

LDSS Annual Profile Report: Data Sources & Notes

(Version 12/1/2023)

The **LDSS Annual Profile Report** (a/k/a “LDSS Profile Report” or “Local Agency Profile Report”) contains a snapshot of each of the 120 local departments of social services (LDSS). The report contains locality-specific information about the following:

- Agency characteristics – e.g., agency size, region, level of IT support, type of agency board
- Clients and households (cases) receiving public assistance benefits and child and adult welfare services
- Benefit Program applications – number of applications received and disposed (processed)
- Local agency spending – For program benefits, services, and administration
- Local staffing – number of filled and vacant positions
- Community characteristics – population estimates, non-marital and teen birth rates, poverty rates, and households struggling to meet basic living needs (“ALICE households”).

The LDSS Profile Report is designed in Power BI Pro, a cloud-based tool for visualizing data in a dynamic, interactive format (e.g., graphs, maps, data tables). The main benefits of using Power BI are:

1. The reports are populated directly from the VaCMS, OASIS and LETS tables in the Data Warehouse, thus minimizing data entry errors.
2. The reports update more frequently as new data become available.
3. Multiple years of data are available in the same report.

Data sources and notes about the methodology provide relevant contextual information for each graph and table visualization found in the LDSS Profile Report.

The LDSS Profile Report was designed and developed by the VDSS Office of Research and Planning and the Data Warehouse team. **Questions or Comments?** Send an email to ORP (research@dss.virginia.gov).

Loading errors or errors in the report? Send an email to the VITA Virginia Customer Care Center (VCCC) at vccc@vita.virginia.gov. Include “Error in LDSS Annual Profile Report” in the subject header. Ask that the ticket be routed to the DSS-ITS-DATAWAREHOUSE. Describe the error or problem in as much detail as possible. If available, attach screenshots of the error. The report developers in the Data Warehouse will investigate the problem and respond to your inquiry.

Opening the Reports

Click [here](#) to visit the Home Page of the LDSS Profile Report. The home page will look like the image below. It will include a brief overview of the contents of the LDSS Profile Report at the top.

VIRGINIA DEPARTMENT OF SOCIAL SERVICES
LDSS ANNUAL PROFILE REPORT

The LDSS Profile Report contains a snapshot of each of the 120 local departments of social services (LDSS). The report contains information about the following:

- Agency characteristics – e.g., agency size, region, level of IT support, type of agency board
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- Benefit Program applications – number of applications received and disposed (processed)
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- Local staffing – number of filled and vacant positions

All of the types of data listed above come from administrative systems managed by VDSS or partner agencies.

The report also describes the local agency's coverage area (i.e., county or city), capturing the latest population estimates, unemployment rates, number of people living in poverty, number of ALICE households, teen and non-marital birth rates, and number of people without health insurance. The source data comes from the U.S. Census Bureau, UVA Weldon Cooper Center, Virginia Employment Commission, United Way, and Virginia Department of Health.

In addition to selecting the local agency, the user can choose the year for which they want data. Unless noted otherwise, the report will display data by state fiscal year (ending June 30). The VDSS Office of Research and Planning will update sections of the report annually as data become available. Note: Previous years' data (e.g., annual unemployment rate) may change if the source was updated after the original release.

Questions or comments? Contact research@dss.virginia.gov.

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To open a particular set of reports, click any of the colored boxes (e.g., ALICE Households). Each box is linked to a specific Power BI report; you will be redirected to a new web page that opens the report you selected. It may take 1-2 minutes to fully load the Power BI report you selected (longer for the Benefit Programs report).

A ALICE HOUSEHOLDS

ALICE Households

How this information helps people

ALICE, an acronym for Asset Limited, Income Constrained, Employed, is a new way of defining and understanding the struggles of households that earn above the Federal Poverty Level, but not enough to afford a bare-bones household budget. For far too many families, the cost of living outpaces what they earn. These households struggle to manage even their most basic needs - housing, food, transportation, child care, health care, and necessary technology.

When funds run short, cash-strapped households are forced to make impossible choices, such as deciding between quality child care or paying the rent, filling a prescription or fixing the car. These short-term decisions have long-term consequences not only for ALICE families, but for all of us.

For more information about ALICE households in Virginia, visit the [United for ALICE Research Center](#).

