# Child Development Management Information System (CDMIS)

## User Manual

**A Guide for Program Staff**

**Version 8.0**

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**This version Supersedes previous versions of this guide.**

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## Revision History

| **Version Number** | **Revision Date** | **Name** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- | --- |
| v 7.0 | 10/9/2017 | CDMIS User Manual | All Sections | CDMIS User Manual created |
| v 8.0 | 10/02/2018 | CDMIS User Manual | Appendix A: File Format Specifications | Head-of-Household Social Security Number revised comments |
| v 8.0 | 10/02/2018 | CDMIS User Manual | Appendix B: Child Care Family Fee Schedule | Addition of revised Family Fee Schedule with State Median Income for fiscal year 2018-19 |
| v 8.0 | 10/02/2018 | CDMIS User Manual | Appendix D: Data Definitions | Revised references to data definitions |
| v 8.0 | 10/02/2018 | CDMIS User Manual | Appendix F: Error Message Codes | Additional appendix listing error message codes and descriptions |

## Security and Privacy

All family and child information collected and submitted to the CDE is confidential information and restricted to purposes directly connected with the administration of the program. Only persons designated by the program director may view the information, and these persons may only view the information for purposes directly connected with the administration of the program or except as provided for by law. The editing of this information is limited to Users designated by the program director and for purposes directly connected with the administration of the program. (48 Code of Federal Regulations (CFR) Part 98, Child Care and Development Fund (CCDF), Subpart H-Program Reporting Requirements sections 98.70 and 98.71; California *Education Code* Section 8261.5; and *California Code of Regulations*, Title 5 sections 18117 and 18246).

## Chapter 1: Overview

This chapter is intended to provide an overview of the CDMIS.

### Contents

This chapter contains the following topics:

* 1.1 Overview
* 1.2 CDD-801A, Monthly Child Care Population Information
* 1.3 CDD-801B, Monthly Sample Report
* 1.4 Maintaining Agency Information

### 1.1 Overview

California must report information to the federal Administration for Children and Families (ACF) on subsidized child care and development programs to receive federal matching grant funds, and to comply with state and federally mandated reporting requirements.   
  
The CDE, EED developed the CDD-801A and CDD-801B information collection reports for this purpose. The information collected from these reports will be used by state and federal legislators to develop public policy for child care and development services in California, and to request increased funds to expand child care availability in unserved and underserved areas.

### 1.2 CDD-801A, Monthly Child Care Population Information

The CDD-801A is the collection in which all agencies report specific information on all families receiving subsidized child care and development services.

### 1.3 CDD-801B, Monthly Sample Report

The CDD-801B is a monthly collection limited to approximately 250 families randomly sampled from all CDD-801A statewide submittals for a given month. The families in the sample are selected to provide a more thorough description of the families being served from all CDD-801A’s submitted statewide.

### 1.4 Managing Agency Information

The CDMIS also contains functions for agencies to update their administrative information. Super Users may request Program Director and Executive Director changes, report no service periods to the EED, and enter site and license information.

## Chapter 2: System Access

This chapter contains information regarding accessing the CDMIS.

### Contents

* 2.1 Log on to the CDMIS
* 2.2 About Super Users and Users
* 2.3 Add/Edit Users
* 2.4 System Updates

### 2.1 Log on to the CDMIS

Child care agencies can log on to the CDMIS to fulfil reporting requirements.

The log on screen is located on the CDMIS website at <https://www4.cde.ca.gov/cdmis/default.aspx>.

This screen provides access to the CDMIS. Users should enter their User name and password, and click “Log on” to access the CDMIS.

User names and passwords are case sensitive. Any capital letters must be entered as capital letters; lower case letters must be entered as lower case.

For password assistance, please contact the CDMIS Office by email at [CDMIS@cde.ca.gov](mailto:CDMIS@cde.ca.gov) . Please note that we are unable to send confidential login information via email, as it is not a secure method of communication. All password inquiries will be made via phone.

User accounts are deactivated after ninety (90) days of inactivity. You may contact the CDMIS Office by email at [CDMIS@cde.ca.gov](mailto:CDMIS@cde.ca.gov) to re-activate an account that has been deactivated.

### 2.2 About Super Users and Users

There are two types of User access levels in the CDMIS: Super Users and Users.

An Agency's Super User is usually the Program Director. He or she is responsible for completing the CDD-801A and CDD-801B reports, or designating individuals in the agency to complete these reports.

An agency should have at least one Super User.

A **Super User** can do the following:

* See all User names and passwords
* Request new Super Users and Users
* Deactivate existing Users
* Change information for all Users
* Assign Users to sub-agencies (if the agency reports by sub-agency for CDD-801A reports)
* Update No Service Periods information to report programs not operating during specific months
* Create and change sub-agencies (if the agency reports by sub-agency for CDD-801A reports)
* Enter CDD-801A reports for the entire agency (regardless of if the agency reports by sub-agency for CDD-801A reports or not)
* Enter CDD-801B reports for the entire agency

A **User** can do the following:

* Change his or her own User information only
* Enter CDD-801A reports for only one sub-agency (if the agency reports by sub-agency for CDD-801A reports)
* Enter CDD-801A reports for the entire agency (if the agency does not report by sub-agency for CDD-801A reports)
* Enter CDD-801B reports for the entire agency

### 2.3 Add/Edit Users

Super Users can manage Users by selecting the “Add/Edit Users” function from the Main Menu and clicking “Submit”.

#### Add Users

##### Overview

At the bottom of the Users screen, there is a “Register New User” button. Super Users can use this function to request a new User. When all the required information is entered on the screen, a request for the new User is sent to the CDMIS Office for approval.

##### Important Reminder

Use the navigation buttons and links on the screen. Do not click the "Back" button on your browser as this may result in errors or duplicate information. Always click the "Save" button when you enter information on the screen.

##### Required Information

Required information is indicated with an asterisk "\*".

For every User, you must enter the following information:

* First name
* Last name
* Phone number with area code
* Email address
* User access level (i.e., Super User or User)

**Important:** Ensure that you have entered the User’s email addressed correctly; incorrect email address entry will result in the User not receiving notifications from the CDMIS.

You must select a sub-agency assignment for the new User **if all of the following apply:**

* Your agency has created sub-agencies for reporting
* The new User is a User (not a Super User)
* The new User will submit CDD-801A reports

**Note:** Super Users do not need a sub-agency assignment.

**Important:** Sub-agency assignments are only used for CDD-801**A** reporting, not CDD-801**B** reporting.

The sub-agency selection option is not displayed for agencies that have not created sub-agencies.

##### Step-by-Step Instructions

1. Enter the required information (indicated with an asterisk "\*") about the new User
2. Click the "Save" button

**Result:** The "Add New User Screen" is displayed again. If there are errors in the data, error messages will be displayed at the top of the screen in red text.

1. Read any error messages that appear at the top of the screen; correct all errors by adding or changing information
2. Click the "Save" button
3. Repeat Steps three to five until all error messages are resolved
4. Click the "Return to Previous Page" button

**Result:** The "Users" screen is displayed.

##### What Happens Next

After you enter all required information about the new User and click the "Save" button, the following happens:

1. The CDMIS Office reviews and approves the new User request within 24 hours.
2. The new User receives an email from the CDMIS Office. This email includes the name and phone number of the person who requested the new User.
3. The new User contacts the person listed in the email notification and requests his or her new Username and initial password.
4. The new User logs on to the CDMIS website. The first time a new User logs on to the CDMIS website, the User is required to change their initial password.

##### About Users and Sub-Agency Reporting

Reporting by sub-agency is available for CDD-801**A** reports; agencies cannot report by sub-agency for CDD-801**B** reports.

Reporting by sub-agency is optional; agencies do not have to report by sub-agency.

A Super User has access to CDD-801A reports for all sub-agencies. A User must be assigned to one sub-agency if he or she is to enter CDD-801A reports.

A User can be assigned to only one sub-agency (or no sub-agency if the User will not enter any CDD-801A reports).

A User cannot change his or her own sub-agency assignment. Only a Super User can change a sub-agency assignment.

##### Exit the Add New User Screen

* Click the "Return to Previous Page" button at the bottom of the screen
* Click the "Main Menu" link that appears at the top of the web page
* Click the "Log Out" link that appears at the top of the web page

#### Edit Users

##### Overview

You may click on the name of any registered User to reach the “Edit User” screen.

This screen is used to view or update information for a specific User. Each User can update their individual contact information as it changes.

Super Users can update information for any User or Super User for their agency, as well as change sub-agency assignments and deactivate User access to the CDMIS website.

**Note:** Do not use this screen to change a User's name. If a person with access the CDMIS website no longer needs access (e.g., due to staff leaving the agency, etc.), deactivate that User's account. New persons needing access to the CDMIS should have their own Username and password. Security of the family information submitted by agencies is crucial; only those who should be accessing the information on the CDMIS website should have Usernames and passwords.

##### Important Reminder

Use the navigation buttons and links on the screen. Do not click the "Back" button on your browser as this may result in errors or duplicate information.

Always click the "Save" button when you enter information on the screen.

##### Required Information

Required information is marked with an asterisk "\*".

For every User, you must enter the following information:

* First name
* Last name
* Phone number with area code
* Email address

**Important:** Ensure that you have entered the User’s email addressed correctly; incorrect email address entry will result in the User not receiving notifications from the CDMIS.

##### Step-by-Step Instructions

To **update** User information, follow the steps indicated below (Super Users and Users):

1. On the Edit User page, make necessary changes to the User's contact information and click the "Save" button

**Result:** If all information was provided, the message "User Information Updated Successfully" will be displayed. To return to the Users page, click the "Return to previous page" button. If there are errors in the data, error messages will be displayed at the top of the screen in red text.

1. Read any error messages that appear at the top of the screen; correct all errors by adding or changing information
2. Click the "Save" button
3. Repeat Steps 2–5 until all error messages are resolved
4. Click the "Return to Previous Page" button

**Result:** The "Users" page is displayed.

To **deactivate** a User or Super User, follow the steps indicated below (Super Users only):

1. On the Edit User page, check the box located above the "Save" button and next to "Deactivate User," and click the "Save" button

**Result:** The message "User information has been updated successfully" will appear. This User will no longer be able to log on to the CDMIS website.

1. Click the "Return to previous page" button at the bottom of the screen

**Result:** The "Users" page is displayed.

To **reactivate** a deactivated User or Super User, follow the steps indicated below (Super Users only):

1. On the Edit User page, check the box located above the "Save" button and next to "Request Activation," and click the "Save" button

**Result:** The message "User information has been updated successfully" will appear. The CDMIS Office will be notified of a User reactivation request. When the request has been approved by the CDMIS Office, the User/Super User will be able to log on to the CDMIS website again.

1. Click the "Return to previous page" button at the bottom of the screen

**Result**: The "Users" page is displayed.

##### What Happens Next

Once all required User information is completed and the "Save" button clicked, the new User information is submitted and stored in CDE’s computer system.

If you are a Super User and you clicked the "Deactivate User" check box, that User’s account is immediately deactivated and cannot access the CDMIS website.

If you are a Super User and you clicked the "Request activation" check box, the following will occur:

1. The CDMIS Office reviews User requests within 24 hours.
2. If the User is approved, the User receives an email from the CDMIS Office. This email includes the name and phone number of the Super User who originally added this User system, as well as directs the new User to call the Super User for password assistance.
3. If the new User request is disapproved, the Super User can enter the Users screen and see the reason why CDMIS disapproved the User request. The Super User can contact the CDMIS Office by phone at 916-445-1907 with any questions or concerns.
4. If the User cannot remember their CDMIS password, the User should contact their Super User for assistance.
5. If the agency Super User is not available, the User can contact the CDMIS Office by phone at 916-445-1907 for assistance.
6. Once the User logs on to the CDMIS website, the User is required to change their password (assuming it has been more than ninety [90] days since their last login).

##### About Users’ Current Statuses

A User can have one of three status levels:

* Active (the User can access the CDMIS website), or
* Request activation (the User cannot access the CDMIS website until their Super User or the CDMIS Office approves the reactivation request), or
* Deactivated (the User cannot access the CDMIS website).

##### About Users and Sub-Agency Reporting

Reporting by sub-agency is optional; agencies do not have to report by sub-agency.

Reporting by sub-agency is available for CDD-801**A** reports. Agencies cannot report by sub-agency with CDD-801**B** reports.

A Super User has access to CDD-801A reports for all sub-agencies. A User must be assigned to one sub-agency if he or she is to enter CDD-801A reports.

If you are a Super User, you can change a User's sub-agency assignment on the Edit Users web page by selecting a different sub-agency from the drop down list and clicking the "Save" button.

A User can be assigned to only one sub-agency.

A User cannot change his or her own sub-agency assignment; only a Super User can change a sub-agency assignment.

##### Exit the Edit User Screen

* Click the "Return to Previous Page" button at the bottom of the screen
* Click the "Main Menu" link that appears at the top of the web page
* Click the "Log Out" link that appears at the top of the web page

### 2.4 System Updates

The CDMIS Office sends out periodic updates regarding the CDIMS. Agencies may view current and archived system updates on the CDE CDMIS Updates web page at <http://www.cde.ca.gov/sp/cd/ci/update.asp>.

## Chapter 3: CDD-801A Reporting

This chapter contains information regarding CDD-801A reporting.

### Contents

* 3.1 CDD-801A Report Overview
* 3.2 Data Definitions
* 3.3 Web Input: Step-by-Step Instructions
* 3.4 File Upload: Step-by-Step Instructions

### 3.1 CDD-801A Report Overview

The CDD-801A monthly population report is a data collection in which agencies report specific information about every family receiving child care and development services provided by funding from a contract with the CDE, EED.

#### What is the CDD-801A?

The CDD-801A report is a list of all families and children that received EED-subsidized services for a specified month. It is submitted monthly by every agency that contracts with the EED to provide subsidized child care and development services. The CDD-801A report is also used to draw a sample of approximately 250 cases per month on which more detailed information is gathered through the CDD-801B, a separate report.

#### Which agencies must submit the CDD-801A?

All agencies must submit the CDD-801A report in any month where families and children received EED-subsidized child care and development services during the report month. The report month is the month in which services were provided. This means that if your agency provided EED-subsidized child care and development services to families and children during the report month and EED reimbursed your agency for those services under your contract, even if for only a few hours during the month, those families and children must be included in that month's report.

#### What is the deadline for submitting the CDD-801A?

The CDD-801A is due on the 20th of the month following the end of the report period. For example, the October 2017 monthly report is due by November 20, 2017. Late notifications are sent out the following business day. Agencies who have not submitted their CDD-801A report by the final date stated in the late notification will have their apportionments withheld until a complete report is submitted. Agencies should revise reports as soon as possible if discrepancies are found between what was reported and families and children actually served.

#### Why do agencies have to submit the CDD-801A?

The CDD-801A reports are very important. If agencies do not send these reports in, the EED is unable to pull a sample that accurately represents the universe of children receiving subsidized child care and development services. This in turn prevents the EED from meeting the reporting requirements of federal law.

As a requirement of receiving federal child care funding, all states must submit the federally mandated Administration for Children and Families (ACF)-801, which is a requirement of the Personal Responsibility and Work Opportunity Act of 1996 (PL 104-193). States were given a choice to submit the required information for all the families whose services were provided by federal funds or a sample of those families. California has chosen to submit a sample. We use the monthly information submitted on the CDD-801A to draw a sample of approximately 250 families each month.

Failure to submit the data to the federal government will result in a sanction (fiscal penalty) against the state. Therefore, failure of California agencies to report in a timely manner will result in the withholding of their apportionments.

#### How do I submit a monthly report?

All reporting is completed online. Agencies submit their reports online in one of two ways.

* By logging in to the CDMIS secure website and selecting the function "CDD-801A Web Input/Edit" to copy families from month to month, to fill in data entry screens to add new families when services began, and to delete families from months where they did not receive services. For instructions on how to submit your reports using this method, step-by-step instructions have been developed.
* By logging in to the CDMIS secure website and selecting the function "CDD-801A Electronic File Transfer” to submit a text file created by your agency that contains all the required information and is formatted specifically for the CDMIS to process. If your agency chooses to submit monthly CDD-801A data via Electronic File Transfer, please read Appendix A: File Format Specifications. For directions on how to submit using this method, step-by-step instructions have been developed.

#### How do I report that no services were provided in a particular month?

If an agency has a contract but does not provide any services in a given month, the agency must report No Services. To report No Services, select the function "Sub-Agency/No Services" from the CDMIS Main Menu and click the "Submit" button. Then, follow the instructions for reporting No Service periods under the Manage Program Information section of the CDMIS User Manual.

#### Can I view information already submitted?

Information that has been submitted can be viewed or edited for a period of time after the due date. Typically, reports are viewable for approximately sixty (60) days after they are due.

#### Can I revise previously submitted reports?

Absolutely. If you find that a particular report month does not contain the correct information (e.g., families or children are not reported, or families or children are reported that did not receive EED-subsidized child care and development services through your contracts with EED) or if minor changes to the information you reported for a family need to be made, we encourage that you make those changes to the CDD-801A report as soon as they are discovered.

For agencies that use the Web Input/Edit method to report, simply select the month and year you wish to update, and make the changes to reflect accurate services in that month. For agencies who submit an electronic file, you can either resubmit your monthly file or you can use the Web Input/Edit method to add or delete individual families and/or children.

### 3.2 Data Definitions

The family, child, and provider information fields from the CDD-801A and CDD-801B reports have their own definitions, guidelines, and Frequently Asked Questions (FAQs). Please refer to the link provided in Appendix D: Data Definitions for a comprehensive description of all data fields in the CDD-801A and CDD-801B reports.

### 3.3 Web Input: Step-by-Step Instructions

The CDD-801A Web Input/Edit method of submitting the CDD-801A report consists of copying families from one month to the next, then adding, deleting, or modifying those families to reflect the actual services provided in that report month.

To submit the report using this method, follow the below steps:

1. Log on to the CDMIS website and navigate to the Main Menu.
2. Select the function "CDD-801A Web Input/Edit," and the month and year you wish to copy families from. Click the "Submit" button.

**Result:** The "View CDD-801A Families" screen appears and the first 20 families you reported for that month are displayed.

1. Scroll to the bottom of the page and click the "Copy Families" button.

**Result:** The "Copy CDD-801A Families" screen is displayed. All families are automatically selected to be copied, as indicated by the check mark next to each family's name. If you have many families listed but only need to copy a few families to the next month, you can click the "Uncheck All" button and then recheck only those few families you need to copy forward. Or, if you unchecked all the families and need to recheck them, click the "Check All" button.

**Optional:** To remove the check mark from a family's name so that family is not copied forward, click on the box next to that family’s name. The check mark will be removed. Move through the list of all families to remove check marks next to the names of all families you do not want to be copied forward (these are families that did not receive services in the month you are copying to).

Only 20 family names are displayed at one time.

