The Application Maintenance Screen

The Application Maintenance screen (Figure 37) allows you to customize the user-defined pull-down menus, as well as allow you to customize different sections of the software. The Application Maintenance module has several additional features and capabilities.

Customization

Since every tribe, family and child are different and have circumstances that are unique, the Tracker is designed to give tribes flexibility in how it collects and stores child care data. One way that this is done is through the use of customizable, **user-defined pull-down menus**. These customizable, **user-defined pull-down menus** allow tribes to collect the information that is most useful to them, and most pertinent to their applicants. They appear on various screens within the Tracker software. They can be viewed or modified by accessing the **Application Maintenance** screen from the main menu.

Steps for Customizing Pull-Down Menus

There are 14 different tabs that can be customized. Since only 4 tabs at a time are displayed, you may use the small black arrows at the upper-right to navigate back and forth between tabs.

1. From the Main Menu, click the Application Maintenance button.
2. Select the tab at the top of the screen containing the title of the menu you want to enter data into by clicking the arrow keys at the top right of the screen
3. Click the tab for the field you want to customize.
4. Type the options you want to appear in the customizable pull-down menus.
5. Each time you enter text into a field, a new field appears below the current field to allow you to add as many options as you want.
6. To return to the Main Menu, click Close.
7. From the Main Menu, you can return to the screen with the customizable menu and select desired options from the pull-down menu or you can print reports or certificates with your customized information.
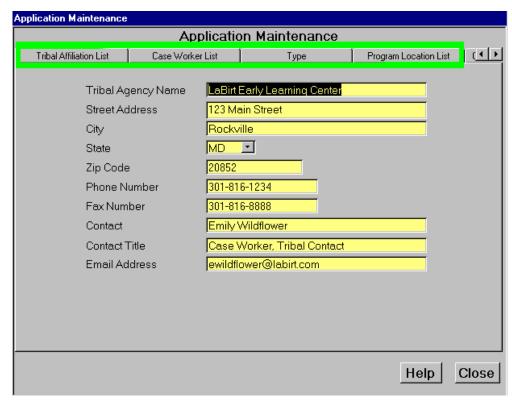
Figure 37 - Application Maintenance

Poverty Guidelines Chart

The Poverty Guidelines Chart is not, strictly speaking, a user-customizable field. However, these figures are critical in generating the **ACF-700 Tribal CCDF Data Report**, and must be updated yearly with the latest published figures in order for the **ACF-700 Tribal CCDF Data Report** to generate correctly.

The Poverty Guidelines are published yearly, usually in February or March, by the US Department of Health and Human Services. Among other places, they are available on the DHHS web site at: http://aspe.hhs.gov/poverty/poverty.htm. The Poverty Guidelines Chart is separated into three categories: the lower 48 states, Alaska, and Hawaii. A tribe only needs to update that category that is appropriate to its location.
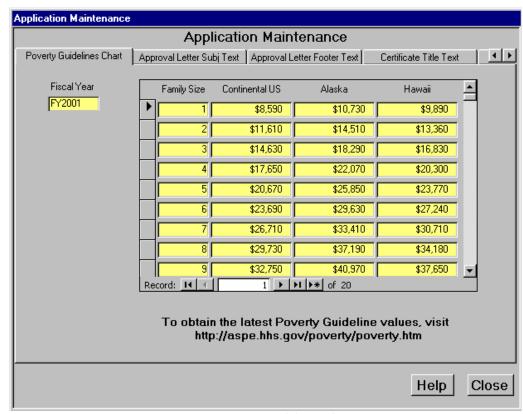
Application Maintenance

| Poverty Guidelines Chart | Approval Letter Subj Text | Approval Letter Footer Text | Certificate Title Text | ◄ ► |

Fiscal Year
FY2001

Family Size	Continental US	Alaska	Hawaii
1	$8,590	$10,730	$9,890
2	$11,610	$14,510	$13,360
3	$14,630	$18,290	$16,830
4	$17,650	$22,070	$20,300
5	$20,670	$25,850	$23,770
6	$23,690	$29,630	$27,240
7	$26,710	$33,410	$30,710
8	$29,730	$37,190	$34,180
9	$32,750	$40,970	$37,650

Record: ◄◄ ◄ 1 ► ►► ►* of 20

To obtain the latest Poverty Guideline values, visit
http://aspe.hhs.gov/poverty/poverty.htm

Help   Close

Figure 38 - Poverty Guidelines Chart

Approval Letter Subject and Footer Text

The Approval Letter Text fields allow Tribal Administrators to add text of their choice to the standard Approval Letter, which can then be automatically generated in the Approval Letters/Certificates module of the Data Tracker. It is a place to enter instructions, reminders, and marketing or even public service announcements.

