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

## Technical Bulletin #9r-v4
## Revised April 2017

## I. INTRODUCTION

This Technical Bulletin describes how to use the Summary Data Assessment Report (**Summary Report or SAR**). Designated staff in States and Territories automatically receive this report via email after ACF-801 case-level data have been submitted to the Office of Child Care (OCC) and processed in the Office of Child Care Information System (OCCIS).[1] Effective with the October 2015 report, OCC revised the ACF-801 to include new data elements. This bulletin has been updated to reflect the new data requirements and basic analysis included in the Summary Report.

The Summary Report assists States and Territories in correcting data submissions by providing information about potential data or submission errors. This report serves as just one tool that Grantees can use to ensure that complete and accurate CCDF program information is submitted to OCC. The data submitted is 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 States and Territories submit accurate and complete data.

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

*SECTION II: OVERVIEW OF THE OCCIS DATA CHECK PROCESS*

*SECTION III: THE SUMMARY REPORT*

**Part A: File Format Assessment**

**Part B: Submission Summary and Contact Information**

**Part C: Data Quality Assessment**

**Part D: Cross File Checks**

*SECTION IV: THE CHILD CARE DATA VIEWER*

*SECTION V: SUMMARY AND CONCLUSIONS*

## II. OVERVIEW OF THE OCCIS DATA CHECK PROCESS

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

---

[1] The Summary Report is sent via email to the contact at the child care agency identified in the file's summary record, other program staff the grantee identifies, and Office of Child Care Regional and Central Office staff.

1. **File Format Check -** Checks the length of the records and determines whether all the necessary parts for each record are present. (See the latest version of Technical Bulletin #4 on the [Technical Bulletin page](#) for the file format standards). The actual content of the data is not checked at this stage.

2. **Data Quality Check** - Checks the content of properly formatted records. (See the latest version of Technical Bulletin #3 on the [Technical Bulletin page](#) for further discussion of the data standards). If at any stage data fail the check, the remaining sequence of data quality checks are not conducted. (For instance, if, in a properly formatted record, the data for an element are missing, then the subsequent 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 other 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 or Territory.

## III. THE SUMMARY REPORT

The Summary Report presents the results of the OCCIS Data Checks described in Section II. The results presented here can help Grantees find and correct errors in their submission. These problems may be the result of data entry or data extraction errors.

Date: Monday, 03/06/2017 12:10PM
File Name: VG1IWI.PCCIS.NDM.XX.HUB.Y2017.D0306.T0937
State: Grantee's Name

ACF-801 Data Submission
Summary Data Assessment Report
Report Date: DECEMBER 2016

File Format Assessment

No Formatting Errors

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

Submission Summary

Families receiving subsidized child care (per summary record):    13,770
Providers receiving subsidized payments (per summary record):     1,575

Families:       13,769
Children:       27,342
Settings:       27,934
Providers:       1,574
Footnotes:           4

Inconsistent family record counts.
Inconsistent provider record counts.
Missing footnote for element #28 (Hours of Care)
Missing footnote for element #34 (QRIS Rating)

Please contact the NCDR at 1-877-249-9117.

**Part B: Submission Summary and Contact Information** - lists the number of family, child, setting, provider, and footnote records that passed the file format checks and were submitted for the data quality checks, information on inconsistent counts and missing footnotes. Also lists NCDR contact information.

