Child Care and Development Fund
Using the ACF-801 Data Assessment Reports

Technical Bulletin #9r
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I. INTRODUCTION

This Technical Bulletin describes how to use the Summary Data Assessment Report (**Summary Report**), and the Detail Data Assessment Report (**Detail Report**). States and Territories automatically receive these two reports after their ACF-801 case-level data has been submitted to the Child Care Bureau and has been processed in the Child Care Bureau Information System (CCBIS).[1]

The Summary and Detail Reports assist States and Territories in correcting data submissions by providing information about submission errors as a whole, as well as about individual case records. The data submitted will be reported to Congress by the Secretary of the Department of Health and Human Services, used in national child care research, and may serve as the basis for programmatic decisions at the Federal and State level. Thus, it is important that State and Territory data be accurate and complete.

The remainder of this Bulletin is organized in the following sections:

Section II: Overview of the CCBIS Data Check Process

Section III: The Summary Report

Part A: File Format Assessment
Part B: Submission Summary
Part C: Data Quality Assessment
Part D: Cross File Checks

Section IV: The Detail Report

Section V: Summary and Conclusions

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[1]States/Territories submitting data via CONNECT: Direct (C:D) will receive these two reports electronically at the State's C:D site. The reports must then be forwarded by the data center to the contact at the child care agency responsible for ACF-801 data. (See *Technical Bulletin #6r: CONNECT:Direct Procedures* for further discussion on setting up this communication link.) In addition, a copy of the Summary Report also is sent via e-mail to the contact at the child care agency identified in the file's summary record, child care contacts in the ACF Regional Offices and other officials in the Child Care Bureau.

II. OVERVIEW OF THE CCBIS DATA CHECK PROCESS

Once data are transmitted to the CCBIS, they are passed through a series of quality checks to validate the formatting and the content of the data. These checks are conducted in the following order and data must pass each check before proceeding to the next:

1. **File Format Check -** checks the length of the records and determines whether all the necessary parts for each record are present. (See Technical Bulletin #4r for the file standards used.) The actual content of the data is not checked at this stage.

2. **Data Quality Check** - checks the content of properly formatted records. (See Technical Bulletin #3r-v2 for further discussion of the data standards used.) If at any stage data fail the check, then the remaining sequence of data quality checks are not conducted on the data (for instance, if, in a properly formatted record, the data for an element are missing, then the out-of-range, internal consistency, and cross file checks are not conducted for that data):

   - *Missing* - checks the data in properly formatted files to ensure that there are values present (rather than blanks) for the required data elements.

   - *Out-of-Range* - checks to ensure that the data which passed the file format and missing checks are within the range of valid values.

   - *Internal Inconsistency* - checks to ensure that values of data elements which passed the file format, missing, and out-of-range checks are consistent with related data elements.

3. **Cross File Check -** checks all the data in the entire submission and determines whether the characteristics of the data submission conform to standards that are *generally* true of child care programs, though they may not be true for an individual State.

III. THE SUMMARY REPORT

The Summary Report[2] presents the results of the CCBIS Data Checks described in Section II. (For information about individual records, see the Detail Report, discussed in Section IV, below.) The results presented here can help you find and correct errors in your submission. These problems may be the result of data entry or data extraction errors.

```
CCBIS801SUM

Date:  Wednesday, 06/08/2005 03:10PM
File Name: VG1IWI.PCCIS.NDM.YS.HUB.Y2005.D0608.T1000
State: YourState

                      ACF-801 Data Submission
                   Summary Data Assessment Report
                     Report Date: APRIL 2005

                      File Format Assessment

       2 Family records have the wrong format
       0 Child records have the wrong format
       2 Setting records have the wrong format

       0 Families were submitted without any children
       0 Children were submitted without any settings
       0 Family records with blank case identifiers and SSNs


                        Submission Summary

 Families receiving subsidized child care (per summary record):    3,036

 Families:       3,036
 Children:       5,053
 Settings:       5,148
 Footnotes:          1

                     Data Quality Assessment

 Data Element    Missing   Out-of-    Internally   Total  Subject  Success
                  Data      Range   Inconsistent  Errors  Records    Rate
 Family Data:
 01: Rpt Period      0        0          0          0     3,036  100.00%
 02: State ID        0        0          0          0     3,036  100.00%
 03: SSN             0        0          0          0     3,036  100.00%
 04: FIPS Code       0        0          0          0     3,036  100.00%
 05: Single Parent   0        0          0          0     3,036  100.00%
 06: Care Reason     0        0          0          0     3,036  100.00%
 07: Copay           0        0        235        235     3,035   92.25%
 08: Subsidy Begin   0        0          0          0     3,036  100.00%
 09: Income          0        0        235        235     3,035   92.25%
 10: Employment      0        0          0          0     3,035  100.00%
 11: TANF            0        0          0          0     3,035  100.00%
 12: TANF MOE        0        0          0          0     3,035  100.00%
 13: Housing/Cash   90        0          0         90     3,035   97.03%
 14: Food Stamps     0        0          0          0     3,035  100.00%
 15: Other Assist    0        0          0          0     3,035  100.00%
 16: Family Size     0        1         77         78     3,036   97.43%
```

Part A: File Format Assessment - lists the number of family, child, and setting records which were not formatted correctly

Part B: Submission Summary - lists the number of family, child, setting, and footnote records that passed the file format checks and were submitted for the data quality checks.

