

## TRAINING EXERCISES

### Exercise 1A

#### Option 2 = Add Payment for a new child

After completing this exercise, you will be able to create a payment record for a new child using Option 2 in the Payment Processing Menu. This example creates a new record for a preschool child, the majority of your cases.

*Ms. Emily Smith has been approved for child care services for her three-year-old daughter Jane Smith (DOB: September 28, 2003). She also has a son, Johnny Smith (DOB: June 10, 1999), who is in the second grade; however, she does not need care for him at this time. The eligibility period is November 17, 2006, through November 16, 2007. Her monthly income is \$2,180.00 and her fee is \$218.00/month for full-time care. The payment rate for the child care center her daughter attends is \$450.00 a month for three-year-olds.*

1. On the Payment Processing Menu, type <b>2</b> in the <b>SELECTION</b> field.
2. From your Facility List sheet, type a Facility ID number in the <b>FACILITY ID</b> field.
3. Type in the 11-digit DCS ID in the <b>CHILD ID</b> field. Make up an ID for this example
4. Press <b>&lt;ENTER&gt;</b> . The Child Demographic Detail record screen is displayed.
5. Type the child's Last Name and First Name.
6. Type the child's Date of Birth: YYYY-MM-DD
7. Type Eligibility Begin and End dates: YYYY-MM-DD
8. Type the Family Case number. (Use a made up number)
9. Add No. Responsible Adults: <b>1</b> in this example
10. Add Monthly Income: <b>2180</b> in this example.
11. Add Income Unit Size: <b>03</b> in this example.
12. Select "Y" in Lives With Relative.
13. Key in Monthly Payment Rate: <b>450</b> in this example.
14. Type Monthly Parent Fee: <b>218.00</b> in this example
15. Type date Fee Begins: YYYY MM (If fee begins the first day the child enrolls, no entry is required.) Not required in this example.
16. Enter Fund Source: <b>25</b> in this example
17. Type Rate Group: <b>R13</b> in this example
18. In <b>CLIENT STATUS</b> field, type <b>0</b> to indicate the child in this example is served from the waiting list.
19. Enter Category Code: <b>009</b> in this example
20. Enter Need Code: <b>811</b> in this example
21. Type <b>Y</b> in the <b>VIEW FAMILY DATA</b> field (top right corner of screen).
22. Press <b>&lt;ENTER&gt;</b> . A blank Family Information screen is displayed.
23. Go to Exercise 1B to add family data.

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GHB7301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          09/21/07
99901037          CHILD DEMOGRAPHIC DETAIL                    09:11:12
LAST NAME SMITH          FIRST NAME JANE          MI          VIEW FAMILY DATA
DCS ID 12345678910          EIS ID          EIS CASE
DOB 2003-09-28          SSN          RACE W GENDER F
          ELIGIBILITY BEGIN 2006-11-17          END 2007-11-16
FAMILY CASE 123456          NO. RESPONSIBLE ADULTS 1          MONTHLY INCOME 2180
COUNTY 78 ROBESON          INCOME UNIT SIZE 3          LIVES WITH RELATIVE(Y/N) Y
-----
CHILD PAYMENT DETAIL
FACILITY N7840046 CHILDHOOD DEVELOPMENT CENTER
SERVICE MONTH 2007 05 MAY          PROVIDER 781038 HELEN C MAYNOR
MONTHLY PAYMENT RATE 450.00          MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE 218.00 FEE BEGINS          SERVICE AMOUNT 450.00
SERVICE DAYS 23          PARTIAL          PARENT FEE AMOUNT 218.00
          PAYMENT AMOUNT 232.00
$1.00 FOOD SUPPLEMENT (Y/N) N          STARS Y          SS QUALITY BONUS (Y/N) Y
SPECIAL FEES          FUND SOURCE 25 SCC
RATE GROUP R13 FIRST SHIFT 3 YRS          CLIENT STATUS 0 NEW ENROLLMENT CHILD
CATEGORY CD 009 WITH REGARD TO INCOME          MORE @ FOUR (Y/N) N
NEED CODE 811 EMPLOYED          WEEKEND RATE (Y/N) N
NEW CLIENT CD          ENHANCEMENT CD
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB180- Press F10 to confirm update or addition, F3 to cancel.
    