Local Department of Social Services Profile Report - ALICE Households

VIRGINIA DEPARTMENT OF SOCIAL SERVICES	Year: 2018	FIPS: 001	Region: Eastern	Agency Level: II (Two)	HR Policy: Partial deviating	IT Support: Shared	Type of Agency Board: Administrative
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Selecting Locality and Year

On each report, the user selects the Year and Local Agency drop-down lists on the right side of the report. The user can only select one year and one locality at a time.

Local Agency

Accomack

Year

Latest Available Year

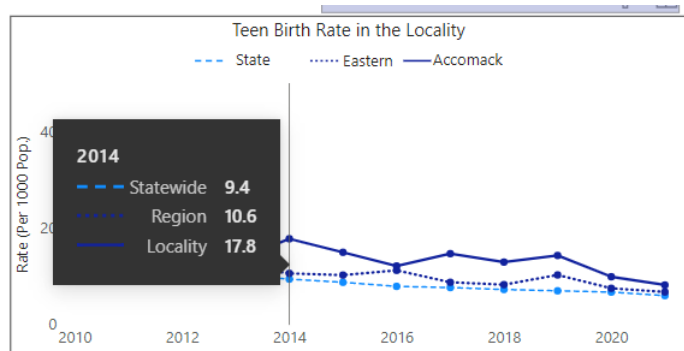
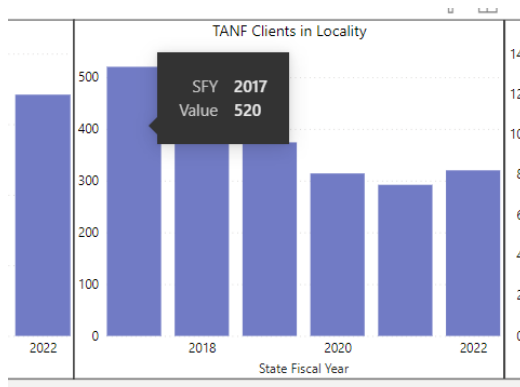
The Latest Available Year, which is equivalent to the last complete year, will be displayed on the header (see illustration below).

Annual Local Agency Profile - Benefits

VIRGINIA DEPARTMENT OF SOCIAL SERVICES	Year: 2022	FIPS: 001	Region: Eastern	Agency Level: II (Two)	HR Policy: Partial deviating	IT Support: Shared	Type of Agency Board: Administrative
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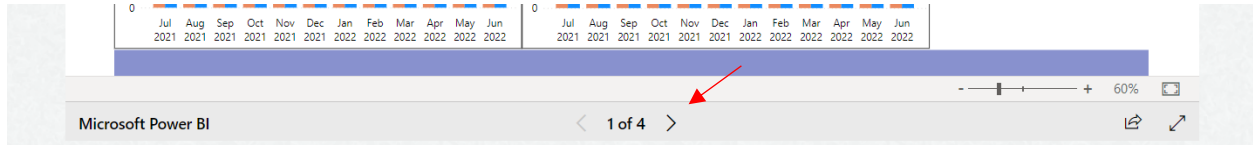
The local agency characteristics (FIPS, Region, Agency Level, HR Policy, IT Support, and Type of Agency Board) are pre-populated when the user selects a Local Agency. The VDSS Division of Human Resources provides this information. Combined agencies, like Chesterfield/Colonial Heights and Alleghany/Covington, will show the combined FIPS. Statistics are for the agency's entire jurisdiction, not the primary county or city. The statistics cannot be drilled down to the individual cities and counties in combined jurisdictions.

Using your mouse, hover over a data point to view data values in bar charts and line graphs.

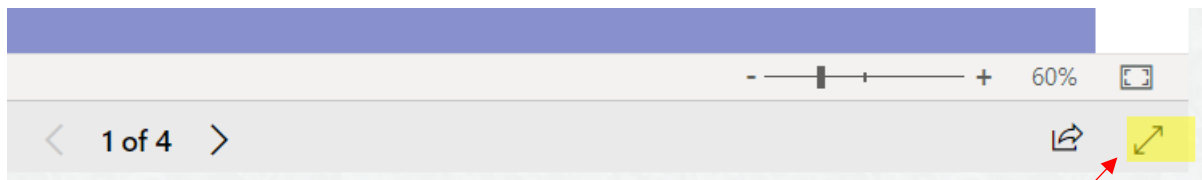


Navigation Tips

Some reports have more than one page. Use the arrow keys to advance to the next page or to go back to a previous page.



