



REVMAX TRAINING – JANUARY 2023

FINANCE: LITTLE BIT OF THIS, LITTLE BIT OF THAT

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OFFICE OF CBC/ME FINANCIAL ACCOUNTABILITY



THE FSFN FINANCIAL WORLD

- THINGS THAT CAN'T BE LIVED WITHOUT
- VERIFYING PROVIDER LICENSE TYPE WITH SERVICE TYPES
- THINGS THAT MAKE YOU GO "HMMM.."
- FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS
- HELPFUL HINTS





THE FSFN FINANCIAL WORLD

THINGS THAT CAN'T BE LIVED WITHOUT



THE FSFN PAYMENT REFERENCE GUIDE

Florida Safe Families Network (FSFN)

PAYMENT REFERENCE GUIDE

Updated January 20, 2023



SECTION 3 - REPORTING CATEGORY/ELIGIBILITY/OCA TABLE

CURRENT OR NEW	REPORTING CATEGORY <i>(by Program)</i>	ELIGIBILITY	OCA	OCA TITLE	Page Number
ADOPTION					
Current	Adoption	Admin 50/50	MP000	Non-Recurring Adoption Expenses	94
		Applicable -			
		Adoption TANF Eligible	39MAS	Maintenance Adoption Subsidies – Other	
		Adoption TANF Ineligible	WO006	Maintenance Adoption Subsidies – Other	
		Adoption TANF Pending	WO006	Maintenance Adoption Subsidies – Other	
		Title IV-E Adoption Eligible	WR001	Maintenance Adoption Subsidies – Title IV-E	
		Title IV-E Adoption Pending	WO006	Maintenance Adoption Subsidies – Other	
		Not Applicable	WO006	Maintenance Adoption Subsidies – Other	
Current	Adoption Medical Assistance	Not Applicable	SFMSA	Medical Subsidy Assistance	95
Current	Adoption Support Svcs – Client Specific Svc	Not Applicable	ASOCS	Adoption Support Services – Pre-adoptive and Post-adoptive	96
Current	Extended Adoption	Applicable -			
		Title IV-E Adoption Pending	WO007	Extended Maintenance Adoption Subsidies – Other	105
		Title IV-E Adoption Eligible	WR002	Extended Maintenance Adoption Subsidies – Title IV-E	



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CURRENT OR NEW	REPORTING CATEGORY	ELIGIBILITY	OCA	OCA TITLE	Page Number
		Please Note: Ongoing Placements/Services which began prior to 8/1/2019 with Payment Service Dates of 8/1/2019 and after are reported to OCA LCGH.		Licensed Care – Residential Group Homes / Emergency Shelter	
		Title IV-E Foster Care Pending	LCRGE		
		Please Note: Ongoing Placements/Services which began prior to 8/1/2019 with Payment Service Dates of 8/1/2019 and after are reported to OCA LCGH.		Licensed Care – Residential Group Homes / Emergency Shelter	
		Not Applicable	LCRGE		
Current	Level I Licensed Foster Home <i>(Effective 7/1/20)</i>	Applicable -			
		Title IV-E Foster Care Eligible Non-Reimbursable	LCLVI	CBC – Level I Licensed Care Foster Home Payments Ineligible	140
		Title IV-E Foster Care Eligible Reimbursable	LCLVE	CBC – Level I Licensed Care Foster Home Payments Title IV-E Eligible	
		Title IV-E Foster Care Ineligible	LCLVI	CBC – Level I Licensed Care Foster Home Payments Ineligible	
		Title IV-E Foster Care Pending	LCLVI	CBC – Level I Licensed Care Foster Home Payments Ineligible	
		Not Applicable	LCLVI	CBC – Level I Licensed Care Foster Home Payments Ineligible	
Current	Other Client Svcs – Out-of-Home	Not Applicable	CSFOH	Other Client Services / Out-of-Home – FSFN Entry Only	157
		Please Note: Ongoing services which began prior to 7/1/2018 with Payment Service Dates of 7/1/2018 and after are reported to OCA CSFOH.		Other Client Services / Out-of-Home	
		Not Applicable	CS00H		
Current	Safe Foster Home <i>(Effective 8/1/19)</i>	Applicable -			144



Section 3 – Reporting Category/Eligibility/OCA Table

Keep this 19-page section printed out and made readily available. This can't be stressed enough, as this ensures that Service Types have the:

- ▶ Correct Reporting Category selected, based on the OCA need; and
- ▶ Correct 'Eligibility' data field has been selected.



