REPORTS

600.1 GENERAL POLICY

Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW) offers a variety of reporting options to the Office of Child Development and Early Learning (OCDEL) and the Child Care Information Services (CCIS) to assist managing the Subsidized Child Care program. The purpose of the Reports subsystem is to produce an array of integrated fiscal, performance, and statistical reports designed to satisfy the critical need for information about the Department of Public Welfare's various child care programs.

The following types of workers will use the Reports Subsystem:

Headquarters (HQ)/Regional Staff:

Summary and detailed reporting facilitates Headquarters and Regional Staff to manage funds and resources.

CCIS Staff:

All levels of workers and supervisors will utilize a variety of reports as called upon by their job function.

Resource & Referral:

Resource and Referral staff will have limited access to reports that will facilitate their job function as it pertains to PELICAN CCW and serving the citizens of the Commonwealth.

The Reports subsystem interfaces with the Case, Provider, Payments and Funds subsystems. Reports are divided into the following categories:

1. Funds
2. Provider
3. Case
4. Payment
5. Caseload
6. R&R
7. Comptroller
8. Headquarters

The "*Comptroller*" and "*HQ*" categories are restricted to OCDEL employees in Finance, Administration and Planning and in the Bureau of Subsidized Child Care, Divisions of Policy and Operations, as well as employees in the Comptroller's office.

If a user attempts to access a category or a specific report in PELICAN CCW to which he does not have access, PELICAN CCW will display an error message indicating the user does not have access to the page.

The CCIS must generate and review specific reports based upon the recommendations or mandates of the Bureau of Subsidized Child Care, Divisions of Policy and Operations as set forth in **Report – Use & Frequency**. If the report generation is considered "*Recommended*", this is merely a suggested best practice. If the report generation is considered "*Mandatory*", the CCIS must generate/review the specified report based upon the frequency listed.

Return to Table of Contents

See Manual Section "600.12.3 – Questions – 600.1 – General Policy"

600.2 DEFINITIIONS & ACRONYMS

See Manual Section **"101 – Definitions and Acronyms"** for a complete, alphabetical listing of definitions and a table of acronyms.

Return to Table of Contents

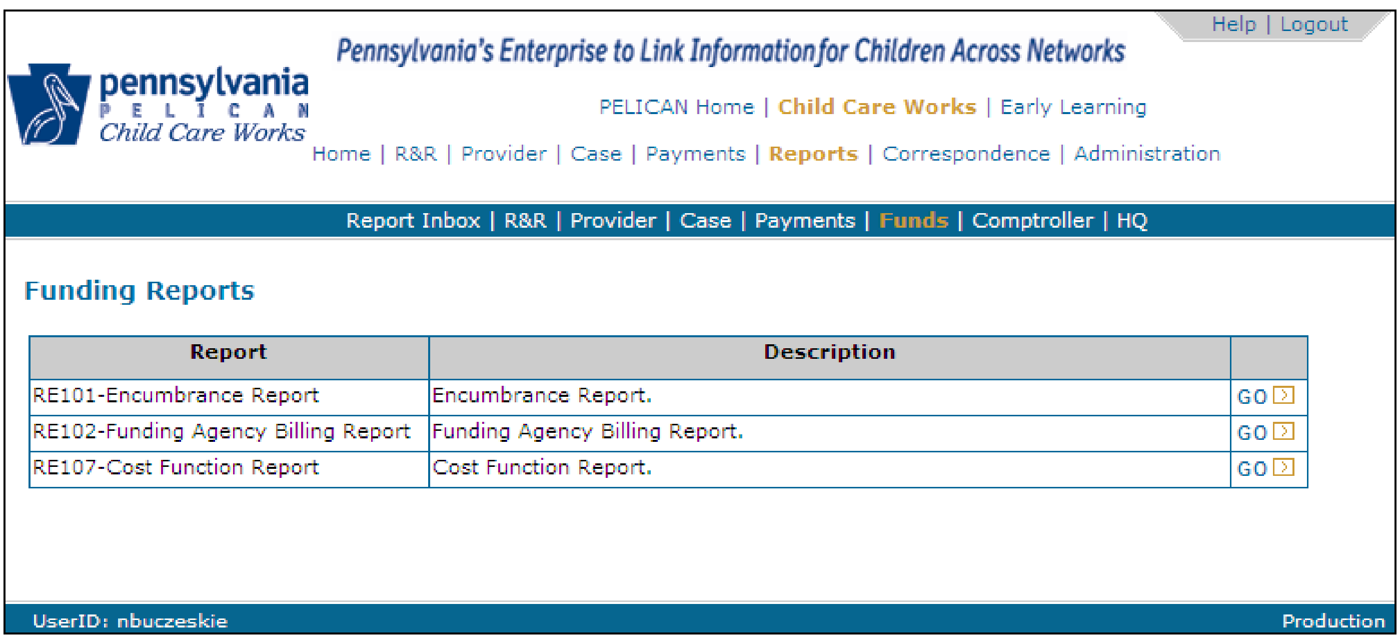
600.3 GOALS & OBJECTIVES

See Manual Sections **"600.12.1 – Goals"** and **"600.12.2 – Objectives"**.

Return to Table of Contents

600.4 FUNDS

The following screen shot displays the *Funding Reports* page in PELICAN CCW, which lists the reports available under the Funds subsystem.



Report	Description	
RE101-Encumbrance Report	Encumbrance Report.	GO
RE102-Funding Agency Billing Report	Funding Agency Billing Report.	GO
RE107-Cost Function Report	Cost Function Report.	GO

The following subsections include detailed information regarding each of the reports available under the Funds subsystem.

600.4.1 RE101 – Encumbrance Report

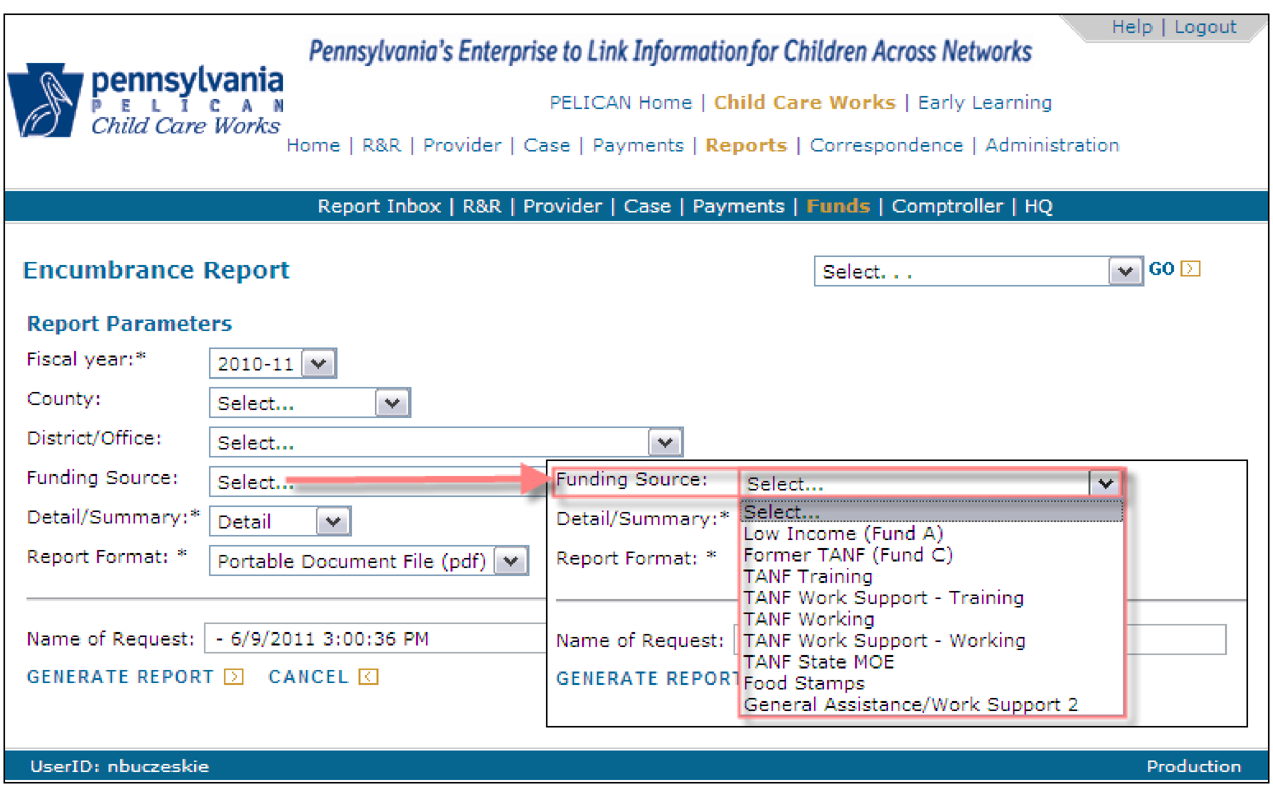
The *Encumbrance Report (RE101)* is designed for use by OCDEL Headquarters (HQ) and Comptroller staff. The *Encumbrance Report* provides a list of funds by office that are encumbered for the Fiscal Year (FY) for a given funding source and broken down by funding program. The *Encumbrance Report (RE101)* lists the amount of the FY allocation for the funding program, the amount of the allocation encumbered for the Keystone STARS Quality Add-on, the amount paid to date, the anticipated cost of care, obligated encumbrance, any deductions, the overbooking amount, the balance of the allocation remaining for the FY and the percentage of the allocation encumbered.

Encumbrance in this report is the estimated cost of providing care for a child until the end of the FY or until the enrollment is closed, whichever comes first. The obligated encumbrance is the total value of funds committed to cover the anticipated cost of care for children who have a status of “*Pre-Enrolled*”, “*Authorized*” or “*Suspended*”. Both “*Anticipated Cost of Care*” and “*Obligated Encumbrance Amounts*” include the “*Keystone STARS Quality Add-on*”. The “*Deductions*” column indicates penalties the provider was charged because of submitting a late invoice, CareCheck processing fees or child support deductions.

NOTE: Late invoice penalties are not currently applied, per policy.

The “*Overbooking Amount*” is the dollar amount the CCIS director enters into PELICAN CCW to allow enrollments to exceed the current service allocation for a given fund. Currently the maximum overbooking amount percentage is 20% of the total allocation amount – by funding source.

There are two versions of this report: “*Summary*” and “*Detail*”. When a single CCIS office or county is selected (or when run by a CCIS) the “*Summary*” and “*Detail*” versions provide the same information. When run by OCDEL HQ or Comptroller without selecting a CCIS office or county, the “*Summary*” version provides statewide totals by funding source and funding program. When OCDEL HQ or Comptroller staffs run the “*Detailed*” version without selecting a specific CCIS Office or County, the report displays details for all offices and counties by funding source and funding program.



REPORT PARAMETERS	
FY	Funding Source
County	Report Format/Version
District/Office	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
District/Office	The district/office" for which the report was generated.
County	The county for which the report was generated.
Funding Source	The funding source for which the report was generated.
FY	The FY for which the report was generated.

NOTE: If the report is run statewide, the word "State" appears between the "Report Heading" and the table.

ROWS	
Funding Source by Program	Displays the funding source that each row represents.
Total	Displays the total dollar amount for each funding program in a funding source for each column. Total amounts include FY Allocation, Amount Paid to Date, Encumbrance, Obligated Encumbrance, Deductions, Balance and % Encumbered.

COLUMNS	
Funding Source	Displays the funding source that each row represents (i.e., Low-Income – Fund A, Former TANF – Fund C, etc.
Program	Displays the funding program that each row represents (i.e., Regular, Teen Parent, Summer Only, etc.).
FY Allocation	Displays the amount of money the selected CCIS has been allocated for the selected FY (plus or minus approved transfers).
Payments	Displays the amount the CCIS has entered from the payments made for this FY.
Keystone STARS Quality Add-on	Displays the amount of the service allocation encumbered for the Add-on.
Anticipated Cost of Care Less Co-pay	Displays the estimated cost of providing care for a child until the end of the FY or until the enrollment is closed, whichever comes first. The numbers include the Keystone STARS Quality Add-on. These numbers are displayed as negative numbers when they take away from FY allocation.
Obligated Encumbrance	Displays the total value of funds committed to cover the anticipated cost of care for children who have a status of "*Pre-Enrolled*", "*Authorized*", "*Notified*" or "*Suspended*". The numbers include the Keystone STARS Quality Add-on.
Deductions	Displays the penalties the provider was charged because of submitting a late invoice or child support deductions.
Overbooking Amount	Displays the current dollar amount the CCIS director entered into PELICAN CCW to allow enrollments to exceed the current service allocation for a given fund. Currently, the maximum overbooking amount percentage is 20%.
Balance	Displays the amount of money available to the CCIS after incorporating payments, anticipated cost of care, co-pay, obligated encumbrance and deductions as of the date the report was generated (Balance = FY Allocation – Payments – Anticipated Cost of Care Less Co-pay – Obligated Encumbrance + Deductions).
% Encumbered	Displays the percentage of the CCIS's money that has been encumbered as of the date the report was generated (% Encumbered = [FY Allocation – Balance]/FY Allocation).

pennsylvania PELICAN Child Care Works

RE101- Encumbrance Report

Report Generated : 06/10/2011

Report Parameter

District/Office: CCIS of Dauphin County

Funding Source: Low Income (Fund A)

County: Dauphin

Fiscal Year: 2010 - 11

Funding Source	Program	FY Allocations	Keystone STARS Quality Add-on (Not in Balance)	Anticipated Cost of Care Less Co-Pay	Obligated Encumbrance	Deductions	Overbooking (Not in Balance)	Balance	%Encumbered
County:DAUPHIN Office:CCIS of Dauphin County									
Low Income (Fund A)									
Regular		$8,597,763.76	$180,838.60	($8,493,166.49)	($105,074.33)	$908.73	$0.00	$431.67	99.99%
Teen Parent		$266,781.24	$9,161.50	($262,649.34)	($4,206.90)	$60.00	$0.00	($15.00)	100.01%
Fund Total:		**$8,864,545.00**	**$190,000.10**	**($8,755,815.83)**	**($109,281.23)**	**$968.73**	**$0.00**	**$416.67**	**100.00%**

RE101- Encumbrance Report

Page 1 of 1

Return to Table of Contents

600.4.2 RE102 – Funding Agency Billing Report

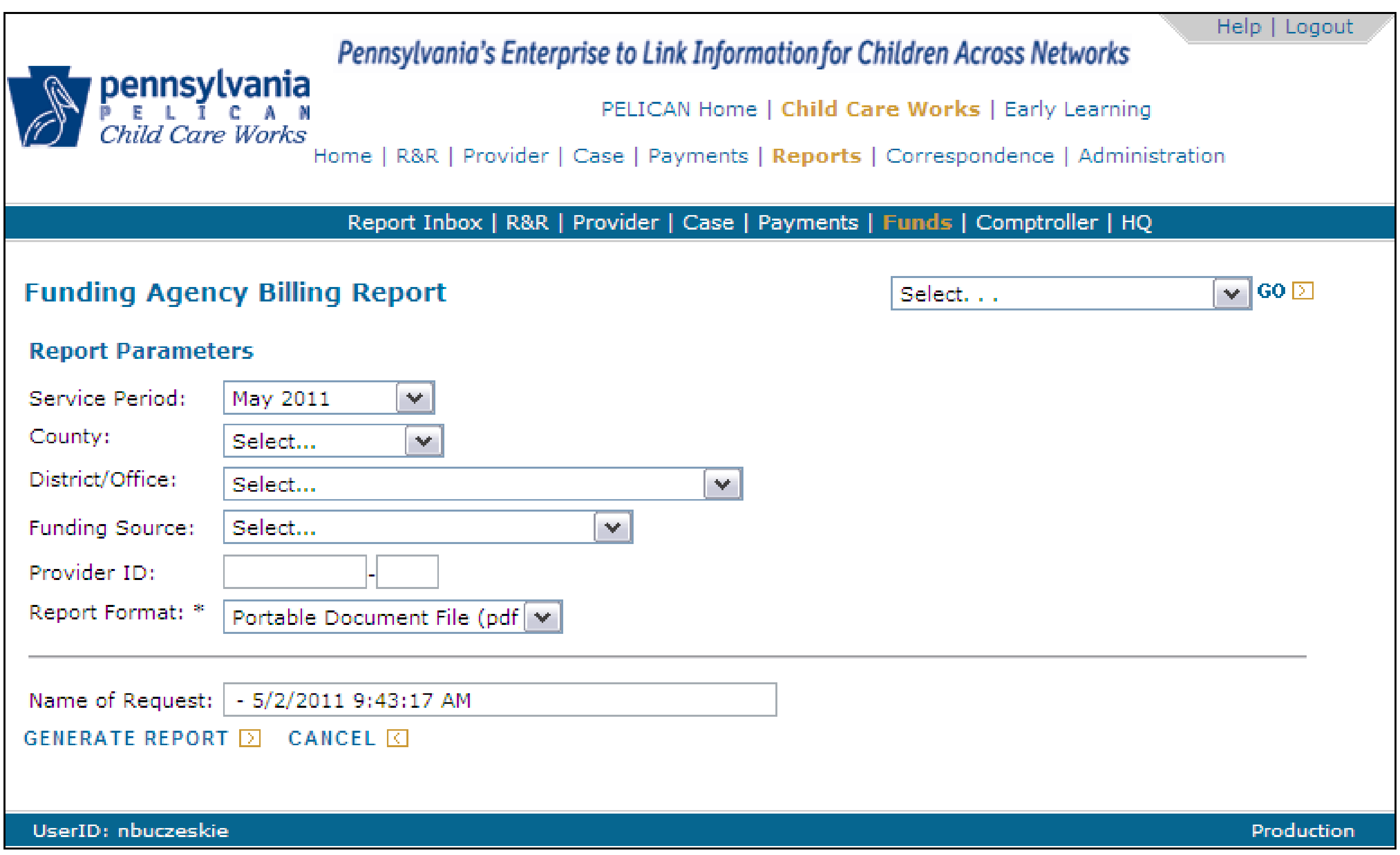
The *Funding Agency Billing Report (RE102)* provides a list of the actual amount billed per child to a specified funding source for one or all CCIS Offices and was designed to be part of the supporting documents which could be used for the payment from OCDEL HQ to the CCIS office. While accessible to the CCIS, this report is designed for OCDEL HQ and Comptroller use and may not be of value to the CCIS.

For each child, the *Funding Agency Billing Report (RE102)* lists the "*Co/Record Number*", "*Child's Name*", "*Family Size*", "*Provider Name*", "*Care Level*", "*Units of Care* (UOC)", "*Total Units*", "*Provider Rate*", "*Gross Reimbursement*", "*Deductions*" and "*Net Reimbursement*". Totals by "*Child*", "*Funding Program*" and "*Office*" also appear.

The "*Gross Reimbursement*" (also known as the "*Total Child Expenditures*" for the CCIS) is simply the "*Provider Rate*" multiplied by the "*Total UOC*". The "*Net Reimbursement*" is the "*Gross Reimbursement*" less "*Deductions*" for the CCIS. "*Deductions*" include child support, late invoice penalties and all co-pay amounts.

NOTE: Late invoice penalties are not currently applied, per policy.

IMPORTANT: This report pulls the cost of care for all children enrolled for the next month. Do not use this report for CCIS reconciliation. It does not correlate directly to the amount a CCIS pays to child care providers because those payments can be made across several months, depending on when the child care provider returns the Attendance Invoice for payment.



REPORT PARAMETERS	
Service Period	Provider ID
County	Report Format/Version
District/Office	Name of Request
Funding Source	

REPORT HEADING	
Report Heading	On Fly Sheet
Title	The title and report number of the report.
Reporting Period	The reporting period for which the report was generated.
Report Generated	The date on which the report was generated.

ROWS	
District/Office	Displays the district/office for which the report was generated.
County	Displays the county for which the report was generated.
Funding Source by Funding Program	Displays the funding source and Funding Program. It also displays the funding FY in parentheses.
Provider Totals	Displays totals for gross reimbursement, deductions and net reimbursements by providers.
Child Totals	Displays totals for gross reimbursement, deductions and net reimbursements by child for each provider from which the child receives care.
Funding Program Total	Displays the total gross reimbursement, deductions and net reimbursements by child for a funding program.
Office/County Total	Displays the total gross reimbursement, deductions and net reimbursements by child for an office/county.

COLUMNS	
Co/Record	Displays the Co/Record Number for each row.
Child	Displays the child's name for each row.
Family Size	Displays the number of family members in the child's family including the p/c(s).
Provider	Displays the provider name where the child is receiving care.
Care Level	Displays the care level of the child.
UOC	Displays the UOC that apply to the child for this service period as well as any co-pay entry for the associated enrollment. UOC for which a Keystone STARS Quality Add-on rate applies are designated with KS and the STARS number (i.e., FTKS1, PTKS2, NFTKS3, etc.).
Total Units	Displays the quantity (Qty) of units per UOC, or the number of co-pays assessed for the service period.
Provider Rate	Displays the rate the provider charges per UOC.
Gross Reimbursement	Displays the Provider Rate multiplied by the Total UOC.
Deductions	Displays the total amount of deductions for the CCIS which include child support paid by a non-custodial parent to the provider, late invoices penalties and co-pay.
Net Reimbursement	Displays the gross reimbursement minus the deductions for the CCIS. It equals the amount the CCIS will pay out to the provider for the service period.

RE102 - Funding Agency Billing Report
Reporting Period 5/1/2011

CCIS of Dauphin County/Dauphin — **Reporting Period 5/1/2011**

CCIS of Dauphin County — **Dauphin**

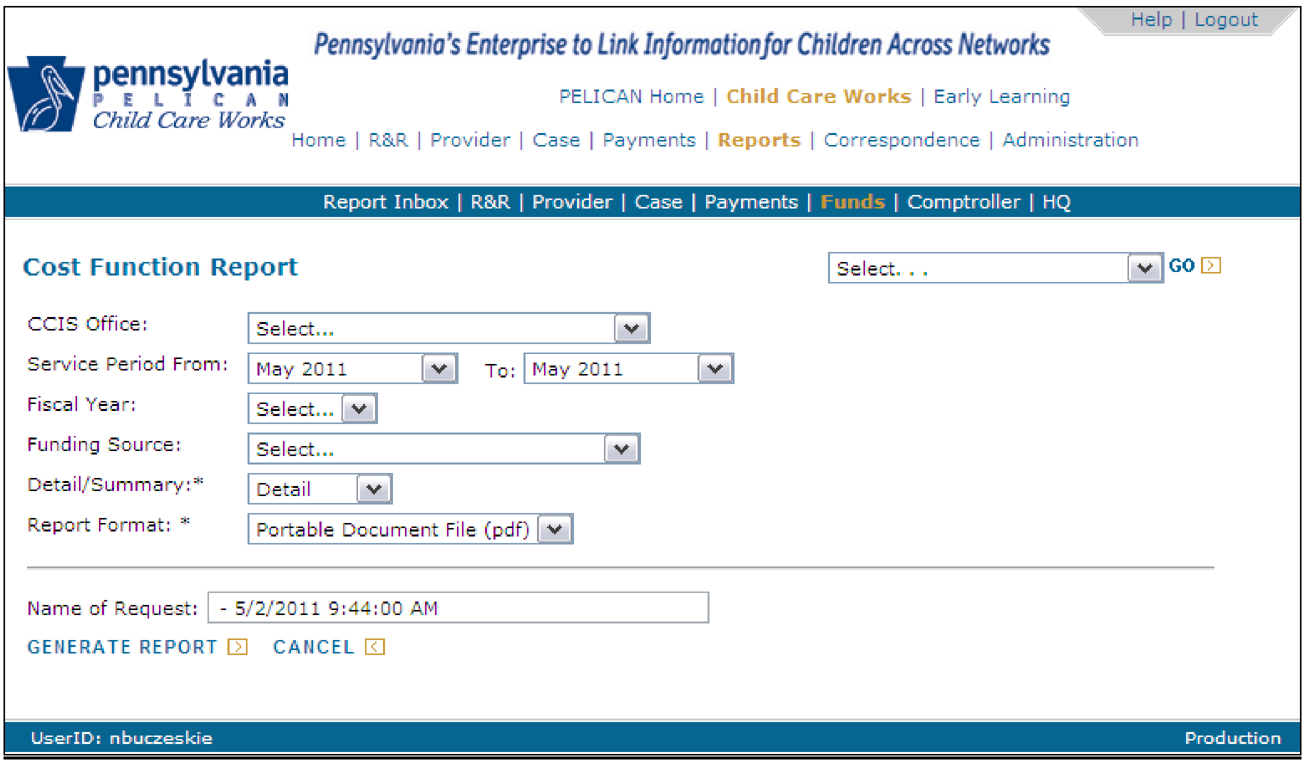
Co/Record		Child		Family Size	Provider	Care Level	Unit Of Care	Total Units	Provider Rate	Gross Reimb	Deductions	Net Reimb
Low Income (Fund A) - Regular (FY2010-11)												
22/	32	F	, K	3	CALVARY	Infant	FTKS2	13	$36.70	$477.10		$477.10
							COPAY	3			($30.00)	($30.00)
								Provider Totals:		**$477.10**		**$447.10**
								Child Totals:		**$477.10**		**$447.10**
22/	83	M	, S	3	W S	Infant	FT	13	$25.00	$325.00		$325.00
							COPAY	3			($75.00)	($75.00)
								Provider Totals:		**$325.00**		**$250.00**
								Child Totals:		**$325.00**		**$250.00**

RE102- Funding Agency Billing Report — Page 1 of 280

Return to Table of Contents

600.4.3 RE107 – Cost Function Report

The *Cost Function Report (RE107)* provides a breakdown by cost function of all amounts paid to a CCIS Office/County, including summary payment information, by the Catalog of Federal Domestic Assistance (CFDA) numbers. The *Cost Function Report (RE107)* is designed for OCDEL HQ and CCIS use; however, ***the "Summary" version is not available to the CCIS.***



REPORT PARAMETERS	
District/Office	Funding Source
Service Period	Report Format/Version
FY	Name of Request

SUMMARY VERSION

REPORT HEADING	
Title	The title and report number of the report.
Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The reporting period for which the report was generated.
Generated	*(MM/DD/YYYY)* – The date on which the report was generated.

ROWS	
Parameters	Displays all of the parameters that were selected to generate the report.
CCIS	Displays the CCIS office associated with the report results.
Funding FY	Displays the FY for the generated results.
Funding Program	Displays the funding program for the specific results.
Total	Displays the total for the specific funding program.
CFDA	Displays the numbers that are used to identify all Federal programs made available to State and local governments. Lines of funding with no CFDA number identify funds provided by the Commonwealth of Pennsylvania.
Totals by CFDA	Displays the sum of the amount of funds paid to a CCIS Office/County by CFDA.
Grand Total	Displays the totals for all funding programs.

- Columns – N/A

DETAIL VERSION

The CCIS has the ability to generate the "*Detailed*" version of the *Cost Function Report (RE107)* for a specific time frame. This functionality eliminates the need to print multiple screen shots for auditors.

REPORT HEADING	
Title	The title and report number of the report.
Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The reporting period for which the report was generated.
Generated	*(MM/DD/YYYY)* – The date on which the report was generated.

ROWS	
Parameters	Displays all of the parameters that were selected to generate the report.
CCIS	Displays the CCIS office associated with the report results.
Funding FY	Displays the FY for the generated results.
Month/Year	Displays the Month and Year for the specific results.
Funding Program	Displays the Funding Program for the specific Funding Program.
Total	Displays the Total for the specific Funding Program.
Grand Total	Displays the totals for all funding programs.
Totals by Funding Source	Displays the breakdown of totals by individual Funding Program.

COLUMNS	
SAP Line Number	Displays the unique identifier for each line of fund coding, necessary for the Commonwealth of Pennsylvania's accounting system.
Invoice Number	Displays the invoice number for the record.
Internal Order	Displays one of the numbers used by the Commonwealth of Pennsylvania to track payments/expenditures by funding stream, program/office and type of grant.
County	Displays the county associated to the line amount.
Fund	Displays one of the numbers used by the Commonwealth of Pennsylvania to track payments/expenditures by funding stream, program/office and type of grant.
Cost Center	Displays one of the numbers used by the Commonwealth of Pennsylvania to track payments/expenditures by funding stream, program/office and type of grant.
General Ledger	Displays one of the numbers used by the Commonwealth of Pennsylvania to track payments/expenditures by funding stream, program/office and type of grant.
CFDA	Displays the numbers that are used to identify all Federal programs made available to State and local governments. Lines of funding with no CFDA number identify funds provided by the Commonwealth of Pennsylvania.
Amount	Displays the amount for the funding program for the county listed.
Apply Start Date	Displays the date on which the system can begin using the line of fund coding.

pennsylvania PELICAN Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

RE107 Detail - Cost Function Report

Report Period: June 2010 To June 2011

Report Generated : 06/09/2011

Report Parameter

Service Period From: June 2010 **Service Period To:** June 2011 **Fiscal Year:** 2010-2011

CCIS: Dauphin/Cumberland/Perry **Funding Source:** Low Income (Fund A)

CCIS: Dauphin/Cumberland/Perry

Funding Fiscal Year: 2011

July 2010

SAP Line Number	CCIS Invoice ID	Internal Order	County	Fund	Cost Center	General Ledger	CFDA	Amount	Apply Start Date
	Low Income (Fund A)								
2		G1 01	Dauphin	1 0	2 90	6 0		$596,181.67	07/01/2010
4		G1 03	Dauphin	1 0	2 90	6 0		$355,385.64	07/01/2010
6		G1 00	Dauphin	7 0	2 90	6 0	93.6670	$111,749.49	07/01/2010
4		G1 03	Perry	1 0	2 90	6 0		$44,445.47	07/01/2010
4		G1 03	Cumberland	1 0	2 90	6 0		$404,664.55	07/01/2010
Total:								**$1,512,426.82**	

RE107 Detail - Cost Function Report Page 1 of 5

Return to Table of Contents

600.4.4 RE313 – Child Count & Expenditures by Funding Report

The *Child Count and Expenditures by Funding Source Report (RE313)* provides totals, by "Funding Source", of amounts the CCIS has paid to providers for a given service period as defined by the requestor.

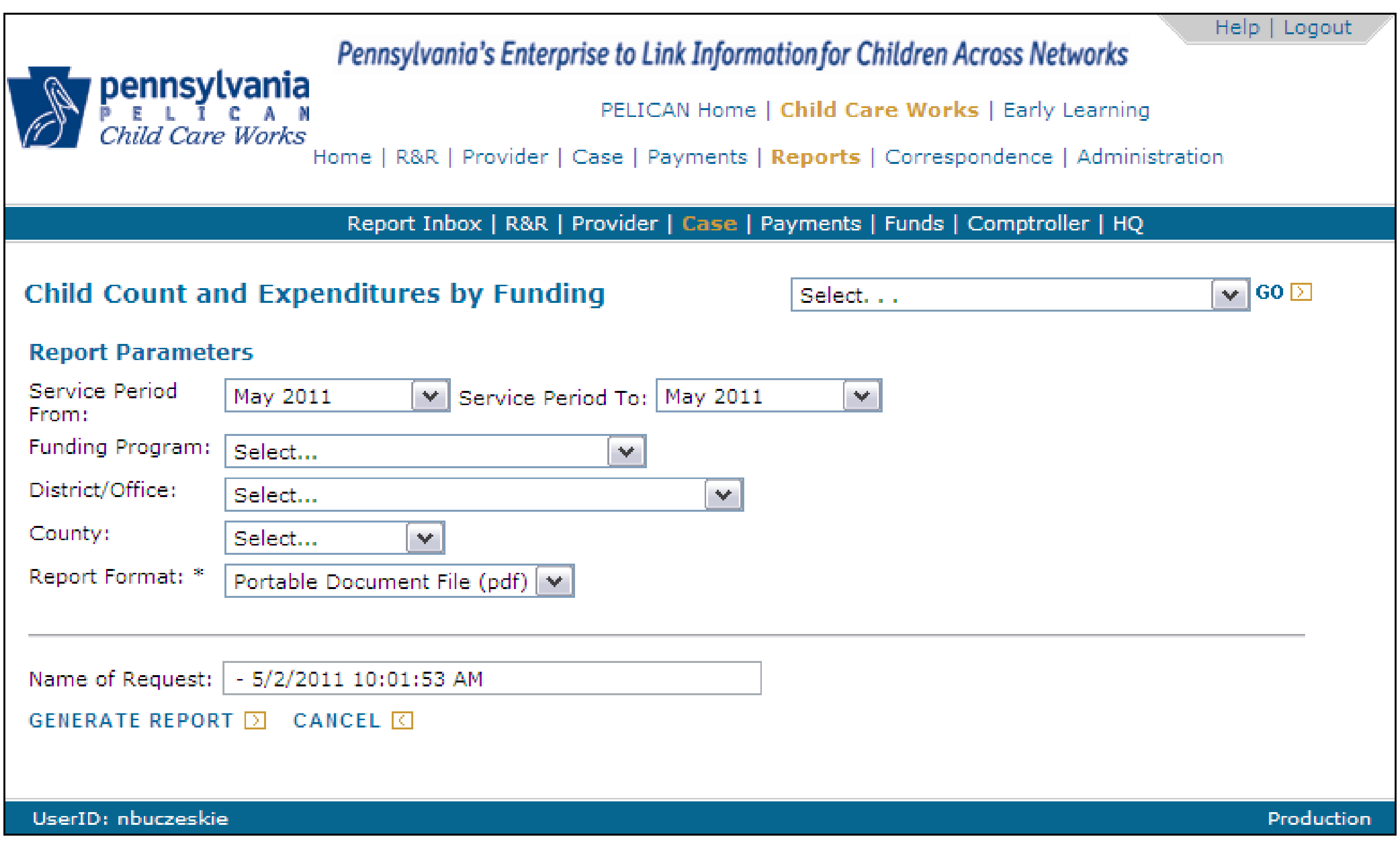
While available to the CCIS, the *Child Count and Expenditures by Funding Source Report (RE313)* is designed for OCDEL Headquarters and Comptroller use and may not be of value to the CCIS.

The *Child Count and Expenditures by Funding Source Report (RE313)* correlates more to the payment made by OCDEL Headquarters to the CCIS for a service period than to the payments a CCIS made to providers for a service period.

The *Child Count and Expenditures by Funding Source Report (RE313)* lists expenditures associated with each "*UOC*", any "*Deductions*", a count of children, and "*Units of service* (days served)". This information is broken down by funding source for every provider type. The grand total and subtotals display an unduplicated count of children.

The *Child Count and Expenditures by Funding Source Report (RE313)* provides:

- Subtotals for every provider type and funding source.
- A grand total of all expenditures, deductions, child count and units of service.
- Total expenditures less co-pay deductions.
- A total for units of service for all care levels.



REPORT PARAMETERS	
Service Period – From & To	County
Funding Program	Report Format/Version
District/Office	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Service Period	*(MM/YY)* – The month and year range during which service was rendered and for which the report was generated.
Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Office	The Office for which the report was generated.
County	The County for which the report was generated.
Funding Source	The Funding Source for which the report was generated.

ROWS	
County	Displays the County for which the following group of data represents.
Provider Type	Displays the Provider Type for which the following group of data represents.
Funding Source	Displays the Funding Source for which the subsequent UOC represent.
UOC	Displays the Units of Care for which each row of data represent. UOC for which a Keystone STARS Quality Add-on rate applies are designated with KS and the STARS number (i.e., FTKS1, PTKS2, FTKS3, etc.).
Subtotal	Displays the funding source subtotals by Provider Type and add all funding sources for Provider Type.
Grand Total	Displays the totals across Provider Types for each UOC by Care Level.
Total Expenditures (Less Deductions)	Displays the total of all expenditures across all care level types minus the associated deductions.
Total Units of Service	Displays the total number of Units of Service across all care levels.

COLUMNS	
Care Level	Displays the six care levels (i.e., Infant, Young Toddler, Older Toddler, Pre-School, Young School-Age and Older School-Age).
Expenditures	Displays the Expenditures for each UOC by Provider Type and Funding Source.
Deductions	Displays the co-pay deductions associated with each UOC by Provider Type and Funding Source.
Child Count	Displays the number of children receiving services by Provider Type and Funding Source.
Units of Service	Displays the number of Units of Service (i.e., UOC) by Provider Type and Funding Source.

pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

RE313 Child Count and Expenditure by Funding Source Report

Service Periods From: June 2010 To: June 2011

Report Date: 06/10/2011

Office: CCIS of Dauphin County

County: Dauphin

Fiscal Year: 2010

Funding Source: Low Income (Fund A)

County: Dauphin

Care Level

Provider Type / Funding Source / Unit of Care — Dauphin, Center, Low Income (Fund A)	Infant Expend	Infant Deduction	Infant Child Count	Infant Units of Serv	Young Toddler Expend	Young Toddler Deduction	Young Toddler Child Count	Young Toddler Units of Serv
FT	26,500.30	0.00	40	753	40,582.20	0.00	68	1,234
FTKS2	27,473.60	0.00	41	760	40,813.10	0.00	62	1,205
FTKS3	4,680.80	0.00	12	124	9,348.80	0.00	22	269
FTKS4	858.00	0.00	1	22	2,321.80	0.00	5	64
NFT	847.44	0.00	1	22	776.82	0.00	1	22
NFTKS2	0.00	0.00	0	0	0.00	0.00	0	0
PT	31.60	0.00	1	1	382.20	0.00	3	15
PTKS2	884.20	0.00	4	26	201.60	0.00	3	8
PTKS3	0.00	0.00	0	0	143.75	0.00	1	5
PTKS4	0.00	0.00	0	0	0.00	0.00	0	0
NPT	135.24	0.00	1	4	0.00	0.00	0	0
COP	0.00	(5,318.20)	62	0	0.00	(10,121.20)	127	0
Fndg Src Subtotal:	61,411.18	(5,318.20)	0	1,712	94,570.27	(10,121.20)	0	2,822
Provr Type SubTotal	**61,411.18**	**(5,318.20)**	**0**	**1,712**	**94,570.27**	**(10,121.20)**	**0**	**2,822**

Provider Type / Unit of Care	Older Toddler Expend	Older Toddler Deduction	Older Toddler Child Count	Older Toddler Units of Serv	Pre School Expend	Pre School Deduction	Pre School Child Count	Pre School Units of Serv
FT	41,838.51	0.00	71	1,339	120,406.10	0.00	226	4,185
FTKS2	63,024.34	0.00	100	1,953	155,255.87	0.00	265	5,234
FTKS3	17,656.52	0.00	28	524	43,121.60	0.00	78	1,367
FTKS4	5,525.16	0.00	8	158	11,213.40	0.00	18	346
NFT	0.00	0.00	0	0	256.80	0.00	1	8
NFTKS2	0.00	0.00	0	0	496.60	0.00	2	13
PT	422.10	0.00	4	16	1,261.75	0.00	13	47
PTKS2	242.10	0.00	2	9	4,131.37	0.00	21	171
PTKS3	0.00	0.00	0	0	3,129.48	0.00	13	138
PTKS4	0.00	0.00	0	0	25.50	0.00	1	1
NPT	113.84	0.00	1	4	0.00	0.00	0	0
COP	0.00	(17,950.21)	189	0	0.00	(53,625.40)	482	0
Fndg Src Subtotal:	128,822.57	(17,950.21)	0	4,003	339,298.47	(53,625.40)	0	11,510
Provr Type SubTotal	**128,822.57**	**(17,950.21)**	**0**	**4,003**	**339,298.47**	**(53,625.40)**	**0**	**11,510**

Provider Type / Unit of Care	Young School-Age Expend	Young School-Age Deduction	Young School-Age Child Count	Young School-Age Unit of Serv	Older School Age Expend	Older School Age Deduction	Older School Age Child Count	Older School Age Unit of Serv
FT	50,733.56	0.00	215	2,072	11,391.16	0.00	53	452
FTKS2	77,586.09	0.00	263	3,001	22,658.06	0.00	86	885
FTKS3	17,153.88	0.00	56	624	4,641.76	0.00	15	169
FTKS4	0.00	0.00	1	0	0.00	0.00	0	0
NFT	904.98	0.00	2	36	221.20	0.00	1	8
NFTKS2	1,122.00	0.00	2	34	0.00	0.00	0	0
PT	23,980.14	0.00	172	1,513	6,637.93	0.00	50	429
PTKS2	30,899.77	0.00	204	1,829	12,057.48	0.00	74	706
PTKS3	5,753.46	0.00	39	334	1,771.82	0.00	12	100
PTKS4	168.12	0.00	1	9	0.00	0.00	0	0
NPT	69.32	0.00	1	4	0.00	0.00	0	0
COP	0.00	(31,458.85)	321	0	0.00	(5,725.00)	60	0
Fndg Src Subtotal:	208,371.32	(31,458.85)	0	9,456	59,379.41	(5,725.00)	0	2,749
Provr Type SubTotal	**208,371.32**	**(31,458.85)**	**0**	**9,456**	**59,379.41**	**(5,725.00)**	**0**	**2,749**

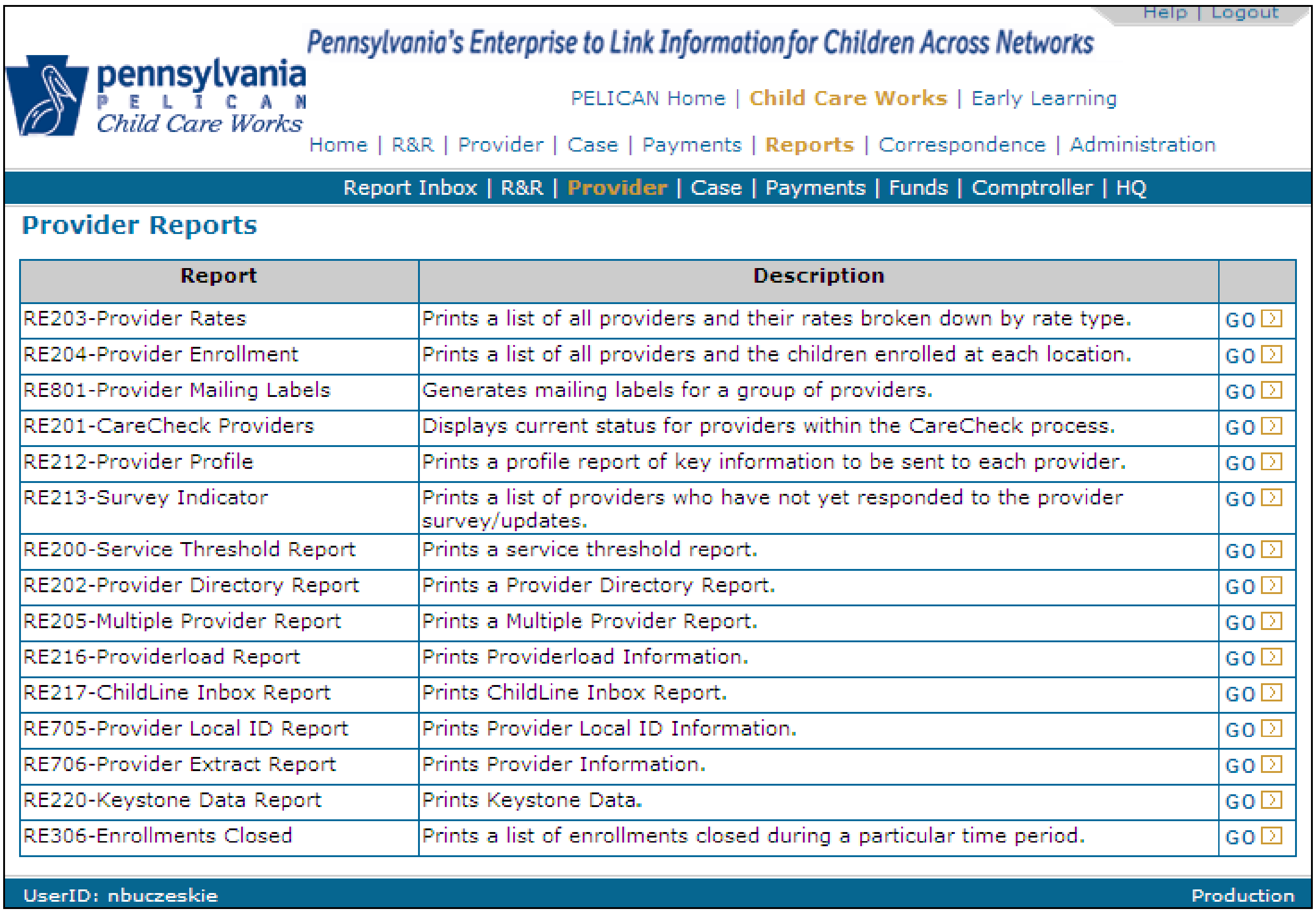
RE313 Child Count and Expenditures by Funding Source Report

Page 1 of 9

Return to Table of Contents

600.5 PROVIDER

The Provider Subsystem will supply detailed provider information such as provider type, location, and licensing information to the Reports Subsystem. The following screen shot displays the *Provider Reports* page in PELICAN CCW, which lists the reports available under the Provider subsystem.



Report	Description	
RE203-Provider Rates	Prints a list of all providers and their rates broken down by rate type.	GO
RE204-Provider Enrollment	Prints a list of all providers and the children enrolled at each location.	GO
RE801-Provider Mailing Labels	Generates mailing labels for a group of providers.	GO
RE201-CareCheck Providers	Displays current status for providers within the CareCheck process.	GO
RE212-Provider Profile	Prints a profile report of key information to be sent to each provider.	GO
RE213-Survey Indicator	Prints a list of providers who have not yet responded to the provider survey/updates.	GO
RE200-Service Threshold Report	Prints a service threshold report.	GO
RE202-Provider Directory Report	Prints a Provider Directory Report.	GO
RE205-Multiple Provider Report	Prints a Multiple Provider Report.	GO
RE216-Providerload Report	Prints Providerload Information.	GO
RE217-ChildLine Inbox Report	Prints ChildLine Inbox Report.	GO
RE705-Provider Local ID Report	Prints Provider Local ID Information.	GO
RE706-Provider Extract Report	Prints Provider Information.	GO
RE220-Keystone Data Report	Prints Keystone Data.	GO
RE306-Enrollments Closed	Prints a list of enrollments closed during a particular time period.	GO

The following subsections include detailed information regarding each of the reports available under the Provider subsystem.

600.5.1 RE200 – Service Threshold Report

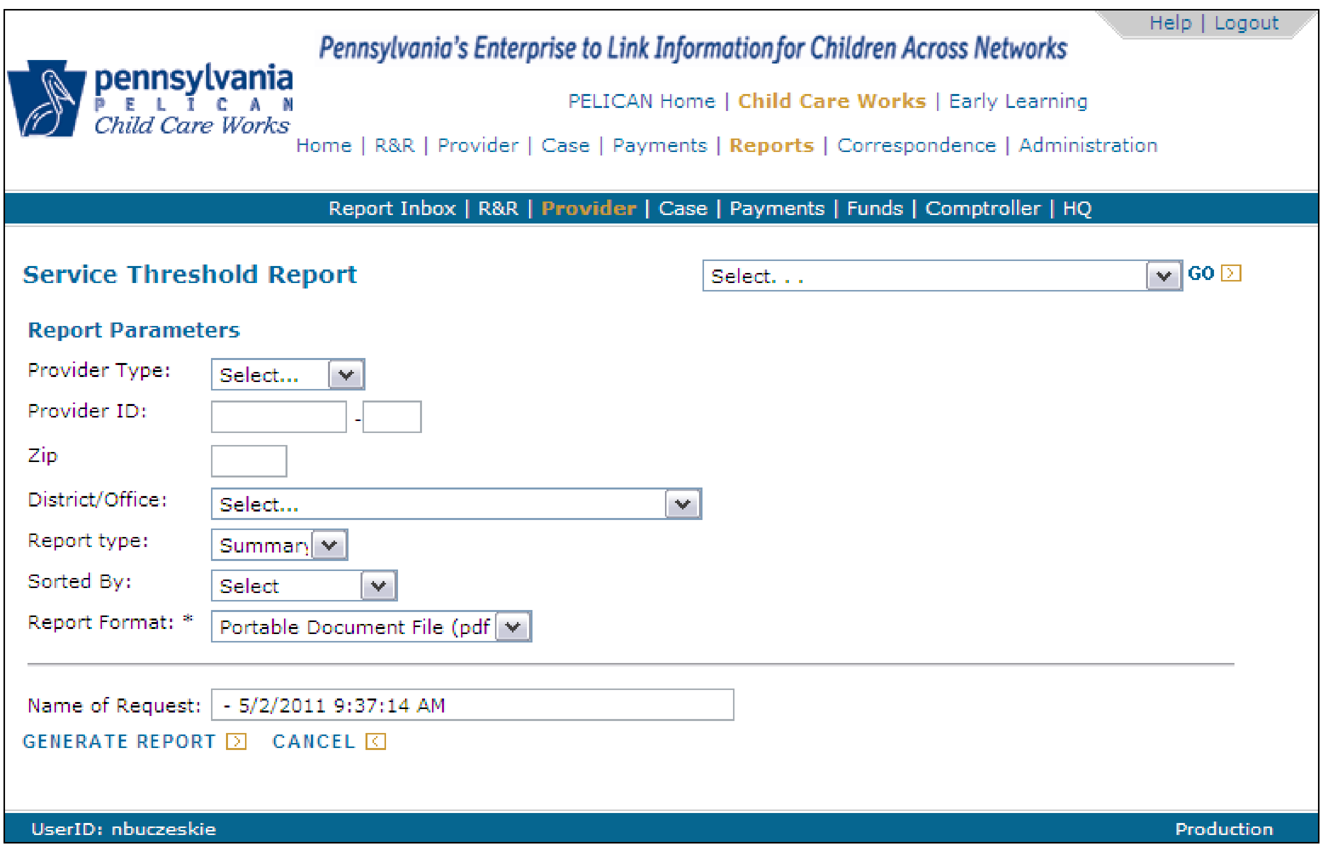
The *Service Threshold Report (RE200)* returns a list of providers whose subsidized enrollments are greater than their certified capacity. The *Service Threshold Report* shows enrollments on a given day and is available in two versions:

1. ***Summary***– Provides a count of all subsidized children enrolled on each day of the week for all providers requested. A CCIS would generally run the summary version of this report for all providers to identify if any of their providers are potentially over capacity. It should be noted that enrollment does not equal true capacity. According to the Certificate of Compliance or Certificate of Registration the provider may not exceed the given capacity at any time.
2. ***Detailed*** – Requires the Provider ID list the days of the week and specifies all enrolled children with their daily UOC. This version will help identify the children that are enrolled with a provider on a day the provider appears to be overcapacity.

The *Service Threshold Report (RE200)* shows enrollment on a given day. Both versions of the *Service Threshold Report (RE200)* are grouped by Office, Provider Type and Location.

<u>IMPORTANT:</u> This is a point in time report. If run on a Monday, it pulls data from the current week, if run on a Tuesday or later in the week; it pulls data from Monday of the next week.

The *Service Threshold Report (RE200)* returns a list of providers whose enrollments are more than their capacity allows; however, this report only accounts for children funded by Commonwealth dollars through a CCIS. The *Service Threshold Report (RE200)* does not account for the time of day the attendance occurs or the operating schedule of the provider. A true over-capacity situation must be determined by Certification. The Capacity field in PELICAN CCW is updated as regulated providers renew their licensing information with the Regional Office.



REPORT PARAMETERS	
Provider Type	Report Type
Provider ID	Sorted By
Zip	Report Format/Version
District/Office	Name of Request

REPORT HEADING (On Fly Sheet)	
Report Title	Displays the title and report number of the report.
Generated	*(MM/DD/YYYY)* – Displays the date on which the report was generated.
District/Office	Displays the district/office for which the report was generated.
Provider Type	Displays the Provider Type for which the report was generated.

ROWS	
Totals by the Day	Displays the total number of children with an enrolled UOC with that provider on each day of the week.

COLUMNS	
Provider ID	Displays the Provider Location ID for each provider on the report.
Provider Location Name	Displays the name of the Legal Entity and Location.
Provider Address	Displays the location's address.
Capacity	Displays the total number of children the location can accommodate at one specific time. (If capacity is listed as "0," the capacity for this provider has not been updated yet. If you have suspicions that the provider is over capacity, call your Regional Office to verify the provider's licensed capacity).
Mon	Displays the number of children that received care on this day of the week per provider.
Tue	Displays the number of children that received care on this day of the week per provider.
Wed	Displays the number of children that received care on this day of the week per provider.
Thu	Displays the number of children that received care on this day of the week per provider.
Fri	Displays the number of children that received care on this day of the week per provider.
Sat	Displays the number of children that received care on this day of the week per provider.
Sun	Displays the number of children that received care on this day of the week per provider.

pennsylvania PELICAN Child Care Works

RE200 Service Threshold Report (Summary)

Report Generated: 06/20/2011

District/Office: CCIS of Center City And South Philadelphia

Provider Type: CTR

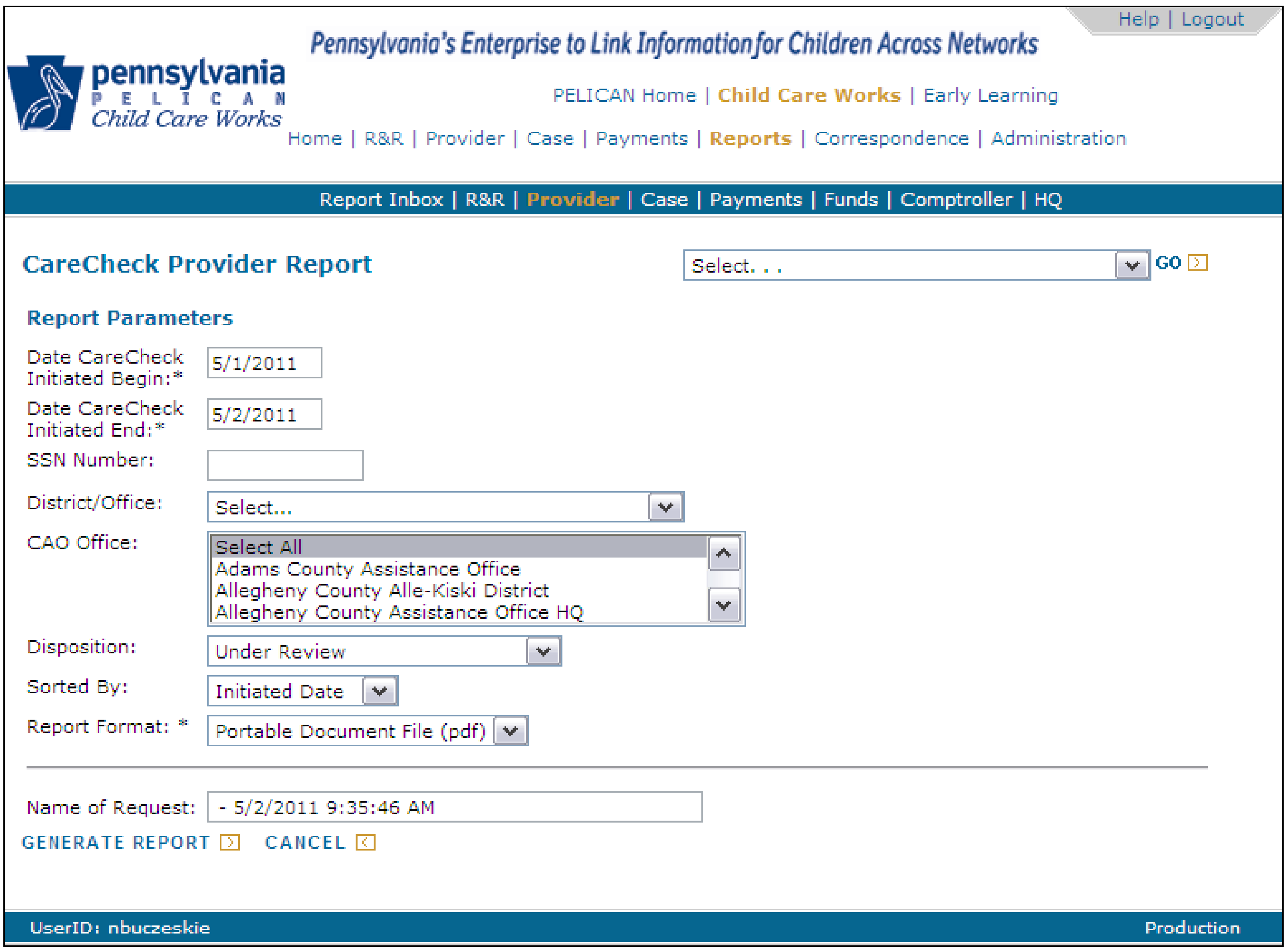
Provider ID		Provider Location Name	Provider Address	Capacity	Mon	Tue	Wed	Thu	Fri	Sat	Sun
211	10-2	C W S I	WHARTON ST PHILADELPHIA, PA 19146-4845	11	22	22	22	22	22	0	0
211	95-1	P & P , INC	FAIRHILL ST PHILADELPHIA, PA 19148-4806	13	13	13	12	14	14	0	0
211	51-3	P C , LLC P C	HEMBERGER ST PHILADELPHIA, PA 19145-2714	24	29	27	32	34	37	9	13
411	42-1	T C Day Care, Inc T C DAY CARE	11TH ST PHILADELPHIA, PA 19148-4407	22	24	22	24	24	21	0	0
411	26-1	F C L D Day Care Center	19TH ST PHILADELPHIA, PA 19145-2813	8	10	10	9	10	9	1	0
411	24-1	R F LEARNING CENTER LLC R F	DICKINSON ST PHILADELPHIA, PA 19146-4829	12	14	15	15	15	15	0	0
511	30-2	O A CHILD CARE, INC	SNYDER AVE PHILADELPHIA, PA 19145-2811	12	12	10	12	12	13	0	0
511	85-1	TAMARA S. JOHNSON THE PLAY PEN ACADEMY	POINT BREEZE AVE PHILADELPHIA, PA 19146-4521	13	21	19	20	20	18	3	8
911	42-2	T B B B DAYCARE CENTER	SOUTH ST PHILADELPHIA, PA 19147-1821	16	17	18	18	18	18	1	1

RE200 Service Threshold Report (Summary) Page 1 of 1

Return to Table of Contents

600.5.2 RE201 – CareCheck Provider Report

The *CareCheck Provider Report (RE201)* lists all providers for a selected CCIS that have had a CareCheck request initiated for their office. The *CareCheck Provider Report (RE201)* can be used to identify the CareCheck status of providers. Report requests can be sorted using the "*Disposition*" sort option giving the requestor quick reference to providers based upon this input parameter. The *CareCheck Provider Report (RE201)* is primarily used by the Provider Specialists, Supervisors, and Directors within a CCIS.



REPORT PARAMETERS	
Date CareCheck Initiated Begin	Disposition
Date CareCheck Initiated End	Sorted By
SSN	Report Format/Version
District/Office	Name of Request
CAO Office	

REPORT HEADING	
Report Title	Displays the title and report number of the report.
Generated	*(MM/DD/YYYY)* – Displays the date on which the report was generated.
Initiated Begin Period	Displays the Begin Date parameter for which the report was generated.
Initiated End Date	Displays the End Date parameter for which the report was generated.

COLUMNS	
Provider ID	Displays the Provider Location ID for each provider on the report.
Vendor ID	Displays the Vendor ID for the provider.
Provider Name	Displays the provider's full name.
SSN/FEIN	Displays the Social Security Number or the Federal Employer Identification Number.
CareCheck Status	Displays the status of the latest CareCheck segment.
Failure Reason	Displays the Failure Reason associated with the CareCheck failure.
Initiated Date	Displays the date CareCheck was initiated.
Certification Date	Displays the date CareCheck was completed.
Under Review	Displays the "*Y*" or "*N*" indicator for the review status.
CCIS	Displays the name of the CCIS Office initiating the CareCheck request.

pennsylvania PELICAN Child Care Works

RE201 CareCheck Provider Report

6/1/2011 to 6/9/2011

Report Generated 06/09/2011

Initiated Begin Period: 6/1/2011

Initiated End Period: 6/9/2011

Provider ID	Vendor ID	Provider Name	SSN/FEIN	CareCheck Status	Failure Reason	Init. Date	Cert. Date	Under Review	CCIS	Office CAO
8 -1		C S	3818			06/06/2011		Y	CCIS of Dauphin County	Dauphin County Assistance Office

RE201 CareCheck Provider Report Page 1 of 1

Return to Table of Contents

600.5.3 RE202 – Provider Directory Report

The *Provider Directory Report (RE202)* is designed for use by the CCIS and prints a list of providers for the specified office.

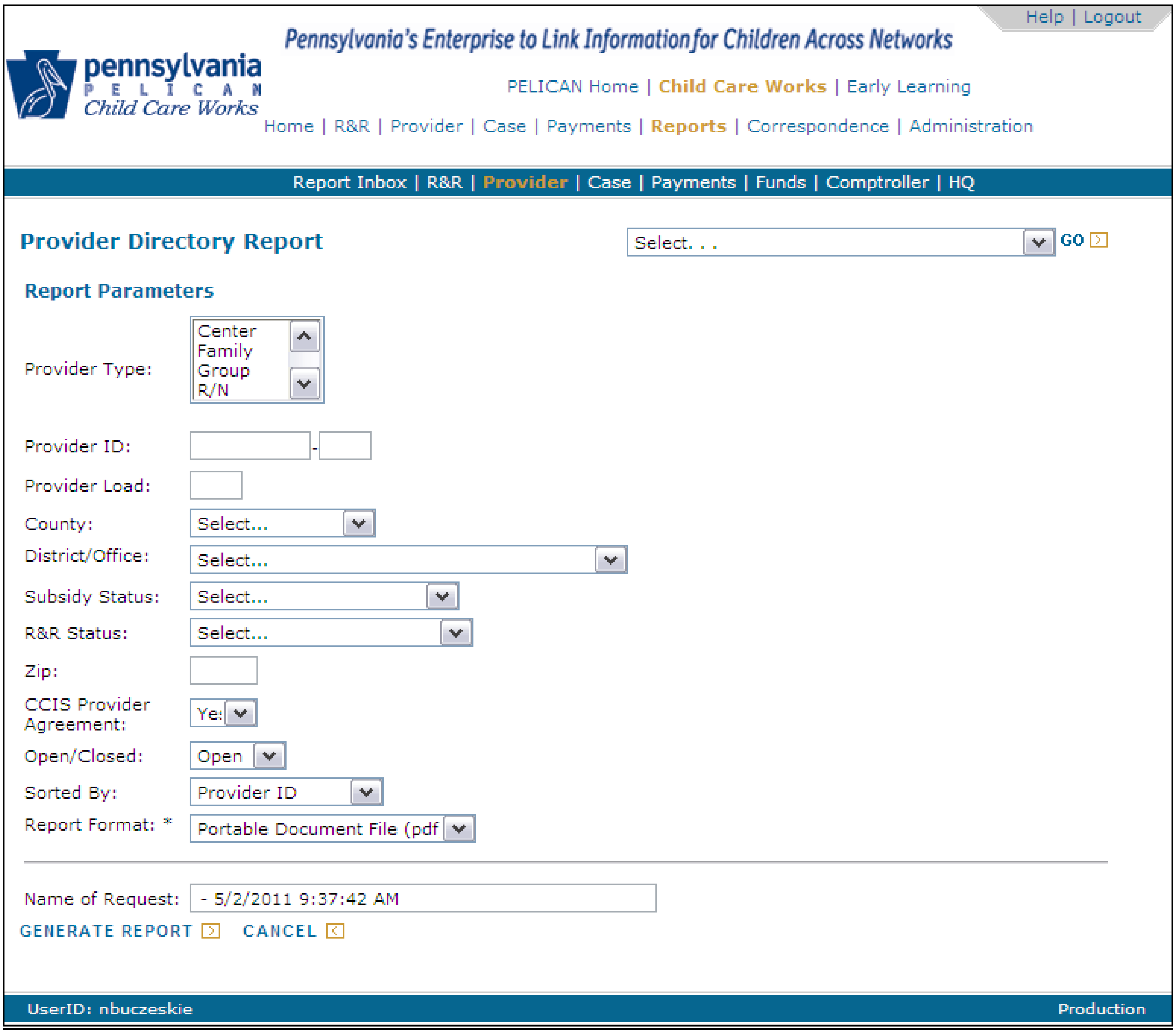
The *Provider Directory Report (RE202)* includes the "*Location ID*", "*Legal Entity*" and "*Location Names*", "*Addresses*", "*Telephone Numbers*", "*Subsidy Status*", "*R&R Status*", "*Licensed Capacity*" and "*Provider Type*" (i.e., "*Center*", "*Family*", etc.) for each provider.

The *Provider Directory Report (RE202)* is grouped by "*Office*", "*County*" and "*Provider Type*" and can be used for the following purposes:

1. Identifying the status of providers.
2. Identifying how many providers exist in the county and are active in the county.
3. Providing to eligibility staff, access to PELICAN CCW "*Provider IDs*" for enrollments without performing a search.
4. Equalizing providerloads.
5. Identifying providers by "*Zip Code*".
6. Providing lists of providers by "*Provider Type*".
7. Providing a comprehensive list of regulated providers to agencies such as local planning groups, libraries or other agencies that may need a listing of all providers in the county.
8. Identifying providers who have been closed by the Regional Office.

