TO: Local Health Directors, ATC contacts, County Finance Officers
From: Aid to County Database Quality Improvement (ATC QI) Team
Date: November 7, 2018
Subject: Revisions to Aid to Counties (ATC) database and New Report

The ATC QI team has been working diligently over the past months to come up with some revisions to the ATC database. The information below outlines those revisions and some things to look for in the future.

As you know, in the past you had to "print screen" each page of your ATC report in order to have the documentation you are required to maintain. A new report format has been created that will allow you to print the entire report at one time. One caveat to this is if you have a need to maintain the detail of a particular entry, you will need to continue to use the print screen function for this.

To print your monthly report, you will select the **"Reports"** tab in the ATC database. On the dropdown menu, select **"Expense Line Items"**. This will bring up a screen where you can select the FY and month you want to print. Click **"View Report"**. You may need to do some formatting in order to get the report to print the way you want to see it. Otherwise, select "Print" and you are done. All pages of the report will print at one time. Screen shots will be included in the training (see below) when it is presented.

Other changes you will note are as follows:
- In the Line Item Detail, once you have used all the allocation for a particular line, the line will remain in place so that if an amendment is needed in future months, you may still go back to that line and make the correction.
- You are now only seeing Line Items for which you have allocations and for all "Local Use Only" ZZZ items. This should make it much easier for you to maneuver through the database as you enter your monthly expenditures and revenue.
- The column titles for 101, 102 and 103 have been changed for more clarity.   They now read County Appropriations 101, Medicaid Revenues (local) 102, and Other Local Revenues (fees, grants) 103.
- Once you are on a page and you have keyed your entry, then save, the system will take you back to the page you were on. Hopefully this will be a great timesaver.

- The column header DENR and the Environmental Health Line Items have been removed. DENR does not house EH any longer so this is not a column that was required. EH funds are not connected to an Agreement Addenda and are therefore no longer appropriate to include. Report Temporary Food Establishment (TFE) and Lead Investigations under 110 General Aid to County going forward. Continue to use the TFE column for now. This will be removed at some point in the future and additional instructions provided. Lead Investigations should be reported under Local 101.

Future memos, trainings and other documents regarding the ATC database will be stored on the DPH/LHD website as they are developed. A "toolkit" header will be added under the **Administrative Consultant** tab as soon as there is anything to be included.

We are in the process of preparing a training for LHD and county finance staff, as well as, updating the County User Manual that has been in existence since 2015. As you can imagine there are many revisions that need to be made to the manual, so it may take a bit for it to be completed. The Single County & District Health Department instructions are currently on the DPH/LHD website under the **Administrative Consultant** tab: sub-header Time Equivalencies, Aid to County (ATC) Preparation and Reporting.

Many of you have requested the ability to have additional users in order to provide backup for your primary ATC users. This is in the works; no launch date has been identified as yet. Stay tuned.

We hope you will find these improvements make the ATC much easier to use as you prepare, key and submit your monthly Expenditure Report. Please feel free to contact your Administrative Consultant if you have questions about any of this information.