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Director

SUBSIDIZED CHILD CARE SERVICES ADMINISTRATIVE LETTER No. 01-13

TO: Directors of County Departments of Social Services and Local Purchasing Agencies

FROM: Ron Byrd, Subsidy Section Chief

ISSUED: June 4, 2013

SUBJECT: Subsidized Child Care Reimbursement System (SCCRS) Closeout Process Change

EFFFECTIVE DATE: May 17, 2013

Effective immediately following the May 15, 2013 Closeout Process for April 2013 Services, SCCRS has several new edits in place, two of which that will affect the Local Purchasing Agencies (LPA) from closing out Part A of the certification process.

Edit #1 – Ending Eligibility Dates: This edit identifies payment records with Client Statuses 0, 1, 2 and 5 that have an ending eligibility date that is equal to or less than the current date. If there are payment records with an ending eligibility date that is equal to or less than the current date, the user will receive a message indicating that there are payment records with ending eligibility dates in the past.

DCDEE has created a data warehouse report to identify all records with ending eligibility dates in the past. The report is called "Daily – Eligibility End Date Less than "Prompt Date" – Statewide". Run the report to ensure that <u>all beginning and ending eligibility dates match the most current eligibility period</u> for the family. Updating the eligibility dates to the most current approved eligibility period will give families the capability to use and swipe their SEEK cards. Additional guidance regarding the data warehouse report is below.

Ending eligibility dates for client status 3 and 4 records do not need to be updated if the ending eligibility dates for these payment records match the End Date in SEEK. SEEK will accept updates to authorizations with end dates in the past if the Ending Eligibility Date in SCCRS matches the End Date in SEEK.

Follow Subsidy Services Policy and do not manipulate, change, and/or update a payment record(s) to obtain a desired result. If there appears to be a conflict with policy and the system functionality, please contact a DCDEE Systems Administrator as noted below.

Edit #2 – Rolling Client Status 5 Records: This edit identifies, deletes, and terminate payment records (authorization) with a Client Status 5 that have not been updated with current attendance service days and changed to a client status 0, 1, or 2 before closeout of the next Service Month from

initial entry of the payment record(s). If the child does not attend in the current service month, the payment record will "roll forward" to the next service month in SCCRS. If the child does not attend and attendance is not recorded in the following service month, SCCRS will automatically update the payment record from a client status 5 (Enroll without pay) to a client status P (Delete), whereby the client status 5 payment record will be deleted at Month End Closeout. SCCRS will also automatically create and transmit a payment record with a client status 4 (Terminate without Pay) to SEEK to terminate or inactivate the authorization in SEEK. After close-out if it is discovered that the child actually attended, the payment record will need to be entered as a Prior Month Correction. A new payment record (authorization) will need to be entered for the current Service Month with a client status of 0, 1, or 2.

DCDEE has also created a data warehouse report to assist with identifying all records with a Client Status 5. The report is called "Daily – Client Status 5". Additional guidance regarding the data warehouse report is below.

Edit #3 – SEEK ID (Authorization ID): This edit identifies the assigned SEEK ID (Authorization) in SCCRS for each payment record or group of payment records. A unique SEEK ID (authorization) is created and assigned based on the combination of the LPA ID (County Number), Case ID, Child ID (DCS ID or Child SIS ID), and SCC Facility ID.

Edit #4 – Update or type over Case ID or Child ID: This edit will not allow a user to type over and/or update the Case ID and/or Child ID for an existing payment record or existing group of payment records.

Edit #5 – Child Date of Birth (DOB):

a) *(Future DOB)*: This edit will not allow the entry or confirmation of data in the Child DOB field with a date that is greater than the current date. If the date entered is in the future, the user will receive error message, *"GH1013 – Date of Birth cannot be in the future."*

b) *(Child 18 years or older)*: This edit will not allow the entry and/or update of a payment record(s) if the date entered results in a child that is older than 18 years of age. The user will receive the error message, *"GHB168 – child is over 18 ([service month] payment not allowed)"*, if the date entered results in a Child that is older than 18 years of age.

c) *(Child 30 years or older)*: This edit will not allow the entry and/or update of a payment record(s) if the date entered results in a child that is 30 years of age or older . The user will receive error message, *"GH1017: Child is too old"*, if the date entered results in a child that is 30 years of age or older.

Edit #6 – Family Date of Birth (DOB):

a) *(Future DOB)*: This edit will not allow the entry or confirmation of data in the Family DOB field with a date that is greater than the current date. If the date entered is in the future, the user will receive error message, *"GH1013 – Date of Birth cannot be in the future."*

b) *(Adult 100 years or older)*: This edit will not allow the entry and/or update of a payment record(s) if the date entered results in an adult that is age 100 or more years older. The user will receive the error message, *"GHB1016 – Date of Birth too far into past"*, if the date entered results in an adult that is 100 years of age or older.