Part C: Data Quality Assessment - lists the results of the checks on each data element for missing, out-of-range, and inconsistent data

```
 Child Data:
 17: Child SSN       0        0          0          0     5,053  100.00%
 18: Ethnicity       0        0          0          0     5,053  100.00%
 19: Amer. Indian    0        0          0          0     5,053  100.00%
 20: Asian           0        0          0          0     5,053  100.00%
 21: African Amer.   0        0          0          0     5,053  100.00%
 22: Pac. Islander   0        0          0          0     5,053  100.00%
 23: White           0        0          0          0     5,053  100.00%
 24: Gender          0        0          0          0     5,053  100.00%
 25: Birth Date      0        0          0          0     5,053  100.00%

 Setting Data:
 26: Care Type       0        0          0          0     5,148  100.00%
 27: Amount Paid     0        0          0          0     5,148  100.00%
 28: Hours of Care   0        0          0          0     5,148  100.00%
 ----------------------------------------------------------------------
 Totals:            90        1        547        638

                        Cross File Checks

 Please note:
 -----------------
 Element 06: No records indicate Option 3: "Both Employment and Training/Education
             as the reason for receiving subsidized child care.
 Element 04: No data submitted for the following counties:

             County Name              FIPS Code
             -----------              ---------
             BAYSIDE                   24002
             KING GEORGE               24051

 Element 11: All records have the same value
 Element 11: No records indicate "TANF Income"
 Element 14: All records have the same value
 Element 14: No records indicate "Assistance under the Food Stamp Act of 1997"
 Element 15: All records have the same value
 Element 15: No records indicate "Other Income Sources"
 Element 18: All Records have the same value
 Element 18: No records indicate "Hispanic/Latino" ethnicity
 Element 19: Only 0.27% of all records indicate "American Indian or Alaskan Native"
             race
 Element 20: Only  2.65% of all records indicate "Asian" race.
```

Part D: Cross File Checks – lists possible errors in the submission from a content and programmatic standpoint

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[2] State contacts, and the CCB Central and Regional Office staff may receive Summary Reports in an e-mail message. To ensure that the printed message is easy to read, e-mail print default should be set to courier 10 point font with left and right margins of one inch or less.

3

Part A: File Format Assessment

The File Format Assessment in the Summary Report presents the results of the formatting check. An example of a File Format Assessment is displayed in Figure A, below. Here, each record is checked against the file format standards, as found in Technical Bulletin #4r.

```
                       File Format Assessment

         2    Family records have the wrong format
         0    Child records have the wrong format
         2    Setting records have the wrong format

         0    Families were submitted without any children
         0    Children were submitted without any settings
         0    Family records with blank case identifiers and SSNs
```
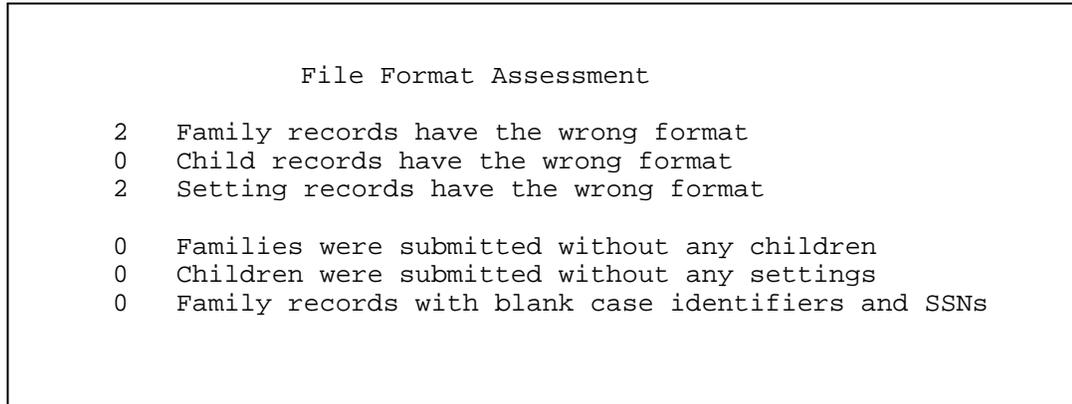
Figure A: File Format Assessment

Note that there are other file format errors which disable the CCBIS Data Checks. ACF-801 data will not be processed if the following occur:

- The summary record is omitted
- Monthly data within quarterly submissions are submitted out of chronological order (e.g., May, April, June)
- Some combination of monthly files other than one single month, or three months in a defined quarter (e.g. January, February, and March) are submitted at one time.