```

Figure 1A: Record entry for Exercise 1A

## Exercise 1B

### Add Family Data

After completing this exercise, you will know how to enter Family Information data when adding a new child record.

A blank Family Information screen is displayed.

1. Type name of Parent/RA in the <b>FAMILY CASE NAME</b> field.
2. Type street or post office address; make one up for this example
3. Add city. Press tab twice to go to the zip code field. State is automatically entered. Telephone number is optional. Make up the city and zip code for this example
4. Type caseworker's information (last name or ID # - up to six characters): make one up for this example.
5. Press <b>&lt;ENTER&gt;</b> . If information is correct, an edit message appears: "GHB 554-Enter 'Y' to UPDATE. ENTER 'Y' in END or F3 to exit".  If information is not complete or is entered incorrectly, a red error message appears. Make necessary adjustments. Press <b>&lt;ENTER&gt;</b> . If information is correct, an edit message appears: "GHB 553-Enter 'Y' or F3 to exit".
6. Tab to the <b>Update</b> field and enter <b>Y</b> .
7. Press <b>&lt;ENTER&gt;</b> . The Child Demographic Detail record screen displays the message "GHB 452-Family record successfully updated".
8. Press <b>&lt;ENTER&gt;</b> . If there are no errors, the message "GHB 180-Press <F10> to confirm update or addition, F3 to cancel" appears.
9. Press <b>&lt;F10&gt;</b> . The "GHB 151-Successful Add" message appears.
10. Press <b>&lt;F3&gt;</b> to return to the Payment Processing Menu.

```

GHB7305M          SUBSIDIZED CHILD CARE REIMBURSEMENT          070921
99901037          CHILD DEMOGRAPHIC DETAIL                     09:10:56
LAST NAME SMITH   FIRST NAME JANE           MI   VIEW FAMILY DATA Y
DCS ID 12345678910  EIS ID           EIS CASE
DOB 2003-09-28    SSN              RACE W GENDER F
                                ELIGIBILITY BEGIN 2006-11-17  END 2007-11-16
FAMILY CASE 123456  NO. RESPONSIBLE ADULTS 1  MONTHLY INCOME 2180
COUNTY 78 ROBESON  INCOME UNIT SIZE 3
-----
                                FAMILY INFORMATION
FAMILY CASE NO.      123456
FAMILY CASE NAME    EMILY SMITH
CASE ADDRESS        123 ANY STREET
CITY/STATE/ZIP      ANYTOWN          NC 22222 - 0000
TELEPHONE NUMBER ( ) -
WORKER              WILLIA
CHILDREN:

NOTES: PURCHASER PLEASE COMPLETE THIS RECORD
RECORD INCOMPLETE
GHB554- Enter Y to UPDATE.  ENTER Y in END or F3 to exit.
                                End Update Y
    
```

Figure 1B: Record entry for Exercise 1B

## Exercise 2

### F2 = Add Payment for a new child

After completing this exercise, you will be able to use the F2 function to add a new school-aged child who receives before- and/or after-school care at a licensed facility and whose family case data is already in the system. (See FAQs for information when a child receives care in a nonlicensed home.)

*On February 12, 2007, Ms. Smith requests after-school care for Johnny, her seven-year-old, at the same facility her daughter attends. He will attend for 3 hours a day. She also needs care for a full day when there is a holiday, inclement weather day, or teacher workday, and full-time care when school is out during the summer. Johnny's period of eligibility is May 8, 2007 through February 16, 2008.*

(Caseworkers are encouraged to include all plans of care on the Voucher or Action Notice so that no notice is needed when care transitions from part-time to full-time and the fee increases.)

Monthly rate for full-time (R03)	\$410.00
Monthly rate for before/after school (R06)	<u>-200.00</u>
Difference = Monthly payment rate for full days during school year (R36)	\$210.00

The R36 rate group is used when a child needs to attend the facility for the whole day because of holidays, inclement weather days, and teacher workdays. The monthly payment rate for the full-day care is the difference between the full-time school-age rate (R03) and the before/after-school rate (R06).

Johnny's usual monthly plan of care is for before/after-school and the R06 rate group is used. On the days when a full day is needed, however, a second payment record is required in order for the provider to be paid for the extra hours of care on that day. The second record shows the rate group R36, the R36 monthly payment rate, and the number of days the child attended for the whole day. An additional payment record, with the rate group R03 and the full-time monthly payment rate, is needed for full-time summer care.

See FAQs for information when a provider has more than one before/after-school rate.

1. Enter **1** on the Payment Processing Menu. In the **FACILITY ID** field, type in the Facility ID for the same facility used above for Jane.
2. Press **<ENTER>**. The Turnaround screen with the list of children is displayed.
3. Press **<F2>**. A blank Child Demographic Detail screen is displayed.
4. Tab to the **DCS ID** field and enter Johnny's number: make up an ID for this example.
5. Press **<ENTER>**. Since the child is not in the system, the following message appears: "GHB 184-DCS ID does not exist, continue adding new child invoice detail."
6. Type the child's Last Name and First Name.
7. Type the child's Date of Birth: YYYY-MM-DD
8. Enter Eligibility Begin and End dates: YYYY-MM-DD
9. Enter Family Case number. (The same as Example 1A)
10. Add No. of Responsible Adults, Monthly Income, Income Unit Size, and 'Y' for Lives with Relative. (The same as Example 1A)
11. Key in Monthly Payment Rate of **200**.
12. Type Fund Source: **25** in this example.
13. Type Rate Group **R06**.
14. Type **1** in the **CLIENT STATUS** field.
15. Add Category Code: **009** in this example.
16. Add Need Code. (Note that the system will default to 811 for school-aged care.)
17. Press **<ENTER>**. If there are no errors, the message "GHB 180-Press <F10> to confirm update or addition, F3 to cancel" appears.
18. Press **<F10>**. The "GHB 151-Successful Add" message appears.
19. Press **<F3>** to return to the Payment Processing Menu.
20. Go to Exercise 3A to add the R36 record at this time.