Data Quality Assessment

| Data Element | Missing Data | Out-of-Range | Internally Inconsistent | Total Errors | Subject Records | Success Rate |
|---|---|---|---|---|---|---|
| Family Data: | | | | | | |
| 01: Rpt Period | 0 | 0 | 0 | 0 | 13,769 | 100.00% |
| 02: State ID | 11,702 | 0 | 0 | 11,702 | 13,769 | 15.01% |
| 03: Filler | 0 | 0 | 0 | 0 | 0 | N/A |
| 04: FIPS Code | 0 | 0 | 0 | 0 | 13,769 | 100.00% |
| 05: Single Parent | 0 | 0 | 0 | 0 | 13,769 | 100.00% |
| 06: Care Reason | 0 | 0 | 0 | 0 | 13,769 | 100.00% |
| 07: Copay | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 08: Subsidy Begin | 0 | 0 | 0 | 0 | 13,769 | 100.00% |
| 09: Income | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 10: Employment | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 11: TANF | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 12: TANF MOE | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 13: Housing/Cash | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 14: Food Stamps | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 15: Other Assist | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 16: Family Size | 0 | 12 | 259 | 271 | 13,769 | 98.03% |
| 16a: Homeless | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 16b: Family Zip | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 16c: Military | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| 16d: Language | 0 | 0 | 0 | 0 | 12,441 | 100.00% |
| | | | | | | |
| Child Data: | | | | | | |
| 17: Filler | 0 | 0 | 0 | 0 | 0 | N/A |
| 18: Ethnicity | 0 | 0 | 0 | 0 | 27,342 | 100.00% |
| 19: Amer. Indian | 0 | 0 | 0 | 0 | 27,342 | 100.00% |
| 20: Asian | 0 | 0 | 0 | 0 | 27,342 | 100.00% |
| 21: African Amer. | 0 | 0 | 0 | 0 | 27,342 | 100.00% |
| 22: Pac. Islander | 0 | 0 | 0 | 0 | 27,342 | 100.00% |
| 23: White | 0 | 0 | 0 | 0 | 27,342 | 100.00% |
| 24: Gender | 0 | 0 | 0 | 0 | 27,342 | 100.00% |
| 25: Birth Date | 0 | 1 | 0 | 1 | 27,342 | 100.00% |
| 25a: Disability | 0 | 0 | 0 | 0 | 27,342 | 100.00% |
| | | | | | | |
| Setting Data: | | | | | | |
| 26: Care Type | 0 | 0 | 0 | 0 | 27,934 | 100.00% |
| 27: Amount Paid | 0 | 2 | 0 | 2 | 27,934 | 99.99% |
| 28: Hours of Care | 0 | 0 | 0 | 0 | 27,934 | 100.00% |
| 29: Provider FEIN | 27,934 | 0 | 0 | 27,934 | 27,934 | 0.00% |
| 30: Provider ID | 0 | 0 | 0 | 0 | 27,934 | 100.00% |
| | | | | | | |
| Provider Data: | | | | | | |
| 31: Provider FEIN | 1,575 | 0 | 0 | 1,575 | 1,575 | 0.00% |
| 32: Provider ID | 0 | 0 | 0 | 0 | 1,575 | 100.00% |
| 33: QRIS Part. | 0 | 0 | 0 | 0 | 1,575 | 100.00% |
| 34: QRIS Rating | 0 | 0 | 0 | 0 | 1,575 | 100.00% |
| 35: Accreditation | 0 | 0 | 0 | 0 | 1,575 | 100.00% |

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

```
36: Pre-K Stndrds         0         0         0         0   1,575  100.00%
37: Other Measures        0         0         0         0   1,575  100.00%
38: Head Start            0         0         0         0   1,575  100.00%
39: Provider Zip          0         0         0         0   1,575  100.00%
------------------------------------------------------------------------
Totals:              41,211    28,348       259    69,818

                    Cross File Checks

Please note:
------------------
Element 13: All records have the same value, "0: No".
Element 13: None of the records indicate "Housing Voucher or Cash Assistance".
Element 14: All records have the same value, "0: No".
Element 14: None of the records indicate "Assistance under the Food Stamp Act of 1977".
Element 18: Only  0.96% of all records indicate "Hispanic/Latino" ethnicity.
Element 20: Only  0.18% of all records indicate "Asian" race.
Element 34: All records have the same value, "999".
```

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

**Figure A:  The Summary Report**

## 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 B below. Here, each record is checked against the file format standards as found in the latest version of Technical Bulletin #4 on the Technical Bulletin page.

```
                    File Format Assessment

    12 families were rejected because of format errors
    6 children were rejected because of format errors
    3 settings were rejected because of format errors
    14 families were submitted without any children
    3 family records with blank case identifiers
    2 children were submitted without any settings
    52 provider records were submitted without either the FEIN or the Unique State Provider ID
```

**Figure B:  File Format Assessment**

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

- The summary (header) 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 below for a list of the messages that may appear in the File Format Assessment, what each message means, and possible ways to address each issue.

