



# CSA IT Applications

## New Coordinators Academy

Preetha Agrawal

Information Technology Director

Office of Children's Services



# CSA Main Website

www.csa.virginia.gov

The screenshot shows the homepage of the Virginia Office of Children's Services website. At the top, there is a navigation bar with the Virginia.gov logo, "Agencies | Governor", and a search box labeled "Search Virginia.Gov". Below this is a banner for the Office of Children's Services with the tagline "Empowering communities to serve youth" and a photo of children. A dark blue bar below the banner contains the text: "Public Comment is now being accepted on two policy matters before the State Executive Council. Please see the Proposed Policies Open for" followed by a "Contact Us" link.

The main content area is divided into three columns:

- Left Column (Navigation):** A list of links including "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", and "Archived News". At the bottom of this column is a button labeled "View CSA Expenditures".
- Center Column (Main Content):** Starts with a "Welcome to the CSA Web Site!" message. It features three sections:
  - WHAT IS CSA?:** A paragraph explaining that the Children's Services Act (CSA) is a law enacted in 1993 that establishes a single state pool of funds for at-risk youth services.
  - Mission Statement:** A paragraph stating the mission is to create a collaborative system of services and funding that is child-centered, family-focused, and community-based.
  - Administration of the CSA:** A paragraph stating that the State Executive Council (SEC) is the supervisory body responsible for programmatic and fiscal policies, while the Office of Children's Services (OCS) handles implementation.
  - Vision Statement:** A paragraph stating OCS envisions CSA as a national model for providing effective and innovative systems of care statewide for at-risk youth and families.
- Right Column (Quick Links):** A list of links including "Administrative Memos", "CSA Policy Manual and User Guide", "Local Government Reporting", "CANS", "Program Audits", "Technical Assistance", "Resource Library", "CSA Service Fee Directory", "Training Calendar", and "Denial of Funds". Below this is a "Quick Links:" section with links to "Dept of Education", "Dept of Social Services", and "Dept of Juvenile Justice".



# Explanation of Terms

- Pool Fund Expenditure Categories and Definitions
- Service Name Definitions



# Explanation of Terms

Home > [Local Government Reporting/Contacts](#)

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



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Empowering communities to serve youth



Home > [CSA Statistics Public](#)

## CSA Statistics Public

o [CSA Performance Measures For FY 2015](#)  
[Performance Measures Instructions](#)

[CSA Performance Measures / Outcome Indicators Report – FY2015 \(Statewide Data Report\)](#)

o [Performance Dashboard](#)

Provides a comparison of state and local performance on key CSA indicators.

o [Data Set Reports](#)

Statewide & Locality reports on expenditures, assessments, service types, mandate types, length of stay, and other demographic information.

[User Guide to producing Dataset Reports](#)

o [CSA Pool Expenditure Reports](#)

Current and historical information on CSA Pool system. Medicaid Reports; Locality Allocations

o [CSA Filing Status Report](#)

Filing Status Report

o [For CSA Office Use Only](#)

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# Explanation of Terms

**CSA Pool Reporting**
Contact Us

| View Filed Reports   |  |                      |                      |                      |                      |                      |                      |
|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1. Record ID   |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 2. FIPS  |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 3. System Date   |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 4. Period End Date   |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 5. DOE Approved  |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 6. FA NOT Approved   |  |                      |                      | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 7. PENDED  |  |                      |                      | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| Transaction History  |  |                      |                      |                      |                      |                      |                      |
| 1. Detailed Pool Fund Reimbursement History - FY17 Updated 1/25/2017 |  |                      | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 2. Transaction History   |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| Supplements  |  |                      |                      |                      |                      |                      |                      |
| 3. View Supplements  |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 4. Supplement Dates  |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| Utilities  |  |                      |                      |                      |                      |                      |                      |
| 4. Refund Report   |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 5. GROSS Expenditure Report  |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 5a. NET Expenditure Report   |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 5b. Effective Match Rate Report                                      |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 6. Expenditure Comparisons   |  | <a href="#">11vs</a> | <a href="#">12vs</a> | <a href="#">13vs</a> | <a href="#">14vs</a> | <a href="#">15vs</a> | <a href="#">16vs</a> |
|  |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 7. Expenditure \$ Cumulative   |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 8. DOE Approved Pool Totals  |  | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |                      |                      |
| 8a. Preparer Approved Pool Totals                                    |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 9. Period Last Report Filed  |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 10. Reports by Period End  |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 12. Pool Report Dates ( ALL )  |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |
| 13. Pool Daily History Comparison                                    |  | <a href="#">12</a>   | <a href="#">13</a>   | <a href="#">14</a>   | <a href="#">15</a>   | <a href="#">16</a>   | <a href="#">17</a>   |

