

FUNDING SOURCE AUDIT

Technical Assistance Manual

FY2016 Quarter 3



TEXAS

JUVENILE  JUSTICE
DEPARTMENT

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BACKGROUND

The new reporting requirements stemming from the 84th legislative session emphasize not only the broader flexibility in using TJJD funds, but also the need to improve data reporting and cost per day calculations. With these new reporting requirements, five new funding sources and a blended funding source option for each were added to the EDI and all the juvenile case management systems used by the probation departments.

The purpose of the fiscal year 2016 Funding Source Audit (FSA) is to ensure the proper data entry of the new funding sources. The FSA is an opportunity for the departments to become more familiar with the new data entry requirements and to improve over time. All counties participate in the FSA regardless of the data system used.

The TJJD Research Division conducts the Funding Source Audit quarterly, and sends FSA results to each juvenile probation department. The results of the FSA identify records that require review because they do not meet the criteria for a specific data check. Upon receiving your FSA results, please make the necessary corrections to your data as soon as possible, but no later than the deadline specified in the table below. The headquarter county is responsible for verifying all corrections were made by their department and any sub-counties.

Each quarterly Funding Source Audit results cover data entry errors for fiscal year 2016 (September 1, 2015 – August 31, 2016). By including year-to-date (YTD) records, each quarterly FSA results enable the departments to verify the receipt of corrections made from the previous quarterly FSA results.

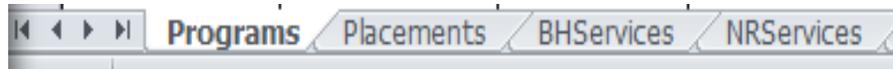
DEADLINE

Please make all data corrections no later than the deadline indicated in the table.

Fiscal Year 2016	Sent to Departments	Corrections Due By
Quarter 1 YTD	mid-January 2016	March 31, 2016
Quarter 2 YTD	mid-April 2016	June 30, 2016
Quarter 3 YTD	mid-July 2016	September 30, 2016
Quarter 4 YTD	mid-October 2016	December 31, 2016

WORKING WITH THE FSA IN MICROSOFT EXCEL

Departments receive their FSA results as a Microsoft Excel spreadsheet. Program, Placement, Behavioral Health Service, and Non-Residential Service records appear in separate tabs (see below). Only records with errors will appear on each tab. Updates to records since the most recent monthly extract submission will not be reflected in your department's FSA results. If you find you are missing one of these four tabs, then you have no errors for that record type.



Having the results in Excel gives you the option of deleting records from the spreadsheet as they are corrected or as you verify that no changes are necessary. Before deleting a record from the spreadsheet, save an original copy of your FSA results for your records.

See below for instructions on printing results in Excel. Be sure to use the instructions for your version of Excel.

Excel 2010, 2013, 2016 – Under File – select Print, under Settings (default is No Scaling) select Fit All Columns on One Page. To print all the tabs, under File – select Print, under Settings (default is Print Active Sheets) select Print Entire Workbook. Be sure to adjust the scaling for each sheet in the workbook to Fit All Columns on One Page.

Excel 2007 – Under the Page Layout tab at the top of the page, in the Scale to Fit group, change Width to 1 page

Excel 1997-2003 – Open File – Page Setup – Page Tab – Fit To, select 1 page wide and (blank) pages tall

DATA CHECKS & DESCRIPTIONS

The next section contains a list of all the data checks TJJD is auditing in the FY2016 Funding Source Audit. Departments will receive only those checks where an error was identified. For those potential errors received by your department, review a description of the check below to determine the cause of the error as well as how to fix the error.

PROGRAM FSA CHECKS

Records with a Program Begin Date in fiscal year 2016 flagged as an error if...

PROGRAM CHECK 1: State Aid (TA), Commitment Reduction Grant (TC), C Grant Blended (T*), or N Grant Mental Health Services (TN) funding source used.