FSFN PAYMENT REFERENCE GUIDE

SECTION 2 – REPORTING CATEGORY/ELIGIBILITY/OCA TABLE

Necessary When Creating A Service Type

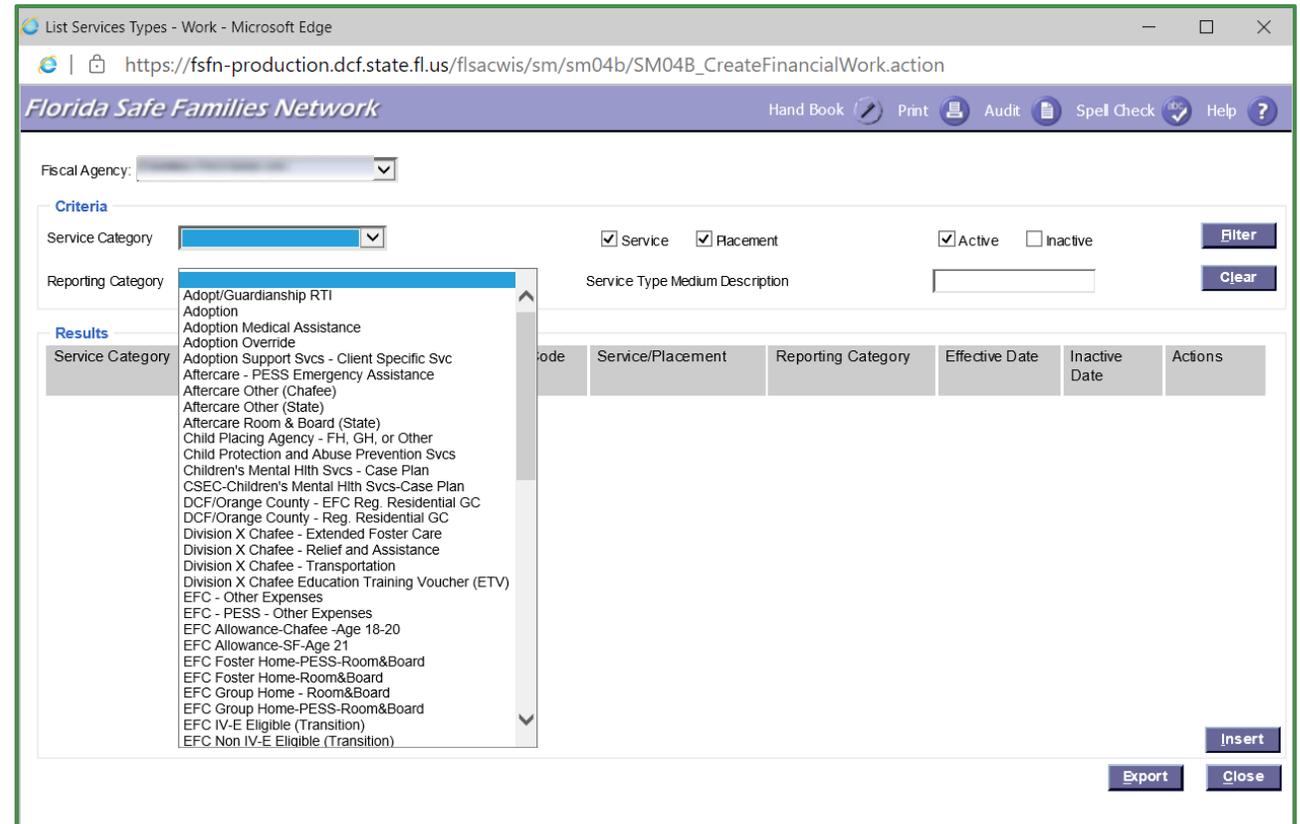
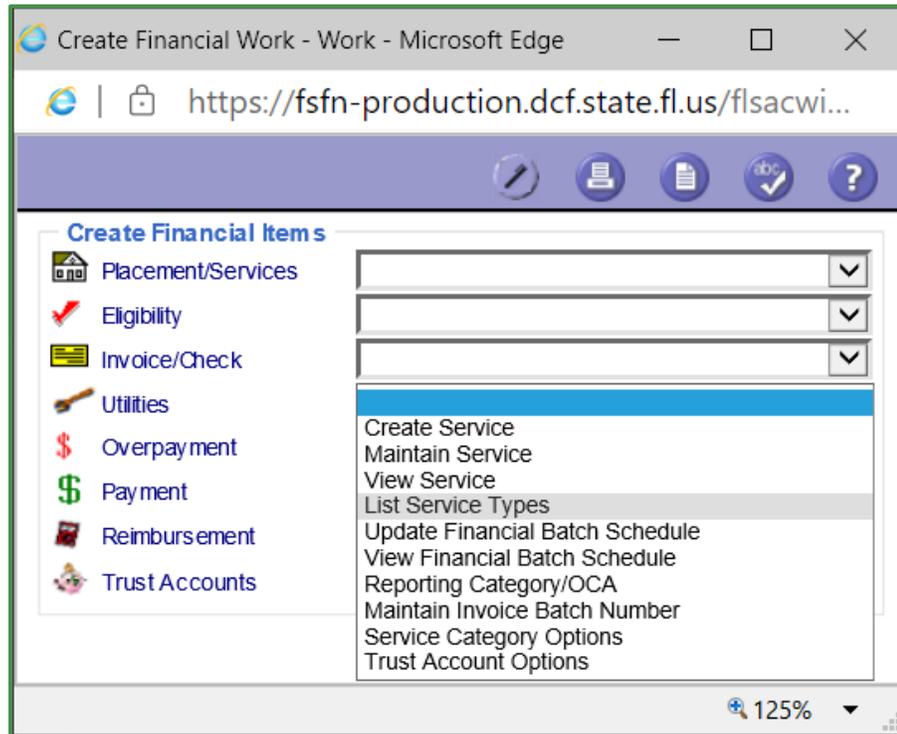
Setting up the Service Type is the “first line of defense” in ensuring the FSFN processed payments are claimed by fund source accurately, such as:

- ▶ Setting up the Service Types for Placements and Services, with special attention to:
 - ▶ 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.

- ▶ 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}.



