



Eligibility and Finance Training – January 2021

FSFN Financial & Capturing Costs Correctly

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FSFN Financial

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

FSFN Financial

A Financial Translation of Eligibility Determinations

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.

https://fsfn-production.dcf.state.fl.us/ - Payment Download - Internet Explorer provided by DCF

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: Foster Care
Invoice Number: Invoice Date Range: From: To:
Invoice Disposition: Invoice Disposition Date Range: From: To:
Agency: Payment Service Date Range: From: To:

Results

	Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type	
#	Eligible Reimbursable	12/01/2019	12/31/2019	\$504.68	LCRHE	1000029	16	Y	12/30/2019	01	History
#	Title IV-E Foster Care Pending	12/01/2019	12/31/2019	\$504.68	LCRHE	1000029	16	Y	12/30/2019	01	History
#	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$504.68	LCRHE	1000029	16	Y	12/30/2019	01	History
#	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$504.68	LCRHE	1000029	16	Y	12/30/2019	01	History
#	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$504.68	LCRHE	1000029	16	Y	12/30/2019	01	History
#	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$504.68	LCRHE	1000029	16	Y	12/30/2019	01	History
#	Title IV-E Foster Care Eligible Non-Reimbursable	12/01/2019	12/31/2019	\$504.68	LCRHE	1000029	16	Y	12/30/2019	01	History

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A Financial Translation of Eligibility Determinations

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.

Results										
	Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type
	Eligible Reimbursable	12/01/2019	12/31/2019	\$504.68	LCFHE	1000029	16	Y	12/30/2019	01
1	Title IV-E Foster Care Pending	12/01/2019	12/31/2019	\$504.68	LCFHI	1000029	16	Y	12/30/2019	01
2	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$504.68	LCFHE	1000029	16	Y	12/30/2019	01

Payment Reimbursement History -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help

Basic Information

Person Name:

Payee Name:

Service Type:

Payment Service Begin Date:

Invoice Date:

Case Name:

Provider Name:

Service Batch:

Payment Service End Date:

Amount:

Trust Account Calculation

Date

Amount

Benefit Type

Other Cost Accumulator

Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type
12/04/2019		LCFHI	12/01/2019	12/31/2019	\$504.68	Y	12/30/2019	01

Payment Eligibility History

Trans Date	Begin Date	End Date	Eligibility	Amount
12/04/2019	12/01/2019	12/31/2019	Title IV-E Foster Care Pending	\$504.68

Close

FSFN Financial

A Financial Translation of Eligibility Determinations

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	
it	Title IV-E Foster Care Eligible Non-Reimbursable	12/21/2019	12/31/2019	\$165.59	LCFHI	1000065	58	Y	01/16/2020	01	History
it	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/20/2019	\$301.06	LCFHE	1000065	58	Y	01/16/2020	01	History
it	Title IV-E Foster Care Eligible Non-Reimbursable	12/21/2019	12/31/2019	\$165.59	LCFHI	1000065	58	Y	01/16/2020	01	History
it	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/20/2019	\$19.35	LCFHE	1000065	58	Y	01/16/2020	01	History
it	Title IV-E Foster Care Eligible Non-Reimbursable	12/21/2019	12/31/2019	\$10.65	LCFHI	1000065	58	Y	01/16/2020	01	History

Payment Reimbursement History -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help

Basic Information

Person Name: Case Name:
Payee Name: Provider Name:
Service Type: Service Batch: Foster Care
Payment Service Begin Date: 12/01/2019 Payment Service End Date: 12/31/2019
Invoice Date: 01/03/2020 Amount: \$466.65

Trust Account Calculation

Date	Amount	Benefit Type
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Other Cost Accumulator

Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type
01/03/2020		LCFHE	12/01/2019	12/31/2019	\$466.65	N	01/06/2020	01
01/14/2020		LCFHE	12/01/2019	12/31/2019	(\$466.65)	N	01/16/2020	03
01/14/2020		LCFHI	12/21/2019	12/31/2019	\$165.59	Y	01/16/2020	01
01/14/2020		LCFHE	12/01/2019	12/20/2019	\$301.06	Y	01/16/2020	01

Payment Eligibility History

Trans Date	Begin Date	End Date	Eligibility	Amount
01/03/2020	12/01/2019	12/31/2019	Title IV-E Foster Care Eligible Reimbursable	\$466.65
01/14/2020	12/21/2019	12/31/2019	Title IV-E Foster Care Eligible Non-Reimbursable	\$165.59
01/14/2020	12/01/2019	12/20/2019	Title IV-E Foster Care Eligible Reimbursable	\$301.06

Close

FSFN Financial

A Financial Translation of Eligibility Determinations

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 re-evaluated.

	Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type	
it	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$478.60	LCFHE	1000065	58	Y	01/23/2020	01	History
it	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$478.60	LCFHE	1000065	41	Y		01	History
it	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$466.65	LCFHE	1000065	41	Y		01	History
it	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$466.65	LCFHE	1000065	41	Y		01	History
it	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$30.00	LCFHE	1000065	41	Y		01	History
it	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/31/2019	\$30.00	LCFHE	1000065	41	Y		01	History
e placement	Title IV-E Foster Care Eligible Reimbursable	12/01/2019	12/22/2019	\$435.77	LCFHE	1000065	58	Y		01	History

Options:

Payment Reimbursement History -- Webpage Dialog

Florida Safe Families Network Print Audit Spell Check Help

Basic Information

Person Name:		Case Name:	
Payee Name:		Provider Name:	
Service Type:		Service Batch:	Foster Care
Payment Service Begin Date:	12/01/2019	Payment Service End Date:	12/31/2019
Invoice Date:	01/03/2020	Amount:	\$478.60

Trust Account Calculation

Date	Amount	Benefit Type
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Other Cost Accumulator

Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type
01/03/2020		LCFHE	12/01/2019	12/31/2019	\$478.60	N	01/06/2020	01
01/23/2020		LCFHE	12/01/2019	12/31/2019	\$478.60	Y		01
01/23/2020		LCFHE	12/01/2019	12/31/2019	(\$478.60)	N		03

Payment Eligibility History

Trans Date	Begin Date	End Date	Eligibility	Amount
01/03/2020	12/01/2019	12/31/2019	Title IV-E Foster Care Eligible Reimbursable	\$478.60
01/23/2020	12/01/2019	12/31/2019	Title IV-E Foster Care Eligible Reimbursable	\$478.60

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 can be 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://ewww.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>



website
locations

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

FSFN Financial Setting Up Service Types Correctly

► “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’

https://fsfn-production.dcf.state.fl.us/ - Maintain Service Type and Rate - Internet Explorer provided by DCF

Florida Safe Families Network

Hand Book Print Audit Spell Check Help ?

Service Information

Fiscal Agency: [dropdown] Short Desc: SLA SH Effective Date: 01/2019

Service Category: Independent Living Med Desc: SLA Shared House (EFC) Inactive Date: [dropdown]

Service Code: 5189 Service Code Long Desc: SLA Shared Housing (EFC) Date Last Paid: 12/21/2018

Service Type Specifics

☐ Service ☒ Placement

☐ Override Parent Agency rule

Service Batch: [dropdown]

Age From: [dropdown] Age To: [dropdown]

Next Service Type: [dropdown]

Eligibility: Applicable

License Type Required: No Existing License Type

☒ Payments Allowed

☒ Ongoing Service/Placement

☒ Amount Auto Calculated

☒ Service Spans Multiple Days

☐ Non-System-Disbursed Payment

☐ Episode Driven

☐ Unit Type

☐ Fixed Price

☒ Full Month

☐ Advance

☒ Negative Payment Allowed

Reporting Category: Extended Foster Care ☐ Multiple Allowed

Statewide Reporting: Other

NYTD Reporting: Supervised Independent Living

Spending Limit: N/A Period: [dropdown]

Limit Amount: [dropdown]

☐ Accepts Override Approval: [dropdown]

☐ Rate by Service ☒ Rate by Provider

☒ Rate by Child Allow ed

Service Rates

Select	Effective Date	Last Updated	Rate Period	Rate	Action
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Multiple Rate Categories

Reporting Category	Rate	Action
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Insert Save Close

License Type Required: Child Caring Agency (CCA), Child Placing Agency (CPA), Level I - Child Specific, Level II - Non-Child Specific, Level III - Safe Foster Home / Human Trafficking, Level IV - Therapeutic Foster Care, Level V - Medical Foster Home, No Existing License Type, Non-DCF License

FSFN Financial Setting Up Service Types Correctly

► When must a License Type be selected?

- When the Service Type is used to record, regardless of if a payment will be processed or not, a child being placed or an additional service is being provided by a DCF **Licensed Foster Home** or **Group Home**, 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".

https://fsfn-production.dcf.state.fl.us/ - Maintain Service Type and Rate - Internet Explorer provided by DCF

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Service Information

Fiscal Agency: [Dropdown] Short Desc: LVL II FH Res Effective Date: 08/2019
Service Category: Respite Care Med Desc: LVL II Lic FH Respite Inactive Date: [Dropdown]
Service Code: [Dropdown] Service Code Long Desc: Level II Licensed Foster Home Respite Date Last Paid: 00/00/0000

