

Guidance for SCCRS and SEEK

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The SCCRS – SEEK Interface

The information presented below describes the data items that are collected from SCCRS and shared with the new SEEK system. The first “transfer” (or “dump”) of data occurred in May for the Pilot and Group I counties. It was followed shortly thereafter with a transfer or dump of the SCCRS information for all other counties.

The file layouts below present the data items that are collected as a unit in SCCRS, “packaged” into a file, and sent to SEEK. In each file type, you will see there is an important indicator that describes whether a specific data item is or is not required by SEEK. When a record of data collected in SCCRS is missing a required piece of information, the transfer of the record is rejected.

If a family case is created and the family date of birth is blank, SEEK will not accept the record and will report it as a “rejected record”. If the family has four children attending one or more facilities, then the insert/update of the children’s authorization information will also fail in SEEK – because it is dependent upon receipt of the case.

Provider File Layout

Field Name	Data Type	R/O/C	Editable /C	Field Position	Field Length	Values	Error Codes
Record Type	Alphanumeric	R	No	1	1	D = (Detail)	
Facility ID	Alphanumeric	R	No	2	8		101, 102
Corporate ID (Provider ID)	Numeric	R	Yes	10	6		101, 118
Facility Level/Type	Alphanumeric (Enum)	R	Yes	16	2		101, 103
Facility Name	Alphanumeric	R	Yes	18	50		101, 104
Director Name	Alphanumeric	R	Yes	68	30		101, 106
Facility Phone	Alphanumeric	R	Yes	98	14		101, 108
Location Address1	Alphanumeric	R	Yes	112	35		101, 109
Location City	Alphanumeric	R	Yes	147	20		101, 110
Location State Code	Alphanumeric (Enum)	R	Yes	167	2		101, 111
Location Zip Code	Numeric	R	Yes	169	5		101, 112
*Location Zip Code Extension	Numeric	O	Yes	174	4		107
Location County Code	Numeric (Enum)	R	Yes	178	3		101, 113
Mailing Address	Alphanumeric	R	Yes	181	35		101, 109
Mailing City	Alphanumeric	R	Yes	216	20		101, 110
Mailing State Code	Alphanumeric (Enum)	R	Yes	236	2		101, 111
Mailing Zip Code	Numeric	R	Yes	238	5		101, 112
Mailing Zip Code Extension	Numeric	R	Yes	243	4		101, 107
Capacity 1st	Numeric	O	Yes	247	3		132
Capacity 2nd	Numeric	O	Yes	250	3		133
Capacity 3rd	Numeric	O	Yes	253	3		134
License Number	Alphanumeric	R	No	256	8		101, 116
License Expiration Date	Date	O	Yes	264	10	CCYY-MM-DD	105
EmailAddress	Alphanumeric	O	Yes	274	78		135
Facility Status	Alphanumeric (Enum)	R	Yes	352	1		101, 114
Pad-Filler	Alphanumeric	O	Yes	353	47		

(R=Required O=Optional C=Conditional)

* Zero (0) will replace characters for null value in the record.

Case File Layout

Field Name	Data Type	R/O/C	Editable/C	Field Position	Field Length	Values	Error Codes
Record Type	Alphanumeric	R	No	1	1	D = (Detail)	
* Case ID (LPA + Case ID)	Alphanumeric	R	No	2	9		101, 117
LPA	Numeric (Enum)	R	No	11	3		101, 129
Primary First Name	Alphanumeric	R	Yes	14	30		101, 122
Primary Last Name	Alphanumeric	R	Yes	44	30		101, 123
Primary Middle Initial	Alphanumeric	O	Yes	74	1		124
Primary Suffix	Alphanumeric	O	Yes	75	3		137
Date of Birth	Date	R	Yes	78	10	CCYY-MM-DD	101, 105
Address	Alphanumeric	R	Yes	88	35		101, 109
City	Alphanumeric	R	Yes	123	30		101, 110
State	Alphanumeric (Enum)	R	Yes	153	2		101, 111
Zip Code	Numeric	R	Yes	155	5		101, 112
**Zip Code Extension	Numeric	O	Yes	160	4		107
Primary Phone Number	Alphanumeric	O	Yes	164	14		108
Secondary Phone Number	Alphanumeric	O	Yes	178	14		108
***Family Language	Alphanumeric (Enum)	R	Yes	192	2		101, 125
Case Status	Alphanumeric (Enum)	R	Yes	194	1		101, 115
Pad-Filler	String	O	Yes	195	105		

(R=Required O=Optional C=Conditional)

* Case ID and LPA will be combined and sent by SCCRS as unique Case ID

** Zero (0) will replace characters for null value in the record.

*** Default value = EN

Alternate Cardholder File Layout

Field Name	Data Type	R/O/C	Editable/C	Field Position	Field Length	Values	Error Codes
Record Type	Alphanumeric	R	No	1	1	D = (Detail)	
Person ID	Alphanumeric	R	No	2	11		101, 120, 201, 209
LPA	Numeric (Enum)	R	No	13	3		101, 129, 208
Case ID (LPA + Case ID)	Alphanumeric	R	No	16	9		101, 117
Alt Case Access	Alphanumeric (Enum)	R	Yes	25	1		101, 121
First Name	Alphanumeric	R	Yes	26	30		101, 122
Last Name	Alphanumeric	R	Yes	56	30		101, 123
Middle Initial	Alphanumeric	O	Yes	86	1		124
Suffix	Alphanumeric	O	Yes	87	3		137
Date of Birth	Date	R	Yes	90	10	CCYY-MM-DD	105
Pad-Filler	String	O	Yes	100	100		

(R=Required O=Optional C=Conditional)

Authorization File Layout

Field Name	Data Type	R/O/C	Editable/ C	Field Position	Field Length	Values	Error Codes
Record Type	Alphanumeric	R	No	1	1	D = (Details)	
Authorization ID	Numeric	R	No	2	12		101, 126, 201, 202, 203
Child ID	Alphanumeric	R	No	14	11		101, 127
LPA	Numeric (Enum)	R	No	25	3		101, 129, 208
Case ID (LPA + Case ID)	Alphanumeric	R	No	28	9		101, 117
Facility ID	Alphanumeric	R	No	37	8		101, 102
Begin Date	Date	R	C	45	10	CCYY-MM-DD	101, 105, 207
End Date	Date	R	C	55	10	CCYY-MM-DD	101, 105, 137, 205, 206
Level of Care	Numeric (Enum)	R	Yes	65	3		101, 128
Auth Status	Alphanumeric (Enum)	R	Yes	68	1		101, 130
Child First Name	Alphanumeric	R	Yes	69	30		101, 122
Child Last Name	Alphanumeric	R	Yes	99	30		101, 123
Child Middle Initial	Alphanumeric	O	Yes	129	1		124
Child Suffix	Alphanumeric	O	Yes	130	3		137
Child Date of Birth	Date	O	Yes	133	10	CCYY-MM-DD	105
Protective Custody Flag	Alphanumeric (Enum)	R	Yes	143	1		101, 131
Pad-Filler	String	O	Yes	144	56		

(R=Required O=Optional C=Conditional)

In the July – August time period, additional/subsequent “dumps” of data occurred to keep SCCRS and SEEK synchronized as closely as possible. Data that resides in SCCRS should also reside in SEEK. Presently, data for the Pilot and Group I counties are being transferred from SCCRS to SEEK on a daily basis. When the roll-out date approaches for County Groups II and II, the daily data transfer will be amended to include their data as well.

As each of the data groups are transferred to SEEK, records are written into a “reject file” when the information is found to be incomplete or formatted incorrectly. The file of rejected records is returned back to SCCRS, converted into the SEEK RESPONSE MESSAGE report, and saved in the NCXPTR Reports application, saved in the DHR/GHB Directory.

