



Funding Source Audit Recap

2016 DATA COORDINATORS' CONFERENCE

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Overview

- ▶ Review the Funding Source Audit (FSA) error checks
- ▶ Identify how to fix the errors
- ▶ Review Supplemental Notes
- ▶ Compare the first three quarterly FSA results
- ▶ Discuss next steps for the FSA

		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	
	Mental Health Assessments	X	X	X	X	X
	Community-Based Programs (General)		X		X	
	Community-Based Programs (Mental Health)		X		X	X
	Residential Programs & Services			X	X	X
	Post-Adjudication (Non-Secure)			X	X	
	Post-Adjudication (Secure)			X	X	
	Detention/Pre-Adjudication			X		
	Residential Mental Health Placement			X	X	X

State Aid Budget/Expenditure Matrix

- ▶ The Matrix is a breakdown of which State Aid funding source can be used for various budget expenditure types.
- ▶ The 'X' indicates that the funding source (in the column) can be used for the expenditure type (in the row).

State Aid Budget/Expenditure Matrix

- ▶ The columns represents the 5 State Aid funding sources – these align with the Community Juvenile Justice strategies from the Legislative Appropriations Request (LAR)
- ▶ The rows make up the Budget or Expenditure Categories – these align with the expenditures from the Uniform Cost Report (UCR)

State Aid Budget/Expenditure Matrix

- ▶ The goal is to come up with better cost estimates and actual costs for providing programs, placements, and services to youth in the juvenile justice system.
- ▶ Improved data reporting will also improve cost per day calculations for the Uniform Cost Report (UCR), and the performance measures TJJD reports to the Legislative Budget Board (LBB)

Funding Sources

Only One Funding Source

When 100% of the service, program or placement is provided exclusively with one funding source indicate the one:

- ▶ Basic Probation Supervision
- ▶ Community Programs
- ▶ Pre & Post Adjudication
- ▶ Commitment Diversion
- ▶ Mental Health Services

Blended Funding Source

When a specific funding source makes up 50% or more but is combined with another indicate the funding is blended:

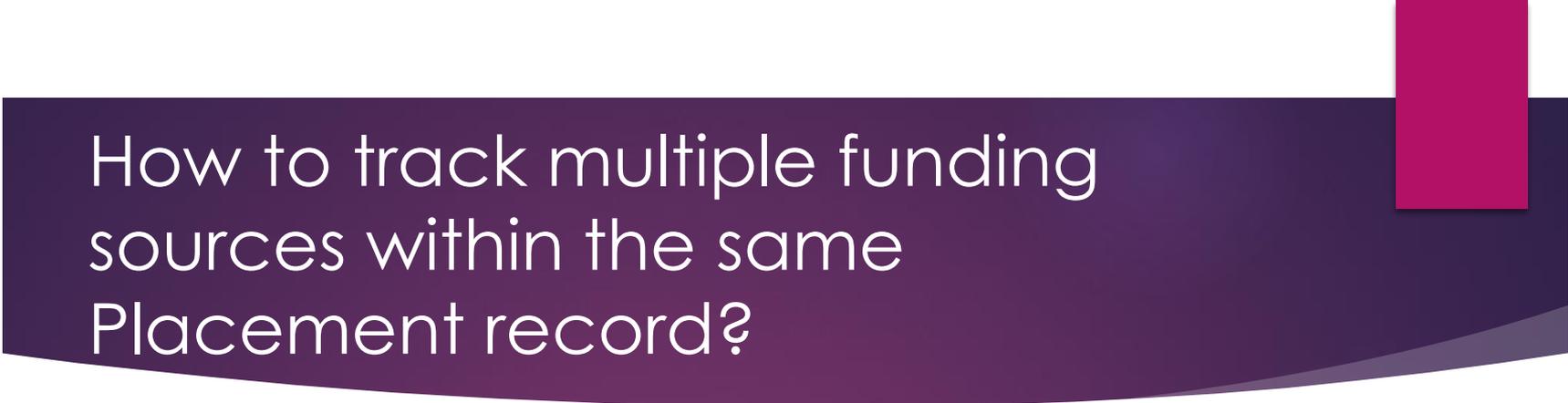
- ▶ Basic Probation Supervision - Blended
- ▶ Community Programs - Blended
- ▶ Pre & Post Adjudication - Blended
- ▶ Commitment Diversion - Blended
- ▶ Mental Health Services - Blended

When to use a Blended funding source?

