



REVMAX TRAINING – MAY 2022

# FSFN REPORT UTILIZATION

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# FSFN REPORTS

- **FSFN FINANCIAL**
  - Payment Download
  - Service Type Listing
- **FSFN REPORTING (BOE)**
  - DCF OCA Summary and Detail Report
  - Client Service Rate Validation Report
  - Licensed Provider Detail On-Demand Listing – OCWDRU





# FSFN REPORTS

FSFN FINANCIAL – PAYMENT DOWNLOAD



# PAYMENT DOWNLOAD

Payment Download - Work - Microsoft Edge  
https://fsfn-production.dcf.state.fl.us/flsacwis/sm/sm04b/SM04B\_CreateFinancialWork.action

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

**Selection**

Payee: [Search](#) Payee ID:   
Provider: [Search](#) Provider ID:   
Person: [Search](#) Person ID:  Case ID:   
Service Type:  Service Batch:   
Invoice Number:  Invoice Date Range: From:  To:   
Invoice Disposition:  Invoice Disposition Date Range: From:  To:   
Agency:  Payment Service Date Range: From:  To:

**Results**

Payment ID	Overpayment Adjustment for an Overpayment	Amount Requested	Payment Status	Service Type	Date of Birth	Payee	Payee ID	Provider	Provider ID	Invoice ID
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Options:

125%

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

Data fields which can be queried, either separately or together are:

- ▶ Service Type;
- ▶ Invoice Number;
- ▶ Invoice Disposition;
- ▶ Payee ID;
- ▶ Provider ID;
- ▶ Person ID; or
- ▶ Service Batch.



# PAYMENT DOWNLOAD

Invoice ID	Invoice Date	Invoice Disposition	Invoice Disposition Date	Payment Service Begin	Payment Service End
105081105	04/01/2022	In Process	04/04/2022	03/01/2022	03/31/2022
105081121	04/01/2022	In Process	04/04/2022	03/01/2022	03/31/2022
105081189	04/01/2022	In Process	04/04/2022	03/01/2022	03/31/2022

**Note:** Overpayment Adjustment records will only display when the Payment Service Date Range prompt is used.

Once a data field or multiple data fields are selected, the user must enter a date range before clicking on the 'Search' button.

- ▶ **Invoice Date Range** – this will retrieve all the payments which fall into the date range for the Invoice Date resulted data elements.
- ▶ **Invoice Disposition Date Range** – this will retrieve all the payments which fall into the date range for the Invoice Disposition Date resulted data elements.
- ▶ **Payment Service Date Range** – this will retrieve all the payments which fall into the date range for the Payment Service Begin and Payment Service End resulted data elements.



