New York State
Office of Children and Family Services

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

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Commissioner       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: 51,103

**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

- 75% to 100%: 42 districts
- 0 to 25%: 9 districts
- 25% to 50%: 1 district
- 50% to 75%: 5 districts
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 Kubiniec - 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 Tejeda - 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
### Child Schedule Form (Example)

#### Provider Notice of Authorization/Schedule

**County of Herkimer**

<table>
<thead>
<tr>
<th>Provider Name / Address</th>
<th>Parent Name / Address</th>
<th>Family Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALDWIN, LLOYD, AMEE</td>
<td>MCHENRY, FRANCES</td>
<td>$1.00 per week as of 7/1/12</td>
</tr>
<tr>
<td>11257 FORK ROAD</td>
<td>1402 ELM LANE</td>
<td></td>
</tr>
<tr>
<td>WEST WINDFIELD, NY 13461</td>
<td>LITTLE FALLS, NY 13365</td>
<td></td>
</tr>
<tr>
<td>Type: Day Care - Family</td>
<td>Case #: 531007</td>
<td></td>
</tr>
<tr>
<td>Vendor #: 00375</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Child Information

<table>
<thead>
<tr>
<th>Name: MCHENRY, LYNN</th>
<th>DOB: 1/1/12</th>
<th>Authorization Period: 7/1/12 to 11/1/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District:</td>
<td>School Track:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scheduled Hours</td>
<td></td>
</tr>
</tbody>
</table>

#### Schedule

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>Varying Hours</td>
</tr>
<tr>
<td></td>
<td>Max Hours Week: 0.0</td>
</tr>
<tr>
<td></td>
<td>Max Hours Day: 0.0</td>
</tr>
<tr>
<td>Non-School</td>
<td>Varying Hours</td>
</tr>
<tr>
<td></td>
<td>Max Hours Week: 0.0</td>
</tr>
<tr>
<td></td>
<td>Max Hours Day: 19.0</td>
</tr>
</tbody>
</table>

*Schedule Note: Parent works varying hours between 6:00 AM and 6:00 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

![Screenshot of timesheet printing interface]
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

<table>
<thead>
<tr>
<th>Provider: BALDWIN-LLOYD, AIMEE</th>
<th>Select &gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cases Active As Of: 7/1/2012</td>
<td></td>
</tr>
</tbody>
</table>

Search Results:

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Case Number</th>
<th>Family Fee</th>
<th>Fee Effective</th>
<th>Recert Date</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHENRY FRANCES M</td>
<td>S31587</td>
<td>1.00</td>
<td>07/01/2012</td>
<td>11/08/2012</td>
<td>MCHENRY, LYNN (07/01/2012 - 11/07/2012)</td>
</tr>
<tr>
<td>SIMMONS HOLLY M</td>
<td>S50121</td>
<td>1.00</td>
<td>07/01/2012</td>
<td>11/02/2012</td>
<td>LINDSAY, GABRIEL (07/01/2012 - 11/02/2012)</td>
</tr>
</tbody>
</table>
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
Questions and Answers

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