Child Care Automated Reporting System (CARS)

State/Territory User Training

October 14, 2021

Office of Child Care
An Office of the Administration for Children & Families

Objectives

Provide an Overview of:

- CARS
- User Roles
- How to Request an Account
- How to Navigate CARS
- Available Resources

CARS Overview

- Child Care Automated Reporting System (CARS) is a new, web-based data collection system that will replace the legacy Office of Child Care Information System (OCCIS) when fully implemented

- CARS will be implemented in phases – this is phase 1

- With the roll-out of CARS Release 1.0, the following CCDF forms are in:

CARS	legacy OCCIS
ACF-700	ACF-801
ACF-800	ACF-118
ACF-118a (document repository)	ACF-218

To access CARS, OCC recommends using Chrome, Firefox, or Edge

User Roles

Reminder: In the Legacy system, user accounts were approved via email. **In CARS, account approval is automated within the system.**

Lead Agency Roles: Requirements

Lead agency must identify:

- Data reporters (ACF-700 and ACF-800 for this release)

- Certifiers

    - Must be the Lead Agency designee who has the authority to transmit any required form to OCC

        - Can be CCDF Administrator who the Lead Agency has delegated the authority to transmit the Plan, or a Lead Agency official

    - Lead Agency should identify up to <u>two</u> Certifiers – a primary and a backup certifier – to ensure forms are submitted timely

        - There should be documentation (e.g. a law, a regulation, or some other written policy or document) that establishes who in the organization is authorized to act on behalf of and bind the organization in any legally enforceable way

        - If documentation is not current, each OCC Regional Office should have an email or a letter from each Lead Agency that identifies the Lead Agency designee(s) that have the authority to submit all required data, including the CCDF Plan, on behalf of the State, Territory, or Tribe.

        - CCDF Administrator changes need to be requested in CARS by requesting an account be disabled

User Roles: Lead Agencies

Lead Agency User Can enter, edit, and view Lead Agency data

Lead Agency Certifier* Can enter, edit, view, AND submit Lead Agency data
Can approve Lead Agency user roles
In future releases, can submit/certify CCDF plans and quality progress reports

Lead Agency View Only Can view their Lead Agency data

***The Certifier(s)** must be legally authorized to act on behalf of the Lead Agency, thereby granting them the authority to transmit all required data, including the CCDF Plan, to OCC.

Questions and Answers

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Request User Account

Two-Step Process

1. Register to establish multi-factor authentication method (using Okta)

2. Request CARS user account

How to Register with Okta
(Multi-Factor Authentication Tool)

ADMINISTRATION FOR CHILDREN & FAMILIES

Create Account

Email *

🔒 Password *

First name *

Last name *

Mobile phone

* indicates required field

Register

1. **Visit the CARS homepage: https://cars.acf.hhs.gov**

2. **Scroll down and click:**

   Don't have an account? Sign up

3. **Fill-in information (*Remember Password*)**

4. **Click " Register"**

5. **Check email and click account activation *link* from Okta**

6. **Setup Multi-Factor Authentication (MFA)**

How to Setup Multi-Factor Authentication (MFA)
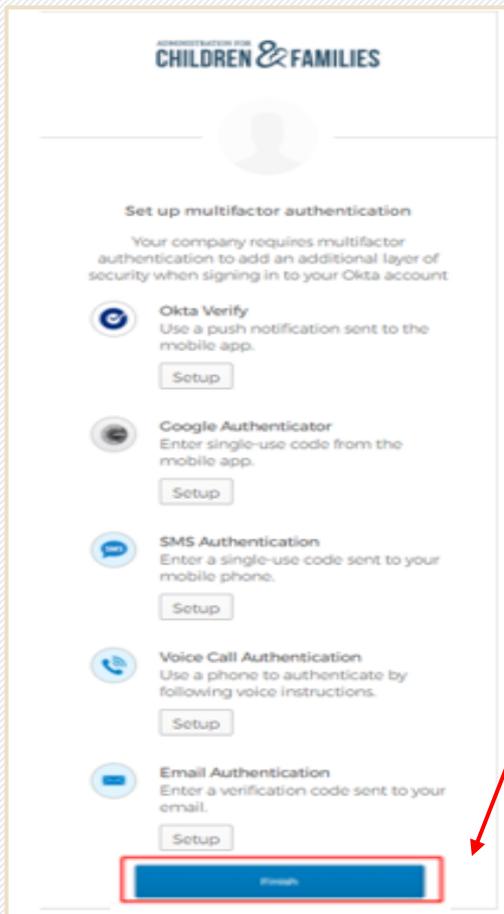
1. Click link from email

