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The CCMS Communicator



January 2012
Volume 2 Issue 5

A Word from Loretta Davis

One exciting new feature of CCMS is InfoView. InfoView will allow CCAP staff to create and run their own CCMS reports. There will be 14 CCMS reports for CCAP eligibility available on InfoView which are listed below. There will also be several new CCMS reports for the BCCD PIQA and Customer Service units.

Most of the eligibility reports that CCAP staff now download from the CCTS website will be replaced either by the new reports in InfoView or by new alerts in CCMS. CCAP staff will no longer need to work through a bunch of CCTS web download reports each month. Let's all give a big HOORAH!!!

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Computer Basics

Building Your "Favorites"

You can add any report to your "Favorites" folder.

To do so:

- Navigate to any report

- Check the box next to the report name
- Click on the "Organize" drop down

- Choose "Add to my Favorites"

- Click on the "Favorites" folder, or a subfolder you have created

- Click "Ok"

| Income, Activity, & Co-Pay Report | | | | | | | | | | | | |
|--|-------------|-------------------------|--------------------------|----------------|------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|-------------------------|--|
| Report Parameters: CCR&R/Site Name: Rockford CCR&R/Site Code: Address IND: Reason for Care: All Service Month: Jan 2011 | | | | | | | | | | | | |
| Report Generated on MM/DD/YYYY | | | | | | | | | | | | |
| CCR&R/Site Detail: | | | | | | | | | | | | |
| R&R/ Site Code | Case # | Case Name | Reason for Child Care | Family Size | # Children Approved | Monthly Income | Co Pay Amount | Co-Pay Table | Prov Assnd Co-Pay | Address Ind | Eligibility End Date | |
| XX-XXX-XXXXXXX | Jan Smith | Jan Smith | Employment | 3 | 1 | \$50.00 | \$50.00 | A | | | 5/1/2011 | |
| XX-XXX-XXXXXXX | Jan Smith | Jan Smith | Employment | 5 | 2 | \$25.00 | \$25.00 | B | | | 5/1/2011 | |
| XX-XXX-XXXXXXX | Alex Pink | Teen Parent | Teen Parent | 2 | 1 | \$10.00 | \$10.00 | B | | | 5/1/2011 | |
| XX-XXX-XXXXXXX | Sue Gree | TANF Activity | TANF Activity | 2 | 1 | \$15.00 | \$15.00 | A | | | 5/1/2011 | |
| XX-XXX-XXXXXXX | Manny Brown | Non-TANF Ed/Training | Non-TANF Ed/Training | 4 | 3 | \$20.00 | \$20.00 | A | | | 5/1/2011 | |
| XX-XXX-XXXXXXX | Stan Red | Employment | Employment | 6 | 4 | \$75.00 | \$75.00 | A | | | 5/1/2011 | |
| CCR&R/Site Totals: | | | | | | | | | | | | |
| Family Size | | Monthly Income Range | Co-Pay Amt Range | A | B | # Cases w/ 1 Child Approved | # Cases w/ 2 Child Approved | # Cases w/ 3 Child Approved | # Cases w/ 4 Child Approved | # Cases w/ 4+ Child Approved | | |
| 1 | \$0 - \$50 | \$0 - \$10 | 3 | 9 | | 5 | 7 | 5 | 82 | 1 | | |
| 2 | \$50 - \$50 | \$0 - \$10 | 5 | 4 | | | | | | | | |