```

GHB7301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          09/21/07
99901037          CHILD DEMOGRAPHIC DETAIL                    09:14:51
LAST NAME SMITH      FIRST NAME JOHNNY      MI      VIEW FAMILY DATA
DCS ID 11121314151  EIS ID                EIS CASE
DOB 1999-06-10      SSN                   RACE W GENDER M
                                ELIGIBILITY BEGIN 2007-05-08  END 2008-02-16
FAMILY CASE 123456  NO. RESPONSIBLE ADULTS 1  MONTHLY INCOME 2180
COUNTY 78 ROBESON  INCOME UNIT SIZE 3    LIVES WITH RELATIVE(Y/N) Y
-----
                                CHILD PAYMENT DETAIL
FACILITY N7840046  CHILDHOOD DEVELOPMENT CENTER
SERVICE MONTH 2007 05 MAY      PROVIDER 781038 HELEN C MAYNOR
MONTHLY PAYMENT RATE 200.00      MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE                FEE BEGINS                SERVICE AMOUNT 200.00
SERVICE DAYS 23 PARTIAL          PARENT FEE AMOUNT
                                PAYMENT AMOUNT 200.00
$1.00 FOOD SUPPLEMENT (Y/N) N    STARS Y                    SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                                FUND SOURCE 25 SCC
RATE GROUP R06 FIRST SHIFT BEFORE A CLIENT STATUS 1 NEW ENROLLMENT
CATEGORY CD 009 WITH REGARD TO INCOME      MORE @ FOUR (Y/N) N
NEED CODE 811 EMPLOYED                WEEKEND RATE (Y/N) N
NEW CLIENT CD                          ENHANCEMENT CD
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB180- Press F10 to confirm update or addition, F3 to cancel.
    
```

Figure 2: Record entry for Exercise 2 - R06 record

### Exercise 3A

#### A = Add Payment

You may choose to add the R36 record at this time.

1. Enter **1** on the Payment Processing Menu. In the **FACILITY ID** field, type in the Facility ID for the same facility as above. Press **<ENTER>**. The Turnaround screen with the list of children is displayed.
2. Tab to Johnny's name on the Turnaround screen.
3. Type **A** for Add Payment.
4. Press **<ENTER>**. The Child Demographic Detail screen displays.
5. Tab to the **MONTHLY PAYMENT RATE** field. Enter **210**.
6. Enter **R36** in the **RATE GROUP** field.
7. Enter **1** in the **CLIENT STATUS** field.
8. Press **<ENTER>**. The message "GHB 180-Press <F10> to confirm update or addition, F3 to cancel" will appear.
9. Press **<F10>** to add the data. "GHB 151-Successful Add" appears.
10. Press **<F3>** to return to the Turnaround screen.