- How to Fix:
 - Inactivate the retired funding source. Then change the funding source to one of the TJJD funding sources, if applicable.
 - [Read Supplemental Note 1 on page 10 of manual.](#)

PROGRAM CHECK 2: No funding source entered on a record with a Program End Date entered.

- How to Fix:
 - Departments are encouraged to enter a funding source for all program records. However, if TJJD funds were used to pay for this program, you are required to enter the funding source information.

PROGRAM CHECK 3: Basic Probation Supervision (BP), Basic Probation Supervision – Blended (B*), Pre & Post Adjudication (PA), or Pre & Post Adjudication – Blended (P*) funding source used when the youth participated in the program while in the community.

- How to Fix:
 - If the youth participated in the program while in the community
 - Change funding source to one of the following: Community Programs (CP), Community Programs – Blended (C*), Commitment Diversion (DC), Commitment Diversion – Blended (D*), Mental Health Services (MH), or Mental Health Services – Blended (M*), if applicable.
 - If the youth participated in the program while in detention or post-adjudication facility
 - Change program location to Detention or Post-Adjudication Facility. [Read Supplemental Note 2 on page 10 of manual](#); and
 - Change funding source to one of the following: Pre & Post Adjudication (PA), Pre & Post Adjudication – Blended (P*), Commitment Diversion (DC), Commitment Diversion – Blended (D*), Mental Health Services (MH), or Mental Health Services – Blended (M*), if applicable.

PROGRAM CHECK 4: Mental Health Services (MH) or Mental Health Services – Blended (M*) funding source used, but not for a Mental Health, Mental Health Court, Counseling, or Sex Offender program type.

- How to Fix:
 - Change program type to Mental Health, Mental Health Court, Counseling, or Sex Offender, if applicable; or
 - Change funding source to one of the following: Community Programs (CP), Community Programs – Blended (C*), Commitment Diversion (DC), or Commitment Diversion – Blended (D*), if applicable.
- **Exception:** If the salary of the employee providing the program is paid for with Mental Health Services funding source, please disregard the error.

PROGRAM CHECK 5: Basic Probation Supervision (BP), Basic Probation Supervision – Blended (B*), Community Programs (CP), or Community Programs – Blended (C*) funding source used when the youth participated in the program while in detention or post-adjudication facility.

- How to Fix:
 - If the youth participated in the program while in detention or post-adjudication facility
 - Change funding source to one of the following: Pre & Post Adjudication (PA), Pre & Post Adjudication – Blended (P*), Commitment Diversion (DC), Commitment Diversion – Blended (D*), Mental Health Services (MH), or Mental Health Services – Blended (M*), if applicable.
 - If the youth participated in the program while in the community
 - Change program location to Community. [Read Supplemental Note 2 on page 10 of manual](#); and
 - Change funding source to one of the following: Community Programs (CP), Community Programs – Blended (C*), Commitment Diversion (DC), Commitment Diversion – Blended (D*), Mental Health Services (MH), or Mental Health Services – Blended (M*), if applicable.

PLACEMENT FSA CHECKS

Records with a Placement Begin Date in fiscal year 2016 flagged as an error if...

PLACEMENT CHECK 1: State Aid (TA), Commitment Reduction Grant (TC), C Grant Blended (T*), or N Grant Mental Health Services (TN) funding source used.

- How to Fix:
 - Inactivate the retired funding source. Then change the funding source to one of the TJJD funding sources, if applicable.
 - [Read Supplemental Note 1 on page 10 of manual.](#)

PLACEMENT CHECK 2: No funding source entered on a record with a Placement End Date entered.

- How to Fix:
 - Departments are encouraged to enter a funding source for all placement records. However, if TJJD funds were used to pay for this placement, you are required to enter the funding source information.

PLACEMENT CHECK 3: Basic Probation Supervision (BP), Basic Probation Supervision – Blended (B*), Community Programs (CP), or Community Programs – Blended (C*) funding source used.

- How to Fix:
 - Change funding source to one of the following: Pre & Post Adjudication (PA), Pre & Post Adjudication – Blended (P*), Commitment Diversion (DC), Commitment Diversion – Blended (D*), Mental Health Services (MH), or Mental Health Services – Blended (M*), if applicable.

