

2 TOTALS MENU

This menu allows you to view totals for facilities, providers and purchasers. Totals for each are categorized by fund source, category, parent fee and payment amount.

Select Option 2 from the Main Menu and press <ENTER>. The Totals Menu screen will appear (Figure 2 - 2).

```
GHB0001M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
00470001          MAIN MENU                                     10:06:28

OPTION      DESCRIPTION
-----
(1)        PAYMENT PROCESSING MENU
(2)        TOTALS MENU
(3)        APPROVAL NOTICE MENU
(4)        NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE MENU
(5)        CHILD NAME SEARCH
(6)        FACILITY & NONLICENSED HOME NAME SEARCH
(7)        PROVIDER NAME SEARCH
(8)        QUERIES MENU
(9)        ADMINISTRATIVE MENU
(10)       SCC BULLETIN BOARD
(11)       LIST OF APPROVAL NOTICES RECENTLY ISSUED  NEW
(12)       WAITING LIST SUMMARY
(13)       FEDERAL SAMPLING MENU - NO CASE RECORDS SELECTED
(14)       CASE NUMBER OR FAMILY NAME SEARCH

SELECTION: 2_

F KEYS:  1=Help  3=Exit GHB
```

Figure 2 - 1: Option 2 - Totals Menu

```
GHB5201M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
09270001          TOTALS MENU                                   12:15:32

OPTION      DESCRIPTION          KEY
-----
(1)        FACILITY TOTAL          FACILITY ID
(2)        PROVIDER TOTAL          PROVIDER ID
(3)        PURCHASER TOTAL          NONE
(4)        PAYMENT RATE CALCULATOR  NONE

SELECTION:      KEY:

F KEYS:  1=Help  3=Exit  4=Main Menu
GHB002- Enter appropriate data for MENU selection - or F3 to exit.
```

Figure 2 - 2: Totals Menu

2.1 Facility Total

The Facility Total option is the total of all fund sources for a facility. If there is only one fund source, then the Facility Total will equal the Fund Source Total. Fund Source Totals are shown in numerical order with one fund source per screen. When the last fund source is reached, the following message appears: "There are no more fund sources for this facility".

Accessing Facility Total screen

1. Type "1" in the **SELECTION** field and key the Facility ID in the key field (Figure 2.1 - 1).
2. Press <ENTER> and the totals for the keyed facility will appear (Figure 2.1 - 2).

```

GHB5201M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
09270001          TOTALS MENU                                  13:15:04

      OPTION      DESCRIPTION      KEY
      -----      -----      -----
      (1)         FACILITY TOTAL      FACILITY ID
      (2)         PROVIDER TOTAL      PROVIDER ID
      (3)         PURCHASER TOTAL      NONE
      (4)         PAYMENT RATE CALCULATOR      NONE

SELECTION: 1 KEY: 09270481

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB002- Enter appropriate data for MENU selection - or F3 to exit.
    
```

Figure 2.1 - 1: Select Option 1, Facility Total

```

GHB6001M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
09270001          FACILITY TOTAL                              12:18:38
PROVIDER 601434   PURCHASER 092   WAKE COUNTY
BRIGHT HORIZONS CHILDREN'   FUND SOURCE CATEGORY   PARENT FEE   PAYMENT AMOUNT
-----
FACILITY ID 09210116          15           009          320.00

FACILITY NAME
BRIGHT HORIZONS CHILDREN'S CENTER AT THE
- FORUM

FACILITY ADDRESS
8516 OLD LEADMINE ROAD
RALEIGH , NC 27615 - 2933

Since the Fund Source Total and the Facility Total are not equal, there is more
than one Fund Source for this facility. Use F8 and F7 to scroll forward and
backward, respectively.

=====
FUND SOURCE TOTAL          320.00
FACILITY TOTAL          426.00  3643.00
F KEYS: 1=Help 3=Exit 4=Main Menu 6=Enhancement Code 7=Up 8=Down
GHB091- End of list. F8 to go down one Fund Source.
    
```

Figure 2.1 - 2: Facility Totals

2.2 Provider Total

The Provider Total option is the total of all facilities for a provider. If there is only one facility, then the Provider Total will equal the Facility Total. Facility totals are shown in order by facility number, then fund source(s) for each facility, with one facility and fund source per screen. When the last fund source for the last facility is reached, the following message appears: "There are no more fund sources for this facility".