See Table 1 on the following page for a list of the messages that may appear in the File Format Assessment, what each message means, and possible ways to address issues brought up by each.

To correct individual records, consult the Detail Report, discussed in Section IV.

Error message	File Format Standard	Issues to Address
# Family records have the wrong format	Each family record should begin with an "F" delimiter, followed by 60 record positions with family data.	Check the record for the following: - The record length is either too short or too long due to missing data, incorrectly placed data or extra values. - The "F" delimiter may be missing. If all the records in the submission are incorrectly formatted, this may indicate a problem with mapping or extraction of the data.
# Child records have the wrong format	Each child record should begin with a "C" delimiter. The first child record should start at the 62nd position in the record, followed by 22 record positions with child data.	Check for an error with respect to record length or the delimiter (see above).
# Setting records have the wrong format	Each setting record should begin with an "S" delimiter, followed by 9 record positions with setting data.	Check for an error with respect to record length or the delimiter (see above).
# Families were submitted without any children	Each record (which represents a household receiving subsidized child care) must contain one family record and at least one child record.	Check the logic of your extraction routine to see why no children were associated with the family. The Detail Report will indicate which specific record(s) lack child data.
# Children were submitted without any settings	Each child record must have at least one setting record.	Check the logic of your extraction routine to see why there are no child care settings recorded for the child. The Detail Report will indicate which specific record(s) lack setting data.
# Family records with blank case identifiers and SSNs	Each family record must contain a SSN and/or a case identifier. When both are missing, it will not be possible to distinguish this record from the others, so no data quality check will be performed on this data.	Check your extraction routine to insure it is capturing SSNs and/or case identifiers for each family. Also, check that every family in your system has an SSN and/or case identifier. Records without identifiers will not appear in the Detail Report as there is no way to easily reference the record.

Table 1: File Format Assessment Messages

Part B: *Submission Summary*

The Submission Summary contains information from two different parts of the ACF-801 file. In Figure B, below, notice the first line is:

```
Families receiving subsidized child care (per summary record):  3036
```

As indicated, the total number of families served during the month is taken from the header record that precedes the State's case-level submission. Other information in the Submission Summary includes counts of records accepted for processing by the Child Care Bureau Information System (CCBIS) after the file format checks are run. Any family, child, or setting record that fails the file format checks is not counted. Only correctly formatted records will be checked for data quality, the results of which appear in the next section, Data Quality Assessment.

NOTE: If a State submits a full population, **and** if all family records are properly formatted, the number of families reported in the header record should equal the count of families performed by the CCBIS. If a State submits <u>sample data</u>, the two numbers will differ, as in the example below.

```
                    Submission Summary


 Families receiving subsidized child care (per summary record):  3036

 Families:              204
 Children:              350
 Settings:              398
 Footnotes:               2
```

Figure B: Submission Summary

See Table 2 on the following page for a description of counts that appear in the Submission Summary, what each message means, and possible ways to address these issues.

Counts	Indication	Issues to Address
Families receiving subsidized child care (per summary record):	The number listed here is the same as that on the summary record. For example: "M199804**0003036**0000334#Jane Smith#(703) 555-1234 ext.666#(703) 555-876#jsmith@dhr.anystate.us."	If this number does not equal the number of families receiving subsidized child care as reported in the case-level data during the reported month, correct the number and re-submit the data.
Families:	The number of properly formatted family records counted by the system, which are then submitted for the data quality checks (any invalid/improperly formatted family records are not included here).	Check to see if the number of family records indicated here is consistent with the number of families listed in the submission summary (unless your State submitted sample data, in which case there should be a minimum of 200 families).
Children:	The number of properly formatted child records that were counted by the system and submitted for data quality checks.	Grantees reporting full population can check the number of child records listed here against the figures for your State's child care program. There should be at least one child record for each family.
Settings:	The number of properly formatted setting records that were submitted for a data quality check.	Check the number of setting records here against the figures for your State's child care program. There should be at least one setting record for each child.
Footnotes:	The footnotes that were counted. These too must be correctly formatted, beginning with a number indicating the data element to which it refers. (See Technical Bulletin #4r.)	If this number does not equal the number of footnotes your State intended to submit, examine the footnotes to locate the problem, correct it, and re-submit.

