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Provider Overview

The Provider Screens section contains the following information:

- Provider General
- Provider Shifts
- Provider Attributes
- Provider Specifics (Child Care Center/Family Child Care)
- Provider Action Log

Definition of a Provider:

A provider is defined as any entity that provides child care and meets one of the following requirements.

- Has a valid Illinois Department of Children and Family Services (IL DCFS) license. Current licenses available through DCFS:
 - Family Day Care Homes
 - Group Family Day Care Homes
 - Centers
- Is license-exempt. License-exempt should include centers and FCC Homes not licensed by IL DCFS and have completed the CCR&R license-exempt self-certification process.

Sections 377.3 and 377.4:

DCFS Rules Facilities and Programs Exempt from Licensure

Whether called a “school”, a “child care center”, a “nursery school”, a “kindergarten”, a “day nursery”, or similar names (including “day camps”), only the following day programs are exempt from licensure if the program’s services are provided exclusively to children who have attained the age of 3 years, and the program meets one of the following conditions/definitions:

- 1) The program is operated by a public or private elementary school system, secondary school unit or institution of higher learning.

This exemption includes programs operated by institutions of higher learning as laboratories for the training of their adult students as part of the students’ regular academic curriculum, whether the day care program is on the campus of the institution of higher learning or at other facilities controlled by the institution of higher learning. for children age 3 and above.

- 2) The program or portion of the program is recognized by the Illinois State Board of Education (ISBE).
- 3) The program is operated by a school registered with the Illinois State Board of Education (ISBE) and recognized or accredited by a national or multi-state educational organization or association which regularly recognizes or accredits schools, such as the Association Montessori International or the American Montessori Society.
- 4) The program serves handicapped children who are less than 21 years of age and the program:
 - It is registered with and approved by the Illinois State Board of Education (ISBE); and
 - It meets the standards of the Illinois State Fire Marshal.

Provider Overview Continued

- 5) The program provides primarily religious education as part of the instructional program of an elementary school operated by a church or religious organization and the church or religious organization also:
 - a) Receives no governmental aid or assistance other than exemption from taxation as a non-profit organization;
 - b) Complies with the fire safety standards of the Illinois State Fire Marshal (41 Ill. Adm. Code 100), or it complies with local fire prevention and safety standards for schools which are equal to or higher than rules adopted by the Illinois State Fire Marshal, or it complies with Illinois State Board of Education (ISBE) Rule 200, *Efficient and Adequate Standards for the Construction of Schools* (23 Ill. Adm. Code 175);
 - c) Complies with the standards of the Illinois Department of Public Health (77 Ill. Adm. Code 750) or the local health department; and
 - d) It either offers classes for the first through the sixth grade, or offers classes from the levels of nursery school or kindergarten through at least the first grade, with a plan to offer classes through the sixth grade within five years.
- 6) The program is operated in connection with a shopping center or service, religious services, or other similar facilities where transient children are cared for temporarily while parents or custodians of the children are occupied on the premises and are readily available.
- 7) The program is any type of day care center that is conducted on federal government premises.
- 8) The program is a special activities program, including athletics, crafts instruction and similar activities, conducted on an organized and periodic basis by a civic, charitable and governmental organization.
- 9) The program is a day program conducted by a church, religious organization or social service agency which:
 - Provides care to individual children on an intermittent basis, for up to 10 hours per 7 day week; and
 - Has notified DCFS of its operation in accordance with Section 377.4 of Rule 377, *Facilities and Programs Exempt from Licensure*.

Also exempt, are programs that operate in a family home if the program provides care for less than 24 hours per day to:

- (a) No more than three (3) children under the age of 12, or
- (b) Only children from a single household.

Note: The three children referred to in (a) includes the family's natural or adopted children and any other persons in the home who are under the age of 12, whether those persons are related or unrelated to the operator of the day care home.

No other child care programs are exempt from licensure.

Any program that does not fit within any of the above-cited exemptions is subject to licensure and must be licensed in order to operate legally.

Guidelines for Listing Providers in Database

As stated earlier, the definition of a provider is any entity that provides child care and meets one of the following requirements:

- IDHS requires that we list everyone to the best of the CCR&Rs knowledge that is licensed; meaning has an active, valid license from the Illinois Department of Children and Family Services (IL DCFS). If a CCR&R doesn't have the provider's license then they must get the following in order to add the provider to NW: 1) A local licensing representative has to confirm the provider is licensed. 2) The provider has to be able to read the license number off the license to the CCR&R staff person, fax, or mail copy to CCR&R.

Or

DCFS Providers List

Include all providers that have a license from the DCFS List. If the provider doesn't want to be listed on the database, enter their information from the list and mark them as No Survey/Intake and No Referral so the liability is not an issue. This will show all child care supply. Current licenses available through DCFS:

- Family Day Care Homes
 - Group Family Day Care Homes
 - Centers
- Is License-exempt. License-exempt should include centers and FCC Homes not licensed

Having covered what is a provider, there are other factors to consider before listing programs in the database. Some of these factors include the type of program, ages served and if these programs are part of a multiple program site. A multiple program site is where one site can contain many different child care programs. An example could be a Head Start, a Preschool For All program and a license-exempt preschool could possibly be located in the same building. When this occurs, the programs will have to be examined closer to see if they need to be listed

- Do Not list Crisis Nursery Schools (*These can possibly be tracked in your Community Database*)
- Do not list providers who has Accepted Age Range begins at age 13, marked.
- Licensed and Exempt programs should be listed separately in the database due to license status of the programs and possible legality issues.
- More than one Exempt program at the same site should be listed separately if they receive separate funding and have separate classrooms.
- More than one licensed program at the same site should be listed separately if they have a separate license number.
- If the program is clearly a Preschool For All program, these should be listed as Type of Care: (CCC) Preschool For All Only with State Pre-K Funding marked under Funding.
- If the program is a collaboration between a regular Center and a Preschool For All program, these should be listed as Type of Care: Child Care Center with State Pre-K Funding marked under Funding. (Mark the Primary Type of Care function)
- If the program is clearly a Head Start Only, these should be listed as Type of Care: (CCC) Head Start/Early Head Start Only with Head Start Funding marked under Funding.
- If the program is a collaboration between a regular Center or Family Child Care and a Head Start, these should be listed as Type of Care: Child Care Center or Family Child Care with Head Start Funding marked under Funding. (Mark the Primary Type of Care function)
- If the program is a collaboration between two entities who are not Head Start or Preschool For All programs, please mark the Primary Type of Care function and mark the Other Partnership field under Affiliation.

Guidelines for Listing Providers in Database Continued

- Early Childhood Special Education programs are not to be entered in the NACCRRARware provider database. Note: You can enter them into the Community database if you wish.
- Illinois State Board of Education (ISBE) Parent Education programs are not to be entered into the NACCRRARware provider database. Note: You can enter them into the Community database if you wish.
- Home visiting programs with no site based child care should not be entered into NACCRRARware.
- Teen REACH programs should not be listed in the NACCRRARware Provider database, but can be listed in the NACCRRARware Community database.
- In-Home providers should not be listed in the NACCRRARware Provider database, but can be listed in the NACCRRARware Community database. Examples of In-Home providers are Nanny or Au Pair services.
- Programs where a parent is present (i.e. Mom & Tot) should not be listed in the database, but can be listed in the NACCRRARware Community database.

General Data Entry for Providers

Search

This screen allows users to search for providers by the following fields, ONLY to see if the provider is already in the database before continuing data entry. At least part of one field must be entered on this page to generate results.

- Provider ID*
- First Name*
- Last Name*
- Business Name*
- Area Code, Phone Number*

Provider Search [Create New Provider](#)

To

Provider ID
First Name
Last Name
Business Name
Phone Number

retrieve a list using a partial name or number, type the known items followed by an asterisk ('*') and all the names or numbers matching the pattern that you entered will be returned. The example above will result in all providers with a first name that starts with "Th"

Simply click <Search> to produce a browse list of all providers in the database.

Left click on the <Search> button to initiate the search.

Any or all matches found for the search will list on the data entry results page. All Active matches are listed on the top section, and all Inactive matches are listed in the bottom section. By moving the cursor anywhere within the browse list, the user can click and open the corresponding record.

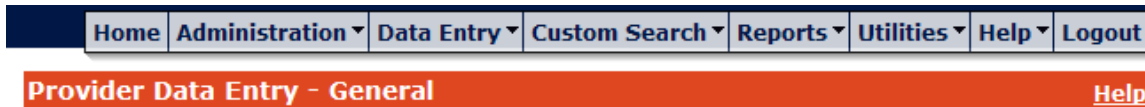
Provider Search Results [Create New Provider](#) | [Help](#)

TOTAL RECORDS FOUND: 2

ID	First Name	Last Name	Business Name	City	Phone
54	Thelma	Thompson	-	Normal	309
67	Theresa	Curry	We Love Kids	Normal	309
Inactive Providers					

General Data Entry For Providers Continued

If no match was found, the provider data entry search will return with a message stating there was no records found for the search criteria. If the user believes that a specific provider is in the database, use the **<Data Entry>** Provider button on top of the Main menu (See Below) to return to the Provider Data Entry Search screen and retry the search. If the user believes the record is indeed located in the database, it is possible to modify the criteria before the asterisk (for instance m* instead of ma*), enter different criteria, or produce a list of all records. (Another i.e. perhaps "Kristina" was entered when the provider actually spells it with a "Ch." Searching for providers with a first name beginning "K*" would not find the needed provider.)



To produce a browse list of all providers (both Active and Inactive) in the database, click **<Search>** without entering any data in the search fields.

If the desired provider is not entered, click **Create New Provider**, to the right of Provider Search. A new provider data entry screen will appear.



Once the correct, or new, record is opened, data entry can begin. There are five (5) pages in the provider record; **General, Shifts, Attributes, Specifics and Action Log**. The pages can be accessed by clicking, in any order, on the related tab on the left menu frame; it will also cause **any data entered or updated on the current page to be saved**.

There are several sections in the **General** page: **Location, Mailing, Contact, License, Capacity, Schools, and Other**. Depending upon the access level of the users, a number of buttons may appear at the bottom of the General page. Users with Read Only access will see **<Next>** at the bottom of the page. For those with Create and Modify or higher, **<Save>** allows those user to save modifications. Those with Create, Modify, Reports and Delete level or higher will also see a **<Delete>** button. Left clicking on the **<Save>** button will save the data on the current page and move the user to the next page, **Shifts**. Left clicking on the **<Delete>** button will bring up a message "Are you sure you want to delete this record?" Click on **<OK>** to delete the entire provider record. If deletion is not needed, click **<Cancel>**.

Warning: Delete providers or providers no longer in business are to be entered as Inactive in the NACCRRAware database. These providers remain in the database. Since they are marked as inactive, they will be excluded from searches such as referral searches. Please complete the steps for delete or inactive providers on page 10.