- ▶ Example: If 70% of a juvenile's program was paid with Community Programs funding source and the remaining 30% was covered by another funding source (like Local Funds)
- ▶ Enter Community Programs Blended as the funding source for this Program record

When to use a Blended funding source?

- ▶ You can also track a funding source as Blended for Placement record.
- ▶ Example: Half-way through a juvenile's duration in a post-adjudication residential mental health placement facility, the funding source changes from Mental Health Services to Pre & Post-Adjudication.
- ▶ Enter Mental Health Services Blended as the funding source for this Placement record.



How to track multiple funding sources within the same Placement record?

- ▶ Enter the initial funding source on the Placement record.
- ▶ If the funding source changes during the placement, create a new Length of Stay entry with a new Begin Date to track when the new funding source began.

How to track multiple funding sources within the same Placement record in JCMS?

► Instructions in JCMS:

1. Click to “View” the placement record, then scroll down to the Length of Stay section
2. Click the “Add New” button.
3. Enter all the required information, in addition to the new funding source for this placement

FY 2016 Funding Source Audit

- ▶ Why?
 - ▶ To ensure accurate data entry of new funding sources
- ▶ What?
 - ▶ Program, Placement, Behavioral Health Service, and Non-Residential Service records with Begin Date or Service Date on or after September 1, 2015
- ▶ When?
 - ▶ Audit conducted Quarterly

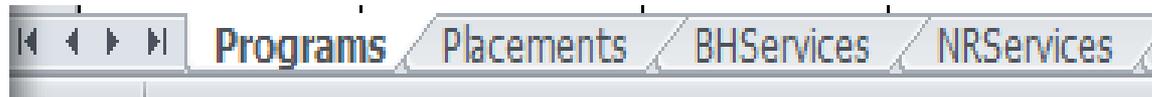
FY 2016 Funding Source Audit

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

Funding Source Audit (FSA)

- ▶ 4 tabs in the Excel spreadsheet
 - ▶ Program FSA Checks
 - ▶ Placement FSA Checks
 - ▶ Behavioral Health Service FSA Checks
 - ▶ Non-Residential Service FSA Checks

CheckError
3. Change location to Community or change funding source



- ▶ Funding Source Audit Manual emailed along with your department's quarterly FSA results that will explain each error check and how to fix the error.



PROGRAM FSA ERROR CHECKS

Program FSA Error Check 1

Records with a Program Begin Date in FY2016 flagged as an error if...

- ▶ State Aid (TA), Commitment Reduction Grant (TC), C Grant Blended (T*), or N Grant Mental Health Services (TN) retired 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. [Supplemental Note 1](#)

Program FSA Error Check 2

Records with a Program Begin Date in FY2016 flagged as an error if...

- ▶ No funding source entered on a record with a Program End Date entered.
- ▶ How to Fix:
 - ▶ Enter the funding source, required if TJJD funds were used.

Program FSA Error Check 3

Records with a Program Begin Date in FY2016
flagged as an error if...

- ▶ 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*.

Program FSA Error Check 3 (continued)

▶ 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.

Program FSA Error Check 3 (continued)

▶ How To Fix:

▶ If the youth participated in the program while in *detention or post-adjudication facility*

▶ Change program location to Detention or Post-Adjudication Facility. Supplemental Note 2 (continued);

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 FSA Error Check 4

Records with a Program Begin Date in FY2016 flagged as an error if...

