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Provider Portal User Guide For Coalitions

Version 4.2

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Table of Contents

Document Overview	9
Purpose of this Document	9
Intended Audience.....	9
What’s New in this User Guide?	9
Assistance.....	9
Accessing the Provider Portal	10
Creating a Provider Portal Account.....	10
Troubleshooting a Provider Portal Account Error Message	16
Provider Portal Returning User	17
Log on Process	17
Password Recovery	17
Change Password Process.....	19
Provider Dashboard	21
Update Provider Portal User Account Information	21
Multiple Sites	23
Manage Sites.....	23
Manage Users	26
Broadcast Messages.....	31
Coalition Messages	32
Frequently Used Links.....	32
Completing the Provider Profile	33
Request Assistance	33
Business.....	35
Profile.....	37
Yellow Warning Symbols.....	38
Step 1 – General.....	39
Step 2 – Facility	40
Step 3 – Services	42
Step 4 – Curriculum.....	43
Step 5 – Fees & Discounts.....	43
Step 6 – Hours of Operation	44

Step 7 – Staffing & Capacity.....	45
Example: Child Care Center 1.....	47
Example: Child Care Center 2.....	47
Example: Family Child Care Homes 1.....	48
Example: Family Child Care Homes 2.....	48
Example: Family Child Care Homes 3.....	49
Example: Family Child Care Homes 4.....	49
Example: Large Family Child Care Homes 1.....	50
Example: Large Family Child Care Homes 2.....	50
Step 8 – Private Pay Rates.....	51
Step 9 – Closures Calendar.....	52
Step 10 – Documents.....	53
Step 11 – Review.....	54
Step 12 – Sign and Certify.....	55
Managing a Profile as a Provider Portal User.....	56
Provider Dashboard.....	56
Managing Contracts.....	58
Managing Documents.....	58
Provider Contracting.....	62
SR Contract.....	62
Provider Eligibility, Responsibilities and Scope of Work, Notification.....	63
Quality Improvement Plan Selection.....	63
Exhibit 4: Holiday Schedule.....	64
Preview Contract.....	64
Contract Execution.....	65
Contract Certification.....	67
VPK Contract.....	68
Advance Pay Options.....	68
Exhibit 1: Provider Location List.....	69
Preview Contract.....	69
Contract Execution.....	71
Contract Certification.....	73

Amending Contracts	74
VPK-APP	75
Step 1 – Attendance Policy	75
Step 2 – VPK Director	76
Step 3 – VPK Instructors.....	77
Step 4 – VPK Calendars	78
Step 5 – VPK Class(es)	82
Step 6 – Review	83
Step 7 – Certify and Submit	84
Updating a VPK-APP	85
VPK Director	85
VPK Instructors.....	86
VPK Calendars	90
VPK Class(es)	94
Enrollments - VPK.....	97
Request/Change Enrollment.....	97
Enrolling a VPK Child	98
Managing VPK Enrollment	101
VPK Bulk Enrollment Process	109
Enrollments - SR.....	114
Attendance - VPK	115
Submitting Attendance Online	115
Submitted Attendance.....	117
Rejected Attendance.....	118
Approved Attendance.....	119
Uploading Bulk Attendance File.....	119
Attendance - SR.....	122
Submitting Attendance Online	122
Submitted Attendance.....	125
Rejected Attendance.....	126
Approved Attendance.....	127

Logging on to the Coalition Services Portal	128
Creating a New Coalition Services Portal Account.....	128
Update Coalition Portal User Account Information.....	130
Coalition Services Portal Main Page Navigation	131
Home Button.....	131
Provider Menu	132
Provider Profiles.....	132
Contracts.....	133
Provider Search.....	133
Document Library Management.....	135
Admin Functions Menu.....	135
Reports Menu	136
Activating a Provider Account.....	138
Provider Profile Status Definitions.....	138
Incomplete	138
Request Assistance	138
Submitted.....	139
Coalition Reviewing.....	139
Active	139
Inactive.....	139
Rejected	139
Coalition User Task Bar	139
Adding a Provider Note.....	139
Adding a Contact Attempt	140
Adding an Inspection	141
Adding Administrative Information	142
Adding SR Paid Holidays.....	143
Adding SR Reimbursement Rates	144
2019-2020 Reimbursement Rate Plans	146
Amending SR Reimbursement Rates (by adding another rate plan).....	149
Contracted Slots.....	150

Processing a Provider Portal Profile.....	154
Request Assistance	154
Assist Provider.....	156
Coalition Reviewing Status.....	162
Rejected Status	164
Active Status	165
Changing Profile Status	166
Provider Profile Edits	167
Verifying Documents.....	167
Document Library Management.....	168
Provider Contracting for Coalitions	175
Initiating a Contract	175
SR Contract.....	176
Edit a Drafted Contract	180
VPK Contract	181
VPK-APP	183
School Board/District Contracts.....	184
Cancelling a Contract	185
Processing a Contract.....	186
Contract Status Definitions	187
Initiated.....	187
Incomplete	187
Submitted.....	187
Coalition Reviewing.....	187
Request Assistance (not yet available)	187
Reviewed.....	187
Rejected	187
Certified.....	187
Terminated.....	187
Not Eligible	187
Reviewing a Contract	188
Signing a Contract	190
Certifying a Contract	192

Rejecting a Contract.....	194
Terminating a Contract	194
Processing a VPK-APP	198
Reviewing a VPK-APP	198
Editing a VPK-APP.....	201
Changing VPK-APP Status.....	201
VPK-APP Status Definitions	202
Refreshing a VPK-APP	203
Vendor Number Entry.....	206
Accessing the Vendor Number Report in Tableau.....	206
Adding/Viewing Vendor Numbers	206
Removing Vendor Numbers.....	208
Assigning Vendor Numbers to a VPK Class	208
Provider Messaging.....	210
Broadcast Message Management	210
Provider Message Management.....	211
VPK Enrollment for Coalition Users	213
Creating New Enrollments	213
Creating New Enrollments through a Bulk File Upload	215
Reviewing VPK Enrollment Requests	220
New Enrollments.....	222
Class Transfers	223
Terminations	224
Saving Enrollment Changes Directly	226
Review Class Rosters.....	229
Attendance and Reimbursement Processing.....	231
Payment Periods	231
Service Periods.....	232
Attendance Process - VPK.....	232
Attendance Process - SR	233
Attendance Processing	234
Need Attendance	235
Have Attendance.....	235

Closed Attendance	241
Payment Verified Work Queue	247
Confirmation Modal.....	251
Adjustment Processing	252
Current Period Adjustments	252
Current Period Adjustments for SR.....	252
Current Period Adjustments for VPK	260
Prior Period Adjustments.....	261
Create Prior Period Adjustment for SR/Local	261
Create Prior Period Adjustment for VPK.....	266
Line Item Adjustments (LIA).....	268
SR or Local Line Item Adjustments.....	268
VPK Line Item Adjustments.....	276
Scenarios - Adjustment Fixes Needed.....	281
Bulk Billing Group Transfer	282
SR Match Funder Allocation for BG8-SRMAT	282
SR Match Program Changes for 2019-2020.....	285
Funding Allocation	286
Create New Local Funding Allocation	286
Closed Attendance Check	288
Reimbursement Closeout Process	293
Run Reimbursement Report	293
Run Match Assessment.....	295
Run Update	297
Run Payment Transmittal File.....	297
Run 5045 Report	297
VPK Advance Payment Process.....	298
Run Update (Part 1 - Trial)	298
Run Trial 5045 Report	299
Run Update (Part 2 - Commit)	300
Run Payment Transmittal File.....	300
Run Final 5045 Report.....	301

VPK Specialized Instructional Service (SIS) Process	303
Add VPK SIS Provider	303
Locate VPK Child Application with SIS Session Type.....	304
Enroll VPK SIS Child/Build Schedule of Services.....	305
Manage VPK SIS Invoice and Verify Payment	307
Run Update	308
Run Payment Transmittal File	308
Run Trial/Final Reimbursement Report	308
Run Trial/Final 5045 Report	308
Temporary Closures and Emergency Closures.....	309
Creating Provider Closures.....	309
Provider Attendance View (SR).....	311
Coalition Have Attendance View (SR)	311
Coalition Closed Attendance View (SR)	311
Provider Attendance View (VPK)	312
Coalition Have Attendance View (VPK).....	312
Coalition Closed Attendance View (VPK)	312
Updating VPK Class Calendar	313
Instructional Day Exception	315
Non-Instructional Day	318
Verifying VPK Class Calendar	321

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Document Overview

This document provides a step-by-step guide for Coalition Portal staff who are assisting providers.

Purpose of this Document

The purpose of this document is to provide coalition users with a reference document to successfully navigate and perform business processes included in Release 4.2 of the Provider Portal/Coalition Portal.

Intended Audience

The intended audience for this document includes coalition staff responsible for processing Provider Portal profiles, contracts, enrollments, attendance, and reimbursement, as well as staff responsible for providing technical assistance to Provider Portal users.

What's New in this User Guide?

Provider Section: Updated text for SR-20 Exhibit 4: Holiday Schedule; Updated text and screenshots for Enrollments – VPK (Request/Change Enrollment) and Managing VPK Enrollment (Class Change).

Coalition Section: Updated text and screenshots for Payment Transmittal File; New text and screenshots for Payment Verified Work Queue, Line Item Adjustments, and SR Match Program Changes for 2019-20.

Assistance

If you have questions about any of the material in this user guide or about any processes not covered by this guide, please contact the Office of Early Learning Service Desk at Service.Desk@oel.myflorida.com or (850) 717-8600.

Accessing the Provider Portal

The link to access the Provider Portal is <https://providerservices.floridaearlylearning.com>.

