Export the NY CIPS File

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We have worked with the State of New York to create a file that maps to the CACFP ^{CST} Information and Payment System (CIPS). This allows New York sponsors to export their child data from Minute Menu HX and upload it directly to the state CIPS website.

For more information about this feature, see the CIPS Manual and the State of New York's Release Notes.

Before You Begin

To use this feature, you must do the following:

- Enable the G.011 Alternate Child ID preference.
- Enter the CIPS Participant ID into the Alternate Child ID box in the Child Information window.

Enabling the G.011 Alternate Child ID Preference

If you do not enable this preference, the Alternate Child ID box does not display in the Child Information window.

- 1. Click the Administration menu and select Sponsor Preferences. The Sponsor Preferences window opens.
- 2. Click the Select the Category to Move To drop-down menu and select G. Child Info Child Tab.
- 3. Check the box next to **011 Display Alternate Child ID**. This is the last preference under the G. Child Info Child Tab heading.
- 4. Click the Select Setting drop-down menu, and select Y.
- 5. Click Save.

Entering the CIPS Participant ID Into the Alternate Child ID Box

Now, enter the child's CIPS Participant ID in the Alternate Child ID box in the Child Information window.

- 1. Click the Providers menu and select Child Information. The Child Information window opens.
- 2. Click the **Provider** drop-down menu and select a provider.
- 3. Click the Child drop-down menu and select the child to edit.
- 4. In the Child tab, click the Alternate Child Id box and enter the child's CIPS Participant ID.

	Select Provider: Provider: Active Active]
Select Child: — Enrolled	·	Child:	exandra 4 💌	Enroll Child]
Child	Parent	Schedule	Special	Rules)
*First Name: *Date of Birth: Address: City: Gender: *Ethnicity: V Hispa	Alexandra 06/05/2018 Age: Female Alexandra Age: Age: Age: Age: Age: Age: Age: Age:	Middle Initial: 0y 8m State *Child's Relation to Pr ispanic or Latino	*Last Name: Moody Stat : CA V Zip Code: rovider: Not Related/Day V Par Alternate Child Id:	us: Active se Sibling's Address - Care Child ticipating in CACFP	Child Number
*Race: Amer Alask *Enrollment Da Enrollment Expiration Dat	ican Indian / Asian a Native Asian te: 08/01/2018 e: ///	Black or Na African American Pao C Enrollment Repo	tive Hawaiian / 🔽 Whit cific Islander Number: 4 hild Group: 1 ort Printed: 8/14/2018	e 🗆 Not Supplied	
Print	Withdraw		Save	Close	

5. Click Save.

Note: Double-check the child's name before exiting this window. If the child's name does not match their name in CIPS **exactly** (even if it is a middle initial that is not in CIPS), a duplicate record will be created. Correct any errors you find.

Preparing to Export

Once you are ready to export the CIPS file, do the following before exporting to avoid errors:

- 1. Ensure all child names in HX match the child names in CIPS **exactly**. If a name does not match and you upload the file without correcting it, a duplicate is created. Correct any errors you find.
- 2. Double-check that all Alternate Child IDs match the appropriate CIPS Participant IDs.
- 3. Withdraw any inactive children.

Exporting the CIPS File

We recommend that you export the CIPS file and upload it to CIPS monthly, as well as whenever child data changes. This ensures that your claim data matches CIPS records. Note that child data in CIPS is overwritten by the data uploaded from the CIPS file.

The exported file saves to the C:\MMHX\Sponsor\Export\ folder.

1. Click the Claims menu and select Submit Claims to the State. The Submit Claim to State dialog box opens.

- 2. Make sure that the correct claim month is selected in the Select Claim Month to Report box.
- 3. Adjust the remaining settings, as needed.
- 4. Click Export CIPS Child File. The Select Provider dialog box opens. There are three ways to export provider information:
 - To export a single provider, go to Step 5.
 - To export multiple providers, go to Step 6.
 - To select providers from a list, go to Step 7.
- 5. To export a single provider:
 - a. Select the Selected Provider option.