To open in full-screen mode, click the double-arrow on the bottom right side.



To zoom in or out, click on the zoom slider.



To return to the Home Page, click the left-facing arrow. "Home" will appear for you to select.

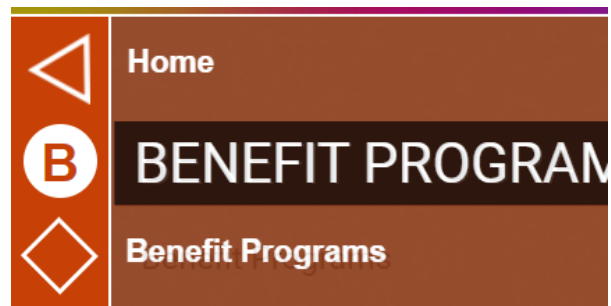
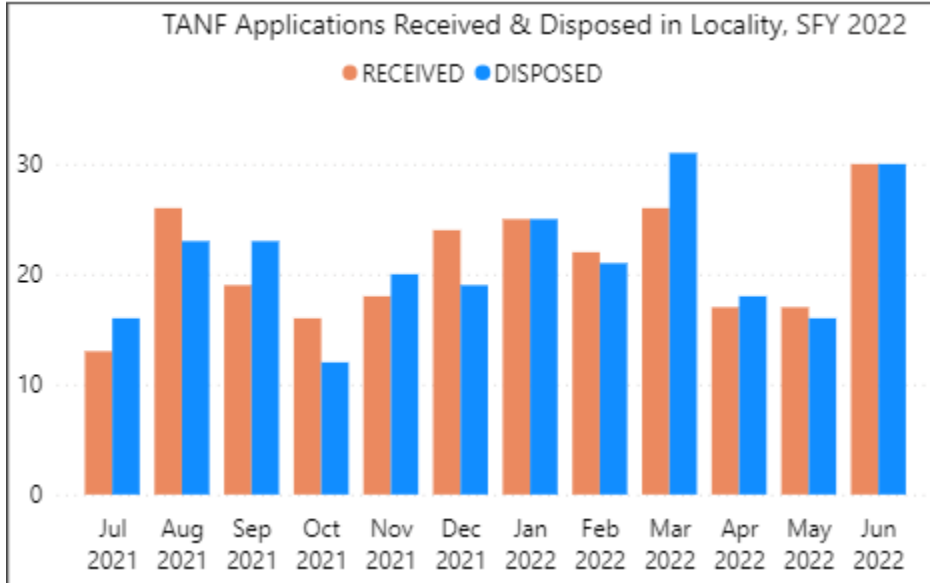
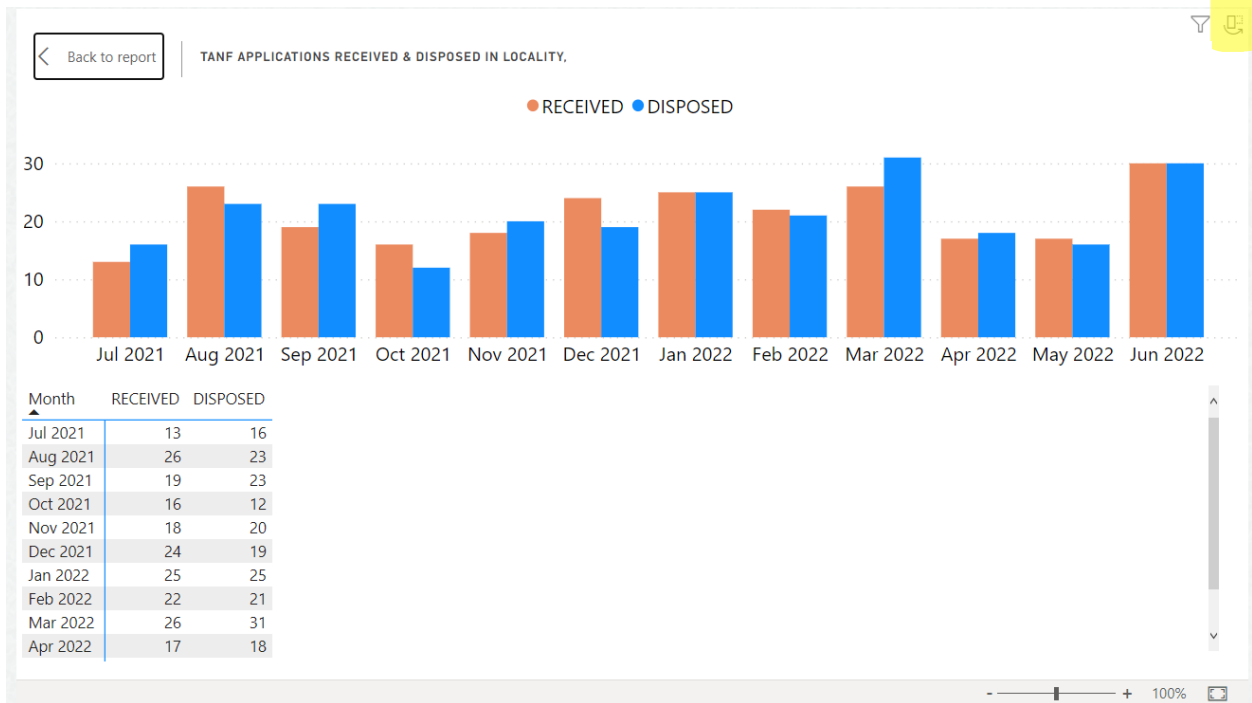



