

Provider Email Blast March 5, 2010

Message From the Project Team

Child care providers will begin entering provider agreements using the Child Care Information Data System (CCIDS) Provider Portal on **Monday, March 8, 2010**. The third provider letter dated March 1, 2010, which includes a user ID specific to each provider and password information, should begin arriving by the end of this week or early next week. This provider letter includes detailed instructions on how to use the CCIDS Provider Portal. These instructions will be updated as needed and posted to the CCIDS web site located at <http://www.jfs.ohio.gov/cdc/childcare.stm> and selecting the CCIDS link. Attached is an updated version of the detailed instructions that were mailed to each provider. There were no major modifications made to the instructions, only points of clarification.

Also available on the CCIDS web site is a slide show presentation entitled "How to Use the CCIDS Provider Portal". This PowerPoint presentation was developed as an additional tool to assist providers when entering information using the Provider Portal.

All providers that are currently contracted are encouraged to enter their agreement, rates, and banking information using the Provider Portal by March 20 so that the Ohio Department of Job & Family Services (ODJFS) can make sure providers have completed agreements by March 28. AFSCME, some County Department of Job & Family Services (CDJFS) agencies, the Resource and Referral Agencies, and Children's Hunger Alliance are assisting providers who may not have access to the internet. Please contact these agencies directly for assistance.

All programs licensed by the Ohio Department of Education that are eligible to serve publicly funded children, but are not currently contracted with a CDJFS, and all American Camp Association accredited camps that are not currently contracted with a CDJFS will be receiving a separate mailing. Information will be provided outlining the process for these providers to secure the user ID required to utilize the Provider Portal.

Did you know....

There are approximately 12,000 providers who will be entering into a provider agreement with ODJFS using the CCIDS Provider Portal?

Provider Leadership Workgroup

A small workgroup of individuals from provider organizations and agencies has been established. These individuals are representing the statewide provider community and are working with ODJFS to keep you informed and provide feedback about CCIDS. Minutes from these monthly meetings are posted on the CCIDS web site.

Provider To Do List

1. Establish and maintain a valid bank account (this can be a checking or savings account)
2. Ensure Internet access
3. Establish customary rates in the format of weekly full-time, weekly part-time, and hourly for each age range of children you are able to serve (infants, toddlers, preschool and school children)
4. Establish a valid email address
5. Determine if you are required to complete a "Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization" (DMA) form. The Ohio Revised Code language that requires this information is at: <http://business.ohio.gov/efiling/help/dma.stm>. If you are required to complete this form, you will receive a certification number that you will need when entering your provider agreement using the Provider Portal.
6. **LOG ON TO THE CCIDS PROVIDER PORTAL AND ENTER YOUR PROVIDER**

AGREEMENT

Important Dates

March 2010 - Provider letter #3 mailed

March 8, 2010 – Provider Portal is ready for use

March 20, 2010 - Preferred deadline for all currently contracted providers to have completed a provider agreement

March 26, 2010 – **ALL PROVIDER AGREEMENTS MUST BE ENTERED IN PORTAL**

March 27, 2010 - Provider Portal unavailable for scheduled maintenance

March 28, 2010 - Provider Portal unavailable for scheduled maintenance

April 2010 – Eligibility and Authorization begins in phases throughout the state

May 2010 – Centralized Payments are issued for April services

Fall 2010 – Time and Attendance tentatively begins

Recently asked: Questions & Answers

Q. Can the same email address be used for more than one provider when completing forms using the Provider Portal?

A. Yes, the same email address can be used for more than one provider. For example, a provider may own more than one child care program and want to receive all email at only one email address.

Q. Can I send my provider agreement to the state or do I have to use the Provider Portal on the Internet to complete the agreement?

A. The provider portal must be used to enter into a provider agreement with the state. The state will not accept any mailed, e-mailed or faxed forms.

Q. Can the same bank account be used for more than one provider when completing forms using the Provider Portal?

A. Yes, the same bank account can be used for more than one provider. For example, a provider may own more than one child care program and want to have all payments deposited into the same bank account.

Contact Information

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

Website: jfs.ohio.gov/cdc/childcare.stm

Telephone: CCIDS Help Desk - 1-877-302-2347 available Monday through Friday 8:00 am - 5:00 pm

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