FUNCTION KEYS

The function keys information is located across the lower screen portion of the Turnaround listing. They correspond to the F keys (F1, F2, F3, etc.) located across the top of your keyboard.

Function Keys

F1 = Help

This function provides information regarding the particular screen you are viewing that may be helpful. Figure F1 – 1 shows the help screen generated from the Payment Processing screen and Figure F1 – 2 shows it from the Turnaround listing screen.

Figure F1 - 1: Help screen - Payment Processing Menu

```
_GHB71011              SUBSIDIZED CHILD CARE REIMBURSEMENT
                         TURNAROUND/PRIOR MONTH CORRECTION
                                      HELP


         If from option 1 of the Child Detail Processing menu, this screen
         represents the turnaround for the current payment month.

         If from option 3 of the Child Detail Processing menu, this screen
         represents the turnaround for a prior month and cannot be changed.
         However, prior month's corrections will be displayed from option 1.

         Invoices will be archived from this system periodically by fiscal
         year and not available for viewing. If you need to view an invoice
         that is older than five years, please note that this information is
         still available by using the Data Warehouse.  Prior-month corrections
         are not affected by the archival process.




     F KEYS:  3=Exit
```

Figure F1 - 2: Help screeen - Turnaround listing

F2 = Add Payment for New Child

This function allows you to add a payment for a child not currently on the Turnaround listing.

Adding a payment for a new child using the F2 function

1. At the Turnaround listing, press **<F2>** and proceed to a blank Child Demographic Detail screen (Figure F2 – 1).

```
GHB7301M          SUBSIDIZED CHILD CARE REIMBURSEMENT        06/07/07
99901037                 CHILD DEMOGRAPHIC DETAIL            17:19:38
LAST NAME                  FIRST NAME        MI    VIEW FAMILY DATA
   DCS ID  _                   EIS ID        EIS CASE
      DOB                      SSN           RACE    GENDER
               ELIGIBILITY BEGIN             END
FAMILY CASE          NO. RESPONSIBLE ADULTS  MONTHLY INCOME
COUNTY    60  MECKLENBURG   INCOME UNIT SIZE    LIVES WITH RELATIVE(Y/N)
-------------------------------------------------------------------------
                         CHILD PAYMENT DETAIL
FACILITY F6010796 A CHILD'S CHOICE LEARNING CENTER II
SERVICE MONTH    2007 05 MAY          PROVIDER 602407 A CHILD'S CHOICE DAY
MONTHLY PAYMENT RATE              MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE        FEE BEGINS          SERVICE AMOUNT
SERVICE DAYS        23    PARTIAL          PARENT FEE AMOUNT
                                           PAYMENT AMOUNT
$1.00 FOOD SUPPLEMENT (Y/N) N    STARS Y     SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                     FUND SOURCE
RATE GROUP                       CLIENT STATUS
CATEGORY CD                                       MORE @ FOUR (Y/N)
NEED CODE                        W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                    ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB154- Enter all required data and press ENTER to perform add function.
```

Figure F2 - 1: Blank record screen

2. Tab to the **DCS ID** field, enter the eleven-digit ID and press **<ENTER>**. If the child **is not** in the system, a message will appear at the bottom of the screen prompting you to key in the required information. (Figure F2 – 2).

If the payment information is for a previous service month, change the entry in the Service Month field accordingly.

```
GHB7301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          06/07/07
99901037               CHILD DEMOGRAPHIC DETAIL                17:20:33
LAST NAME               FIRST NAME          MI    VIEW FAMILY DATA
   DCS ID  20070607111        EIS ID        EIS CASE
      DOB                     SSN           RACE    GENDER
               ELIGIBILITY BEGIN            END
FAMILY CASE           NO. RESPONSIBLE ADULTS   MONTHLY INCOME
COUNTY    60  MECKLENBURG   INCOME UNIT SIZE    LIVES WITH RELATIVE(Y/N)
-----------------------------------------------------------------------
                       CHILD PAYMENT DETAIL
FACILITY F6010796 A CHILD'S CHOICE LEARNING CENTER II
SERVICE MONTH      2007 05 MAY         PROVIDER 602407 A CHILD'S CHOICE DAY
MONTHLY PAYMENT RATE              MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE       FEE BEGINS         SERVICE AMOUNT
SERVICE DAYS       23   PARTIAL          PARENT FEE AMOUNT
                                         PAYMENT AMOUNT
$1.00 FOOD SUPPLEMENT (Y/N) N    STARS Y     SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                  FUND SOURCE
RATE GROUP                    CLIENT STATUS
CATEGORY CD                              MORE @ FOUR (Y/N)
NEED CODE                     W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                 ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB184- DCS ID does not exist, continue adding new child invoice detail.
```

