

# Cost of Care

How it works...

March 2014

# Where Does Cost of Care Begin?

## Family Member Registration

Youth Name: Test, Sharon Denise

DJJID: 532950

New Member		Address Change Worksheet		Cost of Care Worksheet		Member Address History	
		LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	RELATIONSHIP	BILLED FOR COST OF CARE	
Select	Edit	Test	Sharon	Denise	Self		
Select	Edit	Test	Father		Father		
Select	Edit	Test	Famssn		Friend		
Select	Edit	Test	Mother			Primary	
Select	Edit	Test	Jennifer				

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During the intake/screening process the JPO enters the youth's family members, including the parent/guardian who will be responsible for the COC bill. The person needs to be listed as the Guardian, along with the correct mailing address. The JPO then selects the Cost of Care Worksheet.

### Member Information

Last Updated By: Hutchins, Rosellyn R on 3/27/2014 2:56 PM


Last Name \*

First Name \*

Middle Name

OR  No Middle Name Verified

Suffix

DOB   MM/DD/YYYY

Age

Relationship \*\*

Sex

Race

Ethnicity

Lives With Youth

Guardian

# Cost of Care Worksheet

Youth Name: Test, Sharon Denise

DJJID: 532950

**Current Bill To Person:** To choose a different bill to person select a member from the listing below.  
305 West Crawford Street DCF Quincy, FL 32351-3204

The JPO selects the family member responsible for Cost of Care.

Member Address History

	LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	RELATIONSHIP	BILLED FOR COST OF CARE
Select	Test	Sharon	Denise	Self	
Select	Test	Father		Father	
Select	Test	Famssn		Friend	
Select	Test	Mother			Primary
Select	Test	Jennifer			
Select	Adult	None		G	

The JPO selects the current mailing address, or adds a different address for Cost of Care billing.

## Cost of Care Billing Verification

Please verify one of the following statements:

- Use the mailing address (or physical, if mailing is not known) as the Cost of Care billing address. The *new address* to be used is:  
3491 62nd Avenue North  
#160  
Pinellas Park, FL 33781
- Use the address below as the Cost of Care billing address in lieu of the mailing or physical address

### Alternate COC Billing Address

Street Address \*   
Build/Apt   
City \*   
County   
State \*   
Zip\*  -  #####

Verify Address

Save

Cancel

# Cost of Care – Reductions/Waivers Module

Department of Juvenile Justice

Logout Face Sheet Go

**Modules**

- Intake Web
- Applications
  - Bed Management Reports
  - Building Location Management
  - Case Notebook
  - Conference Summary - Probation
  - Contract Reports
  - Cost of Care - Reductions/Waivers**
  - Detention

Juvenile Justice Information System (JJIS)

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

The JPO enters waivers or reductions ordered by the court using the Cost of Care – Reductions/Waivers module in JJIS.

# Cost of Care Billing

## ◆ Billing is driven by placements

- Often youth has a court order waiving or reducing COC that includes charges that may be in multiple referrals - you can only enter a waiver or reduction for the referral that has the billable placement
- A waiver or reduction is not needed for every referral, just those associated with billable placements

## ◆ The following placements are billable:

- Probation
- Secure Detention
- Post Commitment Probation
- Home Detention
- Commitment
- Non-Residential Commitment

# Tip on Placements and Cost of Care Billing

- ▶ When the placement referral changes due to a change of jurisdiction or loss of jurisdiction, be sure that there is waiver or reduction entered for the new referral ID, if waived or reduced by court
- ▶ When the placement status changes (i.e. youth transitions from commitment to aftercare) make sure there is a waiver or reduction entered for the new placement type if so ordered

# COC Verification When Disposition is Entered

- ➡ When a disposition corresponding to a billable placement is entered into the system, the user is required to verify that the family member/youth listed is the correct person to receive the cost of care bill at the listed address.