Creating a Provider Portal Account

First-time Provider Portal users must register for an account to access the Provider Portal. Provider Portal users with multiple provider sites should begin by registering only one site location. This could be the provider’s primary, flagship or main location. Once a Provider Portal account registration request is approved for one provider site, the provider user will be able to create accounts for additional sites after logging on to the Provider Portal.

Provider Services Logon

Account Information

User name (must be a valid email address)

Enter User Name

Not yet registered?
Click [here](#) to register a new provider account.

Password

Enter Password

Log On

[Forgot my password](#)

[Change my password](#)

Click the [here](#) link to start the new account registration process and the following page will display:

Register for a New Provider Account

License Details

Taxpayer or Provider identification number* ⓘ

License/Registration/Exemption number, or EXEMPT* ⓘ

Verify License Details

Already registered?
Click [here](#) to log in with your existing account information.

A Provider Portal user must enter the taxpayer identification number (from the provider), the provider identification number (from the early learning coalition) and the Department of Children and Families (DCF) license, registration, exemption number or type the word “EXEMPT”. Providers may enter “EXEMPT” if they do not have an exemption number from DCF.

The Provider Portal user must click the [Verify License Details](#) button to complete step 1 of the Provider Portal account registration process.

If a match is found for the submitted information, the following message will display:

Provider Data Found

We found the following Provider data which corresponds to the license information that you entered. If we've correctly identified your provider, click Yes to pre-fill sections of the registration form. Otherwise, click No and try again with different license information.

Business name: 4 Kids Academy
Doing Business As name: 4 KIDS ACADEMY
Owner name: SARINA

Is this your provider?

If the information is not correct, click the **No** button and contact the local early learning coalition.

If the information is correct, click the **Yes** button. On the next screen, the registration information will be populated by the system, with the exception of User Information.

If a match is not found for the provider information, the following message will display:

i No Matching Provider Data Found

Taxpayer or Provider ID: ✘ 00000000000
License/Registration/Exemption #: ✘ EXEMPT

We were not able to find matching provider site or principal business data to the specified taxpayer/license information. If you are a new provider, this situation is to be expected.

If you have reason to expect that your information should be in our provider system, please re-enter your license information and try again or contact your [early learning coalition](#) for assistance.

After filling in the required information (noted with a red asterisk *), the Provider Portal user must click the **Register** button to complete the registration process.

Register for a New Provider Account

License Details

Taxpayer or Provider identification number * 

34534534545

License/Registration/Exemption number, or EXEMPT * 

EXEMPT

Business Details

Business name associated with your taxpayer identification number *

Owner/Operator name *

Principal Address line 1 *

Principal Address line 2

Principal City *

Principal State *

Principal Zip code *

Location Details

Doing Business As name (DBA) *

Provider type *

Legal status *

Contact person phone number *

Physical Address of Facility

Facility address is the same as principal address.

Address line 1 *

Address line 2

City *

State

Zip code *

County of physical location *

User Information

First name *

Middle name

Last name *

Account user name (must be a valid email address) *

Confirm account user name *

Password (must contain at least 8 characters) *

Confirm password *

Register

After clicking the **Register** button, the following message may display:

Address Verification ✕

Principal Address of Business

USPS standardized address is:

Entered Address	USPS Address
100 Example St, TALLAHASSEE, FL - 32399-0001	100 EXAMPLE ST, TALLAHASSEE, FL 32399-0001
<input type="radio"/> Select this	<input checked="" type="radio"/> Select this

CloseApply

Click the **Select this** radio button to accept the standardized United States Postal Service (USPS) address or the Entered Address if the USPS Address is not found. Then, click the **Apply** button to continue. If the Provider Portal user clicks the **Close** button, the user will be taken back to the previous screen to re-enter the address information.

Once the Provider Portal user submits an account request, the following page will display:

Account Request Confirmation

Your registration/activation request was sent to an administrator for processing. You will receive an email when your account is approved. Please click **Continue** to proceed to the logon page.

Continue

The Provider Portal user should access the email address used in the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

You are receiving this email because someone registered this email address for an account in Florida's statewide early learning Provider Portal. You will receive an email that will notify you how to proceed after your request is processed by your local early learning coalition.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

If the registration request is approved, the following email will be sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

The Provider Portal registration request you submitted for Jim's House of Learnin' 2 has been approved. You may now log on to the Provider Portal with the user name and password you registered with.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The Provider Portal user can log on to the Provider Portal at <https://providerservices.floridaearlylearning.com>.

Troubleshooting a Provider Portal Account Error Message

If the Provider Portal user receives the following message, contact the local early learning coalition to verify that the taxpayer identification number matches the OEL database.

The license number belongs to a provider/business that is associated with a different taxpayer identification number.

If the Provider Portal user receives either of the following messages, contact the local early learning coalition to determine if a provider portal account has already been created.

The license number belongs to a provider that is already associated with a registered account.

The taxpayer or provider identification number belongs to a business that is already associated with a registered account.

If the Provider Portal user receives the following message, contact the local early learning coalition to determine if the user name (email address) has been used in the Family Portal. The coalition may need to consult with OEL to make this determination. If a user name has been used in the Family Portal, even if an application was not created, OEL will have to remove the user name from the database so it can be used in the Provider Portal. If a provider has improperly used a user name to complete SR or VPK applications for a parent, the provider must contact that parent to get a replacement user name for that application so the provider's user name can be used in the Provider Portal. Another option is for the provider to pick another user name to use in the Provider Portal.

Account user name (must be a valid email address) *

oeldemonstration+pb@gmail.com

User name "oeldemonstration+pb@gmail.com" is not available.

Provider Portal Returning User

Log on Process

Provider Portal users who have already created a user account can log on from the Provider Services welcome page by entering the user name and password created during the account process. Click the **Log On** button to continue.

Provider Services Logon

Account Information

User name (must be a valid email address)

Password

[Forgot my password](#)

[Change my password](#)

Log On

Password Recovery

If the Provider Portal user cannot remember the password, the user can click the **Forgot my password** link.

Provider Services Logon

Account Information

User name (must be a valid email address)

Password

[Forgot my password](#)

[Change my password](#)

Log On

Clicking the **Forgot my password** link will display the following page:

Forgot Your Password?

Account Information

Please type the user name of your account and then click **Continue**. A password reset link will be sent to the email address associated with your account.

User name

[← Back](#)

Continue

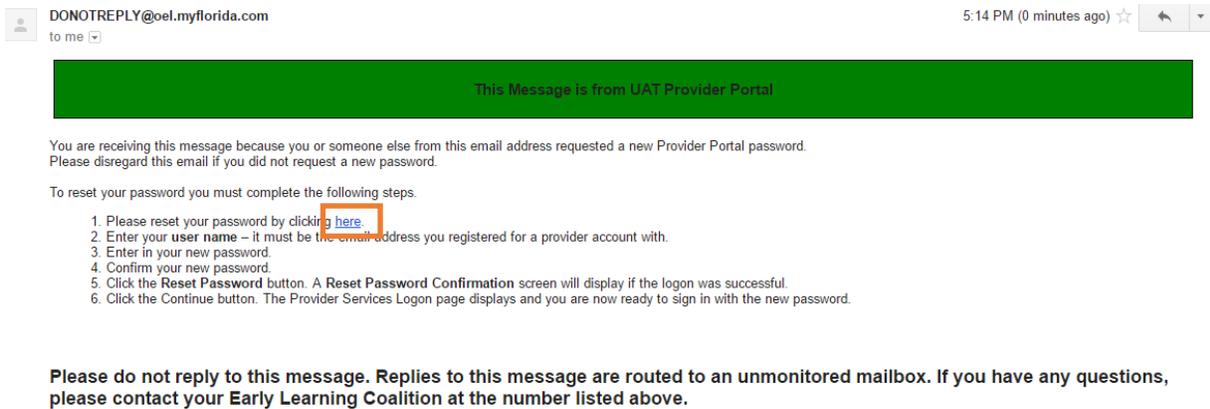
The Provider Portal user must know the email address used for the account. Once the Provider Portal user enters an email address and clicks the **Continue** button, the following page will display:

Forgot Password Confirmation

A password reset link was sent to the email address associated with your account.
Please click **Continue** to proceed to the login page.

Continue

The Provider Portal user should then access the email account used for the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

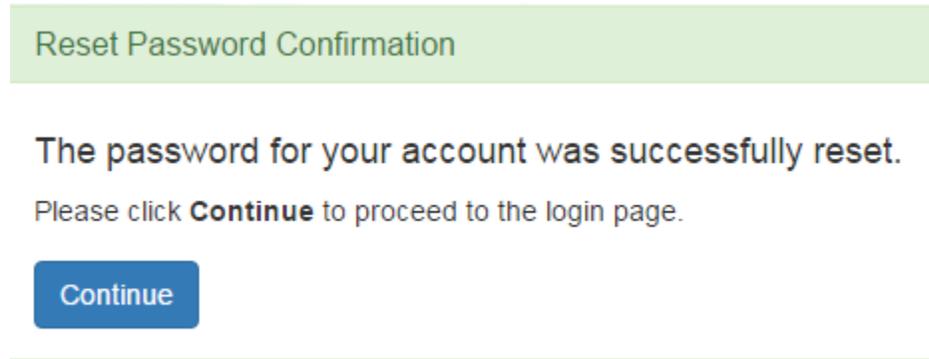


Once the Provider Portal user clicks the **here** link, the following page will display:

The screenshot shows a web form titled "Reset Your Password". It includes a section for "Account Information" with instructions to "Please type the user name and new password for your account, and then click **Reset Password**". There are three input fields: "User name" (placeholder: Enter User Name), "Password (must contain at least 8 characters)" (placeholder: Enter Password), and "Confirm password" (placeholder: Enter Password). A "Reset Password" button is located at the bottom right of the form.

The Provider Portal user must enter the user name (email address), new password and confirm the new password. After entering the required fields, click the **Reset Password** button to continue.

