8 QUERIES MENU

The Queries Menu provides several options you can use to retrieve information from the Subsidized Child Care Reimbursement System based on keyed criteria. All options within this menu are query only. No updates can be made from this menu.

Select Option 8 from the Main Menu and press <ENTER>. The Query Menu screen will appear (Figure 8 - 2).

Figure 8 - 1: Option 8 - Queries Menu

Figure 8 - 2: Query Menu

8.1 Potential Rate Changes Due to Birthdays Occurring in Service Month

This option displays a list of children whose birthdays occur in the month prior to the keyed service month. For example, if the keyed service month is January, then the list will consist of children whose birthdays occurred in the month of December. If the service month is not keyed, then the list will consist of children whose birthdays occurred in the month prior to the current service month. **A child's rate group is changed the month following his birthday.**

1. *Type "1" in the **SELECT** field. In the **KEY** field, key in the month of service if different from the current month. For this example we'll use "01" for January (Figure 8.1 - 1).*

Figure 8.1 - 1: Select Option 1, Potential rate changes due to birthdays occurring in month prior to service month

2. *Press **<ENTER>** and a listing of children will appear (Figure 8.1 - 2). If there are no birthdates found, the following message will appear: "GHB107 – No birthdates were found for the requested month and purchaser."*

Figure 8.1 - 2: Listing generated for keyed service month

8.2 Approval Notices with Rate Changes Occurring During Service Month

This option displays a list of Approval Notices whose rate(s) changed during the keyed service month. For example, if the keyed service month is February, then the list will consist of Approval Notices whose rate(s) changed during the month of February. If the service month is not keyed, then the list will consist of Approval Notices whose rate(s) changed during the current service month.

1. *Type "2" in the **SELECT** field. In the **KEY** field, key in the month of service if different from the current month. For this example we'll use "02" for February (Figure 8.2 - 1).*


```
GHB9001M  TRAINING    SUBSIDIZED CHILD CARE REIMBUSEMENT        08/20/07
01370015                      QUERY MENU                        12:42:25

OPTION      DESCRIPTION                                            KEY
------      ------------------------------------------------      ------
  (1)       Potential Rate Changes Due to Birthdays Occurring in   MM
            (Birthday/Prior Month) for Service Month

  (2)       Approval Notices with Rate Changes Occurring During    MM
            Service Month

  (3)       List of Active Religious Sponsored Centers            NONE

  (4)       List of Children with Ending Eligibility Dates         MM

  (5)       List of Child Payment Invoices                        NONE

  (6)       List of Child Invoices Paid For Current Report Month   NONE


SELECT: 2    KEY: 02

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB004- ENTER Selection or F3.
```

Figure 8.2 - 1: Select Option 2, Approval Notices with rate changes

2. *Press **<ENTER>** and a listing of Approval Notices will appear (Figure 8.2 - 2). If there are no Approval Notices found, the following message will appear: "GHB098 – No facilities found for this request."*


```
GHB9301M                SUBSIDIZED CHILD CARE REIMBURSEMENT     05/01/07
09270001                APPROVAL NOTICES WITH RATE CHANGES      09:14:31
092  WAKE                         FEBRUARY
FACILITY                    FACILITY NAME              RATE EFFECTIVE
J9270659 COME BUILD W/US DAYCARE                          02-07




ENTER SERVICE MONTH: 2
 F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
```

Figure 8.2 - 2: Listing generated for keyed service month

8.3 List of Active Religious-Sponsored Centers

This option displays a statewide list of active religious-sponsored facilities with Approval Notices. The listing is based upon the most current Approval Notice. It is not necessary to specify a service month.

