9 ADMINISTRATIVE MENU

The Administrative Menu provides options that allow you to perform monthly close-out, update market rates, update caseworker or Purchaser information and request reports.

Select Option 9 from the Main Menu and press <ENTER>. The Administrative Menu screen will appear (Figure 9 - 2).

```
GHB0001M              SUBSIDIZED CHILD CARE REIMBURSEMENT      04/26/07
07870001                         MAIN MENU                     17:59:14
      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: 9_

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

Figure 9 - 1: Option 9 - Administrative Menu

```
GHB0101M              SUBSIDIZED CHILD CARE REIMBURSEMENT      04/26/07
07870001                      ADMINISTRATIVE MENU             18:01:42

    OPTION    DESCRIPTION                KEY
    ------    -----------------------    -----------------------------------
     (1)      PURCHASER CLOSE OUT        NONE (PART A & B = Y)
     (2)      PURCHASER UPDATE           NONE
     (3)      STATE CLOSE OUT            NONE
     (4)      SECURITY INQUIRY           RACF ID
     (5)      SECURITY UPDATE            RACF ID
     (6)      SECURITY ADD               PURCHASER ID OR PARTNERSHIP ID
     (7)      SECURITY DELETE            RACF ID
     (8)      DAILY CLOSEOUT LIST        NONE
     (9)      SERVICE DAYS UPDATE        NONE
    (10)      MARKET RATE                NONE
    (11)      CASE WORKER UPDATE         NONE
    (12)      CLOSE OUT CONFIRMATION     PURID & CLOSE OUT YEAR AND MONTH
    (13)      XPTR/DATA WAREHOUSE/IE HELP  NONE
    (14)      ALTERNATIVE SCHEDULE REPORTS  NONE OR 'SIS'(REQUEST SIS NUMBERS)

    SELECTION: _     KEY:

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

Figure 9 - 2: Administrative Menu

9.1 Purchaser Close-Out

This option is only available to authorized county/purchaser staff and consists of Part A and Part B.

Part A is done after all records have been entered for the payment processing month. It is not necessary to wait until providers are paid before closing out Part A; however, you will not be allowed to close out Part A until you have updated the Waiting List Summary (Section 12) and, if needed, completed the Facilities Requiring Attention list (Section 1.4).

Part B is done after all costs shown in the Subsidized Child Care Reimbursement System have been paid and the costs submitted are recorded on the official County Financial Records as an expense.

Close-out Part A must be done by the **21st** of each month. For instance, the Turnaround for the August 2007 payment processing month must be closed by September 21st. If you have a problem and cannot meet a deadline, please contact the Division of Child Development (DCD). In some instances the close-out date will change due to holidays or other special circumstances. You will be notified of any changes through the bulletin board which can be accessed by Main Menu Option 10.

If you close out a month prior to the 21st, you can begin working on the next month's Turnaround; however, you cannot close out the next month until the state has closed out the current month.

The Turnaround Worksheet, Child Reimbursement Summary and Provider Reimbursement Summary are mailed to the Purchaser the workday following close-out. These reports can also be printed from XPTR the next workday. You can also access next month's Turnaround the following workday.

9.1.1   Purchaser close-out Part A

1. *Type "1" in the **SELECTION** field and press **<ENTER>** (Figure 9.1.1 – 1).*

```
GHB0101M              SUBSIDIZED CHILD CARE REIMBURSEMENT        05/18/07
07870001                    ADMINISTRATIVE MENU                  09:48:26


   OPTION    DESCRIPTION                 KEY
   ------    -----------------------     ----------------------------------
    (1)      PURCHASER CLOSE OUT         NONE (PART A & B = Y)
    (2)      PURCHASER UPDATE            NONE
    (3)      STATE CLOSE OUT             NONE
    (4)      SECURITY INQUIRY            RACF ID
    (5)      SECURITY UPDATE             RACF ID
    (6)      SECURITY ADD                PURCHASER ID OR PARTNERSHIP ID
    (7)      SECURITY DELETE             RACF ID
    (8)      DAILY CLOSEOUT LIST         NONE
    (9)      SERVICE DAYS UPDATE         NONE
    (10)     MARKET RATE                 NONE
    (11)     CASE WORKER UPDATE          NONE
    (12)     CLOSE OUT CONFIRMATION      PURID & CLOSE OUT YEAR AND MONTH
    (13)     XPTR/DATA WAREHOUSE/IE HELP NONE
    (14)     ALTERNATIVE SCHEDULE REPORTS NONE OR 'SIS'(REQUEST SIS NUMBERS)

    SELECTION: 1_    KEY:

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

Figure 9.1.1 - 1: Select Option 1 - Purchaser Close-out

2. *If Federal Sampling cases have not been reviewed, the "GHB570- Update Fed Sampling Data. Press F4 and Select Opt 13 from Main Menu" message will appear (Figure 9.1.1 – 2).   Refer to Section 13 of this manual for instructions. Once you complete the updates, return to the Administrative Menu screen and repeat step 1.*

```
GHB0101M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/21/07
06570001                    ADMINISTRATIVE MENU                  16:24:44


   OPTION    DESCRIPTION                 KEY
   ------    -----------------------     ----------------------------------
    (1)      PURCHASER CLOSE OUT         NONE (PART A & B = Y)
    (2)      PURCHASER UPDATE            NONE
    (3)      STATE CLOSE OUT             NONE
    (4)      SECURITY INQUIRY            RACF ID
    (5)      SECURITY UPDATE             RACF ID
    (6)      SECURITY ADD                PURCHASER ID OR PARTNERSHIP ID
    (7)      SECURITY DELETE             RACF ID
    (8)      DAILY CLOSEOUT LIST         NONE
    (9)      SERVICE DAYS UPDATE         NONE
    (10)     MARKET RATE                 NONE
    (11)     CASE WORKER UPDATE          NONE
    (12)     CLOSE OUT CONFIRMATION      PURID & CLOSE OUT YEAR AND MONTH
    (13)     XPTR/DATA WAREHOUSE/IE HELP NONE
    (14)     ALTERNATIVE SCHEDULE REPORTS NONE OR 'SIS'(REQUEST SIS NUMBERS)

    SELECTION: _    KEY:

  F KEYS:  1=Help  3=Exit  4=Main Menu
  GHB570- Update Fed Sampling Data.  Press F4 and Select Opt 13 from Main Menu.
```

Figure 9.1.1 - 2: Unable to close out Part A - update Federal Sampling

3. If the Waiting List Summary has not been updated, the"GHB415- Please update
    Children Waiting List. Press F4 and enter option 12" message will appear
    (Figure 9.1.1 – 3). Refer to Section 12 of this manual for instructions. Once the
    list is updated, return to the Administrative Menu screen and repeat step 1.