Service Type Specifics

☒ Service ☐ Placement
☐ Override Parent Agency rule
Service Batch: Foster Care
Age From: [Dropdown] Age To: [Dropdown]
Next Service Type: [Dropdown]
Eligibility: Applicable
License Type Required: Level II - Non-Child Specific
☒ Payments Allowed
☒ Ongoing Service/Placement
☒ Amount Auto Calculated
☒ Service Spans Multiple Days
☐ Non-System-Disbursed Payment
☐ Episode Driven
☐ Unit Type
☐ Fixed Price
☐ Full Month
☐ Advance
☒ Negative Payment Allowed
Reporting Category: Other Client Services - Out-of-Home
Multiple Allowed
NCANDS Reporting: Respite Care Services
NYTD Reporting: Not Applicable
Spending Limit: N/A Period: [Dropdown]
Limit Amount: [Dropdown]
☐ Accepts Override Approval: [Dropdown]
☒ Rate by Service ☐ Rate by Provider
☐ Rate by Child Allowed

Service Rates

Select	Effective Date	Last Updated	Rate Period	Rate	Action
	08/2019	00/00/0000	Daily	\$15.91	Delete

Insert

Multiple Rate Categories

Reporting Category	Rate	Action
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Insert

Save Close

Has this Service Type been set up correctly?

FSFN Financial Setting Up Service Types Correctly

► 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.

https://fsfn-production.dcf.state.fl.us/ - Maintain Service Type and Rate - Internet Explorer provided by DCF

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Service Information

Fiscal Agency: [dropdown] Short Desc: SLA LIC FH Effective Date: 01/2019

Service Category: Independent Living Med Desc: SLA LIC FH (EFC) Inactive Date: [dropdown]

Service Code: 5646 Service Code Long Desc: SLA Licensed Foster Home (EFC) Date Last Paid: 01/14/2019

Service Type Specifics

☐ Service ☒ Placement

☒ Override Parent Agency rule

Service Batch: IL

Age From: [dropdown] Age To: [dropdown]

Next Service Type: [dropdown]

Eligibility: Applicable

License Type Required: No Existing License Type

☒ Payments Allowed

☒ Ongoing Service/Placement

☒ Amount Auto Calculated

☒ Service Spans Multiple Days

☐ Non-System-Disbursed Payment

☐ Episode Driven

☐ Unit Type

☐ Fixed Price

☒ Full Month

☐ Advance

☒ Negative Payment Allowed

Reporting Category: Extended Foster Care ☐ Multiple Allowed

Statewide Reporting: Other

NYTD Reporting: Supervised Independent Living

Spending Limit: N/A Period: [dropdown]

Limit Amount: [dropdown]

☐ Accepts Override Approval: [dropdown]

☐ Rate by Service ☒ Rate by Provider

☒ Rate by Child Allowed

Service Rates

Select	Effective Date	Last Updated	Rate Period	Rate	Action
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Insert

Multiple Rate Categories

Reporting Category	Rate	Action
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Insert

Save Close

125%

By looking at this Service Type, how are Providers paid?

FSFN Financial

Setting Up Service Types Correctly

► 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.
- **Rate by Provider** – if this radio button is selected then rate **MUST** be established within the Provider Management’s page, under the ‘Services’ tab. Provider Rates are updated as well on the Provider Management’s page.

The screenshot displays the 'Maintain Service Type and Rate' page in the Florida Safe Families Network (FSFN) application. The page is divided into several sections:

- Service Information:** Includes fields for Fiscal Agency, Service Category (Independent Living), Service Code (5646), Short Desc (SLA LIC FH), Med Desc (SLA LIC FH (EFC)), Long Desc (SLA Licensed Foster Home (EFC)), Effective Date (01/2019), Inactive Date, and Date Last Paid (01/14/2019).
- Service Type Specifics:** Contains radio buttons for 'Service' and 'Placement' (selected). It also includes checkboxes for 'Override Parent Agency rule', 'Payments Allowed', 'Ongoing Service/Placement', 'Amount Auto Calculated', 'Service Spans Multiple Days', 'Non-System-Disbursed Payment', 'Episode Driven', 'Unit Type', 'Fixed Price', 'Full Month', 'Advance', and 'Negative Payment Allowed'. The 'Reporting Category' is set to 'Extended Foster Care', and 'Rate by Child Allowed' is checked.
- Service Rates:** A table with columns for Select, Effective Date, Last Updated, Rate Period, Rate, and Action. An 'Insert' button is at the bottom.
- Multiple Rate Categories:** A table with columns for Reporting Category, Rate, and Action. An 'Insert' button is at the bottom.

At the bottom right, there are 'Save' and 'Close' buttons. The browser address bar shows 'https://fsfn-production.dcf.state.fl.us/'.

Additional Questions

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or

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