

The Chicago Department of Children and Youth Services Child Care Close out deadline has been extended to July 16th, 2007 at 5PM as we are still working with agencies to resolve cases. CYS's commitment is to make sure that we respond /resolve issues listed on your unbilled reports and/or IMEDGE cases. Agencies should check the CCMIS supplemental system daily, as we are updating CCMIS daily for agencies to supplement.

Starting July 9th 2007, CYS will implement its new reject policy, outlined in a CYS memo (dated July 3rd from Kenneth McGhee, Deputy Commissioner) related to required documentation need to apply for child care.

“Delegate agencies are responsible for determining child care eligibility and must exercise due diligence in providing all of the required documentation for client case files.”

Quick Fact

TOP FIVE REASONS FOR CYS REJECTING CASES

1. No co-pay worksheet attached to case file
2. No current or consecutive paychecks
3. Nothing scanned in the case file
4. Scanned documents aren't readable
5. 3455 Application not signed

Important Close-Out Dates

We have extended the deadline for supplementals.

Email inquiries for missing children for June 2007, are due JULY 11th 2007.

All FY'07 Regular Child Care Billings and Supplemental Billings ' are DUE on Monday, July 16th, 2007, at 5 p.m. @ CYS 4 th Floor 1615 W. Chicago Ave.

Due to IDHS requirements, there will be no exceptions regarding deadline dates. Access to CCMIS FY'07 will be terminated on the established deadline date. Failure to meet deadline dates will result in loss of compensation.

Regular monthly COPA, CCMIS, IMEDGE classes will be offered and registration will be posted on COPA.

Please keep in mind that CYS Finance staff will be working closely with agencies to ensure maximum reimbursement and full utilization of our Child Care Grant.

We appreciate your cooperation. Should you have any questions or concerns about unbilled children and/or unbilled reports, please contact Daryl Hobbs at (773) 375-0700 or email at daryl.hobbs@cityofchicago.org

Should you have any other questions and/or comments, please contact Bryant Askew, Supervisor of Accounting at 312-743-3641 or email at bryan.askew@cityofchicago.org

Upcoming System Enhancements

CYS is moving toward incorporating CCMIS into COPA, where billings will be based off of attendance taken for the child. Please note Agencies will be invited to a design overview commenting session in the late August.

IMEDGE enhancements are also forthcoming which include new queues to manage cases, efficiently.

CYS will give each agency an email account that CYS will utilize to communicate issues, reports, and memorandums.

CYS will begin sending, via email, an eligibility report of children listed in CCMIS for each agency.

CYS is moving towards having electronic versions of IDHS child care forms.

Tips & How to do's

Child Care case files must be submitted on a timely basis e.g., applications within 10 days of Parent Signature, redeterminations up to 30 days before they expire and that all Child Care case files are routed in IMEDGE on or before the last business day of each month.

Submitting Child Care case files on a timely basis will ensure that you maximize reimbursement on your regular monthly billing.

Agencies should access and manage the reject queue in **IMEDGE** daily to address any issues with cases files in a timely manner. The **REJECT** queue is where an Agency will find all of the cases that have a request for additional information. (RAI's)

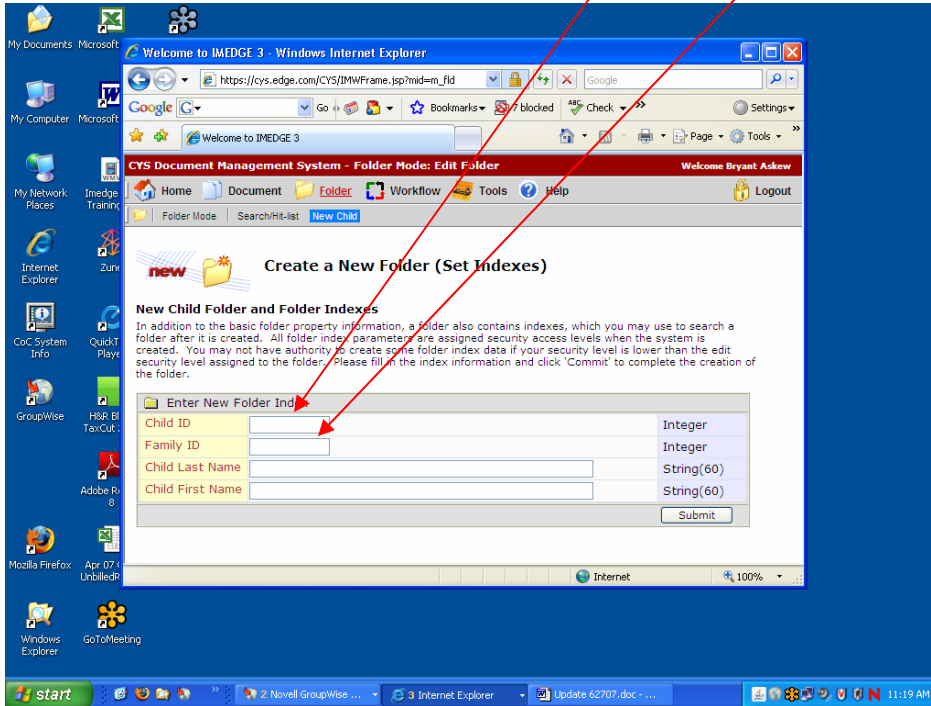
Child Care eligibility is based on the Family. Agencies should not submit multiple case files for the same family. Agencies should submit one (1) 3455 for the family and submit 3456 (Change of Information) to add siblings to the program.

Delegate Agencies when forwarding a case for review can add a note to the case with important information you would like for CY5 to know about.

