The following message has been sent to Program Directors, Executive Directors, Software Vendors, Listserv Recipients, and Active Users in the California Department of Social Services Child Development Management Information System (CDSS – CDMIS).
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Subject: **Reminder** California Department of Social Services Child Development Management Information System (CDSS – CDMIS) CDD-801A & CDD-801B Lock Schedule

Attention: Program Directors, Executive Directors, Software Vendors, Listserv, and Active CDSS – CDMIS Users.

This email serves to inform all CDSS – CDMIS contractors that the July, August, and September 2024 CDD-801A/CDD-801B report months will lock on Tuesday, January 21st, 2025.

Please note, once a report month is locked, no further changes may be made to the family and child data reported.

CDD-801A report periods are locked ninety (90) days after the report due date. However, some current reporting months have been extended beyond the 90- day timeframe due to the recent transition of the CDSS – CDMIS. This provides agencies additional time to review and update information submitted. Once a report period is locked for the CDD-801A, users trying to access data will receive the following message: "The cut-off date for entering CDD-801A data for the selected month/year has passed. CDD-801A data may no longer be entered for the selected report month/year."

Once a report period is locked for the CDD-801B, users trying to access this data will receive the following message: "CDD-801B Input/Edit is not allowed because the selected month has been locked for ACF Reporting. (MN40)". Please note that the July, August, and September 2024 CDD-801A/CDD-801B report month listed below will remain open until **5 p.m., Tuesday, January 21st, 2025.**

CDD-801A Report Schedule (Locking **5 p.m., Tuesday, January 21st, 2025)**

Report Period	Due Date	Lock Date
July 2024	August 20, 2024	January 21, 2025
August 2024	September 20, 2024	January 21, 2025
September 2024	October 21, 2024	January 21, 2025

CDD-801B Report Schedule (Locking **5 p.m., Tuesday, January 21st, 2025**)

Report Period	Sample Date	Due Date	Lock Date
July 2024	October 7, 2024	October 21, 2024	January 21, 2025

| **August 2024** | November 6, 2024 | November 20, 2024 | January 21, 2025 |
| **September 2024** | December 6, 2024 | December 20, 2024 | January 21, 2025 |

Selecting the function "CDD-801A/CDD-801B Management Reports" from the CDSS – CDMIS Main Menu provides options for viewing summary reports for CDD-801A/CDD-801B data. The "Program Code Report"/ "Family Submission Summary Report by Agency" will show total child counts by contract type/agency. **Please ensure that the number of families reported aligns with the families your agency served during the reporting month. This step is crucial, as some data may not have transferred over to the CDSS – CDMIS and confirming the accuracy of these reports is essential.**

Should you have any questions or concerns regarding the above information, please do not hesitate to contact the CDSS – CDMIS Support Team.

Sincerely,

CDSS – CDMIS Support Team
Email: CDMIS@dss.ca.gov

Child Care and Development Division Website