



SSPS Demographic/Movement Template [DEMOC + MOVEC]

ACS Fiscal Manual-Child Welfare-Foster Care Section

Division of Financial Services

SSPS DEMOGRAPHIC / MOVEMENT TEMPLATE MACRO

Product: Reports Distribution Site (SSPS Reconciliation Tool)

Release: 1.0

Platform: Unix / Oracle 9i Application Server

Prepared By: David K. Chan

Date: 04/30/2004

Version: 1.0

Approved by:

Date:

Status:

Browser Type and Version:

Adobe Acrobat Version:

DESIGN SPECIFICATIONS:

The SSPS Demographic / Movement Template Macro was created for the use of agencies that are unable to create the Democ and Movec text files to upload the files to the SSPS Reconciliation Tool.

Through the use of the Macro Spreadsheet, the user can format the data they have received into two separate files; a demographic and movement file. Both files created will be located in the C: drive with the names **DEMOC-Formatted.txt** and **MOVEC-Formatted.txt**, respectively.

After both files are created, the user can log into the Reports Distribution Site to upload the files to the server where it will be processed for loading.

The EXCEL Macro Spreadsheet contains four worksheets:

- **DEMOC** – The actual working area for demographic information for the user to add data for the macro to format.
- **MOVEC** – The actual working area for movement information for the user to add data for the macro to format.
- **DEMOC Reference** – This worksheet is used for reference purposes only. It shows the following:
 - The heading layout that will be used for the demographic information
 - The maximum length the value of the column can be
 - The format of the data
 - **NOTE:** This worksheet CANNOT be modified. It has been locked for viewing purposes only.
- **MOVEC Reference** – This worksheet is used for reference purposes only. It shows the following:
 - The heading layout that will be used for the movement information
 - The maximum length the value of the column can be
 - The format of the data
 - **NOTE:** This worksheet CANNOT be modified. It has been locked for viewing purposes only.

There are two sections in this document.

- Section 1 describes the process of creating a Child Demographic File through using the Macro. It also provides a description of the DEMOC Reference Worksheet and descriptions of the type of data the column expects.
- Section 2 describes the process of creating a Child Movement File through using the Macro. It also provides a description of the MOVEC Reference Worksheet and descriptions of the type of data the column expects.

Data Format

DEMOGRAPHIC FILE

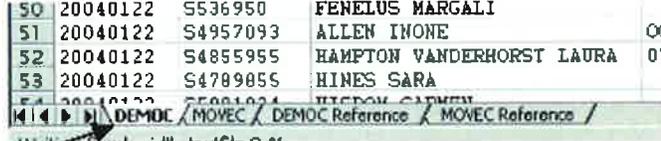
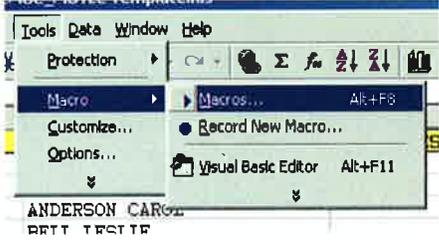
COL.	DATA ELEMENT	EXAMPLE	FIELD SIZE
1	CREATION DATE	CCYYMMDD	DATE 8
9	CWA CASE NUMBER	(S1234567)	CHARACTER 10
19	CWA CASE NAME	(LAST FIRST MI)	CHARACTER 28
47	CWA LOCAL OFFICE	(OCM)	CHARACTER 3
50	CWA LOCAL UNIT	(A5A--)	CHARACTER 5
55	CWA LOCAL WORKER	(001--)	CHARACTER 5
60	CHILD LAST NAME	(MULLIGAN)	CHARACTER 17
77	CHILD FIRST NAME	(STEVE)	CHARACTER 10
87	CHILD MIDDLE INITIAL	(L)	CHARACTER 1
88	CHILD DATE OF BIRTH	CCYYMMDD	DATE 8
96	CIN	(DF12345A)	CHARACTER 8
104	GENDER	(M, F)	CHARACTER 1
105	CCRS CONTRACT AGENCY CODE	(B02)	CHARACTER 3
108	AGENCY PLACEMENT DATE	CCYYMMDD	DATE 8
116	INTERNAL AGENCY CHILD ID	(1234567890)	CHARACTER 10
126	DISTRICT	(66)	CHARACTER 2
128	MINOR CHILD INDICATOR	Y/N	CHARACTER 1
129	UNIT (AGENCY)	ALPHA OR NUMERIC	CHARACTER 3
132	WORKER (AGENCY)	ALPHA OR NUMERIC	CHARACTER 3
135	CASE INITIATION DATE	CCYYMMDD	DATE 8

