6   FACILITY & NONLICENSED HOME NAME SEARCH

The Facility & Nonlicensed Home Name Search option allows you to search for information regarding a facility or nonlicensed home by keying a name or a portion of a name. The name can be a business name or the last name and first name of an individual. With this option your search can include inactive records.

Select Option 6 from the Main Menu and press <ENTER>.   The Facility and Nonlicensed Home Search screen will appear (Figure 6 - 2).

```
GHB0001M                 SUBSIDIZED CHILD CARE REIMBURSEMENT        04/26/07
07870001                          MAIN MENU                        17:54:56
          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
          (12)       WAITING LIST SUMMARY
          (13)       FEDERAL SAMPLING MENU - CASE RECORDS SELECTED
          (14)       CASE NUMBER OR FAMILY NAME SEARCH


          SELECTION: 6_

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

Figure 6 - 1: Option 6 - Facility & Nonlicensed Home Name Search

```
GHB1501M  TRAINING   SUBSIDIZED CHILD CARE REIMBURSEMENT        04/26/07
07870001                 FACILITY AND NONLICENSED HOME SEARCH   17:56:59
SEL         NAME                                        ID   PROVIDER EFFDATE
---+-------------------------------------------------- -------- ------- --------








▷









COUNTY==> _    NEW SEARCH==>
 SEARCH INACTIVE RECORDS==>    (Y or N - forms prior to Oct 1999)
  Enter S to select facility detail from screen (if available)
F KEYS: 1=Help   3=Exit   4=Main Menu   7=Up   8=Down
 GHB060- Enter a COUNTY (optional) and a NAME to search.
```

Figure 6 - 2: Blank Facility & Nonlicensed Home Search screen

6.1 Performing a Name Search – Recent Records

You can perform a search of all counties or a specific county by keying the Purchaser ID. If a facility or nonlicensed home is found, the Approval Notice associated with that facility or the information associated with that nonlicensed home will appear.

Please keep in mind the following when performing a search:

- For an individual, unlike the child search, a space is required between the comma and before the first name, as in Smith,_John (underline designates a space).

- Type in the first few letters followed by an asterisk if you don't know the full name or if you're not sure of the spelling. For example, if you're not sure whether the name is Happy Day Care or Happy Days Care, type in "happy day*" to generate results for both.

- Type in more of the name to narrow the search. This results in a shorter search time and a shorter list.

- The search function is not case-sensitive.

6.1.1 Performing general search – county not specified

1. *Tab to the* **NEW SEARCH** *field and key in the name. For this example we'll use "mead*" (Figure 6.1.1 - 1).*

```
GHB1501M              SUBSIDIZED CHILD CARE REIMBURSEMENT          04/26/07
07870001            FACILITY AND NONLICENSED HOME SEARCH          17:57:18
SEL        NAME                                      ID   PROVIDER EFFDATE
---+-------------------------------------------- -------- ------- --------




 ▷




 COUNTY==>     NEW SEARCH==> mead*_
  SEARCH INACTIVE RECORDS==>    (Y or N - forms prior to Oct 1999)
   Enter S to select facility detail from screen (if available)
 F KEYS: 1=Help   3=Exit   4=Main Menu   7=Up   8=Down
  GHB060- Enter a COUNTY (optional) and a NAME to search.
```

Figure 6.1.1 - 1: Facility & Nonlicensed Home Name search, county not specified

2. Press **<ENTER>** and, if found, a listing of detail records will appear (Figure 6.1.1 - 2).
3. If there are no records, the following message will appear: "Display complete. There are no more records to display".

```
 GHB1501M            SUBSIDIZED CHILD CARE REIMBURSEMENT         04/26/07
 07870001          FACILITY AND NONLICENSED HOME SEARCH          17:57:24
 SEL        NAME                                       ID   PROVIDER EFFDATE
 ---+------------------------------------------------- -------- ------- --------
 _ MEADOWBROOK AFTER SCHOOL                            A4459003 441023 11-01-05
 _ MEADOWBROOK COUNTRY DAY SCHOOL                      J3210279 321582 08-31-00
 _ MEADOWBROOK COUNTRY DAY SCHOOL                      J3210431 321691 01-31-01




 COUNTY==>    NEW SEARCH==>
  SEARCH INACTIVE RECORDS==>   (Y or N - forms prior to Oct 1999)
   Enter S to select facility detail from screen (if available)
 F KEYS: 1=Help  3=Exit  4=Main Menu  7=Up  8=Down
  DISPLAY COMPLETE. THERE ARE NO MORE NAMES TO DISPLAY.
```

Figure 6.1.1 - 2: Facility & Nonlicensed Home Name search results, county not specified

4. To view a detail record in the listing, tab down and place an "S" beside the desired record (Figure 6.1.1 – 3).