| Locality Reports  |
|---|
| 1. <a href="#">Medicaid Billings</a>  |
| 2. <a href="#">Locality Allocations</a>   |
| <a href="#">2.1 Protected Amounts</a> ✕   |
| 3. <a href="#">Census by Locality</a>   |
| 4. <a href="#">Expenditures by Locality</a>   |
| 5. <a href="#">Expenditure Refunds by Locality</a>                                      |
| 6. <a href="#">Explanation of Terms</a>   |
| <a href="#">6.1 Service Placement Categories Update</a>                                 |
| <a href="#">6.2 LEDRS Details</a>   |
| <a href="#">6.3 Pool Fund Expenditure Categories and Definitions</a>                    |
| <a href="#">6.4 Service Names Definitions</a>   |
| 7. <a href="#">Statewide Pool Expenditures, Census, Unit Cost by Year</a>               |
| 8. <a href="#">Statewide Pool Expenditures, Census, Unit Cost All Years (FY94-FY16)</a> |
| 9. <a href="#">Pool Expenditures, Census, Unit Cost by Locality</a>                     |
| 101. <a href="#">Pool Expenditures by Region</a>  |
| 11. <a href="#">Pool Reports by Date</a>  |
| 12. <a href="#">Pool Expenditures by Period FY09-FY16</a>                               |
| 13. <a href="#">Preparer Pool Expenditures by Date</a>                                  |
| 14. <a href="#">Fiscal Agent Approved Pool Expenditures by Date</a>                     |
| 15. <a href="#">Date Last Report Fiscal Agent Approved FY09-FY16</a>                    |

5

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# Crosswalk

Service Name

vs.

Service Placement Type



# Crosswalk

Expenditure Category  
vs.  
Service Placement Type

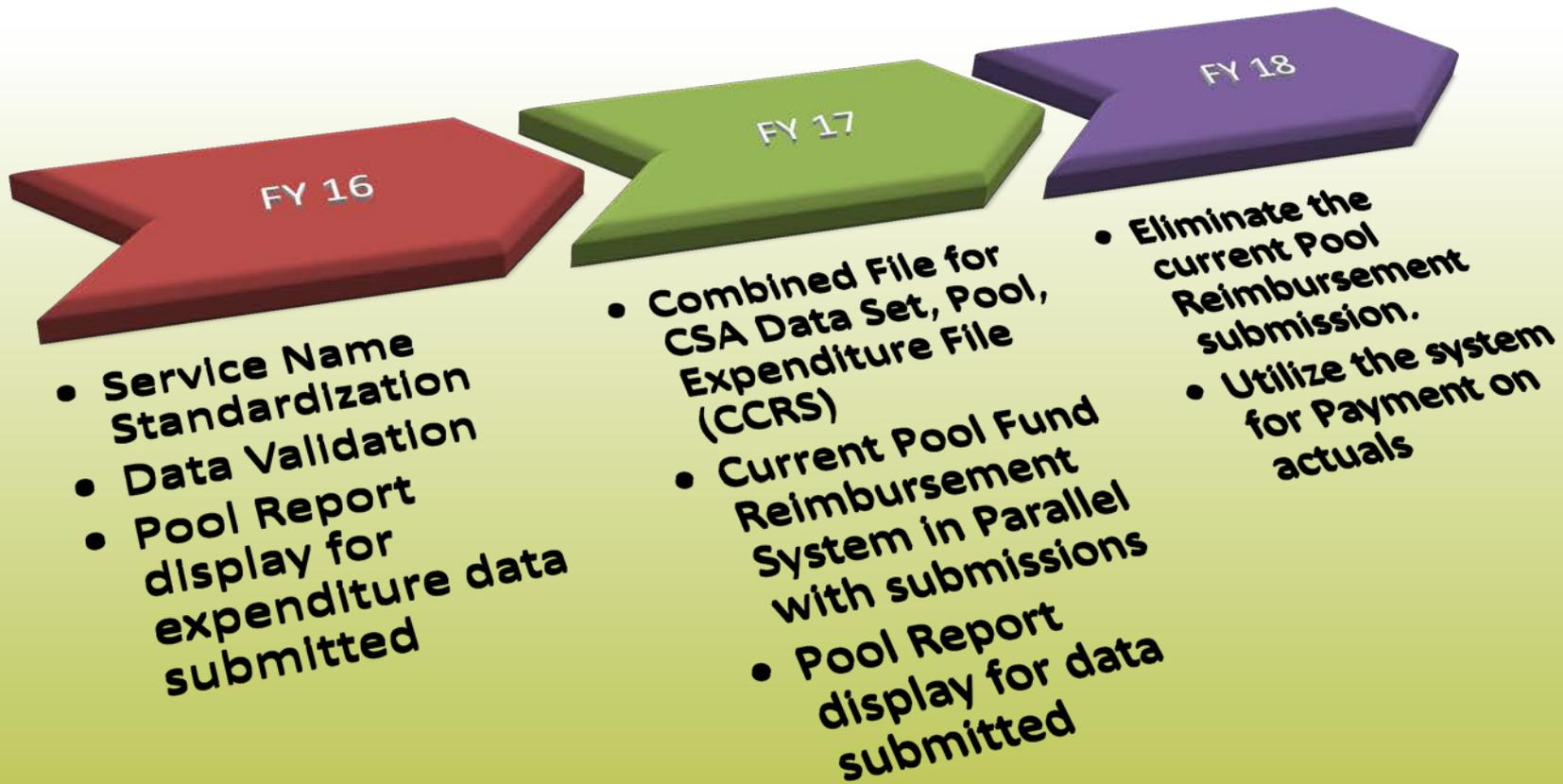


# Crosswalk

Expenditure Category  
vs.  
Mandate Type



# LEDRS Implementation Timeline





# CSA Mandatory Submissions Fiscal Year 17

~~No Data Set Submission~~

~~No Expenditure File Submission~~

LEDRS File Submission

Manual Pool Reimbursement Submission



## LEDRS File – Title IV-E

- Title IV-E LEDRS file shall be uploaded from a new link; [File Transfer Login](#) on Local Government Reporting
- File Layout is the same as that of CSA LEDRS
- **Quarterly** file submission frequency