Figure F2 - 2: Keyed DCS ID not found, continue to key required data

3. Enter all required demographic and payment information. Type "Y" in the **VIEW FAMILY DATA** field.
4. Press **<ENTER>** and a blank Family Information screen will appear (Figure F2 – 3).

```
GHB7305M          SUBSIDIZED CHILD CARE REIMBURSEMENT          070607
99901037               CHILD DEMOGRAPHIC DETAIL                17:21:44
LAST NAME   JONES        FIRST NAME   CARLA    MI H   VIEW FAMILY DATA Y
   DCS ID  20070607111        EIS ID        EIS CASE
      DOB  2003-05-25          SSN           RACE    GENDER
               ELIGIBILITY BEGIN 2007-05-01  END  2008-05-01
FAMILY CASE  454545   NO. RESPONSIBLE ADULTS   1  MONTHLY INCOME  2180
COUNTY    60  MECKLENBUR   INCOME UNIT SIZE    3
-----------------------------------------------------------------------
                       FAMILY INFORMATION
FAMILY CASE NO.       454545
FAMILY CASE NAME
CASE ADDRESS
CITY/STATE/ZIP                    NC      - 0000
TELEPHONE NUMBER (     )    -
WORKER
 CHILDREN:



NOTES: PURCHASER PLEASE COMPLETE THIS RECORD
       RECORD INCOMPLETE

                    End _ Update
```

Figure F2 - 3: Blank family information screen

Family Case Information

Family Case Information is required when entering a new child or when updating/adding an entry where no family case information exists. The system will display an edit message only when keying in the current Turnaround.

The system will display an edit message:

- When adding new entries.
- When entries are being updated and family case information does not exist.
- When additional entries have no existing family case information.

The system will not display an edit message:

- When an entry with existing family case information is being updated.
- When entries are being added which have family case information already entered in an existing entry.
- When performing a prior month correction.

5. *Type in the following required information: contact name, address, city, state, zip code and case worker information. A telephone number is optional. The names of children cannot be entered.*
6. *Press **<ENTER>**. If the information is not complete, the system generates the following error message: "PURCHASER PLEASE COMPLETE THIS RECORD. RECORD INCOMPLETE."*
7. *Once the information is complete, the following message appears: "GHB554 – Enter 'Y' to UPDATE. ENTER 'Y' in END or F3 to exit" (Figure F2 – 4).*
8. *Tab to the **UPDATE** field and enter "Y". Press **<ENTER>**.*

Figure F2 - 4: Family information complete, enter 'Y' to update

9. The system returns you to the Child Demographic Detail record screen with a message that the family record update was successful (Figure F2 – 5).

Figure F2 - 5: Family record successfully updated

10. Press **<ENTER>**. If the data in the record screen satisfies all system edits, the F10 message to confirm the update will appear. Press **<F10>** to successfully add the record (Figure F2 – 6).

Figure F2 - 6: Child Demographic record successfully keyed, press F10 to update/add

11. *If the data does not satisfy all of the system edits, the cursor will move to the incorrect entry and a corresponding error message will appear at the bottom of the screen. Correct the error and press **<ENTER>** to continue through any subsequent error messages.*
12. *Once all errors are corrected, the F10 message to confirm the update will appear. Press **<F10>** to accept all corrections for a successful update.*
13. *If the child is already in the system, the corresponding child demographic detail data will appear (Figure F2 – 7). Enter all required payment information and press **<ENTER>**.*
14. *Follow steps 10 through 12.*

Figure F2 - 7: Child found with keyed DCS ID

15. *If the child is already in the system but there is no family information, a message requesting the information will appear (Figure F2 – 8). Enter a "Y" in the **VIEW FAMILY DATA** Field and press **<ENTER>** to go to a blank family information screen.*
16. *Follow steps 5 through 12.*

Figure F2 - 8: Child found with keyed DCS ID, no family information

Using pop-up menus

Pop-up menus help if you are unsure of the code to enter in a field. Pop-ups are only available for the following fields: Special Fees, Fund Source, Rate Group, Client Status, Category CD, Need CD, New Client CD and Enhancement CD.

