Reports Screen

One of the most valuable capabilities designed into the Tracker is its ability to generate the tribe's federally required **ACF-700 Tribal CCDF Annual Report.** More important is its ability to organize, display, and report information about a tribe's child care programs in such a way as to enable the tribal program administrators to more effectively and efficiently meet the child care needs of their tribal community. You can print or preview any report by selecting the Preview or Print feature at the bottom of the screen. You also have the option of selecting all Reports to be **previewed** or **printed** or by de-selecting all Reports. Reports can be generated on everything from the **ACF-700,** and the **Tribal "Story Page**", to payments and mailing labels. There are eight major reporting areas on the Reports screen. A description of each follows.

Figure 30 -Reports Screen

Summary Reports

The Tracker's Summary Reports section allows you to view and report information about your tribe's child care program over the period of a given fiscal year. There are two reports available in this section: The **ACF-700 Tribal CCDF Data Report**, due on December 31 of each year for the Fiscal Year just ended, and the **Program Profile Report**, also known as the "**Story Page**". Please note that in order to generate an accurate ACF-700 Tribal CCDF Data Report and Story Page, all children served throughout the fiscal year need to be entered. While the Tracker can generate the ACF-700 Tribal CCDF Data Report, the Tracker does not actually submit your data. You must still submit this report via the ACF-700 submission site, or by sending in a hard copy of the **ACF-700 report**. Since you have three months before this report is due, be certain to complete all of your payment authorizations before you generate your report so that you may get an accurate report. (The ACF-700 calculations are based on the **Payments Authorizations,** not the **Service Authorizations**). The **Story Page** consists of a page of charts, graphs, and numbers that are a vivid, visual representation of how your child care program looks. It contains valuable information on children, providers, settings, etc.

Story Pages

Are a graphical representation of your Tribe's data. They include the following information:

- Number of children and families served
- Average number of number of children served per month
- Average CCDF and parent payment per month
- Average number of service hours per month
- Percent of children served relative to poverty guidelines
- Number of children served by age
- Percent of children served by type of care
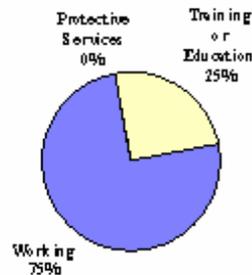- Percent of children served in licensed vs. legally operated centers

Labirt Tribe of Maryland

Program Profile
Child Care and Development Fund
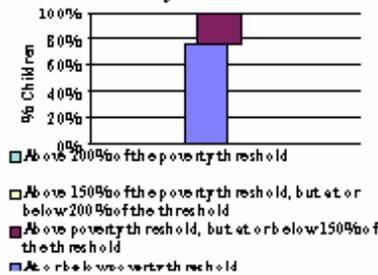October 01, 2000   -   September 30, 2001

Caseload Information

6 families received services during the year.

8 children received services during the year.

1.8 was the average number of children served per month.

$152.50   was the average monthly payment for services per month per child subsidized by CCDF.

$251.19   was the average monthly parent co-pay for services per month per child.

25.70 hours per month was the average number of hours of service per child.

Reasons for Receiving Child Care

Protective Services 0%
Training or Education 25%
Working 75%

Percent of Children Relative to Poverty Threshold

☐ Above 200% of the poverty threshold

☐ Above 150% of the poverty threshold, but at or below 200% of the threshold
■ Above poverty threshold, but at or below 150% of the threshold
■ At or below poverty threshold

Age Breakdown of Children

☐ 13 & older
■ 6 – 13 years
☐ 5 – 6 years
■ 4 – 5 years
☐ 3 – 4 years
☐ 2 – 3 years
■ 1 – 2 years
☐ 0 – 1 year

Number of Children
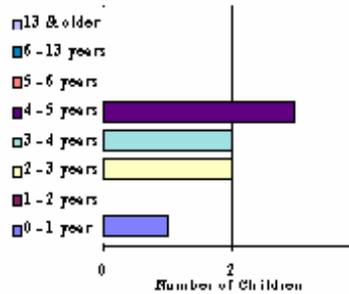
Children in Settings by Type of Provider

25%   0%
75%

☐ Child's Home   ■ Family Home   ☐ Group Home   ☐ Center
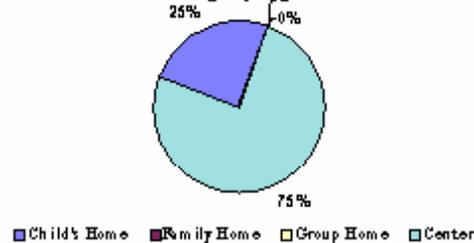
Licensed vs. Legally Operating without Regulation

88%   of the children were served in licensed/regulated settings.

