

CHILD CARE DATA VIEWER

Version 3.0



USER'S MANUAL

May 2015

This user's manual is a technical assistance product of the Office of Child Care, Administration for Children and Families, US Department of Health and Human Services. The manual is for distribution according to department policy. It was produced by General Dynamics Information Technology under contract HHSP233201175071.

TABLE OF CONTENTS

1. OVERVIEW	3
1.1 What is the <i>Child Care Data Viewer</i> ?.....	3
1.2 How is Version 3.0 of the <i>Data Viewer</i> Different from Previous Versions?	3
1.3 Hardware and Software Requirements and Recommendations	4
2. INSTALLING THE <i>CHILD CARE DATA VIEWER</i> SOFTWARE.....	5
3. USING THE <i>CHILD CARE DATA VIEWER</i> SOFTWARE	7
3.1 Loading ACF-801 Data	13
3.2 Analyzing Errors.....	20
3.2.1 Summary Assessment Report (SAR)	21
3.2.2 Analyze Errors Screen.....	22
3.3 Generating and Customizing REPORTS	29
3.3.1 Selecting Views (Generating Reports).....	29
3.3.2 Customizing Groups and Creating Regions.....	33
3.3.3 Updating Calculation Values.....	36
4. RESOURCES FOR TECHNICAL ASSISTANCE	39
4.1 Integrated Help	39
4.2 Child Care Automation Resource Center (CCARC).....	40

1. OVERVIEW

1.1 WHAT IS THE CHILD CARE DATA VIEWER?

The *Child Care Data Viewer (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 grantee prepared ACF-801 monthly data files.

The *Data Viewer* serves two primary purposes, 1) checking the quality of data, and 2) generating reports. The *Data Viewer* offers several different functions that are helpful as you work to ensure that the required CCDF data you submit accurately represent the families being served, and the providers and services supported with CCDF grant dollars. These functions include:

- The generation of the Summary Assessment Report (SAR) which provides a high level quality assurance (QA) check of your monthly data,
- The ability to view specific case records for detailed review, and
- The automatic calculation of standard reports based on your own monthly data that can be used by you and your staff for supervision, public inquiries, resource development, program improvement, and community education.

1.2 HOW IS VERSION 3.0 OF THE DATA VIEWER DIFFERENT FROM PREVIOUS VERSIONS?

This updated version of the *Data Viewer* (Version 3.0) incorporates changes to the CCDF ACF-801 reporting requirements (see the latest version of Technical Bulletin #3: <http://www.acf.hhs.gov/programs/occ/resource/current-technical-bulletins>), updates certain validity checks, and reflects other functional modifications to allow the software to operate more efficiently. These changes include:

- The incorporation of nine new Data Elements (#29 - #37) which are:
 - #29 – Provider FEIN
 - #30 – Provider Unique State ID
 - #31 – Provider FEIN
 - #32 – Provider Unique State ID
 - #33 – QRIS Participation
 - #34 – QRIS Rating
 - #35 – Accreditation Status
 - #36 – Provider meets Pre-K Standards
 - #37 – Other State-defined Quality Measure

- Updates to error code tables to reflect system content changes.

The table on the following pages provides basic information about hardware and software requirements necessary to run the program and some recommendations to make using the software easier.

The remainder of this document is organized into three sections:

- Installing the software
- Using the *Data Viewer* –
 - Loading data,
 - Analyzing errors, and
 - Generating and customizing reports.
- Resources for technical assistance.

Note that no new reports have been added to the Data Viewer at this time.

1.3 HARDWARE AND SOFTWARE REQUIREMENTS AND RECOMMENDATIONS

The *Child Care Data Viewer V3.0* software was designed to require minimal hardware and software support. Requirements and recommendations are summarized in the following table:

Requirements	Recommendations
Processor	450-megahertz (MHz) Pentium II-class processor or higher is required
Operating System	The <i>Data Viewer V3.0</i> is supported on any of the following systems: <ul style="list-style-type: none"> • Windows 7 • Windows Vista • Windows XP Professional
Microsoft Access	Microsoft Access 2000 (or newer) software is required to run the <i>Data Viewer</i> . Version 3.0 can run on the following versions of Microsoft Access: <ul style="list-style-type: none"> • Microsoft Access 2010 (32-bit installation) • Microsoft Access 2007
Monitor	It is recommended that your monitor/screen resolution be

Requirements	Recommendations
	set to 1024 X 780 pixels . The minimum resolution should be at least 800 X 600 pixels .
Hard Disk	50 MB of available space is required on the system hard drive.
Drive	A USB port to both install the Data Viewer and to backup your current Data Viewer database. You can also use a CD RW drive to back up the database.
Printer	In order to take full advantage of the <i>Data Viewer's</i> capability to print reports, your computer (PC or laptop) must be connected to a printer capable of printing in color, if available. Although the charts displayed on the <i>Data Viewer</i> reports will print in black and white, some graphics will look best when printed in color.
Intranet/Internet Connection	In order to utilize the <i>Data Viewer</i> , you must have access, from the same computer, to your state's ACF-801 monthly data files which typically are stored on a network server.

2. INSTALLING THE *CHILD CARE DATA VIEWER* SOFTWARE

Prior to installing the *Data Viewer*, it is recommended that you:

- Ensure that your computer meets the system requirements listed in Section 1.
- Close all other programs and applications.
- Ensure that you have administrative rights to install software on your computer. Consult your IT staff if you do not have administrative rights.

Uninstalling Previous Versions of the *Data Viewer*

Installing Version 3.0 of the *Data Viewer* will not automatically uninstall earlier versions of the software. Version 3.0 will be installed as a separate program with a separate database.

To uninstall an earlier version of the *Data Viewer*:

Click the START button on the Windows Taskbar.

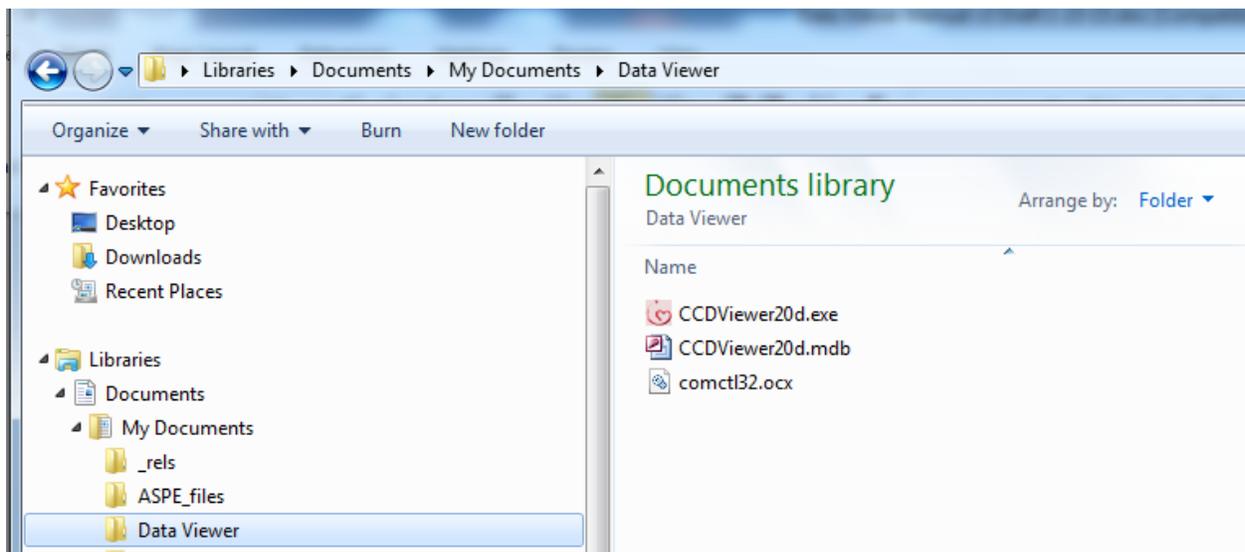
From the start menu, access your CONTROL PANEL. The way in which you uninstall the *Data Viewer* program will depend upon your version of Windows. For example, in Windows 7, after accessing the CONTROL PANEL:

- Click PROGRAMS AND FEATURES
- Click the *Child Care Data Viewer* version to be removed
- Click UNINSTALL

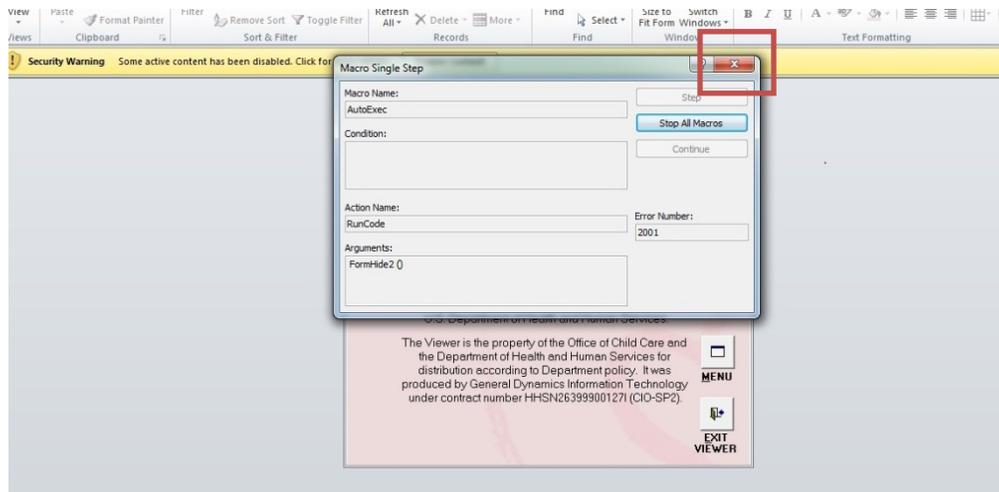
To Install the *Data Viewer*:

More recent versions of Windows have stricter security enhancements that only allow you to install software as read-only. In order to install and use the Data Viewer on your computer, you will have to save the software in a folder where you have administrative rights.

