

# CHILD CARE DATA TRACKER Version 2.0b

## ADDENDUM FOR TERRITORIES

The latest version of the Child Care Data Tracker, Version 2.0b (*Tracker V2.0b*) was developed to enhance Versions 2.0 and 2.0a and includes special features specific to Territory users. This document outlines the differences the Territories see in the *Tracker V2.0b* which are not outlined in the *User's Guide* for V2.0.

The *Tracker* was developed to help CCDF grantees generate their required program data reports – the ACF-801 for the Territories, and the ACF-700 for the Tribes. The ACF-801 data element requirements played a significant role in the design of the *Tracker* software. Historically, the only difference a Territory user would see was the ability to generate the ACF-801 report. In Version 2.0b, several additional features in the software are available for Territories. These features include: appropriate “Territory” labels, a customizable **Local Ethnicity** field, and an undefined **Local Use** field. In addition, you are able to open your ACF-801 file and add footnotes as needed.

In order to access the additional Territory-specific features of the Tracker V2.0b, you will need to indicate your Territory in the “Letterhead Information” tab.

The screenshot displays the 'Application Maintenance' window with a grid of tabs. The 'Letterhead Information' tab is highlighted with a red box. Below the tabs, a form contains fields for Agency Name, Street Address, City, State, Zip Code, Contact, Contact Title, Email Address, Phone #, Fax #, and # of Families Served. A dropdown menu for the State field is open, showing a list of states and territories. 'GU Guam' is highlighted with a red box. At the bottom of the window, there are buttons for 'Generate ACF-801 File', 'Help', and 'Close'.

License Type List	Program Defined Information	Poverty Guidelines Chart	Username / Password
Case Worker List	Program Location List	Marital Status List	Client Closed Reason List
Approval Letter Subject Text	Approval Letter Footer Text	Certificate Title Text	Certificate Footer Text
<b>Letterhead Information</b>	Local Ethnicity	Eligibility Lists	Payment Schedule/Copayment

Agency Name: Territory

Street Address: Street Address

City: City

State: GU Zip Code: 11111

Contact: DC District Of Columbia

Contact Title: FL Florida

Email Address: **GU Guam**

Phone #: GA Georgia

Fax #: HI Hawaii

# of Families Served: ID Idaho

IL Illinois

IN Indiana

0

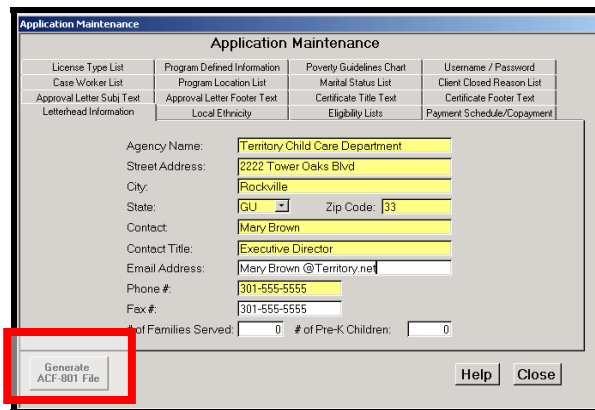
Generate ACF-801 File Help Close

## I. The ACF-801 Report

The ACF-801 report is the required monthly report for both States and Territories. If you indicate on the **Letterhead Information** screen that you are a Territory, you have the ability to generate the ACF-801 report using the *Tracker*.

### Generating the ACF-801

1. From the main menu, click on the **Application Maintenance** button. This module opens to the Letterhead Information screen.
2. From this screen, click on the **Generate ACF-801 File** button in the bottom left-hand corner of the screen.



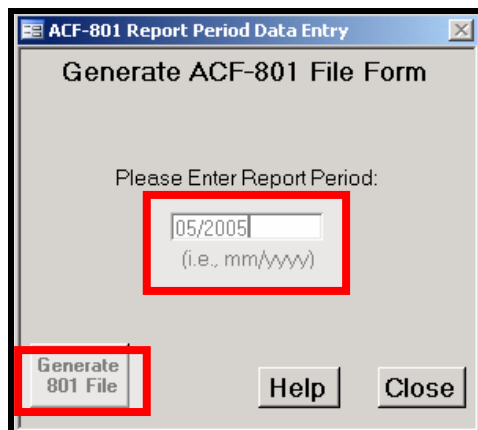
The screenshot shows the 'Application Maintenance' window with a grid of menu options at the top. The 'Letterhead Information' section is active, displaying fields for Agency Name, Street Address, City, State, Contact, Contact Title, Email Address, Phone #, and Fax #. The 'Generate ACF-801 File' button is highlighted with a red box.

