

Social Services Expenditure and Grant Reconciliation Report (SEAGR)

11/9/06
(Updated 9/3/13)

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What is SEAGR?

The SEAGR Report is an integrated quarterly fiscal report that provides detail to the long-standing quarterly Social Services Fund Report (DHS-2556). It serves two purposes:

- It provides DHS with timely data on all county Social Services expenditures and revenues. With this data, DHS produces reports for use by counties, DHS, and the Legislature, including quarterly statewide reports, and yearly county reports with comparisons to statewide data.
- It simplifies county fiscal reporting by eliminating several previously required reports. Other reports were simplified and need to be submitted only under certain conditions.

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SSIS Administration

Functions for SEAGR:

- To Generate or Enter/Edit information on SEAGR, the user must be assigned the function of **Create SEAGR Report**
- To Submit SEAGR to Financial Operations Division, the user must be assigned the function of **Submit SEAGR Report**
- To View the SEAGR report the user must be assigned **Fiscal Default Activities**

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Report type: SEAGR
Year: Period: Revision: 0
Status: Draft Status Date: 11/03/2006 Submitted by:
County contact: Phone: () -

**Enter Fiscal Year and period
or select quarter from drop-down.**

Enter County Contact information.

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Cost Allocation

Cost Alloc. | SEAGR Adj. | Revenues | SEAGR Report | **Included Payments** | Included Time | Payment Proofing

Cost Pool

Total purchased services: Staff provided social service expenditures:

Direct allocations staff hours: Total direct allocations:

Total cost pool staff hours: Adjusted staff expenditures:

Average cost/hour:

SEAGR Report Summary

Program	Program Description	Purchased Service	Total Purchased Units	Staff Expended	Staff Hours	Total Expended
<p>Total purchased services: Line 1 from Report 2556 <small><No data to display></small></p> <p>Staff provided social service expenditures: Line 24 from Report 2556</p>						

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Included Payments

SEAGR Report

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Searches: results: 500 Search on open

Payment #: From: 01/01/2006 To: 03/31/2006

Service:

Based on the amount of payments processed through your county, 500 results may not be sufficient.

Capability to search by Payment #, specific Service, specific month of the quarter or all payments for the quarter

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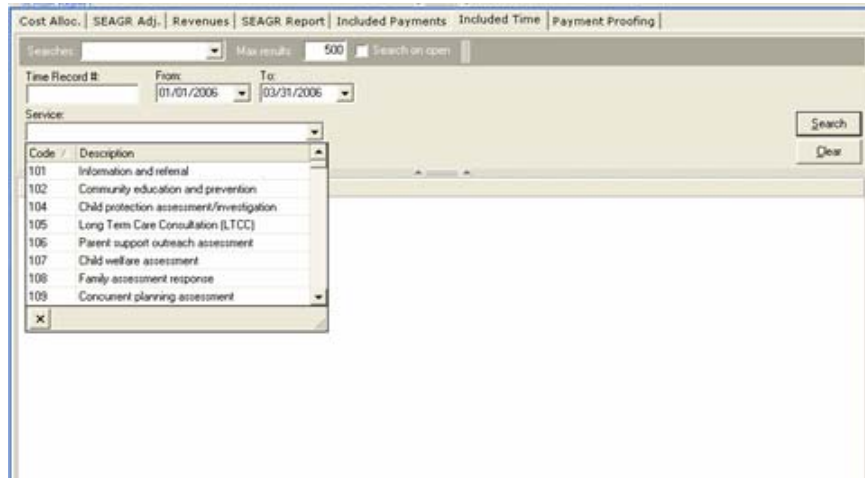
Select Service from drop-down, type ahead or leave blank for all.

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Columns can be moved and sorted (ascending/descending).

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Included Time



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Svc	Service Desc	Time Rec...	Worker	Activity Date	Hours
101	Information and referral	116317152	Huber, Ellen	03/31/2006...	0.42
101	Information and referral	116176108	Huber, Ellen	03/22/2006...	0.33
101	Information and referral	116176103	Huber, Ellen	03/22/2006...	1.25
101	Information and referral	116176098	Huber, Ellen	03/22/2006...	0.58
101	Information and referral	116317268	O'Keefe, Jerry A	02/07/2006...	0.67
101	Information and referral	116176126	O'Keefe, Jerry A	02/22/2006...	0.42
101	Information and referral	116079243	Huber, Ellen	02/16/2006...	1.17
101	Information and referral	116079668	Huber, Ellen	01/30/2006...	1.00
101	Information and referral	116015836	Huber, Ellen	03/10/2006...	0.83
105	Long Term Care Consultation (...)	183688976	Souder, Connie-Sys Adm	01/16/2006...	0.50
105	Long Term Care Consultation (...)	183689033	Souder, Connie-Sys Adm	01/16/2006...	0.50
105	Long Term Care Consultation (...)	183665230	Huber, Ellen	03/06/2006...	0.25
105	Long Term Care Consultation (...)	183665183	Huber, Ellen	03/22/2006...	0.03
105	Long Term Care Consultation (...)	183665178	Huber, Ellen	02/03/2006...	0.03
105	Long Term Care Consultation (...)	183665173	Huber, Ellen	03/21/2006...	0.05
105	Long Term Care Consultation (...)	183665168	Huber, Ellen	02/04/2006...	0.05

Seconds and number of results display.