- ▶ Mental Health Services (MH) or Mental Health Services – Blended (M*) funding source used, but not for a Mental Health, Mental Health Court, Counseling Services, 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.

Program FSA Error Check 5

Records with a Program Begin Date in FY2016 flagged as an error if...

- ▶ 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*.

Program FSA Error Check 5 (continued)

▶ 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.

Program FSA Error Check 5 (continued)

▶ How to Fix:

▶ If the youth participated in the program while in the *community*

▶ Change program location to Community.
Supplemental Note 2 (continued);

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.

FY 2016 Program FSA Results

	Quarter 2	Quarter 3
No Error	87.76%	94.29% 
Check 1 Error	0.08%	0.06% 
Check 2 Error	6.26%	4.83% 
Check 3 Error	3.36%	0.30% 
Check 4 Error	1.25%	0.32% 
Check 5 Error	1.30%	0.19% 



PLACEMENT FSA ERROR CHECKS

Placement FSA Error Check 1

Records with a Placement Begin Date in FY2016 flagged as an error if...

- ▶ State Aid (TA), Commitment Reduction Grant (TC), C Grant Blended (T*), or N Grant Mental Health Services (TN) retired 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. [Supplemental Note 1](#)

Placement FSA Error Check 2

Records with a Placement Begin Date in FY2016 flagged as an error if...

- ▶ No funding source entered on a record with a Placement End Date entered.
- ▶ How to Fix:
 - ▶ Enter the funding source, required if TJJD funds were used.

Placement FSA Error Check 3

Records with a Placement Begin Date in FY2016 flagged as an error if...

- ▶ 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 FSA Error Check 4

Records with a Placement Begin Date in FY2016
flagged as an error if...

- ▶ 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.

Placement FSA Error Check 4 (continued)

▶ How to Fix:

- ▶ Change placement service type to Mental Health or Sex Offender Supplemental Note 3 (continued);

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.

FY 2016 Placement FSA Results

	Quarter 1	Quarter 2	Quarter 3
No Error	73.01%	92.60% 	95.54% 
Check 1 Error	1.04%	0.22% 	0.15% 
Check 2 Error	23.59%	5.53% 	3.77% 
Check 3 Error	0.50%	0.15% 	0.23% 
Check 4 Error	1.85%	1.50% 	0.31% 



BEHAVIORAL
HEALTH
SERVICE
FSA ERROR
CHECKS

Behavioral Health Service FSA Error Check 1

Records with a Service Date in FY2016 flagged as an error if...

- ▶ State Aid (TA), Commitment Reduction Grant (TC), C Grant Blended (T*), or N Grant Mental Health Services (TN) retired 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. [Supplemental Note 1](#)

Behavioral Health Service FSA Error Check 2

Records with a Service Date in FY2016 flagged as an error if...

- ▶ No funding source entered on a record with a Service Date entered.

- ▶ **How to Fix:**

- ▶ Enter the funding source, required if TJJD funds were used.

Behavioral Health Service FSA Error Check 3

Records with a Service Date in FY2016 flagged as an error if...

- ▶ 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*

Behavioral Health Service FSA Error Check 3 (continued)

▶ How to Fix:

