

# CSA New Coordinator Academy

## March 10, 2016

### FINANCIAL REPORTING AND SUBMISSIONS

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# SESSION PURPOSE

- ▶ To provide a basic understanding of required CSA financial reporting including web access tools to assist local government with reporting and other financial information.



# What's Covered?

- ▶ Local Allocations
- ▶ Local Match Rates
- ▶ Pool Fund Expenditure Reporting
  - System Access
  - Reporting Requirements
- ▶ State Share Payments
  - Revenue Reconciliation
- ▶ Medicaid local share
  - Medicaid reports
- ▶ Other Helpful Reports



# CSA Allocations

- ▶ CSA General Fund (GF) Appropriations are comprised of four (4) component parts:
  - State Pool funding
  - Medicaid funding
  - Set aside (or supplement) funding
  - Administrative funding
- ▶ The allocation formula for both pool fund and Medicaid is directed by language in the Appropriations Act.
  - Current Act is Chapter 665; Item 279
- ▶ The current allocation formula was developed in 1998.



# CSA Allocations

- ▶ C. The funding formula to carry out the provisions of the Comprehensive Services Act for At-Risk Youth and Families is as follows:

*“C.1. Allocations. The allocations for the Medicaid and non-Medicaid pools shall be the amounts specified in paragraphs B 1 b and B 1 c in this Item. These funds shall be distributed to each locality in each year of the biennium based on the greater of that locality's percentage of actual 1997 Comprehensive Services Act pool fund program expenditures to total 1997 pool fund program expenditures or the latest available three-year average of actual pool fund program expenditures as reported to the state fiscal agent.”*

- *Language from the 2015 Appropriation Act*



# CSA Allocations

- ▶ Allocations are posted on the CSA web site
  - The FY16 non-Med file provides the FY16 non-Medicaid or pool fund allocations
  - The FY15 Medicaid file provides the FY16 Medicaid target allocations
- ▶ The site has historical allocations dating to 2001
- ▶ To view allocations:
  - Go to the CSA Website
  - Click on Statewide Statistics
  - Click on Pool Fund Expenditure Reports
  - Open Local allocations



# CSA Allocations

http://www.csa.virginia.gov/index.cfm

Office of Children's Services

CSA CHILD DATA SET

Virginia.gov Agencies | Governor Search Virginia.Gov

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Home || see the Proposed Policies Open for Public Comment listings in the What's New section below for details. Contact Us

**For Parents**

- Systems of Care
- Virginia Wraparound Center of Excellence (COE)
- Local Government Contacts
- Statewide Statistics
- State Executive Council
- State & Local Advisory Team
- CSA Reports and Publications
- CSA Code/Legislative Updates
- Gap Survey
- Archived News

**Welcome to the CSA Web Site!**

**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 purchase services for at-risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth.

**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.

**Administration of the CSA**

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.