1. Create a new folder in your personal documents folder (or some other folder where you have administrative rights to make changes.) Name the new folder "Data Viewer".
2. Insert the Data Viewer USB/flash drive into a USB port on your computer.
3. Copy the *three* files from the flash drive and paste them to the newly created **Data Viewer** folder.



4. Copying and pasting the software to the new folder will not create a shortcut icon on your desktop. You can create a shortcut or access the database directly from the Library folder by double-clicking the **CCDViewer20d.mdb** file. This will open the software for use.
5. As newer versions of Microsoft Office have stricter security features, MS Access may require the user to Enable Content prior to using the Data Viewer software. As such, you may encounter the following error message when first using the Data Viewer.



Close the error message window by clicking on the X. You will then be able to see the security warning behind the message, and click on the **Enable Content** button.



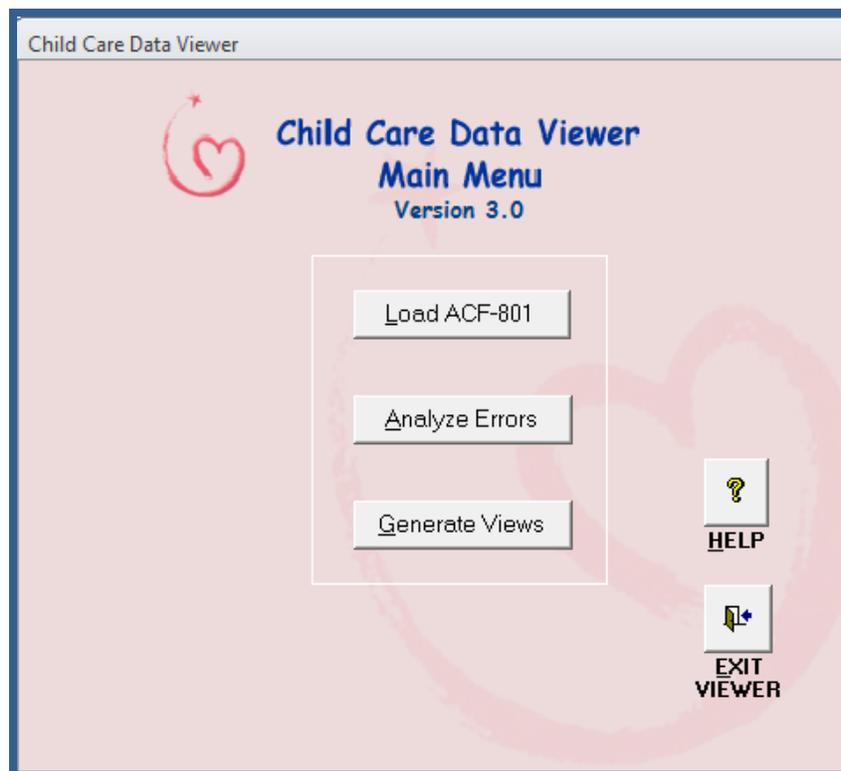
The user can then click on the **Menu** button to load an ACF-801 data file.

3. USING THE *CHILD CARE DATA VIEWER* SOFTWARE

The *Data Viewer* is an easy-to-use software program that offers a high level Quality Assurance (QA) summary of your monthly data files, allows you to easily view data that have been marked as potential errors, can automatically generate a number of pre-

defined reports, and allows customization of some of those reports to more fully meet your program needs.

The *Data Viewer* contains familiar features that are available throughout all of the modules such as standard navigation tools and access to an integrated help system from virtually every screen. Each module is accessible through the *Data Viewer's* Main Menu.



Child Care Data Viewer

Family Information

LEGEND
Missing Data
Out of Range Data
Inconsistent Data

02 - Case ID	<input type="text" value="00000000193220"/>	01 - Report Period	<input type="text" value="201407"/>	04 - FIPS Code	<input type="text" value="09001"/>
03 - Family SSN	<input type="text"/>	08 - Start Date	<input type="text" value="201004"/>	County	<input type="text" value="Fairfield"/>
07 - Family Copayment	<input type="text" value="\$0"/>	05 - Single Parent	<input type="text" value="1"/>	10 - Employment	<input type="text" value="0"/>
09 - Monthly Income	<input type="text" value="\$1,319"/>	06 - Subsidy Reason	<input type="text" value="1"/>	11 - TANF	<input type="text" value="0"/>
Family's Payment/Month	<input type="text" value="\$817"/>	16 - Family Size	<input type="text" value="01"/>	12 - TANF MOE	<input type="text" value="0"/>
Family's Hours/Month	<input type="text" value="204"/>	13 - Housing Voucher	<input type="text" value="0"/>	14 - Food Stamps	<input type="text" value="0"/>
		15 - Other Federal	<input type="text" value="0"/>		

CHILD 1 OF 1 Prev Child Next Child

17 - Child SSN	<input type="text"/>	18 - Hispanic	<input type="text" value="1"/>
24 - Gender	<input type="text" value="1"/>	19 - Native American	<input type="text" value="0"/>
25 - Date Of Birth	<input type="text" value="200905"/>	20 - Asian	<input type="text" value="0"/>
Child's Age (years)	<input type="text" value="5.2"/>	21 - Black	<input type="text" value="0"/>
		22 - Pacific Islander	<input type="text" value="0"/>
		23 - White	<input type="text" value="1"/>

SETTING 1 OF 1 Prev Next

26 - Care Type	<input type="text" value="04"/>	27 - Payment	<input type="text" value="\$817"/>	28 - Hours	<input type="text" value="204"/>
29 - FEIN	<input type="text"/>	30 - ID	<input type="text" value="00000000123467"/>		
Child's Totals:		<input type="text" value="\$817"/>	<input type="text" value="204"/>		

REPORT
 HELP
 CLOSE

Features in the **Analyze Errors** module can support your QA reviews, staff supervision activities, and other administrative functions.

By selecting **Generate Views** from the Main Menu you can access pre-defined reports, as well as tools for customizing some of the reports and updating information on which the report calculations are based.

Child Care Data Viewer

Generate Views

Customize Groups

Create Regions

View/Delete Regions

Update Poverty Guidelines

Customize Defaults

Select Views

HELP
 CLOSE

By clicking the **Select Views** button on the Generate Views sub-menu, you can access nine (9) pre-defined reports if you submit full population data. Note: If you load sample data into the *Data Viewer*, the *County* report will not be available.

The screenshot shows a window titled "Child Care Data Viewer" with a "Select Views" section. Under "Population Data", there is a "Select Report Period" dropdown menu set to "07/2014". Below this, the text "Please select view(s) to be generated:" is displayed. A central list of nine report options is shown, each with an unchecked checkbox: Caseload, Child, Family, Expenditures, County, Poverty Profile, Fact Sheet, Submission Summary, and Performance Measures. To the left of this list are "Select All" and "Clear All" buttons. To the right are a "HELP" button (with a question mark icon) and a "CLOSE" button (with a speaker icon). At the bottom of the list area are "View" and "Print" buttons.

Reports are presented in either tabular or graphical format, all of which may be exported into a Microsoft Word or Excel document for further use and/or modification. Reports can be customized using tools in the Generate Views module. For some reports you are able to modify the default ranges of the axis values. For other reports you are able to update values used for calculations (such as current Federal Poverty Guideline thresholds) or generate a report on a defined sub-set of your population.



Each of these functions – loading data, analyzing information, and customizing reports – will be discussed in greater detail in the following sections:

3.1 Loading ACF-801 Data

3.2 Analyzing Errors

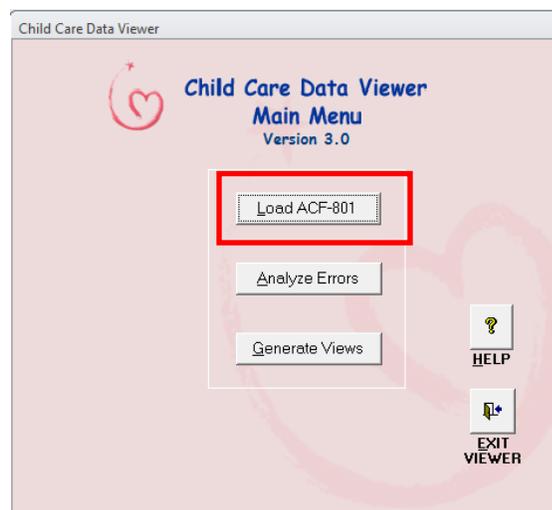
3.3 Generating and Customizing Reports

3.1 LOADING ACF-801 DATA

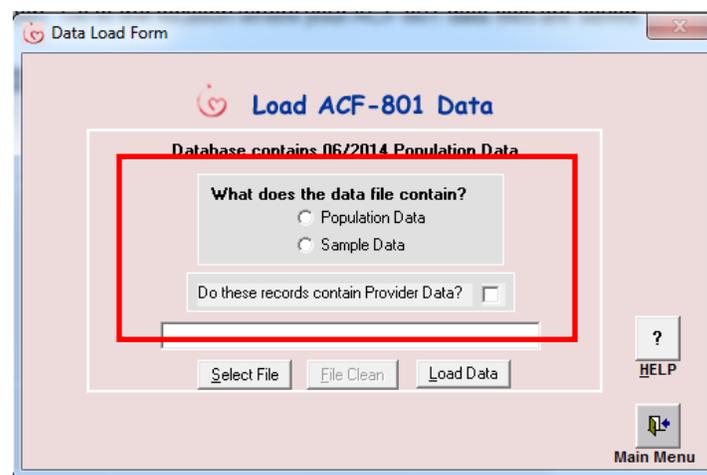
In order to load and analyze data in the *Data Viewer*, you must be able to access your ACF-801 data files on the same computer that you are using for the *Data Viewer* software.

