The CCDF Policies Database:
How to Use the Excel Data Files

Updated February 6, 2017

Introduction

The full detail of the CCDF Policies Database through the most current year of verified information is available for public use. The files are available in Excel format. As currently structured, the entire database detail is available in one Excel file. The Excel files are intended to be used with the CCDF Policies Database Codebook (available under the Database Codebooks tab on the website).

When to use the Excel Data Files vs. the Search Tool

The search tool available on the website (under the Search Database tab) allows users to produce customized tables by choosing the variable category, variables, state, date, and additional filters. The full data files differ from the possible tables produced through the search tool in a few ways:

- All public data are included in a single Excel file.
  - » The file includes every category from the database and every variable in each category.
  - » The file includes all years of public data, including any data available for years prior to 2009.
- The data are downloaded as raw data (minus "value labels"). This might be useful for users who wish to use the data for research and analysis purposes.

Note that all of the information available through the search tool is also available in the full data files.

How to Read the Data in the Excel File

The Excel workbook contains numerous worksheets. Each worksheet is a data table with information on a particular category of CCDF policies. (The policy categories are described below.)

Each data table contains many rows and columns of information. The first row of the Excel table (one table per Excel sheet) shows the column headings. The additional rows each represent a record of information. A record is all of the information for that category for a given state, county, provider type, and time. In some cases, there is only one record (row) per state. This occurs if the state has made no changes in a particular policy area during the time period covered by the Database. If a state makes changes in a certain policy area each year, there is at least one record per year. In some cases, there are multiple records representing variation in policies at the county level or by provider type during a particular time period. By reading across the row, you can see the state, county (or all counties), child care subsidy program name, provider type (or all providers), provider subtype, and dates to which a record applies (in the initial columns), and the policies that are/were in place (in the remaining columns).

Policy Categories

The Excel file is broken into several different tables (sheets) of information. Most of the tables provide records for different categories of information. The categories of policy are (with corresponding tab labels):

- Administration (Administration)
- Appeals (Appeals)
- Basic Application Criteria (Application)
- Asset Tests (AssetTests)
- Terms of Authorization (Authorization)
- Background Checks for Unregulated Providers (BackChecks)
- Basic Eligibility and Other Requirements for Unregulated Providers (BasicElig)
- Requirements for Reporting Changes (ChangeReporting)
- Copayment Adjustments (CopayAdjust)
- Copayment Administration (CopayAdmin)
- Copayment Amount (CopaymentAmount, CopaymentAmount2, CopaymentAmount3)
- Copayment Exemptions (CopayExempt)
- Copayment Income Thresholds (CopaymentThresholds, CopaymentThresholds2, CopaymentThresholds3)
- Early Learning Guidelines (EarlyLearn)
- Basic Criteria for Eligibility (EligCriteria)

- Eligibility Thresholds (EligThresholds)
- Definition of Family (FamilyDef)
- Health and Safety Checklist Requirements for Unregulated Providers (HealthSafety)
- Income Definition (IncomeDef)
- Priority Policies (PriorityPolicies)
- Professional Development (ProfDev)
- Program Development (ProgramDev)
- Other Provider Policies (ProviderPolicies)
- Quality (Quality)
- Redetermination (Redetermination)
- Reimbursement Rate Policies (ReimbursePolicies)
- Reimbursement Rates (ReimburseRates)
- Training Requirements for Unregulated Providers (TrainReq)
- TB Prevention Requirements for Unregulated Providers (TubercPrev)
- Verification (Verification)
- Waiting List Policies (WaitList)
- Other Provider Policies: Who May Provide Care (WhoAuthorized)

More detail on the categories of information and the variables included in each category can be found in the CCDF Policies Database Codebook.

Columns of Information

Each of the Excel tables listed above contains the following columns of information:

- **State** – The state to which the record (row of information) applies. The state FIPS code is listed here. The lookup table for the FIPS codes can be found under the tab 0_statecodes towards the beginning of the Excel document.
- **County** – The county to which the record applies. In some cases, the record will apply to all counties in the state, while in other cases the record will apply to a specific county. The lookup table for the county codes can be found under the tab 0_counties near the beginning of the Excel document.
- **Program** – The name of the given state's primary child care subsidy program. The lookup table for the program names can be found under the tab 0_programs near the beginning of the Excel document.
- **Family Group (FamilyGroup)** – The family group to which the record applies. This may be families with children with special needs, families receiving TANF, or some other

subset of families. In most cases, the record will apply to all families. The lookup table for the family group codes can be found under the tab 0_familygroups near the beginning of the Excel document.