NOTE: If a "*County*" is selected on the parameters page, only providers in that "County" will appear on the report. If an "*Office*" is selected and no "*County*" is chosen, all providers owned by that "*Office*", including out-of-state providers, will appear on the report.

IMPORTANT: R/N providers should not be included on any report provided to other agencies unless instructed otherwise by OCDEL HQ or the Subsidy Coordinator.



REPORT HEADING	
Report Title	Displays the title and report number of the report.
Generated	*(MM/DD/YYYY)* – Displays the date on which the report was generated.
Parameters	Displays all parameters that were selected to generate the report.
Total Number of Providers	Displays a count of all listed providers.
Center Provider Type	Displays a count of the listed Provider Type.
District/Office	Displays the District/Office for which the report was generated.
County	Displays the County for which the report was generated.
Provider Type	Displays the Provider Type for which the report was generated.

COLUMNS	
Provider ID	Displays the Provider Location ID for each provider on the report.
Legal Entity Name/Location Name	Displays the Vendor ID for the provider.
Physical Location Address	Displays the address of the provider's location.
Physical Location Contact	Displays the phone number of the provider's location.
Provider Type	Displays the Provider Type for each provider.
Subsidy Status	Displays the provider's Subsidy Status whether "*Eligible*" or "*Ineligible*" to provide subsidized child care.
R&R Status	Displays the provider's R&R Status (i.e., "*Active*" "*Inactive – Not on Mailing List*" or "*Inactive – On Mailing List*").
Capacity	Displays the total number of children the location can accommodate at one specific time as it is listed in PELICAN CCW.
Agreement	Indicates whether the provider has an agreement.

RE202 Provider Directory Report

Report Generated on 6/9/2011

Report Parameters

Provider Type:	FMY	Provider ID:	All	Office:	CCIS of Dauphin County
		Provider Load:	All	County:	Dauphin
		Subsidy Status:	Eligible Subsidy Provider	Zip:	All
		R&R Status:	Active	Open/Closed:	Open
		CCIS Provider Agreement:	Y		

Total Number of Providers: 64

Family Provider Type: 64

District/Office: CCIS of Dauphin County

County: Dauphin County

Provider Type: Family

Provider ID	Legal Entity Name Location Name	Physical Location Address	Physical Location Contact	Provider Type	Subsidy Status	R&R Status	Capacity	Agreement
1 45 - 1	T ,S S T	HIGHLAND ST HARRISBURG,PA 17113-2636	S T (717) 939 -	Family	Eligible Subsidy Provider	Active	6	Y
1 10 - 1	S ,D D S FAMILY DAYCARE	SWEETBRIAR DR HARRISBURG,PA 17111-5650	D S (717) 561 -	Family	Eligible Subsidy Provider	Active	6	Y
1 16 - 1	B ,K K B	PRESIDENTS DR HUMMELSTOWN,PA 17036-8606	K B (717) 482 -	Family	Eligible Subsidy Provider	Active	6	Y

RE202 Provider Directory Report Page 1 of 7

Return to Table of Contents

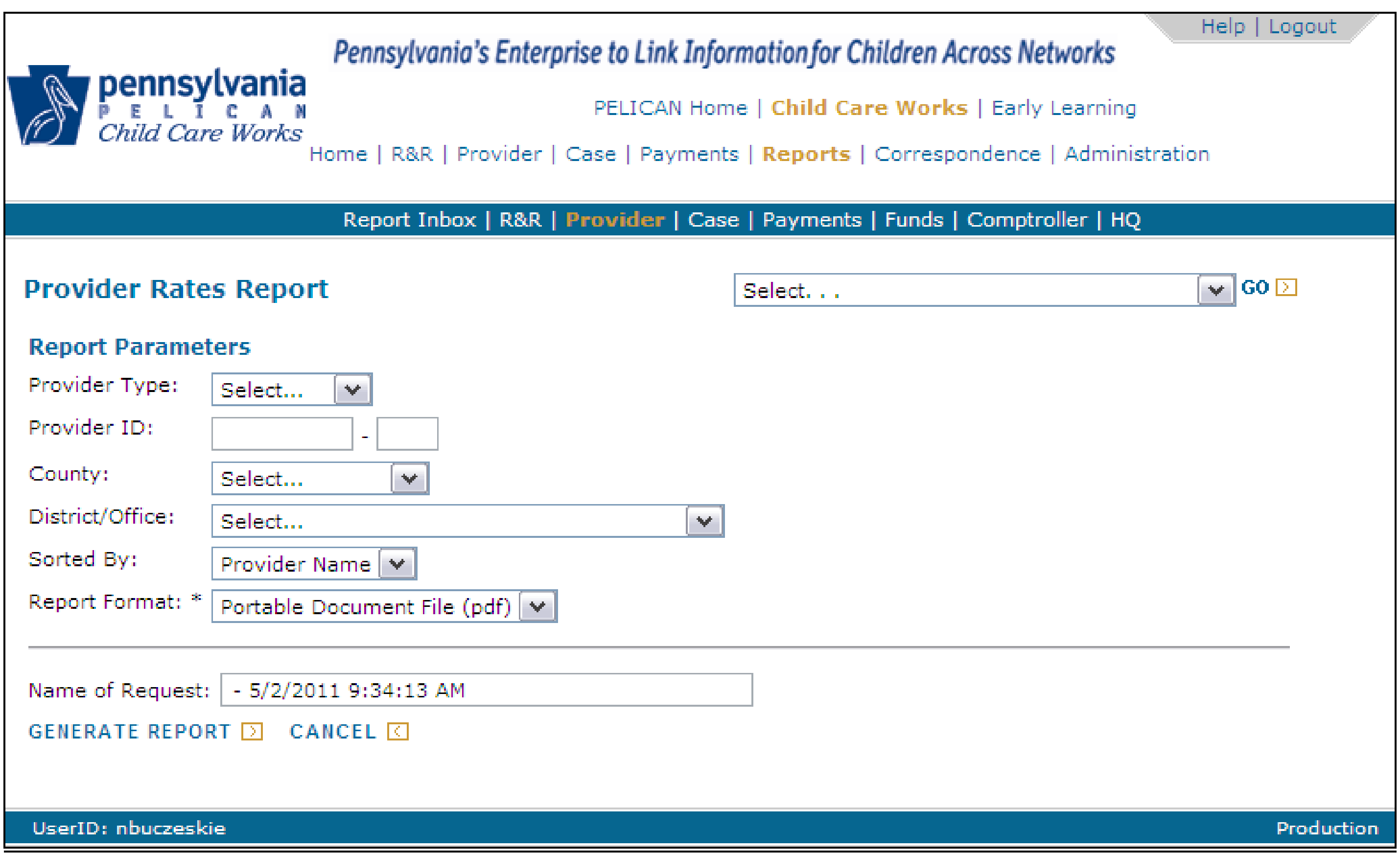
600.5.4 RE203 – Provider Rates Report

The *Provider Rates Report (RE203)* is designed for use by the CCIS and displays a list of all active providers, their "*Converted Payment Rates (CPR)*", "*Subsidy Payment Rates (SPR)*" and the applicable "*Maximum Child Care Allowances (MCCA)*" based on the Provider Type and county where the provider is located. The "*CPR*" is the provider's weekly rate as given in the Provider Agreement, Rate Survey, or most recent Provider Profile Update, divided by five. The "*MCCA*" is the amount entered by OCDEL HQ staff and is the maximum amount that the CCIS can pay to a provider. The "*SPR*" is the amount paid to the provider by the CCIS. To derive the "*SPR*", PELICAN CCW compares the "*MCCA*" to the provider's "*CPR*" and selects the lower amount. The *Provider Rates Report (RE203)* is grouped by "*County*", "*Office*" and "*Provider Type*" and begins a new page for each provider that is included.

The CCIS can use the *Provider Rates Report (RE203)* for the following purposes:

1. Performing an on-site verification of provider rates. The *Provider Rates Report (RE203)* provides the "*MCCA*" and the "*CPR*", which should be what the provider charges.
2. Explaining what rate the CCIS will pay the provider.
3. Providing the information to the provider to validate the rates.
4. Comparing the rates between the Provider Agreement Rates Appendix and PELICAN CCW.

<u>IMPORTANT:</u> This is a point in time report. It pulls the rates that are in effect as of the day the report is run. To view rates for a provider as of a specific date, use the Provider Rates page in PELICAN CCW. You can select the appropriate date and print the screen to obtain a paper copy of the data.



REPORT PARAMETERS	
Provider Type	Sorted By
Provider ID	Report Format/Version
County	Name of Request
District/Office	

REPORT HEADING	
Report Title	Displays the title and report number of the report.
Generated	*(MM/DD/YYYY)* – Displays the date on which the report was generated.
District/Office	Displays the District/Office for which the report was generated.
County	Displays the County for which the report was generated.
Provider Type	Displays the Provider Type for which the report was generated.

COLUMNS	
Provider ID	Displays the Provider Location ID for each provider on the report.
Legal Entity Name/Location Name	Displays the Vendor ID for the provider.
Care Level	Displays the Care Level of the child.
Rate Type	Displays whether the rate is Full-Time or Part-Time.
CPR	Displays the full-time rate the provider charges.
Effective Date	Displays the dates the full rates became effective.
SPR	Displays the adjusted rate the provider is paid for subsidized child care.
Effective Date	Displays the date the rates became effective.
MCCA	Displays the MCCA the CCIS will pay for subsidized child care.

RE203 Provider Daily Rates Report

Report Generated : 06/09/2011

County: Dauphin

District/Office: CCIS of Dauphin County

Provider Type: Family

Provider ID	Location Name	Care Level	Rate Type	Converted Payment Rate	Effective Date	Subsidy Payment Rate	Effective Date	Max Child Care Allowance
1 -1	E R.	Infant	Full Time	$26.00	07/01/2010	$25.00	10/01/2009	$25.00
			Part Time	$20.00	07/01/2010	$20.00	10/01/2009	$20.00
		Young Toddler	Full Time	$26.00	07/01/2010	$24.00	10/01/2009	$24.00
			Part Time	$20.00	07/01/2010	$20.00	10/01/2009	$20.00
		Older Toddler	Full Time	$26.00	07/01/2010	$22.20	10/01/2009	$22.20
			Part Time	$18.00	07/01/2010	$18.00	10/01/2009	$18.00
		Preschool	Full Time	$24.00	07/01/2010	$22.00	10/01/2009	$22.00
			Part Time	$17.00	07/01/2010	$17.00	10/01/2009	$18.00
		Young School-Age	Full Time	$24.00	07/01/2010	$20.00	10/01/2009	$20.00
			Part Time	$17.00	07/01/2010	$16.00	10/01/2009	$16.00
		Older School-Age	Full Time	$24.00	07/01/2010	$20.00	10/01/2009	$20.00
			Part Time	$17.00	07/01/2010	$16.00	10/01/2009	$16.00

RE203 Provider Daily Rates Report   Page 1 of 8

Return to Table of Contents

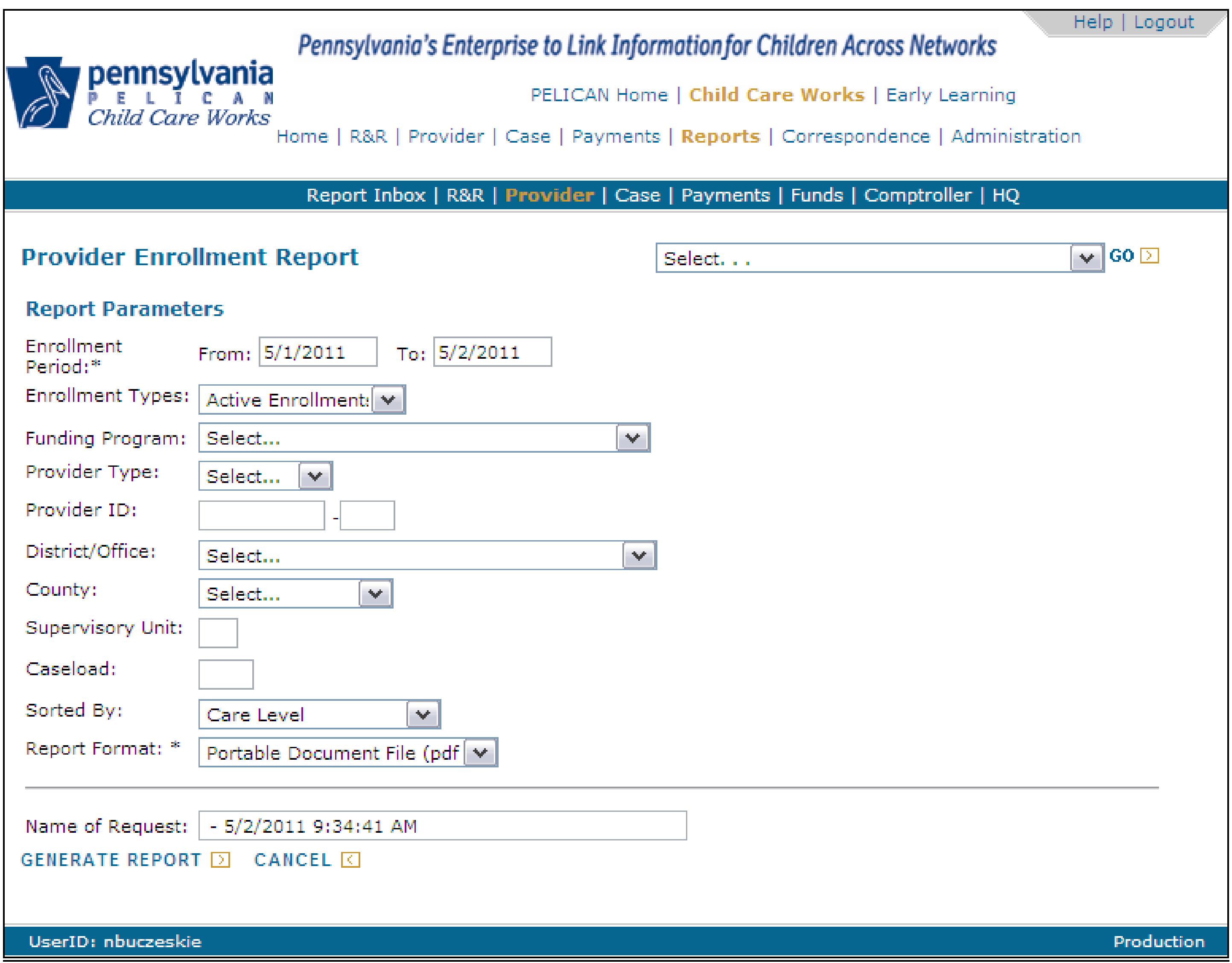
600.5.5 RE204 – Provider Enrollment Report

The *Provider Enrollment Report (RE204)* includes the most recent enrollment date and status as well as the child identification data. Counts of the active enrollments for the provider, for the office, and a grand total of all active enrollments for the reporting period also appear on the *Provider Enrollment Report (RE204)*.

This report can be used to:

- Identify how many children a provider is currently serving or has served during a period of time.
- Identify families that should be contacted if a Provider Agreement is terminated due to CareCheck failure or if the provider receives a sanction or is being closed by the Regional Office. This provides the PELICAN CCW "*Supervisory Unit*" and "*Caseload*" for each family at the provider.
- Identify children by "*Funding Program*" at the provider level.

NOTE: The total of all enrollments for the CCIS is listed at the bottom of the report.



REPORT PARAMETERS	
Enrollment Period - From	County
Enrollment Period - To	Supervisory Unit
Funding Program	Caseload
Provider Type	Sorted By
Provider ID	Report Format/Version
District/Office	Name of Request

REPORT HEADING	
Report Title	Displays the title and report number of the report.
Period	*(MM/DD/YYYY) – (MM/DD/YYYY)* – Displays the period of time for which the report was generated.
Generated	*(MM/DD/YYYY)* – Displays the date on which the report was generated.
Parameters	Displays all of the parameters for which the report was generated.
District/Office	Displays the District/Office for which the report was generated.
County	Displays the County for which the report was generated.
Funding Program	Displays the Funding Program for which the report was generated.

ROWS	
Provider ID	Displays the Provider ID for each provider on the report.
Provider Name	Displays the Provider Name for each set of provider data.

COLUMNS	
Caseload	Displays the Caseload to which the case belongs. This identifies who should take action on the case, if needed.
Co/Record	Displays the Co/Record number for the case.
Caretaker Name	Displays the Name of the p/c.
Care Level	Displays the child's Care Level as of the first day of the reporting period.
Individual ID	Displays the Individual ID associated with the child.
Child Name	Displays the Name of the enrolled child.
Status	Displays the Status of the child's current enrollment.
Begin/Effective Date	Displays the date the child's current enrollment status became effective.
End Date	Displays the date the child's current enrollment status will end if the child has a future discontinuation date.

RE204 Provider Active Enrollment Report

Report Period 06/01/2011 - 06/09/2011

Report Generated on 06/09/2011

Report Parameters

From Date:	06/01/2011	**To Date:**	06/09/2011	**Funding Program:**	Low Income (Fund A) - Regular	**Provider Type:**	Center
Supervisory Unit:	All	**Case Load:**	All	**Enrollment Type:**	Active Enrollments	**Provider ID:**	All
District/Office:	CCIS of Dauphin County			**County**	Dauphin	**Sorted By:**	Care Level

District/Office: CCIS of Dauphin County

County: Dauphin

Provider ID: 1 - 2 **Provider Name:** B DAYCARE CENTER

Case Load	Co/Record #	Caretaker Name	Care Level	Individual ID	Child Name	Status	Begin Date	End Date
Funding Program:	Low Income (Fund A) - Regular							
01 7	22/ 55	B. , C	Infant	8 47	K. G	Enrolled State	04/18/2011	
01 9	22/ 57	H , T	Young Toddler	7 78	T H	Enrolled State	04/05/2010	
01 6	22/ 80	G , B	Young Toddler	6 96	H U	Enrolled State	05/03/2010	
01 0	22/ 99	S. , S	Young Toddler	2 71	L L	Enrolled State	06/28/2010	
01 7	22/ 79	C , D	Preschool	5 16	D C	Enrolled State	05/17/2010	
01 7	22/ 28	B , J	Preschool	7 18	J. G	Enrolled State	06/07/2010	

RE204 - Provider Active Enrollment Report Page 1 of 95

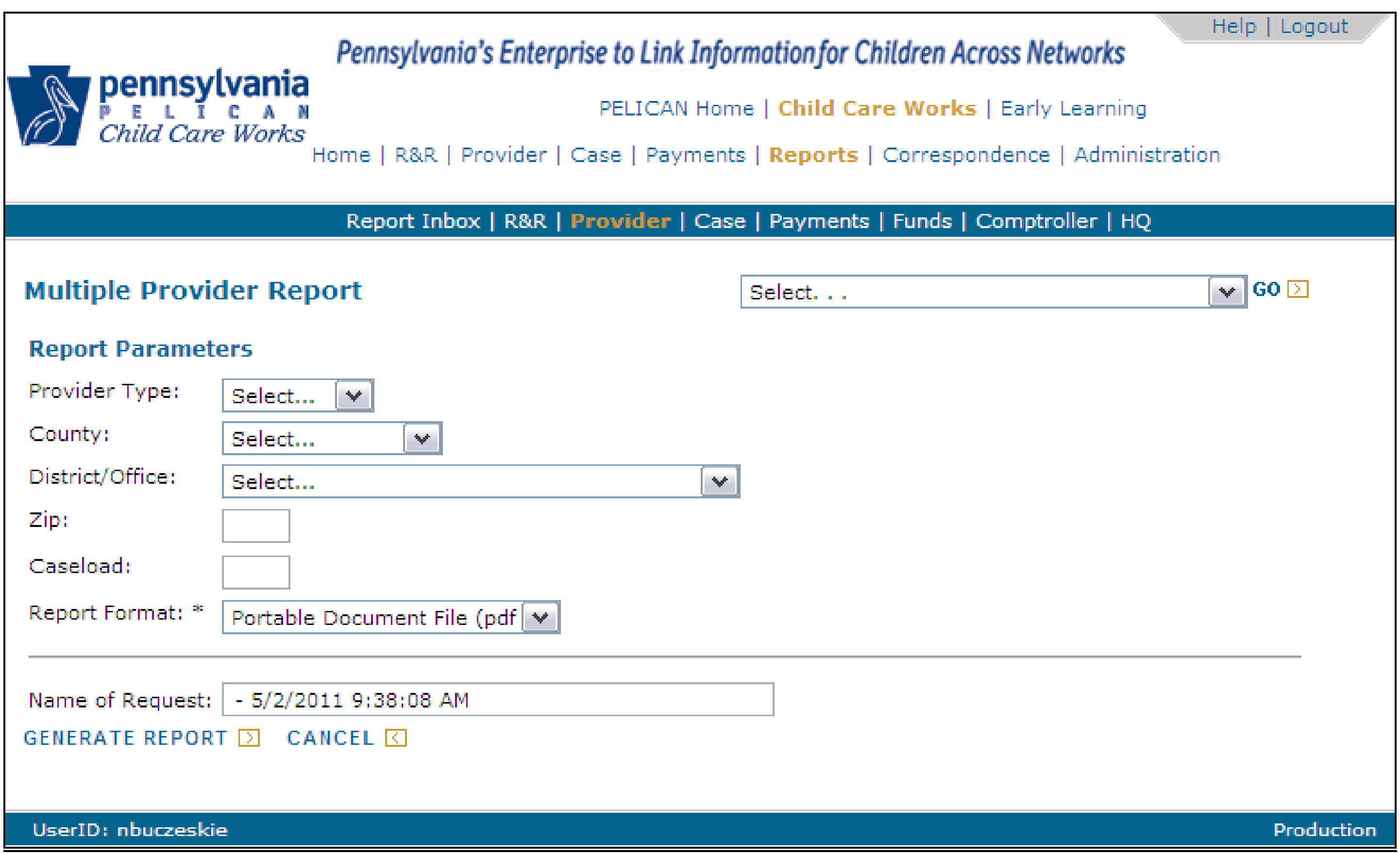
[Return to Table of Contents](#)

600.5.6 RE205 – Multiple Provider Report

The *Multiple Provider Report (RE205)* lists all children who currently have active enrollments with more than one provider for the designated period. The *Multiple Provider Report (RE205)* also lists individuals who are part of more than one case and have multiple providers. This report can be used to identify:

1. Potential overlaps of times in the enrollment schedule.
2. Fraud or ineligible receipt of services across counties.
3. Complete cases which may require extra attention by staff or more thorough review by supervisors.

IMPORTANT: This is a point in time report. If run on a Monday, it pulls data from the current week; if run on a Tuesday or later in the week, it pulls data from the Monday of the following week. This report can be used to identify potential overlaps between the providers. This report will also show children in joint custody who are being served by two different providers. If you find a child in your CCIS who is actively enrolled in another CCIS, you may need to follow-up with the other CCIS to be sure that fraud or overspending is not taking place.



REPORT PARAMETERS	
Provider Type	Caseload
County	Report Format/Version
District/Office	Name of Request
Zip	

REPORT HEADING	
Report Title	Displays the title and report number of the report.
Generated	*(MM/DD/YYYY)* – Displays the date on which the report was generated.
District/Office	Displays the District/Office for which the report was generated.
County	Displays the County for which the report was generated.
Provider Type	Displays the Provider Type for which the report was generated.
Zip Code	Displays the Zip Code for which the report was generated.
Caseload	Displays the Caseload to which the case belongs. This identifies who should take action on the case, if needed.

ROWS	
Child Name	Displays the Name of the enrolled child.
Summary Totals (County)	Displays the number of children in the county who are enrolled at more than one provider.
Summary Totals (Office)	Displays the number of children in the office who are enrolled at more than one provider.

COLUMNS	
Co/Record	Displays the Co/Record number for the case.
Caretaker Name	Displays the Name of the p/c.
Care Level	Displays the child's Care Level of the child associated with the enrollment.
Co-pay	Displays any Co-pay associated with a child's enrollment.
Provider Location	Displays the Provider Location.
Address	Displays the Address associated with the location where care is provided.
Location ID	Displays the Provider ID.
Provider Type	Displays the Provider Type associated with the enrollment.
Caseload	Displays the Caseload to which the case belongs. This identifies who should take action on the case, if needed.

RE205 Multiple Provider Report
Report Generated on 06/09/2011

pennsylvania PELICAN Child Care Works

Office: CCIS of Dauphin County | Provider Type: CTR | CaseLoad: ALL
County: Dauphin | Zip: ALL

County Record	CareTaker	CareLevel	Copay	Provider Location	Address	Location ID	Provider Type	CaseLoad
ALLEN , JOSIAH X								
22/ 33	, COOKIE	Preschool	NO	O L A	CEDAR AVE MIDDLETOWN PA 17057-2863	9 -2	CTR	2
22/ 33	, COOKIE	Preschool	NO	W L	WILLOW ST HIGHSPIRE PA 17034-1536	9 -1	R/N	2
BASS , JOSEPH V								
22/ 07	B. , T	Preschool	Yes	B F DAY CARE	JONESTOWN RD HARRISBURG PA 17112-2948	3 -7	CTR	7
22/ 07	B , T	Preschool	No	L S	UNION DEPOSIT RD HARRISBURG PA 17111-4805	3 -1	R/N	7
BLACKSTONE , DYANI								
22/ 76	B , C	Young School-Age	No	C M	DERRY ST HARRISBURG PA 17111-1146	2 -1	FMY	7
22/ 76	B , C	Young School-Age	Yes	T ACADEMY	WATSON ST STEELTON PA 17113-2145	3 -1	CTR	7
BOUTWELL , ARIAYANNA R								
22/ 5	K , H	Preschool	No	T M	WHITEHALL ST HARRISBURG PA 17103-2551	2 -1	FMY	5

RE205 Multiple Provider Report   Page 1 of 11

Return to Table of Contents

600.5.7 RE212 – Provider Profile Report

The *Provider Profile Report (RE212)* is a printout of the provider's current R&R profile that the CCIS can send to the provider to update as necessary and contains all information originally submitted by the provider that was entered into PELICAN CCW. Appropriate appendices must accompany the report, as required by OCDEL Headquarters.

NOTE: The CCIS is not currently required to generate the *Provider Profile Report (RE212)* but the report is still available in PELICAN CCW.

REPORT PARAMETERS	
Provider ID	Zip
Provider Type	Flysheet
R&R Status	Report Format/Version
County	Name of Request
District/Office	

REPORT HEADING	
Report Title	Displays the title and report number of the report.
Generated	*(MM/DD/YYYY)* – Displays the date on which the report was generated.

ROWS	
Facility Location	Displays the Provider Type associated with the subsequent provider. ➢ Name – Displays the location's name. ➢ Address—Displays the location's address. ➢ Phone—Displays the location's phone number. ➢ Fax—Displays the location's fax number. ➢ Email—Displays the location's e-mail address. ➢ Website—Displays the location's Web site address. ➢ Contact Person—Displays the name of the location's Contact Person. ➢ Title—Displays the organizational title of the location's Contact Person. ➢ Primary Phone—Displays the main phone number. ➢ Secondary Phone—Displays the secondary phone number. ➢ Email—Displays the Contact Person's e-mail address.
Legal Entity	Displays the location's Employer Identification Number (EIN). ➢ Legal Entity Name and Address—Displays the provider's legal name and address. ➢ Phone—Displays the Legal Entity's phone number. ➢ Fax—Displays the Legal Entity's fax number. ➢ E-mail—Displays the Legal Entity's phone number. ➢ Website—Displays the Legal Entity's website.
Affiliated Agency	Displays the agency to which the provider location is affiliated, if applicable.
R&R Address	Displays the address the provider would like to distribute to clients which are referred to them. For various reasons, some providers have a different address for this purpose.
Provider Printed Name	A blank line on which a provider's representative prints the name of the provider.
Provider Signature	A blank line on which the provider signs the report to validate the veracity of the information provided therein.
Date	A blank line on which the provider writes the date the Profile Update was signed.
Operating Schedule	(Monday through Sunday)—Displays the days and times child care is provided.
School Trans. Details	Displays the transportation to and from the location as provided by schools.
Public Trans. Details	Displays the available transportation to and from the location as provided by public transportation.
Desired # of Enrollments	Displays the number of children the provider would like to serve at any one time.
Desired # Subsidy Enrollments	Displays the number of subsidized children the location would like to have enrolled at one specific time.
# Enrolled at each Care Level	Displays the total number of children enrolled at the location by care level and by part-time and full-time status.
# Vacancies at each Care Level	Displays the total number of children enrolled at the location by care level and by part-time and full-time status.
Part-time	Displays the number of enrollments and vacancies on a part-time basis.
Full-time	Displays the number of enrollments and vacancies on a full-time basis.

COLUMNS	
Facility Location	Displays the name and address of the location, if available.
Contact Info	Displays the contact person's name and phone number.
Correspondence Address	(where mail should be sent)—Displays the address to which all correspondence to the location should be sent.
Legal Entity	Displays the provider's legal name and address.
Affiliated Agency	Displays the agency with which the provider is affiliated, if applicable.
R&R Address	Displays the address the provider would like to have distributed for R&R purposes.
Qualifications	Displays the qualifications of staff at the provider's location.
Accreditation	Displays if the provider is accredited through any programs.
Curriculum	Displays any specific curriculum the provider uses.
Meals	Displays which meals the provider serves.
Care Levels Served	Displays the care levels for which the provider offers care.
Affiliation	Displays if the provider has any specific affiliations.
Environment	Displays attributes about the providers location.
Languages	Displays languages supported, spoken or taught at the provider's location.
Other Early Care Programs	Displays specific programs available at this location.
Financial Program Participation	Displays any financial assistance the provider accepts or offers.
General Schedule Offered	Displays specific shifts or types of care for which the provider offers care.
Special Needs	Displays any special needs services for which the provider feels they have some level of expertise.
Additional Charges	Displays for what additional charges the provider may assess an additional fee to the parent/caretaker.
Discounts	Displays the discount type and amount if the provider offers discounts.
Operating Schedule	Displays the days and times child care is typically provided at the provider's location.
Session 1	Displays the first daily time period of the day that child care is provided.
Session 2	Displays second daily time period of the day that child care is provided, if available.
Session 3	Displays the third daily time period of the day that child care is provided, if available.
Transportation	Displays the transportation available to and from the location and nearby schools.
Transportation Type (School)	Displays the transportation to and from the location as provided by schools.
School District	Displays the school district to which the school belongs.
School(s)	Displays the schools served by the location.
Transportation Type (Public)	Displays the available transportation to and from the location as provided by public transportation.
Line Name	Displays the name of the public transportation line available near the provider.
Line	Displays the route or identifier of the public transportation.
Distance from Line	Displays the distance from the location to the public transportation's point of pickup and drop-off.

COLUMNS *(Cont'd)*	
Capacity and Vacancies	Displays the maximum number of enrollments, subsidized enrollments, and enrollments broken down by age category and part-time or full-time status.
Newborn	(0-2 months)—Displays the number of children enrolled in either part-time or full-time care at the newborn level.
Infant	(0-12 months)—Displays the number of children enrolled in either part-time or full-time care at the infant level.
Young Toddler	(13-24 months)—Displays the number of children enrolled in either part-time or full-time care at the young toddler level.
Older Toddler	(25-36 months)—Displays the number of children enrolled in either part-time or full-time care at the older toddler level.
Preschool	(37 months - to K)—Displays the number of children enrolled in either part-time or full-time care at the pre-school level.
Young School Age	(K-3rd grade)—Displays the number of children enrolled in either part-time or full-time care at the young school age level.
Older School Age	(4th grade—13 years)—Displays the number of children enrolled in either part-time or full-time care at the older school age level.

CCIS of Dauphin County
Dauphin

PROVIDER PROFILE UPDATE 7 4-26
0105

06/09/2011
Please correct any information on this document

Facility / Location: **Center**

Learning Center
JONESTOWN RD

HARRISBURG, PA 17112-2668

Phone: (717) 652-
Fax: (717) 652-
Email:
Website:
Total Licensed Capacity: 148

Contact Information:
Contact Person: L C
Title: CENTER DIRECTOR
Primary Phone: (717) 652-
Secondary Phone:
Email: lc @ .com

Legal Entity:

LEARNING CENTERS LLC
EMBASSY PARKWAY

FAIRLAWN, OH 44333

Phone: (330) 666-
Fax:
Email: SD @ .COM
Website:

Affiliated/Umbrella Agency (if applicable):

Correspondence Address (where mail should be sent):

CHERRY DR
HERSHEY, PA 17033-2004

VARTAN WAY
HARRISBURG, PA 17110

Resource & Referral (R&R) Address:

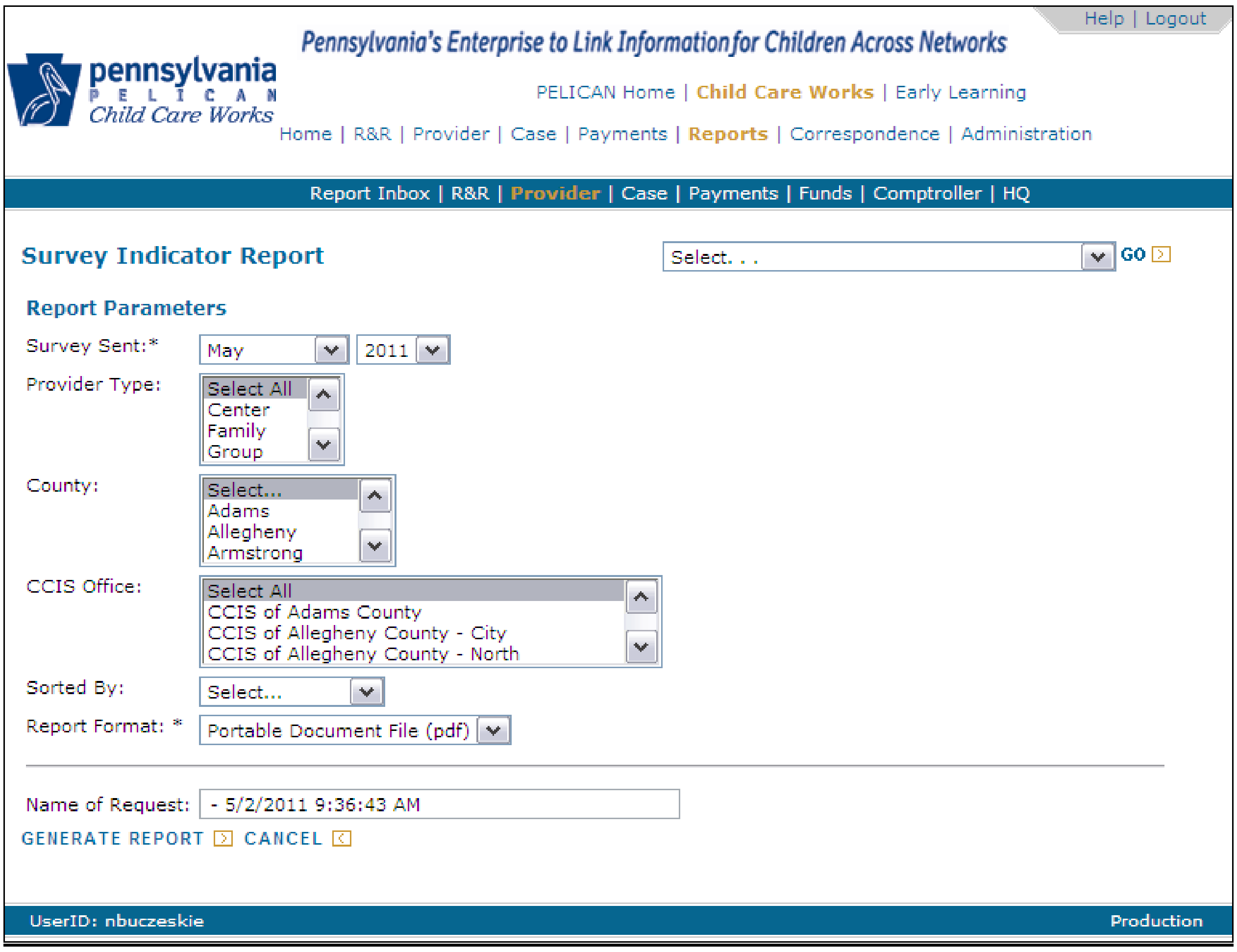
I certify the information provided is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). I understand the information will be kept by the Department of Public Welfare in a central repository.

Return to Table of Contents

600.5.8 RE213 – Survey Indicator Report

The *Survey Indicator Report (RE213)* prints a list of providers who have not yet responded to the provider survey/updates.

Currently, the CCIS generates this report as needed when a new regulated provider indicates a desire to participate in the subsidized child care program.



REPORT PARAMETERS	
Survey Sent Date	Sorted By
Provider Type	Report Format/Version
County	Name of Request
District/Office	

REPORT HEADING	
Report Title	Displays the title and report number of the report.
Generated	*(MM/DD/YYYY)* – Displays the date on which the report was generated.
Statewide Total	Displays the "Statewide Total" of providers who have not yet responded to the provider profile update by the response date for which the report was generated.
District/Office	Displays the District/Office for which the report was generated.
County	Displays the County for which the report was generated.
Office Total	Displays the Office Total.
% of Selected Total	Displays the % of Selected Total.
% of Statewide Total	Displays the % of Statewide Total.
Total of Selected Parameters	Displays the Total of Selected Parameters.

COLUMNS	
Provider ID	Displays the Provider ID.
Provider Name	Displays the provider's full name.
Provider Type	Displays the Provider Type associated with the enrollment.
Contact Name	Displays the contact person's name.
Contact Phone	Displays the contact person's phone number.
R&R Status	Displays the provider's R&R Status (i.e., "*Active*" "*Inactive – Not on Mailing List*" or "*Inactive – On Mailing List*").
Subsidy Status	Displays the provider's Subsidy Status whether "*Eligible*" or "*Ineligible*" to provide subsidized child care.

pennsylvania PELICAN Child Care Works

Report Generated: 06/09/2011

RE213 Survey Indicator Report

Providers who have not yet responded to the profile update sent on 6/1/2010

STATEWIDE TOTAL 217,433

CCIS Office	Total	Percent of Selected Total	Percent of statewide Total
CCIS of Dauphin County	3808	100.00 %	1.75 %
TOTAL (of Selected Parameters)	**3,808**	**100%**	**175.13 %**

CCIS of Dauphin County

ProviderID		Provider Name	Provider Type	Contact Name (Person to Contact)		Contact Phone (Person to Contact)	R & R Status	Subsidy Status
1	6-2	B INC. B. CENTER	Center	J	W	(717) 232-	Active	Eligible Subsidy Provider
1	6-3	B. INC. B.	Center	J	W	(717) 232-	Inactive - Not on Mailing List	Ineligible Subsidy Provider
1	6-4	B. INC. B. CENTER	Center	J	W	(717) 232-	Inactive - Not on Mailing List	Ineligible Subsidy Provider
1	1-1	YWCA	Center	P	G	(717) 234-	Active	Eligible Subsidy Provider
1	1-5	YWCA MELROSE	Center	D	W	(717) 234-	Inactive - Not on Mailing List	Ineligible Subsidy Provider
1	1-6	YWCA MARSHALL	Center	D	W	(717) 234-	Inactive - Not on Mailing List	Ineligible Subsidy Provider

Page 1 of 19

Return to Table of Contents

600.5.9 RE216 – Provider Load Report

The *Providerload Report (RE216)* lists all providers that are assigned to a designated Providerload. The *Providerload Report (RE216)* can be used to manage workload distribution among Provider Specialists. There is a listing for each provider along with the "*Provider Location Type*", "*Provider Location*", "*Subsidy Status*" and "*Provider Location R&R Status*". The report is grouped by "*Legal Entity Type*", "*Supervisory Unit*", "*User ID*" and "*Providerload*" (if more than one for the User ID). Totals are broken out by "*Providerload*", "*User ID*", "*Supervisory Unit*", "*Legal Entity Type*" and "*Office*".

REPORT PARAMETERS	
District/Office	Provider Type
Supervisory Unit	User ID
Providerload	Report Type
Assignment Types	Report Format
Subsidy Status	Name of Request
R&R Status	

REPORT HEADING	
Report Title	Displays the title and report number of the report.
District/Office	Displays the District/Office for which the report was generated.
Assignment Type	Displays the Assignment Type (i.e., "*Agency*", "*Legal Entity*", "*Location*") for which the report was generated.
Supervisory Unit	Displays the Supervisory Unit for which the report was generated.
Providerload	Displays the Providerload for which the report was generated.
R&R Status	Displays the provider's R&R Status (i.e., "*Active*" "*Inactive – Not on Mailing List*" or "*Inactive – On Mailing List*").
Subsidy Status	Displays the provider's Subsidy Status whether "*Eligible*" or "*Ineligible*" to provide subsidized child care.
Provider Type	Displays the Provider Type associated with the enrollment.

ROWS	
Office	Displays the Office for which the report was generated.
Assignment	Displays of the Legal Entity Type for each set of data.
Supervisory Unit	Displays the Supervisory Unit for each set of data.
User ID	Displays the User ID for each set of data.
Providerload	Displays the Providerload for each set of data.
Subtotal Providerload	Displays the count of providers in the Providerload specified.
Subtotal User ID	Displays the count of providers for the User ID specified.
Subtotal Supervisory Unit	Displays the count of providers in the Supervisory Unit specified.
Subtotal Assignment	Displays the count of providers of the Legal Entity Type specified.
Subtotal Office	Displays the count of providers for the CCIS Office indicated.

COLUMNS	
Provider ID	Displays the Provider ID.
Provider Name	Displays the provider's full name.
Provider Type	Displays the Provider Type associated with the enrollment.
R&R Status	Displays the provider's R&R Status (i.e., "*Active*" "*Inactive – Not on Mailing List*" or "*Inactive – On Mailing List*").
Subsidy Status	Displays the provider's Subsidy Status whether "*Eligible*" or "*Ineligible*" to provide subsidized child care.

RE216- Provider Load Report

Office:	CCIS of Center City And South Philadelphia	R&R Status:	Active
Assignment Type:	ALL	Subsidy Status:	Eligible Subsidy Provider
Supervisory Unit:	ALL	Provider Type:	Center
Provider Load:	ALL		

Provider ID		Provider Name	Provider Type	Subsidy Status	R&R Status
Office:		**CCIS of Center City And South Philadelphia**			
Assignment:		Legal Entity			
Supervisory Unit:		0			
User ID:		b-a			
Provider Load:		0			
911	96	t l. f			
811	45	a d. h			
711	64	C L. H			
Subtotal Providerload:		0	3		
Subtotal User ID:		b-a	3		
User ID:		b-a			
Provider Load:		0			
411	70	B T			
Subtotal Providerload:		0	1		
Subtotal User ID:		b-a	1		

RE216 - Providerload Report Page1 of 473

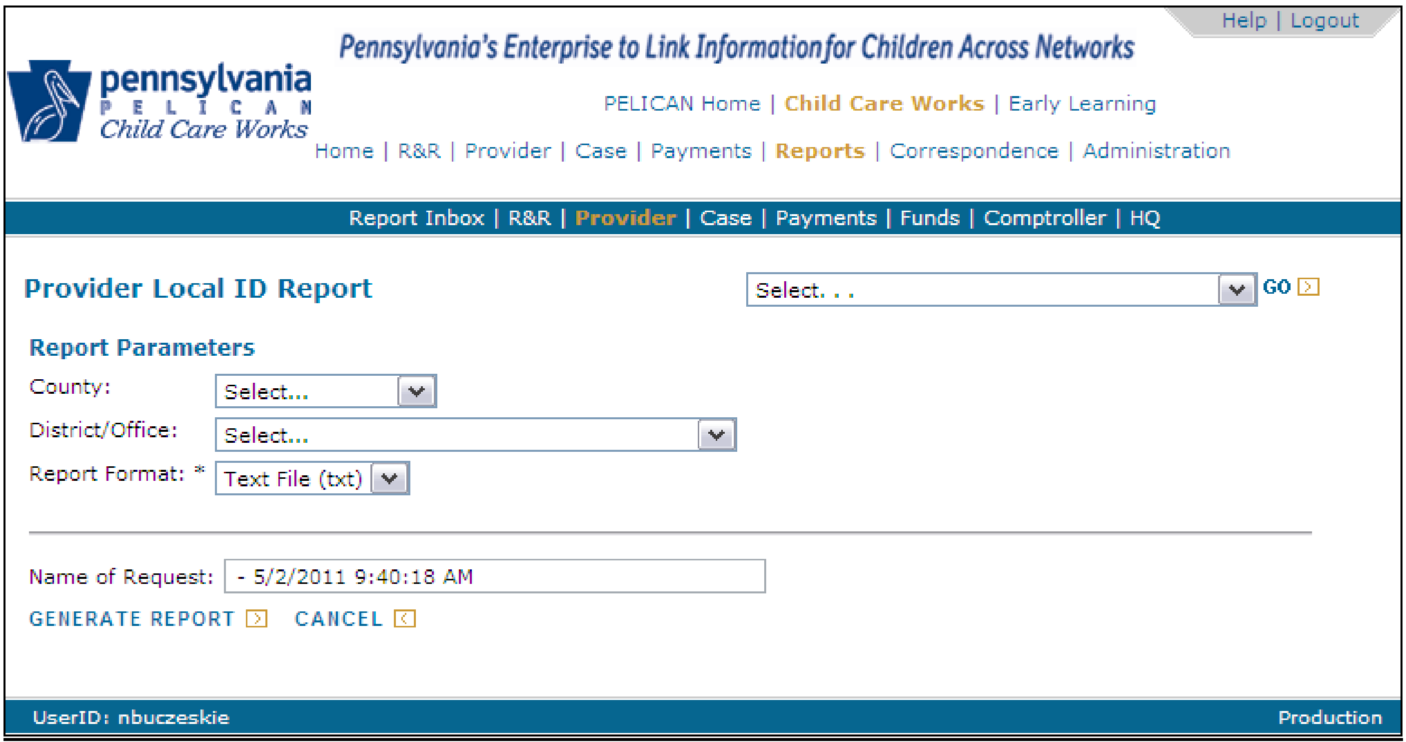
Return to Table of Contents

600.5.10 RE705 – Provider Local ID Report

The *Provider Local ID Report (RE705)* lists provider local IDs and matches them to the corresponding "*Provider ID*". In addition to the "*Local ID*" and "*Provider ID*", the "*Provider Name*", "*County*" and "*Office Name*" will also be listed.

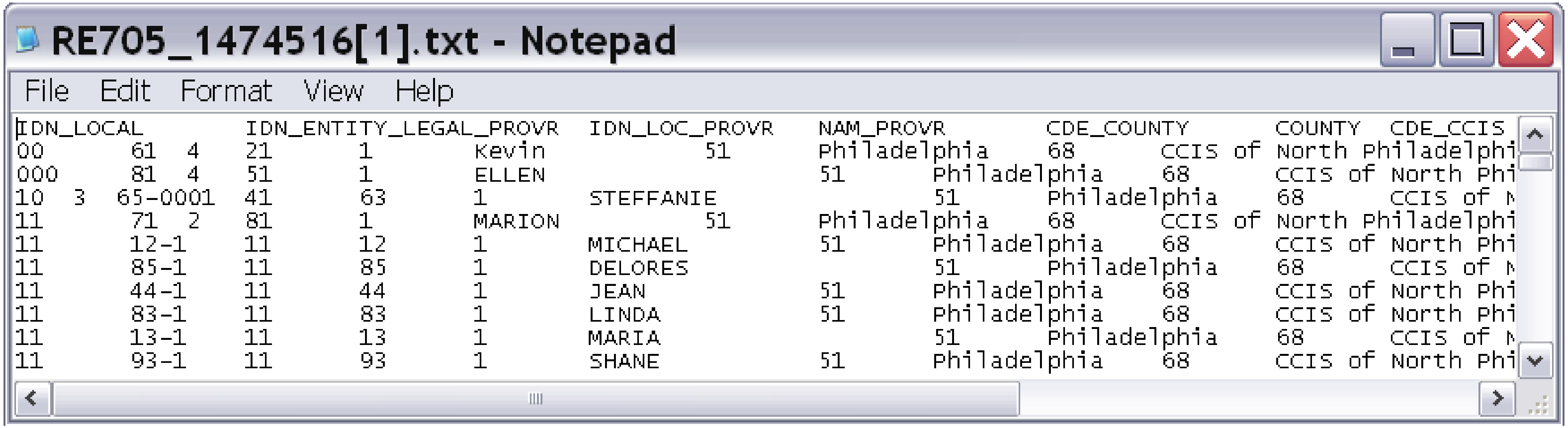
The default sorting of this report will be in numeric order of the "*Local ID*".

This report extracts data in a tab-delimited text file. When opened in Excel, the data may be sorted and formatted to fit the needs of the user. The report serves as a tool to cross reference "*Provider Local IDs*" with PELICAN CCW "*MPI Numbers*".



REPORT PARAMETERS	
County	Report Format/Version
District/Office	Name of Request

COLUMNS	
Local ID	Displays the Location ID for each provider.
Provider Legal Entity ID	Displays the Legal Entity ID.
Provider Location ID	Displays the provider Location ID.
Provider Name	Displays the Legal Entity Name associated with the invoice.
County	Displays the County name.
District/Office	The District/Office for which the report was generated.



RE705_1474516[1].txt - Notepad

File Edit Format View Help

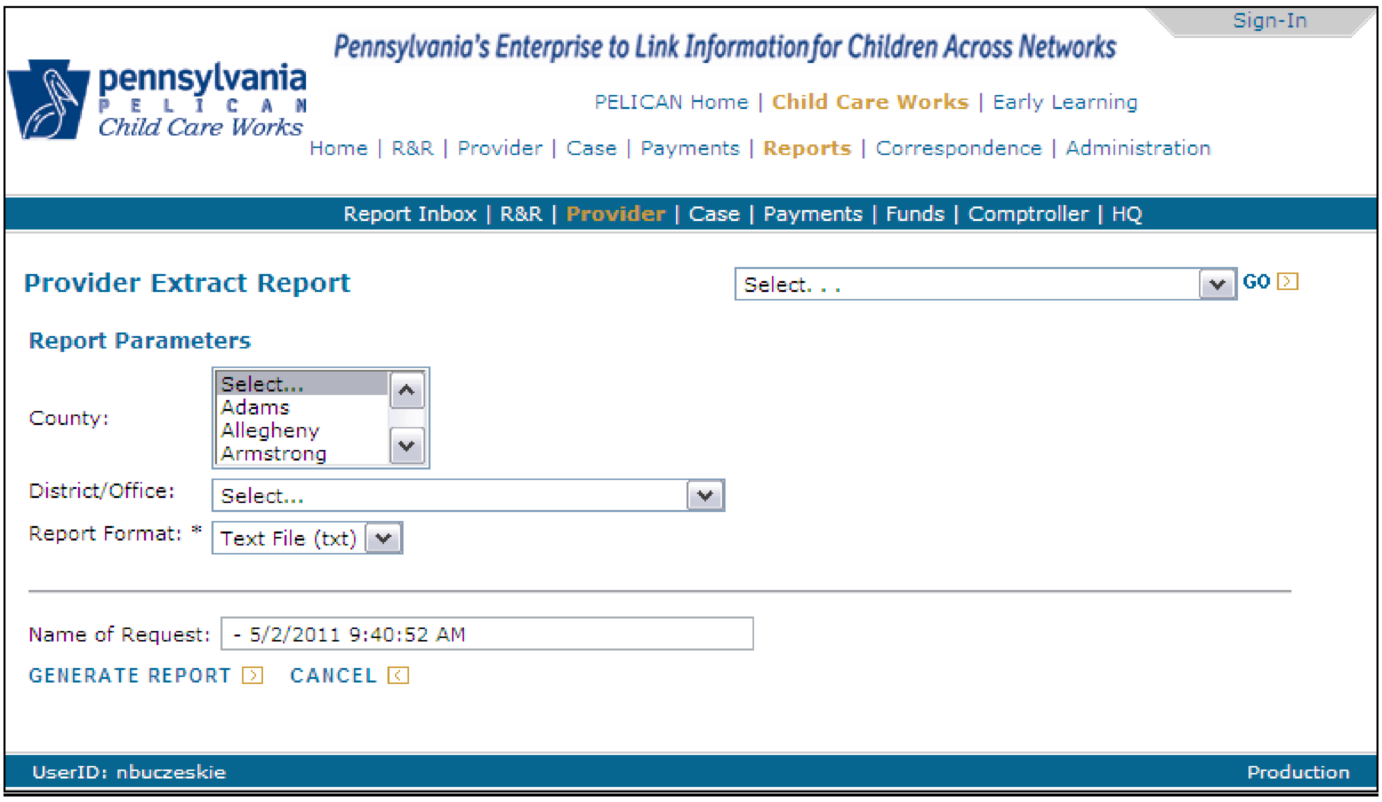
```
IDN_LOCAL        IDN_ENTITY_LEGAL_PROVR  IDN_LOC_PROVR    NAM_PROVR        CDE_COUNTY       COUNTY   CDE_CCIS
00       61   4  21       1       Kevin           51      Philadelphia     68       CCIS of North Philadelphi
000      81   4  51       1       ELLEN                   51      Philadelphia     68       CCIS of North Phi
10  3  65-0001   41       63      1       STEFFANIE               51      Philadelphia     68       CCIS of N
11       71   2  81       1       MARION          51      Philadelphia     68       CCIS of North Philadelphi
11       12-1    11       12      1       MICHAEL         51      Philadelphia     68       CCIS of North Phi
11       85-1    11       85      1       DELORES                 51      Philadelphia     68       CCIS of N
11       44-1    11       44      1       JEAN            51      Philadelphia     68       CCIS of North Phi
11       83-1    11       83      1       LINDA           51      Philadelphia     68       CCIS of North Phi
11       13-1    11       13      1       MARIA                   51      Philadelphia     68       CCIS of N
11       93-1    11       93      1       SHANE           51      Philadelphia     68       CCIS of North Phi
```

Return to Table of Contents

600.5.11 RE706 – Provider Extract Report

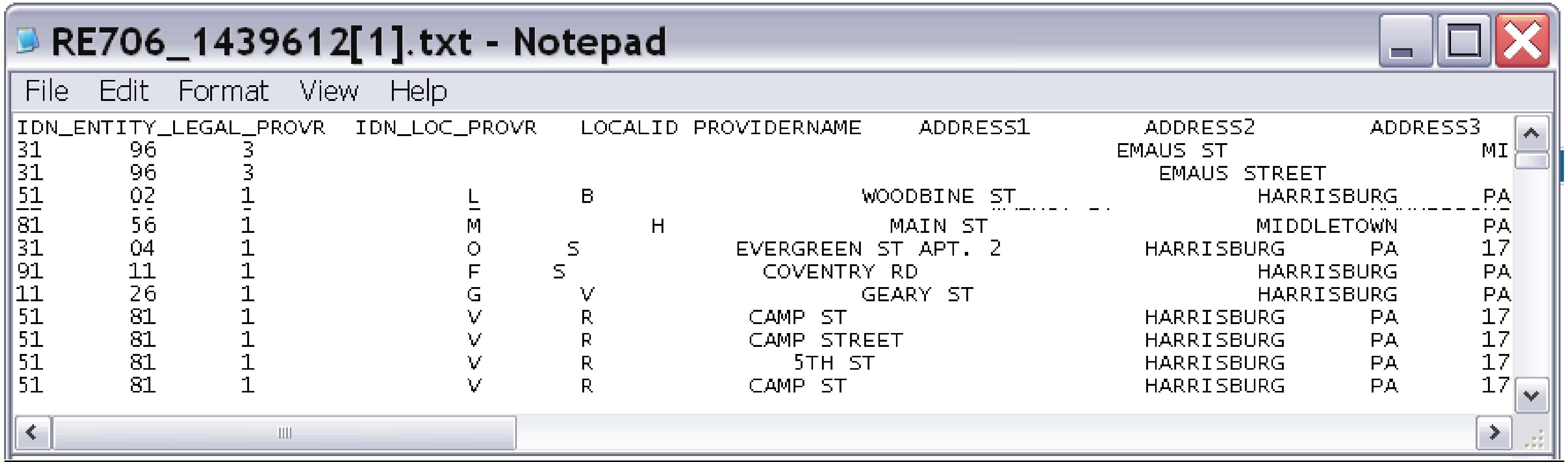
The *Provider Information Extract (RE706)* allows CCIS administrators the flexibility of creating ad-hoc reports requiring provider data. The *Provider Information Extract (RE706)* extracts data in a tab-delimited text file.

The *Provider Information Extract (RE706)* serves as a tool to create unanticipated reports requiring provider information.



REPORT PARAMETERS	
County	Report Format/Version
District/Office	Name of Request

COLUMNS	
Local ID	Displays the Location ID for each provider.
Provider Legal Entity ID	Displays the Legal Entity ID.
Provider Location ID	Displays the provider Location ID.
Provider Name	Displays the Legal Entity Name associated with the invoice.
Addresses	Displays the addresses associated with the provider.
County	Displays the County name.
District/Office	The District/Office for which the report was generated.

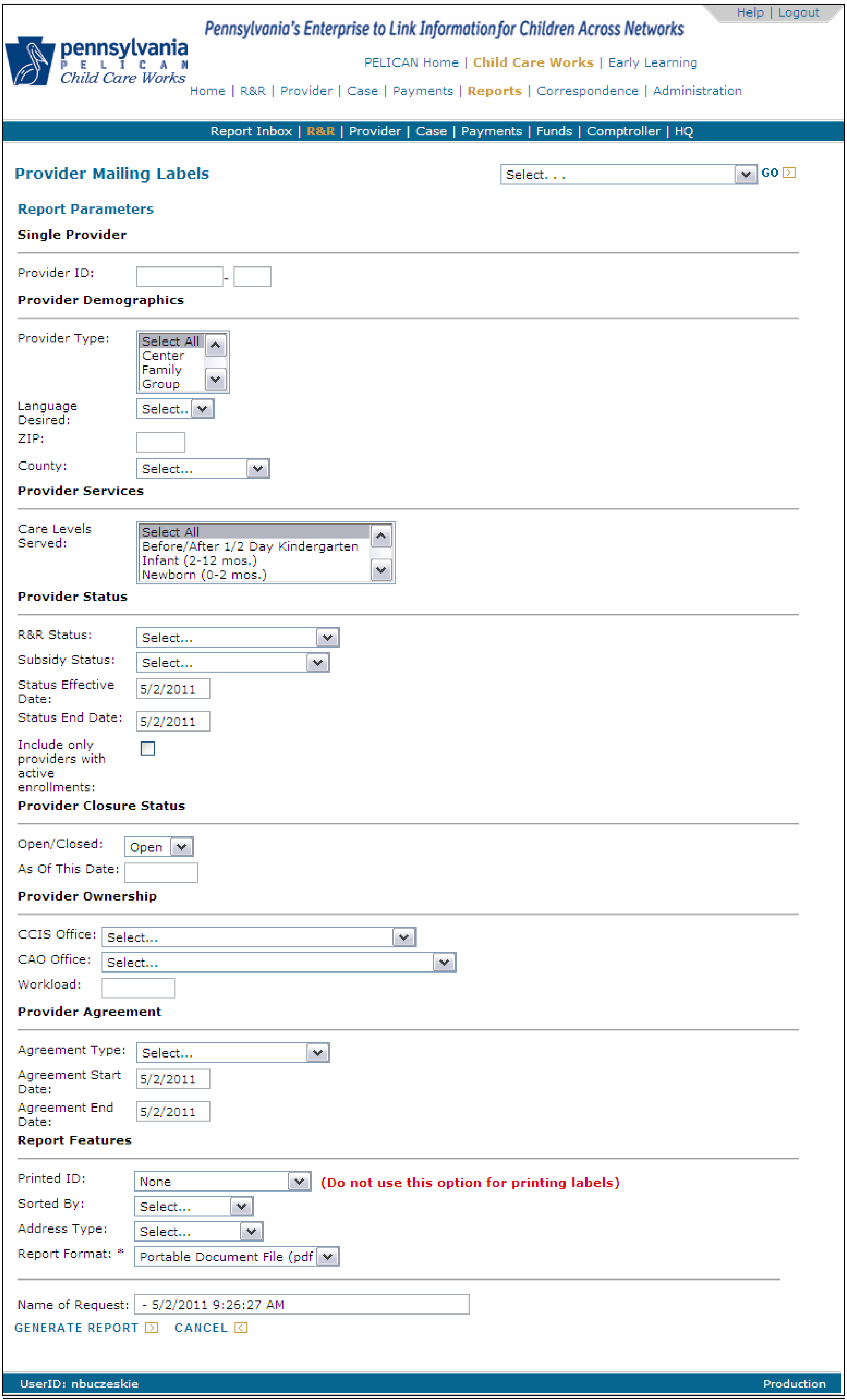


Return to Table of Contents

600.5.12 RE801 – Provider Mailing Labels Report

Provider Mailing Labels Report (RE801) prints label text in capital letters regardless of how the information was entered into PELICAN CCW.

Each label is 1" x 2-5/8" and each sheet contains 30 labels. This is equivalent to Avery Laser 5160 labels. The *Provider Mailing Labels Report* can be printed with or without the "*Provider ID*". When printed with the "*Provider ID*" option, the report can be used by the CCIS as a tool for the enrollment staff to find the correct "*Provider ID*" instead of performing a provider search or an enrollment search.


Help | Logout
Pennsylvania's Enterprise to Link Information for Children Across Networks
pennsylvania PELICAN Child Care Works
PELICAN Home | Child Care Works | Early Learning
Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration
Report Inbox | R&R | Provider | Case | Payments | Funds | Comptroller | HQ
Provider Mailing Labels
Select. . .
GO
Report Parameters
Single Provider
Provider ID:
Provider Demographics
Provider Type:
Select All
Center
Family
Group
Language Desired:
Select..
ZIP:
County:
Select...
Provider Services
Care Levels Served:
Select All
Before/After 1/2 Day Kindergarten
Infant (2-12 mos.)
Newborn (0-2 mos.)
Provider Status
R&R Status:
Select...
Subsidy Status:
Select...
Status Effective Date:
5/2/2011
Status End Date:
5/2/2011
Include only providers with active enrollments:
Provider Closure Status
Open/Closed:
Open
As Of This Date:
Provider Ownership
CCIS Office:
Select...
CAO Office:
Select...
Workload:
Provider Agreement
Agreement Type:
Select...
Agreement Start Date:
5/2/2011
Agreement End Date:
5/2/2011
Report Features
Printed ID:
None
(Do not use this option for printing labels)
Sorted By:
Select...
Address Type:
Select...
Report Format: *
Portable Document File (pdf
Name of Request:
- 5/2/2011 9:26:27 AM
GENERATE REPORT
CANCEL
UserID: nbuczeskie
Production

REPORT PARAMETERS	
Single Provider	Provider ID
Provider Demographics	➢ Provider Type ➢ Language Desired ➢ Zip ➢ County
Provider Services	Care Levels Served
Provider Status	➢ R&R Status ➢ Subsidy Status ➢ Status Effective Date ➢ Status End Date ➢ Include only providers with active enrollments
Provider Closure Status	➢ Open/Closed ➢ As of this Date
Provider Ownership	➢ CCIS Office ➢ CAO Office ➢ Workload
Provider Agreement	➢ Agreement Type ➢ Agreement Start Date ➢ Agreement End Date
Report Features	➢ Printed ID ➢ Sorted By ➢ Address Type ➢ Report Format
Name of Request	N/A

ROWS	
Name	Displays the Provider Name.
Address	Displays the provider's Address.

J C EXPRESS LAKE DR HARRISBURG, PA 17112-2428	B H. CHILDCARE CENTER CENTER ST MILLERSBURG, PA 17061-1612	P , INC. CHILD CARE CENTER 7TH ST HARRISBURG, PA 17102-1419
CHILDCARE PROGR 2ND ST HIGHSPIRE, PA 17034-1507	T , INC CHILD DEVELOPMENT CENTER II CHOCOLATE AVENUE HERSHEY, PA 17033	EARLY LEARNING CEN LONDONDERRY RD HARRISBURG, PA 17109-5206
CHILDCARE CENTER OBERLIN RD MIDDLETOWN, PA 17057-2998	A , LLC 13TH ST HARRISBURG, PA 17104-3428	LEARNING CENTRES, INC. TECPORT DR HARRISBURG, PA 17111-1225
YMCA CENTRAL BR. LINGLESTOWN ROAD HARRISBURG, PA 17112	C C CHILDCARE CENTER LOCUST LN HARRISBURG, PA 17109-4515	LEARNING CENTRES, INC. TECPORT DR HARRISBURG, PA 17111-1225

Return to Table of Contents

600.6 CASE

The Case subsystem will supply security, demographic and administrative information as it pertains to child care cases (i.e. worker, supervisor, county information etc. associated with individual cases).

The following screen shot displays the *Case Reports* page in PELICAN CCW, which lists the reports available under the Case subsystem.