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Payment Proofing

Report type: SEAGR Generated date: 10/09/2007 7:40:27 AM

Cost Alloc. | SEAGR Adj. | Revenues | SEAGR Report | Included Payments | Included Time | Payment Proofing

Year: 2006 Period: Q1 (Jan 1 - Mar 31)

From: 01/01/2006 To: 03/31/2006

Search Clear

**The Year and Period are automatically selected.
From and To display the timeframe of the quarter.**

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Payment Proofing

Year: 2006 Period: Q3 (Jul 1 - Sept 30)

From: 07/01/2006 To: 09/30/2006

Search Clear

Sv...	Service Vendor	Warrant/ Eff. D...	Unit Type	Units	SEAGR Unit Type	SEAGR U...	Amount
163		07/07/2006	Hour_group	7.5	Hour		\$225.00
405		07/07/2006	One time	1	Hour		\$1,050.00
531		07/07/2006	Session	1	Hour		\$300.00
531		07/07/2006	Session	1	Hour		\$218.50
163		07/21/2006	Hour_group	7.75	Hour		\$232.50
443		07/28/2006	One time	1	Day		\$50.00
531		08/04/2006	Session	1	Hour		\$670.96
443		09/01/2006	One time	1	Day		\$50.00
443		09/01/2006	One time	1	Day		\$50.00

**Total number of rejected payments and
total amount of rejected payments display.**

9	2846.96
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The screenshot shows the SEAGR Report application window. The 'SEAGR Report' tab is active, displaying a table of adjustments. The table columns are: Svc., Service Vendor, Warrant/ Eff. Date, Unit Type, Units, SEAGR Unit Type, SEAGR Units, and Amount. The data rows are as follows:

Svc.	Service Vendor	Warrant/ Eff. Date	Unit Type	Units	SEAGR Unit Type	SEAGR Units	Amount
180	ELK'S GROUP HOME	02/10/2006	Day	15	Day		\$326.53
180	FRIKKEN CHILD FOSTER CARE	02/08/2006	Day	24	Day		\$621.36
403	FRIKKEN MENTAL HEALTH CENTER	03/17/2006	Hour, group	-10			(\$650.00)
629	FRIKKEN MEALS ON WHEELS	01/20/2006	Meal	45	Meal		\$315.00
629	FRIKKEN MEALS ON WHEELS	02/03/2006	Meal	45	Meal		\$315.00
629	FRIKKEN MEALS ON WHEELS	01/20/2006	Meal	-45	Meal		(\$315.00)

At the bottom left of the slide, the text reads: 11/9/06 (Updated 9/3/13). At the bottom center, it says: Fiscal Mentor Mtg. At the bottom right, it says: 13.

SEAGR Adjustments

Information entered as an adjustment represents data not found in SSIS. Counties should be able to provide documentation to back up all entries.

Adjustments can be made to any BRASS services for staff time.

At the bottom left of the slide, the text reads: 11/9/06 (Updated 9/3/13). At the bottom center, it says: Fiscal Mentor Mtg. At the bottom right, it says: 14.

Service:	<input type="text"/>	<input type="text"/>	<input type="text"/>
SEAGR unit:	<input type="text"/>	Average staff rate:	<input type="text" value="\$0.00"/>
Purchased Service Adjustment			
Purchased units:	<input type="text"/>	Purchased service:	<input type="text" value="\$0.00"/>
Cost Pool Staff Adjustment			
Staff hours:	<input type="text" value="0.00"/>	Staff expense:	<input type="text" value="\$0.00"/>
Direct Allocation Staff Adjustment			
Staff hours:	<input type="text" value="0.00"/>	Staff expense:	<input type="text" value="\$0.00"/>
		Total staff adjustment:	<input type="text" value="\$0.00"/>
		Total adjustment expense:	<input type="text" value="\$0.00"/>

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Cost Pool Staff Adjustment			
Staff hours:	<input type="text" value="0.00"/>	Staff expense:	<input type="text" value="\$0.00"/>

To determine a Cost Pool Adjustment, users enter Staff hours; the system adds this time to the Total Staff Time and calculates Staff expense based on the Average staff rate.

