



# Report Spotlight

Presenter: Janel Heath

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## What reports will help me close out 2015 & prepare for 2016?

- ❖ Service Arrangement Detail
- ❖ Service Arrangement Group
- ❖ Voucher by Vendor
- ❖ Voucher by Client
- ❖ Service Arrangements without Placements or Locations
- ❖ Placements without Service Arrangements
- ❖ Staff Provided Rates

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## Service Arrangement Detail

➤ Run the report for 2015 Service Arrangements

### Closing out 2015

Are there enough units/dollars available to pay for the remaining 2015 services?

- ❖ Add more if needed

Are there an abundance of units/dollars still available?

- ❖ Are we still waiting for older invoices?
  - Contact vendors and request invoices
- ❖ Is the client still receiving services?
  - If services stopped:
    - ✓ Inactivate Service Arrangement, or
    - ✓ Reduce units/dollars to unencumber funds

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### Voucher by Client

➤ Run Voucher by Client to generate Pre-Printed Vouchers separated by Client for remaining 2015 Service Arrangements as well as new 2016 Service Arrangements

Use this report if clients are required to sign for services

- ❖ Child Care
- ❖ Transportation

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### Voucher by Client

- ❖ Service Arrangements>Service Arrangement Reporting
- ❖ Client Specific Example
  - Child Care Services

Return To: East Side MN	County Use		
	Print Date:		
	Vendor #:		
	Name:		
Send To: Jan Child Care 123 Main St. St. Paul, MN 55111			
Voucher / Invoice See Child Care			
City Vendor # 0993	Phone #		
Additional Instructions:			
<b>Service Arrangement #:</b> 211968325 Description: 2015 Child Care Services Client Name: "Marian, John" SSIS #: 210989122 Contract #: Service Dates: 5/1/2015 - 12/31/2015 Service C/A: Other Child Care CCA#: 1142312231464204			
Start Date:	End Date:	Rate:	940.0000
# of Units:	Unit Type:	Qty	Amount
<small>I/We declare under penalty of perjury that I/we are making the within claim that I/we have examined said claim and that the same is just and true, that the money service therein charged was actually and performed for the purpose herein stated, that the services charged are official and as such are allowed by law, and no part of said claim has been paid.</small>			
Client Signature: _____		Date: _____	
Vendor Signature: _____		Date: _____	
City Worker Signature: _____		Date: _____	
City Supervisor Signature: _____		Date: _____	

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### Service Arrangements without Placements or Locations

➤ Run this report to find existing Service Arrangements in which a Placement does not exist for the Service Dates and Service Vendor

❖ Substitute Care Services Filters for this report include:

- Children's Residential Treatment
- Child Supported Living Services
- Community Residential Facilities and Services
- State-Operated Inpatient
- Minnesota extended treatment options (State Operated Services)
- Residential Rehabilitation
- Child Shelter
- Treatment Foster Care
- Child Family Foster Care
- Children's Group Residential Care
- Correctional Facilities
- Detention
- Extended care (Category III)
- Halfway house (Category IV)
- Supervised Independent Living (18 up to 21)

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