

NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

# COUNTY USER MANUAL

Division of Public Health Aid to Counties Database

Version 5.2

Originally Prepared By

Division of Information Resource Management (DIRM)

Revised by LTAT December 2019, September 2020

## Change History

| Version – Date                                         | Version Description                                                                              |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| V0.0.1 – V0.0.5 – September 30, 2004 - October 7, 2004 | Original draft document produced by Joyce Young; new versions created daily for back-up purposes |
| V0.1.0 – October 8, 2004                               | First draft submitted to DIRM Web Team for review                                                |
| V0.2.0 – May 2007                                      | Rewritten by David Reitmeyer as a result of software revisions.                                  |
| V2.1 – September 2008                                  | Revised by Joann Robertson as a result of software revisions.                                    |
| V3.0 – October 2009                                    | Revised by Joann Robertson as a result of software revisions.                                    |
| V4.0 – February 2015                                   | Revised by Tina Hughes as a result of software revisions                                         |
| V5.0 – April 2019                                      | Revised by Kathy Brooks as a result of multiple changes with ATC                                 |
| V5.1- December 2019                                    | Revised by Kathy Brooks- addition of Entering Budgets                                            |
| V5.2 September 2020                                    | Revised by Kathy Brooks- removed highlights, removed DRAFT                                       |

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# 1. Introduction

The Division of Public Health (DPH) Aid to Counties Database (ATC) was designed to calculate state, local and federal public health dollars spent per capita. This critical information is captured when local health departments accurately report expenditures and revenues via the ATC. The ATC is also the mechanism used to request state dollars by program. Monthly payments from state dollars are issued to local health departments based on the amount requested. Organization

This User Manual is organized as follows:

Section 1: Introduction

Section 2: Overview of the DPH Aid to Counties Database

Section 3: Accessing the DPH Aid to Counties Database

Section 4: Searching for Funding Items

Section 5: Entering/Modifying Line Items

Section 6: Posting Line Items

Section 7: Reviewing Aid to Counties Reports

Appendix A: Abbreviations and Acronyms

Appendix B: Common Elements Found on DPH Aid to Counties Database Pages

Appendix C: Technical Support

## 1.1 Document Conventions

Throughout this document you will see text in different formats, which are described in the table below.

| Format or Style            | Description                                                                                                                                                                                                   |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Boldface text</b>       | Indicates an action the user must take in the DPH Aid to Counties Database such as a clicking a button or selecting a drop-down list box item or item on a menu. For example: Click the <b>Search</b> button. |
| [Key]                      | Indicates a keyboard key to press. For example: Press [Enter].                                                                                                                                                |
| <i>Italics</i>             | Indicates text to enter into a field in the DPH Aid to Counties Database.                                                                                                                                     |
| <a href="#">Hyperlinks</a> | A link to either the DPH Aid to Counties Database or to another part of this user guide.<br><br>Typically used to provide links to other sections in the manual.                                              |

In addition to text formats, specially formatted boxes are used to highlight notes and warnings. Examples of these formats are provided below.

### NOTE:

Once a State Administrator certifies the proposed allocations, the county budgets cannot be uncertified. Additional edits to the county budgets will display in the Proposed Allocations column.

---

**CAUTION!**

Line items for the month cannot be modified once the payment for the month has been completed. If a line item is posted in error, an adjustment must be entered as a new line item for the next month.

Some functions and fields in the DPH Aid to Counties Database are only available to Budget Administrators, State Administrators or County Administrators. These functions and fields will be indicated by lightning bolt symbol: 

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## 2. Overview of the DPH Aid to Counties Database

### 2.1 Overview of Functionality in the DPH Aid to Counties Database

- allows for accurate reporting by local health departments to provide data to reflect the true cost to provide Public Health programs both at the local health department level and across the state.
- tracks budgets, expenditure amounts and encumbrance amounts (by the state) for county public health departments;
- provides reports for state and local users
- exports payment information to the North Carolina Accounting System (NCAS); and
- allows the entering of funding and budget data for the creation of new funds.

### 2.2 Agencies That Use the DPH Aid to Counties Database

The primary agencies that use the DPH Aid to County Database are as follows:

- The DHHS Office of the Controller
- The DHHS Division of Public Health
- County public health departments

### 2.3 Types of User Roles Available

There are six (6) different user roles that have been defined for the DPH Aid to Counties Database. The functions users can perform depend on the user role to which they have been assigned. A list of these user roles and the functions available to that user are provided in the following table.

| User Role                   | Functions Available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program User (state)</b> | Program Users can perform the following functions: <ul style="list-style-type: none"><li>• Create, modify and delete funding items.</li><li>• Enter and modify proposed allocations of funding items to county public health department budgets.</li><li>• Submit proposed allocations to the State Budget Administrator for approval.</li><li>• Review all budget items for each county public health department.</li><li>• Review line items entered by counties for state allocations.</li></ul> |

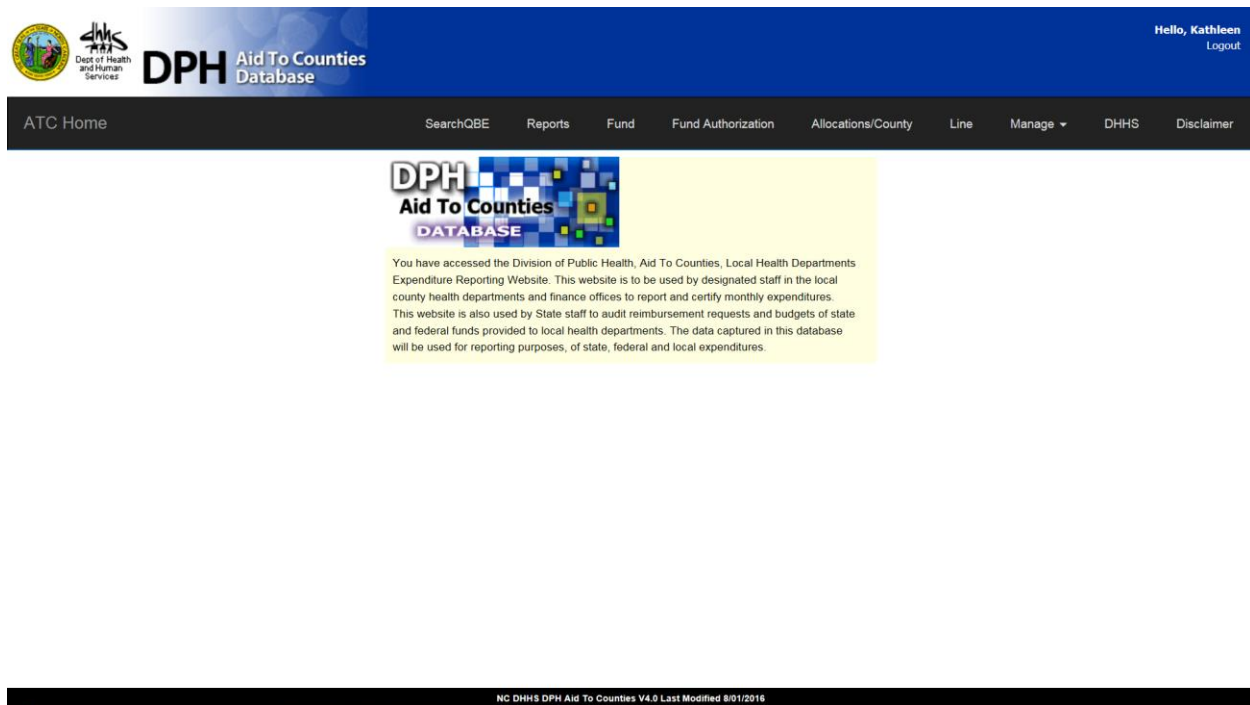
| User Role                                                                                                                | Functions Available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Budget Administrator (state)</b><br> | Budget Administrators can perform the following functions: <ul style="list-style-type: none"> <li>• Create, modify and delete funding items.</li> <li>• Enter and modify proposed allocations of funding items to county public health department budgets.</li> <li>• Certify proposed allocations to county budgets and submit to a State Administrator for approval.</li> <li>• View all budget items for each county public health department.</li> <li>• View line items entered by counties for state allocations.</li> </ul>              |
| <b>State Administrator</b><br>          | State Administrators can perform the following functions: <ul style="list-style-type: none"> <li>• View all budget items for each county public health department.</li> <li>• View line items entered by County Users for state allocations and local budget accounts.</li> <li>• Certify monthly line items entered for county budgets for posting to NCAS after the line items have been certified by the appropriate County Administrator.</li> </ul>                                                                                        |
| <b>State Super</b><br>                  | State Super can perform the following functions: <ul style="list-style-type: none"> <li>• View all budget items for each county public health department.</li> <li>• View line items entered by County Users for state allocations and local budget accounts.</li> <li>• Certify monthly line items entered for county budgets for posting to NCAS after the line items have been certified by the appropriate County Administrator.</li> <li>• Export monthly line items to NCAS for posting and reimbursement payment to counties.</li> </ul> |
| <b>State Read Only</b>                                                                                                   | State Read Only users can perform the following functions: <ul style="list-style-type: none"> <li>• View all budget items for each county public health department.</li> <li>• View line items entered by County Users for state allocations and local budget accounts.</li> <li>• View/Run reports for each county public health department</li> </ul>                                                                                                                                                                                         |
| <b>County User</b>                                                                                                       | County Users can perform the following functions: <ul style="list-style-type: none"> <li>• Enter, modify and delete line items for state allocated budget and local budgets.</li> <li>• View budget items for county public health department.</li> <li>• Submit monthly line items for certification by the County Administrator.</li> <li>• Run reports from information contained within the ATC database.</li> </ul>                                                                                                                        |
| <b>County Administrator</b><br>       | County Administrators can perform the following functions: <ul style="list-style-type: none"> <li>• View all line items entered by County Users.</li> <li>• Certify line items entered by the County User and submit to State Administrators for final certification before posting to NCAS.</li> </ul>                                                                                                                                                                                                                                         |

DPH Aid to Counties Database users can navigate to functions available for their user types via the menu available at the top of each page. Functions available in the menu depend on the type of user logged into the database. Menu options available to each type of DPH Aid to Counties Database user are illustrated in the following subsections.

---

## 2.3.1 Program User, Budget Administrator and State Administrator Menu Options

The menu options for Program Users and Budget Administrators are the same. However, the specific functions these users can perform will vary. For example, a Program User can propose allocations of funding items to all county public health department budgets and submit allocations for certification. The Budget Administrator certifies allocations. State Administrators menu options are slightly different in the DPH Aid to Counties Database. State Administrators can certify and submit line items for posting to NCAS.



## 2.3.2 State Read Only Menu Options:

State Read-Only users can only view the Budget Items List, Line Items List and Detailed Line Items List pages, as well as line item details in the DPH Aid to Counties Database. State Read-Only users cannot edit or create new records and these users do not have any authority to certify state allocations to county budgets or line items posted. State Read-Only users may also create and run reports for each county health department.



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Services

## DPH Aid To Counties Database

Hello, Kathleen  
[Logout](#)

[ATC Home](#)

[SearchQBE](#)

[Reports](#)

[Fund](#)

[Fund Authorization](#)

[Allocations/County](#)

[Line](#)

[Manage](#) ▼

[DHHS](#)

[Disclaimer](#)



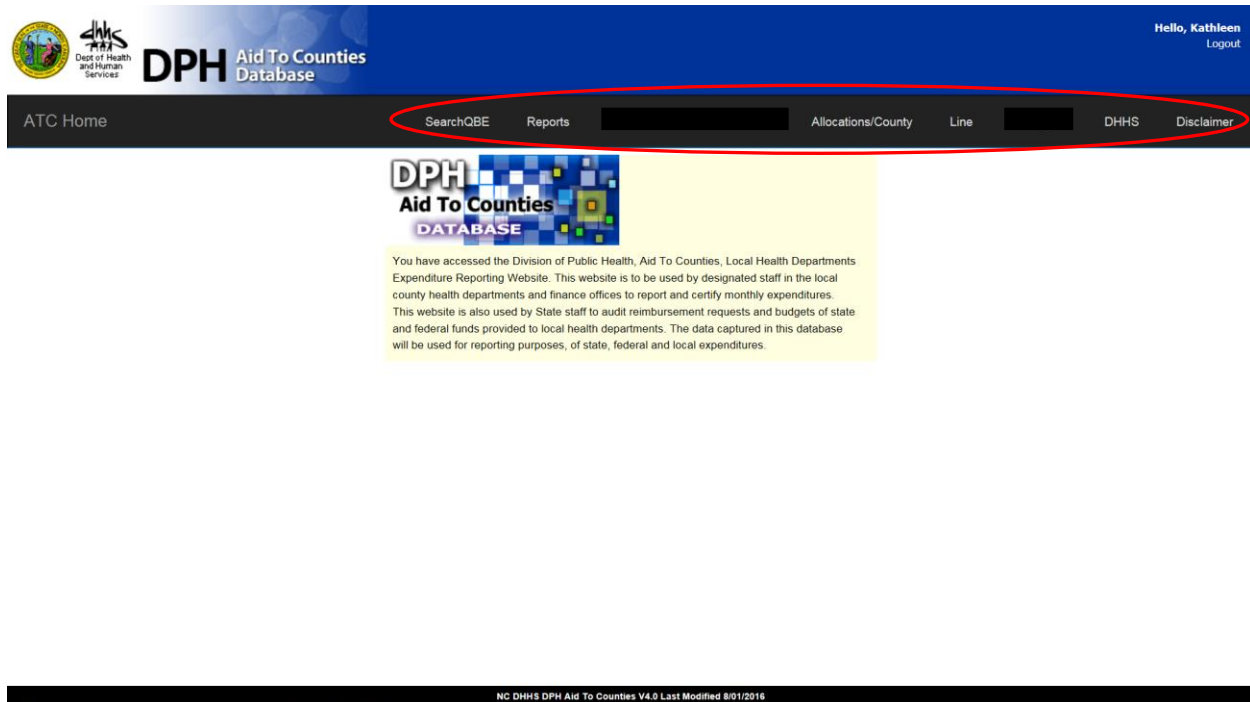
You have accessed the Division of Public Health, Aid To Counties, Local Health Departments Expenditure Reporting Website. This website is to be used by designated staff in the local county health departments and finance offices to report and certify monthly expenditures. This website is also used by State staff to audit reimbursement requests and budgets of state and federal funds provided to local health departments. The data captured in this database will be used for reporting purposes, of state, federal and local expenditures.

