RevMax Training – January 2019

FSFN Financial & Capturing Costs Correctly

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FSFN Financial

▶ Payment Guidance

▶ Setting up Service Types Correctly

▶ Recording Payments in FSFN for Extended Foster Care (EFC) Placements/Services

▶ Financial Monitoring

▶ Recording Payments in FSFN from Lessons Learned during the Administration for Children & Families (ACF) Title IV-E Eligibility Review

FSFN Financial Payment Guidance

FSFN Payment Reference Guide

The FSFN Payment Reference Guide provides the following information necessary to process payments accurately in FSFN, such as:

- Setting up the Service Types for Placements and Services, <u>with special attention to</u>:
  - How to set up if the cost is allowable as a Title IV-E Foster Care Maintenance Payment and the fund source should be determined based on the child or young adult's Title IV-E Eligibility.

- Service Category Descriptions – This is the first category chosen when setting up a Service Type or when choosing which Service Type to select when entering Placements, Services, processing manual Payments & Overpayment Adjustments, etc…
  - Describe what types of costs at a high level should be captured within each category.

FSFN Financial Payment Guidance

FSFN Payment Reference Guide {continued}

- Reporting Category Descriptions, which:
  - Describe what types of costs **can be** claimed for the Reporting Category, i.e., allowable costs;
  - **Should the Service Type be directed to the child/young adult's Title IV-E Eligibility Record based on the Reporting Category chosen**;
  - Other Cost Accumulators (OCA) associated with the Reporting Category; and
  - Program Eligibility {for some of the Reporting Categories}.

- Statewide Reporting Group Descriptions

- NYTD Reporting Group Descriptions

- And more…..

FSFN Financial Payment Guidance

The *FSFN Payment Reference Guide* can be obtained at:

http://eww.dcf.state.fl.us/ascbc/training/fsfn_payment_reference_guide.pdf

or

http://www.dcf.state.fl.us/programs/cbc/docs/17-18/FSFN%20Payment%20Reference%20Guide.pdf

or

http://centerforchildwelfare.fmhi.usf.edu/IL_EFC.shtml

website locations

Please Note: Always remember to look at the "Updated Date" located in the header of each page. As of 1/24/2019, the most recent FSFN Payment Reference Guide was "Updated January 24, 2019".

FSFN Financial
Setting Up Service Types Correctly

▶ **"Placement" Service Types**

▶ Eligibility – Is the funding determined by the child or young adult's Title IV-E Eligibility Record?

  ▶ If "Yes", then 'Applicable'

  ▶ If "No", then 'Not Applicable'

▶ License Type Required – Is the payment contingent upon if the Provider has a License documented in FSFN or not?

  ▶ If "Yes", then select the License Type option required for the Provider to have recorded as **active** in FSFN.

  ▶ If "No", then select 'No Existing License Type'

FSFN Financial
Setting Up Service Types Correctly

- **When must a License Type be selected?**

  - When the Service Type is used to record, regardless or if a payment will be processed or not, a child being placed or an additional service is being provided by a DCF <u>Licensed</u> <u>Foster Home</u> or <u>Group Home</u>, such as recording in FSFN a child or young adult's:

    - **Placement {Room & Board} – which for the EFC young adults would be the standardized SLA Service Type;**

  - These payments, if any payments are processed, would be paid directly to the Licensed Foster Home, Group Home, or a Child Placing Agency who would then pay the Foster Home.

  - When a License is required, the Service Type must be added to the FSFN Provider Management's page under "Licensed Services".

Has this Service Type been set up correctly?

▶ **How will this Provider be paid?**

  ▶ By **Day** or for the **Full Month**, regardless of when the Placement or Service is <u>ended</u> in FSFN?

    ▶ By Day – the payment will only be paid for the days within the Service Begin and Service End Dates, then **if**:

      ▶ A Daily Rate is established in FSFN, then the payment amount will be the **Daily Rate multiplied by the Number of Days**.

      ▶ A Monthly Rate is established in FSFN, then the payment amount will be **the Monthly Rate divided by Number of Days in the month, then multiplied by the Number of Days**.

    ▶ Full Month – the payment will be paid for the entire month regardless of when the Placement or Service is ended in FSFN. **Note: This is identified in the Service Type by checking the "Full Month" checkbox.**

    ▶ Advance – the payment will be calculated for ongoing Placements or Services a month in advance, when the advance month is entered when scheduling the financial batch. **Note: This is identified in the Service Type by checking the "Advance" checkbox.**

By looking at this Service Type, how are Providers paid?