Table View

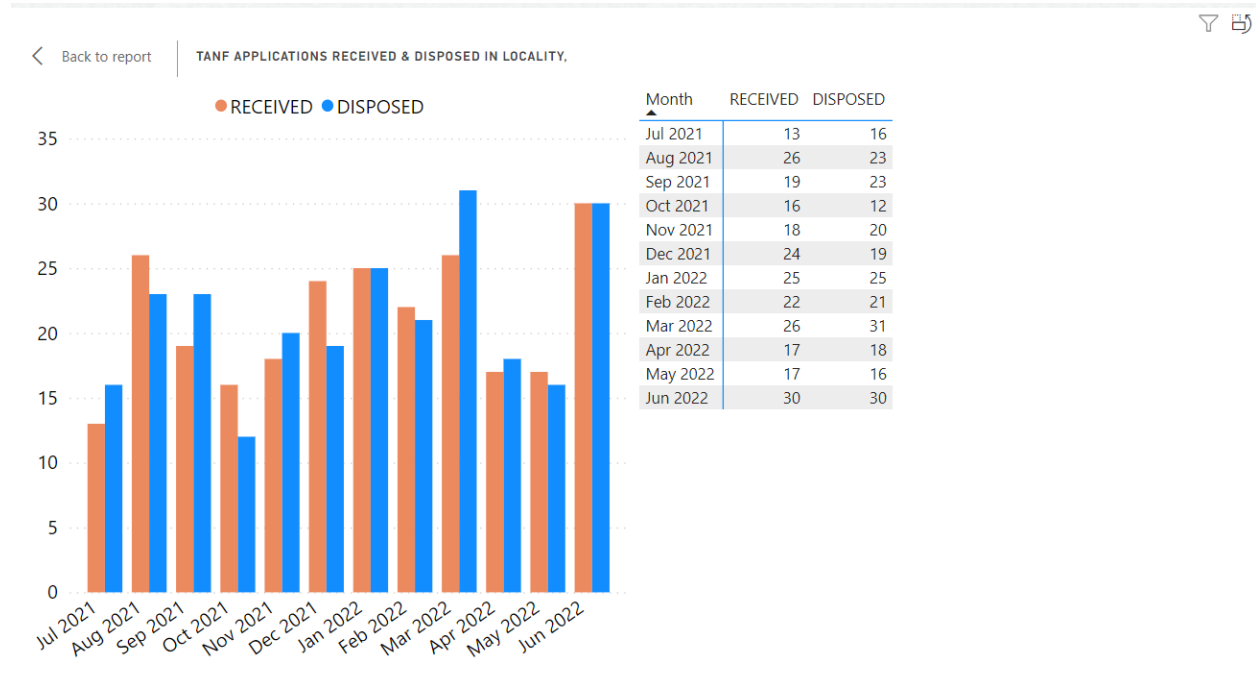
To show the table view of a particular visual (e.g., bar chart, line graph), place your mouse anywhere in the visual and right click. Select the option “Show as a table”.



