

## Funding Source Data Reporting Webinar FAQ

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**Q:** Do we need to change the funding source on open records to the new funding source options?

**A:** No, you do not need to change the funding source for records opened in FY 2015, even if they remain open through FY 2016.

If the record was opened *prior* to 9/1/2015, please use the retired funding source options for state aid grants, regardless of the record close date. If the record was opened on or after 9/1/2015, please use the new funding source options.

**Q:** If I use local funds to pay for a placement, program, or service, can I still use the local funding source option?

**A:** The only funding source options that are retiring include State Aid Grant (TA), Commitment Reduction Grant (TC), C Grant Blended (T\*), and Mental Health N Grant (TN). You still have the option of using funding sources such as Local Funds, Parent, No Cost to Department, etc.

**Q:** If for 7 months I pay for a placement with one funding source, and the remaining three months with a second funding source, is this an example of a blended funding source record?

**A:** Yes, this would be considered a blended funding source record. If you utilized more than one funding source for a single record, regardless of the duration, please use the blended funding source option with the lead funding source indicated.

For example, if Commitment Diversion paid for the first 7 months and Pre & Post Adjudication paid for the remaining 3 months, use the Commitment Diversion-blended funding source option.

**Q:** Can both Basic Probation Supervision and Basic Probation Supervision-blended funding sources pay for a Non-Residential Service?

**A:** Yes, both of these funding sources can pay for court intake activities, direct supervision, youth services (non-residential services), and mental health assessments. Please note that the allowable expenditures for the blended funding source options match the “One Funding Source” options. For example, anything Commitment Diversion can pay for, so can Commitment Diversion Blended.

**Q:** If I don't receive one or more of the state aid grants, do I still need to create all the funding sources in my juvenile case management system?

**A:** It would be beneficial to update your funding sources to include all new funding sources, regardless of if your county receives the funds associated with a specific grant. This will make it easier if in the future your department receives funds associated with each grant, as the codes are already available for use.

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**Q:** If a youth enters a post-adjudication placement and mental health services will be provided, do we need to enter a mental health assessment record at intake?

**A:** If the assessment is *not* part of the cost per day of the placement, you will need to record a separate assessment or evaluation. If, however, an assessment is factored into the placement cost per day, you do not need to enter a separate assessment.

The Legislative Budget Board (LBB) is interested in assessments and evaluations beyond the actual cost per day as an effort to separate the cost of mental health ongoing services versus one-time assessments or evaluations. Similarly, if the youth is in a residential placement and is offered programming or other services beyond the placement cost per day, please record this separately using row 7 of the expenditure matrix for appropriate grants. You will need to indicate the location as Post Adjudication Facility or Detention; however, to capture that it is on top of placement or detention cost per day.

**Q:** If 60% of a placement is paid for with the Commitment Diversion funding source and the remaining 40% is covered by the Pre & Post Adjudication Funding Source, how can I record this in my juvenile case management system?

**A:** If your department used multiple funding sources for a single record, you can track the cost in one of two different ways. The first option is to use a blended funding source option, such as the Commitment Diversion Blended.

The second option is to track multiple funding sources within the same record. First, enter the initial funding source for the record. If the funding source changes, create a new Length of Stay within the placement record and indicate the secondary funding source.

You are allowed to use up to three separate funding sources; however, we encourage using just two separate funding sources for one record. If your juvenile case management system allows you to change the funding source as needed to update the record, please update the funding source as soon as the funding source option is finalized. The funding source should be entered no later than when the record is closed.

**Q:** My placement daily rates are changing for FY 2016 but I have records open from FY 2015. How can I indicate this change in my records if I am retiring FY 2015 funding sources?

**A:** Even though four funding source codes retired on 8/31/2015, you can still enter these funding sources for records opened prior to this date. You can amend the record by adding a new length of stay and indicating the change in daily rates as of 9/1/2015 and selecting which of the *retired* funding sources will be used to pay for the remainder of this record.

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**Q:** If a youth attends a one-time counseling session that is initially paid for with Mental Health Services Grant, but the court later orders the parents to reimburse the funds expended, how can I best record this action?

**A:** If initially the funding source is Mental Health Services, please use this funding source option when creating the record. If later the parents reimburse all or part of the cost for any mental health service, please change the funding source to reflect the final payment option.

For example, if a parent only reimburses half of the counseling cost, please change the funding source to Mental Health Services-Blended. If the parents reimburse all of the cost, please change the funding source to Parent.

**Q:** If a youth enters a secure placement targeted for sex offenders, would this be eligible for funding sources on the Post-Adjudication Non-Secure/Secure rows or the Residential Mental Health Placement row?

**A:** If the primary service delivered at the facility pertains to sex offenders (e.g. Placement Service Type “Sex Offender”), the record falls under the Post-Adjudication (Non-Secure or Secure) rows and can be funded through the Pre & Post Adjudication funding source or the Commitment Diversion funding source, or their blended equivalent.

If the primary service delivered at the facility is mental health, this falls under the Residential Mental Health Placement row. The *only* records reported to the LBB within this row are those with an indicated Placement Service Type of “Mental Health”. All other Placement Service Types (e.g. Bootcamp, Correctional, Female Offender, Pregnant Female, Substance Abuse, Treatment, and Sex Offender) will be recorded under the Post Adjudication (Non-Secure or Secure) rows.

**Q:** When will the Funding Source Audit error report be distributed and what time period will it cover?

**A:** The Funding Source Audit will be distributed quarterly. The first error report will be sent to departments mid-January 2015 and the corrections will be due March 31, 2016. The first report will cover the months of September 1, 2015 through November 30, 2015.

There will be a Funding Source Audit session at the 2015 Data Coordinators Conference.

**Q:** Will I now need to enter funding source for Direct Supervision and Detention records?

**A:** No, please continue to record direct supervision and detention records as you have in the past.

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**Q:** Do I use these funding source codes in Grant Manager?

**A:** The blended funding source codes and their single funding source equivalent are to track how a youth's services, programs, and placements are paid for through your juvenile case management system in an effort to better capture cost per day for youth as reported to the Legislative Budget Board.

Please refer to your Budget Tool for more information on reporting within Grant Manager.

**Q:** Can I still use the Mental Health Services Grant (formerly Grant N) to pay for Behavioral Health Treatments?

**A:** If the primary purpose of the treatment is to address a mental health need, you can use the Mental Health Services grant to pay for Behavioral Health Treatments. Broadly, a Behavioral Health Treatment is care intended for or used to remedy a behavioral health problem that occurs over time, does not have a curriculum, and is not a program. Specific examples of Behavioral Health Treatments include medication management, crisis intervention, skills training, and case management.

**Note:** This webinar represents the minimum data reporting requirements for the purposes of cost per day and performance measure analyses as recorded within your juvenile case management system. Specifically, this webinar covers funding source reporting as they relate to services, placements, and programs provided to youth within your department. It is by no means a comprehensive list of what is acceptable under each grant nor should it serve as instructions for entry within the Grant Manager system.

**For more detailed information regarding how to report salary and other expenditures in grant manager, please refer to your contract and general grant requirements information sheets as well as Grant Manager instructions.**