SERVICE TYPE LISTING



Service Type Listing allows the CBC to view any of their created Service Types queried by one, or both, of these data fields:

- ▶ Service Category; or
- ▶ Reporting Category;



SERVICE TYPE LISTING

List Services Types - Work - Microsoft Edge
 https://fsfn-production.dcf.state.fl.us/flsacwis/fm/fm01a/FM01a_ListServices.action

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Fiscal Agency: [Dropdown]

Criteria

Service Category: Foster Home [Dropdown] Service Placement Active Inactive **Filter**

Reporting Category: [Dropdown] Service Type Medium Description: [Text Box] **Clear**

Results

Service Category	Service Type Medium Description	Service Code	Service/Placement	Reporting Category	Effective Date	Inactive Date	Actions
Foster Home	Foster Home Thera 0-5	29	Placement	Foster Home	01/2000		EDIT Copy
Foster Home	FH Medical 15-17	39	Placement	Foster Home	01/2000		EDIT Copy
Foster Home	Foster manual payment	1082	Service	Foster Home	01/2000		EDIT Copy
Foster Home	FH - Therapeutic 6-12	2273	Placement	Foster Home	01/2014		EDIT Copy
Foster Home	FH Medical 0-12	2278	Placement	Foster Home	01/2014		EDIT Copy
Foster Home	FH Medical 13-14	2679	Placement	Foster Home	01/2000		EDIT Copy
Foster Home	Foster Home - Trad 6-12	3000	Placement	Foster Home	01/2014		EDIT Copy
Foster Home	FH Matrix 0-12 Level 1	3500	Placement	Foster Home	01/2014		EDIT Copy
Foster Home	FH Matrix 0-12 Level 2	3501	Placement	Foster Home	01/2014		EDIT Copy
Foster Home	FH Matrix 0-12 Level 3	3502	Placement	Foster Home	01/2014		EDIT Copy
Foster Home	FH Matrix 0-12 Level 4	3506	Placement	Foster Home	06/2014		EDIT Copy
Foster Home	FH Medix 0-12	3550	Placement	Foster Home	01/2014		EDIT Copy
Foster Home	Foster Home - Trad 15-17	4981	Placement	Foster Home	07/2018		EDIT Copy
Foster Home	FH - Therapeutic 13-14	4982	Placement	Foster Home	07/2018		EDIT Copy

Insert **Export** **Close**

Once the data field(s) has/have been selected, then click on the 'Filter' button to get the retrieved results.

These results can be downloaded by clicking on the 'Export' button and saving the file the computer's C: drive.

Note: Checking the "Placement" box is a great way to only retrieve these Service Types, which can then be easily given to a CBC's Placement Staff to assist in the selection of the most appropriate Service Type being used for a child's Out-of-Home Placement.



SERVICE TYPE LISTING {CONTINUED}

To verify other data fields for the Service Type, click on the 'Edit' hyperlink for the Maintain Services page for that Service Type to pop up.

If there is an age range in the Service Type title, then has a next Service Type been included as well so that the Birthday Batch will pick up the Placement update.

Note: Make sure Provider has all necessary licensed service types attached to their active license.

Service Information

Fiscal Agency: [Dropdown] Short Desc: Medical FH Effective Date: 01/2000
 Service Category: Foster Home Med Desc: Medical Foster Home Inactive Date: [Empty]
 Service Code: 102695 [Service Code] Long Desc: Medical Foster Home Date Last Paid: 01/02/2023

Service Type Specifics

Service Placement Payments Allowed
 Override Parent Agency rule Ongoing Service/Placement
 Service Batch: Foster Care Amount Auto Calculated
 Age From: [Empty] Age To: [Empty] Service Spans Multiple Days
 Next Service Type: [Dropdown] Non-System-Disbursed
 Eligibility: Applicable Episode Driven
 License Type Required: Level V - Medical Foster Home Unit Type
 Fixed Price
 Full Month
 Advance
 Negative Payment Allowed

Service Rates

Select	Effective Date	Last Updated	Rate Period	Rate
<input type="checkbox"/>	01/2000	06/08/2009	Monthly	\$504.00
<input type="checkbox"/>	09/2009	09/24/2009	Monthly	\$608.75

Service Information

Fiscal Agency: [Dropdown] Short Desc: FH Trad 0-5 Effective Date: 01/2000
 Service Category: Foster Home Med Desc: Foster Home - Trad 0-5 Inactive Date: [Empty]
 Service Code: 100370 [Service Code] Long Desc: Foster Home - Traditional 0-5 Date Last Paid: 01/02/2023

Service Type Specifics

Service Placement Payments Allowed
 Override Parent Agency rule Ongoing Service/Placement
 Service Batch: Foster Care Amount Auto Calculated
 Age From: 0 Age To: 5 Service Spans Multiple Days
 Next Service Type: Foster Home - Trad 6-12 Non-System-Disbursed Payment
 Eligibility: Applicable Episode Driven
 License Type Required: Level II - Non-Child Specific Unit Type
 Fixed Price
 Full Month
 Advance
 Negative Payment Allowed

Reporting Category: Foster Home Multiple Allowed

NCANDS Reporting: Foster Home
 NYTD Reporting: Not Applicable
 Spending Limit: N/A Period: [Dropdown]
 Limit Amount: [Text Box]
 Accepts Override Approval: [Dropdown]
 Rate by Service Rate by Provider
 Rate by Child Allowed

Service Rates

Select	Effective Date	Last Updated	Rate Period	Rate	Action
<input type="checkbox"/>	01/2000	06/08/2009	Monthly	\$462.00	Delete
<input type="checkbox"/>	09/2009	09/01/2009	Monthly	\$523.00	Delete
<input type="checkbox"/>	09/2009	09/24/2009	Monthly	\$517.44	Delete
<input type="checkbox"/>	01/2022	02/01/2022	Monthly	\$518.05	Delete

Multiple Rate Categories

Reporting Category	Rate	Action



THE FSFN PAYMENT REFERENCE GUIDE

Section 2.2 – Required Standardized FSFN Service Types

There are 65 pages worth of Department required standardized Service Types which a CBC must use for Out-of-Home Placements and Non-Placement Services, if the description applies to the OOH Placement or Non-Placement Service being entered.

