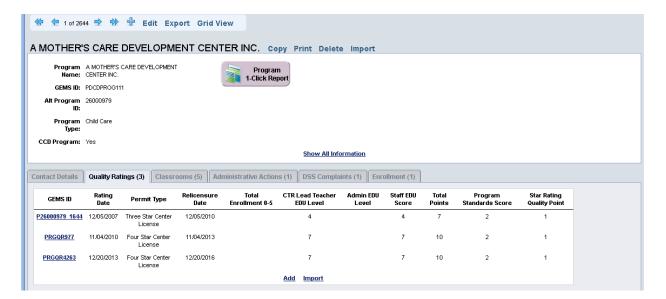# How to Update Child Care Facilities Licensing & Enrollment Data

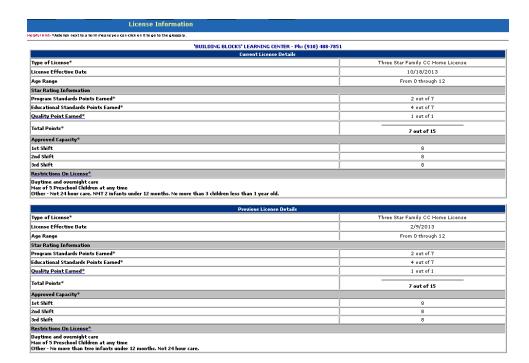**SCHEDULE:**

- **DAILY** (to be completed by noon)**:**
    - Review the ECE Professional Module for providers needing approval
- **MONTHLY** (to be completed by the 15th of each month except on the month following the end of the quarter; the Smart Net report reconciliation will be completed in place)**:**
    - Reconcile the CCDB Child Care Facilities with the DCDEE online Child Care Facility Records
    - ADD Facilities newly opened
    - EXIT Facilities closed
    - UPDATE Star Rated License
- **QUARTERLY** (to be completed by the 15th of the month following the end of the quarter)**:**
    - Reconcile the CCDB Child Care Facilities with the NCPC Smart Net Quarterly Enrollment Report.
    - Download and save the report
    - ADD Facilities newly opened
    - EXIT Facilities closed
    - UPDATE Star Rated License
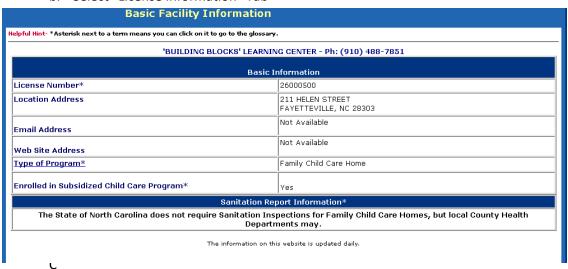   - UPDATE Enrollment

1. **Reconcile the Child Care Database in GL with the DCDEE website at**
    http://ncchildcare.dhhs.state.nc.us/providers/pv_sn2_rcc.asp

Helpful Hint- *Asterisk next to a term means you can click on it to go to the glossary.

'BUILDING BLOCKS' LEARNING CENTER - Ph: (910) 488-7851

Current License Details	
Type of License*	Three Star Family CC Home License
License Effective Date	10/18/2013
Age Range	From 0 through 12
Star Rating Information	
Program Standards Points Earned*	2 out of 7
Educational Standards Points Earned*	4 out of 7
Quality Point Earned*	1 out of 1
Total Points*	7 out of 15
Approved Capacity*	
1st Shift	8
2nd Shift	8
3rd Shift	8
Restrictions On License*	
Daytime and overnight care Max of 5 Preschool Children at any time Other - Not 24 hour care. NMT 2 infants under 12 months. No more than 3 children less than 1 year old.	

Previous License Details	
Type of License*	Three Star Family CC Home License
License Effective Date	2/9/2013
Age Range	From 0 through 12
Star Rating Information	
Program Standards Points Earned*	2 out of 7
Educational Standards Points Earned*	4 out of 7
Quality Point Earned*	1 out of 1
Total Points*	7 out of 15
Approved Capacity*	
1st Shift	8
2nd Shift	8
3rd Shift	8
Restrictions On License*	
Daytime and overnight care Max of 5 Preschool Children at any time Other - No more than two infants under 12 months. Not 24 hour care.	

- Go to http://ncchildcaresearch.dhhs.state.nc.us/search.asp select the county. If a center is no longer listed on the DCDEE, indicate the closing date as the last day of the previous month.
    a. Click on facility name. Verify the following
        i. Name of facility
        ii. Phone number
        iii. License number
        iv. Location address
        v. Type of program
        vi. License
    b. Select "License Information" Tab

Basic Facility Information

Helpful Hint- *Asterisk next to a term means you can click on it to go to the glossary.