## Cost Of Care Verification

Youth Name: Test, Sharon Denise  
DJJID: 532950

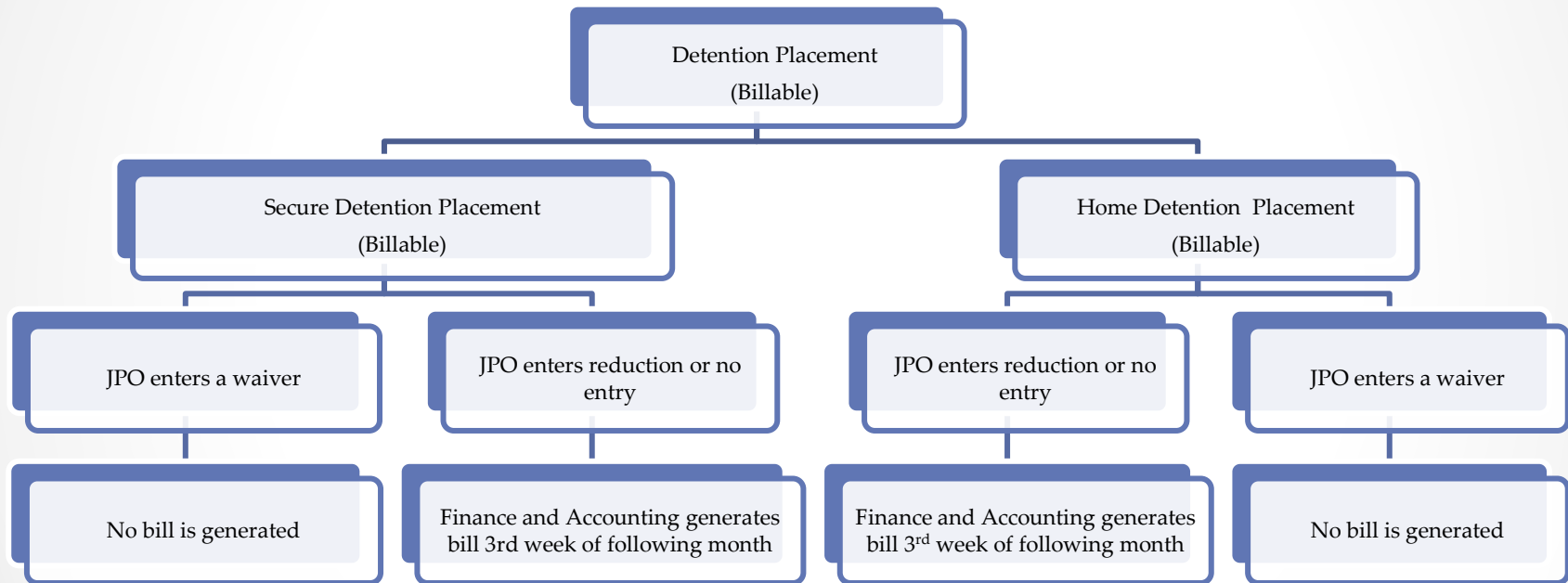
Refresh

**Is the family member/Youth listed below the correct person to receive the cost of care bill at the listed address.**  
(If yes, then click "Yes", otherwise click "No" to go to the Family Member Registration Maintenance Screen to correct it)

Name	Test, Father
Relationship	Father
Address	323 Mount Hosea Church Rd, Quincy, FL 32352-6529