Help | Logout

Pennsylvania's Enterprise to Link Information for Children Across Networks

pennsylvania PELICAN Child Care Works

PELICAN Home | **Child Care Works** | Early Learning

Home | R&R | Provider | Case | Payments | **Reports** | Correspondence | Administration

Report Inbox | R&R | Provider | **Case** | Payments | Funds | Comptroller | HQ

Case Reports

Report	Description	
RE302-Enrollment/Attrition Management	Enrollment/Attrition Management	GO
RE306-Enrollments Closed	Prints a list of enrollments closed during a particular time period.	GO
RE313-Child Count & Expenditures	Child Count and Expenditures by Funding. Please print this report on Legal paper	GO
RE311-Enrollment History	Enrollment History Report	GO
RE304-Enrollment Statistics	Displays counts of children newly enrolled for a particular time period by funding source.	GO
RE305-Children Enrolled for Full Time Care	Prints a list of children enrolled for full time care by provider.	GO
RE307-Prioritized Waitlist	Prints a list of cases in the waiting list by priority.	GO
RE309-Waitlist Aging	Displays counts of cases in waiting list by age.	GO
RE310-Family Co-Payment Validation	Prints Family Co-Payment Validation Report.	GO
RE315-Client Mailing Labels	Client Mailing Labels.	GO
RE317-Enrollments & Associated Payments	Displays enrollment and associated payment information for a particular service period.	GO
RE318-Enrollment Status Report	Enrollment Status Report	GO
RE301-Payment System Management Report	Payment System Management Report	GO
RE319-School Age Change Exception Report	School Age Change Exception Report	GO
RE312-Summary of Families in Service Report	Prints Summary of Families in Service Report	GO
RE502-Directory of Open/Pending Cases	Report Directory of Open/Pending Cases Report	GO
RE501-Redetermination Report	Redetermination Report	GO
RE506-OIM-Case Openings Report	OIM-Case Openings Report	GO
RE505-OIM-Case Closings Report	OIM-Case Closings Report	GO
RE320-Summarized Care End Reason Report	Summarized Care End Reason Report	GO
RE322-Subsidy Caseload Report	Subsidy Caseload Report	GO
RE323-Client Information Extract	Client Information Extract	GO
RE324-Caretaker Information Extract	Caretaker Information Extract	GO
RE325-Case Local ID	Print Case Local ID	GO
RE327-School Age Change Compliance Report	School Age Change Compliance Report	GO
RE328-Copay Exception Report	Copay Exceeding Cost of Care Report	GO

UserID: nbuczeskie Production

Return to Table of Contents

600.6.1 RE302 – Enrollment Attrition Management Report

The *Enrollment/Attrition Management Report (RE302)* summarizes enrollment and attrition totals for the Commonwealth, region, county and office levels for a particular month by "*Funding Source*" and "*Funding Program*".

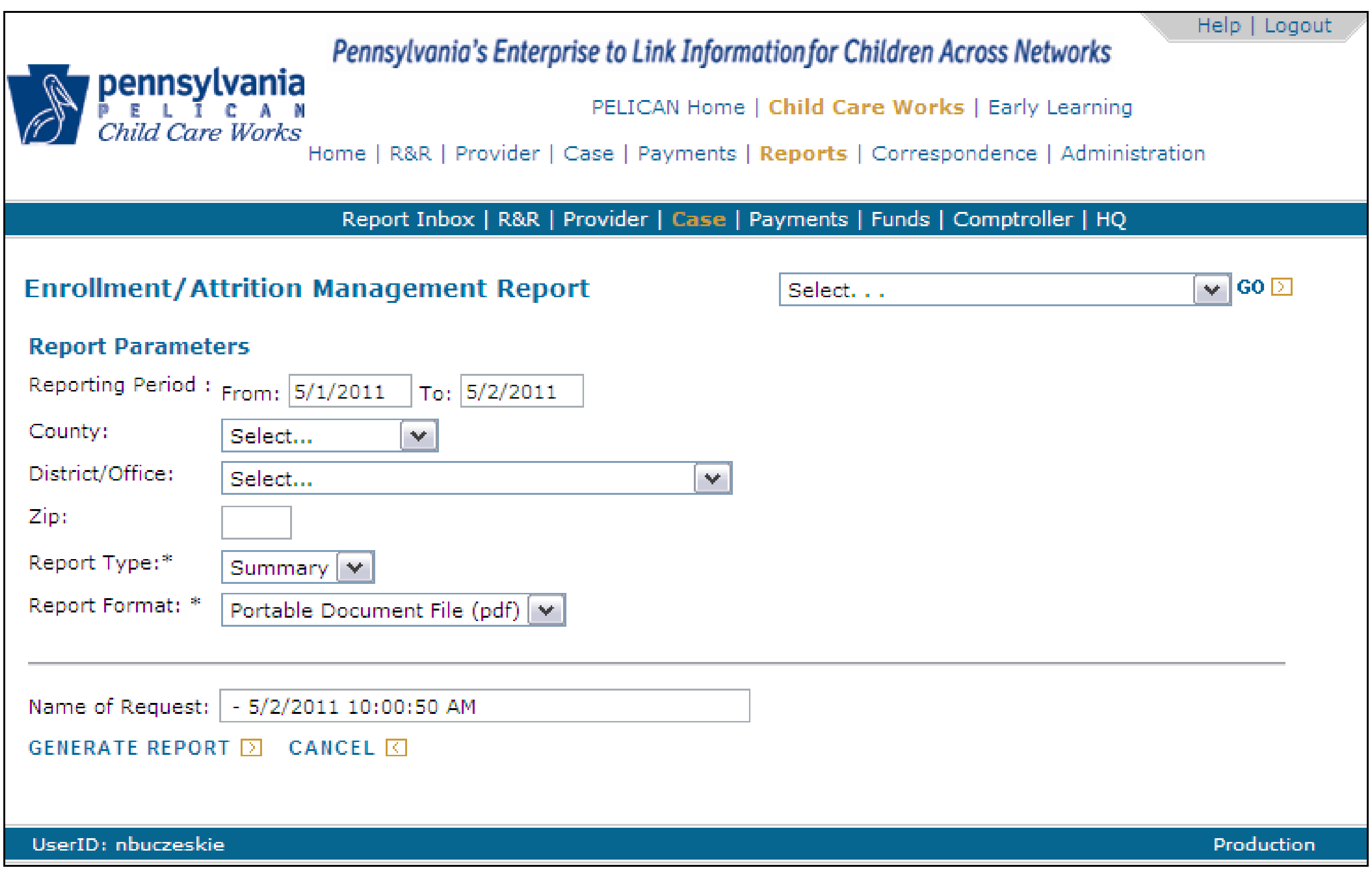
Although designed for OCDEL HQ and Comptroller staff, it is available to CCIS. However, the CCIS may only view information for its respective office.

There are two versions of this report: "*Summary*" and "*Detail*". When run by a single office or county CCIS, the "*Summary*" and "*Detail*" versions provide the same information. Both report versions provide the number of unduplicated children enrolled at the start of the month, the number of children that enrolled during the month and the number of unduplicated children that left service during the month.

For joinders, the "*Detail*" version breaks down the attrition totals by county, whereas the "*Summary*" version allows joinders to view totals for their office without the county grouping.

When run by OCDEL HQ and Comptroller staff, the "*Summary*" version, provides consolidated statewide totals, while the detail version provides subtotals by CCIS and county.

NOTE: Enrollments that are discontinued as part of the provider, funding program transfer or Fiscal Year Roll Over (FYRO) processes are not counted as new enrollments in the report.



REPORT PARAMETERS	
Reporting Period	Report Type
County	Report Format/Version
District/Office	Name of Request
Zip	

REPORT HEADING	
Title	The title and report number of the report.
District/Office	The District/Office for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The Reporting Period for which the report was generated.

Summary Version:

ROWS	
Funding Program	Displays the Funding Program that each row represents. It also displays the Funding Fiscal Year in parentheses.
Subtotal for Funding Source	Displays the subtotals of all funding programs for a funding source.
Total District/Office	Displays the totals of all funding programs for all funding sources in a CCIS.

COLUMNS	
Funding Source	Displays the funding source for the following row(s).
Funding Program	Displays the funding program for the following row(s).
Children in Care Prior to First Day of Report	Displays the number of children in care in a particular funding program prior to the first day of the reporting period.
Children Enrolled During Report	Displays the number of children who were enrolled in a particular funding program during the reporting period.
Children Attrition During Report	Displays the number of children who left care in a particular funding program during the reporting period.
Children in Care on Last Day of Report	Displays the number of children in care on the last day of the reporting period for a particular funding program *(Children in Care Prior to First Day of Report + Children Enrolled During Report – Children Attrition During Report)*.

Detail Version:

ROWS	
District/Office	Displays the district/office for which each row represents.
Subtotal for County	Displays subtotals for each district/office in a specific county.
Subtotal for Funding Program	Displays subtotals for each county in a funding program.
Subtotal for Funding Source	Displays the subtotals of all funding programs for a funding source.
Total District/Office (Name)	Displays the totals for each funding sources in a district/office.

COLUMNS	
Funding Source	Displays the funding source for the following row(s).
Funding Program	Displays the funding program for the following row(s). It also displays the funding fiscal year in parentheses.
County	Displays the county for the following row(s).
Children in Care Prior to First Day of Report	Displays the number of children in care by county in a particular funding program prior to the first day of the reporting period.
Children Enrolled During Report	Displays the number of children who became enrolled in a particular funding program in the reporting period by county.
Children Attrition During Report	Displays the number of children who left care in a particular funding program during the reporting period by county.
Children in Care on Last Day of Report	Displays the number of children in care on the last day of the reporting period for a particular funding program *(Children in Care Prior to First Day of Report + Children Enrolled During Report – Children Attrition During Report)*.

pennsylvania PELICAN Child Care Works

RE302 - Enrollment/Attrition Management Report - Detail

CCIS of Dauphin County

Report Generated on 06/16/2011

From 06/01/2011 To 06/15/2011

Funding Source / Funding Program	Children in Care Prior to First Day of Report	Children Enrolled During Report	Children Attriton During Report	Children in Care on Last Day of Report
Low Income (Fund A)				
Low Income (Fund A) - Regular (FY2010-11)				
Dauphin County				
CCIS of Dauphin County	1,694	63	33	1,724
Sub Total for Dauphin County	1,694	63	33	1,724
Sub Total for Low Income (Fund A) - Regular (FY2010-11)	1,694	63	33	1,724
Low Income (Fund A) - Teen Parent (FY2010-11)				
Dauphin County				
CCIS of Dauphin County	41	0	8	33
Sub Total for Dauphin County	41	0	8	33
Sub Total for Low Income (Fund A) - Teen Parent (FY2010-11)	41	0	8	33
Sub Total for Low Income (Fund A)	1,735	63	41	1,757
Former TANF (Fund C)				
Former TANF (Fund C) - Regular (FY2010-11)				
Dauphin County				
CCIS of Dauphin County	922	24	25	921
Sub Total for Dauphin County	922	24	25	921
Sub Total for Former TANF (Fund C) - Regular (FY2010-11)	922	24	25	921
Sub Total for Former TANF (Fund C)	922	24	25	921
TANF Training				
TANF Training - Regular (FY2010-11)				
Dauphin County				
CCIS of Dauphin County	273	60	43	290

RE302 - Enrollment/Attrition Management Report Page 1 of 3

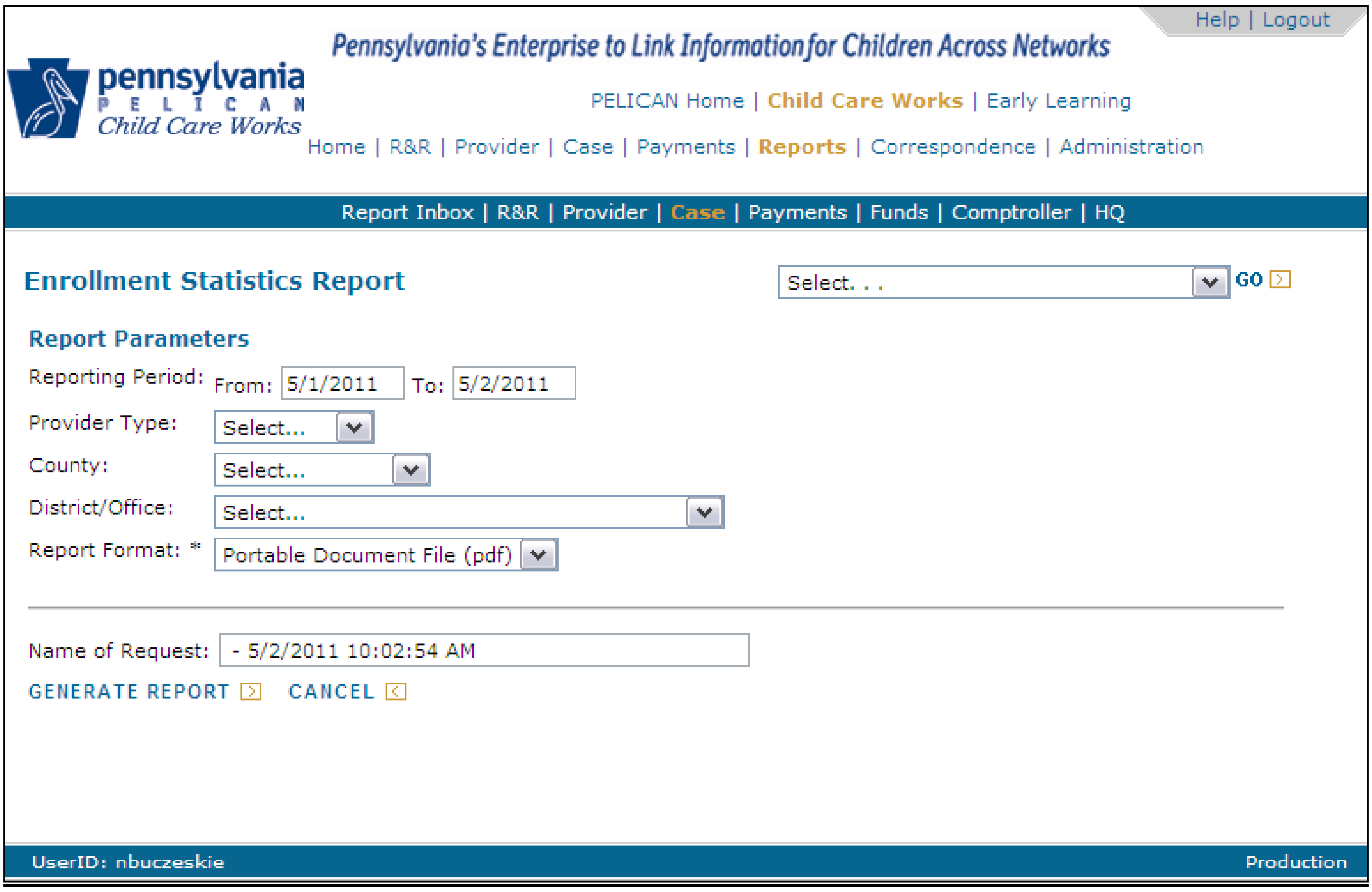
Return to Table of Contents

600.6.2 RE304 – Enrollments Statistics Report

The *Enrollment Statistics Report (RE304)* provides enrollment statistics by "*County*", "*Office*" and "*Provider Type*" for a reporting period. The *Enrollment Statistics Report (RE304)* lists the number of enrollments that were begun during the reporting period for each "*Care Level*" broken out by "*Funding Program*".

The *Enrollment Statistics Report (RE304)* provides subtotals by "*Funding Source*", a total for each "*Care Level*" and a grand total of all children enrolled during the reporting period.

NOTE: New enrollments that occur as part of the provider transfer, funding program transfer, or FYRO processes are not included in report totals.



REPORT PARAMETERS	
Reporting Period	Provider Type
County	Report Format/Version
District/Office	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The Reporting Period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
County	The county for which the report was generated.
District/Office	The District/Office for which the report was generated.
Provider Type	The provider type for which the report was generated.

ROWS	
Funding Source	Displays the funding source for each group of data (for example, Low Income (Fund A), Former TANF (Fund C)).
Funding Program	Displays the total number of enrollments in a funding program(s). It also displays the funding fiscal year in parentheses.
Total Funding Source	Displays the total number of enrollments in a funding source, by age category.
Total	Displays the total number of enrollments in all funding sources, by age category.

COLUMNS	
Infant	(0-12 months of age)—Displays the number of children enrolled in a funding program by county, district/office and provider type for this care level.
Young Toddler	(13-24 months of age)—Displays the number of children enrolled in a funding program by county, district/office and provider type for this care level.
Older Toddler	(25-36 months of age)—Displays the number of children enrolled in a funding program by county, district/office and provider type for this care level.
Pre-School	(37 months of age to Kindergarten)—Displays the number of children enrolled in a funding program by county, district/office and provider type for this care level.
Young School Age	(Kindergarten to 3rd grade)—Displays the number of children enrolled in a funding program by county, district/office and provider type for this care level.
Older School Age	(4th grade to 13 years of age)—Displays the number of children enrolled in a funding program by county, district/office and provider type for this care level.
Adult	(13 years of age or older)—Displays the number of children enrolled in a funding program by county, district/office and provider type for this care level.
Total	Displays the total number of enrollments in each care level.

RE304-Enrollment Statistics Report
Report for 06/01/2011 through 06/15/2011
Report Generated : 06/16/2011

County: Dauphin
District/Office: CCIS of Dauphin County
Provider Type: Center

	Infant	Young Todler	Older Toddler	Pre-School	Young School Age	Older School Age	Adult	Total
Food Stamps								
Food Stamps - Regular (FY2010-11)	1	1	0	2	2	2	0	8
Total Food Stamps	**1**	**1**	**0**	**2**	**2**	**2**	**0**	**8**
Former TANF (Fund C)								
Former TANF (Fund C) - Regular (FY2010-11)	2	4	1	3	10	5	0	25
Total Former TANF (Fund C)	**2**	**4**	**1**	**3**	**10**	**5**	**0**	**25**
Low Income (Fund A)								
Low Income (Fund A) - Regular (FY2010-11)	11	7	6	20	19	13	0	76
Total Low Income (Fund A)	**11**	**7**	**6**	**20**	**19**	**13**	**0**	**76**
TANF State MOE								
TANF State MOE - Regular (FY2010-11)	2	0	1	5	4	1	0	13
Total TANF State MOE	**2**	**0**	**1**	**5**	**4**	**1**	**0**	**13**
TANF Training								
TANF Training - Regular (FY2010-11)	3	10	4	19	18	1	0	55
Total TANF Training	**3**	**10**	**4**	**19**	**18**	**1**	**0**	**55**
TANF Working								
TANF Working - Regular (FY2010-11)	1	0	1	0	5	4	0	11
Total TANF Working	**1**	**0**	**1**	**0**	**5**	**4**	**0**	**11**
Total:	**20**	**22**	**13**	**49**	**58**	**26**	**0**	**188**

Return to Table of Contents

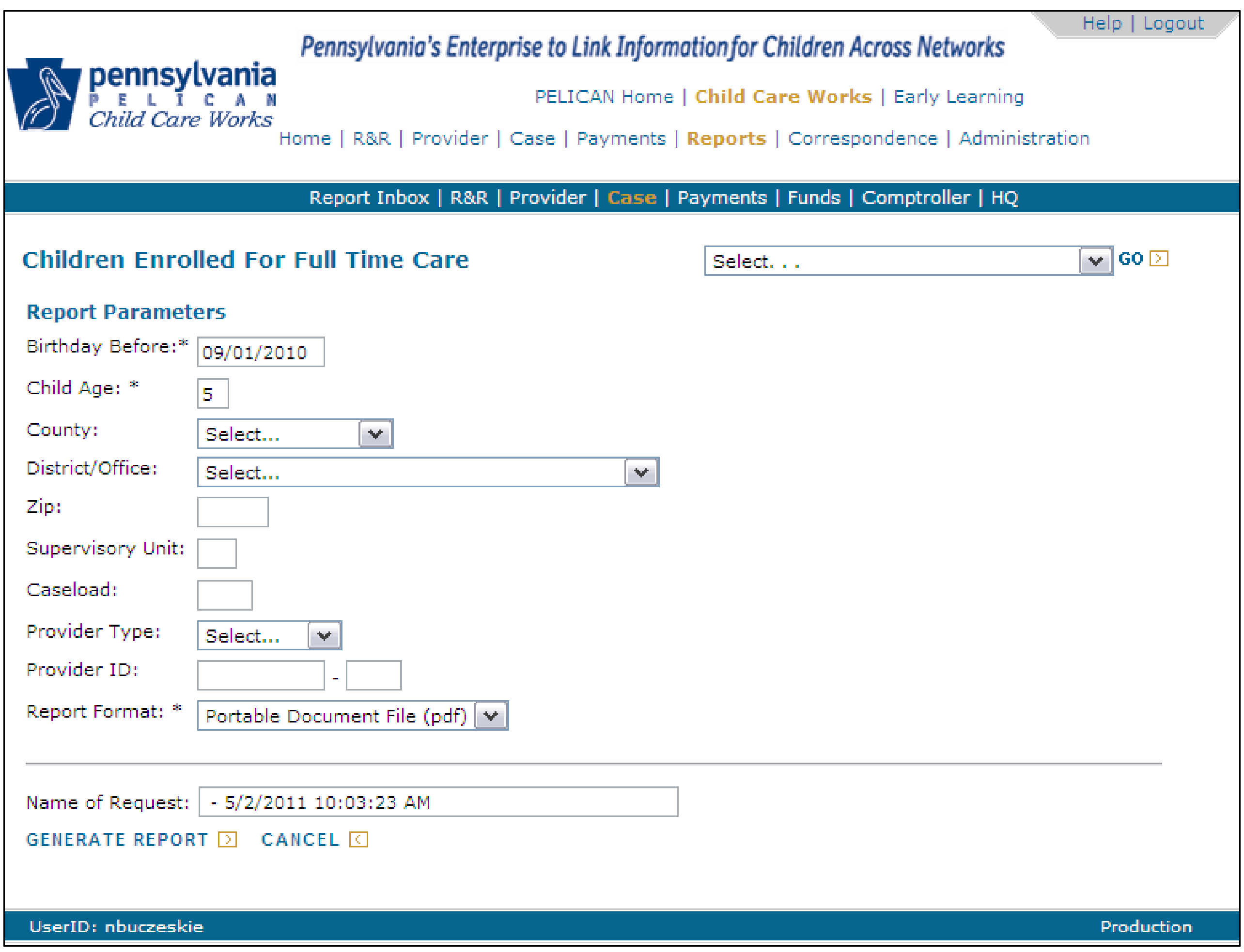
600.6.3 RE305 – Children Enrolled For Full-Time Care Report

The *Children Enrolled for Full Time Care Report (RE305)* lists, by care level, all children enrolled for full-time child care Mondays through Fridays who meet the age criteria specified in the report parameters as of a given date through the end of the school year (6/30/20XX).

The *Children Enrolled for Full Time Care Report (RE305)* includes only those children who currently have active enrollments for the FY and is designed to identify children who are kindergarten age and older and are receiving full-time care during the school year. This is to assist the CCIS in identifying children who should be in school full time but who have not been enrolled by the p/c. By policy, a CCIS can pay only part-time hours for these children.

The *Children Enrolled for Full Time Care Report (RE305)* includes the "*Case ID*", "*Caretaker*", "*Child*", "*Age*", "*Date of Birth (DOB)*", "*Provider ID*" and "*Address*" for each child.

<u>IMPORTANT:</u> To date, The *Children Enrolled for Full Time Care Report (RE305)* lists any child who has a full-time schedule between September 1st and June 30th. This means that most school-age children will show up on this report, which will require considerable amounts of time to research schedules.



REPORT PARAMETERS	
Birthday Before Date	Caseload
Child Age	Provider Type
County	Provider ID
District/Office	Report Format/Version
Zip	Name of Request
Supervisory Unit	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Report Parameters	The parameters that were selected to generate the report.

ROWS	
Care Level	Displays the care level of the child.

COLUMNS	
Co/Record	Displays the county and record number for each case.
Caretaker Name	Displays the name of the parent/caretaker.
Child	Displays the name of the enrolled child.
Age	Displays the age of the enrolled child.
DOB	Displays the date of birth of the enrolled child.
Provider ID	Displays the Provider ID for the enrollment.
Provider Name	Displays the name of the provider.
Address	Displays the provider's address.

pennsylvania PELICAN Child Care Works

RE305 - Childern Enrolled For Full Time Care
Report Generated 6/16/2011

Birthday Before:	09/01/2010	**Provider ID:**	ALL
Child Age:	5	**Supervisory Unit:**	ALL
County:	ALL	**Case Load:**	ALL
District/Office:	CCIS of Dauphin County	**Provider Type:**	Center
Zip:	ALL		

Care Level: **Older School-Age**

Co/Record	Caretaker	Child	Age	DOB	Provider ID	Provider Name	Address
22/02 36	, KAREN	, JAYDEN	10	07/16/2000	51 1 12-1	F CHILD CARE CENTER	JONESTOWN RD HARRISBURG, PA 17112-2661
22/02 20	, TIA	, CHAYCE	9	08/14/2001	71 1 94-38	K L Center #	VARTAN WAY HARRISBURG, PA 17110
22/02 78	, TIFFANY	, AMI	10	08/02/2000	81 2 91-1	N CENTER	3RD ST HARRISBURG, PA 17102-1843
22/02 50	, JULIA	, GIANNA	10	12/04/1999	11 2 66-1	K L	LAKE DR HARRISBURG, PA 17112-2428
22/03 57	, CARA	, GERMANY	10	07/27/2000	91 2 01-1	P EARLY LEARNING	6TH ST HARRISBURG, PA 17102-1403
22/02 68	, AUTUMN	, SEQUOYA	10	09/18/1999	41 2 82-3	S E S	LINGLESTOWN ROAD HARRISBURG, PA 17112
22/03 67	, CHARI	, LUIS	10	03/07/2000	11 4 82-1	M P	13TH ST HARRISBURG, PA 17104-3428
22/03 13	, LATI	, TONE	10	07/14/2000	11 4 82-1	M P	13TH ST HARRISBURG, PA 17104-3428
22/03 21	, ALEX	, KE'SHAWN	9	05/16/2001	51 2 31-1	N M CHILD	PROGRESS AVE HARRISBURG, PA 17109-1912
22/03 21	, ALEX	, PETER	12	08/24/1998	51 2 31-1	N M CHILD	PROGRESS AVE HARRISBURG, PA 17109-1912
22/02 51	, TAMI	, NAYLA	9	06/14/2001	41 2 82-17	ELEMENTARY SCHOOL	LINGLESTOWN ROAD HARRISBURG, PA 17112

RE305- Childern Enrolled For Full Time Care

Page 1 of 14

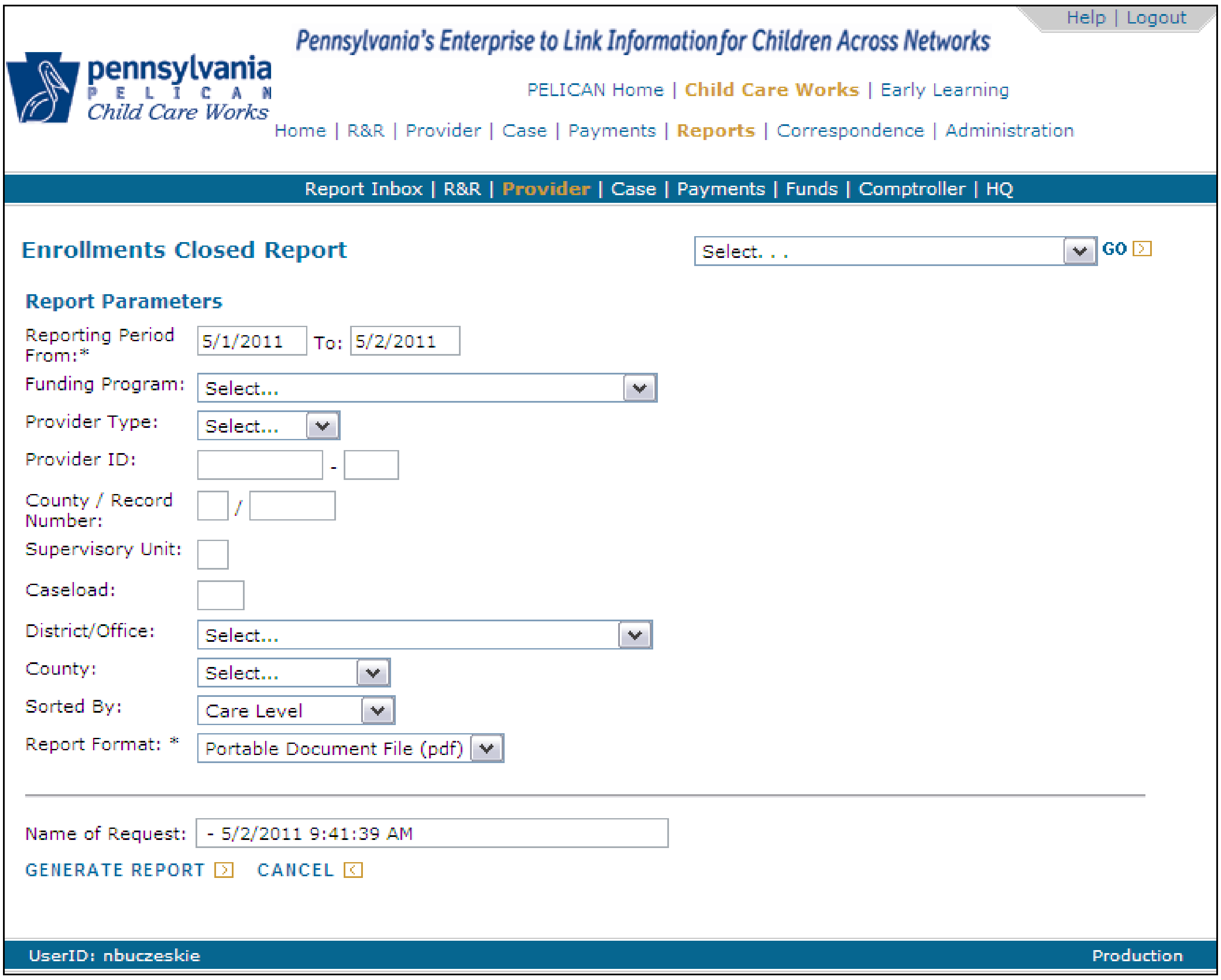
Return to Table of Contents

600.6.4 RE306 –Enrollments Closed Report

The *Enrollments Closed Report (RE306)* displays a list of all enrollments that have ended during the reporting period selected. The *Enrollments Closed Report (RE306)* also includes the provider information, reason for closure and funds that were made available due to closure.

The *Enrollments Closed Report (RE306)* can be run for a particular provider, provider type, supervisory unit or caseload, as well as by County and office. The *Enrollments Closed Report (RE306)* provides sub-totals at provider and funding program level and grand totals at a CCIS level.

NOTE: Enrollments that are discontinued as the result of a provider or funding program transfer or FYRO are not counted in the report. Also enrollments that were created due to FYRO are indicated with an asterisk.



REPORT PARAMETERS	
Reporting Period – From & To	Caseload
Funding Program	District/Office
Provider Type	County
Provider ID	Sorted By
Co/Record	Report Format/Version
Supervisory Unit	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The Reporting Period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Report Parameters	The parameters that were selected to generate the report.
District/Office	The District/Office for which the report was generated.
County	The County for which the report was generated.
Funding Program	The funding program for which the report was generated. It also displays the funding FY in parenthesis.

ROWS	
Provider ID	Displays the provider ID for each provider.
Provider Name	Displays the name of the provider.
Provider Type	Displays the provider type.
Total Closed Enrollments for Provider	Displays the total number of enrollments closed for the provider during the time period specified in the report parameters.
Total Available (Funding Program) Funds for Provider	Displays the Anticipated Cost of Care made available based on the enrollment closing. It also displays the funding FY in parenthesis.
Grand Total of Closed Enrollments	Displays the total number of closed enrollments for all providers during the reporting period.
Total Closed Enrollments for the Office	Displays the total of all closed enrollments for this office.
Total Available Funds for the Office	Displays the total available funds that have been unallocated due to the closure of enrollments.

COLUMNS	
Sup Unit	Displays the supervisory unit number.
Caseload	Displays the caseload number for each enrollment.
Co/Record	Displays the county and record number for each case.
Caretaker Name	Displays the name of the parent/caretaker.
Care Level	Displays the care level of the child.
Client ID	Displays the individual number for the child.
Client Name	Displays the child’s name.
Close Date	Displays the date the closed status became effective.
Reason	Displays the reason the enrollment was closed.
Available Funds	Displays the Anticipated Cost of Care available based on the enrollment closing.

pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

RE306 Enrollment Closed Report

Report Period 06/01/2011 - 06/15/2011

Report Generated on 06/16/2011

Report Parameters

From Date:	6/1/2011	**To Date:**	6/15/2011	**Funding Program:**	Low Income (Fund A) - Regular	**Provider Type:**	Center
Supervisory Unit:	All					**Provider ID:**	All
District/Office:	CCIS of Dauphin County	**Case Load:**	All	**Co/Record#**	All	**Sorted By:**	Closing Date
				Countv:	All		

District/Office: CCIS of Dauphin County
County: Dauphin
Funding Program: Low Income (Fund A) - Regular (FY2010-11)

Sup Unit	Case Load	Co/Record #	Caretaker Name	Care Level	Client ID	Client Name	Close Date	Reason	Available Funds
Provider ID: 411		82 - 28		**Provider Name:**			**Provider Type:** Center		
* 01	0 6	22/03 21	, ANGELA	Preschool	18 4	SOMMER	06/02/2011	Provider Transfer	$354.40
* 01	0 6	22/03 21	, ANGELA	Preschool	90 40	SOMMER	06/02/2011	Provider Transfer	$354.40
Provider ID: 611		01 - 3		**Provider Name:**			**Provider Type:** Center		
* 02	0 2	22/02 30	, HERRON	Young School-Age	0 7 15	DESTINY	06/06/2011	OIM Program Termination	$303.20
Provider ID: 711		94 - 26		**Provider Name:**			**Provider Type:** Center		
01	0 7	22/02 33	, TINA	Young School-Age	3 8 6	RYLEE	06/10/2011	Ineligible	$176.56
* 01	0 7	22/02 94	, TRISA	Preschool	37 19 4	MILES	06/13/2011	Ineligible	$349.10

* Enrollments created due to Provider/Fund transfer or due to Fiscal Year rollover

RE306 Enrollment Closed Report Page 1 of 12

Return to Table of Contents

600.6.5 RE307 – Prioritized Waiting List Report

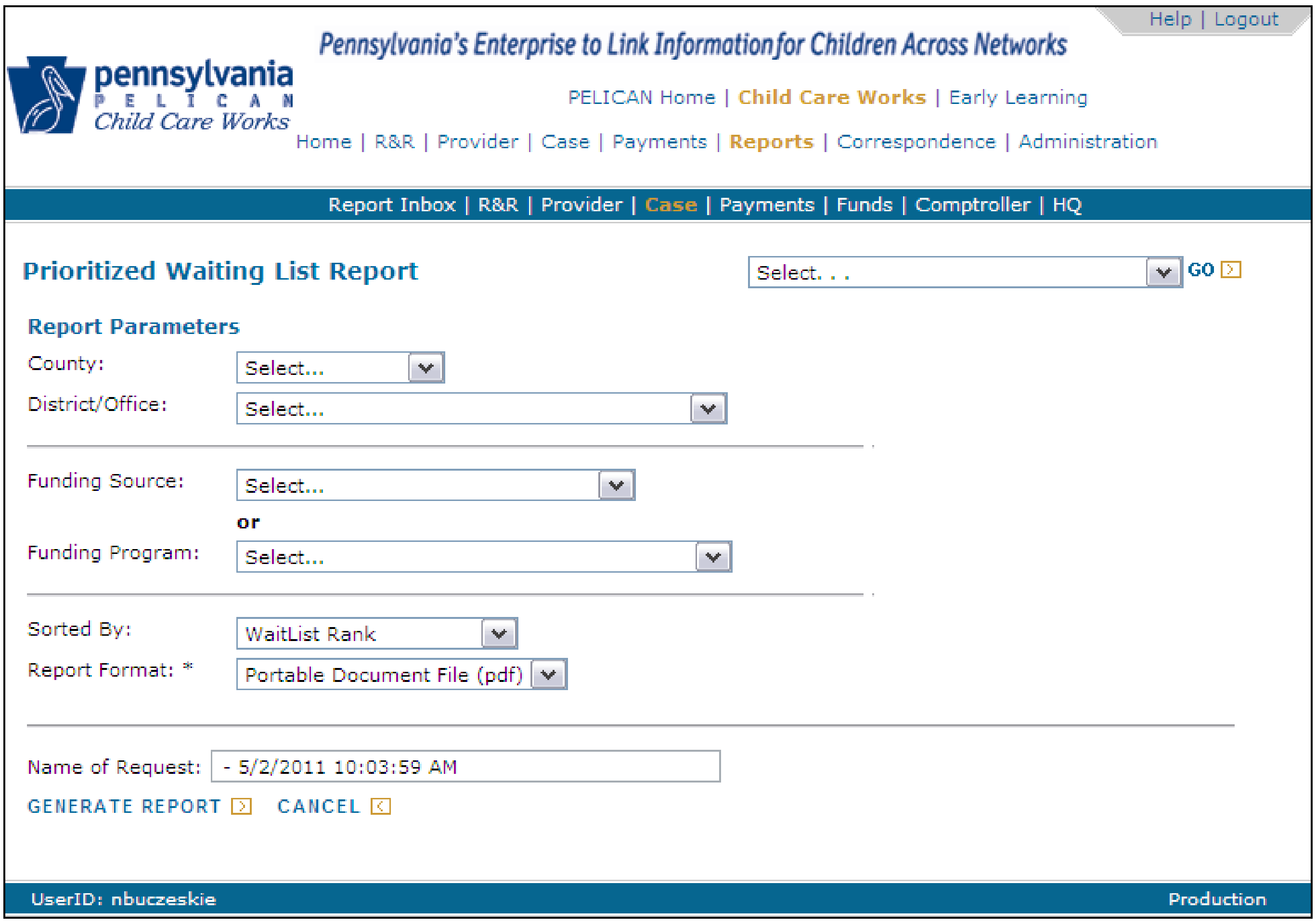
The *Prioritized Waitlist Report (RE307)* is an HQ report available to the CCIS and provides a list of children placed on the waiting list (WL) from a statewide perspective. The WL rank is based on statewide numbers, not a particular CCIS's ranking. Children appear in a particular order on the *Prioritized Waitlist Report (RE307)* based on the "*Care Effective Date*" entered by the CCIS and where on the statewide list that date places the child.

Each child's anticipated cost of care less co-pay is displayed and is based on the cost of care from the date the report is generated to the end of the current FY. This amount decreases as each service day passes, so the CCIS should expect to see this number decrease when the report is run at a later date.

The report parameters provide the option of running the report for children from all "*Funding Sources*", or a specific "*Funding Source*" or "*Funding Program*".

The *Prioritized Waitlist Report (RE307)* provides a report total for the number of children included on the WL that match the CCIS's report parameters and a "*State Total*" with a Commonwealth-wide count of children on the WL.

IMPORTANT: The WL Rank is based on statewide numbers, not a particular CCIS's ranking. For this reason, the numbering is not in sequential order. Children show up in a particular order on this report based on the "*Care Effective Date*" entered by the CCIS and where on the statewide list that date places the child. The *Waitlist Aging Report (RE309)* may be a more appropriate way for a CCIS to view its WL(s) by "*Office*" or "*County*".



REPORT PARAMETERS	
County	Funding Source or Funding Program
District/Office	Report Format/Version
Sorted By	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Report Total	Displays the total number of children on the WL based on the specified report parameters (typically the number of children the CCIS has on the WL).
State Total	Displays the total number of children in the state on a WL.
County	Displays the county for which the report was generated.
District/Office	Displays the district/office for which the report was generated.
Funding Source	Displays the funding source for which the report was generated (for example, Low Income (Fund A), Former TANF (Fund C)).
Funding Program	Displays the funding program for which the report was generated.

ROWS	
Total for Funding Source	Displays the total Anticipated Cost of Care Less Co-Pay for all enrollments in a funding source.
Total	Displays the total Anticipated Cost of Care Less Co-pay for all enrollments in all funding programs specified in the report parameters.

COLUMNS	
WL Rank	Displays the position the child occupies in the Statewide WL.
Care Effective Date/Time	Displays the date and time entered by the CCIS staff person in the Care Effective Date and Time fields in PELICAN. This is the child's eligibility date.
Co/Record	Displays the county/record number for each child.
Funding Program	Displays the funding program(s) for which the report was generated, or the funding programs in the funding source for which the report was generated. It also displays the funding fiscal year in parentheses.
Child Name	Displays the name of the child on the WL.
Care Level	Displays the care level of the child on the WL.
Office	Displays the CCIS office associated with the enrollment.
County	Displays the county associated with the enrollment. Anticipated Cost of Care Less Co-Pay—Displays the cost of care less co-pay amount for each enrollment.
Anticipated Cost of Care Less Co-pay	Displays the projected total dollar amount for child care, minus the co-pay the parent/caretaker will pay toward the cost of child care.

pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

RE307 - Prioritized Waiting List Report

Report Generated 06/16/2011

Country: ALL
District Office: CCIS of Dauphin County
Funding Source: ALL
Funding program: Low Income (Fund A) - Teen Parent

Report Total: 2
State Total: 8084

Funding source: **Low Income (Fund A)**

Wait List Rank	Care Effective Date/Time	Co/Record#		Funding Program	Child Name	Care Level	Office	County	Anticipated Cost of Care Less Co-Pay
5654	4/28/2011 9:04:00 AM	22/03	26	Low Income (Fund A) - Teen Parent (FY2010-11)	, JERI	Infant	CCIS of Dauphin County	Dauphin	$300.00
5753	4/29/2011 1:23:00 PM	22/03	01	Low Income (Fund A) - Teen Parent (FY2010-11)	, DA'SHAUN	Infant	CCIS of Dauphin County	Dauphin	$300.00
							Total for Low Income (Fund A)		$600.00
								Toal	$600.00

RE307 - Prioritized Waiting List Report — Page 1 of 1

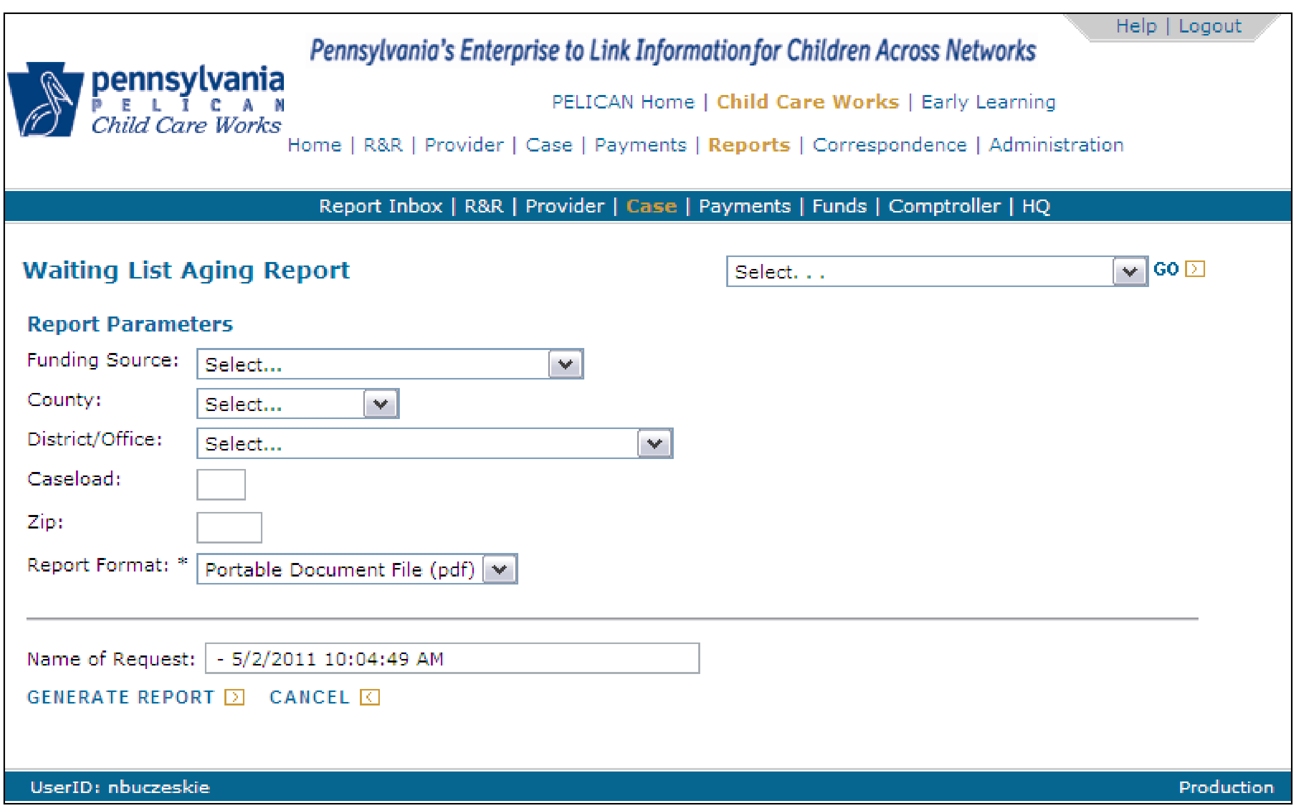
Return to Table of Contents

600.6.6 RE309 – Waiting List Aging Report

The *Waiting List Aging Report (RE309)* provides a list of children who are on the WL for a particular county/office and provides the WL order for a CCIS, as opposed to the statewide figures shown on the *Prioritized Waiting List Report (RE307)*, which was designed for OCDEL Headquarters. The *Waiting List Aging Report (RE309)* lists each child on the county's WL, displaying first the children who have been on the WL the longest and includes the "*P/C*", the "*Care level*", the "*Anticipated Cost of Care*" for the enrollment, the "*Care Effective Date*" and "*Length of Time on the WL*". The "*Length of Time (days)*" field is the number of days the child has been on the WL from the "*Care Effective Date*" until the date the report was generated. A count of all children on the WL and the "*Anticipated Cost of Care*" for all enrollments are provided at the end of the report. The average "*Length of Time*" children are on the WL is also listed on the first page of the report. The average is calculated by totaling the "*Length of Time*" all children have been on the WL and dividing by the number of children on the list. The average length of time children are on the WL is also listed on the first page of the report. The *Waiting List Aging Report (RE309)* lists each child on the county's/office's WL, displaying the children who have been on the list the longest, at the top.

The *Waiting List Aging Report (RE309)* can be used to identify:

1. The number of children on the WL.
2. The cost of enrolling all or some of the children.
3. The current average amount of time children remain on the WL in the CCIS county/office.



REPORT PARAMETERS	
Funding Source	Zip
County	Report Format/Version
District/Office	Name of Request
Caseload	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
County	Displays the County for which the report was generated.
District/Office	Displays the District/Office for which the report was generated.
Funding Source	Displays the funding source for which the report was generated (for example, Low Income (Fund A), Former TANF (Fund C)).
Funding Program	Displays the Funding Program for which the report was generated.
Caseload	Displays the Caseload for which the report was generated.
Zip	Displays the Zip Code for which the report was generated.

ROWS	
County	Displays the county associated with the district/office.
District/Office	Displays any district/office associated with the county.
FY	Displays the FY for which the report was generated.
Funding Source	Displays funding source(s) available to the district/office.
Average Days	Displays the average number of days the children have been on the WL of a particular funding source.

COLUMNS	
Co/Record	Displays the county/record number for each enrollment.
Caretaker	Displays the parent/caretaker's name.
Child	Displays the child's name.
Care Level	Displays the care level of the child.
Anticipated Cost of Care	Displays anticipated cost of care for children from the date the report was generated to the end of the FY. This number will decrease daily.
Care Effective Date	Displays the date and time entered by the CCIS staff person in the Care effective Date and Time fields in PELICAN CCW. This is the child's eligibility date.
Length of Time (Days)	Displays the number of days the child has waited from the Care Effective Date to the date the report was generated.

pennsylvania
PELICAN
Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

RE309-Waiting List Aging Report

Report Generated : 06/16/2011

County:	ALL
District/Office:	CCIS of Dauphin County
Funding Source:	Low Income (Fund A)
Caseload:	ALL
Zip:	ALL

County:	**Dauphin**
District/Office:	**CCIS of Dauphin County**
FiscalYear:	**2010-11**
Funding Source:	**Low Income (Fund A)**
Average Days:	**72.80**

Co/Record #	CareTaker	Child	Care Level	Anticipated Cost Of Care	Care Effective Date	Length of Time(Days)
22/02 60	W , A	P , X	Older Toddler	$266.40	02/03/2011	133
22/03 46	M , Y	S , C	Infant	$102.80	02/03/2011	133
22/03 46	M , Y	S , K	Young Toddler	$102.80	02/03/2011	133
22/02 25	P , K	A , E	Infant	$300.00	02/04/2011	132
22/02 86	L , G	S , M	Infant	$300.00	02/07/2011	129
22/03 00	G , R	V , N	Preschool	$174.00	02/07/2011	129
22/03 43	E , A	E , M	Preschool	$264.00	02/07/2011	129
22/03 43	E , A	E , M	Preschool	$134.00	02/07/2011	129
22/03 43	E , A	E , E	Young School-Age	$240.00	02/07/2011	129
22/03 14	M , N	C , N	Young Toddler	$330.72	02/07/2011	129
22/02 44	D , K	D , K	Infant	$300.00	02/09/2011	127
22/03 37	G , S	U , E	Young School-Age	$190.80	02/09/2011	127
22/03 55	B , S	W , D	Infant	$307.00	02/09/2011	127
22/02 07	S , K	S , D	Young School-Age	$228.00	02/10/2011	126
22/03 58	T , G	T , T	Older Toddler	$259.50	02/14/2011	122
22/03 58	T , G	T , J	Preschool	$267.08	02/14/2011	122
22/02 17	E , S	E , B	Preschool	$267.08	02/15/2011	121

RE309-Waiting List Aging Report Page 1 of 11

Return to Table of Contents

600.6.7 RE310 – Family Co-payment Validation Report

The *Family Co-payment Validation Report (RE310)* is designed for the CCIS and lists, by county and district office, all family co-pay amounts for any case where the family co-pay amount does not match the co-pay assessed to all enrollments. This enables caseworkers and supervisors to find and correct co-pay assignments that are not accurate.

The "*System Assessed Co-pay*" is the case co-pay amount that PELICAN CCW assessed during eligibility determination or redetermination. The "*Sum of Assessed Co-pay*" is the sum of all co-pay amounts assigned to the individual enrollments in the case.

The *Family Co-payment Validation Report (RE310)* includes mismatched co-pay amounts associated with current and past enrollments for the case.

EXAMPLE: Case co-pay remains $20.00 for 6 months as of today. The enrollments for the first two months of that period totaled $20.00; the next two months totaled $15.00; and the last two months totaled $20.00. The *Family Co-payment Validation Report (RE310)* displays the amount of the mismatch that occurred four months ago between the case and the enrollment co-pays, in the amount of $5.00, even though the current enrollment has a balanced co-pay assessment.

The "*Override Reason True Mismatch*" retrieves only those records that have a mismatch in co-pay that have not been designated with any other "*Override Reason*".

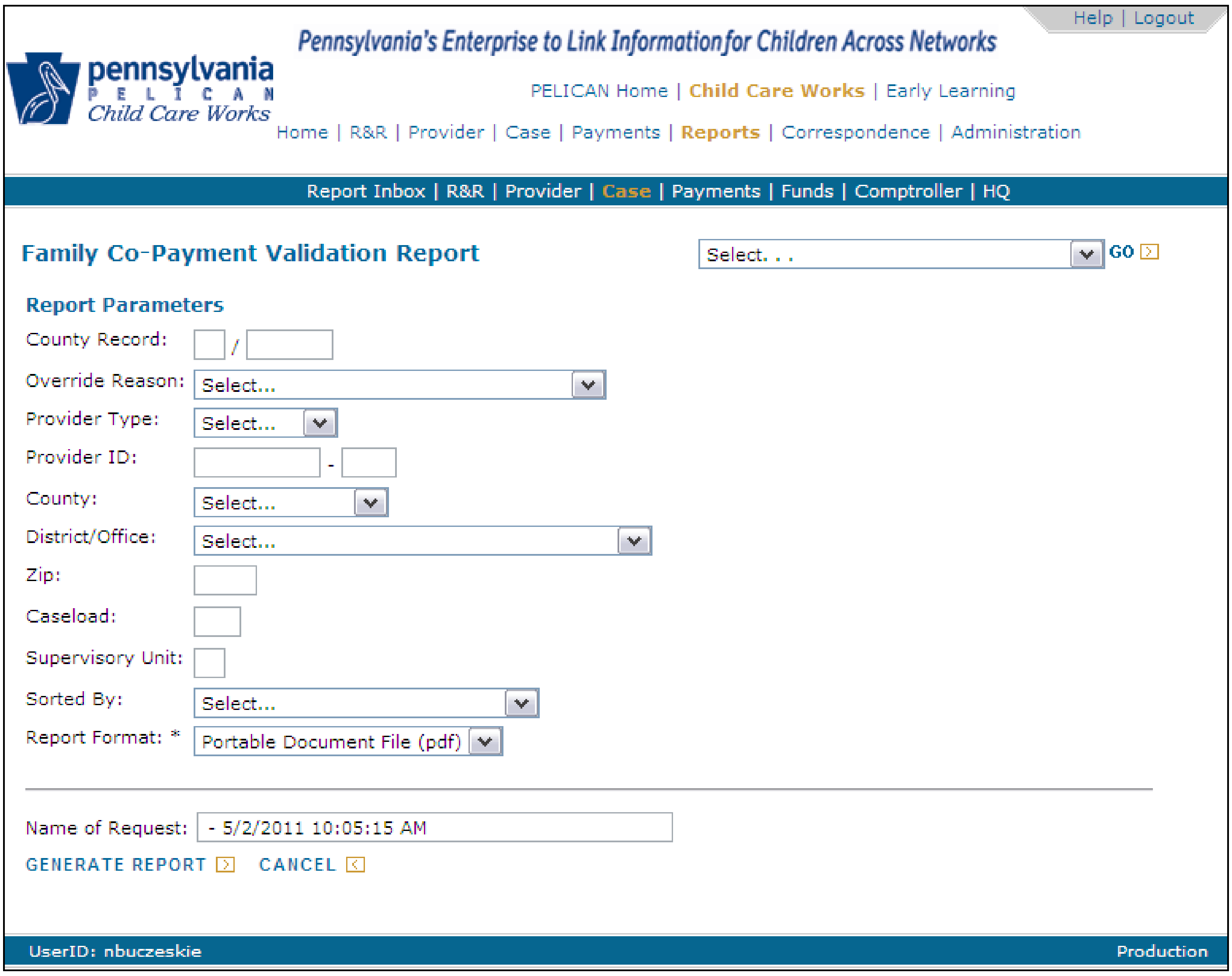
IMPORTANT: The co-pay mismatch could be anywhere in the life of the enrollment. It may not be the current enrollment. You may need to go back through case co-pay information to identify the mismatch.

Here are a few items to keep in mind when running the report:

- The report displays mismatched co-pay amounts associated with current and past enrollments for the case. This means the co-pay mismatch could be anywhere in the life of the enrollment; it may not be the current enrollment. Users may need to go back through case co-pay information to identify the mismatch.

- It's often helpful to run the report selecting the override reason "True Mismatch," which causes the report to retrieve only those records that have a mismatch and no override present.

- The report can be sorted by four options: "*Caretaker*," "*Case Co-pay Reason Code*," "*Enrollment Co-pay Reason Code*," and "*Caseload*."



REPORT PARAMETERS	
Co/Record	Zip
Override Reason	Caseload
Provider Type	Supervisory Unit
Provider ID	Sorted By
County	Report Format/Version
District/Office	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
County	Displays the County for which the report was generated.
District/Office	Displays the District/Office for which the report was generated.

COLUMNS	
Co/Record	Displays the county and record number for each parent/caretaker.
Caretaker	Displays the name of the parent/caretaker.
Family Size	Displays the number of people in the case. This number is user entered, not system derived.
Monthly Income	Displays the monthly income of the parent/caretaker.
System Assessed Co-pay	Displays the case co-pay the user enters into PELICAN CCW. This is the amount a parent/caretaker is responsible to pay for child care for all children in their care.
Case Reason Override	Displays a case co-pay override reason if one has been entered for the case.
Sum of Assessed Co-pay	Displays the total amount assigned to all active enrollments for the case.
Amount of Mismatch	Displays the difference between System Assessed Co-pay and Sum of Assessed Co-pay.
Enrollment Reason Override	Displays an enrollment assigned co-pay override reason if one has been entered for an enrollment.
Caseload	Displays the caseload to which the case is assigned.

pennsylvania PELICAN Child Care Works

RE310 Family Co-Payment Validation Report

Report Generated on 06/21/2011

County: Philadelphia

District/Office: CCIS of Center City And South Philadelphia

Co/Record#	Caretaker	Family Size	Adjusted Monthly Income	System Assessed Co-pay	Case Reason Override	Sum of Assessed Co-pay	Amount of Mismatch	Enrollment Reason Override	Caseload
51/1232532	KENDALL, KENYANA T	2	$1,461.89	$20.00		$10.00	$10.00	1/2 School age	0203
51/2435243	MOORE, TANYA	3	$1,805.78	$25.00		$12.50	$12.50	1/2 School age	0203
51/2438020	SELVAGGI, SABRINA M	2	$1,992.99	$35.00		$17.50	$17.50	1/2 School age	0503
51/2503362	BOYD, SHAMEL L	2	$1,213.41	$10.00		$5.00	$5.00	1/2 School age	0205
51/2524784	ROEUN, TINA	3	$1,075.00	$5.00		$0.00	$5.00		0206
51/2545499	HARRIS, KATRINA	4	$900.00	$5.00		$0.00	$5.00		0404
51/2562701	COHEN, CECIL	2	$481.08	$5.00		$0.00	$5.00		0407
51/2568815	WOODS, CHRISTINE	2	$1,791.57	$30.00		$15.00	$15.00	1/2 School age	0503
51/2604453	FARRELL, DESIREE C	2	$2,833.34	$60.00		$30.00	$30.00	1/2 School age	0509
51/2692970	RUSSELL, CHERISSE A	2	$1,357.19	$15.00		$7.50	$7.50	1/2 School age	0206
51/2717064	BREWSTER, ASARDIUS M	2	$1,496.40	$20.00		$10.00	$10.00	1/2 School age	0205
51/2733300	HUTCHINGS, TIARA	2	$1,406.66	$20.00		$10.00	$10.00	1/2 School age	0205
51/2742919	TYSON, AYISHETU B	2	$1,839.58	$30.00		$15.00	$15.00	1/2 School age	0503
51/2742959	BAIN, JAMIE K	2	$2,050.78	$35.00	FPIG Change	$17.50	$17.50	1/2 School age	0205
51/2743127	BUSILLO, ALEXIS A	2	$1,934.10	$35.00		$17.50	$17.50	1/2 School age	0205
51/2743141	CALHOUN, NADISHA M	2	$1,307.48	$15.00		$7.50	$7.50	1/2 School age	0206
51/2743165	CARR, NAKIA	2	$2,595.79	$55.00		$27.50	$27.50	1/2 School age	0206
51/2743265	CORBETT, NATASHA	3	$2,295.06	$40.00	60-Day Invoice Deletion	$20.00	$20.00	1/2 School age	0206
51/2743291	CULVER, TIFANIE M	3	$3,494.30	$75.00		$37.50	$37.50	1/2 School age	0206
51/2743329	DELBUONO, DANIELLE	2	$2,162.36	$40.00		$20.00	$20.00	1/2 School age	0206

RE310 Family Co-Payment Validation Report   Page1 of 8

Return to Table of Contents

600.6.8 RE311 – Enrollment History Report

The *Enrollment History Report (RE311)* is a list detailing the history of enrollments and co-pays for each child for a given case or for enrollments with a provider. The CCIS can request The *Enrollment History Report (RE311)* by "*Provider*", which provides a list of all enrollments at the provider, or by "*Case ID*", which provides a list of all enrollments for all children in the case.

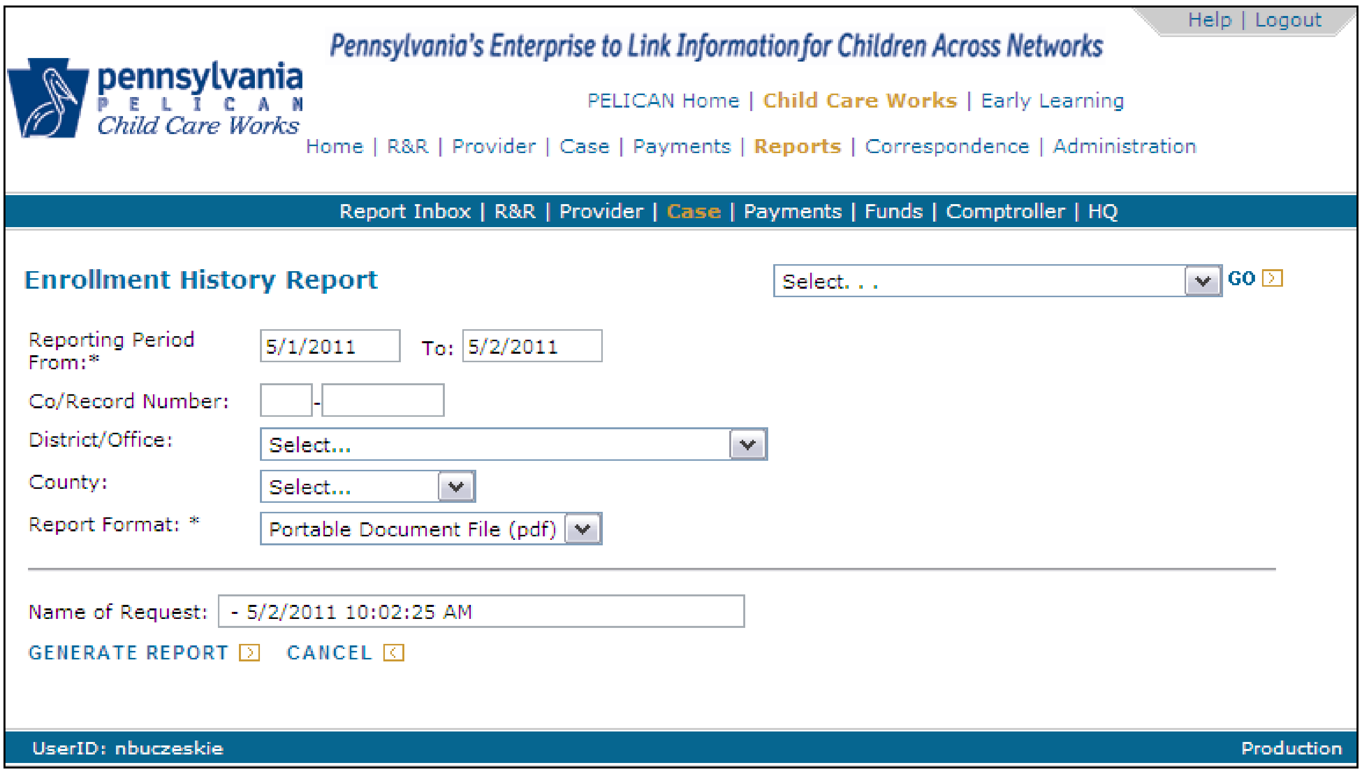
Both versions of the *Enrollment History Report (RE311)* show a historical progression of enrollment segments during the specified reporting period. Changes to "*Enrollment Status*", status begin and end dates, "*Funding Program*" and "*Care Level*" are displayed. Co-pay information is listed in a separate table underneath the "*Enrollment Status History*" and lists any co-pay that falls between the "*Reporting Period*" dates. Co-pay amounts of zero (0) display for enrollment segments where the co-pay is zero or where no co-pay is assigned. For continued records, the case information repeats at the top of the next page and is followed by the word "*Continued*".

> NOTE: Although this word may appear in the "*Funding Program*" or "*Care Level*" columns, it does not reflect a value for those columns.

The "*Provider*" version of the *Enrollment History Report (RE311)* shows more provider information than the "*Case*" version including a separate section for the "*Provider Type*" and effective begin and end dates for the "*Provider Type*".

> IMPORTANT: Between the column headings (located in the grayed bar) and the column data are rows of information about the enrollment including "*Supervisory Unit*", "*Caseload*", "*P/C Name*", "*Individual ID*" and "*Child Name*". The fields read horizontally across the page. This can be a bit confusing when first looking at the report layout.

If a CCIS runs this report by "*Provider ID*" for a provider with a high number of enrollments, a larger number of pages will be generated for this report. "*Closed/Discontinued*" enrollment statuses never show a "*Status End Date*".



REPORT PARAMETERS	
Reporting Period – From & To	County
Co/Record	Report Format/Version
District/Office	Name of Request

Report Design - Enrollment History by Co/Record Number

REPORT HEADING	
Title	The title and report number of the report.
Report Period	*(MM/DD/YYYY) – (MM/DD/YYYY)* – The reporting period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Report Parameters	Displays the report parameters for which the report was generated.
District/Office	Displays the District/Office for which the report was generated.
County	Displays the County for which the report was generated.
FY	Displays the FY for which the report was generated.

