

# Data Warehouse

2014-2015 Legislative Changes to  
Subsidy Policy

- URL to access Data Warehouse:
- <https://csdw.dhhs.state.nc.us/BOE/BI>
- Users must login with their NCID login name and password
- Authentication = LDAP

BI launch pad - Windows Internet Explorer provided by Yahoo!

https://csdw.dhhs.state.nc.us/BOE/BI

File Edit View Favorites Tools Help

SnagIt

Favorites HOD Adobe DW Xnet Excel CC SEEK SharePt ACF-FPL DCD

BI launch pad

Page Safety Tools



### Log On to BI launch pad

[Help](#)

**Enter your user information and click Log On.**  
(If you are unsure of your account information, contact your system administrator.)

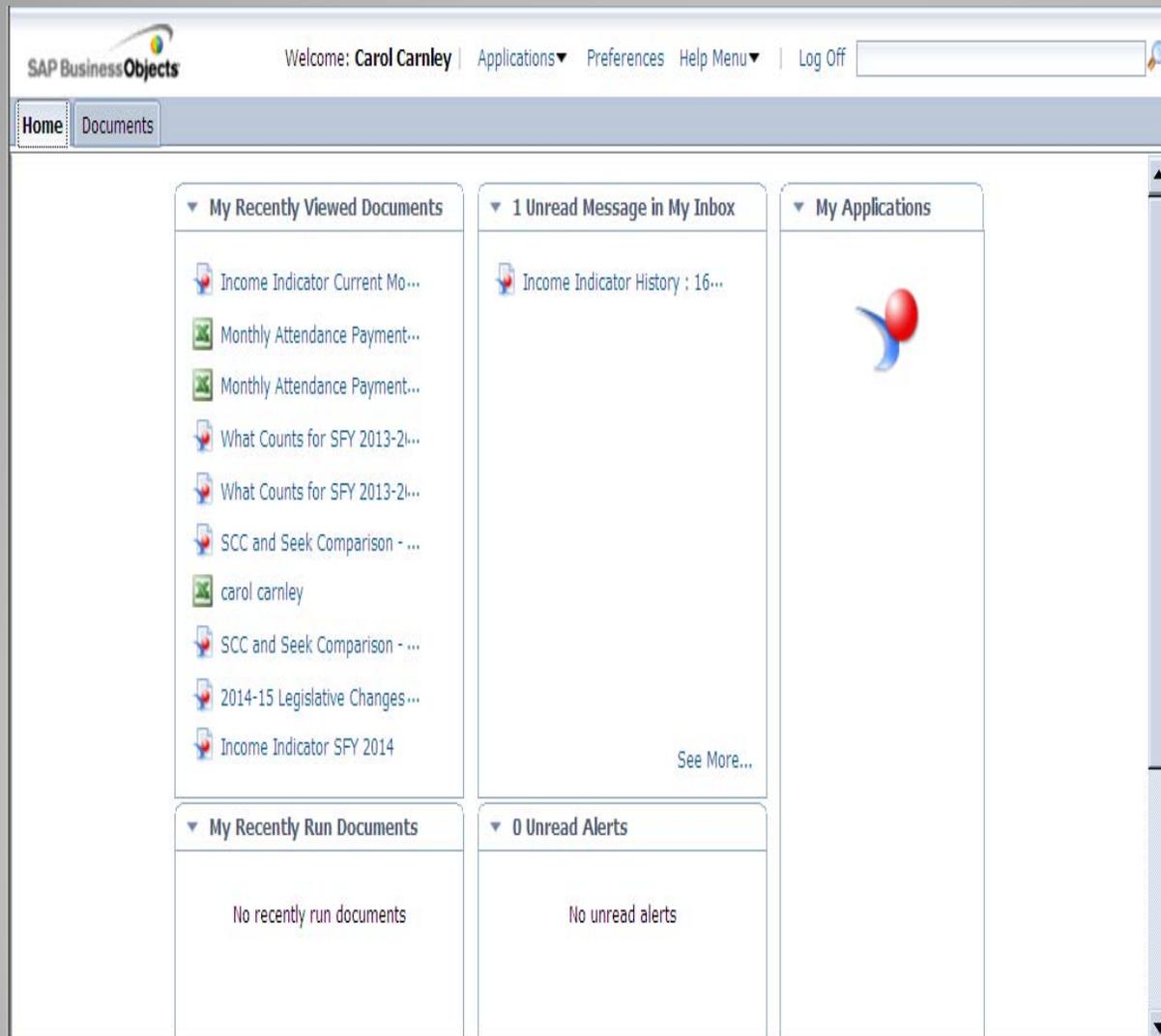
User Name:

Password:

Authentication:

The list pane is updated.

Trusted sites 125%



DW Welcome screen has two primary tabs: Home and Documents.

“Home” provides quick access to reports you have recently viewed and to reports sent to your Inbox.

The “My Applications” icon is used to create new DW reports.

