Childcare Subsidy

Web Intelligence (WebI)
Monitoring Reports
Welcome to the Department of Children and Families (DCF) Child Care Subsidy Web Intelligence (Webl) Monitoring Reports and User Guide.

The purpose of this document is to provide you with a brief description of available reports relating to the Wisconsin Shares Child Care program. All data is directly from the department’s Child Care Data Warehouse. Updates to the warehouse are done after Saturday’s issuances.

If you have a request for data that is not available within Webl or have a need for a new report please contact your local Bureau of Regional Operations (BRO) Child Care Coordinator. The coordinator will then work with department staff.

This guide is updated regularly so be sure to check back often before you contact BRO for any additional report requests.
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Instructions to get access to Web Intelligence

In order for you to get access to Business Objects (WebI), you must complete the WEBI ACCESS REQUEST form and have it signed by your supervisor and/or security officer.

http://dcf.wisconsin.gov/forms/doc/13916.docx. The instructions are on the back of the form.

To access Business Objects Web Intelligence (WebI)

From the DCF Home page (http://dcf.wisconsin.gov), click on Early Care and Education.

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http://dcf.wisconsin.gov/childcare/wishares/weblreports.htm

4/23/2014
From within Early Care and Education, click on Wisconsin Shares – Child Care Subsidy Program

Scroll to the bottom of the page and click on the WEBI Monitoring Reports from within the Administration – Local Agencies heading.

The URL is: https://dwdbiportal.wisconsin.gov/BOE/BI

Log in by using your username and password. For Authentication - DCF employees must use Windows AD. All others must use Enterprise.
Click on the Document List folder
WebI (InfoView) User Preferences

I recommend that you set the Web Intelligence preferences to suit your query and/or reporting needs within WebI. Here are a few of my general preferences.

Log in to InfoView.

On the top right of the screen choose Preferences

In the General area, select the option that you want to set as your InfoView (WebI) Start Page: - This will be the page you first see after logging into WebI.

If you want your home page to be at a specific folder you can select Folder: then click on Browse Folder ... You will need to double-click the folders until you get down to the one you want.

Document Navigation View gives you the option to display the objects in WebI by the folders in which they are located or the categories to which they are assigned.

Set the number of objects (max.) per page to 100. This way you won’t have to page through the objects when you view lists of objects.
When you click on Web Intelligence, I have set my preferences to the following:

When viewing a document:
- Use the document locale to format the data
- Use my preferred viewing locale to format the data

When you are finished with the preferred settings - Click OK.
**DCF’s Child Care Folder Structure**

You will only see the folders which you have permissions to.

**Please note:** Most users have access to the **Subsidy** folder within Childcare. Other folders may have restricted access. For example, the **Program Integrity** folder is used by the department’s child care Fraud Detection and Investigation (FDIU) staff. Non-FDIU staff would not have access to that folder.
Drilling and filtering document data

When available, you can drill down on document data to show the data beneath charts and summarized groups.

Open the document that you want to view. I am using the report within the Subsidy folder called CC Current Authorized Cases by Select County. I selected a couple of counties from the user prompt.

On the very top right corner of the screen click Start Drill mode. You will now notice that above your report you will see this:

Click on the icon. You will see a list of available filters you can use. I clicked on Authorizations — then I selected Authorization Type.

Since I selected Authorization Type as a simple report filter, I can now filter all by selecting it from the drop down box. You can add additional filters as well by repeating the steps.

If this is not what you want to drill to, you can always “undo” your previous actions by selecting from the toolbar.

If you hover your mouse pointer over the arrow, you can see the next drill level. For the Issuance Month-Year, you can drill up to the Issuance FY. Then when you hover over it again, you can actually drill up to the issuance date.
Saving Documents & Reports

You have some flexibility within Webl to save reports & documents.