Accessing Provider Total screen

1. Type "2" in the **SELECTION** field and the Provider ID in the **KEY** field (Figure 2.2 - 1).
2. Press <ENTER> and the totals for the keyed provider will appear (Figure 2.2 - 2).

```

GHB5201M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
09270001          TOTALS MENU                                  16:06:10

      OPTION      DESCRIPTION          KEY
      -----      -----          -----
      (1)         FACILITY TOTAL          FACILITY ID
      (2)         PROVIDER TOTAL          PROVIDER ID
      (3)         PURCHASER TOTAL          NONE
      (4)         PAYMENT RATE CALCULATOR  NONE

SELECTION: 2      KEY: 921172_

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB002- Enter appropriate data for MENU selection - or F3 to exit.
    
```

Figure 2.2 - 1: Select Option 2, Provider Total

```

GHB6101M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
09270001          PROVIDER TOTAL                              16:06:27
PROVIDER 921172    PURCHASER 092    WAKE COUNTY
APPLETREE DAY CARE, INC.    FUND SOURCE CATEGORY    PARENT FEE    PAYMENT AMOUNT
-----
                25        005                1699.00
                006                137.00        2406.00
                009                1718.00       14907.00
FACILITY ID 09240131        019                3.00
                054                1694.00

FACILITY NAME
APPLETREE DAY CARE

FACILITY ADDRESS
104 CLARENDON CRESCENT
RALEIGH                , NC 27610 -

FUND SOURCE TOTAL                1855.00        20709.00
FACILITY TOTAL                    3221.00        37562.00
PROVIDER TOTAL                    4707.00        62904.00
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB484- End of list. F7 to go up one fund source. F8 for next facility.
    
```

Since the Facility Total and the Provider Total are not equal, there is more than one facility for this provider. Use F8 and F7 to scroll forward and backward, respectively.

Figure 2.2 - 2: Provider Totals

2.3 Purchaser Total

The Purchaser Total option is the total of all fund sources for all purchaser facilities. If there is only one fund source, then the Purchaser Total will equal the Fund Source Total. Purchaser Totals are shown in numerical order of fund source with one fund source per screen. When the last fund source is reached, the following message appears: "There are no more fund sources for this facility".

Accessing Purchaser Total screen

1. Type "3" in the **SELECTION** field (Figure 2.3 - 1).
2. Press <ENTER> and the totals for the purchaser will appear (Figure 2.3 - 2).

```

GHB5201M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
09270001          TOTALS MENU                                   12:19:15

.

      OPTION      DESCRIPTION      KEY
      -----      -----      -----
      (1)         FACILITY TOTAL      FACILITY ID
      (2)         PROVIDER TOTAL      PROVIDER ID
      (3)         PURCHASER TOTAL      NONE
      (4)         PAYMENT RATE CALCULATOR      NONE

SELECTION: 3  KEY: _

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB002- Enter appropriate data for MENU selection - or F3 to exit.
    
```

Figure 2.3 - 1: Select Option 3, Purchaser Total

```

GHB6201M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
09270001          PURCHASER TOTAL                               12:19:20
PURCHASER 092 WAKE COUNTY
      FUND SOURCE      CATEGORY      PARENT FEE      PAYMENT AMOUNT
      -----      -----      -----      -----
          25          005          31205.45
          006          8646.60          100375.65
          009          278154.80          1812268.70
          019          131218.85
          020          13553.30
          054          1121.90          61831.35
          055          6.00          1482.00

=====
FUND SOURCE TOTAL          287929.30          2151935.30
PURCHASER TOTAL          343359.70          2781978.10
F KEYS: 1=Help 3=Exit 4=Main Menu 6=Enhancement Code 7=Up 8=Down
GHB090- End of list. F7 to go up one Fund Source, F8 to go down one FS.
    
```

Figure 2.3 - 2: Purchaser Totals

2.4 Payment Rate Calculator

The Payment Rate Calculator is a tool used to calculate monthly, daily or weekly rates of a facility. It is also used to determine amounts for partial payment when the number of service days is less than the number of business days for a given month.

Accessing Payment Rate Calculator screen

1. Type "4" in the **SELECTION** field (Figure 2.4 - 1).
2. Press **<ENTER>** and the Payment Rate Calculator will appear (Figure 2.4 - 2).

```

    GH85201M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
    09270001          TOTALS MENU                                  12:19:22

    OPTION           DESCRIPTION           KEY
    -----           -
    (1)              FACILITY TOTAL         FACILITY ID
    (2)              PROVIDER TOTAL         PROVIDER ID
    (3)              PURCHASER TOTAL         NONE
    (4)              PAYMENT RATE CALCULATOR  NONE

    SELECTION: 4    KEY: _

    F KEYS: 1=Help 3=Exit 4=Main Menu
    GH8002- Enter appropriate data for MENU selection - or F3 to exit.
    
```

Figure 2.4 - 1: Select Option 4, Payment Rate Calculator

```

    GH86301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
    09270001          PAYMENT RATE CALCULATOR                    12:19:25

    MONTHLY RATE _____ = DAILY RATE _____
                                WEEKLY RATE _____

    (DAILY = (MONTHLY / 21.67) rounded to the nearest nickel)

    PARTIAL MONTH PAYMENT RATE CALCULATOR

    Enter any rate above, then enter the service month and year, and the number
    of service days to calculate the payment for less than a full service month.

    SERVICE MONTH ___ SERVICE YEAR ___

    NUMBER OF SERVICE DAYS ___ X DAILY RATE = PARTIAL MONTH PAYMENT _____

    TOTAL NUMBER OF BUSINESS DAYS FOR MONTH ___

    F KEYS: 1=Help 3=Exit 4=Main Menu
    GH8519- Enter one of the three rates to calculate the other two rates.
    
```

Figure 2.4 - 2: Payment Rate Calculator

2.4.1 Using the calculator for monthly, weekly and daily rates

To use the Payment Rate Calculator, you must enter one of the three rates, monthly, weekly or daily, to obtain the other two. In the example below, the monthly rate of \$817.00 was keyed to obtain the daily rate of \$37.70 and the weekly rate of \$188.50.

