



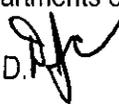
Beverly Eaves Perdue, Governor

Albert A. Delia, Acting Secretary

Deborah J. Cassidy, Director

SUBSIDIZED CHILD CARE SERVICES ADMINISTRATIVE LETTER No. 03-12

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

FROM: Deborah J. Cassidy, Ph.D. 

ISSUED: March 15, 2012

SUBJECT: Subsidized Child Care – Global Move Function Disable

EFFECTIVE DATE: March 15, 2012

The purpose of this memorandum is to advise staffs who work with the Subsidized Child Care Program in their county of a systems modification to the Subsidized Child Care Reimbursement System (SCCRS/GH02).

In the event that a childcare facility was issued a new license due to ownership change or due to a location change, workers keying payment information into SCCRS were allowed to "move" all payment records, for all children, from one facility ID to another using a single data entry "short cut", called the Global Payment Change (or Global Move) function. Workers simply entered the new facility ID as displayed below, and pressed the F9 key to complete the "move" or "transfer" of the demographic and payment information *for all children* to the new SCCRS facility ID number.

GHB7101M	TRAINING	SUBSIDIZED CHILD CARE REIMBURSEMENT										03/08/12	
99990162		TURNAROUND										13:15:30	
PAYMENT MONTH: SEPTEMBER													
----	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													
SMITH	MARY	20053263132	2	0911	009	811	R12	25	22	541.00	110.00	431.00	
SMITH	MARY	20053263132	2	0911	009	811	R12	25	22	541.00	110.00	431.00	
ROGERS	BILL	20053263089	2	0911	020	811	R10	20	22	585.00		585.00	
ROGERS	BILL	20053263089	2	0911	020	811	R10	20	22	585.00		585.00	
ROGERS	ROBB	20053259566	2	0911	020	811	R12	20	22	541.00		541.00	
ROGERS	ROBB	20053259566	2	0911	020	811	R12	20	22	541.00		541.00	
STARS 3 SMART START BONUS %													
PROVIDER: 611038		FACILITY: D6110007 LAUREL CREEK CHILD D PURCHASER: 100											
		NEW FACILITY: D61700131											
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.													

However, "moving" or changing data using this function is now known to cause a conflict with how SCCRS data entry updates are identified, processed and transmitted to the new SEEK system each day. In short, use of the Global Move function results in children's authorizations that are not properly terminated at the old facility ID, and are not correctly re-established at the new facility ID. This in turn prevents parents from properly recording attendance for their children at the correct facility.

In order to maintain the integrity of the data in the SEEK system, it has become necessary to disable the Global Move process. Workers will now see a reminder message if and when this function is attempted.

GHB7101M	TRAINING	SUBSIDIZED CHILD CARE REIMBURSEMENT	03/08/12
99990162		TURNAROUND	13:20:23
PAYMENT MONTH: SEPTEMBER			
-----	NAME	-----	
LAST	FIRST	DCS	CL SVC CAT ND RTE FD SVC MONTH PARENT PAYMENT
			FEE AMOUNT
<= Search for			
SMITH	MARY	20053263132	2 0911 009 811 R12 25 22 541.00 110.00 431.00
SMITH	MARY	20053263132	2 0911 009 811 R12 25 22 541.00 110.00 431.00
ROGERS	BILL	20053263089	2 0911 020 811 R10 20 22 585.00 585.00
ROGERS	BILL	20053263089	2 0911 020 811 R10 20 22 585.00 585.00
ROGERS	ROBB	20053259566	2 0911 020 811 R12 20 22 541.00 541.00
ROGERS	ROBB	20053259566	2 0911 020 811 R12 20 22 541.00 541.00
STARS 3 SMART START BONUS %			
PROVIDER: 611038	FACILITY: D6110007	LAUREL CREEK CHILD D	PURCHASER: 100
NEW FACILITY: D6170011			
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			
GHB261 - Global change disabled			

To "move" a group of children to a new facility ID now requires that the worker properly terminate each individual payment record using Client Status 4 at the old facility ID. Each child must then be added to the new facility by selecting Option 2 - Add Payment for New Child from the SCCRS Payment Processing Menu. Workers should include the Facility ID and the Child ID when performing the new "add" for a child from Option 2, as displayed below.