This primary report contains (4) sections, one each for errors related to Providers, Cases, Alternate Cardholders, and Authorizations. In XPTR, there exists a SEEK RESPONSE MESSAGE report for each data dump. Beginning in August, four new individual error reports are now also available – one for each group of data transferred: SEEK ALTCARD ERROR, SEEK AUTHORIZATION ERROR, SEEK CASE ERROR, and SEEK PROVIDER ERROR.

It is important that these reports be reviewed routinely. If a case record is rejected due to missing information, it will not successfully load into SCCRS without intervention by county staff to make a data entry correction to the data item that caused the rejection. Cases that cannot be loaded also prevent SEEK cards from being delivered to the families.

Please note that an error reported one day is not repeated on a subsequent daily report. Each report includes only records of data added or updated in SCCRS on the previous day that were rejected by SEEK.

Following are the list of error codes and descriptions that may be returned in one of the daily error files. The text of the error is basically generic, but will also capture and display specific information that relates to the error.

Error Codes

Field Validation Errors

Code	Error Message Where: {0} the name of the field. {1} the value of the field.	Description	Field Reference
101	The <{0}> field is required.	The field must have a non blank value.	Required
102	The <{0}> field({1}) has the wrong format.	This field must be up to 8 characters long. Allowable characters: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,), apostrophe(').	ValidFacilityID
103	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueFacilityType
104	The <{0}> field({1}) has the wrong format.	This field must be up to 50 characters long. Allowable characters: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,), apostrophe(').	ValidFacilityName
105	The <{0}> field({1}) has the wrong format.	The field must be in a valid date format CCYY-MM-DD.	ValidDate
106	The <{0}> field({1}) has the wrong format.	This field must be up to 30 characters long. Allowable characters: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,), apostrophe(').	ValidDirectorName
108	The <{0}> field({1}) has the wrong format.	This field must be up to 14 characters long. Allowable characters: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,), apostrophe(').	ValidPhoneNumber
109	The <{0}> field({1}) has the wrong format.	Maximum 35 allowable characters containing: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,).	ValidAddress
110	The <{0}> field ({1}) has the wrong format.	Maximum 30 allowable characters containing: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,).	ValidCity
111	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueState
112	The <{0}> field({1}) has the wrong format.	The field must be 5 digits numeric.	ValidZipCode
107	The <{0}> field({1}) has the wrong format.	The field must be 4 digits numeric.	ValidZipCodeExtension
113	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueLocationCountyCode
114	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueFacilityStatus
115	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueCaseStatus
116	The <{0}> field({1}) has the wrong format.	This field must be a string with a maximum length of 8 characters.	ValidLicenseNumber

Code	Error Message Where: {0} the name of the field. {1} the value of the field.	Description	Field Reference
117	The <{0}> field({1}) has the wrong format.	Maximum 9 allowable characters containing: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,).	ValidCaseID
118	The <{0}> field({1}) has the wrong format.	Maximum 10 allowable digits numeric.	ValidCorporateID
120	The <{0}> field({1}) has the wrong format.	Maximum 11 allowable characters containing: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,).	ValidPersonID
121	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueAltCaseAccess
122	The <{0}> field({1}) has the wrong format.	Maximum 30 allowable characters containing: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,), apostrophe(').	ValidFirstName
123	The <{0}> field({1}) has the wrong format.	Maximum 30 allowable characters containing: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,), apostrophe(').	ValidLastName
124	The <{0}> field({1}) has the wrong format.	The field must be left blank or contain 1 allowable character: letters, digits, space, dash (-), forward slash(/), dot(.), hash(#), comma(,).	ValidMiddleInit
125	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueLanguage
126	The <{0}> field({1}) has the wrong format.	Maximum 12 allowable digits numeric.	ValidAuthorizationID
127	The <{0}> field({1}) has the wrong format.	Maximum 11 allowable characters containing: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,).	ValidChildID
128	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueLevelOfCare
129	The <{0}> field({1}) has the wrong format.	Maximum 3 allowable characters containing: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,).	ValidLPA
130	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueAuthStatus
131	The <{0}> field({1}) has an invalid value.	The field must have a value in one of the listed values.	ValueProtectiveCustodyFlag
132	The <{0}> field({1}) has the wrong format.	Maximum 3 allowable digits numeric.	ValidCapacity1st
133	The <{0}> field({1}) has the wrong format.	Maximum 3 allowable digits numeric.	ValidCapacity2nd
134	The <{0}> field({1}) has the wrong format.	Maximum 3 allowable digits numeric.	ValidCapacity3rd
135	The <{0}> field({1}) is an invalid email address.	Maximum 78 allowable characters containing: letters, digits, underscore(_), dot(.), at sign(@).	ValidEmailAddress
137	The <{0}> field({1}) has the wrong format.	Maximum 3 allowable characters containing: letters, digits, space, dash(-), forward slash(/), dot(.), hash(#), comma(,).	ValidNameSuffix

▪ **Dependency and Business Rules Errors**

Code	Error Message Where: {0} the name of the field. {1} the value of the field.	Description	Field Reference
201	Case ({1}) not found.	Error while creating Authorization record or Alternate Cardholder record. The Case Identifier does not exist.	

Code	Error Message Where: {0} the name of the field. {1} the value of the field.	Description	Field Reference
202	Facility ({1}) not found.	Error while creating Authorization record. The Provider Identifier does not exist.	
203	Unable to create Authorization. An Authorization already exists for a date within this same date range.	Only one active Authorization can exist for a Child/Provider combination for any given date.	
205	End Date cannot be before the Begin Date	The End Date must be equal or after the Begin Date of an authorization.	ValidAuthEndDate
206	End Date cannot be prior to the current date.	Authorization End Date cannot be added or updated to a date in the past.	ValidAuthEndDate
207	Begin Date cannot be changed.	When Authorization begin date has occurred, it cannot be changed.	ValidAuthBeginDate
208	LPA ({1}) does not match case LPA.	LPA on Authorization File does not match with LPA on Case File	
209	Case already has maximum number of allowable active cardholders.	A new card cannot be issued when there are already 4 active cardholders for a case.	

Setting up NCXPTR

County staffs who do not have access to NCXPTR should see their county security official. They can submit an e-iraaf and request this access for you. If you have not used NCXPTR before, or do not use it regularly, the following instructions will help you perform the initial set-up in XPTR and direct you to the location of the new reports. Instructions are also included for accessing XNET - the web-based view of XPTR.

Use your Host on Demand application to Access NCXPTR.

199.90.157.13 VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK --

-- CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946 --

```

* * * * * W A R N I N G * * * * *
* THIS IS A GOVERNMENT COMPUTER SYSTEM AND IS THE PROPERTY OF THE STATE OF *
* NORTH CAROLINA. USERS HAVE NO EXPECTATION OF PRIVACY. USE OF THIS COMPUTER*
* SYSTEM IS SUBJECT TO MONITORING OR OTHER REVIEW BY THE GOVERNMENT OPERATOR*
* OR OTHERS. UNAUTHORIZED OR IMPROPER USE OF THIS SYSTEM MAY RESULT IN *
* ADMINISTRATIVE DISCIPLINARY ACTION AND CIVIL AND CRIMINAL PENALTIES. *
* USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING. *
* * * * *

```

APPLICATION: **NCXPTR**

Logon to XPTR with your RACF_ID and password.
The Account code is DHRGHB.

```

XXX      XXX
XXX      XXX
XXX XXX  P P P P P P P P P P T T T T T T T T T T R R R R R R R R R R
XXXXXX  PP   PP   TT   RR   RR
   XXXX  PP   PP   TT   RR   RR
   XXXX  PP   PP   TT   RR   RR
XXXXXX  P P P P P P P P P P TT   R R R R R R R R R R
   XXX  XXX  PP   TT   RR   RR
   XXX  XXX  PP   TT   RR   RR
XXX     XXX  PP   TT   RR   RR

```

```

Security Logon ID ==> TS89P04
Password          ==>
Account          ==> DHRGHB
To change your password, enter the same new password in both areas.
New password     ==>