Table 2: Description of Counts on the Submission Summary

Part C: Data Quality Assessment

The Data Quality Assessment contains the results of data quality checks for missing, out-of-range, or internally inconsistent values. A sample of a section of the Data Quality Assessment is displayed in Figure C, below.

Data Element	Missing Data	Out-of- Range	Internally Inconsistent	Total Errors	Subject Records	Success Rate
Family Data:						
01: Rpt Period	0	3	0	0	13,034	99.98%
02: State ID	0	0	0	0	13,034	100.00%
03: SSN	0	0	0	0	13,034	100.00%
04: FIPS Code	0	0	0	0	13,034	100.00%
05: Single Parent	0	0	0	0	13,034	100.00%
06: Care Reason	0	0	0	0	13,034	100.00%
07: Co-pay	0	0	256	256	13,027	98.03%
08: Subsidy Begin	0	0	0	0	13,034	100.00%
09: Income	0	0	256	256	13,027	98.03%
10: Employment	0	0	0	0	13,027	100.00%
11: TANF	0	0	0	0	13,027	100.00%
12: TANF MOE	0	0	0	0	13,027	100.00%
13: Housing/Cash	908	0	0	0	13,027	93.03%
14: Food Stamps	0	0	0	0	13,027	100.00%
15: Other Assist	0	0	0	0	13,027	100.00%
16: Family Size	0	0	501	501	13,034	96.15%

Figure C: Data Quality Assessment

The columns listed in this section are as follows:

- **Data Element:** The 28 data elements for the ACF-801 are listed in the first column. They are grouped into three sections beginning with the "Family Data" section (elements #1-16), "Child Data" (elements #17-25), and "Setting Data" (elements #26-28).

- **Missing Data:** The number of records containing no values (blanks) for a data element.

- **Out-of-Range:** The number of records where values for the data element were present but outside the allowable range of values according to the CCBIS data standards (see Technical Bulletin #3r-v2).

- **Internally Inconsistent:** The number of records where values for a data element were entered and in the correct range of values, but which conflict with the values for another, related element (see Technical Bulletin #3r-v2).

- **Total Errors:** The total number of missing, out-of-range, and internally inconsistent errors found for that element.

- **Subject Records:** The number of records that were tested for data quality errors. The number of family, child, and setting records should be the same as those listed in the submission summary. (Note that the only exception is protective services cases, which do not undergo the missing, out-of-range, and internal inconsistency checks for those elements relating to co-payment (element #7) or income (elements #9-15).

- **Success Rate:** The percentage of records that passed the missing, out-of-range, and consistency checks ("Subject Records" minus "Total Errors", divided by "Subject Records").

  NOTE -- To find out which individual case records contain errors, look at the Detail Report, discussed in Section IV of this Bulletin.   Large numbers of missing, out-of-range, or inconsistency errors reported in this section may indicate a systematic problem with the preparation of the submission. For instance:

  o If more than 5% (success rate =<95%) of the records have a particular element missing, this might indicate that: (1) there is an error in the software program to pull the required information from another database and reformat it to meet the Federal standard, or (2) the database does not contain the data and/or that the data is not being collected. Check with your programmers to see what may be the exact cause.

  o If more than 5% (success rate =<95%) of the records have a particular data element out-of-range, this could indicate a possible problem with mapping or extraction of the data. For example, the extraction program may inadvertently transform the source's database value of "F" (female) to "4" instead of the required Federal value of "2." Check with your programmers to see what may be the exact cause.

  o If more than 5% (success rate =<95%) of the records have a particular data element noted as inconsistent, this could indicate a possible problem with data entry, or any of the above mentioned software program issues. For example, if an applicant is reported as a single parent, the family size must be =>2 (one parent with at least one child). A family size of one (1) would trigger an inconsistent error message. Check with your data entry staff and programmers to see what may be the exact cause.

Part D: Cross File Checks

The Cross File Checks (see Figure D, below) present the result of a programmatic analysis of all the data that passed the file format and data quality checks. While data for individual records may be correct, at times the data for a submission as a whole may not conform to general programmatic norms. When the values for a particular data element for the submission in the aggregate fail to meet a general programmatic expectation, this triggers a "red flag" and a notice is produced for that cross-file check. Check these notices to see if they apply to your program. Table 3 on the following page contains a list of all the notices that may appear (not all cross-file checks are conducted on sample submissions; these are indicated by an asterisk).

