

**New York State
Office of Children and Family Services**

**Making Better Use of Child Care
Time and Attendance (CCTA)**

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Tuesday, July 10, 2012



**Gladys Carrión, Esq.
*Commissioner***

**Andrew M. Cuomo
*Governor***



Presentation Overview

1. Welcome and Introductions
2. CCTA Enhancements (Year 2A, 2B, and 3)
3. Q & A
4. Livingston County Promotes CCTA web-submittal
5. Biometric Devices & CCTA
6. Monroe County – Managing and Monitoring the Child Care Block Grant

Number of Child Care Providers in NYS

Number of Providers

• Child Care Centers	4,089
• Family Day Care	6,810
• Group Family Day Care	7,789
• School Age Child Care	2,570
• Legally Exempt Child Care	<u>51,103</u>

TOTAL: 72,361

Child Care Subsidy Program Overview

- Child Care Subsidies to Districts – OCFS allocated **\$738 M** in SFY 2012-13
- FFY 2011, over 246,000 children received child care subsidies of these:
 - 34% were cared for in DCC or registered SACC
 - 27% were cared for in FDC or GFDC
 - 39% were cared for in legally-exempt settings

Child Care Time and Attendance (CCTA) Goals

- Improve the timeliness and accuracy of payments to child care providers
- Decrease the administrative burden on local districts and child care providers
- Increase fiscal accountability, including fraud prevention
- Increasing the number of parents that check their children in and out using CCTA



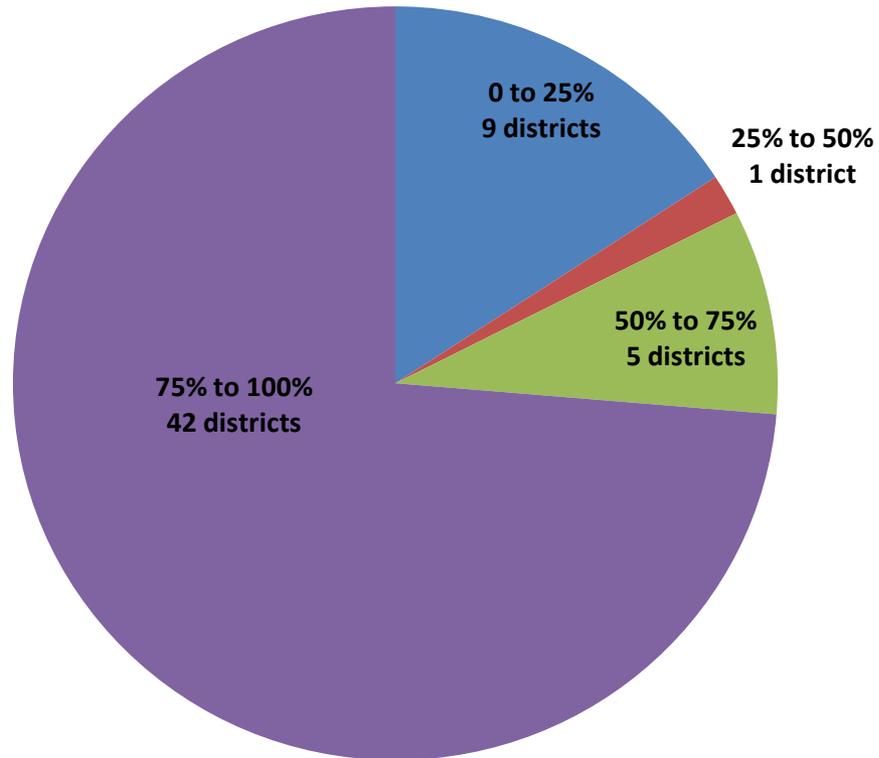
CCTA Key Components

- CCTA is **parent**-driven
- CCTA Design:
 - Parent checks child in and out using a password
 - Bill for services is automatically calculated
 - Provider electronically submits the bill to SSD
 - SSD authorizes payment and electronically exports payment to the BICS payment system
- CCTA helps identify **Red Flags** 