```

Press ENTER to connect with Xptr Press HELP key (PF1) for assistance
 Press END key (PF3) to disconnect from X/PTR
 Xptr is a licensed software service of Systemware, Inc., Addison, TX
 Xptr and Systemware are trademarks of Systemware

Set up your "Favorites" for quick access to the reports you need.
 Type "PRO" at the Command line and press <Enter>

```

X 1 V22: Favorites Line 1
Command ==> PRO Scroll ==> CSR

```

Commands: PRO - Update Favorites (via Profile)
 Options: B - Display on terminal X - List report indices
 S - List report versions V - List report views
 PRT - Print Q - Add to Work Queue
 SQ - Structured Query N - Version Notes
 Use END command to exit. Use LEFT command to list more report information.

```

Opt Type Title Last CMD
DIR MY DIRECTORIES
***** End of list *****

```

Enter "S" to select the FAVORITES LIST option, press <Enter>.

```

X 1 G01: Profile for /DHR/USR/TS89P04
Command ==>
Select Command from list below.
Place any character next to command or enter command in Command ==> area.
- Cmd Description - Profile action
S FAV - FAVORITES LIST I - RESET
PRT - PRINT DEFAULTS L - RELOAD
BRS - BROWSE CAN - CANCEL
ARC - ARCHIVE RESTORE
CMD - INITIAL MENU
VFY - VERIFY DELETES
JHS - JHS OPTIONS
EML - E-MAIL ADDRESS

```

Enter "S" in both fields, as shown below, press <Enter>.

```

X 1 G30: Manage Favorites List
Command ==>

```

To exit this screen before making any changes, press END.
To continue, select an ACTION, a FORMAT, and press ENTER.

ACTION (Select with any character on the left)
Display/modify group directory and/or report list.
Create new list with all available reports.
S **Select reports and directories to add to the list.**
Display/remove reports and directories in the list.
Remove all reports and directories from the list.
Add browsed reports to list automatically.
Discard any changes and revert to prior list.
Exit saving any list updates.

FORMAT OF REPORT NAMES USED IN LIST CREATION PROCESS

S **Title**
Alternate name
JCL Form ID
Job, step, procstep, DD
Title, sorted in report name sequence

**SCCRS Reports are found in the DHR\GHA & DHR\GHB directories.
Enter a "?" next to the DHR Directory – press <ENTER>.**

X 1 G31: **Select Reports From Directory /** Line
Command ==> Scroll ==> CSR

Select the report and directories to be added with an S in the Opt column.
To expand a directory to the next level, use a ? in the Opt column.
Press ENTER to make changes, and END to exit this level.

Opt Report	TITLE
/#####	
/ACH	DEPARTMENT OF CULTURAL RESOURCES
/ADM	DEPARTMENT OF ADMINISTRATION
/AGR	*DIRECTORY*
/COR	*DIRECTORY*
/DCC	*DIRECTORY*
? /DHR	*DIRECTORY*
/DJA	

The subdirectory list will display – listed alphabetically. PAGE DOWN <F8> to GHA & GHB.

Enter a "?" next to the Subdirectory GHA – press <Enter> to view reports list.

X 1 G31: **Select Reports From Directory /DHR** Line 33
Command ==> Scroll ==> CSR

Select the report and directories to be added with an S in the Opt column.
To expand a directory to the next level, use a ? in the Opt column.
Press ENTER to make changes, and END to exit this level.

Opt Report	TITLE
/DHR/FRD	*DIRECTORY*
? /DHR/GHA	
/DHR/GHB	*DIRECTORY*
/DHR/HBA	*DIRECTORY*
/DHR/HCA	*DIRECTORY*

The next page displays a list of SCCRS reports in the **DHR/GHA Directory** that you may add to your FAVORITES. Some you may find useful include: Birthday/Age Range Rpt, Child Reimbursement Rpt, Provider Reimbursement, Purch Reimb Summary Total, Turnaround Worksheet.

X 1 G31: Select Reports From Directory /DHR/GHA
Command ==>

Row 1 to 14 of 60
Scroll ==> PAGE

Select the report and directories to be added with an S in the Opt column.
To expand a directory to the next level, use a ? in the Opt column.
Press ENTER to make changes, and END to exit this level.

Opt Report	TITLE
/DHR/GHA/GB00	DHRGHB PURCHASER CLOSEOUT
/DHR/GHA/GB01	DHRGHB FED BIANNUAL FAMILY CNT
/DHR/GHA/GB02	DHRGHB STATISTICAL SUMM-STATE
/DHR/GHA/GB05	DHRGHB PURCHASER ADDRESS RPT
/DHR/GHA/GB07	DHRGHB SL-SCC-EMPLOYED-RPT1
/DHR/GHA/GB57	DHRGHB SL-SSO-SKEMP/CPS/DVND/CWS
/DHR/GHA/GHBB	DHRGHB SCC FUND SOURCE SUMM RPT
/DHR/GHA/GHBC	DHRGHB LOCAL FS MTHLY SUMMARY
/DHR/GHA/GHBF	DHRGHB INVOICE RATE EXCEED MAX
/DHR/GHA/GHBG	DHRGHB NONLICENSED FACILITY LIST
/DHR/GHA/GHBH	DHRGHB UNDUP CLIENT COUNT
S /DHR/GHA/GHBM	DHRGHB BIRTHDAY/AGE RANGE RPT
/DHR/GHA/GHBS	DHRGHB STATISTICAL SUMMARY RPT
/DHR/GHA/GHBT	DHRGHB FACILITIES BY TYPE BY CTY

Mark all the reports you want access to with "S" in the **Opt** column.
Use F8 to page down and continue marking reports on the subsequent pages that you want on your Favorites list. Continue until you have marked all the reports you need.
Press <Enter> to save your choices.

Press F3 to return to the subdirectory menu.

**Page down (F8) and enter "?" next to the Subdirectory GHB.
The DHR/GHB Directory contains several reports you will want access to for SEEK.**

Press <Enter> to view the list of available reports.

X 1 G31: Select Reports From Directory /DHR
Command ==>

Line 33
Scroll ==> CSR

Select the report and directories to be added with an S in the Opt column.
To expand a directory to the next level, use a ? in the Opt column.
Press ENTER to make changes, and END to exit this level.

Opt Report	TITLE
/DHR/FRD	*DIRECTORY*
/DHR/GHA	*DIRECTORY*
? /DHR/GHB	*DIRECTORY*
/DHR/HBA	*DIRECTORY*
/DHR/HCA	*DIRECTORY*

Mark all reports you want to access with "S" in the **Opt** column, just like the step above.
Use F8 to page down and select reports from the next page. When you have reviewed the entire list, press <Enter> to save your choices.

Be sure to select the following reports:

Opt Report	TITLE
S /DHR/GHB/GB62	DHRGHB PROVIDER DATA TO SEEK
S /DHR/GHB/GB63	DHRGHB CASE DATA TO SEEK

S	/DHR/GHB/GB64	DHRGHB AUTHORIZATIONS TO SEEK
S	/DHR/GHB/GB65	DHRGHB ALT CARD DATA TO SEEK
S	/DHR/GHB/GB66	DHRGHB AUG 5 DUMP GROUP 2
S	/DHR/GHB/GB67	DHRGHB AUG 9 DUMP GROUP 3
S	/DHR/GHB/GB68	DHRGHB AUG 22 DUMP GROUP 2
S	/DHR/GHB/GB69	DHRGHB JULY 29 DUMP GROUP 1
S	/DHR/GHB/GB70	DHRGHB MAY 20 DUMP PILOT
S	/DHR/GHB/GB71	DHRGHB MAY 25 DUMP GROUPS
S	/DHR/GHB/GB72	DHRGHB OCT 3 DUMP GROUP 3
S	/DHR/GHB/GB73	DHRGHB SEEK ALTCARD ERROR
S	/DHR/GHB/GB74	DHRGHB SEEK AUTHORIZATION ERROR
S	/DHR/GHB/GB75	DHRGHB SEEK CASE ERROR
S	/DHR/GHB/GB76	DHRGHB SEEK PROVIDER ERROR
S	/DHR/GHB/GB25	DHRGHB SEEK RESPONSE MESSAGE

Lastly, there are additional new reports that you may not use as frequently, but are available. The "...**Data to SEEK**" reports include the set of records that are identified each night as part of an "add" or an "update" in SCCRS. These are the records that are transmitted from SCCRS to SEEK. Each record should result in a new "add" or in an "update" to existing information in SEEK. The goal of the SCCRS nightly update procedure is to keep all data in both systems "synchronized".

