

Provider Leadership Workgroup Meeting

SUBJECT:	CCIDS, Child Care Information Data System		
PREPARED BY:	Tracey Chestnut		
MEETING DATE:	January 20, 2010	TIME:	9:00-10:00 am
LOCATION		BRIDGE LINE :	

Meeting Objectives

Provide forum to meet with providers about the child care automated system (CCIDS). Providers can ask questions and provide feedback related to the project. Providers can share information with the larger provider community.

Agenda

1. Overview/Updates on Project
2. RFP for Time and Attendance, Process and Time Lines
3. Provider Portal
4. Provider Communication
 - Future mailings
 - Web site (Q & A's, webinars, powerpoint, email blasts)
 - Suggested methods for communication
5. Group Discussion/Decisions
 - Information that providers need
 - Meeting minutes to be posted to external web
 - Representation of all groups
6. Questions/Feedback/Outstanding Issues
7. Future Meeting Dates
 - Wednesday, February 17, 2010
 - Wednesday, March 17, 2010
 - Wednesday, April 21, 2010

Provider Leadership Workgroup Meeting Minutes

SUBJECT:	CCIDS, Child Care Information Data System	
PREPARED BY:	Tracey Chestnut	
MEETING DATE:	January 20, 2010	
Participants	Organization	Contact Information
Amy Eldridge, Events Coordinator	Ohio AEYC	events@oaeyc.org www.oaeyc.org
Todd Barnhouse, Director	Office for Safety, Health & Nutrition, Ohio Department of Education	
Beverley Sherrill	Ohio CACFP Sponsor's Board, Children's Hunger Alliance	
David H. Smith, Chair	Ohio Afterschool Network	www.ohioafterschoolnetwork.org
Stephen Roberts, Staff Representative	AFSCME, Ohio Council 8	
Jeanne Lance	Office of Early Learning and School Readiness, Ohio Department of Education	www.education.ohio.gov
Linda Day Mackessy	Ohio Association of Child Care Providers	
Elaine Ward	Ohio Child Care Resource and Referral Association	
Amelia Rodgers, President	Ohio Connection State Family Child Care Association	www.ohioconnection.org
Marsha Ward	Ohio Department of Education	www.education.ohio.gov
Michelle Albast, Project Manager	Ohio Department of Job & Family Services, Office of Families and Children, CCIDS Project Team	www.jfs.ohio.gov/cdc/childcare.s tm
Tracey Chestnut, Business Analyst	Ohio Department of Job & Family Services, Office of Families and Children, CCIDS Project Team	www.jfs.ohio.gov/cdc/childcare.s tm
Terrie Hare, Bureau Chief	Ohio Department of Job & Family Services, Office of Families and Children, Bureau of Child Care & Development	www.jfs.ohio.gov/cdc/childcare.s tm
Kathy Hills, Developer	Ohio Department of Job & Family Services, Office of Families and Children, Bureau of Child Care & Development, Policy	
Lakeisha Hilton	Ohio Department of Job and Family Services, Legislation	

Overview of the Child Care Automated System

Optimum Technology was hired to conduct an assessment of the current system support to the child care program it administers. Research conducted at the state, county and with other states supported a recommended solution of a modular approach. Three modules are eligibility and authorization to be implemented in waves beginning in April, centralized payments beginning March 28 statewide, time and attendance targeted for Fall 2010.

Eligibility and authorization will assist counties when determining eligibility and generate notices to families and providers. Centralized payments will issue payments to providers from the state. It will also generate remittance reports for providers. Time and attendance is a swipe card system with a point of service device that will track when a child is in care. This system will interface with the eligibility and authorization and centralized payments.

Questions	Responses
How many home and center providers are included in the roll out?	There are approximately 14,000 eligible providers. This includes ODFJS centers, type A, type B, accredited and approved camps, border state providers and ODE programs
Do all 14,000 have to participate in all three phases?	If a provider wants to provide Publicly Funded Child Care to eligible children then they will have to participate.
How will the transition from payments work and when will it begin?	The first payment by the state will be in May based on April services.
Will it be early May or late May for these payments?	It will depend on when the counties process invoices and approve the invoices for payment. The state will issue payments when the counties enters data into our system.
Will there be any payment to providers in April?	The counties will be processing March services in April so there shouldn't be any lapse in payment.
Providers don't get their invoices to the counties for about 30 days. It may be hard for them to get them in during a 10 day period.	Providers need to contact their county to determine if the time frames for submitting invoices will change-chances are it will not change from how you do it today.
In regards to payments, is the payment moving from the county to the state the biggest change in the first phase?	Yes. Processes with the counties will continue. Counties will receive and calculate payments, submit into the new payment system and the payment will be made to providers from the state.
When will the providers be able to be paid weekly?	Weekly payments will begin in the Fall with Time and Attendance.