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Basic Information	
License Number*	26000500
Location Address	211 HELEN STREET FAYETTEVILLE, NC 28303
Email Address	Not Available
Web Site Address	Not Available
Type of Program*	Family Child Care Home
Enrolled in Subsidized Child Care Program*	Yes
Sanitation Report Information*	
The State of North Carolina does not require Sanitation Inspections for Family Child Care Homes, but local County Health Departments may.	

The information on this website is updated daily.

    2. Enrollment
- Use the *DCDEE Monthly Statistical Enrollment by Age Report* to get current enrollment as of June 2014.
  - In Spreadsheet -Shift 1- take the Enrollment by Age and put in in Currently Enrolled by age

3. Go to GEMS Lite, select Reporting Workspace and then the Library Tab
   a. Under category, select "Child Care Facility"
   b. Under report, select "Quality Rating Assessment Score"
   c. Under display option, select "filter data"
      i. Select facility county
      ii. Hit refresh report
- Compare the list of facility generate in GL with DCDEE website at to http://ncchildcaresearch.dhhs.state.nc.us/search.asp. If there are list in GL that are NOT listed on DCDEE website, please put facility closing date as the last day of the previous month.

Information that can assist with updating CCDB can be found below

1. Child Care Facility
   a. DCDEE Monthly Statistical Enrollment by Age Report
      http://ncchildcare.dhhs.state.nc.us/general/child_care_statistical_report.asp
   b. SmartNet
      i. http://smartnet.ncsmartstart.org/cfr/user/login.aspx Login: Cumberland; Password: cumberland2009
      ii. Program & Evaluation/DCD Program Data Reports/Enrollment and License Component Reports
         1. Alphabetical Listing of Active Facilities
         2. Centers Quarterly Enrollment Report
         3. Homes Quarterly Enrollment Report
2. Child Care Subsidy
   a. DCDEE Subsidy County Fact Sheets
      http://ncchildcare.nc.gov/county/cs_factsheet.asp
   b. DCDEE Subsidy Expenditure Report
      http://ncchildcare.nc.gov/county/cs_expenditure.asp
   c. DCDEE Subsidy Funding Authorization http://ncchildcare.nc.gov/county/cs_sfr.asp
3. Environmental Rating Scales Scores
   a. NC Rated License Assessment Project
      http://www.childcareservices.org/repository/index.php
      i. [ECERS-R Statewide and county score summary (2014)](http://ncrlap.org/Resources/Uploaded_Files/Uploaded_Resources/ECERS-R%20Statewide%20and%20county%20score%20summary%20%28final%203-31-14%29%20%28%203-31-14%2011-31-57%20AM%29.pdf) (http://ncrlap.org/Resources/Uploaded_Files/Uploaded_Resources/ECERS-R%20Statewide%20and%20county%20score%20summary%20%28final%203-31-14%29%20%28%203-31-14%2011-31-57%20AM%29.pdf)
      ii. [ITERS-R Statewide and county score summary (2014)](http://ncrlap.org/Resources/Uploaded_Files/Uploaded_Resources/ITERS-) (http://ncrlap.org/Resources/Uploaded_Files/Uploaded_Resources/ITERS-

         [R%20Statewide%20and%20county%20score%20summary%20%28final%20](http://ncrlap.org)
3-31-14%29%20%20%28%203-31-14%2012-03-53%20PM%29.pdf)

   iii. [SACERS-U information about statewide and county scores (7-1-2014)](http://ncrlap.org/Resources/Uploaded_Files/Uploaded_Resources/SACERS-U%20information%20about%20statewide%20and%20county%20scores%20%287-1-2014%29%20%28%206-30-14%201-34-42%20PM%29.pdf) (http://ncrlap.org/Resources/Uploaded_Files/Uploaded_Resources/SACERS-U%20information%20about%20statewide%20and%20county%20scores%20%287-1-2014%29%20%28%206-30-14%201-34-42%20PM%29.pdf)

   iv. [FCCERS-R statewide and county score summary (2014)](http://ncrlap.org/Resources/Uploaded_Files/Uploaded_Resources/FCCERS-R%20statewide%20and%20county%20score%20summary%20%28final%203-31-14%29%20%28%203-31-14%2011-33-21%20AM%29.pdf) (http://ncrlap.org/Resources/Uploaded_Files/Uploaded_Resources/FCCERS-R%20statewide%20and%20county%20score%20summary%20%28final%203-31-14%29%20%28%203-31-14%2011-33-21%20AM%29.pdf)

Other Interesting Website
1. NC ECE Data Repository http://www.childcareservices.org/repository/index.php
2. http://eddataexpress.ed.gov/