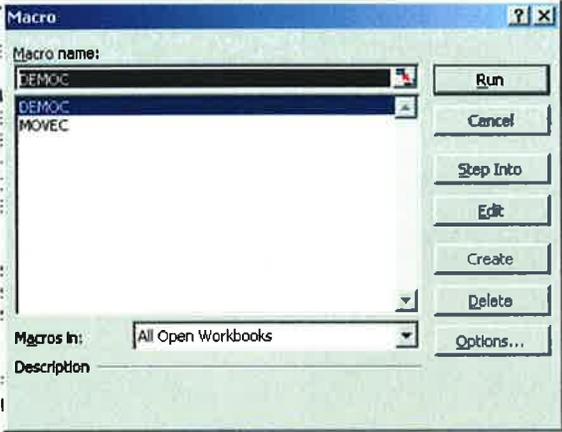
PLACEMENT (MOVEMENT FILE)

COL.	DATA ELEMENT	EXAMPLE	FIELD SIZE
1	CCRS CONTRACT AGENCY CODE	(B08)	CHARACTER 3
4	CREATION DATE	CCYYMMDD	DATE 8
12	ROSTER TYPE	(C, R, A, D, H, W, T, V, S, O)	CHARACTER 1
13	INTERNAL AGENCY CHILD ID	(1234567890)	CHARACTER 10
23	CCRS FACILITY ID	(OA345678)	CHARACTER 8
31	LEVEL OF DIFFICULTY	(1-, 2-, 3-)	CHARACTER 2
33	BILLABLE PERIOD OF SERVICE FROM	CCYYMMDD	DATE 8
41	BILLABLE PERIOD OF SERVICE TO	CCYYMMDD	DATE 8
49	FACILITY PLACEMENT DATE	(YYYYMMDD)	DATE 8
57	AGENCY PLACEMENT STATUS	(SP/TD/ACT/FD/RPL)	CHARACTER 3
60	EFBH PLACEMENT	(Y/N)	CHARACTER 1
61	DRC / GE PLACEMENT	(Y/N)	CHARACTER 1
62	DISTRICT	(66)	CHARACTER 2
64	OCFS JD/PINS	J, P OR BLANK	CHARACTER 1
65	PROGRAM TYPE	SEE TABLE	CHARACTER 30
95	ADMINISTRATIVE RATE	999.99	CHARACTER 6
101	PASS THROUGH RATE	999.99	CHARACTER 6
107	CLOTHING RATE	999.99	CHARACTER 6
113	Care Days	999	CHARACTER 3
116	Amount	99999.99	CHARACTER 8
124	Foster parent name	Last name, first name	CHARACTER 28

SECTION 1: CHILD DEMOGRAPHIC FILE (DEMOC)

In order to process the child demographic information, the file must be formatted in a specific way. Below are the steps the user must take in order to create a formatted demographic file that the server will be able to understand.