If the Provider Portal user successfully changes the password, the following page will display:



Reset Password Confirmation

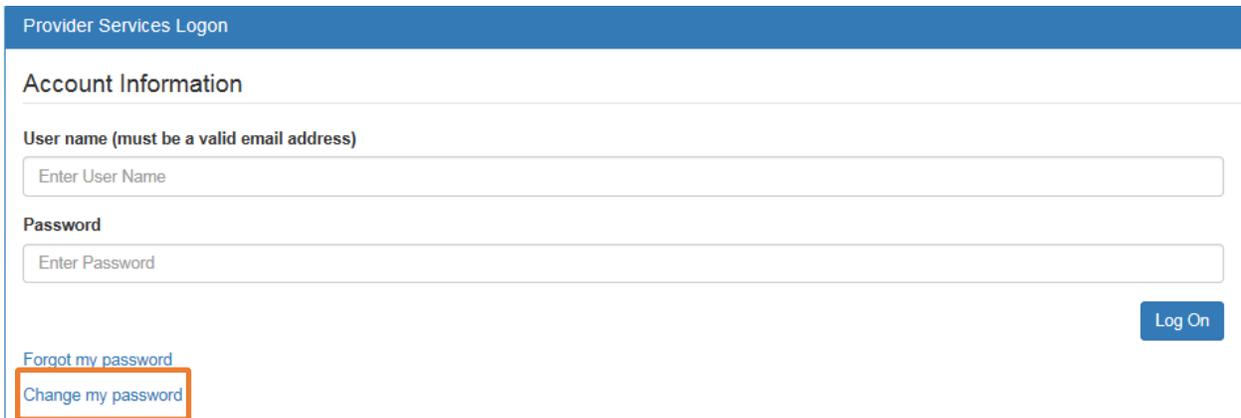
The password for your account was successfully reset.

Please click **Continue** to proceed to the login page.

Continue

Change Password Process

A Provider Portal user can change the password at any point by clicking the **Change my password** link.



Provider Services Logon

Account Information

User name (must be a valid email address)

Enter User Name

Password

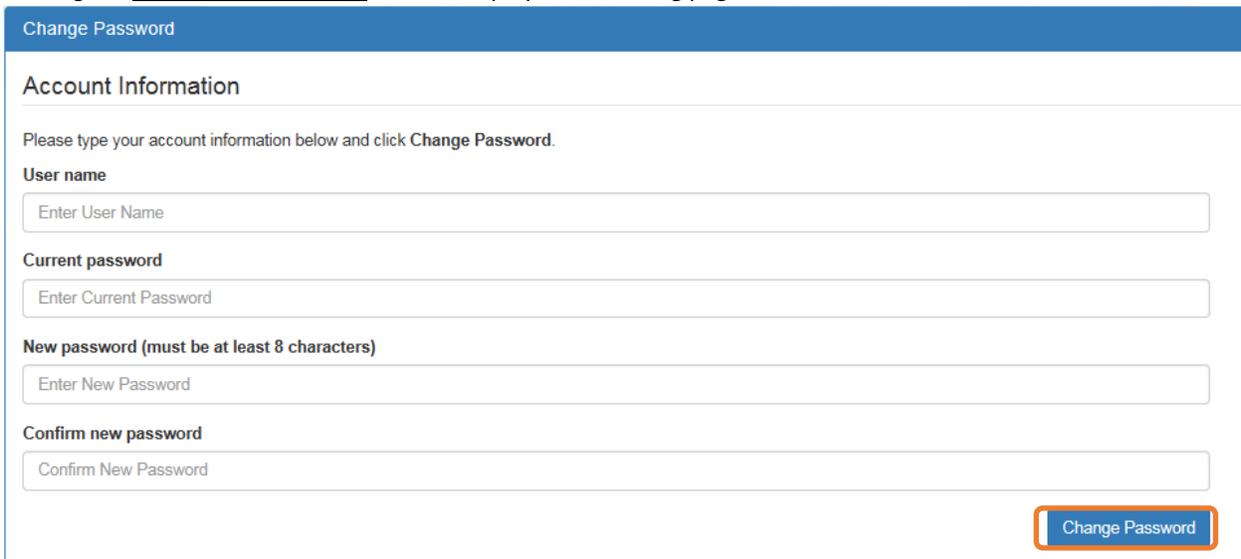
Enter Password

Log On

Forgot my password

Change my password

Clicking the **Change my password** link will display the following page:



Change Password

Account Information

Please type your account information below and click **Change Password**.

User name

Enter User Name

Current password

Enter Current Password

New password (must be at least 8 characters)

Enter New Password

Confirm new password

Confirm New Password

Change Password

The Provider Portal user must enter the User Name (email address), current password, new password and confirm the new password. After entering the required fields, click the **Change Password** button to continue.

If the Provider Portal user successfully changes the password, the following page will display:

Password Change Completed

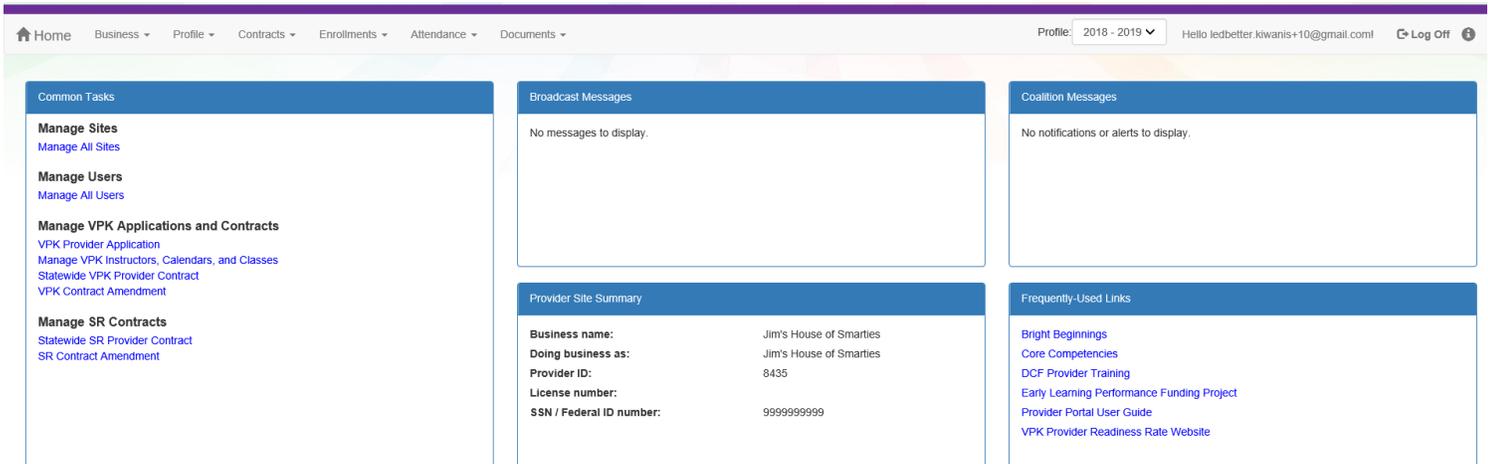
The password for your account was successfully changed.

Please click **Continue** to proceed to the login page.

[Continue](#)

Provider Dashboard

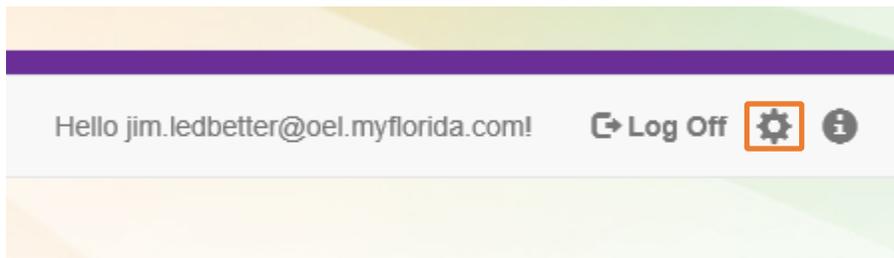
After logging on to the Provider Portal, the following page will display:



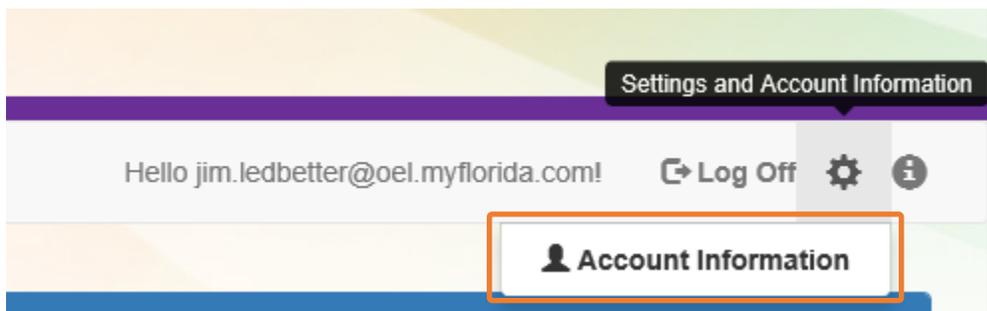
Update Provider Portal User Account Information

Provider Portal users are able to update their user information – name and phone number – associated with their email address. If the name associated with an email address is blank, the user can add the first and last name. If a name associated with a standardized email address (e.g. Info@JimsHouseofSmarties.com) needs to be changed due to a director or other staff leaving, the first and last name can be changed as long as another user has access to that Provider Portal account. If no one has access to the Provider Portal account, contact your local early learning coalition to submit a ticket to the OEL Service Desk.

Click on the gear icon.



The following will display. Click the **Account Information** button.



Enter the additional information and click **Save**.