Once the reports have been selected to update your "Favorites" profile, they will be readily available when you next access XPTR or when you access XPTR's web version, XNET.

Reports can be viewed in XPTR, but occasionally the report is too wide to view all on the same screen. When this happens, you will need to become familiar with using F11 to scroll "right" and F10 to scroll "left", in addition to using F7 and F8 (page up and down).

Once reports are saved to your favorites list, consider using the web-based view XNET to open and read them, as the presentation is easier to read.

Instructions for XPTR are also found in Opt 9 (Admin) from Main Menu. Select Opt 13.

XNET – The Web-based View of XPTR

These instructions will guide you as your Internet Explorer software to connect to XNET – the web-based view of NCXPTR Reporting System.

Connect to this URL: <https://scca.its.state.nc.us/xnet/JHSLOG.htm>

Be sure you add this to your Internet Favorites.

Login into XNET with the same credentials that you use for NCXPTR: RACFID, Password, and Account Code (dhrghb). The XPTR System code will correctly default to XPTR.

The screenshot shows the XNET login interface. At the top, there is a header with the Xnet logo and 'THE POWER BROWSER' text, and a 'systemware' logo with a 'help' button. The main content area contains a login form with the following fields and values:

- Security ID:
- Password:
- Xptr System:
- Account Code:
- New Password:
- Verify New Password:

A 'log on' button is located below the password fields.

** All the reports you chose to add to your FAVORITES list in XPTR PROFILE SET-UP will display on the main page.

The screenshot shows the XNET main page. At the top, there is a header with the Xnet logo and 'THE POWER BROWSER' text, and a 'systemware' logo with 'log off' and 'help' buttons. Below the header, there are navigation buttons: 'navigate', 'documents', 'folders', 'global index', and 'work queue'. The main content area is titled 'Favorite Documents (12 documents)' and contains a table with columns for Action, Title, and Name. The table lists 12 documents, each with a set of icons in the Action column and a title and name in the Title and Name columns.

Action	Title	Name
	DHRGHB CHILD REIMBURSEMENT RPT	/DHR/GHA/GHB7
	DHRGHB FRC LOOKBACK EXCEPTIONS	/DHR/GHB/GB04
	DHRGHB IP SAMPLE CASE LIST	/DHR/GHB/GB23
	DHRGHB IP WORKSHEET	/DHR/GHB/GB24
	DHRGHB MORE@4 EXPENDITURE REPORT	/DHR/GHB/GB59
	DHRGHB PROVIDER REIMBURSEMENT	/DHR/GHA/GHB8
	DHRGHB PURCH REIMB SUMMARY TOTAL	/DHR/GHA/GH03
	DHRGHB SCC FUND SOURCE SUMM RPT	/DHR/GHA/GHBB
	DHRGHB SCC STAFF SECURITY LIST	/DHR/GHA/GH48
	DHRGHB SSRS STAFF SECURITY LIST	/DHR/GHA/GH49
	DHRGHB STATISTICAL SUMMARY RPT	/DHR/GHA/GHBS
	DHRGHB TURNAROUND WORKSHEET	/DHR/GHA/GHB9

Each report name is preceded by a set of Action Icons that can be used. The Actions are described below.

The first action (book icon) is **Browse**. Click Browse to open the most recently created report version. A "version" is simply the copy of the report that was run on a specific date.

The second action (magnifier icon) is **Indexes**. This option is for more advanced users and is not explained here. Click Indexes, then click the "help" link in the upper right hand corner of the next page if you want to learn more.

The third action (hourglass icon) is **Versions**. Click Versions to see a list of dates, for which a copy of the report is available.

If you clicked **Versions** for the SEEK RESPONSE MESSAGE report today (7/29), you would expect to see the following view. Notice that the same Action icons are available next to each report version. The Versions Action icon is not repeated here because the view is the Versions detail.



The screenshot shows the Xnet interface with a table of report versions. The table has columns for Action, Date/Time, Pages, and Job. The Action column contains icons for various functions. The Date/Time column lists dates from 07/25/2011 to 07/29/2011. The Pages column shows 4 pages for each entry. The Job column shows job IDs like GHB134 and GHB134T.

Action	Date/Time	Pages	Job
	07/29/2011 06:30	4	GHB134
	07/28/2011 06:30	4	GHB134
	07/27/2011 07:18	4	GHB134
	07/26/2011 06:43	4	GHB134
	07/25/2011 19:11	4	GHB134T
	07/25/2011 08:01	4	GHB134

The fourth action (the printer icon) is **Print**. Clicking Print will send a print request for the most recent version of the report. If you need to print a prior-dated version, you must first click **Versions** to open the report for the specific date you need and select **Print** from within the report.

The fifth action ("Q") is **Work Queue**. This option is for more advanced users and is not explained here. Click Work Queue, then click the "help" link in the upper right hand corner of the next page if you want to learn more.

The sixth action is **Views**. This option is for more advanced users and is not explained here. Click Views, then click the "help" link in the upper right hand corner of the next page if you want to learn more.

The seventh action is **Remove from Documents**. This option will remove a report name from the list of documents that you have access to in XPTR. The report can be returned to your XNET view by accessing NCXPTR and going back through the set-up steps described in the **Set up NCXPTR** section above.

At any time, you can use your browser back arrow/button in XNET to return to the previous screen.

SEEK Response Message Reports

The primary file of SCCRS records rejected by SEEK is returned back to SCCRS and converted into the **SEEK RESPONSE MESSAGE** report. There are dated versions of the SEEK RESPONSE MESSAGE report from 7/25/2011 to (today) 8/12/2011. Reports for all records, all counties are included in this version.

County staff should review the data in the report versions indexed by county and data type: **SEEK PROVIDER ERROR, SEEK ALTCARD ERROR, SEEK AUTHORIZATION ERROR, and SEEK CASE ERROR.** The first dated version for these individual reports is 8/12/2011.

SEEK PROVIDER ERROR

Errors that prevent a **provider record** from being loaded into SEEK include data missing from a required field (a zip 5 field with only 4 digits), or an invalid value for the field (facility type = 6, when 6 is not valid). When the facility record is rejected, all subsequent information associated with the facility (children's authorizations) will also fail to load.

Much of the provider information cannot be corrected by county workers, so this reject file is also reviewed by DCD staff. If the county worker identifies the change needed, please email this information to dcdee.seek.help@dhhs.nc.gov.

Open XNet with Internet Explorer and click the hourglass icon (Versions) next to SEEK PROVIDER ERROR. Click on a date to open the error report generated for that day.

You will see your county name and the "Record Date" for the report. The Record date is the data in which the data was added or changed. Below the record date you will see a summary line of record counts: ERROR TOT: 000000 ORIG TOT: 00000005.

This means that there were zero errors out of a total of 5 new and/or updated provider records sent and processed on that date. Reports generated on Monday nights will also include any updates added to SCCRS on Saturdays or Sundays.

