

# CHILD CARE DATA TRACKER Version 2.0cT

## ADDENDUM FOR TERRITORIES April 2010

Version 2.0cT of the *Child Care Data Tracker (Tracker)* has been developed to address recent changes that the Child Care Bureau (CCB) has made to the monthly, case-level ACF-801 report. Additional details about these report changes can be found in Program Instruction CCDF-ACF-PI-2009-07 available online at:

<http://www.acf.hhs.gov/programs/ccb/law/guidance/current/pi2009-07/pi2009-07.htm>.

New ACF-801 changes include:

- Header (summary) record: CCB removed estimated Pre-K counts and grantees will fill the existing field with seven zeros (0000000) – effective immediately.
- Data Element #6: CCB removed two of the ten response categories from Reason for Receiving Care (i.e., the "Other" and the "Federal Emergency & Other" categories) to ensure that only CCDF eligible families and children are reported and reflected in the administrative data – effective October 1, 2010.
- Data Element #27: CCB revised the Total Monthly Amount Paid to Provider to report only the subsidy amount paid without including the family co-payment amount—effective October 1, 2010. Prior to October 1, 2010, the requirement was to include the co-payment in this total figure.

This document outlines the modifications in the *Tracker V2.0cT* that address these ACF-801 report requirement changes. The original *Tracker User's Guide* for V2.0 plus the Supplemental Guides and the Territory Addendum, still provide accurate guidance for using the core *Tracker* functions. All are available on the CCB website at <http://www.acf.hhs.gov/programs/ccb/ta/ccarc/tracker.htm>.

With the exception of reason for care, these report requirement changes will be handled internally by the *Tracker* and will not require user input actions. It is important, however, that all grantees are aware of the changes and how they will impact your future ACF-801 reports. Each will be discussed in further detail below.

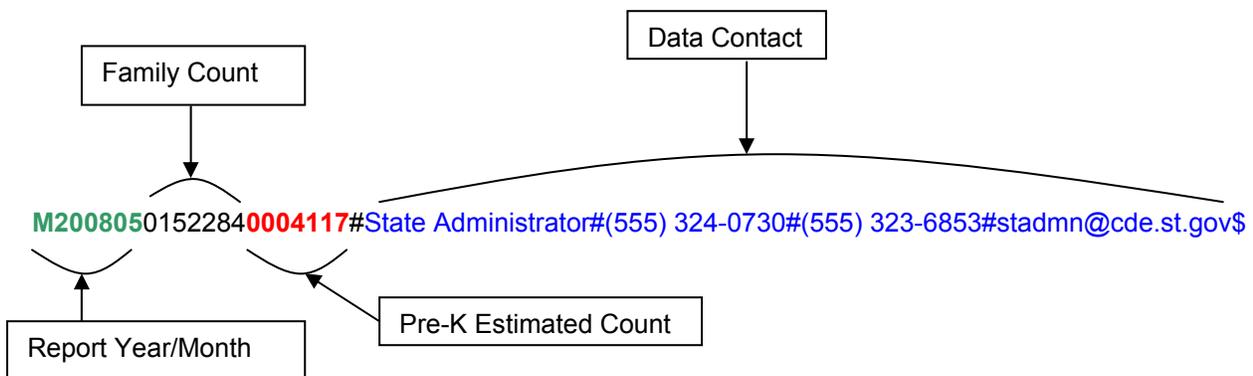
*Tracker* Version 2.0cT is installed according to the same instruction that was provided in the *User Guides*. Note that if you are using Microsoft Vista and/or Access 2007 there are some special installation and set up steps that you must take (see Appendix).

## HEADER RECORD:

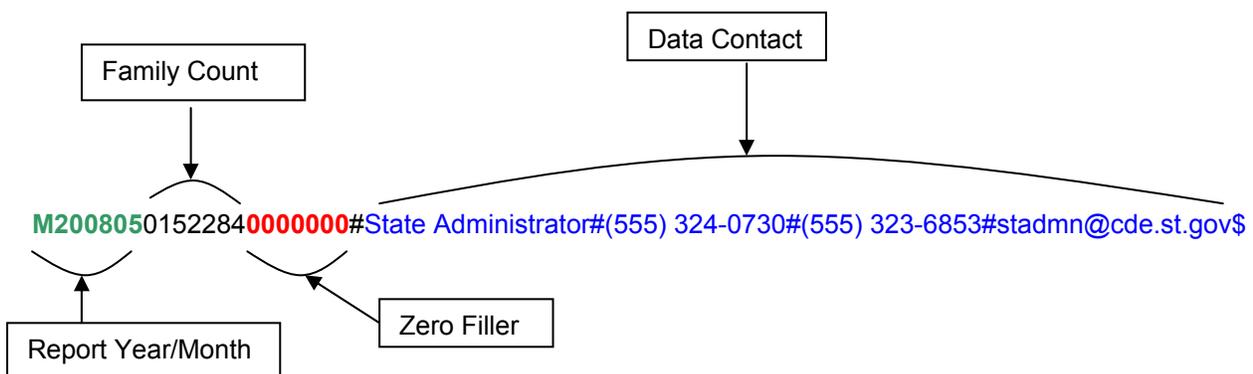
After June, 2009, a Pre-K count no longer is collected on the monthly ACF-801 report. Previously, the number of children (or estimated number if an actual count was unavailable) receiving subsidized Pre-K child care services in your Territory was included in the header record each month.

Effective June, 2009, the CCB removed this information from the ACF-801 summary record. In lieu of an estimated count, the seven-character field should be populated with seven zeros – “0000000”.

### Sample Header Record prior to June 2009



### Sample Header Record after June 2009



Note that information about the number of children receiving subsidized Pre-K services will be required on the CCDF annual **ACF-800** report beginning with the FFY 2010 report (due by December 31, 2010).

## Tracker Changes

The Application Maintenance Module in the *Tracker* includes a field in which Territory grantees record the total number of families served during the report period. This value populates the ACF-801 header record. In prior versions of the *Tracker*, there was a Pre-K field. Version 2.0cT no longer has this Pre-K field. The Tracker will pre-fill the field in the header record with zeros (000000).

### V2.0c Application Maintenance Screen

Application Maintenance

License Type List	Program Defined Information	Poverty Guidelines Chart	Username / Password
Case Worker List	Program Location List	Marital Status List	Client Closed Reason List
Approval Letter Subj Text	Approval Letter Footer Text	Certificate Title Text	Certificate Footer Text
Letterhead Information	Tribal Affiliation List	Eligibility Lists	Payment Schedule/Copayment

Agency Name: Grandma's Place  
Street Address: 55 Harborton Lane  
City: Fredericksburg  
State: GU Zip Code: 22406  
Contact: Grammie  
Contact Title: Queen  
Email Address:  
Phone #: 555-555-5555  
Fax #:  
# of Families Served: 0 # of Pre-K Children: 0

Generate ACF-801 File Help Close

### Version 2.0cT Application Maintenance Screen

Application Maintenance

License Type List	Program Defined Information	Poverty Guidelines Chart	Username / Password
Case Worker List	Program Location List	Marital Status List	Client Closed Reason List
Approval Letter Subj Text	Approval Letter Footer Text	Certificate Title Text	Certificate Footer Text
Letterhead Information	Local Ethnicity	Eligibility Lists	Payment Schedule/Copayment

Agency Name: Central Child Care Center  
Street Address: 1234 Maine Street  
City: Any City  
State: GU Zip Code: 96915  
Contact: Susan Hill  
Contact Title: Child Care Director  
Email Address:  
Phone #: 301-555-5555  
Fax #:  
# of Families Served: 0

Generate ACF-801 File Help Close

## **ELEMENT # 6 – REASON FOR RECEIVING SUBSIDIZED CHILD CARE**

Effective October 1, 2010, the response categories “Other” and “Federal Declared Emergency and Other” will be eliminated. States/Territories should report only responses that correspond to the definitions of “employment”, “training/education, both employment and training/education, or “protective services” that are included in their approved CCDF Plan.

