APPENDIX B2. STATE INSTRUCTIONS FOR SUBMISSION OF ADMINISTRATIVE DATA



EPICCS Froneous Payments in Childcare Centers Study

State Instructions for Submission of EPICCS Data File

OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX

Notes:

- The system times out after 30 minutes of inactivity.
- The screenshots included in these instructions were captured from a test version of the website. The actual screens on the website may appear slightly different.
- You will need the State user ID and password to login to the website. This was provided in the initial mailing packet.
- Contact us at 855-272-0058 or <u>EPICCS@westat.com</u> if you have any technical questions or issues using the website.
- Contact your State technical assistance liaison if you have any questions about the date file format or content before uploading your data file. Their contact information is included in your cover letter and on the website.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information.





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Erroneous Payments in

1) Go to: <u>https://www.epiccs-statefile.org</u>

• The website's landing page has a link for login, contact information for EPICCS, and links to documents to assist you in uploading your data files (see Figure 1).

Figure 1 – Website Landing Page

	United States Departm Food and Nutri Childcare Centers Study	Skip Navigation ent of Agriculture tion Service
Erron	eous Payments in Childcare Centers Study (EPICCS) State Data File Submission	Click here to Login.
Data File Submi Study Contact • EPICCS Help Des EPICCS @w estat.c Phone: 1-855-272-0059(2 Secure Fax: 1-844-224-2889(2 Hours: 9:00 anto: Eastern Time • Kokopelli Contac (PDF)	Ston Found field: Exact the Data File Submission System EPICCS State Data File Submission System. Thank you for participation and contribution to continuous improvements in the Child and Adult Care Food Program (CACFP). You are one of 25 States participating in EPICCS, which include: AL, AR, CA, CO, CT, FL, GA, ID, IL, KS, LA, MD, MN, MI, NJ, NY, NC, OH, PA, SC, TN, TX, VA, WA, WI. States should log into this system to submit the requested data files. Our team are here to help. Your first point of contact for guidance and support is your liaison from Kokopelli. Click on the 'Kokopelli Contacts' link to the left for your liaison's contact information. You can also contact the EPICCS help desk if you have any questions or need technical assistance. Reference Documentation for Data File Submission • Data File Specifications: (PDF, XX KB). To access PDF Files, Adobe@ Acrobat@ Reader software must you done thave the Adobe@ soft@ cantextalled on your computer you can dowload it at the folder.	n be used. If
Find study contact here.	S you do not have the Adobe@ soft we installed on your computer you can dowload it at https://get.adobe.com/reader Sample Data File: (XLSX, XX KB) file th	these links to get specifications or e suggested file

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Erroneous Payments in Childcare Centers Study

- 2) Click the "Login" link to open the Login screen.
 - Enter your user ID and password in the appropriate fields and click the "Log in" button or hit "Enter" (see Figure 2).
 - Remember, passwords are case sensitive.
 - After a successful login, your State's Home Page opens (see Figure 3).

Figure 2 - Login Screen

۳(EPICCS oneous Payments In dcare Centers Study		United States Department of Agriculture Food and Nutrition Service
Erroneous	Payment	s in Childca	are Centers Study (EPICCS) State I	Data File Submission
Data File Submission	You are here	: <u>Data File Submi</u> s	ssion > Login	
Study Contact				
EPICCS Help Desk			Login	
EPICCS@w estat.com		User ID:	NY	
Phone:	$ \Longrightarrow $	Password:		
Secure Fax: 1-844-224-2889			Log In	
Hours: 9:00 am to 5:00 pm Eastern Time				
 Kokopelli Contacts (PDF) 				





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3) To securely upload your State's data file(s), click on "Upload" on the middle of the page or on the left side of the screen (see Figure 3).