Status of CCTA Today

- Calculating approximately \$20M a month in payments (\$231M annually) for approximately 21,000 families/35,000 children/8,000 child care providers
- 42 districts are using CCTA for over 75% of their children
- 1st phase of enhancements deployed on June 15, 2012
- 2nd phase of enhancements – Fall 2012

CCTA Utilization Providers Paid



User Workgroup

Michelle Dibble –*Albany County*

LuAnn Rhode, Cindy Nagy-*Chemung County*

Penni Mills-*Chenango County*

Joan Peterson-*Columbia County*

Patricia Musical, Roseann Nagel, Donna Lattner, Connie Vandette, Thomas Kubinieci-*Erie County*

Tracie A. Benware-*Franklin County*

Christina DiCaporio, Pamela Fancher-*Greene County*

Marilyn Hally, Kristie Hanna, Patricia Merowsky-*Livingston County*

Bruce Thiell-*Monroe County*

Connie Vandette- *Niagara County*

Anthony Morris-*Onondaga County*



User Workgroup continued

Tom Tejada-*Orange County*

Addie Dolbear, Eric Cronk-*Oswego County*

Susanne Madden, Bridget McCabe-*Rockland County*

Shirley Herrick, Erin Page, Lisa Barker, Lise Reynolds, Shirley Herrick, Erin Page-*Steuben County*

Patricia Burke, Diana Baxter-*Suffolk County*

Lecia Carpenter – *Washington County*

Shelly Bentley-*Wayne County*

Aiman Haddadin-*Westchester County*

Kellie Conrad, Doreen Kohlhagen, *Wyoming County*

Nancy Oppel-*Yates County*



CCTA - Year 2 Enhancements

- Add Item Type to Additional Family Fees
 - Court Ordered Fees Assigned to a Child
- Change Web-Submittal Notification
 - Create Alert Per Provider
 - Add a Report of Submissions
- Create a Web-Submittal Providers Report
- Add Remittance Notes to Payment Details Report
- Payment Queue
 - Ability to See Payment Status and Amounts in One Place
- Ability for Providers to see Payment Details
 - From the Web Submittal Site
-

Year 2A: Little Known Features

Number 5

Payment Shortcuts

- Allows payment staff to use the numeric keypad for attendance entry without the need to use the mouse
- The **Attendance grid** now supports the following **keyboard shortcuts**.
 - (-) The minus or dash key works like the Tab key. Pressing it allows you to tab through the data fields.
 - (+) The plus key places the cursor in the first time-in text box of the following day.
 - (/) The slash or divide key works like the A key (for AM) in all time in and out textboxes.
 - (*) The asterisk or multiply key works like the P key (for PM) in all time in and out textboxes.

Year 2A: Little Known Features

Number 4

Child Schedule Form

- Printed from the Family Summary Page
- Contains authorization and family share information for all family members at the same provider
- Prints notes from the Schedule Page
- Will likely be used in place of sending providers copies of Notices in the future

Year 2A: Little Known Features

Number 4

Child Schedule Form (Example)



County of Albany
Department of Social Services
162 Washington Avenue
Albany, New York 12210-2304
(518) 447-7300
www.albanycounty.com

Print Date: 7/3/12

Provider Notice of Authorization/Schedule County of Herkimer

Provider Name / Address

BALDWIN-LLOYD, AIMEE
11397 FORKS ROAD
WEST WINFIELD, NY 13491
Type: Day Care - Family
Vendor #: 00375

Parent Name / Address

MCHENRY, FRANCES
1452 ELM LANE
LITTLE FALLS, NY 13365
Case #: S31587

Family Fee

\$1.00 per week as of 7/1/12

Child Information	Schedule	Scheduled Hours
Name: MCHENRY, LYNN DOB: 1/1/12 Authorization Period: 7/1/12 to 11/7/12 School District: School Track:	School	Varying Hours Max Hours Week: 0.00 Max Hours Day: 0.00
	Non-School	Varying Hours Max Hours Week: 00.00 Max Hours Day: 10.00

Schedule Note: Parent works varying hours between 6:00 AM and 8:00 PM Mon - Sat. No care authorized outside of those hours.

