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Community General

Community ID: Unique computer generated number assigned by system

Before you enter a record, be sure to 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.

Caller First Name: Enter the caller's first name or first name of contact person.
Caller Last Name: Enter the caller's last name or the last name of contact person.
Business Name: Enter business/agency name.
Date Added: Defaults to the date the record was entered.
On Mailing List: Place a check in the checkbox if the business/agency would like to be on your mailing list. (Example: Newsletter, training calendar, etc.)
COM CFG 1 Text Fld: Text field for local use.
COM CFG 2 Date Fld: Date field for local use.

Address

Street Address: Enter mailing address of business/agency.
Unit #: Enter the unit number, such as suite number, etc.
City: Enter the city in which the business/agency resides.
State: Enter the state in which the business/agency is located.
Zip Code: Enter the five digit postal code.
+4: Enter the 4 digit postal extension (if applicable).
County: Enter the county in which the business/agency is located.
Country: Country of business/agency.

Contact

Primary Phone: Enter the primary telephone number of caller or contact.
Ext.: Extension if applicable.
Secondary Phone: Enter the secondary telephone number of caller or contact.
Ext.: Extension of caller (if applicable).
Fax: Fax number of business/agency.
Email Address: Email address of caller or contact.
Website: Website address of business/agency or contact.

Agency Info

Agency Category *(Select one from the drop-down list which best describes the community partner, contact or agency.)*

Employer: Agency is an Employer/Business.
Private Foundation: Agency is a foundation (Example: United Way, McCormick, etc.)

Government Agency: Agency is a government agency (licensing, etc.)

Private Social Service Agency: Agency is a private social services (Catholic Charities)

Public Policy Group: Agency is a public policy organization (Ounce of Prevention, NCCP, etc.)

Child Care Affiliation: Agency is a local, regional or state child care affiliation (ILAEYCE, FCC Association, etc.)

In-House Request: Request from within your SDA.

Other Research: Other Research

Local Use 9: Local Use field.

Statewide Use 10: Save field for Statewide Use.

Next Call: Enter date to conduct follow-up call.

Dates Scheduled: Text field to list additional information. (Example: date request due, next meeting date, presentation, etc.)

Fee Assessed: Fee assessed for services or data request. (Enter 0.00 if no fee assessed.)

Payment Method: *(Select one from the drop-down list.)*

Cash: Select if requestor paid fee in cash.

Check: Select if requestor paid fee by check.

Credit Card: Select if requestor paid fee with credit card.

Purchase Order: Select if requestor sent Purchase Order.

Local Use 5-10: Local Use fields.

Payment Received: Date payment was received.

Community Local One

(10 fields for local use. Can hide this category.)

Services Requested

Data Report: Requested standard data report readily available.

Presentation: Requested a presentation regarding the supply & demand of child care or other child care data.

Referral: Data inquiry was referred onto another agency.

Information: Requested general information on data available or non-NACCRRAware data.

Needs Assessment: Requested the SDA to conduct a community needs assessment.

Mailing Labels: Requested mailing labels.

County Statistics: Requested data on a specific county.

City/Neighborhood: Requested data on a specific city/neighborhood.

Local Use 9-10: Local use fields.

Report Information


(Comment field to enter more information regarding data requested or other information.)

Referred To

INCCRRA:	Referred to INCCRRA.
IDHS:	Referred to the Illinois Department Of Human Services.
DCFS:	Referred to the Department of Children & Family Services.
Subsidy:	Referred to SDA's subsidy department.
Other SDA:	Referred to another SDA.
Local Use 6-10:	Local Use fields.

Comments

(Record additional information provided by the agency or contact in the comments field.)

To save the data entered, click the  button.

To delete the record, click the  button.

Deleting Records:

If you have a high enough security level, you will see a "DELETE COMMUNITY" button at the bottom of this screen. If you click the button, a verification box will pop up to confirm the deletion.

Community Action Log

New Action

The Action Log is intended to track the "history" of the community partner, especially any updates to the NACCRRAware record. To use as intended, any time that the community partner 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 record, it is possible to record interactions with the agency or community partner in the Action log. Check with your Total Administrator if you need to edit or delete an action in the action log.

Date: Defaults to today's date
Counselor: Defaults to counselor logged into current session.

Action

Information Sent: Date project completed and sent to requester.

Follow-up Call: Made follow-up call.

Additional Information

Requested: Called back for additional information.

Project Assigned: Project assigned to another CCRR staff person.

Local Use 5-50: Local Use fields.

Comments:

(Record additional information provided by the agency or contact in the comments field.)

To save or record the information, click the  button.

Previous Actions

The Previous Action section provides you with a record of the previous actions for the community partner. Once you have saved an action, you will immediately see it recorded as a Previous Action.

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.

Attachment A

Options for Community Data Collection

The NACCRRAware Community Database can be utilized to track various kinds of agencies, contacts and community partners. Here are some examples of who can be tracked in the Community Database.

- Data Requestors and other organizations requesting services or information
- Advisory Council Members
- Board of Directors
- Other CCR&R Agencies and INCCRRA staff
- DCFS Representatives
- Employers/Corporations
- Prospective child care providers or center start-up
- Providers who exclusively serve children over age 13.
- In Home providers (which also cannot be listed in the NACCRRAware Provider Database) (e.g. Nanny services)
- Board of Directors for your agency
- Parent Support Groups
- Community Support or Service Groups (example: Crisis Nurseries, United Way)
- Additional agencies or persons on your newsletter list not in the NACCRRAware Provider or Client database
- Park/Recreation programs which are not continuous child care and do not meet the Provider database definition of a (CCC) Park/Recreation Only.

Here are some ideas on how this database can be used:

- Mailing labels (can sort by type and if they want to be included in mailing)
- Custom Searches and Reports (can search by county, city, agency, etc.)
- Use of the NACCRRAware pre-built Standard Reports
- Track and report on how many agencies/organizations are requesting data
- Track the number, content and date of data requested
- Track history of contacts with various organizations
- Track trends in requests from various organizations