



Child Care and Development Fund Uploading the ACF-801 into CARS and Using the ACF-801 Data Assessment Report

Technical Bulletin #9r-v6 Revised January 2024

I. INTRODUCTION

This Technical Bulletin describes how to upload the ACF-801 in the Child Care Automated Reporting System (CARS) and how to use the Summary Data Assessment Report (**Summary Report or SAR**). After uploading the ACF-801 data file into CARS, state/territory users will have access to the SAR report. Effective with the October 2022 report, OCC revised the ACF-801 to include new response categories for several data elements. This bulletin has been updated to reflect the new response categories and basic analysis included in the SAR.

The SAR assists States and Territories in correcting data submissions by providing information about potential data or submission errors. This report serves as just one tool that Grantees can use to ensure that complete and accurate CCDF program information is submitted to OCC. The data submitted is reported to Congress by the Secretary of the Department of Health and Human Services, used in national childcare research, and may serve as the basis for programmatic decisions at the Federal and State level. Thus, it is important that States and Territories submit accurate and complete data.

The remainder of this Bulletin is organized in the following sections:

SECTION II: UPLOADING THE ACF-801 DATA FILE INTO CARS

SECTION III: OVERVIEW OF THE CARS DATA CHECK PROCESS

SECTION IV: THE SUMMARY REPORT

Part A: File Format Assessment

Part B: Submission Summary and Contact Information

Part C: Data Quality Assessment

Part D: Cross File Checks

SECTION V: DATA VIEWER REPORTS IN CARS

SECTION VI: SUMMARY AND CONCLUSIONS

Note: All data in the bulletin are fictitious and for demonstration purposes only.

II. Uploading the ACF-801 Data file

Beginning in Fall 2022, the ACF-801 file should be submitted via CARS. Below are the steps to upload and submit the ACF-801 files. Only CARS users who have ACF-801 *Tech Submitter* or *Certifier* user roles may upload the ACF-801 files.

1. After logging in to CARS, select the ACF-801 tile on your landing page. *(If the ACF-801 tile doesn't display, you do not have access to the ACF-801 module and you must request access to that module through the ACCOUNT MANAGEMENT button).*
2. Select the Federal Fiscal Year (FFY) and Quarter for the data you want to upload and click the **START** button.

Child Care Automated Reporting System

CARS
Child Care Automated Reporting System

Account Management
Last Login Time: 8/2/2022 4:04 PM EDT

ACF-801 MONTHLY CHILD CARE DATA

The State/Territory monthly case-level report, or ACF-801, is a data collection undertaken by the Office of Child Care (OCC) pursuant to the requirements of the Child Care and Development Block Grant Act.

The ACF-801 case-level data are reported either monthly or quarterly. Quarterly submissions are reported 60 days after the end of each quarter and monthly data are due 90 days after the end of the report month. All Lead Agencies in the States, the District of Columbia, and Territories (Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) are responsible for reporting ACF-801 data. When submitting the ACF-801 report, data must include all families, children, and providers served with CCDF funds. For States that pool CCDF and non-CCDF funds, the data also must include all families and children funded by the non-CCDF funds included in the pool.

Data from the ACF-801 data submissions are analyzed and reported to Congress every two years, and published annually on the OCC website.

Federal Fiscal Year (FFY) Quarter Quarter Date Range State

FFY 2022 October - December Oct 1, 2021 - Dec 31, 2021 New Hampshire

CANCEL START

3. Click the **UPLOAD** button and navigate to the location of the ACF-801 data file (text) you want to upload. All text files must have a *.txt* file extension to upload in CARS. Highlight/select a file and click **Open** or drag/drop the file in the *Drop File Here* box.