**Table 1: File Format Assessment Messages**

| Error Message | File Format Standard | Issues to Address |
|---|---|---|
| *# families were rejected because of format errors* | Each family record should begin with an "F" delimiter, followed by 69 record positions with family data. | Check the record for the following:<br>- The record length is either too short or too long due to missing data, incorrectly placed data, or extra values.<br>- The "F" delimiter may be missing.<br>If all the records in the submission are incorrectly formatted, this may indicate a problem with mapping or extraction of the data. |
| *# children were rejected because of format errors* | Each child record should begin with a "C" delimiter, followed by 23 record positions with child data. | Check for an error with respect to record length or the delimiter (see above). |
| *# settings were rejected because of format errors* | Each setting record should begin with an "S" delimiter, followed by 33 record positions with setting data. | Check for an error with respect to record length or the delimiter (see above). |
| *# providers were rejected because of format errors* | Each provider record should begin with a "P" delimiter, followed by 37 record positions with provider data. (Grantees should not include Element #40: Inspection Date, until the October 2017 report). | 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. |
| *# 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 is no child care setting recorded for the child. |
| *# family records with blank case identifiers* | Each family record must contain a unique state identifier. When missing, it will not be possible to distinguish this record from the others. | Check your extraction routine to ensure it is capturing case identifiers for each family. Also, check that every family in your system has a unique state identifier. |
| *# setting records without Provider ID information* | Each setting record must contain Provider ID information (an FEIN and/or a Provider Unique State ID). When both are missing, it will not be possible to determine which provider record is associated with the setting record. | Check your extraction routine to ensure that it is capturing the FEIN and/or the Provider Unique State ID and that it is appropriately associating the information with a setting. |
| *# provider records without either the FEIN or the Provider Unique State ID* | Each provider record must have an FEIN and/or a Provider Unique State ID. When both are missing, it will not be possible to distinguish this record from others or to determine which provider record is associated with the child's setting record. | Check your extraction routine to ensure it is capturing FEINs and/or case identifiers for each provider. Also, check that every provider in your system has either an FEIN, a unique state ID or both. |

**Part B: Submission Summary and Contact Information**

The Submission Summary contains information from two different parts of the ACF-801 file. In Figure C below, notice the first two lines are:

```
Families receiving subsidized child care (per summary record):    13,770

Providers receiving subsidized payments (per summary record):      1,575
```

As indicated, the total number of families served and providers receiving subsidy payments during the month is taken from the summary (header) record that precedes the State's case-level submission. Other information in the Submission Summary includes counts of records accepted for processing by OCCIS after the file format checks are run. Any family, child, setting, or provider records that fail the file format checks are 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/Territory submits a full population, **and** if all family records are properly formatted, the number of families and providers reported in the summary (header) record should equal the count of families and providers processed by OCCIS. If a State submits sample data, the numbers of families and providers in the header record will differ from the number of family and provider records actually submitted.

Grantees are required to submit a footnote for data element #28 to provide greater detail regarding the type of hours being reported. Depending upon the responses to questions #34 and #37, States/Territories may also be required to provide footnotes to further inform these quality-related data. If footnotes are not provided, the Submission Summary will indicate that the required footnotes have not been provided as depicted in Figure C below. (See the latest version of Technical Bulletin #3 available on the Technical Bulletin page.)

```
                          Submission Summary

 Families receiving subsidized child care (per summary record):    13,770
 Providers receiving subsidized payments (per summary record):      1,575




 Families:        13,769
 Children:        27,342
 Settings:        27,934
 Providers:        1,574
 Footnotes:            4


  Inconsistent family record counts.
  Inconsistent provider record counts.
  Missing footnote for element #28 (Hours of Care)
  Missing footnote for element #34 (QRIS Rating)

  Please contact the NCDR at 1-877-249-9117.
```

**Figure C: Submission Summary**

See Table 2 below for a description of counts that appear in the Submission Summary section, what each message means, and possible ways to address potential problems.