General Data Entry For Providers Continued

Navigation

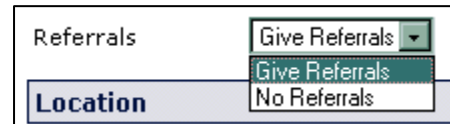
Navigation is best done using your mouse. Just click the left mouse button on the field you want to enter and start typing for text fields, or make a selection from the drop down list or check boxes. As an alternative, you can use the <Tab> key to move to the next field, or <Shift> <Tab> to move back one field. Use Arrow up and down keys to change drop down lists and use the Space bar to select and deselect check boxes. To view or select from the drop down list, move your cursor to the down arrow to the right of the list and left click.

Dates

Enter dates as MM/DD/YY, MM-DD-YY, MM/DD/YYYY, or MM-DD-YYYY, except when building queries. When building queries, use all four digits for the year.

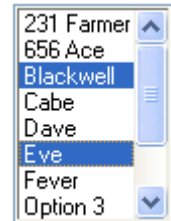
Drop Down Fields Example:

Left click the down arrow on the right hand side of a drop down list to view the selections in that list.



Pick Lists

Pick lists are created when there are many options for the user to choose from, and a check box area would be too lengthy. Users may choose multiple options in the pick list by holding the <Shift> button to click multiple options that are immediately next to each other, or holding the <Ctrl key> and clicking multiple items that are not immediately next to each other.



Check Boxes

Select check boxes by left clicking on one or more of the desired boxes.



General Data Entry For Providers Continued

Deleting Text

Deleting characters or fields must be done using the **<Delete>** key or the **<Backspace>** key. Simply highlighting an item using your mouse and pressing the **<Space Bar>** **will not work from within NACCRRAware.**

Security

Persons with any security level are able to view the client, provider and community pages. Only persons with a security level of "Create & Modify" or higher are able to change data on these pages. If you do not have an adequate security level, it will appear that you are able to change data, but those changes will not be saved.

Hidden Fields

Hidden fields will not be displayed on the data entry pages, so that data cannot be entered in these fields. If you do not find a field that you think should be on these pages, contact your System Administrator to see if the field has been hidden.

Saving Between Pages

NACCRRAware saves data on the data entry screens of Provider, Client and Community in several ways. With the exception of the Action log screen, if the user clicks on the **<Save>** button at the bottom of a data entry page, the data on that page is saved and the user is moved to the next page in the record. On the Action log page, when save is clicked, the user remains on this page until another menu item or data entry page is chosen.

It is also possible to click on the menu items at the side of the data entry page. Clicking any menu item on the side of the page will save the data on the current page and move to the chosen page. This allows the user to move randomly through the data entry screens.

Last, when the user hits the **<Enter>** button on the keyboard, the data will be saved and the user moved to the next data entry page, except on the Action Log page. On the Action Log page, if a user hits save, the data is saved and the user remains on the Action Log page until another menu item or data entry page is chosen.



This button located on "provider general" right after Business Name allows you to print a Provider Profile and/or a Provider Summary.

Provider General

[Provider Data Entry - General > General Info](#)

General Information

Provider ID: Unique computer-generated number and assigned by the system once the first screen is saved.

Before you enter a record, be sure and do a search using a * (wildcard). Example: If you are searching for the last name of Jones, type in 'Jo*' and all records beginning with 'Jo' will show up. The ID will not appear until the first page of the record is saved. Therefore, new records will not have an ID, whereas existing records will show an ID when opened.

First Name*: Enter the first name and middle initial as it appears on license for a family child carechildcare provider.

Last Name*: Enter last name as it appears on license for family child carechildcare provider.

* *First and last name will appear on referral list given to parents and mailing labels.*

Business Name*: Enter business name both for center and FCC as it appears on license or additional license holder, if any exist.

* *Business name will appear on the top of each record screen.*

PLEASE NOTE:

Check Family Child Care for all family child care homes except In-Home child care. (In-Home (FCC) child care field is for client side purposes only) For centers, choose ONE center type of care that most closely matches the center's primary function or specialty.

Provider Data Entry - General > General Info Continued

Type of Care

<Select **ONE** type of care that is the program's **PRIMARY** function>

(First four fields are fixed)

- Child Care Center: Programs defined as "centers" by DCFS licensing.
- Family Child Care: Program that is located in provider's home, including Group Family Child Care.
- Preschool Program: Part-day programs for toddler/preschool children, as defined by DCFS licensing.
- School Age Program: Program serving kindergarten and/or older children (CCC) only. May be licensed or license-exempt program in a public or non-public school or a licensed community-based program. Program may or may not provide teacher institute days. Must be full day, continuous care.
- (CCC) Park/Recreation Only: Program classified as park/recreation program. Can be part-day, part-week, or week intervals. Program has to provide a form of continuous child care and be offered the majority of the year, school year or the summer. Sporadic or one-time events should not be listed. (e.g. Vacation Bible School, 4H or Girl Scout Camp) Such programs may be included in the Community database.
- (CCC) Head Start/ Early Head Start Only: Program is a Head Start and/or Early Head Start program.
- (CCC) Preschool For All Only: Formerly ISBE Pre-K Only. Voluntary preschool for 3 and 4 year olds that typically operates on a school calendar, but it may vary from program to program depending on where it is offered. Classes are typically 2.5 hours long, 3 to 5 days a week. Programs may be located in schools, child care centers, community organizations, private preschools, faith-based organizations, community colleges and other settings. These programs are funded by Illinois State Board of Education (ISBE) and there is no cost to the parents. (Don't enter Preschool For All for birth to 3 year olds such as Mom and Tots into NACCRRAware. There can be entered in your community database.)
- (CCC) Special Needs Care Only: Program only provides services for children with special needs.
- (CCC) Before/After School Only: Program only provides before/after school age care. May or may not have teacher institute days.
- (FCC) In-home Care: Do not enter any in-home providers in the provider database such as Nanny or Au Pair services. This field is to be used in the Client database only.

First Provided Care

<Enter Date>

If licensed, enter the date on which the provider/program **first began to provide care for current business**. If not licensed, enter when provider/program first provided continuous non-relative care.

Provider Data Entry - General > General Info Continued

Status

<Select Active or Inactive from the drop-down list>

Active: Provider is actively providing care. Includes providers temporarily not accepting referrals due to extended vacation, maternity leave, etc. See referral status field.

Inactive: Provider is no longer in business. This includes all providers listed on the former provider delete database. Inactive providers will not be included in searches.

Inactive Provider Procedures:

Providers no longer in business are to be entered as Inactive in the NACCRRAware database. These providers remain in the database. Since they are marked as inactive, they will be excluded from searches such as referral searches. Please complete the following steps for inactive providers:

1. Select Inactive from the Drop Down Menu.
2. Enter the date of delete/inactive in the "As of" field.
3. Enter the Inactive Reason in the appropriate section. FCC (Family Child Care) and CCC (Child Care Centers) have separate fields for Inactive Reasons.
4. Under Action Log, select "Change Status from Active to Inactive" for the action taken.
5. Be sure to save each screen that was modified.
6. DO NOT remove delete or inactive providers from your database using the <Delete> Button in NACCRRAware.

As of:

<Enter Date>

The "as of" date indicates the date that the provider's current Status took effect; it defaults to the system date of the server. Only users with Create, Modify, Reports and Delete or Total Administrator security can change Status.

Date Added:

<Enter Date>

Date provider is added to referral database. Defaults to the system's date of the server, unless a date is converted from CareFinder. This date cannot be manually changed.

Provider Data Entry - General > General Info Continued

(The Referrals field defaults to “Give Referrals”, which means that this provider/program will be included in the <Find Provider> search routine. If the provider does not want referrals for any reason, clicking the “No Referral” radio button)

Referrals: Select Give Referrals if provider wants to be a part of referral service (regardless of openings). Select No Referrals if provider does not want to be a part of referral service.

Web Referrals: The ***Web Referrals*** field defaults to "*Give Web Referrals*", which means that this provider will be included in the Internet Mask Module search routine or on any web referral service. If the provider does not want referrals for any reason, clicking on the **<No Referrals>** radio button will remove the provider from the **<Find Provider>** search routine.

(The Referrals field defaults to “Give Referrals”, which means that this provider/program will be included in the <Find Provider> search routine. If the provider does not want referrals for any reason, clicking the <No Referral> radio button will remove the provider/program from the < Find Provider> search routine.

Print Rates: The ***Print rates*** field defaults to “Yes”, which means that this provider’s rates will be printed on summaries or profiles produced through the quick search. If the provider does not want to print their rates on summaries and profiles, click the drop down field and select “No”. Also refer to field ‘May Give Rates’ under Policies page 3-34.

Provider Data Entry - General > Location

Location

These fields will be used for geocoding the provider's address. Please use the following guidelines in entering address information. Note, however, if the geocoding program does not successfully geocode, you can alter the address and try again.

- Periods are ALMOST NEVER used (except when it is part of the street name, which is very unusual);
- Street numbers are not spelled out (e.g. 14th St; NOT Fourteenth St);
- "W" for West and "E" for East (e.g. 215 W 118th St). However, "East" and "West" are spelled out when its part of the street name (e.g. West Side Hwy);
- "th" or "rd" or "st" contiguous with the street number, when appropriate (e.g. 215 W 118th St);
- "St" (without a period) for Street and for Saint (even when Saint is the first word in the street name);
- "Pl" (without a period) for Place;
- "Ave" (without a period) for Avenue, when the street name does not begin with the word avenue. If the street name begins with the word avenue, such as "Avenue A", then avenue is spelled out.

Street Address: Enter street address where child care takes place.

Unit #: Enter unit number, such as apartment number, suite number, townhouse, and trailer lot number, etc., where child care/childcare takes place.

City: Enter city where child care/childcare takes place.

State/Prov: State where child care takes place. (Administrator: set default to IL)

Zip/Postal Code: Enter the five-digit code where child care/childcare takes place.

+4: Enter the last four digits of the nine-digit zip code where child care/childcare takes place. (This field is **optional** if your area postal service does not require these extensions.)

County: Enter the county in which the provider/program is located. It is important to spell out the county correctly and do not abbreviate in order to "map" correctly.

Country: Country where child care takes place. Defaults to USA.

Region: (Configurable 1) Enter your SDA number as a 2-digit number (01,

03, 13). DO NOT ENTER Roman numbers. For SDAs wishing to designate sub areas (neighborhoods, etc.) leave a space and enter an alpha abbreviation or numeric for the sub area. (Alpha abbreviations or numeric are designated at the local level.)

Config Fields:

Contact Name: (**Optional**) Local Use field. Can be used to track the contact name for centers, programs, etc. who are responsible for updating records or for any other purpose the CCR&R desires.

Next Contact Date: Use this date field to record the date when you need to contact the provider next.

Provider Data Entry - General > Location Continued

Referral Status:

(Configurable 2) (This is a check box group of fields. *<Check all that apply>* USE ALL OF THESE FOR NO REFERRAL PROVIDERS ONLY.