FSFN Financial
Setting Up Service Types Correctly

▶ **How will the payment amount for this Placement or Service be calculated?**

   ▶ **Rate by Service** or **Rate by Provider**? For whichever one is chosen, always remember to check the "**Rate by Child Allowed**" checkbox {this will always be a "safety net" in establishing a rate for a child or young adult}.

      ▶ **Rate by Service** – if this radio button is selected then rate should be established within the Maintain Services page within the Service Type itself.

         ▶ Pro: The updated rate will be reflected for multiple children or young adult's using the Service Type will no other update required; however, this update <u>MUST</u> be done by using the Maintain Services Page in the Service Rate section **only**.

      ▶ **Rate by Provider** – if this radio button is selected then rate <u>MUST</u> be established within the Provider Management's page, under the 'Services' tab. Provider Rates are updated as well on the Provider Management's page.

FSFN Financial
Setting Up Service Types Correctly

Let's Check Our Knowledge –

Using the FSFN Payment Reference Guide, fill in the blanks below of the options you would choose?

You as the assigned individual within your CBC sets up new Service Types for all Placements and Services. You have just been asked to set up a new Service Type for the 1/4/19 FSFN released EFC Program.

Your CBC needs to have a Service Type established in order to pay for exam fees benefitting the young adults in EFC, specifically for those young adults who turned 18 after 1/4/19. Go to the next slide to answer……

FSFN Financial
Setting Up Service Types Correctly

- Service Category _____

- Service Type Title (Med Desc)_____

- Effective Date_____

- Service or Placement_____

- Reporting Category_____

- Eligibility_____

- License Type Required_____

- Statewide Reporting_____

- NYTD Reporting_____

- Rate by Service or Rate by Provider_____

- Rate is established where in FSFN_____

- Would you check the 'Full Month' box_____

- Would you check the 'Advance' box_____

- Should the rate established be Daily or Monthly_____

FSFN Financial
Setting Up Service Types Correctly

Let's Check Our Knowledge again…..–

Using the FSFN Payment Reference Guide, fill in the blanks below of the options you would choose?

You as the assigned individual within your CBC sets up new Service Types for all Placements and Services. You have just been asked to set up a new Service Type for the 1/4/19 FSFN released EFC Program.

Now…. your CBC needs to have a Service Type established in order to pay for monthly utilities for the young adults in EFC, specifically for those young adults who were currently in EFC prior to 1/4/19, were Title IV-E Eligible when he/she turned 18, but a few months after turning 18 decided to opt out of EFC or no longer participated in the EFC Program for about six (6) months, then became EFC Program eligible by working full time beginning in October 2018. Go to the next slide to answer……

FSFN Financial
Setting Up Service Types Correctly

- ▶ Service Category _____

- ▶ Service Type Title (Med Desc)_____

- ▶ Effective Date_____

- ▶ Service or Placement_____

- ▶ Reporting Category_____

- ▶ Eligibility_____

- ▶ License Type Required_____

- ▶ Statewide Reporting_____

- ▶ NYTD Reporting_____

- ▶ Rate by Service or Rate by Provider_____

- ▶ Rate is established where in FSFN_____

- ▶ Would you check the 'Full Month' box_____

- ▶ Would you check the 'Advance' box_____

- ▶ Should the rate established be Daily or Monthly_____

FSFN Financial
Recording Payments in FSFN for EFC Placements/Services

Recording Payments in FSFN for EFC Placements/Services –

From these past two weeks since the "Go-Live" for the new EFC Program in FSFN, there have been lessons learned from dealing with the FSFN 'halts', as well as answers provided to specific questions which had not been thought of prior to the release.

▶ **FSFN 'halts'** – this happened when the standardized SLA Service Types were established and some were set up using the 'Child Caring Agency (CCA)' for the "License Type Required" option within the Service Type; specifically, the <u>SLA Assisted Living Facility </u>Service Type. Since Assisted Living Facilities are not licensed by the Department, there is not a documented DCF license in FSFN which would map to the Provider Management's page allowing the FSFN user to enter a 'Licensed Service' for that provider. If the Service Types are not linked to the Provider Management page, then the Service Type is <u>not included</u> as one of the options in the Service Type dropdown when entering the EFC young adult's Placement. **Lesson learned:** All of the SLA Assisted Living Facility Service Types need to have 'No Existing License Type' for the "Licensed Type Required" within the Service Type.