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## 2.3.2 County User and County Administrator Menu Options

The menu options for the County User and County Administrator are the same. However, the specific functions these users can perform will vary. For example, if a County User navigates to the Edit Line Item page, he/she can enter new line items against a fund that has been budgeted for the county. The County Administrator can only view the line items entered by County Users and certify the line items submitted for posting to NCAS; County Administrators cannot create, modify or delete line items.



## 2.4 Navigating in the DPH Aid to Counties Database

You can navigate through the DPH Aid to Counties Database in the following ways:

- Click one of the menu options that display at the top of the page, underneath the NC State Seal and the DHHS logo:
- Click the line button in the menu at the top of the page currently being viewed in the DPH Aid to Counties Database. The Line Item List page displays. A County User can submit a month's allocation or view entries on the Activity number. (see below)



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## DPH Aid To Counties Database

Hello, Kathleen

Logout

Home SearchQBE Reports Fund Fund Authorization Allocations/County **Line** ATC Users DHHS Disclaimer

### Line Item List

State Admin Approved

Select Fiscal Year: 18/19 Select County

Reporting Month of: January Search

Totals for the month:  
Requested: \$95.35  
County Appropriations: \$338.25  
Medicaid Revenues(local): \$40.97  
Other Local Revenues(fees and grants): \$29.76  
Teen Pregnancy: \$0.00  
Bioterrorism: \$0.00  
Temporary Food Establishment Fees: \$0.00  
Grand Total: \$704.35

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| Activity | Fund | RCC  | FRC | Description                                        | Begin Date | End Date  | Fiscal Year | Remaining Allocations | Amount Requested | County Appropriations 101 | Medicaid Revenues(local) 102 | Other Local Revenues (fees and grants) 103 | Teen Pregnancy Match | Bioterrorism | Temporary Food Establishment Fees | Line Item |
|----------|------|------|-----|----------------------------------------------------|------------|-----------|-------------|-----------------------|------------------|---------------------------|------------------------------|--------------------------------------------|----------------------|--------------|-----------------------------------|-----------|
| 101      | 13A1 | 5740 | 00  | Maternal Health                                    | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 101      | ZZZZ | ZZZZ | ZZ  | Local use only- Maternal Health                    | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$43,818.03               | \$18,801.38                  | \$964.89                                   | \$0.00               | \$0.00       | \$0.00                            | 1         |
| 107      | ZZZZ | ZZZZ | ZZ  | Local use only-PCM for women Ineligible for Medica | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$28,025.10               | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 1         |
| 110      | 1161 | 4110 | 00  | General Aid-To-County                              | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 110      | ZZZZ | ZZZZ | ZZ  | Local use only- General Aid-to-County              | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$135,694.73              | \$0.00                       | \$1,623.07                                 | \$0.00               | \$0.00       | \$0.00                            | 1         |
| 113      | ZZZZ | ZZZZ | ZZ  | Local Use Only- Electronic Health Record           | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 114      | 1161 | 4110 | 00  | CHA/CHIP PEer Review                               | 1/1/2019   | 5/31/2019 | 18/19       | \$1,000.00            | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 114      | ZZZZ | ZZZZ | ZZ  | Local Use Only- CHA / CHIP Peer Review             | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 116      | 13A1 | 5116 | 00  | Healthy Beginnings                                 | 6/1/2018   | 5/31/2019 | 18/19       | \$31,271.32           | \$5,837.84       | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 1         |
| 116      | ZZZZ | ZZZZ | ZZ  | Local use only-Healthy Beginnings                  | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 129      | ZZZZ | ZZZZ | ZZ  | Local use only -NC Baby Love Plus                  | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 151      | 13A1 | 5151 | T2  | TANF                                               | 6/1/2018   | 5/31/2019 | 18/19       | \$17,146.00           | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 151      | 13A1 | 5735 | 00  | Family Planning - State                            | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 151      | 13A1 | 5735 | AP  | HMHC - FP - June start                             | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 151      | 13A1 | 5735 | AP  | HMHC - FP - February start                         | 2/1/2019   | 5/31/2019 | 18/19       | \$1,849.00            | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |
| 151      | 13A1 | 5735 | AP  | HMHC - FP - October start                          | 10/1/2018  | 5/31/2019 | 18/19       | \$0.00                | \$1,849.00       | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 1         |
| 151      | 13A1 | 592A | FP  | Family Planning - 11/12 Months                     | 9/1/2018   | 3/31/2019 | 18/19       | \$0.00                | \$0.00           | \$0.00                    | \$0.00                       | \$0.00                                     | \$0.00               | \$0.00       | \$0.00                            | 0         |

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- Click on an **Activity number** to to edit line items entered against the state allocations to a specific county for a funding.
- Then click on the activity line to bring up the “form” that is used to request state funds and report revenues.



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## DPH Aid To Counties Database

Hello, Kathleen

Logout

Home SearchQBE Reports Fund Fund Authorization Allocations/County **Line** ATC Users DHHS Disclaimer

### Edit Line Item

Local use only-PCM for women Ineligible for Medica

County: **ALAMANCE**

Beginning Date: 6/1/2018

Ending Date: 5/31/2019

Liquidation Period: 6/30/2019

|               |                         |                             |                            |                      |                                       |                       |                                     |                                                          |                              |
|---------------|-------------------------|-----------------------------|----------------------------|----------------------|---------------------------------------|-----------------------|-------------------------------------|----------------------------------------------------------|------------------------------|
| Activity: 107 | Requested Total: \$0.00 | Reported 101: (\$20,116.00) | Reported 102: \$184,417.00 | Reported 103: \$0.00 | Reported Teen Pregnancy Match: \$0.00 | Reported DENR: \$0.00 | Reported Bioterrorism Match: \$0.00 | Reported Temporary Food Establishment Fees Match: \$0.00 | Total Reported: \$164,301.00 |
|---------------|-------------------------|-----------------------------|----------------------------|----------------------|---------------------------------------|-----------------------|-------------------------------------|----------------------------------------------------------|------------------------------|

This Month's Allocations has already been certified by the State Administration, this is READ-ONLY information.

|                                   |                |                                   |             |
|-----------------------------------|----------------|-----------------------------------|-------------|
| Activity                          | 107            | Fiscal Year                       | 18/19       |
| Fund                              | ZZZZ           | Amount Requested                  | \$0.00      |
| RCC                               | ZZZZ           | Local 101                         | \$28,025.10 |
| FRC                               | ZZZ            | Local 102                         | \$0.00      |
| Local Budget 101                  | \$20,116.52    | Local 103                         | \$0.00      |
| Local Budget 102                  | (\$184,417.76) | Teen Pregnancy Match              | \$0.00      |
| Local Budget 103                  | \$0.00         | DENR                              | \$0.00      |
| Teen Pregnancy Local Budget       | \$0.00         | Bioterrorism Match                | \$0.00      |
| DENR Local Budget                 | \$0.00         | Temporary Food Establishment Fees | \$0.00      |
| Bioterrorism Local Budget         | \$0.00         | Reporting Month                   | January     |
| Temporary Food Establishment Fees | \$0.00         | Expenditure/Amended Month         | December    |
| Remaining Allocation              | \$0.00         |                                   |             |

Cancel

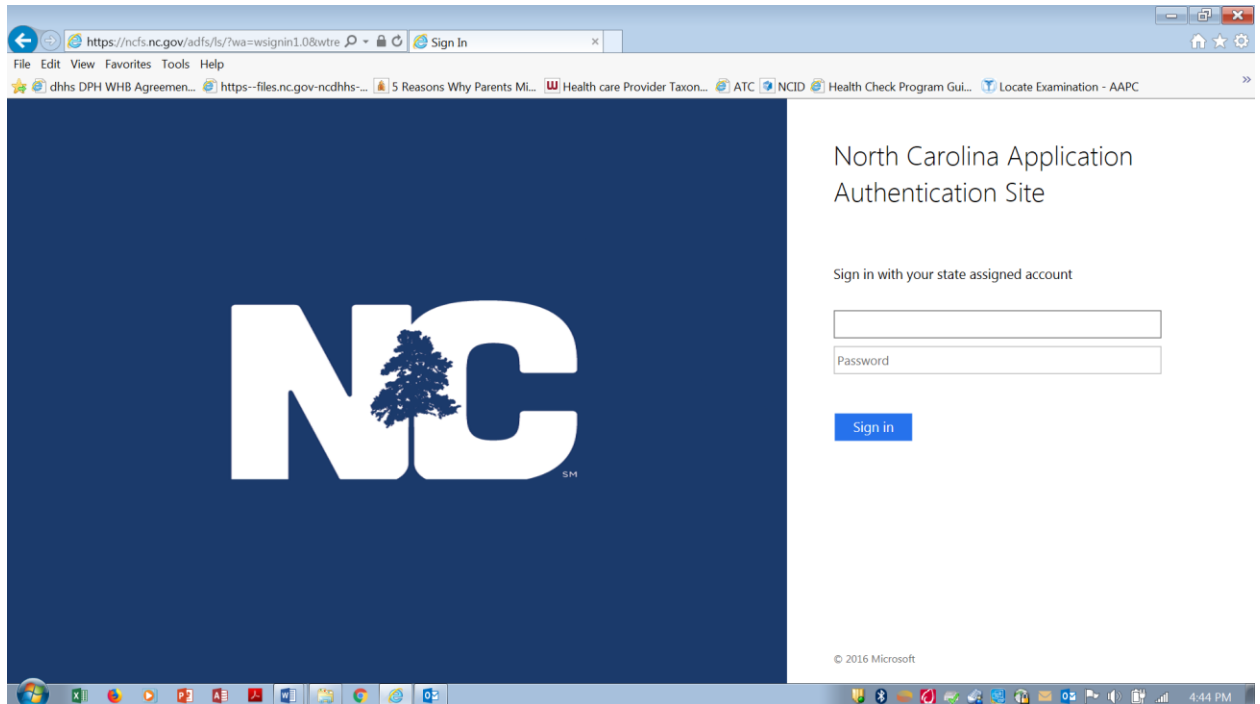
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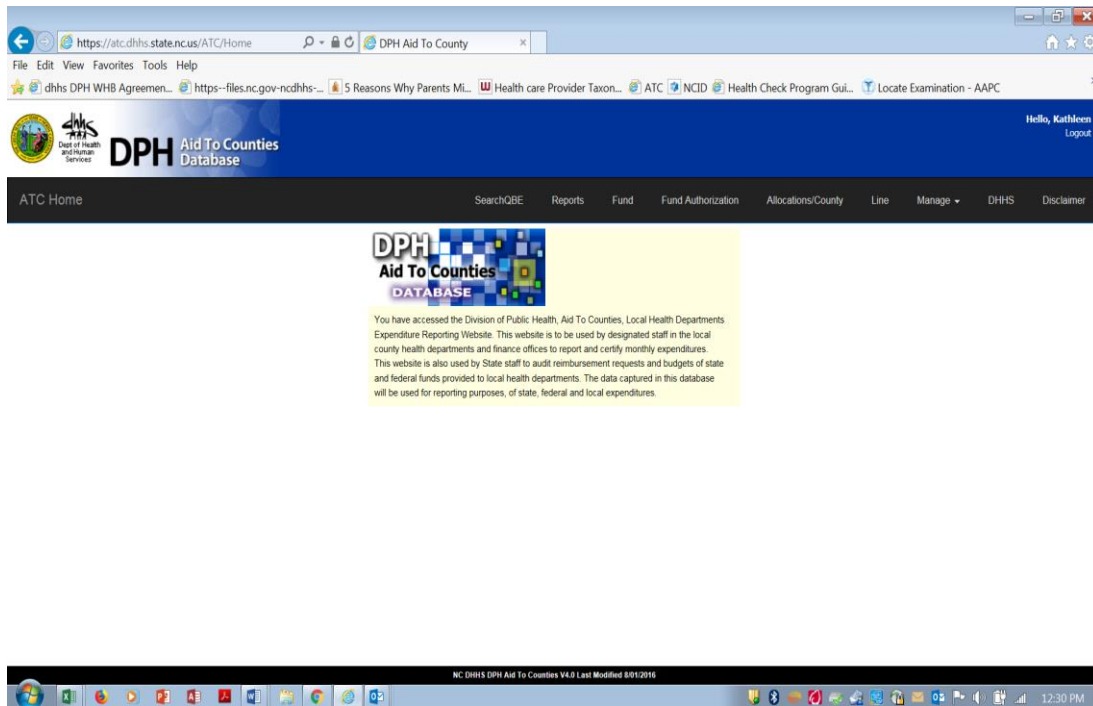
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## 3. Accessing the DPH Aid to Counties Database

**Step 1.** Launch your web browser <https://atc.dhhs.state.nc.us/> into the Address Bar and press [Enter]. The North Carolina Application Authentication Site webpage will display.