SAP BusinessObjects

Welcome: Carol Carnley | Applications | Preferences | Help Menu | Log Off

Home Documents

View | New | Organize | Send | More Actions | Details

1 of 1

My Documents		Title	Description	Created By	Created On
My Favorites		~WebIntelligence		CarolCarnley	Oct 23, 2013 10:45 AM
~WebIntelligence		2013		CarolCarnley	May 10, 2013 4:56 PM
2013		2014		CarolCarnley	Jan 24, 2014 6:23 PM
2014		2014-15 Legislative Changes to Eligibil	08.10.2014: Prompt for F	CarolCarnley	Aug 10, 2014 11:11 PM
Inbox		Child Pmts by Prompt ID	5.11.2012 - This report is	CarolCarnley	Aug 5, 2014 9:48 PM
My Alerts		Compare Income & Monthly Parent Fe	aug 8.2014 - Prompt for	CarolCarnley	Aug 9, 2014 7:26 PM
Subscribed Alerts		Compare Income & Monthly Parent Fe	aug 8.2014 - Prompt for	CarolCarnley	Aug 10, 2014 12:45 AM
Personal Categories		FPL Indicator - SCCRS Payments	8.8.2014 - Prompt for Pu	CarolCarnley	Aug 10, 2014 11:41 PM
		Income Indicator 2014	08.10.2014 - Prompt for	CarolCarnley	Aug 10, 2014 11:52 PM

Folders

Search

Total: 9 items

The Documents tab opens first to "My Documents", and displays reports (or sub-folders) saved in your "My Favorites" folder; and your Inbox folder.

The folder / filename "tree" looks just as it does in Windows Explorer.

Click any folder to see the reports saved there.

SAP BusinessObjects

Welcome: Carol Carnley | Applications | Preferences | Help Menu | Log Off

Home Documents

View | New | Organize | Send | More Actions | Details

1 of 1

Title	Description	Created By	Created On
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Income Indicator 2014	08.10.2014 - Prompt for	CarolCarnley	Aug 10, 2014 11:52 PM

My Documents

- My Favorites
  - ~WebIntelligence
  - 2013
  - 2014
- Inbox
- My Alerts
- Subscribed Alerts
- Personal Categories

Folders

Search

Total: 9 items

Click the blue bar at the bottom titled "Folders" – this will open the path to the Public folder and the reports saved there.

The screenshot shows the SAP BusinessObjects Documents interface. At the top, it says 'SAP BusinessObjects' and 'Welcome: Carol Camley'. Below that are navigation tabs for 'Home' and 'Documents'. A menu bar includes 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The main content area is a table with columns: 'Title', 'Description', 'Created By', and 'Created On'. The table lists three documents: 'Auditor', 'DHHS Main Document', and 'Web Intelligence Samples'. On the left, a sidebar shows 'My Documents' and 'Folders'. The 'Folders' section is circled in pink and contains a '+' icon and a folder named 'Public Folders'. At the bottom right, it says 'Total: 3 items'.

Title	Description	Created By	Created On
Auditor		Administrator	Jun 26, 2008 7:56 AM
DHHS Main Document	DHHS Top Level Document	Administrator	Mar 5, 2007 4:42 PM
Web Intelligence Samples		Administrator	Dec 21, 2010 5:05 AM

The Documents section with "My Favorites" is now closed and the Folders section, with the path to Public Folders, is now open.

Click the "+" symbol next to any folder to open & expand the list.

SAP BusinessObjects | Welcome: Carol Carnley | Applications ▾ | Preferences | Help Menu ▾ | Log Off

Home Documents

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ Details

My Documents

Folders

- Public Folders
  - Auditor
  - DHHS Main Document
    - CSDW
    - DCD
      - Archived
      - CBC
      - ECW
      - Regulatory
      - Smart Start
      - Subsidized Childcare

Title ▲	Description	Created By	Created On
Archive		claudemonnier	Mar 6, 2007 7:59 AM
SEEK		RonVogel	Feb 17, 2011 4:38 PM
Shared		claudemonnier	Mar 7, 2007 10:52 AM
State Sanctioned		claudemonnier	Mar 6, 2007 7:59 AM

Search

Total: 4 items

Follow this path:  
Public  
Folders\  
DHHS Main  
Document\  
DCD\  
to Subsidized  
Childcare.

Highlight the  
folder name –  
and view the  
content  
displayed in  
the Details  
section of the  
page - folders  
and reports  
listed by title.

SAP BusinessObjects

Welcome: Carol Carnley | Applications | Preferences | Help Menu | Log Off

Home Documents

View | New | Organize | Send | More Actions | Details

My Documents

Folders

- Subsidized Childcare
  - Archive
  - SEEK
  - Shared**
    - 2014 - 2015 Legislative Changes**
    - Child Reimbursement Rpts
    - Compliance Audit Testing
    - County Queries
    - Daily Queries
    - Data Quality Assessment
    - DCD Special Requests

Title	Description	Created By	Created On
Archive		claudemonnier	Mar 6, 2007 7:5
SEEK		RonVogel	Feb 17, 2011 4:
Shared		claudemonnier	Mar 7, 2007 10:
State Sanctioned		claudemonnier	Mar 6, 2007 7:5

Search

Total: 4 items

Open  
**Subsidized  
Childcare**  
folder, then  
the **Shared**  
folder.