On the upper left hand of the screen, click on the drop down arrow next to Document

You can save the entire document by clicking
  Document
    Save to my computer as
      Choose Excel, PDF, CSV or CSV (with options)

You can also save just the current document to either PDF or Excel by selecting Save as

To move within the pages of a report

To move within the pages of each report, use the navigational bar at the top of the screen. This will show you what page you’re on and how many pages there are for that particular report. You can also go to the very beginning of the report or the very end of it as well.
To save a report as an excel file

Choose Document
    Save to my computer as
    Select Excel

![Image of Web Intelligence interface with options for saving to Excel]
For Additional Webl Help
To get additional help click on Help from within the application located at the top right-hand of the screen. Once clicked, choose Index, and then click on the letter W (for Web Intelligence). You will find useful information.

Once clicked, choose Index. Click the letter W (for Web Intelligence). You will find a lot of useful information.
Listing of Childcare Reports and Descriptions

Childcare

Admin

CC Certified Providers Serving Employee Children

This is a report that lists certified providers by County that are potentially out of compliance due to having parent employee children. The counties listed first that do not have a name associated with it are out of state providers.

The variables included in this report are

- Location County Name
- Category
- Provider Number
- Business Name
- Provider First Name
- Provider Last Name
- Prvd-Loc Number
- Parent Employment Report Date
- Child Parent Employment Percentage
- Parent Employment Case Count
- Total Authorized Child Count

CC-Monthly-Issuances-Incentives

This report is a copy of CC Monthly Issuances but this one is used by Program Integrity. The first tab (Served by CARES) shows detail & total counts for served families, children, total issuance, cost per child & calculation for incentive payment (total children/# of prvds*cost per child*1.5). The second tab breaks it down by provider location category. The third tab shows summary by County. The prompts are: Issuance Month/Year and Provider location number (optional).

There are two user prompts for this query.
  1. Issuance Month-Year
  2. Provider Location Number (optional)
Eligibility

No Reports at this time.
Regional

CC 40 Parent Employment Trend

This is a report that lists providers by County that have positive parent employment percentages and the trend between the first and second prompted dates.

CC 40 Percent BCCA BRO

This is a report that lists providers by County that are potentially out of compliance with the 40 percent ruling. The counties listed first that do not have a name associated with it are out of state providers.

CC Certified Providers Serving Employee Children

This is a report that lists certified providers by County that are potentially out of compliance with the parent employee children. The counties listed first that do not have a name associated with it are out of state providers. The month represents the monthly snapshot of the percentage of children whose parents are employed by the provider.

CC KidStat Biweekly Reports

CC KidStat Quarterly Reports
Subsidy

Attendance

CC-Provider Attendance Query

This report is used to verify attendance information. Prompts for this report are Provider Attendance Dates (between) and Provider Location Number.

The variables included in this report are:

- Provider location number
- Child’s Name
- Child’s DOB
- Case Number
- Attendance Begin Date
- Authorized Week Hours
- Attended Hrs
- Paid Hrs
- Issue Amount
- Authorization Type Code (A=Attendance; E=Enrollment)
CC-Provider Attendance Query (Extended)

This report is a variation of the CC-Provider Attendance Query except more information is included. Prompts for this report are Provider Attendance Dates (between) and Provider Location Number. This one separates the Child's First and Last Name and includes additional information as CC-Provider Attendance Query.

The difference between Provider Attendance Query and Provider Attendance Query-Extended....

You can refresh the values for each prompt and select from within the box or you can type the date manually.

If you don’t know the entire provider location number, you can enter part of the number then click on the binoculars to search for ones that match the pattern.
Provider Number format is
XXXXXXXXXXXXX XXX
Each time you enter a value for the required prompt, you will see the red arrow change to a green check.

When you are finished selecting the values you want, click on the Run Query button.

If you did not get any data, didn’t get what you expected, or you want to run this for another provider, you can rerun it by clicking on Refresh Data from the top right of the screen.
You can now save this report as an excel file by selecting Document then Save to my computer as ....
Choose Excel
Authorizations

CC Hours Utilized 2 Months

This report is used to compare attendance information based on Attendance Month-Year and Authorization Type. Prompts for this report are Attendance Month-Year.

Note: When selecting two months first select one month then hold down the Ctrl key while scrolling down to get the next month then select it.

There are 5 tabs within this report.