**Step 2.** Enter your North Carolina Identification (NCID\*) user name and password and click the **Login** button. The ATC Home page will display.



\* NCID usernames are typically assigned when a new employee is hired. The NCID is the common identification used to access all state program applications include the ATC Database. If you do not have an NCID, please contact your agency/county NCID Administrator.

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## 4. Searching for Funding Items

### 4.1 Using the Search Query by Example (QBE)

You can search the DPH Aid to Counties Database for a particular funding item by using the Search QBE (Query by Example) function.

**Step 1.** Click the **SearchQBE** link in the menu at the top of the page currently being viewed in the DPH Aid to Counties Database. The SearchQBE page will display.

QBE Search

Select Fiscal Year : 18/19 ▼

Activity : ▼

Fund : ▼

RCC : ▼

FRC : ▼

Search Funds

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3:59 PM

**Step 2.** Select one or more of the following search criteria from the appropriate drop-down list box:

- Fiscal Year
- Activity
- Fund
- RCC (Responsibility Cost Center)
- FRC (Federal Reporting Code)
- Click the **Search Funds** button. The QBE Search Results page will display.

DPH Aid To County - Windows Internet Explorer

http://atcdev.dhhs.state.nc.us/QBEGnd.aspx

File Edit View Favorites Tools Help

Property Details aboutblank Suggested Sites Get more Add-ons

 **User Acceptance Testing**

**DPH** Aid To Counties Database

**QBE Search Results**  
For Fiscal Year:14/15

|               | 101<br>13A1-5740-00<br>Women's Health | 108<br>5403-GG-GG<br>this is a test | 108<br>5405-ge-gw<br>this is a test | 109<br>5403-6767-GE<br>This is a test | 110<br>1161-4110-00<br>General Aid-to-County | 110<br>13A1-592C-FP<br>Pharmacist Services for Family Planning 11/12th | 110<br>13A1-592D-FP<br>Pharmacist Services for Family Planning 11/12th | 403<br>13A2-5403-GE<br>WIC Client Services | 403<br>13A2-5403-GF<br>WIC Client Services | 403<br>13A2-5404-GE<br>WIC Nutrition Education | 403<br>13A2-5404-GF<br>WIC Nutrition Education | 403<br>13A2-5405-GE<br>WIC General Admin |
|---------------|---------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|----------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------|
| ALAMANCE      | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$5,759.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| ALBEMARLE REG | \$10,000.00                           | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$4,664.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| ALEXANDER     | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$1,153.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| ANSON         | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$1,181.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| APPALACHIAN   | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$2,266.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| BEAUFORT      | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$2,333.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| BLADEN        | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$1,465.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| BRUNSWICK     | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$3,240.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| BUNCOMBE      | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$6,734.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| BURKE         | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$3,234.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CABARRUS      | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$5,750.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CALDWELL      | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$2,614.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CARTERET      | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$1,735.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CASWELL       | \$10,000.00                           | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$1,898.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CATAWBA       | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$5,581.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CHATHAM       | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$0.00                                     | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CHEROKEE      | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$1,016.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CLAY          | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$365.00                                   | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CLEVELAND     | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$3,745.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| COLUMBUS      | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$2,708.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CRAYEN        | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$4,439.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| CUMBERLAND    | \$50,000.00                           | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$18,450.00                                | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| DARE          | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$1,091.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| DAVIDSON      | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$5,441.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| DAVIE         | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$4,003.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| DUPLIN        | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$3,119.00                                 | \$0.00                                         | \$0.00                                         | \$0.00                                   |
| DURHAM        | \$0.00                                | \$0.00                              | \$0.00                              | \$0.00                                | \$0.00                                       | \$0.00                                                                 | \$0.00                                                                 | \$0.00                                     | \$0.00                                     | \$0.00                                         | \$0.00                                         | \$0.00                                   |

File Find Disable View Images Cache Tools Validate Browser Mode: IE10 Document Mode: Quirks

Start

10:34 AM

The QBE Search Results page displays multiple centers for the selected Activity, with each center in a separate column. Click the column heading to navigate to the Allocation page for that funding item. This page is read-only for county users.



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# 5. Entering Budgets, Monthly Expenditures and Reporting Revenue

## 5.1 Entering Budgets

Local Budgets for DHHS Reporting: After preparing Local Budgets, the Department may choose to use the following Allocation/County Lines in the Aid-to-Counties Database to show the approved local funding:

- Column 101 would be used to budget local appropriations for each program Activity, if applicable.
  - Column 102 would be used to budget Title XIX Medicaid earned revenues for each program Activity, if applicable.
  - Column 103 would be used to budget other earned revenues (e.g., Home Health fees, patient fees [cash], other insurance payments, and other grants and donations) for each program Activity, if applicable.
  - Column 107, Activity Line Item 874 (Food & Lodging) ZZZZ would be used to report Temporary Food Establishment (TFE) fees.
- 1) Click on Allocations/County.
  - 2) Click on the dropdown box to highlight the fiscal year you want to view, then click on SEARCH.
  - 3) 3. Click EDIT beside the ZZZZ line for the Activity you are entering appropriations for. Enter your budgeted amount on the proper line. Local 101 is for local appropriations. Local 102 is for Medicaid earnings. Local 103 is for Other Receipts (fees, third-party billings, grants, contracts or donations).
  - 4) Click SAVE.

The DPH Aid to Counties Database will allow county staff to enter line items to budget accounts.

Monthly expenditure reports are submitted according to the calendar provided by the DPH Controllers Office. This schedule will be provided to each health department by the end of each calendar year for the next year.

County Users enter and modify line items for a funding item on the Edit Line Item page. This page is available to other users who may wish to view line item detail; however, only County Users can modify line items.

**Note:** The Department shall report Local expenditures in the appropriate category (e.g., 101, 102, 103, 104, or ZZZZ) in the Aid-to-Counties Database.

The Department must use the Aid-to-Counties Database to report the pertinent month's actual expenditures when reporting local expenditures (local appropriations, Medicaid or other earned revenues). An "actual expenditure" is one for which the item has been ordered, received, invoiced and the check has been issued or, if the Agreement Addendum allows for drawing down funds based on number of individuals screened or services provided, it is the actual number screened or served multiplied by the per capita rate specified in the Agreement Addendum. The Expenditure Reports must be submitted monthly in the website format and certified monthly in the website to the DHHS Controller's Office. The Department must use the following Columns/Allocation/County Lines in the Aid-to-Counties Database to report the monthly expenditures:

Column 101 must be used to report local appropriations.

Column 102 must be used to report Title XIX (Medicaid) earned revenues.

Column 103 must be used to report other earned revenues.

Column 107, Activity Line Item 874 (Food & Lodging) ZZZZ must be used to report Temporary Food Establishment fees and Limited Food Services Establishment fees collected. Limited Food Services Establishment fees collected on a monthly basis must be reported on ZZZZ lines of Food and Lodging activity number.

A local account shall be maintained for unexpended earned revenues (i.e., Title XIX fees, private insurance or private pay [cash]). Accounts shall be maintained in sufficient detail to identify the program source generating the fees.

The amount of Title XIX fees budgeted and expended in FY 2019-2020 must equal or exceed the amount of Title XIX revenues earned during FY 2017-2018. The State will not approve program activity budgets that do not include an amount of Title XIX fees sufficient to meet the requirements of this section. The State may waive this requirement if the Department provides sufficient justification.

The elements and fields specific to the Edit Line Item page are illustrated below and described in the table that follows. The definitions of common elements such as the Print icon/link or Login/Logout can be found in [Appendix B. Common Elements Found on DPH Aid to Counties Database pages.](#)

## 5.2 Entering Monthly Expenditures and Revenue

**Step 1.** Click the **Line** link in the menu at the top of the page currently being viewed in the DPH Aid to Counties Database. The Line Item List page will display. Select the Activity Line Item that you want to “draw down” state allocated funds for.

DPH Aid To County - Windows Internet Explorer

http://atcddev.dhhs.state.nc.us/displaylineitem.aspx

File Edit View Favorites Tools Help

Property Details about:blank Suggested Sites Get more Add-ons

User Acceptance Testing

DPH Aid To Counties Database

Home SearchQBE Reports Allocations/County Line DHH

Line Item List

Submit Month Waiting County User Entry

County: WAKE

Select Fiscal Year: 14/15 Reporting Month of: February Search

Total Requested: Loc 101: Loc 102: Loc 103: Teen Pregnancy: DENR: Bioterrorism: Temporary Food Establishment Fees: Grand Total:

Page: 1 of 1

| Activity | Fund | RCC  | FRC | Description                                        | Begin Date | End Date  | Fiscal Year | Remaining Allocations | Amount Requested | Local 101 | Local 102 | Local 103 | Teen Pregnancy Match | DENR   | Bioterrorism | Temporary Food Establishment Fees |
|----------|------|------|-----|----------------------------------------------------|------------|-----------|-------------|-----------------------|------------------|-----------|-----------|-----------|----------------------|--------|--------------|-----------------------------------|
| 101      | 13A1 | 5740 | 00  | Women's Health                                     | 7/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 1161 | 4110 | 00  | General Aid-to-County                              | 6/1/2014   | 5/31/2015 | 14/15       | \$266,340.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 592C | FP  | Pharmacist Services for Family Planning - 1/12th   | 6/1/2014   | 6/29/2014 | 14/15       | \$1,250.00            | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 592D | FP  | Pharmacist Services for Family Planning - 11/12ths | 7/1/2014   | 5/31/2015 | 14/15       | \$13,750.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | ZZZZ | ZZZZ | ZZ  | Local Use Only - General Aid-to-County             | 6/1/2014   | 5/31/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GF  | WIC Nutrition Education                            | 10/1/2014  | 5/31/2015 | 14/15       | \$514,119.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GE  | WIC BF Promotion & Support                         | 6/1/2014   | 9/30/2014 | 14/15       | \$98,833.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GE  | WIC Client Services                                | 6/1/2014   | 9/30/2014 | 14/15       | \$696,475.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GF  | WIC Client Services                                | 10/1/2014  | 5/31/2015 | 14/15       | \$1,392,984.00        | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GF  | WIC General Admin                                  | 10/1/2014  | 5/31/2015 | 14/15       | \$143,443.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GE  | WIC Nutrition Education                            | 6/1/2014   | 9/30/2014 | 14/15       | \$257,059.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GE  | WIC General Admin                                  | 6/1/2014   | 9/30/2014 | 14/15       | \$71,722.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GF  | WIC BF Promotion & Support                         | 10/1/2014  | 5/31/2015 | 14/15       | \$1,665.00            | \$196,000.00     | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | 1313 | 372A | SW  | WISEWOMAN                                          | 6/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | ZZZZ | ZZ   | ZZ  | LOCAL USE ONLY WISEWOMAN                           | 6/2/2014   | 5/29/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 873      | 1153 | 4751 | 00  | Environmental Health                               | 6/1/2014   | 5/31/2015 | 14/15       | \$10.00               | (\$10.00)        | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |

16 Results Available

WIC-FRC ZZ: \$0.00

WIC-FRC GF: \$0.00

NC DHHIS DPH Aid To Counties V2.0 Last Modified 9/13/2014

File Find Disable View Images Cache Tools Validate Browser Mode: IE10 Document Mode: Quirks

Start

10:36 AM

**Step 2.** Once you click on the Activity Line Item the following screen will open. Enter the amount

The screenshot shows the 'Edit Line Item' page for County: WAKE. The page includes a navigation bar with links like Home, Search/QBE, Reports, Allocations/County, Line, DHHS, and Disclaimer. The main content area displays various budget and reporting information, including a table of activity and a summary of requested amounts. A red circle highlights the 'Amount Requested' field for Local 101, which is currently set to 0.00.

| Activity                          | 101    |
|-----------------------------------|--------|
| Fund                              | 13A1   |
| RCC                               | 5740   |
| FRC                               | 00     |
| Local Budget 101                  | \$0.00 |
| Local Budget 102                  | \$0.00 |
| Local Budget 103                  | \$0.00 |
| Teen Pregnancy Local Budget       | \$0.00 |
| DENR Local Budget                 | \$0.00 |
| Bioterrorism Local Budget         | \$0.00 |
| Temporary Food Establishment Fees | \$0.00 |
| Remaining Allocation              | \$0.00 |

| Fiscal Year                       | 14/15    |
|-----------------------------------|----------|
| Amount Requested                  | 0.00     |
| Local 101                         | \$0.00   |
| Local 102                         | \$0.00   |
| Local 103                         | \$0.00   |
| Teen Pregnancy Match              | \$0.00   |
| DENR                              | \$0.00   |
| Bioterrorism Match                | \$0.00   |
| Temporary Food Establishment Fees | \$0.00   |
| Reporting Month                   | February |
| Expenditure/Amended Month         | January  |

! Denotes a required data entry field.

