

# Cost of Care

# What is Cost of Care?

- Under Florida law (F.S. 985), parents, guardians, and non-custodial parents may be charged for the supervision, care, support, and maintenance of their child in secure detention, supervised release, probation supervision, residential commitment, conditional release, and post-commitment probation.
- Cost of Care (COC) bills are sent directly to the billable family member based on disposition and placement. A bill will be sent each month indicating the amount charged, the dates the child was admitted to and released from the program, or was under supervision, and the total unpaid balance due.
- If a reduction or waiver is not entered into the Juvenile Justice Information System (JJIS), the member will be billed the full amount.
  - Secure Detention, Commitment-\$5 per day
  - Supervised Release, Probation, Conditional Release -\$1 per day

# What is Billable

## BILLABLE DISPOSITIONS

- Probation
- Commitment
- Detained

## BILLABLE PLACEMENTS

- Probation
- Post Commitment Probation
- Commitment
- Committed Pending Placement
- Conditional Release
- Secure Detention
- Supervised Release

# Reductions and Waivers

- Only the court can waive or reduce COC.
- You must have a court order.
- We do not bill FOSTER CARE or Interstate Compact Youth.  
You do not need a court order for these youth.
  - You must enter waiver for ICJ youth.
  - Best practice is to enter waiver for Foster Care youth.

# Identifying Bill to Person

Wizard Guide

Registration Wizard  
Step 5 of 8

Youth Name: Test, Sharon Zebra  
DJJD: 532950

New

Family Members

Address Change Worksheet

	LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	RELATIONSHIP	BILLED FOR COST OF CARE
Select Edit	Test	Minnie		Mother	
Select Edit	Test	Mickey		Father	
Select Edit	Foster	Care		Guardian-DCF	

Last Name \*   
First Name \*   
Middle Name   
OR  No Middle Name Verified  
Suffix   
DOB   
Age   
Relationship \*\*   
Sex   
Race   
Ethnicity   
 Lives With Youth  
 Guardian

Bill for Cost of Care

Save Cancel

<< Back Next >> Exit

Delete Wizard

During the intake/screening process the JPO enters the youth's family members (step 5 of registration wizard)

The bill to person can be identified at this time by checking the box at the bottom of the screen to "bill for cost of care", only one person should be checked.

# Identifying Bill to Person

## 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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### 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

This can also be completed from intake web, family member module when adding family members after the registration wizard has been completed. Enter legal billable family member then select the Cost of Care Worksheet and mark them as the “primary” bill to person.

# Youth is Bill to Person

- If the youth has been court ordered to pay for their COC then during step 2 of the Registration Wizard check the box “Bill Youth for Cost of Care”.
  - **\*\*Please note that a court order is required.\*\*\***

<b>Bill Youth for Cost of Care</b> <input checked="" type="checkbox"/> <b>Only check this box if you have a court order.</b>
---

Once the box is checked then fill in the required fields



<b>Bill Youth for Cost of Care</b> <input checked="" type="checkbox"/> <b>Only check this box if you have a court order.</b> Enter court order number: <input type="text"/> Enter judge's name: <input type="text"/>
---

# 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

Select the family member responsible for Cost of Care.

Member Address History

	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE NAME/INITIAL</u>	<u>RELATIONSHIP</u>	<u>BILLED FOR COST OF CARE</u>
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 youth is only to be selected as bill to person if there is a court order.

Identify the correct mailing address for the bill to person.

## 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)

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

The module is available on the JJIS WEB as well as Intake WEB (Disposition Dashboard).



Active Youth:

532950 : Test, Sharon  
Zebra

Face Sheet

Case Notebook

Active Program:

Youth must be active in upper left hand corner.

Modules ▶ Reports ▶ LogOut

Juvenile Registration

Alerts & Alias

School

Family Member

Youth Notes

Referral ▶

Manage Caseload

Merge Youth

Agency Maintenance

Unit Maintenance

Assessment

Assessment Reports

ECP Maintenance

Document Upload

Sex Offender Reg.