See folder:  
**2014-2015  
Legislative  
Changes.**

SAP Business Objects

Welcome: Carol Carnley | Applications | Preferences | Help Menu | Log Off

Home Documents

View | New | Organize | Send | More Actions | Details

My Documents

Folders

- Subsidized Childcare
  - Archive
  - SEEK
  - Shared
    - 2014 - 2015 Legisla
    - Child Reimburseme
    - Compliance Audit T
    - County Queries
    - Daily Queries
    - Data Quality Assess

Title	Description	Created By	Created On
2014-15 Legislative Changes to Eligibility and	Aug 10 2014: Prompt for	CarolCarnley	Aug 10, 2014 11:1

**2014-15 Legislative Changes to Eligibility and Parental Fees**

**Description:** Aug 10 2014: Prompt for Purchaser Name and Payment Requested Month. TABS: Report/Task Description, Case List, Child List, Summary, PF Group 8% - 9%, PF Group 10%, Cases: RA-0, Export to Excel.

**Type:** Web Intelligence

Though the columns in the Details Section may truncate the full title or description, you can point the cursor to either and the full description will display.

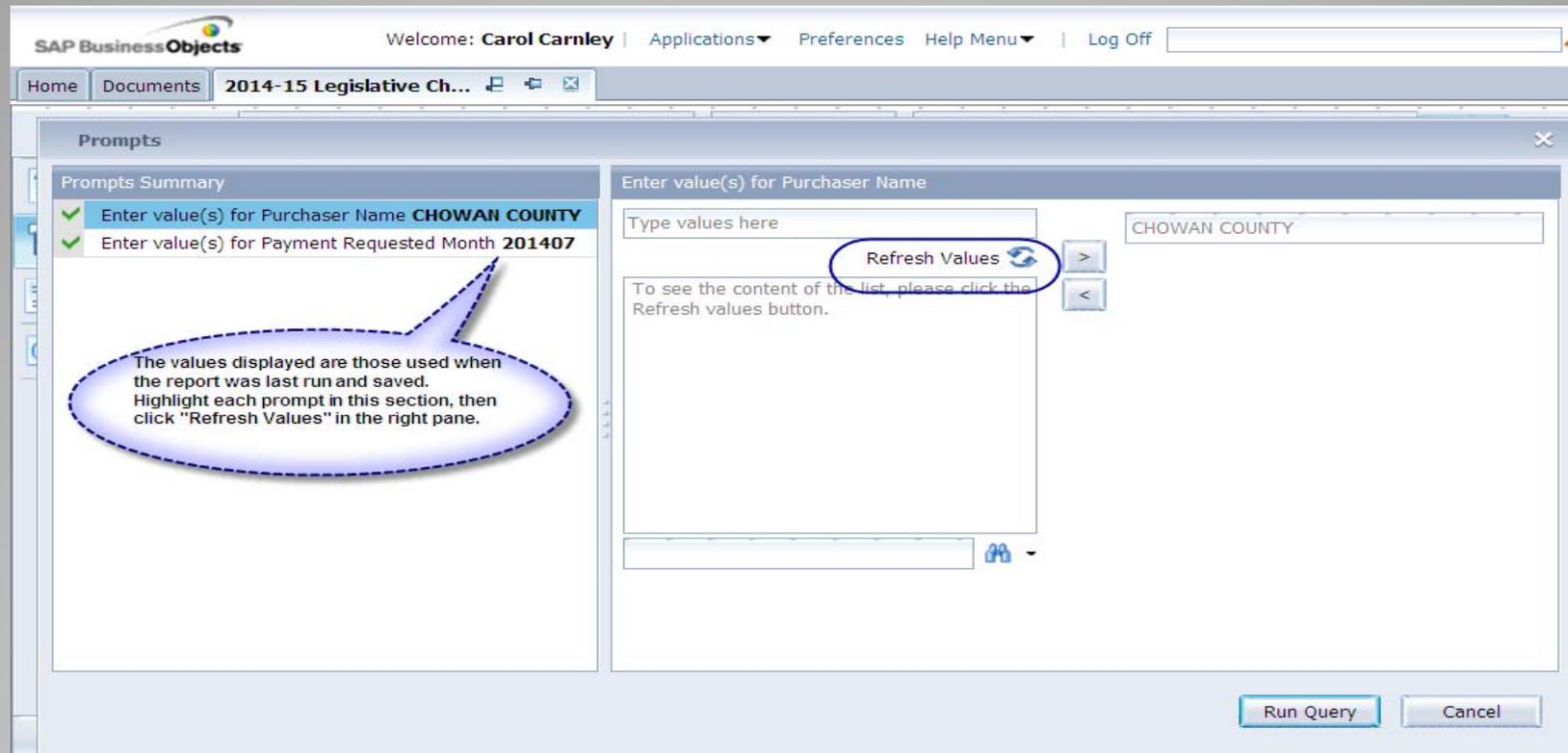
Search

Total: 1 items

**Report → “2014-2015 Legislative Changes - Eligibility and Parental Fees”.**

This report has been designed specifically to assist county workers identify the families who will be affected by the new parental fee requirements.

Point the cursor to the title and double click to open.