### **Tracker Changes**

On the applicant screen in the revised *Tracker*, the selection options for *reason for care* – the reason that makes a family eligible to receive subsidized child care – will contain only eight possible choices instead of ten choices. The reason for care for new families being entered into the *Tracker* must be one of the eight choices – “other” will not be an available choice for new families.

Version 2.0c:

Work
Training/Education
Work/Training/Education
Protective Services
Other
Federal Emergency & Work
Federal Emergency & Training/Education
Federal Emergency & Work/Training/Education
Federal Emergency & Protective Services
Federal Emergency & Other

Version 2.0cT:

Work
Training/Education
Work/Training/Educator
Protective Services
Federal Emergency & Work
Federal Emergency & Training/Education
Federal Emergency & Work/Training/Education
Federal Emergency & Protective Services

In Version 2.0cT of the *Tracker*, when you add a new eligibility period for an existing client that has “other” recorded as the reason for care, a dialogue box will be displayed to remind you that you must edit the reason for care for that family before you will be able to proceed to enter the new eligibility period.



This will be a required action when adding a new eligibility period for all existing family records that currently have “other” as the reason for care.

Beginning in October, 2010, the “reason for care” elements for existing families for whom “other” is not changed will appear in the ACF-801 report as it is entered into the *Tracker*. When, however, the monthly file is submitted and processed, the “reason for care” will be coded as **invalid** in CCBIS. This means that your program will appear with “invalid” reasons for care when national reports are calculated.

## **ELEMENT # 27 – TOTAL MONTHLY AMOUNT PAID TO PROVIDER (SUBSIDY)**

For each child receiving care, this value indicates the total monthly dollar amount (rounded to the nearest dollar) paid to the provider for the care of the child. The Total Monthly Amount should include Federal, State, and locally funded amounts. Effective October 1, 2010, this amount no longer will include the family co-payment and should reflect only the subsidy that is paid by the program to the provider for services rendered.

### Tracker Changes

This change in the ACF-801 report does not require a change in the way you enter co-payment or subsidy data. You will continue to enter co-payment information in the same financial screen just as you always have. In the *Tracker V2.0cT*, the necessary report change will be calculated automatically by the software when you generate your ACF-801 reports.

Income Sources (select all that apply)		Monthly Income Amt	Applies to CCDF Elig
		Yes	No
Employment Income	\$1,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Child Support	\$100	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TANF	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SSI	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medicaid	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Food Stamps	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WIC	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Educational Aid	\$250	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Housing Assistance	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alimony	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Fed Program(s)	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCDF Deductions	\$0		

It is important to note that the values reported in Element #27 on your ACF-801 Report will change as a result of this different calculation.

Prior to October 1, 2010, the calculated value reported for Element # 27 included both the family co-payment and the subsidy amount paid to the provider.

**Element # 27 (total paid to provider) = Element # 6(Copayment) + Authorized Payment (Subsidy)**

After October 1, 2010, the calculated value for Element # 27 will include only the subsidy payment to the provider.

**Element # 27 (total paid to provider) = Authorized Payment (Subsidy)**

## **RESOURCES FOR ADDITIONAL INFORMATION**

If you have questions or need more information about the ACF-801 report and these changes, there are two primary resources for additional help – the Regional Office Child Care Program Manager for program and policy questions, and the Child Care Automation Resource Center (CCARC) for general reporting questions.

The Child Care Bureau (CCB) is represented by staff in each of the ten administrative regions across the country. You should contact your Regional Office if you have questions regarding your Child Care program policy or operations. Contact information for the **Regional Offices** can be found on the CCB website:

[http://www.acf.hhs.gov/programs/ccb/ta/raaddr/program\\_managers.htm](http://www.acf.hhs.gov/programs/ccb/ta/raaddr/program_managers.htm)

CCARC works with the CCB to provide technical assistance to all of the State, Territory, and Tribal CCDF Grantees with matters related to the required CCDF data reporting. You can reach **CCARC** Monday to Friday from 9:00 am – 5:00 pm, prevailing Eastern Time. Appointments for phone calls also can be made outside of CCARC's regular work hours.

Phone (toll-free): 1-877-249-9117  
E-mail: [ccarc@childcaredata.org](mailto:ccarc@childcaredata.org)  
Fax: 301-692-0700  
Mail: 2600 Tower Oaks Boulevard  
Suite 600  
Rockville, MD 20852

# **APPENDIX**

Installing the Child Care Data Tracker on Vista Operating System

Using the Tracker with Access 2007

## INSTALLING THE *TRACKER* ON MICROSOFT VISTA

If you use the VISTA operating system on your computer, the instructions for installing the *Child Care Data Tracker V2.0cT* will be slightly different than the installation would be for other operating systems. The primary difference relates to the location in your computer where the system will be saved (steps # 5-9 below). If you have any questions about installing the *Tracker* with VISTA, contact CCARC for assistance.

- 1: Insert the *Tracker* CD labeled *Child Care Data Tracker V2.0cT* into your CD drive.
- 2: Inserting the *Tracker* CD should automatically activate the installation process. (See the note on page 10 if the installation process does not start automatically.)

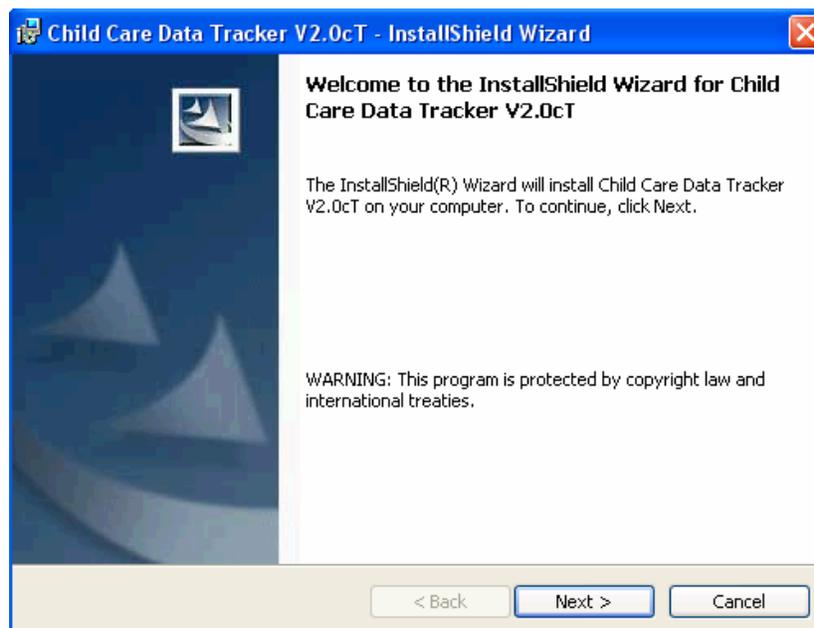


- Click the **Install** button if you wish to continue with the installation process.
  - Click the **Help** button to access the Installation Help.
  - Click the **Exit** button if you wish to stop the installation process and exit from the CD.
- 3: If you click the **Install** button, the *Tracker* installation screen will be displayed.