If you wish to uncheck some of the families so they do not copy into the next month, use the buttons and links found below the listed families to "Jump to" other families so you can uncheck them:

* Click "Previous Page" to view the previous 20 families.
* Click "Next Page" to view the next 20 families.
* Select a page number from the drop down list to view the families on that page.
* Click on a letter under the "Jump to families" to move to the first family with a last name that begins with that letter.

The subsequent month is already selected for you. You can change the month and year if you want to copy families to a later month; however, you cannot copy families backwards (to a prior month) or forward to a month that has not yet ended.

**Example:** On March 14, 2015, you decide to copy forward the families from January 2009. You can copy those families to February 2015 (a month that has already ended). But you cannot copy those families to March 2015 because the CDMIS does not allow you to copy into March 2015 until April 1, 2015. A month has to end before you can add families to it.

If your agency has sub-agencies, the system automatically selects the same sub-agency to receive the copied families. Only Super Users have the ability to select a different sub-agency where the families will be copied if you want to report them in a different sub-agency during the next month.

1. Click the "Copy Checked Families" button.

**Result:** A confirmation screen(s) is displayed. Read the confirmation screen(s) very carefully. You will see one of two screens depending on if you already have families in the target month or not.

If there are already families in the target month, you will be informed of the number of families already in that month and asked if you want to either delete them and replace them with the ones you are copying or if you wish to add the selected families to the ones already in the target month.

If there are no families in the target month, you will simply be prompted to confirm that you wish to copy the selected families.

Once you select one of the above choices, the copy process will begin. You will see the page update as families are processed and copied. When the copy process is completed, you will see two buttons displayed. One button asks if you wish to return to the prior month (if you want to double check that month's report); the other button allows you to continue to the target month.

If all the families you selected to copy did not copy into the target month, they will be listed on Copy Forward Results page. These are families who could not be copied forward due to some error. To see the error and possibly resolve the problem, click the "Edit" button located to the right of the family's name. This opens up the Edit page for that family and you will see the error message(s) in red text above the family information section. Correct any errors you are able to correct and click the "Save" button at the bottom of the screen. Make sure you have corrected all error messages before returning to the "Copy Forward Results" page. Correcting the errors and saving the information for each family automatically copies them into the target month.

When copying families (for example from May to June), you must complete the following:

* 1. Copy the families from May to June.
  2. Make changes to the families in the June report month. Add families that began receiving services in June or delete families whose services ended in May and should not be included on the June report.

**Note:** Do not make changes to the report before copying forward (for example, do not change May before copying forward to June) or you will have changed May's report and it will no longer reflect actual services for that month. The only time you should add families (or children) to a month is when the family (or child) being added received services in that month. The only time you should delete families (or a child within a family) from a month is when that family (or child) did not receive services in that month and was reported incorrectly.

### 3.4 File Upload: Step-by-Step Instructions

For agencies with the ability to generate a specially formatted text file that contains all the family, child, and provider information for a particular month, you can upload this file to the CDMIS website to submit your CDD-801A report. From the Main Menu of the CDMIS website, select the "CDD-801A Electronic File Transfer" function, indicate the month and year for which you wish to upload your file, and click the "Submit" button.

**Warning: Transferred files overwrite existing information**

The CDMIS allows multiple Electronic File Transfers for the same report month; however, every successful Electronic File Transfer **completely overwrites all existing family, child, and type of child care information**for the specified agency (or sub-agency) for that report month.

#### Overview

This function is only for agencies who upload a text file to submit their CDD-801A report. Use this function to transfer a file from your computer to the CDE. The information in the electronic file must contain the following:

* All CDD-801**A** families
* Information for one month
* Information for one sub-agency (if the agency reports by sub-agency)

#### Important Reminder

The electronic file must contain information in a very specific format. Refer to Appendix A: File Format Specifications for details.

#### Required Information

You must select a sub-agency if your agency has created sub-agencies and you are a Super User.

The sub-agency selection option is not displayed if your agency has not created sub-agencies or if you are not a Super User. Electronic files uploaded by a User are automatically uploaded to the sub-agency they are assigned to.

#### Step-by-Step Instructions

##### Transfer a File

1. Select a sub-agency if the sub-agency drop down list is displayed.
2. Enter the complete file name.

**Result:** An "Open File" dialog box is displayed. 

**Note:** To locate the file on your computer, click the "Browse" button.

* Search your computer for your file.
* Highlight the file name.
* Click the "Open" button.

1. Click the "Submit" button.

**Result:** the file transfer process begins.

1. If information for the specified month has already been received by the CDE, a screen will be displayed explaining that there is already data in the target month. If you choose to proceed, the data currently in the system for that month will be deleted and replaced by the data in the file you are uploading:

* Click the "OK" button to proceed with the file transfer.
* Click the "Cancel" button to discontinue the file transfer and return to the Main Menu.

1. Read the "CDD-801A Electronic File Transfer Confirmation" screen.
2. Click the "Return to Main Menu" button at the bottom of the screen.

**Result:** The "Main Menu" is displayed.

##### Access the Electronic File Transfer Status Report

1. Go to the "Main Menu" screen.
2. Select the function "CDD-801A Management Reports" and click the "Submit" button.

**Result:** The "Report Selection Screen" is displayed.

1. Click on the link "CDD-801A Electronic File Transfer Status Report."

**Result:** The Select CDD-801A Electronic File Status Report Screen" is displayed.

1. Select the Report Month/Year.
2. If the sub-agency drop down list is displayed, select a sub-agency.
3. Click the "Submit" button.

**Result:** The Available CDD-801A Electronic File Transfer Status Reports screen is displayed.

1. Click the report number you want to open.
2. Read the file transfer status report thoroughly.

If the File Status says "Passed, loaded to database" your file had no errors and the families and children in that file have been added to the report period.

If the File Status says "Failed, not loaded to database" your file had errors and your families and children were not added to the report period.

**Note:**Use your browser's "Print" button to print the report.

**Optional:** Click the "Download this Screen to Excel File" if you would like to save this report as an Excel Spreadsheet on your own computer while working to resolve the error messages or to have a hard copy of the report.

If there are any errors listed on the Management Report, you must correct those errors in your file and resubmit your file until all errors are resolved, and your file passes and is successfully loaded to the CDE database.

#### What Happens Next

After you transfer the file to the CDE, this following happens:

1. Your original file is stored on the CDE computer.
2. The CDMIS processes electronic files each day at 2:45 a.m. After that time, status reports are available for files submitted the previous day.

The file is either **accepted,** all of the information is copied into the CDE database, **or rejected,** none of the information is copied into the CDE database.

1. A file transfer status report is created and stored.
2. You must read the file transfer status report and confirm that your file was accepted by the CDE.

For more information, read the "Step-by-Step Instructions: Access the Electronic File Transfer Status Report" section above.

#### Exit the CDD-801A Electronic File Transfer Screen

* Click the "Return to Previous Screen " button at the bottom of the screen.
* Click the "Main Menu" link that appears just above the page name.
* Click the "Log Out" link that appears just above the page name.

A CDMIS Test website located at <https://www4test.cde.ca.gov/cdmis> is available for agencies to test their electronic file for errors prior to submitting it to the CDMIS Production website. The CDMIS Test website is only for the use of agencies that submit their monthly CDD-801A data via Electronic File Upload. This site is not for use by agencies that submit the CDD-801A report using Copy Forward and Web Input. Once a file has successfully passed, Users must then upload the successful file to the CDMIS Production website. Files submitted to the CDMIS Test website are not counted as submissions. Only files that are uploaded and have successfully passed on the CDMIS Production website are deemed as meeting the monthly reporting requirement. For access to the CDMIS Test website, please contact the CDMIS Office by email at CDMIS@cde.ca.gov.

#### Read Sample Rows with Example

This section includes examples on how data in an electronic file must be organized.

##### Sample

Below is information about a family who will be included in the August 2013 CDD-801A report:

* In August 2013, Agency X (vendor number/submission code “Z987000") provided EED-subsidized services to the Alice A. Adams family. Alice is the parent/head-of-household.
* Agency X assigned the Family Identification/Case Number (FICN) "A9910" to Alice.
* Alice's Social Security Number is 123-45-6789.
* Alice’s home zip code is 95814-1292, and she lives in Sacramento County (FIPS code "06067").
* Alice did not receive TANF (No = "N"), and her income was not greater than 75 percent of the State Median Income (SMI) (No = "N").
* Her reason for receiving child care was "Employment" ("D").
* Alice has one child, Ann B., who was born 04/06/2010.
* There is no active Individualized Education Program (IEP) in the family file for Ann.
* Ann's primary language is English.
* Ann is not an English Learner.
* Ann began receiving services on 08/14/2013.
* Ann is not of Hispanic or Latino Origin and the Alice has indicated that Ann’s Race is American Indian or Alaskan Native.
* Ann receives 3.5 hours of care, three days a week. Because her care is less than four hours during the days she receives care, she is reported as receiving part-time care.
* Ann received one type of child care: "License center-based care" (type of child care code "04").
* Ann's care was provided by Kiddie Care Center in Sacramento County. The zip code where the licensed center is located is 95814-1234.
* Kiddie Care Center participates in the Quality Improvement and Rating Scale program.
* Kiddie Care Center is accredited through a state operated accreditation program.
* Kiddie Care Center's Federal Employer Identification Number (FEIN) 23-4567890.
* Ann's care was funded by the California State Preschool Program ("CSPP").   
    
  **Note:**Even though there is only one program code ("CSPP"), the two remaining empty fields must be included in the rows.

Two symbols are used in the examples below to represent required formatting:

* “>” is the symbol used for the tab separation that must appear between each field
* “@” is the symbol for Carriage Return (CR)/Line Feed (LF) which indicates the end of each row

##### Sample Row

The Sample Row below displays how the family information, detailed above, must be organized.

**Note:** All data format samples and examples below have each row broken into sections representing the agency and report period, family, child, and provider. The actual file would have all four sections together on the same row.

08/2013>Z987000>

A9910>123456789>Adams>Alice>A>958141292>N>N>3>1500>D>06067>08/14/2013>

Adams>Ann>B>N>Y>N>N>N>N>F>04/06/2010>00>N>08/14/2013>Y>

234567890>06067>958141234>1>2>04>CSPP>>>08/14/2013@

##### Example

Suzie Smith has three children: Milly, Barry, and Donny. Suzie began receiving services for all three of her children from agency Z987 on September 14, 2012. All three children receive services from the same provider. The provider participates in the local Quality Rating and Improvement System and has received accreditation from the National Association for the Education of Young Children (NAEYC). Barry and Donny are twins and started receiving services on September 14, 2012, in the agency's preschool program. Milly began receiving services on July 5, 2013, when she was about four months old. Milly received full-time care in July 2013 and has an active IEP in the family file. The other two children, Barry and Donny, only received two to three hours of care each day in July. All three children speak English as their primary language and are not English Learners.

**Note:** Three rows must be included to represent the services provided to each child. All children are from the same family, so the family information (fields 1–15) must exactly the same in all three rows.

##### Example Data Format

07/2013>Z987000>  
SS1832>>Smith>Suzie>>958141234>Y>N>4>3000>D>06067>09/14/2012>  
Smith>Milly>>N>Y>N>Y>N>N>F>03/10/2013>Y>00>N>07/05/2013>N>  
987987987>06067>958284321>1>1>04>CCTR>>>07/05/2013@  
  
07/2013>Z987000>  
SS1832>>Smith>Suzie>>958141234>Y>N>4>3000>D>06067>09/14/2012>  
Smith >Barry>>N>Y>N>Y>N>N>M>06/14/2009>N>00>N>09/14/2012>Y>  
987987987>06067>958284321>1>1>04>CSPP>>>09/14/2012@  
  
07/2013>Z987000>  
SS1832>>Smith>Suzie>>958141234>Y>N>4>3000>D>06067>09/14/2012>  
Smith >Donny>>N>Y>N>Y>N>N>M>06/14/2009>N>00>N>09/14/2012>Y>  
987987987>06067>958284321>1>1>04>CSPP>>>09/14/2012@

#### Electronic File Technical Description

##### File Name

* The User may give any name to the file. (For your convenience, the CDE recommends that the file name include the report month and year as well as your vendor number/submission code)

##### File Format

* The file must be a tab-delimited ASCII text file.
* A file must not be compressed ("zipped").

##### Row (Record) Format

* Each record in the file must end with the standard PC end-of-line characters Carriage Return (CR)/Line Feed (LF).
* Blank rows are not allowed in the file.
* A file must contain at least one row and no more than 100,000 rows.

##### Column (Field) Format

* All 41 fields that appear in the file format specification must appear in the file, even fields with null or blank values.
* All fields are delimited (separated) by tabs, except the last one, which is followed by a CR/LF.
* The use of two tabs next to each other indicates a blank field.
* Fields must not be padded with spaces.
* Fields must not contain control characters or format symbols.
* If a field is marked as required, null values (no data) are not allowed.
* Field lengths may be less than the specified length if the data size column includes "Max and Min sizes" but can never exceed the maximum. If the data size column includes a specific field size, the field must be exactly that length.

##### Data Formats

* Character fields can contain both upper and lower case letters, numbers and dashes, unless otherwise noted.
* Number fields must contain only numbers.
* Date fields must contain dates in the format mm/dd/yyyy.

#### Structuring the Contents of a File

The format for an electronic file consists of rows of information about all EED-subsidized services provided by one agency (or sub-agency) for one month.

Multiple rows must be submitted for that family when the following occur:

* A family has more than one child receiving EED-subsidized services
* A child receives services from more than one provider
* A child receives services in more than one setting

The rows in a file must be grouped in a very specific way:

* All the children in one family must be grouped together
* All the providers/types of services for one child must be grouped together

If there are multiple rows for one family, all information for the family (fields 1–15) **must be exactly the same**in all those rows.

If there are multiple rows for one child (for a child that had more than one provider during the month), then all information for the child (fields 16–31) **must be exactly the same**in all those rows.

If there is only one program code in the row, it must appear in field 38; fields 39 and 40 must be included, even if they are null or blank.

#### Structuring the Rows of a File

Each row in an electronic file contains information about a family, a child in that family, and a type of subsidized services received by that child.

| **If a family has the following** | **Then the file contains the following** | **Explanation** |
| --- | --- | --- |
| One child who received one type of child care | One row | This is the basic format for reporting a family with one child and one provider. |
| Three children who each received child care from the same provider | Three rows (one for each child) | All children are from the same family, so the family information is exactly the same in all three rows.  All children received child care from the same provider, so the provider information is exactly the same in all three rows. |
| One child who received two types of child care from different providers | Two rows (one for each provider) | Only one child received child care, so the family and child information are exactly the same in both rows. |
| One child who received child care from two providers and one child who received child care from one provider | Three rows (two rows for the first child, one row for the second child) | For the first child, the family and child information are exactly the same in both rows. |
| One child who received two types of child care from one provider (for example, "License-exempt in child's home by a relative" and "License-exempt outside child's home by a relative") | Two rows (one row for each type of child care) | Only one child received child care, so the family and child information are exactly the same in both rows.  The Provider Federal Employer ID Number (FEIN)/Social Security Number (SSN) is the same in both rows. Even though the child received care from the same provider, the type of care (setting) is different. An example is when the child's grandmother provides the child care in both the child's home on some days and in her own home on some days. |
| One child who received child care from the same provider, in the same type of care, but under 2 program codes | One row | The row has three fields for program codes. In this example, the first two fields would contain the program codes and the third field would be blank. |

#### Creating Electronic Files

##### Using an Existing Computerized System

If you can format your existing data as tab-delimited text files, then the files can be uploaded to the CDMIS.

The flexibility of your existing system determines what you can transfer into the CDMIS. Personal Computer (PC)-based databases, such as Microsoft Access, FileMaker, and FoxPro, can easily create tab-delimited text files. Mini-computer systems and mainframes may need special programming to create PC-readable electronic files.

The only limitation to creating electronic files is in reconciling the files and fields between your existing system and the CDMIS. The electronic file structure for the CDMIS is fixed. This means your existing data must conform to the fields required by the CDMIS.

Reconciling the two systems' file formats and fields is the most difficult part of the process.

###### Examples

* If the child's date of birth is stored in your existing system in the format m/d/yy (for example, 8/4/05), then that field must be re-formatted as mm/dd/yyyy (08/04/2005) in the electronic file for the CDMIS.
* If the child's last name in your existing system is 75 characters long, that name won't fit into the CDMIS 50-character child last name field.
* If your existing system does not store all of the required information, then you may be unable to create an electronic file.

##### Using a Spreadsheet Application

Spreadsheet applications, such as Microsoft Excel, allow the person working with the file to apply special formatting to each column to meet the formatting requirements and can be saved as a tab-delimited text file.

You can create your own spreadsheet template to input (or format) your data and create tab-delimited files that you can transfer into the CDMIS.

Your spreadsheet must be built to contain all the fields (columns) described in the file format specifications. The electronic file **MUST** be constructed with the **EXACT** format shown (i.e., all columns must be in the proper order, even if they are not populated with data). To export your data, saving your file as a "tab-delimited text file" is appropriate in most cases.

**Important:**

* Do **not**include a header record in the file.
* Do **not**include extra delimiters in the file (e.g., commas or quotation marks).

##### Using a Database Application

Database applications are slightly less widespread than spreadsheet applications because of their relatively higher level of complexity and (sometimes) their higher prices. It is thus difficult to provide general instructions for exporting from one system to another.

Generally speaking, the same recommendations apply for creating an electronic file from a database as for a spreadsheet: you must base your table design on our file format specifications and respect the order of the fields when exporting.

#### FAQs about File Uploads

* **Can I email my agency's file to the CDE?**

No. The CDE does not accept files via email. Email is not a secure form of communication; **never** use email to send files that contain confidential information (e.g., SSNs). Your agency must transfer the file by using the CDMIS secure website.

* **Can I send a diskette, CD, or USB with my agency's file to the CDE?**

No. The CDE does not accept diskettes, Compact Disks (CDs), or Universal Series Bus (USBs). Your agency must transfer the file by using the CDMIS secure website.

* **Can I download a file from the CDMIS?**

Yes. One of the CDD-801A Management Reports within the CDMIS website allows you to export one month of data into an Excel spreadsheet and save that file onto your computer.

* **How do I know if someone else in my agency has already transferred a file for a report month?**

Each time a User attempts to submit a file using the CDD-801A Electronic File Transfer option, the system checks to see if data already exists in that month. If data already exists, a web page is displayed asking for confirmation to accept the file and overwrite the existing data in the selected month, or cancel the transfer. If there is no data in the month, the file is accepted and the User can check the status the next day.

* **When I format the file, do I put quotation marks around the character fields?**

No. Do not use quotation marks before and after character fields. The only delimiters allowed in the file are tabs (to separate fields) and CR/LF (to indicate the end of a row).