The screenshot shows the XNet web browser interface. At the top, there are navigation buttons: "navigate", "documents", "page buttons", "global index", and "work queue". A callout bubble points to the "page buttons" with the text: "Page buttons navigate to first page, previous page, next page." Below the navigation bar, the page title is "DHRGHB SEEK PROVIDER ERROR VERSION 1 -- DATE 08/12/11 09:10 -- PAGE 1 OF 1". The main content area displays the following text:

```
GHB440-1 NC DEPT OF HEALTH AND HUMAN SERVICES
043 HARNETT DIVISION OF CHILD DEVELOPMENT
RECORD DATE: 2011-08-11 RESPONSE ERROR REPORT - PROVIDER
RUN DATE: 08/12/11

ERROR TOT: 000002 ORIG TOT: 00000527

-----
ERROR CODE: 101
The <locationCity> field is required.

RECORD IN ERROR:
DM43A05294330013AMONIQUE ALEXANDER HARNETT DSS (30
1) 802-7748113 TRADE WINDS DR SPRING LAKE NC 2 NC283900000043113 TRADEWINDS DRIVE
SPRING LAKE NC283900000049049049M43A0529
A
-----

ERROR CODE: 108
The <facilityPhone> field((0 ) - ) has the wrong format.

RECORD IN ERROR:
DM43A87104330013AMONROE MARIE 12763 HARNETT DSS (0
) - 256 CAMEILLIA RD ANGIER NC2750100000049049M43A8710
ANGIER NC2750100000049049M43A8710
A
-----
***** END OF REPORT *****
```

A second callout bubble points to the "RUN DATE: 08/12/11" field with the text: "Run Date is the day after data entry is performed."

The challenge to the data review is reading the RECORD IN ERROR. SEEK returns the record where the error is found - with the individual data items strung together in one field. To understand which data item is which and where the field breaks are, see the file layout (pages 2-4) for the specific report type.

In the provider record above, the first position is always "D" (for details), followed by 8-digit facility ID and 6-digit provider (corporate) ID, then the provider name. 2 digits for the facility level/type, the facility name, the director name, etc.

SEEK CASE ERROR

Errors that prevent a **case record** from being loaded into SEEK include missing data and invalid formatting of the case address. SEEK expects a first name or initial and a last name; the family language and family date of birth which are required fields; and correct formatting of the case address. When the case record is rejected, alternate cardholder records and child authorization records will also fail. In the view below, the error summary indicates 25 cases rejected, out of 1820 total records.

DHRGHB SEEK RESPONSE MESSAGE VERSION 4 -- DATE 07/27/11 07:18 -- PAGE 2 OF 4 -- LINE 1 /DHR/USR/TS89P04 on XPTR B01

GHB440-1 NC DEPT OF HEALTH AND HUMAN SERVICES RUN DATE: 07/27/11
 DIVISION OF CHILD DEVELOPMENT
 999 NORTH CAROLINA
 RECORD DATE: 2011-07-26
 RESPONSE ERROR REPORT - CASE
 ERROR TOT: 000025 ORIG TOT: 00001820

ERROR CODE: 109
 The <address> field(2512 GOVERNOR'S POINTE CT) has the wrong format.
 RECORD IN ERROR:
 D013048102013INDIA J 2525-01-012512 GOVERNOR
 'S POINTE CT CONCORD NC280250000(704) 918-2692 ENA

ERROR CODE: 109
 The <address> field(154 ANN'S LANE) has the wrong format.
 RECORD IN ERROR:
 D022220201022APRIL BECKMAN 1974-04-19154 ANN'S LAN
 E HAYESVILLE NC289040000(828) 389-1296 ENA

ERROR CODE: 100
 Invalid DOB. DOB cannot be in the future.
 RECORD IN ERROR:
 D022220404022DANIELLE LEDFORD 2525-01-01P O BOX 93
 HAYESVILLE NC289040000(828) 342-1948 ENA

Again, the challenge is reading the RECORD IN ERROR. Case errors are reported as: first position is always "D" for "Detail". The next 9 positions identify the new case number (the LPA + the original case number assigned by the LPA). The next 3 positions identify the LPA - 013. Following are two 30 character fields - one each for first name and last name and a 1-character field for middle initial, etc.

Remember that when SCCRS family date of birth is left blank, it translates to 2525-01-01, "Invalid DOB".

SEEK ALT CARD ERROR

Errors that prevent an **alternate cardholder** record from being loaded into SEEK include a missing case record that was not properly loaded first, missing data such as the date of birth that should be part of the alternate cardholder record, and incorrect formatting of address information.

When data presents on this error report, you will see the following information displayed: Person ID (11 characters), LPA (3), Case ID (9 digits = 3 LPA + 6 Case), Alt Case Access (1), First name (30), Last name (30), Middle Initial (1), Suffix (2), and Date of birth (10).

SEEK AUTHORIZATION ERROR

Errors that prevent an **authorization** record from being loaded into SEEK include a missing provider or case record (see paragraph above), or incorrect eligibility begin and/or end dates. Once an authorization record is accepted by SEEK, eligibility begin dates may not change; eligibility end dates may be updated to a date equal to or greater than "today".

All data loads in a specific order: provider/facilities, cases, alternate cardholders and authorizations. Cases cannot load if the provider record fails, and alternate cardholders and authorizations cannot load if cases fail.

Below is a view of how a sample authorization error appears in the report with the field layout parts identified.

The screenshot shows a web browser window displaying a "DHRGHB SEEK RESPONSE MESSAGE". The browser is Xnet, and the page title is "DHRGHB SEEK RESPONSE MESSAGE VERSION 4 -- DATE 07/27/11 07:18 -- PAGE 4 OF 4 -- LINE 1". The report content includes:

GHB440-1 NC DEPT OF HEALTH AND HUMAN SERVICES RUN DATE: 07/27/11
999 NORTH CAROLINA DIVISION OF CHILD DEVELOPMENT
RECORD DATE: 2011-07-27 RESPONSE ERROR REPORT - AUTHORIZATION

child's 200 number
authorization id 368 ORIG ID 40 caseID (lpa + case) 40 provider/facility ID eligibility begin & end dates percent of care (100, 75, 50), followed by authorization status (A=Active)

ERROR CODE: 201
Case (013048102) not found

RECORD IN ERROR:
D000000104581 013 F13700642011-07-012012-06-30100A
2010-02-04N

child's name: first, last, mi, suffix - wraps around to next line

child DOB, followed by protective custody flag (Y or N)

RECORD IN ERROR:
D000000104580 013 F13700642011-07-012012-06-30100A
2007-12-12N

If you have difficulty understanding a particular part of an error report, please submit your questions in an email to dcdee.seek.help@dhhs.nc.gov.

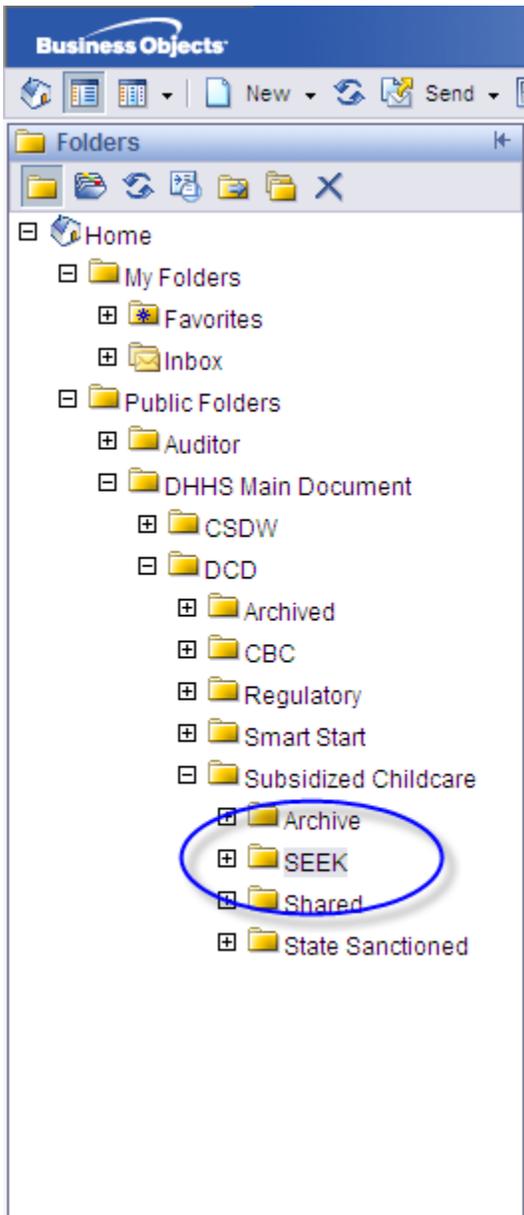
DATA WAREHOUSE – SEEK-Related Reports

To assist county workers will reviewing their data in an 'up to date' mode, DCD has created a few Data Warehouse reports and saved them to a common folder for easy access.