 Update User Account Information ✕

Please update your account details to continue

First Name*

Middle Name

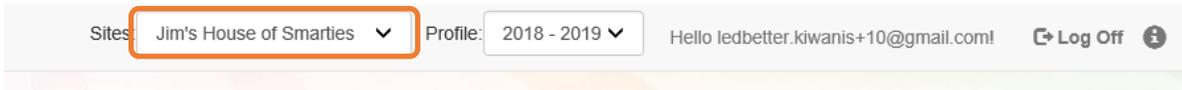
Last Name*

Suffix

Phone Number*

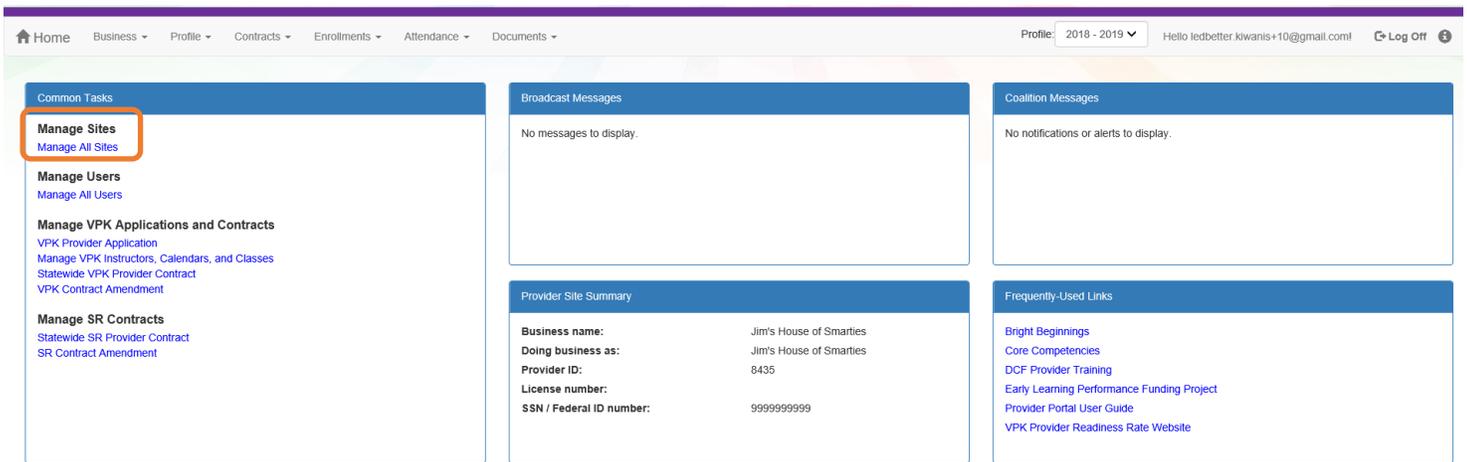
Multiple Sites

If the Provider Portal user registered a provider site that shares a taxpayer identification number with multiple sites, all of the sites with a shared taxpayer identification number will appear in a dropdown list for that Business Administrator.



Manage Sites

Providers with multiple site locations can use this feature to manage additional sites. Click the **Manage All Sites** link to add new provider sites. Additional sites can only be added if the sites share the same taxpayer identification number. This function will only be needed if the provider site is not found in the OEL database. Sites that share the same taxpayer identification number will automatically be assigned to the Business Administrator who registered the first provider site with the same taxpayer identification number.



Manage Sites

Use this page to add new provider sites and to edit or inactivate provider sites for which you have the necessary administrative access.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.

Location name	License number	Address	Actions
Jim's House of Learning 2	EXEMPT	250 MARRIOTT DR TALLAHASSEE, FL 32301	<input type="button" value="Edit"/> <input type="button" value="Manage Users"/>

After clicking the **Add Site** button, the following message will display:

Add New Site

To add a new site for your business, first type the license, registration, or exemption number of the new site, and then click Verify License to verify that the license number is available for use with the system.

License/Registration/Exemption number, or EXEMPT*

Verify License

Save

Cancel

If the new provider site matches, the location information will be pre-populated.

Edit Site

License/Registration/Exemption number, or EXEMPT*

Legal status*

Doing Business As (DBA) name*

Provider type*

Address line 1*

Address line 2

City*

State

Zip code*

County of physical location*

Save

Cancel

If the new provider site does not match, the location information must be entered by the Provider Portal user.

Add New Site

To add a new site for your business, first type the license, registration, or exemption number of the new site, and then click Verify License to verify that the license number is available for use with the system.

License/Registration/Exemption number, or EXEMPT*

Legal status*

Doing Business As (DBA) name*

Provider type*

Address line 1*

Address line 2

City*

State

Zip code*

County of physical location*

After clicking the **Register** button, the following message may display:

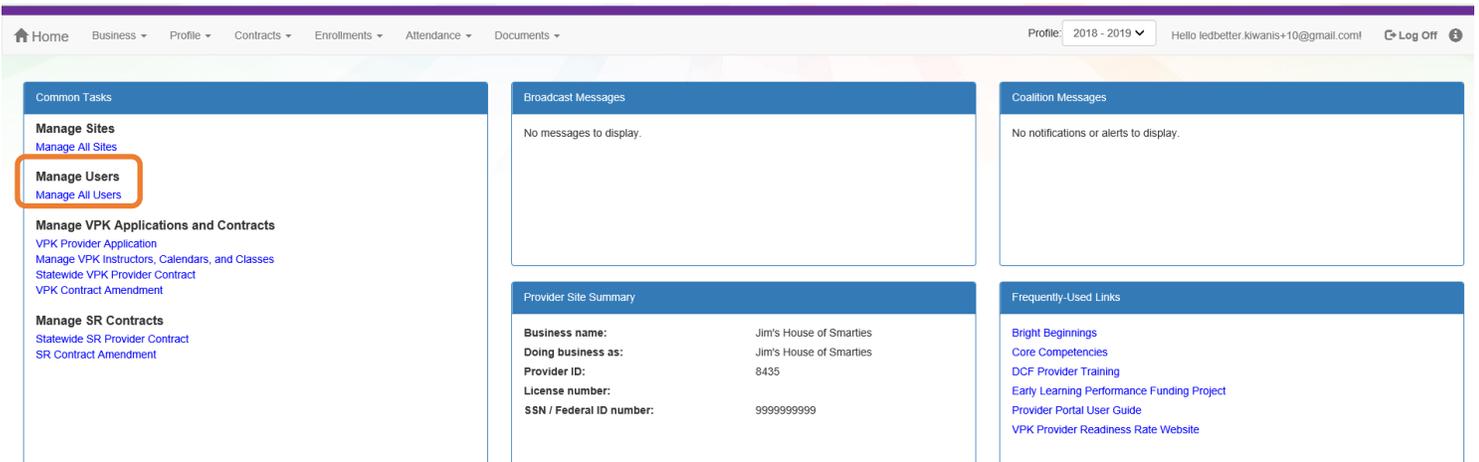
Address Verification ✕

 USPS standardized address is **250 MARRIOTT DR TALLAHASSEE FL 32399-6573**
Would you like to use this address instead of entered address?

Click the **Yes** button to accept the standardized United States Postal Service address. Click the **No** button to go back to the previous screen to re-enter the address information.

Manage Users

Click the **Manage All Users** link to edit, add, and inactivate provider site users.



The screenshot shows a dashboard with a navigation bar at the top containing: Home, Business, Profile, Contracts, Enrollments, Attendance, Documents, Profile (2018 - 2019), Hello ledbetter.kwanis+10@gmail.com, and Log Off. The main content area is divided into several sections:

- Common Tasks:** Contains links for Manage Sites, Manage All Sites, **Manage Users** (highlighted with an orange box), and Manage All Users. Below this are sections for Manage VPK Applications and Contracts, and Manage SR Contracts.
- Broadcast Messages:** Displays "No messages to display."
- Coalition Messages:** Displays "No notifications or alerts to display."
- Provider Site Summary:** Lists details for "Jim's House of Smarties": Business name, Doing business as, Provider ID (8435), License number, and SSN / Federal ID number (999999999).
- Frequently-Used Links:** Lists links such as Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, and VPK Provider Readiness Rate Website.

To edit the role of a Provider Portal user, click the **Edit** button.

Manage All Users

Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.

Jim's House of Learning 2			
User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	Edit Inactivate

Provider User Roles:

- Business Administrator – Able to edit the provider profile and principal business information that is shared among associated provider sites; able to add provider sites and users; submit profiles and profile updates; and create contracts. This role would typically be assigned to an owner.
- Site Administrator – Able to edit the provider profile associated to their site add provider users for a site, but cannot create a new site. This role would typically be assigned to a principal or director.
- User – Able to perform administrative tasks based on permissions granted by the Business Administrator or Site Administrator. This role would typically be assigned to teachers and aides.

After changing the role, click the **Save** button to continue.

Edit User Permissions

Make the desired changes to the user's role and permissions, and then click Save.

Role *

Business Administrator
Site Administrator
User

To add a user, click the **Add User** button.

Manage All Users

Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.

Jim's House of Learning 2			
User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>

Add New User

To add a new user to your site, first type the user name (email address) of the new user, and then click Check User Name to see if the user is already registered with the system.

User name*

In the user name field, the Provider Portal user will enter the email address of the new user. If the user already has an account in the Provider Portal, the user role must be selected. Click the **Save** button to continue.

Add New User

To add a new user to your site, first type the user name (email address) of the new user, and then click Check User Name to see if the user is already registered with the system.

User name*

The specified user account already exists in the system, so no further account information is needed. Select the role and permissions for the new user, and then click Save.

Role*

Site Administrator
User

In the user name field, the Provider Portal user will enter the email address of the new user. If the user does not exist in the system, the user's information and role must be entered. Click the **Save** button to continue.

Add New User

To add a new user to your site, first type the user name (email address) of the new user, and then click Check User Name to see if the user is already registered with the system.

User name*

The specified user account does not yet exist in the system. Please complete the form below, and then click Save.