```
GHB0101M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/21/07
06570001                    ADMINISTRATIVE MENU                  16:32:09

    OPTION    DESCRIPTION                    KEY
    ------    -----------------------        ----------------------------------
     (1)      PURCHASER CLOSE OUT            NONE (PART A & B = Y)
     (2)      PURCHASER UPDATE               NONE
     (3)      STATE CLOSE OUT                NONE
     (4)      SECURITY INQUIRY               RACF ID
     (5)      SECURITY UPDATE                RACF ID
     (6)      SECURITY ADD                   PURCHASER ID OR PARTNERSHIP ID
     (7)      SECURITY DELETE                RACF ID
     (8)      DAILY CLOSEOUT LIST            NONE
     (9)      SERVICE DAYS UPDATE            NONE
     (10)     MARKET RATE                    NONE
     (11)     CASE WORKER UPDATE             NONE
     (12)     CLOSE OUT CONFIRMATION         PURID & CLOSE OUT YEAR AND MONTH
     (13)     XPTR/DATA WAREHOUSE/IE HELP    NONE
     (14)     ALTERNATIVE SCHEDULE REPORTS   NONE OR 'SIS'(REQUEST SIS NUMBERS)

    SELECTION: _    KEY:

  F KEYS:  1=Help  3=Exit  4=Main Menu
  GHB415- Please update Children Waiting List. Press F4 and enter option 12.
```

Figure 9.1.1 - 3: Unable to close out Part A - update waiting list summary

4. If there is a list of facilities requiring attention, a Close-Out Prohibited screen
    will appear (Figure 9.1.1 – 4). Refer to Section 1.4 of this manual for instructions.
    Once the list is processed, return to the Administrative Menu screen and
    repeat step 1.

```
_GHB5502M                SUBSIDIZED CHILD CARE REIMBURSEMENT
                               CLOSE-OUT PROHIBITED




    PURCHASER CLOSE-OUT HAS BEEN SUSPENDED. PAYMENT PROCESSING NOT COMPLETE.
    REFER TO PAYMENT PROCESSING MENU, OPTION 4, TO ACCESS LIST OF FACILITIES
    REQUIRING ATTENTION.













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

Figure 9.1.1 - 4: Close-out prohibited - list of facilities requiring attention

5. Once you review and complete all edits, the Close-Out Confirmation
    screen will appear (Figure 9.1.1 – 5).   To continue the Part A close-out process,
    press **<ENTER>** again.

Figure 9.1.1 - 5: Close-Out Confirmation screen

6.   If there are facilities that have not been updated, a list will appear in a pop-up
     menu on the close-out confirmation screen (Figure 9.1.1 – 6). Note that this
     list is just a reminder that these facilities have records you may need to update.

Figure 9.1.1 - 6: Facilities not updated pop-up

7. If you determine no review is necessary, proceed to step 8. If you need to review facilities, then proceed to the Turnaround option of the Payment Processing Menu. Once your review is complete, repeat step 1.

8. To continue the Part A close-out process, press **<ENTER>** again. If the pop-up list of facilities needing updates appears again, after you have reviewed them, press **<F3>** to exit the list and to continue close-out.

9. Tab to the **PRINT WORK SHEET FOR NEXT MONTH'S PROCESSING** field. Type "Y" if you want to receive a Turnaround worksheet for the close-out month or "N" if you do not want to receive a worksheet. For this example we type "Y" (Figure 9.1.1 – 7).

Figure 9.1.1 - 7: Request a Turnaround worksheet

10. Press **<ENTER>** and the message "GHB896- Press F10 to confirm Close-out (Part A) or F3 to cancel" will appear (Figure 9.1.1 – 8).

Figure 9.1.1 - 8: Press F10 to confirm Close-out of Part A

11. Press **<F10>** to confirm Close-out of Part A (Figure 9.1.1 – 9).

Figure 9.1.1 - 9: Part A closed out

9.1.2 Purchaser close-out Part B

Part B is done after all costs shown in the Subsidized Child Care Reimbursement System have been paid and the costs submitted are recorded on the official county financial records as an expense (Part A).

1. Type "1" in the **SELECTION** field. Press **<ENTER>**.
2. The message"GHB740 – To verify payments, press ENTER" will appear. Press **<ENTER>** to continue close out of Part B (Figure 9.1.2 – 1).

Figure 9.1.2 - 1: Verify payments, close-out Part B

3. The following message will appear: "To certify payments (Purchaser ID) for payment month (close-out month) press F10" (Figure 9.1.2 – 2).

Figure 9.1.2 - 2: Certify payments

4. Press **<F10>** to confirm certification of Part B. You will automatically return to
the Administrative Menu screen with a confirmation message (Figure 9.1.2 – 3).

```
GHB0101M            SUBSIDIZED CHILD CARE REIMBURSEMENT      05/18/07
07870001                  ADMINISTRATIVE MENU                14:07:28


   OPTION   DESCRIPTION                     KEY
   ------   ------------------------        --------------------------------
    (1)     PURCHASER CLOSE OUT             NONE (PART A & B = Y)
    (2)     PURCHASER UPDATE                NONE
    (3)     STATE CLOSE OUT                 NONE
    (4)     SECURITY INQUIRY                RACF ID
    (5)     SECURITY UPDATE                 RACF ID
    (6)     SECURITY ADD                    PURCHASER ID OR PARTNERSHIP ID
    (7)     SECURITY DELETE                 RACF ID
    (8)     DAILY CLOSEOUT LIST             NONE
    (9)     SERVICE DAYS UPDATE             NONE
   (10)     MARKET RATE                     NONE
   (11)     CASE WORKER UPDATE              NONE
   (12)     CLOSE OUT CONFIRMATION          PURID & CLOSE OUT YEAR AND MONTH
   (13)     XPTR/DATA WAREHOUSE/IE HELP     NONE
   (14)     ALTERNATIVE SCHEDULE REPORTS    NONE OR 'SIS'(REQUEST SIS NUMBERS)


   SELECTION: _    KEY:


  F KEYS:  1=Help  3=Exit  4=Main Menu
 PAYMENT CERTIFICATION (PART B) IS COMPLETE  APRIL
```

Figure 9.1.2 - 3: Close-out, Part B, complete

9.2 Purchaser Update

This option allows a purchaser to update all fields on the Purchaser Update screen except the **PURCHASER NAME** field. State offices use the information on this screen to mail reports and to contact purchasers; therefore, the information on this screen must be current. To add a new purchaser, please contact the Division of Child Development for assistance.

The **SMART START** field is used to note whether a purchaser's Smart Start reimbursement is processed through the system.   The **SMART START** field can be updated as needed.