Referral Maintenance

Disposition

Close Charges

Group Charges

Closed Charge Disposition History

Select Disposition Sub Module

Select COC –Reduction/Waiver

Maintenance

Disposition

Youth Name: Test, Sharon Zebra

DJJID: 532950

Note: 'Add Dispo' and 'Edit/Delete Dispo' button will be available upon selection of Referral/Charge.

Add Dispo

Edit/Delete Dispo

Youth Requirements

Youth Placement - Probation

COC - Reduction/Waiver

# Cost of Care Reduction/Waiver

Search for and select youth

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## Cost of Care - Reduction/Waiver Module

Search Type

Approximate Match

Exact Match

Search By

Last Name, First Name

Last Name, First Name, DOB

Last Name

First Name

Last Name, First Name, Race

Last Name, First Name, Sex

Alias

Sex

Alias Name

Social Security #

DJJ ID

Race

Date of Birth

DJJ ID

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## Cost of Care - Reduction/Waiver Module

Youth Found

Cost of Care - Reductions/Waivers

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

Youth Info: Sharon Denise Test (DJJID: 532950)

Click "Add"

Fee History:

Add

Record Count: 3

		Referral	Type	Program	Amount	A. Type	Date	Added By	Added Date	Last Modified By	Last Modified On
Edit	Delete	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
Edit	Delete	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
Edit	Delete	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:

Undo

Save

Type:  Reduction

Amount \$

Reduction Effective Date

Waiver

Program:

Reason:

# 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 ABUSE
Select	3849708	08/09/2013	ELECTION LAWS- CAMPAIGN CONTRI OVER 100 DOLS W CASHIERS CHECK
Select	3837648	07/09/2013	BATTERY- TOUCH OR STRIKE
Select	3774712	01/02/2013	Court Order Non-Law Violation of Probation

1) Select the correct referral.

*\*Only referrals with a billable placement are available for selection*

2) Select Type: Reduction or Waiver.

3) COC bills per day; if the order does not specify the daily rate of a REDUCTION, you should calculate the amount per day and enter it accordingly. If the fee is waived, no amount is necessary.

4) Reduction/Waiver Effective Date is Date Court Order signed or retroactive date as noted on court order.

The screenshot shows a form for entering a Cost of Care Reduction or Waiver. The form includes the following fields and controls:

- 1**: A box containing the number '1' with a line pointing to the 'Referral' column in the table above.
- 2**: A box containing the number '2' with a line pointing to the 'Type' radio buttons.
- 3**: A box containing the number '3' with a line pointing to the 'Amount \$' and 'Per Day' dropdown.
- 4**: A box containing the number '4' with a line pointing to the 'Reduction Effective Date' field.
- 5**: A box containing the number '5' with a line pointing to the 'Program' dropdown.
- 6**: A box containing the number '6' with a line pointing to the 'Reason' dropdown.
- 7**: A box containing the number '7' with a line pointing to the 'Save' button.

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, Supervised Release, 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.**

# COC Verification When Disposition is Entered

- ➡ When a billable disposition is entered, the user is required to verify the bill to person and 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)

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

Yes  No

# COC Verification When No Family Member is Selected

- If the person responsible for cost of care has not been identified, go to the Family Member Registration Screen and select the Cost of Care Worksheet to identify the family member responsible.

**Cost Of Care Verification**

Youth Name: Test, Sharon Denise  
DJJID: 532950

**There is NO family member/Youth listed to receive the cost of care bill. Is this ok?**  
(If yes, then click "Yes", otherwise click "No" to go to the Family Member Registration Maintenance Screen to correct it)

Yes    No

**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	Another		Father	
Select	Edit	Test	Famssn		Friend	
Select	Edit	Test	Kelcey		Brother	
Select	Edit	Test	Jennifer			