CARS
Child Care Automated Reporting System

ACF-801 MONTHLY CHILD CARE DATA

New Hampshire for FFY 2022 October, FFY 2022 November, FFY 2022 December

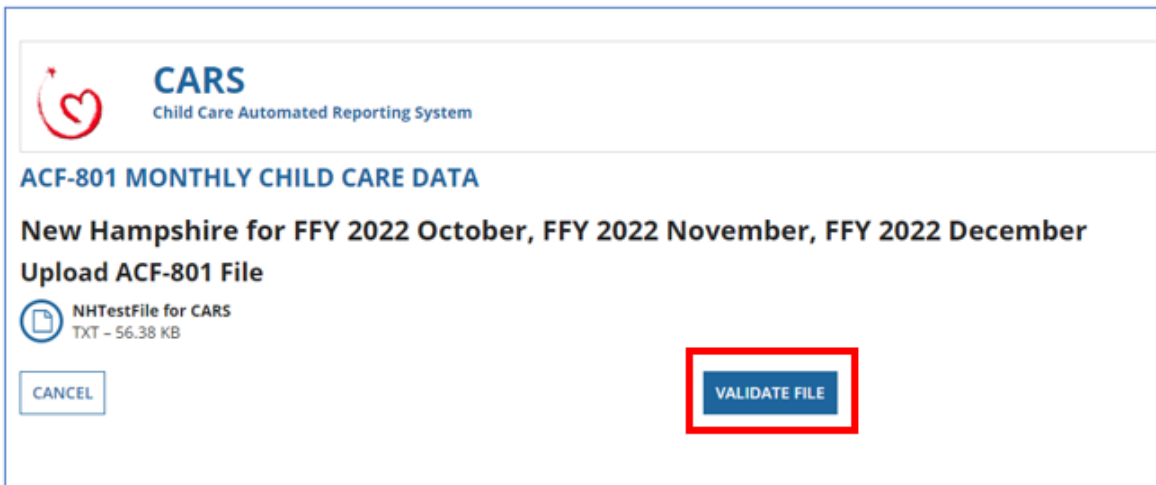
Upload ACF-801 File

UPLOAD Drop file here

CANCEL VALIDATE FILE

4. After a file has been uploaded, click the **VALIDATE FILE** button. *The button will only activate after a file has been uploaded.* The file is validated for Format Errors and Warnings. **Files that contain Format Errors cannot be submitted** because CARS will not correctly parse the data. Format Errors must be corrected before the file can be submitted.

Files that contain **Warnings** can be submitted into CARS. After submitting, you can see the details of the warnings through the Summary Report (see Section IV).




The screenshot shows the CARS (Child Care Automated Reporting System) interface. At the top, there is a header with the CARS logo and name. Below this, the text 'ACF-801 MONTHLY CHILD CARE DATA' is displayed. Underneath, it says 'New Hampshire for FFY 2022 October, FFY 2022 November, FFY 2022 December' and 'Upload ACF-801 File'. A file named 'NHTestFile for CARS' with a size of 'TXT - 56.38 KB' is shown. At the bottom left is a 'CANCEL' button, and at the bottom right is a 'VALIDATE FILE' button, which is highlighted with a red rectangular box.

Below is an example of potential file format error messages. Errors must be corrected to submit the file.



The screenshot shows the CARS interface with a file format validation error message. The header is the same as the previous screenshot. Below the header, the text 'ACF-801 MONTHLY CHILD CARE DATA' is displayed. Underneath, there is a red exclamation mark followed by the text 'The File Format Validated with Errors.' Below this, the text 'File Format Validation Errors' is displayed. A list of three error messages is shown: 'Monthly Summary 202112: Data for 'Report Period' 202112 not found', 'Monthly Summary 202111: Data for 'Report Period' 202111 not found', and 'Monthly Summary 202110: Data for 'Report Period' 202110 not found'. At the bottom left is a 'CLOSE' button.

Below is an example of the potential messages for a file that contains file format **Warnings**. Files validated with Warnings can be submitted. However, the state/territory should review the warnings to ensure that accurate data are submitted.

**CARS**
Child Care Automated Reporting System

ACF-801 MONTHLY CHILD CARE DATA


?The File Format Validated with Warnings.

File Format Warnings

- Summary 202109: 'Families Receiving Subsidized Child Care' 0002470 does not match the number of valid Family records in the File: 116
- Summary 202109: 112 Family records improperly delimited
- Summary 202109: 'Number of Providers Delivering Subsidized Child Care' 0000413 does not match the number of valid Provider records in the File: 80
- Summary 202108: 'Families Receiving Subsidized Child Care' 0002701 does not match the number of valid Family records in the File: 110
- Summary 202108: 22 Family records improperly delimited
- Summary 202108: 'Number of Providers Delivering Subsidized Child Care' 0000407 does not match the number of valid Provider records in the File: 37
- Summary 202107: 'Families Receiving Subsidized Child Care' 0002699 does not match the number of valid Family records in the File: 12
- Summary 202107: 9 Family records improperly delimited
- Summary 202107: 'Number of Providers Delivering Subsidized Child Care' 0000387 does not match the number of valid Provider records in the File: 22

CLOSE


5. Click the **CLOSE** button and either 1) click the **UPLOAD NEW FILE** button to select a different file to upload and validate or 2) click the **SUBMIT** button to submit the file.
NOTE: If your file has format errors, you will have to make the corrections to the data before “UPLOADING a NEW FILE”. At this time, you may logout. When you have a corrected file, log into CARS and follow the steps above.