**Administrative Memos**

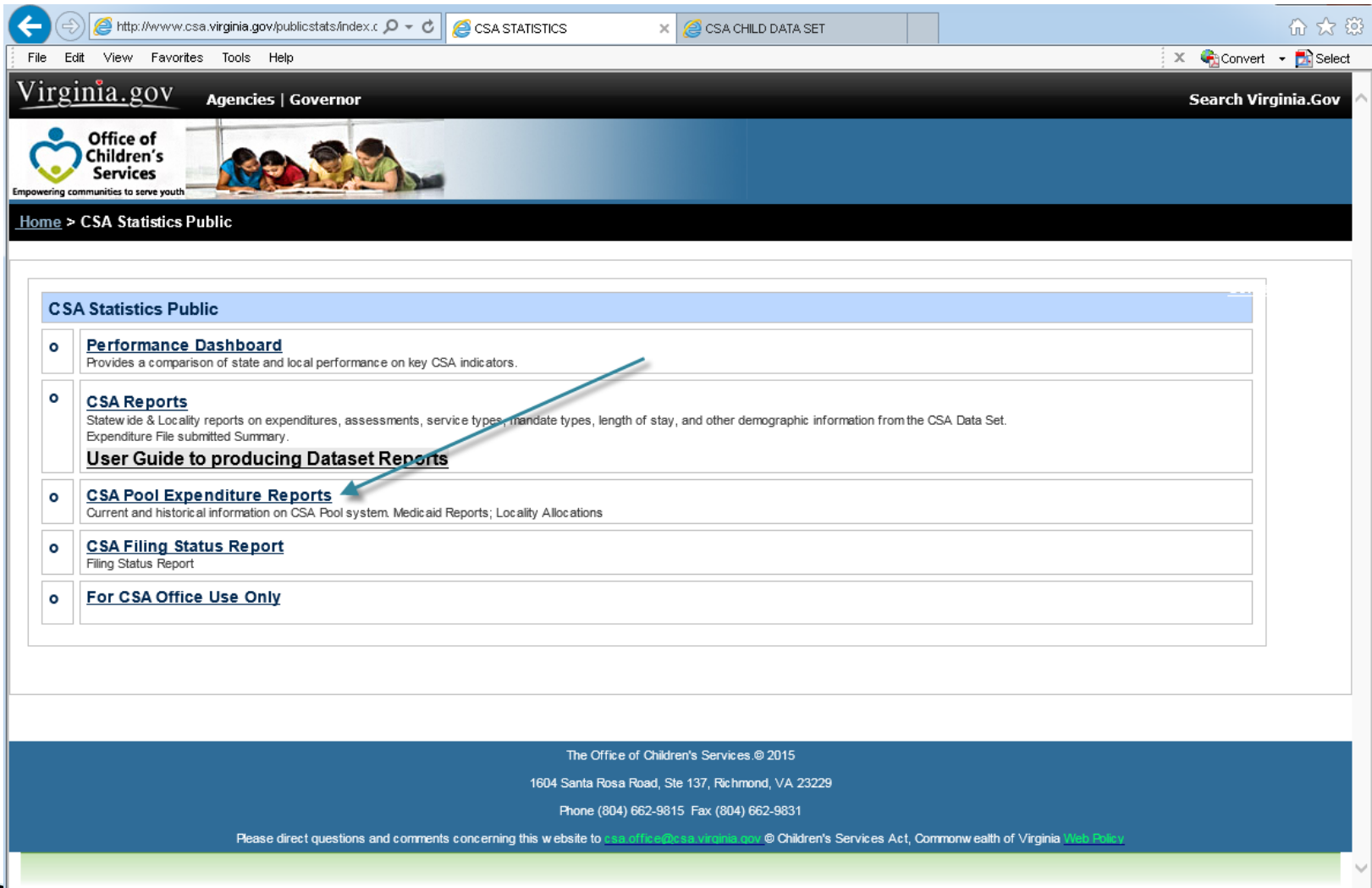
- CSA Policy Manual and User Guide
- Local Government Reporting
- CANS
- Program Audits
- Technical Assistance
- Resource Library
- CSA Service Fee Directory
- Training Calendar
- Denial of Funds

**Quick Links:**

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

**View CSA Expenditures**

# CSA Allocations



The screenshot shows a web browser window with the URL <http://www.csa.virginia.gov/publicstats/index.c>. The page header includes the Virginia.gov logo and navigation links for Agencies and Governor. The main content area is titled "CSA Statistics Public" and contains a list of links:

- [Performance Dashboard](#)  
Provides a comparison of state and local performance on key CSA indicators.
- [CSA Reports](#)  
Statewide & Locality reports on expenditures, assessments, service types, mandate types, length of stay, and other demographic information from the CSA Data Set.  
Expenditure File submitted Summary.  
[User Guide to producing Dataset Reports](#)
- [CSA Pool Expenditure Reports](#)  
Current and historical information on CSA Pool system. Medicaid Reports; Locality Allocations
- [CSA Filing Status Report](#)  
Filing Status Report
- [For CSA Office Use Only](#)

The footer contains contact information for the Office of Children's Services, including the address 1604 Santa Rosa Road, Ste 137, Richmond, VA 23229, and phone/fax numbers (804) 662-9815. It also includes a note to direct questions to [csa.office@csa.virginia.gov](mailto:csa.office@csa.virginia.gov).