A prompt window will immediately appear.  
The Prompts Summary section shows there are two prompts – one for Purchaser, one for Payment Requested Month.

SAP BusinessObjects | Welcome: Carol Carnley | Applications | Preferences | Help Menu | Log Off

Home | Documents | 2014-15 Legislative Ch...

### Prompts

Prompts Summary

- Enter value(s) for Purchaser Name **CHOWAN COUNTY**
- Enter value(s) for Payment Requested Month **201407**

Enter value(s) for Purchaser Name

Type values here

Refresh Values

Purchaser Name

- ALAMANCE COUNTY
- ALEXANDER COUNTY
- ALLEGHANY COUNTY
- ANSON COUNTY**
- ASHE COUNTY
- AVERY COUNTY
- BEAUFORT COUNTY
- BERTIE COUNTY
- BLADEN COUNTY
- BRUNSWICK COUNTY

August 12, 2014 8:55:07 PM GMT-04:00

CHOWAN COUNTY

Highlight the Purchaser Name you wish to use, then click the right arrow to move your selection into this box.

Run Query | Cancel

Highlight your choice and double-click the name, or highlight and press the right arrow to move your selection to the prompt box.

The screenshot displays the SAP Business Objects interface. At the top, the user is logged in as Carol Carnley. The main window shows a 'Prompts' dialog box. On the left, the 'Prompts Summary' section contains two prompts: 'Enter value(s) for Purchaser Name ANSON COUNTY' and 'Enter value(s) for Payment Requested Month 201407'. The right section, titled 'Enter value(s) for Payment Requested Month', shows a list of values: '201407' and '201408'. A callout bubble points to the '201407' selection with the text: 'Highlight the prompt in the Summary section, press refresh values, highlight your selection, and use the right arrow to move the selection to the prompt box.' The interface includes a 'Run Query' button and a 'Cancel' button at the bottom right.

Payment Requested Month is the month for which you are updating payments. This report collects data from SCCRS daily - so that updated results are available each day.

Because counties perform monthly closeout on different days, the report will give two options when it is run on a day, where any county has already closed out the earlier month. Always choose the earlier month. ~ Click "Run Query" when your selections are made.

2014-15 Legislative Changes to Eligibility and Parental Fees

Report name; full title displays when you point the cursor to the title in this tab.

**2014-2015 LEGISLATIVE CHANGES TO POLICY**

**DESCRIPTION OF REPORT ELEMENTS**

Effective October 1, 2014:  
 Parental Fee Percent changes to 10% for all families and there is no proration for plan of care. Families receiving care due to CPS, CWS, or foster care are exempt from these new requirements. Payment records coded as such in SCCRS are not included in this report.

The purpose of this query/report is to provide assistance to county workers; to help identify families who will need to be advised of these changes; specifically families whose parent fee has been based on part-time care, and families previously assessed parent fees at less than 10% of income.

"Case List" tab provides a list of distinct case numbers, ordered as follows:  
 'Parent Fee Percent Group', 'Parent Fee Percent Actual', 'Family Case ID'.

Additional family data includes: 'Number of Responsible Adults', 'Countable Income', 'Monthly Parent Fee', 'New Parent Fee 10%', 'New Parent Fee Increase (Decrease)', 'Income Unit Size', 'Count (of) Children', 'Count (of)

Different report tabs display at the bottom of the view.

Report/Task Description | Case List | Child List | Summary | PF Group 8% - 9% | PF Group 10% | Cases: RA=0 | Export to Excel

Track changes: Off | Page 1 of 1 | 100% | 5 minutes ago

### Highlight of Data Warehouse features:

The report title appears in a new tab; the user can navigate back and forth between the report and Home or Documents. To the right of the title are 3 small icons. Click the 1<sup>st</sup> icon, and the report will re-open in a new window, and results can be viewed without browser headers. The 2<sup>nd</sup> icon will "pin" the report so that it automatically re-opens each time you open DW. The 3<sup>rd</sup> icon is a small "X" that you use to close the specific report.

SAP BusinessObjects

Welcome: Carol Carnley | Applications | Preferences | Help Menu | Log Off

Home Documents 2014-15 Legislative...

Web Intelligence | Track | Drill | Filter Bar | Outline | Reading | Design

Choose "Save As" to keep a copy in your Favorites.

Choose "Export Document As" to keep a copy of the results in Excel on your computer.

Refresh and enter new prompt values.

### Case List

#### ANSON COUNTY 201407

Parent Fee Percent Group	Parent Fee Percent Actual	Family Case Id	Number Responsible Adults	Countable Income	Monthly Parent Fee	New Parent Fee 10%	New Parent Fee Increase (Decrease)	Income Unit Size	Count Children	Count Payments
10%	0%	010114	0	\$0	\$0	\$0	\$0	2	1	
10%	0%	049352	1	\$0	\$0	\$0	\$0	1	1	
10%	0%	049561	1	\$0	\$0	\$0	\$0	1	1	
10%	0%	101149	0	\$0	\$0	\$0	\$0	2	1	
10%	0%	135972	0	\$78	\$0	\$8	\$8	1	1	
10%	0%	150530	1	\$0	\$0	\$0	\$0	2	1	

Circled below: paging through the results; changing the display mode; increasing/decreasing the size of the display. The "Tab list" is useful if report contains multiple tabs, and some appear "off the page" due to your display format.