**CARS**
Child Care Automated Reporting System

ACF-801 MONTHLY CHILD CARE DATA

New Hampshire for FFY 2021 July, FFY 2021 August, FFY 2021 September

Upload ACF-801 File

 **NHTestFile for CARS**

File Format Warnings

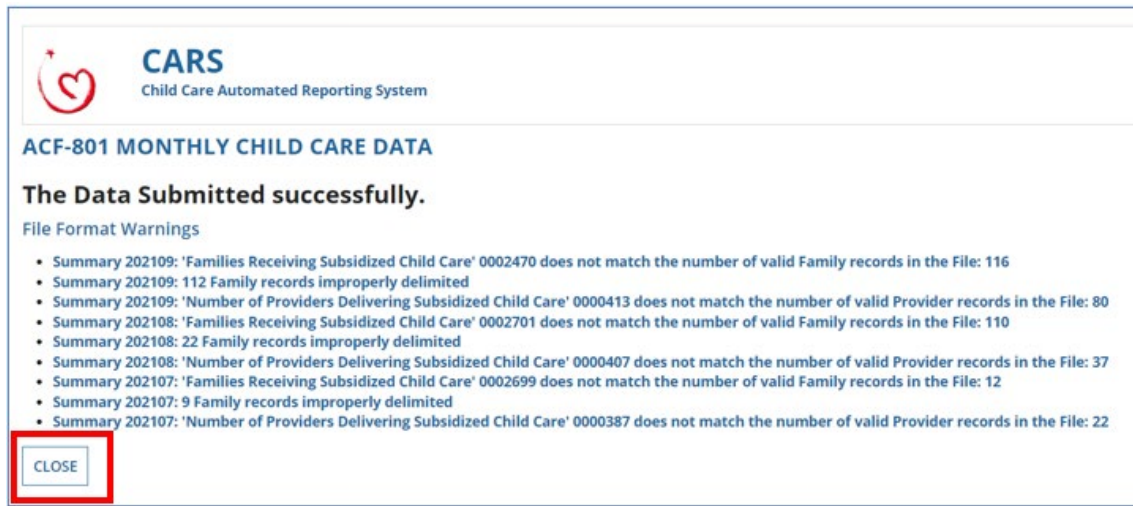
- Summary 202109: 'Families Receiving Subsidized Child Care' 0002470 does not match the number of valid Family records in the File: 116
- Summary 202109: 112 Family records improperly delimited
- Summary 202109: 'Number of Providers Delivering Subsidized Child Care' 0000413 does not match the number of valid Provider records in the File: 80
- Summary 202108: 'Families Receiving Subsidized Child Care' 0002701 does not match the number of valid Family records in the File: 110
- Summary 202108: 22 Family records improperly delimited
- Summary 202108: 'Number of Providers Delivering Subsidized Child Care' 0000407 does not match the number of valid Provider records in the File: 37
- Summary 202107: 'Families Receiving Subsidized Child Care' 0002699 does not match the number of valid Family records in the File: 12
- Summary 202107: 9 Family records improperly delimited
- Summary 202107: 'Number of Providers Delivering Subsidized Child Care' 0000387 does not match the number of valid Provider records in the File: 22

CANCEL

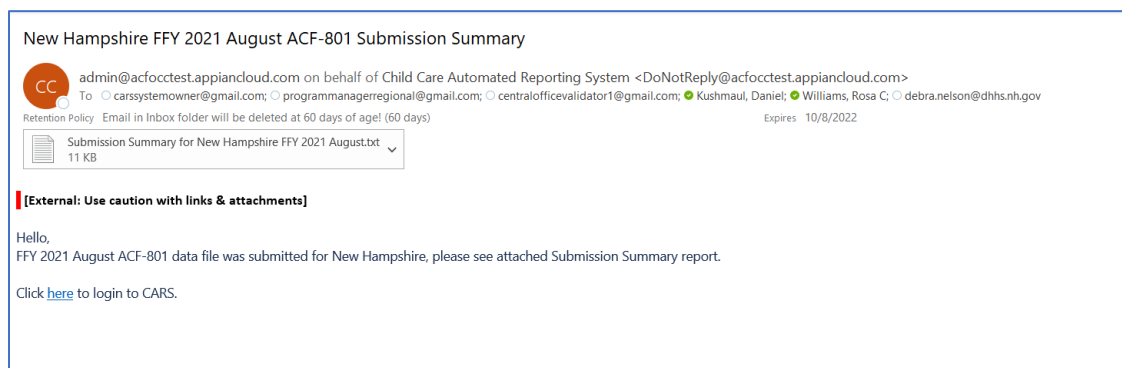
UPLOAD NEW FILE

SUBMIT

After you click the SUBMIT button, you will receive a message that the file was successfully submitted. Click the **CLOSE** button.



6. CARS sends an email notification to the Lead Agency Certifiers, Tech Submitters, as well as OCC staff.



III. OVERVIEW of the CARS Data Check Process

Once the data file is submitted to CARS, the data go through a series of quality checks (missing, out-of-range data, internal consistency, and cross file checks). These checks are conducted in the order detailed below, and data must pass each check before proceeding to the next check:

1. **File Format Check** - Checks the length and the format of each record. (See the latest version of Technical Bulletin #4 on the [Technical Bulletin page](#) for the file format standards). The actual content of the data is not checked at this stage.
2. **Data Quality Check** - Checks the content of properly formatted records. (See the latest version of Technical Bulletin #3 on the [Technical Bulletin page](#) for further discussion of the data standards). If the data fail a data quality check, the remaining sequence of data quality checks are not conducted. (For instance, if in a properly formatted record the data

for an element are missing, then the subsequent out-of-range, internal consistency, and cross file checks are not conducted for that data):

- **Missing** - Checks the data which passed the file format to ensure that there are values present (rather than blanks) for the required data elements.
 - **Out-of-Range** - Checks to ensure that the data, which passed the file format and missing checks, are within the range of valid values.
 - **Internal Inconsistency** - Checks to ensure that data element values, which passed the file format, missing, and out-of-range checks, are consistent with other related data elements.
3. **Cross File Check** - Checks all the data in the entire data file submission and determines whether the characteristics of the data submission conform to standards that are *generally* true of child care programs, though they may not be true for an individual State or Territory. (See *Part D: Cross File Checks* for more information.)