Certificate Title And Footer Text

Much the same as the Approval text, the tribe may choose what text to enter on the title and footer of the Certificates it generates.

Username and Password

The Username and Passwords tab allows you to change user names and passwords. **Please remember that the username and password are case sensitive**.

Steps to Changing Username and Password

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

Application Maintenance

Application Maintenance

| Approval Letter Footer Text | Certificate Title Text | Certificate Footer Text | Username / Password | ◄ ► |

Username and Password are case sensitive
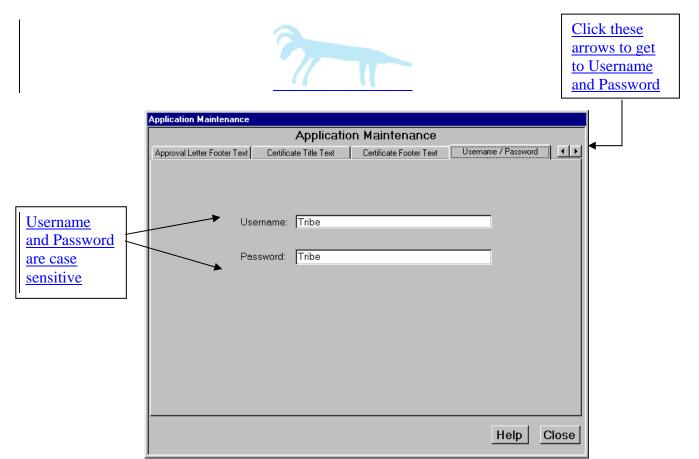
Username: Tribe

Password: Tribe

Help   Close

Figure 39 - Application Maintenance: Username/Password Tab

2. Click the right arrow   ▶   to get to the Username/Password tab
3. Click on the Username field, delete the Username listed, and type in a new Username.
4. Click on the Password field, delete the Password listed there, and type in the new Password.
5. Before closing, be sure to record your username and password and keep it in a secure place.
6. Click on the Close button to return to the Tracker Main Menu.

Entering Tribal Contact Information in the Letterhead Information Tab

First, the ACF-700 Tribal CCDF Data Report requires the tribe name, address, and phone number so we will enter that information now. Entering the contact information also lets the Tracker know which tribe is using the software. To enter Letterhead Information, click on the **Application Maintenance** button and select the first tab, **Letterhead Information**. After selecting the Letterhead Information tab, use the mouse to place the cursor within the blank field and type the necessary information. After you have filled in each of the fields in the form, click the close button at the bottom of the screen. Your Letterhead Information will be automatically saved. This identifying information will be used on the ACF-700 Tribal CCDF data report and on Approval Letters.

Steps for Entering Tribal Contact Information

1. Click the Application Maintenance button on the Main Menu.

2. Click the first tab labeled Letterhead Information, if it is not already selected.

3. Click the fields and type the tribal contact information.
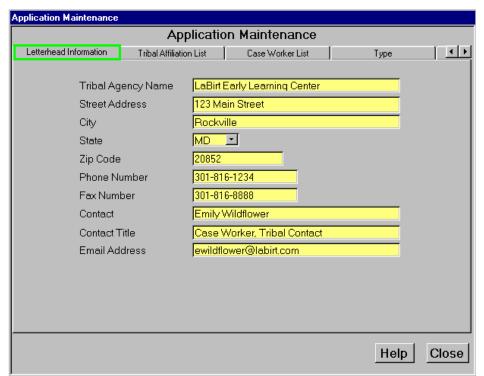
4. Click "Close" to get to the main menu.

