

CSA New Coordinators Academy

March 10 – 12, 2015

FINANCIAL REPORTING AND SUBMISSIONS

- ▶ Presented by: Chuck Savage/Ty Parr
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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 2; 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 2014 Appropriations Act, Chapter 2*

CSA Allocations

- ▶ Allocations are posted on the CSA web site
 - The FY15 non-Med file provides the FY15 non-Medicaid or pool fund allocations
 - The FY15 Medicaid file provides the FY15 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/

File Edit View Favorites Tools Help

Virginia.gov Agencies | Governor Search Virginia.Gov

Home || Contact Us

Welcome to the CSA Web Site!

WHAT IS CSA?
The Comprehensive Services Act for At-Risk Youth and Families (CSA) is 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 Comprehensive 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.

CSA

Left Sidebar:

- News
- 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
- Site Index

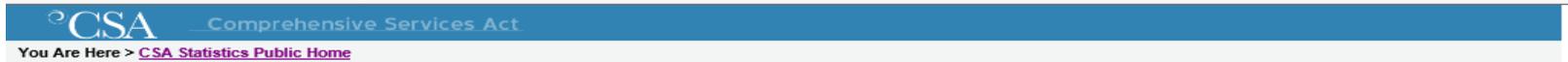
Right Sidebar:

- Administrative Memos
- CSA Manual
- 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

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CSA Allocations



CSA Statistics Public

- **[Performance Dashboard](#)**
Provides a comparison of state and local performance on key CSA indicators.
- **[Data Set Reports](#)**
Statewide & Locality reports on expenditures, assessments, service types, mandate types, length of stay, and other demographic information from the CSA Data Set.
- **[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 Office of Comprehensive Services. © 2012
1604 Santa Rosa Road, Wythe Building, Ste 137, Richmond, VA 23229
Phone (804) 662-9815 Fax (804) 662-9831
Please direct questions and comments to csa_office@csa.virginia.gov



CSA Allocations

http://www.csa.virginia.gov/publicstats/csa_pool.cfm

CSA STATISTICS

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CSA Comprehensive Services Act

CSA Statistics Home > CSA Pool Reporting

CSA Pool Reporting

View Filed Reports							
1. Record ID		10	11	12	13	14	15
2. FIPS		10	11	12	13	14	15
3. System Date		10	11	12	13	14	15
4. Period End Date		10	11	12	13	14	15
5. DOE Approved		10	11	12	13	14	15
6. FA NOT Approved				12	13	14	15
7. PENDED				12	13	14	15
Transaction History							
1. Detailed Pool Fund Reimbursement History - FY15 Updated 11/22/2014			11	12	13	14	15
2. Transaction History		10	11	12	13	14	15
Supplements							
3. View Supplements		10	11	12	13	14	15
4. Supplement Dates		10	11	12	13	14	15
Utilities							
4. Refund Report		10	11	12	13	14	15
5. GROSS Expenditure Report		10	11	12	13	14	15
5a. NET Expenditure Report		10	11	12	13	14	15
5b. Effective Match Rate Report		10	11	12	13	14	15
6. Expenditure Comparisons		09vs	10vs	11vs	12vs	13vs	14vs
7. Expenditure \$ Cumulative		10	11	12	13	14	15
8. DOE Approved Pool Totals		12	13	14	15		
8a. Preparer Approved Pool Totals		10	11	12	13	14	15
9. Period Last Report Filed		10	11	12	13	14	15
10. Reports by Period End		10	11	12	13	14	15
12. Pool Report Dates (ALL)		10	11	12	13	14	15

Locality Reports	
1. Medicaid Billings	
2. Locality Allocations	2.1 Protected Amounts
3. Census by Locality	
4. Expenditures by Locality	
5. Expenditure Refunds by Locality	
6. FY Unit Cost by Locality	
7. Explanation of Terms	Service Categories Data Set C
8. Statewide Pool Expenditures, Census, Unit Cost by Year	
9. Statewide Pool Expenditures, Census, Unit Cost All Years	
10. Pool Expenditures, Census, Unit Cost by Locality	
11. Pool Expenditures by Region	
12. Pool Reports by Date	
13. Pool Expenditures by Period FY09-FY14	
14. Preparer Pool Expenditures by Date	
16. Fiscal Agent Approved Pool Expenditures by Date	
17. Date Last Report Fiscal Agent Approved FY09-FY14	

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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

Virginia Comprehensive Services Act For At Risk Youth and Families (CSA) - Windows Internet Explorer provided by VA IT Infrastr

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

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Administrative Memos

- CSA Manual
- Local Government Reporting
- CAHS
- 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

Local intranet | Protected Mode: Off 100%

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Local Government Reporting Log-In Access

Virginia Comprehensive Services Act For At Risk Youth and Families (CSA) - Windows Internet Explorer provided by VA IT Infrastr

http://www.csa.virginia.gov/reports/default.cfm

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Local Government Reporting

CSA Reports Preparer Log In Screen

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

Username

Password

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

SAS Data Collection

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

If some parts of the site don't work correctly you can follow these links to upgrade your browser: [Internet Explorer 5.0](#).

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Systems of Care

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Site Index

Done Local intranet | Protected Mode: Off 100%

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CSA Reporting Main Screen

http://www.csa.virginia.gov/reports/do_login.cfm

Commonwealth of Virginia | Governor [Skip to Content](#) | [Web Policy](#) | [Contact Us](#)

CSA Reports Destination Screen

You are logged in for Henrico [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 Terry Painter-Beals
- [CSA Pool Reimbursement Request Reports](#)
- [CSA Supplemental Allocation Request](#)

Actual Gross Data Set Expenditure Reports

- [FY12](#)
- [FY11](#)
- [FY10](#)
- [FY09](#)

Preparer Profile

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

[Start of Page](#) - [Start of Content](#)
For Comments or Questions Concerning this Web Site, contact the [CSA Webmaster](#)
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Pool Fund Reporting Main Screen

http://www.csa.virginia.gov/reports2/index.cfm?fipsid=147&userid=44

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Home > Local Government Reporting/Contacts

CSA Pool Reimbursement Request Reports Main Screen

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

FY15

Enter Data in New Report—FY15

- [December 31, 2014](#)

View Previous Online Submissions—FY15
Pended Reports are not shown here

- [Period Ending November 30, 2014](#)
- [Period Ending October 31, 2014](#)
- [Period Ending September 30, 2014](#)
- [Period Ending August 31, 2014](#)
- [Period Ending July 31, 2014](#)

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

FY15 Transaction Report	FY15 Pool Summary Report
FY14 Transaction Report	FY14 Pool Summary Report
FY13 Transaction Report	FY13 Pool Summary Report
FY12 Transaction Report	FY12 Pool Summary Report
FY11 Transaction Report	FY11 Pool Summary Report
FY10 Transaction Report	FY10 Pool Summary Report
FY09 Transaction Report	FY09 Pool Summary Report
FY08 Transaction Report	FY08 Pool Summary Report
FY07 Transaction Report	FY07 Pool Summary Report

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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
	=====