No Survey/Intake:	Provider has been contacted to be listed on the database and participate in the referral service, but no complete intake was performed. Must check with provider/program <u>annually</u> to confirm status and attempt full recruitment into database. <i>Note: Please enter all basic provider fields as given quarterly by DCFS. Must check A or B below.</i>
Temporary No Referrals:	Providers temporarily not providing care due to maternity leave medical leave, etc.
Requested No Referrals:	Check for a provider who is currently doing care but either requested no referrals or the child care/childcare program restricts referrals.
Complaint Not Notified:	CCR is aware the provider/program has pending complaint and the provider/program <u>have not</u> been notified by DCFS. (<i>Formerly Code 1</i>)
Complaint Notified:	CCR is notified by licensing that a provider/program has complaint pending and the provider/program <u>have</u> been notified. (<i>Formerly Code 2</i>)
Phone Disconnect:	Provider's phone has been disconnected.
Program Change:	Check for a provider not to be referred due to a program change. Example: Provider has moved to a new location within SDA and waiting for approval of change from DCFS.
A - Not Interested:	Has been contacted but does not want to give any information.
B - Not Contacted:	Provider/program has been added to the database from the DCFS List, but has not been contacted to be listed with the R&R.
Pending – Surrendered License:	Provider/program told R&R they are surrendering their license, but they have not shown up on the list or have not been confirmed surrendered by their licensing rep.
CCR&R No Referral:	Provider/program not to be referred due to inability to contact provider/program or by CCR&R policy.
Keeping License – Not Providing Care:	Provider is listed on the DCFS Provider List but not currently providing care. These providers should have the information on the DCFS list entered into their record. There is no need to update or delete any other information in their record that is already recorded. <i>These providers will be excluded from referrals since they are no referral but also need to be excluded from reporting.</i>
Statewide Use 13-20:	Save field for statewide use.

Provider Data Entry - General > Location Continued

Validate:

Press VALIDATE to geocode address

Important Note: Mapping will work on multiple Windows platforms including XP and 2000 users. Geocoding mapping software must be installed on your local computer for the mapping function to work.. (XP and 2000 users need an updated batch file for the mapping software to work properly. All Illinois geocoding software files are available to download from the FTP site.

Clicking on the <Validate> button allows you to "geocode" or "map" the provider by assigning a latitude and longitude to the provider's location. If the box next to the <Validate> button reads, "**Press VALIDATE to geocode address,**" then left click on the <Validate> button. This will bring up another window. You may also see a box with a "**Security Alert**" about an ActiveX object on the page; click <Yes> to get rid of this box. The "**Geocode Address Search**" window will appear. On the left hand side of the window will be the **Street Address, City, State, and Zip** of the provider's location. The latitude and longitude boxes will be blank at first. On the right hand side of the window will be a map of the United States; if you can't see the map, then there is a problem with the configuration of your mapping software and you need to contact your Service Delivery Area System Administrator. If everything is showing up as described, then you are ready to geocode the provider's location. To do so, left click on the <Get Lat/Long> button on the left hand side of the screen. In a second or so, the latitude and longitude of the provider's location will appear in the geocoding window. The box under "**Geocode Search Results**" will read: "**Successfully geocoded to the Street Name and Type level.**" This means that the mapping software found the provider's street address as a part of its geocoding process. **Street Name** level geocoding is the most accurate. If the software is not able to geocode using the street name, it may geocode by zip code, city, or even state; each one of these geocoding levels is less accurate than the preceding one. The level of the geocoding will be indicated by the message in above-mentioned box and indicated by the checked boxes underneath. If the provider's address did not geocode accurately, you should check the following: the spelling of the street name; if you have the street type correctly entered and abbreviated (Rd, St, etc.); if there is a direction associated with that street (N, NW, etc.) and, if so, if that is correctly entered; if the city is correctly spelled; if the state is correct; and if the zip code is correct.

If corrections need to be made to any of the above, they can be made from the geocoding window. After you have made any corrections, you need to left click the <Get Lat/Long> button again to obtain new geocoding results. If everything concerning the address is correct, then the location might be a new one or for some other reason not available for lookup in the geocoding "database," so you will not be able to obtain a more accurate geocode for that location. Once you have geocoded the provider's location and decided that the latitude and longitude obtained are satisfactory, you need to save those coordinates by left clicking on the <Save Lat/Long> button. If you have made corrections to the street address, city, state, or zip code while in the geocoding window, then you will need to left click on the <Save All Info> button instead. After you have saved the desired information, left click on the <Close Window> button to close the geocoding window and return to the General page of the Provider record. *Note: It is also important to save the General page for the geocoding to accurately save in the provider record.*

Note: The geocoding process generates and saves a FIPS code in the NACCRRAware database for that record. This code can be searched using the Custom Search.

FIPS: Federal Information Processing Standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies. The entities covered include: states and statistically equivalent entities, counties and statistically equivalent entities, named populated and related location entities (such as, places and county subdivisions), and American Indian and Alaska Native areas.

Provider Data Entry - General > Mailing

Mailing

- Street Address:** Enter mailing address for child care/childcare if different than the location address. *Please note:* If you enter a mailing address, you must enter the entire address (i.e. city, state and zip code).
- Unit #:** Enter unit number, such as apartment number, suite number, townhouse, trailer lot number, etc., in which the providers/program business is to receive mailings.
- City:** Enter city in which the providers/program business is to receive mailings.
- State/Prov:** State where child care takes place. (Administrator: set default to IL)
- Zip/Postal Code:** Enter the five-digit code in which the provider/program business is to receive mailings.
- +4:** Enter the last four digits of the nine-digit zip code in which the provider/program is to receive mailings. This field is **optional** if your area postal service does not require these extensions

Provider Data Entry - General > Contact

Contact

- Primary Phone/Ext:** Telephone number where provider/program can be reached. Area code in the first box (this may be set up to default) and remainder of the phone number in the second box. You need to enter the hyphen (-) after the first three digits of the phone number. Enter the extension associated with primary number of provider/program contact number, if applicable.
- Secondary Phone/Ext:** Alternate or main office (chain centers) telephone centers) telephone number. Enter the extension associated with primary number of provider/program contact number, if applicable.
- Fax:** Fax number where provider/program can be reached. (Fax number area code will default to area code if set in the General Administration. You will need to manually delete the area code if provider/program does not have a fax number.)
- E-mail Address:** E-mail address where provider or program can be reached, if applicable.
- Website:** Website of provider or program, if applicable.
-

Provider Data Entry - General > License Info

License Info

Regulation

<Select one from the drop-down list> (Fixed Fields)

Regulated/licensed: Provider/program is licensed by DCFS.

Registered: **Do not use.** Illinois does not use this category at this time.

Exempt: Provider/program is exempt from licensing.

EIN/SSN: **Do not use.** Federal Employer Identification Number or Social Security Number.
(Currently under discussion by IDHS – May indicate globally “Do Not Use”)

License ID: Licensed number assigned by DCFS. *(Indicate hyphen in the license number)*

Leave blank for EXEMPT providers.

Expiration Date: Date that current license expires or provider self-certification needs renewed.
Field can be used for License Exempt providers to track the expiration date of their license exempt self-certification.

Provider Data Entry - General > License Type

License Type

<Check all that apply> (Check all that apply to a provider/program.) Note: This is what type of license the provider has been issued not necessarily what they provide. Do not mark for EXEMPT programs.

Day: Provider has a license for day time/daytime child care/childcare.

Overnight: Provider has a license for overnight child care/childcare.

Center: Provider has a license for a center based/center-based child care/childcare.

Family Child Care: Provider has a license for family day care home child care/childcare.

Group Home (FCC): Provider has a license for group family home child care/childcare.

Provider Data Entry - General > Capacity

Capacity

Total Licensed Capacity:

Licensed Family Child Care or Center: - The total licensed capacity is the daytime capacity + the extended capacity added together from their license. (*Example: Licensed for 8 + 4 extended = 12 Total*)

License Exempt Family Child Care: - The total capacity is 3 children or less including their own child if the child is age 12 and under. (*Example: If they have 1 child of their own then the total capacity is 2.*) *Exception to 3 children: Children are all from one family.*

License Exempt Centers:

If the center has no maximum capacity, enter the maximum enrollment they could accept with present staff. For providers who say they hire staff according to enrollment, ask what the average enrollment has been and enter that number as "Total Capacity."

Note: *For providers who ONLY provide overnight care - Enter their night capacity in the Night Capacity field on the first shift screen and enter 0 in this field since this field only reflects day-time capacity.*

Note: *You can ask your CCR&R Director or INCCRRA for more information about Total Licensed Capacity.*

Total Desired Capacity: (Optional) Enter desired capacity at any one time.

Note: Verify licensed capacity and age.

Total Vacancies:

Enter total current vacancies at any one time. Can *enable* or *disable* providers with no vacancies to show up for Quick Searches. Can enter vacancies for any shift (including evening/overnight) in this field to aid in NACCRRAware Quick Searches. Can also be full-time or part-time vacancies. Vacancies can be broken down further on the shift screens.

As of:

<Enter Date>

Enter date of entry of current vacancies. (Default to date of entry.)

Provider Data Entry - General > Accepted Age Range

Accepted Age Range:

(Enter age - weeks, months or years) *NOTE: If no information is available at the time of entry, type in (1 week) so that the provider comes up in searches. NACCRRARware will not save a record as "0", you have to enter at least 1 week. Also, if the license states "0", you can enter 1 week.*

From: For Licensed provider – enter what the license states. For exempt providers list what age they indicate. Six weeks defaults to a month and 2 weeks.

To: For licensed providers enter what the license says. For exempt providers list what age they indicate. (If provider provides care through age 12, enter as 12 years and 11 months. This is important for referral searches to work.)

Shifts: NACCRRARware supports the collection of data for up to three separate shifts or sessions. Some child care options, such as preschool programs, often run clearly defined shifts, each with distinct attributes and start and end times. Others may actually provide shift-type care (i.e. accept different children throughout a 24-hour period), however they do not perceive of themselves as having shifts. Enter the data as outlined in the shift spreadsheet. The **<Find Provider>** search will search every shift -- if the client needs care from 7 am to 7 pm, a search on those hours will include a provider with one shift from 7 am to 6 pm and a second shift from 6 pm until midnight, because a provider could possibly accommodate that client. As this is a detailed process, please feel free to contact the INCCRRA Support with any questions on shift configuration.

Provider Data Entry - General > School District

School District: **Optional** use: Check the school district that your provider/program is located in or one whichone that services the provider. (Limit 100)

Provider Data Entry - General > Elementary Schools/Catchment

Elementary Schools/ Catchments

Elementary Schools: **Optional** use: Drop-down list shows all elementary schools in the region/SDA. (Limit 1500) Select the elementary school closest to provider. To select additional elementary schools convenient to the provider; do so by pressing **<Ctrl>** key on the keyboard while left clicking the mouse on each additional elementary you wish to select.

Warning: Clicking on a school without holding the **<Ctrl>** key will result in ONLY that school being selected. All others will be deselected.

Unselect All: Clicking this button will erase ALL entries in the Elementary Schools field

School Transportation: **Optional** Use. Enter information concerning available school transportation of the closest elementary school. (i.e.: school busing available, private school, own transportation, etc., on bus route)

Provider Data Entry - General > Other Info

Other Info

Funding

<Check all that apply>

Head Start Funding: Check if a provider/program receives some or all of itsit's funding from Head Start. Program could possibly be a collaborative program where classrooms are blended between a Head Start and non Head Start program and the legal capacity includes children who may or may not be funded by Head Start.