**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.

		LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	RELATIONSHIP	BILLED FOR COST OF CARE
Select	Edit	Test	Sharon	Denise	Self	
Select	Edit	Test	Another		Father	
Select	Edit	Test	Famssn		Friend	
Select	Edit	Test	Kelcey		Brother	
Select	Edit	Test	Jennifer			

# 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		

# Tip on Placements and Cost of Care Billing

- Not all billable dispositions will have an associated billable placement.
- When there is a change in referral associated with a billable placement (changes due to a change of jurisdiction or loss of jurisdiction), a new waiver/reduction needs to be entered.
- There could be multiple waivers/reductions entered for one referral depending on disposition or current placement.
- Every time a billable disposition is entered, the billable family member and address will need to be verified.
- In transfer situations, if cost of care is waived or reduced in SENDING CIRCUIT, the RECEIVING CIRCUIT will enter the waiver/ reduction on new referral.
- 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.

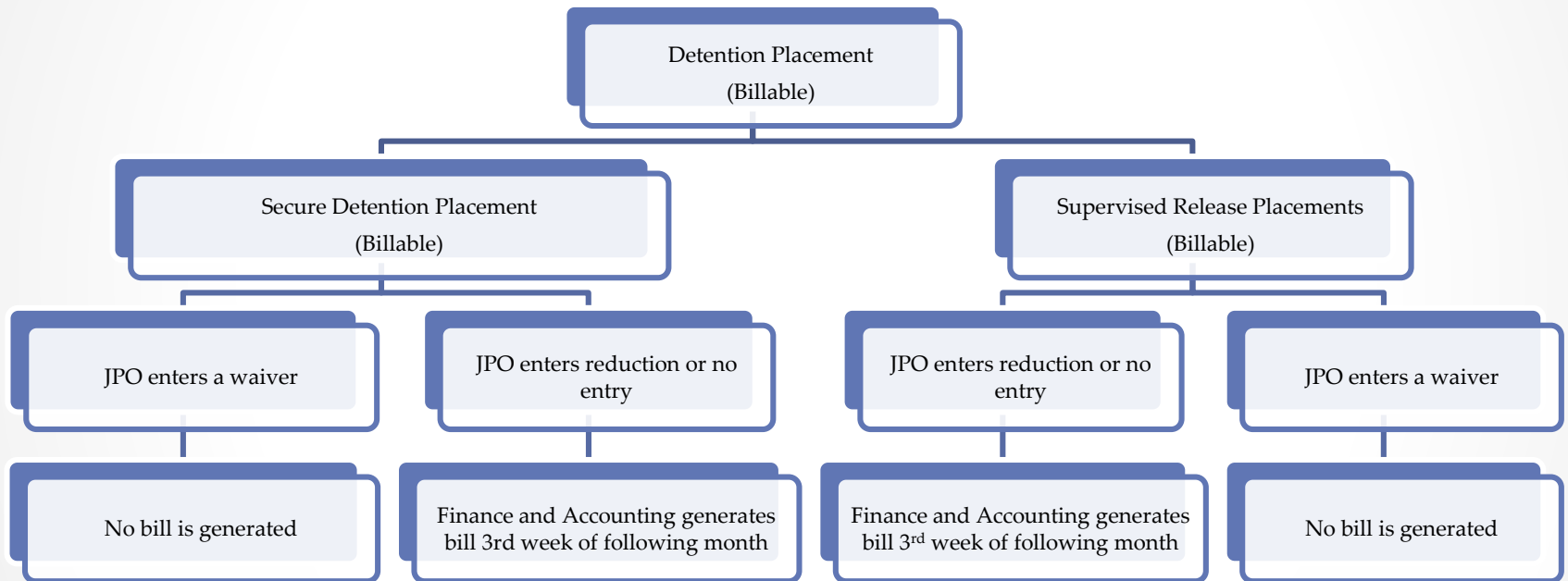


# Changes that Affect Cost of Care Billing

- Placement Referral
  - Youth continues on current legal status but referral associated with placement changes-
    - JPO enters a waiver or reduction, as ordered by the judge, on the new referral number.
- Placement Status
  - Youth's legal status changes from commitment to CR or PCP or from secure detention to supervised release-
    - JPO enters a new waiver or reduction, as ordered by the judge, on the same referral to reflect the current placement/legal status on the same referral.

