



Office of
Comprehensive
Services

CSA IT Applications

New Coordinators Academy

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Office of Comprehensive Services



CSA Main Website

www.csa.virginia.gov

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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

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Quick Links:

- Dept of Education
- Dept of Social Services
- Dept of Juvenile Justice



CSA Mandatory Submissions

- A. Dataset Reports
- B. Expenditure File
- C. Pool Reimbursement Report



CSA Mandatory Submissions

Due Dates

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
<p>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.</p>			
<p>Pool Reimbursement Reports are due on a Monthly / Quarterly frequency depending on the locality</p>			



Navigation for Mandatory Submissions

A. Dataset Reports

- CBDRS Users
 1. Local Government Reporting (Right Rail)
 2. CSA Expenditure Reporting
 3. Data Entry
 4. Interim Screen followed by Login



Navigation for Mandatory Submissions

A. Dataset Reports

- CBDRS Users
 5. Data Export
 6. Select Expenditure File
 7. Validate
 8. Export



Navigation for Mandatory Submissions

A. Dataset Reports → CBDRS Users

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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
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Qtr 4; June30	15 -Oct	Qtr 4; June 30	31-Jul

Note: The Data Set and Expenditure file are two separate submissions.
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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](#)

CSA Expenditure Reporting

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

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Data Entry


Office of Comprehensive Services
 Empowering communities to serve youth

Username

Password



Navigation for Mandatory Submissions

A. Dataset Reports → CBDRS Users

The screenshot shows a web application interface for data export. At the top is a navigation menu with the following items: Home, Child Master List, Create New Child, Create/Edit Provider, Adjustment, Data Export, Reports, Edit Users, and Log Out. A red arrow labeled '5' points to the 'Data Export' menu item. Below the menu is a section titled 'DATA EXPORT' with a sub-instruction: 'click "Vaildate" to check Errors Before Exporting Dataset'. The main content area contains a table with two rows. The first row has two columns: the left column contains radio buttons for 'Expenditure File DataSet' and 'CSA', with a red arrow labeled '6' pointing to the 'CSA' option; the right column contains the text 'CSA Dataset due for FY15 Q2' and two buttons, 'Validate' and 'Export', with a red arrow labeled '7' pointing to the 'Validate' button. The second row has two columns: the left column contains a 'View Previous Exports' link with a red arrow labeled '6' pointing to it; the right column contains a 'Select' dropdown menu and three buttons: 'View', 'Reset', and 'Print', with a red arrow labeled '8' pointing to the 'View' button.

Home Child Master List Create New Child Create/Edit Provider Adjustment Data Export Reports Edit Users Log Out	
DATA EXPORT <i>click "Vaildate" to check Errors Before Exporting Dataset</i>	
<input type="radio"/> Expenditure File DataSet	<input checked="" type="radio"/> CSA
View Previous Exports	CSA Dataset due for FY15 Q2
	<input type="button" value="Validate"/> <input type="button" value="Export"/>
	<input type="button" value="View"/> <input type="button" value="Reset"/> <input type="button" value="Print"/>



Navigation for Mandatory Submissions

A. Dataset Reports

- All other Users
 1. Local Government Reporting (Right Rail)
 2. CSA Reports Preparer Log In Screen (User/Password)
 3. CSA Child Dataset
 4. Upload Data



Navigation for Mandatory Submissions

A. Dataset Reports → All other Users

Local Government Reporting

Required Reporting Due Dates			
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Qtr 1; Sept 30	no report	Qtr 1; Sept 30*	31-Oct
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CSA Reports Destination Screen

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

You may enter the section by choosing your destination:

- [CSA Child Data Set](#)
If you are uploading a Data Set File, please make sure you are...
You may need to be contacted if there are errors in your data file...
You are currently logged in for Wilma Vance
- [CSA Pool Reimbursement Request Reports](#)

CSA Child Data Set Main Screen

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

- Upload/Validate Data to CSA Data Set [\(Instructions\)](#)
- View Child Data Cards (Data From 6/31/2014)

[Upload Data](#)

[View & Print Child Data Cards](#)



Navigation for Mandatory Submissions

B. Expenditure File

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



Navigation for Mandatory Submissions B. Expenditure File → CBDRS Users

Home | Child Master List | Create New Child | Create/Edit Provider | Adjustment | **Data Export** | Reports | Edit Users | Log Out

DATA EXPORT

click "Generate to View Expenditure before Exporting Data"

Expenditure File | CSA
DataSet

Start Date: 10/1/2014 End Date: 12/30/2014

View Previous Exports

Select

Generate Export

View Reset Print



Navigation for Mandatory Submissions

B. Expenditure File

- All other Users
 1. Local Government Reporting (Right Rail)
 2. CSA Expenditure File
 3. File Upload
 4. Login (User/Password)
 5. Choose → Submit



Navigation for Mandatory Submissions

B. Expenditure File → All other Users

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View CSA Expenditures

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CSA File Upload

CSA File Upload Login

The standards related to the Upload files can be found in the two files listed below. Please note the file layout for the Expenditure reporting has changed. Please download the file definition to ensure that your data matches the current layout.