# CSA Allocations

Virginia.gov Agencies | Governor Search Virginia.Gov

Office of Children's Services Empowering communities to serve youth

CSA Statistics Home > CSA Pool Reporting

## CSA Pool Reporting

### View Filed Reports

1. Record ID	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
2. FIPS	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
3. System Date	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
4. Period End Date	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
5. DOE Approved	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
6. FA NOT Approved			<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
7. PENDED			<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>

### Transaction History

1. Detailed Pool Fund Reimbursement History - FY16 Updated 12/28/2015		<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
2. Transaction History	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>

### Supplements

3. View Supplements	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
4. Supplement Dates	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>

### Utilities

4. Refund Report	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
5. GROSS Expenditure Report	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
5a. NET Expenditure Report	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
5b. Effective Match Rate Report	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
6. Expenditure Comparisons	<a href="#">10vs</a>	<a href="#">11vs</a>	<a href="#">12vs</a>	<a href="#">13vs</a>	<a href="#">14vs</a>	<a href="#">15vs</a>
	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
7. Expenditure \$ Cumulative	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
8. DOE Approved Pool Totals	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>		
8a. Preparer Approved Pool Totals	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>

### Locality Reports

- [Medicaid Billings](#)
- [Locality Allocations](#)
  - [2.1 Protected Amounts](#)
- [Census by Locality](#)
- [Expenditures by Locality](#)
- [Expenditure Refunds by Locality](#)
- [FY Unit Cost by Locality](#)
- Explanation of Terms [Service Categories](#) [Data Set Definitions](#)
- [Statewide Pool Expenditures, Census, Unit Cost by Year](#)
- [Statewide Pool Expenditures, Census, Unit Cost All Years \(FY94-FY15\)](#)
- [Pool Expenditures, Census, Unit Cost by Locality](#)
- [Pool Expenditures by Region](#)
- [Pool Reports by Date](#)
- [Pool Expenditures by Period FY09-FY15](#)
- [Preparer Pool Expenditures by Date](#)
- [Fiscal Agent Approved Pool Expenditures by Date](#)
- [Date Last Report Fiscal Agent Approved FY09-FY15](#)

# CSA Match Rates

- ▶ In July 2008, the State Executive Council (SEC) approved a hierarchy of service categories with varying local match rates
  - The system lowers the local match rate by 50% for community services.
  - The system increases the local match rate by 25% for congregate care services.
  - The system maintains a neutral or base match rate for treatment foster care, special education and wrap-around services



# Reporting Access

The screenshot shows a web browser window with the URL <http://www.csa.virginia.gov/index.cfm>. The page header includes the Virginia.gov logo, navigation links for Agencies and Governor, and a search bar. The main content area features a welcome message and several sections: "WHAT IS CSA?", "Mission Statement", "Administration of the CSA", and "Vision Statement". A blue arrow points from the "Local Government Reporting" link in the right-hand navigation menu to the "WHAT IS CSA?" section. The left-hand navigation menu lists various resources for parents, systems of care, and reports. A "View CSA Expenditures" button is located at the bottom left of the main content area.

Virginia.gov Agencies | Governor Search Virginia.Gov

Office of Children's Services Empowering communities to serve youth

Home || see the Proposed Policies Open for Public Comment listings in the What's New section below for details. Contact Us

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**Local Government Reporting**

**Administrative Memos**

**CSA Policy Manual and User Guide**

**CANS**

**Program Audits**

**Technical Assistance**

**Resource Library**

**CSA Service Fee Directory**

**Training Calendar**

**Denial of Funds**

**Quick Links:**

**Dept of Education**

**Dept of Social Services**

**Dept of Juvenile Justice**

**Dept of Behavioral Health and Developmental Services**

**Dept of Medical Assistance**

**View CSA Expenditures**

# Local Government Reporting Log-In Access

Office of Children's Services  
Empowering communities to serve youth

Home > Local Government Reporting/Contacts

**Local Government Reporting**

**Required Reporting Due Dates**

Quarter	Data Set Report Due	Quarter	Expenditure File Report Due
Qtr 1; Sept 30	no report	Qtr 1; Sept 30*	31-Oct
Qtr 2; Dec 31	31-Jan	Qtr 2; Dec 31	31- Jan
Qtr 3; Mar 31	30-Apr	Qtr 3; Mar 31	30-Apr
Qtr 4; June30	15-Oct	Qtr 4; June 30	31-Jul