Yes  No

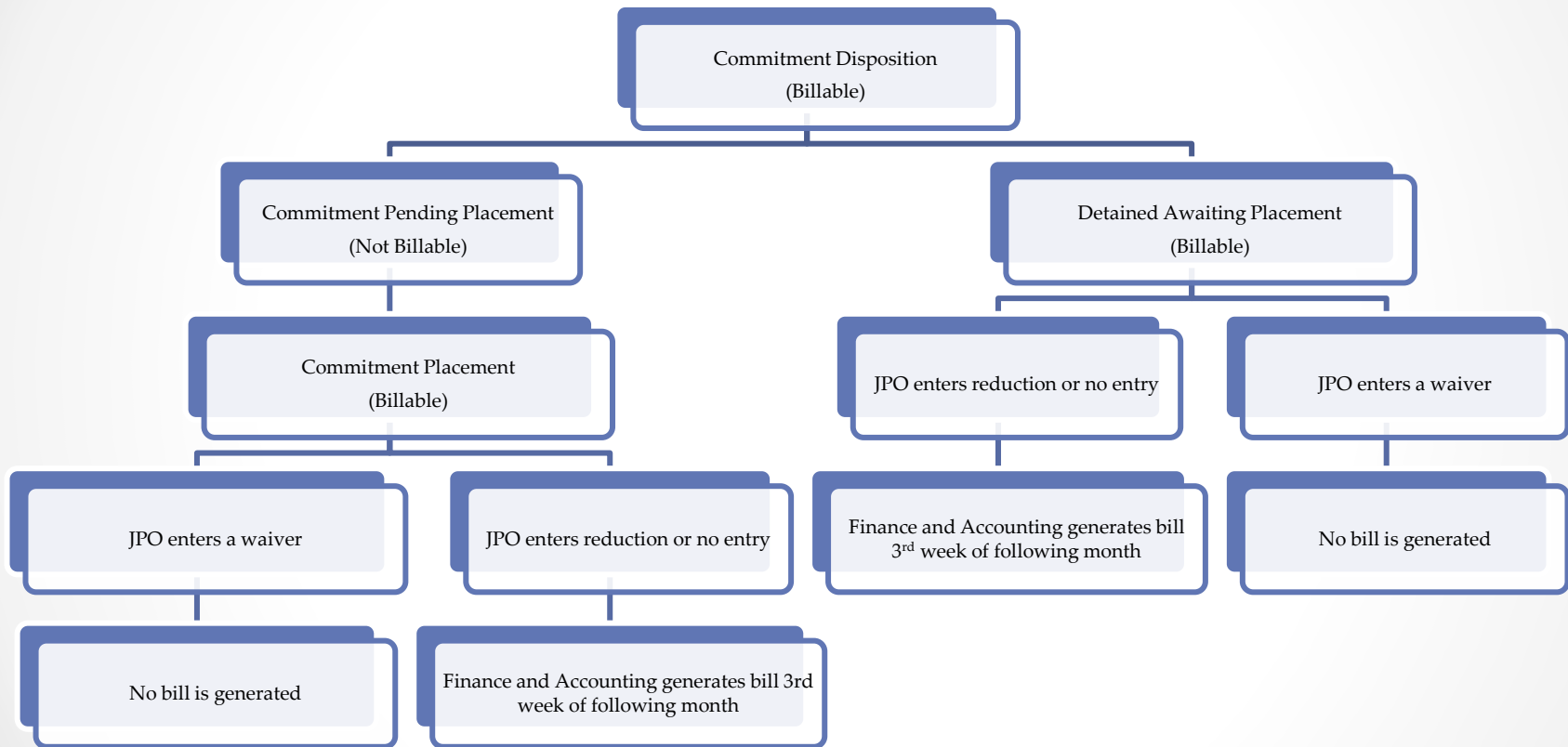
# Flowchart of Cost of Care Detention Placement



Reduction: Parent will be charged reduced amount  
No entry: Parent will be charged full amount



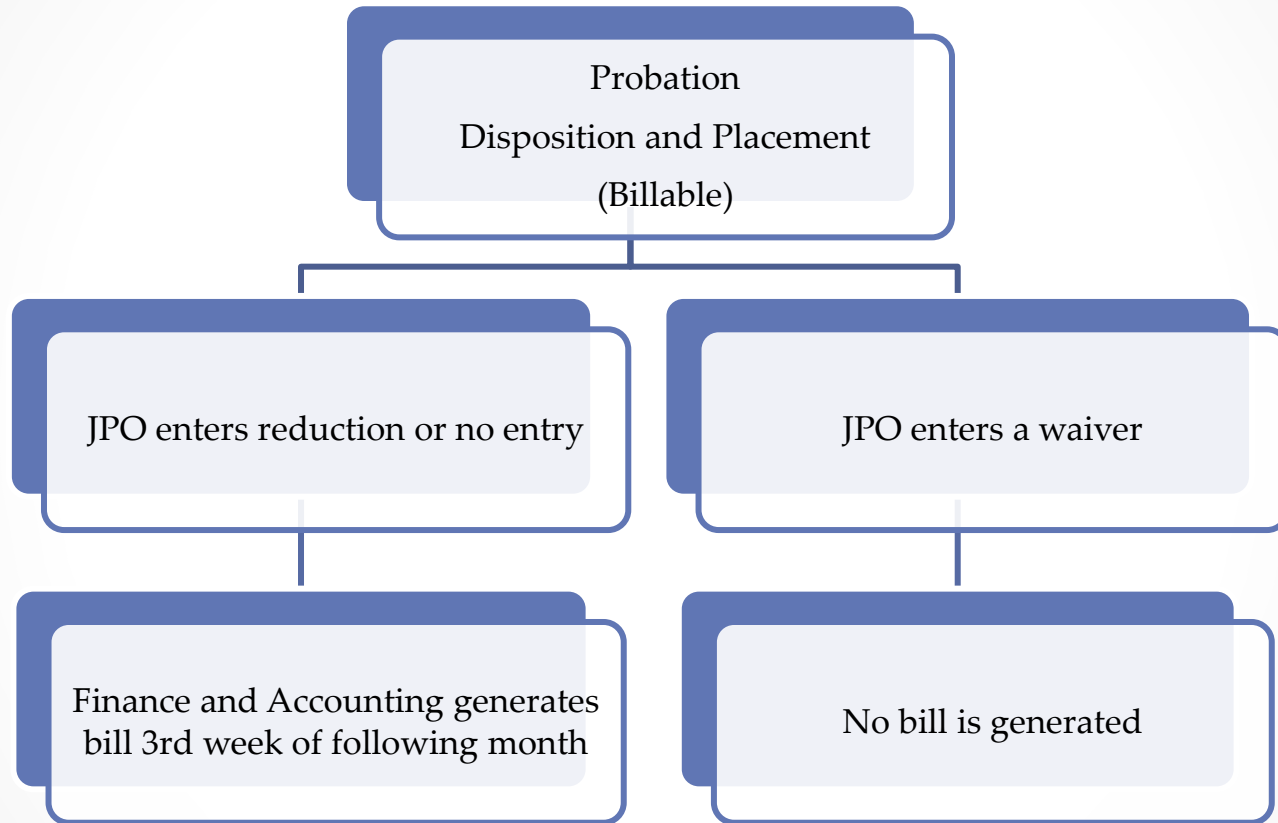
# Flowchart of Cost of Care Commitment Cases