IV. The Summary Report

The Summary Report consist of the results of the CARS Data Checks described in Section III. The results help lead agencies find and correct errors in their submission. These errors may be the result of data entry or data extraction errors.

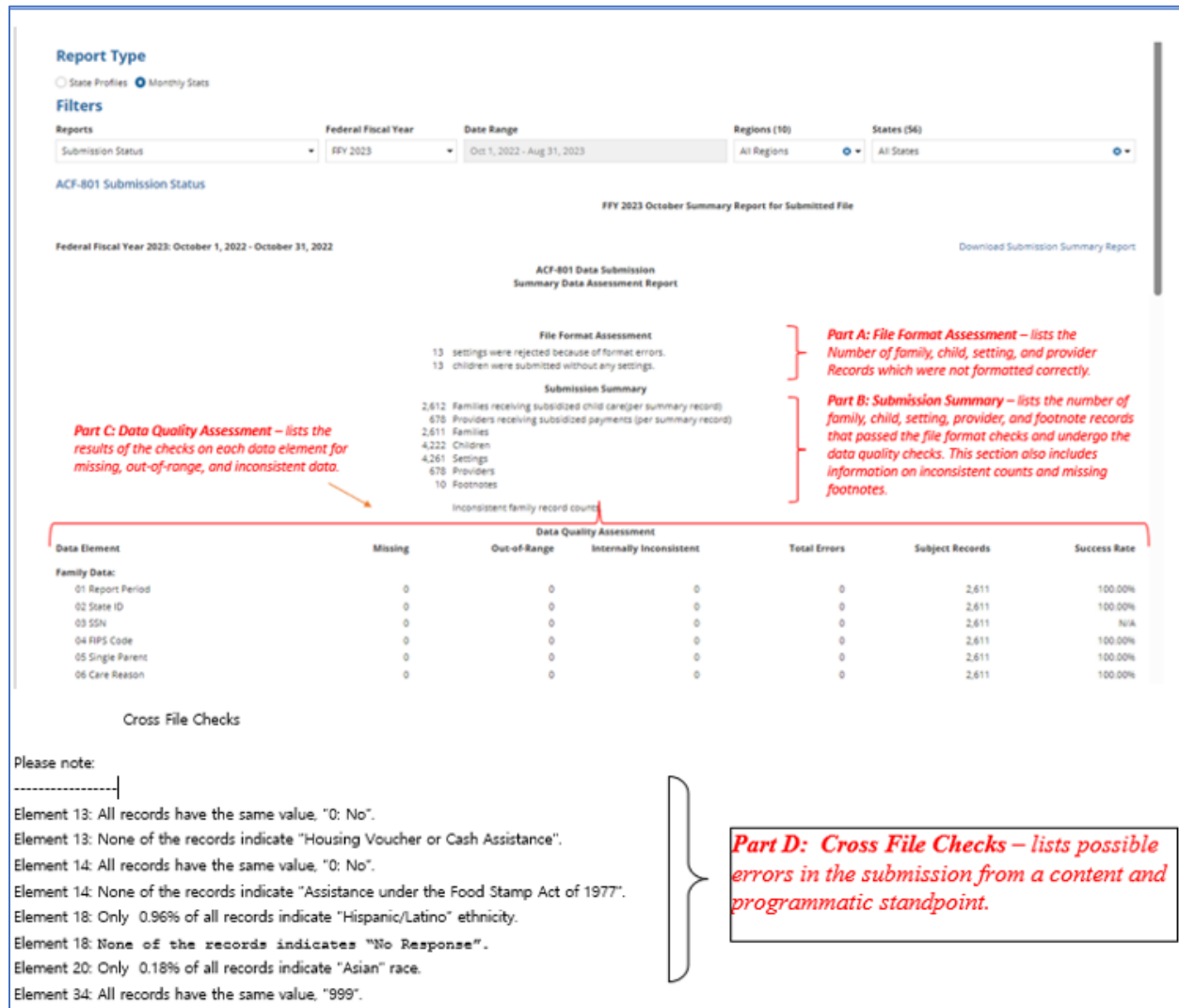


Figure A: The Summary Report

Part A: File Format Assessment

The File Format Assessment findings in the Summary Report present the results of the formatting checks. An example of a File Format Assessment is displayed in Figure B below. Here, each record is checked against the file format standards as found in the latest version of Technical Bulletin #4 on the [Technical Bulletin page](#) on OCC's website.

File Format Assessment
14 families were submitted without any children
3 family records with blank case identifiers
2 children were submitted without any settings
52 provider records were submitted without either the FEIN or the Unique State Provider ID

Figure B: File Format Assessment

Note that there are other file format errors. ACF-801 data files will not be processed if any of the following occur:

- The summary (header) record is omitted or missing critical information. For example, the State/Territory contact is required. If the contact name is missing, the file will not process.
- Monthly data within quarterly submissions are submitted out of chronological order (e.g., May, April, June).
- When uploading a quarterly file, if the Tech Submitter or Certifier uploads less than three (3) months, the data will not process (CARS expects three (3) files if the State/Territory submits on a quarterly basis).
- Some combination of monthly files other than one single month or three months in a defined quarter (e.g., January, February, and March) are submitted at one time.