# Flowchart of Cost of Care

## Detention Placement



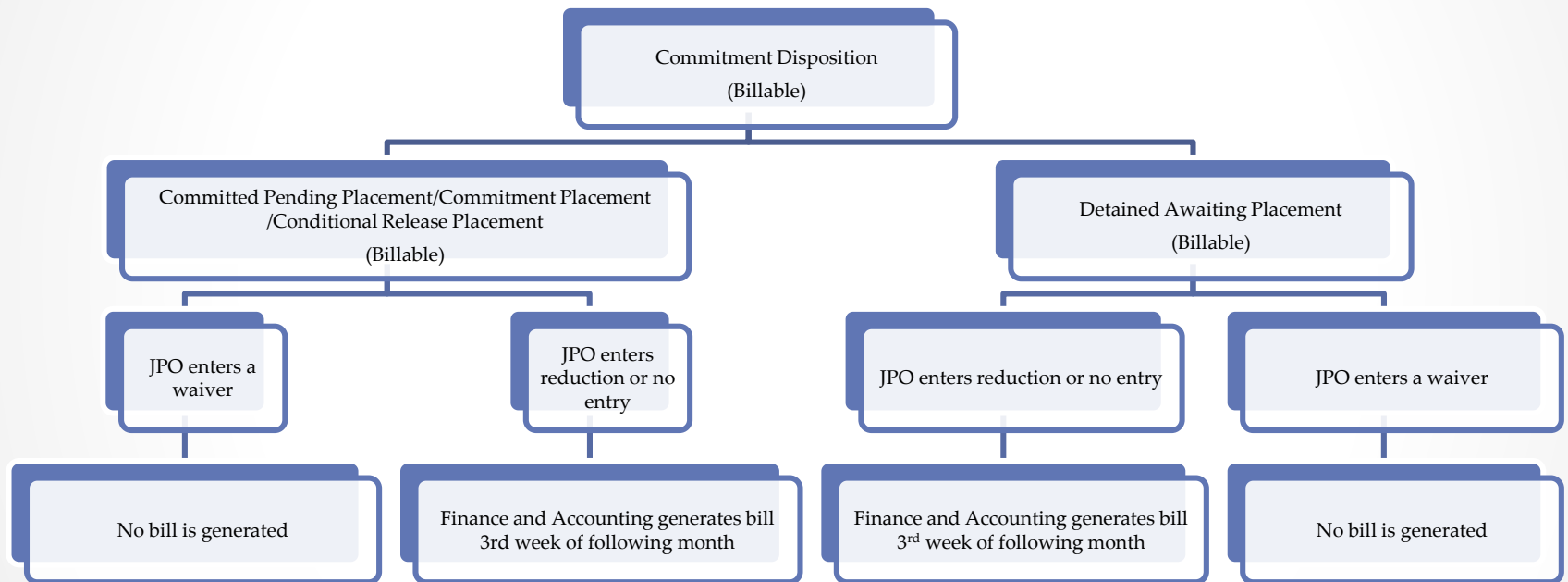
Waiver: Parent will not be charged.

Reduction: Parent will be charged reduced amount.

- No entry: Parent will be charged full amount.

