

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 02-04

Date: January 14, 2004

Key Word: Child Care

To: Local Workforce Development Board Executive Directors
Commission Executive Staff
Integrated Service Area Managers
Commission Local Offices

From: Luis M. Macias, Director, Workforce Development Division

Subject: Report CC0086: Monitoring Timely Data Entry in the Child Care Service Delivery Application

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information on the new Timely Data Entry Report – CC0086 (Report CC0086) in the Child Care Service Delivery (CCSD) application.

REFERENCE:

Texas Workforce Commission Child Care and Development Rules: 40 TAC
Chapter 809

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and State laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. Federal and State laws, rules, policies, and required procedures with a “No Local Flexibility” rating are indicated by the acronym, **NLF**, in the margin to the right of the applicable paragraph. Additionally, all information with a “No Local Flexibility” rating is indicated by “must” or “shall.”

Failure to comply with the federal and State laws, rules, policies, and required procedures with a “No Local Flexibility” rating may result in corrective action, up to and including sanction and penalty.

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All guidance or recommended practices with a “Local Flexibility” rating are indicated by the acronym, **LF**, located in the margin to the right of the applicable paragraph. Additionally, guidance or recommended practices with a “Local Flexibility” rating are indicated by “may” or “recommend.”

Boards are not subject to corrective action for failure to comply with guidance or recommended practices with a “Local Flexibility” rating.

BACKGROUND:

Grant award terms and conditions were distributed to Boards with the Fiscal Year 2004 Child Care Formula Allocation. The contract requires Boards to ensure accurate and timely entry of all client, provider, budget, and claim information data. Timely data entry is defined as no more than five business days between the date the information is received and the date the data is entered in the CCSD application. Timely data entry is important because it affects accuracy, performance measures, proper billing, and projections.

The Texas Workforce Commission developed Report CC0086 to assist Boards and the Texas Workforce Commission’s Contract Monitoring Department in determining whether data has been entered in the CCSD application within the contracted time frame.

Report CC0086 allows Boards to view:

- new or discontinued clients, or clients with eligibility changes within a specified period of time;
- the operator ID of the staff who entered the data in the CCSD application; and
- the period of time between the enrollment, discontinuation, or eligibility change action and the data entry date.

PROCEDURES:

Boards must use Report CC0086 to ensure accurate and timely data entry of all client actions in the CCSD application.

NLF

When generating Report CC0086, Boards may choose from the following options:

LF

- Select the report’s date range. It is recommended that Boards select a date range from one week to one month and generate a report each week to monitor timely data entry.
- Select the number of exception days. Boards may redefine timely data entry, as long as it does not exceed the five days established by the Texas Workforce Commission. For example, if the Board sets a timely data entry deadline of no more than three days, the operator would select “three” exception days in the CCSD application. The report will only pull actions that did not occur within the allowable number of exception days.
- Sort the report by client number, operator ID, or county number.
- Enter the client number to produce a report for only one client.

When generating Report CC0086, Boards may select one of the three following report types:

Enrollments (86 Report)—pulls enrollments by the referral start date and the date the referral data was entered. If the referral data was not entered within the specified number of exception days, it will appear on the report. The report will list only referrals with a start date within the selected date range.

Re-certifications (86-R Report)—pulls re-certifications by the referral end date and the date the referral data was entered. If the referral data was not entered within the specified number of exception days, it will appear on the report. The report will list only re-certifications that were entered during the selected date range.

NOTE: In the past, the global code change process placed an R (re-determination) as the end reason on the ended referral line; the process now places a G (referral status change) on the ended record.

Discontinuations (86-T Report)—pulls referrals that ended within the selected date range. Only referrals with the following discontinuation reasons are included on the report.

- 1 Consecutive absences without notice
- 2 Excessive absences
- 3 No longer Working, Training or in School
- 4 Voluntarily withdrew from care
- 4a Moved in-state
- 4b Moved out-of-state
- 4c Got married
- 4d Decided to stay home
- 4e Other
- 7 Non-payment of parent share of cost
- 9 Lack of Funding for Priorities
- A Termination per WF Choices Case Manager
- A1 Good Cause (Choices Clients Only)
- A2 Non-cooperation (Choices, FSE&T)
- A3 Voluntary Withdrawal (Choices, FSE&T)
- A4 Expiration of TANF time limits
- B Termination per CPS Case manager
- C Client Missed Re-determination
- C1 Did not return paperwork
- C2 Missed re-determination appointment
- D 30 Day Job Search Ended
- E Failure to Report change
- E1 Income

- E2 Family Size
- E3 Loss of TANF or SSI assistance grants
- E4 Work, education, or training
- E5 Other change that affects eligibility
- F No longer eligible due to income
- F1 150% FPG
- F2 185% FPG
- F3 55% SMI
- F4 75% SMI
- F5 80% SMI
- F6 85% SMI
- H Termination per WFC Case Manager
- I Child Exceeds Age Limit

The following discontinuation reasons are not included on the report because they are generated automatically in the CCSD application and do not necessarily result in a total discontinuation of child care:

- 8 Suspension
- G Referral Status Change
- 5 Transfer to another Provider
- R Re-determination

Boards must use the change funding process found on the history screen rather than inactivating a referral when possible. If a referral is entered and then inactivated and reentered on a different day, the original operator ID and entry date will not be reflected on the new referral line. When global changes are made, the referral retains the original data entry date and the operator ID of the staff performing the global change.

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ACTIONS REQUIRED:

Boards must ensure that appropriate staff is apprised of and complies with the requirements in this WD Letter.

INQUIRIES:

Direct inquiries regarding this WD Letter to your local workforce development area's assigned contract manager.

Rescissions: None	Expiration: Continuing
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