See Table 1 below for a list of the error messages that may appear in the File Format Assessment, the file format standard, and possible ways to address each issue.

Table 1: File Format Assessment Messages

Error Message	File Format Standard	Issues to Address
<i># families were rejected because of format errors</i>	Each family record should begin with an “F” delimiter, followed by 69 record positions with family data.	Check the record for the following: - The record length is either too short or too long due to missing data, incorrectly placed data, or extra values. - The “F” delimiter may be missing. If all the records in the submission are incorrectly formatted, this may indicate a problem with mapping or extraction of the data.
<i># children were rejected because of format errors</i>	Each child record should begin with a “C” delimiter, followed by 23 record positions with child data.	Check for an error with respect to record length or the delimiter (see above).
<i># settings were rejected because of format errors</i>	Each setting record should begin with an “S” delimiter, followed by 33 record positions with setting data.	Check for an error with respect to record length or the delimiter (see above).
<i># providers were rejected because of format errors</i>	Each provider record should begin with a “P” delimiter, followed by 37 record positions with provider data.	Check for an error with respect to record length or the delimiter (see above).
<i># families were submitted without any children</i>	Each record (which represents a household receiving subsidized child care) must contain one family record and at least one child record.	Check the logic of your extraction routine to see why no children were associated with the family.
<i># children were submitted without any settings</i>	Each child record must have at least one setting record.	Check the logic of your extraction routine to see why there is no child care setting recorded for the child.
<i># family records with blank case identifiers</i>	Each family record must contain a unique state identifier. When missing, it will not be possible to distinguish this record from the others.	Check your extraction routine to ensure it is capturing case identifiers for each family. Also, check that every family in your system has a unique state identifier.
<i># setting records without Provider ID information</i>	Each setting record must contain Provider ID information (an FEIN and/or a Provider Unique State ID). When both are missing, it will not be possible to determine which provider record is associated with the setting record.	Check your extraction routine to ensure that it is capturing the FEIN and/or the Provider Unique State ID and that it is appropriately associating the information with a setting.
<i># provider records without either the FEIN or the Provider Unique State ID</i>	Each provider record must have an FEIN and/or a Provider Unique State ID. When both are missing, it will not be possible to distinguish this record from others or to determine which provider record is associated with the child’s setting record.	Check your extraction routine to ensure it is capturing FEINs and/or case identifiers for each provider. Also, check that every provider in your system has either an FEIN, a unique state ID or both.

Part B: Submission Summary

The Submission Summary contains information from two different parts of the ACF-801 file. In Figure C below, notice the first two lines:

Families receiving subsidized child care (per summary record): 2,612

Providers receiving subsidized payments (per summary record): 678

As indicated, the total number of families served and providers receiving subsidy payments during the month is taken from the summary (header) record that precedes the State's case-level submission. Other information in the Submission Summary includes counts of records accepted for processing by CARS after the file format checks are run. Any family, child, setting, or provider records that fail the file format checks are **not** counted. Only correctly formatted records will be checked for data quality, the results of which appear in the next section, *Data Quality Assessment*.

NOTE: If a State/Territory submits a full population, **and** if all family records are properly formatted, the number of families and providers reported in the summary (header) record should equal the count of families and providers processed by CARS. If a State submits sample data, the numbers of families and providers in the header record will differ from the number of family and provider records submitted and processed by CARS.

Grantees are required to submit a footnote for data element #28 to provide detail regarding the type of hours being reported. Depending upon the responses to questions #34 and #37, States/Territories may also be required to include footnotes to provide information on these related data. If footnotes are not provided, the Submission Summary will indicate that the required footnotes have not been provided. (See the latest version of Technical Bulletin #3 available on the [Technical Bulletin page](#) on OCC's website.)

ACF-801 Data Submission Summary Data Assessment Report Report Date: FFY 2023 October North Dakota	
File Format Assessment	
13	settings were rejected because of format errors.
13	children were submitted without any settings.
Submission Summary	
2,612	Families receiving subsidized child care(per summary record)
678	Providers receiving subsidized payments (per summary record)
2,611	Families
4,222	Children
4,261	Settings
678	Providers
10	Footnotes
Inconsistent family record counts.	
Data Quality Assessment	

Figure C: Submission Summary

Table 2 below list the description of counts that appear in the Submission Summary section, what each message means, and possible ways to address potential problems.

