# FSFN Financial & Capturing Costs Correctly

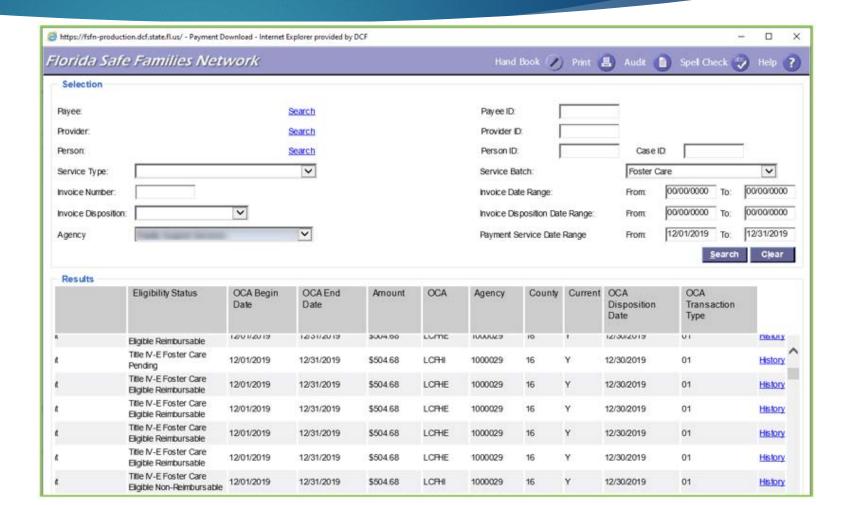
Marci Kirkland, Financial Analyst DCF, Office of CBC/ME Financial Accountability (OFA)

## **FSFN Financial**

- ► A Financial Translation of Eligibility Determinations
- Payment Guidance
- Setting up Service Types Correctly

### **FSFN Payment Download**

Payment Download provides the most "real-time" payment information when it comes to the fund source the payment is being recorded to.



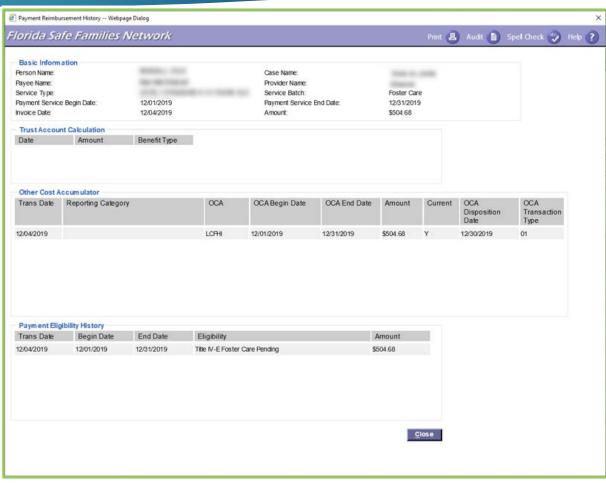
### **FSFN Payment Download**

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 12/4/2019, this child's Title IV-E Eligibility Record had not been completed.

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





### **FSFN Payment Download**

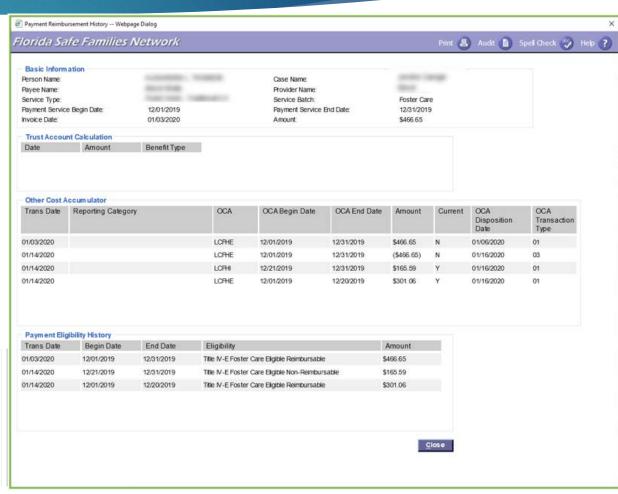
In this example, when the Foster Care Service Batch financial was scheduled on 1/3/2020, this child's Title IV-E Eligibility had an Eligibility Determination, effective December, as being "Title IV-E Foster Care Eligible Reimbursable".