Save Cancel

NC DHHS DPH Aid To Counties V2.0 Last Modified 9/13/2014

File Find Disable View Images Cache Tools Validate Browser Mode: IE10 Document Mode: Quirks

Start

10:38 AM

**Step 3.** To report Revenue and County Contribution 101 requests, click on the associated ZZZ line for the Activity Line Item you are reporting for. The following screen will appear.

https://atc.dhhs.state.nc.us/editLineItem.aspx DPH Aid To County

File Edit View Favorites Tools Help

dhhs DPH WHB Agreemen... https--files.nc.gov-ncdhhs-... 5 Reasons Why Parents MI... Health care Provider Taxon... ATC NCID Health Check Program Gui... Locate Examination - AAPC

DPH Aid To Counties Database

Home Search/RE Reports Fund Fund Authorization Allocations/County Line ATC Users DBHS Disclaimer

Local use only- Maternal Health  
County: DARE  
Beginning Date: 6/1/2018  
Activity: 101 Requested Total: \$7,231.00 Reported 101: \$183,710.00 Reported 102: \$35,745.00 Reported 103: \$3,652.00 Match: \$0.00

Ending Date: 5/31/2019  
Liquidation Period: 6/30/2019  
Reported Teen Pregnancy Match: \$0.00  
Reported DENR: \$0.00  
Reported Bioterrorism Match: \$0.00  
Reported Temporary Food Establishment Fees Match: \$0.00  
Total Reported: \$230,338.00

| Activity | Fund | RCC  | FNC | Local Budget 101 | Local Budget 102 | Local Budget 103 | Teen Pregnancy Local Budget | DENR Local Budget | Bioterrorism Local Budget | Temporary Food Establishment Fees | Remaining Allocation |
|----------|------|------|-----|------------------|------------------|------------------|-----------------------------|-------------------|---------------------------|-----------------------------------|----------------------|
| 101      | ZZZZ | ZZZZ | ZZZ | \$121,468.69     | (\$1,257.22)     | \$6,347.03       | \$0.00                      | \$0.00            | \$0.00                    | \$0.00                            | \$0.00               |

| Fiscal Year | Amount Requested | Local 101   | Local 102  | Local 103 | Teen Pregnancy Match | Bioterrorism Match | Temporary Food Establishment Fees | Reporting Month | Expenditure/Amended Month |
|-------------|------------------|-------------|------------|-----------|----------------------|--------------------|-----------------------------------|-----------------|---------------------------|
| 18/19       | \$0.00           | \$23,349.85 | \$6,287.11 | \$245.89  | \$0.00               | \$0.00             | \$0.00                            | January         | December                  |

Cancel

NC DHHS DPH Aid To Counties V4.0 Last Modified 8/9/2016

**Step 4.** Enter the amounts for County Appropriations 101, Medicaid Revenue 102, and Other Local Revenue 03. Line items entered against these local budget accounts are not posted to NCAS as no state funds are used for these expenditures. Click **Save**

The Detailed Line Items List will display with a summary of the newly entered line item, as well as any previously entered line item for the funding item. Click **Cancel** to return to the Line Item List.

DPH Aid To County - Windows Internet Explorer

http://atcdev.dhhs.state.nc.us/displayDetailItem.aspx

DPH Aid To Counties Database

User Acceptance Testing

Hello, Tina Logout

Home SearchQBE Reports Allocations/County Line DHHS Disclaimer

Detail Line Items List

Environmental Health

County: WAKE Fiscal Year: 14/15 Month: February

Activity: 873 Fund : 1153 RCC : 4751 FRC : 00

Add Line Item

| Reported Mth | Expenditure/Amended Mth | Amount Requested | Local 101 | Local 102 | Local 103 | Teen Pregnancy | DENR   | Bioterrorism | Temporary Food Establishment Fees | User Stamp     | Date Stamp |
|--------------|-------------------------|------------------|-----------|-----------|-----------|----------------|--------|--------------|-----------------------------------|----------------|------------|
| February     | January                 | (\$10.00)        | \$0.00    | \$0.00    | \$0.00    | \$0.00         | \$0.00 | \$0.00       | \$0.00                            | Tamella McNeil | 1/14/2015  |

1 Result Available

Cancel

NC DHHS DPH Aid To Counties V2.0 Last Modified 5/13/2014

File Find Disable View Images Cache Tools Validate Browser Mode: IE10 Document Mode: Quirks

Start

10:41 AM

## 5.3 Adding line items

**Step 1:** If you have amendments to make (from a prior month), Click the **Add Line Item** button and the Edit Line Item page will display (this page will display automatically as a result of clicking the Activity Number on the Line Items List page if no previous line items have been entered for the funding item)

DPH Aid To County - Windows Internet Explorer

http://atcddev.dhhs.state.nc.us/displayDetailItem.aspx

User Acceptance Testing

DPH Aid To Counties Database

Hello, Tina Logout

Home SearchQBE Reports Allocations/County Line **Add Line Item**

**Detail Line Items List**

Environmental Health

County: WAKE Fiscal Year: 14/15 Month: February

Activity: 873 Fund : 1153 RCC : 4751 FRC : 00

| Reported Mth | Expenditure/Amended Mth | Amount Requested | Local 101 | Local 102 | Local 103 | Teen Pregnancy | DENR   | Bioterrorism | Temporary Food Establishment Fees | User Stamp     | Date Stamp |
|--------------|-------------------------|------------------|-----------|-----------|-----------|----------------|--------|--------------|-----------------------------------|----------------|------------|
| February     | January                 | (\$10.00)        | \$0.00    | \$0.00    | \$0.00    | \$0.00         | \$0.00 | \$0.00       | \$0.00                            | Tamella McNeil | 1/14/2015  |

1 Result Available

Cancel

NC DHHS DPH Aid To Counties V2.0 Last Modified 9/13/2014

File Find Disable View Images Cache Tools Validate Browser Mode: IE10 Document Mode: Quirks

10:39 AM

**Step 2:** Click **Edit** to open the detail for any existing lines. If no lines exist, or you need an additional line to report amendments, Click the **Add Line Item**.

When making amendments to prior entries be sure to enter the correct month of the expenditure on the data entry screen.

Local use only- Maternal Health  
 County: DARE  
 Beginning Date: 6/1/2018 Ending Date: 5/31/2019 Liquidation Period: 6/30/2019  
 Activity: 101 Requested Total: \$7,231.00 Reported 101: \$183,710.00 Reported 102: \$36,745.00 Reported 103: \$3,662.00 Reported Teen Pregnancy: \$0.00 Reported DENR: \$0.00 Reported Bioterrorism: \$0.00 Reported Temporary Food Establishment Fees: \$0.00 Total Reported: \$230,338.00  
 Match: \$0.00 Match: \$0.00 Match: \$0.00 Match: \$0.00 Match: \$0.00 Match: \$0.00

|                                   |              |
|-----------------------------------|--------------|
| Activity                          | 101          |
| Fund                              | ZZZZ         |
| RCC                               | ZZZZ         |
| FRC                               | ZZ           |
| Local Budget 101                  | \$121,468.69 |
| Local Budget 102                  | (\$1,257.22) |
| Local Budget 103                  | \$6,347.03   |
| Teen Pregnancy Local Budget       | \$0.00       |
| DENR Local Budget                 | \$0.00       |
| Bioterrorism Local Budget         | \$0.00       |
| Temporary Food Establishment Fees | \$0.00       |
| Remaining Allocation              | \$0.00       |

|                                   |             |
|-----------------------------------|-------------|
| Fiscal Year                       | 18/19       |
| Amount Requested                  | \$0.00      |
| Local 101                         | \$23,349.85 |
| Local 102                         | \$6,287.11  |
| Local 103                         | \$345.89    |
| Teen Pregnancy Match              | \$0.00      |
| DENR                              | \$0.00      |
| Bioterrorism Match                | \$0.00      |
| Temporary Food Establishment Fees | \$0.00      |
| Reporting Month                   | January     |
| Establishment/Amended Month       | December    |

Cancel

NC DHHS DPH Aid To Counties V4.0 Last Modified 6/01/2016 9:32 AM

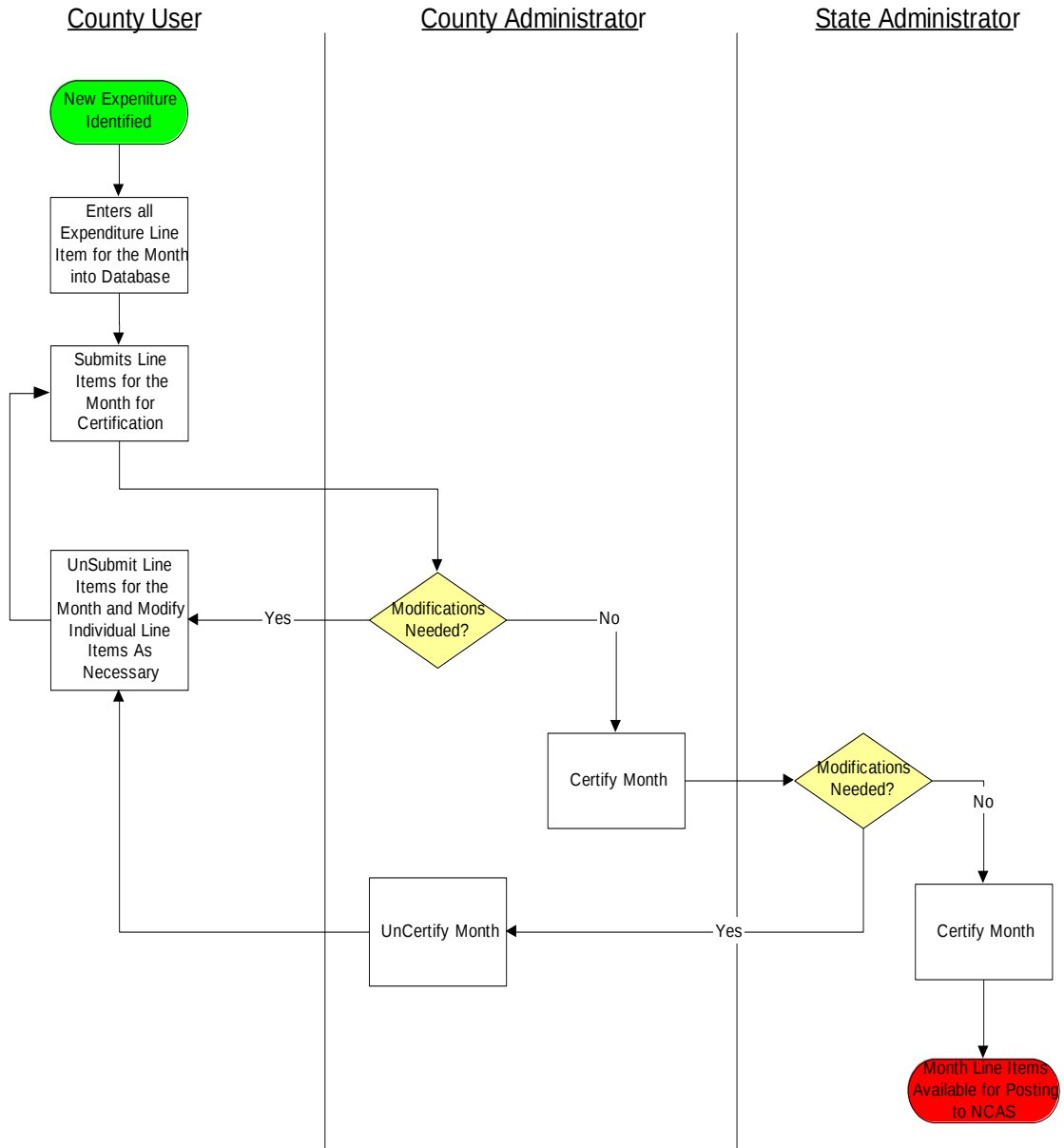
## 5.4 Entering and Modifying Line Items

County Users can enter line item amounts for state allocations as well as local budget accounts. Line items must be certified for posting sequentially by a County Administrator. The line items will be posted to NCAS before the county can be reimbursed. County Users can enter and/or modify line items as necessary before the items are submitted to the County Administrator for posting. County Users can also delete line items as necessary.

The following flowchart illustrates the actions taken in the DPH Aid to Counties Database by County Users, County Administrators and State Administrators for the creation and certification of line items.

---

## Entering and Certifying of Line Items Against County Budgets



## 5.5 Deleting Line Items

County Users can delete line items as necessary before the line items are submitted to posting. This would be necessary if you missed the prior month reporting deadline. You would be required to delete the information, for example, in March prior to re-entering in the April report.

**Step 1.** Click the **Line** link in the menu at the top of the page currently being viewed in the DPH Aid to Counties Database. The Line Item List page will display.