Password*

Confirm password*

First name*

Middle name

Last name*

Role*

Business Administrator
Site Administrator
User

Once the new user has been added, an email will be sent to the new user by **DONOTREPLY@oel.myflorida.com**.

Hello Jamie Ledbetter,

You are receiving this message because you have been given permission to access Jim's House of Learning 2 with your user account in Florida's statewide early learning Provider Portal.

You may now log on to the Provider Portal with your user name and password to get started.

If you do not have your current user name or password, contact Jim Ledbetter at oeldemonstration+3@gmail.com for your log in information.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The User role has a set of permissions that can be individualized for each User. Each option is unchecked by default and must be checked to add to the User. Click the **Save** button to continue.

Edit User Permissions

Make the desired changes to the user's role and permissions, and then click Save.

Role*

Permissions

<input checked="" type="checkbox"/>	Attach Profile Documents
<input checked="" type="checkbox"/>	Create Banking Information
<input checked="" type="checkbox"/>	Create Calendar
<input checked="" type="checkbox"/>	Create Profile
<input checked="" type="checkbox"/>	Create SR Contract
<input checked="" type="checkbox"/>	Create VPK Contract
<input checked="" type="checkbox"/>	Edit Banking Information
<input checked="" type="checkbox"/>	Edit Calendar
<input checked="" type="checkbox"/>	Edit Profile
<input checked="" type="checkbox"/>	Edit Site
<input checked="" type="checkbox"/>	Edit SR Contract
<input checked="" type="checkbox"/>	Edit VPK Contract
<input checked="" type="checkbox"/>	Manage ASQ
<input checked="" type="checkbox"/>	Manage Document Library
<input checked="" type="checkbox"/>	Manage Messages and Notifications
<input checked="" type="checkbox"/>	Manage Other
<input checked="" type="checkbox"/>	Modify and Submit SR Attendance Rosters
<input checked="" type="checkbox"/>	Modify and Submit VPK Attendance Rosters
<input checked="" type="checkbox"/>	Reports
<input checked="" type="checkbox"/>	Review Attendance Rosters

To inactive a user, which will remove the user from the site, click the **Inactivate** button.

Manage All Users

Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access.
If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.

Jim's House of Learning 2			
User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>

If the Provider Portal user discovers that an email address has an error after it has been entered, the user can add the correct email address by clicking the **Add User** button, entering the required information, and then click the **Save** button. Then, the user will click the **Inactive** button for the email address which has the incorrect email address. For example, from the above Manage All Users screen, if the Business Administrator's email address was incorrectly entered as oeldemonstation@gamaial.com, the process would be to click the **Add User** button and create oeldemonstration+3@gmail.com, click **Save**, and then click **Inactivate** for oeldemonstation@gamaial.com. It is important to create the correct email address first before inactivating the incorrect email address.

Broadcast Messages

The Broadcast Messages section of the Provider Dashboard will display all messages sent by the local early learning coalition to all providers in the coalition service area. Click the message title to see the full text of the message.

The screenshot shows the Provider Dashboard interface. At the top, there is a navigation bar with a home icon and menu items: Home, Business, Profile, Contracts, Enrollments, Attendance, and Documents. On the right side of the navigation bar, there is a profile dropdown set to '2018 - 2019', a user name 'Hello ledbetter.kiwanis+10@gmail.com', and a 'Log Off' button. The main content area is divided into three columns. The left column contains 'Common Tasks' with sub-sections: 'Manage Sites' (Manage All Sites), 'Manage Users' (Manage All Users), 'Manage VPK Applications and Contracts' (VPK Provider Application, Manage VPK Instructors, Calendars, and Classes, Statewide VPK Provider Contract, VPK Contract Amendment), and 'Manage SR Contracts' (Statewide SR Provider Contract, SR Contract Amendment). The middle column contains 'Broadcast Messages' (highlighted with an orange box) showing 'No messages to display.', and 'Provider Profile Summary' with details: Business name: Jim's House of Smarties, Doing business as: Jim's House of Smarties, Provider ID: 8435, License number: (blank), and SSN / Federal ID number: 9999999999. The right column contains 'Coalition Messages' (No notifications or alerts to display.) and 'Frequently-Used Links' (Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, VPK Provider Readiness Rate Website).

Coalition Messages

The Coalition Messages section of the Provider Dashboard displays messages sent by the local early learning coalition to a specific provider. This is a one-way communication; the provider cannot email the coalition directly from the portal. Click the message title to see the full text of the message.

The screenshot shows the Provider Dashboard interface. The top navigation bar includes Home, Business, Profile, Contracts, Enrollments, Attendance, and Documents. The user profile is identified as 'Hello ledbetter.kiwanis+10@gmail.com' for the year '2018 - 2019'. The main content area is divided into several sections: 'Common Tasks' with links for Manage Sites, Manage Users, and Manage VPK Applications and Contracts; 'Broadcast Messages' showing 'No messages to display'; 'Coalition Messages' showing 'No notifications or alerts to display' (highlighted with an orange box); 'Provider Site Summary' for 'Jim's House of Smarties' with details like Provider ID 8435 and SSN 999999999; and 'Frequently-Used Links' including Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, and VPK Provider Readiness Rate Website.

Frequently Used Links

The Frequently Used Links section of the Provider Dashboard has links to web pages with information about statewide provider requirements, training and services.

This screenshot is identical to the one above, showing the same Provider Dashboard interface. In this view, the 'Frequently-Used Links' section is highlighted with an orange box. The links listed are: Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, and VPK Provider Readiness Rate Website.

Completing the Provider Profile

After registering as a provider, the next step is to complete the Provider Profile.

Request Assistance

If a Provider Portal user needs assistance filling out any information in the Provider Profile, click the **Request Assistance** button.

Jim's House of Learning 3 Profile 2017 - 2018 Program Year Current Status: Submitted

Request Assistance

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review Sign & Certify

General

1. Do you want to have your program referred to families seeking child care listings? **i**
 Yes No
2. Do you want to complete a contract to participate in the School Readiness Program?
 Yes No
 - 2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?
 Yes No
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?
 Yes No
 - 3.1 Do you wish to receive VPK advanced payments?
 Yes No
4. Do you want to complete a contract to receive local funding? **i**
 Yes No
5. Are you a Gold Seal provider? **i**
 Yes No
6. Are you an accredited provider?
 Yes No

Then, complete the field, briefly describing the need for assistance. Click the **Submit** button to send the request.

Request Profile Assistance **i** **x**

You are requesting assistance from the early learning coalition with your Provider Profile. You will not be able to make changes to your profile while the coalition is reviewing your request.

■ Briefly describe the issue that you need assistance with.

Submit Cancel

After clicking **Submit**, the following message will display:

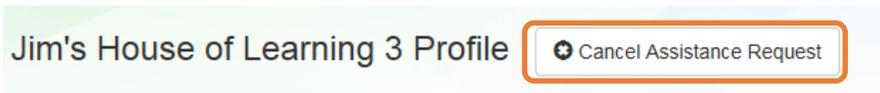
Message From Office of Early Learning **i** **x**

The early learning coalition has received your request for assistance. Someone will review your request and contact you by telephone, email, fax, or mail when your request is ready to be processed. Contact your local [Early Learning Coalition](#) if you need immediate assistance.

Ok

The Provider Portal user will not be able to edit the profile once the request for assistance is submitted; however, coalition staff will be able to edit information in a profile while providing assistance to a Provider Portal user.

The request for assistance can be cancelled by the Provider Portal user by clicking the **Cancel Assistance Request** button.



If a Provider Portal user cancels the assistance request, the following message will display and the user will complete the field, briefly describing the reason for cancelling the request. Click the **Submit** button to continue.

A screenshot of a dialog box titled "Cancel Assistance Request" with a close button (X) in the top right corner. The dialog contains a light blue message box with the text: "You have selected to cancel your request for assistance prior to the early learning coalition reviewing it." Below this is a prompt: "Please provide the reason for your cancellation." followed by a large empty text input field. At the bottom right of the dialog are two buttons: "Submit" (highlighted with a red border) and "Cancel".

After cancelling the request, the following message will display:

A screenshot of a dialog box titled "Message From Office of Early Learning" with a close button (X) in the top right corner. The dialog contains a light blue message box with the text: "The profile assistance request to your early learning coalition has been canceled. You are now able to edit your profile." At the bottom right of the dialog is an "Ok" button.

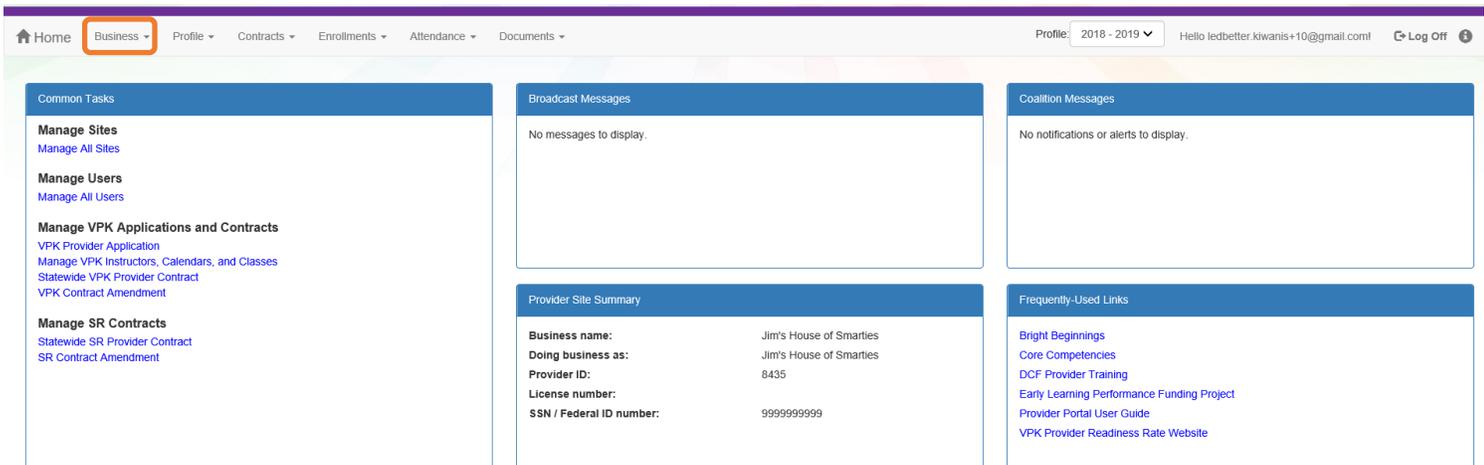
Business

The Business Information page collects business information about the provider, including business name and address information, and it is shared among additional sites (if any). Only a Business Administrator may edit the information on this page.