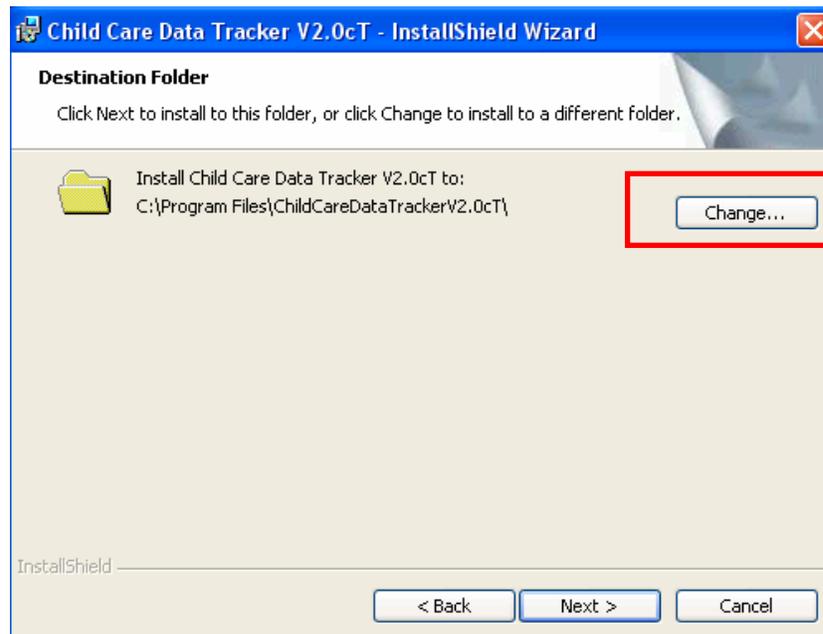
- Click the **Install Child Care Data Tracker V2.0cT** button to continue the installation process.

4: InstallShield Wizard will be activated and the following screen will be displayed.

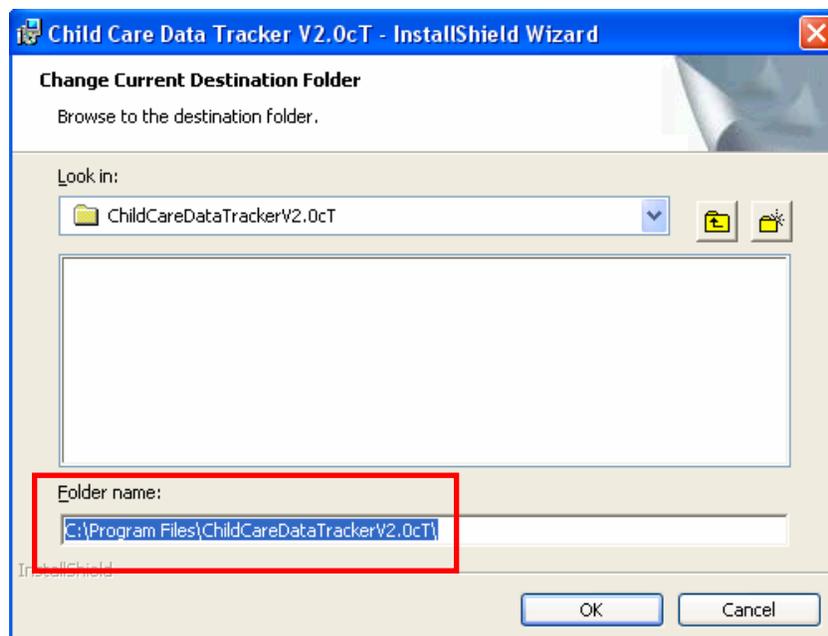


- Click the **Next** button to continue the installation process.

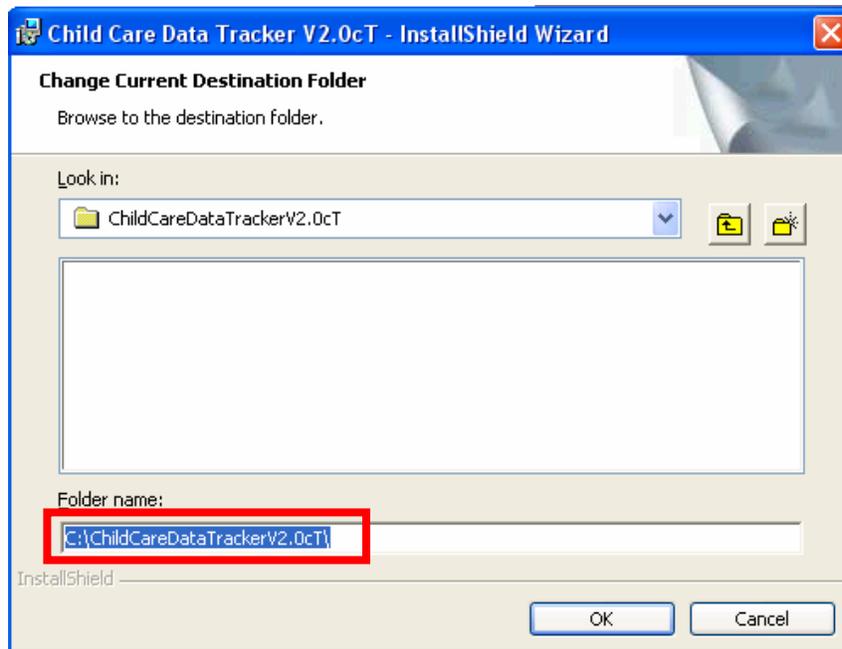
5: On the Destination Folder screen, click the **Change...** button.



