

FUNDING SOURCE AUDIT

Technical Assistance Manual

FY2016



TEXAS

JUVENILE  JUSTICE
DEPARTMENT

Table of Contents

| | |
|---|---|
| BACKGROUND | 3 |
| DEADLINE..... | 3 |
| WORKING WITH THE FSA IN MICROSOFT EXCEL | 4 |
| DATA CHECKS & DESCRIPTIONS | 4 |
| PROGRAM FSA CHECKS | 5 |
| PLACEMENT FSA CHECKS | 6 |
| BEHAVIORAL HEALTH SERVICE FSA CHECKS..... | 7 |
| NON-RESIDENTIAL SERVICE FSA CHECKS | 8 |

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 Funding Source Audit regardless of which data system is used (CASEWORKER, JCMS, county database).

The Texas Juvenile Justice Department (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 (see 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.

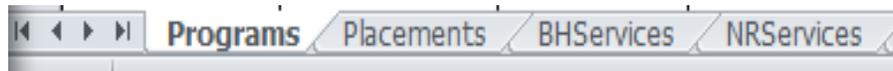
DEADLINE

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. 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 as they are corrected or as you verify that no changes are necessary. Before deleting any records from the spreadsheet, save an original copy of your FSA results so you have it 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 – Under File – Print, in the Scaling options box (default is No Scaling), select 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 new TJJD funding sources, if applicable.

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

- How to Fix:
 - Enter the funding source, especially if TJJD funds used.

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 youth served in a community-based program.

- How to Fix:
 - Change program location to Detention or Post-Adjudication Facility; or
 - Change funding source to 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.

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 or Counseling program type.

- How to Fix:
 - Change program type to Mental Health, Mental Health Court or Counseling; or
 - Change funding source to Community Programs (CP), Community Programs – Blended (C*), Commitment Diversion (DC), or Commitment Diversion – Blended (D*), if applicable.

PROGRAM CHECK 5: 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 placement.

- How to Fix:
 - Change program location to Community; or
 - Change funding source to 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 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 new TJJJ funding sources, if applicable.

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

- How to Fix:
 - Enter the funding source, especially if TJJJ funds used.

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 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 placement service type

- How to Fix:
 - Change placement service type to Mental Health; or
 - Change funding source to 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 new TJJJ funding sources, if applicable.

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

- How to Fix:
 - Enter the funding source, especially if TJJJ funds used.

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:
 - Change location to Community; or
 - Change funding source to 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 new TJJD funding sources, if applicable.

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

- How to Fix:
 - Enter the funding source, especially if TJJD funds used.

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 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.

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 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.