SUBSIDIZED CHILD CARE SERVICES ADMINISTRATIVE LETTER No. 01-10

TO: Directors of County Depts of Social Services
     Directors of Local Purchasing Agencies

FROM: Deborah J. Cassidy, Ph.D.

ISSUED: November 10, 2010

SUBJECT: Revisions to Subsidized Child Care Reimbursement System

EFFECTIVE DATE: September - October 2010 Payment Month

The purpose of this memo is to provide information about changes related to the Subsidized Child Care Reimbursement System that are being implemented for State Fiscal Year (SFY) 2010-2011. Please retain this memo with your electronic and/or paper copy manual until a change notice is issued with updates to the Subsidized Child Care Reimbursement Manual.

I. Close Out Confirmation

The SCC Close Out Confirmation screen was modified to allow county staff to view the close out confirmation details – the user performing the closeout and the date performed – for both Part A and Part B. See page 2 of this letter. This change became effective September, 2010.

Select Option (9) Administrative Menu from the SCC Main Menu.
From the Administrative Menu, select Option (12) Close Out Confirmation and press “Enter” (without keying data into the additional fields) to view the close out confirmation information for the most recent month. To view information for a previous month, select Option (12) – tab past the “Key” field and enter the month and year in the appropriate fields to retrieve the information you wish to view; press “Enter”.

Administrative Letter No. 1-10
November 5, 2010
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GHB0101M TEST
02670001
CUMBERLAND COUNTY
SUBSIDIZED CHILD CARE REIMBURSEMENT
ADMINISTRATIVE MENU
PART A ACTIVE PART B
06/24/10
14:45:56

KEY

(1) PURCHASER CLOSE OUT
(2) PURCHASER UPDATE
(3) STATE CLOSE OUT
(4) IP MONITORING CASE LIST
(5) IP CORRECTIVE ACTION CASE LIST
(6) IP MONITORING CASE
(7) IP MONITORING INFORMATION
(8) DAILY CLOSEOUT LIST
(9) SERVICE DAYS UPDATE
(10) MARKET RATE
(11) CASE WORKER UPDATE
(12) CLOSE OUT CONFIRMATION
(13) XSRP/DATA WAREHOUSE/TP HELP
(14) INTERACTIVE SERVICES MENU

SELECTION: 12 KEY: YEAR 2010 MONTH 01
F KEYS: 1=Help 3=Exit 4=Main Menu

GHB6701M TEST
02500425
CUMBERLAND COUNTY
SUBSIDIZED CHILD CARE REIMBURSEMENT
HISTORICAL CLOSE-OUT CONFIRMATION
JANUARY 2010
02/19/10
11:19:39

PART A
Child care program data has been entered for payment processing month.
Close out is authorized.
PURCHASING AGENCY OFFICIAL:
DATE: 02/19/2010
PRINT WORK SHEET FOR NEXT MONTH'S PROCESSING (YES OR NO) Y

PART B
I declare that all costs shown in the Subsidized Child Care Reimbursement System have been incurred in connection with official duties of the County Department of Social Services and that costs submitted are recorded on the official County Financial Records as an expense, and that same are true and correct to the best of my knowledge and belief.
FINANCE OFFICER/DELEGATED AUTHORITY:
(Person who has verified that payments have been made)
DATE: 02/19/2010

F KEYS: 1=Help 3=Exit 4=Main Menu
II. Race, Gender, Language, Ethnicity, Lives with Relative/Relative Type (i.e. “which relative?”), & Joint Case Indicator

The Child Demographic Detail portion of the Child/Payment screen below has been modified as follows, effective September 2010:

The look and function remain relatively the same; however, users will see changes related to the following data fields: Race, Gender, (Preferred) Language, Ethnicity, Lives with Relative/Relative Type (i.e., “which relative?”) and Joint Cases Indicator. Data entry of a new child care payment will require that data be recorded in all of these fields, and null (blank) values will no longer be accepted.

Race, Ethnicity, Language and Gender are all identify-attributes associated with the child. Each field must have a selection entered. In the data entry process, a user can call a “prompt” by entering “?” in these fields (except Gender). This will trigger a selection box to be displayed where the user can navigate with the arrow keys and select a description by placing “S” (Select) next to the proper value.
Acceptable code values for these fields are provided below.

**Race**
A  Asian  
B  Black  
I  American Indian or Alaska Native  
N  Native Hawaiian or Pacific Islander  
W  White  

**Ethnicity**
N  Not Hispanic or Latino  
U  Unreported  
C  Hispanic Cuban  
H  Hispanic Other  
M  Hispanic Mexican American  
P  Hispanic Puerto Rican  