ROWS	
Supervisory Unit	Displays the supervisory unit number.
Caseload	Displays the caseload number.
Co/Record	Displays the Co/Record Number for each enrollment.
Caretaker Name	Displays the p/c's name.
Individual ID	Displays the individual number for the child.
Child Name	Displays the child's name.

Columns (located in the Gray Bar while data is displayed under Individual ID and Child Name):

COLUMNS	
Enrollment Status	Displays the child's enrollment status.
Status Begin Date	Displays the date the enrollment status became effective.
Status End Date	Displays the date the enrollment status ended.
Provider ID	Displays the provider ID for each provider.
Provider Name	Displays the name of the provider.
Funding Program	Displays the funding program for which the report was generated. It also displays the funding FY in parentheses.
Care Level	Displays the care level of the child.
Co-pay Begin Date	Displays the date the co-pay became effective for that case.
Co-pay End Date	Displays the date the co-pay ended, if applicable.
Co-pay	Displays the co-pay amount that corresponds to the appropriate Co-pay Begin and End Date.

RE311 - Enrollment History Report By Co/Record Number

Report Period 01/01/2011 - 06/15/2011

Report Generated on 06/16/2011

Report Parameters

From Date:	01/01/2011	**To Date:**	06/15/2011
Provider ID:	All	**Co/Record #**	22/02 8
District/Office:	CCIS of Dauphin County	**County:**	Dauphin

District/Office: CCIS of Dauphin County
County: Dauphin
Fiscal Year: 2010 - 11

Enrollment Status	Status Begin Date	Status End Date	Provider ID	Provider Name	Funding Program	Care Level
Supervisory Unit	01	**Caseload:**	0 7			
Co/Record #	**22/02 8**	**Caretaker Name:**		, TERRI		
Individual ID:	48 59 8	**Child Name:**		, DOMINIC		
Enrolled State	08/02/2010		1 34 82-1	M P	Low Income (Fund A) - Regular (FY2010-11)	Young School-Age

Copay Begin Date	Copay End Date	Copay
12/20/2010	05/29/2011	$0.00
05/30/2011		$0.00

Enrollment Status	Status Begin Date	Status End Date	Provider ID	Provider Name	Funding Program	Care Level
Enrolled State	12/06/2010		27 7 -1	STACEY	Low Income (Fund A) - Regular (FY2010-11)	Young School-Age

Copay Begin Date	Copay End Date	Copay
12/20/2010	05/29/2011	$0.00
05/30/2011		$0.00

RE311 - Enrollment History Report By Co/Record Number — Page 1 of 4

Report Design - Enrollment History by Co/Record Number or by Provider ID

REPORT HEADING	
Title	The title and report number of the report.
Report Period	*(MM/DD/YYYY) – (MM/DD/YYYY)* – The reporting period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Report Parameters	Displays the report parameters for which the report was generated.
District/Office	Displays the District/Office for which the report was generated.
County	Displays the County for which the report was generated.

ROWS	
Provider ID	Displays the provider ID for each provider.
Provider Location Name	Displays the name of the provider's location.
FY	Displays the FY for which the report was generated.
Supervisory Unit	Displays the supervisory unit number.
Caseload	Displays the caseload number.
Co/Record	Displays the Co/Record Number for each enrollment.
Caretaker Name	Displays the p/c's name.
Individual ID	Displays the individual number for the child.
Child Name	Displays the child's name.

Columns (located in the Gray Bar while data is displayed under Individual ID and Child Name):

COLUMNS	
Provider Type	Displays the provider type.
Begin Effective	Displays the date the provider type became effective.
End Effective	Displays the date the provider type ended.
Enrollment Status	Displays the child's enrollment status.
Status Begin Date	Displays the date the enrollment status became effective.
Status End Date	Displays the date the enrollment status ended.
Funding Program	Displays the funding program for which the report was generated. It also displays the funding FY in parentheses.
Care Level	Displays the care level of the child.
Co-pay Begin Date	Displays the date the co-pay became effective for that case.
Co-pay End Date	Displays the date the co-pay ended, if applicable.
Co-pay	Displays the co-pay amount that corresponds to the appropriate Co-pay Begin and End Date.

Return to Table of Contents

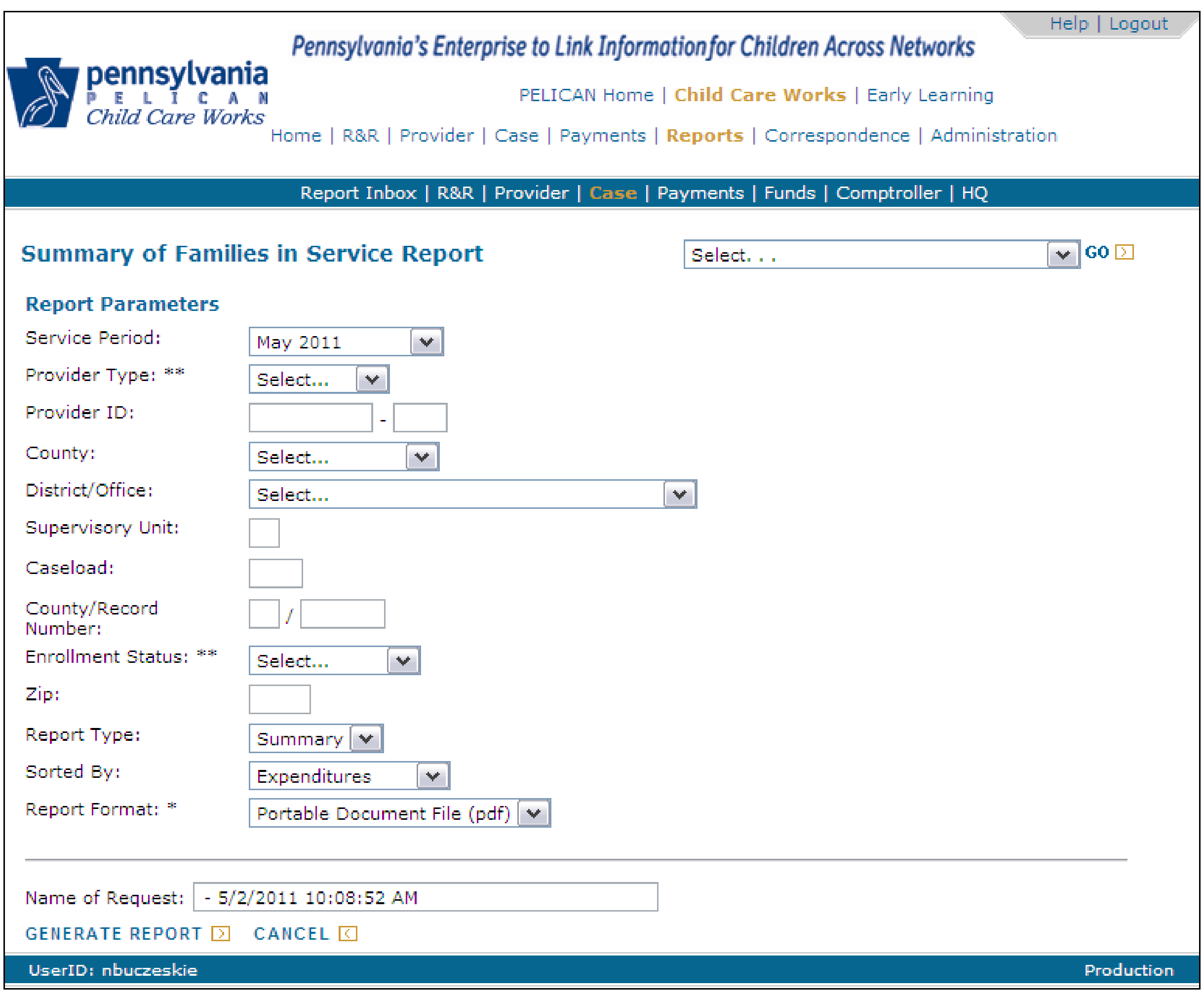
600.6.9 RE312 – Summary of Families in Service Report

The *Summary of Families in Service Report (RE312)* produces a detailed list of information pertaining to each family who was in service during the period requested. The information includes the "*Co/Record Number*", "*Eligibility Begin Date*", "*Child Name*", "*Provider ID*" and "*Location Name*", "*Enrollment Status*", "*Care Level*", "*Encumbrance Amount* (annual)", "*Expenditures* (year-to-date)" and "*Funding Program*". No co-pay or enrollment dates are listed.

The *Summary of Families in Service Report (RE312)* is designed for the CCIS to pull information for a particular case or provider and is not intended to be used to pull records for the entire CCIS. The *Summary of Families in Service Report (RE312)* can be used to check the encumbrance or expenditures for a particular service period for a case or all of the enrollments at a provider. If the CCIS wants to check family data without the encumbrance and expenditures data, the *Directory of Open/Pending Cases Report (RE502)* is a better option. To validate payments made at a child/case level for a period of time, the *Enrollments and Associated Payments Report (RE317)* provides more data. Subtotals of encumbrance and expenditures are listed by "*Family*", "*District/Office*" and "*County*", as is a total for the report.

IMPORTANT: This report is primarily designed to be run for a specific case or provider. Since this report requires extensive resources when run for all families in the CCIS; this should only be done when necessary.

If this report is run for the entire CCIS, the report will return a large number of pages and can be thousands of pages.



REPORT PARAMETERS				
Service Period	County	Caseload	Zip	Report Format/Version
Provider Type	District/Office	Co/Record	Report Type	Name of Request
Provider ID	Supervisory Unit	Enrollment Status	Sorted By	

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The Reporting Period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Report Parameters	The parameters that were selected to generate the report.

ROWS	
District/Office	Displays the district/office for each group of district/office data.
County	Displays the county for which the following groups of data represent.
Co/Record	Displays the Co/Record Number for each case.
Caretaker	Displays the p/c's name.
Eligibility Begin Date	Displays the date the case became eligible.
Subtotal by Family	Displays the encumbrance and expenditure totals for each family.
Subtotal by County	Displays the encumbrance and expenditure totals for each county.
Subtotal by District/Office	Displays the encumbrance and expenditure totals for each district/office.
Total	Displays the encumbrance and expenditure totals for the entire report.

COLUMNS	
Child Name	Displays the child's name.
Provider ID	Displays the provider ID for each provider.
Location Name	Displays the provider's location.
Enrollment Status	Displays the child's enrollment status.
Care Level	Displays the care level of the child.
Encumbrance	Displays the annual encumbrance amount for each child.
Expenditure	Displays the year-to-date Expenditure amount for each child.
Funding Program	Displays the funding program associated with each child. It also displays the funding FY in parentheses.

pennsylvania
P E L I C A N
Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

RE312 - Summary of Families in Service Report

Service Period - August 2011
Report Generated: 08/06/2011

County:	ALL	**Caseload:**	ALL
District/Office:	CCIS of Dauphin County	**County/Record Number:**	ALL
Provider Type:	Center	**Enrollment Status:**	Suspended
Provider ID:	ALL	**Zip:**	ALL
Supervisory Unit:	ALL		

District/Office: CCIS of Dauphin County
County: Dauphin

County/Record Number: 22/0 4
Caretaker: , TONYA
Eligibity Begin Date: / /

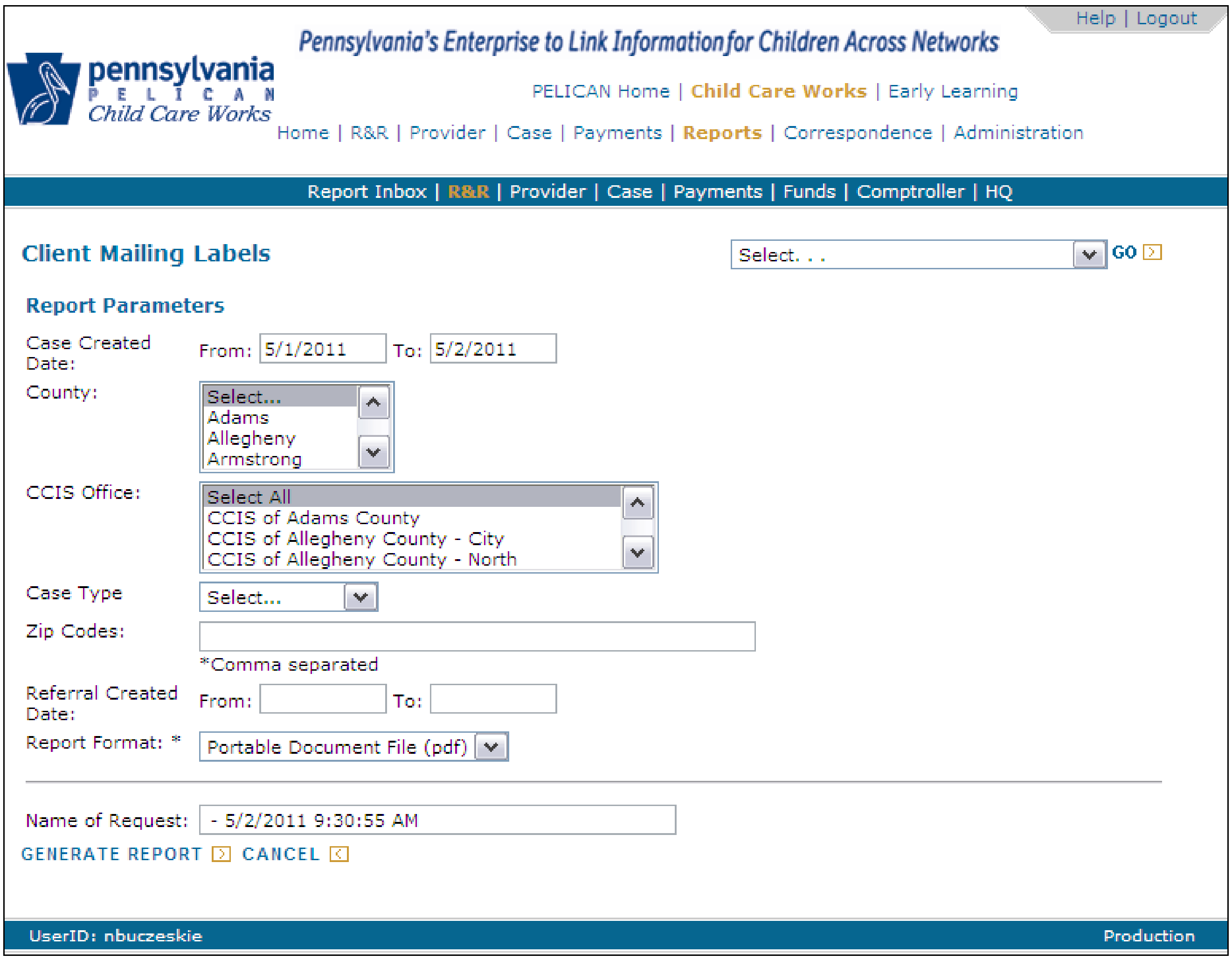
ChildName	Provider ID	Location Name	Status	Care Level	Expenditure	Funding Program
FIGUEROA, BRIANNA M	711 6-3	CHILDCARE CENTER	Suspended	Older School-Age	$542.64	Former TANF (Fund C) - Regular (FY2011-12)
			Subtotal By Family:		**$542.64**	

RE312 - Summary of Families in Service Report Page 1 of 18

Return to Table of Contents

600.6.10 RE315 – Client Mailing Labels Report

The *Client Mailing Labels Report (RE315)* is available to the CCIS for printing. PELICAN CCW prints label text in all capital letters. Each label is 1" x 2-5/8", and each sheet contains 30 labels, which is the equivalent to Avery Laser 5160 labels. To print labels properly, the CCIS must ensure that the Page Scaling setting in the Print dialog box of Adobe Acrobat Reader is set to "*None*".



REPORT PARAMETERS	
Case Created Date – From & To	Zip(s)
County	Referral Created Date – From & To
CCIS Office	Report Format/Version
Case Type	Name of Request

- Report Heading – N/A

ROWS	
Name	Displays the p/c's name.
Address	Displays the p/c's address.

- Columns – N/A

A , N
29TH ST
HARRISBURG, PA 17103-1915

A , Y
4TH ST
STEELTON, PA 17113-2401

A , F
LINGLESTOWN RD
HARRISBURG, PA 17112-0000

A , A
SOCIETY PARK CT
HARRISBURG, PA 17109-4939

A , S
FRONT ST
STEELTON, PA 17113-2550

A , L
HALL MANOR
HARRISBURG, PA 17104-0000

A , T
LOCUST STREET
STEELTON, PA 17113

A , C
2ND ST
1ST FLOOR
HIGHSPIRE, PA 17034-1272

A , T
THIRTEENTH ST
HARRISBURG, PA 17104-0000

A , M
24TH ST
HARRISBURG, PA 17104-0000

A , H
3RD ST
HARRISBURG, PA 17113-3023

A , L
SWATARA ST
STEELTON, PA 17113-2445

A. , A
B LN
HARRISBURG, PA 17111-3957

A. , J
FORREST STREET
HARRISBURG, PA 17104-0000

A , K
KING GEORGE DR
HARRISBURG, PA 17109-1464

A , B
DISBROW ST
HARRISBURG, PA 17103-2329

A , M
LANCER STREET
HARRISBURG, PA 17109-0000

A , G
PAJABON DR
HARRISBURG, PA 17111-5880

A , C
25TH ST
HARRISBURG, PA 17111-1101

A. , M
HALE AVE
BLDG W 303
HARRISBURG, PA 17104-4000

A , A
JOYA CIR
HARRISBURG, PA 17112-2942

A , S
SWATARA ST
HARRISBURG, PA 17104-2002

A , S
MUENCH STREET
HARRISBURG, PA 17102-0000

A , R
CREST RD
HARRISBURG, PA 17109-1925

A , A
SCENIC RD
HARRISBURG, PA 17109-1030

A , S
LEXINGTON ST
HARRISBURG, PA 17110-2625

A , K.
WOODLAWN DR
HARRISBURG, PA 17109-5544

A , A.
PINE STREET
STEELTON, PA 17113-0000

A. , A.
5TH ST
HARRISBURG, PA 17110-2014

A , D
2ND ST
STEELTON, PA 17113-2901

Return to Table of Contents

600.6.11 RE318 – Enrollment Status Report

The *Enrollment Status Report (RE318)* is designed for the CCIS and shows all enrollments for a funding program that have moved into the selected status (i.e., "*Authorized*", "*Notified*", "*Enrolled State*" "*Suspended*", "*Closed/Discontinued*" and "*Pre-Enrolled*") during the reporting period entered. The *Enrollment Status Report (RE318)* shows the status begin date and the status end dates. The *Enrollment Status Report (RE318)* displays their associated cost of care less co-pay amounts (i.e., annual encumbrance). The *Enrollment Status Report (RE318)* is available in both "*Summary*" and "*Detail*" format.

The "*Summary*" version provides a subtotal for the funding program with a count by status and a total of cost of care less co-pay for all chosen statuses. The "*Summary*" version also provides separate totals and amounts for each enrollment status; and breaks out year-to-date totals for the number of enrollments, the number of discontinued enrollments and their associated cost of care less co-pay amounts. An additional table appears below the individual funding program to break down a combined total of all funding programs in the same way.

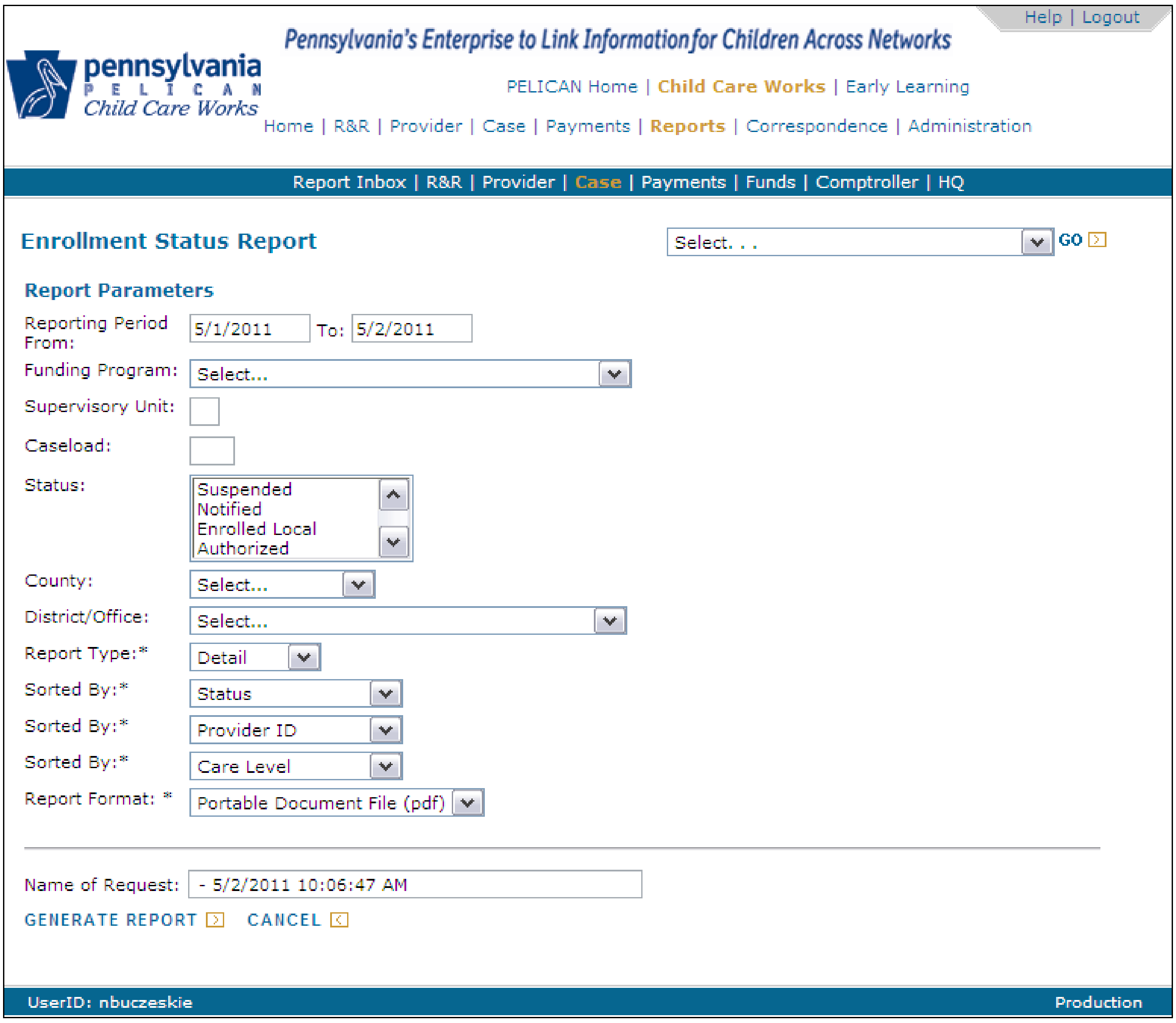
The "*Detail*" version provides a list of all children saving the chosen enrollment statuses with effective dates in the specified reporting period and the associated cost of care less co-pay amounts for the enrollments. The "*Detail*" version lists "*Case ID*", "*Child Name*", "*Provider ID*", "*Provider Location Name*", "*Caseload*", "*Care Level*", "*Enrollment Status*", "*Status Effective Date*", "*Status End Date*" and "*Cost of Care Less Co-pay*". Sub-sections of the report contain the individual funding program totals broken out as described in the "*Summary*" format.

The *Enrollment Status Report (RE318)* gathers all records having a status date that falls within the reporting dates entered. To generate the number of enrollments or terminations year-to-date, enter July 1 in the "*Reporting From*" field and today's date in the "*Reporting To*" field. To identify new enrollments for the month, enter the first date of the month in the "*Reporting From*" field, and the last date of the month in the "*Reporting To*" field. This report can be used for the following purposes:

1. Identifying children pending enrollment. By running the *Enrollment Status Report (RE318)* for a period of time for "*Pre-Enrolled*", "*Authorized*" and "*Notified*" statuses, the CCIS can obtain a listing of all children in each status along with the status effective date. The CCIS must investigate the reason children remain in these statuses for more than 30 days. The *Enrollment Status Report (RE318)* can be run by "*Caseload*" for easy distribution to, or supervision of, the appropriate staff.
2. Identifying year-to-date enrollments.
3. Identifying year-to-date terminations.

<u>IMPORTANT:</u> An enrollment that was in "*Enrolled State*" status then changed to "*Suspended*", and then changed back to "*Enrolled State*" can appear on the *Enrollment Status Report (RE318)* as a new enrollment. In addition, enrollment statuses that change as a result of funding or provider transfers can appear as a new enrollment if the report is not run year-to-date.

<u>EXAMPLE:</u> If a provider transfer takes place on 8/2/2004 and the report is run from 7/1/2004 to 10/1/2004 (a year-to-date report), the report will show as one enrollment on the report with a status date of 8/2/2004. If the *Enrollment Status Report (RE318)* is run for 8/1/2004 to 8/31/2004, more typically looking for new enrollments, because the status changed to "*Enrolled State*" at the new provider on 8/2/2004, the child would show up in this report. Sorting by "*Case ID*" and selecting "*Enrolled Status*" and "*Closed/Discontinued*" could assist in identifying these cases.



REPORT PARAMETERS	
Reporting Period – From & To	Report Type
Funding Program	Sorted By
Supervisory Unit	Sorted By
Caseload	Sorted By
Status	Report Format/Version
County	Name of Request
District/Office	

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
County	Displays the county for which the report was generated.
Office	Displays the office for which the report was generated.
Funding Program	Displays the funding program/source for which the report was generated.
Caseload	Displays any caseload specified for the report.

ROWS	
Funding Program or All Funds	Displays the funding program associated with the enrollment rows or indicates totals for all funds. It also displays the funding FY in parenthesis.
Total	Displays a total for the funding programs selected in the report for all inactive and active enrollments. (If multiple statuses are selected, the report excludes totals for statuses not selected.)
Total Active Enrollments	Displays a total for the funding program or all funding programs for enrollments in enrolled state or enrolled local statuses.

SUMMARY VERSION

COLUMNS	
Count	Displays a count of enrollments associated with the selected statuses for the funding program or all funding programs.
Cost of Care Less Co-pay	Displays the total cost of care less co-pay for enrollments for the funding program or all funding programs.

DETAIL VERSION

COLUMNS	
Co/Record	Displays the Co/Record # associated with the enrollment/child.
Name	Displays the child's name.
Provider ID	Displays the provider ID for each provider.
Location Name	Displays the provider's location.
Caseload	Displays the caseload number to which the case is assigned.
Care Level	Displays the care level of the child at the time the report was generated.
Status	Displays the status of the enrollment as selected in the parameters.
Status Effective Date	Displays the date the status became effective.
Status End Date	Displays the date the selected status ended, if applicable.
Cost of Care Less Co-pay	Provides a total cost of care less co-pay for each enrollment/child.
Count	Displays a count of enrollments associated with the selected statuses for the funding program or all funding programs.
Cost of Care Less Co-pay	Displays the total cost of care less co-pay for enrollments for the funding program or all funding programs.

RE318 - Enrollment Status Report

Report Period 6/1/2011 To 6/15/2011

Report Generated: 06/16/2011

County:	Dauphin
Office	CCIS of Dauphin County
Funding Program:	Low Income (Fund A) - Regular
Case Load	ALL

Low Income (Fund A) - Regular (FY2010-11)

Co/Record Number	Name	Provider ID	Provider Location Name	Case Load	Care Level	Status	Status Effective Date	Status End Date	Cost of Care Less co-pay
22/02 66	ALONI	11 2 91-4	YWCA	0	Young School-Age	Suspended	06/11/2011		$4,050.74
22/02 66	AILAH	11 2 91-4	YWCA	0	Young School-Age	Suspended	06/11/2011		$4,050.74
22/02 66	JADEN	11 2 91-4	YWCA	0	Older School-Age	Suspended	06/11/2011		$4,050.74
22/03 93	JALEENA	11 8 71-1	CATHY	0	Young School-Age	Suspended	06/11/2011		$418.00
22/03 93	LILYANA	11 8 71-1	CATHY	0	Young School-Age	Suspended	06/11/2011		$478.00
22/02 66	KYRA	21 1 25-1	P C	0	Preschool	Suspended	06/04/2011	06/05/2011	$5,110.00
22/02 88	DARLENE	31 1 41-1	T A	0	Older School-Age	Suspended	06/08/2011		$1,146.62
22/02 57	AALIYAH	31 1 16-7	N Child Care	0	Young School-Age	Suspended	06/02/2011	06/12/2011	$3,148.66
22/02 87	PRINCESS	31 0 30-1	L T EARLY CHILDHOOD CENTER	0	Preschool	Suspended	06/01/2011		$5,898.18
22/02 01	DYNESTY	31 9 52-1	GWENDOLYN	0	Older School-Age	Suspended	06/04/2011		$625.29

Low Income (Fund A) - Regular (FY2010-11)

	Count	Cost of Care Less Co-pay
Total	**21**	**$67,112.64**

All Funds

	Count	Cost of Care Less Co-pay
Total	**21**	**$67,112.64**

RE318 - Enrollment Status Report Page 2 of 2

Return to Table of Contents

600.6.12 RE319 – School Age Change Report

The *School Age Change Report (RE319)* is designed to assist the CCIS in collecting information from providers concerning which school-age children will be 'exceptions' to the traditional type of care (i.e., FT or PT) with the provider for the summer or school year. The CCIS can use this report together with the *School Age Change Compliance Report (RE327)*, which is used to identify children who will continue with a provider for a particular school year or summer program. The report is specially designed to be folded and sent to a provider to obtain accurate enrollment information. There are two version of the report, both grouped by "*Care Level*":

1. End of School Year.
2. End of Summer.

This report can be used for the following purposes:

1. Identifying which children will continue with the provider for the school year or summer.
2. Identifying pre-school children who will be going to kindergarten or first grade.
3. Identifying pre-school children who will not be attending first grade in the fall.
4. Identifying children who meet the CCIS's school district's criteria for entering kindergarten or first grade.

The *School Age Change Report (RE319)* is an important related report to highlight. The *School Age Change Report (RE319)* is designed to assist CCISs in collecting information from providers concerning which school-age children will be <u>exceptions</u> to the traditional type of care (FT/PT) with the provider for the summer or school year. CCISs will use the *School Age Change Report (RE319)* instead of the *School Age Change Compliance Report (RE327)* when:

1. The <u>End of Summer Year</u> report identifies children who have <u>part-time</u> enrollment(s) in the summer program following the school year.
2. The <u>End of School Year</u> report identifies children who have <u>full-time</u> enrollment(s) in the school year following the summer program.

If the *School Age Change Report (RE319)* is being generated near the end of the school year, use the "End of School Year" version of the report. If the *School Age Change Report (RE319)* is being generated near the beginning of the school year, use the "End of Summer" version of the report. The CCIS can enter text into the report request page, which then prints on the report. The *School Age Change Report (RE319)* can be folded to fit a variety of window envelopes, with both the provider and CCIS addresses showing, for mailing to the provider. By using the "*Birthday Before*" and "*Child Age*" fields, specify the age criteria to select the children who should be included on the report.

<u>EXAMPLE:</u> For example, if the values of "*Birthday Before*" and "*Child Age*" fields are 9/1/2007 and 5 respectively, the report will include all children who will be of age 5 years or more on 9/1/2007.

<u>NOTE:</u> The *School Age Change Report (RE319)* is grouped by care level.

The "*End of Summer*" version of the report identifies children who:

1. Match the age criteria specified.
2. Have full-time enrollment(s) in the school year program for that FY.

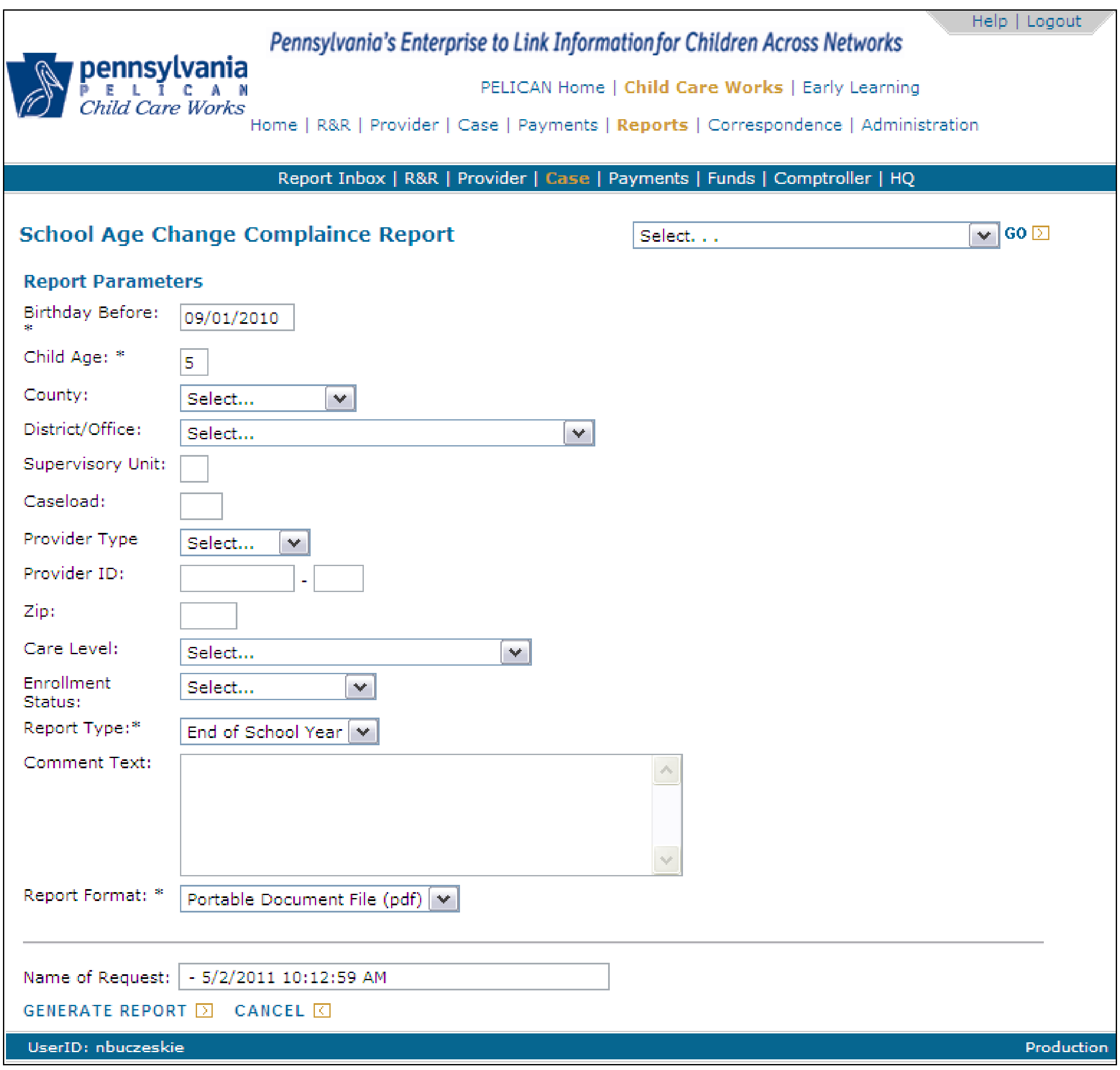
The "*End of School Year*" version of the report identifies children who:

1. Match the age criteria specified.
2. Are enrolled part-time in summer program of the following FY.

Remember to check the spelling of information typed in the "*Comment Text*" field.

> <u>IMPORTANT:</u> Make sure to select the appropriate report type for the results you wish to receive, either End of Summer or End of School Year.

> <u>NOTE:</u> The *School Age Change Report (RE319)* is dependent on the co-pay flip and will not return data prior to the flip occurring.



REPORT PARAMETERS	
Birthday Before Date	Zip
Child Age	Care Level
County	Enrollment Status
District/Office	Report Type
Supervisory Unit	Comment Text
Caseload	Report Format/Version
Provider Type	Name of Request
Provider ID	

- Report Heading – N/A

ROWS	
Top Portion of Report	Displays the CCIS Name and Address, the enrolled Child's information and the Provider address.
Care Level	Displays the care level of the child at the time the report was generated.

COLUMNS	
Co/Record	Displays the county/record number for the enrollment/child.
Caretaker	Displays the name of the parent/caretaker of the child.
Child	Displays the enrolled child's name.
Age	Displays the age of the child.
DOB	Displays the Date of Birth of the child.
Location ID	Displays the Location ID information for the provider.

CCIS of Dauphin County
110 North 26th Street
Harrisburg, PA 17103

S H BEFORE & AFT
1101 ST
HARRISBURG, PA 17103

Fold along this line to fit window envelope

Care Level: Older School-Age

Co/Record	Caretaker	Child	Age	DOB	Location ID
22/02 7 2	, LINDA	, BRE	9	02/07/2001	1 1 4 1-4

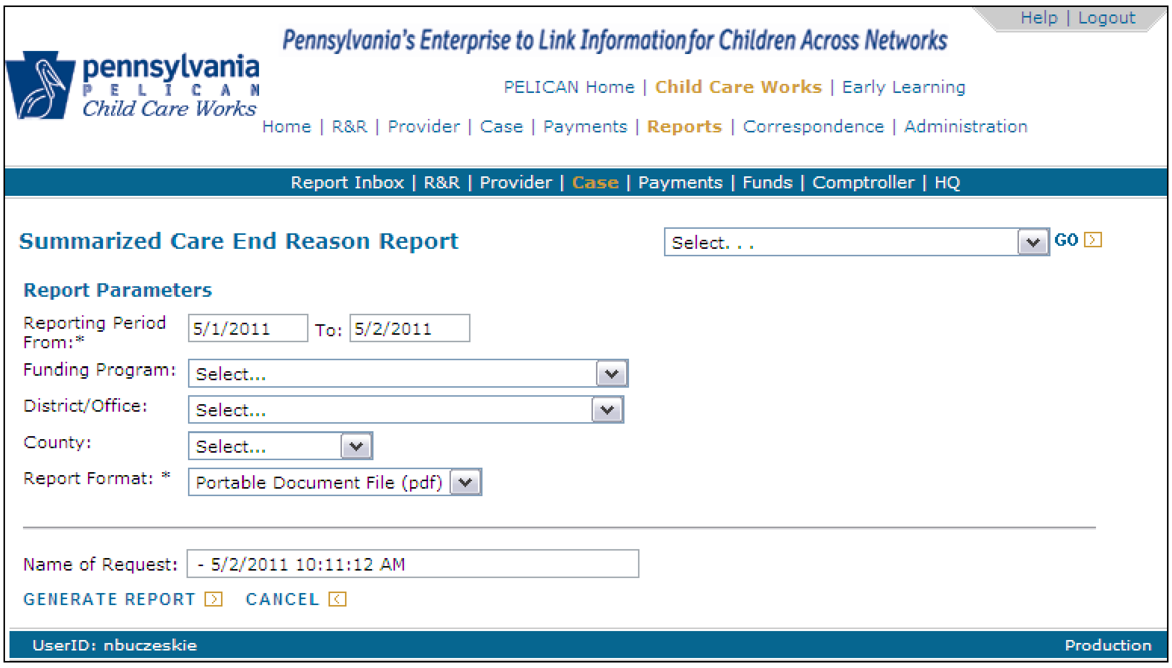
Page 1 of 1

Return to Table of Contents

600.6.13 RE320 – Summarized Care End Reason Report

The *Summarized Care End Reason Report (RE320)* is designed for OCDEL HQ staff, but is accessible to the CCIS. The *Summarized Care End Reason Report (RE320)* provides the CCIS and OCDEL HQ staff with a count of all children who had enrollments discontinued with a specified funding program during a specified time frame. The *Summarized Care End Reason Report (RE320)* provides more detail about the care end reason than the *Enrollments Closed Report (RE306)* for more accurate attrition totaling.

The *Summarized Care End Reason Report (RE320)* counts children, not enrollments. A child can be included twice on this report if the child had discontinued enrollments with two different funding programs within the same reporting period. If there are multiple reason codes for the child, only the latest reason code within that reporting period is displayed. If the child was discontinued and re-enrolled within the reporting period, the child is included in the count. If the child is in a shared custody case, the child is counted twice. Counts in the *Summarized Care End Reason Report (RE320)* are grouped by "*Office*", "*County*" and "*Funding Program*".

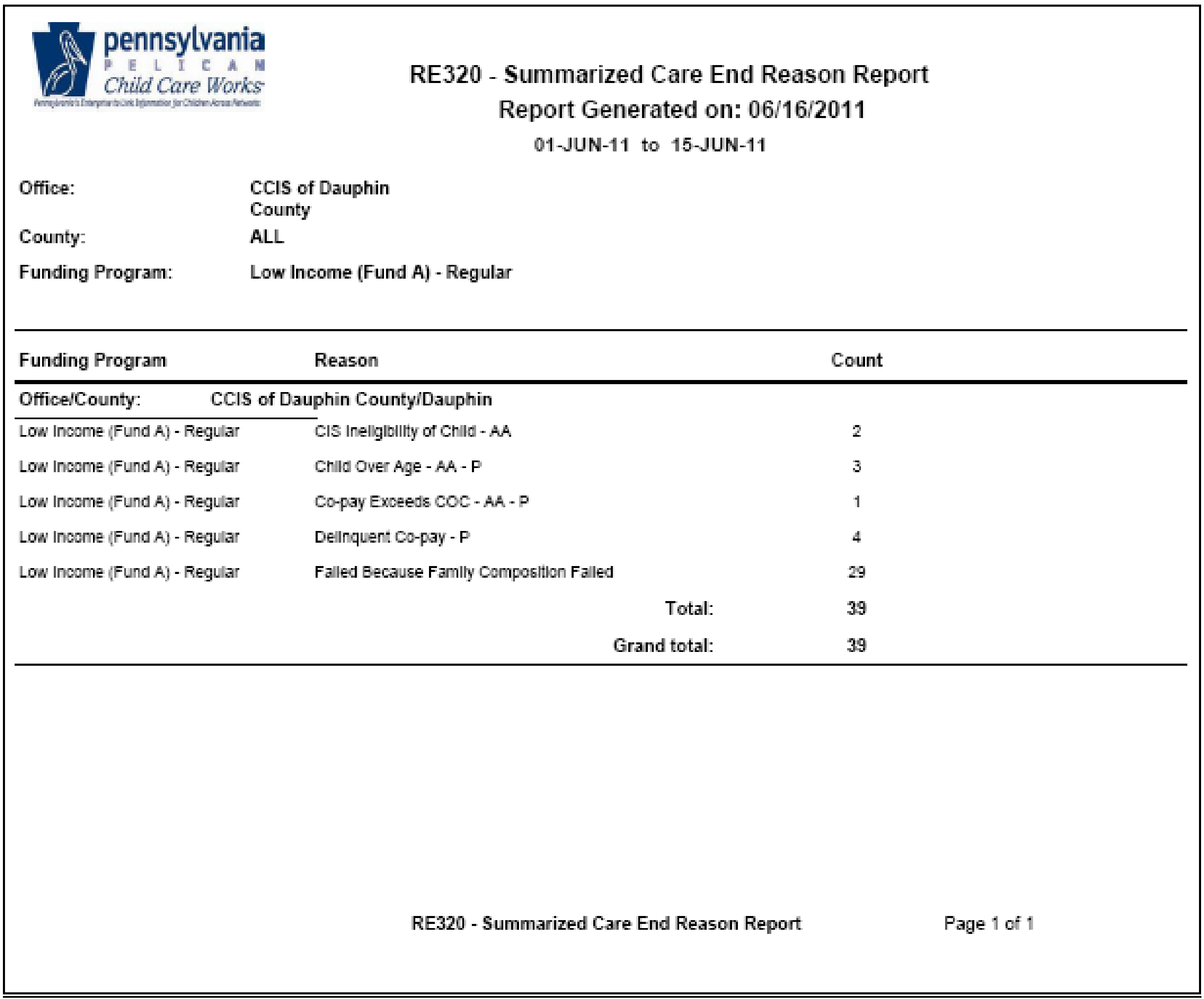


REPORT PARAMETERS	
Reporting Period – From & To	County
Funding Program	Report Format/Version
District/Office	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
County	Displays the county for which the report was generated.
Office	Displays the office for which the report was generated.
Funding Program	Displays the funding program/source for which the report was generated.

ROWS	
Office/County	Displays the office and county for which the totals are displayed.
Total	Displays a total for all funding programs of the number of children who discontinued care during the requested report period.
Grand Total	Displays a grand total for all funding programs of the number of children who discontinued care during the requested report period.

COLUMNS	
Funding Program	Displays the Funding Program for which the reason and count are displayed.
Reason	The Child Care End Reason chosen for those children.
Count	The number of children whose enrollments were Closed/Discontinued and have the Care End Reason listed.


RE320 - Summarized Care End Reason Report
Report Generated on: 06/16/2011
01-JUN-11 to 15-JUN-11

Office: CCIS of Dauphin County
County: ALL
Funding Program: Low Income (Fund A) - Regular

Funding Program	Reason	Count
Office/County: CCIS of Dauphin County/Dauphin		
Low Income (Fund A) - Regular	CIS Ineligibility of Child - AA	2
Low Income (Fund A) - Regular	Child Over Age - AA - P	3
Low Income (Fund A) - Regular	Co-pay Exceeds COC - AA - P	1
Low Income (Fund A) - Regular	Delinquent Co-pay - P	4
Low Income (Fund A) - Regular	Failed Because Family Composition Failed	29
	Total:	39
	Grand total:	39

RE320 - Summarized Care End Reason Report Page 1 of 1

Return to Table of Contents

600.6.14 RE322 – Subsidy Caseload Report

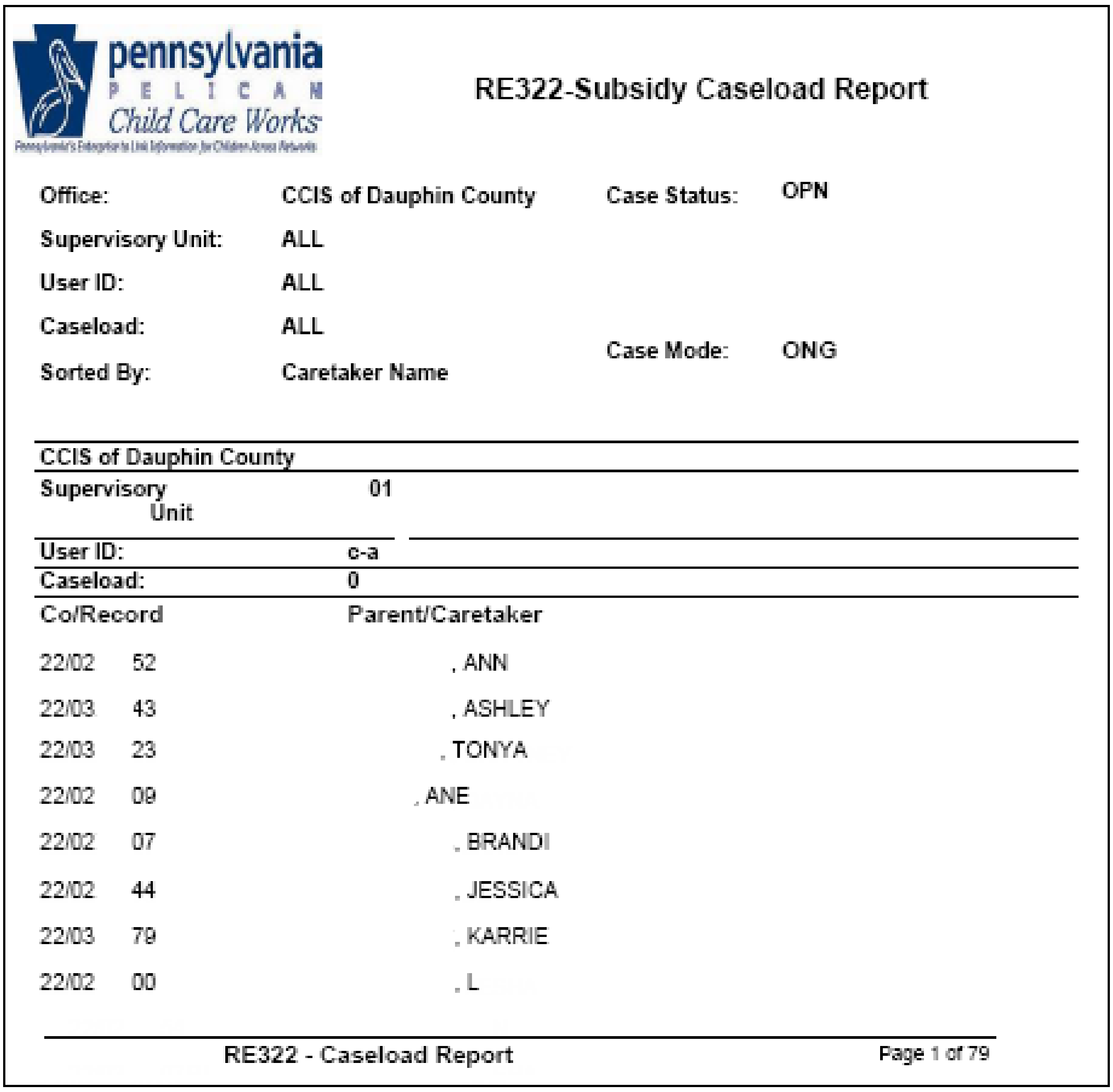
The *Subsidy Caseload Report (RE322)* is designed for use by OCDEL HQ staff and provides a list, grouped by supervisory unit and user ID or Caretaker Name, of all child care cases assigned to a caseload. The report includes the Co/Record Number and the p/c's name, along with totals for each caseload and user ID. Users can request multiple modes in the Case Mode box. By holding the CTRL key down on the keyboard users can click 1, 2 or 3 modes to be included on the report. The *Subsidy Caseload Report (RE322)* serves as a tool to manage the workload among the primary caseworkers.

REPORT PARAMETERS	
District/Office	User ID
Supervisory Unit	Report Type
Caseload	Sorted By
Case Status	Report Format/Version
Case Mode	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Office	Displays the district/office (CCIS office) for which the report was generated.
Supervisory Unit	Displays the Supervisory Unit for which the report was generated.
User ID	Displays the User ID for which the report was generated.
Caseload	Displays the Caseload for which the report was generated.
Case Status	Displays the case status for which the report was generated.
Case Mode	Displays the case mode Unit for which the report was generated.
County	Displays the county for which the report was generated.

ROWS	
Subtotal Caseload	Displays a count of cases in the Caseload specified.
Subtotal User ID	Displays a count of cases for the User ID specified.

COLUMNS	
Co/Record	Displays the county record number for each row.
P/C	Displays the name of the p/c.


pennsylvania PELICAN Child Care Works

RE322-Subsidy Caseload Report

Office:	CCIS of Dauphin County	Case Status:	OPN
Supervisory Unit:	ALL		
User ID:	ALL		
Caseload:	ALL	Case Mode:	ONG
Sorted By:	Caretaker Name		

CCIS of Dauphin County

Supervisory Unit: 01

User ID: c-a

Caseload: 0

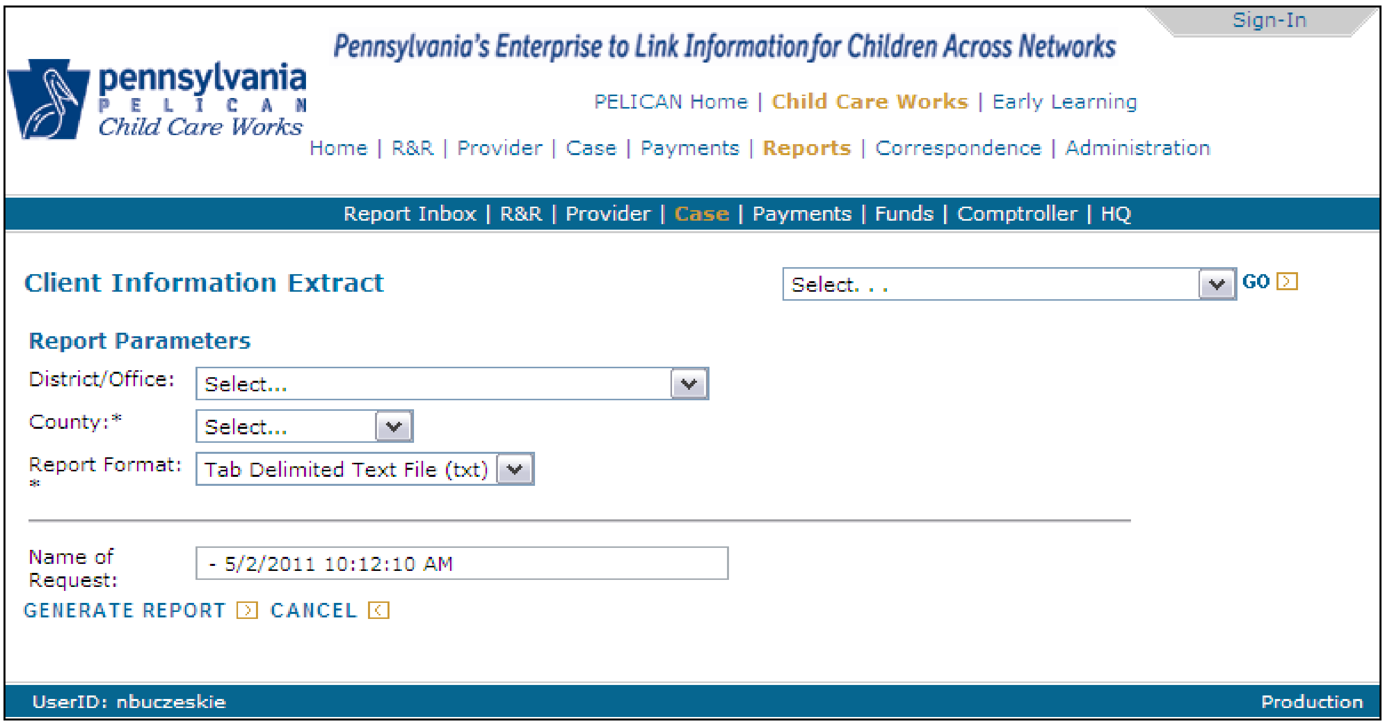
Co/Record		Parent/Caretaker
22/02	52	, ANN
22/03	43	, ASHLEY
22/03	23	, TONYA
22/02	09	, ANE
22/02	07	, BRANDI
22/02	44	, JESSICA
22/03	79	, KARRIE
22/02	00	, L

RE322 - Caseload Report Page 1 of 79

Return to Table of Contents

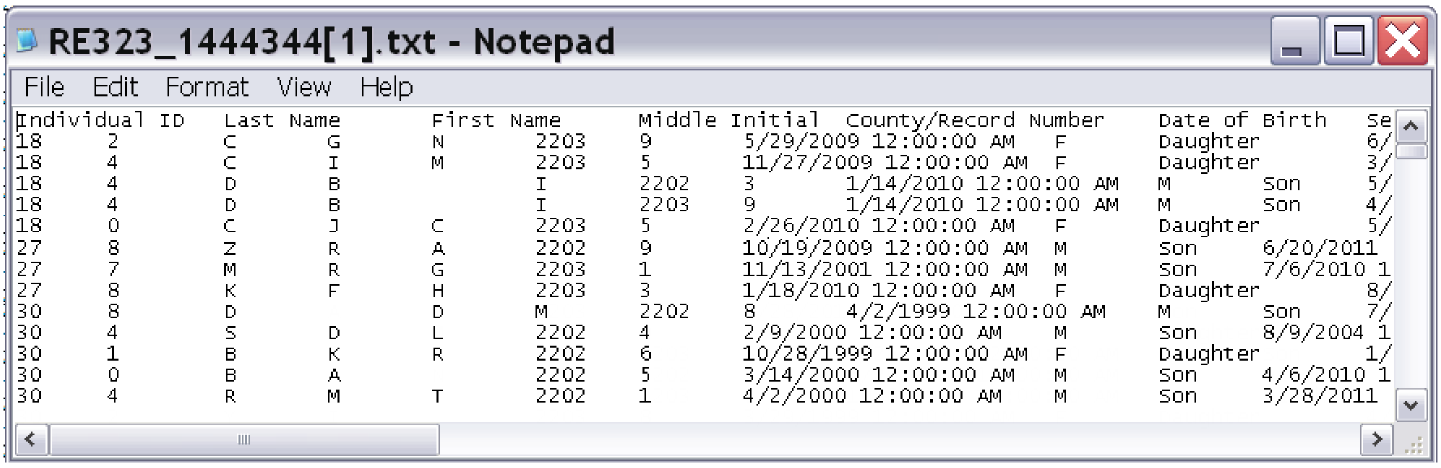
600.6.15 RE323 – Client Information Extract Report

The *Client Information Extract Report (RE323)* is designed for the CCIS and provides the flexibility of creating ad-hoc reports requiring client data by extracting data in a tab-delimited text file.



REPORT PARAMETERS	
District/Office	Report Format/Version
County	Name of Request

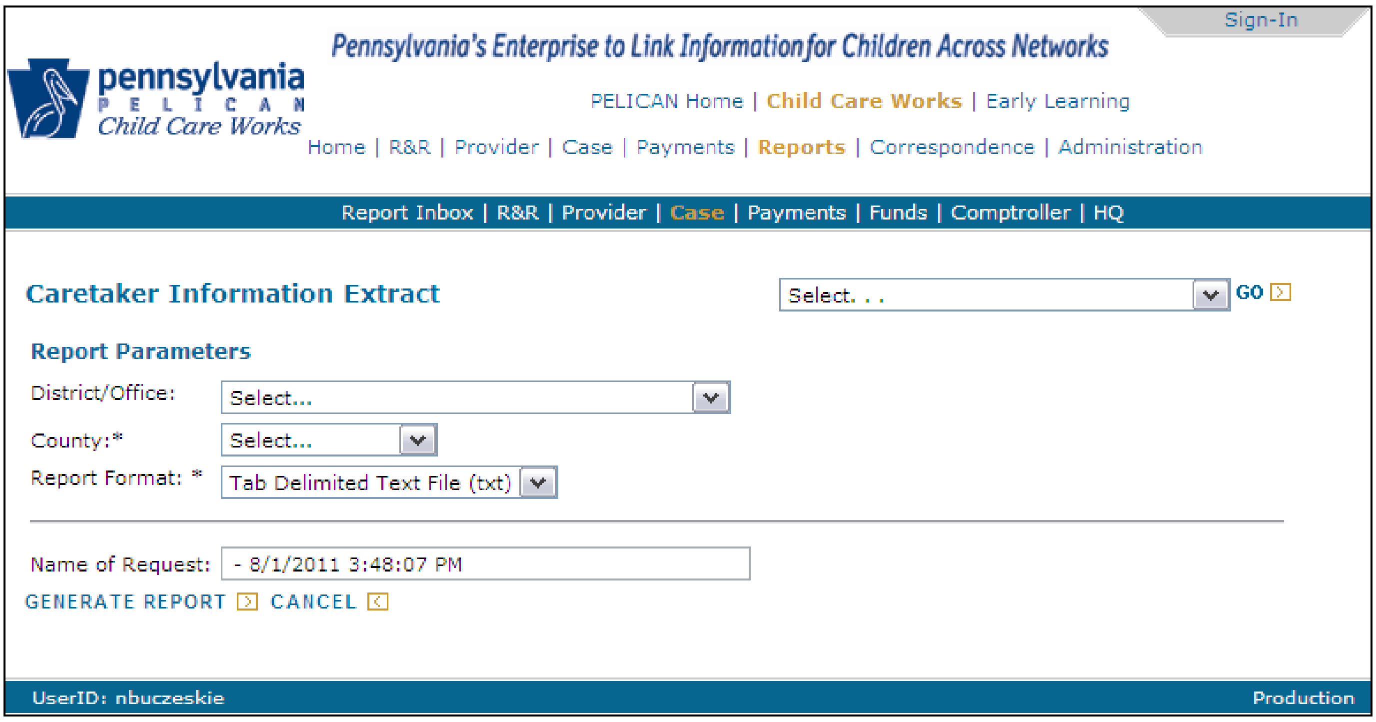
- Report Heading – N/A



Return to Table of Contents

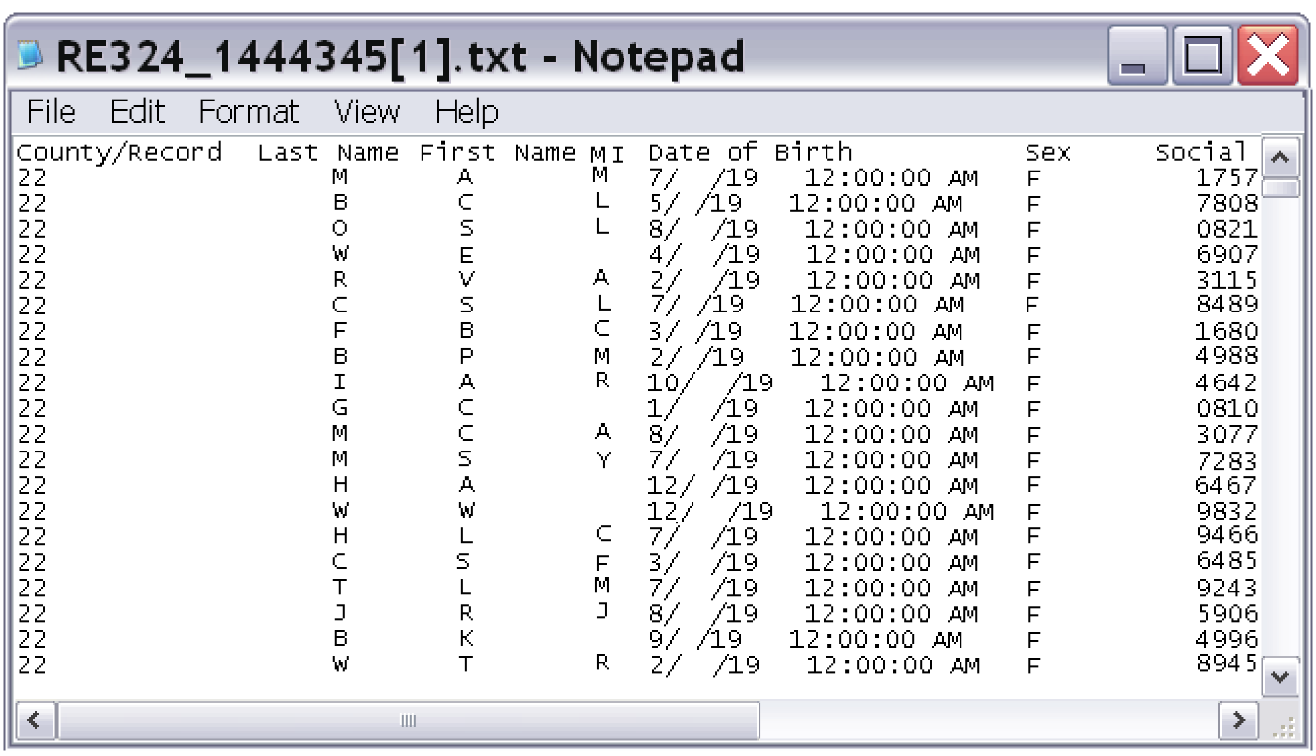
600.6.16 RE324 – Caretaker Information Extract Report

The *Caretaker Information Extract Report (RE324)* is designed for the CCIS and provides the flexibility of creating ad-hoc reports requiring caretaker data by extracting data in a tab-delimited text file.