FSFN Financial
Recording Payments in FSFN for EFC Placements/Services

Recording Payments in FSFN for EFC Placements/Services {continued} –

▶ **Questions answered –**

    ▶ Question – 1) How can a future payment be made in FSFN for a Placement? We have a young adult who is renting an apartment now (1/20/2019), but she plans on moving to a new apartment, in a different apartment complex, with a move-in date of 2/1/2019. The landlord is requiring a Security Deposit and 1st Month's rent prior to her moving in on 2/1/2019. 2) How does this get recorded in FSFN so that the payment can be made to the landlord prior to the 2/1/2019 date?

    ▶ Answer – 1) No, future payments cannot be processed in FSFN when the EFC young adult has not been entered in FSFN for that Placement, and "Future" Placements cannot been entered in FSFN. 2) In order for the Security Deposit and the 1st Month's Rent to be processed and paid prior to the young adult being placed with this new Provider (new apartment), <u>we have added two (2) **new** standardized 'Service' Service Types that all CBCs need to create to process these payments</u>.

        ▶ **SLA Rental Security Deposit {for (EFC), (EFC21), (EF-T), and (EF-NT)}; and**

        ▶ **SLA Required Rental Advance Pmt {for (EFC) (EFC21), (EF-T), and (EF-NT).**

The 'SLA Rental Security Deposit' Service Type must be used even if the Security Deposit DOES NOT have to be paid in advance.

Recording Payments in FSFN for EFC Placements/Services {continued} –

▶ **Questions answered {continued}** –

  ▶ Answer {continued} – Please see the below steps:

    ▶ Create the new standardized 'Service' Service Types as directed by the FSFN Payment Reference Guide {begins on Page 19 of the reference guide}

    ▶ As soon as you need these payments, enter each of the Service Types, SLA Rental Security Deposit & SLA Required Rental Advance Pmt, separately by entering the Service with a Service Begin and a Service End Date or by entering a manual payment for each one. Whichever way is chosen, make sure the Service Begin Date and Service End Date only reflect one day. - Schedule the Financial Batch; - Review the Pending Invoices; - Release the Pending Invoices when you are ready for the payments to come through on the Checkwrite File; - Record and generate check within the CBC's accounting system.

    ▶ When the day comes to actually enter the EFC young adult's Placement in FSFN, do so as you normally would. When it is time to generate the next month's rental check (which in this example would be March's payment), then most likely the February payment will generate at this time too. When this happens, cancel the Pending Invoice for the February payment since this 1st month was paid for with the 'SLA Required Rental Advance Pmt' Service Type.

  Please Note: This scenario can be used for other SLA Placement Types as well, but the two new standardized 'Service' Service Types must be used to record these types of payments.

FSFN Financial Financial Monitoring

Financial Monitoring by the Office of CBC/ME Financial Accountability (OFA)

The Office of Child Welfare (OCW) established these new standardized 'Placement' and 'Service' Service Types for the EFC Program for reporting purposes. In order for OCW to gather data and report on various topics for the EFC Program, these standardized Service Types must be created and used correctly by each of the CBCs. To ensure this is being done, OFA will monitor that these Service Types have been correctly set up and that the CBCs are using them correctly in FSFN. CBC will be contacted and asked to correct if OFA discovers:

▶ Living Arrangements are being entered in FSFN for any EFC young adult, ages 18 up to 21, instead of a Placement;

▶ The standardized Service Types are not categorized as 'Independent Living' for the Service Category;

▶ The standardized Service Types have not been titled correctly; or

▶ The standardized Service Types have not been mapped to the appropriate categories as indicated in the FSFN Payment Reference Guide.

FSFN Financial
ACF Title IV-E Eligibility Review
Lessons Learned

The DCF Payment Summary and Eligibility Status Detail Report {Handout provided}

This is the report that was created to provide ACF the payment history for each child sampled in the Title IV-E Eligibility Review. Using this report, along with the questions received by ACF, areas were identified where improvements can be made to better document a child's payment history:

▶ Ensure all Service Types which are mapped to the Foster Home and Group Home Reporting Categories are set up with the "Eligibility" data field as being 'Applicable';

▶ Review payments for what appear to be duplicate payments. If payments are identified and upon further review are not duplicate payments, then have the CBC review their Service Types to see if some sound duplicate in nature. If so, then new Service Types will need to be created to better illustrate what the payment is actually for;

▶ Have CBC define their Service Types as to what type of costs are being captured, just like the Department defines Reporting Categories; and

▶ Review payments to ensure that non-allowable Title IV-E Foster Care Maintenance Payments are not being coded to Service Types mapped to the Foster Home and Group Home Reporting Categories.

Additional Questions

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