NOTE: This information was previously captured in the Business tab of the provider profile. Although the Business Information page is now separated from the provider profile, it must be completed before the profile may be submitted.

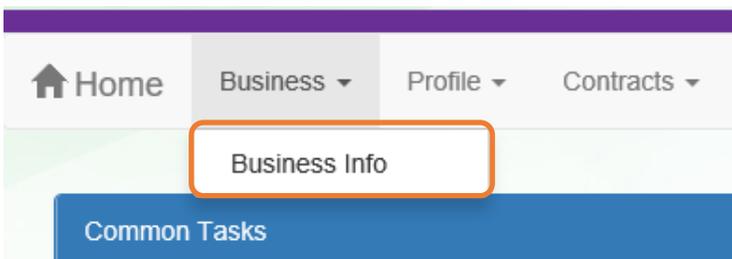
Tool tips, indicated by the  symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the  to see the message.

To complete the Business Info page, click the **Business** dropdown menu from the Provider Dashboard.



The screenshot shows the Provider Dashboard interface. The top navigation bar includes a Home icon, a dropdown menu for Business (highlighted with an orange box), and other options: Profile, Contracts, Enrollments, Attendance, and Documents. On the right side of the navigation bar, there is a 'Profile:' dropdown set to '2018 - 2019', a user greeting 'Hello ledbetter.kiwanis+10@gmail.com!', and a 'Log Off' button with an info icon. The main content area is divided into several sections: 'Common Tasks' with links for Manage Sites, Manage Users, Manage VPK Applications and Contracts, and Manage SR Contracts; 'Broadcast Messages' (empty); 'Coalition Messages' (empty); 'Provider Site Summary' with fields for Business name, Doing business as, Provider ID, License number, and SSN / Federal ID number; and 'Frequently-Used Links' with links to Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, and VPK Provider Readiness Rate Website.

Then, click **Business Info**.



This close-up screenshot shows the 'Business' dropdown menu. The 'Business' option is selected and highlighted with a grey background. Below it, the 'Business Info' option is highlighted with an orange box. Other visible options in the menu are 'Home', 'Profile', and 'Contracts'.

Business Information

1. Business Name Associated with Your Taxpayer Identification Number ^{*} ⓘ

Jim's House of Learning 3

2. Taxpayer Identification Number ^{*} ⓘ

888888888

3. Owner Information ⓘ

Owner Name ^{*}

Jim Ledbetter

Owner Telephone Number ^{*}

(555) 555-5555

Owner Email Address ^{*}

fake@foo.com

Owner Phone Type ^{*}

Mobile Phone

4. Owner's Designee or Contact Person Information ⓘ

Designee/Contact Name ^{*}

Jim Ledbetter

Designee/Contact Telephone Number ^{*}

(555) 555-5555

Designee/Contact Email Address ^{*}

fake@foo.com

Designee/Contact Phone Type ^{*}

Unknown

5. Business Ownership Type ^{*} ⓘ

Corporation

6. Physical Address Information ⓘ

Address Line 1 ^{*}

250 MARRIOTT DR

Address Line 2

City ^{*}

TALLAHASSEE

State ^{*}

FL

Zip Code ^{*}

32301

7. Mailing Address Information ⓘ

Mailing address is the same as the principal address.

Address Line 1 ^{*}

250 MARRIOTT DR

** Altering this address may trigger USPS verification*

Address Line 2

City ^{*}

TALLAHASSEE

State ^{*}

FL

Zip Code ^{*}

32301

8. Payment Mailing Address Information ⓘ

Payment address is the same as the mailing address.

Address Line 1 ^{*}

250 MARRIOTT DR

** Altering this address may trigger USPS verification*

Address Line 2

City ^{*}

TALLAHASSEE

State ^{*}

FL

Zip Code ^{*}

32301

Cancel

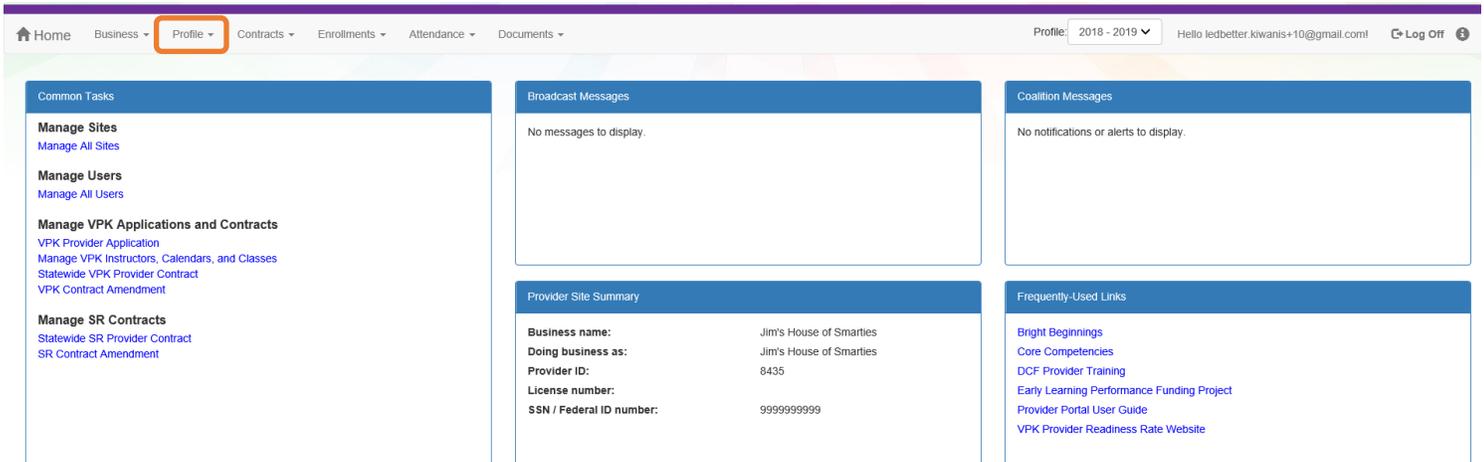
Save

Profile

A Provider Portal user must fill out all information in each tab, and click the **Next** button to continue filling out the provider profile information. Click the **Back** button to return to the previous tab.

Tool tips, indicated by the  symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the  to see the message.

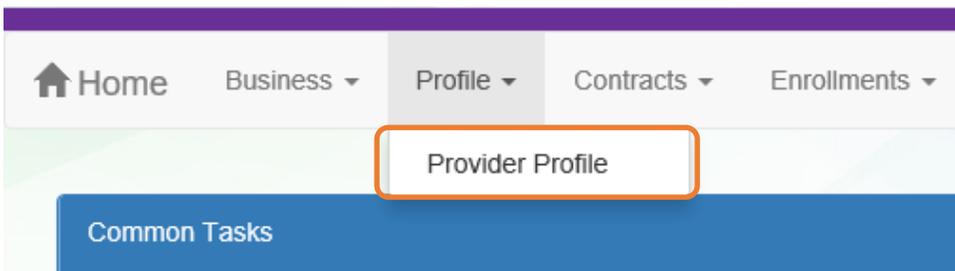
To complete the Provider Profile, click the **Profile** dropdown menu from the Provider Dashboard.



The screenshot shows the Provider Portal dashboard. The navigation bar at the top includes Home, Business, Profile (highlighted with an orange box), Contracts, Enrollments, Attendance, and Documents. The user's profile information is visible in the top right: Profile: 2018 - 2019, Hello ledbetter.kiwanis+10@gmail.com, and a Log Off button. The main content area is divided into several sections:

- Common Tasks:** Manage Sites (Manage All Sites), Manage Users (Manage All Users), Manage VPK Applications and Contracts (VPK Provider Application, Manage VPK Instructors, Calendars, and Classes, Statewide VPK Provider Contract, VPK Contract Amendment), and Manage SR Contracts (Statewide SR Provider Contract, SR Contract Amendment).
- Broadcast Messages:** No messages to display.
- Coalition Messages:** No notifications or alerts to display.
- Provider Site Summary:** Business name: Jim's House of Smarties, Doing business as: Jim's House of Smarties, Provider ID: 8435, License number: [blank], SSN / Federal ID number: 999999999.
- Frequently-Used Links:** Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, and VPK Provider Readiness Rate Website.

Then, click **Provider Profile**.

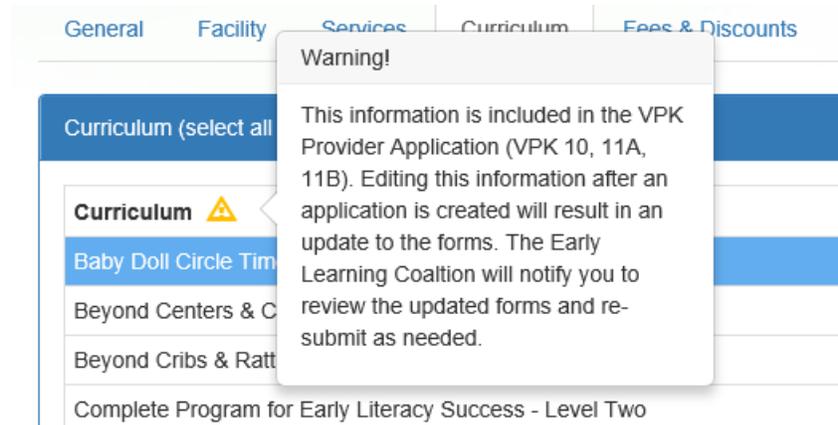


This close-up screenshot shows the navigation bar with the Profile dropdown menu open. The 'Profile' menu item is highlighted with an orange box, and the 'Provider Profile' option is visible below it. Other menu items include Home, Business, Contracts, and Enrollments.