Note: The Data Set and Expenditure file are two separate submissions.  
\*The Qtr 1; Sept 30 Expenditure file submission is the only expenditure submission that will contain 2 program years.

**CSA Reports Preparer Log In Screen**

To access your information, please enter your Username & Password below.

Username

Password

[View CSA Expenditures](#)

[CPMT Fiscal Agents: Click here to access Login Report Approval](#)

**Administrative Memos**

- CSA Policy Manual and User Guidance
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# CSA Reporting Main Screen

http://www.csa.virginia.gov/reports/do\_

Office of Children's Services

Virginia.gov Agencies | Governor Search Virginia.Gov

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Contact Us

## CSA Reports Destination Screen

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

You may enter the section by choosing your destination below:

[CSA Child Data Set](#)  
If you are uploading a Data Set File , please make sure you are logged in under your own name.  
You may need to be contacted if there are errors in your data file.  
You are currently logged in for Mary E. Parker

[CSA Pool Reimbursement Request Reports](#)

[CSA Supplemental Allocation Request](#)

**Actual Gross Data Set Expenditure Reports**

Select FY ▾

**Preparer Profile**

- [Click here to enter/edit your preparer profile.](#)
- [Add a new preparer](#)

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

# Pool Fund Reporting Main Screen

The screenshot shows a web browser window with the address bar displaying <http://www.csa.virginia.gov/reports2/fnc>. The browser tabs show "Office of Children's Services". The page header includes the "Virginia.gov" logo, "Agencies | Governor", and a "Search Virginia.Gov" field. Below the header is the "Office of Children's Services" logo with the tagline "Empowering communities to serve youth" and a photograph of children. The breadcrumb trail reads "Home > Local Government Reporting/Contacts".

**CSA Pool Reimbursement Request Reports Main Screen**  
You are logged in for Accomack. [Click here to log out.](#)

**FY16**

Enter Data in New Report—FY16

- [January 31, 2016](#)

View Previous Online Submissions—FY16  
Pended Reports are not shown here

- [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](#)

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View Transaction History ( set the sectio to be Dynamic from the admin page)

- [FY16 Transaction Report](#)
- [FY16 Pool Summary Report](#)
- [FY15 Transaction Report](#)
- [FY15 Pool Summary Report](#)
- [FY14 Transaction Report](#)
- [FY14 Pool Summary Report](#)

# CSA Expenditure Reporting Helpful Reports

- ▶ Key reports on the CSA web site:
  - Transaction History Report – provides a real-time summary of filed pool expenditure reports and available allocation
  - FA (fiscal agent) Not Approved Report – provides a listing of expenditure reports not yet approved by the locality fiscal agent
  - Medicaid Local Share Reporting – provides a monthly calculation of Medicaid local share
  - Pool Daily History Comparison – provides a year to date comparison of reported expenditures by expenditure category.
  - Detail Pool Fund Reimbursement History – provides a detail summary of state share payments and financial adjustments





# Example: Henrico County Oct. 2014 State Share Reimbursement

◦ October, 2014 Distribution	\$30,933.30
	=====
◦ This payment is comprised of:	
• July pool report	\$18,790.92
• August pool report	\$121,439.31
• Less:	
• July regular Medicaid	(\$49,516.54)
• July regular TFC	(\$1,103.41)
• Aug regular Medicaid	(\$56,206.00)
• Aug Expansion Medicaid	(\$1,551.47)
• Aug regular TFC	<u>(\$919.51)</u>
• Total paid	\$30,933.30
	=====