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2.2 - Required Standardized FSFN Service Types

2.2.1 - Levels of Licensure (Effective April 12, 2019)

All new Service Types created after April 12, 2019, **must include the licensure level** at the beginning of the 'Placement' Service Type's Short, Medium, and Long Descriptions.

The below Service Types shall be created within the Maintain Services page for Foster Care Maintenance Payments of children placed in a DCF licensed foster home.

Note: Fields marked with (*) denote optional method to setting up Service Type. All other fields are required as indicated.

Service Type Specifics

Service Placement

Level I Licensed Foster Home – 'Placement' Service Type utilized for children placed in a foster home with a Level I, child-specific license.

Note: *Out-of-Home Placement Setting: Foster Family Home (Non-Relative) or Foster Family Home (Relative)*

<ul style="list-style-type: none"> ➤ Service Category: Foster Home Reporting Category: Level I Licensed Foster Home Long Description: Level I Lic Foster Home Medium Description: Level I Lic Foster Home Short Description: LVL I LIC FH Effective Date: 07/2020 Service Type: Placement Eligibility: Applicable License Type Required: Level I – Child Specific NCANDS Reporting: Foster Home NYTD Reporting: Not Applicable Payments Allowed: Checked v Ongoing Service/Placement: Checked v *Rate by Service: Checked v *Rate by Child Allowed: Checked v *Service Rate = \$0.00/month
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DCF | CFO Group – Office of CBC/ME Financial Accountability 10

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<ul style="list-style-type: none"> ➤ Reporting Category: EFC IV-E Eligible (Transition) <i>Inactive as of 12/31/2021</i> Long Description: SLA Individual Housing (EF-T) Medium Description: SLA Individual H (EF-T) Short Description: SLA INDIV H Eligibility: Not Applicable License Type RQD: No Existing License Type 	<ul style="list-style-type: none"> ➤ Reporting Category: EFC Non IV-E Eligible (Transition) <i>Inactive as of 12/31/2021</i> Long Description: SLA Individual Housing (EF-NT) Medium Description: SLA Individual H (EF-NT) Short Description: SLA INDIV H Eligibility: Not Applicable License Type RQD: No Existing License Type
--	--

SLA Non Paid Temporary Absence – This is a non-paid 'Placement' Service Type used when an EFC young adult has a temporary absence from his/her approved supervised living arrangement whether it be planned or unplanned. When a young adult is in this type of placement, all placement and transition type services shall be provided by and/or coordinated by the supervising agency. Examples of when this placement should be used include, but are not limited to, the youth turning 18 years of age during a runaway episode, youth turning 18 years of age placed in an involuntary commitment program, young adults who are detained/arrested/incarcerated, or other extenuating circumstances that would cause a young adult to temporarily leave his/her approved supervised living arrangement.

Remember: Please set this 'Placement' Service Type up as non-paid. **When doing this, the 'Reporting Category' data field will be grayed out and disabled.**

<ul style="list-style-type: none"> ➤ Reporting Category: Extended Foster Care Long Description: SLA NP Temporary Absence (EFC) Medium Description: SLA NP Temp Abs (EFC) Short Description: SLA NP Temp Abs Eligibility: Applicable UPDATE 12/2022: Not Applicable <i>{Please make sure this update is made asap}</i> License Type RQD: No Existing License Type 	<ul style="list-style-type: none"> ➤ Reporting Category: EFC IV-E Eligible (Transition) <i>Inactive as of 12/31/2021</i>
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THE FSFN FINANCIAL WORLD

VERIFYING PROVIDER LICENSE WITH SERVICE TYPES



LICENSED PROVIDER DETAIL ON-DEMAND LISTING - OCWDRU

The screenshot shows the SAP Documents interface. On the left is a 'My Documents' sidebar with a tree view of folders. The main area displays a table of documents. The table has two columns: 'Title' and 'Type'. The document 'Licensed Provider Detail On-Demand Listing - OCWDRU' is selected and highlighted in blue.

Title	Type
Licensed Foster Care Providers State Fiscal Year to Date Monthly Report - OCWDRU	Web Intelligence
Licensed Foster Care Providers State Fiscal Year to Date On-Demand Listing - OCWDRU	Web Intelligence
Licensed Foster Care Providers State Fiscal Year to Date On-Demand Summary - OCWDRU	Web Intelligence
Licensed Foster Home Closure Reason Listing - OCWDRU	Web Intelligence
Licensed Provider Detail On-Demand Listing - OCWDRU	Web Intelligence
Unified Home Study Redetermination Due Listing - OCWDRU Report	Web Intelligence

This report provides detail on **all** License Types, including Bed Capacity and Available Capacity for providers with an active license on the report prompt date.

The only prompt required for this report is the date for which the user would like all the active provider licenses for.