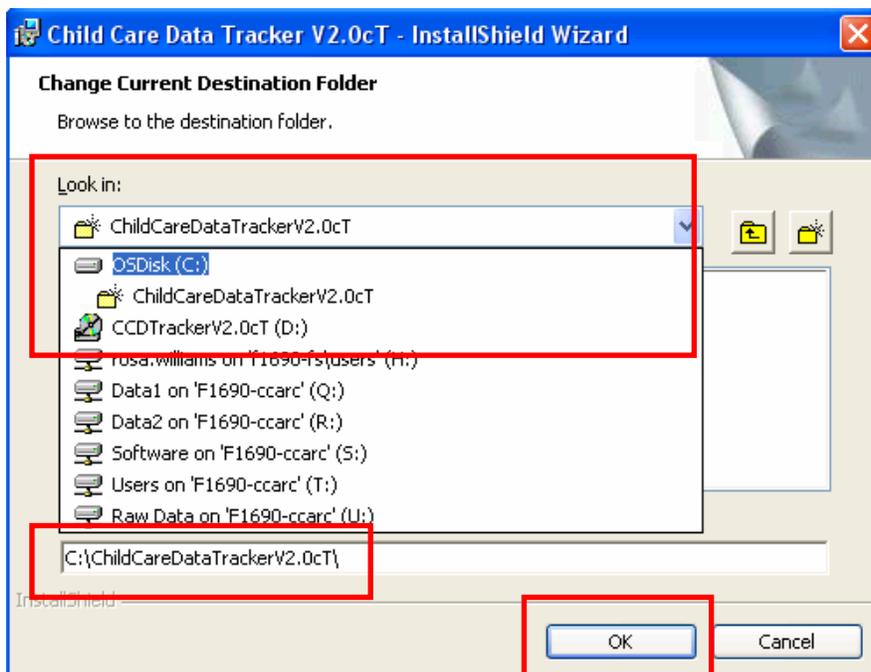
6: On the Change Current Destination Folder screen, notice the field under **Folder name:** (C:\Program Files\ChildCareDataTrackerV2.0cT).



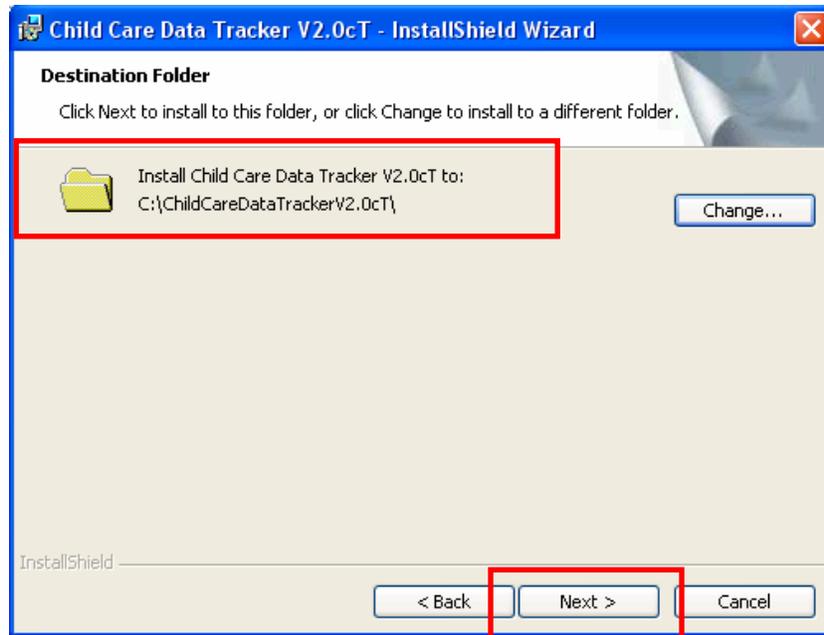
Remove the words “\Program Files” from the path so that it reads:  
“C: \ChildCareDataTrackerV2.0cT”



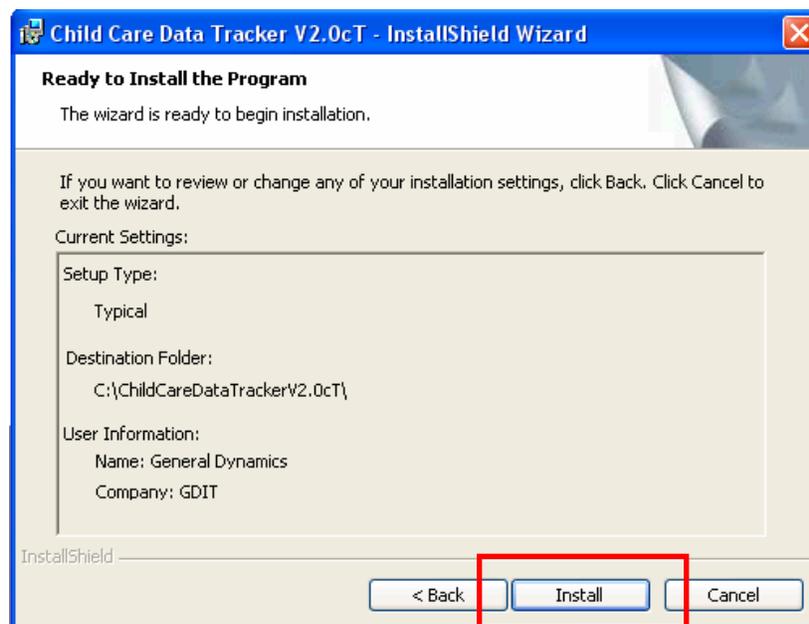
7. In the field under “Look in:” select “**Local Disk (C:)**” from the drop-down box. Then click **OK**.



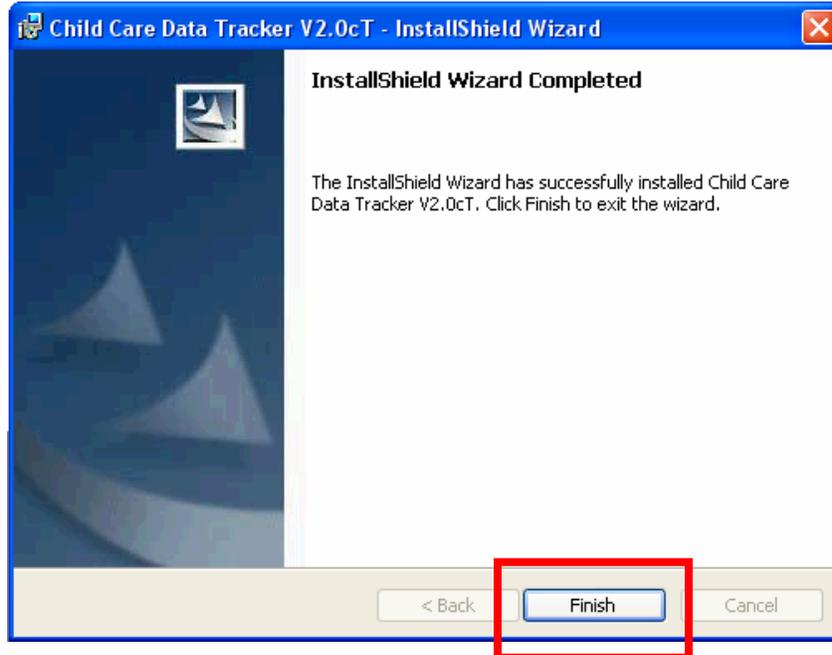
- 8:** Confirm that the *Tracker* will be installed to the: C:\ChildCareDataTrackerV2.0cT location.
- Click the **Next >** button to continue the installation process.
  - Click the **>Back** button to return to the previous screen if changes are needed.



- 9:** The InstallShield Wizard will display the installation parameters. If this information is correct, click the **Install** button.