Table 2: Description of Counts on the Submission Summary

Counts	Definition	Potential Problems
<i>Families receiving subsidized child care (per summary record):</i>	The total number of families served as reported on the summary record. For example: “M20210700723840053000#Jane Smith#(703) 555-1234 ext. 684##jsmith@dhr.anystate.us\$”	If this number does not equal the total number of families that received subsidized child care as reported in the case-level data during the reported month, correct the number and re-submit the data.
<i>Providers receiving subsidy payments (per summary record):</i>	The total number of providers receiving subsidized payments as reported on the summary record. For example: “M20210700723840053000#Jane Smith#(703) 555-1234 ext. 684##jsmith@dhr.anystate.us\$”	If this number does not equal the total number of providers that received subsidized payments as reported in the case-level data during the reported month, correct the number and resubmit the data.
<i>Family Records</i>	The number of properly formatted family records counted by the system and submitted for data quality checks (any invalid/improperly formatted family records are not included in this count).	If the number of family records indicated here is inconsistent with the number of families listed in the submission summary (unless your State submitted sample data, in which case there should be a minimum of 200 family records), determine where the error is, make corrections, and resubmit the file.
<i>Child Records</i>	The number of properly formatted child records counted by the system and submitted for data quality checks.	The number of child records processed by CARS and checked for format and other errors should match the number of submitted child records. If there are fewer records, identify the error(s), make corrections, and resubmit the file.
<i>Setting Records</i>	The number of properly formatted setting records counted by the system and submitted for data quality checks.	There should be at least one setting record for each child. If the number of settings does not either equal or exceed the number of children served, identify the error(s), make corrections, and resubmit the file.
<i>Provider Records</i>	The number of properly formatted provider records counted by the system and submitted for data quality checks.	If the number of provider records indicated here is inconsistent with the number of providers listed in the summary (header) record (unless your State submitted sample data), determine where the error is, make corrections, and resubmit the file.
<i>Number of Footnotes</i>	The number of footnotes that were submitted as a part of your file. Footnotes must be correctly formatted, beginning with a number indicating the data element to which it refers. (See the latest version of Technical Bulletin #4 available on the Technical Bulletin page on OCC’s website.)	If this number does not equal the number of footnotes your State intended to submit, examine the footnotes to locate the problem, correct it, and resubmit the file.

The end of the Submission Summary section also lists contact information for the Child Care Automated Reporting System (CARS) TA Support if there are inconsistent counts between what the header record indicated and the number of records submitted.

Part C: Data Quality Assessment

The Data Quality Assessment section contains the results of the data quality checks for missing, out-of-range, or internally inconsistent values. A sample of a section of the Data Quality Assessment is in Figure D below.

Data Element (Family Data)	Missing Data	Out of Range	Internally Inconsistent	Total Errors	Subject Records	Success Rate
01: Rpt Period	0	3	0	0	13,034	99.98%
02: State ID	0	0	0	0	13,034	100.00%
03: Filler	0	0	0	0	0	N/A
04: FIPS Code	0	0	0	0	13,034	100.00%
05: Single Parent	0	0	0	0	13,034	100.00%
06: Care Reason	0	0	0	0	13,034	100.00%
07: Co-pay	0	0	256	256	13,027	98.03%
08: Subsidy Begin	0	0	0	0	13,034	100.00%
09: Income	0	0	256	256	13,027	98.03%
10: Employment	0	0	0	0	13,027	100.00%
11: TANF	0	0	0	0	13,027	100.00%
12: TANF MOE	0	0	0	0	13,027	100.00%
13: Housing/Cash	908	0	0	0	13,027	93.03%
14: Food Stamps	0	0	0	0	13,027	100.00%
15: Other Assist	0	0	0	0	13,027	100.00%
16: Family Size	0	0	501	501	13,034	96.15%
16a: Homeless Status	0	0	0	0	13,034	100.00%
16b: Family Zip Code	0	0	0	0	13,034	100.00%
16c: Military Service	0	0	0	0	13,034	100.00%
16d: Primary Language	0	0	0	0	13,034	100.00%

Figure D: Data Quality Assessment

The columns listed are as follows:

- **Data Element:** The data elements for the ACF-801 are listed in the first column. They are grouped into four sections beginning with the “Family Data” section (elements #1-16d), “Child Data” (elements #17-25a), “Setting Data” (elements #26-30), and “Provider Data” (elements #31-40).
- **Missing Data:** The number of records containing no values (blanks) for a data element.
- **Out-of-Range:** The number of records where values for the data element were present but outside the allowable range of values according to the ACF-801 data standards (see the latest version of Technical Bulletin #3 on the [Technical Bulletin page](#) on OCC’s website.)
- **Internally Inconsistent:** The number of records where values for a data element fall within the correct range of values, but conflict with the values for another, related data element (see the latest version of Technical Bulletin #3).

- **Total Errors:** The total number of missing, out-of-range, and internally inconsistent errors found for each element.
- **Subject Records:** The number of records that were checked for data quality errors. The number of family, child, setting, and provider records should be the same as those in the submission summary. [Note that the only exception is protective services cases, which do not undergo the missing, out-of-range, and internal inconsistency checks for elements relating to co-payment (element #7) or income (elements #9-15).]
- **Success Rate:** The percentage of records that passed the missing, out-of-range, and consistency checks (“Subject Records” minus “Total Errors” divided by “Subject Records”).)