# Fiscal Year 17 – LEDRS File

- Is a combined file containing data elements from the discontinued CSA Data Set and Expenditure File
- This file consists of detailed information of all clients/services/provider/PO/payments/refunds made by a locality
- This file shall contain data extracted after the last submission of a LEDRS file from the locality's IT system
- During the months of July, Aug, Sept, this file shall contain data for 2 Fiscal Years (current & previous)



# LEDRS File Naming

- Combined File Layout
- Standardization of the Filename
  - File Name: CSA\_Fips\_Frequency\_Year\_Period\_Report#.txt  
T4E\_Fips\_Frequency\_Year\_Period\_Report#.txt

CSA = CSA Funding Source

T4E = Title IV-E Funding Source

FIPS = County FIPS Code

Frequency = M (Monthly) or Q (Quarterly)

Year = Year of the file submission (YYYY)

Month/Quarter = Month# in case of Monthly submission Quarter# in case of quarterly submission

Report# = If the reporting is Monthly. Only one report is allowed for months 1, 2, 3, 4, 5, 6, 10, 11, 12.

Months 7, 8, 9 can have up to 5 reports

eg. ---> CSA\_001\_M\_2016\_10\_1.txt or

CSA\_001\_Q\_2016\_1\_1.txt



# LEDRS File Submission – Frequency

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

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

LEDRS file submission shall be in concurrence with Pool Fund Reimbursement request. Files shall be submitted no more than monthly and no less than quarterly.



# LEDRS & Pool Reimbursement Relation

- 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 Pool Report generated from the LEDRS file
- LEDRS file need to be submitted sequentially.



## Navigation for Mandatory Submissions LEDRS File

- All other Users
  1. Local Government Reporting (Right Rail)
  2. CSA Report Preparer Login
  3. CSA Pool Reimbursement Request Reports
  4. Browse → Choose file → Validate
  5. Submit File to OCS



# CSA Report Preparer Log in Screen

Virginia.gov Agencies | Governor Search Virginia.Gov

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Home > Local Government Reporting/Contacts

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

View CSA Expenditures

Twitter Facebook

Local Government Reporting

**STEP 2** → [CSA Report Preparer Login](#)

• [Fiscal Agent Login](#)  
Click here to access the Report Approval Login

• [CBDRS System Login](#)

• [File Transfer Login](#)  
LEDRS Title IV-E, Medicaid, VEMAT & OAS

Contact Us

Administrative Memos

CSA Policy Manual and User Guidance

**STEP 1** → [Local Government Reporting](#)

CANS

Program Audits

Certain features on this website is ONLY c  
**Explorer** is the preferred browser for this v

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Home > Local Government Reporting/Contacts

Local Government Reporting

CSA Reports Preparer Log In Screen

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

Username

Password

**STEP 3** →

Certain features on this website is only compatibility with Internet Explorer. Hence only Internet Explorer is the preferred browser for this web-site

View CSA Expenditures

Twitter Facebook

Administrative Memos

CSA Policy Manual and User Guidance

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



# CSA Report Preparer Main Menu

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Contact Us

## CSA Reports Main Menu

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

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[Child Data](#)

[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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# CSA Report Preparer – Pool Reimbursement Request Screen



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[Home](#) > [Local Government Reporting/Contacts](#)

## CSA Pool Reimbursement Request Reports Main Screen

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

FY17

**Enter Data in New Report—FY17**  
**A LEDRS File MUST be uploaded before you can submit a Reimbursement Request.**

- July 31,2016 - No LEDRS file located [Click here to Upload File](#) or [Enter Zero Dollar Report For the period July 31,2016](#)

**View Previous Online Submissions—FY17**  
Pended Reports are not shown here

---

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

- [FY16 Transaction Report](#)
- [FY15 Transaction Report](#)
- [FY14 Transaction Report](#)
- [FY13 Transaction Report](#)
- [FY12 Transaction Report](#)
- [FY11 Transaction Report](#)
- [FY16 Pool Summary Report](#)
- [FY15 Pool Summary Report](#)
- [FY14 Pool Summary Report](#)
- [FY13 Pool Summary Report](#)
- [FY12 Pool Summary Report](#)
- [FY11 Pool Summary Report](#)



# CSA Report Preparer – LEDRS Upload Screen

Version: 2.5.0.0

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Log Out Back to Pool Reimbursement Request Hello: Location : Contact Us

OCS File Upload System

**Please read before upload**

The standards related to the Upload files can be found in the following links:  
[File Naming Standard](#)  
[LEDRS File Layout](#)

**The only acceptable file extension is .pdf**

Local Expenditure, Data and Reimbursement System (LED) files must be named as follows:  
Medicaid - Claim, Member or Provider Information  
Medicaid - Payment or Adjustment  
Oasis & VEMAT - Data

**Any other file extensions will be rejected.**

Click on the "Browse" button to find and select the file on your local computer.  
Once the path of the file you wish to upload appears in the text box, click on the "File" button.

\*=Required

Validate File

Browse...