The table with the values creating the bar chart will appear underneath. A table will appear below the graph. Scroll to view table values for May and June 2022.



You can also get a vertical view by clicking the icon  in the upper right-hand corner.



Export/Print Functions

“Public-facing” reports (i.e., accessible to all), like the Local Agency Profile Report, do not have the Print to PDF and Export to Excel features enabled. As a solution, the Data Warehouse team has created a restricted workspace in the VDSS Power BI cloud environment on which a copy of the Local Agency Profile Report has been saved. The restricted-use version of the Profile Report will have the Print and Export features enabled. Access is permission-based and established by the Data Warehouse team. Additional guidance about how to request access will be provided later. Users who do not need the Export/Print features may continue using the public version of the reports.

Definitions and Data Sources

ALICE HOUSEHOLDS

- Number of ALICE Households

Source: United Way of Northern New Jersey, United for ALICE Research Center. “ALICE” stands for “Asset Limited, Income Constrained, Employed” and represents working family households that are making an annual income above the Federal Poverty Level but “struggling” to earn enough to meet basic living needs (“survival budget”). The most recent data available for Virginia is for 2021. The United Way publishes new county-level data every two to three years.

POPULATION

- Population Estimates

Source: University of Virginia Weldon Cooper Center, Demographic Research Group. The Weldon Cooper Center publishes population estimates for Virginia and its counties and independent cities. The estimates were originally obtained from the U.S. Census Bureau. These estimates provide the best approximation of the population count on July 1st of the prior year. “Other race” includes Hawaiians, Pacific Islanders, American Indians, and Alaskan Natives. Hispanic ethnicity and race are not mutually exclusive from each other. Reporting of the year’s population estimates usually lag by 12-18 months.

POVERTY

- Poverty Rate

Source: U.S. Census Bureau, Small Area Income and Poverty Estimates (SAIPE) program. The U.S. Census Bureau produces single-year estimates of median income and number of people living below 100% of the Federal Poverty Level (i.e., poverty rate) for all U.S. states and counties. State and VDSS regional poverty rate estimates are shown for comparison. Reporting of the year’s poverty rates usually lag by 12-18 months. Note: These estimates are originally calculated as county-level estimates from the American Community Survey and other sources. Combined local agency estimates are approximate.

UNEMPLOYMENT

- Unemployment Rate

Source: Virginia Employment Commission, Local Area Unemployment Statistics (LAUS). ORP downloads the latest annual local unemployment rates from the Virginia Employment Commission’s Local Area Unemployment Statistics (LAUS) web page each fall. The original source for employment data is the U.S. Bureau of Labor Statistics (BLS). The BLS performs

annual benchmarking in March and April to provide more accurate annual and monthly employment statistics. Consequently, the unemployment numbers for the current reporting year (and possibly previous years) may change after March. We will notify you if there is a revision to the annual unemployment rates in this report.

BENEFIT PROGRAMS

➤ Benefit Applications Received and Disposed

Source: Data Warehouse, Virginia Case Management System (VaCMS) tables. Represents the number of applications received or disposed during the reporting month. The report shows separate counts for TANF, SNAP, Medicaid, and Child Care Subsidy.

NEW We added a *Region* filter to the first page – **Number of Applications Received and Disposed** – to allow users to view state or regional counts. Under *Local Agency*, uncheck “Accomack” (the default selection) and choose “Select all” for statewide counts. If you want a regional count, make your selection using the Region filter. Note: The addition of the Region filter only applies to the first page. The rest of the metrics in the Benefit Programs report (e.g., number of clients and cases) do not aggregate up to statewide or regional drills counts.

The image shows a series of filter controls for a report. On the left, there are three dropdown menus: 'Region' (set to 'All'), 'Local Agency' (set to 'Accomack'), and 'Year' (set to 'Latest Available Year'). To the right of these are two 'Local Agency' selection panels. The first panel shows a list of agencies with 'Accomack' selected. The second panel shows a list of agencies with 'Select all' selected, indicating a statewide view.

➤ Benefit Program Clients Served During State Fiscal Year: Demographics

Source: Data Warehouse, Virginia Case Management System (VaCMS) tables. Represents the unduplicated¹ number of Eligible clients served during the annual reporting period by the specified local agency. The report shows separate counts for clients enrolled in TANF, SNAP and Medical Assistance (aka Medicaid). “Any Benefit” refers to eligible clients enrolled in one or more Benefit programs -- TANF, SNAP, or Medicaid. [Because the Child Care Subsidy Program uses a different case numbering system than the other benefit programs, children receiving subsidies are not included in the “All Benefit” count.]