1. Type "3" in the **SELECT** field (Figure 8.3 – 1).

```
GHB9001M              SUBSIDIZED CHILD CARE REIMBUSEMENT           08/20/07
01370015                        QUERY MENU                        12:43:14

OPTION    DESCRIPTION                                             KEY
------    ----------------------------------------------------   ------
 (1)      Potential Rate Changes Due to Birthdays Occurring in    MM
           (Birthday/Prior Month) for Service Month

 (2)      Approval Notices with Rate Changes Occurring During     MM
           Service Month

 (3)      List of Active Religious Sponsored Centers              NONE

 (4)      List of Children with Ending Eligibility Dates          MM

 (5)      List of Child Payment Invoices                          NONE

 (6)      List of Child Invoices Paid For Current Report Month     NONE


SELECT: 3    KEY:  _

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB004- ENTER Selection or F3.
```

Figure 8.3 - 1: Select Option 3, List of active religious-sponsored centers

2. Press **<ENTER>** and a listing of religious-sponsored centers will appear (Figure 8.3 - 2).

```
GHB9201M              SUBSIDIZED CHILD CARE REIMBURSEMENT          04/26/07
07870001                   RELIGIOUS SPONSORED CENTERS            17:47:34

   ID                    FACILITY NAME                      LICENSE
M8270043 'BRIGHT BEGINNINGS' CHILD DEVELOPMENT CENTER       82000138
J5170092 A KING'S KID DAYCARE AND CHILD LEARNING CENTER     51000467
J5370100 ABUNDANT LIFE CHILDREN'S CENTER                    53000224
M4310058 AGAPE CHILD CARE                                   43000133
P9670181 AGAPELAND CHILD DEVELOPMENT CENTER                 96000296
Q4610030 AHOSKIE FREEWILL BAPTIST CHURCH DAY CARE           04659000
C8170030 ALEXANDER BAPTIST DAY CARE CENTER                  08159002
M4310074 ANDERSON CREEK CHURCH CHILD DEVELOPMENT CENTER     43000171
F3610051 ANGELCARE DAY CARE ANNEX                           36000091
P1610010 ANN STREET UNITED METH. CHURCH DAY SCHOOL          01659000
P9670135 ANTIOCH CHILD CARE ACADEMY                         96000317
P6740071 BAPTIST EDUCATIONAL CENTER                         67000140
G7940041 BAPTIST TEMPLE DAY SCHOOL                          07951416
P1610012 BEAUFORT CHRISTIAN ACADEMY DAY CARE                01659001
P2570176 BELIEVERS CHILD CARE ACADEMY                       25000391
J3240111 BETHESDA CHILD CARE CENTER I                       03259006
G4140196 BETHLEHEM UNITED METHODIST CHURCH DC CTR.          41000065


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

Figure 8.3 - 2: Listing generated for option 3

8.4   List of Children with Ending Eligibility Dates

This option displays a listing of children whose eligibility will end during the keyed service month.

1. Type "4" in the **SELECT** field. In the **KEY** field, key in the month of service if different from the current month. For this example we'll use "05" for May
    (Figure 8.4 – 1).

```
GHB9001M              SUBSIDIZED CHILD CARE REIMBUSEMENT          08/20/07
01370015                      QUERY MENU                          12:43:14

OPTION     DESCRIPTION                                              KEY
------     --------------------------------------------------     ------
 (1)       Potential Rate Changes Due to Birthdays Occurring in     MM
             (Birthday/Prior Month) for Service Month

 (2)       Approval Notices with Rate Changes Occurring During      MM
             Service Month

 (3)       List of Active Religious Sponsored Centers              NONE

 (4)       List of Children with Ending Eligibility Dates            MM

 (5)       List of Child Payment Invoices                          NONE

 (6)       List of Child Invoices Paid For Current Report Month    NONE


SELECT: 4    KEY: 05


F KEYS: 1=Help 3=Exit 4=Main Menu
GHB004- ENTER Selection or F3.
```

Figure 8.4 - 1: Select Option 4, List of children with ending eligibility dates

2. Press **<ENTER>** and a listing of children with ending eligibility dates will appear (Figure 8.4 - 2). If there are no records found, the following message will appear: "GHB433 – No invoices found for children with expiring eligibility end dates."

