

CCIDS Child Care Information Data System

ODJFS Licensed Provider Information Sheet

CCIDS is a statewide automated child care system that includes three modules: Eligibility and Authorization (EA), Centralized Payments (CP), and Time and Attendance (TA). The EA module assists county departments of job and family services with determining a family's eligibility to receive publicly funded child care services (PFCC). The EA module also authorizes an eligible child to a provider and generates notices to families and providers regarding eligibility and authorization. The CP module issues reimbursement through electronic funds transfer (direct deposit) from the Ohio Department of Job and Family Services (ODJFS) to eligible providers for the provision of PFCC services. The CP module also makes payment history of PFCC reimbursement available to providers. The TA module, which is expected to be available in the fall of 2010, is a swipe card system that tracks the time and attendance of children in care.

How can I get reimbursed for serving publicly funded eligible children?

1. Become a licensed provider through ODJFS.
2. Contact the CCIDS Help Desk to get your user ID, or wait for the mailing that will be sent to the address provided to the ODJFS licensing office.
3. Complete and submit a provider agreement using the CCIDS Provider Portal.
4. If you have a change in ownership, the new provider must enter a new provider agreement.

What is the CCIDS Provider Portal?

The CCIDS Provider Portal is a Web application that eligible providers must use to complete provider agreements with ODJFS, as well as rate forms and bank forms. The purpose of the provider agreement is to allow ODJFS to issue reimbursement to providers for serving eligible children. **A provider will be reimbursed only for services provided on or after the date the agreement is completed. A provider cannot be reimbursed for services rendered prior to completing the provider agreement.**

How do I get my user ID so that I can use the Provider Portal?

The day after ODJFS enters a newly licensed provider into the licensing system, a user ID is created. The CCIDS Business Unit will send you a user ID and Provider Portal instructions. However, you can also call the CCIDS Help Desk to get it, as well.

What do I do with my DMA form?

The provider agreement has a question requiring a response related to a "Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization" (DMA) form. See the Provider Portal instructions for more detailed information. Providers can complete a DMA pre-certification process electronically, but some providers may choose to complete the forms and mail them to ODJFS. All forms can be mailed to the following address:

ODJFS, OFC
CCIDS Business Unit
P.O. Box 183163
Columbus, Ohio 43218-3163

Where can I get more information? Who do I call for help?

The CCIDS Web page is located on the Child Care in Ohio Web site: <http://www.jfs.ohio.gov/cdc/childcare.stm>. Click on the CCIDS link in the bottom right-hand corner. The CCIDS page has Provider Portal instructions, a link to the CCIDS Provider Portal and additional communications. Questions related to CCIDS can be directed to the CCIDS Help Desk at 1-877-302-2347 or CCIDS_help_desk@jfs.ohio.gov. Questions related to licensing can be directed to the ODJFS Office of Families and Children (OFC) Help Desk at 1-866-886-3537, option 4.