

Child Care Information Data System (CCIDS) Information Sheet

Ohio Department of Job and Family Services (ODJFS) and Ohio Department of Education (ODE) Licensed Providers, ACA Camps Registered with ODJFS, and In-Home Aides Certified by the County Department of Job and Family Services (CDJFS) are eligible for participation in the CCIDS system. CCIDS is a statewide automated child care system that includes three modules: Eligibility and Authorization (EA), Centralized Payments (CP), and Ohio Electronic Child Care (ECC).

The EA module assists the CDJFS with determining a family's eligibility to receive publicly funded child care (PFCC) services. 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 payment using electronic funds transfer (direct deposit) from ODJFS to eligible providers for the provision of PFCC services. The Ohio ECC module uses a swipe card system that tracks the time and attendance of children in care through a card reading machine called a point of service (POS) device. Ohio ECC also provides various reports for providers including payment history and attendance data using a provider website (PWeb).

How can I get paid for serving children who qualify for publicly funded child care?

1. Become a licensed provider through ODJFS or ODE, an ACA accredited camp registered with ODJFS or a certified in-home aide through the CDJFS.
2. Contact the CCIDS Help Desk to get your user ID. A letter will also be mailed with the user ID.
3. Complete and submit a provider agreement using the CCIDS Provider Portal. A provider will be paid only for services provided on or after the date the provider agreement is submitted. A provider cannot be paid for services rendered prior to submitting the provider agreement.
4. Have eligible children authorized to your program by the CDJFS.
5. Complete the "Xerox Ohio ECC Provider Equipment Agreement" to request the installation of a POS device.

What is the CCIDS Provider Portal?

The CCIDS Provider Portal is a web application that eligible providers must use to complete a provider agreement with ODJFS, as well as a rate form and a bank form. The purpose of the provider agreement is to allow ODJFS to issue payment to providers for serving eligible children.

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

The day after ODJFS or CDJFS enters a newly licensed/certified provider into the system, a user ID is created. The CCIDS Business Unit will send you the user ID and CCIDS Provider Portal instructions. New providers can call the CCIDS Help Desk to receive their user ID. The user ID is available the day after the license/certification begin date.

What is the “Xerox (formerly ACS) Ohio ECC Provider Equipment Agreement”?

The “Xerox Ohio ECC Provider Equipment Agreement” is a contract between the provider and Xerox, the vendor contracted with ODJFS to provide the POS device to all providers with authorizations. Contact Xerox at 1-866-217-1076 for more information on the “Xerox Ohio ECC Provider Equipment Agreement” and the POS device.

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

The CCIDS web page is located on the ODJFS Child Care web site: <http://www.jfs.ohio.gov/cdc/childcare.stm>. Click on the CCIDS link. The CCIDS web page has CCIDS Provider Portal instructions, a link to the CCIDS Provider Portal, information related to Ohio ECC and additional communications.

Contact the CCIDS Help Desk at CCIDS_Business_Unit@jfs.ohio.gov or 1-877-302-2347, option 1 for questions related to CCIDS and licensing/certification.

What if I move my child care business?

You must complete and submit a new provider agreement, rate information and banking information under your new provider number. All authorizations will be moved to your new location. Providers can log into the PWeb to view when the authorizations have been moved. Once the authorizations have been moved to the new location, the provider should contact the ECC Provider Helpline to reprogram their POS Device. Caretakers can backswipe on the reprogrammed device for any care provided at the new location.

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