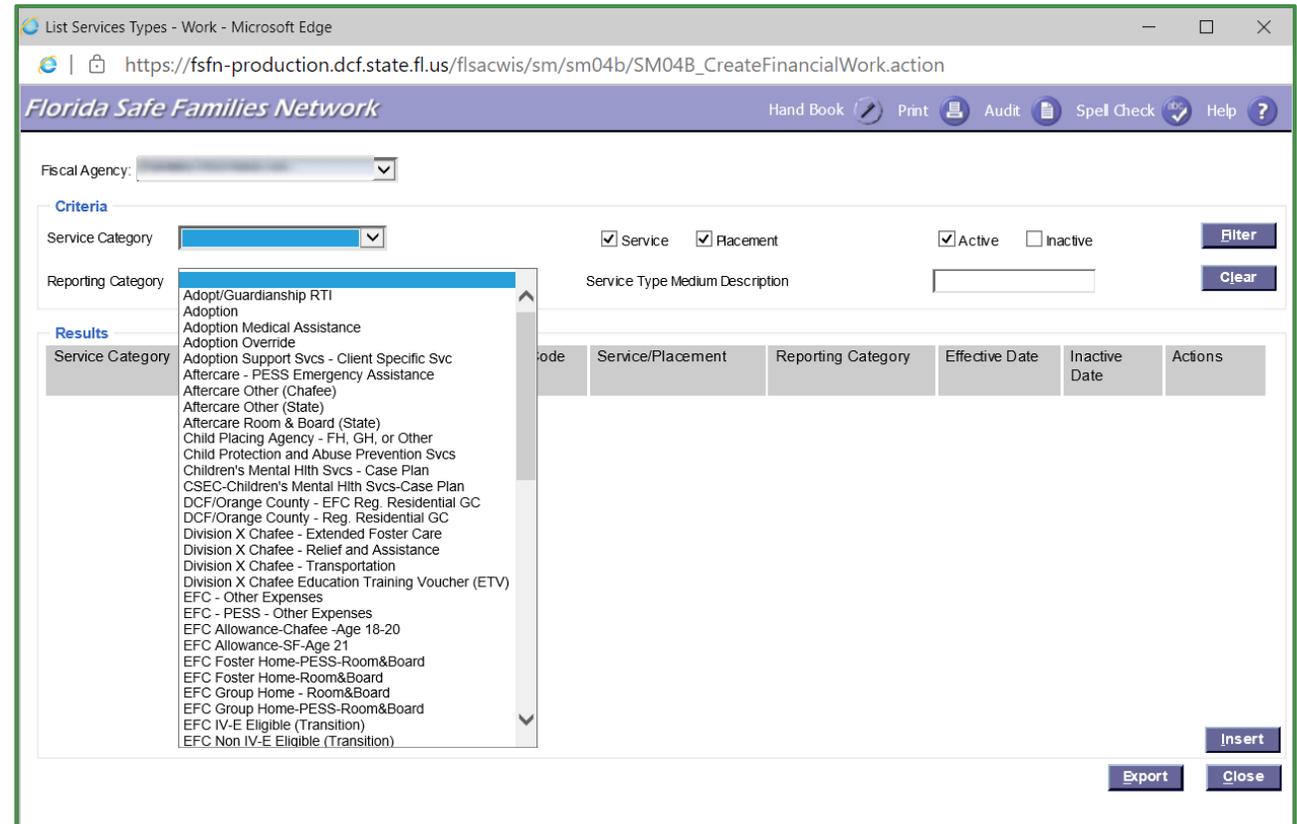
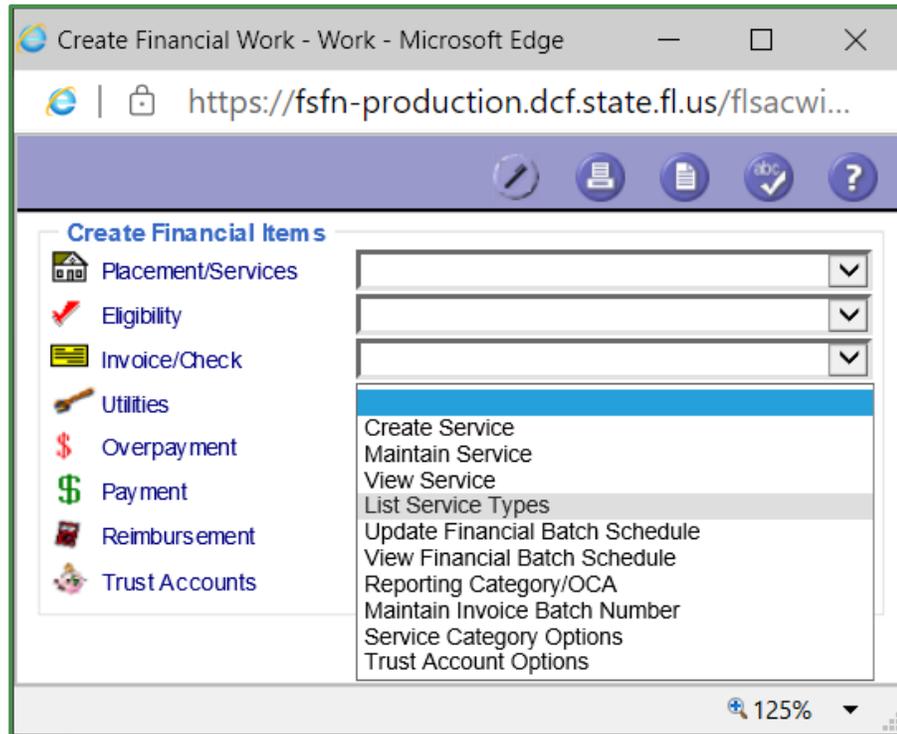


# FSFN REPORTS

FSFN FINANCIAL – SERVICE TYPE LISTING



# SERVICE TYPE LISTING



Service Type Listing allows the CBC to view any of their created Service Types queried by one or both of these data fields:

- ▶ Service Category; or
- ▶ Reporting Category;