State Pre-K Funding: *(field is part of the National Data Set so INCCRRA can't change the field name.)* Check if a provider/program receives some or all of itsit's funding from Preschool For All funding, gets funding directly from Illinois State Board of Education (ISBE) to provide Preschool For All services. Program could possibly be a collaborative program where classrooms are blended between a Preschool For All program and non-Preschool For All program and the legal capacity includes children who may or may not be receiving funding from Preschool For All.

Membership

(Optional)

CCR&R Membership

Amount: If the CCR&R charges a membership fee (example: lending library) enter the amount of the fee paid by the provider. Whole dollar amounts do not need to be entered with a decimal point, fractions of a dollar need to be entered with a decimal point (i.e. \$1.50 should be entered as 1.5, \$35.00 should be entered as 35 and \$175.00 should be entered as 175).

Paid Through: Enter the date through which the provider's membership is paid.

Total Center Staff: How many staff are currently employed in your program? Please include the total number of staff in DCFS-defined licensing positions (Administrative Director, Director/Teacher, Teacher, Assistant Teacher, School-Age Worker, and Assistant School-Age Worker), who are permanent full-time and part-time staff members in the child care program. Do not include temporary, substitute, seasonal staff or employees not in DCFS-defined positions. Collect for both licensed and exempt centers including both full-time and part-time programs. **The data in this field must be collected on all centers during initial Intake (new record) as well as during Quarter 2 of each fiscal year (October 1 – December 31) for a snapshot of the data at a point-in-time.** *Any reports that want accurate numbers would be run off Quarter 2 data. We don't want this field to have any blanks. Enter a two-digit number. (example: 1 as 01)*

PDR CFG 4 Date Fld Do not use at this time.

Provider Data Entry - General > Transportation

Transportation

- (Optional)** Heading Name is fixed; can't be changed.
- Transportation Provided: Check if provider/program will provide regular transportation for the children in care. (Example: to preschool, elementary school, lessons, recreational programs, etc). Includes bus service.
- Walking Distance From School: Provider/program is within walking distance from a school(s) as defined by school district.
- Near Public Transportation: Check if provider/program is near some type of public transportation service. Example: bus, train.
- Local Use 4-10: Local use fields.

Provider Data Entry - General > Languages

Languages

- <Check all that apply>** NOTE: Fluent means provider and/or staff speaks languagespeak language to communicate with childwith child/parent on a daily basis.
- English: Provider/staff speaks fluent English. **Default if language is unknown.**
- Spanish: Provider/staff speaks fluent Spanish.
- Native American: Provider/staff speaks fluent Native American (Ojibwe, Lakota, etc.)
- African: Provider/staff speaks fluent African language. (State in comment section)
- Asian: Provider/staff speaks fluent Asian language. (State in comment section)
- European: Provider/staff speaks fluent European language. (State in comment section.)
- Other: Speaks a language not listed above. (State in comment section.)
- Local Use 8 -20: Local use fields for languages in your SDA.

Provider Data Entry - General > Transport Q Search

Transport Q Search

- <Check all that apply>** LOCAL 1 (Configurable title and fields, fields viewed in both provider/client screens. Shows up on Client Referral Quick Search screen.)
- Near Public: Provider/program is near public transportation. (bus line, train, etc.)
- Will Consider: Provider/program willing to negotiate transportation arrangements on a family-to-family basis.
- To/From Home: Provider/program will provide transport to/from child's home.
- To/From School: Provider/program will provide transport to/from school(s).
- To/From Preschool: Provider/program will provide transport to/from preschool.
- To/From Activity: Provider/program will provide transport to/from activities.
- To/From Other: Provider/program will provide transport to/from other places requested by the parent.
- Local Use 8-9: Local use fields.
- Statewide Use 10-20: Saved for statewide use.
-

Provider Data Entry - General > Program Information

Program Information

LOCAL 2	(Configurable title and fields, fields viewed in both provider/client screens.)
Montessori:	Provider/program has a Montessori Teacher Training Certificate from an organization affiliated with Montessori Accreditation Council (MACTE), American Montessori Society (AMS) or Association Montessori International (AMI).
Religious Content:	Provider/program incorporates religious curriculum or practices into setting. <i>Example: prayer</i>
Kindergarten on-site:	Program provides this service.
Grade School on-site:	Program provides this service.
Parent Co-op:	Provider/program who provide either services singly or as a part of other services. Check for any program where the parent works in a program on a part-time scheduled basis.
Preschool Program:	Family child care program, which provides or incorporates a structured preschool component such as learning readiness. Don't mark for Preschool For All.
PFA Programming:	Any provider that gets direct funding from Illinois State Board of Education (ISBE) to provide Preschool For All services [keep in mind that if State Pre-K Funding (value in Funding Field) is marked then PFA Programming would be marked, but not necessarily the reverse.]
Statewide Use 8-10:	Save field for statewide use.

Provider Data Entry - General > Comments

Comments

Use this area to record contact names for child care centers. Enter any other relevant comments in this box. Space for comments is unlimited, although only the first few lines will be available for viewing without scrolling.

Deleting Records:

There is a **<Delete>** button at the bottom of this screen to delete a dummy or incorrect provider. A verification box will pop up to confirm the deletion. **DO NOT** use to remove providers who are no longer doing care. All Inactive providers are to be left in the database but selected as Inactive. See Status on Page 1 of the provider general screen.

Provider Shifts

Provider Data Entry - Shifts >

Day	Start Time	End Time
<input checked="" type="checkbox"/> Monday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Tuesday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Wednesday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Thursday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Friday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Saturday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sunday	<input type="text"/>	<input type="text"/>

At the top of the page, the provider ID and Business name as well as the shift name are listed. Immediately below the Provider ID and Business name are links to the shifts, if there is more than one shift. Left click on the link for the appropriate shift. For users with appropriate security access, **Add Shift**, **Save Shift** and **Delete Shift** buttons appear at the top and bottom of the page. Left clicking on the **<Save>** button will save any data entry changes and move to the next page, **Attributes**.

Note: *NACCRRAware* supports the collection of data for up to three separate shifts or sessions. [Shift Name](#) is used to define the shift on each shift screen. Some providers, such as preschool programs, often run clearly defined shifts, each with distinct attributes and start and end times. Other providers may actually provide shift-type care (i.e. accept different children throughout a 24-hour period), however, they do not perceive of themselves as having shifts. How this data is entered in *NACCRRAware* is the responsibility of the CCR&R within the guidelines of DCFS and how INCCRRA has defined the shifts. The **<Find Provider>** search will search every shift. If a provider has multiple shifts and the client open and end time fall in at least one of the shifts, the provider will match.

Shift Name--the shift name allows CCR&Rs to give definitions to shifts and choose the corresponding shift name. When reports are run based on a shift name, only the data listed on the corresponding shift name will be calculated in the report. The Shift Name options are: **Day, Evening, Overnight, School year, Summer/Holiday, Session 1, Session 2 and Session 3, Weekend, and Other**. Choose a name to describe the shift from the list. If a Shift Name is not chosen, the user may not continue until a shift name is chosen.

SEE ATTACHMENT A ~ for Shift Screen Data Entry Information. NOTE: Illinois is not using School Year Shift, Summer/Holiday Shift and Other Shift.

To enter a second and/or third shift, then scroll up to the top of the page, left click on the link for the desired shift, then repeat the above steps for the next shift or click on **<Save>** at the bottom of the screen.

[Provider Data Entry - Shifts >](#)

Shift Data Entry Scenarios

1. Clarification (6:00 and 10:00 times) for shifts should be used for multiple shifts data entry. Otherwise, the actual time for the provider should be entered.
2. Can data entry up to 1 hour after end of shift or 1 hour before beginning of shift. Over one hour – need to add a new shift.
 - a. Example: Provider offers care from 7:00AM to 6:30PM. Entered as Day Shift and enter exact time provider offers care.
 - b. Example: Provider offers care from 7:00AM to 7:30PM. Enter Day Shift from 7:00AM to 6:00PM and Evening Shift 6:00PM to 7:30PM.
3. Before and After Care: Example: FCC with Day shift hours but will also accept before and after school children within their continuous hours of care. Enter provider as Day Shift with Before and After school checked on that shift page. Do not enter a separate shift for this scenario.
4. Programs with 2 shifts that overlap and have different capacities. Example: Child Care Center with a regular Day schedule 6:00AM to 6:00PM and a separate School-age after school Evening schedule 3:00PM to 1:00AM. It is a separate group of children and separate program but housed in the same location. In this case, there will be an exception. For this scenario, it is better to enter the shifts as stated with their specific information instead of breaking it down according to the Shift Grid. It will be better for referrals even though the shift hours overlap.
5. Provider that offers care 6:00AM to 12:00AM. Enter Day, Evening and Overnight Shift according to our definitions/shift grid. Provider needs to have an overnight license.
6. Center offers "day" shift from 6AM to 5PM and then offers a preschool component for children currently enrolled. The preschool is not open to children only wanting to attend the preschool component. This would be entered as a "day" shift only.
7. Center offers "day" shift from 6AM to 5PM and then offers a preschool morning component for children currently enrolled and allows other children to attend the preschool component only. This center would be entered as 2 shifts, Day and Session 1 for the preschool component.
8. Center offers "day" shift from 6AM to 6PM, evening 6PM to 10PM, and a morning preschool component open to public. This center has 3 shifts: Day, Evening and Session 1.
9. If a provider is licensed for overnight care but says they aren't providing overnight care, then enter the night capacity in the Night Capacity field, but don't enter an overnight shift for this provider.

Provider Data Entry - Shifts > Days Care Provided

Days Care Provided

Indicate the days of the week and start and end times for each day the provider offers care in any one shift.

Day / Start Time / End Time Table

<Check all that apply>

Day	Start Time	End Time
<input type="checkbox"/> Monday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Tuesday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Wednesday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Thursday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Friday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Saturday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sunday	<input type="text"/>	<input type="text"/>

- Day:** Check days regularly open.
- Start Time:** Time the provider/program starts care in this shift. Type PM or it will default to AM.
- End Time:** Time the provider/program ends care in this shift. Type PM or it will default to AM.

To enter this information:

1. Left click on the check box to the right of the first day the provider offers care.
2. Enter the time the provider is willing to start accepting children (**Start Time**) and the time the provider is finished caring for children (**End Time**) for that day.
3. Enter times with an "am" or "pm" after the time in either upper or lower case.
4. If the time is not an even hour, enter a colon and then the part of the hour (i.e. 3:00 pm could be entered as 3pm or 3PM, however 3:30 pm would be entered as 3:30pm or 3:30PM.) After you save, the default will show AM or PM.
5. After you have entered the times for the first day, click on the next day the provider offers care. The **Start** and **End Times** will auto fill.
6. If the provider provides care for different hours on a specific day, you can edit the Start and End Times to reflect the correct hours.
7. Do this for every day the provider is open for care. Note: The **Start** and **End Times** will only be saved for the days of the week that have been checked.

