

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 28, 2006

M E M O R A N D U M

<p>What's Inside: Changes to FAMIS Child Care Attendance and Correction Screens</p>
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TO: ALL REGIONAL AND COUNTY FSD AND CD OFFICES

FROM: PAULA NEESE, INTERIM DIRECTOR
CHILDREN'S DIVISION
JANEL R. LUCK, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: FAMIS CHILD CARE ATTENDANCE AND CORRECTION
SCREEN CHANGES

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

DISCUSSION:

The purpose of this memorandum is to inform staff of the minor changes made to the Child Care Attendance (Invoice) screen, FM5P and Child Care Correction screen, FM60.

The purpose of these changes is to track timeliness of invoice entry and to track the User ID of the staff person authorizing the child care payment. Information from these screens will be transferred to the State Data Warehouse.

Effective immediately, the Child Care Attendance screen, FM5P, now requires a date entry in the 'Invoice Received Date' field. When entering child attendance, type the date that the invoice was received in the county office.

An audit key, F=19 is added to both screens that displays the date and User ID of the person who authorized payments to the provider. The audit key is child specific because each child's attendance could be authorized at different times by different users.

CHILD CARE ATTENDANCE SCREEN FM5P:

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FM5P Command _____ User ID: ENOCBQK Term ID: 00CP
CCATTEND Child Care Attendance - Direct Pay 09-06-2006
08:21:12
Invoice Number D20070260100001 Benefit Month 08012006 DF9 02601 Status OPN
DVN 012345777 CHILD CARE CENTER Disp N
Reg Auth to Pay 88.55 Corr Auth to Pay Total Auth to Pay 88.55
Invoice Received 09062006

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COM	Child	Pay Stat	Day	Auth				-----Actuals-----				Auth Amount	Act Amount	Payment Amount	AC/SM
				FT	HT	PT	HOL	ABS	FT	HT	PT				
3	00000000012	PAY	Day 12					05				105.00	43.75	88.55	N N
	EMMY HILL	E/W	11					05				110.88	50.90		
		Day													
		E/W													
		Day													
		E/W													
		Day													
		E/W													
		Day													
		E/W													

F1=HELP F3=EXIT F4=PROMPT F8=ATTENDTL F19=CHILDPAY F14=HOLIDAY F18=CORRECT
F17=ENHANCE F19=AUDITINFO F21=AUTH F24=NEXTSEL
Attendance authorized on 20080906 by ENOCBQK

Enter the date that the invoice was received in your office in the Invoice Received Date field.

To locate the user who authorized payment for a child, select the child and press F19=AUDITINFO. The authorizing user's ID displays at the bottom of the screen.

Child Care Corrections screen:

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FM60 Command _____ User ID: ENOCBQK Term ID: 00CP
Child Care Attendance Corrections 09-06-2006
08:25:27
Invoice D200700260100111 EU
DVN 012345678 CHILD CARE CTR Rate Adj SPND N
Benefit Month 072006 Office 02601
DCN 0012345678 SAMMY HILL
Invoice Received 08012006

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COM	Pay Stat	Day	Actuals FT HT PT	Rcpt Amount	Act Amount	Pay Amount	Correction Amount	Enhance Reason	Cmt
3	PAY	Day 1			8.75	8.00			N
		EW							
-		Day							+
		EW							
-		Day							+
		EW							

F1=HELP F3=EXIT F5=REFRESH F7=BACKWARD F8=FORWARD F12=CANCEL F17=ENHANCE
F18=COMMENT F19=AUDITINFO F21=AUTH F22=INSERT F24=NEXTSEL
Corrected pay authorized on 20080906 by ENOCBQK

The Invoice Received date transfers to this screen from the Child Attendance Screen.

To locate the user who authorized payment for a child, select the child and press F19=AUDITINFO. The authorizing user's ID displays at the bottom of the screen.

NECESSARY ACTION:	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division and Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT: Debra Enochs, MAS-II (573) 522-1385 Debra.L.Enochs@dss.mo.gov	PROGRAM MANAGER: Becky Houf (573) 751-6793 Becky.L.Houf@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: N/A	
FORMS AND INSTRUCTIONS: N/A	
REFERENCE DOCUMENTS and RESOURCES: N/A	
RELATED STATUTE: N/A	
ADMINISTRATIVE RULE: N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A	
PROGRAM IMPROVEMENT PLAN (PIP): N/A	
SACWIS REQUIREMENTS: N/A	

PN/JRL/DE