NOTE: These standards are based on *general* programmatic characteristics for State child care programs. Not all may be applicable to your specific State.

```
                     Cross File Checks

Please note:
------------

Element 04: No data submitted for the following counties:

          County Name                 FIPS Code
          -----------------           -----------
          BAYSIDE                        24002
          KINGGEORGE                     24051

Element 9:   All records have the same value.

Element 26:  Only 8% of all records have Option 4:"Licensed/regulated
center-based care" checked.
```
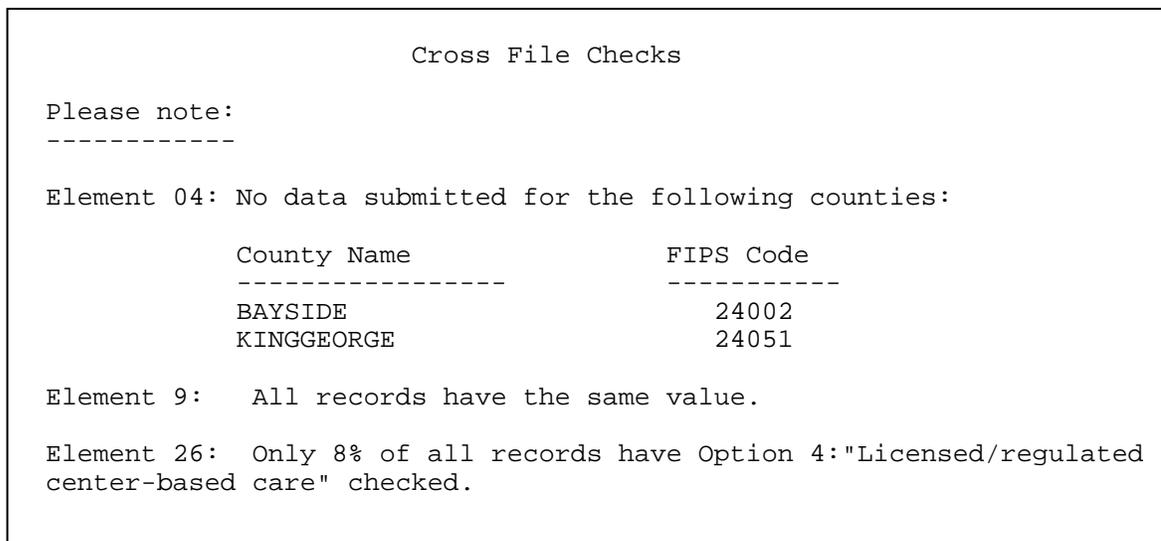
Figure D: Cross File Checks

In the above full population example, the following programmatic checks were triggered:

- For Element #4, FIPS Code, counties which did not submit case records are listed – this may indicate missing information.

- For Element #9, Employment Income, all the records contained the same value for this element– it is unlikely that all families would have exactly the same income – this may indicate an extraction or other system error.

- For Element #26, Type of Child Care, 8% of records indicated licensed/regulated center-based care as the type of child care provider. For most States, this percentage is higher, so you would want to confirm that this figure is true for your State.

Cross File Check Messages - Conducted on Full Record
Your State submitted no families with more than one child receiving services.
Your State submitted no families with more than two children receiving services.
Your State submitted no children receiving child care services in more than one setting for the month.
Your State submitted no children receiving services in more than two settings for the month.

Data Element	Cross File Check Messages - Conducted on Data Elements Asterisks (*) indicate checks not conducted on sample submissions
01: Report Period	- Month/Year of Report Period is not the same as that of the Summary record.
02: Unique Case ID	- No identifiers submitted. Please consider submitting optional case identifiers.
03: SSN	- No checks
04: FIPS Code	- No data submitted for the following counties: Name/FIPS Code* - x % of all records have the same FIPS code, County Name.*
05: Single Parent	- None of the records indicate Single Parent Status - Only x% of all records indicate Single Parent status
06: Reason for Care	- None of the records indicate Option 1: "Employment, including on-the-job training" as the reason for receiving subsidized child care. - None of the records indicate Option 2: "Training/Education" as the reason for receiving subsidized child care. - None of the records indicate Option 3: "Both Employment and Training/Education" as the reason for receiving subsidized child care. - x % of all records indicate Option 4: "Protective Services" as the reason for receiving subsidized child care. - x % of all records indicate Option 5: "Other" as the reason for receiving subsidized child care. - All records have the same value.
07: Family Co-pay	- All records have the same value.
08: Subsidy Began	- All records have the same value. - Element 01 and Element 08 have the same value in x% of the records.
09: Family Income	- All records have the same value.
10: Employment	- All records have the same value.
11: TANF	- All records have the same value. - None of the records indicate "TANF Income." - Only x% of all records indicate "TANF Income."
12: State Dollars counted towards TANF MOE	- No Checks
13: Housing	- All records have the same value. - None of the records indicate "Housing Voucher or Cash Assistance." - Only x% of all records indicate "Housing Voucher or Cash Assistance."
14: Food Stamps	- All records have the same value. - None of the records indicate "Assistance under the Food Stamp Act of 1977." - Only x% of all records indicate "Assistance under the Food Stamp Act of 1977."
15: Other Source	- All records have the same value. - None of the records indicate "Other Income Sources." - x% of all records indicate "Other Income Sources."
16: Family Size	- All records have the same value.
17: Child SSN	- No Checks.
18: Hispanic/Latino	- All records have the same value.* - None of the records indicate "Hispanic/Latino" ethnicity. - Only x% of all records indicate "Hispanic/Latino" ethnicity.