Report/Task Description | Case List | Child List | Summary | PF Group 8% - 9% | PF Group 10% | Cases: RA=0 | Export to Excel

Case List | Track changes: Off | Page 1 of 1+ | 100% | 21 minutes | Tab list

Some actions could not be executed.

Trusted sites | 100%

Data Warehouse features you are most likely to use when viewing an existing report: save, export to Excel or pdf, refresh with new values; navigate through pages, and view all tabs via the Tab list.

## 2014-2015 Legislative Changes to Policy

- Data Warehouse Report Content

## 2014-2015 Legislative Changes to Policy

- Effective October 2014
- Parental Fee Percent changes to 10% for all families – regardless of family size and with no proration for plan of care.
  
- Effective January 2015
- Household sizes are redefined ...

## 2014-2015 Legislative Changes to Policy

- Data Warehouse query excludes payment records that are identified as follows:
  - CPS
  - CWS
  - Foster Care
  - Client Status 4,5
  - Prior Month Corrections

# Tab: Report/Task Description

## 2014-2015 LEGISLATIVE CHANGES TO POLICY

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### DESCRIPTION OF REPORT ELEMENTS

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Effective October 1, 2014:

Parental Fee Percent changes to 10% for all families and there is no proration for plan of care.

Families receiving care due to CPS, CWS, or foster care are exempt from these new requirements.

Payment records coded as such in SCCRS are not included in this report.

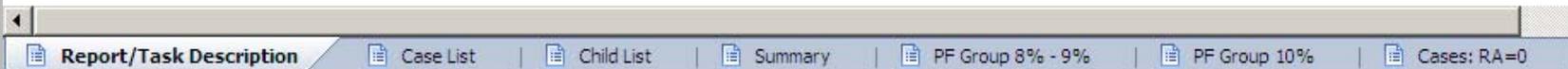
The purpose of this query/report is to provide assistance to county workers; to help identify families who will need to be advised of these changes; specifically families whose parent fee has been based on part-time care, and families previously assessed parent fees at less than 10% of income.

"Case List" tab provides a list of distinct case numbers, ordered as follows:

'Parent Fee Percent Group', 'Parent Fee Percent Actual', 'Family Case ID'.

Additional family data includes: 'Number of Responsible Adults', 'Countable Income', 'Monthly Parent Fee', 'New Parent Fee 10%', 'New Parent Fee Increase (Decrease)', 'Income Unit Size', 'Count (of) Children', 'Count (of) Payments', and family contact information: name, address, telephone.

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This first tab gives an overview of the report, including some of the standard fields, and descriptions about custom fields created specifically for this report.

## Tab: Report/Task Description

- The field 'Family Parent Fee Percent Group' identifies the appropriate percentage (from Subsidy Policy) that currently applies to the family, based on family size, as follows -  
A parent fee that is 10% of income applies to family sizes 0-3; a parent fee that is 9% of income applies to family sizes 4-5; a parent fee that is 8% of income applies to family sizes 6+.

Reviewers of data from SCCRS should be able to multiply a family's income by the appropriate percentage for the family's size to calculate and validate the 'Monthly Parent Fee' reported in the payment.

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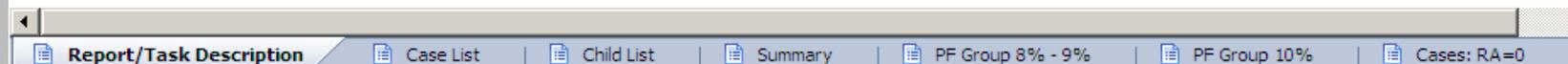
- The 'Monthly Parent Fee' is the assessment of the parent fee for the month, and does not depict the final parent fee paid by the family, adjusted for service days. While it is general procedure for workers to apply (and record in SCCRS) the family's parent fee to a single payment for the youngest child, with the highest level of care - there are occasions when a parent fee is split between two payments for one child, or split between payments for different children. The field 'Monthly Parent Fee' is the SUM TOTAL for the family case.

- The field 'Parent Fee Percent Actual' is a calculated field => the current family "Monthly Parent Fee" (divided by) "Family Countable Income". If the family's income and parent fee are both recorded correctly in SCCRS, the actual percent should reflect only 8%, 9%, or 10% if children are in full time care. The actual percent may be lower when children are in 1/2-time or 3/4-time care.

Note re: methodology for numerator/demoninator values of zero:

When Income > 0 and Monthly Parent Fee = 0, the actual percent of Parent Fee to Income is reported as 0%.

When Income = 0 and Monthly Parent Fee > 0, the actual percent of Parent Fee to Income is reported as 100%.



Make note of calculated fields: Parent Fee Percent Group and Parent Fee Percent Actual – and the methodology applied when a ratio involves 'zero'.