* **If I use the file transfer once, do I then have to use the file transfer every month after that?**

No. In subsequent months, you can manually enter (Web Input) your data into the CDMIS data entry screens on the CDMIS secure website. For example, you can do a one-time file transfer to load all of your data into the CDMIS. For the next report month, you can use the "Copy forward" feature on the CDMIS data entry screens to copy your data to a subsequent month. After the data is copied to the new report month, you can edit the data by using the CDMIS data entry screens.

* **Can I use the file transfer option whenever I want?**

The CDMIS secure website is available at all times for you to submit your data. However, you cannot submit data for a report month in the future as reporting rules require that you submit information based on receipt of child care.

* **Can I transfer a partial file now and transfer the rest later?**

No. Every time you (successfully) transfer a file, existing data in the CDMIS for the specified report month is erased. The transfer file replaces all your existing data.

The only way for an agency to submit monthly data in multiple files is to establish sub-agencies, but those sub-agencies must contain different groups of families.

* **How do I change the information I already transferred? I need to add, edit, and delete data.**

You have two options:

* Use the data entry screens on the CDMIS secure website (select the “CDD-801A Web Input/Edit” function from the Main Menu) to correct the information (this may be easier if you have to make a few changes).
* Make corrections to your file and transfer the file again. (For the report month, all of the information in the system will be erased and the new file will be loaded into the CDMIS).
* **Help! I transferred a file with wrong information. How do I delete all of the data in the file?**

You have two options:

* Use the data entry screens on the CDMIS secure website (select the “CDD-801A Web Input/Edit” function from the Main Menu) to delete all of the information.
* Create a new file *that contains the correct information*and upload the new file to the CDMIS secure website. When the file passes, all of the information currently in the system will be erased and the new information will be loaded into the CDMIS.
* **What happens to the file I transferred?**

The file is processed in three steps:

1. The file is immediately stored on the CDMIS secure website.
2. The file process begins at 2:45 a.m. the following morning.

\*If processing is successful, the information in the file is transferred to the CDMIS database.

\*If processing is not successful, none of the information in the file is transferred to the CDMIS database.

1. A processing status report is created and stored (permanently) on the CDMIS secure website.

* **How do I know if my file transfer was successful?**

Our system processes files submitted every day at 2:45 a.m. A processing status report is available the morning after you transfer a file. To view the report, complete the following steps:

1. Navigate to the CDMIS main menu and select the function "CDD-801A Management Reports".
2. Select "CDD-801A Electronic File Status Report" function.
3. Indicate the report month and year you would like to view.
4. All files submitted for a specific report period will be displayed in the order they were received. To view the status of a file, click the link for that file to open the status report. The processing status report describes if the processing of a file was successful for failed. If a file fails, the report displays errors in the file that must be corrected.

* **If one sub-agency uses the file transfer function, does the other one have to?**

No. Every sub-agency is completely independent of any other sub-agency.

* **Can I switch from file transfer to web input (or vice versa) anytime?**

Yes.

* **When I look at my transfer file, the data wraps into lots of rows. Did I do something wrong?**

When printing or displaying an import file, long records may wrap around the screen or page for multiple "lines". These are still considered single rows (records) if the end-of-line characters CR/LF appears after the last field.

* **How can I test my file?**

The CDMIS has a secure test website for this purpose. It operates exactly like the main CDMIS secure website, but the files submitted do not count as a submission for your agency.

Files are processed every half-hour between 7 a.m. and 7 p.m. daily. Users can log on to this secure test website to test their files and resolve errors. Once all errors are resolved, the file can be submitted to the main CDMIS secure website.

* **Do I have to give my electronic file a special name before I transfer it to CDMIS?**

No. The CDMIS secure website accepts files with any name. For your own convenience, we recommend that you give your file a name that indicates its report month and year.

* **My agency uses a software package to create our monthly CDD-801A reports. Can I transfer that file to the CDMIS secure website?**

Agencies that use software created by outside vendors will be able to submit electronic files if the software has been updated with the file format specifications detailed in this document. For more information, consult your software vendor.

* **I forgot to report some families when I transferred last month's electronic file. Can I just include those families in my file for next month?**

No. A file must contain information for only **one**month. If you try to transfer a file with information for more than one month, the entire file will be rejected. To add just a few families to a prior month, use the "CDD-801A Web Input/Edit" function.

* **What is a FIPS code and how do I find it?**

FIPS stands for **F**ederal **I**nformation **P**rocessing **S**tandards. In California, FIPS codes are assigned by county. If you know the county, you can find the FIPS code on the National Institute of Standards and Technology website at <http://www.itl.nist.gov/fipspubs/co-codes/ca.txt>.

For residents of contiguous states, the FIPS code is the two-digit state code followed by three numbers associated with the counties in those states. We have provided a Zip/FIPS Lookup utility that can be accessed from the Main Menu of the CDMIS. Enter the zip code and our system will provide the correct FIPS code to enter in your file.

* **I used a spreadsheet to create my electronic file. When I try to transfer it, the transfer fails. Help!**

Four common problems when using a spreadsheet are as follows:

1. **Problem:** The User puts column headings at the top of the spreadsheet and then enters data into the row’s underneath. The CDMIS system is unable to read the header row, so the file is rejected.

**Solution:** Remove the header row from the spreadsheet before you save the spreadsheet as a tab-delimited text file.

1. **Problem:** When the spreadsheet application creates the tab-delimited text file, it adds delimiters to the file. For example, quotation marks may be inserted around text fields.

**Solution:** Remove any additional characters from the text file.

1. **Problem:** When the User types a leading zero (“0”) in some entries, the spreadsheet application ignores the zero. For example, the User enters "04" (Licensed center-based care) as the type of child care, but the spreadsheet drops the "0" and displays only the "4".

**Solution:** Format the column in the spreadsheet as a "text" column rather than a number column. You can also use custom formatting for that column and enter the format type as 00 so the leading zero is not dropped when a single number is entered in that column.

1. **Problem:** When the User enters a date into the spreadsheet, the spreadsheet changes the format. For example, the User enters "04/06/2012", but the spreadsheet displays "4/6/2012".

**Solutions:**

1. Confirm that the date format of the column in the spreadsheet is mm/dd/yyyy.
2. Format the column in the spreadsheet as a "text" column.

## Chapter 4: CDD-801B Reporting

This chapter contains information regarding the CDD-801B Report.

### Contents

* 4.1 CDD-801B Sample Overview
* 4.2 Data Definitions
* 4.3 Step-by-Step Instructions

### 4.1 CDD-801B Sample Overview

The CDD-801B is a monthly collection limited to approximately 250 families randomly sampled from CDD-801A statewide submittals for the given month. In this data collection, agencies provide a more thorough description of each family that has been selected in the sample. This section contains information specific to the CDD-801B report.

#### Which families are included in the CDD-801B?

The CDD-801B collects information only about families and children whose services were funded through federal funds or state match (state funds used to match federal funds as a requirement for receiving those funds).

Agency executive directors and program directors are notified via email if one or more families they previously reported in the CDD-801A report have been selected in the CDD-801B sample. The letter indicates the sampled month, the number of families sampled, and the date the information is due. Since the sample is relatively small, most agencies will not be required to complete a CDD-801B report every month.

#### What is the deadline for submitting the CDD-801B?

The due date will be listed on your notification email. You will be given 14 days from the date on the notification letter to complete the reports on your families. On the fifteenth day, a two-week notice will be sent to the agencies that have not completed the required information, warning of apportionment withholding if the required information is not reported by the final due date.

#### Do I have to choose the CDD-801B families to report?

No. The families have been chosen by a random selection process. Please review your notification letter for the number of families selected for the report month. Once logged on to the CDMIS website, you will find the selected families on the Family Summary Screen.

### 4.2 Data Definitions

The family, child, and provider information fields from the CDD-801A and CDD-801B reports have their own definitions, guidelines, and Frequently Asked Questions (FAQs). Please refer to the link provided in Appendix D: Data Definitions for a comprehensive description of all data fields in the CDD-801A and CDD-801B reports.

### 4.3 Step-by-Step Instructions

#### Overview of CDD-801B Reporting Requirements

You must provide complete information about every sampled family listed on the CDMIS website. You must provide three types of information about each family:

* Family (Head-of-Household) information
* Child information about each child who received EED-subsidized child care
* Type of Child Care information for every place providing child care for each of the above children

**Important:** Only information for the report month and year indicated in the notification email is required to be reported upon, not the current month and year.

**Special note for children receiving services in the CSPP program:** Only those children who received services in the CSPP program for more than four hours each day (or the majority of their services in CSPP was more than four hours each day) should be included in the CDD-801B. If a child that only received part-day CSPP services has been selected, follow the instructions in the below section, “How to Exclude a Family, Child, or Provider/Type of Child Care.” In addition, you will need to make a correction to the CDD-801A for this child and answer "Yes" to the question "Child Receives Part-Time Care." The system included this child because the question had been answered "No" on the CDD-801A for the sampled month.

#### How do I submit the CDD-801B?

Agencies selected to provide CDD-801B data will report online using the CDMIS website to fulfill this reporting requirement.

#### What do I need to complete the CDD-801B?

You will need the notification email from the CDE that contains the number of families in your sample and months where you will find them. Refer to Appendix D: Data Definitions for additional details.

Additionally, you will need information about each of the sampled families. This information can be found in the following:

* Case files
* Computer system
* Payment Office records

**Note:** Reporting for the CDD-801B will be expedited if all information is gathered prior to data entry.

#### How do I find the families for which my agency must report?

Follow the steps indicated below to find out which families your agency must report on for the month(s) listed in your notification email.

1. Log on to the CDMIS website.
2. Go to the Main Menu screen.
3. Select the function, “CDD-801B Input/Edit.” Select the month and year listed in your letter of notification. Click the Submit button.

**Result:** The Family Summary screen, which lists the sampled families, is displayed for the specified month and year.

1. If you have a printer, turn your printer on and click on the "Print" button.   
     
   If you do not have a printer, write down the names and Family Identification/Case Numbers (FICNs) or social security numbers (SSNs) of the family or families for which you must report.

**Result:** You have a list of the families for one of the report months and year for which your agency must report.

1. If you received more than one notification email indicating different report months, repeat steps two and three for each month and year listed in your notification emails.

**Result:** You have one or more lists of families for which your agency must report.

#### How do I complete the CDD-801B?

The Family Summary screen displays the basic data for all of the sampled families in the specified report month and year, and also indicates when the information for the family(ies) has been completed or excluded. For a family to be considered complete, all the information is required, except the following:

* The SSN is optional.
* The Head of Household Middle Initial is optional.
* CPS Override (only applicable to CPS families where income is not collected).
* The Child's Middle Initial is optional.
* Program Codes 2 and 3, and the related fields for those codes (State Subsidized Monthly Payment for this Child Care and Total Hours of this Child Care for this Month) are only required if the child received services from more than one EED-subsidized program during the selected report month from the same provider.

Follow the steps indicated below to complete the CDD-801B:

1. Click on the Head-of-Household name to open the edit family screen.
2. Complete all the information requested for the family. Update any incorrect information listed. If this family and all children listed did not receive subsidized services from your agency during the report month/year listed, see instructions below about excluded information.
3. Complete all the additional information requested for the child. Update any incorrect information listed.   
     
   If you need to add another child to a family who received child care in the report month but wasn't reported on the 801A (and should have been), click the "Add" (another child for this family) button and complete the information for the child and the child's provider/type of child care. Also make sure you update the corresponding CDD-801A report period so the information is accurate.   
     
   If you clicked the "Add” (another child for this family) button accidentally, you can click the "Delete" button above that child's information to delete the blank child and the child's provider/type of child care section from the report. If one of the children listed for a family did not receive subsidized services from your agency during the report month/year listed, see instructions below for excluding the child. If this is the only child for a family, you must exclude the family.
4. Complete all the additional information requested for the type of care. Update any incorrect information listed.  
     
   If you need to add another type of care for a child, click the "Add" (another provider/type of child care for this child) button and complete the information for the child and the child's type of care.   
     
   If you add this information accidentally, click the "Delete" button above the provider/type of child care information to delete the blank type of care section from the report.   
     
   If one of the providers/types of child care listed for a child was reported incorrectly on the corresponding CDD-801A report period, see instructions below for excluding the information. If this is the only provider/type of child care listed for a child, you must exclude the child. If only one child is listed, you must exclude the family.
5. Click the "Save" button after all information has been entered.   
     
   If any error messages are displayed, make corrections and click "Save" again. Repeat this process 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, all information was provided and the family is complete.   
     
   **Note:** If you excluded the family, "NO" will appear under the Completed column next to the Family and "YES" will appear under the Excluded column next to the Family, Child, and Type of Care.
7. Click the "Return to View Families" button to see if the report has been completed.

#### How do I save information?

Click the “Save” button at the bottom of the Edit Family screen. When you click the “Save” button, all of your changes are immediately sent to the CDE. The CDE immediately sends back a list of the error messages (if any).

#### How do I exclude a family?

If you need to exclude a family that did not receive EED-subsidized services (see “Program Codes” in Appendix D: Data Definitions for list of specific codes that qualify a family or child for inclusion in this report) during the sampled report month and year, select a reason from the drop down box that appears above the family section and click the "Exclude" button.

#### How do I exclude or delete a child?

If you need to exclude a child, do this first before making any changes to the family or other children listed, otherwise when you exclude the child, any partial information you have entered will be lost and the child will not be excluded.

**Note:** If you exclude a family or child from reporting, you must also update the CDD-801A where this family has been reported to accurately reflect services for that family in all report months.

**To Exclude:** To exclude a child that did not receive EED-subsidized services (see Program Codes in the Data Definitions document for list of specific codes that qualify a child for inclusion in this report) the sample report period, select a reason from the drop down box that appears above the child section and click the "Exclude" button. The page will reload and the child and provider/type of child care information for that child will be displayed differently to indicate it has been excluded from reporting. You will notice that "Unexclude" now appears above that child's information. This appears in the event you find you excluded the child in error and need to unexclude them so they are included in the report again. If you excluded a child in error, just click the "Unexclude" button and the page will reload and the information for that child can be added.

**To Delete:** To delete a child that you added accidentally while completing the report, click the “Delete” button that appears at the top of the child section. The page will reload and the child and provider/type of child care information for that child will no longer appear.

#### How do I exclude or delete a provider/type of child care?

If you need to exclude a provider/type of child care, do this first before making any changes to the family or other children listed, otherwise when you exclude the provider/type of child care, any partial information you have entered will be lost and the provider/type of child care will not be excluded.

**To Exclude:** If a child has more than one provider/type of child care sections listed and you determine one should not be part of this report, select a reason from the drop down box that appears above the provider/type of child care section and click the "Exclude" button. The page will reload and the provider/type of child care information for that child will be displayed differently to indicate it has been excluded from reporting. You will notice that "Unexclude" now appears above that provider/type of child care information. This appears in the event you find you excluded the provider/type of child care in error and need to include it in the report again. If you excluded a provider/type of child care in error, just click the "Unexclude" button and the page will reload and the information for that provider/type of child care can be edited.

**To Delete:** If you need to delete a provider/type of child care that you added accidentally while working on this report, click the “Delete” button that appears at the top of the provider/type of child care section. The page will reload and the child and provider/type of child care information for that child will no longer appear.

#### How do I determine if the report is complete?

After entering all family, child and type of care information, return to the Family Summary Screen and to make sure the Completed column displays "YES" next to the family name. If you have excluded a family, child, or provider/type of child care from the report, "YES" will appear under the "Excluded" column next to the Family, Child, and Provider/Type of Child Care. If you don't see yes under either of these columns, the report is not complete and you need to view the family information, read the error messages, and provide the correct information.

## Chapter 5: Manage Program Information

This chapter contains information regarding managing the program and administrative information for your agency in the CDMIS.

### Contents

* 5.1 Update Agency Information Overview
* 5.2 Add/Edit Executive Director Information
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* 5.6 Add/Edit FCCH
* 5.7 Report No Services

### 5.1 Update Agency Information Overview

The Update Agency Information screen is used to update your agency's information with the EED. Below you will see your agency's vendor number, assigned Field Services Office Consultant, agency name, and agency mailing address.

Clicking on one of the buttons below the Agency Name and Mailing Address section opens a screen where you can update that information. Each screen has detailed instructions available under a link called "How to use this screen" that appears towards the top of each section. These instructions are also detailed below.

Clicking on the "Generate Agency Datasheet" button allows you to create a report that contains all the contact and site/office information currently in our system for your agency. If any of the information is not accurate, use the buttons in the “Agency Name and Mailing Address” section to update the information as needed.

Clicking on the “Generate Certification Form” button allows you to print a document that must be signed and returned to the EED along with the annual Continued Funding Application package. It is not required to be submitted at any other time.

**Note:** The agency name and mailing address cannot be changed through this web page as specific documentation is required from the agency to process that change. For information on how to change your agency's legal name or headquarters mailing address, contact your assigned Field Services Office Consultant.

### 5.2 Add/Edit Executive Director Information

From the Main Menu, select the function “Update Agency Information”. You may edit your Executive Director Information by clicking on the “Edit Executive Director Information” button underneath the Agency Name and Mailing Address section.

Review the information on the Edit Executive Director Information screen and make changes as necessary. Fields marked with an asterisk (\*) are required. Click the "Submit Changes" button to save the changes.

In addition to the required fields, the following minimum information is required in order for the information to be saved: a minimum of two characters in both the first and last name fields (numbers are not allowed); phone and fax numbers with 10 digits; and a complete email address.

If the information is complete, you will see "Approval Status: Edited - Pending" above the "Title" field. Once your assigned Field Services Office Consultant reviews and approves the changes, the status will no longer be displayed. Questions about the status should be directed to your assigned Field Services Office Consultant.

**Note:** The person listed as the Executive Director/Superintendent should be the primary administrator responsible for the overall operations of the agency, such as the Chief Executive Officer or President of a private corporation, President, Chancellor of a college, Superintendent of a local educational agency (e.g., county office of education, school district, etc.), City Mayor, etc. If you have questions on who should be listed, contact your Field Services Office Consultant.

### 5.3 Add/Edit Program Director Information

Use this screen to add a new program director, update an existing program director’s contact information, and assign or reassign program directors to your agency’s contracts. Any changes, deletes, or additions submitted will be marked as “Pending” under the Status column until reviewed and approved by your assigned Field Services Office Consultant. Once the change has been approved, the Status column will be blank.

The screen displays two grids. The first grid lists the current program directors for your agency with “Edit” and “Delete” buttons located to the right of each person’s name. The second grid displays all current contracts your agency has with the EED and the program director currently assigned to that contract. Follow the instructions below to view or update information for an existing program director, delete a program director, add a new program director, or change program director assignments.