NOTE – The Summary Assessment checks only the information that has been submitted in the ACF-801 data file. Each Grantee has to assure that data contained within that data file accurately represent its own CCDF program. Large numbers of missing, out-of-range, or inconsistency errors reported in this section may indicate a systematic problem with the preparation of the submission. For example:

- If more than 5% (success rate = <95%) of the records have a particular element missing, this might indicate that: 1) there is an error in the software program used to extract the required information from another database and reformat it to meet the ACF-801 Federal file format standard, or 2) the data are not stored in the database and/or that the data are not being collected. Check with your programmers to see what the exact cause may be.
- If more than 5% (success rate = <95%) of the records have a particular data element out-of-range, this could indicate a possible problem with mapping or extraction of the data. For example, the extraction program may inadvertently transform the source’s database value of “F” (female) to “4” instead of the required Federal value of “2”. Check with your programmers to see what the exact cause may be.
- If more than 5% (success rate = <95%) of the records have a particular data element noted as internally inconsistent, this could indicate a possible problem with data entry, or any of the above-mentioned extraction issues. For example, if an applicant is reported as a single parent, the family size must be greater than or equal to two (2) (one parent with at least one child). A family size of one (1) would trigger an inconsistent error message. Verify with program and IT staff on the possible cause for this issue.

Part D: Cross File Checks

The Cross File Checks (see Figure E below) are the result of a programmatic analysis of all the data that passed the file format and data quality checks. While data for individual records may appear correct, at times the data for a submission may not conform to general programmatic norms. When the values for a particular data element fail to meet a general programmatic expectation, this triggers a “red flag”, and a message is produced for that cross-file check. Check these messages to see if they apply to your program. Some Cross File Checks are conducted on the full data file while some are conducted on individual data elements.

NOTE: These standards are based on *general* programmatic characteristics for State/Territory child care programs. Not all may be applicable to your specific program.

Cross File Checks	
Please note: -----	
Element 04: No data submitted for the following counties:	
County Name	FIPS Code
-----	-----
BAYSIDE	24002
KINGGEORGE	24051
Element 9: All records have the same value.	
Element 26: Only 8% of all records have Option 4: "Licensed/regulating center-based care" checked.	

Figure E Cross File Checks

In the above full population example (Figure E), the following programmatic checks were triggered:

- For Element #4, FIPS Code, counties for which the State/Territory did not submit case records are listed – this may indicate missing information.
- For Element #9, Employment Income, all the records have the same value for this element– it is unlikely that all families would have the same income – this may indicate an extraction or other system error.
- For Element #26, Type of Child Care, 8% of records have licensed/regulating center-based care as the type of child care provider. For most grantees, this percentage is considerably higher, and may indicate a need to confirm that this figure accurately represents your program.

Tables 3 and 4 list all the notices that may result. Table 3 contains messages that result from checks made across the entire data file while Table 4 contains messages from checks that are conducted on individual data elements. Not all cross-file checks are conducted on sample submissions; these are indicated by an asterisk.

Table 3: Cross File Check Messages on Entire Data File

Cross File Check Messages - Conducted on Entire Data File
Your State submitted no families with more than one child receiving services.
Your State submitted no families with more than two children receiving services.
Your State submitted no children receiving child care services in more than one setting for the month.
Your State submitted no children receiving services in more than two settings for the month.
Your State submitted no providers serving more than one child for the month.

Table 4: Cross File Check Messages for Individual Data Elements

Data Element	Cross File Check Messages - Conducted on Individual Data Elements Asterisks (*) indicate checks <u>not</u> conducted on sample submissions
01: Report Period	- Month/Year of Report Period is not the same as that of the Summary Record.
02: Unique State Identifier	- No identifiers submitted. Please submit unique case identifiers.
03: Filler	- No checks.
04: FIPS Code	- No data submitted for the following counties: Name/FIPS Code.* - x % of all records have the same FIPS code, County Name.*
05: Single Parent	- None of the records indicates Single Parent Status. - Only x% of all records indicate Single Parent status.
06: Reason for Care	- None of the records indicates Option 1: "Employment, including on-the-job training" as the reason for receiving subsidized child care. - None of the records indicates Option 2: "Training/Education" as the reason for receiving subsidized child care. - None of the records indicates Option 3: "Both Employment and Training/Education" as the reason for receiving subsidized child care. - x % of all records indicate Option 4: "Protective Services" as the reason for receiving subsidized child care. - All records have the same value.
07: Family Co-pay	- All records have the same value.
08: Subsidy Began	- All records have the same value. - Element 01 and Element 08 have the same value in x% of the records.
09: Family Income	- All records have the same value.
10: Employment	- All records have the same value.
11: TANF	- All records have the same value. - None of the records indicates "TANF Income." - Only x% of all records indicate "TANF Income."
12: State Dollars counted towards TANF MOE	- No checks.
13: Housing Voucher or Cash Assistance	- All records have the same value. - None of the records indicates "Housing Voucher or Cash Assistance." - Only x% of all records indicate "Housing Voucher or Cash Assistance."
14: Supplemental Nutrition Assistance Program (formerly Food Stamps)	- All records have the same value. - None of the records indicates "Assistance under the Food Stamp Act of 1977." - Only x% of all records indicate "Assistance under the Food Stamp Act of 1977."
15: Other Federal Cash Income Programs (e.g., SSI)	- All records have the same value. - None of the records indicates "Other Income Sources." - x% of all records indicate "Other Income Sources."
16: Family Size	- All records have the same value.
16a: Homeless Status	- No checks.
16b: Family Zip Code	- No checks.