# SERVICE TYPE LISTING

List Services Types - Work - Microsoft Edge  
 https://fsfn-production.dcf.state.fl.us/flsacwis/fm/fm01a/FM01a\_ListServices.action

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Fiscal Agency: [Dropdown]

**Criteria**

Service Category: Foster Home [Dropdown]  Service  Placement  Active  Inactive **Filter**

Reporting Category: [Dropdown] Service Type Medium Description: [Text Box] **Clear**

**Results**

Service Category	Service Type Medium Description	Service Code	Service/Placement	Reporting Category	Effective Date	Inactive Date	Actions
Foster Home	Foster Home Thera 0-5	29	Placement	Foster Home	01/2000		<a href="#">EDIT Copy</a>
Foster Home	FH Medical 15-17	39	Placement	Foster Home	01/2000		<a href="#">EDIT Copy</a>
Foster Home	Foster manual payment	1082	Service	Foster Home	01/2000		<a href="#">EDIT Copy</a>
Foster Home	FH - Therapeutic 6-12	2273	Placement	Foster Home	01/2014		<a href="#">EDIT Copy</a>
Foster Home	FH Medical 0-12	2278	Placement	Foster Home	01/2014		<a href="#">EDIT Copy</a>
Foster Home	FH Medical 13-14	2679	Placement	Foster Home	01/2000		<a href="#">EDIT Copy</a>
Foster Home	Foster Home - Trad 6-12	3000	Placement	Foster Home	01/2014		<a href="#">EDIT Copy</a>
Foster Home	FH Matrix 0-12 Level 1	3500	Placement	Foster Home	01/2014		<a href="#">EDIT Copy</a>
Foster Home	FH Matrix 0-12 Level 2	3501	Placement	Foster Home	01/2014		<a href="#">EDIT Copy</a>
Foster Home	FH Matrix 0-12 Level 3	3502	Placement	Foster Home	01/2014		<a href="#">EDIT Copy</a>
Foster Home	FH Matrix 0-12 Level 4	3506	Placement	Foster Home	06/2014		<a href="#">EDIT Copy</a>
Foster Home	FH Medix 0-12	3550	Placement	Foster Home	01/2014		<a href="#">EDIT Copy</a>
Foster Home	Foster Home - Trad 15-17	4981	Placement	Foster Home	07/2018		<a href="#">EDIT Copy</a>
Foster Home	FH - Therapeutic 13-14	4982	Placement	Foster Home	07/2018		<a href="#">EDIT Copy</a>

**Insert** **Export** **Close**

Once the data field(s) has/have been selected, then click on the 'Filter' button to get the retrieved results.

These results can be downloaded by clicking on the 'Export' button and saving the file the computer's C: drive.

**Note:** Checking the "Placement" box is a great way to only retrieve these Service Types, which can then be easily given to a CBC's Placement Staff to assist in the selection of the most appropriate Service Type being used for a child's Out-of-Home Placement.





# FSFN REPORTS

FSFN REPORTING (BOE) – DCF OCA SUMMARY AND  
DETAIL REPORT



# DCF OCA SUMMARY AND DETAIL REPORT

The screenshot shows the SAP Documents interface. The left sidebar displays a tree view of folders under 'My Documents'. The 'Ad Hoc Financial' folder is highlighted with a blue box. The main area shows a list of documents with columns for 'Title' and 'Type'. The 'DCF OCA Summary and Detail Report' is selected and highlighted in blue.

Title	Type
DCF OCA Summary and Detail Report	Web Intelligence
Devereux CBC - 4Kids Invoice Report	Web Intelligence
Episode Driven Payments Revised	Web Intelligence
Fixed Price Contracts	Web Intelligence
MD TA - Balance Report BreakDown	Web Intelligence
OCA Service Batch	Web Intelligence
OCA Service Batch Summary	Web Intelligence
OCA Service Batch Summary Without County Break	Web Intelligence
Payment History	Web Intelligence
Payment History by Child ID	Web Intelligence
Payment History by Payee ID	Web Intelligence
Payment History by Provider ID	Web Intelligence
Payment History by Service	Web Intelligence
Payment Status Revised	Web Intelligence
Pending InvoiceWith Service Prompt	Web Intelligence
SFTP_11OKI_Adoptions_Eligibility_and_Finalization_Status	Web Intelligence
TA Trust Account Status	Web Intelligence
z Citrus Family Care Network and Our Kids Transition - DCF OCA Summary and Detail Report	Web Intelligence
zz FSS of SunCoast and Eckerd Community Alternatives Transition - DCF OCA Summary and Detail Report	Web Intelligence

This report provides Community Based Care (CBC) Fiscal Workers and Department of Children and Families (DCF) Fiscal Staff with a summary and detail of payments, payment adjustments, and adjustments to fund sources based on a child's eligibility by Other Cost Accumulator (OCA) made during the reporting period, with the associated payment information.