LICENSED PROVIDER DETAIL ON-DEMAND LISTING - OCWD RU

Licensed Provider Det... [Navigation icons]

Office of Child Welfare Data Reporting Unit
 Licensed Child Caring Agency Provider Detail Listing
 04/30/2022 11:59:59 PM
 Source: FSFN Data Repository as of 05/01/2022 02:52:00 PM

Region	Circuit	Agency	County	Provider ID	Provider Name	Bed Capacity	Available Capacity	Number Placed	Population Served	Dependency	Community	License Status	License Subtype
Central Region	Circuit 05	Kids Central, Inc.	Citrus	100064957	Covenant Children'S Home	8	2	6	Combination	4	4	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Citrus	100275584	Covenant Children'S Home-H	6	6	0	Combination	3	3	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Citrus	142679	E-Nini-Hassee, Ayukumkus	70	70	0	Combination	35	35	Active-Regular	Wilderness Camp
Central Region	Circuit 05	Kids Central, Inc.	Hernando	100279052	Elevated Youth Services	6	5	1	Combination	3	3	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Hernando	135957	New Beginnings Youth Shelter	18	18	0	Combination	9	9	Active-Regular	Runaway/Emergency
Central Region	Circuit 05	Kids Central, Inc.	Lake	100249723	Integrity Care Inc. Db a Integrit	40	12	28	Dependency Only	40	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Lake	100158543	Press Forward Inc. Stevens	4	0	4	Dependency Only	4	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	100088281	Arnette House Girls Residenti	8	8	0	Dependency Only	8	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	100021484	Arnette House Inc Group Hor	18	9	9	Dependency Only	18	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	152059	Arnette House Runaway-Eme	20	20	0	Combination	10	10	Active-Regular	Emergency Shelter
Central Region	Circuit 05	Kids Central, Inc.	Marion	100270193	Hands Of Mercy Everywhere-	5	0	5	Dependency Only	5	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	100253827	Hands Of Mercy Everywhere-	5	5	0	Dependency Only	5	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	142961	Hands Of Mercy Everywhere I	20	9	11	Dependency Only	20	0	Active-Regular	Maternity

7/27/2022: An error was discovered with the number placed for some providers on all tabs and has been corrected. This also impacted the Available Capacity column and the calculation for this

Report Description | Levels of Licensures Provider Detail Listing | Licensed Child Caring Agency Provider Detail Listing | Child Placing Agency Provider Detail Listing | Non-DCF License Provider Detail Listing

Using the 'License Subtype' data element for licensed CCA providers within this report would be a great tool to ensure the Subtype for a Licensed CCA has an appropriate Service Type available for the provider in FSFN. By doing this, when a child is placed with a licensed CCA, Placement Staff within the CBC can record the placement to the appropriate 'Placement' Service Type, preventing the need for correction entries later.





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THINGS THAT MAKE YOU GO "HMMM.."



DUPLICATE PROVIDER ID

Provider Information
Name: Lovins Eugene-2nd Mountain ID: 100275810
Actual Name of Default/Historical Provider (if applicable):
C/O:
Street/Route: 1741 Tallo WAY Unit Designator: Building
City: Orlando State: FL Zip: 328185787
County: Orange Country: United States
Phone: Bxt: F
Email:

Rate Information
 Daily Monthly
Current Basic Rate: \$13,500.00
Child Specific Rate: \$0.00
Administrative Fee: \$0.00
Rate Setting Total: \$0.00
Current Total: \$13,500.00

Multiple Rate Categories
Reporting Category Source Rate

Service Category: Independent Living
Service Type: SLA Transitional Living Program (EFC)
Placement Setting: Supervised Independent Living

Actions:
Approval
Placement Exception Reasons
Removal / Placement Ending
View Request
Payment Activity

Text:
Text
Change in Placement

Provider Information
Name: 2nd Mountain LLC ID: 100266447
Actual Name of Default/Historical Provider (if applicable):
C/O:
Street/Route: 1741 Tallo WAY Unit Designator: Building
City: Orlando State: FL Zip: 328185787
County: Orange Country: United States
Phone: Bxt: F
Email:

Rate Information
 Daily Monthly
Current Basic Rate: \$1.00
Child Specific Rate: \$18,858.00
Administrative Fee: \$0.00
Rate Setting Total: \$0.00
Current Total: \$18,858.00

Multiple Rate Categories
Reporting Category Source Rate

Service Category: Independent Living
Service Type: SLA Shared Housing (EFC)
Placement Setting: Supervised Independent Living

Actions:
Approval
Placement Exception Reasons
Removal / Placement Ending
View Request
Payment Activity

Text:
Text

Things missed when duplicate Provider IDs are used:

- ▶ **Provider Capacity**

One Provider ID has a capacity as 3 and the other Provider ID has a capacity of 0; there are 4 EFC young adults currently placed.

- ▶ **Inconsistent Service Types**

- ▶ **Daily/Monthly Rate Differences**

If the two SLAs are compared, is the rate difference justified?



OCA BEGIN AND END DATE ANOMALIES

IFC OCA START DATE	IFC OCA END DATE	IFC INVOICE BATCH NUMBER	IFC INVOICE BATCH DATE	IFC SERVICE DESCRIPTION
12/30/1899	12/30/1899	24090	8/25/2021	Adoption Subsidy Service
12/30/1899	12/30/1899	24090	8/25/2021	Adoption Subsidy Service
12/30/1899	12/30/1899	24090	8/25/2021	Adoption Subsidy Service
12/30/1899	12/30/1899	24090	8/25/2021	Adoption Subsidy Service
12/30/1899	12/30/1899	24090	8/25/2021	Adoption Subsidy Service
12/30/1899	12/30/1899	24090	8/25/2021	Adoption Subsidy Service

In situations where the OCA Begin and End Dates don't seem right, such as the year being 1899 or the End Date is prior to the Begin Date, this usually happens when the Service Type's Eligibility data field is set up as 'Applicable'. When this is the case, here is the first *{and usually the last}* thing to check:

- ▶ The Child's Eligibility pages – Yes, "pages"...
 - ▶ For the foster care maintenance payments, there are most likely two (2) open Title IV-E Eligibility pages; and
 - ▶ For the adoption subsidy payments, there are most likely Adoption TANF Eligibility pages where there is a break in the Effective Begin and End Dates.