► The payment is mapped to the "eligible" OCA LCFHE.

When another Foster Care Service Batch financial was scheduled on 1/14/2020, there had been an update to the eligibility record where now the Eligibility Determination, as of 12/21/2019, is "Title IV-E Foster Care Eligible Non-Reimbursable"

The OCA has been re-evaluated, and now part of the payment is now being mapped to the "ineligible" OCA LCHI.

	Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type	
ıt	Title IV-E Foster Care Eligible Non-Reimbursable	12/21/2019	12/31/2019	\$165.59	LCFHI	1000065	58	Υ	01/16/2020	01	History
ıt	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/20/2019	\$301.06	LCFHE	1000065	58	Υ	01/16/2020	01	History
ıt	Title IV-E Foster Care Eligible Non-Reimbursable	12/21/2019	12/31/2019	\$165.59	LCFHI	1000065	58	Υ	01/16/2020	01	<u>History</u>
ıt	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/20/2019	\$19.35	LCFHE	1000065	58	Υ	01/16/2020	01	History
ıt	Title IV-E Foster Care Eligible Non-Reimbursable	12/21/2019	12/31/2019	\$10.65	LCFHI	1000065	58	Υ	01/16/2020	01	History



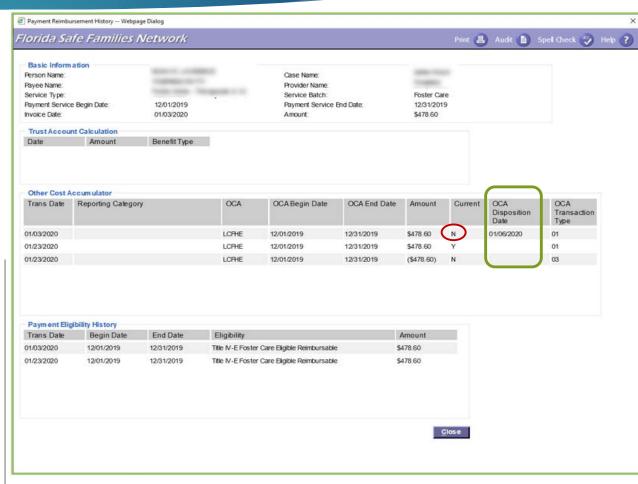
### **FSFN Payment Download**

In this example, when the Foster Care Service Batch financial was scheduled on 1/3/2020, this child's Title IV-E Eligibility had a Eligibility Determination, effective December, 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 1/23/2020, an Eligibility Redetermination had been completed, which resulted as the same eligibility status, but the OCA will still be reevaluated.

	Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Curren	OCA Disposition Date	OCA Transaction Type	
ıt	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$478.60	LCFHE	1000065	58	Υ	01/23/2020	01	History
ıt	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$478.60	LCFHE	1000065	41	Υ		01	History
ıt	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$466.65	LCFHE	1000065	41	Υ		01	History
ıt	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$466.65	LCFHE	1000065	41	Υ		01	<u>History</u>
ıt	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$30.00	LCFHE	1000065	41	Υ		01	<u>History</u>
ıt	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$30.00	LCFHE	1000065	41	Υ		01	History
e placement	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/22/2019	\$435.77	LCFHE	1000065	58	Υ		01	History '
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# FSFN Financial Payment Guidance

### **FSFN Payment Reference Guide**

The FSFN Payment Reference Guide provides the following information necessary to process payments accurately in FSFN, 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.
- Service Category Descriptions This is the first category chosen when setting up a Service Type or when choosing which Service Type to select when entering Placements, Services, processing manual Payments & Overpayment Adjustments, etc...
  - ▶ Used to create statewide reports, such as the Statewide Client Eligibility Report.
  - Describe what types of costs at a high level should be captured within each category.