## Tab: Report/Task Description

As you review the data for your county, pay attention to these data groups:

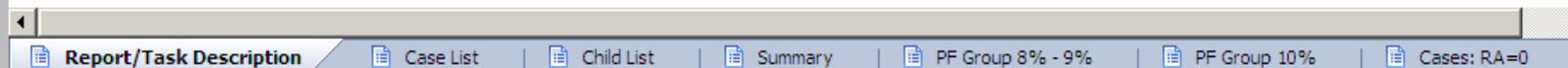
a) The Parent Fee Percent Group = 8% or 9%. New legislation requires families whose parent fees were previously calculated at these levels to begin paying higher parent fees of 10% of income, effective October 2014.

b) The Parent Fee Percent Group = 10% and the Parent Fee Percent Actual < 10%. These records likely represent cases where children attend part-time, and the parent fee percentage applied to income was adjusted accordingly. New legislation requires family parent fees of 10% of income, with no adjustment for plan of care.

c) The Parent Fee Percent Group = 10% and the Parent Fee Percent Actual > 10%. These records likely represent cases where the income entry in SCCRS has become outdated over time - as the income and the appropriate family size percent do not together support the current monthly fee assessed to the family.

Workers need to investigate all occurrences in this group, and update the family income appropriately, in the current month's payment, if it is found out of date.

If it is determined that the parent fee has been data entered incorrectly, it is suggested that the worker calculate the new parent fee - under the new legislation, prepare the action notice, and notify the family of the change that will begin in October - rather than make two back-to-back corrections to the parent fee.



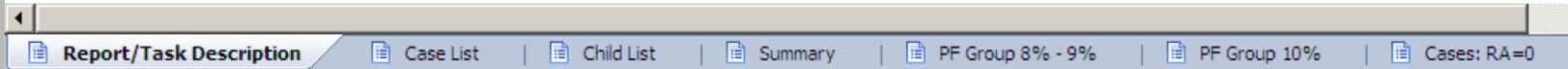
The report groups cases by “parent fee percentage groups” to help you identify families affected by the parent fee percentage changes.

## Tab: Report/Task Description

The second report tab, "Child List", is sorted according to Family Case ID and Child ID. This page provides workers with child and facility information so that child plan of care can be validated if needed, and so that workers have facility and other necessary information if data updates are required during the review.

Most immediately, out-of-date income values need to be updated in SCCRS, in the current payment month. Workers should identify the families affected by the legislative changes for parent fees, and write action notices to deliver expected new parent fee assessments to families and providers.

Data entry of new/corrected monthly parent fee values into SCCRS should occur in the October 2014 payments.



When reviewing family income and parent fee percent data in the Case list, it may be helpful to refer to the Child list for detail - child's level of care and facility placement.

The primary task at hand is to identify families who will pay a higher parent fee, prepare and send action notices and be prepared to update family parent fee in SCCRS in October.

# Tab: Case List

Case List

**ANSON COUNTY**  
201407

Parent Fee Percent Group	Parent Fee Percent Actual	Family Case Id	Number Responsible Adults	Countable Income	Monthly Parent Fee	New Parent Fee 10%	New Parent Fee Increase (Decrease)	Income Unit Size	Count Children	Count Payments
10%	0%	010114	0	\$0	\$0	\$0	\$0	2	1	1
10%	0%	049352	1	\$0	\$0	\$0	\$0	1	1	1
10%	0%	049561	1	\$0	\$0	\$0	\$0	1	1	1
10%	0%	101149	0	\$0	\$0	\$0	\$0	2	1	1
10%	0%	135972	0	\$78	\$0	\$8	\$8	1	1	2
10%	0%	152538	1	\$0	\$0	\$0	\$0	2	1	2
10%	0%	156226	1	\$0	\$0	\$0	\$0	1	1	1
10%	0%	173110	1	\$0	\$0	\$0	\$0	1	1	1
10%	0%	319230	0	\$0	\$0	\$0	\$0	1	1	1
10%	0%	339783	1	\$0	\$0	\$0	\$0	3	2	2
10%	0%	355670	0	\$0	\$0	\$0	\$0	1	1	1

Report/Task Description | **Case List** | Child List | Summary | PF Group 8% - 9% | PF Group 10%

Case list is ordered by Parent Fee Percent Group (current), Parent Fee Percent Actual (Monthly Parent Fee/Income), then by Case ID.

Note: where Monthly Parent Fee =0, the actual parent fee is also 0%; else where the Monthly Parent Fee > 0 and the Income = 0, the actual parent fee is conveyed as 100%. This should help flag records where data may be out-dated or in error.

Records above - where the family size indicates the parent fee should be 10% of income, and the actual parent fee percent is less than 10% , are examples where the county will want to investigate details.

## Tab: Case List

Parent Fee Percent Group	Parent Fee Percent Actual	Family Case Id	Number Responsible Adults	Countable Income	Monthly Parent Fee	New Parent Fee 10%	New Parent Fee Increase (Decrease)	Income Unit Size	Count Children	Count Payments
10%	6%	108285	1	\$1,961	\$121	\$196	\$75	3	2	2
10%	6%	003833	1	\$863	\$54	\$86	\$32	3	2	2
10%	6%	179240	1	\$876	\$56	\$88	\$32	3	2	2

When family size indicates monthly parent fee should be 10% of income, and actual monthly parent fee percent is < 10% ==> these records generally (though not always) indicate a child in part time care. Workers can validate care plan information on the Child list.