If the hours change, make the change on the first day of the week, then click twice on the other days of the week to change times on other days.

NOTE: On Start Time and End Time, enter AM or PM. Defaults to AM if AM/PM is not entered.

Provider Data Entry - Shifts > Shifts General Information

Shift General Information

Care Available Fields

Accepts Children

<Select one from the drop-down list>

Week hours are based upon Department of Labor guidelines. *Days Care Provided total hours should match with what is marked under Accepts Children. FT = 35 hours or more, PT = less than 35 hours and Both = FT and PT.*

Full-Time: Provider accepts children 35 hours or more per week only.
Part-Time: Provider accepts children less than 35 hours per week only.
Both: Provider accepts children for full-time AND part-time care.

NOTE: When doing a Quick Search or Custom Search, you will need to enter criteria to search on. You will need to enter either 'Full-Time or Both' for full-time care or you will need to enter 'Part-Time or Both' when searching for part-time care.

Duration

<Select one from the drop-down list>

Full Year: Provider/program is willing to provide care year round, less scheduled vacations/holidays.
School Year Only: Provider/program is willing to provide care during the school year only. (Typically late August through May.)
Summer Care Only: Provider/program is willing to provide care during the summer only. (Typically June through August)

<Check all that apply>

Drop-In: A predetermined relationship between a provider/program and a family for occasional use.
Temp/Emergency: Short-term care, space permitting, back up for other providers, etc.
Before School: Child care before school hours.
After School: Child care after school hours.
Rotating: A provider who is willing to negotiate with a family that needs care during shifts and/or days that change regularly.
24-Hour: Optional Use. Not currently being used at the statewide level so may be used at the local level as you determine. Reserve to possibly be used later at the statewide level.
Open Holidays: Provider/program is willing/provides care during holidays, school break or time when school is out of session.
SFT CFG 1 Text Fld: One set for each shift. Do not use at this time.
SFT CFG 2 Date Fld: One set for each shift. Do not use at this time.
No Fee Charged: No fee charged for services. Preschool For All or Head Start programs.

Provider Data Entry - Shifts > Rates

Rates Table

1. Enter a dollar amount for the first rate given for that age group and age range.
2. Whole dollar amounts do not need to be entered with a decimal point, fractions of a dollar need to be entered with a decimal point (i.e. 1 will be \$1.00, 1.5 will be \$1.50, 175 is \$175.00).
3. In statistical reports, nulls (no data is in the field) are not counted, zero's are counted, so do not enter zeros as data.
4. If, upon saving the shift page, a message is received about an ineligible character, check the table for spaces.
5. Rates need to be entered on all shifts (if applicable).

Age Group:

Age Range:

Infant 1 Age Group:	6 (defaults to 1 month 2 weeks) weeks up to and not including 15 months.
Infant 2 Age Group:	Do not use. Leave field blank.
Toddler 1 Age Group:	15 months up to and not including 2 years.
Toddler 2 Age Group:	2 Years (24 months up to and not including 36 months)
Preschool 1 Age Group:	3-4 Years (36 months up to not including 60 months)
Preschool 2 Age Group:	5 Years & Kindergarten (60 months up to not including 72 months)
School-Age 1 Group: (B/A only)	School-Age B/A (Before and After School Rates Only). <i>Note: Field tracks all providers which offer before/after school care not just ONLY. Enter the rates as supplied by the provider.</i> <u>Full time will not meet the definition of 35 hours or more per week in the case of Before/After Schoolage 1 age group. Full time for Before/After School children is considered care 5 days a week before AND after. Part time is considered 5 days before OR 5 days after. For anything less than 5 days, do not include in the Rates table, enter into Comments.</u> <i>If you have more than one rate for the time interval which fits the definition of Full Time or Part Time, enter the highest rate in the field.</i> <i>(Example: PT Hourly Rate of \$5.00 for before school 5 days a week and \$7.00 for after school 5 days a week, enter \$7.00 in the PT Hourly rate field.)</i>
School-Age 2 Group: (Summer/Vacation/Holiday)	Field tracks providers who offer summer, vacation and/or holiday care. Any of these or all of them. Example: Program offers Before/After School Age care and charges a Full-Time Weekly Rate for Before and After School but charges separate Full-Time Weekly Rate for Vacation and Holidays. <u>Enter as follows:</u> Enter Full-Time Weekly rate for before/after in the FT Weekly column for <u>School-Age 1 Group</u> . Enter Full-Time Weekly rate for vacation/holidays in FT Weekly column for <u>School-Age 2 Group</u> .

Provider Data Entry - Shifts > Rates Continued

Rate Unit

RATES										
Age Group (Age Range)	Hourly, PT	Hourly, FT	Daily, PT	Daily, FT	Weekly, PT	Weekly, FT	Monthly, PT	Monthly, FT	Other, PT	Other, FT
Infant 1 Age Group (6 Weeks to 14 Months)	3.00	2.50	20.00	30.00	100.00	300.00				
Infant 2 Age Group (not used)										
Toddler 1 Age Group (15 to 23 Months)	3.00	2.50	20.00	30.00	100.00	300.00				
Toddler 2 Age Group (24 to 35 Months)										
Preschool 1 Age Grp (3 to 4 Years)	2.50	2.00								
Preschool 2 Age Grp (5 Years to K)	2.50	2.00								
School Age 1 Group (B/A Only)	3.00	3.00								
School Age 2 Group (Summer Only)	3.00	3.00								

Full time is considered 35 hours or more per week.

Enter the rates as reported by the child care provider/program. This includes Weekly, Monthly, Hourly, and Daily rates. If there is more than one Hourly/Daily/Weekly/Monthly PT Rate use Other, PT field. If there is more than one Hourly/Daily/Weekly/Monthly FT Rate use Other, FT field. If using the Other field, please indicate in Comments the time interval for the rate. Example: FT Other field for Preschool 1 Age Group is a Yearly Rate.

Note: Rates are to be collected during Quarter 2 of each fiscal year.

Provider Data Entry - Shifts > Additional Fees

Additional Fees

Note: The data in these fields are to be collected during Quarter 2 of each fiscal year.

<Check all that apply>

- Registration/Application: Provider charges registration/application fee.
- Deposit Required: Provider/program requires a deposit.
- Meal/Snack Fee: Provider/program charges fees for meals and snacks.
- Materials/Supplies: Provider/program charges a fee for materials/supplies.
- Field Trips: Provider/program charges a fee for field trips.
- Transportation: Provider/program charges a fee for transporting child to and from schools, activities, etc.
- Local Add't Fee 7: Local Use
- Local Add't Fee 8: Local Use
- Statewide Use 9-10: Save field for future statewide use.

Provider Data Entry - Shifts > Population Info

Population Table:

Desired Capacity/Vacancy Table

Age Group:	Age Range:
Infant 1 Age Group:	6 weeks up to and not including 15 months <u>current</u> vacancies.
Infant 2 Age Group:	Don't enter anything in this age group. Not used.
Toddler 1 Age Group:	15 months up to and not including 2 years vacancies
Toddler 2 Age Group:	2 Years (24 months up to and not including 36 months) vacancies
Preschool 1 Age Group:	3-4 Years (36 months up to not including 60 months) vacancies
Preschool 2 Age Group:	5 Years & Kindergarten 60 mths. Up to not including 72 mths. vacancies
School-Age 1 Group:	School-Age B/A (Before and After School Rates Only) vacancies <i>Note: Field tracks all providers which offer before/after school care not just ONLY.</i>
School-Age 2 Group:	School-Age Summer Care Only (all day session) vacancies <i>Note: Field tracks all providers which offer summer care not just ONLY.</i>

Population Info

Age Group (Age Range)	Des Cap	Lic Cap	Sub Cap	FT Vac	PT Vac	Vac Date	Enroll	CA Ratio	Grp Size
Infant 1 Age Group (6 Weeks to 14 Months)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Infant 2 Age Group (not used)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toddler 1 Age Group (15 to 23 Months)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toddler 2 Age Group (24 to 35 Months)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preschool 1 Age Grp (3 to 4 Years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preschool 2 Age Grp (5 Years to K)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Age 1 Group (B/A Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Age 2 Group (Summer Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Provider Data Entry - Shifts > Population Info Continued

Desired Capacity: (Optional) Capacity the provider/program prefers for the shift that is being entered.

Licensed Capacity: (Required fields for **CENTERS ONLY**). Enter the legal/ licensed capacity according to the provider/program's license on the day shift only. If there is no day shift, enter the legal/licensed capacity on the next applicable shift. **The data in this field should be collected on all centers during initial Intake (new record) as well as during Quarter 2 of each fiscal year (October 1 – December 31) for a snap-shot of the data at a point-in-time.** Any reports that want accurate numbers would be run off Quarter 2 data. We don't want this field to have any blanks. **The capacities entered in each age group (except School Age 2 Group) should add up to or be less than the Total Capacity on the General Screen.**

Subsidized Capacity: Do Not Use.

FT Vacancy: (Required). Number of full-time vacancies. (35 hours a week or more. Present to 3 months in the future) for the shift being entered. Enter the Vacancy Date when updating this field.

PT Vacancy: (Required). Number of part-time vacancies (Less than 35 hours a week. Present to 3 months in the future) for the shift being entered. Enter the Vacancy Date when updating this field.

Vacancy Date: (Required). Date that full-time and part-time vacancies are current and date that future infant vacancy will be available for the shift being entered.

Enrollment: (Required fields for **FCC FT Only**). Enter full-time enrollment (not equivalencies) for the first shift being entered. If there is a day shift, enter the full-time **day** enrollment. If there is no day shift, enter the full-time enrollment on the next applicable shift. This is required for family child care homes. **The data in this field should be collected on all family child care homes during initial Intake (new record) as well as during Quarter 2 of each fiscal year (October 1 – December 31) for a snap-shot of the data at a point-in-time.** Any reports that want accurate numbers would be run off Quarter 2 data. We don't want this field to have any blanks.

For before/after schoolage children, collect the full-time enrollment. Full time for before/after is 5 days before AND after care.

For schoolage summer/vacation/holiday, enter what they have for current "known" enrollment. Example: The provider knows they will have 5 children enrolled for the Christmas holiday break.

Note: Provider's own children should not be included in the Enrollment numbers obtained from the provider.

Child Adult Ratio: (Optional) In relation to group size in centers for the shift being entered.

Group Size: (Optional) Enter the number of children in each group for the age group.

Night Capacity: (Required if applicable). Enter the total night capacity for provider/program, if applicable. Enter information on the first shift of the provider regardless if it is a Day, Evening or some other type of shift. Enter the number as 2 digits for numbers (1-99). Example: Enter 01 for 1 and 05 for 5.

Note: If a provider is licensed for overnight care but says they are not doing overnight care enter the Night Capacity, but do not enter an overnight shift. Also, do not breakdown the capacity or enrollment by age for night care in the Population Info Table for the shifts currently listed. (Example: The Day shift should have the Day capacity by age not Day and Overnight capacity by age.)

If a provider is licensed for overnight care and is doing the care, please do enter an Overnight shift for the provider. You can break down the Overnight capacity by age on this shift. However, the Night Capacity total still needs to be listed on the first applicable shift.