# FSFN Financial Payment Guidance

#### FSFN Payment Reference Guide (continued)

- Reporting Category Descriptions, which:
  - Describe what types of costs <u>can be</u> 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).
- NCANDS Reporting Descriptions (previously known as Statewide Reporting Group)
- NYTD Reporting Group Descriptions
- And More.....

# FSFN Financial Payment Guidance

The FSFN Payment Reference Guide can be obtained at:

http://eww.dcf.state.fl.us/ascbc/training/fsfn\_payment\_reference\_guide.pdf

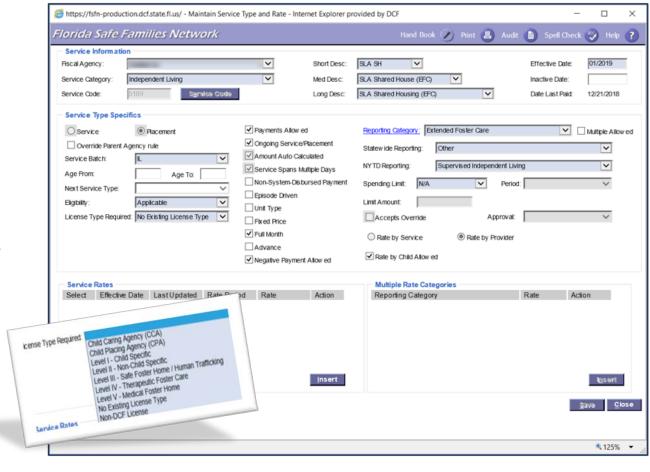
or

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

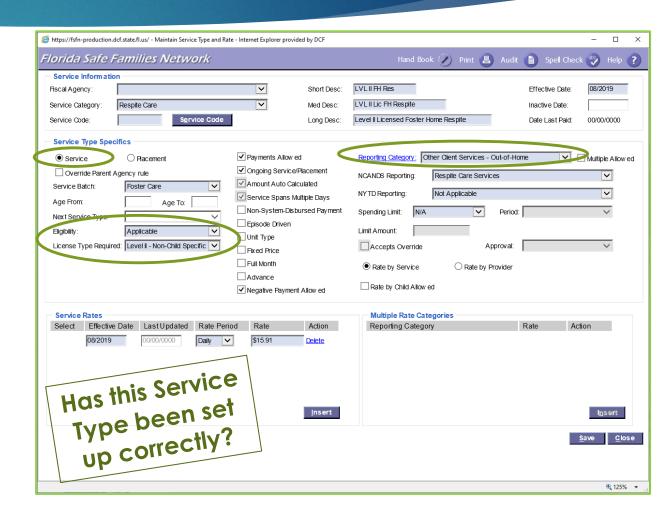
Please Note: Always remember to look at the "Updated Date" located in the header of each page.

#### "Placement" Service Types

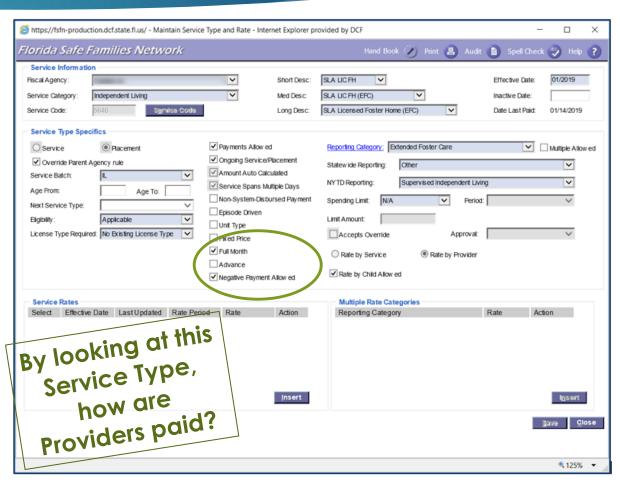
- ► Eligibility Is the funding determined by the child or young adult's Title IV-E Eligibility Record?
  - ▶ If "Yes", then 'Applicable'
  - ▶ If "No", then 'Not Applicable'
- ▶ License Type Required Is the payment contingent upon if the Provider has a License documented in FSFN or not?
  - If "Yes", then select the License Type option required for the Provider to have recorded as active in FSFN.
  - ▶ If "No", then select 'No Existing License Type"