Choose File to Upload

Libraries Documents

Organize New folder

Documents library  
Includes: 2 locations  
Arrange by: Folder

Name

- 06-26-2015 DATA AND INFORMATION EXCHANGE AGREEMENT.pdf
- AmazonOrder12152015.pdf
- B1561241-Bread Maker.pdf
- Contract - Praed Foundation 2015.pdf
- CSA LEDRS VWebinar.pdf
- CSA SEC Timeline.pdf
- CSA Self Assessment Workbook Revised Oct 2015.pdf
- CSA Self Assessment Workbook Revised Oct 2015-2.pdf

File name: All Files (\*.\*)

Open Cancel



# CSA LEDRS Upload – Unsuccessful Screen

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Log Out Hello: [redacted] Location : [redacted] Contact Us

**Upload Unsuccessful!**

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

File Upload Result for FIPS

| Line No<br>(when header<br>eliminated) | Error Date | Error Message #  |
|--|------------|--|
| 5                                      | 07/20/16   | [redacted] : Duplicate Locality Payment Identifier( [redacted] ) found for Payment amount (686.00) |
| 6                                      | 07/20/16   | [redacted] : Duplicate Locality Payment Identifier( [redacted] ) found for Payment amount (686.00) |
| 7                                      | 07/20/16   | [redacted] : Duplicate Locality Payment Identifier( [redacted] ) found for Payment amount (686.00) |
| 8                                      | 07/20/16   | [redacted] : Duplicate Locality Payment Identifier( [redacted] ) found for Payment amount (686.00) |
| 47                                     | 07/20/16   | [redacted] : Duplicate Locality Payment Identifier( ) found for Payment amount(837.00)             |
| 59                                     | 07/20/16   | [redacted] : Duplicate Locality Payment Identifier( [redacted] ) found for Payment amount (686.00) |
| 60                                     | 07/20/16   | [redacted] : Duplicate Locality Payment Identifier( [redacted] ) found for Payment amount (686.00) |
| 61                                     | 07/20/16   | [redacted] : Duplicate Locality Payment Identifier( [redacted] ) found for Payment amount (686.00) |
| 62                                     | 07/20/16   | [redacted] : Duplicate Locality Payment Identifier( [redacted] ) found for Payment amount (686.00) |



# CSA Report Preparer – LEDRS Success Screen

Unit Development  
Virginia.gov Agencies | Governor Search Virginia.Gov

Office of Children's Services  
Log Out Back to Pool Reimbursement Request Hello: Location :

**Action Requested**

**LEDRS File Summary**

Results of LEDRS File validated on 10/19/2016  
 #Rows in the File (CSA): 92  
 Payment/Adjustment date range within the File: 10/13/2016 - 10/28/2016

**Part 1 - Expenditure Description (FY 2017)**

| 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) |
|---|----------------------|-----------------------------------|-------------------------------------|--|-------------------------|-----------------------|
| <b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>  |                      |                                   |                                     |  |                         |                       |
| 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) | 0.3385               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| 1b. Foster Care - all others in Licensed Residential Congregate Care  | 0.3385               | 4,500.00                          | 0.00                                | 4,500.00                               | 1,523.25                | 2,976.75              |
| 1c. Residential Congregate Care - CSA Parental Agreements ; DSS Noncustodial Agreements   | 0.3385               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| 1d. Non-Mandated Services/Residential/Congregate  | 0.3385               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| 1e. Educational Services - Congregate Care  | 0.2708               | 8,798.50                          | 0.00                                | 8,798.50                               | 2,382.63                | 6,415.87              |
| <b>2. OTHER MANDATED SERVICES</b>   |                      |                                   |                                     |  |                         |                       |
| 2a. Treatment Foster Care - IV-E  | 0.2708               | 9,675.00                          | 0.00                                | 9,675.00                               | 2,619.99                | 7,055.01              |
| 2a.1 Treatment Foster Care  | 0.2708               | 36,378.50                         | 229.56                              | 36,148.94                              | 9,789.13                | 26,359.81             |
| 2a.2 Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements  | 0.2708               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| 2c Family Foster Care - IV-E ; Community Based Services   | 0.1354               | 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                       | 0.2708               | 16,772.00                         | 4,115.64                            | 12,656.36                              | 3,427.34                | 9,229.02              |
| 2f Community - Based Services   | 0.1354               | 10,016.28                         | 0.00                                | 10,016.28                              | 1,356.20                | 8,660.08              |
| 2f.1 Community Transition Services - Direct Family Services to Transition from Residential to Community   | 0.1354               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| 2g Special Education Private Day Placement  | 0.2708               | 95,480.77                         | 0.00                                | 95,480.77                              | 25,856.19               | 69,624.58             |
| 2h Wrap-Around Services for Students With Disabilities  | 0.2708               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| 2i Psychiatric Hospitals/Crisis Stabilization Units   | 0.2708               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| 3 Non-Mandated Services/Community-Based   | 0.1354               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| 4 Grand Totals: (Sum of categories 1 through 3)   |                      | 181,621.05                        | -4,345.20                           | 177,275.85                             | -46,954.75              | 130,321.10            |

**Totals**  
 Total State Allocation Balance(Hon Wrap): 816,158.32  
 Total Expenditure(Hon Wrap) submitted: 177,275.85  
 Total State Allocation Balance(Wrap only): 0.00  
 Total Expenditure(Wrap only) submitted: 0.00