Yellow Warning Symbols

Yellow warning symbols will appear on certain fields on the following tabs: General, Facility, Services, Curriculum, Staffing & Capacity, and Documents.

If the Provider Portal user hovers over the yellow warning symbol, the following message will display.



If a change is made, the coalition will review the change and change the profile status to **Incomplete** to allow the Provider Portal user to re-submit the VPK-APP. The user will receive the following email from **DONOTREPLY@OEL.myflorida.com**.

From: <OELSystemTest@oel.myflorida.com>
Date: Wed, Aug 16, 2017 at 12:06 PM
Subject: Signature Required - VPK Provider Application Updated
To: alatham77@gmail.com
Cc: ME@nowhere.com

Hello,

The VPK Provider Application (VPK 10,11A, 11B) forms have been updated for Maggie Mae Daycare. Your review and signature is required. Please log on the Provider Portal and go to the Contracts menu, and choose Manage Contracts. On this page, locate your VPK-APP and click Edit. Review the VPK Provider Application information and submit your signature on the Certify and Submit tab.

Please review and submit your signature as quickly as possible.

Thank you,

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

Step 1 – General

The General tab collects basic information about the provider, including provider types and whether or not there is interest in contracting with the early learning coalition to provide School Readiness or Voluntary Prekindergarten (VPK) Education services.

General

1. Do you want to have your program referred to families seeking child care listings? 

Yes No

2. Do you want to complete a contract to participate in the School Readiness Program?

Yes No

2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?

Yes No

3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?

Yes No

3.1 Do you wish to receive VPK advanced payments?

Yes No

4. Do you want to complete a contract to receive local funding? 

Yes No

5. Are you a Gold Seal provider?  

Yes No

5.1 Gold Seal Accreditation (select one)

Gold Seal for birth to 5

6. Are you an accredited provider? 

Yes No

6.1 Accreditation (select all that apply)

ACCREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT x OTHER x

Step 2 – Facility

The Facility tab collects contact information for the provider. The Provider Portal user is required to enter contact information for staff responsible for different aspects of the business. If the staff person is an Authorized Contract Representative or VPK Authorized Contract Representative, click the checkbox below each section (Director, VPK Director, etc.).

Facility

1. Doing Business as Name (DBA) 

Jim's House of Canes & Gators

2. Contact 

Telephone Number [•] (999) 999-9999 Phone Type [•] Mobile Phone

Fax Number Email Address [•] oeidemonstration+PB@gmail.com

3. Physical Address of Facility 

Address Line 1 [•] 2300 HIGH RIDGE RD Address Line 2

City [•] BOYNTON BEACH State [•] Florida Zip Code [•] 33426

County [•] Palm Beach

4. Director

Director Name [•] Not Jim Ledbetter Director Email [•] oeidemonstration+pb@gmail.com

Director Telephone Number [•] (585) 555-5555 Director Phone Type [•] Mobile Phone

Is Authorized Contract Rep

5. VPK Director

VPK Director information is the same as the Director information.

VPK Director Name [•] Not Not Jim Ledbetter VPK Director Email [•] oeidemonstration+pb@gmail.com

VPK Director Telephone Number [•] (555) 555-5555 VPK Director Phone Type [•] Mobile Phone

Is VPK Authorized Contract Rep

6. Legal Status 

Exempt

7. Exemption Details 

Exempt Number [•]  EXEMPT Expiration Date 03/30/2017 

Exemption Reason [•] Private School Private School Code [•]  1234

8. Provider Type [•]  

Private School

Additional Facility Contacts

Add New Contact

When the **Add New Contact** button is clicked, the Provider Portal user can create additional provider contacts for the profile.

Add New Contact

Contact Type
[Dropdown]

Name [Text Field] Email [Text Field]

Primary Telephone Number [Text Field] Primary Telephone Extension [Text Field]

Primary Phone Type
[Select Type]

Secondary Telephone Number [Text Field] Secondary Telephone Extension [Text Field]

Secondary Phone Type
[Select Type]

Fax [Text Field]

Authorized Contract Rep

[Save] [Cancel]

- Contact Type**
- General Contact Information
 - SR Contact
 - CCRR Contact
 - Assistant Director
 - Facility Director
 - Operations Manager
 - Principal
 - Assistant Principal
 - Extended Day Contact

- Contact Type**
- Before School Contact
 - After School Contact
 - Finance
 - Food & Nutrition
 - Attendance
 - Camp Contact
 - Admissions
 - Enrollment
 - Administrator
 - Associate Director
 - Other Contact

Step 3 – Services

The Services tab collects information on the ages of the children in provider care, as well as different provider services.

Services

1. Age of Children for which Care is Provided*

Minimum Age* Months Maximum Age* Months

2. Programs Offered (select all that apply) ⚠

Before School × Migrant Head Start × Playgroup ×

3. About My Program (select all that apply)*

Music lessons × Dance × Swim lessons ×

4. Languages Spoken by Staff (select all that apply)*

English × Spanish × Haitian/Creole ×

5. Other Spoken Languages ⓘ

6. Meals (select all that apply)*

Morning Snack × Afternoon Snack ×

7. Do you provide transportation services?*

Yes No

8. Transportation (select all that apply)

Transportation to/from local school ×

8.1 Transportation to/from Local School

School	Transportation To	Transportation From	
<input type="text" value="Add school"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Mickey Mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

9. Do you currently implement a character development program?*

Yes No

9.1 Description of Character Development Program (250 characters max)

blah

10. Is your program equipped to care for children with special needs?*

Yes No

11. Is your facility wheelchair-accessible?*

Yes No

12. Does your program/facility offer therapeutic services to children?*

Yes No

13. Do you participate in a quality rating system? ⓘ

Yes No

14. Affiliation - Not for Profit*

Yes No

15. Military Child Care ⓘ

Yes No

Step 4 – Curriculum

The Curriculum tab collects information about the provider’s curriculum. A provider may choose multiple curricula from the list. If the provider is a school readiness provider, an approved curriculum must be chosen. If no approved curricula are being used by the provider, the Provider Portal user should select “Other.” If a provider does not see their curricula listed, choose “Other” as the curriculum.

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review Sign & Certify

Curriculum (select all that apply)

Curriculum	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012

Step 5 – Fees & Discounts

The Fees & Discounts tab collects information about fees the provider assesses the parent. The Provider Portal user should enter all applicable fees. All amount fields must have either a dollar amount or zero entered. If a fee is not applicable, the amount entered must be “0.” If there are no family discounts offered, the selection must be “None.”

Fees and Discounts

1. Fees in Addition to Weekly Rates

Description	Amount	Frequency	Per Child / Per Family
Annual	\$ 75	Monthly	Per Child
Application/Registration	\$ 150	Annual	Per Child
Diapers	\$ 0		
Early Drop Off	\$ 0		
Extended Stay	\$ 0		
Insurance	\$ 0		
Late Payment	\$ 5	Daily	Per Child
Late Pick-Up	\$ 15	Hourly	Per Child
Meals/Snacks	\$ 0		
Returned Check	\$ 25	As needed	Per Family
School Age	\$ 475	Monthly	Per Child
Supplies/Materials	\$ 0		
Waiting List Registration	\$ 0		

2. Family Discounts Offered (select all that apply)

None

3. Other Family Discounts

Step 6 – Hours of Operation

The Hours of Operation tab collects information on the type of schedules offered for care. The Provider Portal user must click the checkbox next to the desired day of the week before inputting hours of operation for that day. The default hours of operation for each day are 6:00 a.m.– 6:00 p.m. An Enhanced Schedule is available.

Facility Hours of Operation

1. Enhanced Schedule (select all that apply)

		Open	Close	Total Hours
24-hour Care				
Drop in Care				
Early/Extended Care				
Emergency/Temporary				
Evening				
Full Year				
Full-time				
Overnight				
Part time				
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> 24 hours	12:00 AM	11:59 PM	23.98
<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> 24 hours	12:00 AM	11:45 PM	23.75
<input type="checkbox"/> Thursday	<input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0
<input type="checkbox"/> Friday	<input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0
<input type="checkbox"/> Saturday	<input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0

Step 7 – Staffing & Capacity

The Staffing & Capacity tab collects information on how many children the facility will or can care for. These questions are asked by age group. For each care level, the Provider Portal user should enter the highest number of teachers and children for all classrooms for each care level. This tab does not calculate staff-to-child ratios, but stores staffing and capacity numbers for local early learning coalition review.

Staff-to-child Ratio is the number of children that an individual teacher is responsible for. To reflect the actual ratio, the “Teachers in Classroom” column should always be 1. For example, if you have 2 teachers with one class of 20, you should list 1 “Teacher in Classroom” with 10 “Children in Classroom” and a “Group Size” of 20. If you follow the state mandated ratios for a center or facility, please see the example below. You can omit the age groups you do not serve.

Group Size is the maximum number of children, by age, that can be in a single classroom at any given time. If you follow the state mandated group sizes for a center or facility, please see the example below. You can omit the age groups you do not serve.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ?