Provider Data Entry - Shifts > Config Fields

Config Fields:

SFT CFG 4 Date Fld: One set for each shift. **Do not use at this time.**

Provider Data Entry - Shifts > Comments

Comments: Use this area to record additional shift information relevant for shifts. (This field can be printed on provider profile.)

Data Entry Tips for the Population Info Table:

- If a program/provider does not have a capacity, enrollment, child/adult ratio or a group size **do not** enter a zero in the field. Leave the field blank.
- If the program/provider does not have a FT or PT vacancy for an age they provide care, **do** enter a zero in the field. This will indicate the vacancy has been updated but there were no openings.
- Capacity and Enrollment by Age can be left blank for “No Survey/Intake” providers and Keeping License – Not Providing Care providers. These are the only exceptions.

If you choose to collect Group Size and Child /Adult Staff Ratios, see the chart below on maximum group size and child / adult ratios for child care centers. *This is from the Child Care Choices brochure distributed by the Illinois Department of Human Services.*

Child Care Center

Age	Maximum Group Size	Child-To-Staff Ratio
6 weeks to 15 months	12	4 to 1
15 months to 2 years old	15	5 to 1
2 to 3 years old	16	8 to 1
3 & 4 years old	20	10 to 1
5 years old & kindergarten	20	20 to 1
First grade & older	30	20 to 1

Provider Attributes

Provider Data Entry – Attributes > Attributes Config Field

Attributes Config Field

Total Special Needs:

Enter the number of children with special needs currently enrolled in the child care program. A child with special needs/disabilities is a child who has been diagnosed by a professional and receives special services from a public school, community agency (e.g. child & family connections) or regular care by a physician for a medical condition or child has an IEP (Individual Education Program) or IFSP (Individual Family Service Plan). *Note: Do include children with a speech IEP. Do not enter children who have not been diagnosed by a professional in the medical field. The data in this field should be collected on all programs during initial Intake (new record) as well as during Quarter 2 of each fiscal year (October 1 – December 31) for a snap-shot of the data at a point-in-time. Any reports that want accurate numbers would be run off Quarter 2 data. We don't want this field to have any blanks. Enter the number as 2 digits (i.e. 01, 02, 10). If no children with special needs are enrolled in the program, enter 00 in the field.*

Accreditation Expire:

(Optional) For internal use only. Enter the expiration date of the provider's accreditation. For providers with multiple accreditations, enter the date of the accreditation to expire first. *Also note in Comments which accreditation.*

Respite Care:

Offers Respite Care: Provider/program offers respite care. Respite care is temporary/short term care of a child with special needs.

Profit:

Not for Profit: Child care provider/program is typically exempt from paying taxes and typically holds a 501(c)(3).

Provider Data Entry – Attributes > Environment

Environment

<Check all that apply> (Fields viewed in both provider/client screens.)

Smoke Free:	Smoking is never allowed in provider home/facility.
No Pets:	No animals in or outside of the home/facility.
Indoor Pets:	Provider has indoor pets.
Outdoor Pets:	Provider has outdoor pets.
Fenced in Yard:	Home or facility has fenced in child care play area.
Wheelchair Accessible:	Home/facility is wheelchair accessible.
Pool:	Home/facility has an indoor/outdoor pool.
Waterfront:	Home/facility is located on waterfront property.
Local 9 -15:	Local use.
Statewide Use 16 – 20:	Save field for Statewide Use.

Provider Data Entry – Attributes > Meals

Meals

<Check all that apply> (Fields viewed on provider screens only.)

- USDA Food Program: Provider/program is a member of the USDA Food Program.
- Breakfast: Provider/program offers breakfast.
- AM Snacks: Provider/program offers AM snacks.
- Lunch: Provider/program offers lunch.
- PM Snacks: Provider/programs offers PM snacks.
- Dinner: Provider/program offers dinner (evening meal)
- Bring Own Meal/Snacks: Parents are asked to furnish child’s own meals/snack. (FCC)
- Special Diet: Provider/program accommodates special diet such as health, religious and/or cultural.
- Local Use 9: Local Use.
- Local Use 10: Local Use.

Philosophy: Hide: (Cannot change title of category)

Provider Data Entry – Attributes > Financial Assistance

Financial Assistance

<Check all that apply> (Fields viewed on both provider/client screens..)

- IDHS Certificate: Check if providers/programs willing to accept IL DHS certificate payment, administered by CCRR subsidy unit, to serve children eligible for IL DHS subsidized care. IL DHS Certificate subsidy is a subsidy connected to a particular child. Formerly client based, certificates come from the CCR&R subsidy unit.
- IDHS Contract Site: Check if provider/program has an annual IL DHS contract to serve a specified number of children eligible for DHS subsidized care. “State contract” means that the site has a set number of subsidized spaces. The subsidy is connected to a particular site. Only centers will have state contract spaces.
- DCFS Vouchers: Check if provider is willing to accept IL DCFS Vouchers for foster children, protective services, or special needs. DCFS vouchers subsidy is a subsidy connected to a particular child. DCFS vouchers for foster children, protective services come from DCFS regional offices
- Scholarship: Program offers scholarships to assist parents cover the cost of care.
- Employer Discount: Check for employer-sponsored program, which offers some form of financial assistance to employees of designated employers.
- FCC w/ Negotiable Rates: Check if FCC provider is willing to negotiate rates with families.
- Sliding Fee: Program offers a sliding fee based on parent income to determine cost of care.
- Multi-Child Discount: Discounted fee for additional children in one family.
- Statewide Use 9-20: Save field for statewide use.

Provider Data Entry – Attributes > Policies

Policies

<Check all that apply> (Fields viewed on provider screens only.).

May Give Rates:	Rates may be shared with parents. Please also refer to the ‘Print Rates’ field on the Provider General screen.
Written Contract:	Provider/program signs written contract with parent.
Written Policies:	Program/provider has written policy/handbook.
Child absence rate/sick:	Parent pays fee when child is sick.
Child absence rate/vac & holiday:	Parent pays fee when child is on vacation or when site is open on a holiday and child is absent.
Translated Materials:	Provider/program offers written materials in languages other than English.
Full Time Assistant:	FCC program has a full-time assistant.
Part Time Assistant:	FCC program has a part-time assistant.
Accepts Advance Calls:	Provider/program is willing to accept advance arrangements from expectant parents.
Statewide Use 10:	Save field for statewide use.

Provider Data Entry – Attributes > Special Skills

Special Skills

<Check all that apply> (Fields viewed on provider screens only.).

Committee Participation:	Provider/program willing to sit on committees.
Trainer:	Provider interested in being a trainer.
Grant Reviewer:	Provider willing to be grant reviewer.
Event/Volunteers:	Providers willing to assist (training’s, fair booths, etc.)
Mentor:	Provider/Director/staff is identified by the CCRR as a mentor.
Provider Consent:	Provider gives consent to release their name for networking purposes.
Local Use 7:	Local Use
Local Use 8:	Local Use
Statewide Use 9:	Save field for statewide use.
Statewide Use 10:	Save field for statewide use.

Provider Data Entry – Attributes > Safety

Safety

<Check all that apply> (Fields viewed on providers screen only.).

CPR:	Provider with valid Cardiac Pulmonary Resuscitation certification.
First Aid Training:	Provider with valid certification in First Aid Training.
On-Site Nurse:	Provider/program has an on-site nurse
Local Use 4:	Local Use
Local Use 5:	Local Use
Local Use 6:	Local Use.
Local Use 7:	Local Use.
Statewide Use 8:	Save field for statewide use.
Statewide Use 9:	Save field for statewide use.
Statewide Use 10:	Save field for statewide use.

Provider Data Entry – Attributes > Special Needs

Special Needs

<Check all that apply> (Fields viewed in both provider/client screens.)

- Emotional/Behavioral: Provider/staff have experience or training with caring for a child with special emotional needs and/or behaviors such as ADD, ADHD, withdrawn, anxious, impulsive, aggressive, etc.
- Physical: Provider/staff have experience or training with caring for a child with physical needs such as Spinal Bifida, Cerebral Palsy, etc.
- Developmental Delays: Provider/staff have experience or training caring for a child with developmental delays. (speech, motor delay, etc.)
- Sign Language: Provider/staff can sign fluently to communicate on a daily basis.
- Asthma/Severe Allergies: Provider/staff have experience or training in caring for a child who has asthma and uses a nebulizer or inhaler or has life threatening allergies.
- Visual/Hearing: Provider/staff have experience or training in working with a child with visual/hearing impairments. (Blindness, deafness, hearing aids, etc.)
- Sensory: Provider/staff have experience or training in working with children who have sensory disabilities. (tactile deficiency, over-stimulation due to environment)
- Special Health Needs: Provider/staff have experience or training for a condition, which requires medical procedure to be performed by the provider such as tube feedings, diabetes, monitor or seizures.
- Autism: Provider/staff have experience or training of a child diagnosed with autism.
- Gifted: Provider/staff have experience or training in caring for a child(ren) who are gifted.
- Premature Infants: Provider/staff have experience or training in caring for premature infant(s).
- Other: Provider/staff have experience caring for a child with other types of special needs.
- Statewide Use 13-30: Save field for statewide use.
-

Family Child Care Fields

This section is only to be used to track information on Family Child Care not Center Child Care.

Provider Data Entry – Attributes > Training

Training

FAMILY CHILD CARE ONLY

(Non-credit) These fields are **OPTIONAL** use. Can hide fields.

- CCRR Foundations: Check for any provider who has completed the Foundations of Family Child Care Training. Include those providers who completed a college credit course based on Foundations of Family Child Care Training.
- Special Care Training: Provider has attended the Special Care Training Curriculum.
- ECE Training
(non-credit): Check for providers who have received early childhood education training from an organization other than the CCR&R's.
- Creative Curriculum
Family Child Care: FCC Provider has completed the Creative Curriculum for Family Child Care/Early Childhood.
- Creative Curriculum
Infant/Toddler: FCC Provider has completed the Creative Curriculum for Infant/Toddlers.
- Creative Curriculum
Early Childhood: FCC Provider has completed the Creative Curriculum for Early Childhood.
- Second Helping: FCC Provider has completed the Second Helping training.
- ECE w/ College Credit: FCC provider has completed some college level early childhood courses but not working on a degree.
- West Ed 1 & 2: FCC completed Far West Ed Modules 1 & 2.
- West Ed 3 & 4: FCC completed Far West Ed Modules 3 & 4.
-

Experience (Hide)

Provider Data Entry – Attributes > Education

Education

FAMILY CHILD CARE ONLY

<Check all that apply> *** Do not check if the provider is in the process of completing coursework for any items listed below. ONLY check if the educational program has been completed. Choose years spent on degree than type of early childhood degree.*

Examples: *Provider has an AS in an early child hood program. You would check 2 yr degree AND ECE degree. If provider has a 4 yr degree but does not fit into degree types than mark only 4 yr degree.*

High School/GED:	FCC provider has completed high school degree or GED.
2 yr. Degree:	FCC has completed a 2-year degree.
4 yr. Degree:	FCC has completed a 4-year degree.
MA/MS or Higher:	FCC provider has completed an MA degree.
ECE Degree:	FCC has completed a degree in Early Care in Education.
Health Degree:	FCC has completed a RN, LPN or CNA degree/certification. (Also check appropriate degree level of 2-year, 4-year or Masters).
Special Education:	Caregiver holds a certification in special education from Illinois State Board of Education (ISBE).
ISBE EC Certification:	For Preschool For All Children initiative, provider must hold either an Initial or Standard Early Childhood Certificate (formerly Type 02 and Type 04 Early Childhood Certificates).
Elementary Education:	Caregiver has a degree in elementary education.
Gateways Scholarship Program Recipient:	Check if provider is a Gateways Scholarship Program recipient.