- Individuals linked to the case with a program status of “deemed”, “included” or “excluded” are not included in the enrollee count.

¹ If a client moves to a different LDSS during the reporting period, the client will be counted more than once.

- “Other” race refers to clients whose primary race is Asian, Hawaiian/Pacific Islander, or American Indian/Alaskan Native. “Unknown” refers to individuals with missing or invalid race information entered in VaCMS. Hispanic ethnicity is reported separately from race.
- For the Child Care Subsidy Program, the Power BI report uses the VaCMS enrollment tables to show family and child counts. In the older Excel versions of the report (2021 and earlier), we had used the payment tables to estimate the numbers of families and children served (refer to the Data Warehouse’s Child Care Expenditure reports). The Child Care Subsidy Program approved the new methodology. For this reason, do not use the family and child counts in the Excel reports.

➤ Household Cases Served by SFY

Source: VDSS, Data Warehouse, Virginia Case Management System (VaCMS) tables. These represent unduplicated counts of cases, not clients, served in the last fiscal year. Counts are displayed for SNAP, TANF, and Medicaid.

➤ Households Receiving Energy Assistance (EA)

Source: VDSS, “EAP Program Effectiveness Reports”. The values represent the unduplicated number of households receiving energy assistance through each of the three program components: Heating (fuel assistance), Cooling, and Crisis Assistance. The EA program operates on a federal fiscal year basis. Cooling assistance applications are accepted in June 15 through August 15, and Heating assistance applications are accepted mid-October through mid-November. Crisis assistance applications are accepted at various times of the year. The Data Warehouse does not store the EAP tables from VaCMS. The counts in the Local Agency Profile Report are copied and entered in an input file for the Profile Report.

➤ Case Counts by Program by Year For All Local Agencies ***NEW***

Pages 5 through 7 display the program’s annual case count for every county and city in one table. [Combined agencies, like Alleghany/Covington, are broken out.] Select the yearly reporting period. Using the Program filter, page 5 shows case counts for SNAP, TANF, or Medicaid. Page 6 shows numbers of families receiving Child Care, and page 7 shows households receiving Energy Assistance by component. See an illustration below.

FIPS	Locality	Region	2023
Statewide(Unduplicated)			601339
001	Accomack	Eastern	3835
003	Albemarle	Piedmont	4534
005	Alleghany	Piedmont	1657
007	Amelia	Central	1127
009	Amherst	Piedmont	2754
011	Appomattox	Piedmont	1725

Number of Cases (Households) by Year

Year: Latest Available Year

Program: SNAP

BIRTHS

➤ Non-Marital Live Births

Source: Virginia Department of Health, Vital Statistics Program. Vital Statistics tracks the number of live births to women of child-bearing age (15 to 44 years) who were not married at the time of birth. The non-marital birth rate is the percentage of live births to unmarried women divided by the total number of live births. Because of the small cell count in certain demographic subgroups and in sparsely populated counties, the state, regional, and local non-marital birth rates are calculated using five consecutive years of data combined (e.g., 2017-2021). The values shown in the line graphs are based on a single year of data.

➤ Teen Live Births

Source: Virginia Department of Health, Vital Statistics Program. Vital Statistics tracks the number of live births to female teenagers (ages 10 to 19 years). The teen birth rate is the number of live births to teen mothers divided by the number of female teens in the state or local population, then multiplied by 1,000. For instance, the latest (2021) statewide teen birth rate is 6.0 per 1,000 teenage females. Translated, this says that for every 1,000 teenage girls ages 10 to 19 years, six had a live birth. Because of the small cell count in certain demographic subgroups and in sparsely populated counties, the state, regional, and local teen birth rates shown in the table are calculated using five consecutive years of data combined (e.g., 2017-2021). The values shown in the line graphs are based on a single year of data.

➤ Children Living in Single-Parent Households

Source: U.S. Census Bureau, American Community Survey. Based on five consecutive years of data (e.g., 2017-2021). Represents the number of children 0-17 years who live in a family household headed by a single mother or father, with the other parent not residing in the household. Note: These estimates are originally calculated as county-level estimates from the American Community Survey. Combined local agency estimates are approximate.