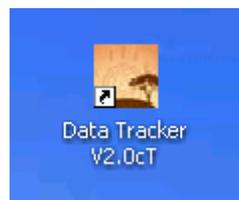


When the installation process is completed, the following screen will be displayed.



Once you see this screen, you will know you have successfully installed *Tracker V2.0cT*. Click the **Finish** button.

The installation process automatically creates a shortcut icon (appearing similar to this one) that will appear on your desktop.



**CAUTION:** If you have installed a previous version of the *Tracker* on this computer, the installation process for V2.0cT will not remove the existing 2.0a, or 2.0b, or 2.0c icon that is already located on your computer desktop. Old and the new shortcuts will appear. Take care to make sure that you open and use the correct version of the database when you enter or edit information. You may remove the old shortcut once you are sure your system is running V2.0cT correctly.

If you encounter difficulty installing or using the *Tracker*, please contact CCARC for assistance.

## USING THE *TRACKER* WITH MICROSOFT ACCESS 2007

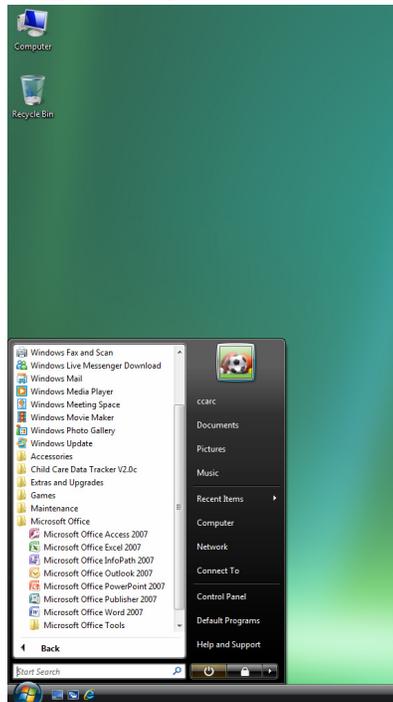
For a user to be able to open and use the *Tracker*, the *Tracker* installation path (“C:\ChildCareDataTrackerV2.0cT”) must be added to the trusted locations list in Access 2007. In addition, some Access 2007 screens look different from earlier versions. Instructions in this section will help you to ensure that you are able to use the *Tracker* software fully with Access 2007.

## ADDRESSING MICROSOFT ACCESS 2007 SECURITY ISSUES

**Immediately** after installing the *Tracker* on your computer, you will need to change several key settings within Access 2007. (If you are not familiar with Microsoft Access 2007 or “trusted locations” we recommend that you consult your I.T. professional for assistance with the following steps):

1: Open Microsoft Access 2007.