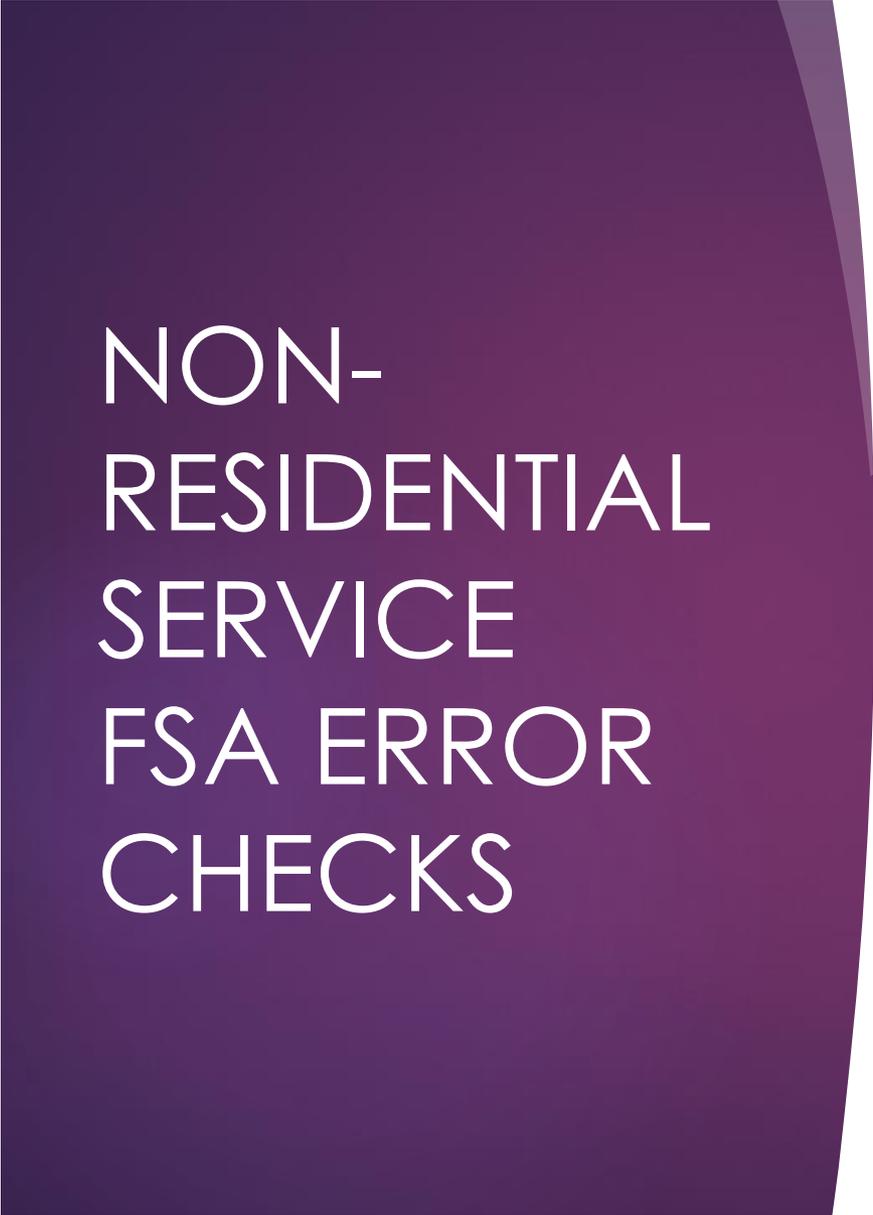
- ▶ If the youth was served in the *community*
 - ▶ Change location on the Behavioral Health Service record to Community

OR

- ▶ 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.

FY 2016 Behavioral Health Service FSA Results

	Quarter 1	Quarter 2	Quarter 3
No Error	86.13%	91.22% 	92.62% 
Check 1 Error	0.49%	0.10% 	0.09% 
Check 2 Error	12.66%	8.39% 	7.22% 
Check 3 Error	0.72%	0.28% 	0.07% 



NON-
RESIDENTIAL
SERVICE
FSA ERROR
CHECKS

Non-Residential Service FSA Error Check 1

Records with a Service Date in FY2016 flagged as an error if...

- ▶ State Aid (TA), Commitment Reduction Grant (TC), C Grant Blended (T*), or N Grant Mental Health Services (TN) retired 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. [Supplemental Note 1](#)

Non-Residential Service FSA Error Check 2

Records with a Service Date in FY2016 flagged as an error if...

- ▶ No funding source entered on a record with a Service Date entered.