10%	10%	177315	1	\$1,594	\$156	\$159	\$3	2	1	1
10%	10%	096614	1	\$2,715	\$268	\$272	\$4	3	1	1
10%	10%	256287	1	\$1,103	\$109	\$110	\$1	2	1	1

Records that indicate 10% in both expected and actual parent fee percent fields are cases that require no notification – these families are current paying at the 10% level, and will experience no change.

## Tab: Case List

Parent Fee Percent Group	Parent Fee Percent Actual	Family Case Id	Number Responsible Adults	Countable Income	Monthly Parent Fee	New Parent Fee 10%	New Parent Fee Increase (Decrease)	Income Unit Size	Count Children	Count Payments
10%	24%	271780	2	\$742	\$175	\$74	(\$101)	2	1	1
10%	24%	258481	1	\$443	\$105	\$44	(\$61)	2	1	1
10%	43%	268657	1	\$662	\$284	\$66	(\$218)	2	1	2
10%	49%	259240	1	\$317	\$155	\$32	(\$123)	2	1	 1

When family size indicates monthly parent fee should be 10% of income, and actual monthly parent fee percent is > 10% ==> these records require investigation.

If it is determined that the family income has not been kept up-to-date in SCCRS, workers should make that correction as soon as possible in their current month payments, but make no change to monthly parent fee until October. At that time, it must be properly calculated as 10% of current income, and the family and provider notified of the new expected fee.

# Tab: Child List

Family Case Id	Child Last Name	Child First Name	Child Care Service Id	Monthly Parent Fee - Child's Pmt	Service Rate Group Code	Need Code 3 Desc	Sc Facility Id	Client Status Code	Income Unit Size	Countable Income
010114			20056030020	\$0.00	R03	100% OF RATE	H0440008	2	2	\$0.00
045062			20064579922	\$0.00	R03	100% OF RATE	H0410063	2	3	\$1,468.00
045062			20064579744	\$147.00	R15	100% OF RATE	H0410063	2	3	\$1,468.00
049352			20062572380	\$0.00	R03	100% OF RATE	H0410013	2	1	\$0.00
049561			20060595172	\$0.00	V14	100% OF RATE	H0470108	2	1	\$0.00
077798			20064582534	\$0.00	R03	100% OF RATE	H0470106	2	1	\$110.00
077798			20064582446	\$11.00	R03	100% OF RATE	H0470106	2	1	\$110.00
101149			20056030379	\$0.00	R03	100% OF RATE	H0440008	2	2	\$0.00
134555			20064579655	\$0.00	R15	100% OF RATE	H0410066	2	3	\$2,660.00
134555			20064579655	\$266.00	R15	100% OF RATE	H0410066	2	3	\$2,660.00
134722			20062570747	\$0.00	R03	100% OF RATE	H0470108	2	4	\$2,097.00
134722			20062570836	\$0.00	R03	100% OF RATE	H0470108	2	4	\$2,097.00
134722			20062570836	\$0.00	R06	100% OF RATE	H0470108	2	4	\$2,097.00
134722			20049591983	\$189.00	R03	100% OF RATE	H0470108	2	4	\$2,097.00
135972			20060596251	\$0.00	R14	75% OF RATE	H0470061	2	1	\$78.00
142231			20064582623	\$6.00	R03	100% OF RATE	H0470061	2	1	\$57.00
152538			20064580714	\$0.00	R14	75% OF RATE	H0470092	2	2	\$0.00
156226			20064586567	\$0.00	R03	100% OF RATE	H0410066	2	1	\$0.00

Child names  
blocked  
for privacy

The Child list is included in the report, to provide the worker with additional details he or she may need to validate if the current monthly parent fee amount is correct. The records are ordered by Case ID, Child ID and include facility, rate group, & level of care.

## Tab: Summary

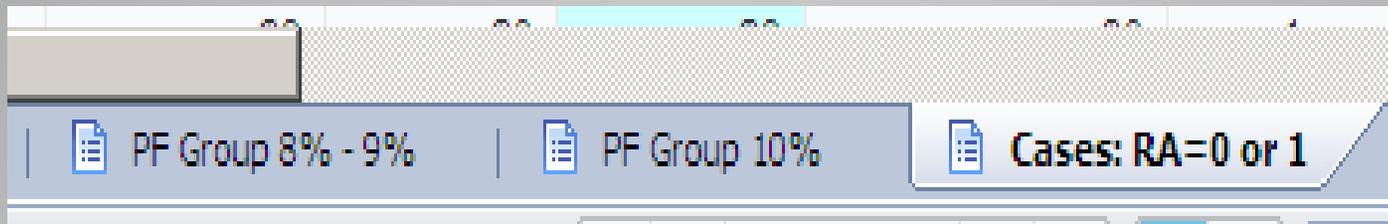
Number Responsible Adults	Count Case	Parent Fee Percent Group	Count Case	PF Increase	Count Case
0	10	10%	126	No	86
1	156	8%	5	Yes	81
2	1	9%	36		

The Summary tab provides quick information charts. The first chart provides the count of cases, according to the number of responsible adults. This will help workers know approximately how many may be contacted for additional information about family definition.