Step	Description																									
1	<p>Select the DEMOC Worksheet by selecting the DEMOC tab on the bottom of the spreadsheet</p>  <table border="1"> <tr> <td>50</td> <td>20040122</td> <td>S536950</td> <td>FENELUS MARGALI</td> <td></td> </tr> <tr> <td>51</td> <td>20040122</td> <td>S4957093</td> <td>ALLEN INONE</td> <td>07</td> </tr> <tr> <td>52</td> <td>20040122</td> <td>S4855955</td> <td>HAMPTON VANDERHORST LAURA</td> <td>07</td> </tr> <tr> <td>53</td> <td>20040122</td> <td>S4789855</td> <td>HINES SARA</td> <td></td> </tr> <tr> <td>54</td> <td>20040122</td> <td>S4881024</td> <td>HILDON CARMEN</td> <td></td> </tr> </table>	50	20040122	S536950	FENELUS MARGALI		51	20040122	S4957093	ALLEN INONE	07	52	20040122	S4855955	HAMPTON VANDERHORST LAURA	07	53	20040122	S4789855	HINES SARA		54	20040122	S4881024	HILDON CARMEN	
50	20040122	S536950	FENELUS MARGALI																							
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52	20040122	S4855955	HAMPTON VANDERHORST LAURA	07																						
53	20040122	S4789855	HINES SARA																							
54	20040122	S4881024	HILDON CARMEN																							
2	Delete any previous data that is currently within the DEMOC worksheet. However, leave the heading at the top of the worksheet.																									
3	<p>Begin to copy the children demographic information into the worksheet.</p> <ul style="list-style-type: none"> ➤ Please make sure that the specific data corresponds to the correct column heading, or an error may occur when the server attempts to load the data. ➤ The data the user enters MUST follow the format (accepted values) described in the DEMOC Reference Worksheet. <p>Note: If the user wants to know the maximum length a data value can be, they can check it through the DEMOC Reference worksheet (Description shown below). Within the DEMOC Reference worksheet, the user can check which columns are used in the demographic file and the maximum length the data value can be, the type of data and the format (accepted values) the data must be in.</p>																									
4	<p>After you have copied over all the data, you are ready to run the macro. To run the macro, go to the menu Tools and select Macro → Macros.</p> 																									

Step	Description
5	<p>A Macro window will pop up. Select the macro DEMOC and click on the Run button.</p>  <p>Note: There is a shortcut to run the DEMOC macro as well. The shortcut is Ctrl + Shift + D.</p>
6	<p>If there was an error while running the macro and it was due to a column value length issue, an error message will return. The error message will state the first occurrence of the problem and will direct the user to where the error was found. The macro will stop at this point. The user must correct this error before re-running the macro.</p>
7	<p>If there were no errors while running the macro, the following message box should appear to notify the user the execution of the macro was a success.</p>  <p>The file generated will be located in the C: drive under the filename DEMOC-Formatted.txt.</p>

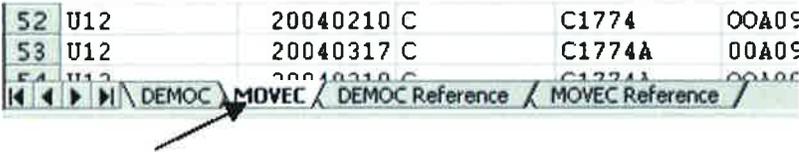
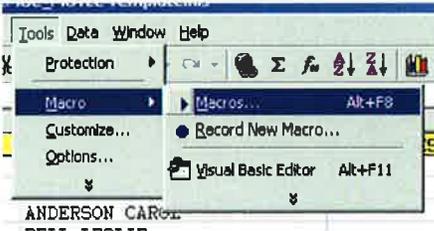
DEMOC Reference Worksheet:

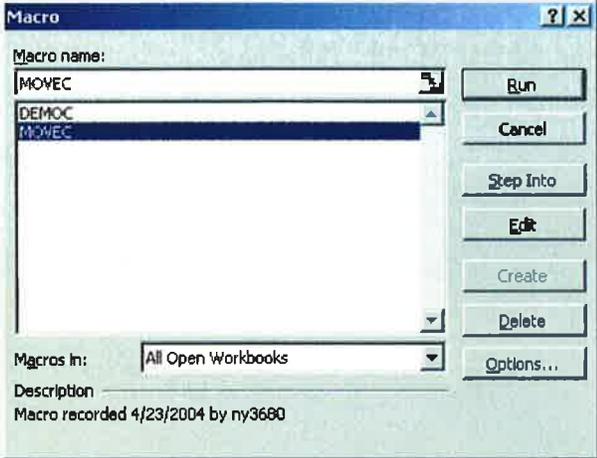
Name	Max Length	Type	Format	Example	Description
RUN DATE	8	Date	YYYYMMDD	20040325	Date rosters created
CASE NO	10	Char	S + Numbers	S1234567	Case number including the leading 'S', left justified.
CASE NAME	28	Char	Last First Mi	Doe John K	Case Name as stored on the contract agency database. Note: The WMS field typically uses last name, space. First name, space. Middle Initial
CASE RESP LOCAL OFFICE	3	Char	Alpha or Numeric	OCM	CWA office having case management responsibilities.
CASE RESP UNIT	3	Char	Alpha or Numeric	90B	The CWA unit having case management responsibilities.