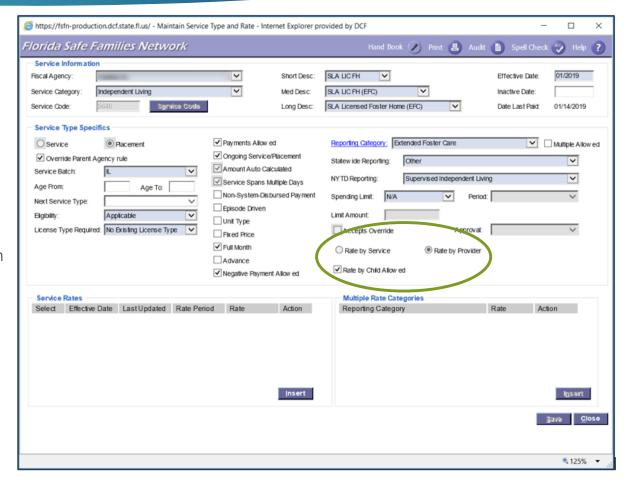
- When must a License Type be selected?
  - When the Service Type is used to record, regardless or if a payment will be processed or not, a child being placed or an additional service is being provided by a DCF <u>Licensed</u> <u>Foster Home</u> or <u>Group Home</u>, such as recording in FSFN a child or young adult's:
    - Respite Services-
      - When do you set up Respite Services as a 'Placement' or 'Service' Service Type?
      - Is a License Type always required?
      - What would be chosen for the 'Eligibility' data field?
  - When a License is required, the Service Type must be added to the FSFN Provider Management's page under "Licensed Services".



- How will this Provider be paid?
  - ▶ By Day or for the Full Month, regardless of when the Placement or Service is ended in FSFN?
    - ▶ By Day the payment will only be paid for the days within the Service Begin and Service End Dates, then if:
      - ▶ A Daily Rate is established in FSFN, then the payment amount will be the Daily Rate multiplied by the Number of Days.
      - A Monthly Rate is established in FSFN, then the payment amount will be the Monthly Rate divided by Number of Days in the month, then multiplied by the Number of Days.
    - Full Month the payment will be paid for the entire month regardless of when the Placement or Service is ended in FSFN.
      Note: This is identified in the Service Type by checking the "Full Month" checkbox.
    - Advance the payment will be calculated for ongoing Placements or Services a month in advance, when the advance month is entered when scheduling the financial batch. Note: This is identified in the Service Type by checking the "Advance" checkbox.



- How will the payment amount for this Placement or Service be calculated?
  - Rate by Service or Rate by Provider? For whichever one is chosen, always remember to check the "Rate by Child Allowed" checkbox {this will always be a "safety net" in establishing a rate for a child or young adult}.
    - ▶ Rate by Service if this radio button is selected then rate should be established within the Maintain Services page within the Service Type itself.
      - Pro: The updated rate will be reflected for multiple children or young adult's using the Service Type will no other update required; however, this update <u>MUST</u> be done by using the Maintain Services Page in the Service Rate section only.
    - Rate by Provider if this radio button is selected then rate <u>MUST</u> be established within the Provider Management's page, under the 'Services' tab. Provider Rates are updated as well on the Provider Management's page.



## **Additional Questions**

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