If you have any questions regarding this authorization please contact P Rivers at (315) 867-1530.

Year 2A: Little Known Features

Number 3

Print Individual Timesheets From Summary Screen

- You can now print timesheets for an individual child or selected children
- Enter the date range, and then select the child or children you would like timesheets for

Timesheet Print Date 7/3/2012

***Start Date:** 

***End Date:** 

***Select Schedules:** MCHENRY, LYNN(BALDWIN-LLOYD, AIMEE 07/01/2012-11/07/2012) [Select >>](#)

Address Location: ▼

Output Type: ▼

Year 2A: Little Known Features

Number 2

Case Information in Web-Submittal

- Providers who use Web-Submittal can now see case information for the children in their care
- Displays Family Name, Case Number, Family Share and Effective Date, Recertification Date and Authorization period

Provider Cases

Provider: BALDWIN-LLOYD, AIMEE [Select >>](#)

Cases Active As Of: 

Search Results:

Family Name	Case Number	Family Fee	Fee Effective	Recert Date	Children
MCHENRY FRANCES M	S31587	1.00	07/01/2012	11/08/2012	MCHENRY, LYNN (07/01/2012 - 11/07/2012)
SIMMONS HOLLY M	S50121	1.00	07/01/2012	11/02/2012	LINDSAY, GABRIEL (07/01/2012 - 11/02/2012)

Year 2A: Little Known Features

Number 1

Recertification Report

- For a date range, finds all cases where the recertification date falls within that range
- Can be printed for all case workers or selected case workers
- Can be printed as one list for supervisors, or with page breaks for individual workers

Year 2B Enhancements

- Notice Re-Design
 - Reviewing all Notices for Content
 - Standardizing Terms and Dates
- Eligibility Scratchpad
- Ability to Delete Multiple Alerts
- Modify the Re-Assign Case Worker Page
- Add Ability to Add a Payment Note on the Payment Page
- Add a Section for Other Children on the Payment Page

Year 2B Enhancements

- Add Item Type to Additional Family Fees
 - Court Ordered Fees Assigned to a Child
- Change Web-Submittal Notification
 - Create Alert Per Provider
 - Add a Report of Submissions
- Create a Web-Submittal Providers Report
- Add Remittance Notes to Payment Details Report
- Payment Queue
 - Ability to See Payment Status and Amounts in One Place
- Ability for Providers to see Payment Details
 - From the Web-Submittal Site

Year 2B Enhancements

- Payment Amount Upon Submittal
 - From the Web-Submittal Site
- Status Dashboard
 - Status of CSOS Import
 - Status of BICS Export

Livingston County Promotes CCTA Web-Submittal

- Providers are informed that bills that are submitted through the web are processed faster
- Encourage family day care providers and group family day care providers to contact the union to obtain a grant to purchase a computer
- Anytime the worker has contact with a provider they encourage them to use web-submittal



Year 3 Enhancements

- Overnights: 24 Day vs. Shift Work
- CCTA Data Utility for SSDs
- Review of Standard CCTA Reports
- Automate Processing of Attendance by Legally Exempt Providers
- Improve the Processing of the Federal 801 Report
- Improve Linkage with Parents
- Create an Interface with ProCare Day Care/Child Care software
- What else?



**Questions
and
Answers**

Contact OCFS:

518-474-9454

<http://www.ocfs.state.ny.us/main/childcare>

Contact CCTA Support Center:

1-877-369-6106 option 9



Demonstration of Finger Scanning in Child Care

Use of Biometric Devices with CCTA

Monroe County

Managing and Monitoring the
Child Care Block Grant



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