The URL to access Data Warehouse is: <http://www.csdw.dhhs.state.nc.us/>

Click on the "+" symbol next to a folder name to "open" it and see a list of sub-folders contained inside. Navigate to the "SEEK" folder in the Subsidized Childcare folder.

View of Folder List



August 10 Snapshot of available SEEK Queries

Here is a list of some queries saved in the Data Warehouse SCC SEEK folder that county staffs may find useful.

Click on the report title to run the query. Run the query “Family Data – by LPA ID”, and enter the LPA ID of your choice to retrieve the data for a single county.

Consultants or others may elect to run the “Family Data” query to retrieve a current list of family/child data for all the Pilot Counties in one file (or Group I, or II, or III).

All reports return the same information – see the report description in the view below.

All reports are generated using new “daily” SCCRS tables created for Data Warehouse. This means you will **not** have to enter a “service month” or “payment month” as part of the criteria to select information. All data is accurate up and including the data entry that was performed “yesterday”.

SEEK					
Organize		Filter: All Types			
<input type="checkbox"/>		Family Data - by LPA ID - Data Refreshed Daily Modify Schedule History Properties 08.10.2011 - <ENTER YOUR LPA ID> Report displays Purchaser, Family Case/Name/Address/City/State/Zip, Telephone, Family DOB, Family Language, Income Unit Size, Countable Income, Child ID/Name/DOB, Eligibility Begin & End dates, Facility SCC ID/Name.	Never run	Web Intelligence Document	CarolCarnley 0
<input type="checkbox"/>		Family Data - Group I Counties - Data Refreshed Daily Modify Schedule History Properties 08.09.2011 - <SET UP FOR GROUP I COUNTIES> Report displays Purchaser, Family Case/Name/Address/City/State/Zip, Telephone, Family DOB, Family Language, Income Unit Size, Countable Income, Child ID/Name/DOB, Eligibility Begin & End dates, Facility SCC ID/Name.	Never run	Web Intelligence Document	CarolCarnley 0
<input type="checkbox"/>		Family Data - Group II Counties - Data Refreshed Daily Modify Schedule History Properties 08.10.2011 - <SET UP FOR GROUP II COUNTIES> Report displays Purchaser, Family Case/Name/Address/City/State/Zip, Telephone, Family DOB, Family Language, Income Unit Size, Countable Income, Child ID/Name/DOB, Eligibility Begin & End dates, Facility SCC ID/Name.	Never run	Web Intelligence Document	CarolCarnley 0
<input type="checkbox"/>		Family Data - Group III Counties - Data Refreshed Daily Modify Schedule History Properties 08.10.2011 - <SET UP FOR GROUP III COUNTIES> Report displays Purchaser, Family Case/Name/Address/City/State/Zip, Telephone, Family DOB, Family Language, Income Unit Size, Countable Income, Child ID/Name/DOB, Eligibility Begin & End dates, Facility SCC ID/Name.	Never run	Web Intelligence Document	CarolCarnley 0
<input type="checkbox"/>		Family Data - Pilot Counties - Data Refreshed Daily Modify Schedule History Properties 08.09.2011 - <SET UP FOR PILOT COUNTIES> Report displays Purchaser, Family Case/Name/Address/City/State/Zip, Telephone, Family DOB, Family Language, Income Unit Size, Countable Income, Child ID/Name/DOB, Eligibility Begin & End dates, Facility SCC ID/Name.	Never run	Web Intelligence Document	CarolCarnley 0

The report will probably display more information than what you actually need for a routine data clean-up effort, but it should help you identify the cases in your county that will likely fail when data is next transmitted to SCCRS.

Important information to review: family date of birth, family language, race, gender, ethnicity, and children’s eligibility begin/end dates.

Cases that fail in the data transfer process will also cause all of the associated children's authorizations to fail. Eligibility end dates that are past dates will result in a failure when an attendance swipe is attempted.

Click on the report name to run the report. When the results display, click the arrow next to the "save" icon and select "save to my computer as Excel".

The screenshot shows a report viewer window titled "Family Data - by LPA ID - Data Refreshed Daily". The toolbar includes a "save" icon (a floppy disk) which is circled in red. Other icons include "Edit Query", "Edit Report", "Refresh Data", "View Structure", and "Drill". The main area displays a table titled "Family Data from Daily SCCRS Updates".

Purchaser Name	Family Case Id	Family Responsible Adult Name	Family DOB	Family Language	Income Unit Size	Countable Income	Family
ALEXANDER COUNTY	000150	WENDY WALL	08/10/1978	English	5	\$1,599.00	152 FIV
ALEXANDER COUNTY	000555	DEIDRA JOHNSON	09/24/1979	English	3	\$2,083.00	516 LO
ALEXANDER COUNTY	000555	DEIDRA JOHNSON	09/24/1979	English	3	\$2,083.00	516 LO
ALEXANDER COUNTY	000733	TEAH ROSENBAUM	11/19/1978	English	4	\$2,011.00	392 OL
ALEXANDER COUNTY	000924	AMBER VEGA	01/02/1980	English	4	\$1,801.00	29 RAI
ALEXANDER COUNTY	000924	AMBER VEGA	01/02/1980	English	4	\$1,801.00	29 RAI
ALEXANDER COUNTY	000924	AMBER VEGA	01/02/1980	English	4	\$1,801.00	29 RAI
ALEXANDER COUNTY	000956	TAMMY RUSHING	12/22/1963	English	1	\$0.00	1701 S
ALEXANDER COUNTY	001294	ROBIN PINEDA	01/06/1984	English	5	\$1,129.00	PO BO
ALEXANDER COUNTY	001294	ROBIN PINEDA	01/06/1984	English	5	\$1,129.00	PO BO

Remember that there is no guarantee that all the data for your county will "fit" into Excel. Excel has a limit of approximately 60,000 rows of data. If the amount of information returned from the query exceeds Excel's limits, then we may have to re-draft the query for you with additional criteria to effectively "split" up the results, and you would have multiple Excel files to use.

If you have questions about Data Warehouse, please submit them them an email to dcdee.seek.help@dhhs.nc.gov.

SCCRS – Alternate Cardholder Data Entry

SESSION4 - EXTRA! X-treme

File Edit View Tools Session Options Help

GHB7001M TRAINING SUBSIDIZED CHILD CARE REIMBURSEMENT 08/11/11
 00270001 PAYMENT PROCESSING MENU FOR PAYMENT MONTH: JANUARY 14:36:34

OPTION	DESCRIPTION	KEY
1)	TURNAROUND	FACILITY ID (OPTIONAL)
2)	ADD PAYMENT FOR NEW CHILD	FACID / CHILD ID/SERVMTH (OPT)
3)	PRIOR MONTH CORRECTION	FACILITY ID / SERVICE MONTH
4)	LIST OF FACILITIES REQUIRING ATTENTION	NONE
5)	SMART START BONUS % CENTERS	SERVICE MONTH (OPTIONAL)
6)	SMART START BONUS % HOMES	SERVICE MONTH (OPTIONAL)
7)	CARDHOLDER INFORMATION	NONE
8)	FACILITY ATTENDANCE	NONE
9)	CARD-HOLDER LIST SELECTION:	NONE (MYYYY)

F KEYS: 1=Help 2=Child Name Search 3=Exit 4=Main Menu

4B :00.1 21/18

Connected to host scc.sips.state.nc.us [207.192.50.50] Keys: 7555 Saved: 0000 NUM 2:36 PM

Select Option (7) Cardholder Information. Enter the case number and press Enter.