**Table 2: Description of Counts on the Submission Summary**

| Counts | Definition | Potential Problems |
|---|---|---|
| *Families receiving subsidized child care (per summary record):* | The total number of families served as reported on the summary record. For example:<br><br>"M201004**0003036**0002480#Jane Smith#(703) 555-1234 ext.666#(703)555-876#jsmith@dhr.anystate.us." | If this number does not equal the total number of families that received subsidized child care as reported in the case-level data during the reported month, correct the number and re-submit the data. |
| *Providers receiving subsidy payments (per summary record):* | The total number of providers receiving subsidized payments as reported on the summary record. For example:<br><br>"M20100400030360**0002480**#Jane Smith#(703) 555-1234 ext.666#(703) 555-876#jsmith@dhr.anystate.us." | If this number does not equal the total number of providers that received subsidized payments as reported in the case-level data during the reported month, correct the number and resubmit the data. |
| *Family Records* | The number of properly formatted family records counted by the system and submitted for data quality checks (any invalid/improperly formatted family records are not included in this count). | If the number of family records indicated here is inconsistent 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 family records), determine where the error is, make corrections, and resubmit the file. |
| *Child Records* | The number of properly formatted child records counted by the system and submitted for data quality checks. | The number of child records processed by OCCIS and checked for format and other errors should match the number of submitted child records. If there are fewer records, identify the error(s), make corrections, and resubmit the file. |
| *Setting Records* | The number of properly formatted setting records counted by the system and submitted for data quality checks. | There should be at least one setting record for each child. If the number of settings does not equal or exceed the number of children served, identify the error(s), make corrections, and resubmit the file. |
| *Provider Records* | The number of properly formatted provider records counted by the system and submitted for data quality checks. | If the number of provider records indicated here is inconsistent with the number of providers listed in the summary (header) record (unless your State submitted sample data), determine where the error is, make corrections, and resubmit the file. |
| *Number of Footnotes* | The number of footnotes that were submitted as a part of your file. Footnotes must be correctly formatted, beginning with a number indicating the data element to which it refers. (See the latest version of Technical Bulletin #4 on the Technical Bulletin page.) | 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 resubmit the file. |

The end of the Submission Summary and Contact Information section also lists contact information for the National Center on Child Care Data and Reporting (NCDR).

**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 D below.

| Data Element (Family Data) | Missing Data | Out of Range | Internally Inconsistent | Total Errors | Subject Records | Success Rate |
|---|---|---|---|---|---|---|
| 01: Rpt Period | 0 | 3 | 0 | 0 | 13,034 | 99.98% |
| 02: State ID | 0 | 0 | 0 | 0 | 13,034 | 100.00% |
| 03: Filler | 0 | 0 | 0 | 0 | 0 | N/A |
| 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% |
| 16a: Homeless Status | 0 | 0 | 0 | 0 | 13,034 | 100.00% |
| 16b: Family Zip Code | 0 | 0 | 0 | 0 | 13,034 | 100.00% |
| 16c: Military Service | 0 | 0 | 0 | 0 | 13,034 | 100.00% |
| 16d: Primary Language | 0 | 0 | 0 | 0 | 13,034 | 100.00% |

**Figure D: Data Quality Assessment**

The columns listed in this section are as follows:

- **Data Element:**  The data elements for the ACF-801 are listed in the first column.  They are grouped into four sections beginning with the "Family Data" section (elements #1-16d), "Child Data" (elements #17-25a), "Setting Data" (elements #26-30), and "Provider Data" (elements #31-39).

- **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 OCCIS data standards (see the latest version of Technical Bulletin #3 on the Technical Bulletin page.)