13%   of the children were served in settings legally operating without regulation.

0%   of the children served in settings legally operating without regulation were cared for by relatives.

Figure 31 - Tribal Story Page

CHILD CARE AND DEVELOPMENT FUND ANNUAL REPORT
ON SERVICES PROVIDED FROM October 01, 2000 THROUGH September 30, 2001

OMB APPROVAL NO.: 0980-0241
EXPIRES: 11/30/01

COMPLETE NAME OF TRIBAL LEAD AGENCY:
Labirt Tribe of Maryland
ADDRESS
65 Lakota Drive
CONTACT PERSON/PHONE/E-mail
Rachel Running Bear
301-444-5555   RRBear@LabirtTribe.com

| | (A) TOTAL | CARE PROVIDED BY A CCDF PROVIDER--NO LICENSE CATEGORY AVAILABLE IN A | | | | | | | CARE PROVIDED BY CCDF PROVIDER--LICENSED OR REGULATED IN A | | | |
| | | CHILD'S HOME BY A | | FAMILY HOME BY A | | GROUP HOME BY A | | | | | | |
		(B) Relative	(C) Non-Relative	(D) Relative	(E) Non-Relative	(F) Relative	(G) Non-Relative	(H) Center	(I) Child's Home	(J) Family Home	(K) Group Home	(L) Center
1. Number of families receiving child care services	6											
2a. Average number of children served per month	1.8											
2b. Total number of children receiving child care services	8	0	1	0	0	0	0	0	1	0	0	6
3. Age breakdown of children receiving child care services:												
a. 0 up to 1 year	1	0	0	0	0	0	0	0	0	0	0	1
b. 1 year up to 2 years	0	0	0	0	0	0	0	0	0	0	0	0
c. 2 years up to 3 years	2	0	0	0	0	0	0	0	0	0	0	2
d. 3 years up to 4 years	2	0	1	0	0	0	0	0	0	0	0	1
e. 4 years up to 5 years	3	0	0	0	0	0	0	0	1	0	0	2
f. 5 years up to 6 years	0	0	0	0	0	0	0	0	0	0	0	0
g. 6 years up to 13 years	0	0	0	0	0	0	0	0	0	0	0	0
h. 0 up to 13 years (sum of rows 3a thru 3g)	8	0	1	0	0	0	0	0	1	0	0	6
i. 13 - and older	0	0	0	0	0	0	0	0	0	0	0	0
4. Number of children receiving child care services because:												
a. Parent is (or parents are) working	6											
b. Parent is (or parents are) in training or education program	2											
c. Child is receiving or in need of protective services	0											
5. Average number of hours of child care service provided per child per month	25.70	0.00	8.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	42.22
6. Average monthly amount paid for child care service per child												
a. Average monthly CCDF subsidy	$152.50	$0.00	$75.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100.00	$0.00	$0.00	$294.44
b. Average monthly parent copayment	$251.19	$0.00	$5.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25.00	$0.00	$0.00	$803.33
7. Number of children receiving child care services from families with income:												
a. at or below the poverty threshold for families of the same size	6											
b. above the poverty threshold but at or below 150 percent of the poverty threshold for families of the same size	2											
c. above 150 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size	0											
d. above 200 percent of the poverty threshold for families of the same size	0											

Figure 32 - ACF-700 CCDF Tribal Data Report

Provider Catalogs

The **Provider Catalog** will provide you with a list of all providers: active, restrictive, probationary and no status. Not shown are inactive and closed providers. The list displays all the information that has been entered for each active day care provider. This list of active day care providers can be generated containing all providers (when no county is selected), or only the providers located within a specific county.

Click here to close

Figure 33 - Worker's Notebook

The **Case Worker's Notebook,** or **Client List** will provide you with a list of all active clients. This report will display all the information that has been entered regarding the applicant and the applicant's children receiving CCDF subsidies. This information is generated from the client and

provider screens. It is a valuable tool to help you manage your child care caseloads. If this report is generated when no case worker has been selected, the details for all clients will be shown including those without a case worker assignment.