```
 GHB1501M            SUBSIDIZED CHILD CARE REIMBURSEMENT         04/26/07
 07870001          FACILITY AND NONLICENSED HOME SEARCH          17:57:24
 SEL        NAME                                       ID   PROVIDER EFFDATE
 ---+------------------------------------------------- -------- ------- --------
 S MEADOWBROOK AFTER SCHOOL                            A4459003 441023 11-01-05
 _ MEADOWBROOK COUNTRY DAY SCHOOL                      J3210279 321582 08-31-00
 _ MEADOWBROOK COUNTRY DAY SCHOOL                      J3210431 321691 01-31-01




 COUNTY==>    NEW SEARCH==>
  SEARCH INACTIVE RECORDS==>   (Y or N - forms prior to Oct 1999)
   Enter S to select facility detail from screen (if available)
 F KEYS: 1=Help  3=Exit  4=Main Menu  7=Up  8=Down
  DISPLAY COMPLETE. THERE ARE NO MORE NAMES TO DISPLAY.
```

Figure 6.1.1 - 3: Select record to review

5. Press **<ENTER>** to view the Approval Notice for the selected record *(Figure 6.1.1 – 4)*. Please note that this view is query only and no updates can be made.

Figure 6.1.1 - 4: Selected Approval Notice

6.1.2 Performing general search – county specified

1. Key in the Purchaser ID in the **COUNTY** field and the name in the **NEW SEARCH** field. For this example we'll key "49" in the **COUNTY** field and "bless*" in the **NEW SEARCH** field *(Figure 6.1.2 - 1)*. Note that since the spelling is uncertain, we keyed in an asterisk (*) at the end to generate more possible results.

Figure 6.1.2 - 1: Facility & Nonlicensed Home Name search, county specified

*2. Press **<ENTER>** and, if found, a listing of detail records will appear (Figure 6.1.2 - 2).*

```
GHB1501M              SUBSIDIZED CHILD CARE REIMBURSEMENT        05/02/07
07870001           FACILITY AND NONLICENSED HOME SEARCH          15:54:45
SEL        NAME                                      ID   PROVIDER EFFDATE
---+-------------------------------------------- -------- ------- --------
 _ BLESSED BEGINNINGS                               J9270395 921594 04-30-06
 _ BLESSED BEGINNINGS CHILDCARE                     J9210248 921594 05-31-03




COUNTY==>     NEW SEARCH==>
 SEARCH INACTIVE RECORDS==>   (Y or N - forms prior to Oct 1999)
   Enter S to select facility detail from screen (if available)
F KEYS: 1=Help  3=Exit  4=Main Menu  7=Up  8=Down
 DISPLAY COMPLETE. THERE ARE NO MORE NAMES TO DISPLAY.
```

Figure 6.1.2 - 2: Facility & Nonlicensed Home Name search results, county specified

3. Repeat Steps 3 through 5 from Section 6.1.1.

6.2 Performing a Name Search –Archived Records

Records prior to October 1999 are archived. You can indicate an archive search by keying **Y** in the **SEARCH INACTIVE RECORDS** field. You can perform a search of all counties' archives or a specific county's archives by keying the Purchaser ID. If a facility or nonlicensed home is found, a listing of only archived detail records associated with that facility or nonlicensed home will appear.

Please keep in mind the following when performing a search:

- For an individual, unlike the child search, a space is required between the comma and before the first name, as in Smith,_John (underline designates a space).

- Type in the first few letters followed by an asterisk if you don't know the full name or if you're not sure of the spelling.   For example, if you're not sure whether the name is Happy Day Care or Happy Days Care, type in "happy day*" to generate results for both.

- Type in more of the name to narrow the search. This results in a shorter search time and a shorter list.

- The search function is not case-sensitive.

6.2.1 Performing a name search in archives – county not specified

1. *Key the name in the **NEW SEARCH** field. For this example we'll key "mead*".
   Since we are uncertain of the name, we keyed in an asterisk (*) at the end to
   generate more possible results. Tab to the **SEARCH INACTIVE RECORDS**
   field and key in "y" for yes (Figure 6.2.1 – 1).*