To load an ACF-801 Data file:

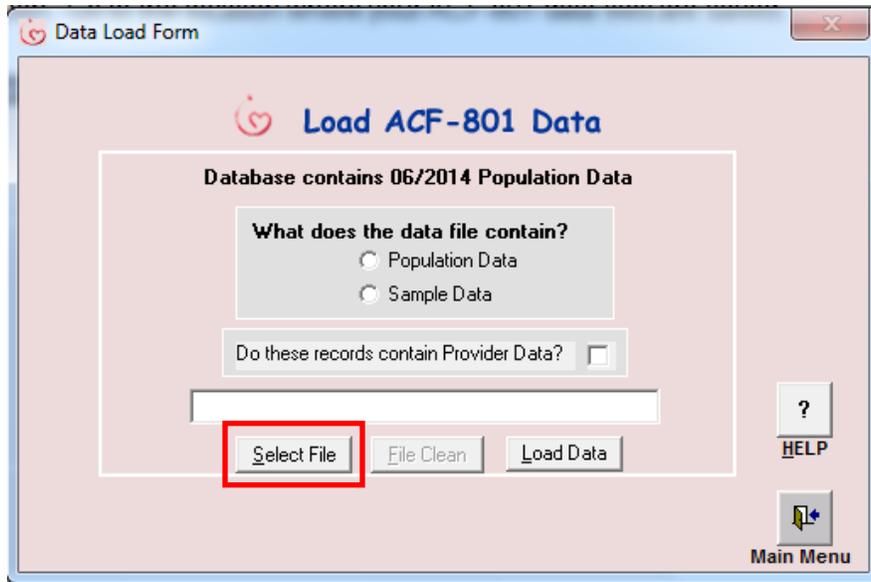
1. You can open the Data Viewer by browsing to the *Data Viewer* folder you created in Windows Explorer and clicking the **CCDViewer20d.mdb** file.
2. Click the **Load ACF-801** button.



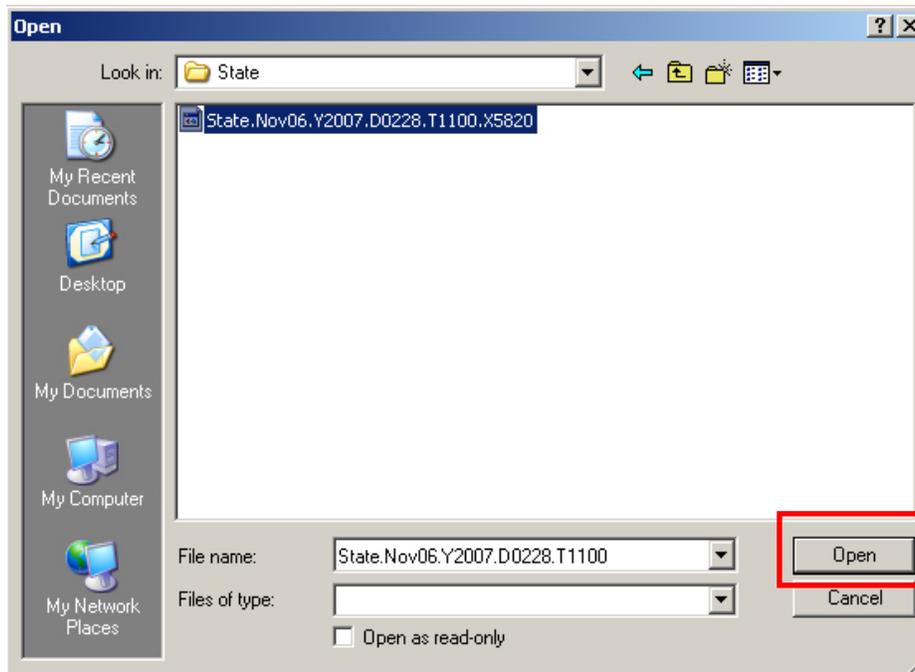
3. You must select whether you are loading a file that includes full population or sample data and check the check box if the file includes provider records.



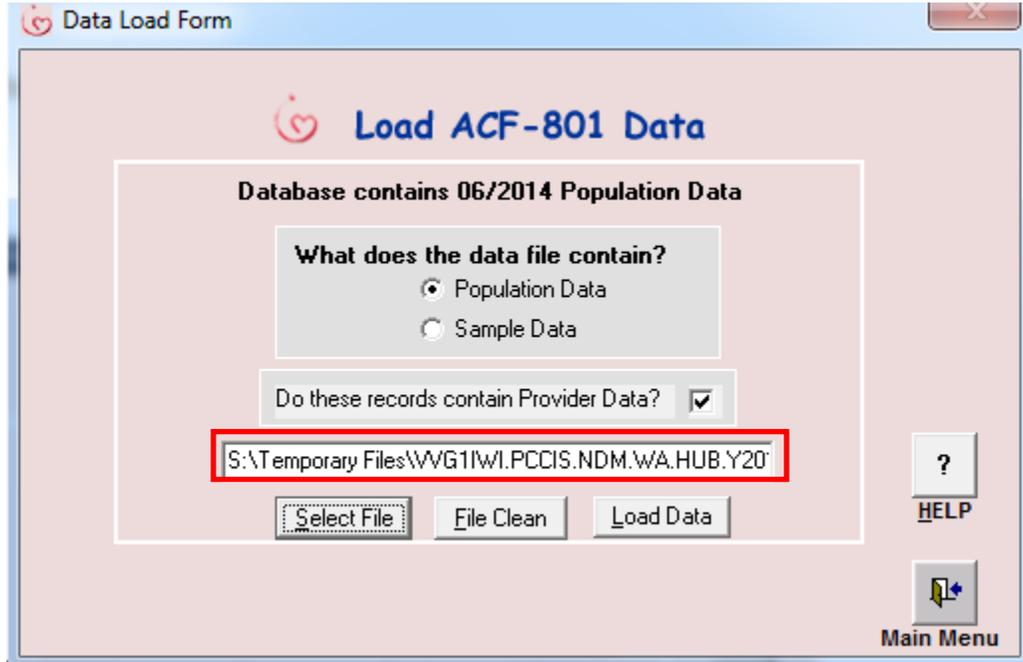
- To access the data file you wish to load, click the **Select File** button. A browser window will open. Go to the location where your ACF-801 data files are saved.



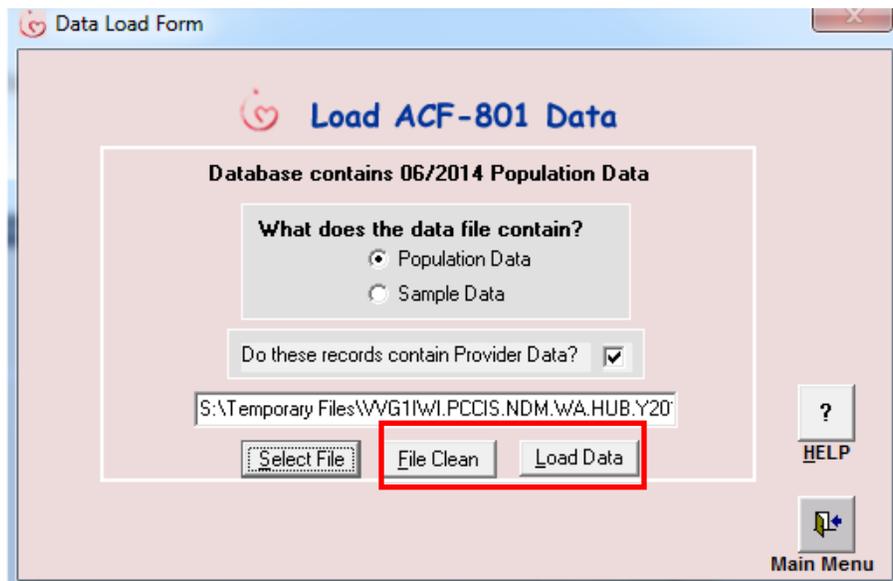
- Select the name of the data file you wish to load and then click **Open**.



You will see the file path to the data file you selected in the “Load ACF-801 Data” screen.



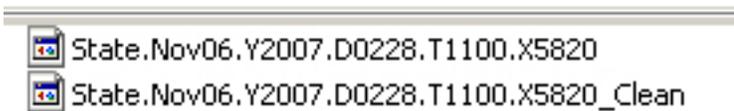
6. Once you have selected the file you wish to load, you have the option to **load** the data file or **clean** the data file.



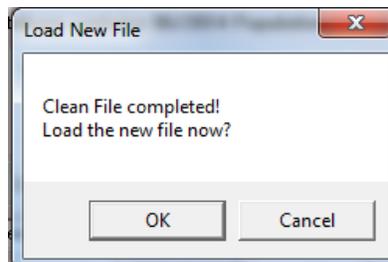
Cleaning Your Data File

For states that generate fixed length data files (which are padded with spaces), cleaning the ACF-801 data file can create a new, potentially smaller, variable length data file. Loading the new “Clean” ACF-801 data file will take less time since the file size will be reduced. Although the cleaning process itself can take as long as loading the file the first time, the cleaned file will load faster should you want to re-load it a second time.

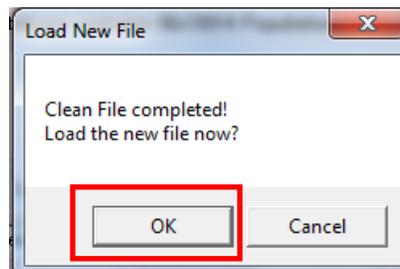
To clean your data file, click **File Clean**. A cleaned file will automatically be saved to the same file location as the data file you initially selected. The cleaned file will have “_Clean” added to the end of the file name.



When the process is complete a message will appear letting you know that your data have been cleaned.

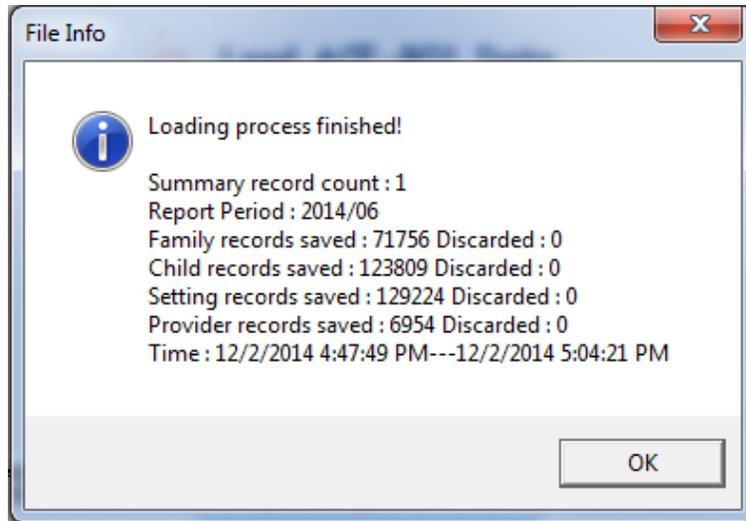


Once the cleaning process is complete, you can load the cleaned data file by clicking **OK**.



