

Fiscal Communiqué: #12-02 Fiscal Year Rollover (FYRO) Part 2: Overview of the Exception / Validation Reports for the 2012-2013 Fiscal Year Rollover

Title: Fiscal Year Rollover (FYRO) Part 2: Overview of the Exception / Validation Reports for the 2012-2013 Fiscal Year Rollover

Date: June 5, 2012

Priority: High

Category: Informational

Action Required: Read and follow “Next Steps”

Response Required: None

Background

This Fiscal Communiqué is part two in a series of three FYRO-related communiqués.

Refer to Fiscal Communiqué: #12-01 Fiscal Year Rollover (FYRO) Part 1: CCIS Actions to Prepare for 2012-2013 ([attached](#)).

On May 31, 2012, we sent Fiscal Communiqué : #12-01 Fiscal Year Rollover (FYRO) Part 1: CCIS Actions to Prepare for 2012-2013, where we strongly recommended actions for you to take prior to June 9, 2012 – the implementation date of the 2012-2013 Fiscal Year Rollover (FYRO) process. This Fiscal Communiqué provides a list of the upcoming Exception / Validation reports, as well as a description of the data they contain. We are planning to send you the actual Exception / Validation reports on **Monday, June 11, 2012**, along with additional information to assist you in taking any further actions needed to ensure the success of FYRO.

Please take note that the report descriptions below also indicate the action that will be required of your CCIS to address the exceptions.

Discussion

Fiscal Year Rollover Exception / Validation Reports

This list identifies the title of each report and details what is included on the report, such as Filename, Report Type, Description, Actions Required, and Columns Included.

Set Aside Enrollments Report Lists all set aside funding enrollments:

Filename:	FYRO Report Results from Prod20120609.xls
Tab name:	Set Aside Report
Report Type:	Exception / Validation Report
Description:	This report lists all enrollments that are enrolled with a set aside funding program (e.g. Teen Parent, Summer Only, etc.) in the current fiscal year, but were rolled over to Fund A – Regular in the new fiscal year. <u>This happens when the set aside funding programs are not established by the CCIS prior to FYRO.</u>
Action Required:	Establish set aside funding programs prior to FYRO. If you do not establish your set aside funding programs prior to FYRO, you will have to review the cases in this report and manually transfer the enrollments to the appropriate set aside funding program after the funding programs are set up.
Columns Included:	County Name, Office Name, Caseload, Co/Record Number, Individual Number, Child Name, Parent/Care Taker Name, Provider ID, Previous (2012) Funding Program Name, Current (2013) Funding Program Name, Exception Description

Non-Standard Schedule Enrollments:

Filename:	FYRO Report Results from Prod20120609.xls
Tab name:	Non Std Schedule Rpt
Report Type:	Validation Report
Description:	This report lists all enrollments for which a non-standard schedule exists in the current fiscal year. FYRO is expected to roll over the non-standard schedule to the next fiscal year with the same pattern as the current fiscal year.
Action Required:	Review the schedule for all enrollments on this report to make sure that the schedule for next FY is correct.
Columns Included:	County Name, Office Name, Caseload, Co/Record Number, Individual Number, Child Name, Parent/Care Taker Name, Provider ID, Exception Description

Default Part-Time (PT) Schedule Report:

Filename:	FYRO Report Results from Prod20120609.xls
Tab name:	Five Year Olds
Report Type:	Validation Report
Description:	<p>This report lists all children who are turning 5 and 6 years old on or prior to the school start date next Fiscal Year (September 1, 2012). During the FYRO process, the Attending School indicator for these children was set to 'Yes' effective July 1, 2012, creating a default Part-Time (PT) schedule for the school year effective September 1, 2012.</p> <p><u>Please note that this report identifies two groups of children by age prior to the school start date next fiscal year with default PT schedule:</u></p> <ol style="list-style-type: none"> 1. 4-year-old children who are turning 5 years old 2. 5-year-old children who are turning 6 years old
Action Required:	<ol style="list-style-type: none"> 1. Review this report to ensure that children who will not be entering school have 'Date Entering First Grade' override. 2. Identify circumstances when you need to enter a non-standard schedule for children who should not have a default PT schedule (4 hours per day, Monday through Friday) during the school year. 3. Make schedule updates, as necessary.
Columns Included:	County Name, Office Name, Caseload, Co/Record Number, Individual Number, Child Name, Date Of Birth, Parent/Care Taker Name, Provider ID, Exception Description

Adult Care Level Report:

Filename:	FYRO Report Results from Prod20120609.xls
Tab name:	Adult Report
Report Type:	Validation Report
Description:	<p>This report lists children whose care level will change to Adult on or before July 1, 2012. Enrollments for these children will not be carried over into the new Fiscal Year. The enrollments will continue to exist in their current status, but will not be associated with a funding program in the new Fiscal Year.</p> <p>Remember, the cost of care for the Adult care level is \$0, so these enrollments for children with an Adult care level have no cost of care and do not generate payments to providers. If necessary, the care level may be overridden by entering a developmental age for children with a disability and the discontinued segments on enrollments may be removed through the Retroactive Changes page to reinstate the enrollments.</p>
Action Required:	Review cases and override care level with a developmental age or discontinue enrollment as appropriate.
Columns Included:	County Name, Office Name, Caseload, Co/Record Number, Individual Number, Child Name, Parent/Care Taker Name, Provider ID, Exception Description

Provider Rate Mismatch Report – Care Level of Care Unit not supported by provider:

Filename:	FYRO Report Results from Prod20120609.xls
Tab name:	Provr Sch Mismatch Report
Report Type:	Exception Report
Description:	This report lists all enrollments that rolled over with a provider who does not support the child's care level or unit of care at any time in the next FY.
Action Required:	<ol style="list-style-type: none"> 1. Review the provider's information for all enrollments listed on the report and determine whether the child must enroll with a different provider in order to continue care. 2. Notify parents as appropriate.
Columns Included:	County Name, Office Name, Caseload, Co/Record Number, Individual Number, Child Name, Parent/Care Taker Name, Provider ID, Provider Name, Provider Type, Exception Description

If you encounter any system issues or errors when attempting to update PELICAN Child Care Works based on your Exception / Validation reports, your Help Desk designated caller should contact the Help Desk using the normal Help Desk procedures to enter a PCR. Please ensure your Help Desk designated caller has detailed information regarding any issue(s) when contacting the Help Desk.

Next Steps

1. Review this communiqué with appropriate staff members.
2. Ensure that appropriate staff members understand the Exception / Validation reports listed and take all actions within the system before June 9, 2012.
3. Review your FYRO Exception / Validation reports on June 11, 2012, and make updates to PELICAN Child Care Works as necessary.
4. Direct questions about this System Advisory to Mark Gamse-Bernosky at (717) 346-9667 or (mgamsebern@pa.gov).