THE FSFN FINANCIAL WORLD

FINANCIAL TRANSLATION OF ELIGIBILITY
DETERMINATIONS



A FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS

FSFN Payment Download

The Eligibility Status is recorded to a payment when the Financial Batch is scheduled.

In this example, when the Foster Care Service Batch financial was scheduled on 5/1/2022, this child's Title IV-E Eligibility Record updated from "Title IV-E Foster Care Eligible Reimbursable" to "Title IV-E Foster Care Eligible Non-Reimbursable".

The payment will now be mapped to the "ineligible" OCA LCFHI.

Payment Reimbursement History -- Webpage Dialog

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Print Audit Spell Check Help

Basic Information

Person Name: [REDACTED] Case Name: [REDACTED]
 Payee Name: [REDACTED] Provider Name: [REDACTED]
 Service Type: Level II Foster Home Service Batch: Foster Care
 Payment Service Begin Date: 04/01/2022 Payment Service End Date: 04/30/2022
 Invoice Date: 03/31/2022 Amount: \$630.00

Trust Account Calculation

Date	Amount	Benefit Type

Other Cost Accumulator

Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type
03/31/2022		LCFHE	04/01/2022	04/30/2022	\$630.00	N	04/22/2022	01
05/01/2022		LCFHI	04/01/2022	04/30/2022	\$630.00	Y		01
05/01/2022		LCFHE	04/01/2022	04/30/2022	(\$630.00)	N		03

Payment Eligibility History

Trans Date	Begin Date	End Date	Eligibility	Amount
03/31/2022	04/01/2022	04/30/2022	Title IV-E Foster Care Eligible Reimbursable	\$630.00
05/01/2022	04/01/2022	04/30/2022	Title IV-E Foster Care Eligible Non-Reimbursable	\$630.00

Close

Results

	Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type	
ment	Title IV-E Foster Care Eligible Non-Reimbursable	04/01/2022	04/30/2022	\$630.00	LCFHI	10000041	59	Y		01	History



A FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS

FSFN Payment Download

In this example, when the Foster Care Service Batch financial was scheduled on 3/14/2022, this child's Title IV-E Eligibility was in a "Pending" status and is reflected as being "Title IV-E Foster Care Pending".

- ▶ The payment is mapped to the "ineligible" OCA LCFHI.

When another Foster Care Service Batch financial was scheduled on 3/16/2022, there had been three (3) updates to the eligibility record, with the 3rd update being reflected as "Title IV-E Foster Care Eligible Reimbursable".

- ▶ The OCA has been re-evaluated, with the payment now being mapped to the "eligible" OCA LCFHE.

The day the Pending Invoice is release will be date listed in the OCA Disposition Date data field which will forever be attached to these unique payment rows.

Payment Reimbursement History -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help

Basic Information

Person Name: [REDACTED] Case Name: [REDACTED]
 Payee Name: [REDACTED] Provider Name: [REDACTED]
 Service Type: Level II Foster Home Service Batch: Foster Care
 Payment Service Begin Date: 03/10/2022 Payment Service End Date: 03/31/2022
 Invoice Date: 02/28/2022 Amount: \$462.00

Trust Account Calculation

Date	Amount	Benefit Type

Other Cost Accumulator

Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type
03/16/2022		LCFHE	03/10/2022	03/31/2022	\$462.00	Y	03/25/2022	01
03/14/2022		LCFHI	03/10/2022	03/31/2022	\$462.00	N	03/25/2022	01
03/16/2022		LCFHI	03/10/2022	03/31/2022	\$462.00	N	03/25/2022	01
03/16/2022		LCFHI	03/10/2022	03/31/2022	\$462.00	N	03/25/2022	01
03/16/2022		LCFHI	03/10/2022	03/31/2022	(\$462.00)	N	03/25/2022	03
03/16/2022		LCFHI	03/10/2022	03/31/2022	(\$462.00)	N	03/25/2022	03
03/16/2022		LCFHI	03/10/2022	03/31/2022	(\$462.00)	N	03/25/2022	03

Payment Eligibility History

Trans Date	Begin Date	End Date	Eligibility	Amount
03/14/2022	03/10/2022	03/31/2022	Title IV-E Foster Care Pending	\$462.00
03/16/2022	03/10/2022	03/31/2022	Title IV-E Foster Care Pending	\$462.00
03/16/2022	03/10/2022	03/31/2022	Title IV-E Foster Care Eligible Non-Reimbursable	\$462.00
03/16/2022	03/10/2022	03/31/2022	Title IV-E Foster Care Eligible Reimbursable	\$462.00

Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type
Title IV-E Foster Care Ineligible	03/11/2022	03/13/2022	\$63.00	LCFHI	10000041	59	Y	03/25/2022	01
Title IV-E Foster Care Eligible Reimbursable	03/10/2022	03/31/2022	\$462.00	LCFHE	10000041	48	Y	03/25/2022	01
Title IV-E Foster Care Ineligible	03/14/2022	03/13/2022	\$462.00	LCFHI	10000041	59	Y	03/25/2022	01



A FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS

FSFN Payment Download

In this example, when the Foster Care Service Batch financial was scheduled on 3/31/2022, this child's Title IV-E Eligibility had an Eligibility Determination, effective for April, as being "Title IV-E Foster Care Eligible Reimbursable".