EPICCS Encneous Payments In Childcare Centers Study	Skip Navigation
Erroneous Payments in Childcare Centers Study (EPICCS) State	Data File Submission
Data File Submission You are here: Data File Submission > Submitting Data Well the set EPICCS State Data File Submission System Submitting Data EVECS State Data File Submission System	Logout
Upload Upload • Check Your Sumission Status • Check Your Sumission Check Your Submission Status • Logout View the current submission status for each data file you have uploaded.	
Study Contact EPICCS Help Desk EPICCS@w estat.com Phone:	
1-855-272-000562 Secure Fax: 1-844-224-28962 Hours: 9:00 am to 5:00 pm Eastern Time Kokopelli Contacts (PDF)	

Figure 3 – State Home Page Screen



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4) Click on the "Browse..." button to navigate to the location of the data file on your computer, and click the "Open" button (see Figure 4).

Figure 4 – Browsing for Data File

	¥.	EPICCS Encreous Payments In Childcare Centers Study		United Star Food a	Skip Navigation les Department of Agriculture nd Nutrition Service	
	Erroneous	Payments in Childcare	Centers Study (EPIC	CS) State Data File Subm	ission	
	Data File Submission Welcome, Leo	You are here: Data File Submission Submit: Select file	> <u>Submitting Data</u> > Upload		Logout	
	Submitting Data Upload	Note: Only Excel and comma-de	liniated files are acceptable (alid file extensions	Use "Brow	se"
	Cneck four Submission Status Logout	are .xls, .xlsx and .csv).		Browse	to navigat	e to on.
Choose File to Upload	Study Contact	a File Examples	urch Test Site - Data File Ex., 9	1		
Organize New folder			······································			
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File name: NewYorkDataf	ile2.xlsx	Ċ	es ()			





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- 5) Next, click on "Submit File" to upload your data file (see Figure 5).
 - You can upload multiple files; however, only one can be at a time.
 - A thank you message displays when your file is uploaded (see Figure 6).

Figure 5 – Uploading Data File

¥	EPICCS EPICCS Childare Centers Study	USD,	Skip Navigatio
Erroneous I	Payments in Childcare Centers Study (EPICCS) State	e Data Filo	e Submission
Data File Submission	You are here: Data File Submission > Submitting Data > Upload		Logout
Welcome, Leo	Submit: Select file		
 Submitting Data 			
Status Logout Study Contact	KIEPICCSISamplingiKokopelli State Data File Website InstructionsITest Browse	\$	
EPICCS Help Desk	Submit File		
EPICCS@w estat.com			
Phone: 1-855-272-0058		Once	the data file nan
Secure Fax: 1-844-224-2889		is	opened onto the
Hours: 9:00 am to 5:00 pm Eastern Time		website screen, click t	
- Kakanalli Cantaata		"Sub	mit File" button f

6) You can confirm the upload of your file by clicking "Check Your Submission Status" located on the left side of the screen. This action opens the Data File Status screen for your State (see Figure 7 on next page).

Figure 6 – Thank You Message & Option to Check Submission



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Figure 7 – Data File Status

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		Erroneous Payments In Childcare Centers Study		Food and Nutrition Service
Erroneous I	Payr	ments in Childcare Centers	Study (EPICCS) State	Data File Submission
a File Submission	You	are here: Data File Submission > Submitting	Data > Site Status	_
				Logi
Submitting Date	Da	ta File Status		
Upload				
	<< P	Previous Next >> Records: 3		
Check Your Submission Status		Status 🔿	Date Received	File Nam e
Logout	1.	Kokopelli - file accepted	6/10/2015 3:52:49 AM	New York Example.xisx
	2.	Kokopelli - file needs followup	6/10/2015 4:06:32 AM	New York Example 2 xlsx
dr: Contact	3.	Submitted	7/6/2015 5:38:32 PM	NewYorkDataFile2.xlsx
dy contact	<< P	Previous Next >>		
PICCS Help Desk	Sean	ch: Status V Contains V	Find	
FPICCS@w estat.com				
1-855-272-0058				
Secure Fax:				
1-844-224-2889				
Hours: 9:00 am to 5:00 pm				
Eastern Time				
Eastern Time				

7) When you have completed uploading data files, click on "Logout" located on the top right side of the page (see Figure 7).

Thank you again for your participation!