DPH Aid To County - Windows Internet Explorer

http://atcddev.dhhs.state.nc.us/displaylineitem.aspx

DPH Aid To Counties Database

Line Item List

County: WAKE

Select Fiscal Year: 14/15 Reporting Month of: February Search

Submit Month: Waiting County User Entry

Page: 1 of 1

| Activity | Fund | RCC  | FRC | Description                                      | Begin Date | End Date  | Fiscal Year | Remaining Allocations | Amount Requested | Local 101 | Local 102 | Local 103 | Teen Pregnancy Match | DENR   | Bioterrorism | Temporary Food Establishment Fees |
|----------|------|------|-----|--------------------------------------------------|------------|-----------|-------------|-----------------------|------------------|-----------|-----------|-----------|----------------------|--------|--------------|-----------------------------------|
| 101      | 13A1 | 5740 | 00  | Women's Health                                   | 7/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 1161 | 4110 | 00  | General Aid-to-County                            | 6/1/2014   | 5/31/2015 | 14/15       | \$266,340.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 592C | FP  | Pharmacist Services for Family Planning - 1/12th | 6/1/2014   | 6/29/2014 | 14/15       | \$1,250.00            | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 592D | FP  | Pharmacist Services for Family Planning 11/12ths | 7/1/2014   | 5/31/2015 | 14/15       | \$13,750.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | ZZZZ | ZZZZ | ZZ  | Local Use Only - General Aid-to-County           | 6/1/2014   | 5/31/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GF  | WIC Nutrition Education                          | 10/1/2014  | 5/31/2015 | 14/15       | \$514,119.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GE  | WIC BF Promotion & Support                       | 6/1/2014   | 9/30/2014 | 14/15       | \$98,833.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GE  | WIC Client Services                              | 6/1/2014   | 9/30/2014 | 14/15       | \$696,475.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GF  | WIC Client Services                              | 10/1/2014  | 5/31/2015 | 14/15       | \$1,392,984.00        | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GF  | WIC General Admin                                | 10/1/2014  | 5/31/2015 | 14/15       | \$143,443.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GE  | WIC Nutrition Education                          | 6/1/2014   | 9/30/2014 | 14/15       | \$257,059.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GE  | WIC General Admin                                | 6/1/2014   | 9/30/2014 | 14/15       | \$71,722.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GF  | WIC BF Promotion & Support                       | 10/1/2014  | 5/31/2015 | 14/15       | \$1,665.00            | \$196,000.00     | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | 1313 | 372A | SW  | WISEWOMAN                                        | 6/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | ZZZZ | ZZ   | ZZ  | LOCAL USE ONLY WISEWOMAN                         | 6/2/2014   | 5/29/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 873      | 1153 | 4751 | 00  | Environmental Health                             | 6/1/2014   | 5/31/2015 | 14/15       | \$10.00               | (\$10.00)        | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |

16 Results Available

WIC-FRC ZZ: \$0.00

WIC-FRC GF: \$0.00

NC DHHS DPH Aid To Counties V2.0 Last Modified 9/13/2014

http://atcddev.dhhs.state.nc.us/default.aspx

Tools Validate Browser Mode: IE10 Document Mode: Quirks

Start

10:43 AM

**Step 2.** The Select Month field defaults to the current month. Select another month from the **Select Month** drop-down list box as necessary.

**Step 3.** Click the Activity Number you need to delete. The Detailed Line Items List page will display.

DPH Aid To County - Windows Internet Explorer

http://atcdev.dhhs.state.nc.us/displayDetailItem.aspx

DPH Aid To Counties Database

User Acceptance Testing

Hello, Tina Logout

Home SearchQBE Reports Allocations/County Line DHHS Disclaimer

Detail Line Items List

Environmental Health

County: WAKE Fiscal Year: 14/15 Month: February

Activity: 873 Fund : 1153 RCC : 4751 FRC : 00

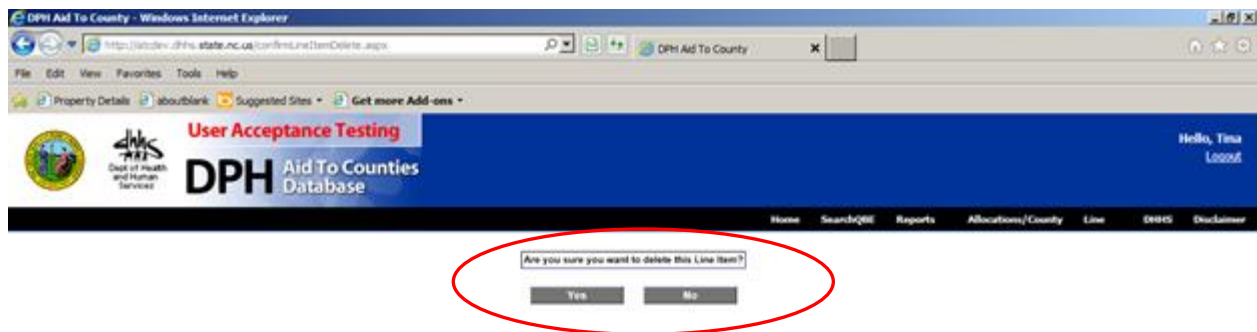
| Reported Mth | Expenditure/Amended Mth | Amount Requested | Local 101 | Local 102 | Local 103 | Teen Pregnancy | DEMR   | Bioterrorism | Temporary Food Establishment Fees | User Stamp     | Date Stamp |        |
|--------------|-------------------------|------------------|-----------|-----------|-----------|----------------|--------|--------------|-----------------------------------|----------------|------------|--------|
| February     | January                 | (\$10.00)        | \$0.00    | \$0.00    | \$0.00    | \$0.00         | \$0.00 | \$0.00       | \$0.00                            | Tamella McNeil | 1/7/2015   | Delete |

1 Result Available

Cancel

**Step 4.** Click the **Delete** button next to the line item to be deleted. A delete confirmation page will display.

**Step 5.** Click the **Yes** button to delete the line item. The Detailed Line Items List will re-display with the remaining line items.



[Return to top](#)

## 6. Posting Line Items

Once a County User enters all line items to be posted for that month, he/she can submit all line items for posting and reimbursement from the state funds allocated to the county. Line items must be certified sequentially by a County Administrator and a State Administrator and then posted to NCAS before the county can be reimbursed.

### 6.1 Submitting Line Items for Certification

**Step 1.** Click the **Line** link in the menu at the top of the page currently being viewed in the DPH Aid to Counties Database. The Line Item List page will display.

DPH Aid To County - Windows Internet Explorer

http://atcdev.dhhs.state.nc.us/displaylineitem.aspx

DPH Aid To Counties Database

User Acceptance Testing

Home SearchQBE Reports Allocations/County **Line** DHH

Line Item List

Submit Month Waiting County User Entry

County: WAKE

Select Fiscal Year: 14/15 Reporting Month of: February Search

Requested: Loc 101: Loc 102: Loc 103: Teen Pregnancy: DENR: Bioterrorism: Temporary Food Establishment Fees: Grand Total:

Page: 1 of 1

| Activity | Fund | RCC  | FRC | Description                                      | Begin Date | End Date  | Fiscal Year | Remaining Allocations | Amount Requested | Local 101 | Local 102 | Local 103 | Teen Pregnancy Match | DENR   | Bioterrorism | Temporary Food Establishment Fees |
|----------|------|------|-----|--------------------------------------------------|------------|-----------|-------------|-----------------------|------------------|-----------|-----------|-----------|----------------------|--------|--------------|-----------------------------------|
| 101      | 13A1 | 5740 | 00  | Women's Health                                   | 7/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 1151 | 4110 | 00  | General Aid-to-County                            | 6/1/2014   | 5/31/2015 | 14/15       | \$266,340.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 5920 | FP  | Pharmacist Services for Family Planning - 1/12th | 6/1/2014   | 6/29/2014 | 14/15       | \$1,250.00            | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 5920 | FP  | Pharmacist Services for Family Planning 11/12ths | 7/1/2014   | 5/31/2015 | 14/15       | \$13,750.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | ZZZZ | ZZZZ | ZZ  | Local Use Only - General Aid-to-County           | 6/1/2014   | 5/31/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GF  | WIC Nutrition Education                          | 10/1/2014  | 5/31/2015 | 14/15       | \$514,119.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GE  | WIC BF Promotion & Support                       | 6/1/2014   | 9/30/2014 | 14/15       | \$98,833.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GE  | WIC Client Services                              | 6/1/2014   | 9/30/2014 | 14/15       | \$696,475.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GF  | WIC Client Services                              | 10/1/2014  | 5/31/2015 | 14/15       | \$1,392,984.00        | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GF  | WIC General Admin                                | 10/1/2014  | 5/31/2015 | 14/15       | \$143,443.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GE  | WIC Nutrition Education                          | 6/1/2014   | 9/30/2014 | 14/15       | \$257,059.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GE  | WIC General Admin                                | 6/1/2014   | 9/30/2014 | 14/15       | \$71,722.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GF  | WIC BF Promotion & Support                       | 10/1/2014  | 5/31/2015 | 14/15       | \$1,665.00            | \$196,000.00     | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | 1313 | 372A | SW  | WISEWOMAN                                        | 6/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | ZZZZ | ZZ   | ZZ  | LOCAL USE ONLY WISEWOMAN                         | 6/2/2014   | 5/29/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 873      | 1153 | 4751 | 00  | Environmental Health                             | 6/1/2014   | 5/31/2015 | 14/15       | \$10.00               | (\$10.00)        | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |

16 Results Available

WIC-FRC ZZ: \$0.00

WIC-FRC GF: \$0.00

Note that the Line Items column displays the number of line items that have been entered that month for the particular state allocated budget.

**Step 2.** Click the **Submit Month** button to submit the line items for certification.

**Step 3.** If you need to add or modify existing line items before the monthly line items are certified for posting, click the **Un-submit Month** button. Modify or add new line items as necessary. Once all changes are complete, click the **Submit Month** button to restart the certification/posting process for that month.

---

## 6.2 Local Health Director Approves

Once all items have been entered into the database, the County User moves the report up the approval chain to the Local Health Director.

For District Health Departments, the Health Director certifies the report and submits it to the State. For non-District Health Departments, the next step in the approval process is certification by the County Administrator.



## 6.3 County Administrator Certification of Line Items

Once the County User submits the month's line items, the County Administrator can review and certify these line items. Once certified by a County Administrator, the month must be certified by a State Administrator before the line items can be posted to NCAS.

**Step 1.** Click the **Line** link in the menu at the top of the page currently being viewed in the DPH Aid to Counties Database. The Line Item List page will display.

DPH Aid To County - Windows Internet Explorer

http://atcddev.dhhs.state.nc.us/displaylineitem.aspx

File Edit View Favorites Tools Help

Property Details aboutblank Suggested Sites Get more Add-ons

User Acceptance Testing

DPH Aid To Counties Database

Home SearchQBE Reports Allocations/County Line DHH

Line Item List

County: WAKE

Select Fiscal Year: 14/15 Reporting Month of: February Search

Requested: Loc 101: Loc 102: Loc 103: Teen Pregnancy: DENR: Bioterrorism: Temporary Food Establishment Fees: Grand Total:

Page: 1 of 1

| Activity | Fund | RCC  | FRC | Description                                      | Begin Date | End Date  | Fiscal Year | Remaining Allocations | Amount Requested | Local 101 | Local 102 | Local 103 | Teen Pregnancy Match | DENR   | Bioterrorism | Temporary Food Establishment Fees |
|----------|------|------|-----|--------------------------------------------------|------------|-----------|-------------|-----------------------|------------------|-----------|-----------|-----------|----------------------|--------|--------------|-----------------------------------|
| 101      | 13A1 | 5740 | 00  | Women's Health                                   | 7/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 1161 | 4110 | 00  | General Aid-to-County                            | 6/1/2014   | 5/31/2015 | 14/15       | \$266,340.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 592C | FP  | Pharmacist Services for Family Planning - 1/12th | 6/1/2014   | 6/29/2014 | 14/15       | \$1,250.00            | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 592D | FP  | Pharmacist Services for Family Planning 11/12ths | 7/1/2014   | 5/31/2015 | 14/15       | \$13,750.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | ZZZZ | ZZZZ | ZZ  | Local Use Only - General Aid-to-County           | 6/1/2014   | 5/31/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GF  | WIC Nutrition Education                          | 10/1/2014  | 5/31/2015 | 14/15       | \$514,119.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GE  | WIC BF Promotion & Support                       | 6/1/2014   | 9/30/2014 | 14/15       | \$98,833.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GE  | WIC Client Services                              | 6/1/2014   | 9/30/2014 | 14/15       | \$696,475.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GF  | WIC Client Services                              | 10/1/2014  | 5/31/2015 | 14/15       | \$1,392,984.00        | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GF  | WIC General Admin                                | 10/1/2014  | 5/31/2015 | 14/15       | \$143,443.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GE  | WIC Nutrition Education                          | 6/1/2014   | 9/30/2014 | 14/15       | \$257,059.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GE  | WIC General Admin                                | 6/1/2014   | 9/30/2014 | 14/15       | \$71,722.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GF  | WIC BF Promotion & Support                       | 10/1/2014  | 5/31/2015 | 14/15       | \$1,685.00            | \$196,000.00     | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | 1313 | 372A | SW  | WISEWOMAN                                        | 6/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | ZZZZ | ZZ   | ZZ  | LOCAL USE ONLY WISEWOMAN                         | 6/2/2014   | 5/29/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 873      | 1153 | 4751 | 00  | Environmental Health                             | 6/1/2014   | 5/31/2015 | 14/15       | \$10.00               | (\$10.00)        | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |

16 Results Available

WIC-FRC ZZ: \$0.00

WIC-FRC GF: \$0.00

NC DHHS DPH Aid To Counties V2.0 Last Modified 9/13/2014

File Find Disable View Images Cache Tools Validate Browser Mode: IE10 Document Mode: Quirks

Start

11:11 AM

**Step 2.** To review line items submitted for a particular funding item, click the blue button for the funding item. The Detailed Line Items List page will display.

https://atc.dhhs.state.nc.us/displayDetailItem.aspx DPH Aid To County

File Edit View Favorites Tools Help

NC ncdhhs Medicaid Transfor... dhhs DPH WHB Agreemen... https--files.nc.gov-ncdhhs-... 5 Reasons Why Parents MI... Health care Provider Taxon... ATC NCID Health Check Program Gui...

 **DPH** Aid To Counties Database Hello, Kathleen  
Logout

Home SearchQBE Reports Fund Fund Authorization Allocations/County Line ATC Users DHHS Disclaimer

**Detail Line Items List**

Local use only- Maternal Health  
County : ALAMANCE Fiscal Year : 18/19 Month : April  
Activity : 101 Fund : ZZZZ RCC : ZZZZ FRC : ZZ

| View                                                                              | Reported Mth | Expenditure/Amended Mth | Amount Requested | Local 101   | Local 102   | Local 103 | Teen Pregnancy | DENR   | Bioterrorism | Temporary Food Establishment Fees | User Stamp    | Date Stamp |
|-----------------------------------------------------------------------------------|--------------|-------------------------|------------------|-------------|-------------|-----------|----------------|--------|--------------|-----------------------------------|---------------|------------|
|  | April        | March                   | \$0.00           | \$42,408.73 | \$18,686.49 | \$146.00  | \$0.00         | \$0.00 | \$0.00       | \$0.00                            | Becky Perkins | 4/11/2019  |

1 Result Available  
Cancel



**Step 3.** To view all the details for a particular line item, click the **View** button next to the appropriate line. The **Edit Line** Item page will display.