GHB7001M	TRAINING	SUBSIDIZED CHILD CARE REIMBURSEMENT	03/06/12
99990162		PAYMENT PROCESSING MENU FOR PAYMENT MONTH: SEPTEMBER	19:01:20
OPTION DESCRIPTION		KEY	
1)	TURNAROUND	FACILITY ID (OPTIONAL)	
2)	ADD PAYMENT FOR NEW CHILD	FACID / CHILD ID/SERV MTH (OPT)	
3)	PRIOR MONTH CORRECTION	FACILITY ID / SERVICE MONTH	
4)	LIST OF FACILITIES REQUIRING ATTENTION	NONE	
5)	SMART START BONUS % CENTERS	SERV MTH (OPT) /PUR/CNTY	
6)	SMART START BONUS % HOMES	SERV MTH (OPT) /PUR/CNTY	
7)	CARDHOLDER INFORMATION	NONE	
8)	FACILITY ATTENDANCE	NONE	
9)	CARD-HOLDER LIST	NONE	
SELECTION: 2	d6170011	20053255132	(MMYYYY)
	FACILITY ID	CHILD ID	SVC MO
			100
			PURCHASER
			COUNTY
F KEYS: 1=Help 2=Child Name Search 3=EXIT 4=Main Menu			

Entry of Purchaser ID is required for State staffs only.

100
PURCHASER

Including the appropriate Facility ID and Child ID on the menu page results in the child's demographic information (which has already been saved in prior payments) being added "automatically" – without the need for the worker to completely re-key all the data. The worker is then only required to complete entry of the payment data fields (rate, service days, fund source, etc.) and save the record.

GHB7301M TRAINING	SUBSIDIZED CHILD CARE REIMBURSEMENT	03/08/12
99990162	CHILD DEMOGRAPHIC DETAIL	09:25:35
LAST NAME MADISON	FIRST NAME KAREN MI	VIEW FAMILY DATA
DCS ID 20053255132	EIS ID	EIS CASE
DOB 2007-07-30	RACE B	ETHNICITY N GENDER F LANGUAGE EN
FAMILY CASE 027651	ELIGIBILITY BEGIN 2011-02-24	END 2012-02-23
JOINT CASE IND N	NO. RESPONSIBLE ADULTS 1	MONTHLY INCOME 0886
COUNTY 100 YANCEY	INCOME UNIT SIZE 2	LIVES WITH RELATIVE/TYPE Y P

CHILD PAYMENT DETAIL		
FACILITY D6170011 HOLLIFIELD'S CHRISTIAN CHILDCARE		
SERVICE MONTH 2012 02 FEBRUARY	PROVIDER 611052 CHILDREN'S MINISTRY	
MONTHLY PAYMENT RATE	MONTH PAYMENT REQUESTED 03 MARCH	
MONTHLY PARENT FEE	FEE BEGINS	SERVICE AMOUNT
SERVICE DAYS 21	PARTIAL	PARENT FEE AMOUNT
		PAYMENT AMOUNT
\$1.00 FOOD SUPPLEMENT (Y/N) N	STARS N	SS QUALITY BONUS (Y/N) N
SPECIAL FEES	FUND SOURCE	
RATE GROUP	CLIENT STATUS	
CATEGORY CD		MORE @ FOUR (Y/N) 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		
GHB148- Child has been found using DCS ID.		

SEEK Considerations for Global Move Changes

Due to the fact that SCCRS is a system that tracks payment information entered *in arrears*, and SEEK is a system that tracks authorizations and attendance *in real time*, county staff is expected to enter changes as they occur to record payment terminations, and subsequent new child/payment entries into SCCRS – in order that both systems function properly, and as designed. Following is an example to help the worker with this decision.