```
GHB9401M           SUBSIDIZED CHILD CARE REIMBURSEMENT        08/22/07
99901037        ENDING ELIGIBILITY DATES FOR   MAY   2007     14:03:07
PURCHASER      078
END/BEG DATE   DOB    CHILD NAME/ADDRESS       CASE NAME/CITY
2007-05-24
2006-05-25                                                LUMBERTON    28360
2007-05-31
2006-06-01                                                PEMBROKE     28372
2007-05-06
2006-06-06                                                PEMBROKE     28372
2007-05-31
2006-06-01                                                LUMBERTON    28358
2007-05-14
2006-05-15                                                PEMBROKE     28372
2007-05-31                                         III
2006-06-01                                                PEMBROKE     28372
2007-05-31
2006-06-01                                                LUMBERTON    28359
2007-05-31
2006-06-01                                                LUMBERTON    28359

 Month requested

 F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
 GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure 8.4 - 2: Listing generated for keyed month

8.5 List of Child Payment Invoices

This option takes you to a screen that allows you to key information used to generate a list of invoices for a child currently in the system. Once you select this option, you can key information such as DCS ID, child's name or date of birth (DOB) to generate a listing of a child's invoices. Pressing the F1 key generates a Help Menu of additional search combinations. Once an invoice is generated you have the ability to view the Child Payment Detail record associated with it. This option is query only.

1. Type "5" in the **SELECT** field (Figure 8.5 – 1).

```
GHB9001M            SUBSIDIZED CHILD CARE REIMBUSEMENT         08/20/07
01370015                        QUERY MENU                     12:43:24

OPTION      DESCRIPTION                                           KEY
------      --------------------------------------------------   ------
 (1)        Potential Rate Changes Due to Birthdays Occurring in   MM
              (Birthday/Prior Month) for Service Month

 (2)        Approval Notices with Rate Changes Occurring During    MM
              Service Month

 (3)        List of Active Religious Sponsored Centers            NONE

 (4)        List of Children with Ending Eligibility Dates         MM

 (5)        List of Child Payment Invoices                        NONE

 (6)        List of Child Invoices Paid For Current Report Month  NONE


SELECT: 5    KEY: _

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB004- ENTER Selection or F3.
```

Figure 8.5 - 1: Select Option 5, List of child payment invoices

2. Press **<ENTER>** and a blank Child Invoice Search screen will appear (Figure 8.5 – 2).

```
GHB9701M            SUBSIDIZED CHILD CARE REIMBURSEMENT         04/26/07
07870001                     CHILD INVOICE SEARCH              17:47:59
PURCHASER                          DCSID  _
L NAME              F NAME           MI      DOB
  NAME                    PUR  FAC-ID    DCS-ID       DOB        R  G

















F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB903 - For help on entering search criteria, please see the Help Screen.
```

Figure 8.5 - 2: Screen to key selection information for child payment invoices

3. *For this example we'll use the most common information, DCS ID. Key the DCS ID in the **DCSID** field (Figure 8.5 – 3).*

```
GHB9701M              SUBSIDIZED CHILD CARE REIMBURSEMENT          04/30/07
07870001                    CHILD INVOICE SEARCH                   12:17:57
PURCHASER                              DCSID 22227777888
L NAME    _            F NAME          MI       DOB
   NAME                       PUR  FAC-ID   DCS-ID      DOB        R  G




















F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB903 - For help on entering search criteria, please see the Help Screen.
```