# DCF OCA SUMMARY AND DETAIL REPORT

The screenshot shows the 'Prompts' dialog box. The 'Prompts Summary' section lists four prompts: 'Enter value(s) for Fiscal Agency:', 'Enter value(s) for Service Batch', 'Enter Disposition Date(Start): 7/1/2020 12:00:00 AM', and 'Enter Disposition Date(End): 7/31/2020 12:00:00 AM'. The 'Enter value(s) for Service Batch' section has a text input field, a 'Refresh Values' button, and a list of service batch types: Adoption, Foster Care, Group Facility, IL, Non Recurring, and Other. The 'OK' button is disabled.

The screenshot shows the 'Prompts' dialog box with the 'Prompts Summary' section updated. The prompts are: 'Enter value(s) for Fiscal Agency: CBC of Seminole', 'Enter value(s) for Service Batch: Foster Care;Non Recurring;Other', 'Enter Disposition Date(Start): 1/1/2022 12:00:00 AM', and 'Enter Disposition Date(End): 2/28/2022 12:00:00 AM'. The 'Enter Disposition Date(Start):' section has a date picker set to 1/1/2022 12:00:00 AM. The 'OK' button is now enabled and highlighted with a blue box.

A selection from each of these data prompts are required in order for the report to run.

The Disposition Date fields being requested here are the same as the 'OCA Disposition Date' data element listed in Payment Download. The OCA Disposition Date, aka Disposition Date, is the date when FSFN has fully processed a Payment, Overpayment Adjustment, or Eligibility Adjustment, where DCF considers these records to be "realized" for reporting purposes.

**Note:** Once all the Prompt Summary selections have a green check, the 'OK' button is then enabled for the user to then run the report.



# DCF OCA SUMMARY AND DETAIL REPORT

Florida Department of Children and Families

Page 1 of 1

Report Run Date: 5/2/22

## OCA Summary - Grand Total

Fiscal Agency: 

OCA	OCA Description	OCA Amount
39MAS	Maintenance Adoption Subsidies - TANF	138,770.35
WO006	Maint Adoption Subsidies - Oth	82,409.47
WO007	Ext Maint Adopt Sub - Other	1,879.67
WR001	Maint Adopt Sub - Title IV-E	937,374.29
WR002	Ext Maint Adopt Sub - IV-E	10,470.36
<b>Total</b>		<b>1,170,904.14</b>

The OCA Summary – Grand Total tab –

This is the total amount of expenditures by OCA the CBC will report to the Department for the Monthly Expenditure Report.

The CBC defines the Date Parameters, aka OCA Disposition Dates, for the reporting period.

## Report Parameters

Run Date: 5/2/22

Service Batch	OCA Disposition Date Begin	OCA Disposition Date End
Adoption	01/01/2022	02/28/2022



# DCF OCA SUMMARY AND DETAIL REPORT

Florida Department of Children and Families Page 1 of 1  
Report Run Date: 5/2/22

**OCA Summary - Payments and Payment Adjustments**

Fiscal Agency:  

OCA	OCA Description	Payment / Payment Adjustment Amount
39MAS	Maintenance Adoption Subsidies - TANF	78,773.49
WO006	Maint Adoption Subsidies - Oth	148,622.37
WO007	Ext Maint Adopt Sub - Other	1,879.67
WR001	Maint Adopt Sub - Title IV-E	931,158.25
WR002	Ext Maint Adopt Sub - IV-E	10,470.36
<b>Total</b>		<b>1,170,904.14</b>

Florida Department of Children and Families Page 1 of 1  
Report Run Date: 5/2/22

**OCA Summary - Eligibility Adjustments**

Fiscal Agency:  

OCA	OCA Description	Eligibility Adjustment Amount
39MAS	Maintenance Adoption Subsidies - TANF	59,996.86
WO006	Maint Adoption Subsidies - Oth	(66,212.90)
WR001	Maint Adopt Sub - Title IV-E	6,216.04
<b>Total</b>		<b>0.00</b>

Note: If this total does not equal 0.00, further research is required.