Reduction: Parent will be charged reduced amount  
No entry: Parent will be charged full amount

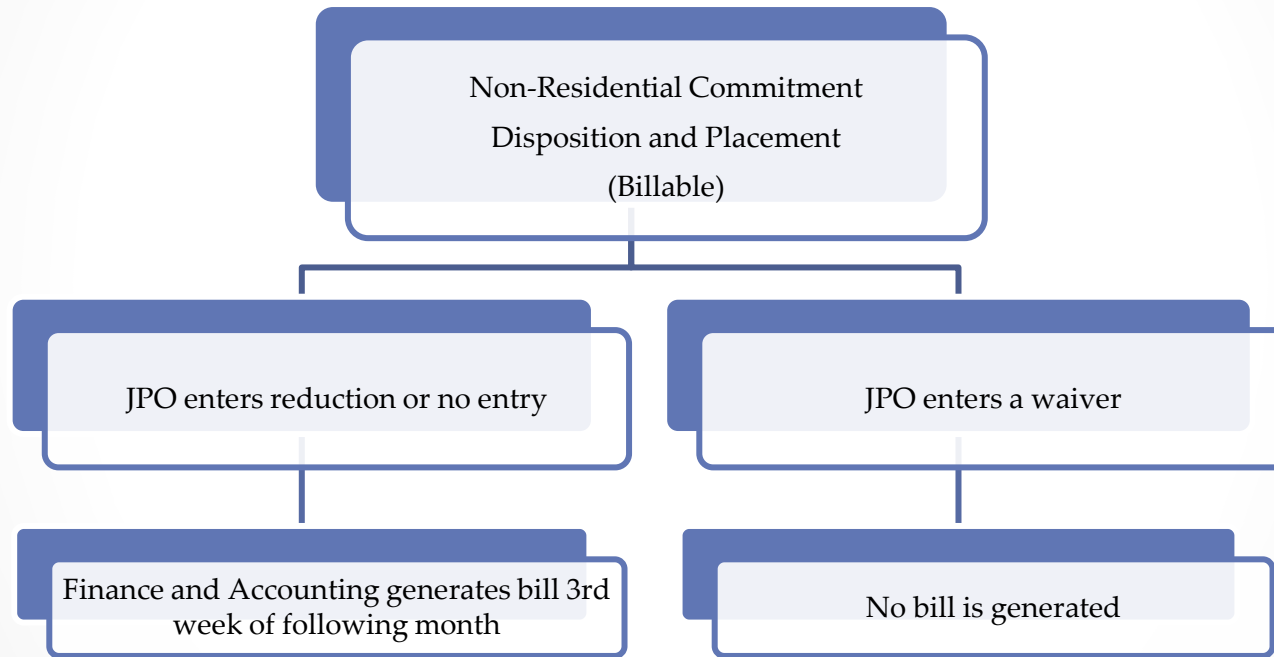
# Flowchart of Cost of Care

## Probation Cases



Reduction: Parent will be charged reduced amount  
No entry: Parent will be charged full amount