Table 3: Cross File Check Messages

Data Element	Cross File Check Messages - Conducted on Data Elements Asterisks (*) indicate checks not conducted on sample submissions
19: Am.Ind./AK Native	- All records have the same value.*
20: Asian	- All records have the same value.* - None of the records indicate "Asian" race. - Only *x*% of all records indicate "Asian" race.
21: Black/African-Am.	- All records have the same value.* -None of the records indicate "Black or African American" race. - Only *x*% of all records indicate "Black or African American" race.
22: Hawaiian/Pacific Isl.	- No checks.
23: White	- All records have the same value. - None of the records indicate "White" race.* - Only *x*% of all records indicate "White" race.
24: Gender	- None of the records indicate Option (2): "Female" as child gender. - *x*% of all records indicate Option 2: "Female" as child gender.
25: Birth Mo./Yr.	All records have the same value.
26: Type of Care	- All records have the same value. - Less than 10% of all records have Option 1: "Licensed/regulated in-home child care" checked. - Less than 10% of all records have Option 2: "Licensed/regulated family child care" checked. - Less than 10% of all records have Option 3: "Licensed/regulated group home child care" checked. - None of the records have Option 4: "Licensed/regulated center-based care" checked. - Only *x*% of all records have Option 4: "Licensed/regulated center-based care" checked.
27: Total Payment	All records have the same value.
28: Hours of Care	All records have the same value.

Table 3: Cross File Check Messages (*cont*.)

IV. THE DETAIL REPORT

The Detail Report provides information about individual case record errors. An error code key is printed at the top of the report, and the rest of the report lists the case records with errors. Only those records that contain errors are listed in this report. This report identifies exactly which records have errors in each county within the state. Grouping by FIPS codes facilitates the return of those records to the submitting county, where the case workers can correct the records according to the information in their files.

Detailed information on the standards used to determine errors may be found in Technical Bulletin #3r-v2: *ACF-801 Case-Level Data Standards* and Technical Bulletin #4r: *ACF-801 Case-Level File Format.*

```
CCBIS801DETAIL

State: AnyState
Date: Thursday, 06/09/2005 04:41PM

File Name:  VG1IWI.PCCIS.NDM.AS.HUB.Y2003.D0908.T0945

                    CCBIS 801 Case Level Data
                  Detailed Data Assessment Report
                    Report Date: MAY 2003

Legend:

1 = Missing Data.
2 = Out of Range error.  This data will be deleted from the file
    prior to being loaded into the CCIS database.

Inconsistent Data:

d = Inconsistency in dates (Elements 1, 8, and 25)
p = Inconsistency in protective services (Elements 3, 5, 6,
        and 17)
f = Inconsistency in family size (Elements 5 and 16)
m = Inconsistency in dollar amounts (Elements 7, 9, and 27)
r = Inconsistency in race (Elements 18, and 19-23)

East
County                                       Elements (#1 - 28)
                                          Family       Child   Set
                                        <-------------> <-------> <->
Record Identifier                         1111111 111222222 222
Rec FIPS  Case Number     Fam SSN  Child SSN 1234567890123456 789012345 678
--- ----- --------------- --------- --------- ---------------- --------- ---
F    28001 0000000000000000                  ....ppm.m.......
F    28001 0000000000000000                  ......m.........
C1                                                            .........
S1                                                                       .m.
S2                                                                       .m.
S3                                                                       .m.
F    28001 0000000000000000                  ......m.........
C1                                                            .........
S1                                                                       .m.
S2                                                                       .m.
S3                                                                       .m.
F    28001 0000000000000000                  ......m.m.......
F    28001 0000000000000000                  ......m.m.......
F    28001 0000000000000000                  ......m.........
C1                                                            .........
S1                                                                       .m.
S2                                                                       .m.

West
County                                       Elements (#1 - 28)
                                          Family       Child   Set
                                        <-------------> <-------> <->
Record Identifier                         1111111 111222222 222
Rec FIPS  Case Number     Fam SSN  Child SSN 1234567890123456 789012345 678
--- ----- --------------- --------- --------- ---------------- --------- ---
F    28003 0000000000000000                  ................
C1                                                            ..rrrrr..
F    28003 0000000000000000                  ......m.........
C1                                                            .........
S1                                                                       .m.
S2                                                                       .m.
F    28003 0000000000000000                  ......m.m.......
F    28003 0000000000000000                  ......m.........
C1                                                            .........
S1                                                                       .m.
S2                                                                       .m.
F    28003 0000000000000000                  ......m.m.......
F    28003 0000000000000000                  ......m.........
C1
```

Error codes for missing and out-of-range data

Error codes for inconsistencies between elements:
- #1-16 (Family data)
- #17-25 (Child data)
- #26-28 (Setting data)

County (per FIPS code)

Individual case records, organized by FIPS code/county.

