

Operations Communiqué #06-07 Preparation for the 2006 - 2007 CCIS Performance Standards Monitoring and Self Assessment Process

This is a message from the Division of Field Operations.

Title: Preparation for the 2006 – 2007 CCIS Performance Standards Monitoring and Self-Assessment Process

Date: August 28, 2006

Priority: High

Action(s) Required: Read, disseminate to appropriate staff, and implement procedures beginning September 1, 2006.

Response Required: None

Purpose:

The Office of Child Development (OCD) is preparing the final documents and procedures for Program Year 2006 – 2007 Child Care Information Services (CCIS) Performance Standards Monitoring and Self-Assessment Process. Instructions and documents for 2006 – 2007 are forthcoming. In the meantime, use the procedures and tools enclosed with this communiqué beginning September 1, 2006.

Background:

During monitoring for the 2005 – 2006 program year, OCD identified case file retention, verification and the identification of application sample cases to review as areas requiring clarification and procedural changes in order to support future monitoring and self-assessment.

OCD is in the process of updating and revising the CCIS Policy and Procedures Manual. At a future date the information referenced in this communiqué will be included in the updated manuals.

Discussion:

Enclosed with this communiqué are:

- CCIS Case File Retention Procedures
- Application Tracking Log

CCIS Case File Retention Procedures must be implemented for all new cases and for re-determinations as they are completed on and after September 1, 2006.

The **Application Tracking Log**, an Excel Worksheet, includes the minimum information that must be maintained by the CCIS for every application received September 1, 2006 forward, including eligible and ineligible dispositions. Each CCIS may expand the Application Tracking Log to include additional information that it deems necessary, but one agency wide Application Tracking Log that includes this minimum information must be maintained. The Application Tracking Log will be used by the CCIS agencies and OCD to identify the applications to be reviewed for the 2006 – 2007 Self-Assessment and Monitoring Process.

In preparation for the 2006 – 2007 CCIS Performance Standards Monitoring and the Self-Assessment Process, the CCIS agencies must implement the Case File Retention Procedures and the Application Tracking Log beginning September 1, 2006.

Next Steps:

1. Share this communiqué with appropriate staff.
2. Maintain case files using the attached guidelines beginning September 1, 2006 for new cases and as re-determinations become due.
3. Utilize the Application Log Excel Worksheet attached to this announcement beginning September 1, 2006.
4. Direct questions to the Subsidy Coordinator.