### Windows Vista



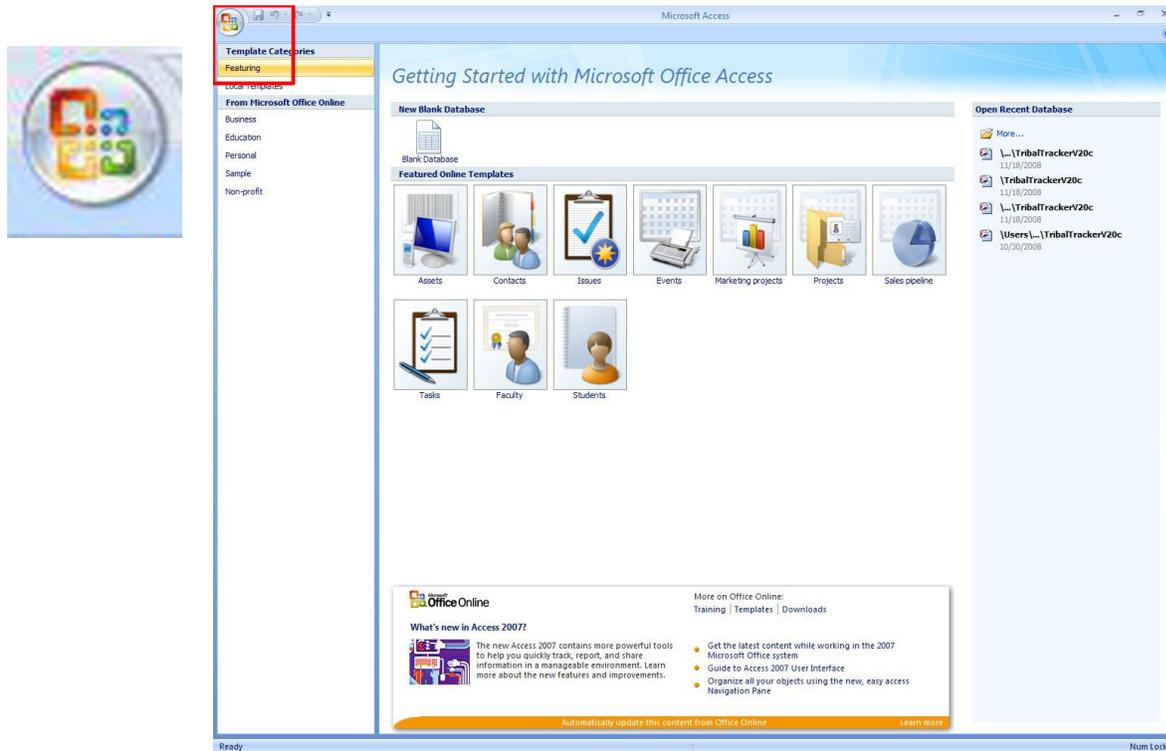
Start → All Programs → Microsoft Office

### Windows XP

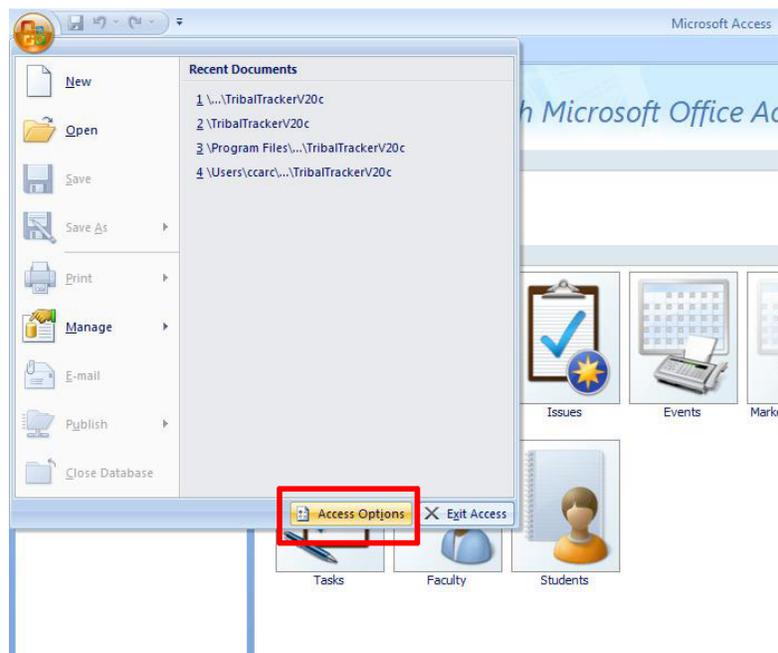


Start → Programs → Microsoft Office

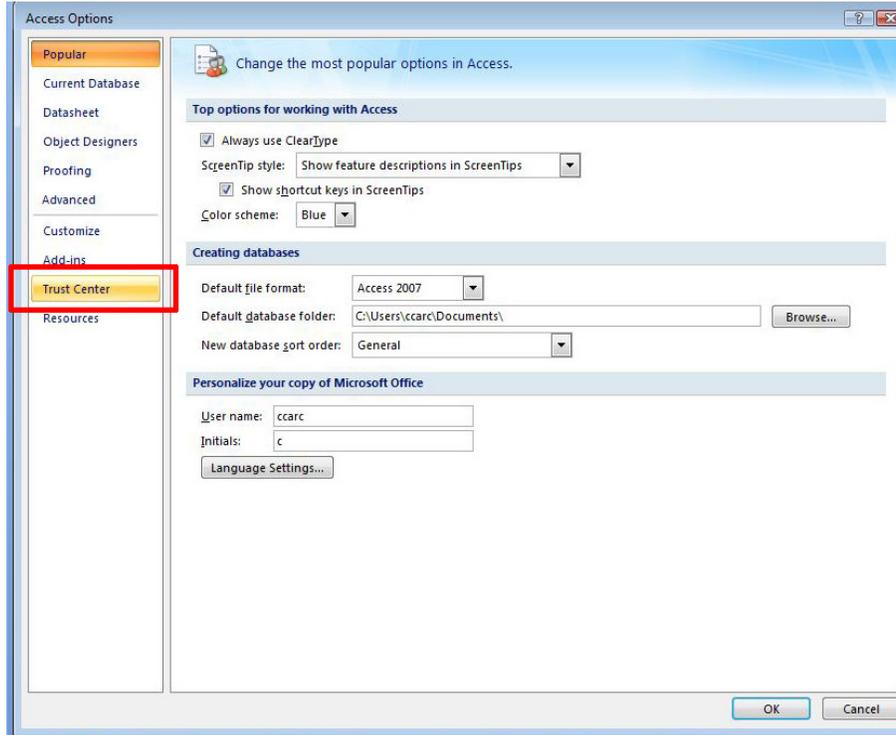
2: Once MS Access 2007 opens, you will see the Getting Started with Microsoft Access screen. Click the **Office** button (the colored circle) on the upper left-hand corner of the screen.



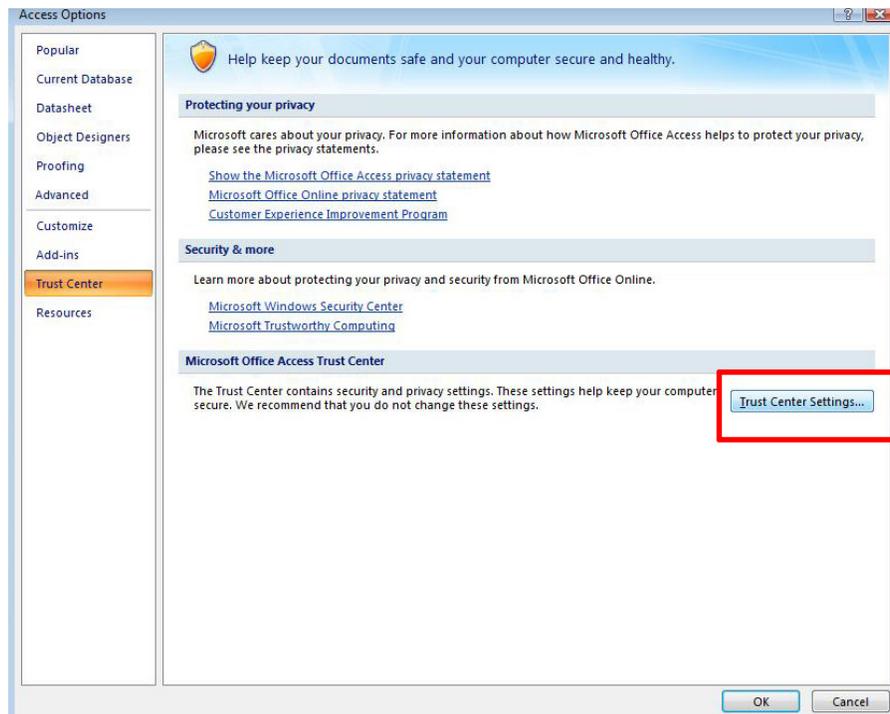
3: Click the **Access Options** button.



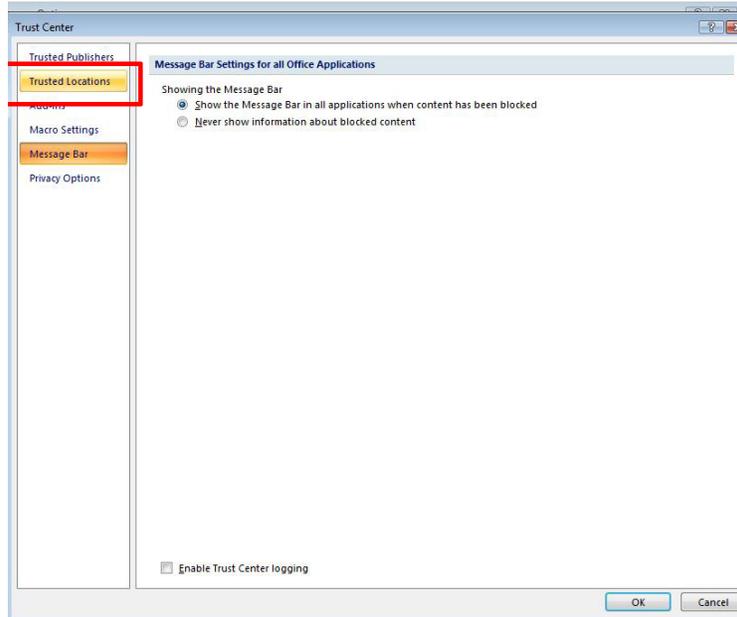
4: Click the **Trust Center** button on the left-hand side of the screen.