Edit #7 – SEEK Begin Date: This edit identifies and transmits the SEEK Begin Date to SEEK based on the Eligibility Begin Date that was on the payment record(s) (authorization) when the payment record(s) was initially transmitted to SEEK. For payment records that were initially transmitted to SEEK during the SEEK Phase I Implementation period, this date would be the date that existed on the payment record(s) (authorization) at that time.
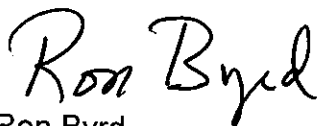
Edit #8 – Updating Invoice and Family Timestamp: This edit identifies any and/or all changes made to a payment record(s) in the Child Invoice and/or Family Data screens and update the timestamp associated with each screen. This will allow any and/or all changes to be transmitted to SEEK as updates to authorizations in SEEK.

Please find attached guidance as to how and where to go to access the Data Warehouse reports mentioned above for Edits 1 and 2 as well as to assist with cleanup of payment records that exist under Facilities that have been terminated. If either of the data warehouse reports for Edits 1 and 2 include payment records at a Facility that has been or is now terminated, please contact DCDEE Subsidy Data Management to reopen the Facility. This will allow the user to change the client status to a client status 4 (Terminate without Pay) to terminate/inactivate the payment record(s) in SCCRS and SEEK. DCDEE has created a data warehouse report to assist with identifying a count of records that have an eligibility end date in the past under a Facility that is or has been terminated or inactivated. The report is called "Count of Existing Payment Records for Terminated Facilities". Additional guidance regarding the data warehouse report is below.

Once your updates are complete, you may return to complete Part A Purchaser Closeout as usual. If you find that your county has a large number of records to complete and you are not able to complete all of the updates before your closeout date, please contact a DCDEE Administrator via email with the subject line "Month End Closeout" along with your contact information and the details of your request at dcd.scc.support@dhhs.nc.gov. An Administrator will evaluate your request and contact you regarding your Part A closeout process with instructions as to how to proceed further. Although, State Closeout is required, it is expected that each Local Purchasing Agency (LPA) will continue working the reports until all are complete.

Thank you for your cooperation in this matter.

Sincerely,

Ron Byrd

RB:TR

cc: Child Care Coordinators
    Subsidy Services Consultants
    North Carolina Partnership for Children, Inc.

Accessing Data Warehouse Reports:

DCDEE has created (3) data warehouse reports to identify all records currently under a Facility that was and is now terminated/inactive; with a Client Status 5; and with an Ending Eligibility Date in the past by County. The reports are "Count of Existing Payment Records for Terminated Facilities", "Daily Client Status 5", and "Daily – Eligibility End Date Less than "Prompt Date" – Statewide". They can be found in the following folder in data warehouse using the following path:

Public Folder >> DHHS Main Document >> DCD >> Subsidized Childcare >> SEEK >> Data Cleanup
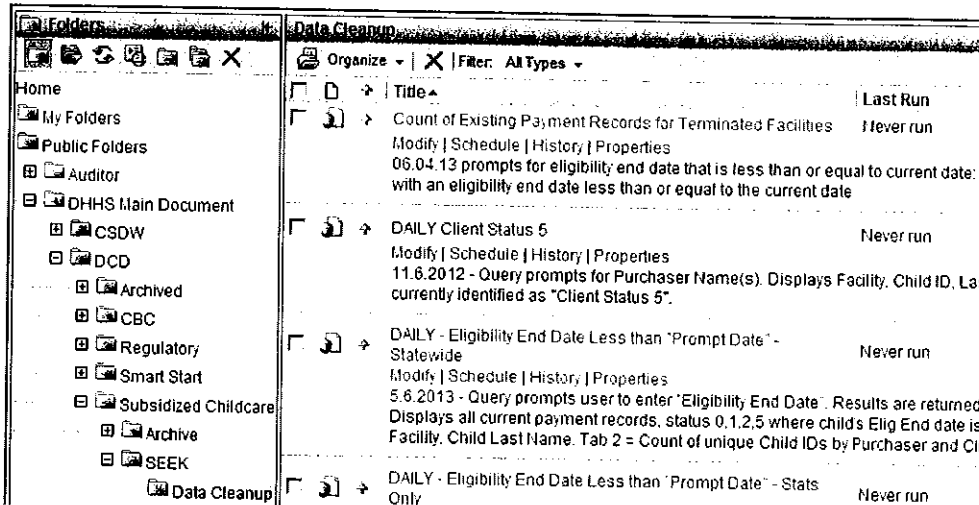
When you click the link to run the report, please follow the prompts and enter the required data as detailed below.

1: Count of Existing Payment Records for Terminated Facilities

Enter Today's date in the format, MM/DD/YYYY, for the Ending Eligibility Date. The records in the report are ordered by SCC Facility ID and maximum count of records.

2: Daily Eligibility End Date Less than "Prompt Date" – Statewide

Choose your County Name from the List of values for the Purchaser Name and Enter Today's date in the format, MM/DD/YYYY, for the Ending Eligibility Date. The records in the report are ordered by LPA, Facility ID, and Child Last Name.

3: Daily Client Status 5

Choose your County Name from the List of values for the Purchaser. The records in the report are ordered by Facility ID and Child Last Name.