REPORT PARAMETERS	
District/Office	Report Format/Version
County	Name of Request

- Report Heading – N/A

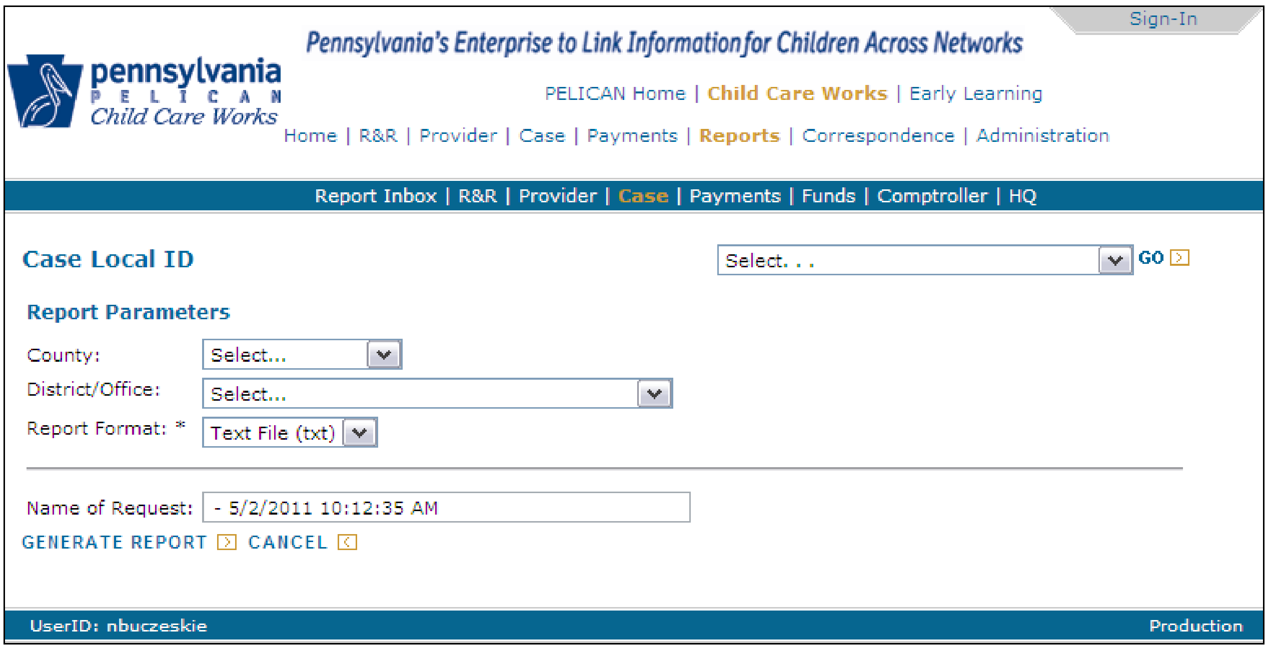


County/Record	Last Name	First Name	MI	Date of Birth	Sex	Social
22	M	A	M	7/ /19 12:00:00 AM	F	1757
22	B	C	L	5/ /19 12:00:00 AM	F	7808
22	O	S	L	8/ /19 12:00:00 AM	F	0821
22	W	E		4/ /19 12:00:00 AM	F	6907
22	R	V	A	2/ /19 12:00:00 AM	F	3115
22	C	S	L	7/ /19 12:00:00 AM	F	8489
22	F	B	C	3/ /19 12:00:00 AM	F	1680
22	B	P	M	2/ /19 12:00:00 AM	F	4988
22	I	A	R	10/ /19 12:00:00 AM	F	4642
22	G	C		1/ /19 12:00:00 AM	F	0810
22	M	C	A	8/ /19 12:00:00 AM	F	3077
22	M	S	Y	7/ /19 12:00:00 AM	F	7283
22	H	A		12/ /19 12:00:00 AM	F	6467
22	W	W		12/ /19 12:00:00 AM	F	9832
22	H	L	C	7/ /19 12:00:00 AM	F	9466
22	C	S	F	3/ /19 12:00:00 AM	F	6485
22	T	L	M	7/ /19 12:00:00 AM	F	9243
22	J	R	J	8/ /19 12:00:00 AM	F	5906
22	B	K		9/ /19 12:00:00 AM	F	4996
22	W	T	R	2/ /19 12:00:00 AM	F	8945

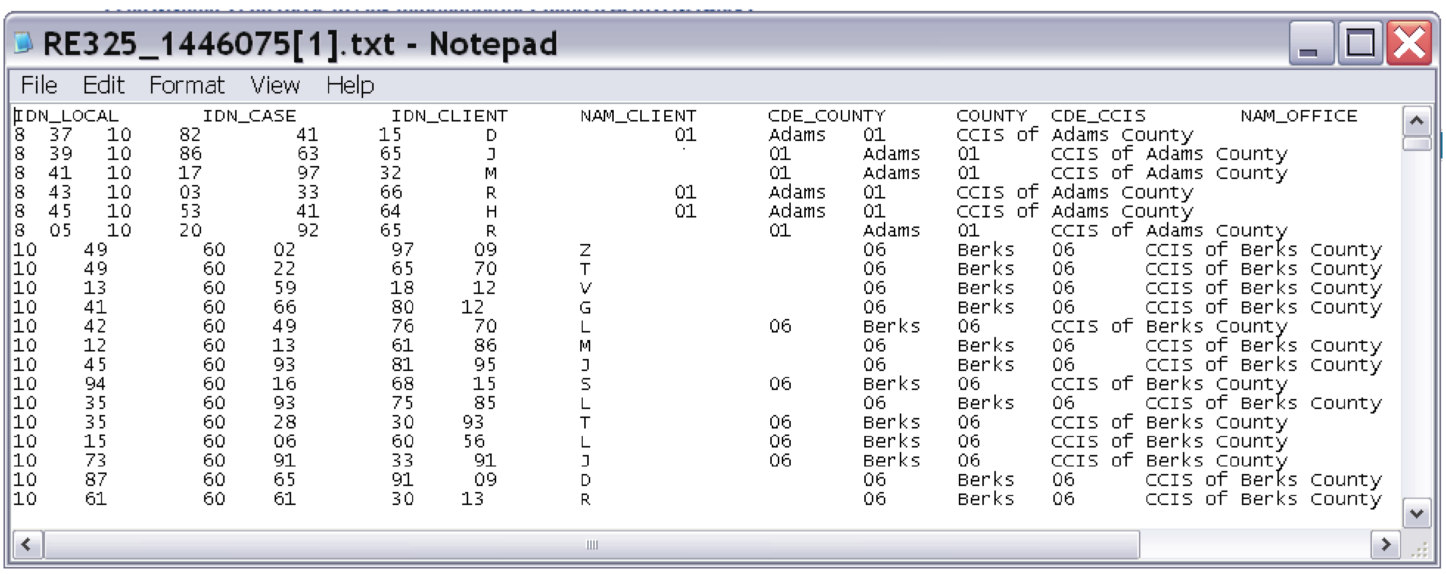
Return to Table of Contents

600.6.17 RE325 – Case Local ID Report

The *Case Local ID Report (RE325)* is designed for the CCIS and provides the flexibility of creating ad-hoc reports listing clients who have had an in-home agreement by extracting data in a tab-delimited text file.



REPORT PARAMETERS	
District/Office	Report Format/Version
County	Name of Request




```
IDN_LOCAL	IDN_CASE	IDN_CLIENT	NAM_CLIENT	CDE_COUNTY	COUNTY	CDE_CCIS	NAM_OFFICE
8	37	10	82	41	15	D	01	Adams	01	CCIS of Adams County
8	39	10	86	63	65	J	01	Adams	01	CCIS of Adams County
8	41	10	17	97	32	M	01	Adams	01	CCIS of Adams County
8	43	10	03	33	66	R	01	Adams	01	CCIS of Adams County
8	45	10	53	41	64	H	01	Adams	01	CCIS of Adams County
8	05	10	20	92	65	R	01	Adams	01	CCIS of Adams County
10	49	60	02	97	09	Z	06	Berks	06	CCIS of Berks County
10	49	60	22	65	70	T	06	Berks	06	CCIS of Berks County
10	13	60	59	18	12	V	06	Berks	06	CCIS of Berks County
10	41	60	66	80	12	G	06	Berks	06	CCIS of Berks County
10	42	60	49	76	70	L	06	Berks	06	CCIS of Berks County
10	12	60	13	61	86	M	06	Berks	06	CCIS of Berks County
10	45	60	93	81	95	J	06	Berks	06	CCIS of Berks County
10	94	60	16	68	15	S	06	Berks	06	CCIS of Berks County
10	35	60	93	75	85	L	06	Berks	06	CCIS of Berks County
10	35	60	28	30	93	T	06	Berks	06	CCIS of Berks County
10	15	60	06	60	56	L	06	Berks	06	CCIS of Berks County
10	73	60	91	33	91	J	06	Berks	06	CCIS of Berks County
10	87	60	65	91	09	D	06	Berks	06	CCIS of Berks County
10	61	60	61	30	13	R	06	Berks	06	CCIS of Berks County
```

Return to Table of Contents

600.6.18 RE327 – School Age Change Compliance Report

The *School Age Change Compliance Report (RE327)* is designed to assist the CCIS in collecting information from providers concerning which school-age children will be continuing with the provider for the summer or school year. The *School Age Change Compliance Report (RE327)* is specially designed to be folded and sent to a provider to obtain accurate enrollment information.

There are two report types, both grouped by "*Care Level*": *End of School Year Report* and *End of Summer Report*. If the report is being generated near the end of the school year, use the *End of School Year Report*. If the report is being generated near the beginning of the school year, use the *End of Summer Report*. By using the "*Birthday Before*" and "*Child Age*" fields, the CCIS must specify the age criteria to select the children who should be included on the report.

EXAMPLE: If the values of "*Birthday Before*" and "*Child Age*" fields are 9/1 and 5 respectively, the report will include all children who will be 5 years of age or older on 9/1.

The *End of Summer Year Report* identifies children who:

1. Match the age criteria specified.
2. Are enrolled part-time in the school year for that FY.

The *End of School Year Report* identifies children who:

1. Match the age criteria specified.
2. Are enrolled full-time in a summer program following the school year for that FY.

The CCIS can enter text into the report request page which then prints on the report. The report can be folded to fit a variety of window envelopes, with both the provider and CCIS addresses showing, for mailing to the provider.

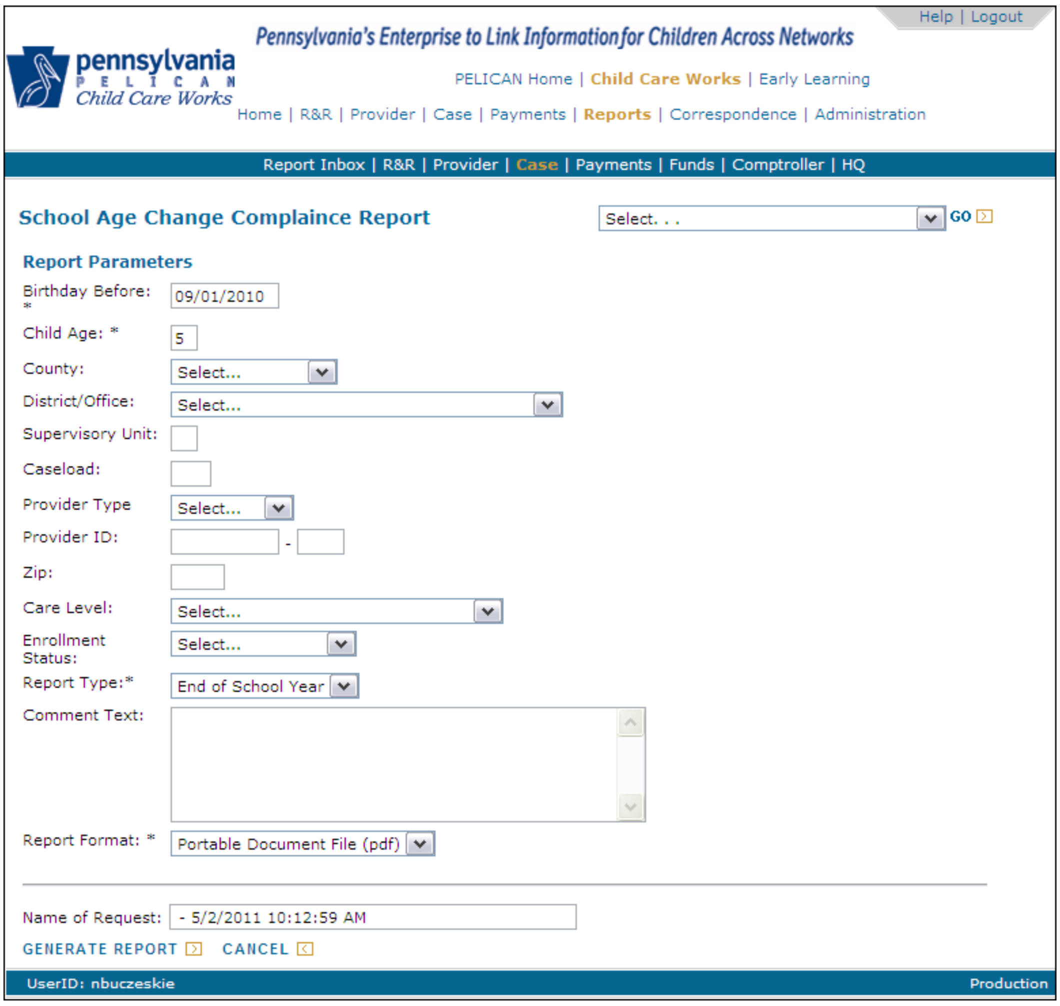
The *School Age Change Compliance Report (RE327)* can be used for:

1. Identifying which children will continue with the provider for the school year or summer.
    - Enter "6" in the Child Age field and then select the appropriate report type, either End of Summer or End of School Year. Send the report to the provider(s) asking them to circle the children who will continue to attend their program.
2. Identifying pre-school children who will be going to kindergarten or first grade.
    - Enter "*5*" in the "*Child Age*" field and then select "*Preschool*" from the "*Care Level*" drop-down box. Make sure to select "*End of Summer*" from the "*Report Type*" drop-down box.
3. Identify pre-school children who will not be attending first grade in the fall.
    - Enter "*6*" in the "*Child Age*" field and then select "*Preschool*" from the "*Care Level*" drop-down box. Make sure to select "*End of Summer*" from the "*Report Type*" drop-down box. Send the report to the provider(s) asking them to circle the children who will *NOT* be going to first grade in the fall.
4. Identify children who meet the CCIS's school district's criteria for entering kindergarten or first grade.
    - If the CCIS's school district uses a different date to determine children who will be going to kindergarten or first grade, change the 9/1/20XX date to the CCIS's school district's date and enter the cut off age. Select "*Preschool*" to exclude older school age children from the report. (Run this report prior to the care level changes in September.)

NOTE: This report is grouped by "*Care Level*".

IMPORTANT:

- The CCIS must select the appropriate report type for the desired results, either *End of Summer Report* or *End of School Year Report*.
- Remember to check for spelling errors in the "*Comment Text*" field.



REPORT PARAMETERS	
Birthday Before Date	Zip
Child Age	Care Level
County	Enrollment Status
District/Office	Report Type
Supervisory Unit	Comment Text
Caseload	Report Format/Version
Provider Type	Name of Request
Provider ID	

- Report Heading – N/A

ROWS	
Care Level	Displays the care level of the child at the time the report was generated.

COLUMNS	
Co/Record	Displays the Co/Record number for the case.
Caretaker	Displays the parent/caretaker listed on the case.
Child	Displays each child associated to the case.
Age	Displays the age of each child associated to the case.
DOB	Displays the Date of Birth of each child associated to the case.
Location ID	Displays the Location ID for the provider.

CCIS of Dauphin County
110 North 26th Street
Harrisburg, PA 17103

B DAYCARE CENTER
CAMERON ST
HARRISBURG, PA 17103-1048

Fold along this line to fit window envelope

Care Level: Young School-Age

Co/Record	Caretaker	Child	Age	DOB	Location ID
22/	B , T	K , T	7	03/11/2003	11 6-2
22/	Q , J	H , J	5	11/29/2004	11 6-2
22/	M , T	M , T	7	08/05/2003	11 6-2
22/	E , T	M , T	5	10/01/2004	11 6-2
22/	S , P	S , N	5	05/25/2005	11 6-2
22/	F , B	F , B	7	08/17/2003	11 6-2
22/	H , T	H , B	7	09/28/2002	11 6-2
22/	H , M	H , M	7	08/22/2003	11 6-2
22/	S , P	S , N	8	08/24/2002	11 6-2
22/	I , J	I , J	5	11/04/2004	11 6-2
22/	G , B	U , D	5	11/22/2004	11 6-2
22/	A , J	R , J	6	11/05/2003	11 6-2
22/	C , T	H , L	6	02/04/2004	11 6-2

Page 1 of 2

Return to Table of Contents

600.6.19 RE328 – Co-pay Exception Report

The *Co-pay Exception Report (RE328)* is designed to assist the CCIS in identifying cases where encumbrance co-pay is more than or equal to the cost of care. The *Co-pay Exception Report (RE328)* should be run by service period _not by week_. Here are a few items to keep in mind when running the report:

1. For the selected service period, the report displays results on a weekly basis. This helps CCISs detect if there were any schedule changes that may have caused the co-pay to exceed the cost of care.
2. Just because a case is returned on the report, does not necessarily mean there is something wrong. There could be a legitimate reason as to why the co-pay exceeded cost of care for the given week (for example, there may have been a holiday that week). CCISs should use this report as an investigative tool.
3. This report can be used to help detect families that are ineligible for care. It's also a good way to find instances where the CCIS may be overpaying a provider because the assigned co-pay could be split between two or more children.

REPORT PARAMETERS	
District/Office	Report Format/Version
County	Name of Request
Service Period – From & To	

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.

ROWS	
Report Parameters	Displays all of the parameters that were selected to generate the report.
CCIS	Displays the CCIS office associated with the report results.

COLUMNS	
Case load ID	Displays the case load ID associated to the record.
Case ID	Displays the record number.
Client ID	The ID of the client associated to the case.
Provider ID	The provider location ID associated to the case.
Provider	The type of provider (R/N, Center, etc.).
Week Beginning	Displays the beginning week of the record.
Week Ending	Displays the ending week of the record.
Cost of care	The amount paid for the cost of child care.
Encumbrance co-pay	Displays the co-pay assessed at the time of enrollment.
Enrollment	Displays the total number of enrollments for the provider.
Difference	Displays the variance between enrollment co-pay and the cost of care and encumbrance co-pay.

<u>IMPORTANT:</u> While the report can be run at any time any changes to enrollments, schedules invoice projections and invoice approvals could change the report results.

<u>NOTE:</u> This report is grouped by "*Caseload*".

pennsylvania PELICAN Child Care Works

RE328 - Copay Exception Report

Report Period: May 2011 To Jun 2011

Report Generated : 06/17/2011

Report Parameter

Service Period From: May 2011 **Service Period To:** Jun 2011

District/Office: CCIS of Dauphin County **County:** Dauphin

Caseload ID	Case ID	Individual ID	Provider ID	Provider	Week Beginning	Week Ending	Cost of Care	Encumbrance Copay	Enrollment Copay	Difference
CCIS of: Dauphin										
0 5	2202 7	33 6	711 2-2	Group	05/09/2011	05/15/2011	50	50	55	5
0 5	2202 7	33 6	711 2-2	Group	06/06/2011	06/12/2011	50	50	55	5
0 5	2202 7	33 6	911 3-1	R/N	06/20/2011	06/26/2011	31.35	31.35	35	3.65
0 6	2202 3	76 8	111 3-1	Center	05/16/2011	05/22/2011	31	31	55	24
0 6	2202 4	77 0	911 6-1	Family	06/20/2011	06/26/2011	22	22	45	23
0 7	2202 1	74 4	411 2-3	Center	06/06/2011	06/12/2011	16.73	16.73	27.50	10.77
0 9	2203 4	79 8	411 2-12	Center	05/16/2011	05/22/2011	17.68	17.68	20	2.32
0 1	2202 7	20 1	111 4-3	Center	05/09/2011	05/15/2011	17.38	17.38	20	2.62
0 2	2203 8	35 5	711 3-1	Center	05/16/2011	05/22/2011	31.70	31.70	60	28.30
0 5	2203 0	21 6	611 5-1	R/N	05/16/2011	05/22/2011	10.45	10.45	25	14.55
0 7	2202 2	52 8	211 3-1	Center	05/23/2011	05/29/2011	24.50	24.50	35	10.50
0 7	2202 2	37 0	411 2-3	Center	05/16/2011	05/22/2011	16.73	16.73	22.50	5.77
0 8	2202 1	45 7	711 4-1	Center	06/06/2011	06/12/2011	53.08	53.08	60	6.92

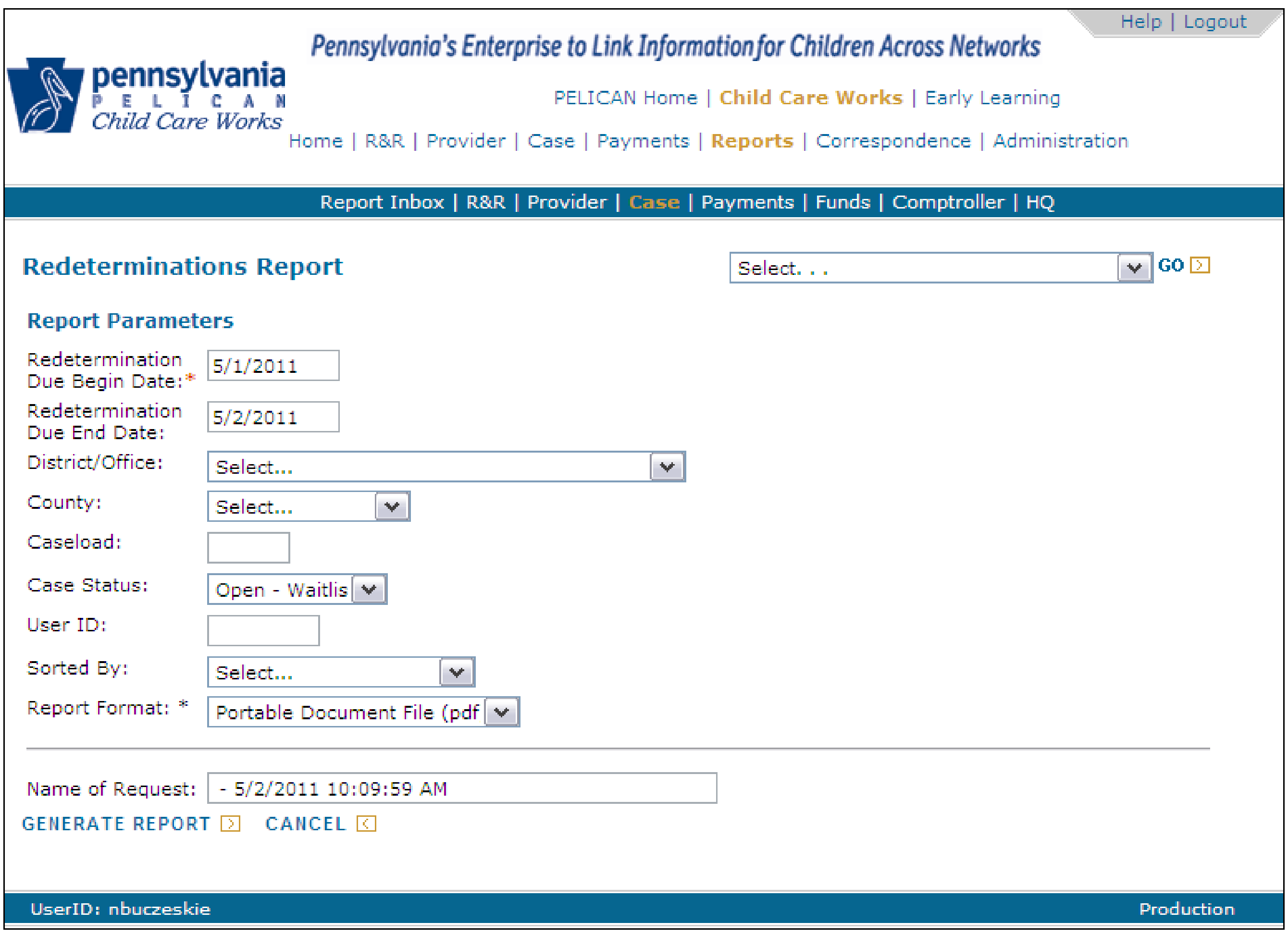
RE328 - Copay Exception Report Page 1 of 2

Return to Table of Contents

600.6.20 RE501 – Redetermination Due Report

The *Redetermination Due Report (RE501)* is designed for the CCIS and is a management tool identifying families with "*Redetermination Due Dates*" in a specified date range. Cases with past due re-determination dates which have not had re-determination initiated are flagged for easy identification. The *Redetermination Report (RE501)* is a management tool that provides a list, grouped by caseload, to identify child care cases that have redeterminations due during a specified timeframe. There are two versions of the *Redetermination Report (RE501)*: "*Open-Active*" and "*Open-WL*". The status default is "*Open-WL*".

The "*Open-Active*" version lists families having active enrollments and a redetermination due during the specified timeframe. Cases with past due redetermination dates where a redetermination has not been initiated are easily identified. The *Redetermination Report (RE501)* may be sorted by "*Co/Record Number*", "*Caseload ID*" or "*Redetermination Date*". The "*Open-WL*" version displays only those families' children on the WL.



REPORT PARAMETERS	
Redetermination Due Begin Date	Case Status
Redetermination Due End Date	User ID
District/Office	Sorted By
County	Report Format/Version
Caseload	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Report Period	Displays the reporting period for which the report was generated.
Report Requested	Displays the date the report was requested.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Case Status	Displays the status of the cases the report was generated for.
Sort Order	Displays the order of the information in the report.
Office	Displays the district/office (CCIS office) and county for which the report was generated.
Caseload	Displays the caseload number or numbers for which the report was generated.
User ID	Displays the User ID for which the report was generated.

- Rows – N/A

COLUMNS	
Co/Record	Displays the Co/Record number for the case.
P/C	Displays the p/c of the case.
Address	Displays the address for the case.
Redetermination Due Date	Displays the redetermination due date for the case.
Past Due	Displays whether the redetermination for the case is passed due.
Enrollment Status	Displays the status of the enrollment for the record listed.

pennsylvania PELICAN Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

RE501 Redetermination Report

Redeterminations Due from 06/01/2011 through 08/31/2011

Report Requested 06/20/2011

Report Generated 6/21/2011

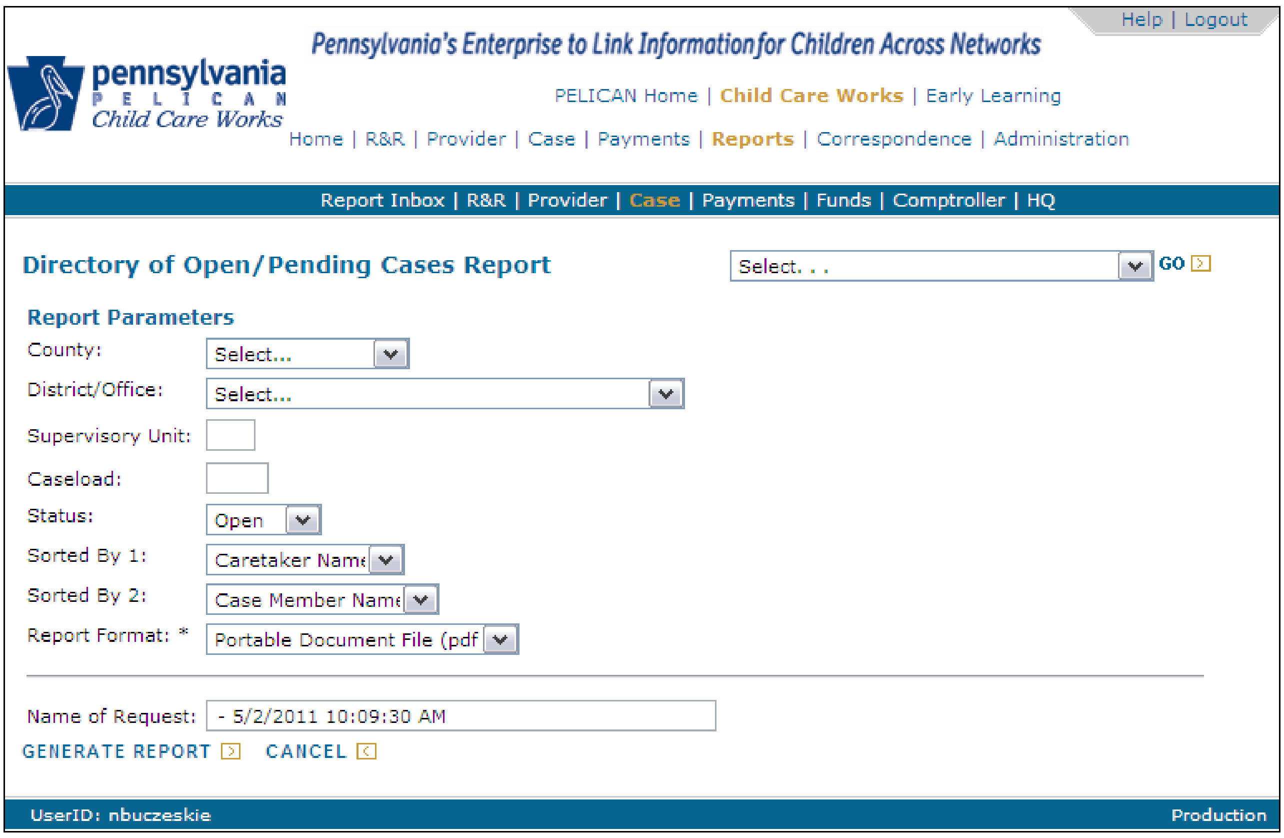
Case Status: Open-Active   Sort Order: Redetermination Date'

Co/Record #	Parent / Caretaker	Address	Redetermination Due Date	Past Due	Enrollment Status
Office/Country: CCIS of Center City And South Philadelphia / Philadelphia					
Case Load: 0					
User ID: b-o					
51/37 46	K , A	SIGEL ST PHILADELPHIA, PA 19145-2031	08/26/2011	N	Active
Case Load: 0					
User ID: b-j					
51/27 16	N , S	20TH ST PHILADELPHIA, PA 19145-3501	06/17/2011	Y	Active
51/23 77	N , K	MARSTON TERR PHILA, PA 19145-0000	06/21/2011	N	Active

Return to Table of Contents

600.6.21 RE502 – Directory of Open Pending Cases Report

The *Directory of Open/Pending Cases Report (RE502)* has been modified to include pending cases and provides a list of currently active or pending child care cases for a "*Supervisory Unit*" or "*Caseload*". "*Active*" cases are defined as those that have open eligibility segments at the time the report is run. "*Pending*" cases are defined as those that are in pending status at the time the report is run and includes the caretaker information, case member names and relationships, and "*Eligibility Begin Dates*". The *Directory of Open/Pending Cases Report (RE502)* can be used for validation by a caseworker or supervisor of information for cases under their assignment and validation of proper case assignment.



REPORT PARAMETERS	
County	Sorted By 1
District/Office	Sorted By 2
Supervisory Unit	Report Format/Version
Caseload	Name of Request
Status	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
County	Displays the county for which the report was generated.
District/Office	Displays the district/office for which the report was generated.
Supervisory Unit	Displays the supervisory unit or units for which the report was generated.
Caseload	Displays the caseload number or numbers for which the report was generated.

ROWS	
County	Displays the county for which the report was generated.
District/Office	Displays the district/office for which the report was generated.
Caseload	Displays the caseload number for each record.
County/Record	Displays the county/record number for the case.
Caretaker	Displays the name of the child's parent/caretaker.

COLUMNS	
Child's Name	Displays the child's name.
Relationship	Displays the child's relationship to the p/c.
Eligibility Begin Date	Displays the care effective date for this child.
Eligibility End Date	Displays the care end date for this child.
Enrollment Status	Displays the status of the enrollment as of the report generated date.
Provider Location ID	Displays the provider's location ID where the child is receiving care.
Provider Name	Displays the name of the provider location where the child is receiving care.
Provider Type	Displays the provider type for the provider where the child is receiving care as of the report run date.
Funding Program	Displays the funding program associated with the enrollment.

NOTE: Pending cases will not have an "*Eligibility Begin*" or "*Eligibility End Date*", an "*Enrollment Status*", "*Provider Location ID*", "*Provider Name*", "*Provider Type*" or "*Funding Program*".

pennsylvania
PELICAN
Child Care Works

RE502 - Directory of Open/Pending Cases

Report Generated on 06/16/2011

Report Parameters

County:	ALL
District/Office:	CCIS of Dauphin County
Supervisory Unit:	ALL
Caseload:	ALL
Case Status:	2
County:	Dauphin
District/Office:	CCIS of Dauphin County
Caseload:	2

Co/Record #: 22/03 10 1

Caretaker: , ELIZABETH

Child's Name	Relationship	Eligibility Begin Date	Eligibility End Date	Enrollment Status	Provider Location ID	Provider Name	Provider Type	Funding Program
, HEATH	Husband	01/01/0001						

Caseload: 5

Co/Record #: 22/0 128 1

Caretaker: , MARIA

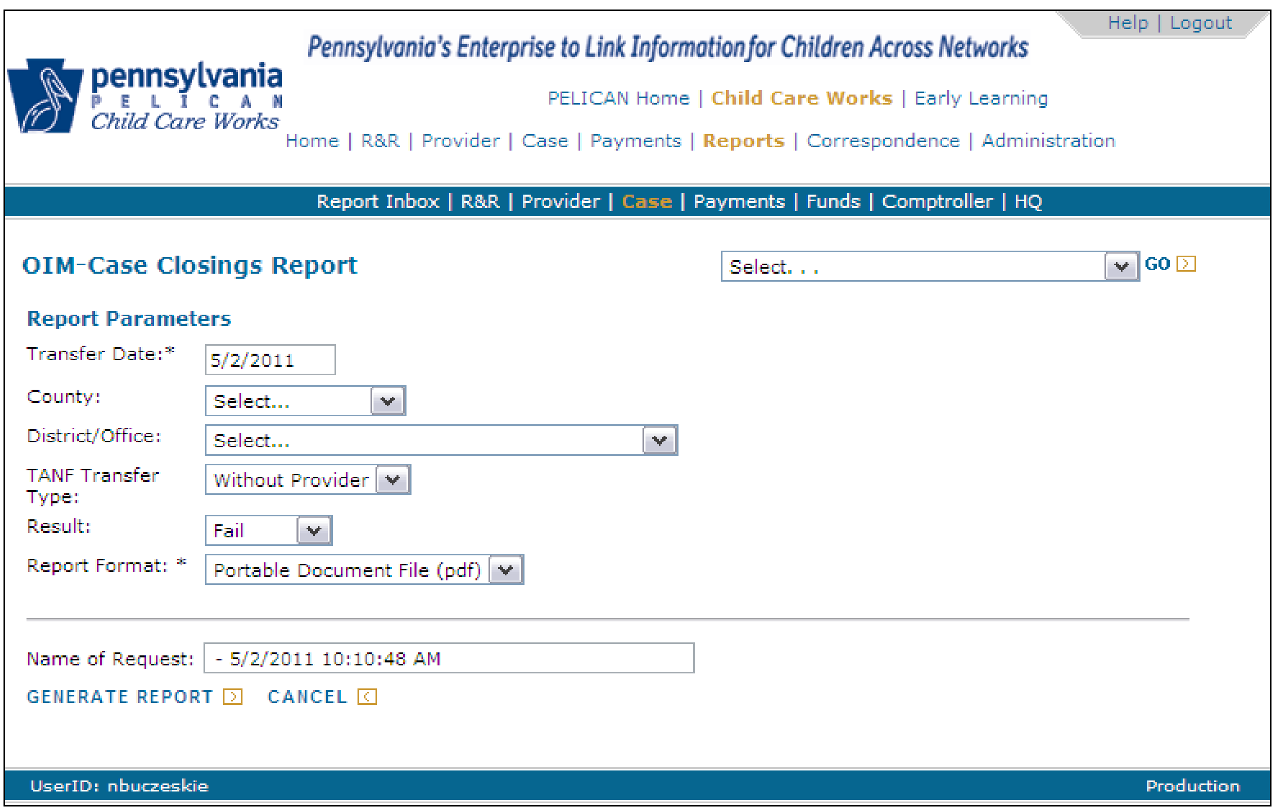
Child's Name	Relationship	Eligibility Begin Date	Eligibility End Date	Enrollment Status	Provider Location ID	Provider Name	Provider Type	Funding Program
, DORI	Daughter	01/01/0001						

RE502 - Directory of Open/Pending Cases Page 1 of 9

Return to Table of Contents

600.6.22 RE505 – OIM Case Closings Report

The *OIM Case Closings Report (RE505)* is designed for the CCIS and provides the CCIS with a listing of all families who have had their TANF case closed in the CCIS's county. The *OIM Case Closing Report (RE505)* is informally known as the *OIM Case Transfer Report*. The *OIM Case Closings Report (RE505)* provides information about the TANF download file processed in PELICAN CCW during the nightly batch processes and identifies any exceptions that occurred during processing (i.e., any case(s) that could not be entered or processed correctly in PELICAN CCW due to the "*Failure Reason*", if any, indicated on the report). The *OIM Case Closings Report (RE505)* displays any information that PELICAN CCW could not automatically enter (i.e., child enrollment information). The *OIM Case Closings Report (RE505)* automatically generates during the nightly batch processes. The parameters of the report are fixed (i.e., not changeable). Each case will begin on a new page of the report. The *OIM Case Closings Report (RE505)* is available to the primary worker of the TANF caseload.



REPORT PARAMETERS	
Transfer Date	Result
County	Report Format/Version
District/Office	Name of Request
TANF Transfer Type	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Transfer Date	Displays the date for which the report was generated.
Transfer Type	Displays the type of TANF Transfer for which the report was generated.
Office	Displays the district/office (CCIS office) for which the report was generated.
County	Displays the county for which the report was generated.

ROWS	
Address Information	Displays the address for the case.
CIS GG#	Displays the CIS GG#.
Case Close Reason	Displays the case closure reason.
Date Opened GG	Displays the Grant Group open date.
CIS Cat Code	Displays the CIS Category Code.
Date Closed GG	Displays the CIS Grant Group close date.
CIS Lang Code	Displays the CIS language code.
IDN CsId CIS	Displays the Individual Number Caseload ID in CIS.
Dist Code	Displays the District Code.
Telephone	Displays the caretaker's phone number.
Email	Displays the email.
Primary Caretaker	Displays the primary caretaker.
Secondary Caretaker	Displays the secondary caretaker.

COLUMNS	
Co/Record	Displays the Co/Record number for the case.
P/C Name	Displays the name of the parent/caretaker of the case.
DOB	Displays the Date of Birth of the parent/caretaker of the case.
SSN	Displays the Social Security number for the parent caretaker.
Case OIM ID	Displays the case OIM ID.
Close Date	Displays the TANF Closure Date.
Transfer Date	Displays the TANF Transfer Date, the date the information was sent to PELICAN CCW.

With the redesign of PELICAN CCW to include additional alerts and the use of the *Individual Match Report (RE507)*, the CCIS no longer has a business need to use the *OIM Case Closings Report (RE505).* However, the report continues to be maintained in PELICAN CCW at this time and is a functional report.

<u>A screen shot of the layout of the report is unavailable since it is no longer used.</u>

Return to Table of Contents

600.6.23 RE506 – OIM Case Openings Report

The *OIM Case Openings Report (RE506)* uses gray highlighting to indicate any opened TANF case where the Master Client Index (MCI) Number matches an open case in the CCIS's county. The *OIM Case Openings Report (RE506)* is automatically generated, daily, during the nightly batch process and is available to the primary worker of the TANF caseload.

REPORT PARAMETERS	
Transfer Date	Report Format/Version
County	Name of Request
District/Office	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Transfer Date	Displays the date for which the report was generated.
Office	Displays the district/office for which the report was generated.
County	Displays the county for which the report was generated.

- Rows – N/A

COLUMNS	
Co/Record	Displays the Co/Record number for the case.
P/C Name	Displays the name of the p/c of the case.
Client ID	Displays ID of the Client.
Telephone	Displays the phone number for the case.
Open Date	Displays the TANF Open Date.

With the redesign of PELICAN CCW to include additional alerts and the use of the *Individual Match Report (RE507)*, the CCIS no longer has a business need to use the *OIM Case Openings Report (RE506).* However, the report continues to be maintained in PELICAN CCW at this time and is a functional report.

<u>A screen shot of the layout of the report is unavailable since it is no longer used.</u>

Return to Table of Contents

600.6.24 <u>RE507 –Individual Match Report</u>

The *Individual Match Report (RE507)* is automatically created during the nightly batch process and is available to the user assigned to the "*0005*" workload. Therefore it is recommended the CCIS have someone specific assigned to this workload.

The *Individual Match Report (RE507)* displays individuals appearing on multiple cases where the case status is "*Active*" or "*Pending*". It is driven by MCI Numbers; therefore, if an individual is in PELICAN CCW with multiple MCI Numbers, that individual will intentionally not appear on the report.

The CCIS must review the *Individual Match Report (RE507)* on a regular basis to ensure individuals are not receiving child care under multiple cases and multiple budget groups that are not in joint custody or have legitimate multiple cases.

There are three scenarios which cause an individual to appear on this report:

1. Single individual on multiple cases within the same CCIS.

<u>EXAMPLES:</u>

1-A. Individual has an open CIS case (i.e., Temporary Assistance for Needy Families (TANF), Transitional Cash Assistance (TCA) or Food Stamps/Supplemental Nutrition Assistance Program (FS/SNAP)) and an open PELICAN CCW case (i.e., Former TANF, Low-Income (LI) or Head Start (HS)).

<u>*ACTIONS:*</u>

<u>*Joint Custody/Multiple Cases*</u>

- Review case details of each case.
- Mark both cases as joint custody on the *Child Care Request* page and click "*Save*".

<u>*Not Joint Custody/Multiple Cases*</u>

- Review case details of each case.
- In some instances, the CCIS may need to work with the p/c to determine which funding program best suits the family's child care needs based on the appropriate budgets available and the established policy guidelines.
- In most instances, the CCIS will close the PELICAN CCW case by clearing the "*CC Request*" indicator on the *Child Care Request* page, selecting the "*Care End Reason*" of "*Voluntary Withdrawal*" and clicking "*Save*".

1-B. Individual has an open PELICAN CCW case and the County Assistance Office (CAO) pushes a CIS case to PELICAN CCW for the first time. The CIS case mode/status is “*Pending/Intake*”.

<u>*ACTIONS:*</u>

- Open the CIS case from the CIS Inbox.
- Request child care for the child(ren) in the case and assess eligibility for enrollment.
- Do <u>*NOT*</u> confirm eligibility results.

  <u>NOTE:</u> If the CIS case is “*Ineligible*”, review the “*Failure Reason Code(s)*” to determine if the PELICAN CCW case should remain open. If yes, confirm the ineligible results for the CIS case and maintain the open PELICAN CCW case.

- If the CIS case is “*Eligible*”, confirm the “*Eligible*” results in the CIS case and close the PELICAN CCW case by clearing the “*CC Request*” indicator on the *Child Care Request* page, selecting the “*Care End Reason*” of “*Voluntary Withdrawal*”, clicking “*Save*” and assessing/confirming eligibility.
- Mark the CIS case as joint custody on the *Child Care Request* page and click “*Save*”.
- Continue enrollment process.
- The PELICAN CCW case will close during the nightly batch process.

		County/Record #	Individual Number	Individual Name	SSN	Case Status	Primary Care-Taker	Individual Participation	Current Eligibility Program	Eligibility Status
Example 1.B	CCMIS	21/ 445	1 475	Marty	3333	OPN	Y	Active	LI	EA*
	CCMIS	21/ 556	1 475	Marty	3333	PEN	Y	Active	TF	EA*
						Budget Group				
	CIS	21/ 556	1 475	Marty	3333	C				
	CCMIS	21/ 445	4 745	Kelly	4444	OPN	N	Active	LI	EC*
	CCMIS	21/ 556	4 745	Kelly	4444	PEN	N	Active	TF	EC*
						Budget Group				
	CIS	21/ 556	4 745	Kelly	4444	C				

1-C. Individual is receiving child care in one case, but is "*Ineligible*" or "*Not Requesting*" in a different case. Both cases have identical family compositions.

ACTIONS:

- Review case details on each case.
- Research to make sure that individuals are only receiving care in one case.
- Mark the cases as joint custody on the *Child Care Request* page and click "*Save*".
- Clear the "*CC Request*" indicator on the *Child Care Request* page, selecting the "*Care End Reason*" of "*Voluntary Withdrawal*", clicking "*Save*" and assessing/confirming eligibility.
- The case will close during the nightly batch process.

1-D. Individual is receiving child care in a FS/SNAP case for unaccredited, but CAO-approved training and is receiving child care in a FT case for employment hours.

ACTIONS:

- Review case details on each case.
- Research to assure accuracy of family composition and other case information.
- Mark the cases as joint custody on the *Child Care Request* page and click "*Save*".

1-E. Individual has an open LI case that is on the WL and an open FS/SNAP case in which the child(ren) is/are receiving care for training only.

ACTIONS:

- Review case details of each case.
- Review work and training hours.
- Mark the cases as joint custody on the *Child Care Request* page and click "*Save*".

- When the LI case reaches the top of the WL, review training hours to determine whether the training is accredited and may be covered using the LI case and modify the child(ren)'s enrollment schedule(s) as appropriate. If all child care is scooped into the LI case, the FS/SNAP case must be closed by clearing the "*CC Request*" indicator on the *Child Care Request* page, selecting the "*Care End Reason*" of "*Voluntary Withdrawal*", clicking "*Save*" and assessing/confirming eligibility.

  NOTE: The CCIS must ensure that child care during the same accredited training hours are NOT paid under both cases.

1-F. Individual has an open TANF case consisting of mother and children ***AND*** an open FS case consisting of mother, her children and her niece.

ACTIONS:

- Review case details, including the family composition, of each case.
- Mark the cases as joint custody on the *Child Care Request* page and click "*Save*".

  NOTE: The "*Eligibility Statuses*" of family members are important.

		County/Record #		Individual Number		Individual Name	SSN	Case Status	Primary Care Taker	Individual Participation	Current Eligibility Program	Eligibility Status*
Example 1.F	CCMIS	21/	889	6	21	Marissa	5555	OPN	Y	Active	TF	EA*
	CCMIS	21/	889	6	21	Marissa	5555	OPN	Y	Active	FS	EA*
	CIS	21/	889	6	21	Marissa	5555	Budget Group FS				
	CCMIS	21/	889	3	87	Farrah	6666	OPN	N	Active	TF	EC*
	CCMIS	21/	889	3	87	Farrah	6666	OPN	N	Active	FS	EC*
	CIS	21/	889	3	87	Farrah	6666	Budget Group FS				
	CCMIS	21/	889	6	11	Rhonda	1111	OPN	N	Active	TF	**NM***
	CCMIS	21/	889	6	11	Rhonda	1111	OPN	N	Active	FS	EC*
	CIS	21/	889	6	11	Rhonda	1111	Budget Group FS				

2. Single individual on multiple cases in a different CCIS.

   EXAMPLE: Individual has two open cases, each associated with a different CCIS. *Please note that the individual(s) will continue to appear on the report until one of the cases is closed.*

   ACTIONS:

   Multiple CCIS Agencies

   - Review case details of each case.
   - Mark both cases as joint custody on the *Child Care Request* page and click "*Save*".
   - Work with the other CCIS to determine the appropriate "*Eligibility Begin Date*" and "*Eligibility End Date*".
   - Determine whether there is indication/evidence of suspected fraudulent behavior in applying for and/or receiving care across multiple CCIS agencies. If there is indication/evidence of suspected fraudulent behavior, follow standard procedures to refer the cases to the OIG. Each CCIS agency must make a referral for the case associated with its office.

   Client Moves to Another CCIS's County/Geographic Area

   - Inform the p/c to contact the other CCIS in the new county/geographic area as appropriate.
   - Close the case by clearing the "*CC Request*" indicator on the *Child Care Request* page, selecting the "*Care End Reason*" of "*Voluntary Withdrawal*", clicking "*Save*" and assessing/confirming eligibility.

     NOTE: The "*Eligibility Statuses*" of family members are important.

   Client Moves to CCIS's County/Geographic Area

   - The original (i.e., losing) CCIS must keep the case open and determine the appropriate "*Eligibility Begin Date*" and "*Eligibility End Date*", in addition to the date care may begin through the new (i.e., gaining or receiving) CCIS.
   - If the other case is a CIS case, once the p/c has applied for benefits in the new county, the CCIS will receive the new case in the CIS Inbox.
   - If the other case is a PELICAN CCW case, follow standard transfer procedures according to the established policy guidelines.

		County/Record #	Individual Number	Individual Name	SSN	Case Status	Primary Care Taker (Y/N)	Individual Participation	Current Eligibility Program	Eligibility Status*
Example 2	CCMIS	21/ 112	5 37	Hollie	7777	OPN	Y	Active	FT	EA*
	CCMIS	49/ 414	5 37	Hollie	7777	OPN	Y	Active	TF	EA*
	CIS	49/ 414	5 37	Hollie	7777	Budget Group C				
	CCMIS	21/ 112	6 82	John	8888	OPN	N	Active	FT	EC*
	CCMIS	49/ 414	6 82	John	8888	OPN	N	Active	TF	EC*
	CIS	49/ 414	6 82	John	8888	Budget Group C				

3. Incorrect individual added on a case.

EXAMPLE: Individual has been incorrectly added to a case.

ACTIONS:

- ➢ Review case details of each case.
- ➢ Add the correct individual to the case by completing the mandatory information associated with the individual on the *Individual Information Detail* page.
- ➢ Delete the incorrect individual from the case by selecting the "*Delete*" indicator on the *Individual Information Detail* page, clicking "*Save*" and assessing/confirming eligibility.

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Office	Displays the district/office (CCIS office) for which the report was generated.

ROWS	
Budget Group	Displays the budget group(s) of the case(s) listed.

COLUMNS	
Co/Record	Displays the Co/Record number for the case.
Individual Number	Displays the PELICAN CCW Individual Number.
Individual Name	Displays the name associated with the Individual Number.
SSN	Displays the Social Security Number associated with the Individual.
Case Status	Displays the status of the case.
Primary P/C	(Y/N)—Displays whether the individual is the primary caretaker on the case.
Indiv Participation	Displays whether the individual is active or not on the case.
Current Elig Prog	Displays the Funding Program selected for the case.
Eligibility Status	Displays whether the individual (adult or child) is eligible in the case.

pennsylvania PELICAN Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

RE507 Individual Match Report

Report Generated: 08/12/2011

Office: CCIS of Lancaster County

	County / Record #	Individual Number	Individual Name	SSN	Case Status	Primary Care Taker (Y/N)	Individual Participation	Current Eligibility Program	Eligibility Status
CCMIS	36/ 20	29 38	C	-2349	OPN	N	Active	FT	EC
CIS	36/ 02	29 38	C		**Budget Group**				
					C				
					FS				
CCMIS	36/ 20	71 64	M	-0003	OPN	N	Active	FT	EC
CIS	36/ 02	71 64	M		**Budget Group**				
					C				
					FS				

RE507 Individual Match Report Page 1 of 2

Return to Table of Contents

600.7 PAYMENTS

The Payments subsystem will supply detailed payment information such as provider payment history, overpayments, and levied funds.

The following screen shot displays the *Payments Reports* page in PELICAN CCW, which lists the reports available under the Payments subsystem.


Help | Logout

Pennsylvania's Enterprise to Link Information for Children Across Networks

pennsylvania PELICAN Child Care Works

PELICAN Home | Child Care Works | Early Learning

Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration

Report Inbox | R&R | Provider | Case | Payments | Funds | Comptroller | HQ

Payment Reports

Report	Description	
RE403-Invoice Status	Invoice Status Report	GO
RE404-Projected Account Balance	Prints an account balance report for each child enrolled.	GO
RE406-Provider Remittance Detail	Prints a detail payment report with activities.	GO
RE407-Payment Issuance Review	Prints a list of all the past payments during a particular service period.	GO
RE415-Payment Activity by Service Period	Prints Payment Activity by Service Period.	GO
RE402-Monthly Aging of Child Care Overpayments	Prints Monthly Aging of Child Care Overpayments	GO
RE401-Returned Payments Monitoring Report	Returned Payments Monitoring Report	GO
RE405-Intercept Report	Intercept Report	GO
RE702-Payment Local ID File	Payment Local ID File	GO
RE703-Paid Invoice Extract	Paid Invoice Extract	GO
RE704-Pending Invoice Extract	Pending Invoice Extract	GO
RE417-Payment Recap Report	Payment Recap Report	GO
RE418-CareCheck Payment Report	CareCheck Payment Report	GO

UserID: nbuczeskie

Production

600.7.1 RE301 – Payment System Management Report

The *Payment System Management Report (RE301)* is considered a payment report but is currently ***accessible under the Case subsystem***.

The *Payment System Management Report (RE301)* was designed to support federal and state reporting and is used primarily by OCDEL and OIM HQ staff.

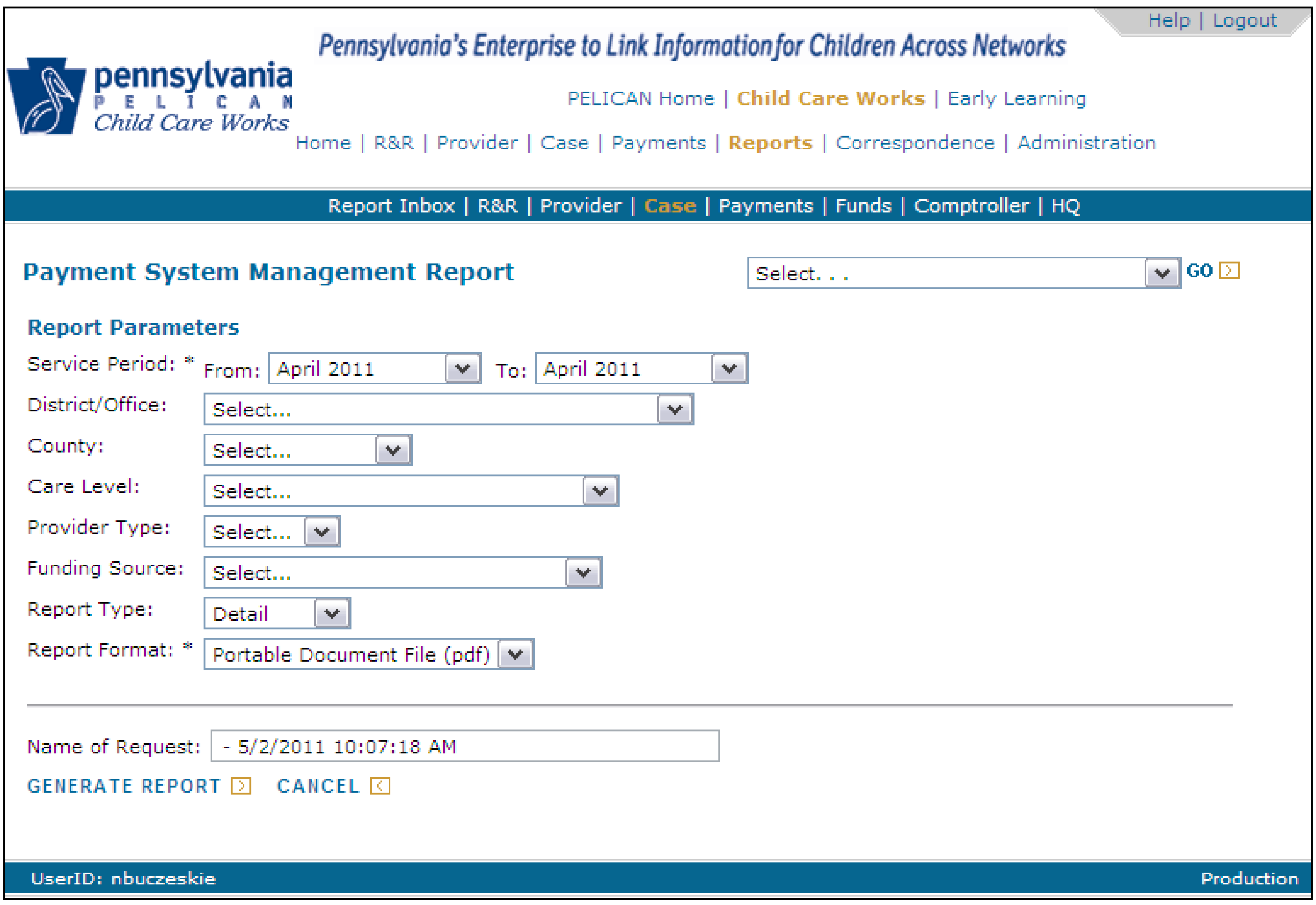
While accessible to the CCIS, it may or may not be of value to the CCIS office. The *Payment System Management Report (RE301)* provides some of the information that used for state and federal reporting purposes.

The *Payment System Management Report (RE301)* provides counts and totals by month for each "*Provider Type*" and "*Care Level*". The *Payment System Management Report (RE301)* is broken into three sub-reports. The first two sub-reports are very similar to each other. The first sub-report shows counts and totals by "*Care Level*", "*Provider Type*" and "*Office/County*". The second sub-report only shows counts and totals by "*Provider Type*" and "*Office/County*". All "*Care Levels*" are included in the counts and totals for the second sub-report. The third sub-report then shows an unduplicated count of all children in the specified "*Care Level*".

The *Payment System Management Report (RE301)* is also available in two versions: "*Summary*" and "*Detail*". When run by a CCIS, the "*Summary*" and "*Detail*" versions provide the same information: county-wide totals. When run by OCDEL HQ, the "*Summary*" version provides consolidated statewide totals. Additionally, a single total of families are shown in the footer section of the report. The *Payment System Management Report (RE301)* totals include the number of provider locations with enrollments, the number of families in service, the number of children enrolled, gross cost of care, deductions, co-pay amount assessed, net expenditures and average expenditure per child with a separate breakdown by Office/County. The average expenditure per child is the net expenditure divided by the number of children enrolled.

<u>NOTE:</u> Each care level starts on its own page. A count of unduplicated children appears at the bottom of the report.

<u>IMPORTANT:</u> This report may not be beneficial for CCIS staff.



REPORT PARAMETERS	
Service Period – From & To	Funding Source
District/Office	Report Type
County	Report Format/Version
Care Level	Name of Request
Provider Type	

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.

ROWS	
Care Level	Displays the care level for which the subsequent set of data represents.
Provider Type	Displays the type of provider for which the subsequent set of data represents.
Office/County	Displays the office and county for which the subsequent set of data represents.
Funding Program	Displays the name of the funding program for which the row of data represents.
Subtotal (Funding Source)	Displays total quantities and amounts of each funding program in a funding source for the specified care level, provider type and office/county.
Subtotal (Office/County)	Displays total quantities and amounts of each funding program in an office/county for the specified care level, provider type and office/county.
Subtotal (Provider Type)	Displays total quantities and amounts of each office/county for the specified care level, provider type and office/county and Columns. The total is the sum of all Funding Source Subtotals for a provider type.

COLUMNS	
Case load ID	Displays the case load ID associated to the record.
Case ID	Displays the record number.
Client ID	The ID of the client associated to the case.
Provider ID	The provider location ID associated to the case.
Provider	The type of provider (R/N, Center, etc.).
Week Beginning	Displays the beginning week of the record.
Week Ending	Displays the ending week of the record.
Cost of care	The amount paid for the cost of child care.
Encumbrance co-pay	Displays the co-pay assessed at the time of enrollment.
Enrollment	Displays the total number of enrollments for the provider.
Difference	Displays the variance between enrollment co-pay and the cost of care and encumbrance co-pay.
# Provider Locations	Displays the number of provider locations with children enrolled in a specific care level, provider type and office/county for a funding program.
# Families Served	Displays the number of families served in a specific care level, provider type and office/county for a funding program.
# Children Enrolled	Displays the number of children enrolled in a specific care level, provider type and office/county for a funding program.
Gross Cost of Care	Displays the gross cost of care for all children enrolled in this care level, provider type, office/county and funding program.
Co-pay Assessed	Displays the total co-pay assessed for all children enrolled in this care level, provider type, office/county and funding.
Net Expenditure	Displays the net expenditure for all children enrolled in this care level, provider type, office/county and funding program. Net Expenditure is calculated by subtracting Co-pay Assessed from Gross Cost of Care.
Avg. Exp. Per Child	Displays the average expenditure for each child enrolled in this care level, provider type, office/county and funding program Average Expenditure Per Child is calculated by dividing Net Expenditure by # Children Enrolled.
Unduplicated Children across Care Levels	Displays the unduplicated children across care levels.
Care Level	Displays each care level available in PELICAN CCW.
Unduplicated Children	Displays the total number of unduplicated children for each care level (that is, a count of all children in a care level without counting any child more than once).

pennsylvania
PELICAN
Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

RE301-Payment System Management Report-Detail

Report Period June 2011 To June 2011

Report Generated on: 08/12/2011

Care Level: YSA

Provider Type: CTR

Office/County: Northumberland/Northumberland

		# Provider Locations	# Families Served	# Children Enrolled	Gross Cost of Care	Copay Assessed	Net Expenditure	Avg. Exp. Per Child
Food Stamps - Regular		3	2	4	$1,421.50	$0.00	$1,421.50	$355.38
Food Stamps	Subtotal:	3	**2**	**4**	**$1,421.50**	**$1,421.50**	**$1,421.50**	**$355.38**
		# Provider Locations	# Families Served	# Children Enrolled	Gross Cost of Care	Copay Assessed	Net Expenditure	Avg. Exp. Per Child
Former TANF (Fund C) - Regular		7	12	15	$4,775.05	($377.50)	$4,397.55	$293.17
Former TANF (Fund C)	Subtotal:	**7**	**12**	**15**	**$4,775.05**	**$4,397.55**	**$4,397.55**	**$293.17**
		# Provider Locations	# Families Served	# Children Enrolled	Gross Cost of Care	Copay Assessed	Net Expenditure	Avg. Exp. Per Child
Low Income (Fund A) - Regular		17	61	69	$24,145.06	($4,620.00)	$19,525.06	$282.97
Low Income (Fund A)	Subtotal:	**17**	**61**	**69**	**$24,145.06**	**$19,525.06**	**$19,525.06**	**$282.97**
		# Provider Locations	# Families Served	# Children Enrolled	Gross Cost of Care	Copay Assessed	Net Expenditure	Avg. Exp. Per Child

Return to Table of Contents

600.7.2 RE317 – Enrollments & Associated Payments Report

The *Enrollments & Associated Payments Report (RE317)* is considered a payment report but is currently ***accessible under the Case subsystem*** and is designed for the CCIS and displays enrollment and associated payment information for a particular service period. Depending on the parameters selected, the *Enrollments & Associated Payments Report (RE317)* is grouped by either "*Caseload*" or "*Provider Type*". The *Enrollments & Associated Payments Report (RE317)* lists the most recent "*Enrollment Status*" begin and end dates, the co-pays that spanned the service period, and the cost of care information, displayed by service period. The enrollment data displays the "*Co/Record Number*" "*P/C Name*", "*Child Name*" and "*Care Level*". The *Enrollments & Associated Payments Report (RE317)* also lists the date the enrollment began (or, in the case of suspensions, the date the child was re-enrolled) and the enrollment end date, if applicable. Co-pay information is listed separately and underneath the enrollment data. The *Enrollments & Associated Payments Report (RE317)* lists any co-pay segments that overlap the dates for which the report was generated. The co-pay begin date and co-pay end date (if applicable) are listed, as well as the co-pay amount for each segment. The cost of care information for each child includes any UOC for which the child is enrolled. The *Enrollments & Associated Payments Report (RE317)* also includes the QTY (number) of days, amount (rate that was paid) and the total paid for those units, in addition to the co-pay, the number of assessed co-pays and total co-pay deductions. The "*Enrollment Total*" is the cost of care for the service period for this enrollment. If the *Enrollments & Associated Payments Report (RE317)* is run for multiple service periods, there will be separate tables of cost of care data for each service period.

The *Enrollments & Associated Payments Report (RE317)* can be used for the following purposes:

1. Assisting a CCIS in identifying overpayment amounts at a case or child level.
2. Identifying the cost of child care at a case level.
3. Viewing co-pay and cost of care information for a case or cases enrolled at a particular provider.

NOTE: For reports longer than one page, the case information repeats at the top of the next page and is followed by the word "*Continued*".

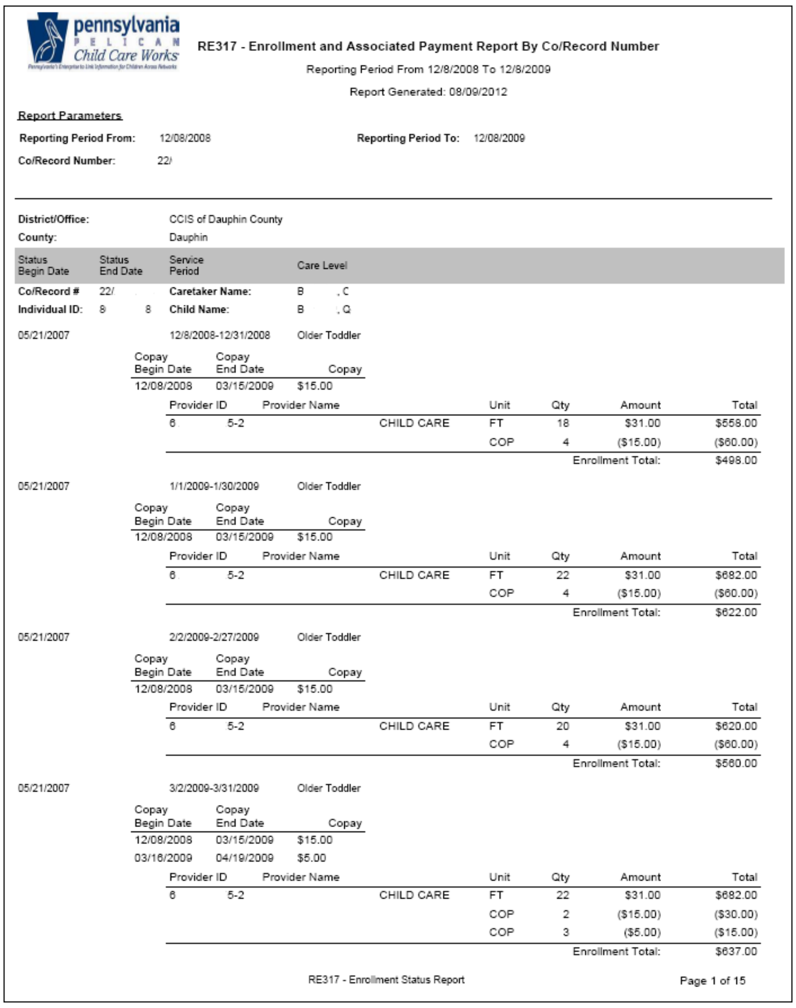
REPORT PARAMETERS	
Service Period – From & To	Co/Record
Report Format/Version	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Service Period	*(MM/YYYY – MM/YYYY)* – The month and year range during which service was rendered and for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Report Parameters	Displays all parameters that were selected to generate the report.
Co/Record	Displays the county/record number for the case.

