

Florida Safe Families Network

Reimbursement/Claiming User Guide

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Change History

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About FSFN User Guide

The Florida Safe Families Network (FSFN) User Guide helps you understand the steps to complete your work in the FSFN system. This user guide does not cover every system feature built into FSFN, but describes the most commonly used functions to complete your day-to-day work in the FSFN application. This user guide, when used with Online Help and the How Do I Guides, helps you successfully use the FSFN system as a support tool in your important work of safeguarding the safety, permanence, and well-being of the children, families, and adults of Florida.

The Intended Audience

This user guide serves a wide audience of FSFN end users who include:

- Adult and Child Protective Investigators
- Financial Workers
- Ongoing Case Managers
- Provider Management
- Supervisors
- Support and Data Entry Staff

Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, read the following information. If you need to refer to additional User Guides, How Do I Guides, or other information, visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>).

- You must have a working understanding of Florida Department of Children and Families Policies and Practices as related to the use and operation of FSFN.
- You must have a working understanding of the basic FSFN navigation and functionality. See the Multi-Topic Basics User Guide and How Do I Guide.

If you are a supervisor, also see the Multi-Topic Supervisory User Guide and How Do I Guide.

Related Resources

Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for online access to additional resources that support FSFN system end users, including:

- FSFN Project Information
- Online Web-based Training (WBT)
- User Guides
- How Do I Guides (job aids)
- Topic Papers (System Functionality Design)
- Reference Data (Selection Values)

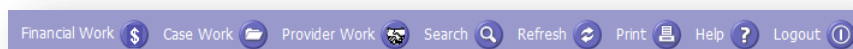
Reimbursement Claiming

This user guide outlines the steps to perform key tasks to document Reimbursement/Claiming for a payment in order for it to appear correctly on the Other Cost Accumulator (OCA) Reports that are sent from each Community-Based Care (CBC) agency to the State.

Key Tasks

To create/access Reporting Categories and Other Cost Accumulators (OCAs)

1. From the Desktop, click the **Financial Work** icon on the Banner Bar.
2. The **Financial Work** page displays.



3. From the **Utilities** drop down, select **Reporting Category/OCA**.
4. Click **Continue**.
5. The **Reporting Category** page displays.
6. Within the **Actions** column, click the **Edit** hyperlink for a Reporting Category value.
7. The **Other Cost Accumulator** page displays with the OCA rows for the selected Reporting Category.

Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

Reporting Categories

Active Inactive [Filter](#)

Reporting Category	Reporting Category ID	Effective Date	Inactive Date	Action
Adopt/Guardianship RTI	112	01/2000		Edit Copy
Adoption	100	01/2000		Edit Copy
Aftercare Other (Chafee)	103	01/2000		Edit Copy
Aftercare Other (State)	104	01/2000		Edit Copy
Aftercare Room & Board (State)	102	01/2000		Edit Copy
Astrid Test	121	09/2013		Edit Copy
ETV Full time	105	01/2000		Edit Copy
ETV Part time	106	01/2000		Edit Copy
Foster Care	107	01/2000		Edit Copy
Group Home	119	01/2000		Edit Copy
Other	109	01/2000		Edit Copy
RTI Scholarship	101	01/2000		Edit Copy
Scholarship No ETV	110	01/2000		Edit Copy
Scholarship Post ETV	111	01/2000		Edit Copy
Subsidized IL	113	01/2000		Edit Copy

[Insert](#) [Close](#)

- In the **Reporting Category History** group box, click **Insert** to create a new set of OCA entries for an Effective Date.