Figure 8.5 - 3: DCS ID keyed

4. *Press **<ENTER>** and the list of name(s) associated with keyed information will appear.*
5. *Tab down and key "S" by a name to generate a listing of invoices associated with that child (Figure 8.5 – 4).*

```
GHB9701M              SUBSIDIZED CHILD CARE REIMBURSEMENT          04/30/07
07870001                    CHILD INVOICE SEARCH                   12:18:07
PURCHASER                              DCSID 22227777888
L NAME                F NAME          MI       DOB
   NAME                       PUR  FAC-ID   DCS-ID      DOB        R  G
_  SMITH         CAROLINE     A  078  N7810061  22227777888  1995-06-28  I  F
_  SMITH         CAROLINE     A  078  N7810135  22227777888  1995-06-28  I  F
S  SMITH         CAROLINE     A  078  N7840032  22227777888  1995-06-28  I  F
_  SMITH         CAROLINE     A  078  N7840046  22227777888  1995-06-28  I  F













F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB004- ENTER Selection or F3.
```

Figure 8.5 - 4: DCS ID generated invoices

6. Press **<ENTER>** and a list of invoices will appear (Figure 8.5 – 5).
7. Tab down and key "S" by an invoice to select it for view.

Invoices older than five years are archived and do not appear on this list of invoices. Those invoices are available in Data Warehouse under Corporate Documents. Option 5 – Child Name Search generates a complete list of invoices including the archived information. On the first day of each fiscal year, July 1, an additional year of data is archived.


```
GHB9501M           SUBSIDIZED CHILD CARE REIMBURSEMENT        04/30/07
07870001           HISTORICAL CHILD PAYMENT INVOICE SEARCH    12:18:14
CHILD NAME SMITH          CAROLINE      A
     DCSID 22227777888  DOB  1995-06-28
  SERVICE DATE SERVICE AMT PARENTFEE  PAY AMT   FS RTEGRP NCD  FACILITY ST PUR
_ 2001-06-01    225.00              225.00  25  R03   811  N7840032  2  78
S 2001-07-01    210.00              210.00  25  R03   811  N7840032  2  78
_ 2001-08-01     60.00               60.00  25  R03   811  N7840032  2  78
_ 2001-08-01     83.60               83.60  25  R06   811  N7810061  2  78
_ 2001-09-01     15.00               15.00  25  R03   811  N7840032  2  78
_ 2001-09-01     83.60               83.60  25  R06   811  N7810061  2  78
_ 2001-10-01     15.00               15.00  25  R03   811  N7840032  2  78
_ 2001-10-01     95.00               95.00  25  R06   811  N7810061  2  78
_ 2001-11-01     60.00               60.00  25  R03   811  N7840032  2  78
_ 2001-11-01     79.20               79.20  25  R06   811  N7810061  2  78
_ 2001-12-01     60.00               60.00  25  R03   811  N7840032  2  78
_ 2001-12-01     52.80               52.80  25  R06   811  N7810061  2  78
_ 2002-01-01     60.00               60.00  25  R03   811  N7840032  3  78
_ 2002-01-01     79.20               79.20  25  R06   811  N7810061  2  78
_ 2002-02-01     74.80               74.80  25  R06   811  N7810061  2  78
_ 2002-03-01     83.60               83.60  25  R06   811  N7810061  2  78
_ 2002-04-01     74.80               74.80  25  R06   811  N7810061  2  78
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB047- TOP OF LIST - F8 to go down the list or F3 to exit.
```

Figure 8.5 - 5: Select from generated invoices

8. Press **<ENTER >** and the child detail record associated with that invoice will appear. Note that the view is query only (Figure 8.5 – 6).


```
GHB7301M           SUBSIDIZED CHILD CARE REIMBURSEMENT        04/30/07
07870001                CHILD DEMOGRAPHIC DETAIL              12:18:27
LAST NAME  SMITH          FIRST NAME CAROLINE    MI A   VIEW FAMILY DATA
   DCS ID  22227777888        EIS ID            EIS CASE
      DOB  1995-06-28              SSN 036-30-3027  RACE I  GENDER  F
                       ELIGIBILITY BEGIN 2000-12-18  END  2001-12-12
FAMILY CASE              NO. RESPONSIBLE ADULTS  1  MONTHLY INCOME  1126
COUNTY   78  ROBESON         INCOME UNIT SIZE   3  LIVES WITH RELATIVE(Y/N) Y
-----------------------------------------------------------------------
                        CHILD PAYMENT DETAIL
FACILITY N7840032 FAIRGROVE DAY CARE CENTER
SERVICE MONTH    2001 07 JULY          PROVIDER 782026 LUMBEE REGIONAL DEVE
MONTHLY PAYMENT RATE  325.00           MONTH PAYMENT REQUESTED 07 JULY
MONTHLY PARENT FEE       FEE BEGINS             SERVICE AMOUNT    210.00
SERVICE DAYS       14    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   R03 FIRST SHIFT SCHOOL A CLIENT STATUS  2  ENROLLMENT 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
GHB139- Child Invoice Detail is displayed.
```