## The OCA Summary – Payments and Payment Adjustments tab –

This is the total amount of released through FSFN to the Check Write File for the CBC defined reporting period.

## The OCA Summary – Eligibility and Eligibility Adjustments tab –

This is the total amount of expenditure movement between OCAs, for the eligibility updates made in FSFN for the child, for the CBC defined reporting period.



# DCF OCA SUMMARY AND DETAIL REPORT

**Florida Department of Children and Families**  
**OCA Detail Listing - All**  
 Fiscal Agen: CBC of Brevard  
 Service Batch: Adoption  
 Report Run Date: [Date]  
 Date Parameters 01/01/2022 Through 02/01/2022

Payment ID	Id Invoice	No Inv	OCA Number	OCA Begin Date	OCA End Date	OCA Amount	OCA Disposition Date	Child ID	Child Name	Child DOB	Child Age	Payee ID	Payee Name	Service Type	Trans Type	Eligibility
109434949	104961495		WR001	1/1/22	1/30/22	417.00	1/18/22			1/31/2004	18.00			Adoption Subsidy (13 and older)	01	12
109434951	104961291		WO006	1/1/22	1/29/22	417.00	1/18/22			1/30/2004	18.00			Adoption Subsidy (13 and older)	01	12
109434952	104963825		WR001	1/1/22	1/11/22	1,410.00	1/18/22			1/12/2004	18.00			Adoption Subsidy (13 and older)	01	12
109434952	*		WR001	1/1/22	1/11/22	1,410.00	1/18/22			1/12/2004	18.00			Adoption Subsidy (13 and older)	01	
109434952	*		WR001	1/1/22	1/11/22	(1,410.00)	1/18/22			1/12/2004	18.00			Adoption Subsidy (13 and older)	03	
109434953	104963825		WR001	1/1/22	1/5/22	417.00	1/18/22			1/7/2004	18.00			Adoption Subsidy (13 and older)	01	12
109436783	104957693		WR001	12/17/21	12/31/21	234.22	1/18/22			8/23/2016	5.36			Adoption Subsidy (0-5)	01	12

## The OCA Detail Listing tab –

This is the detail for each payment, overpayment adjustment, and eligibility record processed for the CBC defined reporting period.

Using the Input Controls on the left of the page, a user can drilldown by OCA, ID Batch Release, Transaction Type, eligibility adjustments, and by age of the child during the payment service dates.





# FSFN REPORTS

FSFN REPORTING (BOE) – CLIENT SERVICE RATE  
VALIDATION REPORT



# CLIENT SERVICE RATE VALIDATION REPORT

The screenshot shows the SAP Documents interface. The top navigation bar includes 'Home' and 'Documents'. Below it are menu options: 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The main area is divided into two panes. The left pane, titled 'My Documents', shows a folder tree with 'Public Folders' and 'Go Live Validation' highlighted. The right pane displays a table of documents.

Title	Type
Client Service Rate Validation	Web Intelligence
Duplicate Services Clean-up	Web Intelligence
FSFN-ICWSIS Data Comparison	Web Intelligence
ICWSIS Data Not In FSFN	Web Intelligence
Living Arrangements with Inactive Value Needing Updates	Web Intelligence
NCANDS Exception Report	Web Intelligence
Provider Service Rate Validation	Web Intelligence

This report provides the FSFN detail of all **open** Out-of-Home Placements and Non-Placement Services for a CBC. There is no data prompt information needed to query this report. Once a user double clicks on the report's title, the report will begin to run for the CBC Fiscal Agencies the user has the security profile for.



# CLIENT SERVICE RATE VALIDATION REPORT

The screenshot shows a software application window with a title bar 'Client Service Rate V...'. Below the title bar is a menu bar with options: Track, Drill, Filter Bar, Freeze, Outline. The main content area displays the text 'Florida Safe Families Network' followed by 'Client Service Rate Validation'. Below this are two table headers. The first table header has columns: Fiscal Agency Name, Unit of Primary Case Worker, Child Name, Child ID, Child D.O.B, Case Name, Case ID, Case Type, Placement or Serv. The second table header has columns: Service Category, Service Type, Provider Name, Provider Status, Provider ID, Payments Allowed, Basic Rate, Basic Rate Freque, Child Rate, Child Rate Frequ.