7. To load your data file without cleaning, simply click **Load Data**.

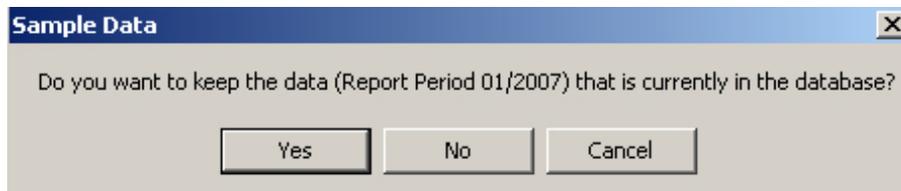
When the loading process is complete, you will be alerted that your data file successfully loaded with the following “File Info” message:



The “File Info” message contains a short summary of the loading process. For the data that are loaded, the message indicates the report period, the number of family, child, setting, and provider records saved, the number of records that were discarded (because they contained format errors), and the date and time the data files were loaded.

8. Click **OK** to return to the “Load ACF-801 Data” screen.

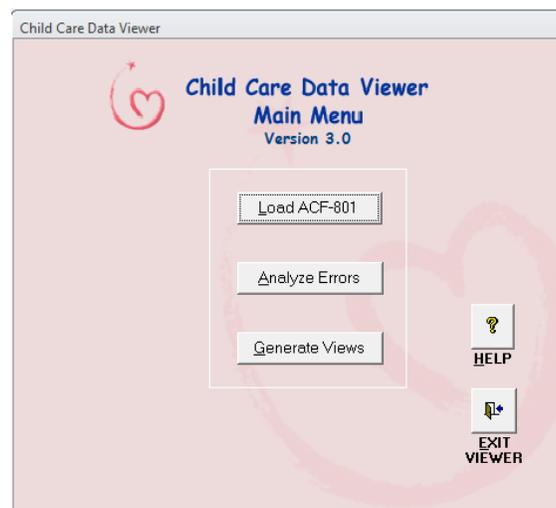
If you report ACF-801 data representing a sample population, you have the option of loading multiple files for analyses into the software by selecting another data file and repeating the loading process described above. The *Data Viewer* will prompt you with a question asking if you wish to keep the existing data file in the database. If you wish to load multiple files, click **Yes** and the file you selected will begin to load.



If your state reports full population data, it is generally advised that you only keep a single data file in the *Data Viewer* database at a time.

Note: The process time of cleaning and/or loading your data file can vary greatly depending on the number of records the file contains, as well as other factors (such as the processing speed of your computer). Smaller data files, such as sample files, may take only a few seconds to load. Large data files may potentially require several hours to load. Please take this into consideration before you load your data file. If you are loading a large data file, you may elect to allow the loading process to run overnight.

9. Once your data file has been loaded, click the **Main Menu** button to return to the Main Menu.



Once at the Main Menu, you will have the option of using one of the modules – Load ACF-801 data, Analyze Errors, or Generate Views – or exiting the program.

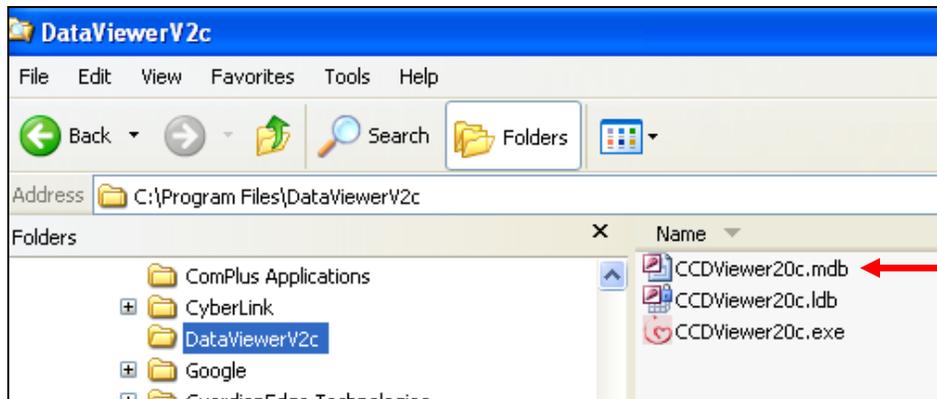
Helpful Notes:

Exiting the *Data Viewer* software will not erase data that currently are loaded in the database. If you exit the software and re-open it another time, the *Data Viewer* still will contain the data file(s) that were last loaded.

You may also save the existing database to a separate location. This will relieve you from having to reload that same data file each time you want to use it. To save your database, you will need to locate the *Data Viewer's* database *after* you have successfully loaded a file and then exited from the software. If you plan to save or store databases often, it is recommended that you create a folder where you plan to keep them.

Use the following steps to save the database and its associated generated reports:

1. Find the *Data Viewer* files in the folder where you have installed the software.

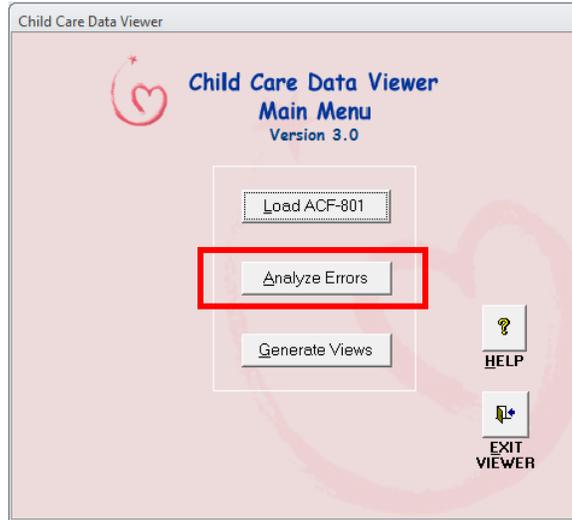


2. Select the **DataViewer** folder.
3. There should be an Access database file named **CCDViewer20d.mdb**. COPY this database file. (Please Note that the **CCDViewer20d.mdb** file must not be deleted or moved. Doing so will cause errors during future *Data Viewer* load operations.)
4. PASTE the file wherever you want to store your populated database.
5. RENAME the file so you know specifically what month and year of data it contains. For example: *Data Viewer 09-01-15*. You can save as many report files as you want for future use and comparison. Be aware that if you have large amounts of data, these saved files can use a considerable amount of storage space on your computer.

Whenever you need to go back to this database or the associated reports, simply locate the database file you want to use and double click it to open that copy of the *Data Viewer*. It will already contain the data you had previously saved. You will be able to select and use the function you need immediately and will not have to wait for that specific data to load or the reports to generate again. (Please Note that these copies of the *Data Viewer* database cannot be used to load future ACF-801 data. All *Data Viewer* load operations must be performed using the originally installed software.)

3.2 ANALYZING ERRORS

The Analyze Errors function allows the user to generate Summary Assessment Reports (SAR) to identify possible ACF-801 data errors and inconsistencies, and provides helpful information for making corrections. After you have successfully loaded an ACF-801 data file, click on the **Analyze Errors** button to access this module.



If you have loaded multiple sample data files or a quarterly data file, select the month that you would like to analyze from the **Select Report Period** drop-down list. You can only analyze one month of data at a time with the *Data Viewer*. If you only have one data file loaded, the *Data Viewer* will automatically analyze that data file.

Population Data
Select Report Period: 07/2014

View Error	Report Period	Error Location	Family Rec #	Report Date	Case ID	Family SSN	FIPS Code	Co-pay	Start Date	Monthly Income	Child SSN
21	201407	Family	14268	201407	00000000228142		09011	010000	201405	0780000000	01039

Record: 1 of 1

3.2.1 Summary Assessment Report (SAR)

The *Data Viewer* generates a SAR very similar to the one generated by the Office of Child Care Information System (OCCIS). This report provides high level information about the data submission as a whole. Click the **View Summary Assessment Report** button to generate and view the SAR. Once the report is generated, you can save it as a Microsoft Word or Excel file and/or print it out for your records. For detailed information on the SAR, refer to the latest version of Technical Bulletin #9: <http://www.acf.hhs.gov/programs/occ/resource/current-technical-bulletins>.



OCCEB010M
Date:
Year:

ACF-OIG Data Submission
Summary Data Assessment Report
Report Date: July 2006
File: Error Assessment

692 families were reported because of failed status.
30 children were rechecked without any settings.

Submission Summary
Families: 9,280
Children: 12,137
Subgr: 18,343
Providers: 0

Data Element	Missing Data	Out of Range	Invalidly Reconciled	Total Error	Subgr Percent	Pass Rate
Family Type						
01 - Single Parent	0	0	0	0	0.00%	100.00%
02 - Two Parent	0	0	0	0	0.00%	100.00%
03 - Other	0	149	0	149	0.26%	99.74%
04 - PPSF Only	36	0	0	36	0.39%	99.61%
05 - Single Parent	0	0	121	121	1.31%	98.69%
06 - Two Parent	0	0	121	121	1.31%	98.69%
07 - Other	0	0	10	10	0.11%	99.89%
08 - Single Parent	0	0	0	0	0.00%	100.00%
09 - Two Parent	0	0	0	0	0.00%	100.00%
10 - Other	0	0	0	0	0.00%	100.00%
11 - TANF	0	0	0	0	0.00%	100.00%
12 - TANF/MSSE	0	0	0	0	0.00%	100.00%
13 - Housing/Child	0	0	0	0	0.00%	100.00%
14 - Food/Income	0	0	0	0	0.00%	100.00%
15 - Other Assistance	0	0	0	0	0.00%	100.00%
16 - Family Size	0	1	345	346	3.73%	96.27%
Child Data						
17 - Child ID#	0	0	0	0	0.00%	100.00%
18 - Ethnicity	0	0	0	0	0.00%	100.00%
19 - American Indian	0	0	3	3	0.03%	99.97%
20 - Asian	0	0	3	3	0.03%	99.97%
21 - African American	0	0	3	3	0.03%	99.97%
22 - Pacific Islander	0	0	3	3	0.03%	99.97%
23 - White	0	0	3	3	0.03%	99.97%
24 - Unkn	0	0	0	0	0.00%	100.00%
25 - Birth Date	0	2	0	2	0.02%	99.98%
Birth Date						

Page 1 of 2

OCCEB010M
Date:
Year:

Subgr Code	Count	Percent	Total Error	Subgr Percent	Pass Rate	
26 - Care Type	0	0	0	0.00%	100.00%	
27 - Amount Paid	0	64	92	156	1.69%	98.31%
28 - Status of Care	0	7	0	7	0.08%	99.92%
Total	36	243	929	1,208	13.13%	86.87%

Cross File Checks

Please note:
Element 04: No data submitted for the following counties:

10005 - Arthur
10007 - Bexar
10009 - Bland
10085 - Bower
10103 - Boone
10117 - Buchanan
10165 - Boone
10171 - Thomas
10183 - Webster

Element 06: 11.1% of all records indicate 'Protective Services' as the reason for receiving subsidized child care.