Center and Family Child Care Fields

Provider Data Entry – Attributes > Accreditation

Accreditation/ Credential

<Check all that applies for both FCC and Center-based programs> See the Database Verification Section for instructions on how to verify accredited programs.

NAFCC:	Provider is accredited by the National Association for Family Child Care. <i>Only FCC homes are accredited by NAFCC.</i>
NAEYC:	Program is accredited by the National Association for the Education of Young Children. <i>Only centers are accredited by NAEYC.</i>
NAA:	Provider is accredited by the National Afterschool Association, <i>formerly known as the National School-age Child Care Alliances.</i> <i>Only centers are accredited by NAA.</i>
NECPA:	The center accreditation process of the National Childhood Program Accreditation (NECPA) Commission of the National Child Care Association (NCCA)
NAC:	Provider is accredited by the National Accreditation Commission. <i>Only centers are accredited by NAC.</i>
CDA/CCP:	FCC provider has completed a Child Development Associate credential or Child Care Professional credentials.
IDC:	Provider has completed the Illinois Director Credential.
Great START:	Provider has received Great START wage supplement.
Other Accreditation:	Provider is accredited by other early childhood or childcare associations not listed above.
Statewide Use:	Do not use.

Provider Data Entry – Attributes > Affiliation

Affiliation

<Check all that apply>

Agency/Network:	A FCC belonging to a network in which a central agency may provide ongoing training, support and/or administers public subsidy funds for some of the provider's child care spaces. (e.g. Head Start agency contracting with a FCC to have a number of spaces to serve Head Start children).
FCC Association:	Provider is a member of local neighborhood or county association, which is organized, has regularly scheduled meetings and elected officers.
Directors Association:	Provider is member of a director's association.
National Association:	Provider is a member of a national early childhood association.
State Association:	Provider is a member of a state early childhood association.
Local Association:	Provider is a member of a local early childhood association.
Head Start/FCC Partnership:	Head Start/Family Child Care home partnership.
Head Start/CC Partnership:	Head Start/Center-based Child Care program partnership.
Other Partnership:	Program is a partnership or collaboration between an entity not classified as a Head Start or Preschool For All program and receives additional funding from the entity to run or manage a portion of the child care program. Exclude employer-sponsored programs. (Also place additional information regarding the program in Comments.)
Local Use 10:	Local Use field.

Advocacy Hide Category.

Do not use. By IDHS contract we cannot collect advocacy information.

Quality Indicators

Hide; RESERVED FIELDS (**Do not use.**)

Provider Data Entry – Attributes > Care Schedule

Care Schedule (Local Three):

OPTIONAL. Using the Care Schedule field is a quick way to locate child care providers who provide (or are willing to consider providing) care for part day, part week, evening, overnight and/or weekend. This is helpful when the parents' schedule is varied or when the parent is only contemplating one of these schedules.

This field is not checked for providers who have Part-Time selected under Accepts Children and Type of Care are either (CCC)Before/After School Only or Preschool Program.

Print Referrals > List Referrals > Provider Profile or Provider Summary Report: When printing referrals using the provider profile or the provider summary report, select general information (name, address, phone etc.) and then add care schedule under one of the possible attributes fields to include on the referral so that parents would know which providers are willing to provide part day, part week, evening, overnight and/or weekend without eliminating them if they do not.

Field for all Types of Care [except for (CCC)Before/After School Only]

Part Day (not B/A): Provider is **willing to consider** providing care for a part day and generally for children 0-5 or for School Age. Example: In the summer, a school-age child needs care 5 half-days a week because the child goes to a summer sports camp. Check this value if the provider will consider only charging when the school-age child is in attendance.

Fields only for Family Child Care (TOC) Child Care Center (TOC)

Part Week: Provider is willing to consider providing care for less than 5 days a week.

Evening: Provider is willing to consider providing care in the evening (check license for night capacity).

Overnight: Provider is willing to consider providing overnight care (check license for night capacity).

Weekend: Provider is willing to consider providing care Saturday and/or Sunday.

Note: When doing Complete Updates or Q2 Updates, cross reference the Care Schedule values with the providers shift hours to verify the values selected match. Add to Business Information Forms or ask when discussing shifts and hours.

Reference: Not an original NACCRRAware field, configured in Illinois as of FY09. Since the Care Schedule field is reflected on a screen on both sides of the client and provider, it helps when refining and streamlining searches for a varied schedule.

Statewide Use 6 -20: Save fields for statewide use.

Local 4 HIDE until used (10 Fields viewed on provider screen only).

Local 5 HIDE until used (10 Fields viewed on provider screen only).

Local 6 HIDE until used (10 Fields viewed on provider screen only).

Provider Data Entry – Attributes > Market Rate Survey

Market Rate Survey

The data in these fields to be collected during Quarter 2 of market rate year.

One of the first three fields has to be marked. Please mark only one.

Market Rate

- Survey Complete: Check this field if you have completed rate update for Market Rate Survey on this provider/program.
- Provider Refused: Check this field if you were able to contact the provider but the provider refused to disclose rates. If a reason is given for refusal, check reason refused below.
- 3 Attempts: Check this field if you made at least 3 attempts to contact the provider to collect rate information and was unsuccessful.
- No Rate Free Program: Check this field if the provider does not have rates because it is a free program to income-eligible families, including Head Start or Illinois State Board of Education (ISBE).
- Charges Variable Rates: Check this field if the provider has a variable rate structure and either negotiates rates with parents or uses a sliding fee.
- Call For Rates: Check this field if provider prefers to discuss rates directly with parents.
- No Rates New Provider: Check this field if the provider has not established their rates because they are a new program.
- Statewide Use 7-10: Save field for Statewide Use.

Provider Data Entry – Attributes > Office Use

Office Use

(Local 8) (Fields viewed on provider screen only.)

<Check all that apply>

- No Mailings: Provider/program wishes not to receive mailings from the CCR&R agency.
- CCR&R Recruit: Provider/program recruited by local CCR&R agency through promotional efforts, technical assistance, etc.
Please ask providers: “How did you decide to enter the child care field or become licensed?” “Were you influenced by the CCR&R?”
- Exempt to License: (Optional) Provider moved from exempt status to licensed status in the NACCRRAware database. DO NOT make a duplicate record, update current record after marking this field.
- QC Grant Recipient: (Optional) Provider has received Quality Counts grant.
- Business Computer on-site: Provider/program has a computer on-site used for business purposes (examples: record keeping, payroll, etc.).
- Computer has Internet Service: Provider/program has Internet service on the on-site business computer. *Tip: If the provider indicates they do, mark this field and try to obtain an e-mail and web site address.*
- No Business Computer on-site: Provider/program does not have a computer on-site used for business purposes (examples: record keeping, payroll, etc.).
- Local 8-10: Local use fields.

Provider Data Entry – Attributes > Source

Source

(Local 9) (Fields viewed on provider screen only.)

Phone Book:	Found CCRR agency through “yellow pages”
Organization/Agency:	Referred to CCRR by a community organization/agency.
Friend/Provider:	Referred to CCRR by friend or provider.
DCFS:	Referred to CCRR by DCFS or obtained from the DCFS list provided quarterly to the CCR&Rs by INCCRRA.
IDHS:	Referred to CCRR by IDHS.
CCRR Promotional:	Found CCRR agency through posters, brochures, parent fair, etc.
CCRR Publicity Paid:	Found CCRR agency through paid publicity, adds in paper, billboards, etc.
CCRR Publicity Free:	Found CCRR agency through any type of free media coverage. (Newspaper article, white pages, TV/Radio announcement.
Internet:	Found CCRR agency through agency website, Bean Sprouts, NACCRRA, etc.
Other:	From source not listed above.

Provider Data Entry – Attributes > FCC Inactive Reasons

FCC Inactive Reasons

(Local 10) Use these fields to track FCC Inactive reasons only. (Fields viewed on provider screen only.)

Choose provider’s primary reason; other reasons can be listed in the comments.

Moved:	Provider closed due to moving out of area.
Burnout:	Provider closed due to burnout reasons.
Insufficient Enrollment:	Provider closed due to lack of enrollment or financial reasons.
Personal/Family Reasons:	Provider closed for personal or family reasons.
DCFS/Regulation Issues:	Provider closed due to DCFS/regulation issue.
Career Change/School:	Provider closed and went back to school or took a job non-child care related.
ECE Job/School:	Provider closed because of change to another child care field/school.
Retiring:	Provider retired from child care career.
Could Not Contact:	Agency tried to contact provider <u>but either phone disconnected and/or 2 written attempts with no response.</u> <i>Note: If FCC is still showing on DCFS Provider List then they can’t be changed to Inactive. Keep the record active, mark Referral as No Referral and note the Attempt Contacts in the Action Log.</i>
Other:	Provider closed for reasons other than stated above.

Provider Data Entry – Attributes > Comments

Comments: Record additional information provided by the provider in the comments field.

Example: *Provider indicates additional environment information.*

Provider Specifics

Child Care Center

[Provider Data Entry - Specifics > CCC Settings >](#)

Child Care Center Setting

<Select option that may apply>

- Non-residential: Center is located in a non-residential facility. (*fixed field*)
Faith-based: Center is located in a religious facility. (*fixed field*)
Workplace-based: Center is located in a business and gives priority enrollment to children of employees. (*fixed field*)
Public School Setting: Center is located in a public school system.
College -based: Program is located in a college or university.
Hospital -based: Program hospital based whether or not the program is located on hospital property.
Chain Center: Program is part of a national, state or regional chain.
Statewide Use 8: Save field for statewide use.
Statewide Use 9: Save field for statewide use.
Statewide Use 10: Save field for statewide use.

[Provider Data Entry - Specifics > CCC Settings > Ctr Program Info](#)

Center Program Info

(Local 1)

- Employer Sponsored: Select if an employer sponsors child care program.
Employee Restricted: Select if enrollment is restricted to employees only.
Center with Preschool: Center includes a part-day preschool program. Full Time Centers that offer a separate part-time preschool program with separate curriculum excluding Head Start and Preschool For All
Statewide Use 4-10: Reserve remaining 7 fields for statewide use.

Local 2 (Saved for school-age and/or park recreation fields)

[Provider Data Entry - Specifics > CCC Settings > Ctr Inactive Reasons](#)

Center Inactive Reasons

(Local 3) (Fields viewed on provider screen only.)

Choose provider's primary reason; other reasons can be listed in the comments.