ROWS	
District/Office (under black line)	Displays the district/office for which the report was generated.
County	Displays the county for which the report was generated.
Enrollment Total	Displays a total of the enrollment minus deductions for that service period for each child.
Total for (Child's name)	Displays a total for the enrollment.
Total for (Co/Record #)	Displays a total for the Co/Record Number indicated.

COLUMNS	
Co/Record	Displays the county/record number for the case.
Caretaker Name	Displays the name of the child's parent/caretaker.
Individual ID	Displays the child's individual number.
Child Name	Displays the child's name.
Status Begin Date	Displays the date the most recent enrollment started at the provider location.
Status End Date	Displays the date the enrollment ended at the provider location, if applicable.
Service Period	Displays the month and year for which care was provided.
Care Level	Displays the care level of the child at the time service was provided.
Co-pay Begin Date	Displays the date the co-pay became effective for that case.
Co-pay End Date	Displays the date the co-pay ended, if applicable.
Co-pay	Displays the co-pay amount that corresponds to the appropriate co-pay begin and end date.
Provider ID	Displays the provider IDs for the child's enrollment.
Provider Name	Displays the provider name for the child's enrollment.
Unit	Displays the UOC for the enrollment (FT, PT, NFT, NPT, CO-PAY). UOC for which a Keystone STARS Quality Add-On rate applies are designated with KS and the STARS number (for example, FTKS1, PTKS2, NFTKS3, etc.).
Qty	Displays the quantity of units per UOC.
Amount	Displays the rate for each UOC.
Total	Displays the Qty multiplied by the Amount for each UOC.

PDF format


RE317 - Enrollment and Associated Payment Report By Co/Record Number

Reporting Period From 12/8/2008 To 12/8/2009

Report Generated: 08/09/2012

Report Parameters

Reporting Period From: 12/08/2008 Reporting Period To: 12/08/2009

Co/Record Number: 22/

District/Office: CCIS of Dauphin County

County: Dauphin

Status Begin Date	Status End Date	Service Period	Care Level
Co/Record # 22/		Caretaker Name:	B , C
Individual ID: 8 8		Child Name:	B , Q
05/21/2007		12/8/2008-12/31/2008	Older Toddler

Copay Begin Date	Copay End Date	Copay
12/08/2008	03/15/2009	$15.00

Provider ID	Provider Name		Unit	Qty	Amount	Total
6	5-2	CHILD CARE	FT	18	$31.00	$558.00
			COP	4	($15.00)	($60.00)
					Enrollment Total:	$498.00

05/21/2007 1/1/2009-1/30/2009 Older Toddler

Copay Begin Date	Copay End Date	Copay
12/08/2008	03/15/2009	$15.00

Provider ID	Provider Name		Unit	Qty	Amount	Total
6	5-2	CHILD CARE	FT	22	$31.00	$682.00
			COP	4	($15.00)	($60.00)
					Enrollment Total:	$622.00

05/21/2007 2/2/2009-2/27/2009 Older Toddler

Copay Begin Date	Copay End Date	Copay
12/08/2008	03/15/2009	$15.00

Provider ID	Provider Name		Unit	Qty	Amount	Total
6	5-2	CHILD CARE	FT	20	$31.00	$620.00
			COP	4	($15.00)	($60.00)
					Enrollment Total:	$560.00

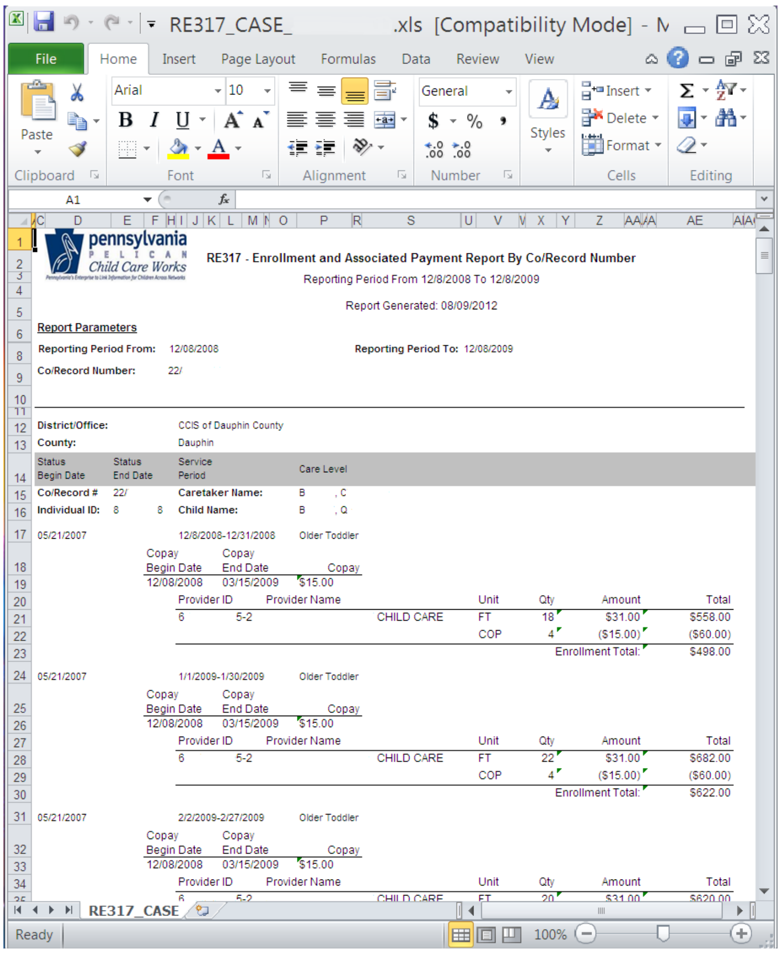
05/21/2007 3/2/2009-3/31/2009 Older Toddler

Copay Begin Date	Copay End Date	Copay
12/08/2008	03/15/2009	$15.00
03/16/2009	04/19/2009	$5.00

Provider ID	Provider Name		Unit	Qty	Amount	Total
6	5-2	CHILD CARE	FT	22	$31.00	$682.00
			COP	2	($15.00)	($30.00)
			COP	3	($5.00)	($15.00)
					Enrollment Total:	$637.00

RE317 - Enrollment Status Report Page 1 of 15

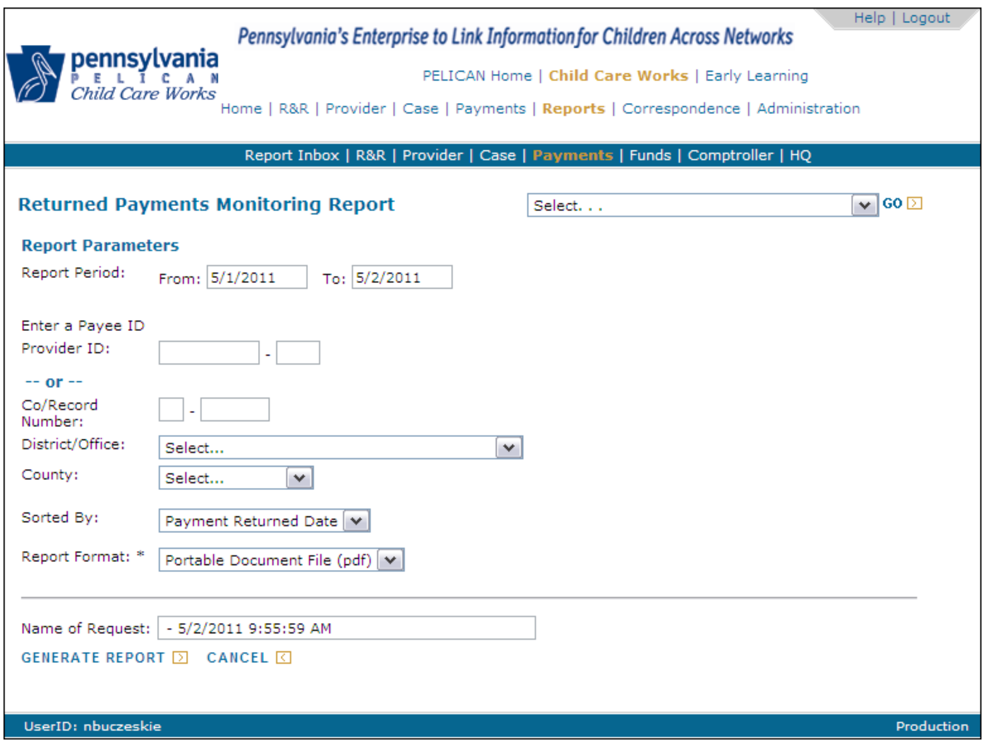
Excel format



[Return to Table of Contents](#)

600.7.3 RE401 – Returned Payments Monitoring Report

The *Returned Payments Monitoring Report (RE401)* is a fiscal management report used by the CCIS to reconcile returned payments. The *Returned Payments Monitoring Report (RE401)* includes payments that PELICAN CCW has generated to which the CCIS staff person has added a return amount by report periods. The CCIS can select an individual Provider ID or Case ID or leave selection blank to obtain all returned payments. The *Returned Payments Monitoring Report (RE401)* lists the "*Payee*", "*Provider*", "*Invoice ID*", "*Payment ID*", "*Check Number*", "*Service Period*", "*Payment Amount*", "*Issuance Status*", "*Payment Return Date*", "*Reason*", and "*Returned Amount*".



REPORT PARAMETERS	
Service Period – From & To	District/Office
Provider Type	County
Provider ID	Report Format/Version
Co/Record	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Report Parameters	Displays all parameters that were selected to generate the report.
District/Office	Displays the district/office for which the report was generated.
County	Displays the county for which the report was generated.

ROWS	
Payee	Displays the provider ID or Co/Record number (for payments to a client), name, address and phone number of the individual or organization that was entered as the payee in PELICAN CCW.
Provider	Displays the provider ID for the location at which service was provided and the associated location name.
Total	Displays the total Returned Amount and Remaining Balance by Payee.
County Total	Displays the total Returned Amount and Remaining Balance by county.
CCIS Total	Displays the total Returned Amount and Remaining Balance by CCIS.
Grand Total	Displays the grand total of Returned Amount and Remaining Balance.

COLUMNS	
Invoice ID	Displays the PELICAN CCW-generated invoice identification number.
Payment ID	Displays the PELICAN CCW-generated payment identification number.
Check Number	Displays the check number, if any, entered by the CCIS for the payment made to the provider (not the check returned to the CCIS).
Service Period	Displays the month and year during which service was rendered for which the original payment was issued.
Payment Amount	Displays the sum total paid to the provider as indicated on the original payment.
Issuance Status	Displays whether the payment was a full or partial return of the payment amount.
Payment Returned Date	Displays the date which the CCIS entered all, or a portion of, the return payment after receiving it.
Reason	Displays the reason for the returned payment (Care Not Provided, Incorrect Amount, Incorrect Payee and Undeliverable).
Returned Amount	Displays the amount returned to the CCIS.
Remaining Balance	Displays the Remaining Balance amount on Invoice level, Payee level, Total by Payee, Total by County, Total by CCIS and Grand Total.

pennsylvania PELICAN Child Care Works

RE401 - Returned Payments Monitoring Report

Report Period From 6/1/2011 To 6/16/2011

Report Generated on 06/17/2011

District/Office: CCIS of Dauphin County

County: Dauphin

Payee 411 2-48

HERSHEY, PA 17033-2900
Phone (717) 531-

Provider 411 2-48
EDUCATION LLC -
HERSHEY

Invoice ID	Payment ID	Check Number	Service Period	Payment Amount	Issuance Status	Payment Returned Date	Reason	Returned Amount	Remaining Balance
25 0	19 78		December 2010	$632.80	Partial Return	06/03/2011	Incorrect amount	$33.60	$599.20
							Total:	**$33.60**	**$599.20**

Payee 811 56-1

MIDDLETOWN, PA 17057-1829
Phone (717) 616-

Provider 811 56-1
M H - M H

Invoice ID	Payment ID	Check Number	Service Period	Payment Amount	Issuance Status	Payment Returned Date	Reason	Returned Amount	Remaining Balance
26 3	20 29		April 2011	$396.64	Partial Return	06/07/2011	Incorrect amount	$11.10	$385.54
							Total:	**$11.10**	**$385.54**
							Dauphin County Total:	**$44.70**	**$984.74**
							CCIS of Dauphin County Total:	**$44.70**	**$984.74**
							Grand Total:	**$44.70**	**$984.74**

RE401 - Returned Payments Monitoring Report Page 1 of 1

Return to Table of Contents

600.7.4 RE402 – Monthly Aging of Child Care Overpayments Report

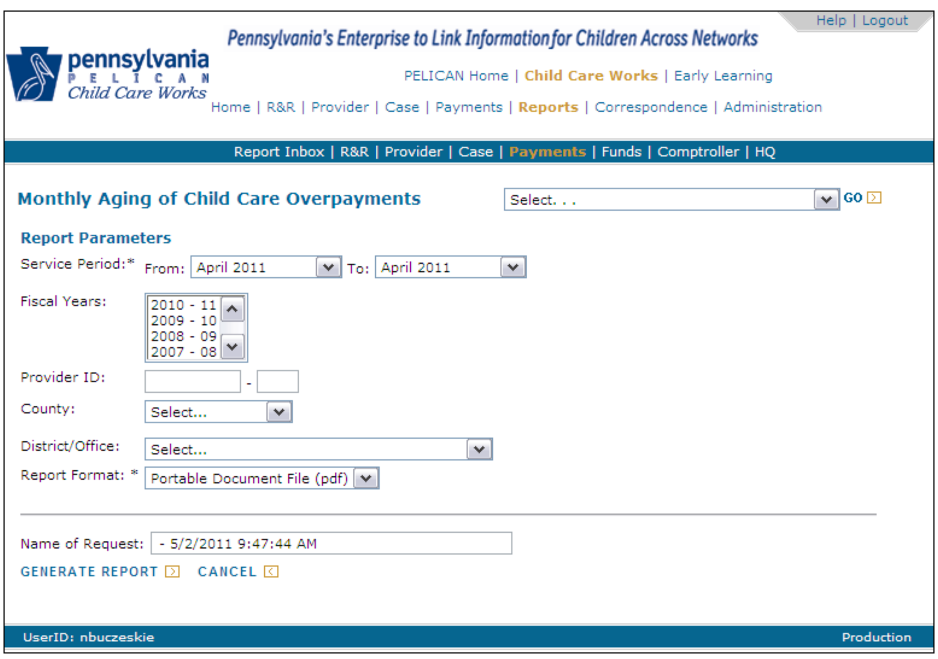
The *Monthly Aging of Child Care Overpayments Report (RE402)* is designed for the CCIS and shows information for all outstanding negative adjustments (with a status of Open, Recorded or Pending) grouped by "*District/Office*", "*County*" and "*Provider Location*". If the Adjustment Status is:

- ***Open*** – the system is still attempting to recoup the balance, and any future payments from the CCIS will be used to help satisfy the balance.
- ***Recorded*** – PELICAN CCW will not attempt to recoup any dollars.
- ***Pending*** – the adjustment has not been processed to date, and PELICAN CCW will not attempt to recoup the balance until the adjustment is processed.

Once the Adjustment Status is changed to Satisfied (indicating payment in full has been received) the overpayment will no longer show on this report. The *Monthly Aging of Child Care Overpayments Report (RE402)* lists all outstanding negative adjustments for each provider and indicates any payments made and the adjustment balance after the recoupment for a designated service period.

NOTE: When running the *Monthly Aging of Child Care Overpayments Report (RE402)*, enter the service period (the month care was provided) to which the overpayment belongs or enter July to the current month to view all outstanding adjustments for the current fiscal year.

IMPORTANT: The *Monthly Aging of Child Care Overpayments Report (RE402)* only displays adjustments in "*Pending*", "*Open*", or "*Recorded*" status. Once an overpayment is satisfied, it will no longer appear on the *Monthly Aging of Child Care Overpayments Report (RE402)*.



REPORT PARAMETERS	
Service Period – From & To	District/Office
Fiscal Years	Report Format/Version
Provider ID	Name of Request
County	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Service Period	*(MM/YYYY – MM/YYYY)* – The month and year range during which service was rendered and for which the report was generated.
District/Office	Displays the district/office for which the report was generated.
County	Displays the county for which the report was generated.

COLUMNS	
Provider Location	Displays the location where service was provided for the overpayment in question.
Adjustment Row	
Adjustment Status	Displays the adjustment status as Open, Recorded or Pending.
Payee ID	Displays the provider ID that corresponds to the individual or organization that was entered as the payee in PELICAN CCW.
Invoice ID	Displays the PELICAN CCW-generated invoice identification number of the original invoice to which the adjustment applies.
Fiscal Year	Displays the fiscal year of the Invoice ID.
Service Period	Displays the month and year for which the overpayment relates.
Date Created	Displays the date the adjustment was created.
Adjustment Amount	Displays the sum total of the negative adjustment.
Adjustment Balance	Displays the remaining balance of the negative adjustment.
Recoupment Row *(shows the recoup activity that has taken place for this adjustment)*	
Payment ID	Displays the PELICAN CCW-generated payment identification number associated with the adjustment itself.
Invoice ID	Displays the PELICAN CCW-generated invoice identification number associated with the adjustment itself.
Service Period	Displays the month and year during which the adjustment occurred.
Recoupment Amount	Displays the amount that was recouped with this payment or adjustment.
Recoupment Date	Displays the date as of which the portion of the adjustment was recouped.

pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

RE402- Monthly Aging of Child Care Overpayments Report
Reporting Service Period - July 2011 to July 2011
Report Generated 08/12/2011

District/Office: CCIS of Northumberland County
County: ALL

Office: CCIS of Northumberland County
County: Northumberland

Provider location:

SUNBURY, PA 17801-0390
(570)

Adjustment Status	Payee ID	Invoice ID	Fiscal Year	Service Period	Date Created	Adjustment Amount	Adjustment Balance
OPEN	911 -1		2012	July 2011	08/04/2011	($20.00)	($20.00)

RE402 - Monthly Aging of Child Care Overpayments Report   Page 1of 1

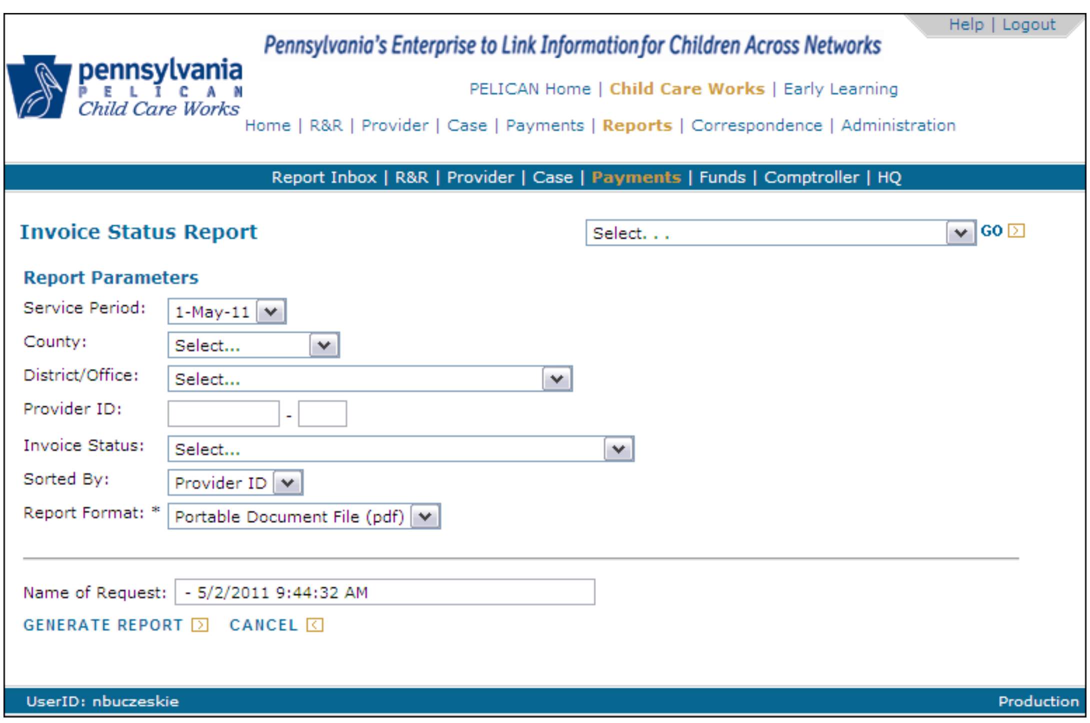
Return to Table of Contents

600.7.5 RE403 – Invoice Status Report

The *Invoice Status Report(RE403)* is designed for the CCIS and consists of a list of providers and the status of their invoices throughout the payment cycle. The provider payment status can be one of several status types including: "*Need Invoice*", "*Have Invoice*", "*Calculated*", "*Authorized*", "*Payment Requested*", "*Paid*" and "*Paid Pending Adjustment*". Providers appear on the *Invoice Status Report(RE403)*only if they have an invoice for the report period. The *Invoice Status Report(RE403)* can be run for one status or all statuses by service period. Each provider's contact information, including contact name, is listed in the *Invoice Status Report(RE403)*so that if an invoice's status is "*Need Invoice*" (indicating the provider has not returned the invoice), the CCIS can use the report to contact the provider.

The *Invoice Status Report(RE403)* can be used for the following purposes:

1. Identifying any invoices your CCIS has not yet received in order to process them for invoicing. Select the appropriate service period, and then select Need Invoice as the status. This report then can be provided to your clerical staff to call the provider to follow up on the Attendance Invoice.
2. Identifying any pending adjustments. Select "*Pending Adjustment*" as the status.
3. Validating receipt of all payment summaries or validating that you have processed all invoices. Select "*Payment Requested*" as the status and then select the appropriate service period. Depending on what you are validating, match the report to either Payment Summaries or Attendance Invoices.



REPORT PARAMETERS	
Service Period – From & To	Invoice Status
County	Sorted By
District/Office	Report Format/Version
Provider ID	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.

ROWS	
District/Office	Displays the district/office for which the report was generated.
Invoice Status	Displays a group of invoices according to invoice statuses as of the Status Date, or as of the report generated.

COLUMNS	
Invoice ID	Displays the PELICAN CCW-generated invoice identification number.
Service Period	Displays the month and year during which service was rendered for the invoice and is the service period for which the report was generated.
Location ID	Displays the provider ID of the provider's location.
Provider Location	Displays the name of the provider location.
Address	Displays the address of the provider location.
Contact	Displays the name and phone number of the contact for the provider location.
Status Date	Displays the date the invoice changed to this status.

pennsylvania PELICAN Child Care Works

RE403 Invoice Status Report

Report Generated on 06/17/2011

District/Office: CCIS of Dauphin County

Invoice Status: Need Invoice - Online

Invoice ID	Service Period	Location ID	Provider Location	Address	Contact	Status Date
2 4	June 2011	41 2-12	LEARN. CNT.	RD HARRISBURG PA 17109-4819	MELISSA 717-657-	06/01/2011
2 3	June 2011	71 4-26	Learning Center	RD HARRISBURG PA 17112-2668	LUCY 717-652-	06/01/2011
2 8	June 2011	71 4-39	LEARNING CENTER	DR HERSHEY PA 17033-2004	APRIL 717-534-	06/01/2011
2 8	June 2011	71 2-5	CHILDCARE AND LEARNING CENTER	ST HUMMELSTOWN PA 17036-2021	MARYANN 717-566-	06/01/2011

Invoice Status: New Invoice not Printed

Invoice ID	Service Period	Location ID	Provider Location	Address	Contact	Status Date
2 0	June 2011	11 4-1	CARMEN	ST HARRISBURG PA 17103-1538	CARMEN 717-232-	05/24/2011
2 3	June 2011	11 1-1	CHILD DEVELOPMENT CTR	ST HARRISBURG PA 17103-2225	PAM 717-234-	05/24/2011
2 7	June 2011	11 1-2	K C	ST HARRISBURG PA 17103-2225	ANDREA 717-901-	05/24/2011

RE403 Invoice Status Report Page 1 of 24

Return to Table of Contents

600.7.6 RE404 – Projected Account Balance Report

The *Projected Account Balance (PAB) Report (RE404)* is designed for the CCIS and helps the CCIS ensure that all child accounts are balanced. This report should be run after invoicing is completed for a month. The *PAB Report (RE404)* provides both actual payments and the cost of services/care necessary for entry/import into fiscal systems. This will allow for accurate data reporting on the provider's 1099. The *PAB Report (RE404)* provides a list of all children who have had an active enrollment at any time during the FY. It shows the actual funds paid (YTD), the annual funds encumbered, a balance if one exists and the reason for the balance if the reason is known. For instance, if a balance exists and an amount equal to the balance is listed in the "*Paid Pending Adjustment*" column, the balance is due to the outstanding adjustment that is waiting to be processed.

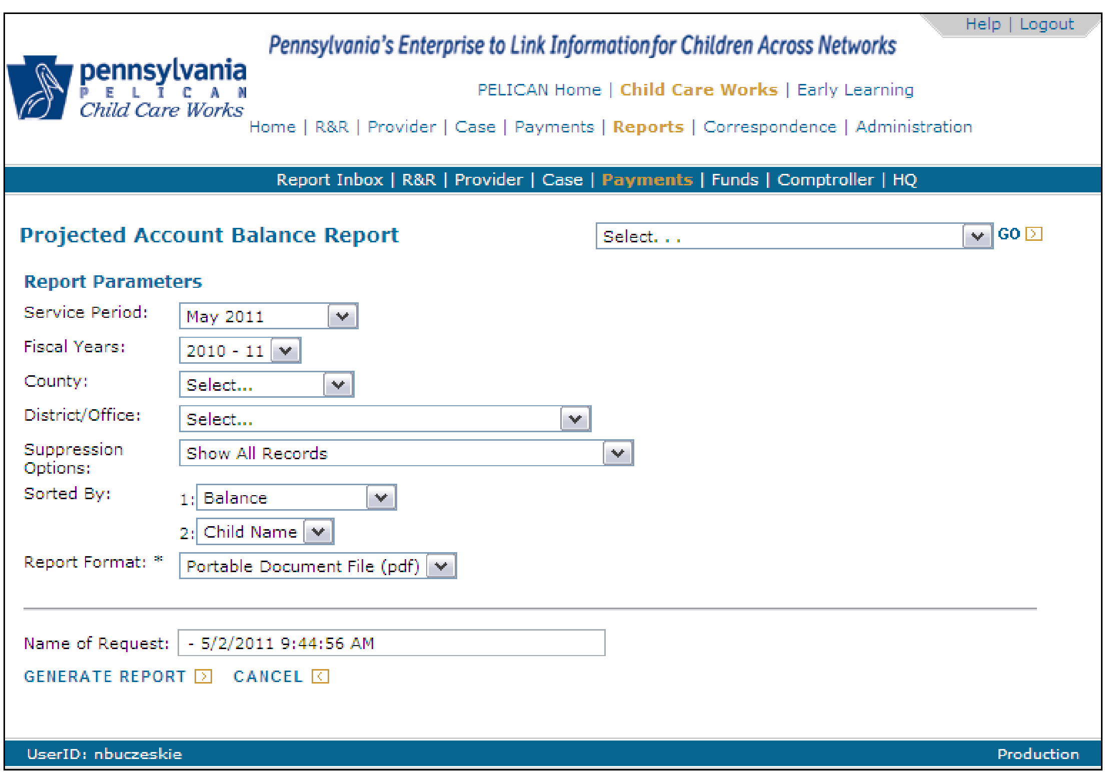
- ***Balance*** — This field contains a balance if the amount encumbered minus the Amount Paid YTD, Payment Authorized, and Projected Encumbrance does not equal zero (0). If the system knows the reason for the balance it will list it in the columns to the right of Unaccounted Balance.
- ***Missing Invoices*** — Missing invoices are listed in the "*Need Invoice*", "*Have Invoice*" or "*Payment Calculated*" columns of the PELICAN CCW PAB. To locate those invoices in order to take action, perform a search on the *Provider Invoice Search* page using the Provider ID of the child's enrollment (listed in the third column on the report).
- ***Pending Adjustments*** — Pending adjustments are also listed on the *Projected Account Balance (PAB) Report (RE404)* and are located under the Pending "*Adj*" column. To locate those invoices in order to take action, perform a search on the Provider Invoice Search page using the provider ID of the child's enrollment (listed in the third column on the report) and select "*Pending Adjustment*" as the Status.
- ***Deductions*** — If an amount is listed in the "*Deduction*" column, no action is required. The amounts under deductions include the amounts entered on the *Child Support Payment* page (child support paid by a non-custodial parent directly to the provider). If the amount listed in the "*Balance*" column equals the amount in the "*Deduction*" column, no action is required and the record is still considered in balance.
- ***Unaccounted Balance*** — Any amount listed in the "*Unaccounted Balance*" is an amount that needs to be investigated. It means PELICAN CCW did not find the issue to be due to an unprocessed invoice, pending adjustment, deductions, or CareCheck fee. Partially recouped negative adjustments are included in the Unaccounted Balance. Because PELICAN CCW does not have a mechanism to assign partially recouped dollars back to a child level until the adjustment is fully recouped, an amount will show up at a child level. To identify these issues, run the Monthly Aging of Child Care Overpayments report for the FY. Look for the provider ID of the enrollment on the report. View the details of the negative adjustment in PELICAN CCW to validate that the "*Unaccounted Balance*" is caused by this overpayment.

The *PAB Report (RE404)*has three versions:

1. ***Show All Records***—This version of the report shows all records whether or not there is a balance. Totals at the bottom are for all children in the CCIS.
2. ***Show All Out of Balance Records Only***—This version of the report shows any record that has a balance. Some balances have a known reason. If the reason for the balance is known (Pending Adjustment, Deductions or Invoice Not Processed), it is listed on the report in the right-hand columns under Deductions, Pending Adj, Need Invoice, Have Invoice, Payment Calc, or CareCheck. Use this version of the report to isolate records that need to be fixed.
3. ***Show All Out of Balance Records Unaccounted For***—This version shows records with a balance where PELICAN CCW cannot determine the reason for the balance. In these cases, you need to further investigate the case to determine a correction. This report displays any record where the Amount Encumbered - Amount Paid YTD + Payment Authorized + Proj Encumb does not equal zero (0) and the amount (or a portion of the amount) is not listed in the Deductions, Pending Adj, Need Invoice, Have Invoice or Payment Calculated columns. The CareCheck fee is included in the Unaccounted Balance. Totals at the bottom are for all children in the CCIS. Use this report to isolate records that need to be researched because the problem is not due to a needed adjustment, or missing invoice.

NOTE: The Amount Paid YTD is a total of actual funds paid, including all payments in the status of "*Payment Requested*" and "*Paid*". Amount Encumbered is the encumbrance for all children for the full fiscal year. CareCheck fee will not be in the CCIS Balance until the invoice is paid.

IMPORTANT: If the amount listed in the "*Balance*" column equals the amount in the "*Deduction*" column, no action is required and the record is still considered in balance.



REPORT PARAMETERS	
Service Period – From & To	Suppression Options
Fiscal Years	Sorted By
County	Report Format/Version
District/Office	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Reporting Projection Period	(MM/DD/YYYY) through (MM/DD/YYYY)—Displays the period of time for which a projection was made for the report.
FY	Displays the fiscal year for which the report was generated.
Only Show Out Of Balance Records/ Only Show Out of Balance Records Unaccounted For/ Show All Records	Displays the designated type of report printed.

ROWS	
County	Displays the county for which the report was generated.
District/Office	Displays the district/office for which the following group of data represents.
Total For District/Office)	Displays totals for all amounts in each column for the district/office.

COLUMNS	
Co/Record	Displays the Co/Record number for the case.
Child Name	Displays the child's name.
Provider ID	Indicates the provider ID number of the provider where the child is enrolled.
Amount Encumbered	Displays the anticipated cost of care of the child for the entire year.
Amount Paid YTD	Displays amounts for the child included on invoices in Paid or Payment Requested Status as well as satisfied adjustments. Open adjustments that have not been completely satisfied are not accounted for until they are changed to satisfied.
Payment Authorized	Displays all amounts for the child included on invoices in Authorized Status. This amount will typically be $0.00 as authorized invoices are changed to Payment Requested in the nightly payments batch.
Proj Encumb	Displays the projected anticipated cost of care for the child from the first of the month following the last invoicing period to the end of the fiscal year.
Balance	Equals Amount Encumbered - Amount Paid YTD - Payment Authorized - Proj Encumb.
Unaccounted Balance	Displays the Balance – (Deductions + Pending Adj + Need Invoice + Have Invoice + Payment Calc + CareCheck).
Deductions	Displays child support payments and 10% late invoice penalties deducted from provider invoices. Balances are for informational purposes only. No action is required.
Pending Adj	Displays the amount for the child in an adjustment that has not been processed.
Need Invoice	Displays all amounts for the child included on invoices in Need Invoice status.
Have Invoice	Displays all amounts for the child included on invoices in Have Invoice status.
Payment Calc	Displays all amounts for the child included on invoices in Calculated Status.
CareCheck	Displays the CareCheck fee that is included in the Unaccounted Balance calculation.

pennsylvania PELICAN Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

RE404 Projected Account Balance Report

Reporting Projection Period - None

Fiscal Year 2010 - 11

Report Generated on 06/17/2011

Show All Records

County: Dauphin

Office: CCIS of Dauphin County

County: Dauphin

District/Office: CCIS of Dauphin County

Co/Record #	Child Name	Provider ID	Amount Encumbered	Amount Paid YTD	Payment Authorized	Proj Encumb	Balance	Unacco-unted Balance	Deduc-tions	Pending Adj	Need Invoice	Have Invoice	Paym-ent Calc	Care Check
* 22/	U , J L	31 4-2	$4,824.00	$5,580.00	$0.00	$0.00	-$756.00	-$756.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
* 22/	M , J	51 4-7	$4,200.00	$4,500.00	$0.00	$0.00	-$300.00	-$300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
* 22/	S , E	61 6-1	$20.90	$169.90	$0.00	$0.00	-$149.00	-$149.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
22/	A ,	31 4-1	$575.00	$575.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
22/	A , Y	41 2-12	$5,806.30	$5,806.30	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
22/	A , T M	41 2-1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
22/	A , J	11 3-1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

* An Asterisk indicates Balance Discrepencies not accounted for.

RE404 Projected Account Balance Report Page 1 of 465

Return to Table of Contents

600.7.7 <u>RE405 –Intercept Report</u>

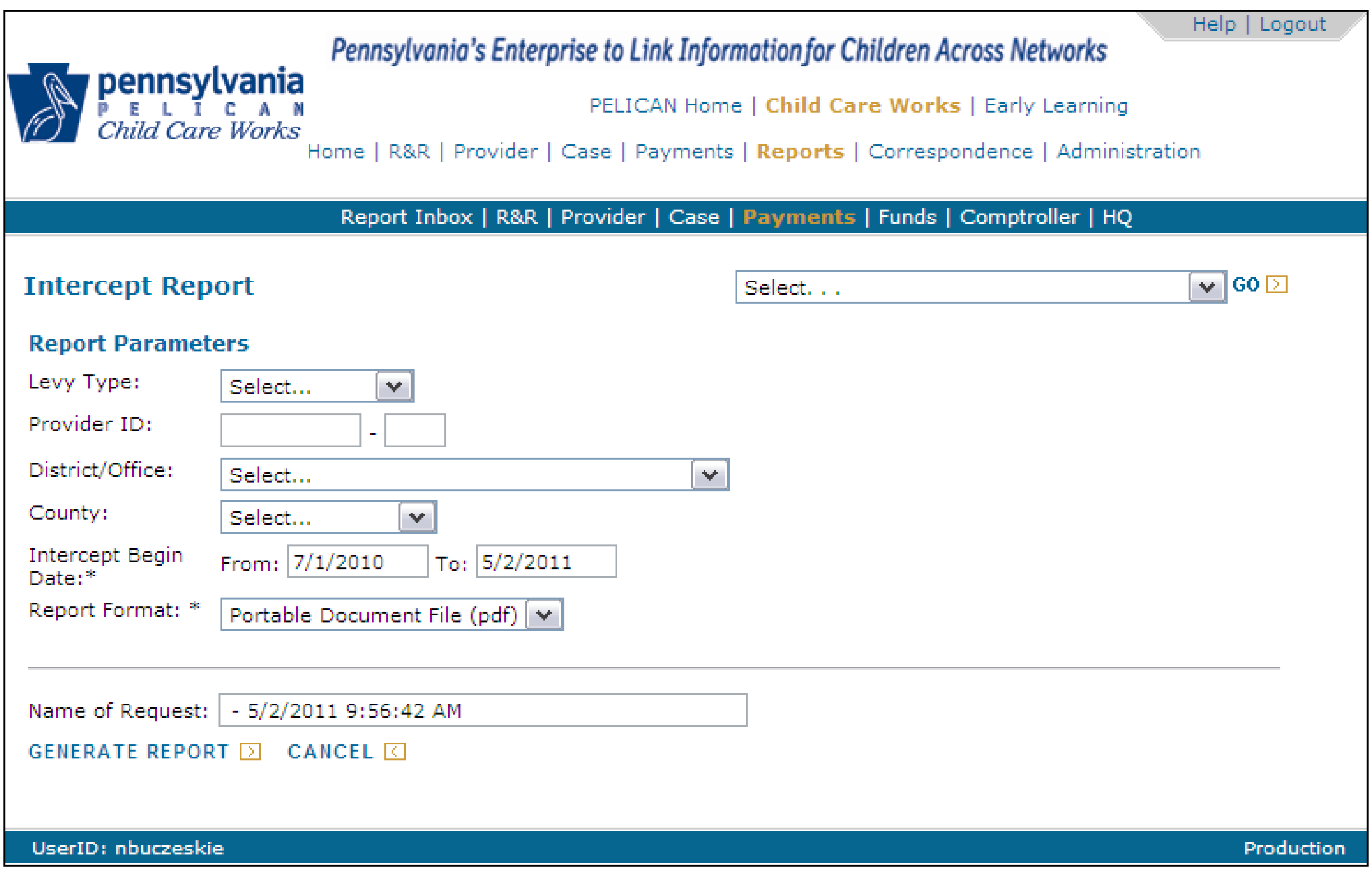
The *Intercept Report (RE405)* is designed for the CCIS to help identify and track providers who have IRS intercepts entered into PELICAN CCW.

The *Intercept Report (RE405)* details the dollar amount intercepted by the IRS instead of being sent to the payee.

The *Intercept Report (RE405)* lists Intercept Type (IRS One Time Intercept or IRS Continuous Intercept), "*Location ID*", "*Address*", "*Intercept Payee*", "*Address*", "*Intercept Amount*", "*Intercept Balance*", "*Status (Open, Closed, or Satisfied)*", "*Date Last CC Payment*", "*Effective Date*" and "*End Date*". Enter an "*Intercept Begin Date*" range using "*From*" and "*To*", and the report will return all intercepts that became effective between those two dates.

<u>NOTE:</u> The "*Date Last CC Payment*" column contains the date when the last child care payment used towards the intercept was made.

The status of "*Closed*" indicates that a fiscal staff person ended the levy. The status of "*Satisfied*" indicates that the levy was paid in full.



REPORT PARAMETERS	
Levy	Intercept Begin Date – From & To
Provider ID	Report Format/Version
District/Office	Name of Request
County	

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – The period for which the report was generated.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.

ROWS	
District/Office	Displays the district/office for which the report was generated.
County	Displays the county for which the report was generated.
Intercept Type	Displays the type of intercept (levy).

COLUMNS	
Location ID	Displays the provider ID for which the intercept has been entered.
Address (Location ID)	Displays the address of the provider location to which the intercept was applied as related to the payee ID.
Intercept Payee	Displays the name of the alternate payee that intercepted the payment.
Address (Intercept Payee)	Displays the address to which the intercepted payment will be mailed.
Intercept Amount	Displays the total amount of the intercept.
Intercept Balance	Displays the remainder of the intercept after the Intercept Amount was deducted from the provider.
Status	Indicates whether the intercept was Open, Closed or Satisfied.
Date Last CC Payment	Displays the date that the last child care payment used toward the intercept was made.
Effective Date	Displays the date on which the intercept became effective.
End Date	Displays the date the intercept was ended or is to be ended.

RE405 - Intercept Report
Reporting Period From 07/01/2010 To 06/20/2011
Report Generated 06/21/2011

District/Office: CCIS of Berks County
County: None Selected

Intercept Type: IRS One-Time Intercept

Location ID:		Address	Intercept Payee	Address	Intercept Amount	Intercept Balance	Status	Date Last CC Payment	Effective Date	End Date
311	31 - 1	FRONT ST READING, PA 196012928 -196012928	IRS	IRS Fresno, CA 93888	$111.00	$0.00	Satisfied	08/26/2010	07/01/2010	
211	90 - 1	MULBERRY ST READING, PA 196042809 -196042809	IRS	ACS SUPPORT BENSALEM, PA 19020	$2.70	$0.00	Satisfied	07/23/2010	07/01/2010	
211	90 - 1	MULBERRY ST READING, PA 196042809 -196042809	IRS	ACS SUPPORT BENSALEM, PA 19020	$248.17	$0.00	Satisfied	07/23/2010	07/01/2010	
211	90 - 1	MULBERRY ST READING, PA 196042809 -196042809	IRS	ACS PROCEEDS BENSALEM, PA 19020	$2.70	$2.70	Closed		06/01/0010	07/22/2010
211	90 - 1	MULBERRY ST READING, PA 196042809 -196042809	IRS	ACS SUPPORT BENSALEM, PA 19020	$2.70	$2.70	Closed		06/01/2010	07/22/2010
311	31 - 1	N FRONT ST READING, PA 196012928 -196012928	IRS	IRS FRESNO, CA 93888	$111.00	$0.00	Satisfied	09/08/2010	09/01/2010	

RE405- Intercept Report

Page 1 of 15

Return to Table of Contents

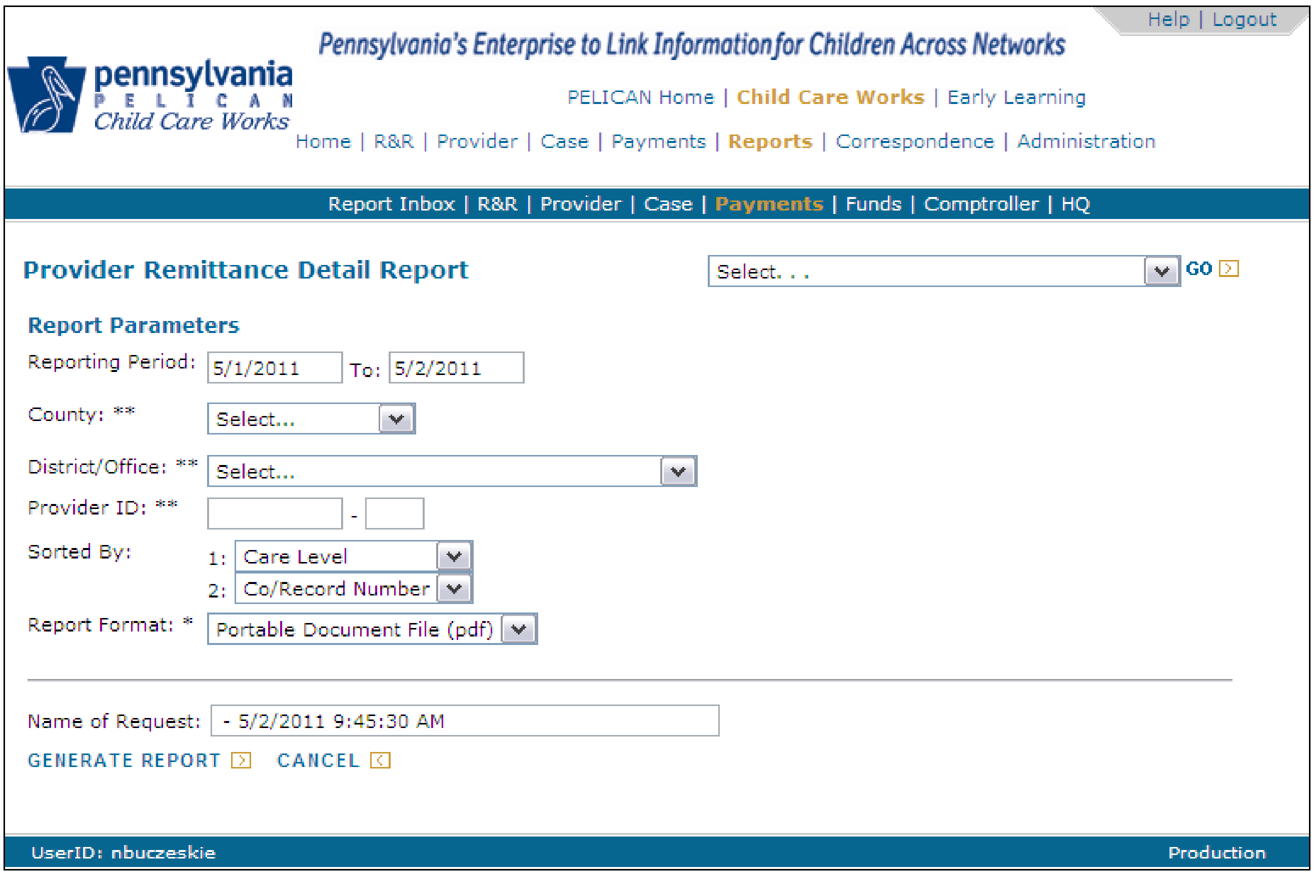
600.7.8 RE406 – Provider Remittance Detail Report

The *Provider Remittance Detail Report (RE406)* is designed for the CCIS and prints a detailed listing of activity for each provider during the reporting period and indicates the total amount of money due to the provider. The *Provider Remittance Detail Report (RE406)* displays the details of the payment at a child level and includes any deductions. The *Provider Remittance Detail Report (RE406)* lists the "*Child's Name*", "*Care Level*", "*Units of Care*", and "*Amount of Payment*" and "*Co-pay*", if applicable, at a child level.

The *Provider Remittance Detail Report (RE406)* uses the concept of "*Reporting Period*" as opposed to "*Service Period*". When the CCIS enters "*Reporting Period From*" and "*Reporting Period To*" dates, PELICAN CCW will look to see what invoices were changed to a status of "*Payment Requested*" during the days the CCIS entered.

EXAMPLE: A provider turns in an attendance invoice for March, which the CCIS processes and pays in April. The "*Service Period*" is when care was provided, March; the "*Reporting Period*" is April, when the payment was authorized and payment was made. Because PELICAN CCW does not know when the check was sent, it uses the date the invoice changed to "*Payment Requested*" status (the day the CCIS authorized the invoice) to determine the "*Reporting Period*". Whatever month the invoice was changed to payment requested is the reporting month in which the payment appears on the *Provider Remittance Detail Report (RE406)*.

IMPORTANT: If this payment is an adjustment, both before and after adjustment details show on the report. For large providers, this may be many pages since it shows the records for all children before the adjustment and after the adjustment. For a provider with 100 children it would include *at least* 200 lines of child detail.



REPORT PARAMETERS	
Service Period – From & To	County
District/Office	Provider ID
Sorted By	Report Format/Version
Name of Request	

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – Displays the period of time for which the report was generated, encompassing all invoices changed to a status of Payment Requested during this period.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
District/Office	Displays the district/office (CCIS office) for which the report was generated.

ROWS	
Provider Location	Displays the provider location's ID, name, address, and telephone number.
Payment	Displays the PELICAN-generated payment identification number.
Invoice	Displays the PELICAN-generated invoice identification number.
Enrollment Total	Displays a total of all enrollments included for the invoice.
CareCheck Processing Fee	Displays CareCheck fee amount deducted from the invoice.
Adjustment Total (if applicable)	Includes the amount which was deducted due to reversal of the CareCheck fee.
Subtotals for Invoice (Invoice Number)	Displays a subtotal for the invoice after the CareCheck fee is deducted.
Client Advance Payment	Displays the amount of Client Advance Payment (CAP) if a CAP payment was made in the reporting period. The CAP is deducted from the total payment on the report. (<u>NOTE:</u> The CCIS does not currently make CAP payments.)
Totals for Payment (Payment ID)	Displays a total of the payment being made, which may include multiple invoices.
Total for (Provider ID)	Displays a total of the payments made to the provider during the report period.
Totals for (District/Office)	Displays a total of the payments included in the reporting period for all providers from the district/office.
Grand Totals	Displays the grand total for each payment in the report.

COLUMNS	
Co/Rec Number	Displays the Co/Record number for the case.
Caretaker	Displays the name of the child's parent/caretaker.
Child Name/Child	Displays the name of the child in care.
Care Level	Displays the care level of the child.
Unit	Displays the units of care that apply to the child (FT, PT, NFT, NPT, CO-PAY).
Quantity/Qty	Displays the quantity of units per unit of care.
Amount	Displays the Total amount for care.
Total	Displays the Quantity multiplied by the Amount for each unit of care.

pennsylvania PELICAN Child Care Works

RE406 Provider Remittance Detail Report
Report Generated 06/17/2011
Reporting Period From 06/01/2011 To 06/16/2011

County: Dauphin
Provider ID:

District/Office: : CCIS of Dauphin County

ProviderLocation: 11 4-1
CARMEN
CARMEN
ST
HARRISBURG, PA 17103-1538
(717) 232-

Co/Rec Number	Caretaker	Child Name	Care Level	Unit	Quantity	Amount	Total
Payment	2 1 6						
Invoice:	2 6 3 9						
22/	A . M	P , S	Preschool	FT	17	$10.45	$177.65
				NFT	4	$11.18	$44.72
				COPAY	5	($5.00)	($25.00)
22/		P , J	Young School-Age	FT	17	$10.45	$177.65
22/		M , K		FT	17	$10.45	$177.65
22/		P , J		NFT	4	$11.18	$44.72
22/		M , K		NFT	4	$11.18	$44.72
Enrollment Total:							$642.11
SubTotal for Invoice 2 6 3 9:							$642.11
Totals for Payment 2 1 6 :							$642.11
Totals for 11 4-1:							$642.11

RE406 - Provider Remittance Detail Report Page 1 of 593

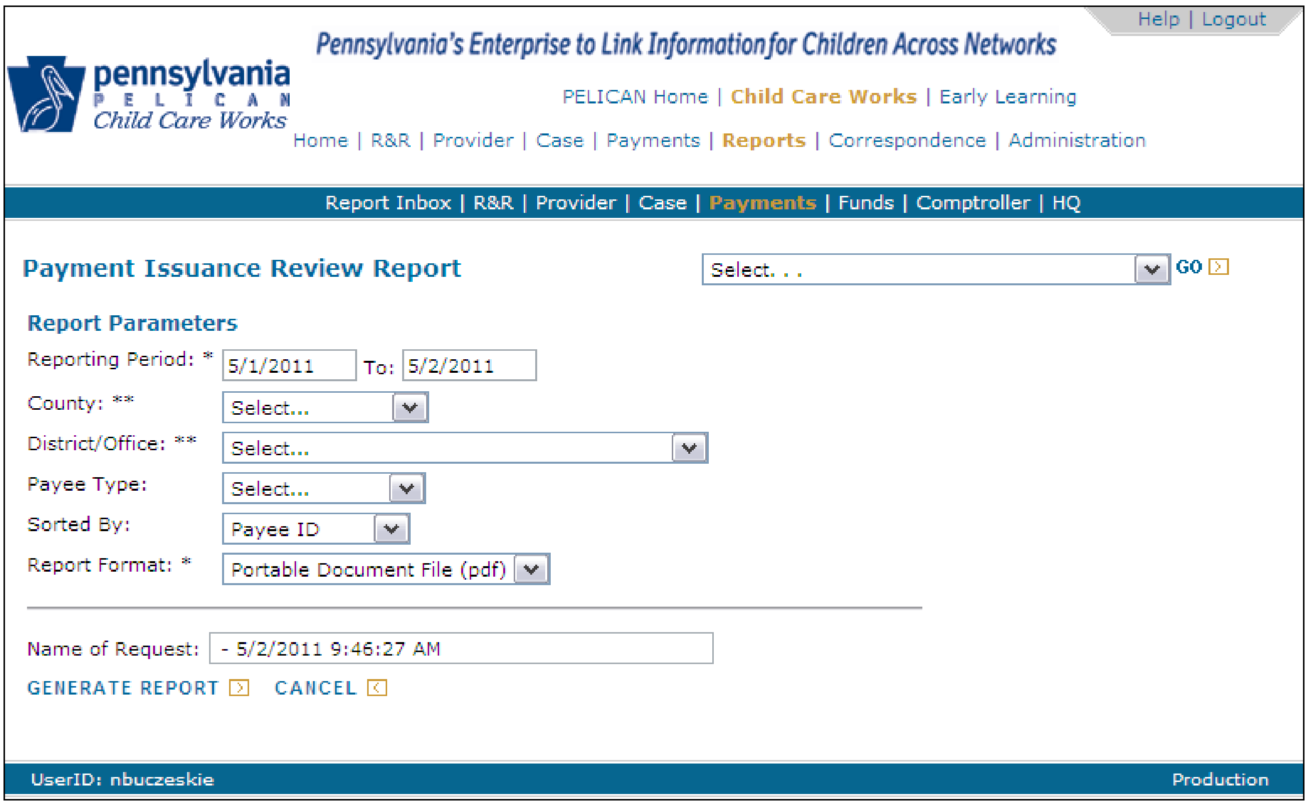
Return to Table of Contents

600.7.9 RE407 – Payment Issuance Review Report

The *Payment Issuance Review Report (RE407)* is designed for the CCIS and lists, for a specified reporting time frame, the payments that have been issued to all providers before and after the CareCheck fee is applied. The CCIS may use this report to track prior period payments. Unlike the *Provider Remittance Detail Report (RE406)*, this report lists the bottom-line payment amount and a cumulative report total. The *Payment Issuance Review Report (RE407)*, like the *Provider Remittance Detail Report (RE406)*, uses the concept of "*Reporting Period*" as opposed to "*Service Period*". When the CCIS enters "*Reporting Period From*" and "*Reporting Period To*" dates, PELICAN CCW will look to see what invoices were changed to a status of "*Payment Requested*" during the days the CCIS entered. A total for the office for that reporting month displays at the bottom of the report.

EXAMPLE: A provider turns in an Attendance Invoice for March, which the CCIS processes and pays in April. The "*Service Period*" is when care was provided, March; the "*Reporting Period*" is April, when the payment was authorized and payment was made. Because PELICAN CCW does not know when the check was sent, it uses the date the invoice changed to "*Payment Requested*" status (the day the CCIS authorized the invoice) to determine the "*Reporting Period*". Whatever month the invoice was changed to "*Payment Requested*" is the reporting month in which the payment appears on the *Payment Issuance Review Report (RE407)*.

IMPORTANT: The *Payment Issuance Review Report (RE407)* is generated for all payees for the time period selected. It cannot be generated for a particular provider. In order to find out what was paid to one provider for a specific period of time, the *Provider Remittance Detail Report (RE406)* must be generated. The *Provider Remittance Detail Report (RE406)* will provide payment amounts for a specific time frame.



REPORT PARAMETERS	
Reporting Period – From & To	Sorted By
County	Report Format/Version
District/Office	Name of Request
Payee Type	

REPORT HEADING	
Title	The title and report number of the report.
Reporting Period	*(MM/DD/YYYY – MM/DD/YYYY)* – Displays the period of time for which the report was generated, encompassing all invoices changed to a status of Payment Requested during this period.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Office	Displays the district/office (CCIS office) for which the report was generated.
County	Displays the County that the CCIS is located in.

ROWS	
County	Displays the county for which the report was generated.
District/Office	Displays the district/office for which the report was generated.
Total for (Date)	Displays the total of the payment amounts for the date indicated.
Total for CCIS of (District/Office)	Displays the total of the payment amounts for the district/office for the period of time selected.
Grand Total	Displays the total of payments contained in the report.

COLUMNS	
Payment ID	Displays the PELICAN-generated payment identification number.
Check Number	Displays the check number that was added by the CCIS user which corresponds to the check sent to the provider. CCISs are not required to use this functionality.
Payee ID	Displays the provider ID or Co/Record number that corresponds to the individual or organization that was entered as the payee in PELICAN.
Payee Name	Displays the payee name that corresponds to the individual or organization that was entered as the payee in PELICAN.
Service Period	Displays the month and year during which service was rendered for the invoice.
Payment Status	Displays a confirmation that the payment is in Payment Requested status.
Payment Status Date	Displays the date the payment moved into Payment Requested status. It is when the payment was authorized.
Payment Amount	Displays individual amounts of the adjustments and invoice payments to the provider for the service period after the CareCheck deduction is applied.
Amt Before CareCheck	Displays individual payments to the provider for the service period before the CareCheck deduction is applied.

NOTE: An asterisk will appear next a payment amount that has multiple adjustments or invoices distributed over multiple service periods. A footnote explaining the notation will appear on the *Payment Issuance Review Report (RE407)*.

pennsylvania PELICAN Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

RE407 Payment Issuance Review Report
Report Period From 06/01/2011 Through 06/16/2011
Report Generated on 06/17/2011

Office: CCIS of Dauphin County
County: Dauphin
Payee Type: Provider

County: Dauphin County
District/Office: CCIS of Dauphin County

Payment ID	Check Number	Payee ID	Payee Name	Payment Status	Payment Status Date	Payment Amount	Amt Before Care Check
Service Period: 12/01/2010							
2 6		411 2-48	EDUCATION LLC	Payment Requested	06/05/2011	$0.00	$0.00
Total for 12/01/2010						**$0.00**	**$0.00**
Service Period: 02/01/2011							
*2 4		311 1-1	T A	Payment Requested	06/07/2011	$7.50	$7.50
Total for 02/01/2011						**$7.50**	**$7.50**

* This Payment consists of Payment Adjustments and/or Invoices for multiple service periods.

RE407 Payment Issuance Review Report Page 1 of 16

Return to Table of Contents

600.7.10 RE415 – Payment Activity by Service Period Report

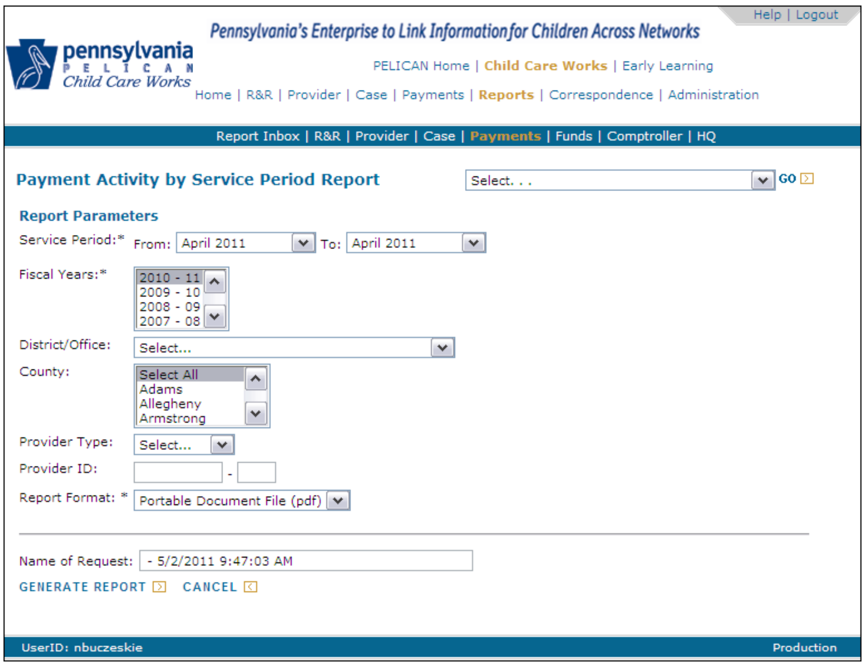
The *Payment Activity by Service Period Report (RE415)* is designed for the CCIS and provides a list of the payments and processed adjustments for a provider for care provided during a service period or span of service periods. The CCIS can use the *Payment Activity by Service Period Report (RE415)* to perform fiscal reconciliation as well as to answer questions posed by providers. A CCIS will be able to match their general ledger to the original payment and any subsequent payments caused by positive adjustments.

NOTE: The payments associated to a payment ID, when viewed online, may include payments for other service periods if they were authorized on the same day. However, only the payments for the service periods requested for this report will show up on this report.

The *Payment Activity by Service Period Report (RE415)* utilizes service periods to access provider payment data. The CCIS must choose the service period when care was provided and The *Payment Activity by Service Period Report (RE415)* will show all payments made to a provider for care provided during that service period.

EXAMPLE: A provider turns in an Attendance Invoice for March, which the CCIS processes and pays in April. Then in May, an adjustment is processed and paid for the month of March. When the CCIS enters the March service period (the month when care was provided), The *Payment Activity by Service Period Report (RE415)* will show the first payment which was processed in April and underneath that payment will be the amount of the adjustment (which was paid in May). A "*Provider Total*", "*Service Period Total*" and "*Report Total*" are also included. If more information is needed about a particular payment, the invoice and payment IDs are listed on the report, so the staff person can perform further research.

IMPORTANT: This report lists data at an invoicing level. If a search is performed based on the "*Payment ID*", it is possible that the payment may include payment for more than one invoice, so it will be necessary for the user to look at the details carefully. Only payments that fall within the service periods reflected will be displayed on this report.


Help | Logout
Pennsylvania's Enterprise to Link Information for Children Across Networks
pennsylvania PELICAN Child Care Works
PELICAN Home | Child Care Works | Early Learning
Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration
Report Inbox | R&R | Provider | Case | Payments | Funds | Comptroller | HQ
Payment Activity by Service Period Report
Select. . . GO
Report Parameters
Service Period:* From: April 2011 To: April 2011
Fiscal Years:* 2010 - 11 2009 - 10 2008 - 09 2007 - 08
District/Office: Select...
County: Select All Adams Allegheny Armstrong
Provider Type: Select...
Provider ID: -
Report Format: * Portable Document File (pdf)
Name of Request: - 5/2/2011 9:47:03 AM
GENERATE REPORT CANCEL
UserID: nbuczeskie
Production

REPORT PARAMETERS	
Service Period – From & To	Provider Type
Fiscal Years	Provider ID
District/Office	Report Format/Version
County	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	*(MM/DD/YYYY)* – The date on which the report was generated.
Service Period	*(MM/YYYY – MM/YYYY)* – The month and year range during which service was rendered and for which the report was generated.
Provider Type	Displays the Provider Type(s) for which the report was generated.
Office	Displays the district/office (CCIS office) for which the report was generated.
Provider ID	Displays the provider ID(s) for which the report was generated.
County	Displays the County or Counties for which the report was generated.

ROWS	
Service Period	Displays the month and year for which the care was provided.
Provider Type	Displays the provider type for each set of provider data.
Provider ID	Displays the provider ID for each set of provider data.
Provider Name	Displays the provider name for each set of provider data.
Total Activity For Invoice	Displays the total payment activity for each invoice.
Provider Total	Displays the total payments of all invoice activity for the provider.
Provider Type Total	Displays the total of all invoice activity for providers classified in provider type.
Service Period Total	Displays the total of all invoice activity for the service period.
Report Total	Displays the total of all invoice activity for the selected service periods.

COLUMNS	
Authorization Date	Displays the date the invoice became authorized for payment.
Invoice ID	Displays the PELICAN-generated invoice identification number.
Initial Invoice Amount	Displays the original invoice amount before deductions, and penalties. (NOTE: Levies are included as a payment to this provider even though they went to a third party.)
Co-pay	Displays the amount of the Initial Invoice Amount that was deducted as a result of co-pay deductions.
Child Support Deduction	Displays the amount of the Initial Invoice Amount that was deducted as a result of child support.
Late Invoice Penalty	Displays 10% of the amount of the Initial Invoice Amount deducted as a result of a provider returning an invoice late.
Intercept	Displays the amount of the Initial Invoice Amount that was intercepted by an alternate payee.
Reissuance	Displays the amounts of underpayments reissued as a result of adjustments to this invoice. (NOTE: This report displays returned payments that resulted in a reissuance.)
Recoupment	Displays the amount of overpayments recouped as a result of invoice adjustments. They will most likely be recouped from invoices related to other service periods.
CareCheck	Displays the amount deducted from the Initial Invoice Amount that is being applied to account for the Provider's CareCheck fee.
Amount	Displays the amount that was paid to the provider after all deductions, penalties, intercepts, recoupments, reissuances, and CareCheck fees.
Payment ID	Displays the PELICAN-generated payment identification number associated with the payment. Please note that payments may be made for multiple service periods. The amount reported may be a portion of the payment amount associated with the ID as PELICAN is only reporting payments that went out as a result of services provided in a specific service period.