1. *Type "2" in the* **SELECTION** *field (Figure 9.2 – 1).*

```
GHB0101M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/18/07
07870001                      ADMINISTRATIVE MENU                14:15:51

   OPTION    DESCRIPTION                  KEY
   ------    -----------------------      --------------------------------
    (1)      PURCHASER CLOSE OUT          NONE (PART A & B = Y)
    (2)      PURCHASER UPDATE             NONE
    (3)      STATE CLOSE OUT              NONE
    (4)      SECURITY INQUIRY             RACF ID
    (5)      SECURITY UPDATE              RACF ID
    (6)      SECURITY ADD                 PURCHASER ID OR PARTNERSHIP ID
    (7)      SECURITY DELETE              RACF ID
    (8)      DAILY CLOSEOUT LIST          NONE
    (9)      SERVICE DAYS UPDATE          NONE
   (10)      MARKET RATE                  NONE
   (11)      CASE WORKER UPDATE           NONE
   (12)      CLOSE OUT CONFIRMATION       PURID & CLOSE OUT YEAR AND MONTH
   (13)      XPTR/DATA WAREHOUSE/IE HELP  NONE
   (14)      ALTERNATIVE SCHEDULE REPORTS NONE OR 'SIS'(REQUEST SIS NUMBERS)

   SELECTION: 2_   KEY:

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

Figure 9.2 - 1: Select Option 2 - Purchaser Update

2. *Press* **<ENTER>** *and the Purchaser Update screen will appear (Figure 9.2 - 2).*

```
GHB5601M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/18/07
07870001                      PURCHASER UPDATE                   14:16:11

   PURCHASER ID:    078

   PURCHASER NAME:   ROBESON COUNTY
        ADDRESS 1:  DEPT OF SOCIAL SVCES          PHONE: ( 910 ) 671 - 6206
        ADDRESS 2:  DAY CARE COORDINATOR          EXT:
        CITY: LUMBERTON        STATE  NC      ZIP  28360 - 0000
        COURIER NO:   14 - 92 - 04
                              "Y" in the SMART START  field notes that a purchaser's Smart
   SMART START Y              Start reimbursement is processed through the system.

   CLOSE OUT DATE:      -    -         FOR PAYMENT MONTH 5

   CONTACT NAME 1: LISA BASS
   CONTACT NAME 2:                                PHONE: ( 910  ) 671  -   6206
                                                  EXT:
   EMAIL ADDRESS:
 LISA.BASS@DSS.CO.ROBESON.NC.US


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

Figure 9.2 - 2: Purchaser Update screen

3. *Tab to the appropriate field(s) and update information as needed. Press*
   <ENTER> (Figure 9.2 – 3).

Figure 9.2 - 3: Purchaser information updated, press F10 to confirm

4. *Press <F10> to confirm the updates (Figure 9.2 – 4).*

Figure 9.2 - 4: Successful Update

9.3   State Close-Out

This option is available to the state office only. If you try to access this option, you will receive the following message: "GHB072 - You are not authorized to Close Out State".

9.4   Security Inquiry

This option is available to the state office only. If you try to access this option, you will receive the following message: "GHB073 - You are not authorized to do a Security Inquiry".

9.5   Security Update

This option is available to the state office only. If you try to access this option, you will receive the following message: "GHB074 - You are not authorized to do a Security Update".

9.6   Security Add

This option is available to the state office only. If you try to access this option, you will receive the following message: "GHB076 - You are not authorized to do a Security Add".

9.7   Security Delete

This option is available to the state office only. If you try to access this option, you will receive the following message: "GHB077 - You are not authorized to do a Security Delete".

9.8   Daily Close-Out List

This option is available to the state office only. If you try to access this option, you will receive the following message: "GHB003 – Not authorized to use this task".

9.9   Service Days Update

This option is available to the state office only. If you try to access this option, you will receive the following message: "GHB003 – Not authorized to use this task".

9.10 Market Rate

This option is available to authorized state and purchaser staff to view current market rates.

9.11 Caseworker Update

This option allows you to add, update or query caseworker information through a caseworker list. This option is only available to a purchaser's authorized staff.

9.11.1   Performing an inquiry

1. *Type "11" in the **SELECTION** field (Figure 9.11.1 - 1).*

```
GHB0101M              SUBSIDIZED CHILD CARE REIMBURSEMENT       06/18/07
07870001                     ADMINISTRATIVE MENU                14:21:01

    OPTION    DESCRIPTION                      KEY
    ------    -----------------------          --------------------------------
     (1)      PURCHASER CLOSE OUT              NONE (PART A & B = Y)
     (2)      PURCHASER UPDATE                 NONE
     (3)      STATE CLOSE OUT                  NONE
     (4)      SECURITY INQUIRY                 RACF ID
     (5)      SECURITY UPDATE                  RACF ID
     (6)      SECURITY ADD                     PURCHASER ID OR PARTNERSHIP ID
     (7)      SECURITY DELETE                  RACF ID
     (8)      DAILY CLOSEOUT LIST              NONE
     (9)      SERVICE DAYS UPDATE              NONE
    (10)      MARKET RATE                      NONE
    (11)      CASE WORKER UPDATE               NONE
    (12)      CLOSE OUT CONFIRMATION           PURID & CLOSE OUT YEAR AND MONTH
    (13)      XPTR/DATA WAREHOUSE/IE HELP      NONE
    (14)      ALTERNATIVE SCHEDULE REPORTS     NONE OR 'SIS'(REQUEST SIS NUMBERS)

    SELECTION: 11   KEY: _

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

Figure 9.11.1 - 1: Select Option 11 - Case Worker Update

2. *Press **<ENTER>** and a caseworker list will appear (Figure 9.11.1 - 2).*

```
GHB6601M            SUBSIDIZED CHILD CARE REIMBURSEMENT        06/18/07
07870001                    CASE WORKER LIST                   14:23:57

PURCHASER: 78
SEARCH FOR:

           CASE        LAST          FIRST              PHONE
   SEL     WORKER      NAME           NAME      MI      NUMBER      STATUS

     =     555444  PUBLIC         JANE         Q   (919)555-4444   A
     _     123123  SMITH          JOHN         C   (919)555-1212   A
     _     456456  WASHINGTON     GEORGE           (919)555-7878   A

  F KEYS:1=Help  2=Add New Case Worker  3=Exit  4= Main Menu  7=Up  8=Down
  GHB011- TOP OF LIST - select row then press ENTER or F3.
```

Figure 9.11.1 - 2: Case Worker List screen

3. Tab down and type "I" in the **SEL** field by the caseworker you want to query (Figure 9.11.1 – 3).