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

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

- **Subject Records:**  The number of records that were tested for data quality errors.  The number of family, child, setting, and provider 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 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 – The Summary Assessment process checks only the information that has been submitted in the ACF-801 report. It is up to each Grantee to assure that data contained within that report accurately represent its own CCDF program. 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 used 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 are 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 internally 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 greater than or equal to two (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 E 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 appear 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 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. Some Cross File Checks are conducted on the full data file while some are conducted on individual data elements.

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

```
                        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 E Cross File Checks**

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

- For Element #4, FIPS Code, counties for which the State/Territory 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 grantees, this percentage is considerably higher, so you would likely need to confirm that this figure accurately represents your program.

Tables 3 and 4 contain lists of all the notices that may appear. Table 3 contains notices that result from checks made across the entire data file while Table 4 lists notices from checks that are conducted on individual data elements. Additionally, not all cross-file checks are conducted on sample submissions; these are indicated by an asterisk.

**Table 3: Cross File Check Messages on Entire Data File**

| Cross File Check Messages - Conducted on Entire Data File |
|---|
| 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. |
| Your State submitted no providers serving more than one child for the month. |

**Table 4: Cross File Check Messages for Individual Data Elements**

| Data Element | Cross File Check Messages - Conducted on Individual 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 |

| Data Element | Cross File Check Messages - Conducted on Individual Data Elements<br>Asterisks (*) indicate checks **not** conducted on sample submissions |
|---|---|
| | Summary Record. |
| 02: Unique State Identifier | - No identifiers submitted.  Please submit unique case identifiers. |
| 03: Filler | -  No checks. |
| 04: FIPS Code | - No data submitted for the following counties: Name/FIPS Code.*<br>- $x$ % of all records have the same FIPS code, County Name.* |
| 05: Single Parent | - None of the records indicates Single Parent Status.<br>- Only $x$% of all records indicate Single Parent status. |
| 06: Reason for Care | - None of the records indicates Option 1: "Employment, including on-the-job training" as the reason for receiving subsidized child care.<br>- None of the records indicates Option 2: "Training/Education" as the reason for receiving subsidized child care.<br>- None of the records indicates Option 3: "Both Employment and Training/Education" as the reason for receiving subsidized child care.<br>- $x$ % of all records indicate Option 4: "Protective Services" as the reason for receiving subsidized child care.<br>- 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.<br>- 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.<br>- None of the records indicates "TANF Income."<br>- Only $x$% of all records indicate "TANF Income." |
| 12: State Dollars counted towards TANF MOE | -  No checks. |
| 13: Housing Voucher or Cash Assistance | - All records have the same value.<br>- None of the records indicates "Housing Voucher or Cash Assistance."<br>- Only $x$% of all records indicate "Housing Voucher or Cash Assistance." |
| 14: Supplemental Nutrition Assistance Program (formerly Food Stamps) | - All records have the same value.<br>- None of the records indicates "Assistance under the Food Stamp Act of 1977."<br>- Only $x$% of all records indicate "Assistance under the Food Stamp Act of 1977." |
| 15: Other Federal Cash Income  Programs (e.g., SSI) | - All records have the same value.<br>- None of the records indicates "Other Income Sources."<br>- $x$% of all records indicate "Other Income Sources." |
| 16: Family Size | - All records have the same value. |

| Data Element | Cross File Check Messages - Conducted on Individual Data Elements<br>Asterisks (*) indicate checks not conducted on sample submissions |
|---|---|
| 16a: Homeless Status | - No checks. |
| 16b: Family Zip Code | - No checks. |
| 16c: Military Service | - No checks. |
| 16d: Primary Language | - No checks. |
| 17: Filler | - No checks. |