1. 2 Mo Compare
   ➢ This report Compares at a summary level by County total Hours Utilized (grouped by Auth Type)

2. Milw BOS
   ➢ This report summarizes by Milw/BOS total Hours Utilized (grouped by Auth Type)

3. Attd All Counties
   ➢ This report provides more detail information by County Attended Hours by Issuance Month-Year; County

4. Enroll All Counties
   ➢ This report provides more detail information by County Enrollment Hours by Issuance Month-Year; County

5. County Summary
   ➢ This report provides a summary by County; Auth Type; Issuance Month-Year.

The variables included in this report are

- Case County
- Issuance Month-Year
- Authorization Type
- Auth Hrs
- Attd hrs
- Paid Hours
- Pct Auth vs Attd
- Pct Paid vs Auth Hrs
To save one report as Excel, PDF or Text, select Document, Save report to my computer as, and then choose the format you want.

To save the entire document (with all tabs) as Excel, PDF or Text, select Document, Save to my computer as, then choose the format.

Current Authorization Utilization

This report compares current authorization hours to attended hours and lists provider locations where there are utilizations above 90%. Be patient as this report takes a few minutes to run.

There is one optional prompt in this report which is provider ID.

This report will run for all counties because it is much quicker to run for all counties than by selecting just one.

You can now filter to the Location County Name by selecting the box next to the county name. After running the query, your screen should look like this screen shot (see below). However, if it doesn’t, you will need to click on the little arrow to expand the filtering for the selection(s) of county.

http://dcf.wisconsin.gov/childcare/childcare/services/monitoringreports.htm
Current Month School Age Ind by Select Resident County

This report displays current authorizations with School Age Indicator = Yes by select Resident Case County. This report lists Current Month, Resident County, PP Name and HH address information.

Input parameter is Resident Case County.
Select Authorization Utilization

This report compares authorized hours to attended hours based on Attendance Begin and End Dates and Provider Number.

This report lists provider locations where there are utilizations above 90% during the time period you entered and will be displayed in the header area of the report.

The input parameters are Attendance Begin and End Dates and Provider Number.
CC Current Authorization PIN Count GTE 2

Two reports: First one lists children with more than one authorization for a provider. Second one shows children with more than one authorization in the same or different case.

There are no user prompts in this report.

The fields in **GTE2 by Prvd** report are:
- Provider Location Number
- Provider First/Last Name -- Business Name
- Child PIN
- Child Name
- Case Number
- Auth Wk Hrs
- Authorization Number

The fields in **PINS GTE ANY Prvd** report are:
- Child PIN
- Child Name
- Case Number
- Case County
- Authorization Number
- Provider Location Number
- Provider First/Last Name -- Business Name

CC Current Authorized Cases by Select County

This report is a listing of current authorized cases & Child PIN number for select counties. There are two tabs within this report. The first tab shows detail information. The second tab is grouped by Case Number.

The only prompt in this report is County.

The fields in this report are
- County Name
- Authorization Worker ID
- Prvd-Loc Number
- Case No
- Child PIN
- Auth Type (Enrollment or Attendance)
- Authorization Begin Date
- Authorization End Date
- Authorized Week Hours
- Case Mode
CC Current Authorized Hours Greater than 50

Here is a brief summary of the policy regarding maximum hours for authorizations:

Per Child Care Manual, Chapter 3 (3.6.6), authorizations should not exceed 50 hours. A Full-Time Authorization is considered to be 35-50 hours. Children who need more than 50 hours per week of care may receive two authorizations, one full time and a second for the balance of time needed:

For Enrollment Based Auths (Licensed Provider): enter one authorization for 50 hours and a second for the remainder of the time needed.

For Attendance Based Auths (Licensed Provider): enter one authorization for 35 hours and a second for the hours over 50 that are needed.

For Certified Providers: enter one authorization for 50 hours and a second for the remainder of the time needed.

The report is intended to be saved as an excel spreadsheet. Data included in this report are:

- County Name
- Prvd-Loc Number
- Business Name
- Provider First Name
- Provider Last Name
- Case No
- Auth No
- Auth Type
- Category (provider)
- Auth Wk Hrs
- Authorization Begin Date
- Authorization End Date
CC Current LGRP Attendance Based Authorizations

Listing of all current Licensed Group (LGRP) Attendance based open authorizations by county including auth begin and end dates.