- **Provider Type (ProviderType)** – The type of provider to which the policies in the record apply. Provider types include center based providers, family child care home providers, group family child care home providers, and in-home providers. More information on how these provider types are defined can be found in the CCDF Policies Database Codebook. In most cases, the record will apply to all provider types, but for categories that address provider related policies, such as reimbursement rates or health and safety requirements, policies may vary by the type of provider. Specific codes for the provider types can be found under the tab 0_providertypes.

- **Provider Subtype (ProviderSubtype)** – Additional detail about the type of provider to which the policies in the record apply. In some cases, provider types vary by more than just center, family, group, or in-home care. States may use quality enhancement systems or provide different policies for licensed and non-licensed providers. In these cases, this additional detail is captured under the provider subtype variable. The codes for provider subtype can be found in the tab 0_providersubtypes.

- **Begin Date (BeginDat)** – The beginning date for the policies captured in the record. This indicates when the policies went into effect.

- **End Date (EndDat)** – The end date for the policies captured in the record. This indicates when the policies were no longer in effect. If any policy in a record changes, an end date is assigned to the record and a new record is started. In some cases, several policies (variables) will have changed between records, while in other cases only one policy may have changed while the other policies are still in effect.

- **Begin Majority Date (BeginMajority)** – The beginning date for the policies captured in the record if the record captures the policies that apply to the majority of the people in the state. When policies vary at the sub-state level, by family group, or by provider types, multiple records will be coded. The record with a majority date coded to match the begin date is the record that applies to the local area, family group, or provider type that represents the most people in the state.

- **End Majority Date (EndMajority)** – The end date for the policies captured in the record if the record captures the policies that apply to the majority of the people in the state.

- **Majority Checkbox (MajorityRec)** – The record that is considered the primary policy for the state, used to determine which record to display in the Search Tool when a user selects to see only a single primary policy. The primary record is the record that applies to the majority of the population in a given state and time period.

- **Variables** – The specific policies captured within the category. Each variable is given a name that can then be looked up in the CCDF Policies Database Codebook in order to find the definition of the specific variable, the options and values for coding the variable, and any additional notes on how the variable is coded.
- **Variable Notes** – The additional notes that accompany each variable. Almost every variable in the database has a notes field that allows coders to document additional information about the variable. This information may be an additional explanation about the state policy or notes on how the policy varies in given cases. The notes fields' names consist of VariableName_Notes. There are a few exceptions to the inclusion of notes fields. In the case of copayment amounts and thresholds, a separate notes field does not exist for each variable. For eligibility thresholds, there is one notes field for initial eligibility thresholds and one notes field for continuing eligibility thresholds. Finally, for reimbursement rates, there is one notes field for the general rates and one notes field for the before-and-after school rates.
- **Category Notes (Notes)** – The additional notes that apply to the category as a whole. Each category has a category notes field that allows coders to capture additional notes for a given state and record. These notes generally apply to the entire category or numerous variables within the category rather than to a specific variable.

Additional Tables

In addition to the categories of policy captured in the Excel file, additional tables (listed here with corresponding tab labels) in the Excel file include the codes needed to read the data (as described above):

- Categories (0_categories)
  - » Additional internal database information about the categories of policy. Not necessary for use in reading the data files.
- Counties (0_counties)
  - » County codes and corresponding county names.
- Family Groups (0_familygroups)
  - » Family group codes and corresponding family group names.
- Programs (0_programs)
  - » Program codes and corresponding program names.
- Provider Subtypes (0_providersubtypes)
  - » Provider subtype codes and corresponding provider subtype names.

- Provider Types (0_providertypes)
  - » Provider type codes and corresponding provider types.
- State Codes (0_statecodes)
  - » State FIPS codes and corresponding state names.