PLACEMENT CHECK 4: Mental Health Services (MH) or Mental Health Services – Blended (M*) funding source used but not for a Mental Health or Sex Offender placement service type.

- How to Fix:
 - Change placement service type to Mental Health or Sex Offender, if applicable. [Read Supplemental Note 3 on page 11 of manual](#); or
 - Change funding source to one of the following: Pre & Post Adjudication (PA), Pre & Post Adjudication – Blended (P*), Commitment Diversion (DC), or Commitment Diversion – Blended (D*), if applicable.

BEHAVIORAL HEALTH SERVICE FSA CHECKS

Records with a Service Date in fiscal year 2016 flagged as an error if...

BEHAVIORAL HEALTH SERVICE CHECK 1: State Aid (TA), Commitment Reduction Grant (TC), C Grant Blended (T*), or N Grant Mental Health Services (TN) funding source used.

- How to Fix:
 - Inactivate the retired funding source. Then change the funding source to one of the TJJD funding sources, if applicable.
 - [Read Supplemental Note 1 on page 10 of manual.](#)

BEHAVIORAL HEALTH SERVICE CHECK 2: No funding source entered on a record with a Service Date entered.

- How to Fix:
 - Departments are encouraged to enter a funding source for all service records. However, if TJJD funds were used to pay for this service, you are required to enter the funding source information.

BEHAVIORAL HEALTH SERVICE CHECK 3: Basic Probation Supervision (BP), Basic Probation Supervision – Blended (B*), Community Programs (CP), or Community Programs – Blended (C*) funding source used when youth served in detention or post-adjudication facility.

- How to Fix:
 - If the youth was served in the community
 - Change location on the Behavioral Health Service screen to Community
 - If the youth was served in detention or post-adjudication facility
 - Change funding source to one of the following: Pre & Post Adjudication (PA), Pre & Post Adjudication – Blended (P*), Commitment Diversion (DC), Commitment Diversion – Blended (D*), Mental Health Services (MH), or Mental Health Services – Blended (M*), if applicable.

NON-RESIDENTIAL SERVICE FSA CHECKS

Records with a Service Date in fiscal year 2016 flagged as an error if...

NON-RESIDENTIAL SERVICE CHECK 1: State Aid (TA), Commitment Reduction Grant (TC), C Grant Blended (T*), or N Grant Mental Health Services (TN) funding source used.

- How to Fix:
 - Inactivate the retired funding source. Then change the funding source to one of the TJJD funding sources, if applicable.
 - [Read Supplemental Note 1 on page 10 of manual.](#)

NON-RESIDENTIAL SERVICE CHECK 2: No funding source entered on a record with a Service Date entered.

- How to Fix:
 - Departments are encouraged to enter a funding source for all service records. However, if TJJD funds were used to pay for this service, you are required to enter the funding source information.

NON-RESIDENTIAL SERVICE CHECK 3: Pre & Post Adjudication (PA), Pre & Post Adjudication – Blended (P*), Mental Health Services (MH), or Mental Health Services – Blended (M*) funding sources are used when the youth was served in the community.

- How to Fix:
 - Change funding source to one of the following: Basic Probation Supervision (BP), Basic Supervision – Blended (B*), Community Programs (CP), Community Programs – Blended (C*), Commitment Diversion (DC), or Commitment Diversion – Blended (D*), if applicable.
 - [Read Supplemental Note 4 on page 11 of manual.](#)

NON-RESIDENTIAL SERVICE CHECK 4: Basic Probation Supervision (BP), Basic Probation Supervision – Blended (B*), Community Programs (CP), or Community Programs – Blended (C*) funding source used when youth served in detention or post-adjudication facility.

- How to Fix:
 - Change funding source to one of the following: Pre & Post Adjudication (PA), Pre & Post Adjudication – Blended (P*), Commitment Diversion (DC), Commitment Diversion (D*), or Mental Health Services (MH), or Mental Health Services – Blended (M*), if applicable.