Direct Allocation Staff Adjustment			
Staff hours:	<input type="text" value="0.00"/>	Staff expense:	<input type="text" value="\$0.00"/>

Direct Allocations are entered for items when exact Staff hours and Staff expense are known. Direct Allocation Staff Expenses are subtracted from the Cost Pool Staff Provided Social Service Expenditures to provide the Adjusted Staff Expenditures used to calculate the Average Staff Rate.

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SEAGR Report

Cost Alloc.	SEAGR Adj.	Revenues	SEAGR Report	Included Payments	Included Time	Payment Proofing		
Svc Co...	Svc Description			Adj. Purchased...	Adj. Purchase...	Total Sta...	Total Adj. Staff...	Total Adj. Ex...
116	Transportation			\$0.00	0.00	\$1,521.63	12.00	\$1,521.63
574	Community residential facilities and services			\$0.00	0.00	\$0.00	0.00	\$0.00
2				0.00		1521.63	12.00	1521.63

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Revenues

Cost Alloc.	SEAGR Adj.	Revenues	SEAGR Report	Included Payments	Included Time	Payment Proofing
State Revenues	Federal Revenues	Misc. Revenues				
Revenue Code	Revenue Description	Amount				
+ S07	State Revenue for Child Welfare	\$4,805.00				
+ S16	State Revenue for Child Care	\$1,452.00				
+ S23	State Revenue for Chemical Dependency	\$686.00				
+ S33	State Revenue for Mental Health	\$790.00				
+ S43	State Revenue for Developmental Disabilities	\$2,618.00				
+ S50	State Revenues for Adult Services	\$1,042.00				
S51	Total State Program Revenue By Source	\$11,393.00				
+ S53	Children & Community Services Grant	\$333.00				
S54	Total Intergovernmental State Revenue	\$11,726.00				
+ S55	State Shared Revenue	\$66.00				
S56	Total State Revenue	\$11,792.00				

The Revenues screens allow users to enter the State, Federal and Misc. Revenues. Revenues are money received by the county. Each year Financial Operations Division provides a listing of the revenues codes that each county submits.

State Revenues

State Revenues Federal Revenues Misc. Revenues		
Revenue Code	Revenue Description	Amount
- S07	State Revenue for Child Welfare	\$0.00
▶ S01	MA Waivers / Case Management (CAC/CADI/TBI/RSC/LTCC)	
S02	Relative Custody Assistance	
S67	Family Response (formerly Alternative Response)	
S03	Other (DHS Approved)	
S04	Other (DHS Approved)	
S05	Other	
S06	Other	
+ S16	State Revenue for Child Care	\$0.00
+ S23	State Revenue for Chemical Dependency	\$0.00
+ S33	State Revenue for Mental Health	\$0.00
+ S43	State Revenue for Developmental Disabilities	\$0.00
+ S50	State Revenues for Adult Services	\$0.00
S51	Total State Program Revenue By Source	
+ S53	Children & Community Services Grant	\$0.00
S54	Total Intergovernmental State Revenue	

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Federal Revenues

State Revenues Federal Revenues Misc. Revenues		
Revenue Code	Revenue Description	Amount
+ F11	Federal Revenue for Child Welfare	\$0.00
+ F21	Federal Revenue for Child Care	\$0.00
+ F27	Federal Revenue for Chemical Dependency	\$0.00
+ F37	Federal Revenue for Mental Health	\$0.00
+ F45	Federal Revenue for Developmental Disabilities	\$0.00
+ F52	Federal Revenue for Adult Services	\$0.00
F53	Total Federal Program Rev by Source	
+ F54	MA NON-WAIVER SS ADMIN (SSTS)	\$0.00
+ F56	Title XX Block Grant	\$0.00
F57	Total Intergovernmental Federal Revenue	

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Misc. Revenues

State Revenues			Federal Revenues			Misc. Revenues		
Revenue Code	Revenue Description	Amount						
+ M4	Misc Revenue for Child Welfare	\$0.00						
+ M8	Misc Revenue for Child Care	\$0.00						
+ M12	Misc Revenue for Chemical Dependency	\$0.00						
+ M16	Misc Revenue for Mental Health	\$0.00						
+ M20	Misc Revenue for Developmental Disabilities	\$0.00						
+ M24	Misc Revenue for Adult Services	\$0.00						
M25	Total Miscellaneous Revenue							