# Flowchart of Cost of Care Non-Residential Commitment Cases



Reduction: Parent will be charged reduced amount  
No entry: Parent will be charged full amount

# Billable Placement(s) per Face Sheet

CHARGES AND VIOLATIONS								
OFFENSE DATE	REF. ID	DESCRIPTION (LEVEL/DEGREE)	COURT DOCKET#	UNIT, JPO	LEGAL STATUS	DISPO DATE	ADJ	DISPO
07/09/2013	3837648	BATTERY - - TOUCH OR STRIKE (M1)	2013-CJA-3854	C02 H Q - M I S Unit Test S. Arnold	Probation	01/01/2014	Y	Probation - DJJ Sup
06/24/2013	3842979	SIMPLE ASSLT - INTENT THREAT TO DO VIOLENCE (M2)	2013-CJA-3251	C02 H Q - M I S Unit Test S. Arnold	Diversion	(1) 08/13/2013 (2) 08/13/2013	(1)N (2)N	(1)Judicial Consent/Walker Plan (Div) (2)JDAP / IDDS (Jud)

**\*\*\* Always compare billable placements with court order prior to entering COC.**

YOUTH PLACEMENT HISTORY						
REF. ID	STATUS	CUSTODY UNIT	ADMIT DATE	ADMIT REASON	RELEASE DATE	RELEASE REASON
3837648	Intervention-Probation	Probation - 10 Circuit - D J J	01/01/2014	Continued on Probation/Technical violation	03/11/2014	Court Order/Other Court Action: Includes VOP's
3897694	Intervention-On Call Screening	On Call Screening - 02nd Circuit	01/21/2014	Court Order		
3849708	Intervention-Probation	Probation - 10 Circuit - D J J	01/09/2014	New Admission to Probation	01/01/2014	Court Order/Other Court Action: Includes VOP's
3893203	Intervention-Intake	Intake - 99th Circuit	01/07/2014	Interstate Compact		

# Cost of Care Reduction/Waiver

Search for and select youth

**Cost of Care - Reduction/Waiver Module**

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Search Type:  Approximate Match  Exact Match

Search By:

Last Name, First Name  
 Last Name, First Name, Race  
 Last Name, First Name, Sex  
 Alias Name  
 Social Security #  
 Date of Birth  
 DJJ ID

Last Name:  Alias:  SSN:

First Name:  Sex:  DOB:  Race:

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**Cost of Care - Reduction/Waiver Module**

Youth Found: **Cost of Care - Reductions/Waivers**

Youth Name	DJJID	SSN
Test, Sharon Denise	532950	XXX-XX-7

Youth Info: Sharon Denise Test (DJJID: 532950)

Fee History:  Record Count: 3

		Referral	Type	Program	Amount	A. Type	Date	Added By	Added Date	Last Modified By	Last Modified On
<a href="#">Edit</a>	<a href="#">Delete</a>	3767300	Reduction	Conditional Release	\$5.00	Per Day	01/08/2013	Arnold, Sharon B	1/11/2013 9:45:00 AM	Arnold, Sharon B	1/11/2013 9:45:00 AM
<a href="#">Edit</a>	<a href="#">Delete</a>	3767300	Waiver	Probation	N/A	N/A	01/06/2013	Arnold, Sharon B	1/11/2013 9:46:00 AM	Arnold, Sharon B	1/11/2013 9:46:00 AM
<a href="#">Edit</a>	<a href="#">Delete</a>	3767300	Reduction	Post-Commitment Probation	\$5.00	Per Day	01/06/2013	Arnold, Sharon B	1/11/2013 10:07:00 AM	Arnold, Sharon B	1/11/2013 10:07:00 AM

Current Fee Information:

Type:  Reduction  Waiver Amount \$

Reduction Effective Date:

Program:

Reason:

Click "Add"

# Cost of Care Reduction/Waiver

Please Select A Youth Referral

Youth Referrals			
	Referral	Date	Description
Select	3849708	08/09/2013	CRUELTY TOWARD CHILD AGGRAVATED CHILD
Select	3849708	08/09/2013	ELECTION LAWS- CAMPAIGN CONTRI OVER 100 I
Select	3837648	07/09/2013	BATTERY- TOUCH OR STRIKE
Select	3774712	01/02/2013	Court Order Non-Law Violation of Probation
Select	3767300	11/25/2012	LEWD LASCV MOLESTATION VICTIM IS LESS 12 Y

1) Select the correct referral

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2) Select Type: Reduction or Waiver

3) If it is a reduction enter the amount and select how it is applied - per day, per stay or per month. If it is a waiver, no amount is entered.