#### Program Director

The program director is the person responsible for oversight of the child care and development contract. Depending on the contract type, different rules apply to who can hold this position. When adding new program directors or assigning an existing program director to a new contract, follow the below guidelines:

For **Center-Based** contract types (i.e., General Child Care and Development [CCTR], Curriculum Framework and Evaluation Criteria Committee [CFCC], California Severely Disabled Children [CHAN], Migrant Child Care and Development [CMIG], and California State Preschool Program [CSPP]), the program director is the person who Supervises child care and development programs operated in a single site or multiple-sites; provides services in the care, development, and instruction of children in a child care and development program, serves as the coordinator of curriculum and staff, and has administrative and programmatic responsibility for the program(s). A Program Director for a center-based contract shall hold one of the following:

* A current Child Development Program Director Permit for multiple sites.
* A current Children's Center Supervision Permit for a single site.
* A current Elementary credential or single subject in home economics credential issued by the Commission on Teacher Credentialing plus 21 qualifying units in Early Childhood Education/Child Development (ECE/CD).
* An Administrative Services Credential authorizing administration or Supervision in public schools in California that includes a preschool authorization.
* A qualifications waiver issued by the State Superintendent of Public Instruction.

For **Alternative Payment** contract types (i.e., California Alternative Payment Plan [CAPP], California Work Opportunity and Responsibility to Kids Stage 2 [C2AP], California Work Opportunity and Responsibility to Kids Stage 3 [C3AP], and California Migrant Alternative Payment Program [CMAP]), the program director is the person who has overall responsibility for child care and development operations of the contract.

#### Change Program Director Information

You will see a grid containing two columns of information:

* **Status:** This column indicates if the changes you submitted for this program director are still pending.
* **Program Director:** This column shows the names of all program directors currently listed for your agency.

To change information for an existing program director, such as updating their mailing address, phone number, email address, etc., follow the below steps:

1. Under the Program Directors section, select the “Edit” button located to the right of the Program Director's name.

**Result:** The program director’s information is displayed and can now be edited.

1. Change the information for the program director and select the "Submit Changes" button. Make sure there is information in all the required fields (indicated by an asterisk [\*]). If any errors are displayed, make corrections as necessary and select the “Submit Changes” button again until no errors are displayed. Changes will not be saved unless all errors are resolved.

**Result:** Once the changes have been submitted, the following is displayed for the program director on the main Edit Program Director page:

* + A message appears just below the list of Program Directors that says “Your changes have been submitted".
  + The “Status” column in the Program Directors list displays “Edited – Pending”.
  + A "Cancel Changes" button now appears to the left of the program director's name which allows you to undo the changes just submitted.
  + You can continue to edit the program director's information while there are pending changes.

When the assigned Field Services Office Consultant approves the changes, the “Edited-Pending” note in the Status column and the "Cancel Changes" button will disappear.

**IMPORTANT:** If you change the program director's phone number or email address, make sure they have also updated their own User information located on the Add/Edit User's page within CDMIS.

**If, for any reason, you want to cancel the changes you have made to a program director, follow the below steps:**

1. Click the "Cancel Changes" button that appears to the left of the program director's name.

**Result:** The following message appears below the program director grid, along with two additional buttons.

**Message:**Selecting "Cancel Changes" will remove all pending edits for [program director name].

**Buttons:**"Keep Changes" or "Cancel Changes".

1. You must click the "Cancel Changes" button to remove the changes and return the information back to what it was originally. If you decide you want to keep the changes you have made, click the "Keep Changes" button and your edits will remain pending.
2. After clicking the "Cancel Changes" button, the “Status” column will be blank as there are no longer pending changes for the program director. The original information saved in the CDMIS for the program director is restored.

#### Delete a Program Director

The "Delete" button is not displayed for a program director until all contract assignments are assigned to a different program director and approved by the Field Services Office Consultant. Once completed, the "Delete" button is displayed. Follow the steps below to delete a program director:

1. Select the “Delete” button to the right of the program director’s name you wish to delete.

**Result:** You are prompted to confirm your request.

1. Select the “Confirm Delete” button to submit the delete request through the CDMIS.

**Result:**After confirming the delete request, the following is displayed for the program director on the main Edit Program Director page:

* + A message appears just below the list of program directors that states, “Your changes have been submitted".
  + "Deleted – Pending” text appears in the “Status” column of the program director deleted.
  + The "Delete" and "Edit" buttons for the program director are no longer displayed.
  + A "Cancel Changes" button appears to the left of the program director's name, which allows the User to cancel the delete request submitted.

Once the Field Services Office Consultant approves the deletion, the program director will be removed from the CDMIS.

**IMPORTANT:** After deleting a program director, deactivate the program director's access to the CDMIS website if they no longer need to access this information. For security reasons, make sure you deactivate any User's access when that person leaves your agency or if their responsibilities no longer include the need to access the CDMIS secure website. For help deactivating a User or Super User, follow the User deactivation instructions found on the “Using the Edit User Screen” section of this manual or contact the CDMIS Office.

**If, for any reason, you want to cancel the delete request for a program director, follow these steps:**

1. Click the "Cancel Changes" button that appears to the left of the program director's name.

**Result:** The following message appears below program director grid along with two additional buttons.

**Message:**Selecting "Cancel Changes" will remove the pending delete for [program director name].

**Buttons:** "Keep Changes" or "Cancel Changes."

1. You must click the "Cancel Changes" button to cancel your delete request. The program director will be removed from the CDMIS when the Field Services Office Consultant approves the changes. If you decide you want to keep the program director delete request in place, click the "Keep Changes" button; the delete request will remain pending.
2. After clicking the "Cancel Changes" button, the Status column will be blank as there is no longer a pending delete for the program director. The "Delete" and "Edit" buttons are displayed again and the information for the program director can be edited as needed.

#### Add a New Program Director

1. Select the “Add a New Program Director” button that appears under the list of existing program directors.

**Result:** A blank program director section appears.

1. Enter the required information (indicated by an asterisk [\*]) for the new program director and select the “Submit Updates” button.

**Result:** A new program director is added to the program director’s list. The following is displayed for the program director on the main Edit Program Director page.

* + A message appears just below the list of Program Directors that states, “Your changes have been submitted”.
  + “New – Pending” appears in the “Status” column of the added program director.
  + An "Edit" button appears. Additional changes can be made while the add program director request is still pending.
  + A "Cancel Changes" button appears to the left of the new program director's name, which allows the User to remove the program director they just added.

1. You can assign the program director to contracts, as necessary. Assignment changes will remain pending until approved by the Field Services Office Consultant.

When the assigned Field Services Office Consultant approves the new program director, the “Status” column will be blank.

**IMPORTANT:**After you add a new program director and assign them to a contract, add the new program director as a Super User to the CDMIS website. If you are unsure how to do this, contact the CDMIS Office.

**If, for any reason, you want to cancel a pending add for a program director, follow the below steps:**

1. Click the "Cancel Changes" button that appears to the left of the program director's name.

**Result:** The following message appears below the program director grid along with two additional buttons.

**Message:**Select the "Remove New Program Director" button to confirm the removal of [program director name] as a new program director.

**Buttons:**"Keep Changes" and "Remove New Program Director".

1. You must click the "Remove New Program Director" button to cancel your add request. The program director will be added to the grid and any pending assignment changes made related to the new program director will be put in place once the Field Services Office Consultant approves the changes. If you want to keep the program director add request in place, click the "Keep Changes" button; the add request will remain pending.
2. After clicking the "Remove New Program Director" button, the program director's name will be removed from the list and any pending assignment changes will revert to the previously assigned program director.

#### Contracts and Assigned Program Directors

Under the “Contracts and Assigned Program Directors” section is a grid with three columns containing information about your agency’s contracts and the program director currently assigned to that contract. They columns include the follow:

* **Status:** This column indicates if any assignment changes are pending. If it is blank, this indicates that no changes are currently pending.
* **Contract:** This column lists all child care contracts your agency has with the CDE, EED.
* **Assigned Program Director:** This column shows the currently assigned program director for your agency’s contracts.

##### Change a Contract’s Assigned Program Director

1. Determine which contract you wish to change assignments for.
2. Expand the dropdown list that contains all the program directors for your agency and select the program director’s name you wish to assign to this contract.

**Result:** The program director’s name is listed.

1. Select the “Assign” button to submit the change.

**Result:** The “Status” column displays “Pending Assignment". The following is also displayed:

* + A message appears below the Contracts and Assigned Program Directors grid that says “Your changes have been submitted”.
  + A "Cancel Pending Assignment" button is displayed to allow the User to cancel the changes they just submitted.

When the assigned Field Services Office Consultant approves the assignment change, the “Status” column will be blank.

**If, for any reason, you want to cancel the assignment changes you have made, follow the below steps:**

1. Click the "Cancel Pending Assignment" button that appears to the left of the program director's name.

**Result:** The following message appears below program director grid along with two additional buttons.

**Message:**Selecting "Cancel Pending Assignment" will remove all pending edits for [program director name].

**Buttons:**"Keep Pending Assignment" or "Cancel Pending Assignment".

1. Click the "Cancel Pending Assignment" button to cancel the assignment change made and return the assignment back to its original state. To keep the assignment changes made, click the "Keep Pending Assignment" button and your assignment changes will remain pending.
2. After clicking the "Cancel Pending Assignment" button, the Status column will be blank as there are no longer pending changes. The original information the CDMIS stored for the contract's assigned program director is restored.

#### Error Messages and Solutions

* **A Prefix is required.**

**Problem**: You have added a new program director or edited an existing program director and no prefix has been selected.

**Solution**: Select a prefix from the drop down list and select the "Submit Changes" button.

* **Program Director First Name is required.**

**Problem**: The program director's first name is missing, contains only one letter, or contains only numbers.

**Solution**: Review the information provided for the program director's first name and make corrections as necessary then select the "Submit Changes" button.

* **Program Director Last Name is required.**

**Problem**: The program director's last name is missing, contains only one letter, or contains only numbers.

**Solution**: Review the information provided for the program director's last name and make corrections as necessary then select the "Submit Changes" button.

* **The Program Director you are adding already exists.**

**Problem**: A program director with the same first and last name already exists. A program director cannot be listed more than once.

**Solution**: Review the existing program directors listed for your agency and select the "Edit" button that appears to the right of the page to update that person's information.

* **A P.O. Box or a Street Address is required.**

**Problem**: The program director’s address is either missing, or an invalid street address or P.O. Box is listed.

**Solution**: Enter either a P.O. Box or street address for the program director and select the "Submit Changes" button.

* **A complete P.O. Box or a Street Address is required.**

**Problem**: The program director's P.O. Box or street address does not contain enough information.

**Solution**: Review the information provided and enter complete information for the P.O. Box or street address and select the "Submit Changes" button.

* **A City is required is required.**

**Problem**: The city information has not been provided.

**Solution**: Review the information you entered, make the corrections as needed, and select the "Submit Changes" button.

* **The City is not valid for this Zip Code.**

**Problem**: You have entered a zip code and city that do not go together, or the city name you have entered is misspelled.

**Solution**: Review the zip code and city provided, and correct the information. The two pieces of information are validated against each other so both must be entered correctly. Select the "Submit Changes" button to submit your information.

* **A Phone Number is required.**

**Problem**: The phone number is missing.

**Solution**: Enter the program director's phone number and select the "Submit Changes" button.

* **The Phone Area Code is not valid for California.**

**Problem**: You have entered an area code that does not exist in California.

**Solution**: Review the information you entered, make the corrections as needed, and select the "Submit Changes" button.

* **A Valid Phone Number is required.**

**Problem**: You have entered phone number that does not contain ten (10) numbers, or that contains non-numeric (not 0–9) characters.

**Solution**: Review the information you entered, make the corrections as needed, and select the "Submit Changes" button.

* **The Fax Number is required.**

**Problem**: You have not entered a fax number.

**Solution**: Enter the program director's fax number and select the "Submit Changes" button.

* **The Fax Area Code is not valid for California.**

**Problem**: You have entered fax area code that does not exist in California.

**Solution**: Review the information you entered, make the corrections as needed, and select the "Submit Changes" button.

* **A Valid Fax Number is required.**

**Problem**: You have entered a fax number that does not contain ten (10) numbers, or that contains non-numeric (not 0–9) characters.

**Solution**: Review the information you entered, make the corrections as needed, and select the "Submit Changes" button.

* **A Valid Email Address is required.**

**Problem**: The email address provided is either missing or incomplete.

**Solution**: Review the email address you entered, make corrections as needed, and select the "Submit Changes" button.

* **You cannot unassign a program director from a contract.**

**Problem**: For one of the contracts listed, you changed the currently assigned program director to "Not Assigned" and clicked the "Assign" button. A contract must have an assigned program director.

**Solution**: Select the correct program director from the dropdown menu and click the "Assign" button. If the program director you need to assign does not appear on the list, click the "Add a New Program Director" button under the “Program Directors” section on the same page. Once you add the new program director, you can assign the new program director to the contract they are responsible for.

#### FAQs about Edit Program Director Information

* **Our program director is leaving at the end of the month and we have not found a replacement for him/her yet. Who do we enter as the program director until we find someone?**

Contact your assigned Field Services Office Consultant. They will instruct you on who to list as the interim program director until a permanent replacement is found.

* **Our new program director doesn't have an email address of his/her own yet. Whose email can we use until we establish one for him/her with our agency?**

You can temporarily use an email address for anyone at your agency as long as they can guarantee that emails received by them for the program director will be provided to the program director promptly. It is important that the program director's email address is updated as soon as it is available as EED will use this information to contact the program director.

* **I made some changes to our program director's information and realized what I entered was wrong. The Status column says "Edited – Pending." Can I make more changes or do I have to wait until the changes I initially submitted are approved?**

As long as the "Edit" button is visible, you can make changes and submit them for any program director.

### 5.4 Add/Edit Sub-Agencies

#### Overview

The purpose of sub-agencies is to allow agencies to break the families being reported on the CDD-801A report into more manageable groups. Sub-agencies can represent sites, specific contract types, regional areas, etc. Agencies that choose to create sub-agencies can create as many as they determine necessary for reporting purposes.

Sub-agencies are not required – they are optional. To add a new sub-agency, click the "Add Sub-Agency" button at the bottom of the screen. To edit an existing sub-agency, click the sub-agency's name.   
  
**Result:** The sub-agency section will expand at the bottom of the page and allow you to enter information. Follow the step-by-step instructions to change a sub-agency.

Use this screen to add, change, or delete a sub-agency. Sub-agency assignments are only used for CDD-801**A** reporting, not CDD-801**B** reporting.

#### Important Reminders

**Do not click the "Back" button on your browser** as this may result in errors or duplicates. Use the navigation buttons and links provided on the screen.  
  
To send information to the CDE, EED, click the "Save" button when you enter or update information.

#### Required Information

For each sub-agency, you must enter the following:

* Name
* Start date

#### Step-by-Step Instructions

##### Change/Edit a Sub-Agency

**To change a sub-agency's name or edit the description, complete the following:**

Change the sub-agency name or description and click the "Save" button.

**Result:** If the edit sub-agency section closes, the changes have been saved. The message "Sub-Agency has been updated" will appear in green at the top of the page. If there are errors, error messages are displayed in red and must be corrected before the information can be saved.

**To change a sub-agency's start month or year, complete the following:**

Change the start month or start year to the period needed and click the "Save" button.

**Result:** The message "You have chosen to change the date for the selected sub-agency" appears. To confirm the date change, click the "OK" button. To cancel the change, click the "Cancel" button. Once the information has been saved, the message "Sub-Agency has been updated" will appear in green at the top of the page.

**To end a sub-agency that is no longer needed for CDD-801A reporting, complete the following:**

Change the end date month and year to the period you wish the sub-agency to stop displaying and click the "Save" button.

**Result:** The following message appears: "You have chosen to change the start or end date for the selected sub-agency”. Be sure to read and understand the technical instructions regarding the creation and maintenance of sub-agencies before you continue. Click "OK" to continue and make the change. Click "Cancel" to stop and return to the Agency/Sub-agency Information screen.

If you click "OK", the message "Sub-Agency has been updated" will appear in green at the top of the page. If you click "Cancel", the changes you made will not be saved.

##### Delete a Sub-Agency

**Important:** You can delete a sub-agency only if no families were ever reported under the sub-agency.

To delete the sub-agency, click the name of the sub-agency you wish to delete. When the edit section opens, click the "Delete" button that appears towards the bottom of the page.

**Result:** If families are found in the database associated with this sub-agency, the message, "There are family records associated with this sub-agency, therefore it may not be deleted" appears at the top of the page and you will not be able to delete the sub-agency; however, you can end the sub-agency using the instructions above. If no families are found associated to the sub-agency, the sub-agency is deleted.

#### Descriptions and Definitions

| **Data Element Name** | **Description or Definition** |
| --- | --- |
| Sub-agency Name | The name of this sub-agency, as entered by the agency Super User.  This name is used only by the agency's Users. The name should brief but descriptive enough to easily identify the sub-agency if questions arise. |
| Start Date | This is the first report month and year for which the User can submit data for this sub-agency. |
| End Date | This is the last report month and year for which the User can submit data for this sub-agency. |
| Vendor Number/Submission Code | The vendor number (the first four characters or numbers) is from CDE's official files.  The submission code is the three-digit code assigned by the CDMIS web application. The default submission code for each agency is "000." When a sub-agency is added, it is assigned "001" by the system. Each additional sub-agency added is assigned the next available number (i.e., 002, 003, etc.) in the order in which it was added. |
| Registered Users | This is the list of agency Users who have been assigned to enter family information for this sub-agency.  The agency Super User assigns Users to a sub-agency by using the "Edit User Screen" or the "Add User Screen". |
| Description | This is a description of this sub-agency, as entered by the agency Super User.  This description should provide more detailed information than the sub-agency name. |

#### Exit the Add/Edit Agency/Sub-Agency Information Screen

* Click the "Main Menu" link that appears just above the page name.
* Click the "Log Out" link that appears just above the page name.
* Click the "Return to Agency/Sub-Agency" button.

### 5.5 Add/Edit Sites or Offices

#### Overview

The Add/Edit Site or Office screen is used to add or change information about sites or offices used by your agency in relation to your contracts with the EED. Instructions are also provided on how to cancel pending changes.

Each contract your agency has with the EED must be assigned to at least one site or office based on the definitions below. Agencies with contracts that fall into both the site and office categories (see Required Information section) should have sites and offices listed. For the purpose of maintaining information on these web pages, sites and offices are defined below in the Required Information section.

When viewing the Add/Edit Sites or Offices screen, the column "Facility Type" indicates whether the facility listed is a "Site" or an "Office".

#### Required Information

##### Site

A site is the physical location (one or more classrooms) where subsidized services are provided to children through the agency's contracts with the EED.

Agencies with the following contract types have sites: CCTR, CHAN, CMIG, and CSPP.

The EED requires agencies to provide the following information for each site:

* At least one site must be listed to indicate where subsidized children receive services.
* Each site must have at least one contract assigned to it (the contract that funds services to children at that location).
* Each site must have at least one license (whether license-exempt or not).
* Each contract associated with this facility type, as defined above, must be assigned to at least one site.

