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Subsidized Provider Report (SPR)

Technical Assistance Webinar

August 20, 2019

10 a.m. to 12 p.m.

Webinar Objectives (1)

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1. Provide an overview of the SPR requirements and available resources.

2. Define which agencies are required to submit the SPR.

3. Review the data to be submitted by each SPR submission deadline.

Webinar Objectives (2)

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4. Introduce the file format and clarify key data definitions.

5. Provide a step-by-step SPR Upload demonstration

6. Provide a Q&A for technical assistance with SPR submission.

CDMIS Update #26

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- Upcoming Webinar

  – CDMIS 801 Reporting Webinar: Wednesday, September 18, 2019 from 10:00 a.m. to 12:00 p.m.

- Delayed Transition to Reporting Enrollment

  – Agencies are expected to continue reporting attendance until further notice.

- Technical Difficulties with Fiscal Year 2019-20 Age and Income CDD-801A Reporting

  – Technical staff are aware, an update will be issued when available.

Online Resources

- Resources for the Subsidized Provider Report (SPR) are available on the Subsidized Provider Report web page at https://www.cde.ca.gov/sp/cd/ci/spreport.asp

  - Management Bulletin 19-06

  - Provider Notices

  - Technical Manual

  - Submission Schedule

  - Frequently Asked Questions (FAQs)

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FAQs

- The FAQs represent common questions from providers and agencies seeking assistance with implementing SPR requirements.

- Agencies are encouraged to contact CDMIS Support with questions. The SPR FAQ web page will be updated periodically.

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Contact Information

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- The CDMIS Office can be contacted by phone at 916-445-1907 and by email at CDMIS@cde.ca.gov

- The CDMIS Support web page is located at https://www.cde.ca.gov/sp/cd/ci/main.asp

- The CDMIS website is located at https://www4.cde.ca.gov/cdmis

Definition: Provider

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- The California *Education Code (EC)* Section 8431(a)(1) states "**family childcare provider**" or "**provider**" means a childcare provider who participates in a state-funded early care and education program as specified in subdivision (c) and is either of the following:

  – An individual who operates a family daycare home, as defined in Section 1596.78 of the Health and Safety Code, and who is licensed pursuant to the requirement in Section 1596.80 of the Health and Safety Code.

  – An individual who provides early care and education in their own home or in the home of the child receiving care and is exempt from licensing requirements pursuant to Section 1596.792 of the Health and Safety Code.

SPR Overview

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- **Subsidized Provider Report (SPR):** Monthly data collection report in which agencies provide specific business and/or personal information about all providers receiving state funds for early learning and care.

- The SPR is required for agencies who administer their contracts with license-exempt and family child care home providers as defined by law.

Do I have to submit the SPR?

- Per *EC* sections 8430-8432, agencies who administer contracts with providers as defined above are required to submit the SPR.

  – The complete SPR must be submitted for all providers who receive state funding from your agency.

  – Direct provider questions and concerns to CDMIS Support

- Agencies who operate center-based contracts and do not administer contracts with providers as defined previously are not required to submit the SPR.

Home-Based Type of Care

- ELCD contractors who report the following types of care in the monthly CDD-801A Report **are** required to submit the SPR:

    – 02 Licensed family child care home

    – 03 Licensed large family child care home

    – 05 License-exempt in child's home by a relative

    – 06 License-exempt in child's home by a nonrelative

    – 07 License-exempt outside the child's home by a relative

    – 08 License-exempt outside the child's home by a nonrelative

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Center-Based Type of Care

- ELCD contractors who report the following types of care in the monthly CDD-801A Report **are not** required to submit the SPR:

    – 04 Licensed center-based care

    – 11 License-exempt center-based care

Checkpoint: SPR Overview and Resources

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- In this section, the following topics were addressed:

  - SPR Online Resources

  - Definition: Provider

  - Types of Care Required to submit the SPR

Submission Schedule (1)

- Agencies must follow the submission schedule below:

  – Fiscal Year 2018-19

Report Period	Report Due Date
April 2019	August 30, 2019
May 2019	August 30, 2019
June 2019	August 30, 2019

Submission Schedule (2)

- Agencies must follow the submission schedule below:

  – Fiscal Year 2019-20

Report Period	Report Due Date
July 2019	September 20, 2019
August 2019	September 20, 2019
September 2019	October 20, 2019
October 2019	November 20, 2019
November 2019	December 20, 2019
December 2019	January 20, 2020
January 2020	February 20, 2020
February 2020	March 20, 2020
March 2020	April 20, 2020
April 2020	May 20, 2020
May 2020	June 20, 2020
June 2020	July 20, 2020

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Checkpoint: Submission Schedule

- In this section, the following topic was addressed:

  - SPR Submission Schedule

File Format (1)

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- Agencies must follow the file format below:

  – Files must be a tab-delimited text ASCII file

  – Files must not be compressed (i.e., zipped)

  – Files must contain 24 columns

  – Files must contain at least one record

File Format (2)

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- Agencies must follow the file format below:

  – Character fields may contain both upper- and lower-case letters, numbers, and dashes, unless otherwise noted

  – Number fields must contain only numbers

  – Date fields must contain dates in the format mm/dd/yyyy

Checkpoint: File Format

- In this section, the following topic was addressed:

    – SPR File Format

SPR Data Definition Highlights

- CDMIS staff have highlighted data definitions on the following slides. These are data definitions that vary significantly from the CDD-801A. Advance clarifications of these data definitions may be helpful as agencies begin SPR submissions.