똩 Select Provider				×
Filter By: Selected Provider	C Multiple Providers			
Select Provider:	▼	▼ A #	Provider: Select	
Cancel				Continue

- b. Click the Provider drop-down menu and select the provider to export.
- c. Click Continue. The report is generated. Go to Step 8.
- 6. To export multiple providers:
 - a. Select the Multiple Providers option.
 - b. Click Continue. The Provider Filter window opens.

똩 Provider Filter			
Only Include data ✓ Status ✓ Active ✓ Hold Pending © Removed Date © Before © After ↓// ↓	a for Providers that meet a County Limit to 6 s Albany Bronx Broome Cattaraug License Type Dbl Group Exempt Exempt License	all of the criteria selected below: elections Albany Albany Altamont Averill Park Ballston Lake Ballston Spa License Date Expires V Started Between O Before O After	Tier Tier 1 Tier 2 Tier M Tier 1 Qualifying Method By Effective Date : /// By Income By Census By School Claims Submitted Providers who
Date of Review:	Monitor Castro, Doris(003) Gresco, Anne(97) Grimes, Latoya(01) Gugie, MaryEllen(93) Hartig, Maggie(16) ✓	Child Enrollment Renewal Received Child Enrollment Renewal Received C Between C Before C After CACFP Annual Renewal Date Started Estween C Before C After	Submit daims in:
Review Due By: 02/28/2019 After	Claim Source Manual Entry - Sponsor Online Scannable Forms - Sponsor	CACFP Original Start Date	In Effect During Claim Month:
Cancel	Please note: If all filter options a Provider who has ever participate	are unchecked, the report will print every d in your Sponsorship.)	Choose Providers From List

- c. Set filters for the providers to include in the export. If you do not set any filters, all providers will be exported.
- d. Click Continue. The file is generated. Go to Step 8.

- 7. To select providers from a list:
 - a. Select the Multiple Providers option.
 - b. Click Continue.
 - c. Set filters, if needed.
 - d. Check the Choose Providers From List box.
 - e. Click Continue. The Choose Providers dialog box opens.

🎽 C	Choose Providers					×
Filt	er Applie	d:				
Activ	ve & Hold					
	M	ove to Provide		Quid Type Provider #	k Select	hit Enter
		ove to Provide		Type Provider #	IT DOX and	inc Erreer
	IA # -	-Select	_			
	Select	#	Provider Name		Monitor	^
		9360	Ackert, Raquel		ML	
		1317	Adrian, Andrea		DC	
		1005	Ahl, Susan		DC	
		1949	Aleschus, Sharrise		MH	
		9514	Alessandrini, Ann		DC	
		1554	Alexander, Laurie		ML	
	2039		Almodovar, Jessica		DC	
		9623 Anderson, Jocelyne M			ML	
		9438 Anderson, Kelly			ML	
		9365	9365 Andrew, Laura		AFG	
		9222	9222 Andrews, Sarah		AFG	
		9454	9454 Baez, Betsy		AFG	
		9314	9314 Bailey, Sonja		AFG	
		9337	Baker, Elizabeth		ML	
		2121	Baker, Merle		AFG	
	9460 B		Baker, Paula		AFG	
		1946 Baldwin, Andrea			AFG	
		9509 Baldwin, Tiffar			AFG	
		9640 Banchs-suarez, Viviana			DC	
		1822	Baril, Donna		ML	
		1877	Barker, Kimberly		MI	×
	Select	All			Contin	
	Deselec	t All	Cano)ei	Continu	e
	Provid	er Count: 25	4 Providers S	elected: 0		

- f. Check the box next to each provider to include in the export. You can use the #, Move to Provider, and Quick Select boxes to find specific providers.
- g. Click Continue. The file is generated.
- 8. Upload the file to CIPS. For instructions, see the CIPS Manual.