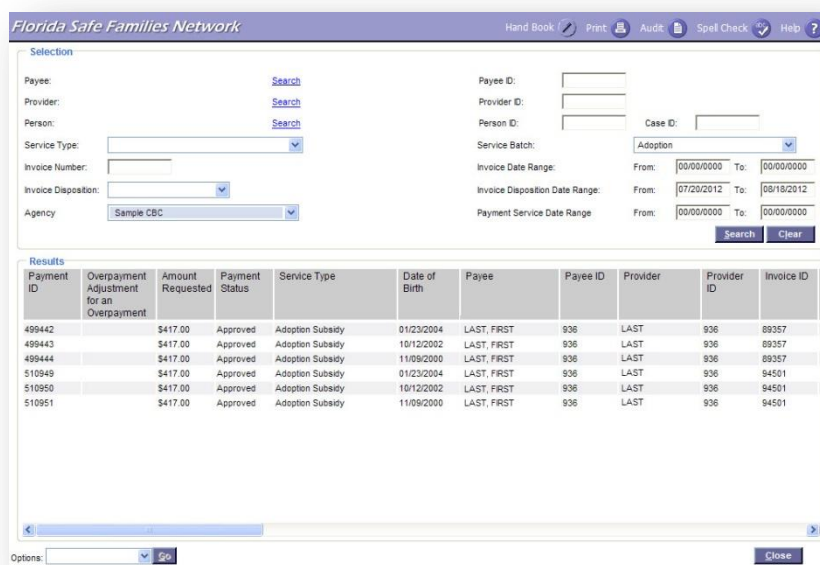
The screenshot shows the Florida Safe Families Network software interface. At the top, there is a navigation bar with options: Hand Book, Print, Audit, Spell Check, and Help. Below this, the 'Reporting Category History' section is visible, showing a dropdown menu for 'Reporting Category' set to 'Adoption' and a 'Reporting Category ID' of 100. A table below this section has columns for 'Select', 'Effective Date', 'Inactive Date', and 'Action'. One row is shown with '01/2000' in the Effective Date column and a 'Copy' link in the Action column. An 'Insert' button is located below this table. Below the 'Reporting Category History' section is the 'Other Cost Accumulator' section, which contains a table with columns: Eligibility Status, Effective Date, Inactive Date, OCA, Description, Invalid, and Action. The table lists various eligibility statuses such as 'Not Applicable', 'Title IV-E Adoption Eligible', 'Adoption TANF Eligible', etc., with corresponding dates and OCA codes. An 'Insert' button is located at the bottom right of this table, along with 'Save' and 'Close' buttons.

- In the **Other Cost Accumulator** group box, click **Insert**. A new row displays.
- On the new OCA row, enter the **Eligibility Status** with corresponding **Effective Date**, **OCA**, and **Description**.
- Click **Save**.

Note Once Save is clicked, the OCA row is frozen except for the Inactive Date and the Invalid check box if the Effective Date is in the future.

To review reimbursement activity for payments:

1. From the Desktop, click the **Financial Work** icon on the Banner Bar.
2. The **Financial Work** page displays.
3. From the **Reimbursement** drop down, select **Payment Download**.
4. Click **Continue**.
5. The **Payment Download** page displays.
6. From the **Selection** group box, select a value from the **Agency** drop down along with other desired search criteria.
7. Click the **Search** button.
8. Review returned data.
9. From the **Options** drop down, select **Export Ledger**.
10. Click **Go**.
11. Enter a name for the file and save the file. Take note of the location and open the file.



12. Close the File and return to the **Payment Download** page.
13. From the **Results** group box, use the horizontal scroll bar to click the **History** hyperlink.
14. The **Payment Reimbursement History** page displays.

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Print Audit Spell Check Help

Basic Information

Person Name:	ONE ONE	Case Name:	SOMEONE ONE
Payee Name:	LAST, FIRST	Provider Name:	LAST
Service Type:	Adoption Subsidy	Service Batch:	Adoption
Payment Service Begin Date:	07/01/2012	Payment Service End Date:	07/31/2012
Invoice Date:	07/20/2012	Amount:	\$417.00

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
07/20/2012	Adoption	WR001	07/01/2012	07/31/2012	\$417.00	Y	07/20/2012	01

Payment Eligibility History

Trans Date	Begin Date	End Date	Eligibility	Amount
07/20/2012	07/01/2012	07/31/2012	Title IV-E Adoption Eligible	\$417.00

Close

15. Review the information displayed.

16. Click **Close**. The user is returned to the **Payment Download** page.

17. Click **Close**. The Desktop displays.