```
GHB6601M              SUBSIDIZED CHILD CARE REIMBURSMENT          06/18/07
07870001                      CASE WORKER LIST                    14:24:36

PURCHASER: 78
SEARCH FOR:

             CASE         LAST           FIRST              PHONE
   SEL      WORKER        NAME            NAME     MI       NUMBER    STATUS

    I       555444  PUBLIC          JANE          Q    (919)555-4444  A
    =       123123  SMITH           JOHN          C    (919)555-1212  A
    _       456456  WASHINGTON      GEORGE             (919)555-7878  A




 F KEYS:1=Help  2=Add New Case Worker  3=Exit  4= Main Menu  7=Up  8=Down
 GHB011- TOP OF LIST - select row then press ENTER or F3.
```

Figure 9.11.1 - 3: Select a record for inquiry

4. Press **<ENTER>** and the information for that caseworker will appear. This screen is view only; information cannot be updated (Figure 9.11.1 – 4).

```
GHB6501M              SUBSIDIZED CHILD CARE REIMBURSEMENT         06/18/07
07870001                      CASE WORKER                        14:24:39

      CASE WORKER: 555444           PURCHASER:  78

         FIRST NAME:     JANE
         MIDDLE INIT:    Q
         LAST NAME:      PUBLIC

         RACF ID:
         STAFF ID:                      NOT IN SECURITY TABLE

         PHONE NUMBER:   ( 919 ) 555 - 4444   EXT:

         EMAIL ADDRESS:  JANE.PUBLIC@ANYMAIL.COM


         NOTES:          JUST A NOTE


         WORKER STATUS:   A    (A)ctive, (T)erminated

   F KEYS:  1=Help  3=Exit  4=Main Menu
   GHB361- Message displayed - INQUIRY ONLY.
```

Figure 9.11.1 - 4: Record selected - inquiry only

9.11.2 Performing an update

1. *From the Case Worker List screen, tab down and type "U" in the **SEL** field by the caseworker you want to update (Figure 9.11.2 – 1).*

```
GHB6601M              SUBSIDIZED CHILD CARE REIMBURSMENT        06/18/07
07870001                        CASE WORKER LIST                14:23:57

PURCHASER: 78
SEARCH FOR:

            CASE      LAST         FIRST              PHONE
   SEL     WORKER     NAME         NAME      MI       NUMBER    STATUS

    _      555444  PUBLIC        JANE        Q    (919)555-4444  A
    u      123123  SMITH         JOHN        C    (919)555-1212  A
    =      456456  WASHINGTON    GEORGE           (919)555-7878  A

   F KEYS:1=Help  2=Add New Case Worker  3=Exit  4= Main Menu  7=Up  8=Down
   GHB011- TOP OF LIST - select row then press ENTER or F3.
```

Figure 9.11.2 - 1: Select a case worker to update

2. *Press **<ENTER>** and the information for that caseworker will appear (Figure 9.11.2 – 2).*

```
GHB6501M  TRAINING   SUBSIDIZED CHILD CARE REIMBURSEMENT       06/18/07
07870001                        CASE WORKER                    14:24:05

        CASE WORKER: 123123           PURCHASER:  78

        FIRST NAME:      JOHN
        MIDDLE INIT:     C
        LAST NAME:       SMITH

        RACF ID:
        STAFF ID:                     NOT IN SECURITY TABLE

        PHONE NUMBER:    ( 919 ) 555 - 1212   EXT:

        EMAIL ADDRESS:


        NOTES:


        WORKER STATUS:   A    (A)ctive, (T)erminated

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

Figure 9.11.2 - 2: Selected record before update

3. Tab to the appropriate field(s) and make the necessary change(s).   Press
    <ENTER> to update changes (Figure 9.11.2 - 3).

Figure 9.11.2 - 3: Record updated, press F10 to confirm

4. Press *<F10>* to confirm and generate the "GHB152 – Successful Update"
    message (Figure 9.11.2 - 4).

Figure 9.11.2 - 4: Successful update

9.11.3 Adding a caseworker

1. From the Case Worker List screen, tab down and type "A" in the **SEL** field by any name (Figure 9.11.3 – 1).

```
GHB6601M              SUBSIDIZED CHILD CARE REIMBURSMENT        06/18/07
07870001                    CASE WORKER LIST                    16:39:12

PURCHASER: 78
SEARCH FOR:

            CASE       LAST          FIRST            PHONE
    SEL     WORKER     NAME          NAME     MI      NUMBER      STATUS

    _       555444  PUBLIC         JANE       Q    (919)555-4444  A
    A       123123  SMITH          JOHN       C    (919)555-1212  A
    =       456456  WASHINGTON     GEORGE          (919)555-7878  T










F KEYS:1=Help  2=Add New Case Worker  3=Exit  4= Main Menu  7=Up  8=Down
GHB011- TOP OF LIST - select row then press ENTER or F3.
```

Figure 9.11.3 - 1: Type "A" beside any name to add a record

2. Press **<ENTER>** and a blank caseworker screen will appear (Figure 9.11.3 – 2).

```
GHB6501M              SUBSIDIZED CHILD CARE REIMBURSEMENT       06/18/07
07870001                    CASE WORKER                        16:45:38

      CASE WORKER: _              PURCHASER:  78

       FIRST NAME:
       MIDDLE INIT:
       LAST NAME:

       RACF ID:
       STAFF ID:                   NOT IN SECURITY TABLE

       PHONE NUMBER:    (    )    -        EXT:

       EMAIL ADDRESS:


       NOTES:


       WORKER STATUS:        (A)ctive, (T)erminated
    F KEYS:  1=Help  3=Exit  4=Main Menu
```

Figure 9.11.3 - 2: Blank record screen

3. *Add caseworker information and press* ***<ENTER>*** *(Figure 9.11.3 - 3).*

```
GHB6501M           SUBSIDIZED CHILD CARE REIMBURSEMENT      06/18/07
07870001                      CASE WORKER                   16:46:42

     CASE WORKER: 898989          PURCHASER:  78

        FIRST NAME:     BETSY
        MIDDLE INIT:
        LAST NAME:      ROSS

        RACF ID:
        STAFF ID:                       NOT IN SECURITY TABLE

        PHONE NUMBER:    ( 919 ) 555 - 5656   EXT:  123

        EMAIL ADDRESS:    BETSY.ROSS@ANYMAIL.COM


        NOTES:


        WORKER STATUS:   A    (A)ctive, (T)erminated

   F KEYS:  1=Help  3=Exit  4=Main Menu
   GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure 9.11.3 - 3: Press F10 to confirm record add

4. *Press* ***<F10>*** *to confirm and generate the "GHB151 – Successful Add" message (Figure 9.11.3 - 4).*

```
GHB6501M           SUBSIDIZED CHILD CARE REIMBURSEMENT      06/18/07
07870001                      CASE WORKER                   16:46:46

     CASE WORKER: _              PURCHASER:  78

        FIRST NAME:
        MIDDLE INIT:
        LAST NAME:

        RACF ID:
        STAFF ID:                       NOT IN SECURITY TABLE

        PHONE NUMBER:    (    )    -        EXT:

        EMAIL ADDRESS:


        NOTES:


        WORKER STATUS:        (A)ctive, (T)erminated

   F KEYS:  1=Help  3=Exit  4=Main Menu
   GHB151- Successful Add.
```

Figure 9.11.3 - 4: Successful add

5. *View the added record on the Case Worker List screen (Figure 9.11.3 – 5).*

Figure 9.11.3 - 5: Case Worker List screen with added record

9.11.4 Adding a caseworker using F2 from the caseworker list screen

1. *Press <F2> from the Case Worker List screen (Figure 9.11.3 – 1).*

2. *Follow steps 2 through 5 in Section 9.11.3.*

Figure 9.11.4: Add a case worker using F2

9.12 Close-Out Confirmation

This option is available to the state office only. If you try to access this option, you will receive the following message: "GHB711 - You are not authorized to do Close-Out Confirmation".

9.13 XPTR/Data Warehouse/IE Help

This option gives you access to help menus for XPTR, Data Warehouse and Interface Engine Systems.   All menus accessed through this option are information-only menus designed to help you utilize these systems.

9.13.1 Accessing the X/PTR Access and Print Help Menu screen

1. *Type "13" in the* **SELECTION** *field (Figure 9.13.1 - 1).*

Figure 9.13.1 - 1: Select Option 13 - XPTR/DATA WAREHOUSE /IE HELP

2. *Press* **<ENTER>** *and the XPTR/Data Warehouse/ IE Help screen will appear (Figure 9.13.1 - 2).*

Figure 9.13.1 - 2: XPTR/DATA WAREHOUSE /IE HELP screen

3. To view the X/PTR Access and Print Help Menu, type "1" in the **SELECTION** field. Press **<ENTER>** (Figure 9.13.1 – 3).


```
GHB0103M                   SUBSIDIZED CHILD CARE REIMBURSEMENT
                           X/PTR ACCESS AND PRINT  HELP MENU


    OPTION   DESCRIPTION                   KEY
    ------   ------------------------      ---------------------------------
     (1)     GENERAL INFORMATION           NONE
     (2)     ACCESS PROCEDURES             NONE
     (3)     REPORT LIST AND PRINT OPTS    NONE
     (4)     VIEWING THE REPORTS           NONE
     (5)     LOGOFF PROCEDURES             NONE
     (6)     FIRST TIME SIGNING ON         NONE
     (7)     SETTING PRINTER DEFAULTS      NONE
     (8)     MODIFYING USER PROFILE        NONE







    SELECTION: _    KEY:


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

Figure 9.13.1 - 3: XPTR Access and Print Help Menu

4. From the menu enter an option in the **SELECTION** field and press **<ENTER>**. Option 3 was entered for this example (Figure 9.13.1 – 4).


```
   GHB01036              SUBSIDIZED CHILD CARE REIMBURSEMENT
                                ADMINISTRATIVE MENU
                         XPTR ACCESS AND PRINT PROCEDURES

    X/PTR LATEST REPORTS OPTIONS
    A. COMMAND PRO - INITIAL LIST OF REPORTS
       This command allows you to add and/or remove report directories
       from your User Profile. Refer to VIII below for instructions on
       modifying your User Profile.
    B. OPTION B - DISPLAY ON TERMINAL
       1. Key B under the "Opt" column to the left of the report
          you want to view.  Press Enter
       2. The message 'Report (REPORT NAME XYZ) is not available on disk'
          appears if the report must be recalled. Press Enter to
          request the report.  In a few minutes, key B again to the
          left of the report name. If the report is still not
          available when you try again, DO NOT PRESS ENTER AGAIN. If
          you press Enter again, X/PTR generates another request for
          the report. Multiple requests for the same report slows
          response time.  Press PF3 to exit and return to the V22:
          Favorites screen.
       NOTE: Press PF3 to exit without requesting the report.
    F KEYS:  3=Exit
```

Figure 9.13.1 - 4: XPTR Access and Print Help Menu, option 3

9.13.2 Accessing the Data Warehouse Help screen

1. *To view the Data Warehouse Help screen from the XPTR/Data Warehouse/ IE Help screen, type "2" in the **SELECTION** field (Figure 9.13.2 – 1).*

```
GHB0102M                SUBSIDIZED CHILD CARE REIMBURSEMENT
                        XPTR / DATA WAREHOUSE / IE   HELP


   OPTION   DESCRIPTION                   KEY
   ------   -----------------------       ---------------------------------
    (1)     X/PTR REPORT DISTRIBUTION     NONE
    (2)     DATA WARE-HOUSE REPORTS       NONE
    (3)     INTERFACE ENGINE (IE)         NONE













   SELECTION: 2_   KEY:


 F KEYS:  1=Help  3=Exit
```
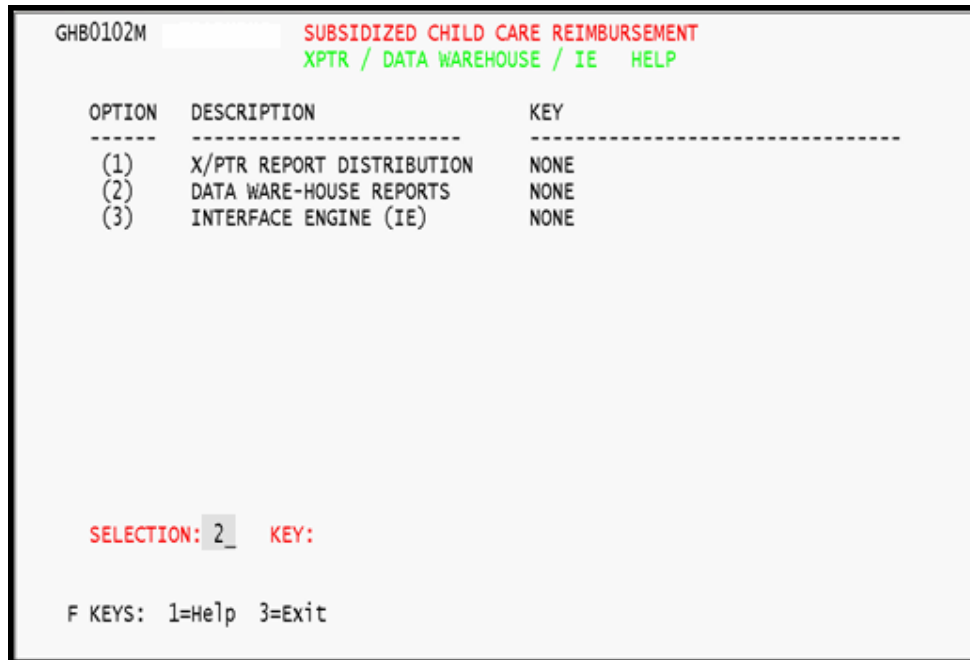
Figure 9.13.2 - 1: Select Option 2 from the XPTR/DATA WAREHOUSE /IE HELP screen