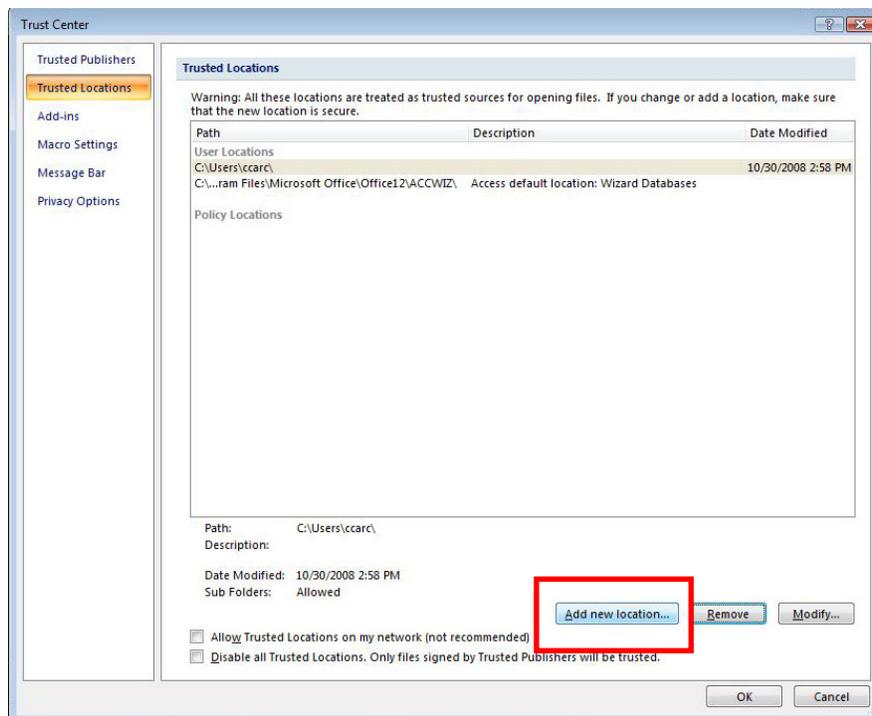
5: Click the **Trust Center Settings** button on the lower right-hand corner.



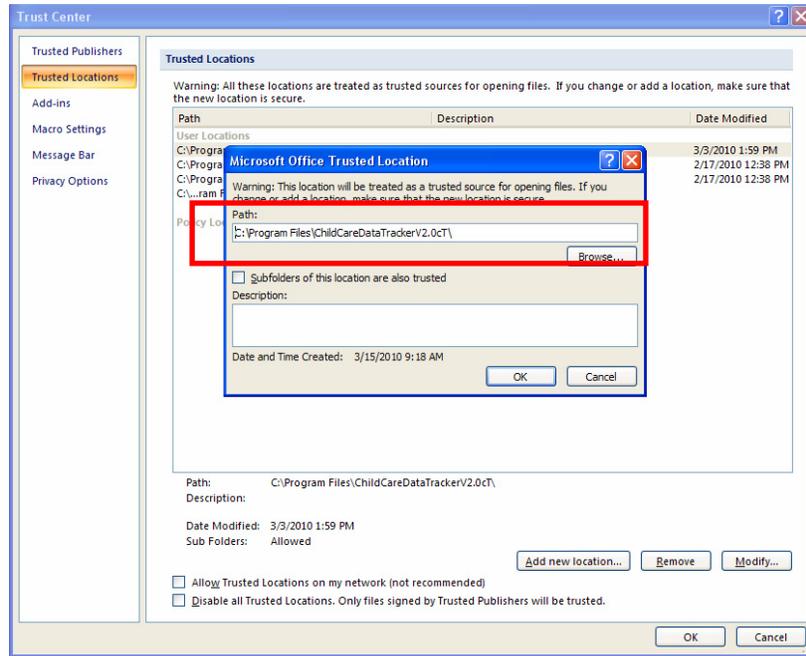
6: Click the **Trusted Locations** button on the left side.



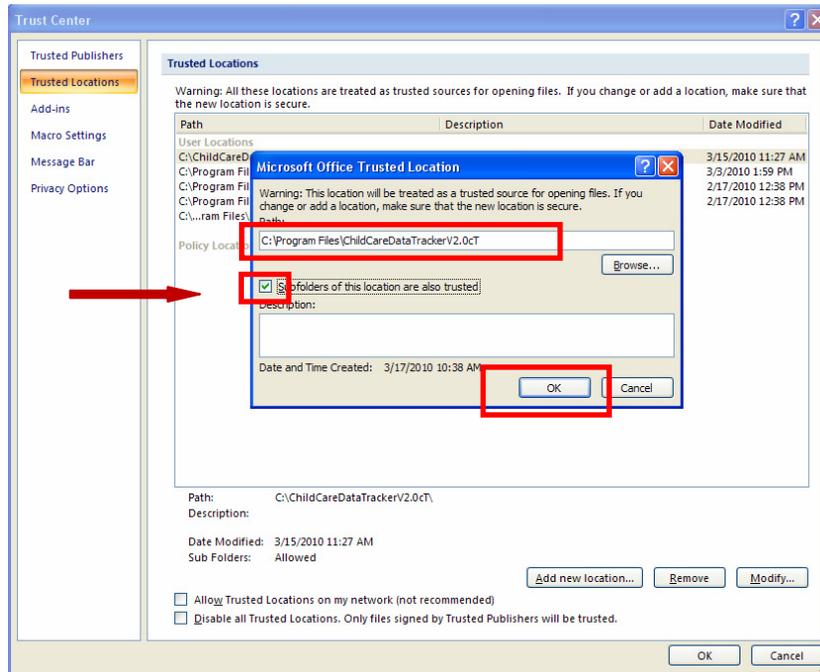
7: Click the **Add New Location** button.



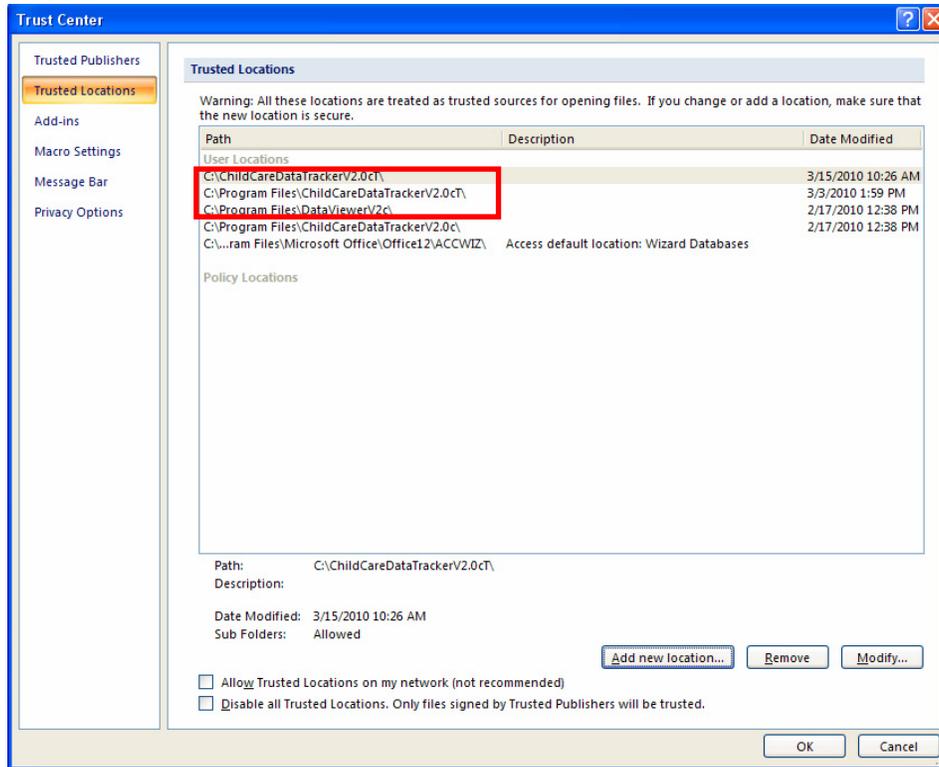
8: Modify the text field under “Path:” by clicking the Browse button and navigating to the ChildCareDataTrackerV2.0cT folder where the software is installed (for example, C:\Program Files\ChildCareDataTrackerV2.0cT).