- ▶ How to Fix:

- ▶ Enter the funding source, required if TJJD funds were used.

Non-Residential Service FSA Error Check 3

Records with a Service Date in FY2016 flagged as an error if...

- ▶ Pre & Post Adjudication (PA), Pre & Post Adjudication – Blended (P*), Mental Health Services (MH), or Mental Health Services – Blended (M*) funding source used when youth 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. [Supplemental Note 4 \(continued\)](#)

Non-Residential Service FSA Error Check 4

Records with a Service Date in FY2016 flagged as an error if...

- ▶ 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 placement 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 – Blended (D*), Mental Health Services (MH), or Mental Health Services – Blended (M*), if applicable.

FY 2016 Non-Residential Service FSA Results

	Quarter 1	Quarter 2	Quarter 3
No Error	83.18%	88.69% 	91.15% 
Check 1 Error	0.88%	0.00% 	0.00%
Check 2 Error	10.10%	4.49% 	4.52% 
Check 3 Error	5.17%	5.82% 	3.27% 
Check 4 Error	0.67%	1.00% 	1.05% 

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. ([Program Check 1](#), [Placement Check 1](#), [Behavioral Health Service Check 1](#), [Non-Residential Service Check 1](#))

- ▶ To inactivate a funding source in JCMS, do the following:
 1. From the Home page, select Maintenance.
 2. Select Funding Source.
 3. Click Edit next to the Funding Source that needs to be retired.
 - ▶ Any active code assigned to State Aid Grant, Commitment Reduction Grant, C Grant Blended, or N Grant Mental Health Services must be retired.
 4. 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. ([Program Check 3](#) and [Program Check 5](#))
- ▶ 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 in JCMS, 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.

Supplemental Note 2 (continued)

- ▶ A Program record is flagged as an error and the program location needs to be changed. (Program Check 3 and Program Check 5)
 - ▶ If the Program Location has changed, 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. ([Placement Check 4](#))
 - ▶ 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 in JCMS, do the following:
 1. From the Home page, select Maintenance.
 2. Select Placement Facilities.
 3. Click View next to the Facility that needs to be updated.
 4. Click Edit.
 5. In the Placement Service Type section, check the box next to the Placement Service Types that need to be added.

Supplemental Note 3 (continued)

- ▶ A Placement record is flagged as an error and the placement service type needs to be changed. (Placement Check 4)
- ▶ 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.
(Non-Residential Service Check 3)
- ▶ 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.

Supplemental Note 4 (continued)

- ▶ A Non-Residential Service record is flagged as an error for using Mental Health Service funding source. (Non-Residential Service Check 3)
 - ▶ 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 (unless a Grant S/T funded Prevention/Intervention Program).
 - ▶ 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) in an Excel spreadsheet rather than entering individual Behavioral Health Service records.

Summary

- ▶ So far, the FY 2016 Funding Source Audit has been a great success, and funding source data reporting has improved measurably each quarter.



Funding Source Audit Next Steps

- ▶ FY 2016 Quarter 3 YTD Funding Source Audit
 - ▶ Corrections due **September 30, 2016**

- ▶ FY 2016 Quarter 4 YTD Funding Source Audit
 - ▶ Results emailed mid-October 2016
 - ▶ Corrections due **December 31, 2016**

Funding Source Audit Next Steps

- ▶ FY 2017 Funding Source Audit... ***YOU DECIDE!***
 - ▶ Once a year?
 - ▶ Results for the entire FY 2017 (September 1, 2016 – August 31, 2017) sent out mid-September 2017; corrections due December 31, 2017
 - ▶ Twice a year?
 - ▶ Results for the first half of FY 2017 (September 1, 2016 – February 28, 2017) sent out mid-March 2017; corrections due May 31, 2017
 - ▶ Results for the second half of FY 2017 (March 1, 2017 – August 31, 2017) sent out mid-September 2017; corrections due November 30, 2017

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