There are no prompts within this report

CC LGRP Attendance VS Enrollment by Month Year and County

This is a report that shows the number and percentage of attendance based authorized authorizations for licensed group centers by County for the month selected.

There are two prompts within this report
  1. Year-Month
  2. County Name (optional)

Caseload Info

CC-Children Parents Listing

This report contains summary information of children served for a specific calendar year and county based on issuance calendar-year.

The report is intended to be saved as an excel spreadsheet. Data included in this report is

- County
- Case Number
- Child PIN
- Authorization Worker ID
- Child Name
- Primary Person PIN
- Primary Person Name
- CC Eligibility Worker
- Issuance Calendar year
Wisconsin DCF Child Care Subsidy WebI Monitoring Reports

CC – Child

CC Child WO SSN after 90 days

Current Child Care Authorizations with No SSN Greater Than 90 Days from DOB & Current Date Compared to Total Eligible Children by "Optional" Select County. If not county is selected the report will run for all counties.

There is one "optional" user prompts for this query.

1. County Name

Data included in this report are:

- County Name
- Authorization Worker ID
- Case Number
- Child PIN
- Child First Name
- Child Date of Birth
- Child US Citizen (Y/N)
- Current Date (which is used for the > 90 day calculation)
- # of Days Since Birth (days between current date and Child DOB) > 90

At the bottom of each county there is a total number of Children W/No SSN >90 Days; Total number of Eligible Children for County; Percent of Children W/No SSN

CC Child WO SSN after 90 days Summary

Current Child Care Authorizations with No SSN Greater Than 90 Days from DOB & Current Date Compared to Total Eligible Children. Summary is by each County.

Summary fields within report are:

- County Name
- Current Date
- Children with No SSN (>90 Days)
- Total Eligible Children (for County)
- Percent of Children W/No SSN

DWSCDW – CC Report # 01 [PROMPT] – Served Children by Age, Prov Loc Category and Part, Full Time Care

DWSCDW – CC Report # 02 [PROMPT] – Auth, Not Served Children by Age, Prov Loc Category and Part, Full Time Care

DWSCDW – CC Report # 03 [PROMPT] – Auth., Served Authorizations and Issuance Amt. by Copay Type
Wisconsin DCF Child Care Subsidy WebI Monitoring Reports


dwscdw – cc report # 04 [prompt] – auth. children by regular, zero hour auth. and school age indicator

dwscdw – cc report # 05 [prompt] – served children by regular, zero hour auth. and school age indicator

dwscdw – cc report # 06 [prompt] – served children by fc, kc receipt, ssi, ssdi receipt and child support receipt

cc – family

dwscdw - cc report # 07 [prompt] - families by programs and income as % of fpl

dwscdw - cc report # 08 [prompt] - served families in cc, w2 by prov loc category

cc – parent

dwscdw - cc report # 09 [prompt] - parents by age group and approved activity desc.

dwscdw - cc report # 10 [prompt] - parents by ssi, ssdi receipt and approved activity desc.

producers

cc current provider address listing

this report is a listing of current providers (based on last saturday issuance date) with category begin and end dates, address, contact and phone numbers by select county (optional) and provider category (optional). if variables are not selected this report will be run statewide for all categories.

there are two “optional” user prompts for this query.

2. provider location county name
3. provider category

the fields in this report are

• location county
• category
• category begin and end dates
• provider no
• business name

http://dcf.wisconsin.gov/childcare/wishares/weblreports.htm

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4/23/2014
CC Provider Attendance Issuance Mo Year
Provider Attendance Issuance Amounts for Select Month and Year with an optional prompt for Provider Location Number. Includes Tax Code and Tax ID Number.

There are two user prompts for this query.
1. Attendance Issuance Begin Month-Year
2. Provider Location Number (Optional)

The fields in this report are
- Attendance Begin Month-Year
- Prvd-Loc Number
- Gross Amount
- Net Issuance Amount (this value includes adjustment amounts)
- Tax Code
- Tax ID Number
CC Subsidy Provider Address Listing

This report is a listing of subsidy providers that had an issuance (based on last Saturday issuance date), address and phone numbers by select Provider Location County (optional) and Issuance Month-Year.