SUPPLEMENTAL NOTES

SUPPLEMENTAL NOTE 1: A Program, Placement, Behavioral Health Service, or Non-Residential Service record is flagged as an error for using a funding source that is no longer active.

- To inactivate a funding source in JCMS, do the following:
 - From the Home page, select Maintenance.
 - Select Funding Source.
 - Click Edit next to the Funding Source that needs to be retired.
 - Any active code assigned to State Aid Grant (TA), Commitment Reduction Grant (TC), C Grant Blended (T*), or N Grant Mental Health Services (TN) must be retired.
 - In the Retirement Date Field, enter 08/31/2015 and Save.

SUPPLEMENTAL NOTE 2: A Program record is flagged as an error and the program location needs to be changed.

- A Program Location should only be changed under Maintenance in JCMS if the original Program Location was entered in error.
 - To fix an incorrect Program Location, do the following:
 - From the Home page, select Maintenance.
 - Select Programs.
 - Click View next to the Program that needs to be updated.
 - Click Edit.
 - In the Program Location box, select the appropriate Program Location.
 - Once the Program Location is updated under Maintenance, resave the Program screen.
- If a Program is no longer provided at the currently assigned Program Location, create a new Program Code under Maintenance in JCMS and select the new Program Location.
- If the Program is now offered in multiple locations, ensure that you have a separate Program Code for each location (ex. **Substance Abuse Treatment – Community** and **Substance Abuse Treatment – Detention**)

SUPPLEMENTAL NOTE 3: A Placement record is flagged as an error and the placement service type needs to be changed.

- If the placement facility provides multiple service types, then update the placement service types assigned in the placement facility setup under Maintenance in JCMS.
 - To update the Placement Service Types associated with a Placement Facility, do the following:
 - From the Home page, select Maintenance.
 - Select Placement Facilities.
 - Click View next to the Facility that needs to be updated.
 - Click Edit.
 - In the Placement Service Type section, check the box next to the Placement Service Types that need to be added.
- Treatment placement service type indicates that the primary service delivered at the placement facility is any other treatment that is not mental health, substance abuse, or sex offender specific.

SUPPLEMENTAL NOTE 4: A Non-Residential Service record is flagged as an error for using Mental Health Service funding source.

- Behavioral health or psychological assessments, evaluations, testing, counseling single sessions, and interventions should be entered as a Behavioral Health Service record. Only non-behavioral health services (ex. clothing, glasses, education testing, dental appointment) should be entered as a Non-Residential Service record.
- A Program is designed to address a specific purpose or goal; has planned and coordinated activities/interventions; involves a curriculum; has a measurable objective and outcome; and is a condition of Supervision. Anything that meets the definition of a Program should be entered as a Program in JCMS and in the TJJD Program and Services Registry. Track individual components of a program (ex. youth's attendance or the cost of each session of a Counseling program or a Sex Offender Treatment program) in an Excel spreadsheet rather than entering individual Behavioral Health Service records.

STATE AID BUDGET/EXPENDITURE MATRIX

The matrix below links the components of State Aid (columns) to budget/expenditure categories that will appear in Grant Manager (rows). The matrix serves as a planning and reporting guide, and illustrates the flexibility inherent in the FY16 grant structure in cases where there is cross-over eligibility.

		State Aid Grants				
		Basic Probation Supervision	Community Programs	Pre & Post Adjudication	Commitment Diversion	Mental Health Services
Budget/ Expenditure Categories	Court Intake	X	X			
	Direct Supervision	X				
	Youth Services	X	X		X	
	Mntl. Hlth. Assessments	X	X	X	X	X
	Comm.-Based Prog. (General)		X		X	
	Comm.-Based Prog. (Mntl. Hlth.)		X		X	X
	Resid. Prog. & Services			X	X	X
	Post-Adj. (Non-Secure)			X	X	
	Post-Adj. (Secure)			X	X	
	Detention/Pre-Adj.			X		
	Resid. Mntl. Hlth. Placement			X	X	X