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Child Development Management Information System (CDMIS)

801 Reporting Webinar

November 13, 2019

10 a.m. to 12 p.m.



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Overview

- In this webinar, the following topics will be covered:
 - CDMIS Support Resources
 - CDD-801A Reports
 - CDD-801B Reports



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CDMIS Support Resources

- CDMIS Support web page:
<https://www.cde.ca.gov/sp/cd/ci/main.asp>
 - User Manual
 - Updates
 - Surveys
 - Snapshots



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Snapshot Tutorials

- Abbreviated training videos focused on selected topics
- Videos address the following CDMIS functions:
 - Add/Edit Users
 - No Services
 - Update Agency Information
- Accessible from the CDMIS Support web page



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Checkpoint: CDMIS Support Resources

- In this section, the following topics were addressed:
 - CDMIS Support web page
 - Snapshot Tutorials



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CDD-801A Reporting

- In this section, the following topics will be addressed:
 - CDD-801A Overview
 - How to Submit CDD-801A Reports
 - Clarifying Data Definitions



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CDD-801A Overview

- **CDD-801A:** Monthly data collection report in which agencies provide specific information about all families receiving child care and development services provided by funding from a contract with the California Department of Education (CDE), Early Learning and Care Division (ELCD)
- **CDD-801A Due Date:** 20th of the month following the end of the report period
 - For example, the report for November 2019 is due by December 20, 2019



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Report Month Locking

- Reports are open for review and revision for approximately sixty (60) days after the due date
- Reports are locked after the sixty (60) days; no further changes to data can be made
- Previously-submitted data may be viewed and exported using the “CDD-801A Management Reports” function on the CDMIS Main Menu



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How to Submit CDD-801A Reports

- Agencies may submit the CDD-801A report using one of the following two methods:
 - Web Input/Edit, **or**
 - Electronic File Upload
- Agencies may switch between and/or use a combination of the aforementioned reporting methods to fulfill the CDD-801A reporting requirement



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Web Input/Edit

- This method of submitting CDD-801A reports consists of manually adding families' information into the CDMIS website and copying families' information from one month to the next
- Once copied forward, families' information can be added, deleted, or modified to reflect the actual services provided during that report month



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Electronic File Upload

- This method of submitting CDD-801A reports consists of agencies generating and uploading a specially formatted text file to the CDMIS website
- This text file contains all family, child, and provider information for a particular report month
- Refer to prior webinar for more details on the Electronic File Upload process



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Web Input: Add a Family (1 of 2)

1. From the CDMIS Main Menu select the function “CDD-801A Input/Edit”
2. Select the “Month” and “Year” in which a family needs to be added
3. Click the “Submit” button



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Web Input: Add a Family (2 of 2)

4. Click the “Add a Family” button
5. Input family information
6. Click the “Save” button
 - All error messages must be resolved before a family’s information can be saved
 - Instructions for resolving errors can be found in the CDMIS User Manual, Appendix D: Data Definitions



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Web Input: Copy Families (1 of 4)

1. From the CDMIS Main Menu select the function “CDD-801A Input/Edit”
2. Select the “Month” and “Year” in which a family will be copied from
3. Click the “Submit” button
 - A “View CDD-801A Families” screen will appear and display the first 20 families reported in the selected month



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Web Input: Copy Families (2 of 4)

4. Scroll to the bottom of the screen and select the “Copy Families” button
 - All families are marked to be copied forward
 - Families that do not need to be copied forward can be deselected
 - The subsequent report month is preselected
 - The target month may be changed as necessary



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Web Input: Copy Families (3 of 4)

5. Click the “Copy Checked Families” button
 - Confirm copy forward (if there are no families in the target month)
- or**
- Choose to append or replace family records (if there are families in the target month)



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Web Input: Copy Families (4 of 4)

6. Review the Copy Forward Results screen

- Fix any families not copied forward due to errors

or

- Continue on to view the families copied to the subsequent month



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CDD-801A Data Definition Spotlights

- CDMIS staff encourage contractors to perform regular data quality reviews to ensure that information is reported correctly and consistently
- Commonly misunderstood CDD-801A data fields:
 - Family Income Greater than 70% of the State Median Income (SMI)
 - Family, Child, and Services Start Dates
 - Provider Zip Code



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Family Income Greater than 70% of the State Median Income (SMI)

- Management Bulletin 19-03 revised the initial income eligibility ceiling from 70% of the SMI to 85% of the SMI
- However, there is still a question on the 801A that inquires about if a family's SMI is greater than 70% of the SMI as this is a federal marker for income eligibility
- To determine a response to this data field, the following information for the indicated report month is needed:
 - Family size
 - Family monthly income
 - Income Ceilings and/or Family Fee Schedule



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Family and Child Start Dates

- **Family Start Date:** the actual date on which the family began receiving ELCD-subsidized services through your agency
- **Child Start Date:** the actual date on which the child began receiving ELCD-subsidized services through your agency
- All dates in the 801A for electronically transferred files should be written as MM/DD/YYYY
– 09/06/2019 instead of 9/6/2019