2. *Press **<ENTER>** and the Data Warehouse Help screen will appear (Figure 9.13.2 – 2).*

```
GHB01022              SUBSIDIZED CHILD CARE REIMBURSEMENT
                              ADMINISTRATIVE MENU
                            DATA WAREHOUSE HELP


    Client Services Data Warehouse allows users to build custom
    queries using data from various DHHS source systems.  For a
    complete list of source systems and access to the product please
    call (919) 715-0728 or email cdswsupport@ncmail.net.
    The tool web site is located at https://www.dw.dhhs.state.nc.us.












 F KEYS:  3=Exit
```

Figure 9.13.2 - 2: DATA WAREHOUSE HELP screen

9.13.3 Accessing the Interface Engine Help screen

1. *To view the Interface Engine Help screen from the XPTR/Data Warehouse/ IE Help screen, type "3" in the **SELECTION** field (Figure 9.13.3 – 1).*

```
GHB0102M                  SUBSIDIZED CHILD CARE REIMBURSEMENT
                          XPTR / DATA WAREHOUSE / IE   HELP

   OPTION    DESCRIPTION                  KEY
   ------    -----------------------      --------------------------------
    (1)      X/PTR REPORT DISTRIBUTION    NONE
    (2)      DATA WARE-HOUSE REPORTS      NONE
    (3)      INTERFACE ENGINE (IE)        NONE












     SELECTION: 3_   KEY:


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

Figure 9.13.3 - 1: Select Option 3 from the XPTR/DATA WAREHOUSE /IE HELP screen

2. *Press **<ENTER>** and the Interface Engine Help screen will appear Figure 9.13.3 – 2).*

```
   GHB01021              SUBSIDIZED CHILD CARE REIMBURSEMENT
                               ADMINISTRATIVE MENU
                             INTERFACE ENGINE HELP



      You may be able to electronically interface with the SCC system
      through your county system. Contact information is provided below.
      Note: this is not a State maintained interface.


      Osmond Christian
      Integration Engineer
      919.855.3119








   F KEYS:  3=Exit
```

Figure 9.13.3 - 2: INTERFACE ENGINE (IE) HELP screen

9.14 Alternative Schedule Reports

This option allows you to request reports created for a specific purpose or situation. These reports may be designed to encompass state-wide data or data for a specific purchaser to be accessed only by that purchaser. Specifications for these reports are determined by state office staff in conjunction with the person requesting the report. The reports are then emailed to the purchaser. This option also allows you to cancel a request, modify a request or view a list of available reports.

1. *Type "14" in the **SELECTION** field (Figure 9.14 - 1).*

```
GHB0101M              SUBSIDIZED CHILD CARE REIMBURSEMENT        04/26/07
07870001                    ADMINISTRATIVE MENU                  18:02:35

    OPTION    DESCRIPTION                      KEY
    ------    -----------------------          ---------------------------------
     (1)      PURCHASER CLOSE OUT              NONE (PART A & B = Y)
     (2)      PURCHASER UPDATE                 NONE
     (3)      STATE CLOSE OUT                  NONE
     (4)      SECURITY INQUIRY                 RACF ID
     (5)      SECURITY UPDATE                  RACF ID
     (6)      SECURITY ADD                     PURCHASER ID OR PARTNERSHIP ID
     (7)      SECURITY DELETE                  RACF ID
     (8)      DAILY CLOSEOUT LIST              NONE
     (9)      SERVICE DAYS UPDATE              NONE
     (10)     MARKET RATE                      NONE
     (11)     CASE WORKER UPDATE               NONE
     (12)     CLOSE OUT CONFIRMATION           PURID & CLOSE OUT YEAR AND MONTH
     (13)     XPTR/DATA WAREHOUSE/IE HELP      NONE
     (14)     ALTERNATIVE SCHEDULE REPORTS     NONE OR 'SIS'(REQUEST SIS NUMBERS)

    SELECTION: 14   KEY: _

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

Figure 9.14 - 1: Select Option 14 - Alternative Schedule Reports

2. *Press **<ENTER>** and the Alternative Report Request screen will appear (Figure 9.14 - 2).*

```
GHB1101M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/19/07
09270001                    ALTERNATIVE REPORT REQUEST          13:19:24


    PURCHASER ID: 092 WAKE COUNTY

    REPORT NUMBER: _____   REPORT NAME:

    REQUEST DATE: _____  (yyyy-mm-dd) REPORT PAY MONTH 05 YEAR 2007

    ENTER YOUR EMAIL ADDRESS BELOW:
    EMAIL ADDRESS 1:
    _____

    EMAIL ADDRESS 2:
    _____

    EMAIL ADDRESS 3:
    _____


 F KEYS: 1=Help 3=Exit 4=Main Menu 9=List Reports Menu
```

Figure 9.14.1 - 2: Alternative Report Request Screen

9.14.1 Requesting alternative reports – report number known

1. At the Alternative Report Request screen, key data in the following fields: **REPORT NUMBER, REQUEST DATE, REPORT PAY MONTH, YEAR** and **EMAIL ADDRESS**. Press **<ENTER>** (Figure 9.14.1 – 1).

Figure 9.14.1 - 1: Report requested, report number known, press F10

2. Press **<F10>** to confirm your request and to receive the message "GHB944 – Report Request Scheduled for date requested" (Figure 9.14.1 – 2).

Figure 9.14.1 - 2: Report request scheduled

9.14.2 Requesting alternative reports – report number not known

1. *At the Alternative Report Request screen, press **<F9>** (Figure 9.14.2 – 1).*

```
GHB1101M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/19/07
09270001                  ALTERNATIVE REPORT REQUEST            13:19:24


      PURCHASER ID: 092 WAKE COUNTY

      REPORT NUMBER: _____   REPORT NAME:

      REQUEST DATE: _____ (yyyy-mm-dd) REPORT PAY MONTH 05 YEAR 2007

      ENTER YOUR EMAIL ADDRESS BELOW:
      EMAIL ADDRESS 1:
        _____

      EMAIL ADDRESS 2:
        _____

      EMAIL ADDRESS 3:
        _____



   F KEYS: 1=Help 3=Exit 4=Main Menu 9=List Reports Menu
```