Figure 34 - Reports Screen

Renewal Reports

The **Renewal Reports** Section of the Reporting module is an excellent case management tool. The **Applicant Eligibility Report** will list all the applicants due for a review (based on the "Next Review Date" in the Client Information Screen, not the eligibility period), the date that this review is due, and the case worker assigned to the case. It can be generated for those applicants due for review in the next 30 days or 60 days or both. For those applicants whose eligibility ends in the current month, the "Eligibility Date" "Cert Month" will appear **Red.** The **Applicant Eligibility Report** lists the following**:**

- Case Worker's Name
- Eligibility determination due date
- Case Number
- Phone Number

The **Provider Reviews Report** performs essentially the same function for those providers whose eligibility to provide child care services is up for review. This report lists all the information that

has been entered into the Tracker concerning each provider, as well as the setting type, vendor number, and review date. Like the Applicant Eligibility Report, it can generate reviews (based on the "Next Review Date" in the Provider Screen) due in the next 30 or 60 days or both. The **Provider Reviews Report** lists the following:

- Setting Type
- Renewal Date
- Vendor Number
- SSN/EIN Number

It should be noted that both the Applicant Eligibility and the Provider Reviews dates are generated based on information you have entered in previous modules of the Tracker.
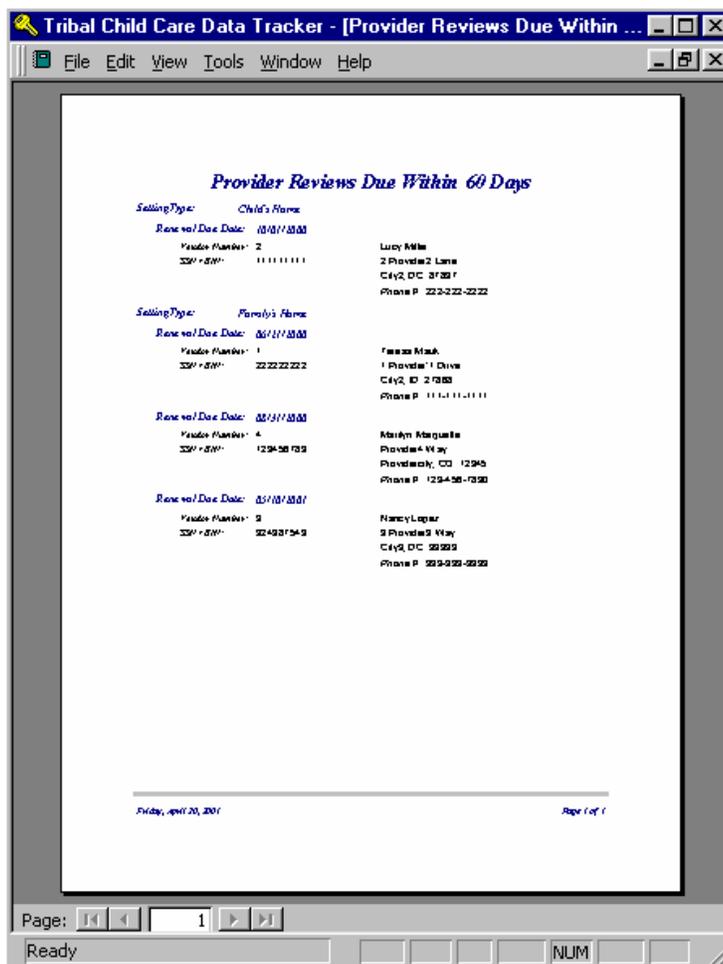
Click here to close

Figure 35 - Provider Reviews Report

Payment Authorization Reports

The **Payment Authorization Reports** Section of the Tracker is an accounting tool from which payments can be made by the tribe's financial office. These reports can be sorted by Child's name, Provider's name, Payment Authorization Date, or Service Period. After selecting how the Payment Authorization Report is to be sorted — the case worker needs to select the time period that the report will cover by entering the dates in the **Select Period** field at the bottom of the screen. All of the reports list the same information but in different orders

Click x to close
Click _ to minimize

Payment Authorization Records
Sorted By Payment Date
01/01/1970 TO 01/01/2003

Payment Authorization Date	Payee	Payment Amount	Hours	Service Period From	Service Period To	Child Care Provider	Provider SSN/EIN	Child's Name
04/15/00		$200.00	100	06/01/00	06/30/00	Lucy Miller	111111111	AFamily1, Child2
04/15/00	Provider	$500.00	160	04/01/00	04/30/00	Marilyn Marquette	123456789	Kochera, Michael
06/15/00	Provider	$100.00	100	06/01/00	06/30/00	HProvider8	888888888	AFamily1, Child2
06/15/00	Client	$100.00	100	02/01/00	02/28/00	Teresa Mauk	222222222	AFamily1, Child2
11/06/00	Client	$50.00	50	10/01/00	10/31/00	Teresa Mauk	222222222	AFamily1, Child1
12/06/00	Provider	$75.00	75	11/01/00	11/30/00	Teresa Mauk	222222222	AFamily1, Child1
04/15/01		$200.00	100	05/03/00	05/31/00	Lucy Miller	111111111	AFamily1, Child2

