

Message From the Project Team

Time again to touch base with you, the providers, about the CCIDS system. These E-blasts are allowing ODJFS to keep you informed of new developments and up to date on changes that are taking place. It is important that you read this information carefully!

Provider Portal

The following enhancements have been made to the Provider Portal.

Email Address Enhancement

Providers can now update their email address without selecting the Rate or Bank Forms. The email address must be changed by selecting the link "Change Email Address" located next to the "Log Out" link on the Home Page. When an email address has been successfully updated, you will receive an email confirmation at the new email address.

Rate Form Enhancements

The Rate Form fields have been modified to only allow a user to enter information if it is applicable to a specific type of provider. For example, if you are a center or type B provider, you do not have access to enter an In Home Aide rate on the Rate Form. And, if you are an In Home Aide, you cannot enter customary rates or business charges on the Rate Form because those fields don't apply to you.

Payment Detail Report

The Payment Detail Report is available to providers to view any payment that is currently in process or has been paid by ODJFS. These reports are located in the Provider Portal at the bottom of the Home Page.

Any questions about the **amount of payment** should be directed to the CDJFS, as they currently calculate the payment.

What are the Accreditation acronyms on the Rate Form?

The Rate Form has a section (C) to collect accreditation information. Several accrediting bodies are listed in the table. It is important for providers to understand that **the child care program must be accredited** by one of these organizations in order to be eligible for the additional payment. If you personally are a member of one of these accrediting organizations, that alone does not make you eligible. These fields should only be completed if your program has been accredited by the accrediting body and you are able to verify that accreditation.

NAEYC	National Association for the Education of Young Children
NECPA	National Early Childhood Program Accreditation
NAC	National Accreditation Commission for Early Care and Education Programs managed by the National Association of Child Care Providers (NACCP).
NAFCC	National Association for Family Child Care
COA	Council on Accreditation
ACSI	Association of Christian Schools International

ODJFS will be sending emails to all providers who have an accreditation that is going to expire within 30 days. This is to remind the providers to log into the portal and update the Rate Form with their newly awarded accreditation expiration date.

Did you know...

There are proposed rule changes to the child care eligibility rules available in clearance for you to review and make comments? The package is entitled: CCN 6870: Families and Children: Proposed Rule Changes for the Time and Attendance Module of the Child Care Information Data System (CCIDS). All comments must be submitted by September 17, 2010. Go to this link to locate these proposed changes.

<http://www.odjfs.state.oh.us/clearances/public/index.aspx>

ODJFS is currently sending important information to providers via email instead of paper letters. If you know of a provider who is not receiving these emails, encourage them to check their email address in the provider portal. The email address is visible at the top of the Home Page. <https://www.ccidsportal.ohio.gov/login.jsf>

Many communications to providers are located on the CCIDS web site. <http://jfs.ohio.gov/cdc/CCIDS.stm> Included are letters and E-blasts that have been sent to providers, Frequently Asked Questions (FAQ's) and provider information. Please visit the CCIDS web page frequently to keep up to date on important information with the project.

Time and Attendance (TA)

The Time and Attendance system utilizes a Point of Service (POS) device, located where child care services are being provided, and a "swipe card" is used by the caretaker/parent to electronically check children in and out of attendance. This is to track attendance of children receiving Publicly Funded Child Care (PFCC) services for the purpose of making accurate payments. Once the check in and check out times are captured, the information is electronically submitted and a receipt is printed. Data from the POS device is submitted instantly (real time) unless a provider is using the Store and Forward feature. This feature allows the POS to remember what data has been swiped (store) and then to forward it to ODJFS at a later time. The system will perform automatic payment calculations and providers will be paid via direct deposit on a weekly basis. In addition, the Time and Attendance system will offer providers a variety of management tools and reports via the POS device, a provider website, and an interactive voice response (IVR) system through their phone. Providers will receive on-site delivery, set-up, and training for the POS device. There is no cost to the providers for the POS machine or regular maintenance of the machine.

Recently asked: Questions & Answers

Q. Why doesn't the county process my invoices as soon as I submit them to the county?

A. According to rule 5101:2-16-07 of the OAC, the CDJFS has 90 days from the first day of service to calculate the reimbursement amount. For example, if you submit an invoice to the county for July services, and the first day of service on those invoices is for July 1, then the county has 90 days from July 1 (which would be the end of September) to determine your reimbursement amount.

Q. How can others within my organization receive provider emails?

A. The Rate Information Form and Banking Information Form only allow for one email address to be added. Emails that are specific to providers with Provider Agreements are only sent to the email entered into the CCIDS Provider Portal. However, email blasts, such as this one, will be sent periodically to the general provider email group in addition

to providers with Provider Agreements. Some provider specific emails are posted on the CCIDS web page. If you wish to have additional email addresses added for things such as email blasts, please send those addresses to the CCIDS_Help_Desk@jfs.ohio.gov with a request to be added to the email group.

Q. What happens with the swipe card system when a parent forgets to sign in or out? How do the school children that I drop off at school get signed out with the swipe card?

A. Parents will have the option of using the swipe card to back swipe for a period of time after the date services were provided to capture this information. Additional information will be provided to providers and caretakers regarding the back swipe period as we get closer to our roll out.

Q. If I need to install a phone line for the Point of Service (POS) device, what type of phone or line is needed?

A. A traditional or DSL phone line will work with the POS. The POS machine makes a phone call when the swipe is done to send the information. After the information is sent, the call is disconnected.

Helpful Links

CCIDS Web Page <http://jfs.ohio.gov/cdc/CCIDS.stm>

Child Care in Ohio <http://www.jfs.ohio.gov/cdc/childcare.stm>

Insurance Director Urges In-Home Child Care Providers To Check Insurance Coverage
<http://ohio.gov/news/2010/06/>

CCIDS Provider Portal <https://www.ccidsportal.ohio.gov>

Contact Information

To be added to or removed from this email blast please contact
CCIDS_Help_Desk@jfs.ohio.gov

Telephone: CCIDS Help Desk - 1-877-302-2347, choose option 1 for provider assistance.

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