There are two user prompts for this query.
1. Provider Location County Name - Optional
2. Issuance Month-Year

The fields in this report are
- Provider Location Number
- Business Name
- Provider First Name
- Provider Last Name
- Address
- City
- State
- Zip Code
- Provider Phone Number

Certified Current Auth Count GT 6

Report created for Program Integrity which includes a listing of Certified providers with authorization count greater than 6.

CC Dually Regulated Current Provider Address Listing

A listing of dually regulated current providers (have more than one category code) by select County (optional)

Current LFAM Auth Count GT 12 - 3 reports

Report created for Program Integrity which includes three tabs. 1. LFAM's Current auth count greater than 12. 2. LFAM current auth detail for #1. 3. Auth hrs greater than or equal to 35 OR less than 35 - based on #1.
Wisconsin DCF Child Care Subsidy WebI Monitoring Reports

Current LFAM Auth Count GT 16 - last 30 days

Report created for Program Integrity which includes LFAM’s Current auth count greater than 16 and another tab that includes (based on first tab) current auth begin dates within the past 30 days.

Statistics

Monthly

CC Case County Summary by Select Month

This report is a summary listing with count of Served Families and Children by Month/Year and [Select] CASE County. Data displayed is Case County; Served Families Count and Child Count.

There are two user prompts for this query.
   1. Month-Year
   2. County Name

CC Case Numbers for Select County and Issuance Month-Year

This report is a listing of Case Numbers of Served Families for Select County and Issuance Month.

There are two user prompts for this query.
   1. Month-Year
   2. Case County Name

CC-Monthly-Issuances

This report contains summary information based on issuance month-year. There are three separate tabs within the report:

This particular report is located within the Statistics folder and Monthly subfolder

Served by CARES
This contains a summary of Total Families; Total Children; Total Issuance amounts and Cost Per Child for each particular month you select.

Served by CARES-Drill
This report is very similar to #1 above except you can also drill down to a particular Category.

Served by CARES Chart
This report shows a chart based on values you selected from the user prompts.

Note! When you select a month that is not complete, you will only get the aggregated issuance weeks for that particular month.

http://dcf.wisconsin.gov/childcare/wishares/weblreports.htm
Example: Let’s say it’s June 24th, 2010 and you select June, 2010 as an issuance month – you will only get the aggregated data for issuance weeks of June 5, 2010; June 12, 2010, June 19, 2010. It’s too early for you to get the data for June 26, 2010.

Served by CARES

Based on your month(s) selected earlier, you can see a summary of Total Families; Total Children; Total Issuance amounts and Cost per Child for each particular month. You can filter the selection based on a specific Issuance Month-Year and County by selecting the dropdown box for each and highlighting the value you want. The default is (All values).
Served by CARES-Drill
This report is very similar to Served by CARES except you can also drill down to particular Category values. The default is (All values).

Below is a sample based on Dane County for the month of June, 2010 for each category

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Families</th>
<th>Total Children</th>
<th>Total Issuance</th>
<th>Cost Per Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified School-Age Program</td>
<td>3</td>
<td>4</td>
<td>$793</td>
<td>$198.30</td>
</tr>
<tr>
<td>In-Home Provisional Certified</td>
<td>1</td>
<td>2</td>
<td>$506</td>
<td>$302.96</td>
</tr>
<tr>
<td>Licensed Family</td>
<td>229</td>
<td>351</td>
<td>$152,709</td>
<td>$435.07</td>
</tr>
<tr>
<td>Licensed Group</td>
<td>1.777</td>
<td>2,663</td>
<td>$1,356,005</td>
<td>$509.20</td>
</tr>
<tr>
<td>Provisional Certified</td>
<td>52</td>
<td>67</td>
<td>$19,756</td>
<td>$227.06</td>
</tr>
<tr>
<td>Public School Program</td>
<td>61</td>
<td>80</td>
<td>$20,349</td>
<td>$254.37</td>
</tr>
</tbody>
</table>
Served by CARES Chart
This tab contains a chart that will give you a summary of Milwaukee/BOS issuance data based on the issuance month-year you selected earlier.
CC Served by CARES Select County Month Yr

Summary report showing number of children & families served & issuance amount for select County and Issuance Month and Year.