For each site, you **must** provide the following information:

* Site name and address. For licensed facilities, the name and address should match the name and address on the license issued by the California Department of Social Services, Community Care Licensing.
* First and last name of site Supervisor.
* Phone number of site Supervisor.
* All EED child care contracts funding services to children at that site. Indicate the total number of children served by age group, funded by each contract in a typical day (for agencies adding new sites, enter the information based on numbers you anticipate serving). Enter zero if you have no children in that age group.
* All licenses for that site issued by the California Department of Social Services, Community Care Licensing. If your site is license exempt, enter EXEMPT as the license number instead. If you are unsure, contact your assigned Field Services Office Consultant.

**NOTE:** If you provide services to children in family child care homes through a CSPP, CCTR, or CMIG contract, you would also list this contract under the FCCH Information section. The number of children reported by age group under FCCH information would be a sub-set of the number of children you list that are served at a site.

##### Office

An office is the administrative facility where families come to apply for services or obtain information related to these contracts.

Agencies with the following contract types have offices: C2AP, C3AP, CAPP, CFCC, CMAP, and California Resource and Referral (CRRP).

The following rules apply to agencies with these contract types:

* Each agency must have at least one office.
* Each of the agency's contracts associated with this facility type, as defined above, must be assigned to at least one office.

For each office, you **must** provide the following information:

* Office name and address.
* All contracts associated with the office and the total number of children by age group in a typical day for each associated contract except as follows:
  + **CRRP contracts** must be assigned to the office they are associated with; no child counts are collected for this contract type as it is a referral contract only.
  + **CFCC contracts** must be assigned to the office they are associated with; no child counts are collected because this information is collected in the FCCH Information section along with the number of homes where children are served.

**Note:** If one or more of your facilities operates as both a site and an office, that facility would be listed twice. For example, your CAPP contract operates an administrative office at a facility where families can come to apply for services or obtain child care information; the same facility has a licensed classroom where services are provided to children funded from your CCTR contract. Because both services are provided at the same address, both facility types need to be listed.

#### Add a Site or Office

1. Select the "Add a New Site or Office" button.

**Note:** In order to provide you with the correct screens to enter your information, you will be prompted to select the type of facility you want to add **if**you have both contracts types (those that have offices and those that have sites).

1. Select the facility type you want to add and select the "Submit" button.

**Result:** A screen will load where you can begin entering information based on the facility type you selected.

1. Enter all the required information for the site (noted by an asterisk) and select the “Submit Changes” button.

**Note:** If red error messages appear regarding missing or invalid site information, correct the information and select the “Submit Changes” button again. Repeat this process until the red error messages disappear.

1. **For new Sites**: Once you have successfully submitted the information, two additional sections will appear that must be completed for the new site. They are Number of Children Served in Each Contract – this is where you must add a contract to this new site, and License – this is where you add a license to the new site. Follow the instructions below under “How to Add, Update, or Delete Information for Existing Sites or Offices” and “Additional Requirements for Sites” for steps on adding a contract and adding a license.

**For new Offices**: Once you have successfully completed the information for the new office, you will see a new section appear called Number of Children Served in Each Contract that contains an "Add Contract" button. Select this button to add a contract to the office. You must assign at least one contract to an office before it is considered complete. Follow the instructions above on adding a contract.

**Note:** New Sites or Offices will not be submitted for approval until all information has been provided for the new site. For instance, if you do not add a contract for a new office or if you do not add both a contract and a license to a new site, the Status column on the Add/Edit Sites or Offices screen will display "Incomplete" and the new site or office you have added will not be submitted to your assigned Field Services Office Consultant for review.

##### Cancel a Pending Site or Office

1. Click the "Cancel Changes" button that appears to the left of the site/office name.

**Result:** The following message appears below the grid containing the sites and offices along with two additional buttons: "Keep Changes" or "Cancel Changes".

**Message:** Selecting "Cancel Changes" will remove all pending changes for the [site/office name] site/office. This includes any pending changes to the number of children for each contract and/or pending changes to licenses for the site/office.

1. Click the "Cancel Changes" button to remove the add site/office request or the site/office will be added to the list of sites/office along with associated contracts and licenses when the Field Services Office Consultant approves the changes.

If you decide you want to keep the new site/office as pending, click the "Keep Changes" button and the add request will remain pending.

1. After clicking the "Cancel Changes" button, the pending site/office name will be removed from the list.

#### Edit/Delete an Existing Site or Office

This section allows you to add, update, or delete information for the site or office selected. It also provides instructions on how to cancel any changes you make so they are not forwarded to the Field Services Office Consultant for approval. For each site or office, contracts should only be associated with a site of office if funds from that contract are used to provide services to families and their children at that site or through that office. In addition, the system will not let you delete a contract from a site or office if the contract is not associated with at least one other existing site or office.

##### Edit Information

1. Select the "Edit" button to the right of the Site or Office you wish to update.

**Result:** The section expands and you can update the site name, site Supervisor, phone number, and fax number for the site or office.

**Note:** You cannot update the site or office address. If an address needs to be changed, you must add a new site or office.

1. Select the “Submit Changes” button when you are finished.

**Result:** The changes you made were updated and you should see "Approval Status: Edited - Pending" above the site/office name. The "Edit" button is displayed to allow changes to be made as needed. The message "Your changes have been submitted" appears.

**Note:** If there are errors regarding missing or incorrect information, correct the related information and select the “Submit Changes” button. You must resolve all error messages before leaving this screen or the changes you made will be lost.

1. Click the "Select another Site to Edit" button.

**Result:** You are returned to the main Update Site of Office information page. The Status column displays "Edited – Pending" next to the site or office. There is a "Cancel Changes" button that appears between the status and the Site/Office name columns, which allows the User undo the changes they just submitted. In addition, the "Delete" button is hidden. You can continue to edit the facility information while edits are pending. Once changes have been approved by your Field Services Office Consultant, the Status column will be blank and the "Delete" button will reappear.

##### Cancel Pending Changes

1. Click the "Cancel Changes" button that appears to the left of the site/office name.

**Result:** The following message appears below the grid containing the sites and offices along with two additional buttons: "Keep Changes" or "Cancel Changes".

**Message:** Selecting "Cancel Changes" will remove all pending changes for the [site/office name].

**Important Note:** Any pending changes to contracts or licenses associated with the site or office will also be cancelled and the original information will be restored. If there are some changes that need to be kept, they will have to be submitted again.

1. You must click the "Cancel Changes" button to remove the changes and return the information back to what it was originally. If you decide you want to keep the changes you have made, click the "Keep Changes" button and your changes will remain pending.
2. After clicking the "Cancel Changes" button, the Status column will be blank as there are no longer any pending changes for this site/office. The original information has been restored and the "Delete" button is now visible.

##### Delete Information

1. In the Number of Children Served in Each Contract section, select the “Delete” button to the right of the site or office you wish to delete.

**Result:** The following message appears below the list of Sites/Offices along with two additional buttons: "Cancel Delete" and "Confirm Delete".

**Message:**Confirm Deletion of the [site/office name] site/office.

1. Select the “Confirm Delete” button to submit the delete request to EED. Otherwise, you can cancel the action by selecting the “Cancel Delete” button.
2. **Result**: After confirming the delete, the Status column displays “Delete – Pending” next to that site or office and the "Delete" and "Edit" buttons are hidden. Once your Field Services Office Consultant approves the delete, the site or office will be removed from the list.

**Special Note for sites with assigned CSPP contracts that include Prekindergarten and Family Literacy Program (PKFLP) funds:** If the site you are deleting is currently designated as a PKFLP site (answer to PKFLP is “Yes”), a message will be displayed reminding the agency they must have received written pre-approval from EED to make this change.

#### Number of Children Served in Each Contract

How to Cancel a Pending Add, Update, or Delete for a Contract under this section.

If you added a Contract to a site or office (Status is "New - Pending" for a contract), updated the children served for a contract associated with a site or office (Status is "Edited Pending"), or submitted a Delete request to remove a contract from a site or office (Status is "Delete - Pending" for a contract ), and realize that you need to undo the changes you have made, the only way to remove these pending changes from the site or office is to cancel all changes for that site or office. Doing this will undo all the changes you have made to the site or office that are still pending approval.

##### Add Information

1. Under the Number of Children Served in Each Contract section, select the “Add a New Contract” button.

**Result**: The section expands to allow information to be added.

1. Select the contract from the dropdown list you wish to add to this site or office. Depending on the type of contract you select, certain fields will be displayed for you to enter number of children served by age group funded by this contract based on the typical daily enrollment. If no children are served in a particular age group, enter zero (0). Only add contracts to sites or offices that fund services to children through that site or office.

**Note regarding CSPP contracts with PKFLP funds:** If your agency has a CSPP contract that includes PKFLP funds, an additional question is displayed allowing you to indicate if PKFLP funds are used at this site.If your agency has received EED written approval to provide PKFLP services at this site, answer “Yes” to the question "EED Approved Prekindergarten and Family Literacy Program (PKFLP) site". If no PKFLP services will be provided at this site related to the CSPP program, answer “No”.

1. Select the “Submit Changes” button to add the contract to this site or office.

**Result:**The changes you made were updated and the Status column displays "New – Pending" next to the contract. The message "Child count changes were submitted" appears just below the contracts list. The "Edit" button is displayed to allow changes to be made if needed.

Repeat Steps one – three to add additional contracts to the site or office.

**Note:** If any red error messages appeared when you selected "Submit Changes," you must resolve those errors indicated and select the "Submit Changes" button to save your information. When all errors have been resolved, the Number of Children Served in Each Contract list will be displayed and the message "Child count changes were submitted" appears just below the list of contracts.

##### Update Information

1. In the Number of Children Served in Each Contract section, select the “Edit” button to the right of the contract you want to update.

**Result**: The section expands and you can update the information for the different age groups displayed.

1. Update the information as necessary so it reflects the typical daily enrollment. If no children are served in a particular age group, enter zero (0) for that age group.

**Note regarding CSPP contracts with PKFLP funds:** If your agency has a CSPP contract that includes PKFLP funds, an additional question is displayed to indicate if PKFLP funds are used at this site. If there is no change to this information, leave it as it is. If the agency has received EED written approval to add or remove PKFLP related services to or from this site, change the answer to the question "EED Approved Prekindergarten and Family Literacy Program (PKFLP) site" so it reflects the written approval from EED.

1. Select the “Submit Changes” button to save your changes.

**Result:**The changes you made were updated, and the Status column displays "Edited – Pending" next to the contract, and the message "Child count changes were submitted" appears below the list of contracts.

**Note:** If any red error messages appeared when you selected "Submit Changes," you must resolve those errors indicated and select the "Submit Changes" button to save your information. Repeat this process until the red error messages no longer appear.

##### Delete Information

You should only delete a contract from a site or office because funding from that contract no longer provides services to children at the site or office you are currently updating, follow the steps below: Once the Field Services Office Consultant approves the delete, the contract will no longer be displayed in that list.

1. In the Number of Children Served in Each Contract section, select the “Delete” button to the right of the contract you wish to delete from the site or office you are editing.

**Result:** The message "Confirm deletion of this contract" appears.

1. To delete the contract, select the "Confirm Delete” button to submit the delete request to EED. The message "The deletion was submitted" appears below the list of contracts.

**Result:**The main Add/Edit Sites or Offices screen will reload and you will see “Delete – Pending” in the Status column next to that contract and the "Delete" and "Edit" buttons are hidden. Once the Field Services Office Consultant approves the delete, the contract will be removed from the list.

**Special Note for deleting a CSPP contract that includes PKFLP funds:** If the information for this contract currently indicates PKFLP services are being provided at this site, a message will be displayed reminding the agency they must have received written pre-approval from EED to make this change.

**Note:** You will not be able to delete the only remaining contract from a site or office if that contract is not associated with at least one other site or office. If you wish to modify that information, follow the instructions above under updating information for a contract, or add this contract to the office it should be associated with and then delete it from the site or office where it should not be listed.

##### Age Group Descriptions

The age groups defined below will be displayed based on the type of contract you are updating. Agencies who only have a CSPP contract will only be able to enter information in the three-year-old, four-year-old, and preschool-other fields as their programs can only provide services to children in a limited age group.

* **Infants:** Birth to 18 months.
* **Toddlers:** 18 months to 36 months.
* **Preschoolers**: 36 months to kindergarten.
* **School-age:** kindergarten to age 13.
* **Three-year-olds:** For FY 2013–14, children enrolled in a preschool program who turned three-years-old on or before September 1 of the fiscal year in which they received services.
* **Four-year-olds**: For FY 2013–14, children enrolled in a preschool program who turned four-years-old on or before September 1 of the fiscal year in which they received services.
* **Preschool-other**: Children receiving services in the CSPP program who turned five-years-old on or between September 2 and December 2 of the fiscal year in which they received services.

#### Licenses

Sites are required to have licenses or be exempt from licensing per regulations. Contact your assigned Field Services Office Consultant if you have questions regarding licensing.

##### Add License

1. Select the “Add a New License” button.

**Result:** The section expands to allow information to be added.

1. Enter the License Number as it appears on your License from Community Care Licensing. If you are exempt from licensing, enter "Exempt" (don't include the quotes) in the license field and select the closest License Type that applies to your site. License Types are:

* I = Infant Care Center (Birth through 24 months)
* D = Day Care/Child Care Center (25 months through kindergarten)
* S = School Age Center (kindergarten through age 17)
* H = Center for mildly ill children

1. Enter the License Capacity as it appears on your License. If you are exempt from licensing, enter the capacity determined by Fire Marshall or Fire Department inspections.
2. Select the Start and End times, including indicating AM and PM, to indicate the hours of operation.
3. Select the “Submit Changes” button to submit the information and add the license to this site.

**Result:**The changes you made were updated and the Status column displays "New – Pending" next to the license. The "Edit" button is displayed to allow changes to be made if needed and the message "Your changes have been submitted" appears just below the License list. 

**Note:** If any red error messages appeared when you selected "Submit Changes", you must resolve those errors indicated and select the "Submit Changes" button to save your information. Repeat this process until the red error messages disappear and you see a message that says "Your changes have been submitted" just below the list of licenses.

##### Update License

1. Select the “Edit” button to the right of the license you wish to edit.

**Result:** The section expands and you can update the update the information for the license.

1. Update the information as necessary.
2. Select the “Submit Changes” button to submit the changes.

**Result:**The changes you made were updated and the Status column displays "Edited – Pending" next to that license and the message, "Your changes have been submitted" appears below the license list. 

**Note:** If any red error messages appeared when you selected "Submit Changes," you must resolve those errors indicated and select the "Submit Changes" button to save your information. Repeat this process until the red error messages disappear and you see a message that says "Your changes have been submitted" just below the list of licenses.

##### Delete License

You should only delete a license from a site because that license is no longer applicable: Once the Field Services Office Consultant approves the delete, the contract will no longer be displayed in that list.

1. Select the “Delete” button to the right of the license you wish to delete.

**Result:** The following message appears below the license grid along with two additional buttons: "Cancel Delete" and "Confirm Delete".

**Message:**Confirm Deletion of License [license number] from this site.

1. Select the “Confirm Delete” button to submit the delete request to EED. Otherwise, you can cancel the delete by selecting the “Cancel Delete” button.

**Result**: After confirming the delete, the Status column displays “Delete - Pending” for that license and the "Delete" and "Edit" buttons are hidden. Once the Field Services Office Consultant approves the delete, the license will be removed from that site or office.

**Note:** You will not be able to delete the only remaining license for a site. If you wish to change that information, follow the instructions above under updating a license currently displayed.

##### Cancel Pending Information

If you added a License to a site (Status is "New – Pending" for a license), updated License information for a site (Status is "Edited Pending"), or submitted a Delete request for a site (Status is "Delete – Pending" for a license), and realize that you need to undo the changes you have made, the only way to remove these pending changes from the site is to click the "Cancel Changes" button that appears next to that site's name on the main Add/Edit Sites or Offices web page.

#### Error Messages and Solutions

* **A site name is required.**

**Problem:**You have added or edited a site and there is no name in the Site Name field.

**Solution:**Enter a name for this site or office.

* **An address is required.**

**Problem:**No street address has been provided for this site or office.

**Solution:**Enter the street address where this site or office is located and select the "Submit Changes" button.

* **A City is required.**

**Problem:**No City has been provided for this site or office.

**Solution:**Enter the City where this site or office is located and select the "Submit Changes" button.

* **A valid five-digit or nine-digit zip code is required.**

**Problem:**No zip code has been provided for this site or office.

**Solution:**Enter a valid zip code for this site or office and select the "Submit Changes" button.

* **A valid Site Supervisor's First Name is required.**

**Problem:**The Site Supervisor's First Name is missing, too short, or contains invalid characters.

**Solution:**The Site Supervisor's First Name must have at least two characters and cannot contain any numbers or extra spaces. Enter the correct information for the Site Supervisor's First Name and select the "Submit Changes" button.

* **A valid Site Supervisor's Last Name is required.**

**Problem:**The Site Supervisor's Last Name is missing, too short, or contains invalid characters.

**Solution:**The Site Supervisor's Last Name must have at least two characters and cannot contain any numbers or extra spaces. Enter the correct information for the Site Supervisor's Last Name and select the "Submit Changes" button.

* **A valid ten-digit phone number is required.**

**Problem:**The phone number for the Site Supervisor is missing or incomplete.

**Solution:**Enter the correct information for the Site Supervisor's phone number and select the "Submit Changes" button.

* **The phone area code is not valid for California.**

**Problem:**You have entered an area code that contains non-numeric characters.

**Solution:**Enter the correct area code for the site Supervisor's phone number and select the "Submit Changes" button.

* **The fax area code is not valid for California.**

**Problem:**You have entered an invalid area code for the fax number.

**Solution:**Enter the correct area code for the site Supervisor's fax number and select the "Submit Changes" button.

* **A valid email address is required.**

**Problem:**The email address is either missing or incomplete.

**Solution:**Enter the site Supervisor's full email address and select the "Submit Changes" button.

* **You cannot delete this [site/office] because the contract [contract number] must be assigned to at least one [site/office].**

**Problem:**The contract assigned to the site or office you are trying to delete is not assigned to any other site or office or it is still a pending add on another site or office. A contract must be assigned to at least one site or office.

**Solution:**You must assign the contract related to this site or office to another site or office first. Once that contract assignment to the other site or office is approved by your Field Services Office Consultant, then you will be able to delete this site or office. If the contract is still add – pending to another site or office, you will have to wait until the Field Services Office Consultant approves that addition to the other site or office, then you will be able to delete this site or office.

* **You cannot delete the only remaining approved contract from a site or office.**

**Problem:**The contract you are trying to delete is the only currently approved contract for this site or office. It cannot be deleted until a new contract is added and approved by the Field Services Office Consultant.

**Solution:**Each contract is required to be assigned to at least one site or office and our system will not allow you to remove the last remaining contract assignment for a site or office. If a different contract is funding services to children at this site, add it first, wait for the Field Services Office Consultant to approve it, then you can delete the other contract.