SESSION4 - EXTRA! X-treme

File Edit View Tools Session Options Help

GHBV004M TRAINING SUBSIDIZED CHILD CARE REIMBURSEMENT 08/11/11
 00270001 CARDHOLDER PROFILE 14:37:25
 LPA 002 ALEXANDER CASE 003840
 FAMILY CASE NAME
 SCCRS ID _____
 NAME _____
 DOB _____
 CARDHOLDER END DATE _____

FAMILY CASE

MAILING ADDRESS

CITY STATE ZIP -
 PHONE () - OTHER.PHONE () -
 EMAIL

CHILDREN

COMMENTS

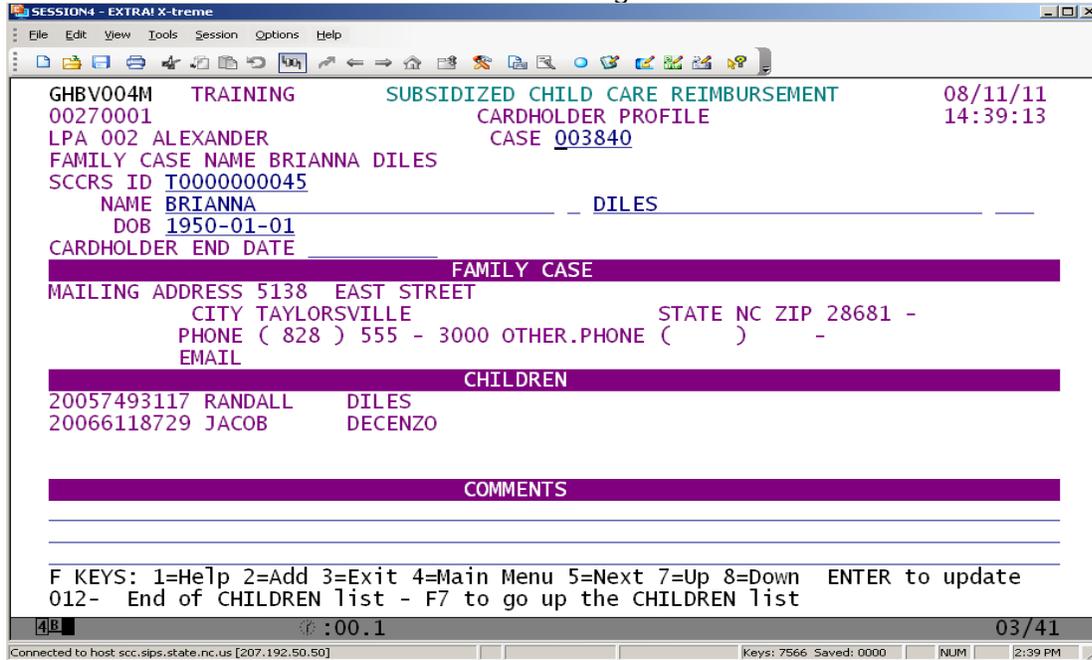
F KEYS: 1=Help 2=Add 3=Exit 4=Main Menu 5=Next 7=Up 8=Down ENTER to update

4B :00.1 05/11

Connected to host scc.sips.state.nc.us [207.192.50.50] Keys: 7565 Saved: 0000 NUM 2:38 PM

The Cardholder Profile screen will display, ready for you to query a case. Enter a case number and press Enter.

The first cardholder (case head) for the case will display. If no date of birth appears in the DOB field, press F3 to exit. Access the family case screen and enter the family DOB there. When you return to the Cardholder Profile, the DOB may remain blank until the information is transferred from Case to Cardholder overnight.



Press F5 (Next) to view the next cardholder for the case.

If information displays for a new individual, the person named is the first alternate cardholder assigned to the case. If no new data displays, the case has only a single cardholder.

You must do this before every new entry to ensure that you are not inadvertently adding a person as an alternate that has already been added to the system. There is no validation on the name you enter – that is, the system does not check to see if a name already exists. Continuing to press F5 will scroll through all the cardholder names again. After reviewing all entries, you are ready to add a new alternate cardholder for the case, if needed.

Press F2 to add a new Alternate Cardholder for the case.

The screen message displays: "Please enter the values and hit Enter". Please complete the fields with the person's first name, middle initial, last name and date of birth.

A temporary SCCRS ID will be assigned to the person. If a "200" number already exists for the person you are recording, you may tab to the ID field and type the correct ID over the temporary ID.

The address on all alternate cardholder records will always display the address for the case head. Cards are mailed to the primary parent/guardian and they are responsible for distributing to the family/friend members who will act as alternate cardholders.

SESSION4 - EXTRA! X-treme

File Edit View Tools Session Options Help

GHBV004M TRAINING SUBSIDIZED CHILD CARE REIMBURSEMENT 08/11/11
 00270001 CARDHOLDER PROFILE 14:42:10
 LPA 002 ALEXANDER CASE 003840
 FAMILY CASE NAME BRIANNA DILES
 SCCRS ID T0000014247
 NAME _____
 DOB _____
 CARDHOLDER END DATE _____

FAMILY CASE

MAILING ADDRESS 5138 EAST STREET
 CITY TAYLORSVILLE STATE NC ZIP 28681 -
 PHONE (828) 555 - 3000 OTHER.PHONE () -
 EMAIL _____

CHILDREN

20057493117 RANDALL DILES
 20066118729 JACOB DECENZO

COMMENTS

F KEYS: 1=Help 2=Add 3=Exit 4=Main Menu 5=Next 7=Up 8=Down ENTER to update
 018 - Please enter the values and hit ENTER

03/41

Connected to host scc.sips.state.nc.us [207.192.50.50] Keys: 7581 Saved: 0000 NUM 2:42 PM

SESSION4 - EXTRA! X-treme

File Edit View Tools Session Options Help

GHBV004M TRAINING SUBSIDIZED CHILD CARE REIMBURSEMENT 08/11/11
 00270001 CARDHOLDER PROFILE 14:42:10
 LPA 002 ALEXANDER CASE 003840
 FAMILY CASE NAME BRIANNA DILES
 SCCRS ID T0000014247
 NAME joseph k diles
 DOB 0980-08-08
 CARDHOLDER END DATE _____

FAMILY CASE

MAILING ADDRESS 5138 EAST STREET
 CITY TAYLORSVILLE STATE NC ZIP 28681 -
 PHONE (828) 555 - 3000 OTHER.PHONE () -
 EMAIL _____

CHILDREN

20057493117 RANDALL DILES
 20066118729 JACOB DECENZO

COMMENTS

F KEYS: 1=Help 2=Add 3=Exit 4=Main Menu 5=Next 7=Up 8=Down ENTER to update
 018 - Please enter the values and hit ENTER

08/22

Connected to host scc.sips.state.nc.us [207.192.50.50] Keys: 7618 Saved: 0000 NUM 2:49 PM

SESSION4 - EXTRA! X-treme

File Edit View Tools Session Options Help

GHBV004M TRAINING SUBSIDIZED CHILD CARE REIMBURSEMENT 08/11/11
 00270001 CARDHOLDER PROFILE 14:50:08
 LPA 002 ALEXANDER CASE 003840
 FAMILY CASE NAME BRIANNA DILES
 SCCRS ID T0000014247
 NAME JOSEPH K DILES
 DOB 0980-08-08
 CARDHOLDER END DATE _____

FAMILY CASE

MAILING ADDRESS 5138 EAST STREET
 CITY TAYLORSVILLE STATE NC ZIP 28681 -
 PHONE (828) 555 - 3000 OTHER.PHONE () -
 EMAIL _____

CHILDREN

20057493117 RANDALL DILES
 20066118729 JACOB DECENZO

COMMENTS

F KEYS: 1=Help 2=Add 3=Exit 4=Main Menu 5=Next 7=Up 8=Down ENTER to update
 010- Press F10 to confirm update or addition, F3 to cancel.