There are two prompts within the report:

1. Issuance Month-Year
2. County

The fields displayed are:
- Issuance Month Year
- County
- Families (served)
- Children (served)
- Issuances
CC Shares Provider Counts by County for Select Month and Year

The report is intended to be saved as an excel spreadsheet. Data included in this report is

Issuance Month/Year
County
Provider Category (count of providers in category)

Available categories are:

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cert School Age Program</td>
</tr>
<tr>
<td>In-Home Provisional Certified</td>
</tr>
<tr>
<td>In-Home Regular Certified</td>
</tr>
<tr>
<td>Licensed Family</td>
</tr>
<tr>
<td>Licensed Group</td>
</tr>
<tr>
<td>Provisional Certified</td>
</tr>
<tr>
<td>Public School Program</td>
</tr>
<tr>
<td>Regular Certified</td>
</tr>
<tr>
<td>Unregulated</td>
</tr>
</tbody>
</table>
Weekly

CC Report # 1 - Child Care Weekly Issuance Statistics

This report gives you summary information based on the Issuance Date. See sample below:

<table>
<thead>
<tr>
<th>Prvd Milw/BOS</th>
<th>BOS</th>
<th></th>
<th>Milwaukee</th>
<th></th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance Method</td>
<td>Issuance Amt</td>
<td>Count</td>
<td>Issuance Amt</td>
<td>Count</td>
<td>Issuance Amt</td>
</tr>
<tr>
<td>Check</td>
<td>$1,050,825.29</td>
<td>956</td>
<td>$507,679.62</td>
<td>171</td>
<td>$1,558,504.91</td>
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<td>EFT</td>
<td>$3,309,261.37</td>
<td>1,278</td>
<td>$4,826,315.74</td>
<td>866</td>
<td>$8,137,577.11</td>
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<td><strong>Sum</strong></td>
<td><strong>$4,360,086.66</strong></td>
<td><strong>2,244</strong></td>
<td><strong>$5,335,995.36</strong></td>
<td><strong>1,037</strong></td>
<td><strong>$9,696,082.02</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Case Milw/BOS</th>
<th>Issuance Amt</th>
<th>Case Count</th>
<th>PIN Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALANCE OF STATE</td>
<td>$4,324,053.18</td>
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<td>21,794</td>
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<tr>
<td>MILWAUKEE</td>
<td>$5,372,018.84</td>
<td>11,002</td>
<td>20,564</td>
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<td><strong>24,630</strong></td>
<td><strong>42,348</strong></td>
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</tbody>
</table>

CC Weekly Served, Issuances by County

This report contains summary information for number of children, families & issuance amounts based on the Saturday issuance date for Select County(s).
Yearly

CC-Calendar Year Issuance

Summary report by select County and Issuance Calendar Year showing total children, total families, net issuance amount and cost per child.

This particular report is located within the Statistics folder and Yearly subfolder

Served by CARES
This contains a summary by Calendar Year(s) Total Children, Total Families; Net Issuance Amount and Cost per Child.

CC CY Provider Issuance Amounts Select County

Child Care Provider issuance amounts for select Calendar Year and County
The report is intended to be saved as an excel spreadsheet.

Data included in this report is:

- Issuance CY
- County
- Provider Number
- Business Name
- Licensed Corporation Name
- Licensed First Name
- Licensed Last Name
- Provider First Name
- Provider Last Name
- Primary Person Name
- Issuance Amount

CC CY Served Children and Family Count by Select County

Summary listing of Children & Families served by select County & Calendar Year

Data included in this report is:

- Issuance CY
- Case/Family Count
• Child Count
• Net Issuance Amount
CC SFY Provider Issuance Amounts Select County

Child Care Provider issuance amounts for select Issuance State Fiscal Year and County

The report is intended to be saved as an excel spreadsheet. Data included in this report is

- Issuance SFY
- County
- Provider Number
- Business Name
- Licensed Corporation Name
- Licensed First Name
- Licensed Last Name
- Provider First Name
- Provider Last Name
- Primary Person Name
- Issuance Amount