| Staff Activity Production Report | | | | | | | | | | |
|---|----------------------------------|--------------------|--------------------------|-----------------------------|-------------------------|---------------------|--------------------------|--------------------|-----------------------|--|
| Report Parameters: CCR&R/Site Name: Rockford Caseload ID: XX Date Range: MM/DD/YYYY - MM/DD/YYYY | | | | | | | | | | |
| Report Generated on MM/DD/YYYY | | | | | | | | | | |
| Caseload Code | Provider Address Indicator | COT's Processed | Applications Approved | Redeterminations Entered | RAT's Generated | Provider Changes | Cancellations Entered | Denials Entered | Provider Closeouts | |
| XX | XX | 388 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| XX | XX | 1098 | 943 | 33 | 932 | 14 | 0 | 0 | 3 | |
| XX | XX | 438 | 83 | 12 | 11 | 27 | 98 | 2 | 0 | |
| XX | XX | 4 | 43 | 5 | 2 | 11 | 3 | 1 | 5 | |
| XX | XX | 2 | 4 | 3 | 9 | 9 | 7 | 0 | 2 | |
| XX | XX | 2 | 4 | 3 | 9 | 9 | 7 | 0 | 2 | |
| 11 | | | | | | | | | | |
| Detailed System Design | | | | | | | | | | |
| REPORTS | | | | | | | | | | |
| Report ID: CCMS-RPT-PIQA-001-Common Parents | | | | | | | | | | |
| Report Description: The report lists the parents with a common employer. | | | | | | | | | | |
| Type/Timeframe: Ad Hoc | | | | | | | | | | |
| Common Parents Report | | | | | | | | | | |
| Provider | Employer | Parent | Case ID | Eligibility Start Date | Eligibility End Date | | | | | |
| Able Child Care | Deanna Dabney | John Smith | XXXXXXXXXX1 | 11/1/2008 | 4/30/2010 | | | | | |
| | | Paula Jones | XXXXXXXXXX2 | 11/18/2008 | 5/19/2010 | | | | | |
| | | Peter Brown | XXXXXXXXXX3 | 11/18/2008 | 5/19/2010 | | | | | |
| | | Jim Harrison | XXXXXXXXXX4 | 12/18/2008 | 8/14/2010 | | | | | |

CCMS INFOVIEW FOR AD-HOC REPORTING

InfoView will be used by the CCMS as a central web-based data warehouse that will allow users to build and format queries or create and customize reports. After Log On is complete, a home page will appear from which the user can access areas of InfoView such as the inbox, favorites, preferences, and a list of reports available for reviewing. The Favorite's folder is user configurable and can be used to place shortcuts to frequently run reports. The Inbox can be used to receive reports from other users.

Users will have the ability to export reports to various formats, including Adobe PDF and Microsoft Excel for easy viewing and sorting of data. InfoView also allows users to schedule reoccurring reports.

| Column Headers | Description of Column Headers |
|------------------|---|
| Title | Name of report with links to schedule new reports or view reports previously ran. |
| Last Run | Time and Date of last time you created the report. |
| Type | Always displays Crystal Report |
| Owner | Your InfoView user name |
| Instances | Number of times you have created the report. |

| Title | Last Run | Type | Owner | Instances |
|--|--------------------|----------------|---------|-----------|
| CCMS-RPT-ELI-003 Overdue and Open Tasks View Latest instance Schedule History Properties Modify | 9/22/2011 11:56 AM | Crystal Report | DHSPA5L | 9 |
| CCMS-RPT-ELI-004 Cases & Children Schedule History Properties Modify | 11/8/2011 10:00 AM | Crystal Report | DHSPA5L | 1 |
| CCMS-RPT-ELI-006 Eligibility End Dates View Latest instance Schedule History Properties Modify | 11/8/2011 9:49 AM | Crystal Report | DHSPA5L | 1 |
| CCMS-RPT-ELI-009 Case Demographic Information View Latest instance Schedule History Properties Modify | 9/22/2011 12:00 PM | Crystal Report | DHSPA5L | 5 |
| CCMS-RPT-ELI-010 Case Ad-Hoc Look-Up Schedule History Properties Modify | Never run | Crystal Report | DHSPA5L | 0 |
| CCMS-RPT-ELI-012 Child Care Application Listing Schedule History Properties Modify | Never run | Crystal Report | DHSPA5L | 0 |

Frequently Asked Reports Questions

- Where can I find more information on CCMS Reports?**
Answer: CCMS Users will have access to an on-line Reports Job Aid training module that will provide step-by-step instructions.
- If I change my InfoView password, does this change my password for other systems?**
Answer: No. There are separate passwords needed for CCTS, CCMS and InfoView.
- Can I use InfoView to run reports on CCTS data?**
Answer: No only CCMS data will be stored in this data warehouse.

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Please e-mail comments or questions to
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