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State Revenues			Federal Revenues			Misc. Revenues		
Revenue Code	Revenue Description	Amount						
- M4	Misc Revenue for Child Welfare	\$0.00						
▶ M1	Charges for services							
M2	Gifts and contributions							
M3	Misc revenue + (MCKTFAMRESP & PSD)							
+ M8	Misc Revenue for Child Care	\$0.00						
+ M12	Misc Revenue for Chemical Dependency	\$0.00						
+ M16	Misc Revenue for Mental Health	\$0.00						
+ M20	Misc Revenue for Developmental Disabilities	\$0.00						
+ M24	Misc Revenue for Adult Services	\$0.00						
M25	Total Miscellaneous Revenue							

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SEAGR Report

Cost Alloc. SEAGR Adj. Revenues SEAGR Report Included Payments Included Time Payment Proofing								
Program	Program Description	Purchased Svc Units		Unit Type	Staff Expense	Hours	Total Expended	Total %
1	Children's Services	\$128,681	1833.000		\$6,872	52.48	\$135,553	90.91
2	Child Care	\$4,740	1712.000		\$264	2.00	\$5,005	3.36
3	Chemical Dependency	\$0	0.000		\$0	0.00	\$0	0.00
4	Mental Health	\$690	10.000		\$2,544	19.25	\$3,234	2.17
5	Developmental Disabilities	\$0	0.000		\$2,104	15.92	\$2,104	1.41
6	Adult Services	\$0	0.000		\$3,216	24.33	\$3,216	2.16
		\$134,111	3555.00		\$15,000	113.98	\$149,112	

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Cost Alloc. SEAGR Adj. Revenues SEAGR Report Included Payments Included Time Payment Proofing								
Program	Program Description	Purchased Svc Units		Unit Type	Staff Expense	Hours	Total Expended	Total %
1	Children's Services	\$128,681	1833.000		\$6,872	52.48	\$135,553	90.91
101	Information and referral	\$0	0.000		\$0	0.00	\$0	
102	Community education and prevention	\$0	0.000		\$0	0.00	\$0	
104	Child protection assessment/investigation	\$0	0.000	Hour	\$319	2.42	\$319	
105	Long Term Care Consultation (LTCC)	\$0	0.000	Hour	\$0	0.00	\$0	
106	Parent support outreach assessment	\$0	0.000	Hour	\$0	0.00	\$0	
107	Child welfare assessment	\$0	0.000	Hour	\$749	5.67	\$749	
108	Family assessment response	\$0	0.000	Hour	\$0	0.00	\$0	
109	Concurrent planning assessment	\$0	0.000	Hour	\$0	0.00	\$0	
115	Interpreter services	\$0	0.000	Hour	\$0	0.00	\$0	
116	Transportation	\$338	0.000		\$1,883	14.73	\$2,221	
118	Health-related services	\$0	0.000		\$0	0.00	\$0	
119	Court-related services and activities	\$0	0.000	Hour	\$0	0.00	\$0	
121	Legal services	\$0	0.000	Hour	\$0	0.00	\$0	
124	Home-based support services	\$2,377	149.000	Hour	\$0	0.00	\$2,377	
125	Homemaking services	\$100	5.000	Hour	\$0	0.00	\$100	
136	Consumer Support Grant	\$0	0.000		\$0	0.00	\$0	
		\$134,111	3555.00		\$15,000	113.98	\$149,112	

This is equal to Total Purchased Services and Line 1 of Report 2256.

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Cost Alloc. SEAGR Adj. Revenues SEAGR Report Included Payments Included Time Payment Proofing								
Program	Program Description	Purchased Svc Units	Unit Type	Staff Expense	Hours	Total Expended	Total %	
1	Children's Services	\$128,681	1833.000		\$6,872	52.48	\$135,553	90.91
101	Information and referral	\$0	0.000		\$0	0.00	\$0	
	Original	\$0.00	0.000		\$0.00	0.00	\$0.00	
	Adjustment	\$0.00	0.000		\$0.00	0.00	\$0.00	
	Direct Allocation Adjustment				\$0.00	0.00	\$0.00	
102	Community education and prevention	\$0	0.000		\$0	0.00	\$0	
104	Child protection assessment/investigation	\$0	0.000	Hour	\$319	2.42	\$319	
105	Long Term Care Consultation (LTCC)	\$0	0.000	Hour	\$0	0.00	\$0	
106	Parent support outreach assessment	\$0	0.000	Hour	\$0	0.00	\$0	
107	Child welfare assessment	\$0	0.000	Hour	\$749	5.67	\$749	

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SEAGR Cleanup

1. **Payment units** are converted to **SEAGR units**.
Use the Advanced Payment Search for this and the **SEAGR** conversion chart.
2. COA (Chart of Account) Code does not determine service, eligibility, etc., in SSIS.
3. Report Recoveries as Revenue on the Misc. Revenue tab