| 18: Hispanic/Latino | - All records have the same value.*<br>- None of the records indicates "Hispanic/Latino" ethnicity.<br>- Only $x$% of all records indicate "Hispanic/Latino" ethnicity. |
| 19: Am.Ind./AK Native | - All records have the same value.* |
| 20: Asian | - All records have the same value.*<br>- None of the records indicates "Asian" race.<br>- Only $x$% of all records indicate "Asian" race. |
| 21: Black/African-Am. | - All records have the same value.*<br>- None of the records indicates "Black or African American" race.<br>- 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.<br>- None of the records indicates "White" race.*<br>- Only $x$% of all records indicate "White" race. |
| 24: Gender | - None of the records indicates Option (2): "Female" as child gender.<br>- $x$% of all records indicate Option 2: "Female" as child gender. |
| 25: Birth Mo./Yr. | - All records have the same value. |
| 25a: Child Disability | - No checks. |
| 26: Type of Care | - All records have the same value.<br>- Less than 10% of all records have Option 1: "Licensed/regulated in-home child care" checked.<br>- Less than 10% of all records have Option 2: "Licensed/regulated family child care" checked.<br>- Less than 10% of all records have Option 3: "Licensed/regulated group home child care" checked.<br>- None of the records has Option 4: "Licensed/regulated center-based care" checked.<br>- 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. |
| 29: Provider FEIN | - No checks. |
| 30: Provider Unique State ID | - No checks. |
| 31: Provider FEIN | - No checks. |
| 32: Provider Unique State ID | - No checks. |
| 33: QRIS Participation | - No checks. |

| Data Element | Cross File Check Messages - Conducted on Individual Data Elements<br>Asterisks (*) indicate checks not conducted on sample submissions |
|---|---|
| 34: QRIS Rating | - All records have the same value. |
| 35: Accreditation Status | - All records have the same Option 1: Yes: National Accreditation<br>- All records have the same Option 2: Yes: State Accreditation<br>- All records have the same Option 3: Yes: Other Accreditation (Not National or State Level)<br>- All records have the same Option 4: Yes: Level/Type of Accreditation Unavailable |
| 36: Provider is Subject to State Pre-K Standards | - All records have the same Option 0: No<br>- All records have the same Option 1:Yes |
| 37: Other State-defined Quality Measure | - All records have the same Option 0: No<br>- All records have the same Option 1: Yes |
| 38: Head Start/Early Head Start Standards | - No checks. |
| 39. Provider Zip Code | - No checks. |

*Note: Element #40 – Date of Recent Health & Safety Inspection should not to be included until the October 2017 report.

## IV. THE CHILD CARE DATA VIEWER

The Summary Report also can be generated using the *Child Care Data Viewer (Data Viewer)*.

The *Data Viewer* software was developed by the Office of Child Care (OCC) to give State and Territory CCDF grantees the ability to assess the quality of data files prior to transmitting them to the OCC. It is Microsoft Access based computer software that is used in conjunction with prepared ACF-801 monthly data files. To obtain a copy of the software, please contact NCDR. The *Data Viewer* serves two primary purposes: 1) checking the quality of data and 2) generating reports.

*Data Viewer* functions include:

- The generation of the Summary Report which provides a high level quality assurance (QA) check of your monthly data;

- The ability to **view specific case record information** for a more detailed review;

- Display of printable family record information to facilitate corrections; and

- Automatic calculation of standard reports (based on a Grantee's monthly data) that can be used by program staff for supervision, public inquiries, resource development, program improvement, and community education.

The *Child Care Data Viewer Users' Manual* is available at
https://www.acf.hhs.gov/occ/resource/child-care-data-viewer

## V. SUMMARY AND CONCLUSIONS

This Bulletin has presented information on how to use the Summary Report that is returned to Grantees after their ACF-801 report is submitted and processed. The Summary Report provides a view of the Grantee data as a whole, and allows States/Territories to assess potential errors with extraction, mapping, or data collection and entry. Since this information will be used in research, reported to Congress, and may serve as the basis for programmatic decisions on child care, it is important that submitted data are accurate and complete.

For more information about the data quality and file format standards used by OCCIS for ACF-801 case-level data, see the latest versions of Technical Bulletins #3 and #4 on the OCC website at https://www.acf.hhs.gov/occ/resource/current-technical-bulletins.

If you have questions and need additional assistance, contact the National Center on Child Care Data and Reporting (NCDR) Monday-Friday between 9:00 AM and 5:00 PM, prevailing Eastern Time:

Phone (toll free): 1-877-249-9117

E-mail: ncdr@ecetta.info