```
GHB1501M              SUBSIDIZED CHILD CARE REIMBURSEMENT         04/26/07
07870001            FACILITY AND NONLICENSED HOME SEARCH          17:57:40
SEL         NAME                                      ID    PROVIDER EFFDATE
---+------------------------------------------------- -------- ------- --------




























COUNTY==> _    NEW SEARCH==> mead*
 SEARCH INACTIVE RECORDS==> Y (Y or N - forms prior to Oct 1999)
   Enter S to select facility detail from screen (if available)
F KEYS:  1=Help   3=Exit   4=Main Menu   7=Up   8=Down
   GHB060- Enter a COUNTY (optional) and a NAME to search.
```

Figure 6.2.1 - 1: Facility & Nonlicensed Home Name archive search, county not specified

2. *Press **<ENTER>** and, if found, a listing of detail records will appear
   (Figure 6.2.1 - 2).*

```
GHB1501M              SUBSIDIZED CHILD CARE REIMBURSEMENT         04/26/07
07870001            FACILITY AND NONLICENSED HOME SEARCH          17:57:47
SEL         NAME                                      ID    PROVIDER EFFDATE
---+------------------------------------------------- -------- ------- --------
 _ MEADOWBROOK COUNTRY DAY SCHOOL               J3210279 321582 11-10-98
 _ MEADOWBROOK ELEM SCH CHILD CARE              A4459003 441023 09-14-99
```

Dates are prior to October 1999.

```
COUNTY==>     NEW SEARCH==>
 SEARCH INACTIVE RECORDS==>    (Y or N - forms prior to Oct 1999)
   Enter S to select facility detail from screen (if available)
F KEYS:  1=Help   3=Exit   4=Main Menu   7=Up   8=Down
   DISPLAY COMPLETE. THERE ARE NO MORE NAMES TO DISPLAY.
```

Figure 6.2.1 - 2: Facility & Nonlicensed Home Name archive search results, county not specified

3. *If there are no records, the following message will appear: "Display complete. There are no more records to display".*
4. *To view a detail record in the listing, tab down and place an "S" beside the desired record (Figure 6.2.1 – 3).*


```
GHB1501M             SUBSIDIZED CHILD CARE REIMBURSEMENT        04/26/07
07870001             FACILITY AND NONLICENSED HOME SEARCH       17:57:47
SEL       NAME                                         ID   PROVIDER EFFDATE
---+------------------------------------------------ -------- ------- --------
 S MEADOWBROOK COUNTRY DAY SCHOOL                     J3210279 321582 11-10-98
 _ MEADOWBROOK ELEM SCH CHILD CARE                    A4459003 441023 09-14-99




COUNTY==>    NEW SEARCH==>
 SEARCH INACTIVE RECORDS==>   (Y or N - forms prior to Oct 1999)
  Enter S to select facility detail from screen (if available)
F KEYS: 1=Help   3=Exit   4=Main Menu   7=Up   8=Down
 DISPLAY COMPLETE. THERE ARE NO MORE NAMES TO DISPLAY.
```

Figure 6.2.1 - 3: Select record to review

5. *Press **<ENTER>** to view the selected record. (Figure 6.2.1 – 4).*


```
GHB3601M                  SUBSIDIZED CHILD CARE                  04/26/07
07870001                     APPROVAL NOTICE                     17:57:51
DATE PROCESSED 1999-06-14 FORM EFFECTIVE DATE 1998-11-10 (Note:10/99-GHB4301M)
  FACILITY ID NUMBER - J3210279        DIRECTOR - MIRIAM BELINDA EVANS
MEADOWBROOK COUNTRY DAY SCHOOL
4823 MEADOW DR                    LOCATION -
DURHAM            NC  27713 -          ( 919 ) 544 - 8208
  PROVIDER ID NUMBER - 321582
MEADOWBROOK COUNTRY DAY SCHOOL, INC.        MORE PROVIDERS - N
4826 MEADOW DR                              OWNER RACE -
DURHAM            NC  27713 - ____          SSN -  244 - 23 - 3713
OWNERSHIP CHANGE -   LOCATION CHANGE -
PREV. FACILITY:

