

Running an Agency Placement Cost Report

The **Agency Placement Cost Report** allows counties to view a list of every child who they are responsible for and who should be in placement. It also includes the related placement cost information.

The actual report contains rows that appear in both yellow and white. If a row appears in **white** the system has not detected any major placement issues for that child.

If a row appears in **yellow** that child may have a placement issue and the situation should be investigated as soon as possible.

For example, the yellow rows may indicate a child who is in:

- Custody, but not in placement
- Custody, but has no reimbursement ceiling in place
- Placement, but the county no longer has custody

Note: A complete list of the issues can be found in the **Report Column Names and Descriptions Chart** at the end of this knowledge base article.

To generate the report, complete these steps:

1. On the SACWIS **Home** page, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Search Criteria** screen appears.
3. In the **Report Category** field, choose **Fiscal**.
4. In the **Report Type** field, choose **Agency**.
5. Click the **Search** button.



The screenshot shows the SACWIS Administration Reports screen. The 'Administration' tab is selected and circled in red. Below it, the 'Reports' sub-tab is also circled in red. The 'Report Search Criteria' section is highlighted with a red box and contains the following fields:

- Report Category: Fiscal (dropdown menu)
- Report Type: Agency (dropdown menu)
- Search button

Below the search criteria, the 'Report Search Results' section is visible, showing a table with columns for Title, Category, and Type.

The **Report Search Results** section appears.

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6. In the **Agency Placement Cost Report** row, click the **Report** link (on the right).

Report Search Results
Result(s) 1 to 10 of 27

Title	Category	Type	
AA Subsidy Report	Fiscal	Agency	report
AFCARS Exception	Fiscal	Agency	report
Agency Contracts	Fiscal	Agency	report
Agency Medicaid Eligibility Roster	Fiscal	Agency	report
Agency Placement Cost Report	Fiscal	Agency	report
Benefits Report	Fiscal	Agency	report
Eligibility Determination/ Redetermination Due Report	Fiscal	Agency	report
Foster Care Maintenance Rates	Fiscal	Agency	report
JFS 04280 - Title IV-E Foster Care Quarterly Statistical and Expenditure Report	Fiscal	Agency	report
JFS 04281 - Children Services Quarterly Statistical Report	Fiscal	Agency	report

Page 1 of 3
Results Page: | 1 | 2 | 3 | 4 | 5

The **Report Details** screen appears.

7. In the **Document History** section, select either the **PDF** or **Excel** radio button.
8. Click the **Generate Report** button.

Report Details
Report Category: FISCAL
Report Type: AGENCY
Report Title: Agency Placement Cost Report

Report History

ID	Date Created	Employee ID	Name
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Document History

Select Report Output Format

PDF

Excel

Generate Report

The **RPT320 – Agency Placement Cost Report** screen appears displaying your agency's name.

9. Verify that the **Agency** field is correct. (shown below)
10. In the **Begin Date** and **End Date** fields, enter the dates you want the report to display.

Important: The dates entered will return results for any placement or custody that was in effect during the date range.

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11. To locate a specific child, click the **Person ID** or click the **Search** button.

12. To locate a specific provider, enter the **Provider ID** or click the **Search** button.

Note: You do not have to enter the **Person ID** or the **Provider ID** to generate a report.

13. Click the **Generate Report** button.

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Agency: * Children Services

Begin Date: * 09/01/2011

End Date: * 09/30/2011

Person ID: - or -

Provider ID: - or -

The following screen appears showing that the report is being created:



The **Agency Placement Cost Report** appears.

Important: As shown below, some of the report rows appear in white and others in yellow.

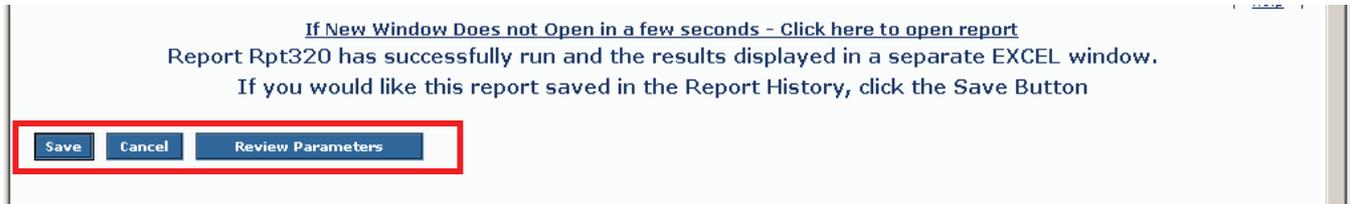
- If a row appears in **white** the system has not detected any major placement issues for that child.
- If a row appears in **yellow** that child may have a placement issue and the county should investigate the situation as soon as possible.

Issue	Person ID	Last Name	First Name	Service Provider ID	Service Provider Name	Payee Name	Service Descri
No Placement							
No Placement							
None							
None							

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After the report has run, the following screen appears.

14. Click the **Save**, **Cancel**, or **Review Parameters** buttons, as needed.



Report Column Names and Descriptions Chart

Report Column Name	Description
Issue	<p>Describes child’s placement issue (or possible issue) that may need to be investigated and resolved</p> <p>Note: Any value other than "None" in the Issue column will highlight the row in yellow.</p> <p>The following values will appear for the Issues column.</p> <ul style="list-style-type: none"> • No Placement • No Approved Service Auth • No Ceiling • Placement Began Before Custody • Placement Began After Custody • Placement Ended Before Custody • Placement Ended After Custody • Placements Do Not Cover Entire Custody • No Rate • Gap in Service Authorizations • Overlap in Service Authorizations • None

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Report Column Name	Description
Person ID	Displays the ID of the child in a placement setting
Last Name	Displays the last name of the child in a placement setting
First Name	Displays the first name of the child in a placement setting
Service Provider ID	Displays the service provider ID for the child in a placement setting
Service Provider Name	Displays the service provider name for the child in a placement setting
Payee Name	Displays the name of the payee for the child in a placement setting. If this placement is for a Purchased Care setting, the payee will reflect the Network Provider payee information.
Service Description	Displays the service being provided for the child in a placement setting
Custody Episode Start	Displays the date the custody episode started
Custody Episode End	Displays the date the custody episode ended
Gap in Agency Legal Status	Displays Yes or No to show whether there was a gap in the agency legal status during the placement
Legal Status	Displays the current legal status
Contract ID	Displays the contract ID number
Network Provider Name	Displays the name of the network provider in effect during the placement setting period
Network Provider ID	Displays the network provider ID of the network provider shown in the previous column
Placement Setting ID	Displays the placement setting ID number
Placement Begin Date	Displays the date the child's placement began
Placement End Date	Displays the date the child's placement ended
Placement Days	Displays the number of calendar days the child has been in placement

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Report Column Name	Description
Service Auth ID	Displays the service authorization associated to the placement setting
Total Maintenance Per Diem Cost (M)	Displays total of maintenance per diem costs
Total Admin Per Diem Cost (A)	Displays total of admin per diem costs
Total Non Reimbursable Per Diem	Displays total of non-reimbursable per diem costs
Total Per Diem	Displays total of all per diem costs. All costs reported are as of the last day of the reporting period.
Service ID	Displays the service ID from each service authorization
Maintenance Ceiling	Displays the maintenance ceiling in effect as of the last day of the reporting period, if applicable.
Admin Ceiling	Displays the admin ceiling in effect as of the last day of the reporting period, if applicable