Figure 8.5 - 6: Child Detail record associated with selected invoice

8.6 List of Child Invoices Paid for Current Report Month

This option is used to generate a listing of all the Purchaser's invoices paid for the current report month.

1. *Type "6" in the **SELECT** field (Figure 8.6 – 1).*

```
GHB9001M               SUBSIDIZED CHILD CARE REIMBUSEMENT          04/30/07
07870001                         QUERY MENU                        12:29:07

OPTION      DESCRIPTION                                             KEY
------      ----------------------------------------------------   ------
 (1)        Potential Rate Changes Due to Birthdays Occurring in    MM
            (Birthday/Prior Month) for Service Month

 (2)        Approval Notices with Rate Changes Occurring During     MM
            Service Month

 (3)        List of Active Religious Sponsored Centers              NONE

 (4)        List of Children with Ending Certification Dates        MM

 (5)        List of Child Payment Invoices                          NONE

 (6)        List of Child Invoices Paid For Current Report Month    NONE


SELECT: 6    KEY: _

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB004- ENTER Selection or F3.
```

Figure 8.6 - 1: Select Option 6 - List of child invoices paid for current report month

2. *Press **<ENTER>** and a listing of the Purchaser's paid child invoices for the current month will appear (Figure 8.6 - 2).*

```
GHB9601M               SUBSIDIZED CHILD CARE REIMBURSEMENT          04/30/07
07870001             ROBESON COUNTY INVOICES FOR 2006-07-01         12:29:32
   DCS ID        NAME     SERVDATE PAY AMT  FEE DAYS FS RGRP ND ST CAT FACILITY
                          2006-07   507.00   23.00 21 25 R13 811 2 009 N7810158
                          2006-07    72.30    4.80  3 25 R15 841 3 009 N7810128
                          2006-07   381.00         21 25 R13 811 2 009 N7810031
                          2006-07   241.00  140.00 21 25 R13 811 2 009 N7810031
                          2006-07                  21 15 R14 841 5 009 N7810078
                          2006-07   377.00         21 25 R03 811 2 009 N7810111
                          2006-07                   5 25 R06 811 5 009 N7810111
                          2006-07   373.00         21 25 R03 811 2 009 N8310063
                          2006-07                   5 25 R06 811 5 009 N8310063
                          2006-07                   5 15 R14 813 5 009 N7814786
                          2006-07    16.00  152.00 21 15 R14 811 2 009 N7814786
                          2006-07    31.80  128.40 12 25 R14 811 3 009 N7810138
                          2006-07                  21 25 R13 811 5 009 N7810035
                          2006-07   433.00         21 25 R03 811 2 009 N7870046
                          2006-07   412.00  103.00 21 25 R15 811 2 009 N7840046
                          2006-07                   5 25 R15 813 5 009 N7840046
                          2006-07   369.00         21 25 R14 811 2 009 N7870054
                          2006-07   349.00   68.00 21 25 R11 811 2 009 N7870054
                          2006-07   343.00   74.00 21 25 R11 811 2 009 N7870054
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB047- TOP OF LIST - F8 to go down the list or F3 to exit.
```

Figure 8.6 - 2: Listing of invoices generated for current month