**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  | 4,026.00 |
| Child Support Collections through DCSE                                | 040  | 319.20   |
| Pool prior-reported expenditures re-claimed under IV-E                | 050  | 0.00     |
| Other:  | 090  | 0.00     |
| Refund Total:   |      | 4,345.20 |

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# CSA LEDRS Upload – Print Report Button



## LEDRS Upload Success Print

Results of LEDRS File Uploaded: 7/21/2016

FIPS:

#Rows loaded (CSA): 163

Payment/Adjustment date range within the UploadFile: 7/1/2016 - 7/14/2016

LEDRS 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) |
|--|----------------------|-----------------------------------|-------------------------------------|--|-------------------------|-----------------------|
| <b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>   |                      |                                   |                                     |  |                         |                       |
| <b>1a.</b> 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) | 0.3299               | 11,929.21                         | 0.00                                | 11,929.21                              | 3,935.45                | 7,993.76              |
| <b>1b.</b> Foster Care - all others in Licensed Residential Congregate Care  | 0.3299               | 20,396.33                         | 525.32                              | 19,871.01                              | 6,555.45                | 13,315.56             |
| <b>1c.</b> Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements   | 0.3299               | 6,752.92                          | 0.00                                | 6,752.92                               | 2,227.79                | 4,525.13              |
| <b>1d.</b> Non-Mandated Services/Residential/Congregate  | 0.3299               | 1,651.58                          | 0.00                                | 1,651.58                               | 544.86                  | 1,106.72              |
| <b>1e.</b> Educational Services - Congregate Care  | 0.2639               | 38,073.75                         | 0.00                                | 38,073.75                              | 10,047.66               | 28,026.09             |
| <b>2. OTHER MANDATED SERVICES</b>  |                      |                                   |                                     |  |                         |                       |
| <b>2a.</b> Treatment Foster Care - IV-E  | 0.2639               | 41,660.25                         | 0.00                                | 41,660.25                              | 10,994.14               | 30,666.11             |
| <b>2a.1</b> Treatment Foster Care  | 0.2639               | 21,892.32                         | 0.00                                | 21,892.32                              | 5,777.38                | 16,114.94             |
| <b>2a.2</b> Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements  | 0.2639               | 2,816.50                          | 0.00                                | 2,816.50                               | 743.27                  | 2,073.23              |
| <b>2b</b> Specialized Foster Care - IV-E ; Community Based Services  | 0.2639               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| <b>2b.1</b> Specialized Foster Care  | 0.2639               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| <b>2c</b> Family Foster Care - IV-E ; Community Based Services   | 0.1319               | 13,515.92                         | 0.00                                | 13,515.92                              | 1,782.75                | 11,733.17             |
| <b>2d</b> Family Foster Care Maintenance only  | 0.2639               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| <b>2e</b> Family Foster Care - Children receiving maintenance and basic activities payments; independent living stipend/arrangements                       | 0.2639               | 7,857.70                          | 1,008.00                            | 6,849.70                               | 1,807.64                | 5,042.06              |
| <b>2f</b> Community - Based Services   | 0.1319               | 14,710.14                         | 0.00                                | 14,710.14                              | 1,940.27                | 12,769.87             |
| <b>2f.1</b> Community Transition Services - Direct Family Services to Transition from Residential to Community   | 0.1319               | 3,200.00                          | 0.00                                | 3,200.00                               | 422.08                  | 2,777.92              |
| <b>2g</b> Special Education Private Day Placement  | 0.2639               | 10,208.00                         | 0.00                                | 10,208.00                              | 2,693.89                | 7,514.11              |
| <b>2h</b> Wrap-Around Services for Students With Disabilities  | 0.2639               | 17,542.00                         | 0.00                                | 17,542.00                              | 4,629.33                | 12,912.67             |
| <b>2i</b> Psychiatric Hospitals/Crisis Stabilization Units   | 0.2639               | 0.00                              | 0.00                                | 0.00                                   | 0.00                    | 0.00                  |
| <b>3</b> Non-Mandated Services/Community-Based   | 0.1319               | 15,725.00                         | 0.00                                | 15,725.00                              | 2,074.13                | 13,650.87             |
| <b>4</b> Grand Totals: (Sum of categories 1 through 3)   |                      | 227,931.62                        | 1,533.32                            | 226,398.30                             | 56,176.08               | 170,222.22            |

### PART 2 - EXPENDITURE REFUND DESCRIPTION

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

#### EXPENDITURE REFUND DESCRIPTION

| EXPENDITURE REFUND DESCRIPTION  | CODE | AMOUNT   |
|---|------|----------|
| Vendor Refunds and Payment Cancellations                              | 010  | 525.32   |
| 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  | 1,008.00 |
| Other:  | 090  | 0.00     |
| Refund Total:   |      | 1,533.32 |



CSA Pool Reimbursement Request Reports Main Screen

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

FY17

Enter Data in New Report—FY17

- [July 31, 2016](#)

View Previous Online Submissions—FY17

Pended Reports are not shown here

FY16

Enter Data in New Report—FY16

- [June 30, 2016](#) Report #2

View Previous Online Submissions—FY16

Pended Reports are not shown here

- [Period Ending June 30, 2016](#)
- [Period Ending May 31, 2016](#)
- [Period Ending April 30, 2016](#)
- [Period Ending March 31, 2016](#)
- [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](#)



