

CDMIS Update: CDMIS Update #35: New “Attendance Status” Data Fields, Changes to “Primary Language” Information Field, New Field Requirements in the Subsidized Provider Report (SPR), and Initial Notice of CDSS – CDMIS

Attention: Program Directors, Executive Directors, Active CDMIS Users, and Software Vendors

On August 1, 2024, four new changes to the CDMIS went into effect that apply to CDSS contracted agencies, coinciding with the opening of the July 2024 reporting period.

Firstly, new data fields to collect the attendance of enrolled children were made available for use in the July 2024 reporting period. The “Attendance Status” information fields will collect data on the attendance of enrolled children for each reporting month, for each program code. The new “Attendance Status” fields allow the following values:

- 01 – Child enrolled but did not attend any day due to program closure (temporary or emergency)
- 02 – Child enrolled but did not attend any day; program is open and operating
- 03 – Child attended all enrolled days with zero absences
- 04 – Child attended 1–5 day(s) in the month
- 05 – Child attended 6–10 days in the month
- 06 – Child attended 11–15 days in the month
- 07 – Child attended 16–20 days in the month
- 08 – Child attended 21+ days in the month
- 09 – Alternative Payment Program – No Need (NEW)

Additionally, 09 – Alternative Payment Program – No Need, can only be used with the following Program Codes: C2AP, C3AP, CAPP, and CMAP.

The three new attendance fields are located in fields 40, 41, and 42 of the CDD-801A Electronic File Format Specifications, following Program Code 3. The field must contain two digits, and the leading zero must be included.

To facilitate a smooth transition, agencies may continue to use the “Copy CDD-801A Families” screen of the CDMIS to copy forward their data from June to July 2024, ensuring they can easily report each child's attendance/enrollment. The new information field does not affect this existing functionality.

Secondly, the “Primary Language” information field will now transition to being an optional field. However, if this information is known, it should be reported. There are two ways for agencies to indicate a “No Response” to the “Primary Language”

field. Agencies submitting reports manually via the CDMIS may leave the field response as “Please Select” when encountering the drop-down menu of the CDD-801A/CDD-801B Input/Edit Screen. Agencies utilizing the electronic file upload option may leave the “Primary Language” field blank. Please note that the transition of the “Primary Language” field from a required to an optional field does not impact the file format specifications other than to allow the Tab Delimited Text file (.txt) file to contain a blank tab-delimited value. All other responses should still contain two digits and include a leading zero when applicable.

Thirdly, the SPR will have two field changes that impact the electronic file format specifications. The Subsidy Fee Payment Amount is a new data field that reports all subsidies paid to each provider, and the Combined Contract Code field is increasing from nine (9) to ten (10) digits to account for the Bridge Contract Type.

The “Subsidy Fee Payment Amount” is a new data field that indicates the amount of all subsidies paid to each provider in the report month (includes Cost of Care Payments).

Rules and Guidelines:

- Data entry in this field is optional.
- May contain up to eight (8) characters. This includes up to five (5) digits for dollar amounts, a decimal, and two digits for cents amounts.
- Enter decimal and numbers only. Hyphens and other special characters are not allowed.

Additionally, the Subsidy Fee Payment Amount field is located in field 28 of the SPR File Format Specifications.

Note: Effective July 1, 2024, counties and contractors readily able to provide amounts of all subsidies paid in the report month must do so. Counties and contractors unable to meet this timeframe were informed to submit an implementation plan to CCPU at info@childcareprovidersunited.org and include their assigned PQI Consultant no later than July 1, 2024.

The existing “Combined Contract Code” field which indicates the contract types from which a provider was paid has now increased to ten digits to account for Bridge Contract Types.

In the Combined Contract Code each place value is assigned a different contract type. Agencies enter a “1” into the place value if a provider was paid or a “0” if the provider was not paid by the corresponding contract.

Example 1: Provider Paid from Single Contract

| Bridge | CCTR | CMIG | CMAP | CSPP | CFCC | CAPP | C1AP | C2AP | C3AP |
|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

For detailed information on the file format specifications, [please review the Subsidized Provider Report Technical Manual.](#)

As a reminder, these four changes will be available for use the July 2024 reporting period which opened on August 1, 2024.

Lastly, effective on October 9, 2024, and beginning with the September 2024 CDD-801A Report and SPR, and the July 2024 CDD-801B Report, all data for children enrolled in CDSS contract types must be submitted to the CDSS – CDMIS. These contracts include: Migrant Childcare and Development (CMIG), Migrant Alternative Payment Program (CMAP), General Child Care and Development (CCTR), Family Child Care Home Education Networks (CFCC), Alternative Payment Program (CAPP), CalWORKs Stage Two Child Care (C2AP), CalWORKs Stage Three Child Care (C3AP). If your agency holds any of these contracts, you will be required to report your program data to the CDSS – CDMIS for all reports with due dates of October 20, 2024, and beyond.

Commencing with the September CDD-801A Report in October 2024, if your agency is a community-based organization or a community college and holds a CSPP contract with the CDE and any of the aforementioned contracts with the CDSS, your agency is required to submit separate reports for the CDD-801A report to both the CDE CDMIS for children served through a CSPP contract, and the CDSS – CDMIS for children served through a CDSS contract.

Commencing with the September 2024 SPR in October 2024, all SPR submissions will transition from the CDE CDMIS to the CDSS – CDMIS. This includes both CDSS and CSPP contracting agencies that have Family Child Care Home (FCCH) providers offering childcare services through a FCCHEN. They must submit the SPR to the CDSS – CDMIS as of the September 2024 reporting period; the CDE CDMIS will no longer be used for SPR submission.

Commencing with the July CDD-801B Report in October 2024, all CDD-801B submissions will transition from being submitted in the CDE CDMIS and will hereafter be required to be submitted in the CDSS – CDMIS. If your agency is sampled in the July CDD-801B Report from the CDE CDMIS, you will be required to complete the report within the CDSS – CDMIS as of the prescribed due date of October 20, 2024.

More information, including the link to the CDSS – CDMIS, will follow prior to the separation of data systems by October 9, 2024. These dates are subject to change; the CDE and the CDSS will notify contractors of any changes as they

occur.

For more information, please visit the CDMIS Update #35 web page.

Sincerely,

CDSS – CDMIS Support Team

CDSS's CDMIS Support Team Email: CDMIS@dss.ca.gov