```

GHB7301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          09/21/07
99901037          CHILD DEMOGRAPHIC DETAIL                    09:16:02
LAST NAME SMITH      FIRST NAME JOHNNY      MI      VIEW FAMILY DATA
DCS ID 11121314151   EIS ID          EIS CASE
DOB 1999-06-10      SSN             RACE W GENDER M
                                ELIGIBILITY BEGIN 2007-05-08  END 2008-02-16
FAMILY CASE 123456  NO. RESPONSIBLE ADULTS 1  MONTHLY INCOME 2180
COUNTY 78 ROBESON  INCOME UNIT SIZE 3  LIVES WITH RELATIVE(Y/N) Y
-----
CHILD PAYMENT DETAIL
FACILITY N7840046 CHILDHOOD DEVELOPMENT CENTER
SERVICE MONTH 2007 05 MAY      PROVIDER 781038 HELEN C MAYNOR
MONTHLY PAYMENT RATE 210.00     MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE          FEE BEGINS          SERVICE AMOUNT 210.00
SERVICE DAYS 23          PARTIAL          PARENT FEE AMOUNT
                                PAYMENT AMOUNT 210.00
$1.00 FOOD SUPPLEMENT (Y/N) N  STARS Y          SS QUALITY BONUS (Y/N) Y
SPECIAL FEES          FUND SOURCE 25 SCC
RATE GROUP R36 1ST SHIFT HOLI, TWK, CLIENT STATUS 1 NEW ENROLLMENT
CATEGORY CD 009 WITH REGARD TO INCOME          MORE @ FOUR (Y/N) N
NEED CODE 811 EMPLOYED          WEEKEND RATE (Y/N) N
NEW CLIENT CD          ENHANCEMENT CD
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB180- Press F10 to confirm update or addition, F3 to cancel.
    
```

Figure 3A: Record entry for Exercise 3A - R36 record

### Exercise 3B

#### U = Update

Using the Update function, you will be able to add the additional payment for a school-aged child whose payment record is already on the Turnaround and who needs care for a full day when school is closed because of a holiday, inclement weather day, or teacher workday.

*In March, there are two teacher workdays and Johnny attends the child care center for the full day on those two days.*

(NOTE: If you did not enter the R36 payment rate when you added this child, you must look on the Voucher or Action Notice to confirm that the child is approved for full-day care and add the payment record at this time.)

- |  |
|--|
| 1. Tab to Johnny's R36 record on the Turnaround screen.  |
| 2. Type <b>U</b> for Update.   |
| 3. Press <b>&lt;ENTER&gt;</b> . The Child Demographic Detail screen displays.  |
| 4. Tab to the <b>SERVICE DAYS</b> field. Enter <b>2</b> .  |
| 5. Tab to the <b>CLIENT STATUS</b> field. Enter <b>3</b> .   |
| 6. Press <b>&lt;ENTER&gt;</b> . The message "GHB 180-Press <F10> to confirm update or addition, F3 to cancel" will appear. |
| 7. Press <b>&lt;F10&gt;</b> to update the data. The message "GHB 152-Successful Update" displays.                          |
| 8. Press <b>&lt;F3&gt;</b> to return to the Turnaround screen.   |

```

GHB7301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          09/21/07
99901037          CHILD DEMOGRAPHIC DETAIL                    09:16:28
LAST NAME SMITH      FIRST NAME JOHNNY      MI      VIEW FAMILY DATA
DCS ID 11121314151  EIS ID          EIS CASE
DOB 1999-06-10      SSN            RACE W GENDER M
ELIGIBILITY BEGIN 2007-05-08  END 2008-02-16
FAMILY CASE 123456  NO. RESPONSIBLE ADULTS 1  MONTHLY INCOME 2180
COUNTY 78 ROBESON  INCOME UNIT SIZE 3  LIVES WITH RELATIVE(Y/N) Y
-----
CHILD PAYMENT DETAIL
FACILITY N7840046 CHILDHOOD DEVELOPMENT CENTER
SERVICE MONTH 2007 05 MAY      PROVIDER 781038 HELEN C MAYNOR
MONTHLY PAYMENT RATE 210.00     MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE      FEE BEGINS      SERVICE AMOUNT      19.40
SERVICE DAYS 2 PARTIAL      PARENT FEE AMOUNT
PAYMENT AMOUNT      19.40
$1.00 FOOD SUPPLEMENT (Y/N) N  STARS Y      SS QUALITY BONUS (Y/N) Y
SPECIAL FEES          FUND SOURCE 25 SCC
RATE GROUP R36 1ST SHIFT HOLI, TWK, CLIENT STATUS 3  TERMINATE WITH PAY
CATEGORY CD 009 WITH REGARD TO INCOME      MORE @ FOUR (Y/N) N
NEED CODE 811 EMPLOYED      WEEKEND RATE (Y/N) N
NEW CLIENT CD          ENHANCEMENT CD
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB180- Press F10 to confirm update or addition, F3 to cancel.
    
