

Disability Services Division
Fiscal Support Entity Data Reporting Requirements:
Reports to clients/families

	Data Elements	Frequency	Minimal Standard	Would be good
1.	Individual total yearly budget	Monthly	Yes	
2.	Amount budgeted by expenditure category; personal assistance, treatment & training, environmental modifications, self-directed support activities	Monthly	Yes	
3.	Budget expenditures by category and balance remaining by category	Monthly	Yes	
4.	Total budget expended (used)	Monthly	Yes	
5.	% of budget expended YTD	Monthly	Yes	
6.	Prorated % of budget YTD (1/12 of budget x months)	Monthly	Yes	
7.	Projection of staffing costs: how much will be spent if YTD staffing expenditures continue	Monthly	Yes	
8.	Payments made to vendors in the reporting period (units & dollars)	Monthly	Yes	
9.	The amount of overtime paid in the reporting period	Monthly	Yes	

Reports to other Providers

	Data elements	Frequency	Minimal standard	Would be good
1.	Initial budgeted amount for their services by client	At start of service	Yes	
2.	Any changes to the budgeted amount	At any change	Yes	
3.	YTD expenditures by client and amount remaining	Monthly	Yes	

Reports to the County of Financial Responsibility

	Data elements	Frequency	Minimal standard	Would be good
1.	By client same report as to the client / family	Quarterly	Yes	
2.	Clients who are spending total budget by more than 15% of what the prorated YTD budget should be	Monthly	Yes	
3.	Clients who have spent less than 50% of what prorated budget YTD should be	Monthly	Yes	
4.	Clients who are expending staffing budget by more than 15% of what the prorated YTD budget should be	Monthly	Yes	
5.	Clients who have spent less than 50% of what prorated staffing budget YTD should be	Monthly	Yes	
6.	Clients who have staff being paid for overtime	Monthly		Yes
7.	Range of payroll lowest hourly rate paid /highest hourly rate paid. Average paid (to learn what is usual & customary in the system)	As requested	Yes	
8.	Number of parents of minors & spouses being paid and number of hours/week being paid (summary data)	As requested	Yes	
9.	Number of clients of CFR being served by the FSE	As requested	Yes	
10.	Total number of clients the FSE is serving	As requested		Yes
11.	Number of clients by function: fiscal conduit, payroll model , agency of choice	As requested	Yes	
12.	By client names of staff and hours	As requested	yes	