Fiscal Agency Name	Unit of Primary Case Worker	Child Name	Child ID	Child D.O.B	Case Name	Case ID	Case Type	Placement or Serv
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Service Category	Service Type	Provider Name	Provider Status	Provider ID	Payments Allowed	Basic Rate	Basic Rate Freque	Child Rate	Child Rate Frequ
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This report does not provide any historical information, once the Out-of-Home Placement or Non-Placement Service has ended, it will no longer be reflected on this report. For any Non-Placement Service which has been entered with a “future” End Date, these records will also not be included on this report.





# FSFN REPORTS

FSFN REPORTING (BOE) – LICENSED PROVIDER DETAIL  
ON-DEMAND LISTING - OCWDRU



# LICENSED PROVIDER DETAIL ON-DEMAND LISTING - OCWDRU

The screenshot shows the SAP Documents interface. On the left is a 'My Documents' sidebar with a tree view of folders including 'OCWDRU Reports' and 'Management'. The main area displays a table of documents:

Title	Type
Licensed Foster Care Providers State Fiscal Year to Date Monthly Report - OCWDRU	Web Intelligence
Licensed Foster Care Providers State Fiscal Year to Date On-Demand Listing - OCWDRU	Web Intelligence
Licensed Foster Care Providers State Fiscal Year to Date On-Demand Summary - OCWDRU	Web Intelligence
Licensed Foster Home Closure Reason Listing - OCWDRU	Web Intelligence
<b>Licensed Provider Detail On-Demand Listing - OCWDRU</b>	Web Intelligence
Unified Home Study Redetermination Due Listing - OCWDRU Report	Web Intelligence

This report provides detail on **all** License Types, including Bed Capacity and Available Capacity for providers with an active license on the report prompt date.

The only prompt required for this report is the date for which the user would like all the active provider licenses for.



# LICENSED PROVIDER DETAIL ON-DEMAND LISTING - OCWDRU

Licensed Provider Det...  
 Office of Child Welfare Data Reporting Unit  
 Licensed Child Caring Agency Provider Detail Listing  
 04/30/2022 11:59:59 PM  
 Source: FSFN Data Repository as of 05/01/2022 02:52:00 PM

Region	Circuit	Agency	County	Provider ID	Provider Name	Bed Capacity	Available Capacity	Number Placed	Population Served	Dependency	Community	License Status	License Subtype
Central Region	Circuit 05	Kids Central, Inc.	Citrus	100064957	Covenant Children'S Home	8	2	6	Combination	4	4	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Citrus	100275584	Covenant Children'S Home-H	6	6	0	Combination	3	3	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Citrus	142679	E-Nini-Hassee, Ayukumkus	70	70	0	Combination	35	35	Active-Regular	Wilderness Camp
Central Region	Circuit 05	Kids Central, Inc.	Hernando	100279052	Elevated Youth Services	6	5	1	Combination	3	3	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Hernando	135957	New Beginnings Youth Shelter	18	18	0	Combination	9	9	Active-Regular	Runaway/Emergency
Central Region	Circuit 05	Kids Central, Inc.	Lake	100249723	Integrity Care Inc. Db a Integrit	40	12	28	Dependency Only	40	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Lake	100158543	Press Forward Inc. Stevens	4	0	4	Dependency Only	4	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	100088281	Arnette House Girls Residenti	8	8	0	Dependency Only	8	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	100021484	Arnette House Inc Group Hor	18	9	9	Dependency Only	18	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	152059	Arnette House Runaway-Eme	20	20	0	Combination	10	10	Active-Regular	Emergency Shelter
Central Region	Circuit 05	Kids Central, Inc.	Marion	100270193	Hands Of Mercy Everywhere-l	5	0	5	Dependency Only	5	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	100253827	Hands Of Mercy Everywhere-	5	5	0	Dependency Only	5	0	Active-Regular	At-Risk Home
Central Region	Circuit 05	Kids Central, Inc.	Marion	142961	Hands Of Mercy Everywhere l	20	9	11	Dependency Only	20	0	Active-Regular	Maternity

Using the 'License Subtype' data element for licensed CCA providers within this report would be a great tool to ensure the Subtype for a Licensed CCA has an appropriate Service Type available for the provider in FSFN. By doing this, when a child is placed with a licensed CCA, Placement Staff within the CBC can record the placement to the appropriate 'Placement' Service Type, preventing the need for correction entries later.



# ADDITIONAL QUESTIONS

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