2. Setup at least one MFA method (*use each time you log in*)

3. Click the ***Finish*** button.

4. Setup Forgotten Password Retrieval *(at least 2 of the 3 methods)*

5. Click the ***Create My Account*** button

Request CARS Role and Module(s)

1. Select **User Type** → State/Territory

2. Select **Grantee Name** → from drop-down list

3. Request **User Role** → User or Certifier or View Only

4. Request **Modules** you need access to → ACF-800

5. Add any appropriate comments and click **submit**
   i. Automated emails generated to approver and requester

6. Once approved, login at: https://cars.acf.hhs.gov

7. Verify identity using the MFA method you selected
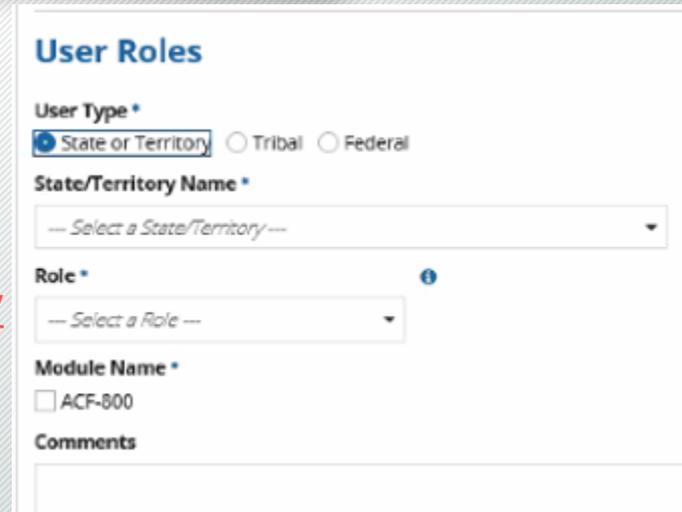
Note: If your email address or phone number changes, update your CARS profile

User Roles

User Type *
◉ State or Territory ○ Tribal ○ Federal

State/Territory Name *
--- Select a State/Territory ---

Role *
--- Select a Role ---

Module Name *
☐ ACF-800

Comments

Important Information ✉@

Regional Office staff will receive an individual email notification when a user assigned to their region has requested a CARS account or a modification to their user role.

Questions about the status of any pending Lead Agency account approvals should be directed to your Regional Office.

Important Things to Remember

To keep your account established:

You <u>must</u> login to your CARS account at least every 60 days to avoid deactivation

5 days before your account is deactivated, you will receive an email reminder
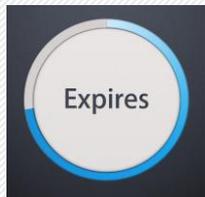
Your password will expire every 60 days. When you sign into CARS, beginning at the 5th day before the password expires, you will be reminded to update your password.