- ▶ The payment is mapped to the "eligible" OCA LCFHE.

When another Foster Care Service Batch financial was scheduled on 4/26/2022, an Eligibility Redetermination had been completed, which resulted as the same eligibility status, but the OCA will still be re-evaluated.

Payment Reimbursement History -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help

Basic Information

Person Name: [Redacted] Case Name: [Redacted]
 Payee Name: [Redacted] Provider Name: [Redacted]
 Service Type: Level II Foster Home Service Batch: Foster Care
 Payment Service Begin Date: 04/01/2022 Payment Service End Date: 04/30/2022
 Invoice Date: 03/31/2022 Amount: \$630.00

Trust Account Calculation

Date	Amount	Benefit Type

Other Cost Accumulator

Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type
03/31/2022		LCFHE	04/01/2022	04/30/2022	\$630.00	N	04/22/2022	01
04/26/2022		LCFHE	04/01/2022	04/30/2022	(\$630.00)	N		03
04/26/2022		LCFHE	04/25/2022	04/30/2022	\$126.00	Y		01
04/26/2022		LCFHE	04/01/2022	04/24/2022	\$504.00	Y		01

Payment Eligibility History

Trans Date	Begin Date	End Date	Eligibility	Amount
03/31/2022	04/01/2022	04/30/2022	Title IV-E Foster Care Eligible Reimbursable	\$630.00
04/26/2022	04/25/2022	04/30/2022	Title IV-E Foster Care Eligible Reimbursable	\$126.00
04/26/2022	04/01/2022	04/24/2022	Title IV-E Foster Care Eligible Reimbursable	\$504.00

Results

Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type
Title IV-E Foster Care Ineligible	04/13/2022	04/30/2022	\$378.00	LCFHI	100000041	49	Y	04/25/2022	01
Title IV-E Foster Care Ineligible	04/13/2022	04/30/2022	\$540.00	LCFHI	100000041	48	Y		01
Title IV-E Foster Care Ineligible	04/01/2022	04/30/2022	\$630.00	LCFHI	100000041	49	Y		01
Title IV-E Foster Care Eligible Reimbursable	04/01/2022	04/30/2022	\$630.00	LCFHE	100000041	49	Y		01
Title IV-E Foster Care Eligible Reimbursable	04/01/2022	04/30/2022	\$630.00	LCFHE	100000041	49	Y		01
Title IV-E Foster Care Ineligible	04/01/2022	04/30/2022	\$630.00	LCFHI	100000041	48	Y		01
Placement	Title IV-E Foster Care Ineligible	04/14/2022	04/30/2022	\$-357.00	LCFHI	100000041	48	Y	05





THE FSFN FINANCIAL WORLD

HELPFUL HINTS



CREATE A SERVICE TYPE REFERENCE GUIDE

OCA	Service Category	Reporting Category	Service Code	Service Type Title (Med. Description)	Placement or Service	Description
SECLI/SECLE	Foster Home	Safe Foster Home	7225	Level III Safe FH 15-17	Placement	Service type used when a child has been identified as a victim of HT and is placed with a Level 3 foster home. Child ages 15-17.
SECLI/SECLE	Foster Home	Safe Foster Home	7223	Level III Safe FH 6-12	Placement	Service type used when a child has been identified as a victim of HT and is placed with a Level 3 foster home. Child ages 6-12.
LCFHI/LCFHE	Foster Home	Foster Home	6709	Non-DCF APD Foster Home	Placement	Service type used when a child is placed in a foster home licensed by the Agency for Persons with Disabilities (APD) with a Non-DCF licensed/Sub-type APD or licensed by another state's equivalent with a Non-DCF License/Sub-Type ICPC. (Capacity= 3 or under) License requirement in FSN: NON-DCF License
LCFHI/LCFHE	Foster Home	Foster Home	6627	Non-DCF Foster Home	Placement	Service type used when a child is placed in a foster home with a Non-DCF license/Sub-Type ICPC issued by a state other than Florida.
CSFOH	Foster Home	Other Client Services - Out-of-Home	7759	Respite FH State Funds	Service	Service type used to issue Respite to another licensed provider, while continuing to pay the original provider their Foster R&B payment..
LCFHI/LCFHE	Foster Home	Foster Home	7760	Respite Foster Home FCMP	Service	Service type used to issue payment to Foster Parent that requested respite while child is out of the home.
LCFHI/LCFHE	Foster Home	Foster Home	7025	Tribal Foster Home	Placement	Service type used when a child is placed in a tribal foster home.
EGAPI/EGAPE	Guardianship	Extended Guardianship	6349	Ext Guardianship Assist	Service	Service type used for YA that meets the EGAA requirement. Child had to enter Guardianship at the age of 16 or 17 and opted for extended GAP on the Initial AAA.

Just like the Department has provided the FSN Payment Reference Guide which, for one, provides information of what types of costs are allowable for Reporting Categories; who decides at the CBC which Service Type should be used to enter the OOH Placement or the Non-Placement Service?