1. Type "817.00" in the **MONTHLY RATE** field (Figure 2.4.1 - 1).
2. Press **<ENTER>** to generate the Daily Rate and Weekly Rate (Figure 2.4.1 - 2).

```
GHB6301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
09270001          PAYMENT RATE CALCULATOR          12:39:54

MONTHLY RATE  817.00  = DAILY RATE  _____
                                WEEKLY RATE  _____

(DAILY = (MONTHLY / 21.67) rounded to the nearest nickel)

PARTIAL MONTH PAYMENT RATE CALCULATOR

Enter any rate above, then enter the service month and year, and the number
of service days to calculate the payment for less than a full service month.

SERVICE MONTH  __  SERVICE YEAR  ____

NUMBER OF SERVICE DAYS  __  X DAILY RATE = PARTIAL MONTH PAYMENT  _____

TOTAL NUMBER OF BUSINESS DAYS FOR MONTH  __

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB519- Enter one of the three rates to calculate the other two rates.
```

Figure 2.4.1 - 1: Payment Rate Calculator, monthly rate keyed

```
GHB6301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/09/07
09270001          PAYMENT RATE CALCULATOR          12:19:32

MONTHLY RATE  817.00  = DAILY RATE  37.70
                                WEEKLY RATE  188.50

(DAILY = (MONTHLY / 21.67) rounded to the nearest nickel)

PARTIAL MONTH PAYMENT RATE CALCULATOR

Enter any rate above, then enter the service month and year, and the number
of service days to calculate the payment for less than a full service month.

SERVICE MONTH  __  SERVICE YEAR  ____

NUMBER OF SERVICE DAYS  __  X DAILY RATE = PARTIAL MONTH PAYMENT  _____

TOTAL NUMBER OF BUSINESS DAYS FOR MONTH  __

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB519- Enter one of the three rates to calculate the other two rates.
```

Figure 2.4.1 - 2: Payment Rate Calculator, generated daily and weekly rates

2.4.2 Using the calculator for a partial month payment

When the number of service days is less than the total number of business days for the month, use the Partial Month Payment Rate calculator to calculate a partial payment. The system multiplies the daily rate by the number of service days. In the example below, the daily rate of \$37.70 is used to calculate a partial payment for 19 service days in the month of March.

1. Type "3" in the **SERVICE MONTH** field, "2007" in the **SERVICE YEAR** field and "19" in the **NUMBER OF SERVICE DAYS** field (Figure 2.4.2 - 1).
2. Press <ENTER> to generate the partial month payment (Figure 2.4.2 - 2).

```
GHB630IM          SUBSIDIZED CHILD CARE REIMBURSEMENT          05/31/07
09270001          PAYMENT RATE CALCULATOR                    12:03:32

MONTHLY RATE  817.00  = DAILY RATE  37.70
                                WEEKLY RATE  188.50

(DAILY = (MONTHLY / 21.67) rounded to the nearest nickel)

PARTIAL MONTH PAYMENT RATE CALCULATOR

Enter any rate above, then enter the service month and year, and the number
of service days to calculate the payment for less than a full service month.

SERVICE MONTH  3  SERVICE YEAR  2007

NUMBER OF SERVICE DAYS  19 X DAILY RATE = PARTIAL MONTH PAYMENT  _____

TOTAL NUMBER OF BUSINESS DAYS FOR MONTH  _____

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB901 - Month, Year and Days required to calculate Partial month.
```

Figure 2.4.2 - 1: Partial Month Payment Rate Calculator

```
GHB630IM          SUBSIDIZED CHILD CARE REIMBURSEMENT          05/31/07
09270001          PAYMENT RATE CALCULATOR                    12:03:38

MONTHLY RATE  817.00  = DAILY RATE  37.70
                                WEEKLY RATE  188.50

(DAILY = (MONTHLY / 21.67) rounded to the nearest nickel)

PARTIAL MONTH PAYMENT RATE CALCULATOR

Enter any rate above, then enter the service month and year, and the number
of service days to calculate the payment for less than a full service month.

SERVICE MONTH  3  SERVICE YEAR  2007

NUMBER OF SERVICE DAYS  19 X DAILY RATE = PARTIAL MONTH PAYMENT  716.30

TOTAL NUMBER OF BUSINESS DAYS FOR MONTH  22

F KEYS: 1=Help 3=Exit 4=Main Menu
```

Figure 2.4.2 - 2: Partial Month Payment Rate Calculator, generated partial month payment