Question & Answers

1. Are we suppose to re-scan the original HSEV at Re-determination for collaboration children?
Answer: No, provided you follow IMEDGE re-determination procedure.
2. Are we suppose to re-scan the child birth certificates at Re-determination, for collaboration and child care only pre-school children?
Answer: No, provided you follow IMEDGE re-determination procedure.
3. If we have used a birth certificate for proof of a family member, does this need to be re-scanned at Re-determination? For all types of cases?
Answer: No, provided you follow IMEDGE re-determination procedure.

To alleviate duplicates cases in IMEDGE, agencies should always SEARCH in folder mode first. If a user has inputted the **Child ID**, **Family ID** with the child's first and last name, you have created a cases file in IMEDGE. There is no need to create the cases again.



To quickly assess all your agency cases that are in IMEGDE, the agency should do a folder view search based on their agency

The screenshot displays the 'Welcome to IMEGDE 3 - Microsoft Internet Explorer' browser window. The address bar shows the URL: https://cys.edge.com/CYS/IMWFFrame.jsp?mid=m_fid. The page title is 'CYS Document Management System - Folder Mode: Admin Folder' and it includes a 'Welcome Bryant Askeew' message. The navigation menu contains 'Home', 'Document', 'Folder', 'Workflow', 'Tools', and 'Help'. A 'Logout' button is also present. The main content area is titled 'Folder Index Search' and includes a search icon and the text 'Folder Index Search Instructions'. The instructions state: 'Select a Folder Type first. You may narrow your search to a workflow queue by selecting a queue from the "Limited by a Workflow Queue" dropdown list. The search will include all folders in the system if no workflow queue is selected. Then, select an "Index Field" and an "Operator", and enter a value in the "Value" field. You may further narrow your search by adding more query items. Click the "Submit" button to begin your search.'

The search form, titled 'JAVA Applet - IMEGDE Smart Query Broker', contains the following fields:

- Select a Folder Type: Case
- Limited by a Workflow Queue: [All]
- Index Field: Agency
- Operator: Equal to
- Value: [None]

Below these fields are five additional rows, each with 'Index Field', 'Operator', and 'Value' dropdown menus, all currently set to '[None]'. At the bottom of the form are 'Submit' and 'Clear' buttons. A 'MSG:' label is located at the bottom left of the form area.

The Windows taskbar at the bottom shows the Start button, several open applications including 'Novell GroupWise - M...', 'Child Outcome Planni...', 'Welcome to IMEDG...', and 'Child Care update - M...', and the system tray with the time '4:25 PM'.

Stamp Date: If this column has a stamp date for the case, then you have forwarded the case to CY5 for review. If there is no date in the column you have not forwarded this case to CY5.

Approved Date: This date means that the case has been IPACS reviewed, approved by CY5

Welcome to IMEDGE 3 - Microsoft Internet Explorer

Address: https://cys.edge.com/CYS/IMWFFrame.jsp?mid=m_fm...

CYS Document Management System - Folder Mode: Admin Folder

Home Document Folder Workflow Tools Help

Folder Mode Search/Hit-list New Child Logout

Index Searching Result Hit-list

Following is the searching result hit-list for your search. Click on the [Search](#) tab to go back to your index searching page to refine your searching criteria. Click on the "ID" link associated to the item will display the detailed information for the item selected. Click the column heading to sort the list by the column.

Count	Folder ID	FolderName	Child ID	Agency	Stamped Date	Stamped By	Approved Date	Approved By
1	00000KSK	Case (03/09/07) GLEE, TREYNAE	160633					
2	00000KSP	Case (03/09/07) GREEN, LAQUITA	160636					
3	00000KSR	Case (03/09/07) HARRIS, ADMENESHA	160625					
4	00000KST	Case (03/09/07) HINES, JEFFERY	160608					
5	00000KSZ	Case (03/09/07) BAKER, ASHLEY	160623					
6	00000KT6	Case (03/09/07) NELSON, JALISA	160564					
7	00000KTC	Case (03/09/07) MCMICHAEL, NICCO	160561					
8	00000KTH	Case (03/09/07) MITCHELL, BRANDY	160643					
9	00000KTK	Case (03/09/07) MURPHY, KIANNA	160620					
10	00000KTQ	Case (03/09/07) BAQUET, ISIS	160543					
11	00000KV7	Case (03/09/07) LUBERTA, JOHNSON	160578					

Applet com.edge.applet.QueryBrokerApplet started

Start Novell GroupWise - M... Child Outcome Planni... Welcome to IMEDG... Child Care update - M... Windows Media Player 4:15 PM

IMEDGE Re-determination Procedure

How to Re-Determine a Case using IMEDGE

1. Search for the Child folder.
 - a. Click Folder on the Main Menu (you may need to click Close on the Function Menu first, if a Case folder is currently opened).
 - b. IMEDGE displays the Folder Operating Modes window.
 - c. Click Edit Folder.
 - d. IMEDGE displays the Folder Index Search window.
 - e. Build the following search statement.
Folder type = Child
Index Field = Child ID
Operator = Equal to
Value = the Child ID as given on the 3455 form
 - f. Click Submit.
 - g. IMEDGE Web displays a Hit-list of your search results.
 - h. Click the Folder ID link, if the Hit-list includes the desired folder; otherwise, click on the Search tab to refine your search query.
 - i. IMEDGE opens the folder in the Folder View window.
2. Create another Case folder, by Click the "Add a Case" button.
3. Scan documents into the Case Folder. (refer to the page 14 of the IMEDGE manual for instructions on how to do so).
4. Route the redetermination case to Clerk Review.