Name	Max Length	Type	Format	Example	Description
CASE RESP WORKER	3	Char	Alpha or Numeric	005	CWA worker having case management responsibilities.
CHILD LAST NAME	17	Char	Last Name	MULLIGAN	Child's last name.
CHILD FIRST NAME	10	Char	First Name	STACY	Child's first name.
CHILD MIDINIT	1	Char	Middle Initial	K	Child's Middle Initial
CHILD DOB	8	Date	YYYYMMDD	20040325	Child's date of birth.
CHILD CIN	8	Char	Alpha or Numeric	CX12345W	Child's CIN (assigned on WMS Services currently). If unknown this field should be left blank.
CHILD SEX	1	Char	M / F	F	Child's sex. Values are M (male) and F (female).
AUTH AGCY	3	Char	Alpha or Numeric	U12	3-digit CCRS agency code.
AGCY PLACEMNT DATE	8	Date	YYYYMMDD	20040325	Most recent child was placed at the agency.
CHILD ID	10	Char	Alpha or Numeric	C1765A	An internal child ID used by agency. If such an ID is not used, leave blank. This field will simplify the feedback of information when a CIN is missing or incorrect.
DISTRICT	2	Char	Two-digit Code	66	Two-digit code for the district the child who is in care is from. (66 for NYC)
MINOR CHILD IND	1	Char	Y / N	Y	Indicates that the child is a child of a foster child. These children are coded differently in WMS as service type 8D and have fewer requirements. Values allowable Y (yes) , N (no) or blank (no).
AGCY UNIT	3	Char	Alpha or Numeric	39F	The unit of the contract agency caseworker assigned to the foster child.
AGCY WORKER	3	Char	Alpha or Numeric	006	The number or code of the contract agency caseworker assigned to the foster child.
CID	8	Date	YYYYMMDD	20040325	The case initiation date according to the contract agency record. This field was requested by agencies to help identify mismatches to CCRS.

SECTION 2: CHILD MOVEMENT FILE (MOVEC)

In order to process the child movement information, the file must be formatted in a specific way. Below are the steps the user must take in order to create a formatted movement file that the server will be able to understand.

Step	Description
1	<p>Select the MOVEC Worksheet by selecting the MOVEC tab on the bottom of the spreadsheet</p> 
2	<p>Delete any previous data that is currently within the MOVEC worksheet. However, leave the heading at the top of the worksheet.</p>
3	<p>Begin to copy the children movement information into the worksheet.</p> <ul style="list-style-type: none"> ➤ Please make sure that the specific data corresponds to the correct column heading, or an error may occur when the server attempts to load the data. ➤ The data the user enters MUST follow the format (accepted values) described in the MOVEC Reference Worksheet. <p>Note: If the user wants to know the maximum length a data value can be, they can check it through the MOVEC Reference worksheet (Description shown below). Within the MOVEC Reference worksheet, the user can check which columns are used in the movement file and the maximum length the data value can be, the type of data and the format (accepted values) the data must be in.</p>
4	<p>After you have copied over all the data, you are ready to run the macro. To run the macro, go to the menu Tools and select Macro → Macros.</p> 

Step	Description
6	<p>Select the macro MOVEC and click on the Run button.</p>  <p>Note: There is a shortcut to run the MOVEC macro as well. The shortcut is Ctrl + Shift + M.</p>
7	<p>If there was an error while running the macro and it was due to a column value length issue, an error message will return. The error message will state the first occurrence of the problem and will direct the user to where the error was found. The macro will stop at this point. The user must correct this error before re-running the macro.</p>
8	<p>If there were no errors while running the macro, the following message box should appear to notify the user the execution of the macro was a success.</p>  <p>The file generated will be located in the C drive under the filename MOVEC-Formatted.txt.</p>

MOVEC Reference Worksheet:

Name	Max Length	Type	Format	Example	Description
AUTH AGCY	3	Char	Alpha or Numeric	B06	3-digit CCRS agency code.
RUN DATE	8	Date	YYYYMMDD	20040325	Date roster is created