Questions and Answers

Access CARS at https://cars.acf.hhs.gov

Navigating the System

Federal Reports
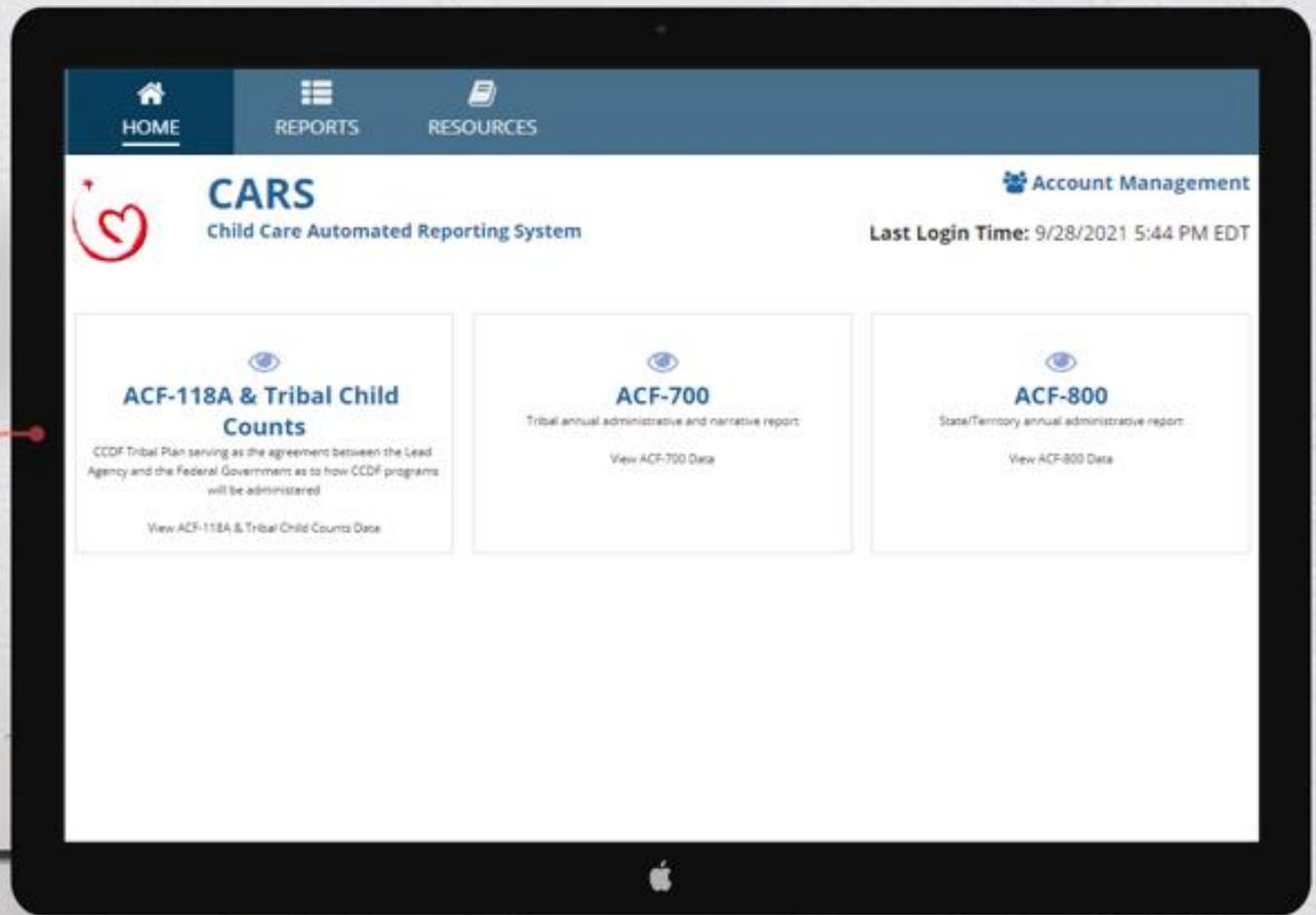
Note: You will only see the modules to which you have access. If you don't see the right modules, request module or role changes under Account Management.

Navigating CARS: Home Page

HOME

The Home tile is available throughout the site. Click to return to Home Page.

REPORTS

Available reports vary by user type – e.g., State/Territory grantees will have access to State/Territory reports.

RESOURCES

Access information on how to utilize CARS, including how to enter data and how to submit a report.

Account Management

LA Users and View Only: Update profile, request user role changes, reset MFA, request to disable account

Access your profile and CARS settings, or sign out of CARS

Navigating CARS: Notifications

Notifications (0)

ANNOUNCEMENTS	REMINDERS
NO ANNOUNCEMENTS	NO REMINDERS

OCC will inform users through Announcements and Reminders at the bottom of the screen

- *Click the notification or reminder to review it*
- *Click the "X" to dismiss the notification or reminder*
- *Click the **Delete** button to confirm*

Questions and Answers

Next Steps: State/Territory Users

State/Territory Users

1. Submit CARS user account request

Regional Office Users

2. Approve state/territory account requests

Set up your Okta Account!

Navigate to:
https://cars.acf.hhs.gov

and set up your account

CARS Office Hours

Date (Day)	10:00 – 11:30 ET	4:30 – 6:00 ET
Oct. 14th (Thurs.)		X
Oct. 15th (Fri.)	X	X
Oct. 18th (Mon.)	X*	X
Oct. 20th (Wed.)	X	X*
Oct. 22nd (Fri)	X	X
Oct. 25th (Mon)	X	X

* Planning to review this PPT for Lead Agency users that missed today's webinar

CARS Technical Support

CARS@gdit.com   877-249-9117

Resources

CARS Technical Support

CARS@gdit.com

877-249-9117