Combined Contract Code (1)

- Agencies may use the table template below to determine the Combined Contract Code.

- The place values for the Combined Contract Code **must** be assigned in the following order: CCTR, CMIG, CMAP, CSPP, CFCC, CAPP, C1AP, C2AP, C3AP.

- Agencies should enter a "1" into the place value if a provider was paid for that contract type, and a "0" if a provider was **not** paid for that contract type.

Contract Type	CCTR	CMIG	CMAP	CSPP	CFCC	CAPP	C1AP	C2AP	C3AP
Contract Type Applicability*									

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Combined Contract Code (2)

- **Example 1:** Provider Paid from Single Contract
  - The table below identifies each place value of the Combined Contract Code for a provider who provides services only in a CCTR contract.
  - For Example 1, the agency would report a Combined Contract Code of "100000000" (do not include the quotation marks).

Contract Type	CCTR	CMIG	CMAP	CSPP	CFCC	CAPP	C1AP	C2AP	C3AP
Contract Type Applicability*	1	0	0	0	0	0	0	0	0

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Combined Contract Code (3)

- **Example 2:** Provider Paid from Multiple Contracts
  - The table below identifies each place value of the Combined Contract Code for a provider who provides services under a C2AP and a C3AP contract.
  - For Example 2, the agency would report a Combined Contract Code of "000000011" (do not include the quotation marks).

Contract Type	CCTR	CMIG	CMAP	CSPP	CFCC	CAPP	C1AP	C2AP	C3AP
Contract Type Applicability*	0	0	0	0	0	0	0	1	1

Local Provider Identification Number (1)

- The Local Provider Identification Number is a unique identifier or case number that an agency assigns to a provider.

  - This field is optional.

  - The same Local Provider Identification Number cannot be used for more than one provider.

  - The Local Provider Identification Number should not change between SPR report periods.

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Local Provider Identification Number (2)

- The Local Provider Identification Number **cannot** contain:

  - A Social Security Number

  - The first and/or last name of the provider or the child served

  - Symbols, including dashes, slashes, and commas

  - More than 15 characters

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Provider License Number

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- The Provider License Number field indicates the license number of the provider.

  – This information is not required for license-exempt providers.

  – The Provider License Number must contain 9 digits, including leading zeroes.

  – Enter the license number exactly as it appears on the license from the California Department of Social Services, Community Care Licensing Division.

Subsidy Start Date

- The Subsidy Start Date information field indicates the **first day a provider was paid** by the agency for providing state-subsidized child care services.

  - This information field is required.

  - The Subsidy Start Date cannot be after the report period.

  - Enter the date in the following format: mm/dd/yyyy

    - Include slashes

Subsidy End Date

- The Subsidy End Date information field indicates the date the provider was **last paid** for providing subsidized care.

  – This information field should be left blank for providers who have not ended subsidy care.

  – The Subsidy Start End Date cannot be before the Subsidy Start Date.

  – Enter the date in the following format: mm/dd/yyyy

    - Include slashes

Checkpoint: Data Definitions

- In this section, the following data definitions were highlighted:

  - Combined Contract Code

  - Local Provider Identification Number

  - Provider License Number

  - Subsidy Start Date

  - Subsidy End Date

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How to Submit the SPR (1)

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1. Log on to the CDMIS Live (Production) website and navigate to the Main Menu.

2. Select the function "Subsidized Provider Report Upload." Select the "Submit" button.

3. Select the file to upload. To locate the file on your computer, select the "Browse" or "Select File" button.

How to Submit the SPR (2)

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4. The "Open File" dialog box is displayed. To locate the file on your computer, select the "Browse" button. Search your computer for your file. Highlight the file name. Select the "Open" button.

5. Select the "Submit" button to process the file.

6. The file is either Accepted or Rejected.

Checkpoint: How to Submit the SPR

- In this section, the following topics were covered:

  - How to Submit the SPR

  - Accepted Files

  - Rejected Files

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What's Next?

- A recorded version of this webinar will be made available on the SPR web page.

- The "801 Reporting Webinar" on September 18, 2019 will feature a brief update on SPR FAQs.

- The SPR FAQ web page will be updated periodically to include additional questions and report clarifications.

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