Data Element	Cross File Check Messages - Conducted on Individual Data Elements Asterisks (*) indicate checks <u>not</u> conducted on sample submissions
16c: Military Service	- No checks.
16d: Primary Language	- No checks.
17: Filler	- No checks.
18: Hispanic/Latino	- All records have the same value.* - None of the records indicates "Hispanic/Latino" ethnicity. - Only x% of all records indicate "Hispanic/Latino" ethnicity. - None of the records indicates "No Response".
19: Am.Ind./AK Native	- All records have the same value.* - None of the records indicates "No Response".
20: Asian	- All records have the same value.* - None of the records indicates "Asian" race. - Only x% of all records indicate "Asian" race. - None of the records indicates "No Response".
21: Black/African-Am.	- All records have the same value.* - None of the records indicates "Black or African American" race. - Only x% of all records indicate "Black or African American" race. - None of the records indicates "No Response".
22: Hawaiian/Pacific Isl.	- None of the records indicates "No Response".
23: White	- All records have the same value. - None of the records indicates "White" race.* - Only x% of all records indicate "White" race. - None of the records indicates "No Response".
24: Sex	- None of the records indicates Option (2): "Female" as child sex. - x% of all records indicate Option 2: "Female" as child sex. - None of the records indicates "No Response".
25: Birth Mo./Yr.	- All records have the same value.
25a: Child Disability	- No checks.
26: Type of Care	- All records have the same value. - Less than 10% of all records have Option 1: "Licensed/regulated in-home child care" checked. - Less than 10% of all records have Option 2: "Licensed/regulated family child care" checked. - Less than 10% of all records have Option 3: "Licensed/regulated group home child care" checked. - None of the records has Option 4: "Licensed/regulated center-based care" checked. - Only x% of all records have Option 4: "Licensed/regulated center-based care" checked.
27: Total Payment	- All records have the same value.
28: Hours of Care	- All records have the same value.
29: Provider FEIN	- No checks.
30: Provider Unique State ID	- No checks.
31: Provider FEIN	- No checks.

Data Element	Cross File Check Messages - Conducted on Individual Data Elements Asterisks (*) indicate checks <u>not</u> conducted on sample submissions
32: Provider Unique State ID	- No checks.
33: QRIS Participation	- No checks.
34: QRIS Rating	- All records have the same value.
35: Accreditation Status	- All records have the same Option 1: Yes: National Accreditation - All records have the same Option 2: Yes: State Accreditation - All records have the same Option 3: Yes: Other Accreditation (Not National or State Level) - All records have the same Option 4: Yes: Level/Type of Accreditation Unavailable
36: Provider is Subject to State Pre-K Standards	- All records have the same Option 0: No - All records have the same Option 1: Yes
37: Other State-defined Quality Measure	- All records have the same Option 0: No - All records have the same Option 1: Yes
38: Head Start/Early Head Start Standards	- No checks.
39. Provider Zip Code	- No checks.
40. Inspection Date	- No checks.

V. Data Viewer Reports in CARS

Data Viewer reports which were previously available to states/territories that installed the *Data Viewer* software and uploaded their data are now available in CARS Reports Module. To access the reports, log into CARS and select the **REPORTS** module in the top left-hand corner of the screen and click the **ACF-801** radio button. The reports that were available in the *Data Viewer* as well as other data file submission reports will display in the drop-down list. Select the **Report** and the **Federal Fiscal Year** and **Date Range** for the report you want to display. *Note states/territories will only be able to view their own reports.*

Child Care Automated Reporting System

CARS
Child Care Automated Reporting System

Account Management
Last Login Time: 8/9/2022 9:16 AM EDT

Modules
☒ ACF-801 ☐ ACF-901

STATE REPORTS

Filters

Reports: Select Report
Federal Fiscal Year: FFY 2023
Date Range: Oct 1, 2022 - Oct 31, 2022
Regions (1): Region I
States (1): New Hampshire

VI. Summary and Conclusions

This Bulletin provided information on How To use the Summary Report that is generated and provided to lead agencies after their ACF-801 data file is submitted and processed. The Summary Report provides a view of the data file as a whole and allows States/Territories to assess potential errors with extraction, mapping, or data collection. The Office of Child Care prepares the Report to Congress based on the ACF-801 data which is published on the OCC website. It is important that the ACF-801 data submitted are accurate and complete.

For more information about the data quality checks and file format standards for ACF-801 case-level data, see the latest versions of Technical Bulletins #3 and #4 on the OCC website at <https://www.acf.hhs.gov/occ/training-technical-assistance/current-technical-bulletins>.

If you have questions and need assistance, contact the Childcare Automated Reporting System (CARS) TA Team, Monday-Friday 9:00 AM - 6:00 PM, Eastern Time:

Phone (toll free): 1-877-249-9117

E-mail: CARS@acf.hhs.gov