Element 20: Only 0.3% of all records indicate "Asian" race.

Page 2 of 2

3.2.2 Analyze Errors Screen

There are twelve (12) tabs on the “Analyze Errors” screen (described below); each displays records that contain potential errors. The “errors” displayed in the *Data Viewer* may not necessarily be erroneous data for your state. The checks put in place in the *Data Viewer* are based on general programmatic norms related to child care programs. The data are checked against these norms, and if the data don’t meet the criteria, they are flagged by the software as containing possible errors. Only those records with possible errors will be displayed in the screens. If no records are displayed, there are no errors of that type in the data file that were flagged by the Viewer.

The checks in the *Data Viewer* are the same as those made in the OCCIS when you submit your data. Thus any “errors” in the *Data Viewer* will show up as “errors” when you submit your data to OCCIS if you fail to make corrections or changes prior to submitting the data.

Child Care Data Viewer

Analyze Errors

Population Data

Select Report Period: 02/2012

Format-Family | Format-Provider | Family | Child | Setting | Provider | CoPay/Payment | Rpt/Birth Date | Fam/Child SSN | Summary | Footnote | Cross File

View Error	Report Period	Error Location	Family Rec #	Report Date	Case ID	Family SSN	FIPS Code	Co-pay	Start Date	Monthly Income	Child SSN
12	201202	Setting	3	201203			6911011	0200407	1614100000	2058690866800010	
12	201202	Setting	4	201203			6911011	0200407	1614100000	2058690866800010	

Record: 1 of 2 | No Filter | Search

REPORT | HELP | CLOSE

NOTE: Version 3.0 of the Data Viewer has two new tabs: *Format-Provider* and *Provider*. The *Format-Provider* tab allows you to view potential formatting errors in the provider records while the *Provider* tab gives you access to any provider records with possible errors. Notice also that the name of the *Format* tab has been changed to *Format-Family* as it contains information on the family records with format errors.

The *Format-Family*, *Format-Provider*, *Summary*, and *Footnote* tabs show records that are not formatted properly, while the *Cross File* tab shows results of a programmatic analysis of the data. Each of the remaining tabs shows the following types of errors:

- **M** – Missing data error
- **O** – Out Of Range data error
- **I** – Internal Consistency data error (These errors identify inconsistencies between related data elements)

LEGEND	
M	- Missing Data
O	- Out of Range Data
I	- Inconsistent Data

Format–Family, Format–Provider, Summary, and Footnote Tabs

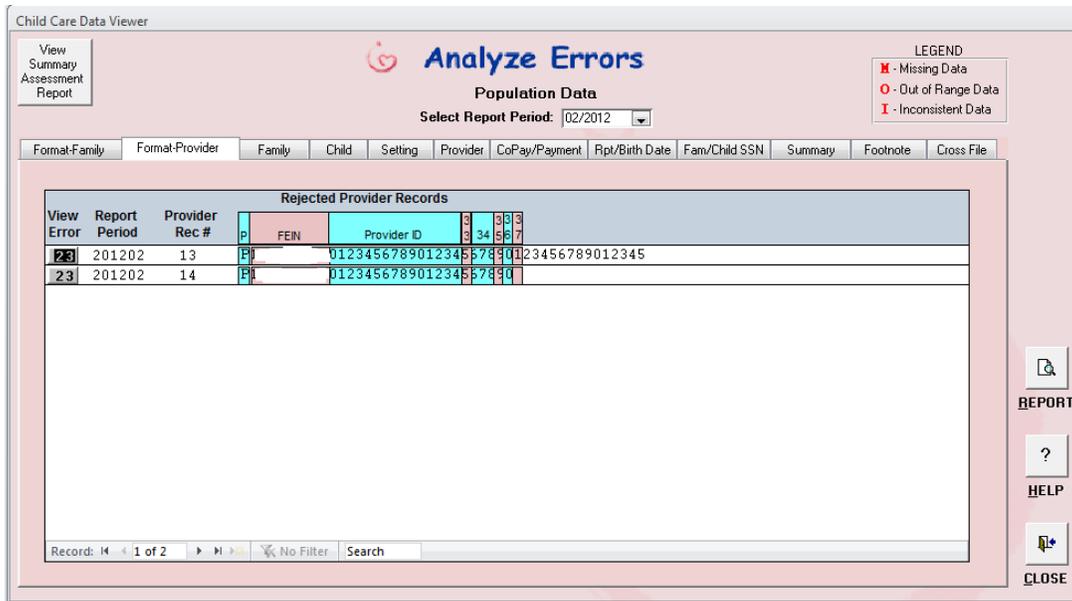
Each of these tabs displays records that contain format errors. Records with format errors do not have the appropriate number of characters or delimiters as a part of the record. The *Data Viewer* can only read files that have been properly formatted. Any records which are not formatted properly are discarded by the *Data Viewer* and not included in the data analysis. For more information on properly formatted records, refer to the latest version of Technical Bulletin #4:

<http://www.acf.hhs.gov/programs/occ/resource/current-technical-bulletins> .

The user can view rejected records and identify the format error(s) within that record. To obtain a description of the error, click the **View Error** button associated with the rejected record for which you want more information. On the Format-Family tab, the **Error Location** column indicates whether the format error is in the record’s family, child or setting data. The **Family Rec # and Provider Rec #** columns indicate the approximate location of the erroneous record within the ACF-801 data file. For example, the first error indicated below is in the 3rd record in the ACF-801file.

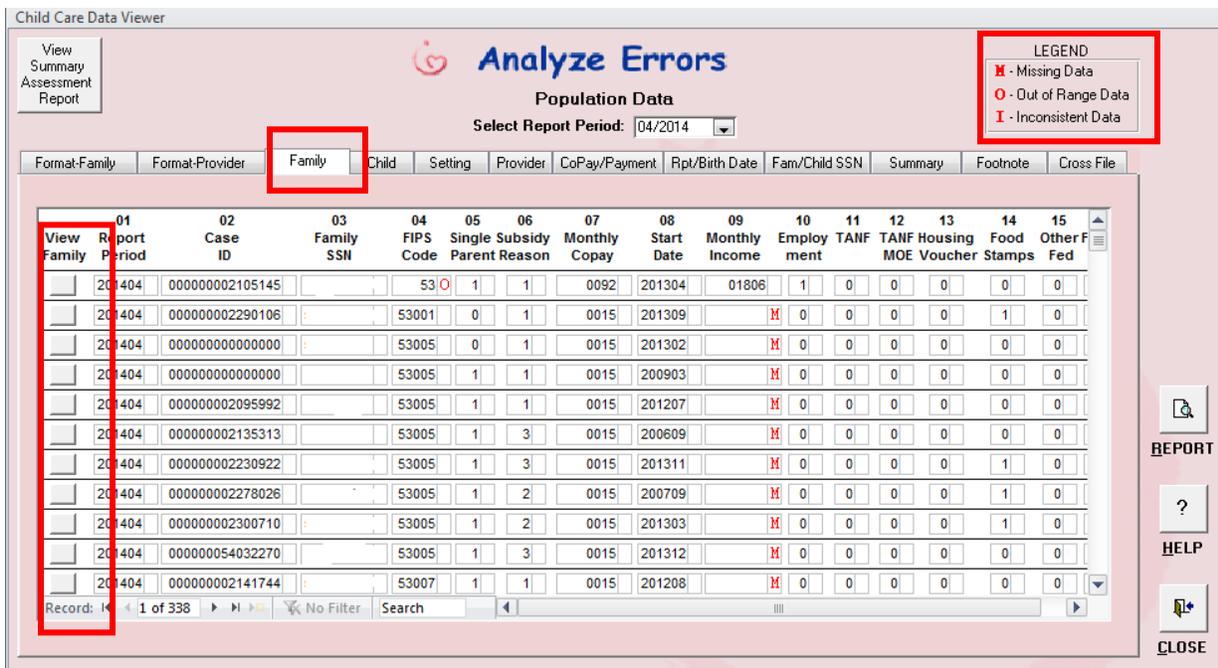
The screenshot shows the 'Child Care Data Viewer' interface. At the top, there are navigation buttons for 'View', 'Summary', 'Assessment', and 'Report'. The main title is 'Analyze Errors' with a sub-title 'Population Data'. A dropdown menu for 'Select Report Period' is set to '02/2012'. Below this is a tabbed interface with 'Format-Family' selected. A 'LEGEND' box is visible in the top right corner, matching the legend in the text above. The main area displays a table titled 'Rejected Records' with the following columns: View Error, Report Period, Error Location, Family Rec #, Report Date, Case ID, Family SSN, FIPS Code, Co-pay, Start Date, Monthly Income, and Child SSN. Two records are shown, both with 'Setting' as the error location. The first record has a Family Rec # of 3, and the second has a Family Rec # of 4. The 'View Error' column for both records contains a '12'. At the bottom of the interface, there are navigation controls for the table, including 'Record 1 of 2' and a search bar.

