

The Chicago Department of Children and Youth Services Child Care Close out is July 13, 2007 at 5PM and we are still working with agencies to resolve cases. CY'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.

### **Important Close-Out Dates**

**We have extended the deadline for supplementals for the period of July '06 to February '07 until JUNE 15 2007, <sup>th</sup> only for those agencies we are still working with on unresolved issues for that period.**

Email inquiries for missing children for **March through May 2007**, are **DUE JUNE 15 th 2007**.

Supplemental billings for the period **March 2007 through May 2007** are due **JUNE 22 th 2007**.

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

Supplemental billings for the period June 2007 are due JULY 13 th 2007.

All FY'07 Regular Child Care Billings and Supplemental Billings ' are DUE on Friday, July 13, 2007 , at 5 p.m. @ CY 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 we will offered and registration will be posted on COPA.

Please keep in mind that CY 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, please contact Bryant Askew, Supervisor of Accounting at 312-743-3641.

## Upcoming System Enhancements

CYS is moving toward incorporating CCMIS into COPA, where billings will be based off of attendance taken for the child.

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.

### 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.

Child Care case files for June 2007 must be routed to "Clerk Review" in CYS IMEDGE system on or by June 29, 2007 . Submitting Child Care case files on a timely basis will ensure that you maximize reimbursement on your regular monthly billing and meet close out deadlines.

Agencies should access and manage the reject queue in IMEDGE daily to address any issues with cases files in a timely manner.

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

Welcome to IMEDGE 3 - Microsoft Internet Explorer

Address: https://cys.edge.com/CYS/IMWFFrame.jsp?mid=nm\_fid

CYS Document Management System - Folder Mode: Admin Folder

Welcome Bryant Askew

Home Document Folder Workflow Tools Help

Folder Mode Search/Hit-list New Child

Search Hit-list

### Folder Index Search

**Folder Index Search Instructions**  
 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.

**JAVA Applet - IMEDGE Smart Query Broker**

Select a Folder Type: Case Limited by a Workflow Queue: [All]

Index Field: Agency Operator: Equal to Value: [None]

[None] [None] [None]

[None] [None] [None]

[None] [None] [None]

[None] [None] [None]

[None] [None] [None]

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

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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 it 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   | BBF Family Services |              |            |               |             |
| 2     | 00000KSP  | Case (03/09/07) GREEN, LAQUITA    | 160636   | BBF Family Services |              |            |               |             |
| 3     | 00000KSR  | Case (03/09/07) HARRIS, ADMENESHA | 160625   | BBF Family Services |              |            |               |             |
| 4     | 00000KST  | Case (03/09/07) HINES, JEFFERY    | 160608   | BBF Family Services |              |            |               |             |
| 5     | 00000KSZ  | Case (03/09/07) BAKER, ASHLEY     | 160623   | BBF Family Services |              |            |               |             |
| 6     | 00000KT6  | Case (03/09/07) NELSON, JALISA    | 160564   | BBF Family Services |              |            |               |             |
| 7     | 00000KTC  | Case (03/09/07) MCMICHAEL, NICCO  | 160561   | BBF Family Services |              |            |               |             |
| 8     | 00000KTH  | Case (03/09/07) MITCHELL, BRANDY  | 160643   | BBF Family Services |              |            |               |             |
| 9     | 00000KTK  | Case (03/09/07) MURPHY, KIANNA    | 160620   | BBF Family Services |              |            |               |             |
| 10    | 00000KTQ  | Case (03/09/07) BAQUET, ISIS      | 160543   | BBF Family Services |              |            |               |             |
| 11    | 00000KV7  | Case (03/09/07) LUBERTA, JOHNSON  | 160578   | BBF Family Services |              |            |               |             |

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

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### 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.