FACILITY LEVEL - 1   CHILD CARE CENTER
CATEGORY - A     FACILITY COUNTY -  032     TEMPORARY - N    EXEMPT - N
FACILITY TYPE - 1   AGE RANGE FROM 00 THRU 12   LICENSE NUMBER - 32000753

CAPACITY  1ST SHIFT  2ND SHIFT  3RD SHIFT
   TOTAL      86         86          * DO NOT EXCEED THIS SUBSIDIZED
   SUBSID.    42 *       42 *        CAPACITY. SEE PROVIDER LETTER FOR
                                     INSTRUCTIONS TO INCREASE OR CHANGE
F KEYS: 1=Help          3=Exit 4=Main Menu 5=Prev 6=Next 8=Down
 GHB204- Facility data has been displayed, ENTER new id or F3 to exit.
```

Figure 6.2.1 - 4: Selected Approval Notice

6.2.2 Performing a name search in archives – county specified

1. *Key in the Purchaser ID in the **COUNTY** field and the name in the **NEW SEARCH** field. For this example we'll key "49" in the **COUNTY** field and "bless*" in the **NEW SEARCH** field. Since we are not sure of the name, we keyed in an asterisk (*) at the end to generate more possible results. Tab to the **SEARCH INACTIVE RECORDS** field and key in "y" for yes (Figure 6.2.2 – 1).*


```
GHB1501M          SUBSIDIZED CHILD CARE REIMBURSEMENT        05/02/07
07870001          FACILITY AND NONLICENSED HOME SEARCH        15:56:42
 SEL       NAME                                       ID   PROVIDER EFFDATE
 ---+-------------------------------------------- -------- ------- --------












 COUNTY==> 92  NEW SEARCH==> bless*
  SEARCH INACTIVE RECORDS==> y (Y or N - forms prior to Oct 1999)
   Enter S to select facility detail from screen (if available)
 F KEYS: 1=Help   3=Exit   4=Main Menu   7=Up   8=Down
  GHB060- Enter a COUNTY (optional) and a NAME to search.
```

Figure 6.2.2 - 1: Facility & Nonlicensed Home Name archive search, county specified

2. *Press **<ENTER>** and, if found, a listing of detail records will appear (Figure 6.2.2 - 2).*
3. *Repeat Steps 4 through 6 from Section 6.2.1.*


```
GHB1501M          SUBSIDIZED CHILD CARE REIMBURSEMENT        05/02/07
07870001          FACILITY AND NONLICENSED HOME SEARCH        15:56:50
 SEL       NAME                                       ID   PROVIDER EFFDATE
 ---+-------------------------------------------- -------- ------- --------
 _ BLESSED BEGINNINGS CHILDCARE               J9210248 921594 10-09-98
```

Date is prior to October 1999

```
 COUNTY==>     NEW SEARCH==>
  SEARCH INACTIVE RECORDS==>   (Y or N - forms prior to Oct 1999)
   Enter S to select facility detail from screen (if available)
 F KEYS: 1=Help   3=Exit   4=Main Menu   7=Up   8=Down
  DISPLAY COMPLETE. THERE ARE NO MORE NAMES TO DISPLAY.
```

Figure 6.2.2 - 2: Facility & Nonlicensed Home Name archive search results results, county specified

6.3 Help in Setting Parameters for a Search
Pressing the *F1* key generates a list of search options (Figure 6.3).

```
GHB15011              SUBSIDIZED CHILD CARE REIMBURSEMENT
                           FACILITY NAME SEARCH
                                   HELP

    Search on facility name.  Examples follow.  Other combinations are
    possible.

    CHIL*      ==>   lists all with name beginning CHIL like CHILD,
                     CHILDREN, etc.

    CHILDR*    ==>   lists all with name beginning CHILDR like CHILDREN




 F KEYS: 3=Exit
```

Figure 6.3: Facility & Nonlicensed Home Name search screen