* **You cannot delete the only remaining approved license from a site.**

**Problem:**You are trying to delete the only remaining license from a site.

**Solution:**Each site is required to have at least one license. Before you can delete this license, you must add a new license to this site and it must be approved by your Field Services Office Consultant. Once it is approved (status is blank next to the new license), you will be able to delete the old license.

* **You cannot delete this contract because a CCTR contract must be associated with at least one site or the contract must be listed in the Family Child Care Home (FCCH) Information section.**

**Problem:**You are trying to delete a CCTR contract from the only remaining site it is assigned to. The contract must be listed somewhere.

**Solution:**Add the CCTR contract to another site where children are funded under this program or, if Family Child Care Homes are used to provide services under this contract, go to the Update FCCH Information section and add the CCTR contract there. Once the changes have been approved, you will be able to delete the CCTR contract from the other site.

* **A site with this address already exists.**

**Problem:**You are trying to add a new site that already exists at the address you entered. You cannot have more than one site listed at the same address.

**Solution:**Look at addresses for each of the existing sites for your agency. Sites and Offices are listed alphabetically by their name. When you locate the site, review the information and update it as needed.

* **An office with this address already exists.**

**Problem:**You are trying to add a new office that already exists at the address you entered. You cannot have more than one office listed at the same address.

**Solution:**Look at addresses for each of the existing offices for your agency. Sites and Offices are listed alphabetically by their name. When you locate the office, review the information and update it as needed.

#### FAQs about Add/Edit Sites or Offices

* **My agency has both CCTR and CMIG contracts. In providing services under our contracts, we have both licensed centers and family child care homes where the children receive services. Do we include those children served in family child care homes under the number of children served by age group under our site information?**

No. The way the information should be reported is based on where the children receive services. Report the number of children receiving services at the center (site) for the CCTR contract. We only want the children served in centers reported under those centers. To report the children who received services in licensed family child care homes, you would go to the FCCH Information screen and add the CCTR contract (or update it if it is already listed). Enter the total number of homes being used to serve children under that contract as well as the number of children served by age group.

* **I have added a new site we began operating last month, but when I try to add our new contract to that site, I don't see it in the list of contracts we have. Why isn't it there?**

Contracts only appear in the list of your available contracts after the California Department of Education's Contracts Office has mailed the contract to the agency. It can take time depending on where your agency's contract is in the process. Contact your Child Development Fiscal Analyst for the status of a new contract.

* **Our agency has C2AP, C3AP, CCTR, and CSPP contracts. All our administrative offices are located at one building and that building includes one of our centers where services are provided to children under our CCTR contract. In addition, we have additional facilities where both our CSPP and CCTR contracts fund services to children. Can we list all the contracts that all share the same building under one site?**

No. Even though all your contracts are administered in the same facility, there are two different functions that are occurring and we separate those out. For the C2AP and C3AP contracts, you would make sure that facility is listed as an office (Facility Type column should say "Office") with those two contracts assigned to that office. In addition, you would list that same facility as a site (Facility Type column should say "Site") and assign the CCTR contract to that site. Your other facilities where the CCTR and CSPP contracts provide services to other children would all be listed as individual sites with each applicable contract assigned to it.

### 5.6 Add/Edit FCCH

#### Overview

This purpose of this screen is to provide summary information on the number of licensed family child care homes your agency uses to provide services to children funded by contracts your agency has with the EED. If it does not apply to your agency, you should not submit any information in this section.

**Note:** All Family Child Care Home Education Network contracts (CFCC contract) must be listed in this section and must include at least one home and at least one child served. A CFCC contract cannot be deleted from this screen as this is the only place where the summary information on number of homes and number of children are collected for these contracts.

#### Required Information

For each contract where children are served in family child care homes, you **must** enter:

* The number of licensed family child care homes serving EED-subsidized children under that contract.
* The number of children served by age group.

#### Step-by-Step Instructions

##### Update Information

1. Select the "Edit" button to the right of the contract you wish to update.

**Result:** The screen reloads and displays only the current information for the contract you selected. This allows you to update the number of homes and number of children served in each age group.

1. Enter the number of homes used to serve children and enter the number of children in each age group that receive services in those homes. You must enter a number greater than zero in the number of homes and at least one of the age group fields. If you do not serve children in every age group, enter zero (0) for those age groups.

**Note:** If you do not want to make any changes at this time, select the "Cancel" button to return to the main Add/Edit FCCH Information screen.

1. Select the "Submit Changes" button when you are finished.

**Result:** You are returned to the Add/Edit FCCH Information screen and the changes you made are displayed in the grid. Below the grid is a message that says "Your changes were submitted." The "Delete" button is hidden, but you can still make changes while there are pending changes. Changes submitted will remain as “Edited – Pending” under the Status column until your Field Services Office Consultant reviews and approves the changes. Once approved, the Status column will be blank.

##### Cancel Pending Update Changes

1. Click the Cancel Changes button that appears next to the contract number.

**Result:**The following message appears below the list of contracts along with two additional buttons: "Keep Changes" and "Cancel Changes".

**Message:** Selecting "Cancel Changes” will remove all pending edits for contract [contract number].

1. You must click the "Cancel Changes" button to remove the changes and return the information back to what it was originally. If you decide you want to keep the changes you have made, click the "Keep Changes" button and your edits will remain pending.
2. After clicking the "Cancel Changes" button, the Status column will be blank as there are no longer pending changes for this contract. The original information EED had for this contract's family child care home information is restored.

##### Add Information

1. Select the "Add a FCCH Contract" button.

**Result:** A new section appears where you can select a contract to add and enter the information for that contract.

1. Select the contract you wish to add from the drop down list.

**Result:** The page reloads to display only those age groups that apply to the contract you selected (some contracts have limited age groups they can serve).

**Note:** Only active contracts that are not already listed are available in the dropdown list of available contracts to add.

1. Enter the number of homes and children served by age group in those homes. You must enter a number greater than zero in the number of homes and at least one of the age group fields. If you do not serve children in every age group, enter zero (0) in those fields.

**Note:** If you change your mind and do not want to add FCCH Information for this contract, select the "Cancel" button and you will be returned to the main Add/Edit FCCH Information page.

1. Select the "Submit Changes" button when you are finished.

**Result:** You are returned to the Add/Edit FCCH Information screen and the new contract you added is displayed in the grid. Below the grid is a message that says "Your changes were submitted." The Status column will display “New – Pending” until your assigned Field Services Office Consultant reviews and approves the changes. The "Edit" button is displayed in case you need to make additional edits while the add request is pending. Once approved, the Status column will be blank and the "Delete" button will also appear.

##### Cancel Pending Add Request

1. Click the Cancel Changes button that appears next to the add-pending contract number you wish to remove.

**Result:**The following message appears below the list of contracts along with two additional buttons: "Keep Changes" and "Cancel Changes".

**Message:** Selecting "Cancel Changes will remove the add request for contract [contract number].

1. You must click the "Cancel Changes" button to remove the contract from the list. If you decide you want to keep the pending add request in place, click the "Keep Changes" button and the contract will remain as add-pending.
2. After clicking the "Cancel Changes" button, the contract will be removed from the list.

##### Delete Contract Information

1. Select the "Delete" button to the right of the contract you wish to delete.  
   **Result:** The message "Confirm deletion of FCCH information for Contract [contract number]" appears.
2. To delete the family child care home information for this contract, select the "Confirm Delete" button.

**Result:** The section will compress again and you will see the message "Your change has been submitted". Deletes submitted will remain as “Deleted – Pending” under the Status column until your assigned Field Services Office Consultant reviews and approves the changes. The "Edit" and "Delete" buttons are now hidden. Once approved, contract will no longer be displayed on the screen.

**Note:** If you decide not to delete this contract, select the "Cancel Delete" button and you will be returned to the main Add/Edit FCCH Information screen.

##### Cancel Pending Delete Request

1. Click the Cancel Changes button that appears next to the delete-pending contract number you wish to remove.

**Result:**The following message appears below the list of contracts along with two additional buttons: "Keep Changes" and "Cancel Changes"

**Message:** Selecting "Cancel Changes” will remove the delete request for contract [contract number].

1. You must click the "Cancel Changes" button to cancel the delete request for this contract. If you decide you want to keep the pending delete in place, click the "Keep Changes" button and the contract will remain as delete pending.
2. After clicking the "Cancel Changes" button, the contract will remain listed and the "Delete" and "Edit" buttons will be displayed.

##### Age Group Descriptions

* Infants: Birth to 18 months
* Toddlers: 18 months to 36 months
* Preschoolers: 36 months to kindergarten
* School-age: kindergarten to age 13

#### Error Messages and Solutions

* **Number of Homes must be greater than zero (0).**

**Problem:** You have entered a zero in the Number of Homes field.

**Solution:**Enter a number greater than zero. If you no longer use family child care homes related to this contract, you need to delete this family child care home summary record instead of changing the information.

* **At least one age group must have a child count greater than zero (0).**

**Problem:**All the age groups show zero (0) children served.

**Solution:** At least one of the age groups listed must have a number greater than zero (0).

* **Child Counts for each age group cannot be blank.**

**Problem:**One or more of the age groups is missing information.

**Solution:**Enter a number in the age group that is missing information. If no children are served in this age group, enter zero (0).

* **You cannot delete this contract because a CCTR contract must be associated with at least one site or the contract must be listed on the Add/Edit FCCH Information screen.**

**Problem:**You are trying to delete the only CCTR contract listed where children are listed as being served.

**Solution:**If you no longer use family child care homes to provide services to children under your CCTR contract, you must add the CCTR contract to one of your sites in the Add/Edit Sites or Offices section before the system will allow you to delete the CCTR contract from the family child care home information page.

#### FAQs about Add/Edit FCCH Information

* **We used to provide services to children through some licensed family child care homes, but we now only provide services at licensed centers. I tried to change the numbers to zero (0) but I keep getting an error message saying I can't enter zero. What do I do?**

If you used to have family child care homes associated with a contract but no longer use them, you need to remove the family child care home completely by selecting the "Delete" button to the right of that contract.

**Note:** For CCTR contracts, before you can delete a CCTR contract that is currently listed in the FCCH Information section, you must ensure the contract is assigned to at least one site to indicate where services to children are provided. If this is the only section where the CCTR contract is listed, you will not be able to delete the CCTR contract until you assign it to at least one site.

* **We only have a CCTR contract and only provide services to children in licensed family child care homes. We have a site listed but realize that the site is only an administrative address shouldn't be listed as a site as no children actually receive services there. What should we do?**

First, make sure you have the CCTR contract listed under the FCCH Information section. If it is there, you must delete the site from the Add/Edit Sites or Offices section. Just click the "Delete" button that appears to the right of the site and confirm the deletion. If you do not see the "Delete" button, it means you've made changes to the site that must be cancelled first (click the Cancel Changes button). The "Delete" button is hidden as long as there are pending changes.

### 5.7 Report No Services

The CDE uses this information to determine if an agency is not providing services for a specific contract/program type (e.g. CCTR, CSPP, C2AP, etc.) during a report month. If you place a check mark in a box under the "No Service Periods" section, it will indicate that **no** CDD-801A will be submitted that month for the specified program type(s) in the selected fiscal year.

To report "No Services" for a specific month and program type, follow the below steps:

1. From the CDMIS Main Menu, select the function "Sub-agency/No Services".
2. Scroll to the "No Service Periods" section of the Sub-agency/No Services screen.
3. Select the fiscal year to be updated.
4. Place a check mark in the appropriate box to indicate that no services will be provided for the month(s) and program type(s) specified.
5. Click the "Save No Service Periods" button.

**Note:** You must click the "Save No Service Periods" button before you leave the screen or your changes will not be saved.

If you attempt to mark no services for programs in months where families receiving services in those programs have already been submitted, you will receive the message **"The No Services Periods for the program and report month you checked cannot be saved because services have already been reported for that program in the report month selected."**This message will be followed by the Month and Program Type causing the problem. You then need to decide if you have submitted 801A reports for these programs in error and need to delete families that should not have been reported, or if only one of your sites is closed and others are operating and these boxes should not be checked.

**Important:** Many agencies have more than one site providing services for the same program type. For instance, if you have two sites operating a CCTR program and only one of those sites is not operating during a particular report month, then you should **not** check the box because it will prevent the operating site from submitting their report. If Users attempt to submit a CDD-801A report for the site providing services (adding or editing families and children, copying families from month to month, or submitting electronic files) they will receive the following message: **"Program Code 1 (or Program Code 2 or Program Code 3) is marked as No Service for this reporting period."** Remember, by checking the box you are indicating there are no services **at all** from your entire agency for that program type and report month.

No Service Periods can only be viewed and updated by an agency Super User. If you find that a program type has been marked by mistake, contact your agency's Super User and have them correct the information by un-checking the "No Services Periods" box for the report month.

## Appendix List

This section contains helpful documents for contractors completing the CDD-801A and CDD-801B reports.

### Contents

* Appendix A: File Format Specifications
* Appendix B: Monthly Child Care Family Fee Schedule
* Appendix C: Fiscal Apportionment Analyst Directory
* Appendix D: Data Definitions
* Appendix E: Software Vendors
* Appendix F: Error Message Codes

### Appendix A: File Format Specifications

| **Field #** | **Field Letter** | **Data Element Description** | **Data Type** | **Data Size** | **Entry Required?** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | A | Report month and year | C | 7 | Yes | Required format is mm/yyyy. Example: January 2012 must be entered as 01/2012. |
| 2 | B | Vendor number / submission code | C | 7 | Yes | Example: Vendor number Z987 and submission code 000 is entered as Z987000. |
| 3 | C | Family Identification / Case Number (FICN) | C | Max. 15 | Yes | Only letters A-Z (both upper and lower case are acceptable) and numbers 0-9 are allowed. For each family you must report the FICN. |
| 4 | D | Head-of-Household Social Security Number | N | 9 | No | The SSN field is no longer used. This field must remain blank when reporting. |
| 5 | E | Head-of-Household Last Name | C | Max. 50; min. 2 | Yes | Only letters, hyphens, spaces, and apostrophes are allowed. |
| 6 | F | Head-of-Household First Name | C | Max. 50; min. 2 | Yes | Only letters, hyphens, spaces, and apostrophes are allowed. |
| 7 | G | Head-of-Household Middle Initial | C | 1 | No | This field must be included in the file, even if it is blank. |
| 8 | H | Head-of-Household Zip Code | N | 9 | Yes | Numbers only; do not include dash. Example: 999999999 (Five digit Zip Code + 4 digit extension) |
| 9 | I | TANF / CalWORKs Cash Aid Recipient? | C | 1 | Yes | 3 valid entries are: Y (yes), N (no), or U (unknown). |
| 10 | J | Family Income Greater Than 70 Percent of the State Median Income Level? | C | 1 | Yes | 3 valid entries are: Y (yes), N (no), or U (unknown). |
| 11 | K | Family Size | N | 2 | Yes | Numbers only; 0-9 |
| 12 | L | Family Income | N | 4 | Yes | Numbers only; 0-9; no decimals. |
| 13 | M | Reason for Receiving Services | C | 1 | Yes | Only 9 valid entries: A, B, D, E, F, G, H, J, Q. |
| 14 | N | Head-of-Household FIPS Code | N | 5 | Yes | This field must contain five digits. Example: 06001, 06003. Leading zero must be included. |
| 15 | O | Family Start Date | Date | 10 | Yes | Required format is mm/dd/yyyy (include the slashes). Example: September 2, 2012, must be entered as 09/02/2012. |
| 16 | P | Child's Last Name | C | Max. 50; min. 2 | Yes | Only letters, hyphens, spaces, and apostrophes are allowed. |
| 17 | Q | Child's First Name | C | Max. 50; min. 2 | Yes | Only letters, hyphens, spaces, and apostrophes are allowed. |
| 18 | R | Child's Middle Initial | C | 1 | No | This field must be included in the file, even if it is blank. |
| 19 | S | Child's Ethnicity | C | 1 | Yes | 2 valid entries; Y (yes) or N (no). |
| 20 | T | Child's Race: American Indian or Alaskan Native | C | 1 | Yes | 2 valid entries; Y (yes) or N (no). |
| 21 | U | Child's Race: Asian | C | 1 | Yes | 2 valid entries; Y (yes) or N (no). |
| 22 | V | Child's Race: Black or African American | C | 1 | Yes | 2 valid entries; Y (yes) or N (no). |
| 23 | W | Child's Race: Native Hawaiian or Other Pacific Islander | C | 1 | Yes | 2 valid entries; Y (yes) or N (no). |
| 24 | X | Child's Race: White | C | 1 | Yes | 2 valid entries; Y (yes) or N (no). |
| 25 | Y | Child's Gender | C | 1 | Yes | 2 valid entries; M (male) or F (female). |
| 26 | Z | Child's Date of Birth | Date | 10 | Yes | Required format is mm/dd/yyyy (include the slashes). Example: September 2, 2012, must be entered as 09/02/2012. |
| 27 | AA | Child Has IEP | C | 1 | Yes | 2 valid entries: Y (yes) or N (no). |
| 28 | AB | Child's Primary Language | N | 2 | Yes | This field must contain 2 digits. Example: 02, 04, etc. Leading zero must be included. See list of language codes on EED-9600 Confidential Application for Child Development Services and Certification of Eligibility form and Data Definitions. |
| 29 | AC | Child is English Learner | C |  | Yes | 3 valid entries; Y (yes) or N (no), or blank. |
| 30 | AD | Child Start Date | Date | 10 | Yes | Required format is mm/dd/yyyy (include the slashes). Example: September 2, 2012, must be entered as 09/02/2012. |
| 31 | AE | Child Receives Part-Time Care? | C | 1 | Yes | 2 valid entries; Y (yes) or N (no). |
| 32 | AF | Provider FEIN / SSN | N | 9 | Yes | Numbers only; do not include dashes (-). |
| 33 | AG | Provider FIPS Code | N | 5 | Yes | This field must contain five digits. Example: 06001, 06003. Leading zero must be included. |
| 34 | AH | Provider Zip Code | N | 9 | Yes | Numbers only; do not include dash. Example: 999999999 (Five digit Zip Code + 4 digit extension) |
| 35 | AI | QRIS Participation | C | 1 | Yes | The field must contain a single digit. Four valid entries are: 0 – No: Provider is eligible but does not participate in QRIS 1 – Yes: Provider does participate in the QRIS 7 – There is an operating QRIS in the provider’s area, but the provider is not eligible to participate 8 – There is no operating QRIS in the provider’s area |
| 36 | AJ | Accreditation Status | C | 1 | Yes | The field must contain a single digit. Six valid entries are: 0 – No 1 - Yes: National Accreditation 2 - Yes: State Accreditation 3 – Yes: Other Accreditation (not National or State Level) 4 – Yes: Level/Type of Accreditation Unavailable 9 – NA: Information Currently Unavailable |
| 37 | AK | Type of Child Care | N | 2 | Yes | This field must contain 2 digits. Example: 02, 04, etc. Leading zero must be included. |
| 38 | AL | Program Code 1 | C | 4 | Yes | Program Code 1 is required. |
| 39 | AM | Program Code 2 | C | 4 | No | This field should only contain data if the child receives services from more than one program code. This field must be included in the file, even if it is blank. |
| 40 | AN | Program Code 3 | C | 4 | No | This field should only contain data if the child receives services from more than two program codes. This field must be included in the file, even if it is blank. |
| 41 | AO | Services Date | Date | 10 | Yes | Required format is mm/dd/yyyy (include the slashes). Example: September 2, 2012, must be entered as 09/02/2012. |

C = character (upper and lower case letters, numbers, dashes, etc.)