DPH Aid To County - Windows Internet Explorer

http://atcddev.dhhs.state.nc.us/editLineItem.aspx

File Edit View Favorites Tools Help

Property Details aboutblank Suggested Sites Get more Add-ons

  **User Acceptance Testing**

**DPH** Aid To Counties Database

Hello, Tina [Logout](#)

Home SearchQBE Reports Allocations/County Line DHHS Disclaimer

**Edit Line Item**

**Women's Health**

County: **WAKE**

Beginning Date: 7/1/2014

Activity: 101 Requested Total: \$0.00 Reported 101: \$0.00 Reported 102: \$0.00 Ending Date: 6/30/2015 Reported 103: \$0.00 Reported Teen Pregnancy Match: \$0.00 Reported DENR: \$0.00 Liquidation Period: 7/31/2015 Reported Bioterrorism Match: \$0.00 Reported Temporary Food Establishment Fees Match: \$0.00 Total Reported: \$0.00

|                                   |        |
|-----------------------------------|--------|
| Activity                          | 101    |
| Fund                              | 13A1   |
| RCC                               | 5740   |
| FRC                               | 00     |
| Local Budget 101                  | \$0.00 |
| Local Budget 102                  | \$0.00 |
| Local Budget 103                  | \$0.00 |
| Teen Pregnancy Local Budget       | \$0.00 |
| DENR Local Budget                 | \$0.00 |
| Bioterrorism Local Budget         | \$0.00 |
| Temporary Food Establishment Fees | \$0.00 |
| Remaining Allocation              | \$0.00 |

|                                   |          |
|-----------------------------------|----------|
| Fiscal Year                       | 14/15    |
| Amount Requested                  | \$0.00   |
| Local 101                         | \$0.00   |
| Local 102                         | \$0.00   |
| Local 103                         | \$0.00   |
| Teen Pregnancy Match              | \$0.00   |
| DENR                              | \$0.00   |
| Bioterrorism Match                | \$0.00   |
| Temporary Food Establishment Fees | \$0.00   |
| Reporting Month                   | February |
| Expenditure/Amended Month         | January  |

Denotes a required data entry field.

Save Cancel

NC DHHS DPH Aid To Counties V2.0 Last Modified 9/13/2014

File Find Disable View Images Cache Tools Validate Browser Mode: IE10 Document Mode: Quirks

Start

10:49 AM

#### NOTE:

County Administrators cannot modify line items. If a particular line item requires modification, the entire month must be unsubmitted by a County User, who will then make the modification to the line item and resubmit the month for County Administrator and State Administrator certification.

- Step 4.** Click the **Line** link in the menu at the top of the page to return to the Line Item List page. Click the **Certify Month** button to certify the line items and submit the items to the State Administrator for certification.

DPH Aid To County - Windows Internet Explorer

http://atcdev.dhhs.state.nc.us/displaylineitem.aspx

File Edit View Favorites Tools Help

Property Details aboutblank Suggested Sites Get more Add-ons

User Acceptance Testing

DPH Aid To Counties Database

Home SearchQ&E Reports Allocations/County Line DHH

**Certify Month** Waiting County Admin Approval

Line Item List

County: WAKE

Select Fiscal Year: 14/15 Reporting Month of: February Search

Requested: Loc 101: Loc 102: Loc 103: Teen Pregnancy: DENR: Bioterrorism: Temporary Food Establishment Fees: Grand Total:

Page: 1 of 1

| Activity | Fund | RCC  | FRC | Description                                      | Begin Date | End Date  | Fiscal Year | Remaining Allocations | Amount Requested | Local 101 | Local 102 | Local 103 | Teen Pregnancy Match | DENR   | Bioterrorism | Temporary Food Establishment Fees |
|----------|------|------|-----|--------------------------------------------------|------------|-----------|-------------|-----------------------|------------------|-----------|-----------|-----------|----------------------|--------|--------------|-----------------------------------|
| 101      | 13A1 | 5740 | 00  | Women's Health                                   | 7/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 1161 | 4110 | 00  | General Aid-to-County                            | 6/1/2014   | 5/31/2015 | 14/15       | \$266,340.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 592C | FP  | Pharmacist Services for Family Planning - 1/12th | 6/1/2014   | 6/29/2014 | 14/15       | \$1,250.00            | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | 13A1 | 592D | FP  | Pharmacist Services for Family Planning 11/12ths | 7/1/2014   | 5/31/2015 | 14/15       | \$13,750.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 110      | ZZZZ | ZZZZ | ZZ  | Local Use Only - General Aid-to-County           | 6/1/2014   | 5/31/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GF  | WIC Nutrition Education                          | 10/1/2014  | 5/31/2015 | 14/15       | \$514,119.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GE  | WIC BF Promotion & Support                       | 6/1/2014   | 9/30/2014 | 14/15       | \$98,833.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GE  | WIC Client Services                              | 6/1/2014   | 9/30/2014 | 14/15       | \$696,475.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5403 | GF  | WIC Client Services                              | 10/1/2014  | 5/31/2015 | 14/15       | \$1,392,984.00        | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GF  | WIC General Admin                                | 10/1/2014  | 5/31/2015 | 14/15       | \$143,443.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5404 | GE  | WIC Nutrition Education                          | 6/1/2014   | 9/30/2014 | 14/15       | \$257,059.00          | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5405 | GE  | WIC General Admin                                | 6/1/2014   | 9/30/2014 | 14/15       | \$71,722.00           | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 403      | 13A2 | 5409 | GF  | WIC BF Promotion & Support                       | 10/1/2014  | 5/31/2015 | 14/15       | \$1,665.00            | \$196,000.00     | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | 1313 | 372A | SW  | WISEWOMAN                                        | 6/1/2014   | 6/30/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 465      | ZZZZ | ZZ   | ZZ  | LOCAL USE ONLY WISEWOMAN                         | 6/2/2014   | 5/29/2015 | 14/15       | \$0.00                | \$0.00           | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |
| 873      | 1153 | 4751 | 00  | Environmental Health                             | 6/1/2014   | 5/31/2015 | 14/15       | \$10.00               | (\$10.00)        | \$0.00    | \$0.00    | \$0.00    | \$0.00               | \$0.00 | \$0.00       | \$0.00                            |

16 Results Available

WIC-FRC ZZ: \$0.00

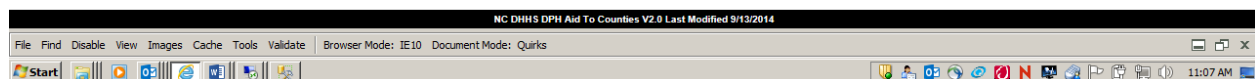
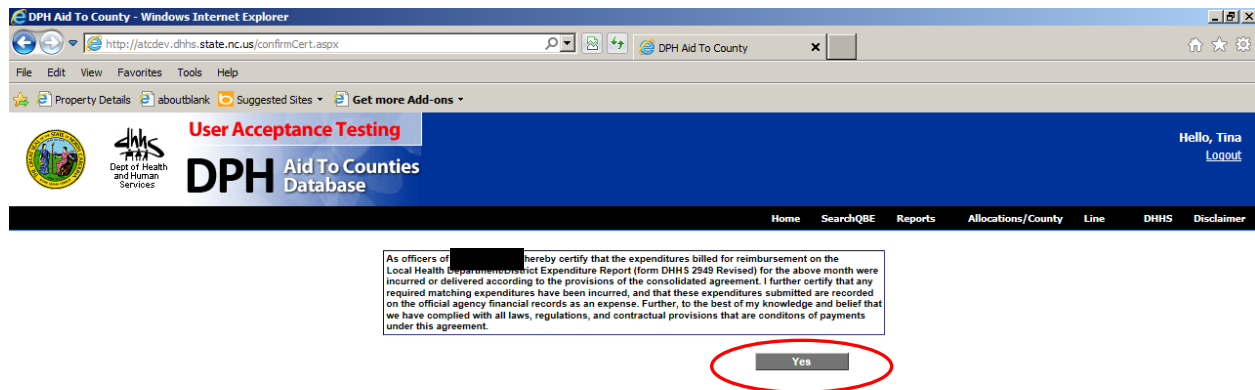
WIC-FRC GF: \$0.00

#### NOTE:

The Certify Month button will display only if the line items for the month have been submitted by a County User for posting.

If the month has not already been certified by a State Administrator, County Administrator certification can be recalled by clicking the **Un-certify Month** button.

**Step 5.** Click the **Yes** button under the certification statement at the center of the page. The Line Item List page will display with County Admin Approved.



## 6.4 State Administrator Certification of Line Items

Once a Count Administrator certifies the month's line items for posting, a State Administrator can review and certify the line items for the month and posting to NCAS.

State Administrators cannot modify county line items. If a particular line item requires modification before posting to the NCAS, the entire month must be uncertified by the County Administrator, then unsubmitted by a County User, who will then make the modification of the line item and resubmit the month for the County Administrator and State Administrator certification.

## 6.5 Posting to NCAS

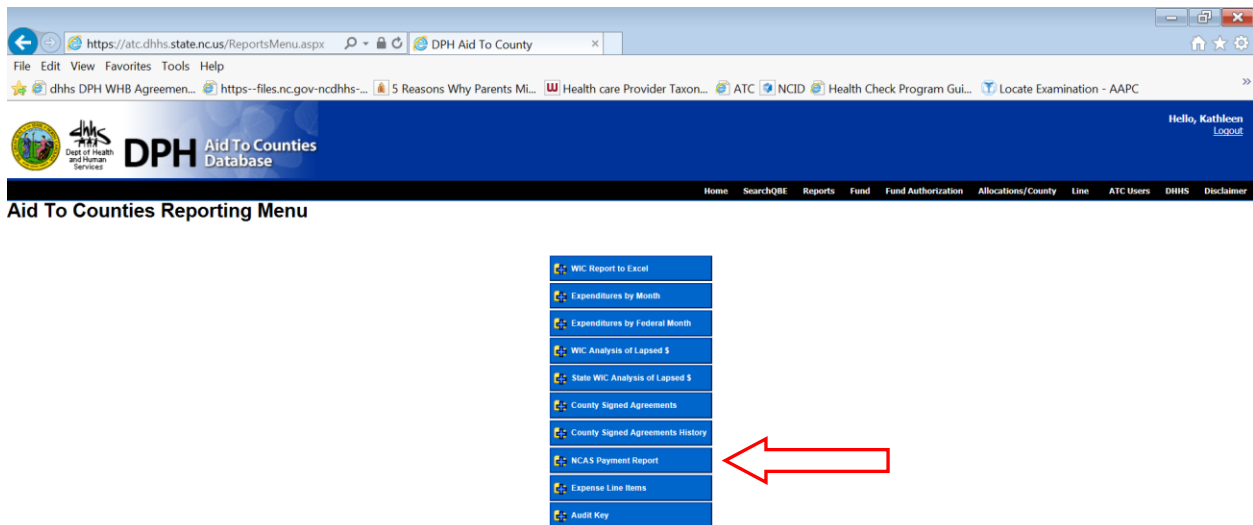
State Supers can export the certified line items for the month from the DPH Aid to Counties Database for posting to the NCAS.

Line items for the month cannot be modified once the NCAS export has been performed. If a line item is posted to NCAS in error, an adjustment can be entered as a new line item (amendment) in the following month's ATC report.

---

## 6.6 North Carolina Accounting System (NCAS) Report

**Step 1.** Click the **Reports** link in the menu at the top of the page currently being viewed in the DPH Aid to Counties Database. A drop down menu will appear.