Figure 9.14.2 - 1: Press F9 to view a list of reports

2. *The List Alternative Reports Menu screen appears. Type "1" in the **SELECTION** field to view the list of available reports (Figure 9.14.2 – 2).*

```
GHB1102M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/19/07
09270001                  LIST ALTERNATIVE REPORTS MENU         13:28:06

   OPTION  DESCRIPTION                         KEY
   ------  -----------------------------------  -----------------------------

    (1)    AVAILABLE REPORTS LIST              NONE

    (2)    PROCESSED REPORTS LIST              NONE

    (3)    MODIFY OR CANCEL ACTIVE REQUEST     NONE







      SELECTION: 1   KEY:

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

Figure 9.14.2 - 2: Report number not known, select option 1 - Available Report List

3. *Tab to the desired report and type "S" in the **SEL** field. Press **<ENTER>** (Figure 9.14.2 – 3).*
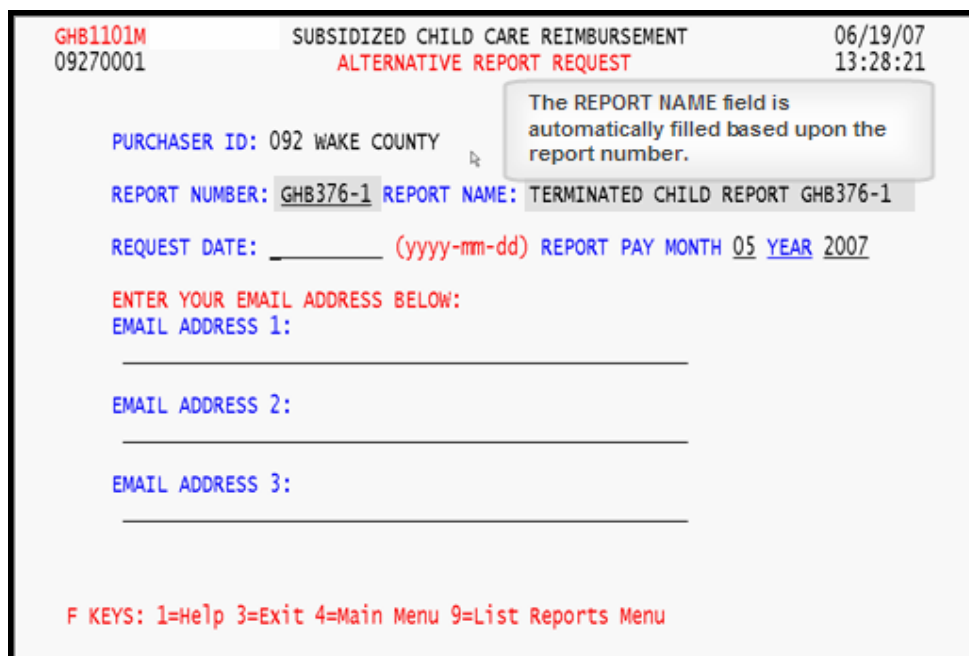
```
GHB1103M            SUBSIDIZED CHILD CARE REIMBURSEMENT        6/19/07
09270001            ALTERNATIVE REPORTS AVAILABLE LIST         13:28:18

PURCHASER 92
SEL  REPORTID                    DESCRIPTION
 S   GHB376-1     TERMINATED CHILD REPORT GHB376-1
 _   GHB377-1     NEW CHILD REPORT GHB377-1
```

```
F KEYS:1=Help  3=Exit  4=Main Menu  7=Up  8=Down
GHB012- END OF LIST - select row then press ENTER or F3.
```

Figure 9.14.2 - 3: Report selected

4. *You will be taken back to the Alternative Report Request screen with the report number automatically filled with your selection (Figure 9.14.2 – 4).*

```
GHB1101M            SUBSIDIZED CHILD CARE REIMBURSEMENT        06/19/07
09270001            ALTERNATIVE REPORT REQUEST                13:28:21
                                      ┌─────────────────────────────┐
                                      │ The REPORT NAME field is     │
    PURCHASER ID: 092 WAKE COUNTY     │ automatically filled based upon the │
                                 ⌐    │ report number.               │
                                      └─────────────────────────────┘
    REPORT NUMBER: GHB376-1 REPORT NAME: TERMINATED CHILD REPORT GHB376-1

    REQUEST DATE: _____ (yyyy-mm-dd) REPORT PAY MONTH 05 YEAR 2007

    ENTER YOUR EMAIL ADDRESS BELOW:
    EMAIL ADDRESS 1:
    _____

    EMAIL ADDRESS 2:
    _____

    EMAIL ADDRESS 3:
    _____


  F KEYS: 1=Help 3=Exit 4=Main Menu 9=List Reports Menu
```

Figure 9.14.2 - 4: Alternative Report Request screen generated from report selection

5. *Repeat steps 1 and 2 in Section 9.14.1.*

9.14.3 Modifying a report request

1. *At the Alternative Report Request screen, press* ***<F9>*** *(Figure 9.14.3 – 1).*

```
GHB1101M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/19/07
09270001                   ALTERNATIVE REPORT REQUEST           13:19:24


      PURCHASER ID: 092 WAKE COUNTY

      REPORT NUMBER: _____   REPORT NAME:

      REQUEST DATE: _____  (yyyy-mm-dd) REPORT PAY MONTH 05 YEAR 2007

      ENTER YOUR EMAIL ADDRESS BELOW:
      EMAIL ADDRESS 1:
        _____

      EMAIL ADDRESS 2:
        _____

      EMAIL ADDRESS 3:
        _____


    F KEYS: 1=Help 3=Exit 4=Main Menu 9=List Reports Menu
```

Figure 9.14.3 - 1: Press F9 to view the List Alternative Reports menu

2. *The List Alternative Reports Menu screen appears. Type "3" in the* ***SELECTION*** *field to modify a requested report (Figure 9.14.3 – 2).*

```
GHB1102M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/19/07
09270001                   LIST ALTERNATIVE REPORTS MENU        13:28:44

   OPTION  DESCRIPTION                          KEY
   ------  ------------------------------------ -----------------------------