Family, child, and setting data are stacked below.

Individual Case Records in the Detail Report:

The Detail Report allows the user to examine each case record which was found to have an error. Figure E shows an example of a record as displayed on the Detail Report. This record demonstrates every type of error that may occur. An explanation of this record's assessment follows on page 17.

```
West
County
                                             Elements (#1-28)
                                         Family      Child     Setting
                                       <-------------> <-------> <->
Record Identifier                            1111111 111222222 222
Rec FIPS  Case Number      Fam SSN    Child SSN 1234567890123456 789012345 678
--- ----- ---------------- --------- --------- ---------------- --------- ---
F   21007 00000000000A111 333444555             d.p.ppm.m......p
C1                                   333555666                  plrrrrr2d
S1                                                                        1..
S2                                              Setting Format Wrong
```

Figure E: Sample Case Record (Explanation follows on page 17)

The information for each case record is organized as follows:

- **County:** This is the submitting county, as identified by the FIPS Code (element #4) in the case record. The above example shows a record from West County.

- **Rec:** The type of record for which error information is presented. In the far left of the heading are the codes **F, C1, S1**, etc. These indicate family, child, and setting record information, which is organized in several rows for each case record as follows:

  - **F:** The family record. This line contains record identifier information (the FIPS, case number, and family SSN) and family data information (elements #1-16).
  - **C1:** The child record for the first child in the family. This line contains information regarding the child's SSN[3] and also child data information (elements #17-25). Subsequent children would be indicated at C2, C3, etc.
  - **S1:** The setting record associated with the child. This line contains setting information for the child (elements #26-28). Any subsequent settings for this child would be indicated with an **S2**, **S3**, and so on. Each child record must have at least one setting record. The above case record had one child who was in two child care settings. If the family had a second child, this second child record would be indicated with a **C2**, followed by the number of settings in which the

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[3] Child SSN and Family SSN may be the same in certain protective services cases where the child is considered the head of the family.

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child received services (e.g., S1, S2). This arrangement would continue for any additional children and corresponding settings.

- **FIPS:** The FIPS Code indicated in element #4 of the record (in the above example, the FIPS Code for West County is 21007).

- **Case Number:** The unique state identifier for the case (element #2).

- **Fam SSN:** The Social Security Number (element #3) for the Head of Family.[4]

- **Child SSN:** The Social Security Number for the child (element # 17) in the report.

- **Elements #1-28: Family, Child, Setting:** The numbers for the data elements for family, child, and setting data. Error codes, if any, appear under the corresponding data element number as listed in this heading. Elements with two digits are listed vertically. For example, element #15 is indicated by a 5 with a 1 above it.

Error Codes: Error codes may be associated with any data element (#1-28). Missing data are indicated by a "**1**" under the corresponding data element and out-of-range errors are denoted by a "**2**." Inconsistencies among data elements relating to dates, protective services cases, monetary amounts, and race/ethnicity are denoted by a "**d**", "**p**", "**m**", and "**r**", respectively (see Tables 4 and 5).

Error Code	Error Definition	Issues to Address
1 = Missing Data	Where there was no value (contains all blanks). If the value for an element is missing, then the remaining sequence of data quality checks (the out-of-range, internal inconsistency, and cross file checks) are not conducted.	Send the records to the submitting county/local agency where the caseworkers in charge of the files can verify and/or correct the information. If a sizable number of records need correction, this may be due to a problem with the extraction or mapping of the data.
2 = Out-of-Range Error	Where the values entered for a data element are outside the typical range of values for the data. If the value for an element is out-of-range, the remaining checks (the internal consistency check and the cross file checks) are not conducted on the data.	Send the records to the submitting county/local agency where the caseworkers in charge of the files can verify and/or correct the information. If a sizable number of records need correction, this may be due to a problem with the extraction or mapping of the data.

Table 4: Missing and Out-of-Range Codes (Detail Report)

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[4] Child SSN and Family SSN may be the same in certain protective services cases where the child is considered the head of the family.