## Navigation for Mandatory Submissions LEDRS File

- CBDRS Users
  1. Login to CBDRS System
  2. LEDRS File Export
  3. Validate
  4. Submit to OCS



# Navigation for Mandatory Submissions CBDRS Users – LEDRS File

Virginia.gov Agencies | Governor Search Virginia.Gov

Office of Children's Services  
Empowering communities to serve youth

Home > Local Government Reporting/Contacts

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

FY17

Enter Data in New Report—FY17

**A LEDRS File MUST be uploaded before you can submit a Reimbursement Request.**

- October 31, 2016 - No LEDRS file located Please upload LEDRS file from CBDRS. or [Enter Zero Dollar Report For the period October 31, 2016](#)

**View Previous Online Submissions—FY17**  
Pended Reports are not shown here

- [Period Ending September 30, 2016](#)
- [Period Ending August 31, 2016](#)
- [Period Ending July 31, 2016](#)

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**View Pool Reimbursement for submitted LEDRS files**

--Select--

---

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

- [FY17 Transaction Report](#)
- [FY16 Transaction Report](#)
- [FY15 Transaction Report](#)
- [FY14 Transaction Report](#)
- [FY17 Pool Summary Report](#)
- [FY16 Pool Summary Report](#)
- [FY15 Pool Summary Report](#)
- [FY14 Pool Summary Report](#)



# Navigation for Mandatory Submissions CBDRS Users – LEDRS File

Version: 2.5.0.0  
Virginia.gov Agencies | Governor Search Virginia.Gov

Office of Children's Services  
Empowering communities to serve youth

Hello: Location : Application Mode: CSA CBDRS\_MANUAL Contact Us

Home Child Master List Create New Child Create/Edit Provider Adjustment LEDRS File Export Reports Edit Users Log Out

**STEP 2** LEDRS DATA EXPORT  
Click "Validate" To Check Errors Before Exporting The LEDRS File"

Financial Reporting Status  
2017 Year to Date:  
Expenditures:\$ 459492.56  
Adjustments:\$ 0

Reporting Month of February:  
Expenditures: \$ 406951.75  
Adjustments: \$ 0

• LEDRS File Start Date: 10/1/2016 End Date: 10/31/2016 Validate

View Previous Exports: Select View Reset Print

**STEP 3**

| SSN | First Name | Last Name | Service Placement Type  | Payment Date | Invoice # | Status      | Amt     | Uploaded | Program Year |
|-----|------------|-----------|---|--------------|-----------|-------------|---------|----------|--------------|
|     |            |           | 6 - Alternative Day Placement/Special Education Private Day Placement | 10/01/16     | 08/01/16  | Expenditure | 25.00   | NO       | 2017         |
|     |            |           | 10 - Treatment Foster Home  | 10/01/16     | 08/01/16  | Expenditure | 1120.00 | NO       | 2017         |
|     |            |           | 10 - Treatment Foster Home  | 10/01/16     | 08/01/16  | Expenditure | 552.00  | NO       | 2017         |
|     |            |           | 10 - Treatment Foster Home  | 10/01/16     | 08/01/16  | Expenditure | 1705.00 | NO       | 2017         |
|     |            |           | 17 - Congregate Educational Services - for                            | 10/03/16     | 08/01/16  | Expenditure | 2655.00 | NO       | 2017         |



# Navigation for Mandatory Submissions CBDRS Users – LEDRS File

## EXPENDITURE REPORT

Location Code:

Program Year: 2017

Payment/Adjustment Reporting Period From: 10/1/2016 To: 10/31/2016

[Print](#) | [Download To Excel](#) | [Export Data?](#)

