

Area:	Management Systems
Subject:	MS23 – Monthly Child Care Population Information (CDD-801A)
Reference:	Title 5 Section 18070; Funding Terms & Conditions VI, G; Management Bulletin 09-12; CDMIS Update Issue #15
Policy:	The contractor shall submit Monthly Child Care Population Information (CDD-801A) electronically by the 20 th of each month for the prior month's care. Contractor should not report a child as receiving services in any month until the contractor has evidence that the child actually did receive services in the report month. A contractor may amend the CDD-801A report for up to three months after its original submittal.

Procedure:**Initial CDD-801A (Due 20th of each month)**

1. State Grantee Operated and Sub-Contractor ensure attendance data is entered and the CDD-801A report is verified by the 8th of each month. Attendance is locked on the 8th of each month in CenterTrack. Review the reports as follows:
 - All programs – Review columns for blanks or inaccuracies
 - California State Preschool and General Child Care Center – Reconcile the number of children enrolled with number of children being reported
 - Alternative Payment and General Child Care Family Child Care Homes – The initial CDD-801A report will not be reconciled. The revised/final CDD-801A report will be reconciled.
2. PIM assigned staff pulls the 801A report directly from KinderTrack and CenterTrack after the 12th of each month.
3. California State Preschool and General Child Care Center – Planning and Information Management (PIM) staff checks with Senior Data Technician in fiscal to ensure attendance has been entered before pulling the report from CenterTrack
4. Alternative Payment (CAPP) and General Child Care Family Child Care Homes (CCTR FCCH) – Select payment status “Paid” claims from KinderTrack
5. PIM assigned staff uploads the CDD-801A electronic file to the Child Development Management Information System (CDMIS) test database by the 12th of each month.
6. PIM assigned staff will notify agency staff via email when errors occur. The errors must be corrected immediately by staff.
7. After errors are fixed, PIM assigned staff uploads the CDD-801A electronic file to the CDMIS test database by the 15th of each month. In the event that an error cannot be fixed, PIM staff will contact the State Coordinator of Early Childhood Programs for direction.
8. After the file “passes” on the test database, PIM staff will upload the report to excel and send to the State Coordinator of Early Childhood Programs for final approval by the 18th of each month.
9. Once approval is received, PIM assigned staff will electronically file the initial CDD-801A report to the live CDMIS database. Final deadline to submit to CDE is

the 20th of each month.

10. After the file “passes” on CDMIS, a confirmation email will be sent to the State Coordinator of Early Childhood Programs and PIM Child Development Supervisor.

Revision/Final CDD-801A (Due 20th of each month and/or as change occurs)

A revision will be completed for the CAPP and CCTR FCCH programs based upon the schedule below. Revisions for center-based programs will be completed on an as needed basis.

1. State Grantee Operated assigned staff ensures all attendance received and processed has been moved to the “Paid” status in KinderTrack. Review the reports as follows:
 - Review columns for blanks or inaccuracies
 - Reconcile number of children enrolled with number of children being reported
2. PIM assigned staff pulls the 801A report directly from KinderTrack after the 10th of each month based on the schedule below.
3. Select payment status “Paid” claims from KinderTrack
4. PIM assigned staff uploads the CDD-801A electronic file to the Child Development Management Information System (CDMIS) test database by the 12th of each month.
5. PIM assigned staff will notify agency staff via email when errors occur. The errors must be corrected immediately by agency staff.
6. After errors are fixed, PIM assigned staff uploads the CDD-801A electronic file to the CDMIS test database by the 15th of each month. In the event that an error cannot be fixed, PIM staff will contact the State Coordinator of Early Childhood Programs for direction.
7. After the file “passes” on the test database, PIM staff will upload the report to excel and send to the State Coordinator of Early Childhood Programs for final approval by the 18th of each month.
8. Once approval is received, PIM assigned staff will electronically file the initial CDD-801A report to the live CDMIS database. Final deadline to submit to CDE is the 20th of each month.
9. After the file “passes” on CDMIS, a confirmation email will be sent to the State Coordinator of Early Childhood Programs and PIM Child Development Supervisor.

CDD-801A Monthly Submission Schedule

Initial and revised CDD-801A due to CDE by 20th of each month.

Submission Month	Initial CDD-801A Month	Revised CDD-801A Month
January	December	October
February	January	November
March	February	December
April	March	January
May	April	February
June	May	March
July	June	April
August	July	May

September	August	June
October	September	July
November	October	August
December	November	September

Supervised by: Child Development Supervisor and Coordinator of Early Childhood Programs

Performed by: Senior Data Technician; Coordinator of Early Childhood Programs; PIM Child Development Supervisor

Forms needed: Monthly Child Care Population Information (CDD-801A); Attendance Claim

Frequency: Monthly