Child Care and Development Division Updates

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 CDSS - Child Development Management Information System (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 of the upcoming lock schedule for the CDD-801A and CDD-801B.

CDD-801A report periods are locked ninety (90) days after the report due date. 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 CDD-801A/CDD-801B reporting period listed below will remain open until 5 p.m., on the indicated lock date. Once a report month is locked, no further changes may be made to the family and child data reported.

The highlighted reporting period in the tables below, indicates the next month that is scheduled to be locked.

CDD-801A
The CDD-801A is a monthly report submitted by agencies with child care and development contracts, detailing children enrolled in subsidized child care services. Agencies must report either all enrolled children or "No Services" if no children were served during the reporting period. Agencies can revise or review past submissions through the CDSS – CDMIS web portal using the CDD-801A Input/Edit and Management Reports functions.

Report Period	Due Date	Lock Date
October 2024	November 20, 2024	February 18, 2025
November 2024	December 20, 2024	March 20, 2025
December 2024	January 20, 2025	April 21, 2025
January 2025	February 20, 2025	May 21, 2025
February 2025	March 20, 2025	June 18, 2025
March 2025	April 21, 2025	July 21, 2025
April 2025	May 20, 2025	August 18, 2025
May 2025	June 20, 2025	September 18, 2025
June 2025	July 21, 2025	October 20, 2025

CDD-801B
The CDD-801B is a list of approximately 250 families randomly sampled from the CDD-801A, with selected agencies varying each report period. Due to the small sample size, not all agencies are required to complete the CDD-801B monthly. Agency executive and program directors are notified via email if families they reported in the CDD-801A are selected, with details about the report period, the number of families sampled, and the due date. Selected families can be viewed on the Family Summary screen within the CDD-801B Input/Edit function.

Report Period	Sample Date	Due Date	Lock Date
October 2024	January 6, 2025	January 21, 2025	February 18, 2025
November 2024	February 6, 2025	February 20, 2025	March 20, 2025
December 2024	March 6, 2025	March 20, 2025	April 21, 2025
January 2025	April 7, 2025	April 21, 2025	May 21, 2025
February 2025	May 6, 2025	May 20, 2025	June 18, 2025
March 2025	June 6, 2025	June 20, 2025	July 21, 2025
April 2025	July 7, 2025	July 21, 2025	August 18, 2025

May 2025	August 6, 2025	August 20, 2025	September 18, 2025
June 2025	September 8, 2025	September 22, 2025	October 20, 2025

Summary Reports:
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 enrolled during the reporting month.**

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