Time and Attendance

The RFP has been posted, proposals submitted and a vendor will be secured soon. When Time and Attendance is implemented, all three systems will communicate with each other. Providers are asking a lot of questions about this system. Once a vendor is secured, the vendor will provide solutions to answer these questions more thoroughly.

Questions	Responses
What is a point of service device?	This is a machine that is like a credit card machine that parents will use. Each provider will be issued a machine. The machine will track the time and attendance for each eligible

	child.
Is there a roll out schedule for the project?	Centralized payments will be statewide for all providers for services provided in April. Eligibility and Authorization will be rolled out in phases beginning in April. The Time & Attendance module will begin in fall 2010.
Are the rural counties going first?	The roll out of Eligibility and Authorization is based on the level of automation in each county, so it is more dependant on the level of automation than whether the county is rural.
Will the Time and Attendance be implemented in phases?	It depends on what is proposed by the vendor. The vendor has 8 months to fully implement once they start.
Will there still be a voucher as a backup?	No, this process already varies from county to county. There will be a provider agreement with the state.
What about the counties that utilize a county voucher for funding above and beyond publicly funded child care (PFCC)?	Counties may choose to continue to utilize a process for county funds, but the state won't be using them for PFCC.

Provider Portal

Providers will complete their initial provider agreement, rates and banking information electronically on the provider portal. Updates to these documents will be made using the portal and remittance reports will be available through the portal. The portal is in production and will be available for providers in March. Information is being sent to the provider with instructions on use and specifically what information is needed for to complete these documents.

Questions	Responses
Will eligibility information be available to providers on the portal?	No. The Eligibility and Authorization system will automatically generate notices to families and include their current provider. These include re-determination, and eligibility.
Will these letters be mailed?	Yes, by the state.
Have you considered putting that information on the portal?	The provider portal has limited abilities. When Time and Attendance is in place this information will be readily available to the provider. We also have the opportunity for future enhancements.
What about emailing these letters?	That would be a future enhancement.
How are you going to pay for future enhancements?	It will depend on who is developing the enhancements to the system. We may have JFS staff enhance, request additional money or have some funding built into the next budget for future enhancements.
Purchasing off the shelf for the Time and Attendance module may mean that the state will not have as many option for enhancement.	We may do enhancements on the other parts of the system: centralized payments, provider portal or eligibility and authorization.

Provider Communication

The first provider letter has been sent. The second letter is in process and will be sent to the workgroup for comment. Questions from providers are being tracked by the counties and the

state. They will be posted to the CCIDS web site. Future possible communication methods: webinars, powerpoints, email blasts.

Questions	Response
Do we know the percentage of providers who have internet access?	We do not feel this is going to be an issue overall. A survey completed Fall 2008 reported that 94% of the ODJFS licensed programs (centers and type a homes) that responded to the survey had internet access.
Can text messaging be used as a method to reach providers?	This is an option we could consider as a future enhancement.

Group Discussion

Issue	Discussion	Resolution
Name of group	We are a workgroup more than stakeholders. We represent providers statewide.	Provider Leadership Workgroup
How should individuals/ organizations be reflected in minutes?	Do we want only names, only organizations or both to be available for providers statewide.	Names of individuals and organizational information will be included in the minutes.
How can we ensure that all providers are represented? What constitutes a "representing group"?	We want to make sure we represent all types of providers. The workgroup needs to be manageable and effective so limited in number. We want this group to be the voice of providers.	Start with the group in place and add representatives as necessary.
Transition this workgroup to an end user group.	Good idea.	Suggestion noted, to be revisited.

Action Items

Action Items	Person Responsible	Deadline
Submit ideas for future communication with the providers	Workgroup	ongoing
Provide feedback on provider letter #2	Workgroup	January 21, 2010
Provide name and organization that you are representing to include in minutes	Workgroup	ASAP, email to be sent by Tracey