9: The ChildCareDataTrackerV2.0cT folder should now appear in the “Path:” field. Click the box next to “Subfolders of this location are also trusted”. Then click OK.



**10:** You should now see the ChildCareDataTrackerV2.0cT folder on the list as a trusted location. Click **OK** on all remaining screens until you are back to the Getting Started with Microsoft Access screen. Exit Microsoft Access 2007.



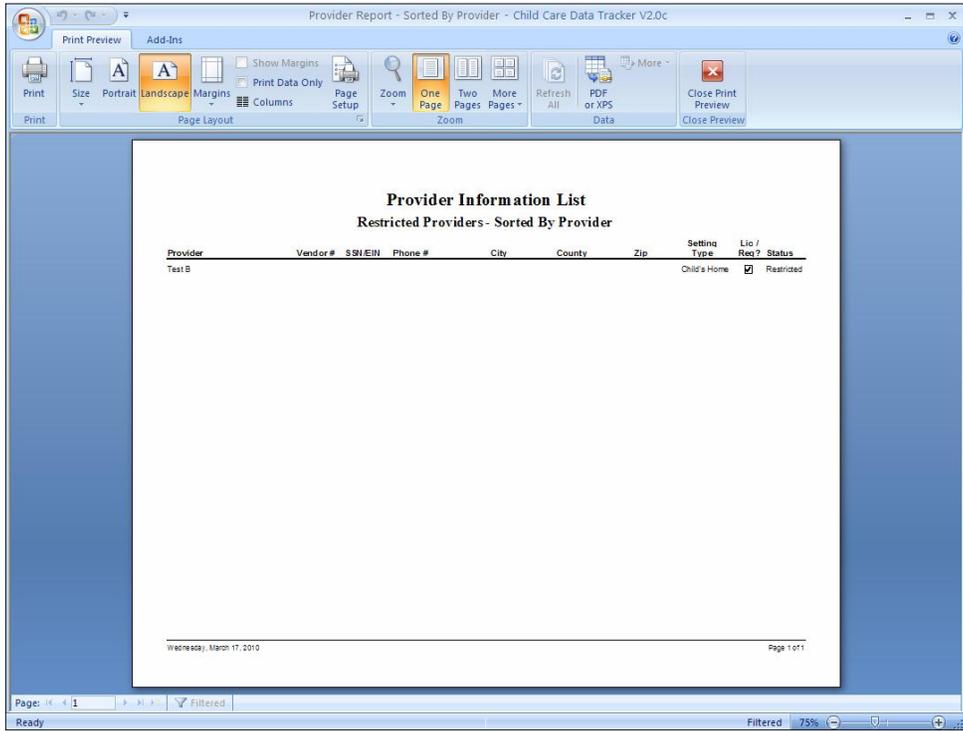
You should now be able to use the *Tracker* software fully with Microsoft Access 2007.

**Never convert the *Tracker* database into Microsoft Access 2007 format (accdb format). If you do so, you may not be able to transfer your data from prior versions of Microsoft Access into the current version.**

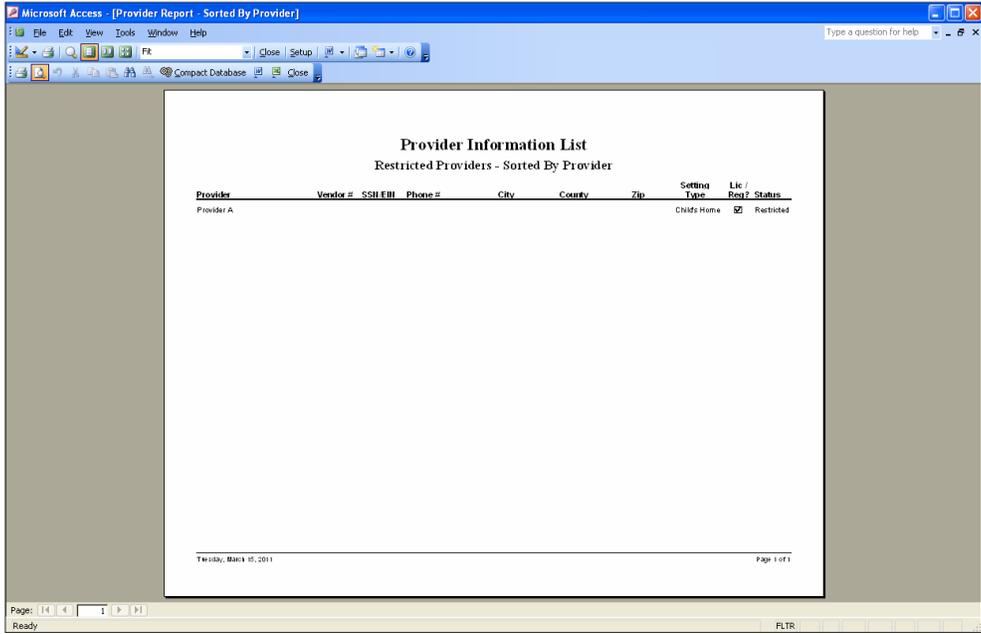
## **MICROSOFT ACCESS 2007 INTERFACE DIFFERENCES**

There are differences in the graphic user interface (or general appearance) of Microsoft Access 2007 from previous versions of the software and your screen will look different when you are using the *Tracker* from how it would look if you were using one of the earlier versions of Microsoft Access.

Access 2007 Screen



Access 2000-2003 Screen

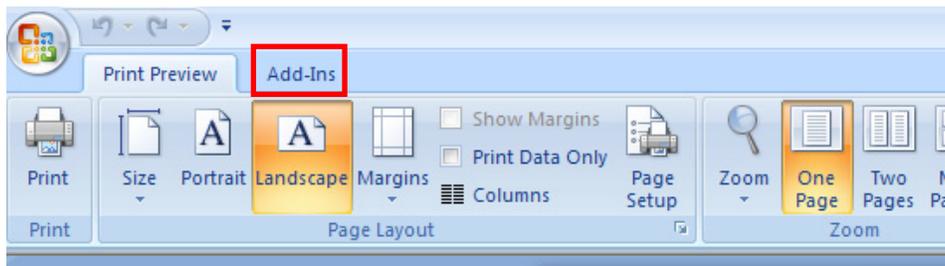


In Access Versions 2000 – 2003, users can export reports from the *Tracker* to Microsoft Word and Microsoft Excel by opening a report and clicking the Word or Excel icons that appear on the menu bar at the top of the screen:



However, in Microsoft Access 2007, these functions are handled differently. You will *only* be able to export reports or printable documents from the *Tracker* to Microsoft Word. You will *not* be able to export reports to Microsoft Excel.

The icon for exporting into Microsoft Word does not automatically appear on your screen. In Microsoft Access 2007, if you wish to export a report or document to Microsoft Word, you will need to click the “Add-Ins” tab at the top of the menu bar.



Once the Add-Ins tab is open, you will see the icon for Microsoft Word near the top of the menu bar.