View Error	Report Period	Error Location	Family Rec #	Report Date	Case ID	Family SSN	FIPS Code	Co-pay	Start Date	Monthly Income	Child SSN
12	201202	Setting	3	201203			69110	11	0200407	1614100000	2C5869086680000110
12	201202	Setting	4	201203			69110	11	0200407	1614100000	2C5869086680000110



Family, Child, Setting, Provider, CoPay/Payment, Rpt/Birth Date, and Fam/Child SSN Tabs

These tabs display all Family, Child, Setting, and Provider records that contain missing, out of range, and/or inconsistent data. Only records containing these types of errors will be displayed.



To view details about the error, click on the **View Family** button for the record you wish to display in the "Family Information" screen.

Child Care Data Viewer

Family Information

LEGEND

- Missing Data
- Out of Range Data
- Inconsistent Data

02 - Case ID	000000002105145	01 - Report Period	201404	04 - FIPS Code	53
03 - Family SSN		08 - Start Date	201304	County	** Unknown County **
07 - Family Copayment	\$92	05 - Single Parent	1	10 - Employment	1
09 - Monthly Income	\$1,806	06 - Subsidy Reason	1	11 - TANF	0
Family's Payment/Month	\$468	16 - Family Size	02	12 - TANF MOE	0
Family's Hours/Month	230			13 - Housing Voucher	0
				14 - Food Stamps	0
				15 - Other Federal	0

Family's County of Residence

CHILD 1 OF 1

Prev Child | Next Child

17 - Child SSN		18 - Hispanic	0
24 - Gender	2	19 - Native American	0
25 - Date Of Birth	201201	20 - Asian	0
Child's Age (years)	2.3	21 - Black	0
		22 - Pacific Islander	1
		23 - White	0

SETTING 1 OF 1

Prev | Next

26 - Care Type	04
27 - Payment	\$468
28 - Hours	230
29 - FEIN	000000000
30 - ID	000000000822269
Child's Totals:	\$468 230

REPORT
HELP
CLOSE

Family Information Screen

The "Family Information" screen displays all data for the family, including child and setting information and information identifying the provider. The Child and Setting areas of the screen contain navigation buttons to allow you to view information for additional children and settings for that same family.

Child Care Data Viewer

Family Information

LEGEND

- Missing Data
- Out of Range Data
- Inconsistent Data

02 - Case ID	000000002105145	01 - Report Period	201404	04 - FIPS Code	53
03 - Family SSN		08 - Start Date	201304	County	** Unknown County **
07 - Family Copayment	\$92	05 - Single Parent	1	10 - Employment	1
09 - Monthly Income	\$1,806	06 - Subsidy Reason	1	11 - TANF	0
Family's Payment/Month	\$468	16 - Family Size	02	12 - TANF MOE	0
Family's Hours/Month	230			13 - Housing Voucher	0
				14 - Food Stamps	0
				15 - Other Federal	0

Family's County of Residence

CHILD 1 OF 1

Prev Child | Next Child

17 - Child SSN		18 - Hispanic	0
24 - Gender	2	19 - Native American	0
25 - Date Of Birth	201201	20 - Asian	0
Child's Age (years)	2.3	21 - Black	0
		22 - Pacific Islander	1
		23 - White	0

SETTING 1 OF 1

Prev | Next

26 - Care Type	04
27 - Payment	\$468
28 - Hours	230
29 - FEIN	000000000
30 - ID	000000000822269
Child's Totals:	\$468 230

REPORT
HELP
CLOSE

The errors are color coded to indicate missing (green), out-of-range (pink), and inconsistent (blue) data. Hold your cursor over a data field to learn more about the valid ranges or consistency checks. Refer to Technical Bulletin #3 for more information on valid ranges and consistency checks:

<http://www.acf.hhs.gov/programs/occ/resource/current-technical-bulletins> .

Child Care Data Viewer

Family Information

LEGEND
Missing Data
Out of Range Data
Inconsistent Data

02 - Case ID	000000002105145	01 - Report Period	201404	04 - FIPS Code	53
03 - Family SSN		08 - Start Date	201304	County	** Unknown County **
07 - Family Copayment	\$92	05 - Single Parent	1	10 - Employment	1
09 - Monthly Income	\$1,806	06 - Subsidy Reason	1	11 - TANF	0
Family's Payment/Month	\$468	16 - Family Size	02	12 - TANF MDE	0
Family's Hours/Month	230			13 - Housing Voucher	0
				14 - Food Stamps	0
				15 - Other Federal	0

CHILD 1 OF 1 Prev Child Next Child

17 - Child SSN		18 - Hispanic	0
24 - Gender	2	19 - Native American	0
25 - Date Of Birth	201201	20 - Asian	0
Child's Age (years)	2.3	21 - Black	0
		22 - Pacific Islander	1
		23 - White	0

SETTING 1 OF 1 Prev Next

26 - Care Type	04
27 - Payment	\$468
28 - Hours	230
29 - FEIN	000000000
30 - ID	000000000822269
Child's Totals:	\$468 230

?
HELP
+
CLOSE

REPORT

The **Report** button displayed on the “Family Information” screen will provide you with a report detailing all of the family, child setting, and provider identifying information in that family’s record.

Family Information

Report Period: 04/2014

02 - Case ID	000000002105145	01 - Report Period	201404	04 - FIPS Code	53	County	** Unknown County **
03 - Family SSN		08 - Start Date	201304	05 - Single Parent	1 - Y	10 - Employment	1 - Y
07 - Monthly Copay	\$92	06 - Reason Code	1 - Employment	11 - TANF	0 - N	12 - State Program	0 - N
09 - Monthly Income	\$1,806	16 - Family Size	02	13 - Housing	0 - N	14 - Food Stamps	0 - N
Family's Total Pay	\$468			15 - Other Federal	0 - N		
Family's Total Hours/Month	230						

17	18	19	20	21	22	23	24	25	26	27	28
Child SSN	Hispanic/Latino	Am Indian/Alaskan Native	Asian	Black/African Am	Hawaiian/Islander	White	Gender	Date of Birth	Care Type	Monthly Payment	Monthly Hours
	0 - N	0 - N	0 - N	0 - N	1 - Y	0 - N	2 - Female	201201	04	\$468	230
										Licensed/Regulated Center-based Child Care	
										29 - Provider FEIN: 000000000	
										30 - Provider State ID: 00000000822269	

Cross File Tab

Cross File messages present the results of a programmatic analysis of all the data that passed the file format and data quality checks. For additional information on Cross File checks, refer to the latest version of Technical Bulletin #9:

<http://www.acf.hhs.gov/programs/occ/resource/current-technical-bulletins> .

These checks do not necessarily indicate that there is an error in your data, but it does indicate that your data do not conform to typical national averages and may warrant some investigation to ensure accuracy.

The screenshot shows the 'Analyze Errors' interface with the 'Cross File' tab selected. The 'Cross File Check Results' section displays the following information:

- Element 13: Only 5.6% of all records indicate "Housing Voucher or Cash Assistance".
- Element 20: Only 1.8% of all records indicate "Asian" race.
- Element 34: All records have the same value, "999".
- Element 36: All records have the same value, "0".

At the bottom of the screen, there is a navigation bar showing 'Record: 14 of 9' and a search field.

Report Button

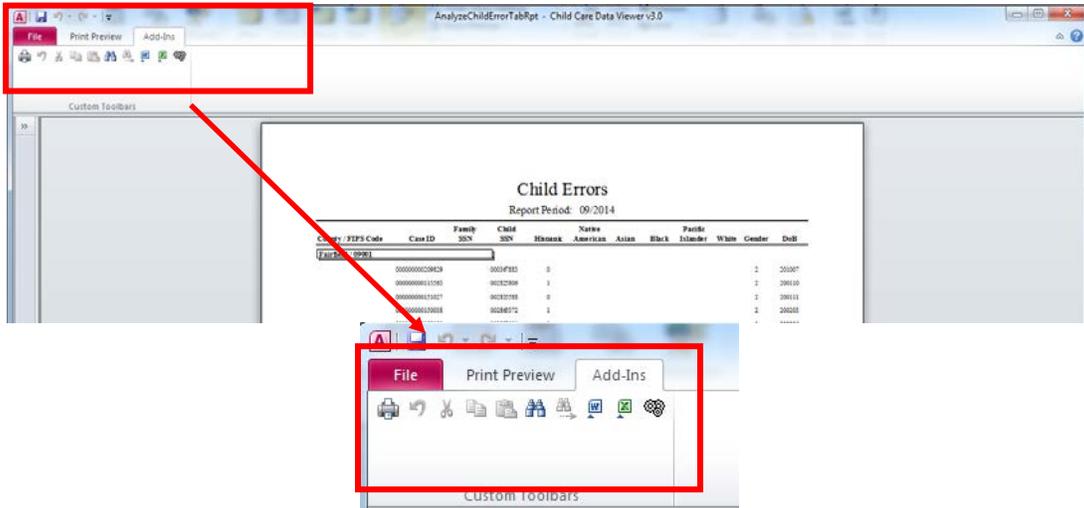
The **Report** button on the Analyze Errors screen allows the user to view and print a list of family or provider records which may contain errors. All family or provider records are listed in order by FIPS code. Provider records are listed in order by ID number.

The screenshot shows the 'Analyze Errors' interface with the 'Provider' tab selected. A table of provider records is displayed, with the 'Report' button highlighted in a red box.

31 Provider FEIN	32 Provider ID	33 QRIS Participation	34 QRIS Rating	35 Accreditation Status	36 Pre-K Standards	37 Other State Quality Measures
000000000	00000000024492	0	999	0	0	4 ○
000000000	00000000024999	0	999	0	0	5 ○
000000000	00000000025064	0	999	0	0	7 ○

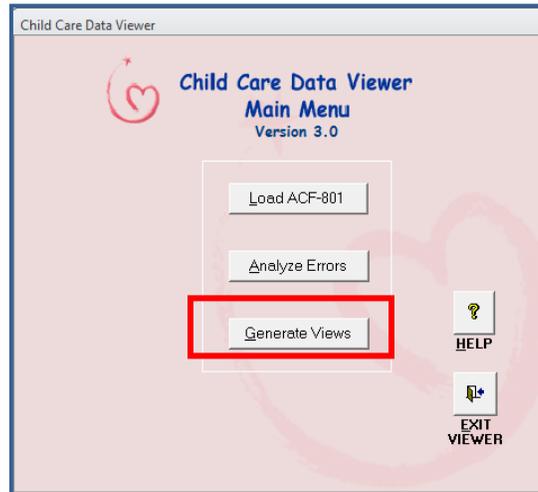
At the bottom of the screen, there is a navigation bar showing 'Record: 14 of 3' and a search field.