Ownership Change Scenario

Suppose a worker is notified on February 6th that a facility's ownership will change effective February 13. Owner/provider "A" must be paid for the first 8 working days of the month, through Feb. 10 (Friday); owner/provider "B" will be paid for the remaining 13 days of the month, from Monday, the 13th onward. The county plans to close out their entries for February services on March 16 – just prior to the state close out on the 16th. To properly reimburse the county for payments to both providers, the same group of children must appear in SCCRS, in (2) different SCC Facility IDs for the Service Month February.

Workers must also coordinate their SCCRS data entry so that SEEK receives the instructions to terminate the children's authorizations to Facility A, and begin the children's authorizations for Facility B at the appropriate time. Remember also: SEEK will not recognize a new facility ID, nor arrange/send new POS units, until the facility is acknowledged in SEEK as having "active authorizations".

Data Entry Steps for this Scenario:

Feb 6: A worker uses Payment Processing Option 2 to add each child to Facility B, using Client Status 2. A warning message will display, advising that the child is already receiving services at another facility, but it is not a "hard – stop" message, and the worker can continue adding the data. Each payment should reflect the appropriate number of days Provider B will be paid for February. These records entered approximately 1 week in advance will send new provider information to SEEK, create active authorizations for the facility, and will initiate the POS installation process. The ownership transfer from Provider A to Provider B has not been finalized, so parents are still swiping their cards at the POS for Provider A.

Feb. 10: Provider A's ownership ends at close of business on this date. The authorizations associated to Facility A in SEEK must be terminated by close of business on this date to discontinue swiping by parents for the next business day. The worker can terminate the children's authorizations to Facility A by changing the payment record with a Client Status 2 in SCCRS to a Client Status 4. This action also "removes" the payment amount - but an update with this status is required so SCCRS knows to send "termination" instructions to SEEK in the daily data transfer that will take place at the end of the day.

At the facility, Provider B is now the owner/operator. A new POS ("registered" to Facility B/Provider B) may or may not have been installed. If it has not, parents must wait for the new POS and perform back swipes for days missed during the ownership transition.

Feb. 14: The worker should confirm in SEEK that authorizations for all children, associated to Facility A, have been terminated. Next, the worker should access Facility A in SCCRS, change the Client Status for all appropriate payment records from Client Status 4 to Client Status 3, and re-key the data in the payment fields. This step is needed so that payments to this provider/facility will be included in the reimbursement payment for the service month. The worker should also ensure that the proper number of service days is entered on the payment so Provider A is paid only for the period in which he/she actually owned the facility. Records tagged with Client Status 3 are ignored by the daily data transfer procedure, so there are no further changes to the SEEK terminations that were processed the day before.

Feb 15: The county performs the close out for the month; there is no data to Facility A to "roll over"; thus the facility is effectively terminated. The children are all associated with Facility B, and this data rolls to the next service month. The active authorization for each child in SEEK should contain the information associated to Facility B.

DCDEE Facility Termination

The DCDEE Data Management team often issues the termination notice for a facility that is changing ownership on the actual date of that change. When this happens, a county worker may find that performing data entry and updating client status information beyond that date has been disabled. Workers should continue to contact the Data Management team and request that a terminated facility be re-activated long enough for you to record proper client status code data as described above.

Please provide this information to all staffs who record child care demographic data or child care subsidy payment information in the Subsidized Child Care Reimbursement System (SCCRS/GH02).

Thank you for your prompt attention to the review and update of this critical information. A copy of this letter must be maintained in your Subsidized Child Care Reimbursement Systems Manual. If you should have any questions or concerns about this letter, please contact your Subsidy Services Consultant or contact the Division of Child Development and Early Education (DCDEE) Administrator listed below:

Tyronda.Ricks@dhhs.nc.gov (919) 890-7090

DJC:TR

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