STEP 4

### PART 1 - EXPENDITURE DESCRIPTION REPORT

| Expenditure Description  | MatchRate | Expenditure  | Refunds | NetExpenditures | LocalShare  | StateShare  |
|--|-----------|--------------|---------|-----------------|-------------|-------------|
| 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) | 0.3402    | \$0.00       | \$0.00  | \$0.00          | \$0.00      | \$0.00      |
| 1b Foster Care - all others in Licensed Residential Congregate Care  | 0.3402    | \$205.74     | \$0.00  | \$205.74        | \$69.99     | \$135.75    |
| 1c Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements   | 0.3402    | \$0.00       | \$0.00  | \$0.00          | \$0.00      | \$0.00      |
| 1d Non-Mandated Services/Residential/Congregate  | 0.3402    | \$0.00       | \$0.00  | \$0.00          | \$0.00      | \$0.00      |
| 1e Educational Services - Congregate Care  | 0.2722    | \$21,945.00  | \$0.00  | \$21,945.00     | \$5,973.43  | \$15,971.57 |
| 2a Treatment Foster Care - IV-E  | 0.2722    | \$16,840.64  | \$0.00  | \$16,840.64     | \$4,584.02  | \$12,256.62 |
| 2a1 Treatment Foster Care  | 0.2722    | \$8,343.46   | \$0.00  | \$8,343.46      | \$2,271.09  | \$6,072.37  |
| 2a2 Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements  | 0.2722    | \$5,004.91   | \$0.00  | \$5,004.91      | \$1,362.34  | \$3,642.57  |
| 2b Specialized Foster Care - IV-E ; Community Based Services   | 0.2722    | \$0.00       | \$0.00  | \$0.00          | \$0.00      | \$0.00      |
| 2b1 Specialized Foster Care  | 0.2722    | \$0.00       | \$0.00  | \$0.00          | \$0.00      | \$0.00      |
| 2c Family Foster Care - IV-E ; Community Based Services  | 0.1361    | \$0.00       | \$0.00  | \$0.00          | \$0.00      | \$0.00      |
| 2d Family Foster Care Maintenance only   | 0.2722    | \$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                      | 0.2722    | \$1,642.00   | \$0.00  | \$1,642.00      | \$446.95    | \$1,195.05  |
| 2f Community - Based Services  | 0.1361    | \$9,800.00   | \$0.00  | \$9,800.00      | \$1,333.78  | \$8,466.22  |
| 2f1 Community Transition Services - Direct Family Services to Transition from Residential to Community   | 0.1361    | \$0.00       | \$0.00  | \$0.00          | \$0.00      | \$0.00      |
| 2g Special Education Private Day Placement   | 0.2722    | \$40,120.00  | \$0.00  | \$40,120.00     | \$10,920.66 | \$29,199.34 |
| 2h Wrap-Around Services for Students With Disabilities   | 0.2722    | \$4,883.00   | \$0.00  | \$4,883.00      | \$1,329.15  | \$3,553.85  |
| 2i Psychiatric Hospitals/Crisis Stabilization Units  | 0.2722    | \$0.00       | \$0.00  | \$0.00          | \$0.00      | \$0.00      |
| 3 Non-Mandated Services/Community-Based  | 0.1361    | \$1,166.50   | \$0.00  | \$1,166.50      | \$158.76    | \$1,007.74  |
| Total  |           | \$109,951.25 | \$0.00  | \$109,951.25    | \$28,450.17 | \$81,501.08 |

### 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   | 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, Line 4, Col (c). |      | \$0.00 |



# Navigation for Mandatory Submissions Pool Reimbursement Report

## **1. Report Preparer**

- a) Preparers the report

## **2. Fiscal Agent**

- a) Approves the report



# CSA other applications

- Local Government Contacts (Roasters)
- Statewide Statistics
- Gap Survey
- CANS
- CSA Service Fee Directory
- Training Calendar



# CSA other applications

Virginia.gov Agencies | Governor Search Virginia.Gov

Office of Children's Services Empowering communities to serve youth

Home || Public Comment is now being accepted on two policy matters before the State Executive Council. Please see the Proposed Policies Open for 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

**View CSA Expenditures**

**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

**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



# CSA other applications

## Local Government Contacts

- View Roasters
- Update Roasters
- User Registration



# CSA other applications

## Statewide Statistics

- CSA Performance Measures For FY2015 and FY2016
- 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**

[LEDRS CSA Filing Status](#)

[LEDRS Title-IVE Filing Status](#)

[Most Recent Locality Filing Status](#)

[Fiscal Year 2004-2016](#)

[Fiscal Year 2003 & Prior](#)

**LEDRS CSA Filing Status Report**

[Back to Filing Status](#)

Calendar Year:  Month:

**CSA - LEDRS Filing status for January**

File Names marked with \* are Zero dollar submissions

| FIPS | Locality Name | CSA File Name        | CSA Subn   |
|------|---------------|----------------------|------------|
| 1    | Accomack      | -                    | -          |
| 3    | Albemarle     | -                    | -          |
| 5    | Alleghany     | CSA_5_M_2017_1_1.txt | 02/23/2017 |
| 7    | Amelia        | CSA_7_M_2017_1_1.txt | 02/09/2017 |
| 9    | Amherst       | -                    | -          |