Error Code	Inconsistent Data Standard (See also Technical Bulletin #3r-v2)	Issues to Address
d (Date)	When there is inconsistency in elements relating to **dates**: Report Period (element #1), Date Child Care Began (#8), and Month/Year of Child's Birth (#25). To avoid an inconsistency error involving dates, both the month/year of the start date for child care assistance to the family (#8), and the month/year of child's birth (#25), must precede or be equal to the month/year of the report period (#1).	Send the records to the submitting county/local agency, where the caseworkers in charge of the files can verify and/or correct the information. If a sizable number of records need correction, this may be due to a problem with the extraction or mapping of the data.
p (Protective Service)	Where there is an inconsistency in the values for those elements relating to **protective services**: Head of Family SSN (#3), Single Parent (#5), Reason for Receiving Services (#6), Family Size (#16), and Child SSN (#17). This type of inconsistency error occurs when the data in the record indicate that a child is reported as the head of family -- a value of "9" for Single Parent (#5); in this case it must also follow that: - The reason for receiving subsidized child care (#6) is that the child is in protective services (a value of "4" or "9") - The family size (#16) is one (1) - The SSN reported for the head of family (#3) is the same as the SSN reported for the child (#17)	Send the records to the submitting county/local agency, where the caseworkers in charge of the files can verify and/or correct the information. If a sizable number of records need correction, this may be due to a problem with the extraction or mapping of the data.
m (Monetary)	Where there is an inconsistency in the values reported for the elements relating to **monetary** values: Total Monthly Child Care Co-payment by Family (#7), Total Monthly Income for Determining Eligibility (#9), and Total Monthly Amount Paid to Provider (#27). In order to avoid inconsistency errors related to dollar amounts: - Total Monthly Child Care Co-payment by Family (#7) must be less than the sum of the Total Monthly Amount Paid to Provider (#27) for all the settings of all the children in the family, and - Total Monthly Child Care Co-payment by family (#7) must also be less than the Total Monthly Income for Determining Eligibility (#9).	Send the records to the submitting county/local agency, where the caseworkers in charge of the files can verify and/or correct the information. If a sizable number of records need correction, this may be due to a problem with the extraction or mapping of the data.
r (Race/ Ethnicity)	Hispanic *Ethnicity* (#18) must be marked either "Yes" or "No." At least one of the *race* categories (items # 19-23) also must be marked Yes. If none of these elements is answered "Yes," an inconsistency error is generated.	Send the records to the submitting county/local agency, where the caseworkers in charge of the files can verify and/or correct the information. If a sizable number of records need correction, this may be due to a problem with the extraction or mapping of the data.

Table 5: Internal Inconsistency Codes (Detail Report)

The following description refers to errors demonstrated in Figure E on page 14:

  ➢ The date given for the report period (#1) came prior to the date given for the child's month/date of birth (element #25) thus triggering a "d" error code to indicate a violation of the consistency standard for those elements.
  ➢ The "p" under the elements relating to protective service cases (#3, #5, #6, #16, and #17) indicates that there is inconsistency among these elements. When elements #5 and #6 indicate that the record is a protective service case with the child listed as the head of the family, it is internally consistent for the Social Security Numbers of the child and the head of family to be the same. However, in this example, the record indicates a single parent with training as the reason for receiving child care. This information is inconsistent with having the Social Security Numbers of the child and the head of family being the same.
  ➢ The value given for the total monthly co-payment by the family (element #7) exceeded the total monthly income (element #9), resulting in an "m" error code under those elements.
  ➢ There was no answer given for the ethnicity element (#18), resulting in an error code of "1" (missing) under that element.
  ➢ There was not at least one "1" for race elements (#19-23), violating the standard that at least one of these elements be answered yes (value=1), resulting in an "r" (race/ethnicity) error code under those elements.
  ➢ The value given for child gender (#24) was out-of-range (i.e., a value other than 1 for male, or 2 for female), incurring a "2" (out-of-range) error code.
  ➢ There was no answer given for the type of child care (#26), resulting in an error code of "1" (missing) under that element.
  ➢ The "Setting Format Wrong" message for the S2 data indicates a file formatting error for the second setting record. As a result, no data quality checks were conducted on the data in that setting record.

Figure F: Explanation of the Sample Case Record shown in Figure E

V.   SUMMARY AND CONCLUSIONS

This Bulletin has presented information on how to use the data assessment reports returned to States after their ACF-801 submission. The Summary Report provides a view of the State's data as a whole, and allows States to assess potential errors with extraction, mapping, or data collection. The Detail Report enables States to see what types of errors occurred with individual case records. The Detail Report is organized by county so that the records may be sent to the submitting county for correction. It is important that your State's data are accurate and complete, since this data will be used in research, reported to Congress, and may serve as the basis for programmatic decisions on child care.

For more information about the data quality and file format standards used by CCBIS for ACF-801 case-level data, see Technical Bulletins #3r-v2 and #4r on the CCB website (www.acf.hhs.gov/programs/ccb/report/formhelp/techbull/index.htm).