For information on the [File Naming Standard](#) [Click here](#)
For information on the [Expenditure File Layout](#) [Click here](#)

Username

Password

CSA File Upload Portal

The only expenditure submission that can be used for reporting is the one that is submitted. Please Note: Files larger than 27 MB will need to be compressed (.zip file).

Use the browser address bar to find the files you wish to upload on your local computer. Once the path of the file you wish to upload appears in the text area, click the "Upload" button.

No file chosen



Navigation for Mandatory Submissions

C. Pool Reimbursement Report

1. Report Preparer

- a) Preparers the report

2. Fiscal Agent

- a) Approves the report



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 **View CSA Expenditures**

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Dept of Behavioral Health and Developmental Services

Dept of Medical Assistance Services

CSA Knowledge Center



CSA other applications

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- View Rosters
- Update Rosters
- User Registration



CSA other applications

Statewide Statistics

- Performance Dashboard
- Data Set Reports
- CSA Pool Expenditure Reports
- CSA Filing Status Report



CSA other applications

Statewide Statistics

- CSA Filing Status Report

Filing Status Report

FY: QTR:

[See](#) [Prior](#)

FY	QTR
2015	1
2014	2
2013	3
2012	4
2011	
2010	
2009	
2008	
2007	
2006	
2005	



CSA other applications

Statewide Statistics → CSA Filing Status Report

CSA REPORTING		January 30, 2015							
CSA Reporting Filing Status Report FY15-QTR2						File Status Approved= Submission Completed In Progress= Under Review Returned= Requires Local Re submission			
FIPS	Locality	CSA Pool Reimbursement Reporting		CSA Data Set Reporting		CSA Expenditure Reporting		DSS IV-E Expenditure Reporting	
		Last Date Fiscal Agent Approved Pool Report	Last Period Fiscal Agent Approved Pool Report	Date Submission Completed	Days after 1/31/2015 Filing Date	Date File submitted	Files Status	Date File Submitted	File Status
1	Accomack	01/21/2015	12/31/2014	01/28/2015	-	01/21/2015	In Progress	01/22/2015	In Progress
3	Albemarle	12/15/2014	11/30/2014	01/14/2015	-	01/14/2015	In Progress	01/14/2015	In Progress
5	Alleghany	12/15/2014	11/30/2014	01/30/2015	-	01/30/2015	In Progress	01/30/2015	In Progress
7	Amelia	01/14/2015	12/31/2014	01/27/2015	-	01/30/2015	In Progress	01/05/2015	In Progress
9	Amherst	10/31/2014	09/30/2014	01/30/2015	-			01/26/2015	In Progress
11	Appomattox	12/18/2014	11/30/2014		-	01/27/2015	In Progress	01/23/2015	In Progress
13	Arlington	01/25/2015	12/31/2014	01/29/2015	-	01/29/2015	In Progress	01/28/2015	In Progress
15	Augusta	01/02/2015	12/31/2014	01/30/2015	-	01/28/2015	In Progress	01/28/2015	In Progress
17	Bath	01/12/2015	12/31/2014		-				
19	Bedford County	01/08/2015	12/31/2014	01/27/2015	-	01/28/2015	In Progress	01/28/2015	In Progress
21	Bland	12/22/2014	11/30/2014	01/15/2015	-	01/15/2015	In Progress	01/15/2015	In Progress
23	Botetourt	01/30/2015	12/31/2014	01/30/2015	-	01/30/2015	In Progress		
25	Brunswick	01/06/2015	12/31/2014	01/08/2015	-	01/08/2015	In Progress	01/05/2015	In Progress
27	Buchanan	01/05/2015	12/31/2014	01/27/2015	-	01/09/2015	In Progress	01/09/2015	In Progress
29	Buckingham	01/06/2015	12/31/2014	01/23/2015	-	01/23/2015	In Progress	01/23/2015	In Progress
31	Campbell	01/06/2015	12/31/2014	01/30/2015	-	01/28/2015	In Progress	01/28/2015	In Progress
33	Caroline	01/06/2015	12/31/2014	01/26/2015	-	01/26/2015	In Progress	01/26/2015	In Progress



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.



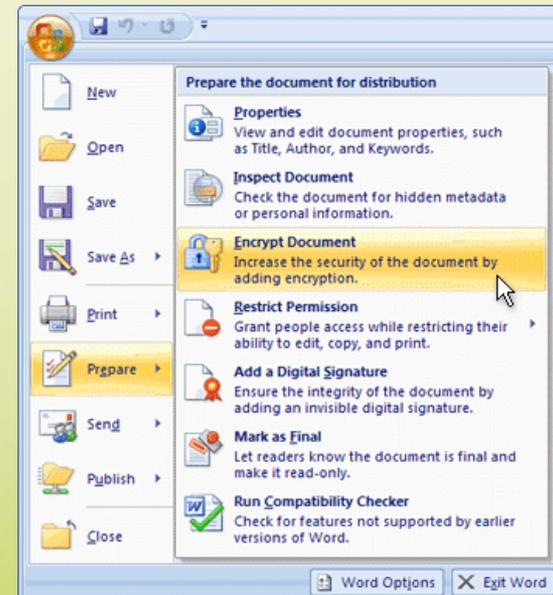
Procedures to encrypt sensitive information

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 this 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.



For more information:

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