# CSA other applications

Statewide Statistics → Most Recent Filing Status Report

## Most Recent Locality Filing Status Report

| FIPS | Locality Name  | CSA File Name         | CSA Submitted Date | Title IV-E File Name                   | Title IV-E Submit Date | Pool Period End | Pool Submit Date |
|------|----------------|-----------------------|--------------------|--|------------------------|-----------------|------------------|
| 1    | Accomack       | CSA_1_M_2016_12_1.bt  | 01/30/2017         | T4E_1_Q_2016_2_1.bt                    | 01/25/2017             | 12/31/2016      | 02/02/2017       |
| 3    | Albemarle      | CSA_3_M_2016_11_1.bt  | 12/14/2016         | T4E_3_Q_2016_2_1.bt                    | 02/01/2017             | 10/31/2016      | 11/10/2016       |
| 5    | Alleghany      | CSA_5_M_2017_1_1.bt   | 02/23/2017         | T4E_005_Q_2016_2_1.bt                  | 01/31/2017             | 12/31/2016      | 01/30/2017       |
| 7    | Amelia         | CSA_7_M_2017_1_1.bt   | 02/09/2017         | T4E_7_Q_2016_2_1.bt                    | 01/28/2017             | 01/31/2017      | 02/09/2017       |
| 9    | Amherst        | CSA_009_M_2016_9_1.bt | 02/13/2017         | T4E_9_Q_2016_2_1.bt                    | 01/25/2017             | 09/30/2016      | 02/17/2017       |
| 11   | Appomattox     | CSA_11_M_2017_1_1.bt  | 02/14/2017         | LOCAL_Title4e2_011_20160405_090834.csv | 04/05/2016             | 12/31/2016      | 01/17/2017       |
| 13   | Arlington      | CSA_13_M_2017_1_1.bt  | 02/23/2017         | T4E_13_Q_2016_2_1.bt                   | 01/27/2017             | 12/31/2016      | 01/26/2017       |
| 15   | Augusta        | CSA_15_M_2017_1_1.bt  | 02/01/2017         | T4E_15_Q_2016_2_1.bt                   | 01/13/2017             | 01/31/2017      | 02/01/2017       |
| 17   | Bath           | CSA_17_M_2017_1_1.bt  | 02/02/2017         | T4E_17_Q_2016_2_1.bt                   | 01/06/2017             | 01/31/2017      | 02/07/2017       |
| 19   | Bedford County | CSA_19_M_2017_1_1.bt  | 02/22/2017         | T4E_19_Q_2016_2_1.bt                   | 01/31/2017             | 01/31/2017      | 02/22/2017       |
| 21   | Bland          | CSA_21_M_2017_1_1.bt  | 02/03/2017         | T4E_21_Q_2016_2_1.bt                   | 01/05/2017             | 12/31/2016      | 01/04/2017       |
| 23   | Botetourt      | CSA_23_M_2017_1_1.bt  | 02/02/2017         | T4E_23_Q_2016_1_1.bt                   | 12/22/2016             | 01/31/2017      | 02/02/2017       |
| 25   | Brunswick      | CSA_25_M_2017_1_1.bt  | 02/02/2017         | T4E_25_Q_2016_2_1.bt                   | 01/18/2017             | 01/31/2017      | 02/02/2017       |
| 27   | Buchanan       | CSA_27_M_2017_1_1.bt  | 02/02/2017         | T4E_27_Q_2016_2_1.bt                   | 01/12/2017             | 01/31/2017      | 02/02/2017       |
| 29   | Buckingham     | CSA_29_M_2017_1_1.bt  | 02/17/2017         | T4E_29_Q_2016_2_1.bt                   | 01/16/2017             | 11/30/2016      | 01/23/2017       |
| 31   | Campbell       | CSA_31_M_2017_1_1.bt  | 02/08/2017         | T4E_31_Q_2016_2_1.bt                   | 01/31/2017             | 01/31/2017      | 02/08/2017       |
| 33   | Caroline       | CSA_33_M_2017_1_1.bt  | 02/07/2017         | T4E_33_Q_2016_2_1.bt                   | 01/18/2017             | 01/31/2017      | 02/07/2017       |
| 35   | Carroll        | CSA_35_M_2017_1_1.bt  | 02/01/2017         | T4E_35_Q_2016_2_1.bt                   | 01/06/2017             | 01/31/2017      | 02/01/2017       |
| 36   | Charles City   | CSA_036_M_2017_1_1.bt | 02/03/2017         | T4E_036_Q_2016_2_1.bt                  | 01/31/2017             | 01/31/2017      | 02/03/2017       |
| 37   | Charlotte      | CSA_037_M_2017_1_1.bt | 02/01/2017         | T4E_37_Q_2016_1_1.bt                   | 11/07/2016             | 01/31/2017      | 02/01/2017       |
| 41   | Chesterfield   | CSA_41_M_2017_1_1.bt  | 02/13/2017         | T4E_41_Q_2016_1_1.bt                   | 02/01/2017             | 01/31/2017      | 02/15/2017       |
| 43   | Clarke         | CSA_043_M_2017_1_1.bt | 02/22/2017         | T4E_43_Q_2016_2_1.bt                   | 01/18/2017             | 12/31/2016      | 01/11/2017       |
| 46   | Craig          | CSA_45_M_2017_1_1.bt  | 02/09/2017         | T4E_45_Q_2016_2_1.bt                   | 01/13/2017             | 01/31/2017      | 02/14/2017       |
| 47   | Culpeper       | CSA_47_M_2017_1_1.bt  | 02/08/2017         | T4E_47_Q_2016_2_1.bt                   | 02/06/2017             | 01/31/2017      | 02/08/2017       |



# 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.



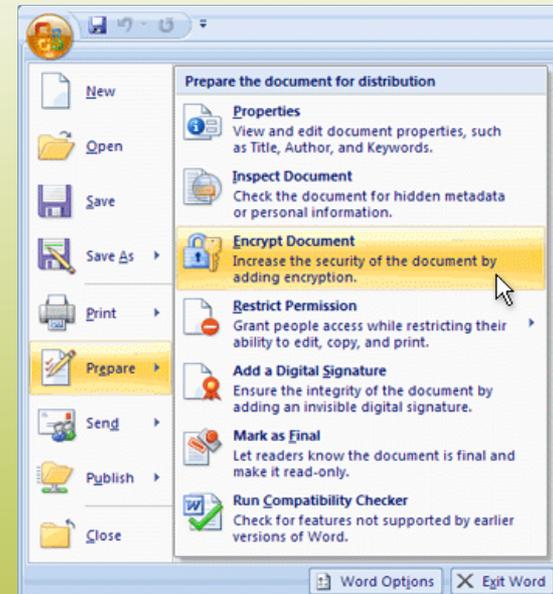
# Procedures to encrypt sensitive information

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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Information Technology Director

Office of Children's Services

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