HEALTH INSURANCE

Source: U.S. Census Bureau, Small Area Health Insurance Estimates (SAHIE) program. Represents the number of people under age 65 who don't have public or private health insurance coverage. Examining health insurance coverage rates within certain income groups, "FPL" (Federal Poverty Level) is referring to the income-to-poverty ration (e.g., 138% FPL, 200% FPL). Note: These estimates are originally calculated as county-level estimates from the American Community Survey. Combined local agency estimates are approximate.

FAMILY SERVICES

➤ Children in Foster Care

Source: VDSS Data Warehouse, OASIS tables. Represents a point-in-time count of children who were in foster care on the last day of the state fiscal year (June 30). Due to small numbers, counts of youth who are 19+ years is suppressed and shows as "NA".

➤ Children Exited to Adoption

Source: VDSS Data Warehouse, OASIS tables. Represents a 12-month cumulative count of children who exited from foster care to adoption by the end of the state fiscal year (June 30). Due to small numbers, counts of youth who are 19+ years is suppressed and shows as "NA".

➤ Children Receiving Adoption Assistance

Source: VDSS Data Warehouse, OASIS tables. Represents a point-in-time unduplicated count of children who received adoption assistance on the last day of the state fiscal year (June 30).

➤ Children in CPS Referrals

Source: VDSS Data Warehouse, OASIS tables. Represents a 12-month cumulative count of children (unduplicated) who were subjects of CPS referrals by the end of the state fiscal year (June 30). Subjects of unfounded referrals are excluded.

➤ Adults in APS Reports

Source: DARS, PeerPlace. The Adult Protective Services Program, which is part of the Virginia Department for Aging and Rehabilitative Services (DARS), released the **APS Quarterly Local Agency Dashboard** in early 2023. The DARS dashboard shows by locality the total number of adults who are subjects of APS reports (founded and unfounded combined). Age and gender, but not race, breakouts are included in the report. When the Local Agency Profile Report was last updated in January 2023, APS data for SFY 2022 were not available in the format needed. In the meantime, please use the APS quarterly dashboard as the main source for information about adults involved in APS cases.

SOCIAL SERVICES SPENDING

➤ Benefit and Services Expenditures by Source

Source: Division of Finance, LASER, “Annual Master Financial Statement by Locality” report. The year-end report shows locality spending using various funding streams (e.g., federal, state, local) within certain programs. Starting in 2021, the Special Funds category was added to represent federal funds associated with the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act. These funds are included in the grand total. “NER” are a category of local expenses not eligible for reimbursement.

Administrative, services, and benefit categories are calculated using expenditure data that is associated with certain budget lines (BLs) as follows:

Staff and Operations: Sum of BL 849, 850, 851, 855, and 858; BL 847 (Current Year Staff & Operations - No Local Match Alias) and 880 (CRRSA - Expanded Eligibility Child Care) were recently added in 2022.

Other (Administrative) Expenses: Sum of BL 000 and 843.

Services Purchased for Clients: Sum of BL 217, 824, 829, 830, 833, 844, 861, 862, 864, 865, 866, 871, 872, 873, 875, 878, 881, 883, 884, 885, 888, 889, 890, and 895; BL 835, 868, 896, and 898 were added in 2022.

Foster Care/Adoption: Sum of BL 811, 812, 814, 815, 817, 820, and 822. BL 816, 818, and 823 were added in 2022.

Other Benefits: Sum of BL 804, 807, 808, 813, 819, 848, and 867; BL 810 was added in 2022.

Expenditures for Benefit Programs: Expenditures for Medicaid/FAMIS, SNAP, TANF, Energy Assistance, CSA, and Child Care are each reported in separate rows in the table.

STAFFING

➤ Vacancy Rate

Source: Data Warehouse, Local Employee Tracking System (LETS). The table shows the total number of filled and unfilled positions in the local agency selected, regardless of percent of time assigned. The Percentage of Positions Unfilled (vacancy rate) is calculated by dividing the number of unfilled positions over the total number of positions (filled and unfilled combined). Invalid filled positions and voluntary positions are excluded.

Unlike other sections of the LDSS Profile Report, this information will be updated monthly. The user may select the report month in addition to the calendar year and locality.