License Type List	Program Defined Information	Poverty Guidelines Chart	Username / Password
Case Worker List	Program Location List	Marital Status List	Client Closed Reason List
Approval Letter Subj Text	Approval Letter Footer Text	Certificate Title Text	Certificate Footer Text
Letterhead Information	Local Ethnicity	Eligibility Lists	Payment Schedule/Copayment

Agency Name: Territory Child Care Department  
Street Address: 2222 Tower Oaks Blvd  
City: Rockville  
State: GU Zip Code: 33  
Contact: Mary Brown  
Contact Title: Executive Director  
Email Address: Mary.Brown@Territory.net  
Phone #: 301-555-5555  
Fax #: 301-555-5555  
# of Families Served: 0 # of Pre-K Children: 0

Buttons: Generate ACF-801 File, Help, Close

3. Enter the report period in the following format – MM/YYYY – indicating the month and year for which you would like to generate the report. In order for you to produce an accurate report, you **must** have authorized all payments for the appropriate report period prior to generating an ACF-801 report (see the *User's Guide* for V2.0 for information on authorizing payments, Section VII).



The screenshot shows the 'ACF-801 Report Period Data Entry' window. The title is 'Generate ACF-801 File Form'. The text 'Please Enter Report Period:' is followed by an input field containing '05/2005' and the instruction '(i.e., mm/yyyy)'. The 'Generate 801 File' button is highlighted with a red box.

Buttons: Generate 801 File, Help, Close

4. Click the **Generate 801 File** button.
5. A message will be displayed noting that you have successfully generated the ACF-801 report. It will indicate both the file name and the location of the file on your computer. The file will be stored on your C drive and will have a filename with the following name/format: ACF801\_YYYYMM.TXT.
6. Click the **Close** button. You can re-name and save your file using familiar Microsoft functions:
  - Go to your C drive and find the saved file.
  - Right click on the file to highlight and open a drop-down box
  - Select “Rename”
  - Type in new file name that will best identify the data (e.g. Guam – March 05)
  - Press “Enter” to save the file with the new name.

If you re-generate a file for a single report period, the new file will overwrite the original file if the file name hasn't been changed.

## **II. Local Ethnicity field**

Territories must comply with the Federal government's ethnicity and race reporting guidelines. In addition to capturing this information, some Territory users felt that it would be beneficial to also have the ability to track additional ethnic groups specific to their own Territory. The Local Ethnicity field allows this tracking. The Local Ethnicity field is completely customizable. You can enter an infinite number of ethnic group names relevant to your program. The user defines the selections that will appear in the drop-down lists in the applicant and family member screens.

To utilize this feature, you must first enter the information in the “Local Ethnicity” screen in the Application Maintenance module. The selections you enter will appear in the local ethnicity lists in the applicant and family member screens for recording. Applicant reports can be sorted by the local ethnicity field.

### **Preparing the Local Ethnicity field**

1. From the Main Menu, click the **Application Maintenance** button.

2. Click on the **Local Ethnicity** tab. This opens the window where you will enter the selections you want to appear in the local ethnicity drop-down lists.

Alphabetizing your list prior to making entries will make data entry easier. Although you can add to this options list later, you should never change or delete the selection names or the order of the selections.

3. Enter your first ethnicity selection on the blank line. As you enter one choice, a new blank line will appear. Enter all of the ethnicity choices you want to appear in the associated drop-down list on the applicant and family member screens.

The screenshot shows the 'Application Maintenance' window. At the top, there is a menu bar with 'Application Maintenance'. Below it is a grid of menu items: License Type List, Program Defined Information, Poverty Guidelines Chart, Username / Password, Case Worker List, Program Location List, Marital Status List, Client Closed Reason List, Approval Letter Subj Text, Approval Letter Footer Text, Certificate Title Text, Certificate Footer Text, Letterhead Information, Local Ethnicity, Eligibility Lists, and Payment Schedule/Copayment. The 'Local Ethnicity' menu item is highlighted with a red box. Below the menu items is a large text area with a scroll bar. The text area contains the word 'Ethnicity' at the top, followed by three lines of input fields. The first line contains 'Local Ethnicity A', the second line contains 'Local Ethnicity B', and the third line is empty. Below the text area is a record navigation bar with the text 'Record: 2 of 2'. At the bottom of the window are three buttons: 'Generate ACF-801 File', 'Help', and 'Close'.

4. The selections that you enter in the Local Ethnicity field in the Application Maintenance module will appear in the drop-down list on both the applicant and family member pages.
5. When adding or editing client information in the client information module, click on the desired option to select the ethnicity you wish to record.

The screenshot shows a software interface titled "Client Information Applicant Information Data Entry Form". It features several sections: "Applicant Information" with fields for Local Case ID, Local Use, Applicant SSN, First Name, Last Name, Address, City, State, County/Parish, and Phone #; "Application Dates" for Application Date, Initial Date, Last Review Date, and Next Review Date; "Eligibility/Financial Info" with fields for Eligibility Period, Gross Annual Income, CCDF Monthly Income, and Monthly Parent Co-pay; and "Program Defined Information" with a dropdown for Eligibility Criteria and a field for Eligibility Documents. A red box highlights the "Local Ethnicity" dropdown menu, which is open and shows "Local Ethnicity B" and "Local Ethnicity A" as options. At the bottom, there are buttons for "View/Print Family Info", "Save Applicant Info", "Help", and "Close".