N = numbers only

The default submission code for agencies that do not report by sub-agency is "000". If an agency has created sub-agencies for reporting purposes, then each sub-agency has its own submission code. The list of submission codes for each agency is available within the CDMIS website on the Sub-agency/No Services page.

### Appendix B: Family Monthly Fee Schedule

#### Fiscal Year 2017–18

This family monthly fee schedule went into effect on July 1, 2017 and was rescinded in September 2018.

* State initial enrollment cutoff = 70% of 2015 SMI from CA DOF (2015 ACS Management Bulletin 17-08)
* State Grad. Phase-Out cutoff = 85% of 2015 SMI from CA DOF (2015 ACS Management Bulletin 17-09)

N/A: Not Applicable

| **Monthly Part-time Fee** | **Monthly Full-time Fee** | **Family Size 1 or 2** | **Family Size 3** | **Family Size 4** | **Family Size 5** | **Family Size 6** | **Family Size 7** | **Family Size 8 or more** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| $26 | $52 | 2,245 | 2,418 | 2,717 | 3,152 | 3,587 | 3,668 | 3,750 |
| $32 | $64 | 2,303 | 2,480 | 2,787 | 3,233 | 3,679 | 3,762 | 3,846 |
| $39 | $78 | 2,418 | 2,604 | 2,926 | 3,394 | 3,863 | 3,950 | 4,038 |
| $45 | $90 | 2,476 | 2,666 | 2,996 | 3,475 | 3,955 | 4,044 | 4,134 |
| $52 | $103 | 2,591 | 2,790 | 3,135 | 3,637 | 4,138 | 4,233 | 4,327 |
| $59 | $118 | 2,706 | 2,914 | 3,275 | 3,798 | 4,322 | 4,421 | 4,519 |
| $68 | $136 | 2,763 | 2,976 | 3,344 | 3,879 | 4,414 | 4,515 | 4,615 |
| $79 | $158 | 2,879 | 3,100 | 3,484 | 4,041 | 4,598 | 4,703 | 4,807 |
| $89 | $177 | 2,936 | 3,162 | 3,553 | 4,122 | 4,690 | 4,797 | 4,903 |
| $100 | $200 | 3,051 | 3,286 | 3,693 | 4,283 | 4,874 | 4,985 | 5,096 |
| $109 | $218 | 3,109 | 3,348 | 3,762 | 4,364 | 4,966 | 5,079 | 5,192 |
| $120 | $240 | 3,224 | 3,472 | 3,902 | 4,526 | 5,150 | 5,267 | 5,384 |
| $129 | $258 | 3,282 | 3,534 | 3,971 | 4,607 | 5,242 | 5,361 | 5,480 |
| $141 | $281 | 3,397 | 3,658 | 4,111 | 4,768 | 5,426 | 5,549 | 5,673 |
| $152 | $304 | 3,512 | 3,720 | 4,180 | 4,849 | 5,518 | 5,643 | 5,769 |
| $161 | $322 | 3,569 | 3,782 | 4,250 | 4,930 | 5,610 | 5,737 | 5,865 |
| $172 | $344 | 3,685 | 3,844 | 4,320 | 5,011 | 5,702 | 5,832 | 5,961 |
| $181 | $362 | 3,742 | 3,906 | 4,389 | 5,092 | 5,794 | 5,926 | 6,057 |
| $193 | $386 | 3,857 | 3,968 | 4,459 | 5,172 | 5,886 | 6,020 | 6,153 |
| $196 | $391 | 3,915 | 4,030 | 4,529 | 5,253 | 5,978 | 6,114 | 6,250 |
| $202 | $403 | 4,030 | 4,092 | 4,598 | 5,334 | 6,070 | 6,208 | 6,346 |
| $204 | $408 | 4,088 | 4,154 | 4,668 | 5,415 | 6,162 | 6,302 | 6,442 |
| $208 | $415 | 4,145 | 4,234 | 4,758 | 5,519 | 6,280 | 6,423 | 6,566 |
| $212 | $424 | 4,260 | 4,340 | 4,807 | 5,577 | 6,346 | 6,490 | 6,634 |
| $218 | $435 | 4,318 | 4,402 | 4,877 | 5,657 | 6,438 | 6,584 | 6,730 |
| $222 | $444 | 4,433 | 4,464 | 4,947 | 5,738 | 6,530 | 6,678 | 6,826 |
| $229 | $458 | 4,491 | 4,588 | 5,016 | 5,819 | 6,622 | 6,772 | 6,923 |
| $234 | $467 | 4,606 | 4,712 | 5,086 | 5,900 | 6,714 | 6,866 | 7,019 |
| $238 | $476 | 4,779 | 4,836 | 5,156 | 5,981 | 6,806 | 6,960 | 7,115 |
| $243 | $485 | 4,836 | 4,898 | 5,225 | 6,061 | 6,897 | 7,054 | 7,211 |
| $245 | $489 | 4,894 | 4,960 | 5,295 | 6,142 | 6,989 | 7,148 | 7,307 |
| $254 | $507 | N/A | 5,084 | 5,365 | 6,223 | 7,081 | 7,242 | 7,403 |
| $258 | $516 | N/A | 5,146 | 5,434 | 6,304 | 7,173 | 7,336 | 7,499 |
| $262 | $524 | N/A | 5,208 | 5,504 | 6,385 | 7,265 | 7,430 | 7,596 |
| $264 | $527 | N/A | 5,270 | 5,574 | 6,466 | 7,357 | 7,525 | 7,692 |
| $282 | $564 | N/A | N/A | 5,643 | 6,546 | 7,449 | 7,619 | 7,788 |
| $286 | $571 | N/A | N/A | 5,713 | 6,627 | 7,541 | 7,713 | 7,884 |
| $289 | $578 | N/A | N/A | 5,783 | 6,708 | 7,633 | 7,807 | 7,980 |
| $293 | $585 | N/A | N/A | 5,852 | 6,789 | 7,725 | 7,901 | 8,076 |
| $296 | $592 | N/A | N/A | 5,922 | 6,870 | 7,817 | 7,995 | 8,172 |
| 39%SMI | \* | 2,245 | 2,418 | 2,717 | 3,152 | 3,587 | 3,668 | 3,750 |
| 70%SMI | \* | 4,030 | 4,340 | 4,877 | 5,657 | 6,438 | 6,584 | 6,730 |
| 85%SMI | \* | 4,894 | 5,270 | 5,922 | 6,870 | 7,817 | 7,995 | 8,172 |
| 100 SMI | \* | $5,757 | $6,200 | $6,967 | $8,082 | $9,197 | $9,406 | $9,615 |

#### Fiscal Year 2018–19

This family monthly fee schedule went into effect on July 1, 2018.

* State initial enrollment cutoff = 70% of 2016 State Median Income (SMI) from CA Department of Finance (DOF) (2016 ACS Management Bulletin 18-03)
* State Grad. Phase-Out cutoff = 85% of 2016 SMI from CA DOF (2016 ACS Management Bulletin 18-03)

For more detailed information, please visit the CDE Management Bulletin 18-07 web page at <https://www.cde.ca.gov/sp/cd/ci/mb1807.asp>.

N/A: Not Applicable

| **Monthly Part-time Fee** | **Monthly Full-time Fee** | **Family Size 1 or 2** | **Family Size 3** | **Family Size 4** | **Family Size 5** | **Family Size 6** | **Family Size 7** | **Family Size 8 or more** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| $29 | $58 | 2,325 | 2,508 | 2,928 | 3,397 | 3,866 | 3,953 | 4,041 |
| $36 | $72 | 2,384 | 2,572 | 3,003 | 3,484 | 3,965 | 4,055 | 4,145 |
| $44 | $87 | 2,478 | 2,660 | 3,101 | 3,598 | 4,094 | 4,187 | 4,280 |
| $52 | $103 | 2,572 | 2,748 | 3,199 | 3,711 | 4,223 | 4,319 | 4,415 |
| $67 | $133 | 2,667 | 2,835 | 3,297 | 3,825 | 4,353 | 4,452 | 4,551 |
| $76 | $152 | 2,761 | 2,923 | 3,395 | 3,939 | 4,482 | 4,584 | 4,686 |
| $86 | $171 | 2,855 | 3,011 | 3,493 | 4,052 | 4,611 | 4,716 | 4,821 |
| $96 | $192 | 2,949 | 3,098 | 3,591 | 4,166 | 4,741 | 4,848 | 4,956 |
| $107 | $213 | 3,043 | 3,186 | 3,689 | 4,279 | 4,870 | 4,981 | 5,091 |
| $118 | $235 | 3,137 | 3,274 | 3,787 | 4,393 | 4,999 | 5,113 | 5,226 |
| $129 | $258 | 3,231 | 3,362 | 3,885 | 4,507 | 5,128 | 5,245 | 5,362 |
| $142 | $283 | 3,325 | 3,449 | 3,983 | 4,620 | 5,258 | 5,377 | 5,497 |
| $154 | $308 | 3,420 | 3,537 | 4,081 | 4,734 | 5,387 | 5,509 | 5,632 |
| $167 | $334 | 3,514 | 3,625 | 4,179 | 4,848 | 5,516 | 5,642 | 5,767 |
| $172 | $343 | 3,608 | 3,712 | 4,277 | 4,961 | 5,646 | 5,774 | 5,902 |
| $176 | $352 | 3,702 | 3,800 | 4,375 | 5,075 | 5,775 | 5,906 | 6,037 |
| $181 | $361 | 3,796 | 3,888 | 4,473 | 5,189 | 5,904 | 6,038 | 6,173 |
| $185 | $370 | 3,890 | 3,975 | 4,571 | 5,302 | 6,034 | 6,171 | 6,308 |
| $197 | $394 | 3,984 | 4,063 | 4,669 | 5,416 | 6,163 | 6,303 | 6,443 |
| $202 | $404 | 4,078 | 4,151 | 4,767 | 5,529 | 6,292 | 6,435 | 6,578 |
| $207 | $413 | 4,173 | 4,239 | 4,865 | 5,643 | 6,421 | 6,567 | 6,713 |
| $211 | $422 | 4,262 | 4,326 | 4,963 | 5,757 | 6,551 | 6,700 | 6,849 |
| $216 | $431 | 4,351 | 4,414 | 5,061 | 5,870 | 6,680 | 6,832 | 6,984 |
| $220 | $440 | 4,441 | 4,502 | 5,158 | 5,984 | 6,809 | 6,964 | 7,119 |
| $224 | $448 | 4,530 | 4,589 | 5,256 | 6,098 | 6,939 | 7,096 | 7,254 |
| $229 | $457 | 4,620 | 4,677 | 5,332 | 6,185 | 7,038 | 7,198 | 7,358 |
| $233 | $466 | 4,709 | 4,765 | 5,407 | 6,272 | 7,137 | 7,299 | 7,461 |
| $238 | $475 | 4,799 | 4,853 | 5,482 | 6,359 | 7,236 | 7,401 | 7,565 |
| $242 | $484 | 4,888 | 4,940 | 5,557 | 6,446 | 7,335 | 7,502 | 7,669 |
| $247 | $493 | 4,977 | 5,028 | 5,632 | 6,533 | 7,434 | 7,603 | 7,772 |
| $251 | $502 | 5,067 | 5,116 | 5,707 | 6,620 | 7,533 | 7,705 | 7,876 |
| $258 | $515 | N/A | 5,203 | 5,782 | 6,707 | 7,633 | 7,806 | 7,980 |
| $262 | $524 | N/A | 5,291 | 5,857 | 6,794 | 7,732 | 7,907 | 8,083 |
| $267 | $533 | N/A | 5,379 | 5,932 | 6,882 | 7,831 | 8,009 | 8,187 |
| $271 | $541 | N/A | 5,466 | 6,007 | 6,969 | 7,930 | 8,110 | 8,290 |
| $301 | $602 | N/A | N/A | 6,083 | 7,056 | 8,029 | 8,212 | 8,394 |
| $305 | $610 | N/A | N/A | 6,158 | 7,143 | 8,128 | 8,313 | 8,498 |
| $309 | $617 | N/A | N/A | 6,233 | 7,230 | 8,227 | 8,414 | 8,601 |
| $312 | $624 | N/A | N/A | 6,308 | 7,317 | 8,326 | 8,516 | 8,705 |
| $316 | $632 | N/A | N/A | 6,383 | 7,404 | 8,426 | 8,617 | 8,809 |
| 39% SMI | \* | 2,325 | 2,508 | 2,928 | 3,397 | 3,866 | 3,953 | 4,041 |
| 70% SMI | \* | 4,173 | 4,502 | 5,256 | 6,098 | 6,939 | 7,096 | 7,254 |
| 85% SMI | \* | 5,067 | 5,466 | 6,383 | 7,404 | 8,426 | 8,617 | 8,809 |
| 100% SMI | \* | $5,962 | $6,432 | $7,510 | $8,712 | $9,913 | $10,138 | $10,364 |

Based on 2016 American Community Survey (2016 ACS). Information provided by California Department of Finance, March 2018.

### Appendix C: Fiscal Apportionment Analyst Directory

For the most recent contact information, visit the CDE Fiscal Apportionment Analyst Directory web page at <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

### Appendix D: Data Definitions

The family, child, and provider information fields from the CDD-801A and CDD-801B reports have their own definitions, guidelines, and Frequently Asked Questions (FAQs). To obtain current data definitions, please refer to the CDE Child Care Report Data Definitions web page at <https://www.cde.ca.gov/sp/cd/ci/datadefindex.asp>.

### Appendix E: Software Vendors

For your convenience, the CDE provides information of vendors who have expressed interest in working with child development agencies on the electronic reporting of CDD-801A monthly reports.

**The CDE does not endorse any vendors or their products.** The CDMIS Office is providing this list of vendors for the convenience of child development agencies. Agencies should thoroughly review vendors' products and references before purchase.

#### Vendor Listing

Vendors are listed in alphabetical order

| **Vendor** | **Product(s)** | **Vendor Contact** | **Reference #1** | **Reference #2** |
| --- | --- | --- | --- | --- |
| ChildCare App | ChildCare 4.0 | **Ben Choate**  40 Ramble Creek Drive Cotati, CA 94931  707-280-9144  [bchoate3@earthlink.net](mailto:bchoate3@earthlink.net) | **Ms. K. White**  City College of San Francisco  415-239-3891 | **John Levere**  Childs-Pace Foundation   949-548-8849 |
| ChildPlus Software  <http://www.childplus.com/> | ChildPlus.net - Head Start Management Tracking | **Stacy Barrett**  Two Ravinia Drive, Suite 1300 Atlanta, GA 30346  800-888-6674  [sales@childplus.com](mailto:sales@childplus.com) | **Colleen Versteeg**  Orange County Head Start  2900 South Harbor Blvd  Santa Ana, CA 92704  714-241-8920  [colleen.versteeg@ochsinc.org](mailto:colleen.versteeg@ochsinc.org) | **Denise Lee**  SETA Head Start   925 Del Paso Blvd, Suite 200 Sacramento, CA 95815  916-263-3916  [denise@headstart.seta.net](mailto:denise@headstart.seta.net) |
| Controltec, Inc. | * KinderTrack * CenterTrack * KinderWait * KinderConnect * KinderScan * KinderSign * KinderSmart | **Norbert Haupt, President**  613 W. Valley Parkway, Suite 345  Escondido, CA 92025  760-975-9750, ext. 105  [norbert.haupt@controltec.com](mailto:norbert.haupt@controltec.com) | **Jack Hinojosa, Associate Executive Director**  Child Development Resources of Ventura County, Inc.  221 Ventura Blvd  Oxnard, CA 93036  805-485-7878, ext. 1358 [jack.hinojosa@cdrv.org](mailto:jack.hinojosa@cdrv.org) | **Claire Ealy, Director, IT Software Project Management Information Technology Division**  Los Angeles Unified School District  333 S. Beaudry Avenue, 11th Floor #223-04 Los Angeles, CA 90017  213-241-1140 (work)  213-220-3978 (cell) |
| COPA/Nulinx International, Inc.  <http://mycopa.com/> | * COPA - Child, Family, Staff, and Resource data management software * COPAorg - Organizational tool for monitoring, self-assessment, audit, site visits, and action plan tracking * COPAnet - Intranet/Extranet system providing communication and collaboration tools | **Hamid Kelishadi, President**  15250 Ventura Blvd, Suite 805  Sherman Oaks, CA 91403  818-304-0110  [hk@mycopa.com](mailto:hk@mycopa.com) | **Ed Lerman**   County of Contra Costa 2425 Bisso Lane, Suite 160  Concord, CA 94520   925-646-5547 [elerman@ccccsd.org](mailto:elerman@ccccsd.org) | **Debbie Goodwin**  Stanislaus County Office of Education  1100 H Street Modesto, CA 95354  209-238-6339 [dgoodwin@stancoe.org](mailto:dgoodwin@stancoe.org) |
| Core Solutions, Inc.  <http://www.coresolutionsinc.com/> | Care Enterprise (product suite):   * webCare (Electronic Behavioral Health Record System for providers * webCE (EBHR mobility module for field based provider staff) * webDocPoint (secure document scanning module system wide) * webReports (reports library and report generator) * webKiosk (EBHR delivered via Kiosk solution) * webPayor (EBHR for payers - private and government) | **JE Gariano**  Government POC  985 Old Eagle School Road, #514  Wayne, PA 19087  610-687-6080, ext. 116  [jgariano@coresolutionsinc.com](mailto:jgariano@coresolutionsinc.com) | **Tracey Lavallias, CEO**  Northern Home for Children <http://www.northernhome.org/>  5301 Ridge Avenue Philadelphia, PA 19128  215-428-1423 | **Raj Mandrelle, VP**  Association for Individual Development  309 West New Indian Trail Drive Aurora, IL 60506  630-844-5040 |
| Laurie Seaborn Consulting | Custom Microsoft Access Database - Preschool, CDC, PACE, CCFP | **Laurie Seaborn**  1413 E. Fremont Avenue  Fresno, CA 93710  559-439-5466  [ls@attitude.com](mailto:ls@attitude.com) | **Delores O'Neal, Preschool Coordinator**  Fresno Unified School District   2309 Tulare Street  Fresno, CA 93721  559-457-3685 | **Ruth Long, Child Development Center Coordinator**  Fresno Unified School District   2309 Tulare Street  Fresno, CA 93721  559-457-3681 |
| MCT Technology, Inc.  <http://mcttechnology.com/> | * CareControl (Childcare Management software) * CareAttendance (Childcare Attendance Capture software) | **Ziliang Tan, VP Business Development**    2241 Calle Taxco West Covina, CA 91792  951-712-9784  888-714-5308 (toll free)  [info@mcttechnology.com](mailto:info@mcttechnology.com) | **Gabriel Regalado**  City of Norwalk, Childcare Division  562-462-1713 | **Judi Smith**  City of Santa Fe Springs, Childcare Division  562-944-6419 |
| NoHo Software  <http://www.nohosoftware.com/> | * NoHo CARE * NoHo E-List * NoHo R&R * NoHo Provider and Family Portals * NoHo Touch Screen Attendance * NoHo Pro-Dev + QRIS System | **Grant Rosove**  18757 Burbank Blvd., Suite 210 Tarzana, CA 91356  818-814-6646 (office) 818-921-7044 (main)  [info@nohosoftware.com](mailto:info@nohosoftware.com) | **Roxana Lesner** Child Care Resource Center  Chatsworth, CA  818-717-1057 | **Davida Pugh** Bananas, Inc.  Oakland, CA  510-658-7353, ext. 190 |

