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CHILD CARE AND DEVELOPMENT FUND

INFORMATION MEMORANDUM

TO: CCDF Tribal Lead Agencies, and other interested parties.

SUBJECT: Software to help with Child Care and Development Fund (CCDF) Data Reporting for Tribal Lead Agencies (ACF-700 Report Form)

REFERENCES: The Child Care and Development Block Grant (CCDBG) Act of 1990, as amended. 45 CFR 98.70(c).

PURPOSE: This Information Memorandum transmits the following technical assistance software that will assist Tribal Lead Agencies with data collection necessary for the required ACF-700 tribal aggregate data report:

1) *Tribal Data Tracker* Version 2.0 Computer Disc (CD) containing both the Software and a Tutorial; and
2) Tribal Child Care Data Tracker User's Guide - - Version 2.0 (February 2005).

BACKGROUND: In 2001 the Child Care Bureau released a new technical assistance tool the "*Tribal Data Tracker*" to assist Tribal Lead Agencies with case management functions and federal data reporting on the ACF-700 report form. Tribal aggregate information on services provided through the Child Care and Development Fund (CCDF) is required annually on the ACF-700 report form. Each Fall the Child Care Bureau transmits a Program Instruction to Tribal Lead Agencies that provides instructions for completing the ACF-700 report (See http://www.acf.hhs.gov/programs/ccb/policy1/current/pi0501/pi0501.htm).

The Child Care Bureau developed the *Tribal Data Tracker* specifically for those grantees that did not have an adequate information system available to manage the data necessary for the required ACF-700 report. The *Tribal Data Tracker* was originally designed and developed with the help of a Tribal Software Development Work Group. In the years since its first introduction, feedback, comments, and suggestions for modifications have been received from tribal grantees across the country representing a wide variety of child care programs. That feedback has been used to guide the design and development of this updated version of the *Tribal Data Tracker* (Version 2.0).

WHAT IS THE *TRIBAL DATA TRACKER?*

The *Tribal Data Tracker* is a comprehensive case management tool that allows grantees, primarily Tribes and Territories, to record information about their clients electronically, and to generate reports, as needed. While the *Tribal Data Tracker* has been designed to meet a wide range of program approaches and technical capabilities, the Child Care Bureau recognized that one system could not meet everyone's needs. With that in mind, the *Tribal Data Tracker* includes many customizable features that allow each grantee to refine information to meet their unique circumstances and needs.

BENEFITS OF THE *TRIBAL DATA TRACKER*

The *Tribal Data Tracker* will assist Tribal Lead Agencies with:

Completion of the ACF-700 Report Form

By entering basic information in required data fields during the course of the federal fiscal year, the *Tribal Data Tracker* will produce a completed ACF-700 tribal CCDF aggregate program data report (ACF-700 report form) for that fiscal year. Therefore, if a Tribal Lead Agency enters the requested information on each child and family that it serves with CCDF funds, a completed ACF-700 report can be printed simply by pressing a button from the appropriate *Tribal Data Tracker* screen.

Case Management/Client Information Functions

The *Tribal Data Tracker* has a number of useful features that will assist Tribal Lead Agencies with case management functions. For example, by entering requested information, the *Tribal Data Tracker* will allow you to conduct the following functions:

- Record provider and client eligibility information;
- Document authorizations, services and payments; and
- Generate approval letters and certificates (or vouchers).

NEW FEATURES IN VERSION 2.0

Version 2.0 of the Tribal Data Tracker includes the following enhancements:

- *Save Function* – a warning message reminds you to manually save information prior to the exiting software.
- Search Screens – allows you to search for specific records using a choice of search criteria.
- *Eligibility Information* – allows you to define the criteria you use to determine eligibility, and keep track of each family's compliance with those eligibility documentation requirements.
- *Financial Information* – when used fully, this function can automatically calculate "eligibility" income. A new feature allows you to choose a schedule for authorizing provider payments (Versions 1.0 only allowed monthly payment authorizations).
- *Co-Payment* – allows you to choose and define one of four co-payment calculation methods, which then can automatically calculate family co-payments.
- *Poverty Guidelines* – annual updates to the Federal Poverty Guidelines can be more easily entered.
- *Payment Authorization* – payments can be authorized for multiple families or providers at one time (without having to go into each individual case record).
- *Reports* – additional options for display of report information.

WHO SHOULD USE THE *TRIBAL DATA TRACKER*?

The *Tribal Data Tracker* was developed particularly for those Tribal Lead Agencies that still record case management information on paper and for those Tribal Lead Agencies that would like to have their case management software tailored to the CCDF program data reporting requirements.

Based on input from the Tribal Data Software Technical Assistance Group, and several field-testers, we believe the *Tribal Data Tracker* will be useful to most Tribal Lead Agencies, especially those with small CCDF grant awards. We recommend that all Tribal Lead Agencies examine this software closely to determine if it will assist them with CCDF program data collection functions.

PLEASE NOTE: Tribal Lead Agencies are not required to use the *Tribal Data Tracker* software for their child care reporting and case management functions. We recognize that a number of Tribal Lead Agencies already use commercial software packages, or have developed their own databases to track family and provider information.

The *Tribal Data Tracker* (Version 1.0) was developed under a government contract (Contract GS-35F-4357D/SA-00-0568). Version 2.0 was developed under Contract GS-35F-4357D. Both *Tribal Data Tracker* versions are in the public domain, and are available at no charge to CCDF Tribal Lead Agencies.

SET-UP INSTRUCTIONS   The *Tribal Data Tracker* was designed to be installed on personal computers and requires minimal hardware and software support. The minimum system requirements are explained in Section III of the attached Tribal Child Care Data Tracker User's Guide - - Version 2.0 (February 2005).

TECHNICAL ASSISTANCE AND QUESTIONS: The Child Care Bureau has established a Child Care Automation Resource Center (CCARC) to provide information systems technical assistance. CCARC has liaisons with information systems background who can answer questions and provide technical assistance in using the *Tribal Data Tracker*. CCARC can be reached at ccarc@childcaredata.org or toll-free at 1-877-249-9117 weekdays from 9:00 a.m. to 5:00 p.m. (Eastern Time).

Questions related to the *Tribal Data Tracker* should be directed to CCARC at 1-877-249-9117. All other questions related to tribal program data reporting on the ACF-700 report form should be directed to the appropriate ACF Regional Office.

We appreciate your comments regarding the practical use of the *Tribal Data Tracker* (Version 1.0) and are pleased to release Version 2.0, which addresses many of the your concerns. Whether you use the *Tribal Data Tracker* or an alternate software package, it is every Tribal Lead Agency's responsibility to ensure that this important child care program data is collected and reported to the Child Care Bureau each year. Tribal Lead Agencies are reminded that if they do not submit a complete ACF-700 report form each year they will not be in compliance with the CCDF regulations at 45 CFR 98.70(c), and may be subject to a penalty.

Tribal data reports help us to document the work that our tribal child care grantees do everyday and are essential for demonstrating the accomplishments of tribal child care programs in reports to the Secretary and to the Congress. Please assist us in presenting an accurate portrayal of the tribal child care story across the country by collecting and submitting the ACF-700 Report Form each year.

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Joan E. Ohl
Commissioner
Administration on Children, Youth
 and Families

ATTACHMENTS:

1) *Tribal Data Tracker* Computer Disc (CD) - Version 2.0.
2) Tribal Child Care Data Tracker User's Guide - Version 2.0 (February 2005).
3) ACF Regional Administrators List.