1. *Type "?" in the field in question (Figure Pop-up – 1).*

Figure Pop-up - 1: Enter "?" to view valid values for Category Code field

2. *Press **<ENTER>**. A pop-up screen which contains the valid codes for that field is displayed.*
3. *To select a code from the pop-up help screen, tab to the correct code and type "S" beside it (Figure Pop-up – 2).*

Figure Pop-up - 2: Valid values for Category Code field displayed

4. Press **<ENTER>**. *The code selected will be entered in the field for you (Figure Pop-up – 3).*

```
GHB7301M  TRAINING   SUBSIDIZED CHILD CARE REIMBURSEMENT          08/22/07
99901037                      CHILD DEMOGRAPHIC DETAIL             13:39:43
LAST NAME  FALLS          FIRST NAME  JOAN        MI E   VIEW FAMILY DATA _
   DCS ID  22227778889         EIS ID            EIS CASE
      DOB  2003-07-06          SSN               RACE W  GENDER  F
                     ELIGIBILITY BEGIN 2007-08-01  END  2008-07-31
FAMILY CASE  222333    NO. RESPONSIBLE ADULTS   2  MONTHLY INCOME  2180
COUNTY    60 MECKLENBURG   INCOME UNIT SIZE   3   LIVES WITH RELATIVE(Y/N) Y
--------------------------------------------------------------------------
                         CHILD PAYMENT DETAIL
FACILITY F6010796 A CHILD'S CHOICE LEARNING CENTER II
SERVICE MONTH     2007 05 MAY          PROVIDER 602407 A CHILD'S CHOICE DAY
MONTHLY PAYMENT RATE  250.00      MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE       FEE BEGINS              SERVICE AMOUNT
SERVICE DAYS        23   PARTIAL           PARENT FEE AMOUNT
                                             PAYMENT AMOUNT
$1.00 FOOD SUPPLEMENT (Y/N) N    STARS Y      SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                     FUND SOURCE     25
RATE GROUP   R14                 CLIENT STATUS    2
CATEGORY CD  009 WITH REGARD TO INCOME              MORE @ FOUR (Y/N)
NEED CODE    813                 WEEKEND RATE (Y/N) N
NEW CLIENT CD                    ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB906 - Add Family Data to continue addition or update, PF3 to cancel.
```

Figure Pop-up - 3: Selected code entered in the Category Code field

F3 = Exit

This key returns you to the previous screen.

F4 = Main Menu

This key returns you to the main menu.

F5 = Facility List

This function key displays an alphabetical list of facilities. This listing is for VIEW ONLY. It does not accept additions or updates (Figure F5).

```
GHB7401M            SUBSIDIZED CHILD CARE REIMBURSEMENT         06/07/07
99901037          LIST OF FACILITIES FOR PURCHASER 060          17:24:26
SEL       FACILITY NAME    - ID -      PROVIDER NAME    - ID -  FAC. TOTAL
--- -------------------------+--------+--------------------+------+-----------
      <= Search for
 _ A CHILD'S CHOICE LEARNING  F6071104 A CHILD'S CHOICE DAY 602824    1700.00
   A CHILD'S CHOICE LEARNING  F6010796 A CHILD'S CHOICE DAY 602407   11660.75
   A CHILD'S HOPE             F6010529 A CHILD'S HOPE FAMIL 602217    1774.00
   A HOME AWAY FROM HOME      F6070625 NATOSHA E WATSON     602516     876.35
   A LOT OF HUGS AND LOVE FAM F6071146 MELRENA D MCINNIS    602829    1916.00
   A MOTHER'S LOVE FCCH       F6071158 PERTINA A POTTS      602603    5263.05
   A MOTHER'S TOUCH IN HOME D F6070992 SAKIA SELLARS        602756     963.00
   A NEW GENERATION FAMILY DA F6071113 DENISE JOHNSON       602327    1306.00
   A NURTURING BEGINNING CHIL F6071212 TONI BULLARD         602532    3879.45
   A PLACE LIKE HOME          F6010415 VIVIAN T. CARELOCK   601988     988.00
   A TOUCH OF LOVE DAY CARE H F6070118 GWENDOLYN WILLIAMS   601329     390.00
   A WONDERFUL WORLD OF LEARN F6071055 TAKESHA R. HALL      602798     423.50
   A+ CHILDCARE & LEARNING CE F9010022 MICHELLE A. CHAMBERS 901073     441.40
   ABC'S AND 123'S LEARNING A F6071183 THERESA T BUTLER     602866    1124.00
   ACHIEVERS AND BELIEVERS FA F6010390 ANTOINETTE E. DUNLAP 601969    1112.00

        Purchaser 060                              Total     3813595.00
F KEYS:  1=Help  3=Exit  4=Main Menu  7=Up  8=Down
```