RE415 Payment Activity by Service Period Report

Report Generated on 06/17/2011

Service Period: **From** 5/1/2011 **To** 5/1/2011 **Provider Type:** CTR

Office: ALL **Provider ID:** ALL

Counties Selected: Cumberland

Provider Type: Center

Provider ID: 111 6-2

Provider Name: DAYCARE, INC. DAYCARE CENTER

Fiscal Year	Authorization Date	Invoice ID	Initial Invoice Amount	Co-pay	Child Support Deduction	Late Invoice Penalty	Intercept	Reissuance	Recoupment	Care Check	Amount	Payment ID
2011	06/07/2011	26 8	$73,339.84	($6,305.00)							$67,034.84	21 6
	Total of Activity For Invoice										**$67,034.84**	
	Provider Total										**$67,034.84**	

Provider ID: 111 1-1

Provider Name: HARRISBURG. CHILD DEVELOPMENT CTR

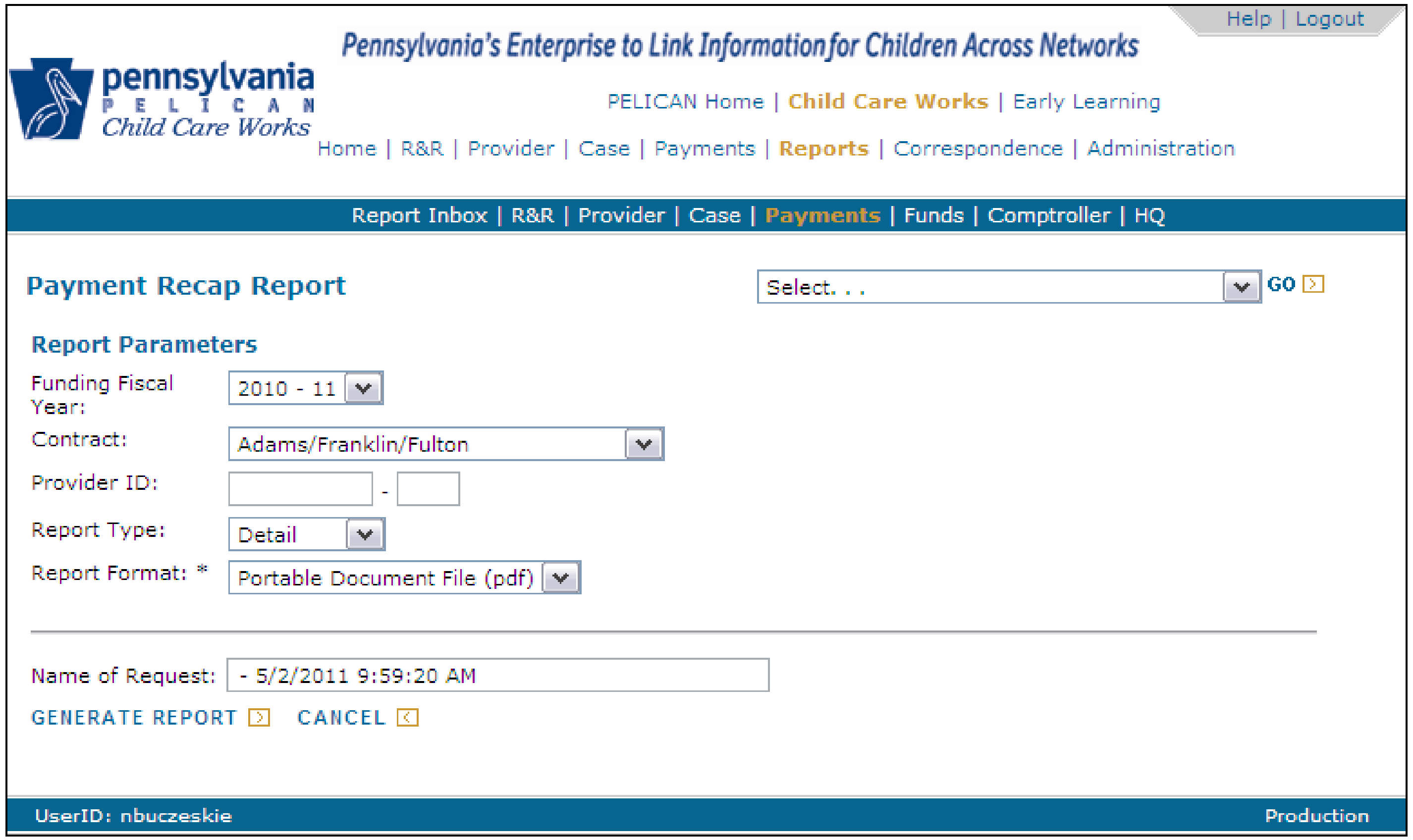
Fiscal Year	Authorization Date	Invoice ID	Initial Invoice Amount	Co-pay	Child Support Deduction	Late Invoice Penalty	Intercept	Reissuance	Recoupment	Care Check	Amount	Payment ID
2011	06/08/2011	26 8	$37,678.34	($3,587.50)							$34,090.84	21 8
	Total of Activity For Invoice										**$34,090.84**	
	Provider Total										**$34,090.84**	

RE415 Payment Activity by Service Period Report Page 1 of 51

[Return to Table of Contents]

600.7.11 RE417 – Payment Recap Report

The *Payment Recap Report (RE417)* is designed for the CCIS and is a listing of all authorized provider invoices and processed provider invoice adjustments broken down by funding program and Provider ID. The report is designed to assist with reconciling payments to providers with the CCIS's year-to-date child care expenditures for all funding programs. "*Summary*" and "*Detail*" versions of this report are available. The "*Detail*" version allows reconciliations at the provider level. The totals on this report will match the totals on the *Paid Invoice Extract Report (RE703)*, which is used for monthly reconciliation.



REPORT PARAMETERS	
Funding Fiscal Year	Report Type
Contract	Report Format/Version
Provider ID	Name of Request

REPORT HEADING	
Title	The title and report number of the report.

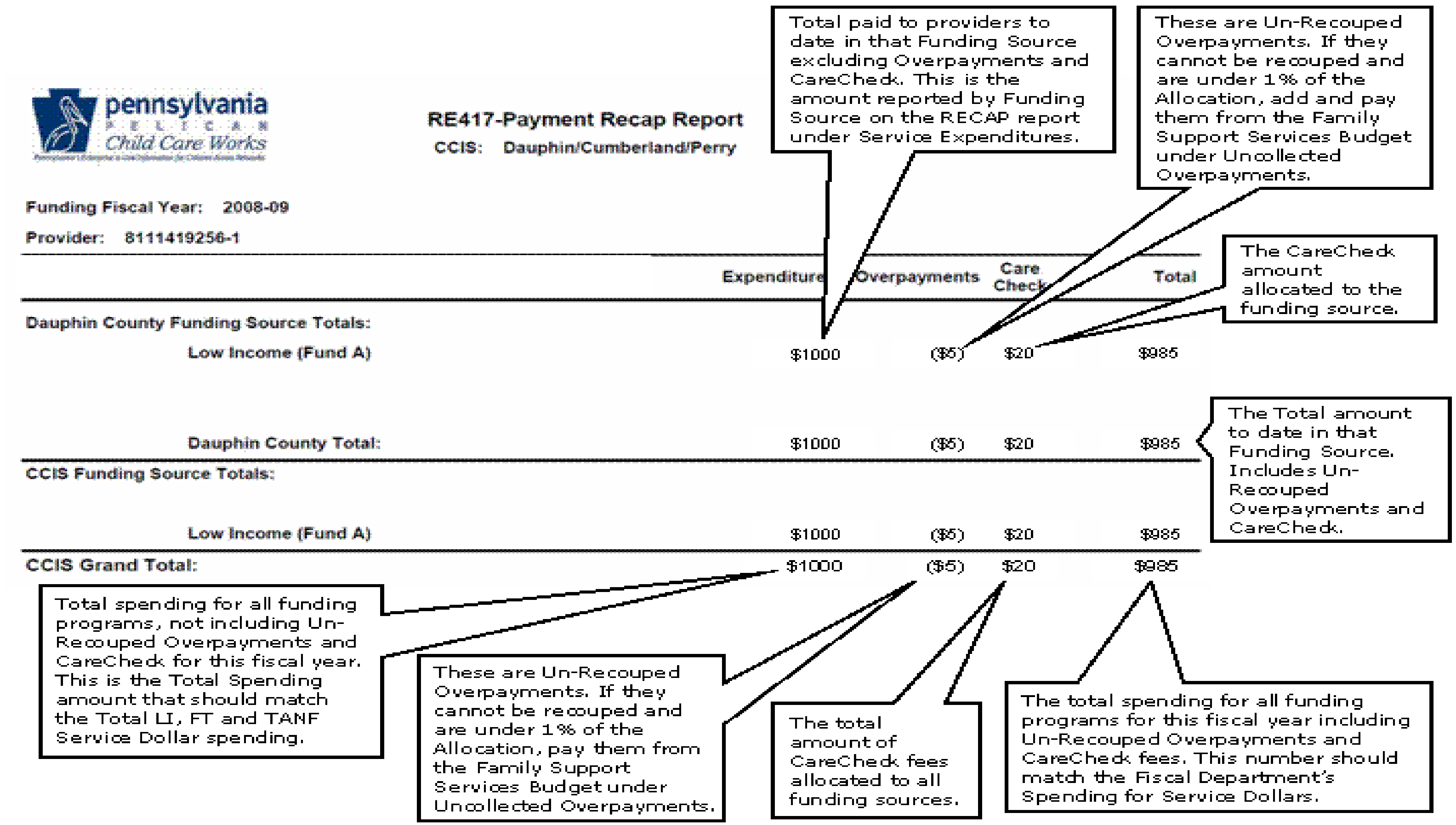
ROWS	
Funding Fiscal Year	Displays the fiscal year the report was generated.
CCIS	Displays the office name for which the report was generated.

<u>Report Design - Detail Version</u>

COLUMNS	
Provider ID	Displays the Provider's ID.
Location Name	Displays the CCIS office for which the report was generated.
Invoice	Displays the invoice number.
Service Period	Displays the Service Period for which the invoice is paying.
Expenditures	Displays the total amount paid for each invoice.
Overpayments	Displays the overpayment amount for each invoice, if any.
CareCheck	The CareCheck amount allocated to the funding source.
Total	Displays the total amount of the invoice.
Total Amount	Displays the total amount of the invoice for Fund, specific County and Contract.

<u>Report Design - Summary Version</u>

COLUMNS	
Expenditures	Displays total amount for each invoice.
Overpayments	Displays the overpayment amount for each invoice, if any.
CareCheck	The CareCheck amount allocated to the funding source.
Total	Displays the total amount for Fund, County and Contract.



pennsylvania PELICAN Child Care Works
RE417-Payment Recap Report
CCIS: Dauphin/Cumberland/Perry
Funding Fiscal Year: 2008-09
Provider: 8111419256-1
Expenditure
Overpayments
Care Check
Total
Dauphin County Funding Source Totals:
Low Income (Fund A) $1000 ($5) $20 $985
Dauphin County Total: $1000 ($5) $20 $985
CCIS Funding Source Totals:
Low Income (Fund A) $1000 ($5) $20 $985
CCIS Grand Total: $1000 ($5) $20 $985
Total paid to providers to date in that Funding Source excluding Overpayments and CareCheck. This is the amount reported by Funding Source on the RECAP report under Service Expenditures.
These are Un-Recouped Overpayments. If they cannot be recouped and are under 1% of the Allocation, add and pay them from the Family Support Services Budget under Uncollected Overpayments.
The CareCheck amount allocated to the funding source.
The Total amount to date in that Funding Source. Includes Un-Recouped Overpayments and CareCheck.
Total spending for all funding programs, not including Un-Recouped Overpayments and CareCheck for this fiscal year. This is the Total Spending amount that should match the Total LI, FT and TANF Service Dollar spending.
These are Un-Recouped Overpayments. If they cannot be recouped and are under 1% of the Allocation, pay them from the Family Support Services Budget under Uncollected Overpayments.
The total amount of CareCheck fees allocated to all funding sources.
The total spending for all funding programs for this fiscal year including Un-Recouped Overpayments and CareCheck fees. This number should match the Fiscal Department's Spending for Service Dollars.

RE417-Payment Recap Report

CCIS: Dauphin/Cumberland/Perry

Funding Fiscal Year: 2010-11

Provider: ALL

	Expenditures	Overpayments	Care Check	Total
Dauphin/Cumberland/Perry				
Cumberland				
Low Income (Fund A) - Regular				
Total Low Income (Fund A) - Regular	$3,205,148.75	$0.00	$275.61	$3,204,873.14
Low Income (Fund A) - Teen Parent				
Total Low Income (Fund A) - Teen Parent	$53,999.99	$0.00	$0.00	$53,999.99
Former TANF (Fund C) - Regular				
Total Former TANF (Fund C) - Regular	$1,052,956.48	$0.00	$184.39	$1,052,772.09
TANF Training - Regular				
Total TANF Training - Regular	$363,344.60	$0.00	$160.00	$363,184.60
TANF Work Support - Training - Regular				
Total TANF Work Support - Training - Regular	$65,254.97	$0.00	$20.00	$65,234.97
TANF Working - Regular				
Total TANF Working - Regular	$191,227.99	$0.00	$44.09	$191,183.90
TANF Work Support - Working - Regular				
Total TANF Work Support - Working - Regular	$15,088.83	$0.00	$0.00	$15,088.83
TANF State MOE - Regular				
Total TANF State MOE - Regular	$112,863.98	$0.00	$75.91	$112,788.07
Food Stamps - Regular				
Total Food Stamps - Regular	$154,756.86	$0.00	$0.00	$154,756.86
Cumberland Total	$5,214,642.45	$0.00	$760.00	$5,213,882.45
Dauphin				
Low Income (Fund A) - Regular				
Total Low Income (Fund A) - Regular	$7,711,893.46	($449.00)	$928.73	$7,711,413.73
Low Income (Fund A) - Teen Parent				
Total Low Income (Fund A) - Teen Parent	$240,576.32	$0.00	$60.00	$240,516.32
General Assistance/Work Support 2 - Regular				
Total General Assistance/Work Support 2 - Regular	$14,366.59	$0.00	$20.00	$14,346.59
Former TANF (Fund C) - Regular				
Total Former TANF (Fund C) - Regular	$4,519,203.82	($805.10)	$696.00	$4,519,312.92
TANF Training - Regular				
Total TANF Training - Regular	$1,471,767.50	$0.00	$533.68	$1,471,233.82
TANF Work Support - Training - Regular				

RE417-Payment Recap Report

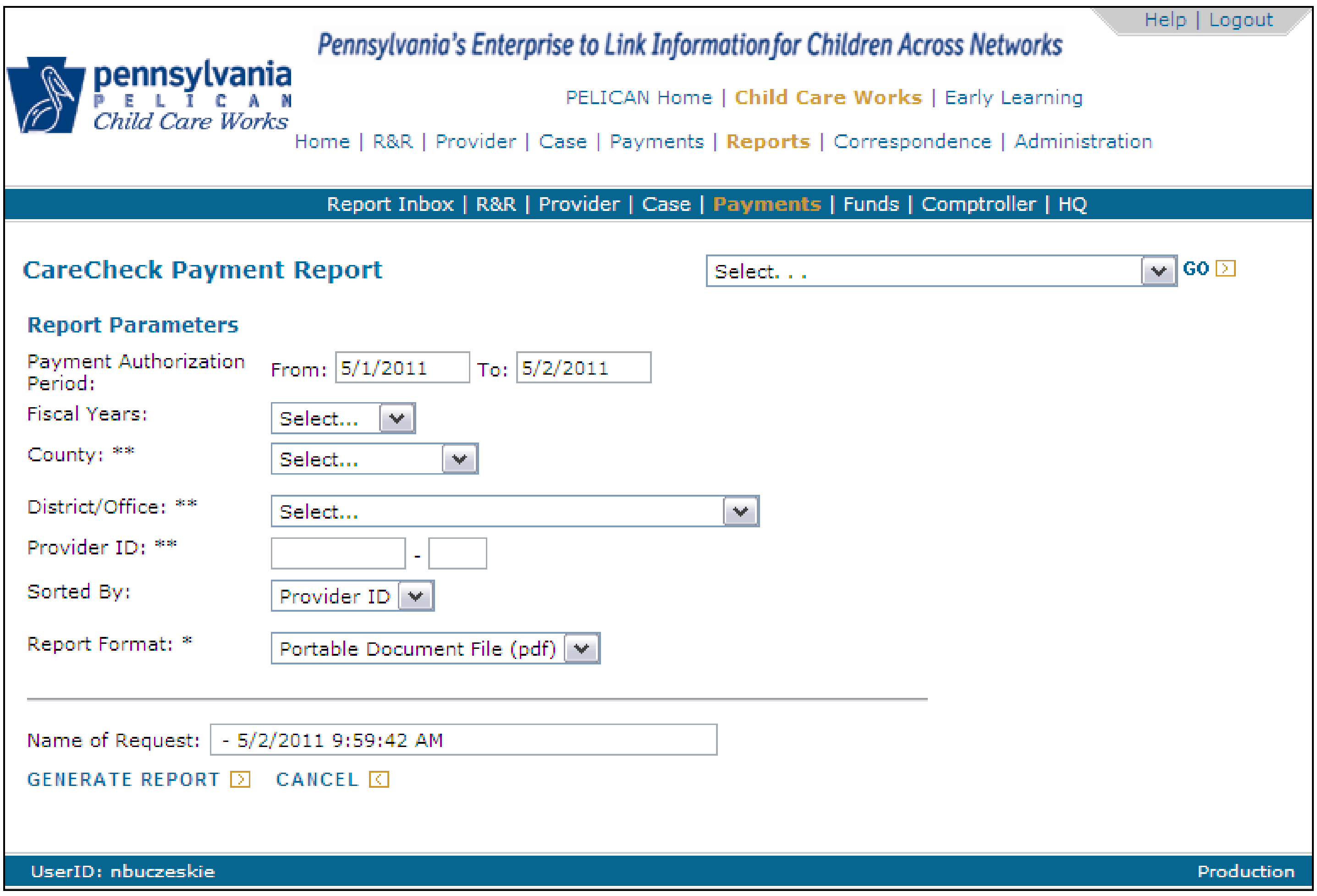
Page 1 of 6

Return to Table of Contents

600.7.12 <u>RE418 – CareCheck Payment Report</u>

The *CareCheck Report (RE418)* allows the CCIS and OCDEL HQ staff to view invoices by specifying "*Authorization Date*" ranges, "*Service Month*" for which the invoice has been generated, "*County*", "*District/Office*" combination or "*Provider ID*". The CCIS is required to specify a valid "*County*" and "*District/Office*" combination to generate the report. The CCIS can sort the report by "*Provider ID*" or "*Local ID*", as well as generate the report in text or pdf format. The *CareCheck Report (RE418)* allows the CCIS to view invoices with their original invoice amount, CareCheck amount, total invoice amount and fee amount to be reversed (where applicable).

The *CareCheck Report (RE418)* lists all invoices with CareCheck recoupments within the specified authorization period and is grouped by "*County*" and "*Office*". The *CareCheck Report (RE418)* also displays the total amounts at the "*County*" and "*Office*" level.



REPORT PARAMETERS	
Payment Authorization Period – From & To	Provider ID
Fiscal Years	Sorted By
County	Report Format/Version
District/Office	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Payment Authorization Period	(MM/DD/YYYY)—Displays the Authorization Period date range as requested on the Report Parameter page.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Office	Displays the district/office (CCIS office) for which the report was generated.
County	Displays the County or Counties for which the report was generated.

ROWS	
Totals for (County)	Displays totals for all amounts in each column for the county.

COLUMNS	
Provider ID	Displays the Provider's Location ID for each provider listed in the report.
Provider Name	Displays the Provider's full name.
Payee ID	Displays whether payment went to the client or the provider.
Local ID	Displays the unique number assigned to the Provider.
Service Period	Displays the month and year during which service was rendered for the invoice.
InHome Care	Displays whether or not the Provider conducts child care in their home.
Recoupment Invoice	Displays the PELICAN-generated invoice identification number associated with the recoupment activity that has taken place for this CareCheck amount. If the CareCheck is split by invoice, it will be listed on separate lines.
Original Invoice Amount	Displays the invoice amount, which does not include the CareCheck fee.
CareCheck Amount	Displays the amount deducted from the Original Invoice Amount for the Provider's CareCheck fee.
CareCheck Amount Reversed	Displays the amount of the CareCheck fee reversed.
Adjusted Invoice Amount	Displays the amount that was paid to the Provider after the CareCheck fee deductions and reversals are calculated into the Original Invoice Amount.

RE418 CareCheck Payment Report
Payment Authorization Period - 6/1/2011 to 6/16/2011
Report Generated on: 06/17/2011
County: Dauphin
Office: CCIS of Dauphin County

Office: CCIS of Dauphin County
County: Dauphin

Fiscal Year: 2011

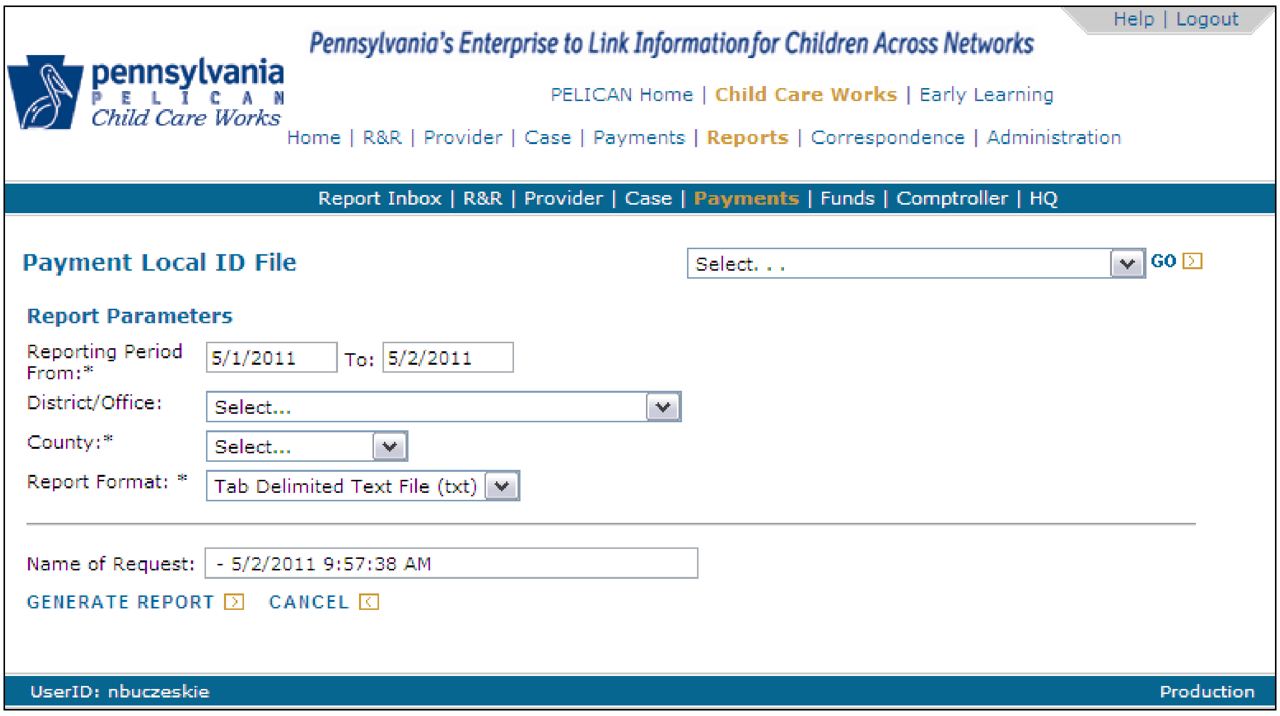
Provider ID	Provider Name	Payee ID	Local ID	Service Period	In-Home Care	Recoupment Invoice	Original Invoice Amount	CareCheck Amount	Adjusted Invoice Amount	CareCheck Fee Reversed
711 6-1	C C -J	711 66-1		March 2011	No	27 1	$76.76	($20.00)	$56.76	$0.00
111 1-1	B W	111 41-1		April 2011	No	27 0	$141.57	($20.00)	$121.57	$0.00
311 1-1	K F	311 01-1		April 2011	No	26 1	$76.50	($20.00)	$56.50	$0.00
611 6-1	P S	611 06-1		April 2011	No	26 3	$156.75	($20.00)	$136.75	$0.00
711 0-1	A G	711 40-1		May 2011	No	27 4	$73.15	($20.00)	$53.15	$0.00
811 3-1	A L	811 33-1		May 2011	No	27 9	$229.90	($20.00)	$209.90	$0.00
811 6-1	P C	811 36-1		May 2011	No	26 1	$104.90	($20.00)	$84.90	$0.00
811 3-1	M H	811 93-1		May 2011	No	27 1	$459.80	($20.00)	$439.80	$0.00
911 3-1	N W	911 53-1		May 2011	No	26 1	$602.08	($20.00)	$582.08	$0.00
Total for CCIS of Dauphin County							**$3,085.00**	**($320.00)**	**$2,765.00**	**$0.00**

RE418 CareCheck Payment Report — Page 1 of 1

Return to Table of Contents

600.7.13 RE702 – Payment Local ID Report

The *Payment Local ID Report (RE702)* can be used for reconciliation after invoicing or as an extract that can be used with the CCIS's fiscal/check writing software to avoid manual entry. The *Payment Local ID Report (RE702)* is generated in a tab-delimited format which can be opened easily using Microsoft Excel. Once in Excel, the CCIS can sort and total the report as needed, merge the file into their fiscal/check writing software or use it to create vouchers to submit to their fiscal department.



REPORT PARAMETERS	
Reporting Period – From & To	Report Format/Version
District/Office	Name of Request
County	

- Report Heading – N/A
- Rows – N/A

COLUMNS	
CDE_COUNTY	Displays the CCIS County Code.
IDN_OFFICE	Displays the CCIS Office Code.
IDN_LOCAL_LOC	Displays the Local ID if one was entered by this CCIS office. (This could be the CAMIS ID or the CCIS Vender ID.)
CDE_TYPE_PAYEE	Displays the Payee Type (either Provider – PRV or Client – CLT).
IDN_PAYEE	Displays the Payee ID (For Clients – the Co/Record number; For Providers – the Provider ID).
IDN_PMT	Displays the Payment ID (which is listed on the Payment Summary).
LE_AMOUNT	Displays the Legal Entity payment amount after the CareCheck fees have been applied.
LE_1099 AMOUNT	Displays the Legal Entity payment before CareCheck fees have been applied.
LE_CARECHECK	Includes the CareCheck fees as they apply to the Legal Entity.
NAM_PAYEE_1	Displays the Payee Name.
CDE_TYPE_ TAX	Displays the type of Tax ID the payee possesses: – for FEIN or S for SSN or None – blank space.

COLUMNS	
IDN_TAX	Displays the Payee's tax number, either SSN or FEIN.
ADR_LINE_1	Displays Address Line 1 of the payment address. For a provider payee, PELICAN looks for this address based on where the CCIS sets the Payee Level, either the provider's legal entity information or location information. If a payment address is entered, PELICAN uses this address. If no payment address is entered it will use the provider's physical address. For client payees, PELICAN uses the client address.
ADR_LINE_2	Displays Address Line 2 of the payment address. For a provider payee, PELICAN looks for this address based on where the CCIS sets the Payee Level, either the provider's legal entity information or location information. If a payment address is entered, PELICAN uses this address. If no payment address is entered it will use the provider's physical address. For client payees, PELICAN uses the client address.
ADR_LINE_3	Displays Address Line 3 of the payment address. For a provider payee, PELICAN looks for this address based on where the CCIS sets the Payee Level, either the provider's legal entity information or location information. If a payment address is entered PELICAN uses this address. If no payment address is entered it will use the provider's physical address. For client payees, PELICAN uses the client address.
ADR_CITY	Displays the city of the payment address. For a provider payee, PELICAN looks for this address based on where the CCIS sets the Payee Level, either the provider's legal entity information or location information. If a payment address is entered PELICAN uses this address. If no payment address is entered it will use the provider's physical address. For client payees, PELICAN uses the client address.
ADR_STATE	Displays the state of the payment address. For a provider payee, PELICAN looks for this address based on where the CCIS sets the Payee Level, either the provider's legal entity information or location information. If a payment address is entered PELICAN uses this address. If no payment address is entered it will use the provider's physical address. For client payees, PELICAN uses the client address.
ADR_ZIP_ MAIN	Displays the zip code of the payment address. For a provider payee, PELICAN looks for this address based on where the CCIS sets the Payee Level, either the provider's legal entity information or location information. If a payment address is entered PELICAN uses this address. If no payment address is entered it will use the provider's physical address. For client payees, PELICAN uses the client address.
ADR_ZIP_ EXTN	Displays the zip code extension of the payment address. For a provider payee, PELICAN looks for this address based on where the CCIS sets the Payee Level, either the provider's legal entity information or location information. If a payment address is entered PELICAN uses this address. If no payment address is entered it will use the provider's physical address. For client payees, PELICAN uses the client address.
DTE_REQSTD_PMT	Displays the invoice was changed to Payment Requested (The day the invoice was authorized).
IDN_ENT_LEGAL_PROV	Legal Entity ID for the provider.
IDN_LOC_PROVR	Service Location ID for the provider.
LOC_AMOUNT	Displays the amount after CareCheck fees have been applied.
LOC_1099_AMOUNT	Displays the amount before CareCheck fees have been applied.
LOC_CARECHECK	Includes the CareCheck fees as they apply to the level of care.
AMT_PMT	Displays the bottom line amount of the payment. This would be the payment from the invoice minus any deductions for late invoice penalties, advance payments and recoupments.

RE702_1444384[1].txt - Notepad

File Edit Format View Help

```
CDE_COUNTY IDN_OFFICE IDN_LOCAL_LOC  CDE_TYPE_PAYEE   IDN_PAYEE     IDN_PMT LE_AMOUNT          LE_1099_AMOUNT
22   22    PRV        111      95-1   21    45 98.86    98.86    0     D        W               S          21   4   2
22   22    PRV        111      66-1   21    46 1817.20 1817.20 0     J    V. C                              F
22   22    PRV        111      10-1   21    47 427.78  427.78  0     D      M. S                           F
22   22    PRV        111      72-1   21    48 183.54  183.54  0     L        D                S          16 5   68
22   22    PRV        111      35-1   21    49 401.84  401.84  0     M      A. T                           S
22   22    PRV        111      90-1   21    50 400.40  400.40  0     G      C. S                           S
22   22    PRV        111      85-1   21    51 517.68  517.68  0     M     A        - F                    S
22   22    PRV        111      84-1   21    52 269.52  269.52  0     W      D. M                           S
22   22    PRV        111      34-1   21    53 450.18  450.18  0     K     R. M                            S
22   22    PRV        111      86-1   21    54 754.72  754.72  0     G      B                  S          19   8   4
22   22    PRV        111      51-1   21    55 4335.40 4335.40 0                        CHILDCARE PROGRAM LLC
22   22    PRV        111      22-1   21    56 162     162     0     T     G                   S          19 6 9 2
22   22    PRV        111      41-1   21    57 493.20  513.20  20    B         W                          S
22   22    PRV        211      01-38  21    58 93      93      0           LEARNING COMMUNITIES INC
22   22    PRV        211      25-1   21    59 30606.99 30606.99 0 P                                          O
22   22    PRV        211      11-1   21    60 1002.56 1002.56 0     J     I. S                            S
22   22    PRV        211      32-1   21    61 611.90  611.90  0     M     O    -R                         S
22   22    PRV        211      31-1   21    62 249.62  249.62  0     J     H                               S
22   22    PRV        311      54-1   21    70 3097.20 3097.20 0                    CHILD CARE ASSOCIATION
22   22    PRV        311      15-1   21    71 520.41  520.41  0     S       D                 S          20 4 1 0
22   22    PRV        311      51-1   21    72 114.95  114.95  0     H         M                          S
22   22    PRV        311      54-1   21    73 242.95  242.95  0     M      D. Y                           S
22   22    PRV        311      96-1   21    74 16225.30 16225.30     0                                 CHILDCARE
22   22    PRV        311      96-2   21    75 11689.08 11689.08     0       K                         CHILDCARE
```

Return to Table of Contents

600.7.13.1 Using for Check Generation

The *Payment Local ID Report (RE702)* includes any payments with a "*Payment Requested Date*" between the "*Reporting Period From Date*" and one day prior to the "*Reporting Period To Date*". For instance, if the CCIS enters a "*Reporting Period From Date*" of 11/01/2004 and a "*Reporting Period To Date*" of 11/16/2004, the *Payment Local ID Report (RE702)* will include all of the invoices with a "*Payment Requested Date*" that is after (or equal to) 11/01/2004 and before (or equal to) 11/15/2004.

The following examples are for a CCIS that has two monthly check runs that are based on the *Payment Local ID Report (RE702).* One regular check run that issues checks for invoices received on time and processed between the first of the month and the fifteenth of the month. A second check run at the end of the month for late invoices and adjustments processed on the sixteenth of the month to the last day of the month.

NOTE: The "*Reporting Period To Date*" is set to one day after the date of the latest payments that should be included in the check run.

	Reporting Period		*Description*
	FROM	*TO*	
Regular for On-Time Invoices (on 11/16)	11/01/04	11/16/04	Any payments processed in the batch before 11:59 PM on 11/15 will be included in the file.
Adjustment and Late Invoices (on 12/1)	11/16/04	12/01/04	Any payments processed in the batch after 11:59 PM on 11/15 will be included in the file.

A CCIS could also use the *Payment Local ID Report (RE702)*, once it is imported to Excel, in a Microsoft Word mail merge to create vouchers for their fiscal department.

For additional information regarding opening a delimited file using EXCEL, see **Manual Section "600.9.5 – Opening a Delimited File Using EXCEL".**

Return to Table of Contents

600.7.13.2 Using for Reconciliation

To use this report for reconciliation, request the report from the first day the CCIS authorized invoices for the period to the day following the last day (for example 10/1/04 – 11/1/04). Once generated, the report can be imported to Excel, sorted and totaled so the CCIS can compare PELICAN CCW payment totals to the CCIS's fiscal department totals.

TIP: The CCIS may want to format column S (AMT_PMT) so the data displays as currency. Select the column by clicking on the column header S, then click the "*Currency*" button on the "*Formatting*" toolbar.

If the CCIS needs assistance merging this software into the CCIS's fiscal/check-writing software, please contact the CCIS computer Specialist for the CCIS's office or the vender for the CCIS's particular fiscal/check-writing software.

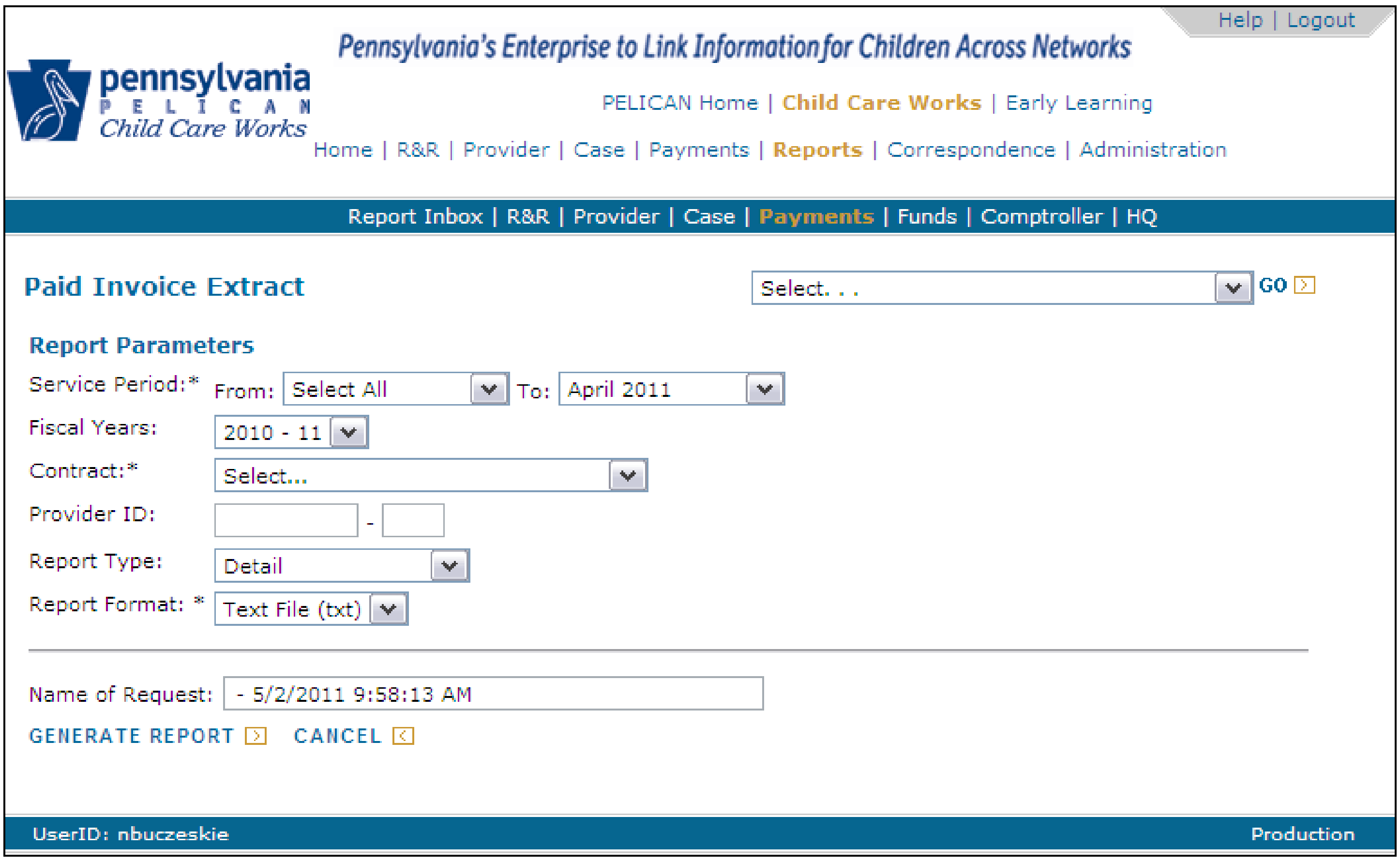
IMPORTANT: When using the *Payment Local ID Report (RE702)*, PELICAN CCW will use the "*Reporting Period From Date*" and the "*Reporting Period To Date*" to determine which payments to show on the report. Any invoice whose status was changed to "*Payment Requested*" between the "*Reporting Period From Date*" and the day before the "*Reporting Period To Date*", will show on the report. If the CCIS's office uses the *Payment Local ID Report (RE702)* to generate payment information for more than one check run per month, the CCIS will generate the report for overlapping days.

EXAMPLE: If the CCIS generates the report for 11/1/2004 to 11/10/2004, the CCIS will get any invoices that changed to "*Payment Requested*" between 11/1/2004 and 11/9/2004. The second run should not include any days between November 1st and 9th. It should be run for 11/10/2004 to 11/20/2004. If the CCIS wants to see all invoices for the entire month, run the report from the 1st of the month to the 1st of the following month (i.e. 11/1/2004 to 12/1/2004).

Return to Table of Contents

600.7.14 RE703 – Paid Invoice Extract Report

The *Paid Invoice Extract Report (RE703)* is a listing of all authorized invoices and adjustments broken down by “*Funding Program*” and “*Provider ID*”. The purpose of the *Paid Invoice Extract Report (RE703)* is to help the CCIS reconcile the CCIS’s payments both with amount spent year to date as well as down to a funding program level.



REPORT PARAMETERS	
Service Period – From & To	Report Type
Fiscal Years	Report Format/Version
Contract	Name of Request
Provider ID	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Time	Displays the time the report was generated.
Office	Displays the district/office (CCIS office) for which the report was generated.
County	Displays the County or Counties for which the report was generated.

- Rows – N/A

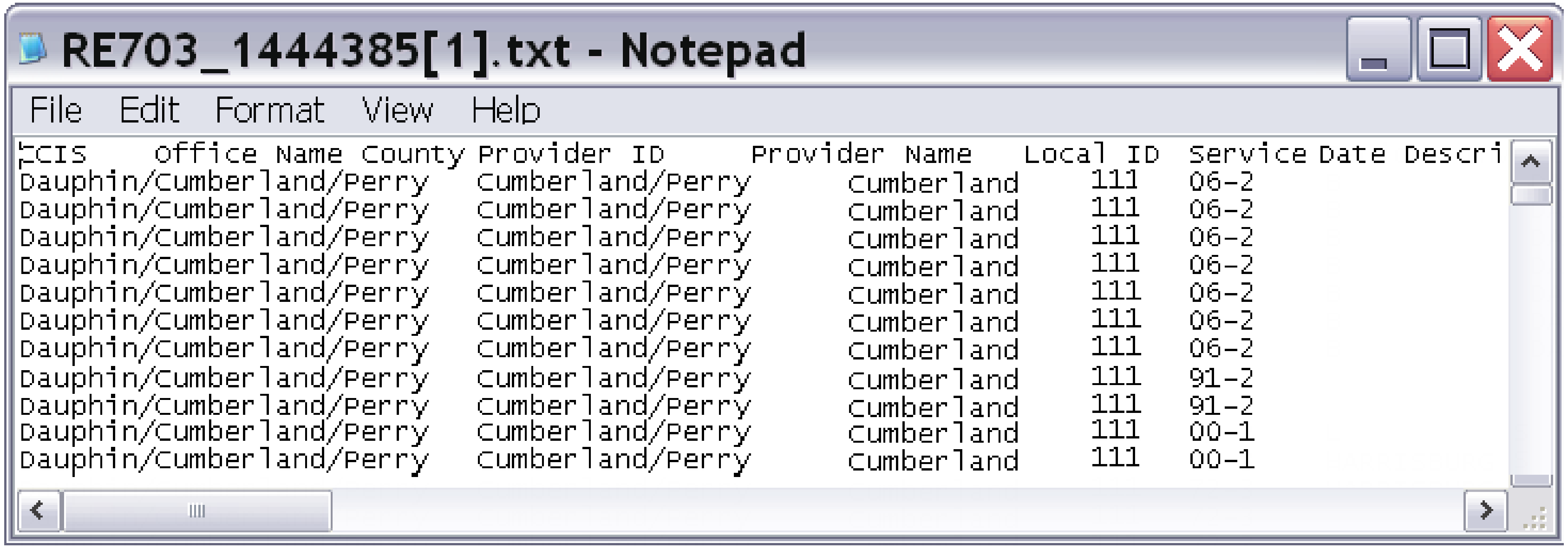
COLUMNS	
CCIS	CCIS Name.
Office Name	The Office Name.
County	County Name.
Provider ID	Provider ID.
Provider Name	The Legal Entity Name associated with the invoice.
Local ID	The Local ID assigned to the case (if the CCIS did not assign Local IDs, no number will display).
Service Period	Service Period for which the invoice is paid (listed only on the Detail report).
Invoice	Invoice ID which includes CareCheck fee (listed only on the Detail report).
Authorized Date	The date the Invoice or Adjustment was authorized (listed only on the Detail report).
Description	Identifies whether this entry is a single invoice total or the total of all payments for that location.
Fund A Regular	Amount of the invoice, after CareCheck fees are applied, which was paid from Fund A Regular funding.
Fund A Teen	Amount of the invoice, after CareCheck fees are applied, which was paid from Fund A Teen funding.
Fund C Regular	Amount of the invoice, after CareCheck fees are applied, which was paid from Fund C Regular funding.
TANF Training	Amount of the invoice, after CareCheck fees are applied, which was paid from TANF Training funding.
TANF Work Support – Training	Amount of the invoice, after CareCheck fees are applied, which was paid from TANF Work Support funding. (<u>NOTE:</u> This funding program is no longer used.)
TANF Working	Amount of the invoice, after CareCheck fees are applied, which was paid from TANF Working funding.
TANF Work Support – Working	Amount of the invoice, after CareCheck fees are applied, which was paid from TANF Work Support – Working funding. (<u>NOTE:</u> This funding program is no longer used.)
TANF State MOE	Amount of the invoice, after CareCheck fees are applied, which was paid from TANF State MOE funding.
Food Stamps	Amount of the invoice, after CareCheck fees are applied, which was paid from Food Stamps funding.
GA/WS2	Amount of the invoice, after CareCheck fees are applied, which was paid from General Assistance/Work Support funding.
Total Amount	Total amount of the invoice, after CareCheck fees are applied, combining all funding programs listed on the Paid Invoice Extract.

COLUMNS *(Cont'd)*	
(1099) Fund A Regular	Amount of the invoice which was paid from Fund A Regular funding before CareCheck fees have been applied.
(1099) Fund A Teen	Amount of the invoice which was paid from Fund A Teen funding before CareCheck fees have been applied.
(1099) Fund C Regular	Amount of the invoice which was paid from Fund C Regular funding before CareCheck fees have been applied.
(1099) TANF Training	Amount of the invoice which was paid from TANF Training funding before CareCheck fees have been applied.
(1099) TANF Work Support – Training	Amount of the invoice which was paid from TANF Work Support – Training funding before CareCheck fees have been applied. (NOTE: This funding program is no longer used.)
(1099) TANF Working	Amount of the invoice which was paid from TANF Working funding before CareCheck fees have been applied.
(1099) TANF Work Support – Working	Amount of the invoice which was paid from TANF Work Support – Working funding before CareCheck fees have been applied. (NOTE: This funding program is no longer used.)
(1099) TANF State MOE	Amount of the invoice which was paid from TANF State MOE funding before CareCheck fees have been applied.
(1099) Food Stamps	Amount of the invoice which was paid from Food Stamps funding before CareCheck fees have been applied.
(1099) GA/WS2	Amount of the invoice which was paid from General Assistance/Work Support2 funding before CareCheck fees have been applied.
Total (1099) Amount	Total amount of the invoice combining all 1099 funding sources after CareCheck fees have been applied.
Remaining Fund A Regular	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program.
Remaining Fund A Teen	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program.
Remaining Fund C Regular	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program.
Remaining TANF Training	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program.

COLUMNS *(Cont'd)*	
Remaining TANF Work Support – Training	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program. (NOTE: This funding program is no longer used.)
Remaining TANF Working	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program.
Remaining TANF Work Support – Working	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program. (NOTE: This funding program is no longer used.)
Remaining TANF State MOE	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program.
Remaining Food Stamps	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program.
Remaining GA/WS2	Outstanding amount in this funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program.
Remaining Total Amount	Total outstanding amount in each funding program waiting to be recouped after CareCheck fees have been applied. This amount must be deducted from the appropriate Funding Program.
County & CCIS Totals by Funding Program	Totals for each County and CCIS by Funding Program are listed at the end of each County's report.

YTD Page Design and Process:

- YTD Payments Pages: The functionality provided by the YTD payment pages allows for on the spot identification and processing of adjustments at the time the CCIS is processing payments.
- The Standard search options on the YTD Summary are funding source, funding program and SFY. HQ has the additional search option of CCIS name and both HQ and joinders have the option to search by County.
- The results of the search will show the total YTD Payments and total outstanding balances for the selected parameters.
- The YTD hyperlink moves the CCIS to the YTD payment Detail Page to view all payments for all providers to date.
- The Outstanding Balance Hyperlink returns only those providers with an outstanding balance.




```
CCIS      Office Name County Provider ID      Provider Name    Local ID  Service Date Descri
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    06-2
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    06-2
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    06-2
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    06-2
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    06-2
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    06-2
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    06-2
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    91-2
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    91-2
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    00-1
Dauphin/Cumberland/Perry   Cumberland/Perry       Cumberland      111    00-1
```

Return to Table of Contents

600.7.14.1 Monthly Reconciliation

The *Paid Invoice Extract Report (RE703)* includes all Invoices and Adjustments authorized by the CCIS which should have a corresponding payment and/or recoupment from the CCIS's fiscal department. The original invoice is listed on the first line for each provider. Any adjustments, positive or negative, to that original invoice are listed on subsequent lines. The *Paid Invoice Extract Report (RE703)* lists a total by Fund A, and any Fund A Set-Asides, by Fund C, and then a total of all funding programs. The "*Invoice ID*" and "*Authorization Date*" are listed to help the CCIS find the payment in the CCIS's fiscal department. The *Paid Invoice Extract Report (RE703)* shows the funding source amounts before CareCheck (1099) and after CareCheck. The *Paid Invoice Extract Report (RE703)* also has "*Remaining Amounts*" which shows the amounts remaining in the funding source after CareCheck. If there is a positive adjustment in the "*Balance Remaining*" column, it is because the CCIS recorded the adjustment instead of authorizing it for payment. The status should be changed from "*Recorded*" to "*Authorized*" and a payment sent to the provider. The CCIS should not use any "*Recorded Option*". For negative adjustments, this is the amount waiting to be recouped from the provider. A CCIS should make every effort to recoup any negative amount listed in the "*Remaining Balance*" column. This is especially important since the Comptroller's office has recouped those dollars from the CCIS by subtracting it from the CCIS's monthly payment. When reconciling the CCIS's year to date figures, run the "*Summary*" version of the report beginning with the July service period through the last service period for which the CCIS has made payment. The *Paid Invoice Extract Report (RE703)* should give the CCIS a year to date total that will allow the CCIS to reconcile against the CCIS's fiscal department. The CCIS's fiscal records should match the "*Total Amount*" column plus any dollar amounts listed in the "*Remaining Balance*" column. If it does not, further reconciliation down to a provider level by service period can be done by running the "*Detail*" version of the report.

Return to Table of Contents

600.7.14.2 Year-End Reconciliation

In order to make the CCIS's "*Year End Reconciliation*" go smoothly, the CCIS should use this report to reconcile against the CCIS's fiscal records on a monthly basis. For "*Year End Reconciliations*", the "*Total Amount*" column on the report should match what the CCIS service payments are from the Department for the fiscal year. The "*Total Amount*" plus the "*Remaining Balance*" should equal what the CCIS paid out to providers for the fiscal year. OCDEL will tell the CCIS how to report the CCISs expenditures and account for the CCIS's losses from the "*Remaining Balance*" column in their Year End Instructions.

Return to Table of Contents

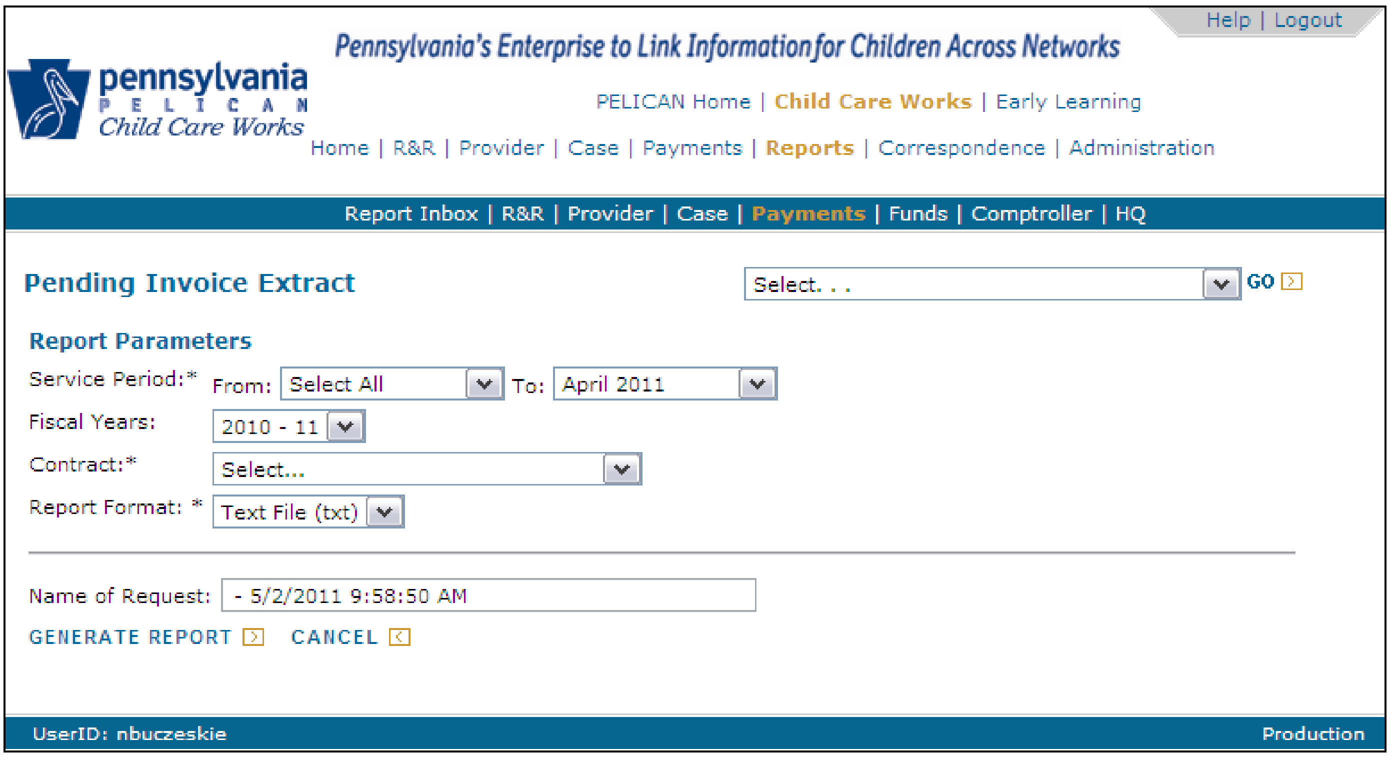
600.7.15 RE704 – Pending Invoice Extract Report

The *Pending Invoice Extract Report (RE704)*, is used to identify any outstanding adjustments. The *Pending Invoice Extract Report (RE704)* allows the viewer to see all pending statuses at once. The *Pending Invoice Extract Report (RE704)* should be used to help maintain an accurate invoicing process throughout the FY and to clean up the CCIS's data in preparation for fiscal reconciliation. The *Pending Invoice Extract Report (RE704)* includes Outstanding Invoices and Pending Adjustments that have not been authorized or approved by the CCIS.

The *Pending Invoice Extract Report (RE704)*includes provider invoices in statuses of "*Need Invoice*", "*Have Invoice*", "*Calculated*" or "*Authorized" status*, as well as adjustments in "*Pending*" status within a CCIS. The *Pending Invoice Extract Report (RE704)* can be generated monthly to determine outstanding statuses. Any invoice in "*Need Invoice*" status that is more than 60 days old should be deleted.

To delete the invoice, the CCIS must first end or suspend all enrollments. A 60 day window does not exist for May and June due to the end of the fiscal year and recap. May and June invoices are due by July 31, of each FY. Enter a case comment for those cases that have been suspended. When the invoice total equals "0" the correspondence can be deleted using the Delete Invoice functionality. For invoices in Have Invoice to Calculated as well as Pending Adjustment status, the CCIS should research the invoice and process them. For year-end reporting the CCIS will need to make sure there are no outstanding invoices. The invoices should all be either paid or the enrollment should be suspended or closed (whichever is appropriate) and the invoice deleted. Failure to correct those invoices prior to submitting the recap will require a new recap report once the invoices are processed.

NOTE: This report is generated in a text format. The CCIS must import the data into an Excel spreadsheet to view the information.



REPORT PARAMETERS	
Service Period – From & To	Report Format/Version
Fiscal Years	Name of Request
Contract	

- Report Heading – N/A

- Rows – N/A

COLUMNS	
CDE CCIS	Displays the CCIS Number.
IDN_OFFICE	Displays the CCIS Office Code (County) where the CCIS is located.
CDE_COUNTY	Displays the CCIS County Code.
Provider ID	Displays the Provider ID.
Service Period	Displays the Service Period the Invoice is paying for.
IND INV	Displays the Invoice ID.
Row Description	Identifies what the row is.
Status Desc	Displays the current status of the adjustment or invoice.
Status Date	Displays the date the status of the invoice was changed.
Fund A Reg	Includes the amount of the invoice/adjustment which will be paid or deducted from Fund A – Regular funding.
Fund A Teen	Displays the amount of the invoice/adjustment which will be paid or deducted from Fund A – Teen funding.
Fund A Summer	Displays the amount of the invoice/adjustment which will be paid or deducted from Fund A – Summer Only funding.
Fund C Reg	Displays the amount of the invoice/adjustment which will be paid or deducted from Fund C Regular funding.
Total Amount	Displays the total amount of the invoice combining Fund A – Regular, Fund A – Teen Parent, Fund A – Summer Only and Fund C.
County & CCIS Totals by Funding Program	Totals for each County and CCIS by Funding Program are listed at the end of each County's report.

RE704_1444387[1].txt - Notepad

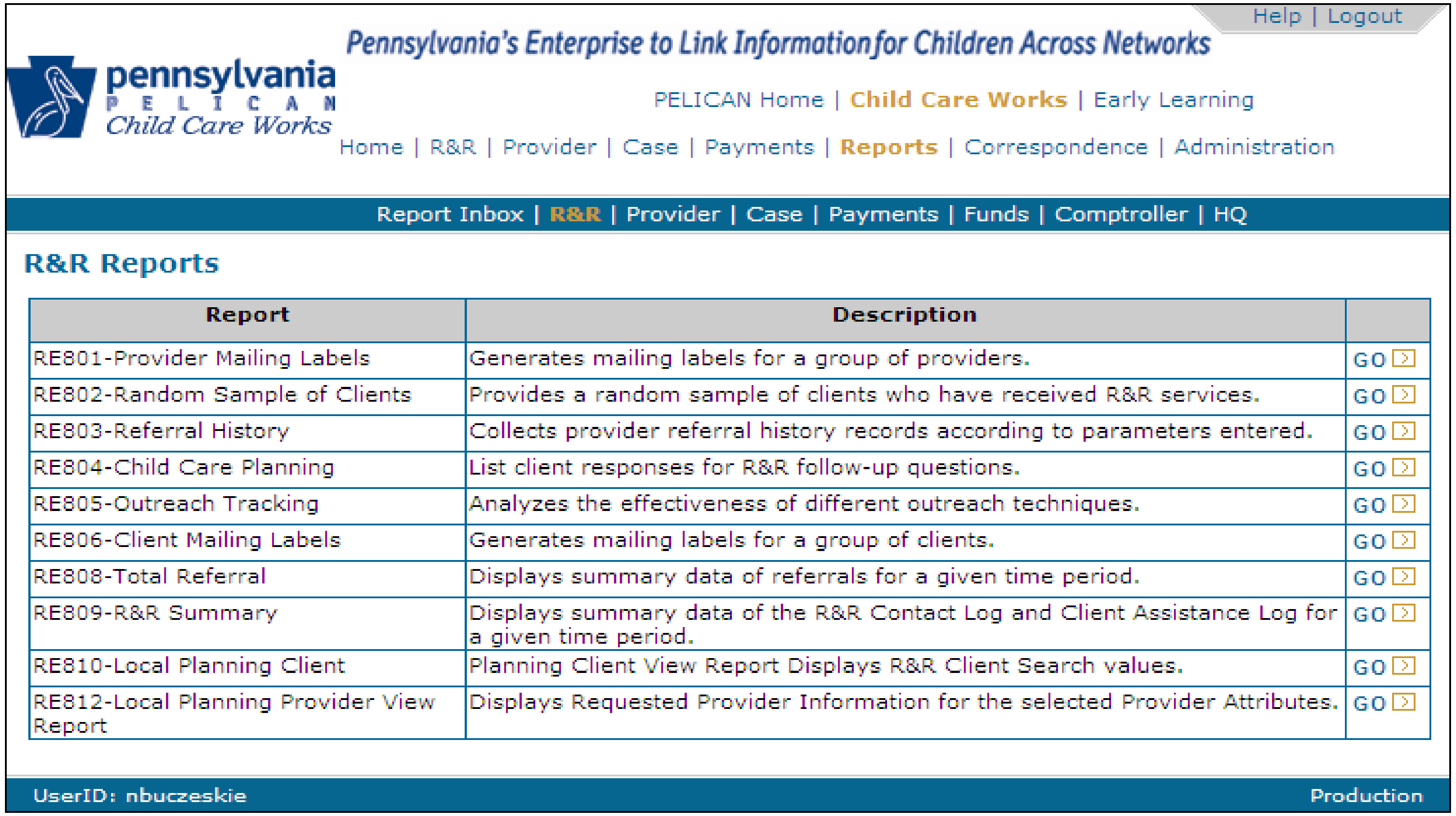
File Edit Format View Help

```
CDE_CCIS IDN_OFFICE CDE_COUNTY     PROVIDER_ID  SERVICE_PERIOD  IDN_INV Row_Description STATUS_DESC
22  21  21  111  35-1   05/01/2011  26  9 Adjustment       Pending 06/14/2011       90.20   0
22  21  21  311  50-1   04/01/2011  26  1 Invoice Need Invoice - Paper     04/23/2011      356.04
22  21  21  311  50-1   05/01/2011  26  6 Invoice Need Invoice - Paper     05/24/2011      346.32
22  21  21  311  11-1   05/01/2011  26  7 Adjustment       Pending 06/08/2011      178.60  0
22  21  21  411  92-43  05/01/2011  26  4 Adjustment       Pending 06/10/2011      0       0
22  21  21  511  73-1   05/01/2011  26  8 Adjustment       Pending 06/10/2011      0       0
22  21  21  611  22-12  05/01/2011  26  0 Invoice Need Invoice - Paper     05/24/2011      10478.7
22  21  21  611  31-7   05/01/2011  27  0 Invoice Need Invoice - Paper     06/10/2011      371.10
22  21  21  611  71-2   05/01/2011  26  3 Adjustment       Pending 06/08/2011      432.60  0
22  21  21  811  43-1   05/01/2011  26  4 Invoice Need Invoice - Paper     05/24/2011      0
22  21  21  911  61-1   05/01/2011  26  2 Invoice Need Invoice - Paper     05/24/2011      165.44
22  22  22  611  41-1   05/01/2011  26  3 Invoice Need Invoice - Paper     05/24/2011      44.72
22  22  22  611  63-1   05/01/2011  26  2 Invoice Need Invoice - Paper     05/24/2011      81.72
22  22  22  611  24-1   04/01/2011  26  6 Invoice Need Invoice - Paper     04/23/2011      303.90
22  22  22  611  86-1   05/01/2011  26  9 Invoice Need Invoice - Paper     05/24/2011      0
22  22  22  711  95-2   04/01/2011  26  0 Adjustment       Pending 06/14/2011      118.32  0
22  22  22  711  95-2   05/01/2011  26  3 Adjustment       Pending 06/14/2011      315.52  0
22  22  22  711  95-3   05/01/2011  26  5 Adjustment       Pending 06/14/2011      41.80   0
22  22  22  711  22-4   05/01/2011  26  5 Adjustment       Pending 06/10/2011      397.10  0
22  22  22  711  22-5   05/01/2011  26  4 Adjustment       Pending 06/07/2011      179.20  0
22  22  22  711  06-1   04/01/2011  26  3 Adjustment       Pending 05/31/2011      0       0
22  22  22  711  02-1   05/01/2011  26  3 Adjustment       Pending 06/07/2011      180     0
22  22  22  711  14-1   05/01/2011  26  5 Invoice Need Invoice - Paper     05/24/2011      0
22  22  22  811  02-1   04/01/2011  26  7 Adjustment       Pending 06/08/2011      0       0
```

Return to Table of Contents

600.8 R&R

The R&R Subsystem consists of R&R client and provider data. The following screen shot displays the *R&R Reports* page in PELICAN CCW, which lists the reports available under the R&R subsystem.