**Gender**
Users must enter M (male) or F (female)  

**Language**

<table>
<thead>
<tr>
<th>EN</th>
<th>SP</th>
<th>AR</th>
<th>CA</th>
<th>CH</th>
<th>FR</th>
<th>FC</th>
<th>GE</th>
<th>GR</th>
<th>GU</th>
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</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>SPANISH</td>
<td>ARABIC</td>
<td>CAMBODIAN</td>
<td>CHINESE</td>
<td>FRENCH</td>
<td>FRENCH CREOLE</td>
<td>GERMAN</td>
<td>GREEK</td>
<td>GUJARATI</td>
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<tr>
<td>HI</td>
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<td>HMT</td>
<td>HMONG</td>
<td>HU</td>
<td>HUNGARIAN</td>
<td>IT</td>
<td>ITALIAN</td>
<td>JA</td>
<td>JAPANESE</td>
</tr>
<tr>
<td>PO</td>
<td>POLISH</td>
<td>PG</td>
<td>PORTUGUESE</td>
<td>PC</td>
<td>PORTUGUESE</td>
<td>CREOLE</td>
<td>RU</td>
<td>RUSSIAN</td>
<td>SC</td>
</tr>
<tr>
<td>TA</td>
<td>TAGALOG</td>
<td>TH</td>
<td>THAI</td>
<td>UR</td>
<td>URDU</td>
<td>VI</td>
<td>VIETNAMESE</td>
<td>OT</td>
<td>OTHER</td>
</tr>
</tbody>
</table>

**Joint Case Indicator** – This field must be entered as “Y” or “N”. When children are served under two family case numbers – due to divorce or other extenuating circumstances – Reimbursement Workers are now required to identify that occurrence by entering “Y” in the new field “Joint Case Indicator”. This indicator should be reflected in the payments associated with both of the child’s parents and/or guardians (or the child’s “primary” and “secondary”
cases). When a child receives care under a single family case number, the Reimbursement Worker will enter "N" into this field.

**Lives with Relative** — Users are required to enter "Y" or "N" to indicate whether or not the child lives with one of his or her relatives. Additionally, the “Relative Type” must now also be entered. Choices are as follows:

<table>
<thead>
<tr>
<th>Lives with Relative = Y</th>
<th>Lives with Relative = N</th>
</tr>
</thead>
<tbody>
<tr>
<td>P   Parent</td>
<td>C   Child Care Provider</td>
</tr>
<tr>
<td>G   Grandparent</td>
<td>F   Foster Parent</td>
</tr>
<tr>
<td>O   Other Relative</td>
<td>N   Non-Relative</td>
</tr>
<tr>
<td>D   Foster Care – Grandparent</td>
<td></td>
</tr>
<tr>
<td>E   Foster Care – Other Relative</td>
<td></td>
</tr>
</tbody>
</table>

Users may enter “?” in the Relative Type field to trigger a selection / reminder box of valid values.

Beginning September 1, 2010, data entry of new and/or updated payment records (changing: fund source, payment rate, child’s rate group, etc.) now also require an update to the aforementioned fields. A prompt/reminder will display for the Reimbursement Worker if any required fields are missing data when the “Save” is performed.

Payments that do not require an update and are left “untouched” will be allowed to “roll forward” each month until the January 2011 payment month. At that time, all payments missing required information will be placed on the county’s “Needs Attention” list and the county will not be allowed to perform the end-of-month closeout until all required data has been entered.

**III. Private Payment Rates**

**a. Access to Information**

From SCC Main Menu, select Option (3) Approval Notice Menu, then Option (5) Calculator for Entering Private Paying Rates. Recently, the information about a given facility’s private payment rates was only available to workers associated with the facility’s county-of-origin Purchaser, or with a contracted county Purchaser. This modification will allow all Reimbursement Workers with Inquiry rights to view the private rates for any facility, any county.
The Private Payment Rates screen will also implement a new informational message designed to assist users with their use and understanding of the form and function of the Private Payment Rates screen.

The message will display immediately after Option (5) is selected, as follows:

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**Private Payment Rates**
The private pay rates for any facility may only be saved and/or updated by Purchaser staff in the facility’s county of origin.

Purchaser staff with other counties considering the selection of an out-of-county facility for childcare may view the private rates for that facility – simply enter the facility ID number in the appropriate field.

If the county of origin has not recorded the private rates, another county may enter them in order to trigger the calculator function (converting weekly rates to monthly rates). The results on the rates page can then be printed, but will not be saved.

The Private Pay Rate screen is available as a convenience. The payment rates recorded (or the lack of payment rates) do not affect a worker’s ability to create actual payment records for a child’s care.

Updates in the payment rates do not change payment invoices already added for the facility.

Press “Enter” to Continue
Thank you

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b. Transportation Rates

Corrections to the Private Payment Rates screen will also return the capability so that Reimbursement workers are able to the private transportation rates for a facility in their county. This is an important feature because it allows all staff who review a facility’s rates to know whether transportation services are offered.

c. Correcting Data Entry Errors

Lastly, additional corrections to the Private Payment Rates screen will allow workers to correct payments rates previously entered in error. This update also includes the ability to remove rates for a specific age group, when the facility’s approval notice has been modified and an age group’s rates no longer apply.
Please share this information with all staff in your agency that use the Subsidized Child Care Reimbursement System to query for information or make payments to providers. A copy of this memorandum must be maintained in your SCCRS Manual. Questions regarding the system changes should be directed to one of the following Information Management Specialists in the Division.

Carol Carnley, Administrative Officer
Information Management Services Unit
Carol.Carnley@dhhs.nc.gov
(919)890-7008

Tye Ricks, Administrative Officer
Information Management Services Unit
Tyronda.Ricks@dhhs.nc.gov
(919-890-7090)

DJC/CC

cc: Carol Carnley
Tye Ricks
Child Care Coordinators
Reimbursement Personnel
Subsidy Services Consultants