient in a separate email. **Never include the password in the same email with the encrypted file; always send the password in a separate email**

Set a password in a Word document

1. To encrypt your file and set a password to open it by clicking the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.

NOTE: No sensitive information should be included in the body of the email because the email itself cannot be encrypted.






Procedures to encrypt sensitive information

2. In the **Encrypt Document** dialog box, in the **Password** box, type a password, and then click **OK**.
3. You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.
4. In the **Confirm Password** dialog box, in the **Reenter password** box, type the password again, and then click **OK**.
5. To save the password, save the file.

NOTE: Attach the encrypted file to an email and send it to the recipient. DO NOT include the password in same email. In a separate email to the recipient, send them the password. Send it with a blank Subject line so it is not associated with the email containing the encrypted file.



Remove password protection from a Word document

- Use the password to open the document.
- Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.
- In the **Encrypt Document** dialog box, in the **Password** box, delete the encrypted password, and then click **OK**.
- Save the file.



Questions?



For more information:

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