- Insufficient Enrollment: Closed due to insufficient enrollment.
Financial Reasons: Closed due to overhead costs, staff wages, etc.
DCFS Regulation Issues: Closed due to DCFS regulation issues.
Loss of Facility: Closed due to loss of facility/space.
Staffing Issues: Closed due to staffing issues. (Unable to recruit and retain qualified staff).
Retirement: Closed due to management retires.
Change of Career: Closed due to management changes career.
Other: Closed due to reasons not listed above.
Statewide Use 9-10: Save fields for statewide use.

[Provider Data Entry - Specifics > CCC Settings > Staff Information](#)

Staffing Information Last Updated:

Updated: *Date of last update.* Defaults to today's date.

NOTE: You may decide to use the following fields until we utilize statewide but can not alter, add, and or delete any of the fields.

Wages and Benefits (Optional)

Staff Titles:

Director: Child care program director.
Assistant Director: Child care program assistant director.
Teacher: Child care program teacher.
Assistant Teacher: Child care program assistant teacher.
School Age Worker: Child care program school age worker.
Asst School Age Worker: Child care program assistant school age worker.

High Pay: Highest hourly wage currently paid for each full-time staff position. Do not include temporary staff.

Low Pay: Lowest hourly wage currently paid for each full-time staff position. Do not include temporary staff.

Benefits (Optional)

Benefits provided through child care center for full-time staff in each position.

Partial Medical: Center provides partial medical coverage for this full-time position.
Full Medical: Center provides full medical coverage for this full-time position.
Dental: Center makes dental insurance available for this full-time position.
Paid Sick Leave: Center provides paid sick leave for this full-time position.
Paid Vacation Leave: Center provides paid vacation leave for this full-time position.
Paid Holiday Leave: Center provides paid holiday leave for this full-time position.
Retirement: Center makes retirement contributions for this full-time position.
Training & Education
Scholarships: Center provides training and education scholarships for this full-time position.
Discounted Child Care: Center provides child care discount for full-time employees with children.
Disability Insurance: Center provides disability insurance for this full-time position.

Provider Data Entry - Specifics > CCC Settings > Census Bureau Questions

Census Bureau

Census Bureau Questions:

(Optional) This section is hard coded into the program and cannot be hidden.

Number of staff who are Spanish/Hispanic/Latino:

_____ Mexican, Mexican American, Chicano

_____ Puerto Rican

_____ Cuban

_____ Other Spanish/Hispanic/Latino, please specify: _____

Number of persons on staff whose race is:

_____ White	_____ Filipino
_____ Black or African American	_____ Japanese
_____ Asian Indian	_____ Vietnamese
_____ Native Hawaiian	_____ Guamanian or Chamorro
_____ Chinese	_____ Samoan
_____ American Indian or Alaska Native	_____ please specific Tribe: _____
_____ Other Asian, please specify:	_____ please specify: _____
_____ Other Pacific Islander,	_____ please specify: _____
_____ Other Race	_____ please specify: _____

Number of persons on staff who speak a language other than English at home:

Staff #1:

What Languages: _____

How well does this person speak English?

Very Well Well Not Well Does not speak English

Staff #2:

What Languages: _____

How well does this person speak English?

Very Well Well Not Well Does not speak English

Staff #3:

What Languages: _____

How well does this person speak English?

Very Well Well Not Well Does not speak English

Comments:

Family Child Care

[Provider Data Entry - Specifics > FCC Settings](#)

Family Care Setting

(10 potential fields) (Fixed fields)

House:	Caregiver offers care in a house.
Apartment:	Caregiver offers care in an apartment.
Townhouse:	Caregiver offers care in a townhouse.
Mobile Home:	Caregiver offers care in a mobile home.
Duplex:	Caregiver offers care in a duplex.
Non-residential:	Caregiver offers care in a non-residential setting.
Employer:	Employer-sponsored family child care provider

Earnings/Wages

(Currently Hide) (Optional)

In survey, provider should be instructed to report only provider's net annual income from Schedule C, Line 31 of federal tax return.

\$5,000 or less:	Provider reported net annual income of \$5,000 or less.
\$5,001 – 11,000:	Provider reported net annual income of \$5,001 – 11,000.
\$11,001 – 17,000:	Provider reported net annual income of \$11,001 – 17,000.
\$17,001 – 23,000:	Provider reported net annual income of \$17,001 – 23,000.
Over \$23,000:	Provider reported net annual income of over \$23,000.
No response:	Provider did not provide earnings information.
Statewide Use 7-20	Save fields for statewide use.

PDR CFG 7 Text Fld	Do not use at this time.
PDR CFG 8 Date Fld	Do not use at this time.

[Provider Data Entry - Specifics > FCC Settings > Benefits](#)

Benefits (Optional)

No health coverage:	Provider has no health insurance coverage.
Partial medical:	Provider pays for own partial medical insurance coverage.
Full medical:	Provider pays for own full medical insurance coverage.
CHIP/Kid Care:	Provider is receiving medical insurance coverage through CHIP or Kid Care.
Medical for Dependents:	Provider pays for medical insurance coverage for dependents.
Medical Spouse/ Partner:	Provider receives medical insurance coverage through spouse or partner.
Sick Leave:	Provider budgets for paid sick leave.
Vacation Leave:	Provider budgets for paid vacation leave.
Holiday Leave:	Provider budgets for paid holiday leave.
Retirement:	Provider contributes to own retirement plan.

Provider Data Entry - Specifics > FCC Settings > Census Bureau Questions

Census Bureau Questions:

(Optional *This section is hard coded into the program and cannot be hidden.*)

Number of staff who are Spanish/Hispanic/Latino:

_____ Mexican, Mexican American, Chicano

_____ Puerto Rican

_____ Cuban

_____ Other Spanish/Hispanic/Latino, please specify: _____

Number of persons on staff whose race is:

_____ White

_____ Filipino

_____ Black or African American

_____ Japanese

_____ Asian Indian

_____ Vietnamese

_____ Native Hawaiian

_____ Guamanian or Chamorro

_____ Chinese

_____ Samoan

_____ American Indian or Alaska
Native please specific
Tribe: _____

_____ Other Asian, please specify: please specify: _____

_____ Other Pacific Islander, please specify: _____

_____ Other Race please specify: _____

Number of persons on staff who speak a language other than English at home:

Staff #1:

What Languages: _____

How well does this person speak English?

Very Well Well Not Well Does not speak English

Staff #2:

What Languages: _____

How well does this person speak English?

Very Well Well Not Well Does not speak English

Staff #3:

What Languages: _____

How well does this person speak English?

Very Well Well Not Well Does not speak English

Comments:

Provider Action Log

[Provider Data Entry - Action Log > New Action](#)

New Action

The Action Log is intended to track the "history" of the provider, especially any updates to the NACCRRAware record for that provider. To use as intended, any time that the provider is updated, the user should go to the Action Log, select an action from the list, and save the Action Log. Even if no other changes are made in the provider record, it is possible to record interactions with the provider in the Action Log -- perhaps to record a Technical Assistance phone call or lending from the toy library. However, as currently built action entries are not required in NACCRRAware, but Illinois requires we utilize the Action list before to ensure the consistent collection of action data. Check with your Total Administrator if you have specific local action items.

- Date:** The system date on which the provider record was added or updated.
- Counselor:** The user logged in to the *NACCRRAware* system on which the provider record is being added or updated. *To be able to search on this, the Counselor's Log On ID (same that is used to log in to NACCRRAware) must be used for the criteria. It will not search on first and last name.*
- Action:** From the drop down list, select the action that best describes the interaction with the provider. See below for statewide actions.
- Comments:** Enter any relevant comments in this box. Space for comments is unlimited, although only the first part of a line will be available for viewing without scrolling once the action is saved.

Provider Data Entry - Action Log > Action List

Action List

(fixed title) <Select one action from the drop-down list> If Action falls within one of the following categories, it is required to list and save action. It is important for statewide reporting.

- Vacancy Update: CCR&R completed updating of vacancy data.
- Non-Vacancy Update: Update on other provider information. Ex: License Expiration Date, Hours, etc.
- Complete Update: CCR&R completed update on all data in record annually. For “No Survey/Intake” providers added from the DCFS list, a contact was made annually to attempt to fully recruit the provider to the CCR&R database and to verify such key information as their contact and program information (example: address, phone and capacity). If you cannot verify this key information, you can obtain it from the most recent DCFS list. Regardless, attempted contact has to be made at least annually to verify providers are actively providing child care whether or not they wish to be listed for referrals or other services (i.e. mailings). If no contact is made then the provider is kept as No Survey/Intake and No Referral and left on the database.
- Rate Update: CCR&R completed update on rates data.
- Attempt Update: CCR&R made an effort to call provider for update. Please log for every attempt update. *Note: IDHS does take into consideration this field when reviewing complete updates. It shows the CCR&R made attempt(s) to contact and update the provider. At least two attempts must be made for Complete Updates. To identify the various updates attempted, type in Comments which type of attempt was done: Complete Update, Rate Update or Q2 FY Updates Done.*
- Q2 FY Updates Done: Provider has the necessary information collected and/or updated for Quarter 2 of the fiscal year. This information includes: Total Special Needs, Total Center Staff, Licensed Capacity by Age and Enrollment by Age. *If a Complete Update has been done in Quarter 2, only log Complete Update in the Action Log. Do not enter both.* Note: Q2 updates are not required for summer only programs /providers and documentation does not need to be indicated in the action log nor in the record of these providers (per IDHS.) Q2 Updates only required on providers who are marked give referrals.
- Change in Referral Status: CCR&R/provider contact regarding change in referral status. *(Example: No Referral due to provider requested no referrals. Do not confuse this action with Change Status from Active to Inactive or Change Status from Inactive to Active).*
- Consultation: Consultation or technical assistance to provider.
- Verification: Verified provider Accreditation/Credential.
- Added New Provider: Added Provider to database for the first time. Please also log a “Complete Update” for this provider after all the information on the provider was entered or a contact has been made for “No Survey/Intake” providers. Refer to the “Complete Update” definition for more information.
- Change Status from Active to Inactive: Provider had a status change from Active to Inactive. Formerly considered “deletes”. Be sure to follow all procedures when marking a provider Inactive.
- Change Status from Inactive to Active: Provider had a status change from Inactive to Active. Provider is re-entering child care field after not providing care and being previously listed as Inactive. Please also log a “Complete Update” for this provider after all the information on the provider has been updated or verified.

Other: Other types of CCR&R/provider contact (*i.e. requests for statistical information, etc.*)
Local Use 13-21 Local use fields.
Statewide Use 22-50: Save field for statewide use.

[Provider Data Entry - Action Log > Previous Action](#)

Previous Action

The Previous Action section provides you with a record of the previous actions for that provider. Once you have saved an action, you will immediately see it recorded as a Previous Action. Previous Actions cannot be modified.

Deleting or Modifying Actions

Users with Create, Modify, Reports and Delete security level or higher may modify or delete previous actions. Put a check mark to the right of all actions needing modification or deletion

Comments

Attachment A
Shift Screens /Hours of Operation