To view a report of all documented errors within a particular category (i.e., child, setting, provider, footnote, etc...), navigate to that tab and click the **Report** button. Once a report is generated, click on the *Add-Ins* tab to open it in Microsoft Word or Excel to save it and/or print it out for your records.



3.3 GENERATING AND CUSTOMIZING REPORTS

The reports module of the *Data Viewer* allows you to generate standard reports. Some of these reports may be customized to meet your program's unique needs. (For more information on customizing reports, see Sections 3.3.2 and 3.3.3.)

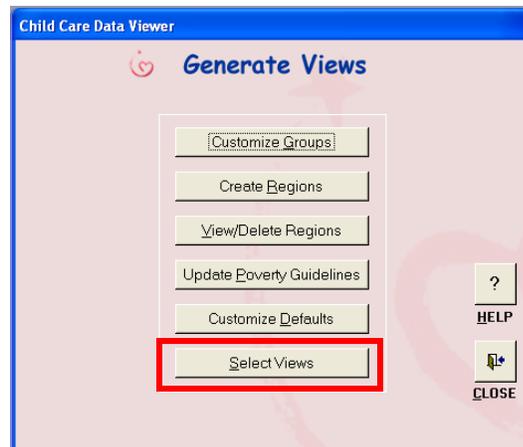


3.3.1 Selecting Views (Generating Reports)

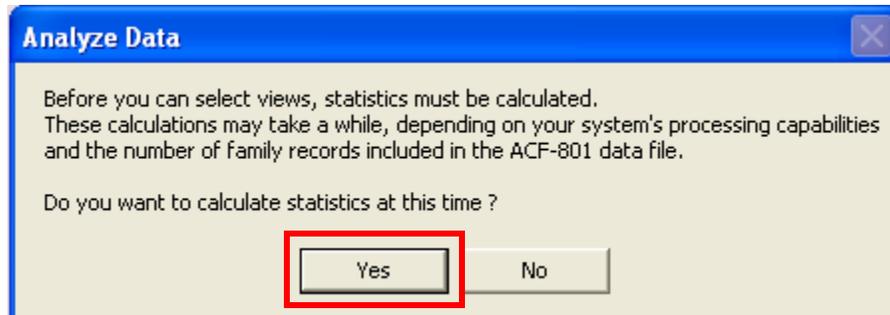
When SAR's are generated, they analyze only one month's data at a time. When reports are generated through Generate Views, they combine all of the data currently in the *Data Viewer* and prepare one consolidated report.

Steps for Generating Reports:

1. Click the **Generate Views** button from the Main Menu.
2. Click **Select Views** from the sub-menu.

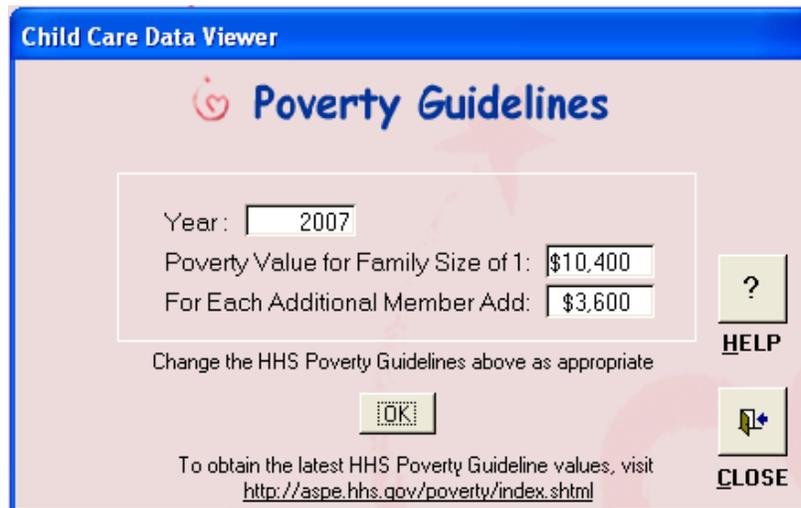


3. Before you can select any reports, the *Data Viewer* must calculate the appropriate statistics. When prompted, click **Yes** if you want to calculate statistics and continue.



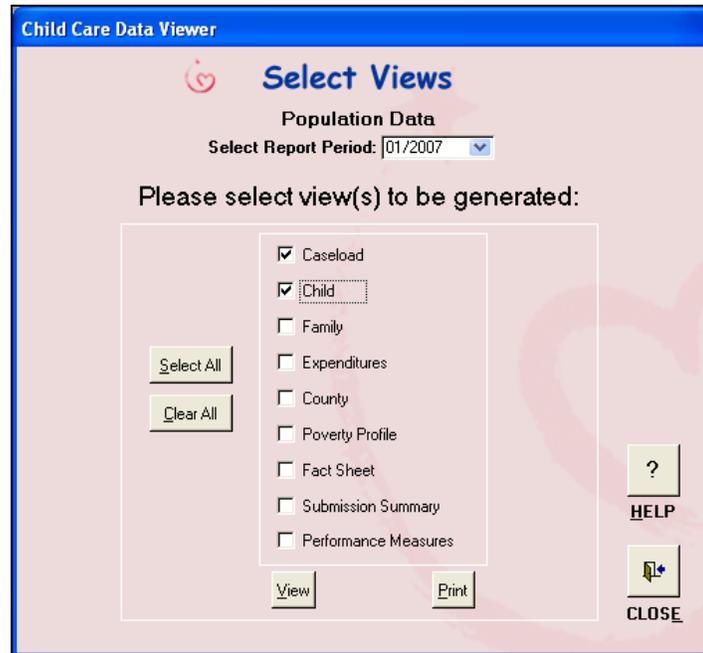
Note: The length of time it takes to calculate statistics will depend upon the number of records in the data file(s), as well as other factors.

When you click **Yes**, the “Poverty Guidelines” screen will open. Poverty guidelines provide the basis for your Poverty Profile report calculations. If the existing values are correct, click **OK**. If the values are not correct, enter the poverty guidelines that you want to use, specify the year for which they apply, and click **OK**. Once you have confirmed the correct poverty values and year, the *Data Viewer* will then calculate the statistics for each of the reports. (See Section 3.3.3 for more information on Poverty Guidelines).



4. After the statistics have been calculated, select the desired report(s) you wish to view or print by checking the box on the left of each report name. Click the **View** or **Print** button. Once reports are generated, they can be exported into Microsoft Excel or Word for customization.

When you load full population data in the *Data Viewer*, there are nine (9) reports available to you. If you load sample data, the County Profile report will not be available.



Each report shows key summary fact information at the top of the report and summary information (which may include charts and graphs) below that box. The available reports include:

- **Caseload/Sample Profile**: Provides a county breakout of the records in your data file, indicating the number and percentage of families and children in each county. For sample data, the report details the number and percentages of families and children sampled from each county. This report can be customized by creating regions for which you want summary information. (See *the Section on Creating Regions in Section 3.3.2.*)
- **Child Profile**: Gives summary information about the children you served, including average number of hours of care per month by age and type of care, and race/ethnicity.
- **Family Profile**: Summarizes information about the reason for care, family sources of income, and family income and co-pay.
- **Expenditures Profile**: Provides information on the average monthly expenditures for child care by age and type of care.

- County Profile (available only for full population data files): Provides information by County, including the number of families, percentage of new families, information regarding expenditures and co-pay, reason for care, type of care and other child care service features.
- Poverty Profile: Summarizes information on family size, family income, and co-pay and care type relative to poverty as defined by the poverty information you enter in the *Data Viewer*.
- Fact Sheet: Each of the available reports has data facts detailed in a text box at the top. The Fact Sheet provides a one page summary of all the information that is in the text boxes on each of the other eight reports.
- Submission Summary: This report includes information from the header record including the report period, the number of families served, the number of children in Pre-K, and any footnotes included with the file.

If you have loaded multiple sample data files or a quarterly data file, there will be one submission summary report for each month of data you have loaded in the *Data Viewer*.

- Performance Measure: Estimates the percentage of eligible families that the State served and the percentage of their income families are paying toward their co-pay. (See Section 3.3.3 for information on customizing defaults.)

Note: No reports are currently available on provider quality information. Future versions of the Data Viewer may offer reports on provider information.

3.3.2 Customizing Groups and Creating Regions

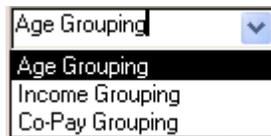
The *Data Viewer* is pre-set with default groupings for age, income, and co-pay on which reports are based. Additionally, Counties can be grouped together to define Regions.

Customizing Groups

The defaults are general groupings that may fit the basic needs of most child care programs. The *Data Viewer* lets you change the default groupings to better fit your reporting needs. For example, the default age groups for infants, toddlers, and pre-school aged children are in one year increments (0-1, 1-2, etc.), while school-aged children are grouped together (6-13). You may need to analyze your data with pre-school aged or infant/toddler aged children grouped together. The *Data Viewer* lets you change the age groupings to meet your needs.

Steps for Customizing Groups:

1. Click the **Customize Groups** button from the “Generate Views” sub-menu.
2. Select the group criteria for which you would like to change the ranges (age, income, or co-pay) from the drop-down list. Enter the new ranges you would like your report to use.



3. Click the **Save Group** button. Your newly established groupings will be used as the basis for reports until you either restore the defaults or change them to alternative groupings.
4. To restore any group defaults, click the **Reset to Default** button and then click the **Save Group** button.