    (1)    AVAILABLE REPORTS LIST               NONE

    (2)    PROCESSED REPORTS LIST               NONE

    (3)    MODIFY OR CANCEL ACTIVE REQUEST      NONE







      SELECTION: 3   KEY: _

    F KEYS: 1=Help  3=Exit  4=Main Menu
```
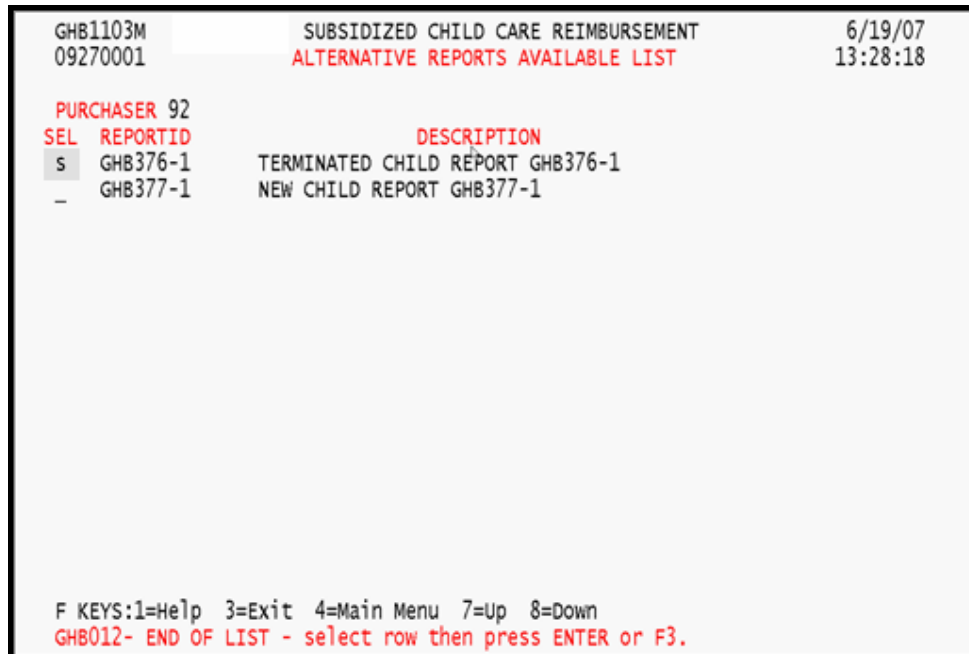
Figure 9.14.3 - 2: Select option 3 - Modify or Cancel Active Request

3. *You will be taken back to the Requested Reports List screen. Type "S" in the **SEL** field beside the record you want to modify. Press **<ENTER>** (Figure 9.14.3 – 3).*


```
GHB1103M              SUBSIDIZED CHILD CARE REIMBURSEMENT        6/19/07
09270001                  REQUESTED REPORTS LIST                13:28:49

PURCHASER 92                                                    REQUEST
SEL  REPORTID                 DESCRIPTION                        DATE
 S   GHB376-1     TERMINATED CHILD REPORT GHB376-1            2007-06-19
 _   GHB376-1     TERMINATED CHILD REPORT GHB376-1            2007-06-19




 Enter S to modify a request, D to delete an active request.
 F KEYS:1=Help  3=Exit  4=Main Menu  7=Up  8=Down
 GHB012- END OF LIST - select row then press ENTER or F3.
```

Figure 9.14.3 - 3: Select a report to modify

4. *You will be taken to the Alternative Report Request screen containing information from your selection (Figure 9.14.3 – 4). Make the necessary changes and press **<ENTER>**. Then press **<F10>** to confirm the update.*


```
GHB1101M              SUBSIDIZED CHILD CARE REIMBURSEMENT       06/19/07
09270001                  ALTERNATIVE REPORT REQUEST           13:28:54


    PURCHASER ID: 092 WAKE COUNTY

    REPORT NUMBER: GHB376-1 REPORT NAME: TERMINATED CHILD REPORT GHB376-1

    REQUEST DATE: 2007-06-19 (yyyy-mm-dd) REPORT PAY MONTH 05 YEAR 2007

    ENTER YOUR EMAIL ADDRESS BELOW:
    EMAIL ADDRESS 1:
     JOHN.DOE@ANYMAIL.COM
                                              Highlighted fields
    EMAIL ADDRESS 2:                          are available for
                                              update.

    EMAIL ADDRESS 3:



  F KEYS: 1=Help 3=Exit 4=Main Menu 9=List Reports Menu
  GHB942 - Record selected for Email or Paydate change.
```

Figure 9.14.3 - 4: Report generated for update

9.14.4 Canceling/deleting a report request

1. *At the Alternative Report Request screen, press **<F9>** (Figure 9.14.4 – 1).*

```
GHB1101M              SUBSIDIZED CHILD CARE REIMBURSEMENT      06/19/07
09270001                 ALTERNATIVE REPORT REQUEST           13:28:04


      PURCHASER ID: 092 WAKE COUNTY           ▷

      REPORT NUMBER: _____   REPORT NAME:

      REQUEST DATE: _____ (yyyy-mm-dd) REPORT PAY MONTH 05 YEAR 2007

      ENTER YOUR EMAIL ADDRESS BELOW:
      EMAIL ADDRESS 1:
         _____

      EMAIL ADDRESS 2:
         _____

      EMAIL ADDRESS 3:
         _____


    F KEYS: 1=Help 3=Exit 4=Main Menu 9=List Reports Menu
```

Figure 9.14.4 - 1: Press F9 to view the List Alternative Reports menu

2. *The List Alternative Reports Menu screen appears. Type "3" in the **SELECTION** field to cancel a requested report (Figure 9.14.4 – 2).*

```
GHB1102M              SUBSIDIZED CHILD CARE REIMBURSEMENT      06/19/07
09270001                 LIST ALTERNATIVE REPORTS MENU        13:28:44

   OPTION  DESCRIPTION                        KEY
   ------  -------------------------------    ----------------------------
                                  ▷
    (1)    AVAILABLE REPORTS LIST             NONE

    (2)    PROCESSED REPORTS LIST             NONE

    (3)    MODIFY OR CANCEL ACTIVE REQUEST    NONE






      SELECTION: 3   KEY: _

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

Figure 9.14.4 - 2: Select option 3 - Modify or Cancel Active Request

3. *You will be taken back to the Requested Reports List screen. Type "D" in the **SEL** field beside the record you want to cancel. Press **<ENTER>** (Figure 9.14.4 – 3).*


```
GHB1103M              SUBSIDIZED CHILD CARE REIMBURSEMENT      6/19/07
09270001                 REQUESTED REPORTS LIST              13:29:26

  PURCHASER 92                                                REQUEST
  SEL  REPORTID              DESCRIPTION                        DATE
   _   GHB376-1    TERMINATED CHILD REPORT GHB376-1          2007-06-19
   D   GHB376-1    TERMINATED CHILD REPORT GHB376-1          2007-06-19







  ⤷



     Enter S to modify a request, D to delete an active request.
   F KEYS:1=Help  3=Exit  4=Main Menu  7=Up  8=Down
   GHB012- END OF LIST - select row then press ENTER or F3.
```

Figure 9.14.4 - 3: Select a report to cancel

4. *You will receive the "GHB064 – Delete successful, you may continue…" message (Figure 9.14.4 – 4).*


```
GHB1103M              SUBSIDIZED CHILD CARE REIMBURSEMENT      6/19/07
09270001                 REQUESTED REPORTS LIST              13:29:40

  PURCHASER 92                                                REQUEST
  SEL  REPORTID              DESCRIPTION                        DATE
       GHB376-1    TERMINATED CHILD REPORT GHB376-1          2007-06-19

   _






  ⤷



     Enter S to modify a request, D to delete an active request.
   F KEYS:1=Help  3=Exit  4=Main Menu  7=Up  8=Down
   GHB064- Delete successful, you may continue...
```

Figure 9.14.4 - 4: Delete successful