Figure 40 - Application Maintenance Screen: Letterhead Information

Steps for Customizing the License Type Field

1. Click the Application Maintenance button from the Main Menu.

2. Click the [◄][►] until you see the License Type tab.

3. Click the License Type tab.

4. If you want to change the existing license types, click on the field of the license type you want to change and type in the change. (For example delete "tribal" and enter "county")

5. If you want to add a new license type, click on the first blank field and enter the type of license you want to add.

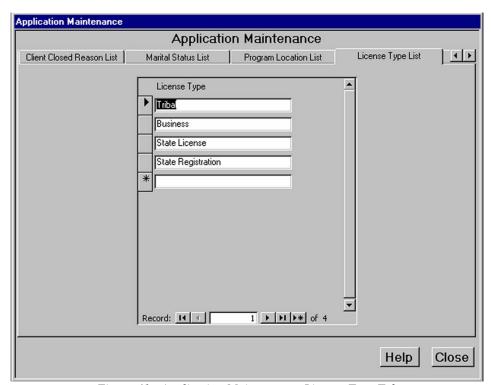6. Click Close to exit the Application Maintenance screen and to return to the Main Menu.

Figure 41 - Application Maintenance: License Type Tab

The Approval Letters/Certificates Screen

The Approval Letter/Certificates screen allows you to generate approval letters and certificates by family or by month and year. Approval letters and certificates can only be prepared for families that have been previously authorized for that month of service.

Figure 42 - Approval Letters/Certificates Screen

Steps to Generate Approval Letters and Certificates

1. Enter the Approval Letters/Certificates module from the Main Menu.
2. Select either the Generate Approval Letter button, or the Generate Monthly Certificates button.
3. Enter the appropriate information in the fields, after reading the section below.
4. Once the desired letter or certificate has been displayed, you may print it by selecting the Print feature from the file menu.
5. Select Close to return to the Main Menu.

There are several ways to generate approval letters and/or certificates, depending on whether you select a Family and/or a Month/Year prior to pressing the "generate" button at the bottom of the screen.

Generating Approval Letters

Figure 43 - Approval Letters/Certificates Screen: Approval Letters

If both the Family and Month fields are left blank, pressing the Generate Approval Letters button will generate approval letters for all families that have children who receive a CCDF subsidy, *and* who have authorization records.

If the Month field is left blank, but a family has been selected, pressing the Generate Approval Letters button will generate an approval letter for the family selected, as long as the family has children who receive a CCDF subsidy, and who have authorization records.

If only the Family field is left blank, but a month has been entered, pressing the Generate Approval Letters button will generate approval letters for *all* families whose Eligibility From Date field is equal to the month entered, *and* that have children who receive a CCDF subsidy *and* who have authorization records.

If both a Family and a Month have been entered, pressing the Generate Approval Letters button will generate approval letters for the Family selected, as long as that family's Eligibility From Date field is equal to the month entered, the family has children who receive a CCDF subsidy *and* authorization records have been created.

NOTE: The **Child Receives CCDF Subsidy** field on the Family Member tab of the Client Information Screen <u>must</u> be set to "Yes." Also note the number of hours and dollars shown on the Approval letter are based on the **first** Service Authorization amounts. If you want the Approval Letter to show an amount different than the amount shown on the first Service Authorization, follow these procedures:

1. Temporarily edit the first Service Authorization to show the amount you want to show on the Approval Letter.
2. Print the Approval Letter
3. Change the first Service Authorization back to the correct amount.

Generating Certificates

Figure 44 - Approval Letters/Certificates Screen: Certificates

If the Month field is left blank, (regardless of whether or not a family has been selected), pressing the Generate Certificates button will display a message saying that no Certificates can be generated.

Remember for those applicants whose eligibility ends in the current month, the "Eligibility Date" and "Cert Month" will appear in **Red**

If the Family field is left blank and a month has been entered, pressing the Generate Certificates button will generate Certificates for all families that have monthly Service Authorization records for the month entered.

If both a Family and a Month have been entered, pressing the Generate Certificates button will generate Certificates for the selected family, as long as that family has a monthly Service Authorization record for the month entered.