The count of cases by the parent fee percent group gives some idea of the number who must be contacted about parental fee increases (all cases assessed parent fees at 8% and 9%, at a minimum) .

The count by the indicator "parent fee increase" includes not only families whose original parent fee was based at 8% or 9%, but also families in the 10% category whose current, actual parent fee percent reflects children in part time care, or families with incorrectly assessed fees.

## Tab: Case List – filter reports



Each of the remaining three tabs: “PF Group 8% - 9%”, “PF Group 10%”, and “Cases: RA = 0 or 1” are comprised of results that have been “filtered” from the original “Case List”.

All families in the “8%-9%” group will need to be advised of the policy changes, as they will all be affected. Of the families in the 10% group – those with children in part time care (where parent fee reflects an actual percentage less than 10%) will need to be advised of the new requirements.

Families in the 10% group where the monthly parent fee reflects an actual percentage greater than 10% should be investigated as to why this is so.

## Tab: Export to Excel

- In the upper left corner of the Data Warehouse / SAP Business Objects window, you will see two "tabs" – one each for "Home" and "Documents". Just below these tabs is a series of small icons that represent different functions. As you move your cursor over the icons, the name or description of the function will display.
- Two icons are presented with small "down arrows" next to the icon; the first is "Save", the second is "Export".
- Click the down arrow next to Export, highlight the option "Export Document As" and select Excel or Excel 2007.
- When the Excel version opens, you can save to your own computer for easy future access. Find the "View" option in the Excel menu, and the "Freeze Panes" function. This will allow you to set the top rows (header) so that they remain visible as you scroll through the remaining rows of data.

## Summary

- Effective October 1, 2014 – every family with children eligible for childcare services will be assessed a monthly parental fee that is 10% of their countable income; regardless of the number of members in the family, and regardless of the level of care the children receive.
- Payments in SCCRS will continue to be recorded with the appropriate “level of care” (Need Code 3) code = 1, 2 or 3 to indicate the child receives full or part-time care. This designation has no effect on the monthly parent fee.
- The actual parent fee for the month will continue to be adjusted based on service days, just as the final payment to the provider is determined by monthly payment rate and service days.

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- When child's Eligibility Begin Date is before October 1, 2014 – the child remains eligible for the entirety of the eligibility period, as long as the family income is  $\leq 75\%$  SMI for the family size (current income chart). There is no change or impact for children aging from 5 to 6.
- When child's Eligibility Begin Date is on or after October 1, 2014 – the child must be evaluated for eligibility individually, and determination is based on his age, 'special needs' designation, and the family income.
  - This applies even if the eligibility review was conducted earlier in September – the Eligibility Begin Date is the trigger.
- Children with special needs and children  $\leq 5$  years old: family income must be  $\leq 200\%$  FPL.  
All others: family income must be  $\leq 133\%$  FPL.
- Special Needs: children with an IEP or an IFSP on file.

. . continued

- A “new” child with eligibility that begins on or after Oct 1, 2014 – who ages from 5 to 6 in his first payment month - must have his eligibility determined based on his age as of the date of his eligibility begin date. The child is either 5 or 6 years, depending whether the eligibility begin date falls before his birthday or on/after.
- A “continuing care” child with re-certified eligibility that began on or after Oct 1, 2014 – who ages from 5 to 6 - will be considered “age 5” for the entire month of his birthday month, if his birthday falls after the first day of the month. The family income must meet the “ $\leq 200\%$  FPL” test for the child to retain eligibility.
- In the next following month, when the child is considered “6” – the family income must then meet the “ $\leq 133\%$  FPL” test for the child to retain eligibility.

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- An enhanced version of this DW report is currently being developed. It should be available soon, and will be saved to the same folder.
- The new version will include additional custom fields to indicate whether a family's income - as currently recorded in SCCRS - is less than, or more than:
  - A) the 75% SMI income limit for the family size
  - B) the 200% FPL income limit for the family size
  - C) the 133% FPL income limit for the family size
- The new information will assist workers with identifying children who may not meet the new income eligibility requirements when the family next re-certifies.



DW Path to report:

Public Folders:

DHHS Main Documents\DCD\Subsidized  
Childcare\Shared\2014-2015 Legislative Changes

If you do not see one of the folders as named above in your DW session, please see your county security officer – it may be a “permissions” issue they can assist you with.

If you believe you do not have access to the different icons – such as “save” or “export” – seek assistance from your IT team, or try using a different browser, like Chrome.

## Data Warehouse Assistance

I will gladly make time if you are new to Data Warehouse and like more assistance.

We can a one-on-one, or a small-group session with your co-workers, using Adobe Connect and Data Warehouse for 1-2 hours.

Please email me if you would like to schedule training like this; or if you have question about the legislative report contents.

[carol.carnley@dhhs.nc.gov](mailto:carol.carnley@dhhs.nc.gov)

- URL to access Data Warehouse:
- <https://csdw.dhhs.state.nc.us/BOE/BI>
- Login with NCID username and password
- Authentication = LDAP