Child Care Data Viewer

Customize Groups

Group By : Age Grouping (In Months)

Range1: 0 - 11 Range5: 48 - 59

Range2: 12 - 23 Range6: 60 - 71

Range3: 24 - 35 Range7: 72 - 155

Range4: 36 - 47 Range8: 156 - +

Save Group **Reset to Default**

HELP

CLOSE

Creating/Viewing/Deleting Regions

The Caseload Profile report provides information at the county level. You may however, wish to have your data analyzed based on a regional breakout. You can create Regions using the “Create Regions” sub-menu. If you define Regions, the Caseload Profile report will be based on those Regions.

Steps for Creating Regions:

1. Click the **Create Regions** button from the “Generate Views” sub-menu. Your state’s name will be listed in the “State/Territory” box (based on the data file you successfully loaded in the *Viewer*).
2. Select the counties on the left that you would like to link together as a Region. Hold down the *Ctrl* key to highlight multiple counties at one time.
3. Click the right pointing arrow (>) to move the selected counties into the field on the right.
4. Type a label name in the “Region Label” field.

Child Care Data Viewer

 **Create Regions**

State/Territory:

County Name	County Code		County Name	County Code
Skagway-Yakutat-Angoon	231	<input type="button" value=">"/> <input type="button" value="<"/>	Anchorage	020
Skagway-Hoonah-Angoon	232		Bristol Bay	060
Southeast Fairbanks	240		Valdez-Cordova	261
Wade Hampton	270			
Wrangell-Petersburg	280			
Yakutat	282			

Region Label:

HELP **CLOSE**

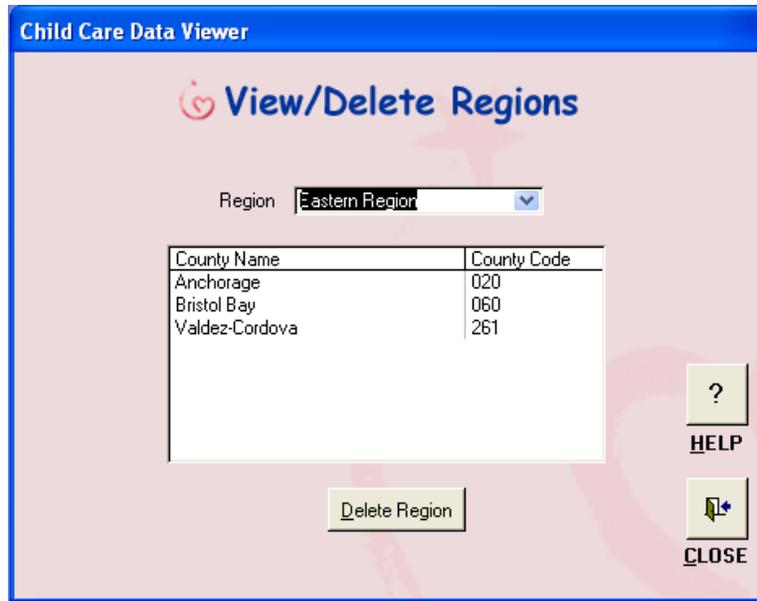
5. Click the **Create Region** button on the bottom of the page.
6. Create another Region if desired. Only those counties that have not been designated as a part of a Region will remain in the "County Name/County Code" field on the left side.
7. If you want to create a Region for all or all remaining counties click the **Select All** button and click the right pointing arrow (>). Enter a label name and click the **Create Region** button.

The County Profile report will provide summary information for the Regions that you have created along with summary information separately for each of the counties in your State.

Any Regions that you create will be saved and will be the basis of any future caseload profile reports until you either change the regions or delete them.

8. Click **Close**.

To view the Regions that you have created, click the **View/Delete Regions** button from the "Generate Views" sub-menu. Select the desired Region from the drop-down list. The county names/codes that you assigned to that Region will be listed in the field below.



If you wish to delete a Region, select the Region from the drop-down list and click the **Delete Region** button at the bottom of the form. Those counties will no longer be included as a part of a Region and will remain on the list of counties that you haven't designated to be a part of a Region.

3.3.3 Updating Calculation Values

The *Data Viewer* has several values that are used as the basis for some calculations and to determine which data to include in the reports:

- Poverty Guidelines
- Maximum Age for eligibility
- Number of eligible families

You have the ability to update these values to better fit your reporting needs.

Poverty Guidelines

The Poverty Profile report has information that is based on poverty level information. In general, you should use the Federal poverty guidelines associated with the Federal fiscal year of the data you have loaded in the *Data Viewer*. However, you may choose to run this report based on a different year's poverty level information or your State poverty level information. It is important to review which year's information is loaded in the Poverty Guidelines form prior to running reports.

Steps for Updating Poverty Guidelines:

1. Click on the "Poverty Guidelines" sub-menu.

2. Enter the year of the poverty guidelines on which you want your reports based.
3. Enter the appropriate values for the “Poverty Value for Family Size of 1” field and the “Each Additional Family Member Add” field.
4. Click the **Update Poverty Data** button and the *Viewer* will run the statistics.

Maximum Age and Eligible Families

The *Data Viewer* has a default value for each state representing the maximum age of children that are served by the CCDF program in that state. Only the data for those children who meet the maximum age requirement will be included in the reports. You may only want to include children with a lower maximum age in your report. If so, you can change the maximum age default in the *Data Viewer*.

The *Data Viewer* was also pre-set with estimated numbers of subsidy-eligible families for each State. The Office of the Assistant Secretary for Planning and Evaluation (ASPE) of the Dept. of Health and Human Services (HHS) prepared estimates for the number of families eligible for child care services in each State/Territory in 1999 around the time when the *Data Viewer* was first released. The Performance Measures report uses these estimates to generate statistics on the percentage of eligible families being served.

We strongly encourage you to update the default estimate with a figure that you think more accurately represents the number of subsidy-eligible families in your state. This can be taken from more recent estimates released by ASPE or a number that your state has internally developed. The *Data Viewer* allows you to update/change the number of eligible families to suit your reporting needs.

Steps for Customizing Maximum Age and Eligible Family Count Defaults:

1. From the Generate Views sub-menu, click the **Customize Defaults** button.
2. Enter the maximum age of the children you want to include in your reports. The number for *Maximum Child Age* will represent the maximum age of children to include in the reports— e.g. a maximum age of 15 indicates that you do not want any children over the age of 15 included in your reports. Children that are 15 at the end of the report period that the data file represents will be included.
3. Enter the value that best represents the number of CCDF eligible families in your state.
4. Click the **Close** button.

Note: These defaults will be used as the basis for calculations until you change them.

 **Customize Defaults**

Maximum Child Age:

Eligible Families:



HELP



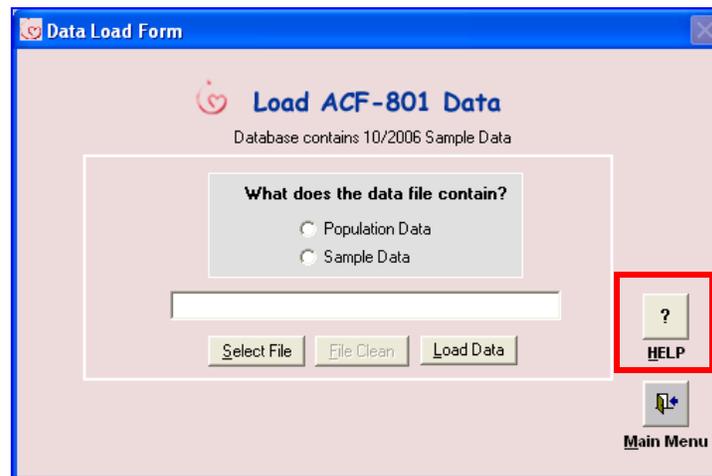
CLOSE

4. RESOURCES FOR TECHNICAL ASSISTANCE

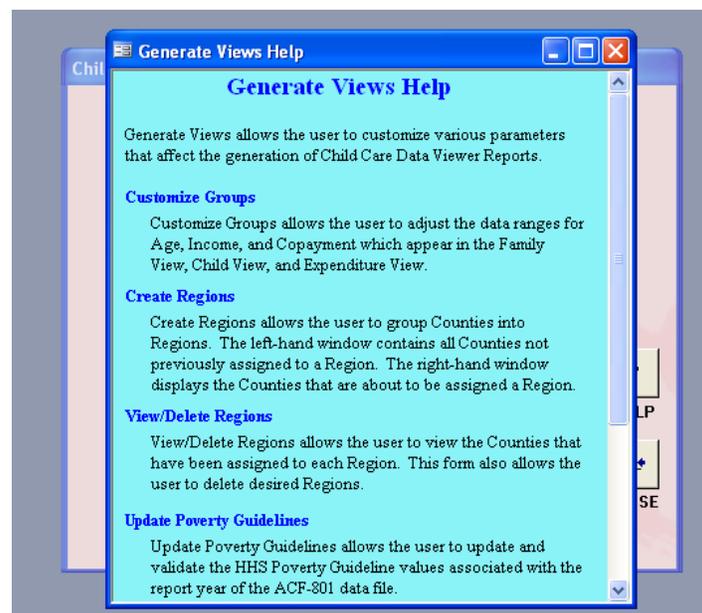
Should you have questions or need assistance when using the *Data Viewer*, there are two primary sources for help: 1) the Integrated Help System embedded into the software, and 2) the National Center on Child Care Data and Technology (NCDT).

4.1 INTEGRATED HELP

On virtually every screen within the *Data Viewer*, there is a **Help** button.



Clicking on the **Help** button will display information related to the area of the *Data Viewer* in which you are working.



4.2 NATIONAL CENTER ON CHILD CARE DATA AND TECHNOLOGY (NCDT)

The National Center on Child Care Data and Technology (NCDT) is supported by the OCC to provide training and technical assistance related to CCDF ACF-800 and ACF-801 reporting requirements. You can reach NCDT staff Monday-Friday, 9:00 a.m. to 5:00 p.m. prevailing Eastern Time.

E-mail: NCDT@childcaredata.org
Phone: 1-877-249-9117 (toll free)
Fax: 1-301-816-8640

The NCDT mailing address is:

NCDT
C/O GDIT
2600 Tower Oaks Boulevard, Suite 600
Rockville, MD 20852