

System Communiqué: PELICAN Child Care Works CCIS Consolidation and Maintenance
Release: June 2013

Title: PELICAN Child Care Works CCIS Consolidation and Maintenance Release:
June 2013
Date: June 17, 2013
Priority: **High**
Category: Informational
Action Required: Read “Discussion” and follow “Next Steps”
Response Required: None

Discussion:

The Pennsylvania’s Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW) Child Care Information Service (CCIS) Consolidation initiative and June Maintenance release are targeted for implementation on **June 22, 2013**.

To allow for the implementation of this release, **PELICAN CCW will be unavailable from 5:00 a.m. to 6:00 p.m. on Saturday, June 22, 2013.**

This communication is being sent in advance of the release in order to provide CCIS and Headquarters users with an opportunity to review the details of this release and plan for system downtime. Below is a summary of the changes which will affect CCIS and Headquarters users.

Upcoming Changes: The following system changes are being implemented as part of the PELICAN CCW CCIS Consolidation initiative and June Maintenance Release:

System Access

- Login Process
 - CCIS users should now login under the new CCIS offices. Drop-down lists will now display the new CCIS office names.

Provider Management:

- CCIS Organization Structure
 - Providers should now appear under the new CCIS organization structure.
- Geocode Indicator
 - A system correction will ensure that Provider Self Service and PELICAN CCCW accurately display regulated providers through Geocoding searches. The email updates pushed to CCW from the Certification and Licensing System will no longer change the Geocoding states to “No.” A script will be run on Sunday, June 23, 2013 within PELICAN CCW to assure that providers who lost their Geocoding results due to this error will be corrected.

Reports

- CCIS Organization Structure
 - Reports can now be requested under the new CCIS organization structure.
- Payment Recap Report (RE417)
 - Reports are being updated to display data based on the new CCIS organization structure. This includes historic data as well.
- Family Co-Payment Validation Report (RE310) and Directory of Open/Pending Cases Report (RE502)

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- The Family Co-Payment Validation Report (RE310) and Directory of Open/Pending Cases Report (RE502) no longer will fail.
- Provider Enrollment Report (RE204)
 - The Provider Enrollment Report (RE204) will be augmented with the Mandatory Provider Type field. Additionally, the report no longer will fail as a result of running too long.

Correspondence

- CCIS Office Phone Number
 - Child Care Enrollment Summary Correspondence no longer will display empty braces and space when the configured Office Location has no toll free phone number.
- Redetermination Letter Toll Free Phone Number
 - The toll free number now will display on the Redetermination Letter for CCIS offices that have toll free numbers.

Funds

- Allocating Funds and Viewing Available Funds
 - Current and historical information related to available funds, allocated funds and obligated funds are being updated to display based on the new CCIS organization structure.

Payments

- Provider Attendance Invoices
 - Users with the appropriate roles will be able to drill down to a specific provider attendance invoice. This information will be displayed by office/county.
- Provider Attendance Invoice Search
 - Provider Invoice search correction for new joiners within Philadelphia and Allegheny. When searching for invoices for Fiscal Year (FY) 2012-13 on the Invoice Search page, the invoices returned were combined for Philadelphia West and Philadelphia City/South and Allegheny North and Allegheny South. This is a problem for work in FY 2012-13, which includes adjustments (paid pending adjustments) and invoices in any status for FY 2012-13. To correct this problem, a “Previous Office” drop-down box was added to the Invoice search page. This box only displays for Headquarters and CCIS Users signed in for specified Philadelphia and Allegheny CCIS agencies.
- CCIS Invoice Detail
 - Users with the appropriate roles will be able to drill down to a specific CCIS invoice to view the associated provider invoices. This information will be displayed by office/county.
- CCIS Invoice Funding
 - Users with the appropriate roles will be able to select a specific county to view the funding breakdown, based on the new CCIS organization structure.

Case Management:

- CCIS Organization Structure
 - Cases should now appear under the new CCIS organization structure.

Alerts

- CCIS Organization Structure
 - Case alerts will now be displayed based upon the new CCIS organization structure.

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- New SNAP Alert - Case
 - A new SNAP alert has been added with the following verbiage “A new TANF budget has opened in CIS. Close this case and review the TANF case.”
 - As part of the nightly batch process, PELICAN CCW will check the CIS Case Transfer file for all Food Stamp cases in which subsidy is provided to determine if a TANF budget opened following the creation of the Food Stamp case. If a corresponding TANF budget has opened, PELICAN CCW will generate an alert to the primary worker indicating a TANF budget has opened and the worker must review the budget to determine whether child care must be provided under the open TANF budget.
 - PELICAN CCW will *not* generate the alert under the following circumstances:
 - If the primary parent/caretaker (p/c) in PELICAN CCW exists in CIS in a "J" budget only.
 - If the primary p/c is listed in CIS in the TANF budget has any status other than "ES," "EA" or "EE."
 - If all children included in the PELICAN CCW case do not exist in the TANF budget with an "EC" status.
- New SNAP Alert - Fiscal
 - A new SNAP alert has been added with the following verbiage “Dual funding stream enrollment! Contact caseworker PRIOR to authorizing payment.”
 - PELICAN CCW will generate an alert to the fiscal worker when there are simultaneous enrollments for the same child that are funded under the TANF and FS funding streams.
 - PELICAN CCW will *not* generate the alert under the following circumstances:
 - There is a sleep enrollment established in a case under the same funding stream as the regular enrollment.
 - There are multiple cases in which the child exists, the joint custody indicator is selected on the Care Request page and the primary caretakers in each of the cases is NOT the same.

Next Steps:

1. Share this communiqué with appropriate staff members and ensure they understand it.
2. Obsolete this communicate after it has been shared with all appropriate staff.
3. Direct questions to Mark Gamse-Bernosky at (717) 346-9667 or mgamsebern@pa.gov.