4) Reduction/Waiver Effective Date is the court order date

Current Fee Information: 3837648

Type:  Reduction  Waiver

Amount \$0 Per Day

Reduction Effective Date

Program: None Selected

Reason: None Selected

Undo Save

7) Click Save

5) Program Selection – Commitment, Conditional Release, Home Detention, Post-Commitment Probation, Probation or Secure Detention

6) Choose the appropriate reason for the reduction/waiver

**\*Please note there could be multiple waivers/reductions entered for one referral depending on disposition or current placement.**

# Changes that Affect Cost of Care Billing

- Placement Referral
  - Youth continues current placement, but under a new referral number
    - JPO enters a waiver or reduction, as ordered by the judge, on the new referral number.
- Placement Status
  - Youth's status changes, from probation to commitment, from commitment to CR or PCP or from secure detention to home detention
    - JPO enters a new waiver or reduction, as ordered by the judge, on the same referral to reflect the current placement under that referral.

# Monthly Billing Process

The following general steps are completed in coordination with the Bureau of MIS during the third week of each month

- Tuesday: MIS pulls placement data from JJIS for the previous month and merges with the ARMS Billing System.
- Wednesday: All manual adjustments and deposit transactions are brought to completion by close of business.
- Thursday: The billing file is generated by MIS.
- Friday: A sample audit is performed on the billing file. If no errors are discovered, the file is transmitted to the printing contractor for processing.
- The invoices are mailed by the 1st day of the next month.



# Frequently Asked Questions (FAQ)

- What happens if the address is incorrect, but it is not noticed for weeks after the reduction is completed?
  - Correct the address in JJIS and notify your circuit's COC Liaison.
  
- What if the parents receive a bill when in fact the final disposition order waives all COC?
  - Enter the waiver using the billable placement referral number and contact the COC Liaison with the referral number. The Liaison will in turn contact Finance and Accounting who will manually adjust the billing.

# Frequently Asked Questions (FAQ)

- What happens if parent that was listed as the “Bill to Person” dies?
  - The guardian/other parent who is financially responsible for the youth will be checked at the “Bill to Person” and they will receive a bill for any or all of the amount that needs to be paid.
- Should I enter a waiver or reduction for incoming court order transfer cases?
  - Yes, if the order from the other county waived or reduced the COC, the JPO after opening a referral needs to enter the waiver or reduction.

# Frequently Asked Questions (FAQ)

- If parent contacts the JPO and is ordered to pay COC, but cannot afford to pay, what should the JPO do?
  - The JPO refers the parent to the clerks office, instruct the parent to have the issue placed on the calendar for a review. The JPO should NEVER get involved with speaking on behalf of the parent in reference to COC.
  
- If the judge does not reduce or waive COC, what does a JPO need to enter on the COC screen?
  - **The JPO does not need to do anything** on the COC screen as that means the parent is going to be billed the full amount (Secure Detention, Commitment-\$5 per day; Home Detention, Probation, Non-Residential Commitment-\$1 per day)

# Frequently Asked Questions (FAQ)

- How do I correctly waive a referral connected to one disposition with more than one billable placement, for example Home Detention then Commitment?
  - The JPO needs to input a COC waiver for the Home Detention placement referral. Once the youth is placed into the commitment program, an additional COC waiver needs to be entered for the commitment placement referral.

# Problem Resolution

To cut down on Finance and Accounting having to manually adjust bills:

- Enter all waivers and/or reductions in a timely manner, within 2 working days of receipt of the order.
- Be sure to contact the circuit's COC Liaison when any changes have been made weeks after the disposition.
- Make sure that JJIS is accurately updated with the "Bill to Person" and the correct mailing address.

If you have any questions,  
contact your local DIO