```

Figure 3A: Record entry for Exercise 3B - updated R36 record

## Exercise 4

### I = Inquiry

You will be able to view a payment record payment for a child already on the Turnaround after completing this exercise.

1. On the Turnaround screen, tab to a selected child's name.
2. Type <b>I</b> for Inquiry beside the name.
3. Press <b>&lt;ENTER&gt;</b> . The Child Demographic Detail screen appears with the selected child's information.

## Exercise 5

### F = Food Supplement

After completing this exercise, you will be able to add a Food Supplement record as an additional payment.

1. On the Turnaround screen, tab to a name with Fund Source 15 (Smart Start).
2. Type <b>F</b> for Food Supplement beside the name.
3. Press <b>&lt;ENTER&gt;</b> . The message "GHB131-Child Food Supplement Add Successful" displays at the bottom of the screen.

Although this is the easier way to add the Food Supplement record, you can also add it by using the **U**=Update function from the Turnaround screen.

## Exercise 6

### V = Transportation

You will be able to add a transportation payment for a child already on the Turnaround after completing this exercise.

1. On the Turnaround screen, tab to a selected child's name.
2. Type <b>V</b> for Transportation beside the name.
3. Press <b>&lt;ENTER&gt;</b> . A transportation payment record is automatically entered on the Turnaround screen. The message "GHB908-Child Transportation Record Added Successful" displays at the bottom of the screen.

Using **V** is the easiest way to add a Transportation record. You can also add transportation by using **A**=Add Pmt, **U**=Update, and **F2** from the Turnaround screen.



## Exercise 7

### E = Enrollment Without Pay

After completing this exercise, you will be able to change all children listed in a facility's Turnaround to Client Status 5, enrollment without pay.

1. On the Turnaround screen, tab to any name in the listing.
2. Type <b>E</b> for Enrollment Without Pay beside the name.
3. Press <b>&lt;ENTER&gt;</b> . The message "GHB180-Press F10 to confirm update or addition, F3 to cancel" displays at the bottom of the screen.
4. Press <b>&lt;F10&gt;</b> . The message "GHB 152-Successful Update" displays.

## Exercise 8

### T = Terminate Without Pay

After completing this exercise, you will be able to change all children listed in a facility's Turnaround to Client Status 4, terminate without pay.

1. On the Turnaround screen, tab to any name in the listing.
2. Type <b>T</b> for Terminate Without Pay beside the name.
3. Press <b>&lt;ENTER&gt;</b> . The message "GHB180-Press F10 to confirm update or addition, F3 to cancel" displays at the bottom of the screen.
4. Press <b>&lt;F10&gt;</b> . The message "GHB 152-Successful Update" displays.

## Exercise 9

### F9 = Global Payment Change

*Your selected provider operates two facilities (Facility 1 and Facility 2) within ten miles of each other. To operate more economically, she decides to merge the two facilities into one. The provider decides to close Facility 1 and make Facility 2 the new facility; therefore, all the children enrolled in Facility 1 need to be moved to Facility 2.*

After completing this exercise, you will be able to perform a Global Payment Change, when the change is effective at the first of the month following close-out, by changing the Facility ID number on the Turnaround screen.

1. Choose two facilities on the Facility List sheet. Decide which one will be Facility 1 and Facility 2.
2. From the Payment Processing Menu, type <b>1</b> in the <b>SELECTION</b> field.
3. Enter Facility 1's ID number in the <b>FACILITY ID</b> field.
4. Press <b>&lt;ENTER&gt;</b> . The Turnaround with the list of children is displayed.
5. Tab to the <b>NEW FACILITY</b> field located near the bottom of the Turnaround screen.
6. Type in Facility 2's ID number in the <b>NEW FACILITY</b> field.
7. Press <b>&lt;F9&gt;</b> to update. This action will move all the children/records from one facility to another. The message "GHB 135-Global Change Successfully Completed" is displayed at the bottom of the Turnaround screen.
8. Press <b>&lt;F3&gt;</b> to return to the Payment Processing Menu.
9. To verify that the children were successfully moved to the new facility, enter <b>1</b> in the <b>SELECTION</b> field on the Payment Processing Menu.