#### Information for Vendors

If you are a software vendor interested in contracting with local child development agencies to provide reporting services and would like to have your company information made available through the CDMIS Office, please notify us via email at [CDMIS@cde.ca.gov](mailto:CDMIS@cde.ca.gov) and provide the following information:

* Company name
* Product name (if applicable)
* Contact information (name, mailing address, phone number, and email)
* Two references (contact name and title, company/organization name, and phone number)

**Note: The CDE does not endorse any vendors or their products**

### Appendix F: Error Message Codes

List of error message codes and descriptions.

| **Message Code** | **Description** |
| --- | --- |
| EU1 | The file cannot be processed as it is not an ASCII file. (EU1) |
| EU120 | The Child's Ethnicity is invalid. (EU120) |
| EU130 | The "Child's Race - American Indian or Alaskan Native" is invalid. Valid entries are "Y" or "N". (EU130) |
| EU131 | The "Child's Race - Asian" is invalid. Valid entries are "Y" or "N". (EU131) |
| EU132 | The "Child's Race - Black or African American" is invalid. Valid entries are "Y" or "N". (EU132) |
| EU133 | The "Child's Race - Native Hawaiian or Other Pacific Islander" is invalid. Valid entries are "Y" or "N". (EU133) |
| EU134 | The "Child's Race - Caucasian" is invalid. Valid entries are "Y" or "N". (EU134) |
| EU140 | The "Child's Gender" is invalid. (EU140) |
| EU146 | Child Receives Part-Time Care is invalid. (EU146) |
| EU2 | The file cannot be processed as it must contain 1 - 100,000 records. (EU2) |
| EU25 | Child Has IEP must be "Y" or "N". (EU25) |
| EU26 | Invalid IEP information. (EU26) |
| EU27 | The TANF/CalWORKs Cash Aid information is required. (EU27) |
| EU28 | Invalid TANF/CalWORKs information. (EU28) |
| EU30 | Invalid Family Income information. (EU30) |
| EU32 | Invalid Reason for Receiving Child Development Services. (EU32) |
| EU33 | The row does not contain 40 tab delimiters and a carriage return/line feed. (EU33) |
| EU34 | Invalid FIPS code. (EU34) |
| EU36 | The child’s last name is required. (EU36) |
| EU39 | The Child’s last name must contain only letters, hyphens, spaces, and apostrophes. (EU39) |
| EU4 | The report month/year is required. (EU4) |
| EU41 | The child’s first name is required. (EU41) |
| EU48 | The child's date of birth is required. (EU48) |
| EU5 | The report month/year does not match the report month/year selected for file upload. (EU5) |
| EU50 | The Provider FEIN/SSN is required. (EU50) |
| EU51 | Provider FEIN/SSN is not numeric. (EU51) |
| EU52 | Provider FEIN/SSN must contain nine (9) numbers. (EU52) |
| EU53 | You have entered a Provider FEIN/SSN. The child’s information is required. (EU53) |
| EU54 | The Type of Child Care is required. (EU54) |
| EU55 | The Type of Care information is invalid. (EU55) |
| EU56 | You have entered a Type of Child Care. The child’s information is required. (EU56) |
| EU57 | Program Code 1 is required. (EU57) |
| EU58 | Invalid Program Code. (EU58) |
| EU6 | The vendor number/submission code is required. (EU6) |
| EU60 | The report month/year does not match the report specifications. (EU60) |
| EU61 | The vendor number/submission code does not meet the file format specifications. (EU61) |
| EU7 | The vendor number/submission code does not match the vendor number/submission code selected for file upload. (EU7) |
| EU9 | A duplicate Family Identification/Case Number (FICN) already exists for this report month/year. (EU9) |
| EU91 | A family cannot have more than one start date. (EU91) |
| EU92 | All records are rejected. (EU92) |
| EU93 | A family cannot have more than one "Reason for Receiving Child Care". (EU93) |
| EU98 | A duplicate Family Identification/Case Number (FICN) already exists for this report month/year in another sub-agency. (EU98) |
| EU99 | One or more duplicate records for this family. (EU99) |
| LA04 | QRIS Participation must be a valid one digit participation code: 0, 1, 7 or 8. (LA04) |
| LA041 | QRIS Participation is required. (LA041) |
| LA05 | Accreditation Status must be a valid one digit accreditation code: 0, 1, 2, 3, 4 or 9. (LA05) |
| LA051 | Accreditation Status is required. (LA051) |
| LA07 | “Child is English Learner” information provided is invalid. (LA07) |
| MN40 | CDD-801B Input/Edit is not allowed because the selected month has been locked for ACF Reporting. (MN40) |
| WB101 | The "State Subsidized Monthly Payment for this Child Care" must be greater than zero. (WB101) |
| WB102 | The "Total Hours of Care this Month" must be greater than zero. (WB102) |
| WB103 | The "State Subsidized Monthly Payment for this Child Care" exceeds the maximum hourly rate available based on the "Total Hours of Care". (WB103) |
| WB104 | When "Family Size" = 1, the "Child's First Name" and the "Head-of-Household First Name" must be the same. (WB104) |
| WB105 | When "Is the Head-of-Household Single?" = "Child is Head of Household" and "Family Size" is greater than "1", the "Child's First Name" of the oldest child and the "Head-of-Household First Name" must be the same. (WB105) |
| WB106 | When "Family Size" = 1, the "Child's Middle Initial" and the "Head-of-Household Middle Initial" must be the same. (WB106) |
| WB107 | When "Is the Head-of-Household Single?" = "Child is Head of Household" and "Family Size" is greater than "1", the "Child's Middle Initial" of the oldest child and the "Head-of-Household Middle Initial" must be the same. (WB107) |
| WB108 | The "State Subsidized Monthly Payment for this Child Care" cannot be less than the minimum hourly rate available based on the "Total Hours of Care". (WB108) |
| WB110 | The "Total Hours of Care this Month" exceeds the maximum hours of care a child can receive in a month. (WB110) |
| WB111 | The "Total Hours of Care this Month" for this child exceeds the maximum hours of care a child can receive in a month for all types of care listed. (WB111) |
| WB113 | The "State Subsidized Monthly Payment for this Child Care" is required. (WB113) |
| WB114 | The "State Subsidized Monthly Payment for this Child Care" can only contain whole numbers. (WB114) |
| WB115 | The "Total Hours of Care this Month" is required. (WB115) |
| WB116 | The "Total Hours of Care this Month" can only contain whole numbers. (WB116) |
| WB120 | If "Is the Head of Household Single?" = "Child is Head of Household", then Family Size cannot be less than the number of children listed. (WB120) |
| WB122 | Both the Month and Year are required for "Month and Year Child Care Assistance Began". (WB122) |
| WB123 | The "Month and Year Child Care Assistance Began" cannot be after report month. (WB123) |
| WB125 | This Provider/Type of Child Care already exists for this child's services. (WB125) |
| WB135 | The "Monthly Child Care Family Fee" cannot be zero unless the "Reduced Fee" box is checked to indicate the family's fee was reduced because they paid an amount to another agency for child care services for this month, or the "Reason for Receiving Child Development Services" is "A - Child Protective Services." (WB135) |
| WB137 | Family Income Sources cannot be "Unavailable" unless Reason for Receiving Child Development Services is "A - Child Protective Services". (WB137) |
| WB138 | All Race categories are answered No. At least one Race category must be answered Yes. (WB138) |
| WB139 | Provider Address and "Provider City" cannot be identical. (WB139) |
| WB236 | Unavailable for "Family Income Greater than 70% of State Median Income" is allowed only when "Reason for Receiving Child Development Services" is "A - Child Protective Services. (WB236) |
| WB32 | The Monthly Family Income is below 40% of the State Median Income. The Monthly Child Care Fee for this family should be zero (0). (WB32) |
| WB326 | The Provider Address must be at least 7 characters long excluding spaces. (WB326) |
| WB327 | The Provider Address cannot be a post office box. (WB327) |
| WB328 | The Provider Address can only include letters, numbers or commas, periods or dashes. (WB328) |
| WB33 | Family Fee cannot exceed the full time monthly fee on the family fee schedule for the family size and income provided. (WB33) |
| WB34 | Monthly Family Income for this Family Size cannot exceed 70 percent of the State Median Income. (WB34) |
| WB98 | Family Size cannot be greater than 15. (WB98) |
| WB99 | The "Monthly Family Income" for this family's size cannot exceed 70% of the "State Median Income" unless the "Reason for Receiving Child Care" is CPS. (WB99) |
| WI10 | The last name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes. (WI10) |
| WI100 | The year of Family's start date must be after 1980. (WI100) |
| WI101 | The year of Child's start date must be after 1980. (WI101) |
| WI102 | The year of Provider's start date must be after 1980. (WI102) |
| WI103 | The year of Child's date of birth must be after 1980. (WI103) |
| WI104 | The "Reason for Receiving Child Development Services" cannot be "J" unless all children in the family receive services only in the CHAN program or only CHAN and part-day CSPP programs. (WI104) |
| WI108 | When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name and middle initial of the oldest child reported and those of the Head-of-Household must be the same. (WI108) |
| WI11 | The Head-of-Household first name must be more than one character long. (WI11) |
| WI110 | The Family Start Date must contain a 4-digit year. (WI110) |
| WI111 | The Child's Start Date must contain a 4-digit year. (WI111) |
| WI112 | The Services Date must contain a 4-digit year. (WI112) |
| WI113 | The Child's Date of Birth must contain a 4-digit year. (WI113) |
| WI12 | The first name of the Head-of-Household is required. (WI12) |
| WI120 | The "Family Size" cannot be less than the total number of children listed. (WI120) |
| WI125 | The "Monthly Family Income" for this family's size cannot exceed the income ceiling unless the "Reason for Receiving Child Care" is "Child Protective Services", "Handicapped Program" or "California State Preschool Program" or the family is a TANF/CalWORKs Cash Aid recipient. (WI125) |
| WI126 | A family with children receiving services only in the part-day California State Preschool Program cannot have a “Monthly Family Income” that is more than 15% above the current income ceiling based on the family size, unless the "Reason for Receiving Child Care" is "A - Child Protective Services", “H – Seeking Permanent Housing” or the family is a TANF/CalWORKs Cash Aid Recipient, or the answer to "Child Has IEP" is "Yes" for all children. (WI126) |
| WI127 | The "Monthly Family Income" for this family's size cannot exceed 70% of the "State Median Income" unless the "Reason for Receiving Child Care" is "Child Protective Services", "Handicapped Program" or "California State Preschool Program" or the family is a TANF/CalWORKs Cash Aid recipient. (WI127) |
| WI129 | The "Monthly Family Income" for this family's size must be less than 85% of the State Median Income unless the "Reason for Receiving Child Development Services" is "A – Child Protective Services", "J - Handicapped", "Q - California State Preschool Program" or all children listed are only in CHAN or part-time CSPP program. (WI129) |
| WI13 | The first name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes. (WI13) |
| WI130 | The "Monthly Family Income" for this family's size must be less than 80% of the State Median Income unless the "Reason for Receiving Child Development Services" is "A – Child Protective Services", "J - Handicapped", "Q - California State Preschool Program" or all children listed are only in CHAN or part-time CSPP program. (WI130) |
| WI138 | At least one Race must be answered "Yes". (WI138) |
| WI14 | A valid Head-of-Household middle initial must be one letter. (WI14) |
| WI140 | Child Receives Part-Time Care is required. (WI140) |
| WI15 | A Head of Household zip code is required. (WI15) |
| WI16 | A valid Head of Household zip code must have 5 numbers or 9 numbers. (WI16) |
| WI161 | A valid Head of Household zip code must have 9 numbers. (WI161) |
| WI17 | The Head of Household zip code is invalid. (WI17) |
| WI18 | The Head of Household zip code does not exist in the FIPS Code provided. (WI18) |
| WI2 | A duplicate Family Identification/Case Number (FICN) already exists for this report month/year. (WI2) |
| WI20 | The TANF/CalWORKs Cash Aid information is required. (WI20) |
| WI200 | The Family has no child. (WI200) |
| WI211 | The “Family Income Greater Than 70% of State Median Income” information is required. (WI211) |
| WI22 | The “Reason for Receiving Child Development Services” is required. (WI22) |
| WI23 | The FIPS code is required. (WI23) |
| WI24 | The Child’s last name must be more than one character long. (WI24) |
| WI240 | The "Reason for Receiving Child Development Services" cannot be "Q" unless all children in the family receive part-time care and are only in CSPP program. (WI240) |
| WI241 | The "Reason for Receiving Child Development Services" must be "Q" when all children in the family receive part-time care and are only in the CSPP program. (WI241) |
| WI244 | Preschool age children cannot receive services in CCTR programs in a licensed center. (WI244) |
| WI25 | The Child’s last name is required. (WI25) |
| WI250 | The "Provider FIPS Code" is required. (WI250) |
| WI251 | The "Provider FIPS Code" is invalid. (WI251) |
| WI252 | The "Provider Zip Code" is Required. (WI252) |
| WI253 | A valid "Provider Zip Code" must have 5 numbers or 9 numbers. (WI253) |
| WI254 | The "Provider Zip Code" does not exist in the "Provider FIPS Code" provided. (WI254) |
| WI255 | Child Care provided in Oregon, Nevada or Arizona is only allowed when all services to child are provided by CalWORKS Stage 2 or 3 or Alternative Payment Program types. (WI255) |
| WI256 | A valid "Provider Zip Code" must have 9 numbers. (WI256) |
| WI26 | The child's last name, first name, middle initial and birthday already exist for this family for this report month/year. (WI26) |
| WI260 | Family must reside in California to receive services. (WI260) |
| WI27 | Incomplete information for the child. The child’s last name, first name and date of birth are required. (WI27) |
| WI28 | The Child’s last name must contain only letters, hyphens, spaces, and apostrophes. (WI28) |
| WI29 | The Child’s first name must be more than one character long. (WI29) |
| WI30 | The Child’s first name is required. (WI30) |
| WI32 | Program Code 3 is marked as "No Service" for this reporting period. (WI32) |
| WI33 | The Child’s first name must contain only letters, hyphens, spaces, and apostrophes. (WI33) |
| WI34 | A valid Child's middle initial must be one letter. (WI34) |
| WI35 | The Child’s month of birth is required. (WI35) |
| WI36 | The Child’s day of birth is required. (WI36) |
| WI37 | The Child's year of birth is required. (WI37) |
| WI38 | The Child’s date of birth must be on or before the report month/year. (WI38) |
| WI39 | The Child's date of birth indicates the child is too young or too old for the program type. (WI39) |
| WI40 | The Provider FEIN/SSN is required. (WI40) |
| WI41 | Invalid Provider FEIN/SSN. (WI41) |
| WI42 | Provider FEIN/SSN must contain nine (9) numbers. (WI42) |
| WI43 | Program Code 1 is marked as "No Service" for this reporting period. (WI43) |
| WI44 | The Type of Child Care is required. (WI44) |
| WI45 | Program Code 2 is marked as "No Service" for this reporting period. (WI45) |
| WI46 | Program Code 1 must be completed. (WI46) |
| WI47 | Program Code 2 cannot be completed if Program Code 1 is blank. (WI47) |
| WI49 | The Family's start month is required. (WI49) |
| WI50 | The Family's start day is required. (WI50) |
| WI51 | The Family's start year is required. (WI51) |
| WI52 | The Family Start Date must be on or before the report month/year. (WI52) |
| WI53 | Invalid Family Start Date. (WI53) |
| WI54 | The Child's start month is required. (WI54) |
| WI55 | The Child's start day is required. (WI55) |
| WI56 | The Child's start year is required. (WI56) |
| WI57 | The Child Start Date must be on or before the report month/year. (WI57) |
| WI58 | The Child Start Date must be on or after the Family Start Date. (WI58) |
| WI59 | Invalid Child Start Date. (WI59) |
| WI60 | The Services month is required. (WI60) |
| WI61 | The Services day is required. (WI61) |
| WI62 | The Services year is required. (WI62) |
| WI63 | The Services Date must be on or before the report month/year. (WI63) |
| WI64 | The Services Date must be on or after the Child Start Date. (WI64) |
| WI65 | Invalid Services Date. (WI65) |
| WI67 | The Child Start Date must be after Child's date of birth. (WI67) |
| WI68 | The Family Start Date is required. (WI68) |
| WI69 | The Child Start Date is required. (WI69) |
| WI70 | The Services Date is required. (WI70) |
| WI71 | The Child's date of birth is required. (WI71) |
| WI72 | The FICN can contain only letters and numbers. (WI72) |
| WI73 | Program Code 3 cannot be completed if Program Code 1 or 2 is blank. (WI73) |
| WI75 | Invalid Report month format. (WI75) |
| WI76 | The FICN is required. (WI76) |
| WI77 | The FICN cannot contain the first or last name of the child or head of household. (WI77) |
| WI8 | The Head-of-Household last name must be more than one character long. (WI8) |
| WI80 | The same program code cannot be listed more than once for a setting. (WI80) |
| WI83 | Program Code is required when subsidized monthly payment or hours of child care are provided. (WI83) |
| WI86 | Unable to delete the only child in the family. (WI86) |
| WI87 | Unable to delete the only setting of the child. (WI87) |
| WI9 | The last name of the Head-of-Household is required. (WI9) |
| WI91 | This is not a valid Program Code for your agency. (WI91) |
| WI92 | Invalid Reason for Receiving Child Development Services. (WI92) |
| WI93 | The "Reason for Receiving Child Development Services" is not valid for the Program Code selected. (WI93) |
| WI95 | Reason for Receiving Child Development Services must be "J" when all children listed are only in CHAN program. (WI95) |