Help | Logout

Pennsylvania's Enterprise to Link Information for Children Across Networks

pennsylvania PELICAN Child Care Works

PELICAN Home | Child Care Works | Early Learning

Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration

Report Inbox | R&R | Provider | Case | Payments | Funds | Comptroller | HQ

R&R Reports

Report	Description	
RE801-Provider Mailing Labels	Generates mailing labels for a group of providers.	GO
RE802-Random Sample of Clients	Provides a random sample of clients who have received R&R services.	GO
RE803-Referral History	Collects provider referral history records according to parameters entered.	GO
RE804-Child Care Planning	List client responses for R&R follow-up questions.	GO
RE805-Outreach Tracking	Analyzes the effectiveness of different outreach techniques.	GO
RE806-Client Mailing Labels	Generates mailing labels for a group of clients.	GO
RE808-Total Referral	Displays summary data of referrals for a given time period.	GO
RE809-R&R Summary	Displays summary data of the R&R Contact Log and Client Assistance Log for a given time period.	GO
RE810-Local Planning Client	Planning Client View Report Displays R&R Client Search values.	GO
RE812-Local Planning Provider View Report	Displays Requested Provider Information for the selected Provider Attributes.	GO

UserID: nbuczeskie Production

Return to Table of Contents

600.8.1 RE802 – Random Sample of Clients Report

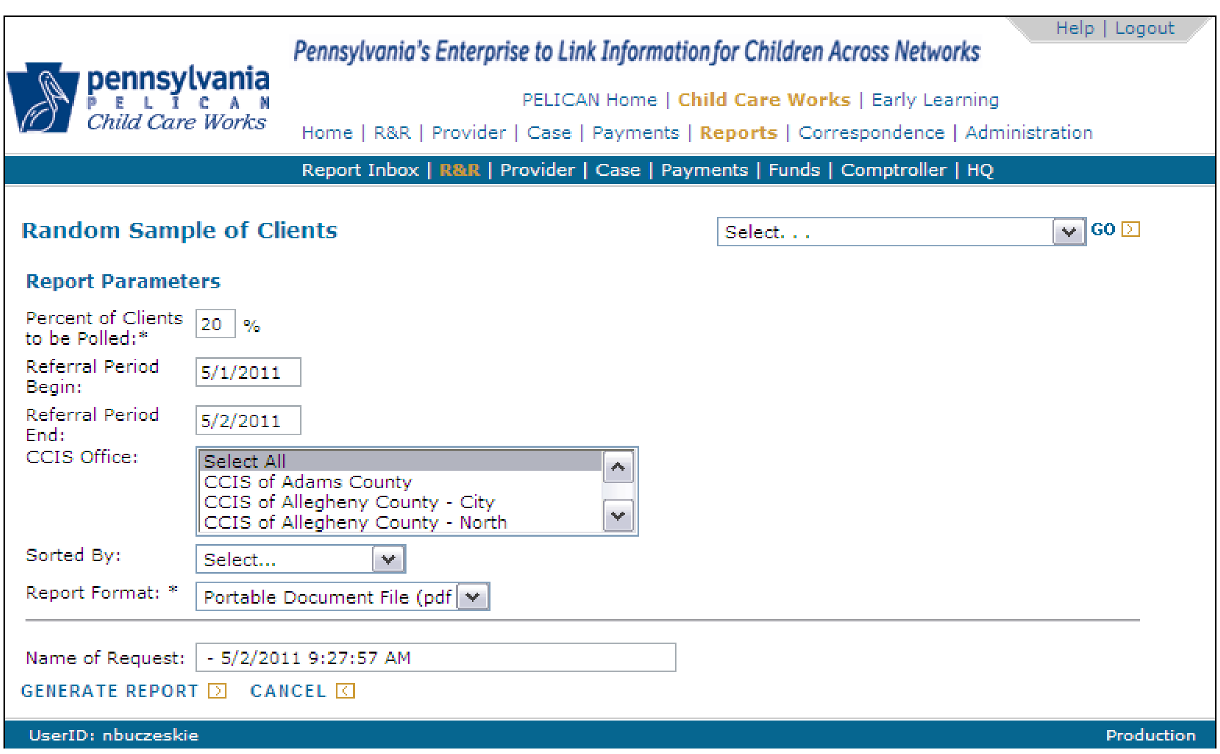
The purpose of the *Random Sample of Clients Report (RE802)* is to provide a random sample of clients who have received R&R services during the selected period. The *Random Sample of Clients Report (RE802)* will extract requested data from the R&R client data and can be filtered by CCIS "*Office*". The "*Percent of Clients to be Polled*" and "*Referral Period*" can be specified in the report parameters. Sort options include "*Co/Record Number*", "*Name*", "*Office*" and "*Referral Date*". The following bullet points provide explanation regarding the scenarios in which R&R referrals cause that client to show in the results of the *Random Sample of Clients Report (RE802)*:

- When a new R&R referral/search is created for a client and either emailed or printed (from the Reports Inbox), this client will show in the results of the *Random Sample of Clients Report (RE802)* if the period requested covers the date this referral was generated and sent/printed.

- When a new R&R referral/search is created for a client but is *NOT* emailed or printed (from the Reports Inbox), this client will still show in the results of the *Random Sample of Clients Report (RE802)* if the period requested covers the date this referral was generated.

- When the CCIS selects an existing R&R referral (created in the past) to send to/print for the client, this client name will *NOT* show in the results of the *Random Sample of Clients Report (RE802)*. This is because the original referral was generated before and now the CCIS is only providing the same referral info to the client again. The results are not from a newly created referral.

- When the CCIS selects an existing R&R referral (created in the past) and opts to send/print a different set of 12 results for the client, this client name will *NOT* show in the results of the *Random Sample of Clients Report (RE802)*. This is because the original referral was generated in the past and now the CCIS is only providing a different set of results to the client from the previously generated referral. The results are not from a newly created referral.



REPORT PARAMETERS	
Percent of Clients to be Polled	Sorted By
Referral Period Begin	Report Format/Version
Referral Period End	Name of Request
CCIS Office	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
# Clients Polled	Displays the number of clients polled during the time period in which the report was generated.
Service Period	Displays the service period related to the provision of the R&R services.

- Rows – N/A

COLUMNS	
Case ID	Not for CCIS use.
Name	Client name in last name, first name format.
Home Phone	Displays the client's home phone number, including the area code.
Work Phone	Displays the client's work phone number, including the area code.
Mobile Phone	Displays the client's mobile phone number, if applicable, including area code.
Email	Displays the email address associated with the client.
Contact At Work	Displays a Yes or No indicator as to whether the client accepts calls at work.
Referral Date	Displays the date on which the R&R referral occurred.
Follow-up Date	The date on which the worker must perform a follow up task or tasks.
User ID	The ID associated with the last user to update the case.
Office	Lists the CCIS office for which the client is associated.

pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

RE802 Random Sample of Clients Report

Report generated 06/17/2011

Number of Clients Polled: 76

Time Period of R& R Service: 6/1/2011 To 6/16/2011

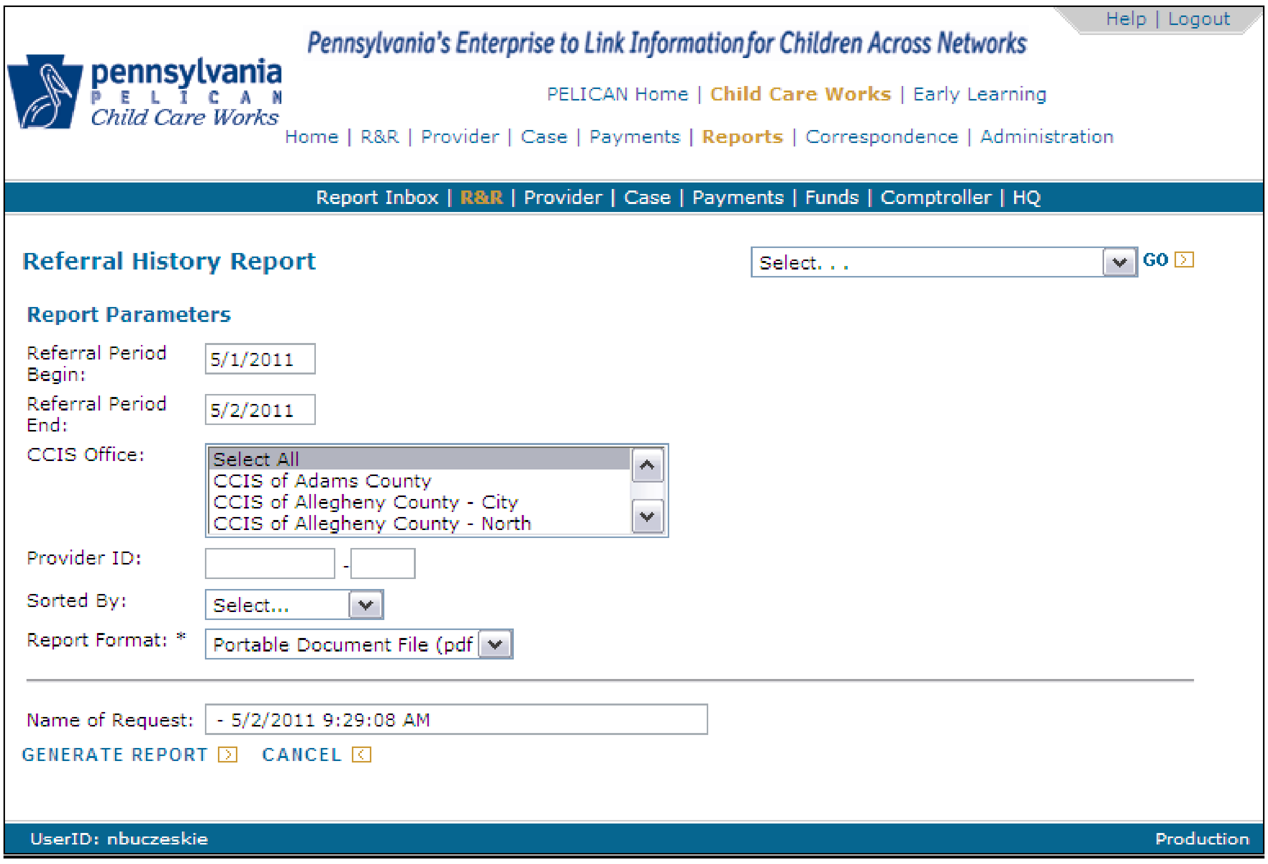
Case ID	Name	Home Phone	Mobile Phone	Email	Referral Date	Follow-up Date	User ID	Office
8	C C		(717)		06/01/2011		c-mburton	CCIS of Dauphin County
7	B T		(717)		06/01/2011		c-mburton	CCIS of Dauphin County
6	D K	(717)		@yahoo.com	06/01/2011		c-mburton	CCIS of Dauphin County
3	P M	(717)			06/01/2011		c-mburton	CCIS of Dauphin County
1	H N	(717)		@yahoo.com	06/01/2011		c-mburton	CCIS of Dauphin County
2	M M		(717)		06/02/2011		c-mburton	CCIS of Dauphin County
9	B L		(717)		06/06/2011		c-mburton	CCIS of Dauphin County
8	B S		(717)	@gmail.com	06/06/2011		c-mburton	CCIS of Dauphin County
4	G F	(717)			06/06/2011		c-mburton	CCIS of Dauphin County
5	P A	(717)			06/06/2011		c-mburton	CCIS of Dauphin County

RE802 Random Sample of Clients Report Page 1 of 4

Return to Table of Contents

600.8.2 RE803 – Referral History Report

The *Referral History Report (RE803)* is designed for the CCIS and collects provider referral history records according to parameters entered.



REPORT PARAMETERS	
Referral Period Begin	Sorted By
Referral Period End	Report Format/Version
CCIS Office	Name of Request
Provider ID	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Service Period	Displays the service period related to the provision of the R&R services.

- Rows – N/A

COLUMNS	
Provider ID	Displays the Provider ID associated with the referral.
Provider Name	Displays the Provider Name associated with the referral.
Referral Type	Displays the referral type.
Referral Date	Displays the date on which the R&R referral occurred.
Office	Lists the CCIS office for which the provider is associated.

pennsylvania PELICAN Child Care Works

RE803 Referral History Report

Report for 6/1/2011 through 6/16/2011

Referral Begin Date: 6/1/2011

Referral End Date: 6/16/2011

Report generated on 6/16/2011 10:24:07 PM

Provider ID	Provider Name	Referral Type	Referral Date	CCIS Office
611 76-1	DONNA DONNA		06/01/2011 11:21:38 a.m.	CCIS of Dauphin County
611 50-1	Learning Center, Inc. Learning Center		06/15/2011 01:52:07 p.m.	CCIS of Dauphin County
911 35-1	SARA SARA		06/07/2011 09:06:48 a.m.	CCIS of Dauphin County
911 35-1	SARA SARA		06/07/2011 09:07:04 a.m.	CCIS of Dauphin County
911 23-1	JANET JANET		06/14/2011 02:53:03 p.m.	CCIS of Dauphin County
911 23-1	JANET JANET		06/14/2011 03:43:04 p.m.	CCIS of Dauphin County
611 44-34	LEARNING CENTER LEARNING CENTER - HARRISBURG		06/16/2011 12:15:05 p.m.	CCIS of Dauphin County
611 44-34	LEARNING CENTERS, LLC LEARNING CENTER - HARRISBURG		06/16/2011 12:36:15 p.m.	CCIS of Dauphin County
411 04-1	VALERIE FAMILY DAYCARE CENTER LLC		06/02/2011 03:52:26 p.m.	CCIS of Dauphin County
411 04-1	VALERIE FAMILY DAYCARE CENTER LLC		06/02/2011 04:09:35 p.m.	CCIS of Dauphin County

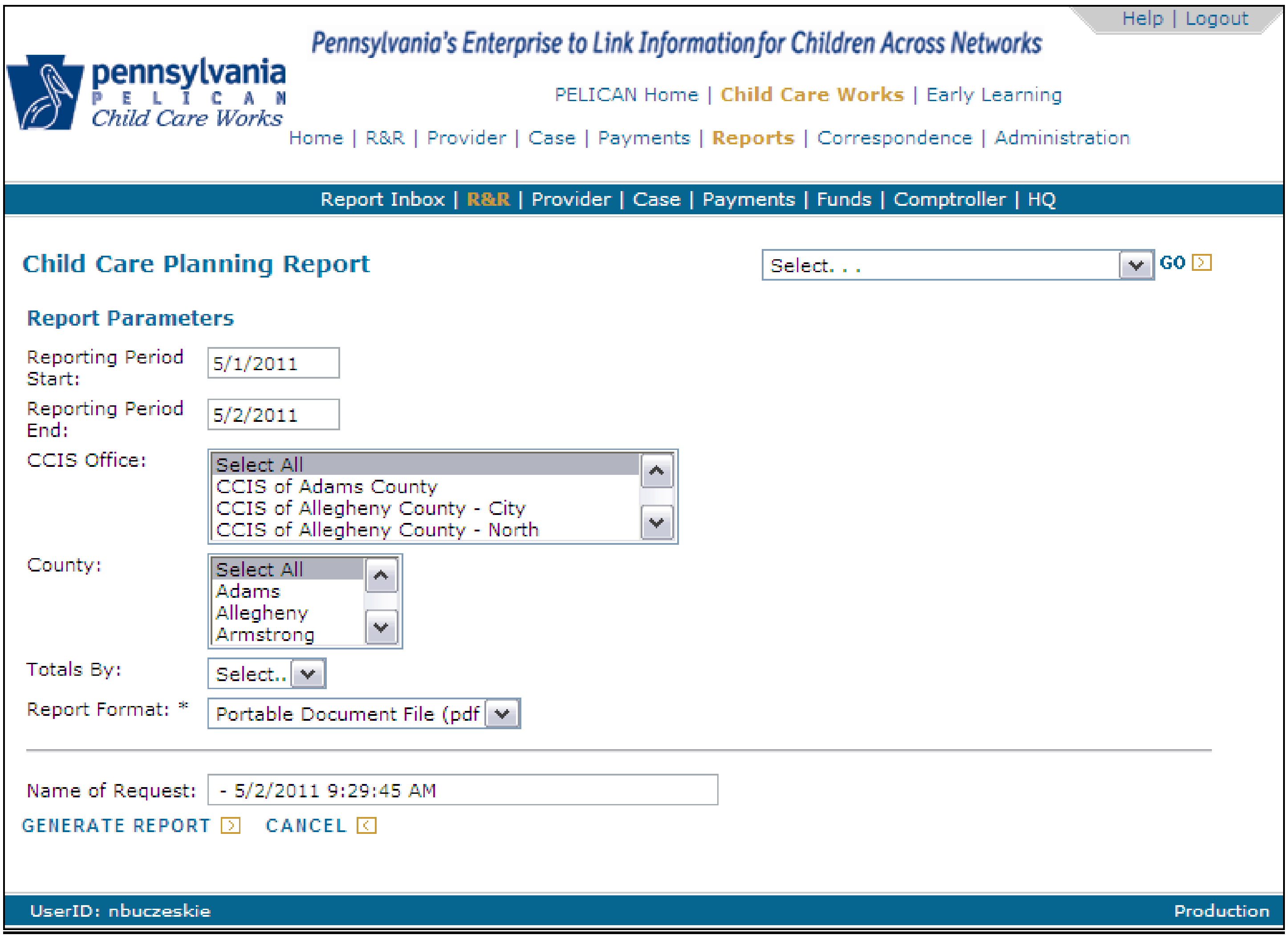
RE803 Referral History Report Page 101 of 119

Return to Table of Contents

600.8.3 RE804 – Child Care Planning Report

The *Child Care Planning Report (RE804)* is designed for the CCIS and provides a list of all client responses for R&R follow-up questions, based on the selected timeframe and parameters.

The *Child Care Planning Report (RE804)* also provides statistics of a random sample of family success in finding child care, type of care chosen, barriers encountered, and if additional care is needed. This process will assist the communities as well as headquarters in their child care planning.



REPORT PARAMETERS	
Referral Period Start	Totals By
Referral Period End	Report Format/Version
CCIS Office	Name of Request
County	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Service Period	Displays the service period related to the provision of the R&R services.
Parameters	Displays each of the parameters selected when the report was generated.

ROWS	
Question	Displays the question(s) asked during follow-up.
Answer	Displays the answer(s) to the question(s) asked during follow-up.

COLUMNS	
Count	Displays the count associated with the answer(s) to the question(s) (i.e., how many clients responded with a specific answer).
Percentage	Displays the percentage of clients that responded to a question with a specific answer.

pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

RE 804 Child Care Planning Report

Report Generated on 07/20/2011

Total By:	Office		
Office Selected:	CCIS of Allegheny County - City	Counties Selected:	Allegheny
	CCIS of Allegheny County - North		
	CCIS of Allegheny County - South		

CCIS of Allegheny County - City

Reporting Period Begin Date:	7/1/2010
Reporting Period End Date:	7/19/2011
Number of Follow-Ups:	132

Question

Allegheny

Are additional child care referrals needed?

Answer	Count	Percentage
N	117	58.5%
Y	19	9.5%
Total No. of questions answered:	136	

Did CCIS staff explain the types of care available and the Keystone STARS program?

Answer	Count	Percentage
Y	136	68%
Total No. of questions answered:	136	

Did CCIS staff provide you with information on quality child care and child development?

Answer	Count	Percentage
N	1	0.5%
Y	135	67.5%
Total No. of questions answered:	136	

Did you find child care acceptable to you?

Answer	Count	Percentage
No - Not Currently Seeking Care	16	8%
No - On Provider Waiting List	1	0.5%
No - Still Seeking Acceptable Child Care	28	14%

RE804 Child Care Planning Report

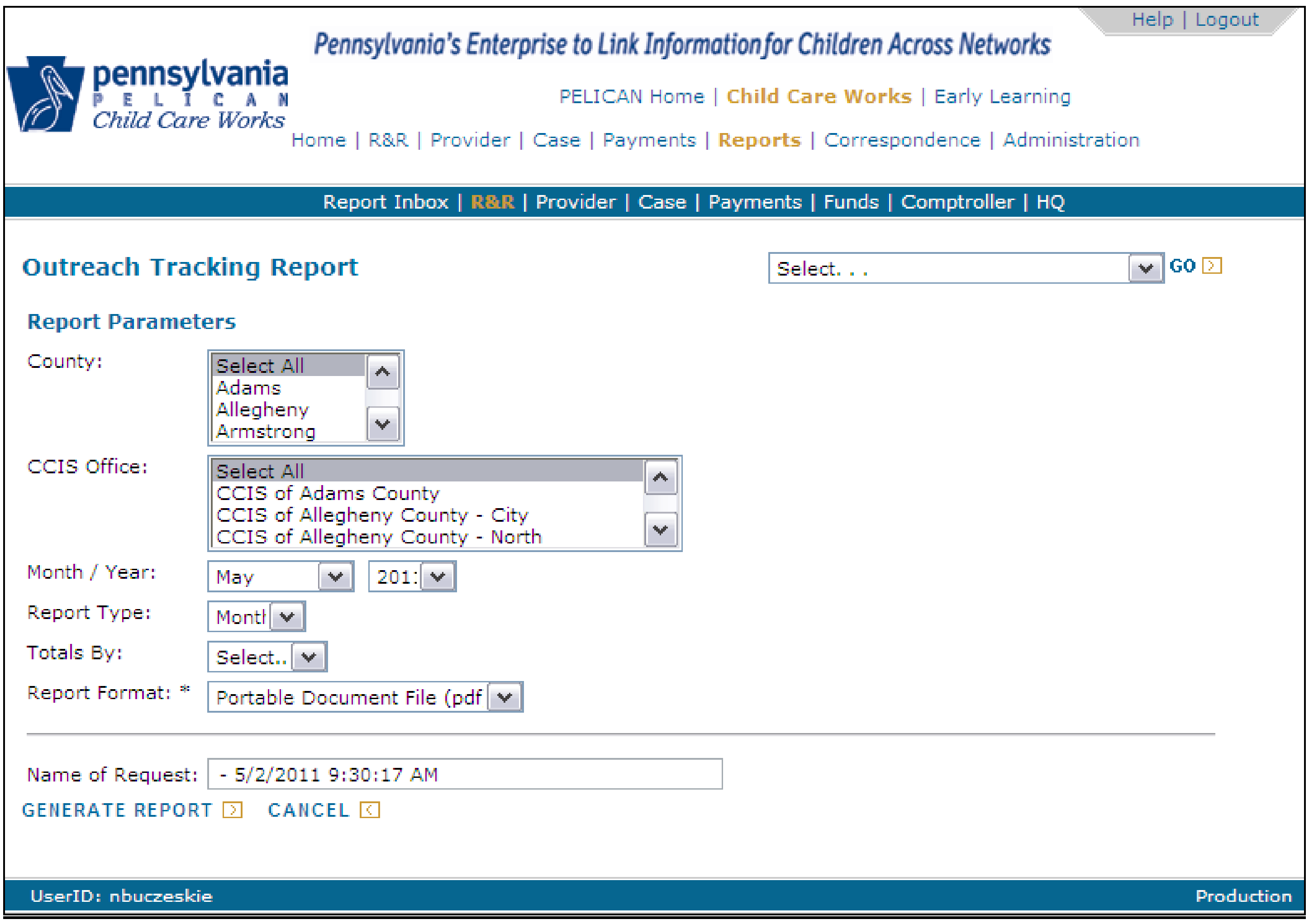
Page 1 of 10

Return to Table of Contents

600.8.4 RE805 – Outreach Tracking Report

The *Outreach Tracking Report (RE805)* is designed for the CCIS and analyzes the effectiveness of different outreach techniques.

During the family interview, the caseworker will record how the client heard about the R&R services. This report will provide statistical results of those answers.



REPORT PARAMETERS	
County	Totals By
CCIS Office	Report Format/Version
Month/Year	Name of Request
Report Type	

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.

ROWS	
Month/Year	Displays the month or year for which the totals are applicable.
Current TANF	Represents R&R case type for which data is available.
General Public	
Subsidy	
Total	Represents total number of specific outreach techniques.

COLUMNS	
CAO	Displays the number of referrals made for this outreach technique for the associated month and case type.
Career Link	
CCIS Subsidy	
Child Care Provider	
Human Services Agencies	
Previous Client	
Word of Mouth	
Total	Displays the total number of referrals made for all outreach techniques for the associated month and case type.

pennsylvania PELICAN Child Care Works

RE805 Outreach Tracking Report

Report Generated on 06/17/2011

Perry

	CAO	CCIS-Subsidy	Child Care Works Helpline	Other	Phonebook	Previous Client	Word of Mouth	Total
Current TANF	5	3	0	0	0	8	0	16
January	0	1	0	0	1	0	0	2
February	0	0	0	1	0	0	0	1
March	0	0	0	0	0	1	0	1
General Public	0	1	0	1	1	1	0	4
January	0	2	0	0	0	0	0	2
February	0	0	0	0	0	1	0	1
March	0	2	0	0	0	1	1	4
April	0	1	0	0	0	3	0	4
May	0	3	1	0	1	1	1	7
June	0	2	0	0	0	0	0	2
Subsidy	0	10	1	0	1	6	2	20
Total	5	14	1	1	2	15	2	40

RE805 Outreach Tracking Report — Page 5 of 5

Return to Table of Contents

600.8.5 RE808 – Total Referral Report

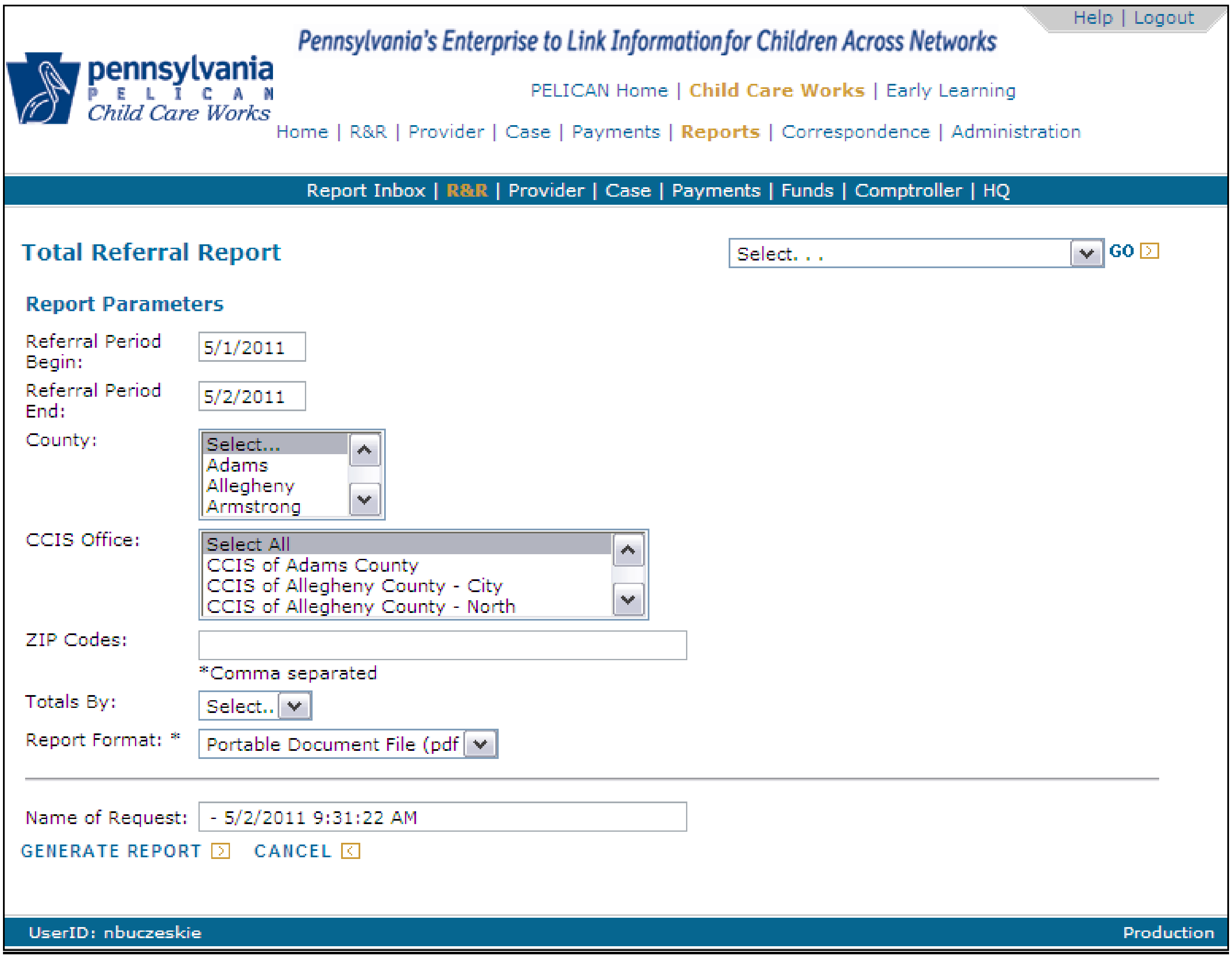
The *Total Referral Report (RE808)* is designed for the CCIS and displays summary data of referrals for a given time period.

The *Total Referral Report (RE808)* also generates the Resource and Referral Monthly Report and compiles data on R&R activities.

The *Total Referral Report (RE808)* is a mechanism for R&R data capturing, may be run for each agency individually and will contain details such as number of referrals made to providers by geographical areas and number of families.

When selecting report parameters, multiple counties and CCIS offices can be selected. The *Total Referral Report (RE808)* can be sorted by county or office using the "*Totals By*" parameter.

The *Total Referral Report (RE808)* is grouped by "*Total Referrals*" and "*Total Cases with Referrals*" by county.



REPORT PARAMETERS	
Referral Period Begin	Zip Codes
Referral Period End	Totals By
County	Report Format/Version
CCIS Office	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Service Period	Displays the service period related to the provision of the R&R services.
Parameters	Displays each of the parameters selected when the report was generated.

ROWS	
Reports Totals	Displays the number of total referrals for the selected parameters.
County	Lists the county name for which the report is associated.

COLUMNS	
Total Referrals – Refers to the total number of *referrals* associated with a specific R&R case type.	
General Public	Displays the number of total referrals generated by the associated R&R case type.
Business	
Subsidy	
Current TANF	
Total	Displays the number of total referrals generated across all R&R case types.
Total Cases with Referrals – Refers to the total number of *cases* with referrals associated with a specific R&R case type.	
General Public	Displays the number of total cases with referrals generated by the associated R&R case type.
Business	
Subsidy	
Current TANF	
Total	Displays the number of total cases with referrals generated across all R&R case types.

pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

RE808 Total Referrals Report

6/1/2011 through 6/16/2011

Report Generated on 6/17/2011 4:37:21 AM

Total By: **County**

Office: **CCIS of Cumberland/Perry County**
CCIS of Dauphin County

County: **Cumberland**
Dauphin
Perry

Zip: **ALL**

	Total Referrals					Total Cases with Referrals				
	General Public	Business	Subsidy	Current TANF	TOTAL	General Public	Business	Subsidy	Current TANF	TOTAL
Report Totals (for selected parameters)	11	0	88	74	173	9	0	59	51	119

	Total Referrals					Total Cases with Referrals				
	General Public	Business	Subsidy	Current TANF	TOTAL	General Public	Business	Subsidy	Current TANF	TOTAL
Cumberland	9	0	20	16	45	7	0	18	11	36
Dauphin	2	0	65	56	123	2	0	39	39	80
Perry	0	0	3	2	5	0	0	2	1	3

RE808 Total Referrals Report

Page 1 of 1

Return to Table of Contents

600.8.6 RE809 – R&R Summary Report

The *R&R Summary Report (RE809)* is designed for the CCIS and displays summary data of the R&R Contact Log and Client Assistance Log by county and Zip Code, if selected, for a given time period.

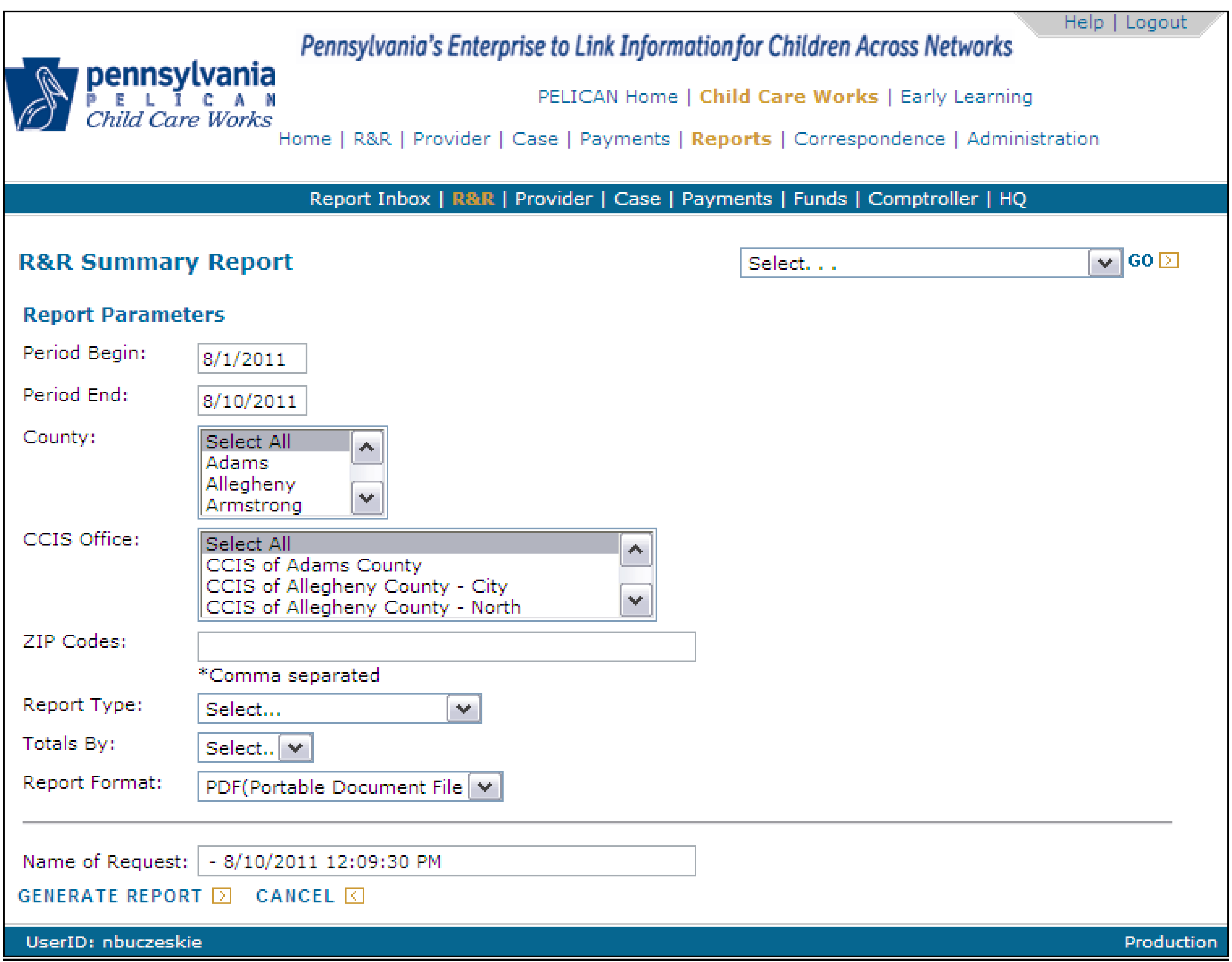
When selecting report parameters, multiple Counties and CCIS offices can be selected. The report can be sorted by County or office by using the "*Totals By*" parameter.

The *R&R Summary Report (RE809)* is grouped by *"Total Referrals"* and *"Total Cases with Referrals"* by county.

The *R&R Summary Report (RE809)* can also be generated for only one of the two logs - —R&R Contact Log and Client Assistance Log.

For the Client Assistance Log, the report can be generated by zip code(s) and lists the number of times each assistance type was used during a specified timeframe by R&R case type.

The *R&R Summary Report (RE809)* is available in "*Summary*" and "*Detail*" versions.



REPORT PARAMETERS		
Period Begin	CCIS Office	Totals By
Period End	Zip Codes	Report Format/Version
County	Report Type	Name of Request

REPORT HEADING	
Title	The title and report number of the report.
Report Generated	(MM/DD/YYYY)—Displays the date the report was generated.
Service Period	Displays the service period related to the provision of the R&R services.
Parameters	Displays each of the parameters selected when the report was generated.

<u>SUMMARY</u>

ROWS	
County Name	Displays the county name(s) for which the report is associated.
CCIS Name	Displays the CCIS name(s) for which the report is associated.
Total	Displays the number of total number of clients who were contacted or assisted, based on the selected report type parameter.

<u>DETAIL</u>

COLUMNS	
Total Referrals – Refers to the total number of *<u>referrals</u>* associated with a specific R&R case type.	
General Public	Displays the number of total referrals generated by the associated R&R case type.
Subsidy	
Current TANF	
Total	Displays the number of total referrals generated across all R&R case types.
Total Cases with Referrals – Refers to the total number of *<u>cases</u>* with referrals associated with a specific R&R case type.	
General Public	Displays the number of total cases with referrals generated by the associated R&R case type.
Subsidy	
Current TANF	
Total	Displays the number of total cases with referrals generated across all R&R case types.

RE809 R & R Summary Report

6/1/2011 Through 6/16/2011

Report Generated on 06/17/2011

Client Assistance Log

			Current TANF	General Public	Subsidy	Total
Cumberland		Provider Referral List	10	6	18	34
		Quality Education	6	6	18	30
		Required DPW Publications	7	6	18	31
		Documents Sent	23	18	54	95
		Office Visit	1	0	5	6
		Phone	10	6	13	29
		Request Type	11	6	18	35
		Total	34	24	72	130
Dauphin		Provider Referral List	36	2	36	74
		Quality Education	36	2	36	74
		Required DPW Publications	36	2	36	74
		Documents Sent	108	6	108	222
		Office Visit	2	0	13	15
		Offsite	6	0	1	7
		Other	15	0	11	26
		Phone	13	2	11	26
		Request Type	36	2	36	74
		Total	144	8	144	296
Perry		Provider Referral List	2	0	2	4
		Quality Education	1	0	2	3
		Required DPW Publications	1	0	2	3
		Documents Sent	4	0	6	10
		Phone	2	0	2	4
		Request Type	2	0	2	4
		Total	6	0	8	14

RE809 - R & R Summary Report Page 2 of 2

Return to Table of Contents

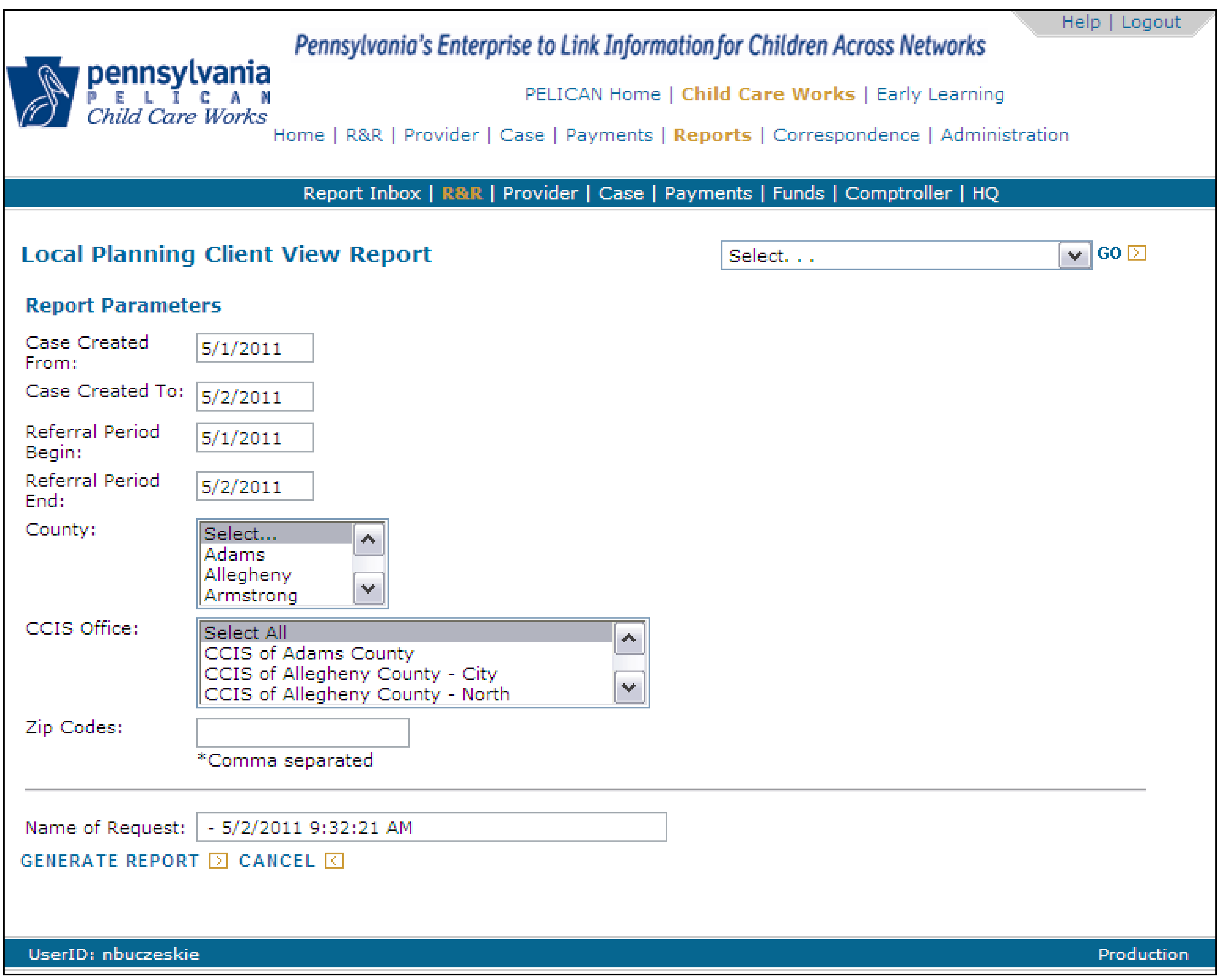
600.8.7 RE810 – Local Planning Client View Report

The *Local Planning – Client View Report (RE810)* allows the CCIS to respond to requests for data regarding early education and care service availability and needs. The *Local Planning – Client View Report (RE810)* will extract requested data from the R&R client data and provider referral requests created in PELICAN CCW. The *Local Planning – Client View Report (RE810)* can be filtered by CCIS "*Office*", "*County*" or "*Zip Code*".

The *Local Planning – Client View Report (RE810)* is only available in detail format. When requested, the extracted information is saved to a text file that can be imported to an Excel spreadsheet.

The *Local Planning – Client View Report (RE810)* can be used for the following purposes:

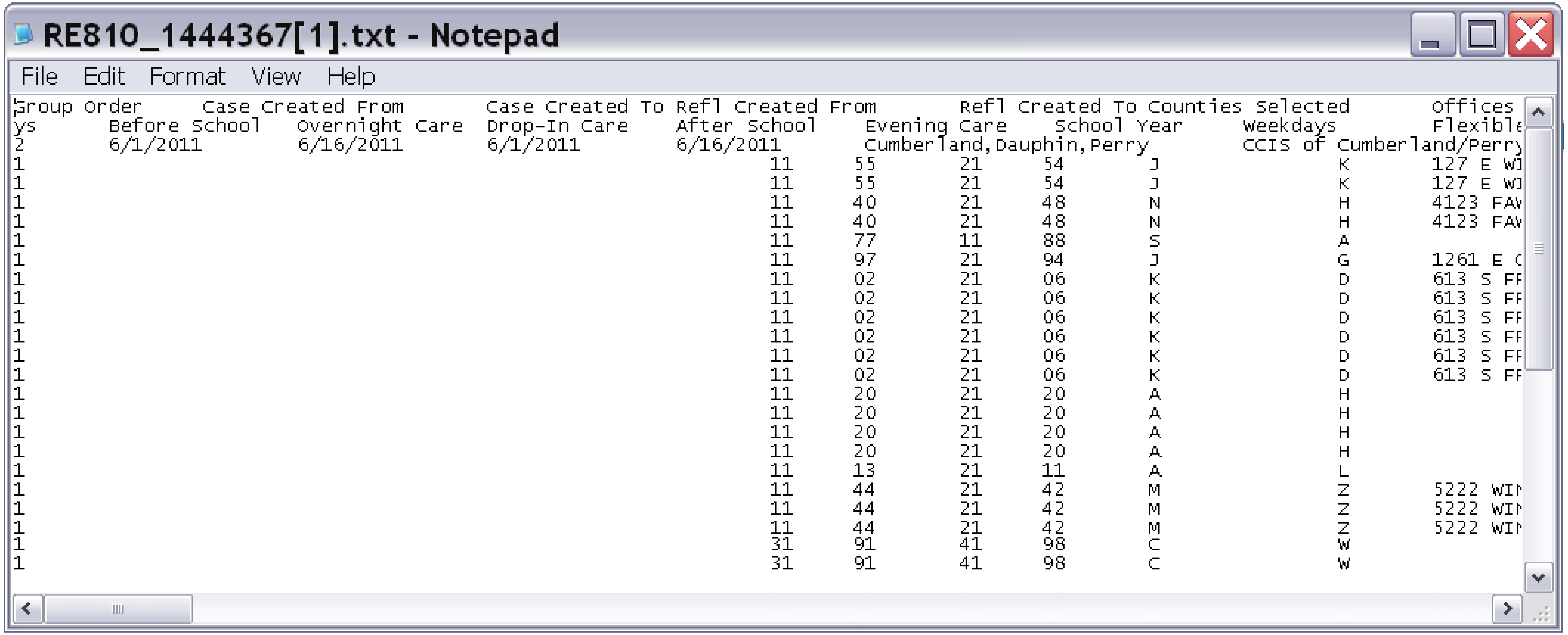
- Serves as a Supply and Demand Analysis and Gap Analysis.
- Provides users with the types of services requested by clients.
- Serves as a resource for Early Care and Education Training Providers to identify training opportunities.
- Allows the CCIS to easily answer requests for data for Early Care and Education Stakeholders for grant writing and statistics gathering.



REPORT PARAMETERS	
Case Created – From & To	CCIS Office
Referral Period Begin	Zip Codes
Referral Period End	Report Format/Version
CCIS County	Name of Request

- Report Heading – N/A
- Rows – N/A

COLUMNS	
Group Order	Not for CCIS use.
Case Created – From & To	Displays a date range of R&R of cases created in PELICAN CCW.
Referral Created - From & To	Displays a date range of referrals generated for R&R cases in PELICAN CCW.
Counties Selected	Displays the counties for which the report was generated.
Offices Selected	Displays the office for which the report was generated.
Zip Selected	Displays the zip code for which the report was generated.
First, Middle, Last Name	Displays the name of case created.
Address/City/State/Zip	Displays the address for case created.
Referral Created	Date referral was created.
Number Seq Sub Search	Not for CCIS use.
County	County selected from the Geographic Search page when entered as search criteria.
Zip	Zip code selected from the Geographic Search page when entered as search criteria.
School	Displays the schools selected from the Geographic Search page when entered as search criteria.
Radial Search	Displays the distance to address when entered as search criteria.
STAR Level	Displays STAR Level when entered as search criteria.
Care Level	Displays Care Level when entered as search criteria.
Units of Care	Displays Units of Care when entered as search criteria.
Provider Type	Displays Provider Type when entered as search criteria.
Financial Programs	Displays Financial Programs when entered as search criteria.
Special Accommodations	Displays Special Accommodations, such as Administer Injections or Wheelchair, when displayed as search criteria.
Service Schedule	Displays Service Schedule such as Third Shift or 24 hour care when entered as search criteria.



```
Group Order      Case Created From      Case Created To Refl Created From       Refl Created To Counties Selected        Offices
ys          Before School     Overnight Care    Drop-In Care      After School      Evening Care     School Year       Weekdays          Flexible
2           6/1/2011          6/16/2011         6/1/2011          6/16/2011         Cumberland,Dauphin,Perry         CCIS of Cumberland/Perry
1                                                                          11      55      21      54      J               K       127 E WI
1                                                                          11      55      21      54      J               K       127 E WI
1                                                                          11      40      21      48      N               H       4123 FAW
1                                                                          11      40      21      48      N               H       4123 FAW
1                                                                          11      77      11      88      S               A
1                                                                          11      97      21      94      J               G       1261 E C
1                                                                          11      02      21      06      K               D       613 S FF
1                                                                          11      02      21      06      K               D       613 S FF
1                                                                          11      02      21      06      K               D       613 S FF
1                                                                          11      02      21      06      K               D       613 S FF
1                                                                          11      02      21      06      K               D       613 S FF
1                                                                          11      02      21      06      K               D       613 S FF
1                                                                          11      20      21      20      A               H
1                                                                          11      20      21      20      A               H
1                                                                          11      20      21      20      A               H
1                                                                          11      20      21      20      A               H
1                                                                          11      13      21      11      A               L
1                                                                          11      44      21      42      M               Z       5222 WIN
1                                                                          11      44      21      42      M               Z       5222 WIN
1                                                                          11      44      21      42      M               Z       5222 WIN
1                                                                          31      91      41      98      C               W
1                                                                          31      91      41      98      C               W
```

Return to Table of Contents

600.8.8 RE812 – Local Planning Provider View Report

The purpose of the *Local Planning – Provider View Report (RE812)* is used by the CCIS to respond to requests for data regarding early care and education services availability and needs.

The *Local Planning – Provider View Report (RE812)* will extract requested data from Provider Demographic and R&R Profile information in PELICAN CCW.

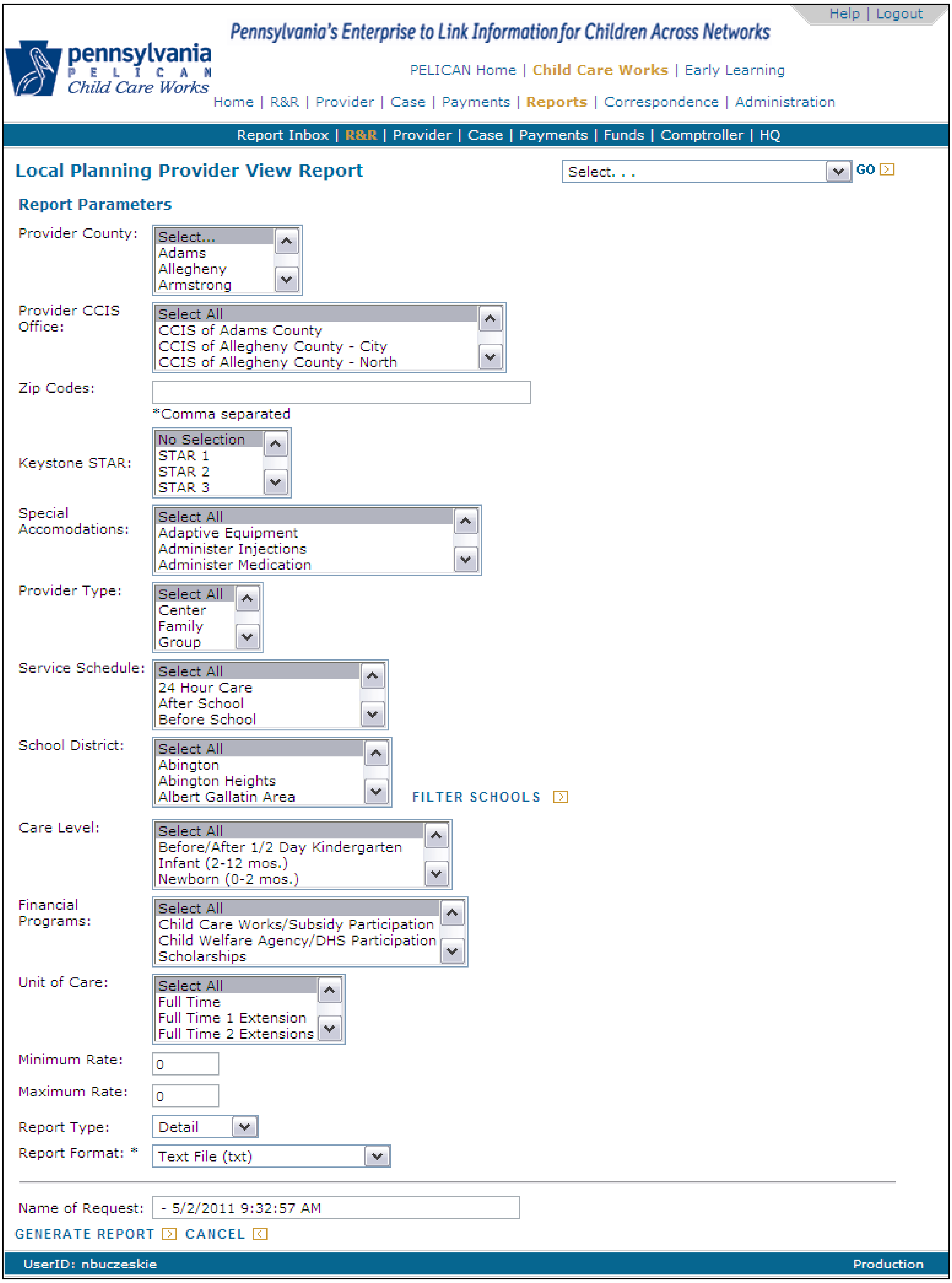
The *Local Planning – Provider View Report (RE812)* can be filtered by CCIS "*Office*", "*County*" or "*Zip Code*".

The *Local Planning – Provider View Report (RE812)* is available in both "*Summary*" and "*Detail*" versions.

When the "*Detail*" version is requested, the extracted information is saved to a text file that can be imported to an Excel spreadsheet. The CCIS can request as little or as much information required by selecting any number of parameters available.

The *Local Planning – Provider View Report (RE812)* can be used for the following purposes:

- Allows the CCIS to perform a child care resource and service inventory for the community.
- Serves as a resource for training providers to look at potential training opportunities.
- Allows the CCIS to have a clear picture of what local child care resource and services are available to the consumer.
- Allows the CCIS to respond to data requests for statistics concerning child care needs and services from Early Care and Education Stakeholders.



Help | Logout

pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

PELICAN Home | Child Care Works | Early Learning

Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration

Report Inbox | R&R | Provider | Case | Payments | Funds | Comptroller | HQ

Local Planning Provider View Report

Select. . . GO

Report Parameters

Provider County: Select... / Adams / Allegheny / Armstrong

Provider CCIS Office: Select All / CCIS of Adams County / CCIS of Allegheny County - City / CCIS of Allegheny County - North

Zip Codes:

*Comma separated

Keystone STAR: No Selection / STAR 1 / STAR 2 / STAR 3

Special Accomodations: Select All / Adaptive Equipment / Administer Injections / Administer Medication

Provider Type: Select All / Center / Family / Group

Service Schedule: Select All / 24 Hour Care / After School / Before School

School District: Select All / Abington / Abington Heights / Albert Gallatin Area

FILTER SCHOOLS

Care Level: Select All / Before/After 1/2 Day Kindergarten / Infant (2-12 mos.) / Newborn (0-2 mos.)

Financial Programs: Select All / Child Care Works/Subsidy Participation / Child Welfare Agency/DHS Participation / Scholarships

Unit of Care: Select All / Full Time / Full Time 1 Extension / Full Time 2 Extensions

Minimum Rate: 0

Maximum Rate: 0

Report Type: Detail

Report Format: * Text File (txt)

Name of Request: - 5/2/2011 9:32:57 AM

GENERATE REPORT CANCEL

UserID: nbuczeskie Production

REPORTS

REPORT PARAMETERS	
Provider County	Care Level
Provider CCIS Office	Financial Programs
Zip Codes	Units of Care
Keystone STAR	Minimum Rate
Special Accommodations	Maximum Rate
Provider Type	Report Type
Service Schedule	Report Format/Version
School District	Name of Request

REPORT HEADING	
Title	The title and report number of the report.

ROWS	
Counties Selected	Displays the counties for which the report was generated.
Offices Selected	Displays the office for which the report was generated.
Zip Selected	Displays the zip code for which the report was generated.
Special Accommodations	Displays Special Accommodations, such as Administer Injections or Wheelchair, when displayed as search criteria.
Service Schedule	Displays Service Schedule such as Third Shift or 24 hour care when entered as search criteria.
Schools/School District	Displays the schools selected from the Geographic Search page when entered as search criteria.
Financial Programs	Displays Financial Programs when entered as search criteria.
Minimum Rate	Displays the minimum rate when entered as search criteria.
Maximum Rate	Displays the maximum rate when entered as search criteria.
STAR Level	Displays STAR Level when entered as search criteria.
Provider Type	Displays Provider Type when entered as search criteria.
Care Level	Displays Care Level when entered as search criteria.
Units of Care	Displays Units of Care when entered as search criteria.

COLUMNS	
Provider Type	Displays Provider Type when entered as search criteria.
Capacity	Displays the total capacity for all providers included in the search parameters for which the report was generated.
Number of Providers	Displays the total number of providers included in the search parameters for which the report was generated.

RE812 - Local Planning Provider View Report

County:	Cumberland,Dauphin,Perry	**Office:**	CCIS of Cumberland/Perry County,CCIS of Dauphin County
ZIPs:			
Special Accommodations:		**Provider Type:**	
Service Schedule:		**Care Level:**	
School District:		**Schools:**	
Financial Programs:		**Unit of Care:**	
Minimum Rate:	0.00	**Maximum Rate:**	0.00
Keystone STAR:	STAR 1,STAR 2,STAR 3,STAR 4		

Provider Type	Capacity	Number of Providers
Center	47205	161

RE812 - Local Planning Provider View Report Page 1 of 1

[Return to Table of Contents](#)

600.9 PROCEDURES

The following subsections provide information regarding requesting, retrieving, printing and saving a report, including opening delimited files using EXCEL.

600.9.1 Requesting a Report

The CCIS must complete the following steps in PELICAN CCW to request a report:

1. Click "*Reports*".
2. Choose a Subsystem and a Report.
3. Enter parameters for the report.
4. Name the report using the "*Name of Request*" field.
5. Click "*Generate Report*".

Return to Table of Contents

600.9.2 Retrieving a Report

The CCIS must complete the following steps in PELICAN CCW to retrieve a report:

1. Click "*Reports*".
2. Click "*Reports Inbox*".
3. Click the "*Report Title*" hyperlink to open the report in Adobe Reader.

Return to Table of Contents

600.9.3 Printing a Report

The CCIS must click the "*Print*" icon in Adobe Reader.

Return to Table of Contents

600.9.4 Saving a Report

The CCIS must complete the following steps in PELICAN CCW to save a report:

1. Click the "*Save*" icon in Adobe Reader.
2. Choose the "*Save Location*".
3. Name the file.
4. Click "*Save*".

Return to Table of Contents

600.9.5 Opening a Delimited File using Excel

After the file has been saved to the computer, the CCIS must:

1. Open Microsoft Excel.
2. Click *"Open"*. The Open dialog box appears.
3. Click the *"Files of Type"* drop-down menu and select "*All Files* (*.*)".
4. Navigate to the folder containing RE702.txt.
5. Select the file "*RE702.txt*" and click *"Open"*. The Text Import Wizard dialog box appears.
6. Select the *"Delimited"* radio button and click *"Next"*. Step 2 of the Text Import Wizard dialog box appears.
7. Select the *"Tab"* checkbox and clear the "*Treat consecutive delimiters as one*" checkbox if necessary.
8. Click *"Finish"*.

After you have imported the report data, you will need to resize the columns in Excel to view all information.

Return to Table of Contents

600.9.5.1 Resizing Columns

To resize all columns in the spreadsheet, follow these steps:

1. Click *"Select All"* to select the entire spreadsheet.
2. Click the *"Format"* menu and choose "*Column à Autofit Selection.*
3. Click anywhere in the spreadsheet to clear the selected cells.

Return to Table of Contents

600.9.5.2 Formatting the SSN Column

To format the Social Security Numbers column (if applicable), follow these steps:

1. Click the *"Format"* menu and then select cells. The Format Cells dialog box appears.
2. Select *"Special"* in the Category List and select *"Social Security Number"* in the Type List.
3. Click "*OK*".

Return to Table of Contents

600.9.5.3 Formatting Cells

To format the cells to show currency (dollar signs) if applicable, follow these steps:

1. Select the entire column by clicking the column header.
2. Click the *"Currency"* button (dollar sign).

Return to Table of Contents

600.10 UPDATED INFORMATION & ADDITIONAL RESOURCES

This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

600.10.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

Return to Table of Contents

600.10.2 Updates

DATE ISSUED	UPDATE NUMBER	TITLE

Return to Table of Contents

600.10.3 Communiqués

DATE ISSUED	UPDATE NUMBER	TITLE

Return to Table of Contents

600.10.4 Additional Resources

SUBJECT	URL

Return to Table of Contents

600.11 TRAINING GUIDE

This section contains information pertinent to training the Reports Manual Section. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

600.11.1 Goals

The information in this section contains the goals with regard to the generation of reports within PELICAN CCW. The following are the goals of this manual section:

1. To ensure that the CCIS understands and can explain each of the reports subsystems.

2. To ensure the CCIS generates reports, as required or recommended by OCDEL.

Return to Table of Contents

Return to Manual Section "600.3 – Goals & Objectives"

600.11.2 Objectives

The information in this section contains the objectives for the Reports Manual Section. The following are the objectives:

1. To ensure the CCIS can locate reports by subsystem.
2. To ensure the CCIS can explain the purpose of each report.
3. To ensure the CCIS can explain the required and recommended frequency of generation associated with each report.
4. To ensure the CCIS can generate each report and obtain appropriate results.
5. To ensure the CCIS can retrieve, print, save and open reports, including opening a delimited file using Excel.

Return to Table of Contents

Return to Manual Section "600.4 – Funds"

600.11.3 Questions – Manual Section "600.1 – General Policy"

The Policy Division of the Bureau of Subsidized Child Care Services developed the following questions as a check point to ensure comprehension of the information presented within this section. Upon review of the information within this section, CCIS staff should be able to answer all of the questions listed below.

1. TRUE or FALSE. CCIS agencies must generate and review all of the reports in the Reports subsystem.

2. TRUE or FALSE. The *Individual Match (RE507)* is automatically generated daily by PELICAN CCW.

3. TRUE or FALSE. CCIS agencies must review the *Individual Match (RE507)* daily, when it is generated and lists results.

4. TRUE or FALSE. OCDEL, Bureau of Subsidized Child Care (BSCC), Divisions of Policy and Operations mandate running some reports on a daily or weekly basis.

5. Which reports do OCDEL, BSCC, Divisions of Policy and Operations ***recommend*** the CCIS generate and review ***weekly***?
   a. *Subsidy Caseload (RE322)*
   b. *Encumbrance (RE101)*
   c. *Service Threshold (RE200)*
   d. All of the above.
   e. None of the above

6. Which reports do OCDEL, BSCC, Divisions of Policy and Operations ***mandate*** the CCIS generate and review ***monthly***?
   ____
   ____
   ____

7. Which reports do OCDEL, BSCC, Divisions of Policy and Operations ***recommend*** the CCIS generate and review monthly?
   a. *Encumbrance (RE101)*
   b. *Service Threshold (RE200)*
   c. *CareCheck Provider (RE201)*
   d. *Provider Directory (RE202)*
   e. *Multiple Provider (RE205)*
   f. *Payment System Management (RE301)*
   g. *Enrollment Attrition Management (RE302)*
   h. *Monthly Aging of Child Care Overpayments (RE402)*
   i. *Invoice Status (RE403)*
   j. Provider Remittance Detail (RE406)
   k. (a) and (b) only
   l. (a), (b), (f) and (g) only
   m. All of the above.
   n. None of the above

8. TRUE or FALSE. OCDEL, BSCC, Divisions of Policy and Operations ***recommend*** the CCIS generate and review the *Provider Load (RE216)* ***quarterly***.

9. Which reports do OCDEL, BSCC, Divisions of Policy and Operations ***recommend*** the CCIS generate and review ***semi-annually***?

    ____
    ____
    ____
    ____
    ____
    ____

10. Which reports do OCDEL, BSCC, Divisions of Policy and Operations ***mandate*** the CCIS generate and review ***annually*** or ***as needed***?

    ____
    ____
    ____
    ____
    ____

See Answers

600.11.4 Answers – Manual Section "600.1 – General Policy"

The Policy Division of the Bureau of Subsidized Child Care Services provided the answers to all the questions asked in Manual Section "600.11.3 –Questions – Manual Section "600.1 – General Policy".

1. ***FALSE.*** CCIS agencies must generate and review specific reports based upon the recommendations or mandates of the Bureau of Subsidized Child Care, Divisions of Policy and Operations as set forth in **Report – Use & Frequency**. If the report generation is considered "Recommended", this is merely a suggested best practice. If the report generation is considered "Mandatory", the CCIS must generate/review the specified report based upon the frequency listed.

2. ***TRUE.*** The *Individual Match (RE507)* is automatically generated daily by PELICAN CCW.

3. ***TRUE.*** CCIS agencies must review the *Individual Match (RE507)* daily, when it is generated and lists results.

4. ***FALSE.*** OCDEL, Bureau of Subsidized Child Care, Divisions of Policy and Operations do not currently mandate running some reports on a daily or weekly basis.

5. ***a. – Subsidy Caseload (RE322).*** OCDEL, Bureaus of Policy and Operations recommend generating and reviewing the *Subsidy Caseload (RE322)* weekly.

6. OCDEL, BSCC, Divisions of Policy and Operations mandate the CCIS generate and review monthly the following reports: ***Family Co-payment Validation (RE310); Child Count & Expenditures by Funding (RE313)***; ***Projected Account Balance (RE404); Payment Issuance Review (RE407); Payment Activity by Service Period (RE415); Payment Recap (RE417); Redetermination (RE501); Paid Invoice Extract (RE703); and Pending Invoice Extract (RE704).***

7. ***m. – All of the above.*** OCDEL, BSCC, Divisions of Policy and Operations recommend the CCIS generate and review monthly the following reports: *Encumbrance (RE101); Service Threshold (RE200); CareCheck Provider (RE201); Provider Directory (RE202); Multiple Provider (RE205); Payment System Management (RE301); Enrollment Attrition Management (RE302); Monthly Aging of Child Care Overpayments (RE402); Invoice Status (RE403); and* Provider Remittance Detail (RE406)

8. ***TRUE.*** OCDEL, BSCC, Divisions of Policy and Operations recommend the CCIS generate and review the *Provider Load (RE216)* quarterly.

9. OCDEL, BSCC, Divisions of Policy and Operations recommend the CCIS generate and review the following reports semi-annually: ***The School-Age Change (RE319)*** **and** ***R&R Summary (RE809) reports.***

10. OCDEL, BSCC, Divisions of Policy and Operations mandate the CCIS generate and review the following reports annually or as needed: ***The Cost Function Report (RE107); Provider Rates Report (RE203); Provider Enrollment Report (RE204); Survey Indicator Report (RE213); Returned Payments Monitoring Report (RE401); Payment Local ID Report (RE702); and the Intercept Report (RE405).***

Return to Table of Contents

Review Questions Again

Review Manual Section “600.1 – General Policy” Again

Return to Manual Section “600.2 – Definitions & Acronyms”