**Step 2.** Select the **NCAS Payment Report**

**Step 3.** Select the month you want to review/print. The current month is the default.

https://atc.dhhs.state.nc.us/display/WeekRep.aspx DPH Aid To County

File Edit View Favorites Tools Help

dhhs DPH WHB Agreemen... https--files.nc.gov-ncdhhs-... 5 Reasons Why Parents MI... Health care Provider Taxon... ATC NCID Health Check Program Gui... Locate Examination - AAPC

**DPH** Aid To Counties Database

Home Search/RE Reports Fund Fund Authorization Allocations/County Line ATC Users DBHS Disclaimer

Weekly Report

Select Fiscal Year: 18/19 Select County: Reporting Month of: January Search

Page 1 of 1

| Account      | Fund | RCC  | FRC | Description                              | Budget              | Current            | YTD                 | Encumbrance         |
|--------------|------|------|-----|------------------------------------------|---------------------|--------------------|---------------------|---------------------|
| 536260116    | 13A1 | 5116 | 00  | Healthy Beginnings                       | \$70,000.00         | \$5,837.84         | \$38,728.68         | \$31,271.32         |
| 536260151    | 13A1 | 5735 | AP  | HMHC - FP - October start                | \$1,849.00          | \$1,849.00         | \$1,849.00          | \$0.00              |
| 536260165    | 13A1 | 5700 | AR  | Infant Mortality Reduction               | \$37,916.00         | \$986.51           | \$37,916.00         | \$0.00              |
| 536260165    | 13A1 | 5700 | AR  | Infant Mortality Reduction               | \$37,916.00         | \$3,033.28         | \$3,033.28          | \$34,882.72         |
| 536260318    | 1271 | 5318 | AR  | Care Coordination for Children           | \$3,109.00          | \$1,609.00         | \$3,109.00          | \$0.00              |
| 536260351    | 1271 | 5745 | AR  | Child Health                             | \$4,982.00          | \$4,982.00         | \$4,982.00          | \$0.00              |
| 536260403    | 13A2 | 5403 | GK  | WIC Client Services                      | \$230,001.00        | \$20,630.43        | \$73,549.16         | \$156,451.94        |
| 536260403    | 13A2 | 5404 | GK  | WIC Nutrition Education                  | \$212,001.00        | \$23,410.88        | \$72,917.56         | \$139,083.44        |
| 536260403    | 13A2 | 5405 | GK  | WIC General Admin                        | \$38,000.00         | \$6,976.54         | \$18,210.06         | \$19,789.94         |
| 536260403    | 13A2 | 5409 | GK  | WIC BF Promotion & Support               | \$17,508.00         | \$1,566.51         | \$4,859.74          | \$12,648.26         |
| 536260415    | 13A2 | 570C | JQ  | WIC Breastfeeding Peer Counselor Program | \$36,233.00         | \$5,358.91         | \$31,685.79         | \$4,547.21          |
| 536260473    | 1262 | 4179 | 00  | Minority Diabetes Prevention Program     | \$230,105.00        | \$11,856.36        | \$63,931.51         | \$166,173.49        |
| 536260514    | 1264 | 2680 | EZ  | Preparedness and Planning                | \$36,896.00         | \$1,871.34         | \$24,066.93         | \$12,829.07         |
| 536260715    | 1331 | 627E | VP  | Immunization Action Plan                 | \$5,000.00          | \$5,000.00         | \$5,000.00          | \$0.00              |
| 536260894    | 1311 | 4601 | RQ  | STD Drugs                                | \$5,152.00          | \$97.50            | \$552.61            | \$4,599.39          |
| <b>Total</b> |      |      |     |                                          | <b>\$995,668.00</b> | <b>\$95,356.10</b> | <b>\$384,391.32</b> | <b>\$582,276.68</b> |

NC DHHS DPH Aid To Counties V1.0 Last Modified 8/9/2016

9:57 AM

This report only includes State dollars that have been requested by the county. It does not include local contributions (101) or revenue reported.

This report should match your deposit and the amounts in your monthly ATC report (Current). The Encumbrance column indicates the Remaining Balance for each program line.

[Return to top](#)

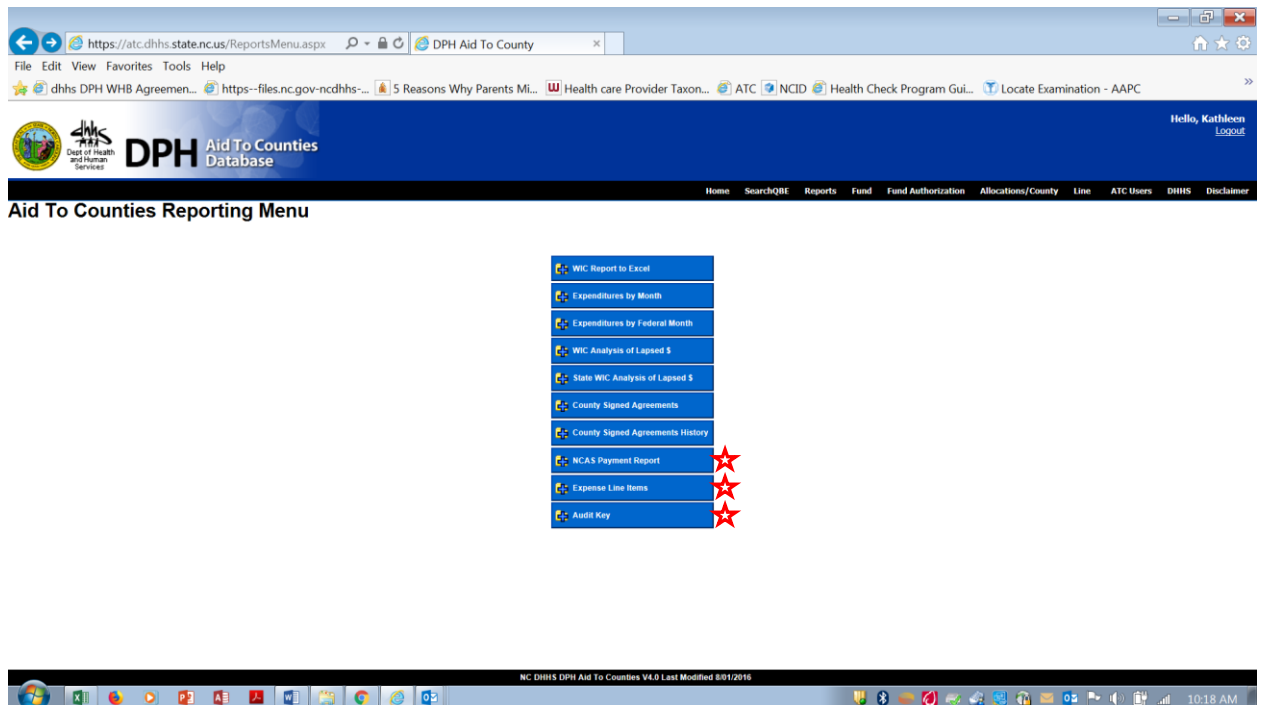
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## 7. Reviewing Aid to Counties Reports

The report availability is dependent on user role. Please see below for clarification.

**Step 1.** Click the **Reports** link in the menu at the top of the page currently being viewed in the DPH Aid to Counties Database. The Aid to Counties Reporting Menu page will display.

NOTE: County Users see a limited number of these reports as indicated below by ★. All reports listed are accessible by State Users.



### [NCAS Payment Report](#)

#### Expense Line Item

**Step 1.** Select the **Expense Line Item** report from the Reports menu.

**Step 2.** Select the Fiscal Year and Month you want to view and/or print the report for. This report replaces the need to “print screen” each time you complete a page in the ATC monthly expense reporting screens. Select the **print icon** and the entire report will print at one time.

https://atc.dhhs.state.nc.us/ReportViewer.aspx?Re DPH Aid To County

File Edit View Favorites Tools Help

dhhs DPH WHB Agreemen... https--files.nc.gov-ncdhhs-... 5 Reasons Why Parents Mi... Health care Provider Taxon... ATC NCID Health Check Program Gui... Locate Examination - AAPC

Home SearchQBE Reports Fund Fund Authorization Allocations/County Line ATC Users DHHS Disclaimer

FiscalYear: 18/19 CountyName: [REDACTED]  
Month: January View Report

1 of 6 100% Find | Next

### Line Item List

County Name: [REDACTED]  
Fiscal Year: 18/19  
Reporting Month: January

**Totals for the month**

|                                           |                     |
|-------------------------------------------|---------------------|
| Requested:                                | \$95,356.10         |
| County Appropriations 101:                | \$538,289.20        |
| Medicaid Revenues (local) 102:            | \$40,972.12         |
| Other Local Revenues(fees and grants)103: | \$29,763.59         |
| Teen Pregnancy:                           | \$0.00              |
| Bioterrorism:                             | \$0.00              |
| Temporary Food Establishment Fees:        | \$0.00              |
| <b>Grand Total:</b>                       | <b>\$704,381.01</b> |

| Activity | Fund | RCC  | FRC | Description                                          | Begin Date | End Date  | Fiscal Year | Remaining Allocations | Amount Requested | County Appropriations 101 | Medicaid Revenues (local) 102 | Other Local Revenues (fees and grants) 103 | Teen Pregnancy Match | Bioterrorism | Temporary Food Establishment Fees | Line Items |
|----------|------|------|-----|------------------------------------------------------|------------|-----------|-------------|-----------------------|------------------|---------------------------|-------------------------------|--------------------------------------------|----------------------|--------------|-----------------------------------|------------|
| 101      | 13A1 | 5740 | 00  | Maternal Health                                      | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                |                  |                           |                               |                                            |                      |              |                                   | 0          |
| 101      | ZZZZ | ZZZZ | ZZ  | Local use only- Maternal Health                      | 6/1/2018   | 5/31/2019 | 18/19       |                       | \$0.00           | \$43,818.03               | \$18,801.38                   | \$964.89                                   | \$0.00               | 0.00         | \$0.00                            | 1          |
| 107      | ZZZZ | ZZZZ | ZZ  | Local use only-PCM for women Ineligible for Medicaid | 6/1/2018   | 5/31/2019 | 18/19       |                       | \$0.00           | \$28,025.10               | \$0.00                        | \$0.00                                     | \$0.00               | 0.00         | \$0.00                            | 1          |
| 110      | 1161 | 4110 | 00  | General Aid-To-County                                | 6/1/2018   | 5/31/2019 | 18/19       | \$0.00                |                  |                           |                               |                                            |                      |              |                                   | 0          |
| 110      | ZZZZ | ZZZZ | ZZ  | Local use only- General Aid-to-County                | 6/1/2018   | 5/31/2019 | 18/19       |                       | \$0.00           | \$135,694.73              | \$0.00                        | \$1,623.07                                 | \$0.00               | 0.00         | \$0.00                            | 1          |
| 113      | ZZZZ | ZZZZ | ZZ  | Local Use Only- Electronic Health Record             | 6/1/2018   | 5/31/2019 | 18/19       |                       |                  |                           |                               |                                            |                      |              |                                   | 0          |

NC DHHS DPH Aid To Counties V4.0 Last Modified 8/9/2016

**PLEASE NOTE:** This report will not provide you with each line item detail. If you are making amendments or have multiple line details, then you may choose to “print screen” for those particular line items.

## Audit Key report

https://atc.dhhs.state.nc.us/rpt\_KeyAudit.aspx DPH Aid To County

File Edit View Favorites Tools Help

NC ncdhhs Medicaid Transfor... dhhs DPH WHB Agreemen... https--files.nc.gov-ncdhhs-... 5 Reasons Why Parents Mi... Health care Provider Taxon... ATC NCID Health Check Program Gui...

NC DHHS DPH Aid To Counties V4.0 Last Modified 8/9/2016

DPH Aid To Counties Database

Hello, Kathleen Logout

Home SearchQBE Reports Fund Fund Authorization Allocations/County Line ATC Users DHHS Disclaimer

### Audit Key Report

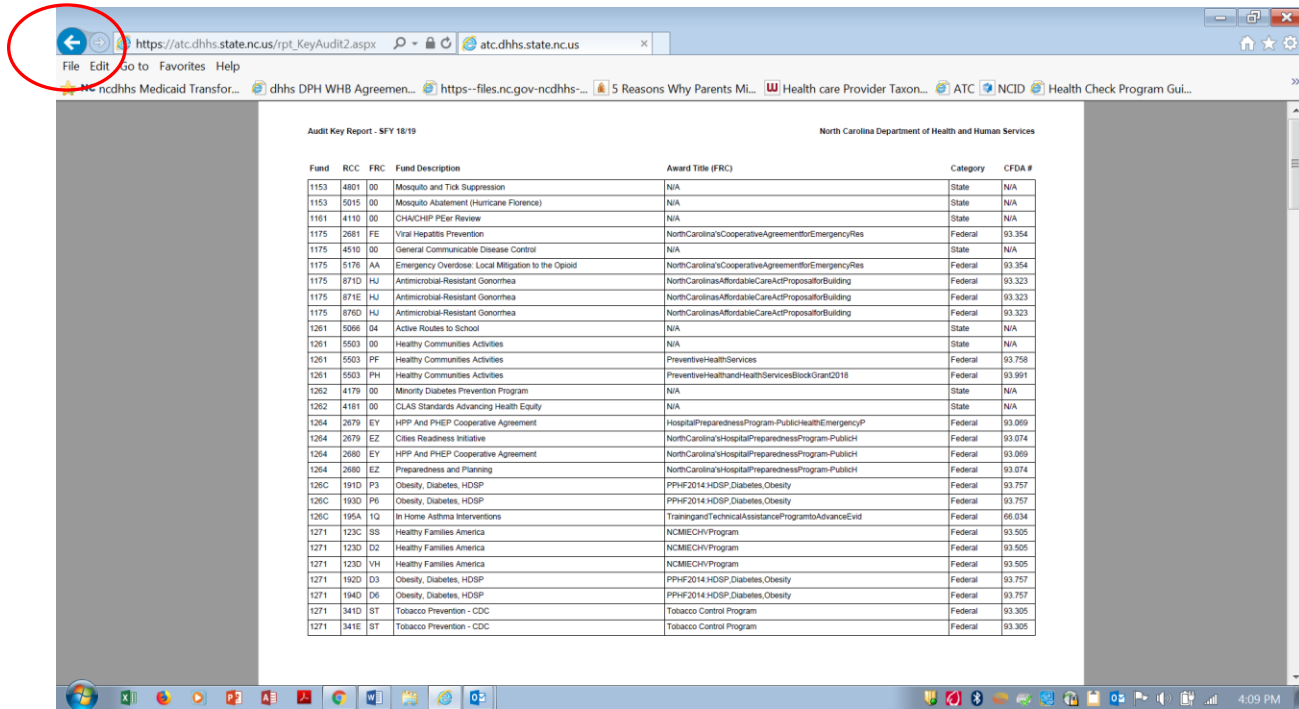
18/19 Search

NC DHHS DPH Aid To Counties V4.0 Last Modified 8/9/2016

**Step 1:** Select the Audit Key report from the Reports drop down menu.

**Step 2:** Select the Fiscal Year for which you want to search. Click **Search**.

**Step 3:** The report will display a detail listing of all funds for the Fiscal Year selected, in numerical order by Fund number. If you are looking for information on whether the fund is state or federal you can use this report. It also provides other details about the fund, but no dollars are attached in this report.