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Services Dates

- **Services Date:** the date on which a child began receiving services
 - At a specific provider, or
 - Subsidized by a particular program type
- When any of the items listed above changes, the Services Date must reflect the effective date of the change



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Provider Zip Code

- This data field requires the 9-digit zip code (5-digit zip code and 4-digit extension) of the location where the child receives services
- This information is part of the provider's address
 - For Alternative Payment programs, this information should be in the provider's file
 - For Center-based Programs, this information should be in the family's file



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Checkpoint: CDD-801A Reporting

- In this section, the following topics were addressed:
 - CDD-801A Overview
 - How to Submit CDD-801A Reports
 - Clarifying Data Definitions



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CDD-801B Reporting

- In this section, the following topics will be addressed:
 - CDD-801B Overview
 - How to Submit CDD-801B Reports
 - Clarifying Data Definitions



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CDD-801B Overview

- **CDD-801B:** Monthly data collection report limited to approximately 250 families randomly sampled from the CDD-801A statewide submittals for a given month
 - In this data collection, agencies provide more thorough descriptions of the families selected as a part of the sample
 - Because the sample for this data collection is small, most agencies will not be required to complete a CDD-801B report, monthly



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CDD-801B Sample Notification

- Agency executive directors and program directors are notified via email if one or more families have been selected for the CDD-801B. The email notification includes the following:
 - Sample month
 - Number of families sampled
 - Date information is due (approximately 14 calendar days after the date the email is sent)
- Agency staff who have CDMIS access may check to see if one or more families have been selected for the CDD-801B sample by utilizing the “CDD-801B Input/Edit” function



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Additional CDD-801B Data Fields (1 of 2)

- The CDD-801B report contains all of the questions in the CDD-801A report and the following additional questions:
 - Is the Head-of-Household Single?
 - Is parent currently on active duty in the U.S. Military?
 - Is parent currently a member of a National Guard/Military Reserve Unit?
 - Is the family homeless?



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Additional CDD-801B Data Fields (2 of 2)

- Additional data fields exclusively in the CDD-801B report are as follows:
 - Monthly Child Care Family Fee/Reduced Fee
 - Family Income Sources
 - Provider Address/Provider City
 - State Subsidized Monthly Payment for Child Care
 - Total Hours of Care this Month



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CDD-801B Reporting (1 of 3)

1. From the CDMIS Main Menu select the function “CDD-801B Input/Edit”
2. Select the sample month and year indicated in the email from the CDMIS Office
3. Click on the Head of Household name to open the “Edit Family” screen
4. Enter all information requested for the family
 - Update incorrect information listed in the CDD-801B **and** the corresponding CDD-801A



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CDD-801B Reporting (2 of 3)

5. Click the “Save” button
 - Resolve all error messages, if displayed
 - Click the “Save” button
 - Repeat the above steps as necessary until no error messages appear
6. Click the “Return to View Families” button
 - If “Yes” appears under the “Completed” column next to the family name, the CDD-801B report for this family is complete



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CDD-801B Reporting (3 of 3)

- The 801B reporting snapshot video can be found at the following link:
<https://www.cde.ca.gov/sp/cd/ci/snapshots.asp#cdd801b>
- This video tutorial covers how to complete the CDD-801B report



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Excluding Families (1 of 2)

- To exclude a child that did not receive ELCD-subsidized services during the indicated sample month, select a reason for exclusion
 1. Navigate to the screen area above the family/child information section
 2. Select a reason for exclusion from the dropdown menu
 3. Click the “Exclude” button



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Excluding Families (2 of 2)

- The web page will automatically reload
- The child and provider type of child care information will be indicated as “Excluded from Reporting”
- An “Un-exclude” button will appear above the family/child information section
- Delete the family/child from the CDD-801A report for the selected month



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CDD-801B Data Definition Spotlights

- CDMIS staff encourage contractors to perform regular data quality reviews to ensure that information is reported correctly and consistently
- Commonly misunderstood CDD-801B data fields:
 - State Subsidized Monthly Payment for this Child Care



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State Subsidized Monthly Payment for This Child Care

- **C2AP, C3AP, CAPP, CMAP, and CFCC contracts:** the amount the provider is paid for child development services provided in the report month
- **CCTR, CHAN, CMIG, and CSPP contracts:** the amount claimed (i.e., the amount reimbursed under your agency's CDE, ELCD contract) from the CDE for child development services provided in the report month
 - Includes any adjustments applicable to this child (e.g., for infants, exceptional needs, severely disabled, etc.)
 - Does not include the family fee or administrative costs



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Calculating the State Subsidized Monthly Payment

(# days child attended × daily rate ×
adjustment factor) – administrative cost
percentage



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Checkpoint: CDD-801B Reporting

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Contact Information

- The CDMIS Office can be contacted by phone at 916-445-1907 and by email at CDMIS@cde.ca.gov
- The CDMIS Support web page is located at <https://www.cde.ca.gov/sp/cd/ci/main.asp>
- The CDMIS website is located at <https://www4.cde.ca.gov/cdmis>
- The CDMIS Test website for electronic file uploads is located at <https://www4test.cde.ca.gov/cdmis>