4B :00.1 07/11

Connected to host scc.sips.state.nc.us [207.192.50.50] Keys: 7619 Saved: 0000 NUM 2:50 PM

Message reminder displays: Press 10 to confirm.
 The record is added successfully.

SESSION4 - EXTRA! X-treme

File Edit View Tools Session Options Help

GHBV004M TRAINING SUBSIDIZED CHILD CARE REIMBURSEMENT 08/11/11
 00270001 CARDHOLDER PROFILE 14:51:23
 LPA 002 ALEXANDER CASE 003840
 FAMILY CASE NAME BRIANNA DILES
 SCCRS ID T0000014247
 NAME JOSEPH K DILES
 DOB 0980-08-08
 CARDHOLDER END DATE _____

FAMILY CASE

MAILING ADDRESS 5138 EAST STREET
 CITY TAYLORSVILLE STATE NC ZIP 28681 -
 PHONE (828) 555 - 3000 OTHER.PHONE () -
 EMAIL _____

CHILDREN

20057493117 RANDALL DILES
 20066118729 JACOB DECENZO

COMMENTS

F KEYS: 1=Help 2=Add 3=Exit 4=Main Menu 5=Next 7=Up 8=Down ENTER to update
 008 - Record added successfully

4B :00.1 07/11

Connected to host scc.sips.state.nc.us [207.192.50.50] Keys: 7619 Saved: 0000 NUM 2:51 PM

SCCRS – Data Search

When reviewing errors in the case file, you will find the report includes case ID and case name information, but does not include either the child name or facility information. Since case data is updated *via* the child payment demographic information, it is important that you are familiar with the search options in SCCRS to help you locate the correct facility and child information, from which you can make the necessary data update effectively.

Collect the case ID from the SEEK Case Error report. From the SCCRS main menu, select option 14.

GHB0001M	SUBSIDIZED CHILD CARE REIMBURSEMENT	08/26/11
99990162	MAIN MENU	07:12:25
OPTION	DESCRIPTION	
(1)	PAYMENT PROCESSING MENU	
(2)	TOTALS MENU	
(3)	APPROVAL NOTICE MENU	
(4)	NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE MENU	
(5)	CHILD NAME SEARCH	
(6)	FACILITY & NONLICENSED HOME NAME SEARCH	
(7)	PROVIDER NAME SEARCH	
(8)	QUERIES MENU	
(9)	ADMINISTRATIVE MENU	
(10)	SCC BULLETIN BOARD	
(11)	LIST OF APPROVAL NOTICES RECENTLY ISSUED	
(12)	WAITING LIST MENU	
(13)	FEDERAL SAMPLING MENU - CASE RECORDS SELECTED	
(14)	CASE NUMBER OR FAMILY NAME SEARCH	

(15) SMART START CHILD CARE REPORTING MENU

SELECTION: 14

F KEYS: 1=Help 3=Exit GHB 5=Contact Information 6=SEEK information

**Search for the case number with purchaser ID and Case number preceded by #.
Hints to search are available by pressing F1 on this screen.**

GHB1601M	SUBSIDIZED CHILD CARE REIMBURSEMENT	08/26/11
99990162	CASE NUMBER OR FAMILY NAME SEARCH	07:13:09
SEL	FAMILY/CASE NAME	CASE NO RSP.ADLT INCOME WORKER CASE PURCHASER
-	-----	-----

PURCHASER==> 013 NEW SEARCH==> #070053

Enter S to display children and family information (if available)

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down

GHB543- Enter a Family Name or Case Number (#xxxxxx) and Purchaser.

Press Enter.

```

GHB1601M          SUBSIDIZED CHILD CARE REIMBURSEMENT          08/26/11
99990162          CASE NUMBER OR FAMILY NAME SEARCH          07:17:09
SEL              FAMILY/CASE NAME          CASE NO RSP.ADLT INCOME WORKER CASE PURCHASER
-----
S Talia Black          070053      1      1470.00 630          13

PURCHASER==>      NEW SEARCH==>
Enter S to display children and family information (if available)
F KEYS: 1=Help  3=Exit  4=Main Menu  7=Up  8=Down
GHB543- Enter a Family Name or Case Number (#xxxxxx) and Purchaser.

```

**** Case Name changed for demonstration**

Use "S" by name to select detail.

```

GHB1701M          SUBSIDIZED CHILD CARE REIMBURSEMENT          8/26/11
99990162          CHILD DEMOGRAPHIC DETAIL          07:22:10
PURCHASER:      13          FAMILY AND CHILDREN INFORMATION
FAMILY CASE NO. 070053          FAMILY CASE NAME TALIA BLACK
INCOME 1470.00          PHONE (704) 287-0000 2000 SANDY DRIVE
RESP.ADLT 1          WORKER 630          CARTER          NC 28083 - 0000
DCS ID          CHILD NAME          DOB  GENDER RACE ELIG. BEG DATE
200600000000 HANNA          ELLISON          2007-11-11  F    B    2010-08-19

F KEYS: 1=Help  3=Exit  4=Main Menu
GHB544- Use F3 to return to the FAMILY NAME SEARCH screen.

```

**From the case detail screen, you can collect the child's name and DCS ID.
Return to the main menu and select option (5) Child Name Search.
When the search screen appears, press F1 to see hints on how to name search.**

```

GHB4501M          SUBSIDIZED CHILD CARE REIMBURSEMENT          08/26/11
99990162          CHILD NAME SEARCH
07:30:53
SEL              NAME          SVC FACILITY  DCS-ID  FS PRNT-FEE
PAYMENT

PURCHASER==> 013          NEW SEARCH==> ELLISON,*
Enter S to select child detail from screen (if available)
F KEYS: 1=Help  3=Exit  4=Main Menu  7=Up  8=Down
GHB260- Please ENTER a name to search and a optional purchaser value.
GHB45011          SUBSIDIZED CHILD CARE REIMBURSEMENT
CHILD NAME SEARCH

```

HELP

Search on last name, first name, and middle initial with comma as a delimiter. Examples follow. Other combinations are possible.

BURT ==> (same as BURT,*) lists all with last name BURT
BURT* ==> lists last names like BURT, BURTEE, BURTON, etc.
BURT*,* ==> same as BURT*
BURT*,*,* ==> same as BURT*
BURT*,*,D ==> same as BURT* but only with middle initial D
BURT*,S* ==> same as BURT* but first name SALLY, SUE, etc.
and any middle initial
BURT*,SU* ==> same as BURT* but first name SUE, SUZANNE, etc.
and any middle initial

*,ANN ==> lists all first names of ANN with any middle
initial
,ANN ==> lists all first names of ANN, ANNE, ANNETTE,
etc. and any middle initial
*,ANN,A ==> lists only first name of ANN with only middle
initial of A

F KEYS: 3=Exit

Use F1 again to return to the search screen.

GHB4501M	SUBSIDIZED CHILD CARE REIMBURSEMENT	08/26/11
99990162	CHILD NAME SEARCH	07:34:39
SEL	NAME	SVC FACILITY DCS-ID FS PRNT-FEE PAYMENT
_ ELLISON	HANNA	0206 F1311111 20060000000 25 9.30
_ ELLISON	HANNA	0206 F1311111 20060000000 25 74.25

PURCHASER==> NEW SEARCH==>
Enter S to select child detail from screen (if available)
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
DISPLAY COMPLETE. THERE ARE NO MORE NAMES TO DISPLAY.

**** Child name and ID, Facility ID changed for demonstration.**

With the facility ID and child information, you can access the Payment Processing Menu as is the usual practice for updating the child's attendance and/or demographic information. Make sure each child/case record contains all required fields: language, race, ethnicity, date of birth for child and parent/guardian.