CREATE A SERVICE TYPE REFERENCE GUIDE

Items to address or include in the Service Type Reference Guide

- ▶ Type of License identified within the Service Type –
 - ▶ Foster Homes –
 - ▶ Is the licensed Service Type active on the Provider's active license;
 - ▶ Make sure that just because the foster home Provider is licensed as a Level II and Level V, that the appropriate Licensed Level Service Type is being used.
 - ▶ Child Caring Agency (this one is tougher, as the Specified and Non-Specified Settings will be licensed overall as a CCA) –
 - ▶ For Specified Settings, the CCA's license subtype matches the Service Type being used.
 - ▶ 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.
 - ▶ For CBC created Service Types (these are not the standardized ones listed in the Payment Reference Guide –
 - ▶ Make sure it is described as to when the Service Type is used; and
 - ▶ What type of costs are being captured.



CREATE A SERVICE TYPE REFERENCE GUIDE

Errors can be found when creating a Service Type Reference Guide -

In this example, it appears the CBC has two (2) active Adoption Subsidy Service Types for young adults, ages 18 – 21; however, one (1) of these service types mapped to the wrong Reporting Category.

Note: Date last paid of 1/18/2023 is indicated for both of these service types.

Service Category: Adoption Med Desc: Adop Post-Final (S) 18+ Inactive Date:
Service Code: 8847 Service Code Long Desc: Adoption Post Finalized Service 18+ Date Last Paid: 01/18/2023

Service Type Specifics

Service Placement Payments Allowed Reporting Category: Adoption Multiple Allowed
 Override Parent Agency rule Ongoing Service/Placement NCANDS Reporting: Adoption Services
Service Batch: Adoption Amount Auto Calculated NYTD Reporting: Not Applicable
Age From: 18 Age To: 21 Service Spans Multiple Days Spending Limit: N/A Period:
Next Service Type: Non-System-Disbursed Payment Limit Amount:
Eligibility: Applicable Episode Driven Accepts Override Approval:
License Type Required: No Existing License Type Unit Type Rate by Service Rate by Provider
 Fixed Price Full Month Rate by Child Allowed
 Advance Negative Payment Allowed

Service Category: Adoption Med Desc: Extended Adoption Subsidy Inactive Date:
Service Code: 6606 Service Code Long Desc: Extended Adoption Subsidy Date Last Paid: 01/18/2023

Service Type Specifics

Service Placement Payments Allowed Reporting Category: Extended Adoption Multiple Allowed
 Override Parent Agency rule Ongoing Service/Placement NCANDS Reporting: Adoption Services
Service Batch: Adoption Amount Auto Calculated NYTD Reporting: Not Applicable
Age From: 18 Age To: 21 Service Spans Multiple Days Spending Limit: N/A Period:
Next Service Type: Non-System-Disbursed Payment Limit Amount:
Eligibility: Applicable Episode Driven Accepts Override Approval:
License Type Required: No Existing License Type Unit Type Rate by Service Rate by Provider
 Fixed Price Full Month Rate by Child Allowed
 Advance Negative Payment Allowed



PREVENTING PAYMENTS BEING MADE WHEN THE CHILD IS NO LONGER ELIGIBLE DUE TO AGE

Using the Age Range and Birthday Batch can be used to prevent making payments when the child is no longer eligible -

A pseudo service type can be created using either an Age Range of '18 to 21' or '23 to 24', can be used for a 'No Pay' Service Type, then attach this new service type to the eligible 'age range' service type to prevent payments from being made for children or young adult once they have aged out.

Service Category: Adoption Med Desc: Adop Post-Final (S) 18+ Inactive Date:
Service Code: 8847 Service Code Long Desc: Adoption Post Finalized Service 18+ Date Last Paid: 01/18/2023

Service Type Specifics

Service Placement Payments Allowed Reporting Category: Adoption Multiple Allowed
 Override Parent Agency rule Ongoing Service/Placement NCANDS Reporting: Adoption Services
Service Batch: Adoption Amount Auto Calculated NYTD Reporting: Not Applicable
Age From: 18 Age To: 21 Service Spans Multiple Days Spending Limit: N/A Period:
Next Service Type: Non-System-Disbursed Payment Limit Amount:
Eligibility: Applicable Episode Driven Accepts Override Approval:
License Type Required: No Existing License Type Unit Type Fixed Price Rate by Service Rate by Provider
 Full Month Rate by Child Allowed
 Advance Negative Payment Allowed

Service Category: Adoption Med Desc: Adoption Subsidy Inactive Date:
Service Code: 651 Service Code Long Desc: Adoption Subsidy Date Last Paid: 01/03/2023

Service Type Specifics

Service Placement Payments Allowed Reporting Category: Adoption Multiple Allowed
 Override Parent Agency rule Ongoing Service/Placement NCANDS Reporting: Adoption Services
Service Batch: Adoption Amount Auto Calculated NYTD Reporting: Not Applicable
Age From: Age To: Service Spans Multiple Days Spending Limit: N/A Period:
Next Service Type: Non-System-Disbursed Payment Limit Amount:
Eligibility: Applicable Episode Driven Accepts Override Approval:
License Type Required: No Existing License Type Unit Type Fixed Price Rate by Service Rate by Provider
 Full Month Rate by Child Allowed
 Advance Negative Payment Allowed



PAYMENT GUIDANCE

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

website
location

<https://www.myflfamilies.com/service-programs/community-based-care/docs/18-19/FSFN%20Payment%20Reference%20Guide.pdf>

Please Note: Always remember to look at the “Updated Date” located in the header of each page. As of 1/25/2023, the most recent FSFN Payment Reference Guide was “Updated January 20, 2023”.



ADDITIONAL QUESTIONS

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