| Fund | RCC  | FRC | Fund Description                                   | Award Title (FRC)                                          | Category | CFDA # |
|------|------|-----|----------------------------------------------------|------------------------------------------------------------|----------|--------|
| 1153 | 4801 | 00  | Mosquito and Tick Suppression                      | N/A                                                        | State    | N/A    |
| 1153 | 5015 | 00  | Mosquito Abatement (Hurricane Florence)            | N/A                                                        | State    | N/A    |
| 1161 | 4110 | 00  | CHACHIP Peer Review                                | N/A                                                        | State    | N/A    |
| 1175 | 2681 | FE  | Viral Hepatitis Prevention                         | North Carolina's Cooperative Agreement for Emergency Res   | Federal  | 93.354 |
| 1175 | 4510 | 00  | General Communicable Disease Control               | N/A                                                        | State    | N/A    |
| 1175 | 5176 | AA  | Emergency Overdose: Local Mitigation to the Opioid | North Carolina's Cooperative Agreement for Emergency Res   | Federal  | 93.354 |
| 1175 | 6710 | HJ  | Antimicrobial-Resistant Gonorrhea                  | North Carolina's Affordable Care Act Proposal for Building | Federal  | 93.323 |
| 1175 | 671E | HJ  | Antimicrobial-Resistant Gonorrhea                  | North Carolina's Affordable Care Act Proposal for Building | Federal  | 93.323 |
| 1175 | 6760 | HJ  | Antimicrobial-Resistant Gonorrhea                  | North Carolina's Affordable Care Act Proposal for Building | Federal  | 93.323 |
| 1261 | 5066 | 04  | Active Routes to School                            | N/A                                                        | State    | N/A    |
| 1261 | 5503 | 00  | Healthy Communities Activities                     | N/A                                                        | State    | N/A    |
| 1261 | 5503 | PF  | Healthy Communities Activities                     | Preventive Health Services                                 | Federal  | 93.758 |
| 1261 | 5503 | PH  | Healthy Communities Activities                     | Preventive Health and Health Services Block Grant 2018     | Federal  | 93.991 |
| 1262 | 4179 | 00  | Minority Diabetes Prevention Program               | N/A                                                        | State    | N/A    |
| 1262 | 4181 | 00  | CLAS Standards Advancing Health Equity             | N/A                                                        | State    | N/A    |
| 1264 | 2679 | EY  | HPP And PHEP Cooperative Agreement                 | Hospital Preparedness Program - Public Health Emergency P  | Federal  | 93.069 |
| 1264 | 2679 | EZ  | Cities Readiness Initiative                        | North Carolina's Hospital Preparedness Program - Public H  | Federal  | 93.074 |
| 1264 | 2680 | EY  | HPP And PHEP Cooperative Agreement                 | North Carolina's Hospital Preparedness Program - Public H  | Federal  | 93.069 |
| 1264 | 2680 | EZ  | Preparedness and Planning                          | North Carolina's Hospital Preparedness Program - Public H  | Federal  | 93.074 |
| 126C | 1910 | P3  | Obesity, Diabetes, HDSP                            | PPHF2014 HDSP, Diabetes, Obesity                           | Federal  | 93.757 |
| 126C | 1930 | P6  | Obesity, Diabetes, HDSP                            | PPHF2014 HDSP, Diabetes, Obesity                           | Federal  | 93.757 |
| 126C | 1954 | 1Q  | In Home Asthma Interventions                       | Training and Technical Assistance Program to Advance Evid  | Federal  | 66.034 |
| 1271 | 123C | SS  | Healthy Families America                           | NCMECHV Program                                            | Federal  | 93.505 |
| 1271 | 123C | D2  | Healthy Families America                           | NCMECHV Program                                            | Federal  | 93.505 |
| 1271 | 123C | VH  | Healthy Families America                           | NCMECHV Program                                            | Federal  | 93.505 |
| 1271 | 1920 | D3  | Obesity, Diabetes, HDSP                            | PPHF2014 HDSP, Diabetes, Obesity                           | Federal  | 93.757 |
| 1271 | 1940 | D6  | Obesity, Diabetes, HDSP                            | PPHF2014 HDSP, Diabetes, Obesity                           | Federal  | 93.757 |
| 1271 | 3410 | ST  | Tobacco Prevention - CDC                           | Tobacco Control Program                                    | Federal  | 93.305 |
| 1271 | 341E | ST  | Tobacco Prevention - CDC                           | Tobacco Control Program                                    | Federal  | 93.305 |

**Step 4:** Once you are done viewing this report, hit the back arrow in the top left corner of your screen. This will return you to the Audit Key selection page. Hit the back arrow one more time to return to the Reports menu.

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# APPENDIX A. Abbreviations, Acronyms & Definitions

| Abbreviation / Acronym | Definition                                                                                                      |
|------------------------|-----------------------------------------------------------------------------------------------------------------|
| ATC                    | Aid to Counties Database                                                                                        |
| Activity               | The term used to address program line items within the ATC                                                      |
| Allocation             | The amount of funding provided to a local health department by the state or county                              |
| Amendment              | A revision made in an ATC report to correct a prior entry                                                       |
| DHHS                   | Department of Health and Human Services                                                                         |
| DIRM                   | Division of Information Resource Management                                                                     |
| FRC                    | Federal Reporting Code                                                                                          |
| Liq                    | Liquidation, as in Liquidation Period or Liquidation Date (the last month in which you may request state funds) |
| NC                     | North Carolina                                                                                                  |
| NCAS                   | North Carolina Accounting System                                                                                |
| NCID                   | North Carolina Identification (ID)                                                                              |
| RCC                    | Responsibility Cost Center                                                                                      |
| Rolled back            | When the State Administrator returns the report to the county for corrections                                   |
| WIC                    | Women, Infants and Children                                                                                     |

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# APPENDIX B. Common Elements Found on DPH Aid to Counties Database Pages

Certain common elements are displayed on multiple pages of the DPH Aid to Counties Database. The table that follows lists and describes how to use these common elements.

| Field/Element                                                                       | Definition / Action Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Click this button if you have selected a new county in the Select County drop-down list box. This action will retrieve all budget items for the selected county.                                                                                                                                                                                                                                                                                                                                |
|    | This icon indicates that data entry in the field next to which the icon is displayed is required before the information can be saved.                                                                                                                                                                                                                                                                                                                                                           |
|    | Click this button to cancel the addition or modification of the funding item in the DPH Aid to Counties Database.                                                                                                                                                                                                                                                                                                                                                                               |
|    | Click this button to save the entered/modified line item information in the DPH Aid to Counties Database.                                                                                                                                                                                                                                                                                                                                                                                       |
|   | Click this button to return to the <a href="#">Line Item List</a> page.                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | County Users can click this button to enter a new line item for the funding item. When clicked, the <a href="#">Edit Line Item page</a> displays.<br><br>This button displays only to County Users.                                                                                                                                                                                                                                                                                             |
|  | Click this button to edit a particular line item. When clicked, this button displays the <a href="#">Edit Line Item page</a> where the line item can be modified. Line items cannot be modified if they have been submitted for certification, unless certification is recalled and the month unsubmitted by the County User. Line items posted to NCAS cannot be modified; adjustments must be entered as new line items for the next month.<br><br>This button displays only to County Users. |
|  | Click this button to view the details of a particular line item. When clicked, this button displays the <a href="#">Edit Line Item page</a> where the line item detail can be viewed.<br><br>This button displays to all users except the County Users who have the ability to add and modify line items.                                                                                                                                                                                       |

| Field/Element                                               | Definition / Action Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Delete</a>                                      | <p>Click this button to delete the line item. Line items cannot be deleted if a County Administrator or State Administrator has certified the month's line items, unless certification is "<a href="#">rolled back</a>" and the month has been unsubmitted by the County User. Line items posted to NCAS cannot be deleted; adjustments must be entered as new line items for the next month.</p> <p>When clicked, a page will display asking "Are you sure you want to delete this Line Item?" to ensure the delete function was not selected in error. The Yes button on the confirmation page must be clicked before the line item will be deleted.</p> <p>This button displays only to County Users.</p> |
| North Carolina State Seal                                   | The official NC State Seal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| DHHS Logo                                                   | The official logo for the NC Department of Health and Human Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| DPH Aid to Counties Database                                | Click the name of the application to link to the DPH Aid to Counties Database Home page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Log in acknowledgement                                      | This text only displays to users logged into the DPH Aid to Counties Database. The log in acknowledgement contains a greeting ("Hello") as well as the first name of the person logged in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Login/Logout                                                | Click this link to log into or out of the DPH Aid to Counties Database, respectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Home                                                        | Click this menu link to return to the DPH Aid to Counties Database Home page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Allocations (menu option)                                   | <p>Click this menu link to navigate to the <a href="#">Budget Items list page</a>.</p> <p>This link displays to all users of the DPH Aid to Counties Database.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Line (menu option)                                          | <p>Click this menu link to navigate to the <a href="#">Line Items list page</a></p> <p>This link displays to all users of the DPH Aid to Counties Database.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Reports (menu option)                                       | <p>Click this menu link to navigate to the <a href="#">Reports drop-down list</a>.</p> <p>This link displays to all users of the DPH Aid to Counties Database.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| DHHS                                                        | Click this link to navigate to the <a href="#">NC DHHS web site</a> Home page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Disclaimer                                                  | Click this link to view the standard <a href="#">NC DHHS web site disclaimer</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| NC DHHS DPH Aid To Counties vX.X.X - Last Modified M/D/YYYY | A date stamp that provides the name of the web application being viewed, the version number for the current release of the application and the last date on which the current version application was created.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Select Fiscal Year                                          | Select the fiscal year for the funding items you wish to view from this drop-down list. The default fiscal year is the current year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Activity                                                    | This column displays the required activity number for the funding items available in the fiscal year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Fund                                                        | This column displays the required fund number for the funding items available in the fiscal year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Field/Element                                                                       | Definition / Action Required                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">RCC</a>                                                                 | This column displays the required NC Responsibility Cost Center number for the funding items available in the fiscal year.                                                                                                                                                                                                                      |
| FRC                                                                                 | This column displays the required Federal Reporting Code for the funding items available in the fiscal year.                                                                                                                                                                                                                                    |
| County Appropriations (101)                                                         | This column displays the amount requested/reported from Local County appropriations.<br>This field is display only on some screens.                                                                                                                                                                                                             |
| Medicaid Revenue by program-local (102)                                             | This column displays the amount reported for Medicaid Revenue.<br>This field is display only on some screens.                                                                                                                                                                                                                                   |
| Other Local Revenue (103) Patient fees, Insurance earnings, Grant or other funding. | This column displays the amount reported for Other Local Revenue<br>This field is display only on some screens.                                                                                                                                                                                                                                 |
| Local Teen Pregnancy Budget                                                         | This column displays the amount of funds available in the local teen pregnancy county budget.<br><br>This amount can be entered or modified by County Users and County Administrators clicking the <b>Edit</b> button that displays on the left side of the funding item row.                                                                   |
| Local Bioterrorism (Preparedness)                                                   | This column displays the amount of funds available in the local bioterrorism county budget.<br><br>This amount can be entered or modified by County Users and County Administrators clicking the <b>Edit</b> button that displays on the left side of the funding item row                                                                      |
| Temporary Food Establishment Fee                                                    | This column displays the amount of funds available in the temporary food establishment fee county budget.<br><br>This amount can be entered or modified by County Users and County Administrators clicking the <b>Edit</b> button that displays on the left side of the funding item row                                                        |
| State Allocation                                                                    | The total amount of state funds allocated to the county for the funding item.<br><br>This amount cannot be modified by County Administrators. Changes to this amount must be entered by a State level Program Users and certified by both the State level Budget Administrator and a State Administrator before it will display in this column. |
| County                                                                              | The county that entered the line item for the funding item.<br>This field is display only.                                                                                                                                                                                                                                                      |
| Fiscal Year                                                                         | The fiscal year in which the funding item is available.<br>This field is display only.                                                                                                                                                                                                                                                          |
| Month                                                                               | The month in which the displayed line items were entered.<br>This field is display only.                                                                                                                                                                                                                                                        |
| Begin Date                                                                          | This column displays the first date on which the funding item is available for use.                                                                                                                                                                                                                                                             |
| End Date                                                                            | This column displays the last date on which the funding item is available for use.                                                                                                                                                                                                                                                              |

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| Field/Element       | Definition / Action Required                                                                                                                |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Liquidation Period  | This column displays the last date on which line items can be entered for the funding item.                                                 |
| Amount Requested    | This column displays the total amount of the line items that have been entered by the county for reimbursement from state allocated funds.  |
| User Stamp          | This column displays the name of the user that entered the line item.<br>This field is display only.                                        |
| Date Stamp          | This column displays the date on which the user entered the line item into the DPH Aid to Counties Database.<br>This field is display only. |
| # Results Available | The number of line items entered for the funding item displays in this statement.                                                           |

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# APPENDIX C. Technical Support

If you encounter difficulties using the DPH Aid to Counties Database, please contact your Local Technical Assistance & Training Branch (LTAT) Administrative Consultant.

NCID Passwords may be changed by accessing the NCID Identity Manager Dashboard (home page) at <https://ncid.gov/idmdash/> or by contacting your county NCID Administrator.

Changes to County Users and County Administrators are handled electronically. Please use the electronic form at <https://www.ncdhhs.gov/itd/aid-county-atc-request-form> to complete all changes to your county level ATC Users. Once this form is submitted, you will receive notification once the change has been made.

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\*\*\*End of Document\*\*\*