# Flowchart of Cost of Care

## Commitment/Conditional Release Placements



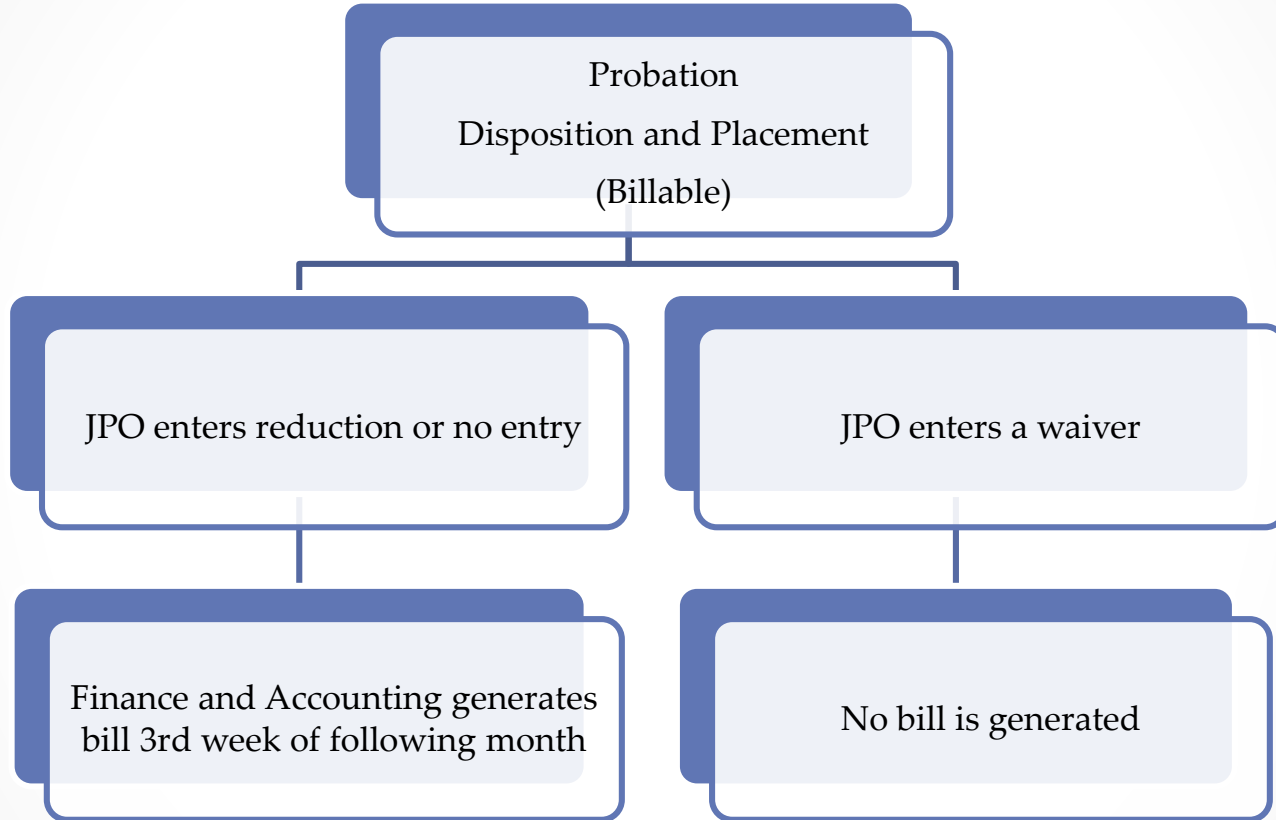
Waiver: Parent will not be charged.

Reduction: Parent will be charged reduced amount.

- No entry: Parent will be charged full amount.

# Flowchart of Cost of Care

## Probation Placements



Waiver: Parent will not be charged

Reduction: Parent will be charged reduced amount

- No entry: Parent will be charged full amount

# Monthly Billing Process

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

- ▶ Tuesday: IT 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 IT.
- ▶ 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 waived 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?
  - Identify the family member who is financially responsible for the youth [check “Bill to Person”], 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.



# Frequently Asked Questions (FAQ)

- How do I correctly waive a referral connected to one disposition with more than one billable placement, for example Supervised Release then Commitment?
  - The JPO needs to input a COC waiver for the Supervised Release placement referral. Once the youth is committed, a waiver should be entered on the Commitment Pending Placement Referral/placement and then once placed into the commitment program, a 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



<http://www.djj.state.fl.us/partners/data-integrity-jjis>