10. Enter Facility 2's ID number in the <b>FACILITY ID</b> field.
11. Press <b>&lt;ENTER&gt;</b> . The Turnaround for Facility 2 will list the children from both facilities.

## Exercise 10

### Prior Month Correction

In this exercise you will perform a prior month correction by deleting a payment record from a previous month and correcting payment information if needed.

1. Choose a facility from the Facility List sheet and go to the Payment Processing Menu.
2. Enter <b>3</b> in the <b>SELECTION</b> field, enter the Facility ID in the <b>FACILITY ID</b> field, type 200611 in the <b>SERVICE MONTH</b> field.
3. Press <b>&lt;ENTER&gt;</b> . The Prior Month Correction screen displays with the list of children for the service month of November 2006.
4. Type a <b>C</b> beside the child's name of the payment to be deleted.
5. Press <b>&lt;ENTER&gt;</b> . A Correction Codes pop-up menu will appear. Tab to the appropriate code and type <b>S</b> beside it.
6. Press <b>&lt;ENTER&gt;</b> . The Child Demographic Detail screen for the service month selected displays. The message "GHB180-Press <F10> to confirm update or addition, F3 to cancel!" appears at the bottom of the screen. The record shows negative amounts in the <b>SERVICE AMOUNT, PARENT FEE AMOUNT</b> (if applicable), and the <b>PAYMENT AMOUNT</b> fields.
7. Press <b>&lt;F10&gt;</b> to confirm update. The message "GHB 182-Prior month's invoice corrected in current month's Turnaround" is displayed.
8. If needed, make corrections on the screen to create the payment record you want; e.g., change <b>MONTHLY PAYMENT RATE</b> to <b>300</b> and <b>SERVICE DAYS</b> to <b>10</b> .
9. Press <b>&lt;ENTER&gt;</b> . The negative amounts will be replaced with corrected payment calculations.
10. Press <b>&lt;F10&gt;</b> to confirm. The Prior Payment Corrections screen will display.

## Exercise 11A

### Adding a nonlicensed facility

In this exercise you will add a nonlicensed home/facility without an approval notice by keying in the region code, the two-digit county number and the facility type.

1. On the Payment Processing Menu, type <b>4</b> in the <b>SELECTION</b> field. Press <b>&lt;ENTER&gt;</b> .
2. On the next screen, type <b>3</b> in the <b>SELECTION</b> field and key in the region code, two-digit county number and the type of facility code in the <b>KEY</b> field.
3. Press <b>&lt;ENTER&gt;</b> . A blank nonlicensed approval notice screen appears. Note that the system automatically fills in the last four digits of the Facility ID.
4. Type the Active Date.
5. Type the Facility Name.
6. Type the Mailing Address.
7. Type the Location if different from the mailing address.
8. The Director Name and Telephone are optional fields.
9. Press <b>&lt;ENTER&gt;</b> . The message "GHB099- Add successful for facid" displays at the bottom of the screen.

## Exercise 11B

### Adding a nonlicensed facility using pop-up menus

In this exercise you will add a nonlicensed home/facility without an approval notice by using pop-up menus to generate the region code, the two-digit county number and the facility type.

1. On the Payment Processing Menu, type <b>4</b> in the <b>SELECTION</b> field. Press <b>&lt;ENTER&gt;</b> .
2. On the next screen, type <b>3</b> in the <b>SELECTION</b> field and type "?" in the <b>KEY</b> field.
3. Press <b>&lt;ENTER&gt;</b> . The first of three pop-up menus appears.
4. First, in the Region Menu, tab down to the desired region and type <b>S</b> beside it.
5. Press <b>&lt;ENTER&gt;</b> . The list of counties for the selected region appears.
6. Tab down to the desired county and type <b>S</b> beside it.
7. Press <b>&lt;ENTER&gt;</b> . The list of facility types appears.
8. Tab down to the desired type and type <b>S</b> beside it.
9. Press <b>&lt;ENTER&gt;</b> . A blank nonlicensed approval notice screen appears. Note that the system automatically fills in the last four digits of the Facility ID.
10. Type the Active Date.
11. Type the Facility Name.
12. Type the Mailing Address.
13. Type the Location if different from the mailing address.
14. The Director Name and Telephone are optional fields.
15. Press <b>&lt;ENTER&gt;</b> . The message "GHB099- Add successful for facid" displays at the bottom of the screen.