Figure F5: List of facilities - VIEW ONLY

F6 = Totals

This function key displays a provider's parent fees and payment amounts according to facility, fund source, and category (Figure F6).

```
GHB6001M              SUBSIDIZED CHILD CARE REIMBURSEMENT            06/07/07
99901037                        FACILITY TOTAL                      17:24:58
PROVIDER 602407        PURCHASER 060    MECKLENBURG COUNTY
A CHILD'S CHOICE DAY CARE      FUND SOURCE CATEGORY  PARENT FEE  PAYMENT AMOUNT
                               -----------  -------- ----------- ---------------
FACILITY ID  F6010796             15          009       595.80          3645.75
                                              054                       1318.00
FACILTY NAME
A CHILD'S CHOICE LEARNING CENTER II



FACILITY ADDRESS
322 S GARDNER AVE
CHARLOTTE             , NC 28208 -




                                                 ============= ==============
FUND SOURCE TOTAL                                       595.80        4963.75
FACILITY TOTAL                                         1155.80       11660.75
 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 F6: Facility totals

F7 = Up

Using this key moves up (backward) a screen.

F8 = Down

Using this key moves down (forward) a screen.

F9 = Global Payment Change

This function allows you to move the payment records for all children from one Facility ID to another Facility ID.

> **C A U T I O N**
>
> **Verify the effective date of the Approval Notice before doing a Global Payment Change.**

A Global Payment Change is made in the following cases:

- All the children are being moved from one facility to another.
- A nonlicensed home Facility ID number changes from one number to another.
- A provider has two facilities, closes one of the facilities and moves the children to the remaining facility.
- An Approval Notice which assigns a new Facility ID number to an existing facility is issued and the child care payments must be moved to the new ID number.

In the above case, failure to change the ID number will result in a double listing of the facility on the Child Reimbursement Summary and Provider Reimbursement Summary, each with a different provider number.

Making a global payment change

1. Tab to the **NEW FACILITY** field near the bottom of the Turnaround screen and type in the new Facility ID number (Figure F9 – 1).


```
GHB7101M           SUBSIDIZED CHILD CARE REIMBURSEMENT        06/07/07
99901037                     TURNAROUND                       17:29:26
                        PAYMENT MONTH: MAY
    ----- NAME -----         CL SVC CAT  ND RTE FD SVC MONTH  PARENT PAYMENT
   LAST      FIRST    DCS    ST MTH  CD  CD GRP SC DAY  RATE   FEE   AMOUNT
_      <= Search for
   DRYER                      2 0507 009 811 R11 25 23 504.00        504.00
   WILSON                     2 0507 009 811 T10 25 23 527.00 68.00  459.00




                                  STARS 4  SMART START BONUS       %
   PROVIDER: 602756     FACILITY: F6070992 A MOTHER'S TOUCH IN  PURCHASER: 60
                    NEW FACILITY: F6071113
   A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
   F KEYS:1=Help  2=Add Payment for New Child  3=Exit  4=Main Menu
   5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
   GHB048- END OF LIST - F7 to go up the list or F3 to exit.
```

Figure F9 - 1: Key new Facility ID and press F9

2. Press **<F9>** to update and the records will automatically move from one facility to the one typed into the field. The "GHB135 – Global change successfully completed" message will appear (Figure F9 – 2).

Figure F9 - 2: Global change successful

F12 = Correction Cd (Code)

This function key displays the correction codes associated with correction records in the Turnaround listing (Figure F12).

Figure F12: View correction codes associated with records in the Turnaround listing