Name	Max Length	Type	Format	Example	Description
REC TYPE	1	Char	C / R / A / D / W / H / V / S / O	D	Specifies whether the roster line is the current period, a retroactive period, and an adjustment to a roster previously submitted or a suspended period. Current periods provided during the previous month. For example, a bill generated on July 5 th would, should service periods during June 1995 as C current, R for Retro, A for adjustment, D to delete a previously submitted period, and H, W, V, S or O for June (current month) suspended payment periods. Values: C Current period R Retro period A Adjustment D Deletion W AWOL H Non-payable hospital days V Non-allowable vacation days S School, usually college O Other suspension reasons
CHILD ID	10	Char	Alpha or Numeric	C1765A	An internal child ID used by agency. If such an ID is not used, leave Field blank. This field will simplify the feedback of information when a CIN is missing or incorrect.
FACILITY ID	8	Char	Alpha or Numeric	OA345678	Specific CCRS Facility ID
LOD	2	Char	1 / 2 / 3	2	Child's level of difficulty (AKA. Rate) Values include: > 1 (normal or basic) > 2 (special) > 3 (exceptional) This field applies only to foster boarding homes.
FROM DT	8	Date	YYYYMMDD	20040325	The date the specific billable service period began.
TO DT	8	Date	YYYYMMDD	20040325	The date the specific billable service period ended.
PLACEMNT DATE	8	Date	YYYYMMDD	20040325	The date the child was last placed in the specific facility.
AGCY STATUS	3	Char	SP / TD / ACT / FD / RPL	ACT	The status of the child as of the completion of the Billable Period of service to date, For example, if a child was active (in care) from June 1 st to June 17 th and was final discharged on June 18 th , the billable from and to dates would be 6/1/95 and 6/17/95 respectively and the status would be final discharged. Values are: > FD (final discharge) > RPL (replacement).
EFBH	1	Char	Y / N	N	Emergency Foster Boarding Home Placement. Allowable values: > Y (yes) > N (no). Maximum duration child can be placed in an EFBH is 90 days. This code will be matched to the WMS POS service type. POS type 62 should correspond to Y.
DRC GE	1	Char	Y / N	Y	Diagnostic Rehabilitation Center/Group Emergency. Allowable values: > Y (yes) > N (no).
DISTRICT	2	Char	Two-Digit Code	66	Two-digit code for the district the child who is in care is from. (66 for NYC)
OCFS JDPINS	1	Char	J / D or Blank	D	JD or PINS child placed in the care and custody of the NYS OCFS Commissioner. Values J, D or blank.

Name	Max Length	Type	Format	Example	Description
PROGRAM TYPE	30	Char	Two-digit Code	R, S, T, or E	Specific program of the movement record.
ADMIN RATE	6	Char	Value between 0.00 and 999.99	999.99	The daily administrative rate at which the agency is requesting payment for the specific movement record. The rate should be left blank or contain zeros when a payment is not being requested (see care day definition below).
PASSTHRU	6	Char	Value between 0.00 and 999.99	999.99	The daily pass through rate at which the agency is requesting payment for the specific movement record. The rate should be left blank or contain zeros when a payment is not being requested (see care day definition below).
CLOTHING	6	Char	Value between 0.00 and 999.99	999.99	The daily clothing rate at which the agency is requesting payment for the specific movement record. The rate should be left blank or contain zeros when a payment is not being requested (see care day definition below).
CAREDAYS	3	Char	Integer Value between 0 and 999	999	The number of days for which the agency is requesting payment for the specific movement record. The care day count should be equal to the to the (to date – from date)+1, but should only be calculated for roster types affecting payments (C, R, D and sometimes A). A (adjustments) would only have a care day value in cases where the adjustment affected payment, such as a change in level of difficulty or a change in the facility id affecting the rate (i.e. foster boarding home to group home). The agency may choose to treat these as a deletion of the original prior period submittal and add a record coded as a retro if this is simpler.
AMOUNT	8	Char	Value between 0.00 and 99999.99	99999.99	The amount of payment the agency is requesting for the specific movement record. This should be equal to the rate times the care days. Please note that although both the care days and the amount can be calculated from other data elements provided, these values will be used to confirm the agency total care days and in some cases may isolate errors.
FOSTER PARENT NAME	28	Char	Last Name, First Name	Doe, Jane	Child's foster parent's name