### III. Local Use field

The Local Use field is an open data entry field where you type information that you want to record/track. This is not a drop down list and information must be entered separately on each "Applicant Information" or "Family Member" screen. Each Territory will define how this field will be used. Your Territory can track one thing on the applicant's page and something different on the family member page. It is completely up to the grantee's discretion. Some possible uses include: tracking an applicant's employer, a child's school, a referral source or some other useful piece of information.

#### Preparing the Local Use field

1. First you must reach agreement about how this field is going to be used and provide appropriate training to all staff. This will ensure that the field is used consistently and in accordance with the defined purpose.
2. On the "Applicant Information" screen, type the information your Territory has decided to track in the Local Use field. If you are on the "Family Member" screen, enter the information in the Local Use field on that page.

*NOTE: The Local Use field is a text field. Therefore, the information you enter can be alpha, numeric, or a combination of the two.*

3. After entering or editing all of the desired information, click the **Save Applicant (Family Member) Info.** button.

**Client Information**  
**Applicant Information Data Entry Form**

Applicant Information | Family Member Information

Local Case ID: 10101010  
 Local Use: Ironworks Corp

Application Date: [ ] Local Ethnicity: [ ]  
 Initial Date: [ ] Case Worker: [ ]  
 Last Review Date: [ ] Next Review Date: [ ] Program Defined Information: [ ]  
 Closed Date: [ ] Closed Reason: [ ] Eligibility Criteria: [ ]

First Name: Angela MI: [ ]  
 Last Name: Apple  
 Address: 2600 Tower Oaks Blvd  
 City: Local City  
 State: MP Zip: [ ]  
 County/Parish: Northern Islands  
 Phone #: [ ]

Single Parent: [ ] Family Size: 2  
 Reason for Subsidy: Work  
 Comments: [ ]

Eligibility/Financial Info  
 Eligibility Period: 1/01/2005 thru 6/30/2005  
 Gross Annual Income: \$20,400  
 CCDF Monthly Income: \$1,700  
 Monthly Parent Co-pay: \$50.00  
 Eligibility Documents: [ ]

View/Print Family Info | Save Applicant Info | Help | Close

4. When you generate reports, the information you enter in the Local Use field will be noted under the “Local Use” heading.

**Applicant Information Report**

**Apple, Angela (SSN: 555-55-5555)**

2600 Tower Oaks Blvd  
 Local City, MP  
 Northern Islands County

Comments: NONE

**Applicant Information**

Case ID	Local Use	Local Ethnicity	Case Worker	Single Parent	Reason for Subsidy
1010101010	Ironworks C				Work

Application Date: [ ] Last Review Date: [ ]  
 Initial Date: [ ] Next Review Date: [ ]

Eligibility Criteria | Eligibility Do

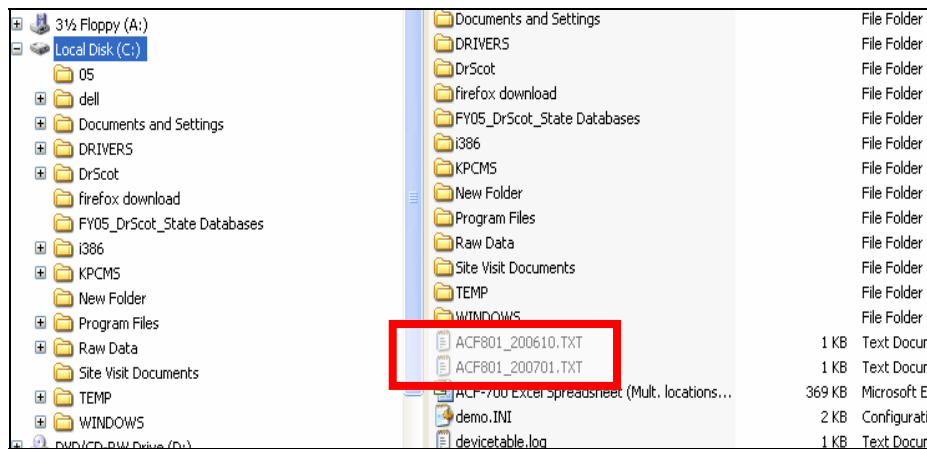
#### IV. Footnotes

Footnotes are occasionally included in the ACF-801 files to explain or clarify information that is correct but may appear to be out of compliance with CCB

reporting guidelines. There also may be circumstances when you are unable to capture the information in the required format and an explanation would be necessary. In these cases you can manually add a footnote at the end of the ACF-801 records after you have generated the file.

### Adding Footnotes

1. When you generate an ACF-801 file, it will automatically save to your C drive. Locate the file and double-click to open it using Notepad or WordPad.



2. Add the desired footnotes at the end of the file prior to submitting it. (See Technical Bulletin #4 for guidance on the correct format for footnotes. It is available on the CCB web site:

<http://www.acf.hhs.gov/programs/ccb/report/formhelp/techbull/index.htm>