Figure 36 -Payment Authorization Reports

When a report is displayed on the screen, you can easily use the page arrows to navigate between the pages of the report. To close a report, simply click the **Close** button at the top of the screen. To print a report while previewing the report, click on the Printer Icon in the upper left hand corner of the screen. When viewing more than one report, you can

minimize viewed reports or simply close them. In most cases you probably would want to minimize them to make them easily assessable.

Service Authorization Reports

The **Service Authorization Reports** Section of the Tracker is a case management tool that can generate three separate reports for any selected period. These reports are sorted by case worker, provider, or family. They provide a record of who should be receiving services for any given time period therefore, you can get a listing of upcoming payments.

Note that the **Service Authorization Reports** sorted by Case Worker or Family list all service authorizations with active clients. The **Service Authorization Reports** sorted by Provider only list authorizations where the **Provider Status** is "Active", "Restricted", or "Probation." Excluded are Providers whose Provider Status is "Closed," "Inactive," or not entered.

Closed Reports

The **Closed Reports** Section of the Tracker is divided into two sections: Closed Applicants and Closed Providers. The **Closed Applicants Report** will tell you which applicants have stopped receiving child care subsidies during the selected period and the reason for the closure. It also lists Case ID, Applicant Name, SSN and the Closed Date. The **Closed Providers Report** will generate a list of any providers whose status changed to "closed" or "inactive" during the service period. It also lists provider information, and the date that the provider has stopped providing services. This report does not list the reason the provider has stopped providing services. Please note that in order for a provider's name to appear on the report, the provider's **Provider Status** must be "Closed" and a **Closed Date** must be entered; or the provider's **Provider Status** must be "Inactive" and the **Status Changed Date** must be completed. (Note: If you would like to obtain a listing of all closed or inactive providers. To ensure that the software captures all providers who have closed or become inactive during a service period, be sure to provide a date range before your desired period. For example, if you wanted a listing of providers who closed or became inactive in June, and it is now September, you would provide a date ranging from June 1st 2001 to September 30th 2001.

Mailing List and Labels

This **Mailing Lists and Labels** Section of the Tracker provides you with the ability to print out labels and mailing lists for the Applicants and Providers stored in the Tracker. You can choose only those who are active, or choose all records. You can print mailing labels, file folder labels, ink-jet shipping labels and laser-jet shipping labels containing your applicant and provider information. The following is a description of label sizes that you can choose:

- White Address Label, Avery Label #2160, Laser, 1 x 2 5/8"
- White File Folder Label, Avery Label #2181, Laser, 2/3" x 3 7/16"
- White Shipping Label, Avery Label #5163, Laser, 2" x 4"
- White Shipping Label, Avery #8163, Ink Jet, 2" x 4"

Clear All, Select All, Preview, Print

At the bottom of the Reports menu you will find the buttons that allow you to easily work with the reports you have selected. If you wish to generate all the available reports, choose the **Select All** button. You can preview the reports on the screen by clicking the **Preview** button, or send them directly to the printer with the **Print** button. If you Preview the reports on the screen, you can then print the reports by clicking on the printer icon at the upper left corner of the screen. You can select the **Clear All** button to easily remove your previous report selections. Before you select and generate more reports, it's important to clear your selections after you have finished viewing or printing selected reports. Otherwise, the previous reports will be generated again, along with the newly selected reports.

Steps for Running, Viewing or Printing Reports

1. Enter the Reports screen from the Main Menu.
2. Select the report(s) you wish to generate by placing a check in the box next to the report name. If you wish to run all the reports at once, click the "Select All" button at the lower left of the screen.
3. If you are running Payment Authorization, Service Authorization, or Closed Reports, you must enter dates in the "Select Period" fields at the bottom of the screen.
4. Select the Preview button at the bottom center of the screen to view the reports, as they will be printed.
5. If you wish to send the desired reports directly to the printer, select the Print button at the bottom center of the screen.
6. Select the Close button to return to the Main Menu.