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size ?
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="1"/>	<input type="text" value="1"/>
12 < 24 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
24 < 36 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
36 < 48 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

2. Training/Educational Credentials in Your Program

Training/Education Type	Number of Staff 
FCCH 30 HOUR TRAINING	<input type="text" value="1"/>
40/45 HR INTRO CHILD CARE	<input type="text" value="0"/>
AA/AS NONCHILD RELATED	<input type="text" value="0"/>
AA/AS EARLY CHILDHOOD OR RELATED FIELD	<input type="text" value="0"/>
DIRECTOR CREDENTIAL ADV	<input type="text" value="0"/>
DIRECTOR CREDENTIAL LEVEL 1	<input type="text" value="0"/>
DIRECTOR CREDENTIAL LEVEL 2	<input type="text" value="0"/>
BA/BS NONCHILD RELATED	<input type="text" value="0"/>
BA EARLY CHILDHOOD OR RELATED FIELD	<input type="text" value="0"/>
BEHAVIOR OBSERVATION	<input type="text" value="0"/>
DIRECTOR (NON VPK)	<input type="text" value="0"/>
GED/HIGH SCHOOL	<input type="text" value="0"/>
EARLY (EMERGENT) LITERACY	<input type="text" value="0"/>
FCCPC/ECPC/CCAC/CDAE	<input type="text" value="0"/>
MA DEGREE EARLY CHILDHOOD	<input type="text" value="0"/>
MA NONCHILD RELATED	<input type="text" value="0"/>
NATL EARLY CHILDHOOD CERT	<input type="text" value="0"/>
SCHOOL-AGE CREDENTIAL	<input type="text" value="0"/>
VPK DIRECTOR CREDENTIAL	<input type="text" value="0"/>
OTHER- LIST	<input type="text" value="0"/>

Example: Child Care Center 1

This example uses the state mandated minimum staff-to-child ratios and maximum group sizes permitted for centers.

General Facility Services Curriculum Fees & Discounts Hours of Operation **Staffing & Capacity** Private Pay Rates Closures Calendar

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ⓘ

Care Level	Teachers in Classroom	Children in Classroom	Group Size ⓘ
< 12 Months	1	4	12
12 < 24 Months	1	6	12
24 < 36 Months	1	11	22
36 < 48 Months	1	15	30
48 < 60 Months	1	20	40
60 < 72 Months	1	25	40
In School	1		50
Special Needs	0	0	0
VPK Class	1	11	0

Example: Child Care Center 2

This example uses more stringent staff-to-child ratios and group sizes that are smaller than the state mandate for centers.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ⓘ

Care Level	Teachers in Classroom	Children in Classroom	Group Size ⓘ
< 12 Months	1	3	6
12 < 24 Months	1	5	10
24 < 36 Months	1	10	10
36 < 48 Months	1	12	12
48 < 60 Months	1	20	20
60 < 72 Months	1		
In School	1		
Special Needs	1		
VPK Class	1		

For more information on staff-to-child ratios and group sizes for facilities, please visit the [School Readiness Health and Safety Standards Handbook](#).

Example: Family Child Care Homes 1

A family day care home is allowed to provide care for one of the following groups of children, which includes household children under 13 years of age. Below are examples of how to fill out this table using the state mandated minimum ratios.

**The group size column should never exceed 10 for a family child care home.

This example uses the maximum of four children from birth to 12 months of age.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ⓘ

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size ⓘ
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="4"/>	<input type="text" value="4"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
36 < 48 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
48 < 60 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
60 < 72 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
In School	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text"/>	<input type="text"/>
VPK Class	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>

Example: Family Child Care Homes 2

This example uses the maximum of three children from birth to 12 months of age, and other children, for a maximum total of six children.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ⓘ

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size ⓘ
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="3"/>	<input type="text" value="3"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="3"/>	<input type="text" value="3"/>
24 < 36 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
36 < 48 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

Example: Family Child Care Homes 3

This example uses the maximum of six preschool children if all are older than 12 months of age.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ?

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size ?
< 12 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
36 < 48 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

Example: Family Child Care Homes 4

This example uses the maximum of 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months of age.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ?

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size ?
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text" value="1"/>	<input type="text" value="1"/>
36 < 48 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="1"/>	:	<input type="text" value="5"/>	<input type="text" value="5"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

Example: Large Family Child Care Homes 1

A large family child care home is allowed to provide care for one of the following groups of children, which includes household children under 13 years of age.

**The group size column should never exceed 12 for a large family child care home.

This example uses the maximum of 8 children from birth to 24 months of age.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ⓘ

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size ⓘ
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="3"/>	<input type="text" value="3"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="5"/>	<input type="text" value="5"/>
24 < 36 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
36 < 48 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

Example: Large Family Child Care Homes 2

This example uses the maximum of 12 children, with no more than 4 children under 24 months of age.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ⓘ

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size ⓘ
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="1"/>	<input type="text" value="1"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="1"/>	<input type="text" value="1"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
36 < 48 Months	<input type="text" value="1"/>	:	<input type="text" value="4"/>	<input type="text" value="4"/>
48 < 60 Months	<input type="text" value="1"/>	:	<input type="text" value="4"/>	<input type="text" value="4"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

For more information on staff-to-child ratios and group sizes for family child care homes please visit the [School Readiness Health and Safety Standards Handbook](#).

Step 8 – Private Pay Rates

The Private Pay Rates tab collects information on the provider’s private pay rate based on unit of care and care level. The Provider Portal user must enter in the private pay rates for each “Unit of Care” and “Care Level” offered by the provider. Shaded cells do not permit entry. If care is not provided for that Unit of Care and Care Level, no entry is needed.

Providers that indicate they want to complete a contract to participate in the school readiness program on the General tab will also have a section on the Private Pay Rates tab to enter the Daily Rates for the School Readiness Program. The Provider Portal user may edit the \$0.00 amount for each “Unit of Care” and “Care Level” offered by the provider or click on the **SR Daily Rate Helper** button. The Helper button will automatically calculate the rates based on the Full Time Monthly Rates or Full Time Weekly Rates, and the Part Time Weekly Rates entered in the Private Pay Rates section. The rates are also editable after calculation. These rates will be utilized in the contracting process if the provider enters into a School Readiness contract with an early learning coalition.

NOTE: With Release 3.5, School Readiness providers must now answer a question regarding the family’s responsibility to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate.

Private Pay Rates

Private Pay Rates

Enter the advertised rates (private pay rates) your program charges in the table. Do not include voucher/subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Only complete the rate type for each age group that you offer.

	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4	Preschool 5	School Age	Special Needs
Full Time Monthly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Summer Camp Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Drop-In Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Full Time Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Part Time Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
VPK Full Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
VPK Part Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
School Age After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
School Age Before School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
School Age - Both Before & After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0

Do you require the parent to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate? Yes No

Daily Rates for School Readiness Program

Enter the school readiness program daily rates in the table below. These rates will be used for SR contracting purposes and to determine your SR program reimbursement rates. Only complete the rate type for each age group that you offer. You may also use the SR Daily Rate Helper feature to automatically calculate the daily rates based on the Private Pay Rates entered above. The calculations are editable.

	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4	Preschool 5	School Age	Special Needs
SR Full Time Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR Part Time Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR School Age - Both Before & After School Daily Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0

SR Daily Rate Helper

Step 9 – Closures Calendar

The Closures Calendar tab collects information on any days the provider will be closed. The Provider Portal user will select all closure days for the provider. Once selected, the date will change from white to blue. The local early learning coalition may define reimbursable holidays for the School Readiness program, which will be shaded gray. When a provider closure date and a coalition-defined reimbursable holiday are the same, the date will be shaded dark blue. A Provider Portal user does not need to include Saturdays and Sundays on the Closures Calendar if services are not provided on those days.

NOTE: Actual reimbursable holidays will be selected during the contracting process if the provider enters into a School Readiness contract with an early learning coalition.

Closures Calendar

Using the Calendar below, please indicate (select with your mouse) all days your facility will not be offering care for children.

Available Selected ELC Closure Selected + ELC Closure

2017 - 2018 Program Year

July 2017							August 2017							September 2017							October 2017							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1			1	2	3	4	5							1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
30	31																											

November 2017							December 2017							January 2018							February 2018								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4						1	2			1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28					
							31																						

March 2018							April 2018							May 2018							June 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

Back Next

Available Selected ELC Closure Selected + ELC Closure

Step 10 – Documents

The Documents tab allows the Provider Portal user to upload documents for the local early learning coalition to review. Based on provider answers in the provider profile, the Documents tab will display types of documents that may be uploaded to support a contract to provide School Readiness or VPK services. Users may enter up to five documents for each document type. Documents uploaded in this tab will also populate in the Document Library and will be utilized during the contracting process.

Supporting Documents

Certificate of Accreditation

Upload Document...

Certificate of Licensure

Upload Document...

Private Child Care Pay Rates

Upload Document...

IRS Form W-9

Upload Document...

Step 12 – Sign and Certify

To submit the Provider Profile, the Full Name must exactly match (and is case-sensitive) the name entered on the Manage Users page. The Provider Portal user must then check the “Check box to certify by electronic signature” check box and click the **Submit** button.

☆ Profile Certification And Submittal

By signing this form I certify that:

- I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct.
- If any of the information listed changes, I understand that I must log into my provider portal account and update my information within 14 days of the change.
- I understand that my provider profile information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.
- I also understand that if I make changes prior to the coalition approving them, I may be out of compliance with the requirements of the VPK and or SR programs.

Authorized Electronic Signature

Full Name:

Check box to certify by electronic signature

Submission date: 6/26/2017

Submit

Once the Provider Portal user submits the Provider Profile, the following page will display:

👏 You Have Successfully Completed and Submitted your Provider Profile!

Your early learning coalition will process your profile.
Please check your email for important information about your profile.

You can click on the button below to return to the home page.

◀ Return to home page

The Provider Portal user should then find the email sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

The provider profile you completed for Jim's House of Learning 2 was submitted successfully. You will receive an email that will notify you how to proceed after your provider profile is reviewed and processed by your local early learning coalition.

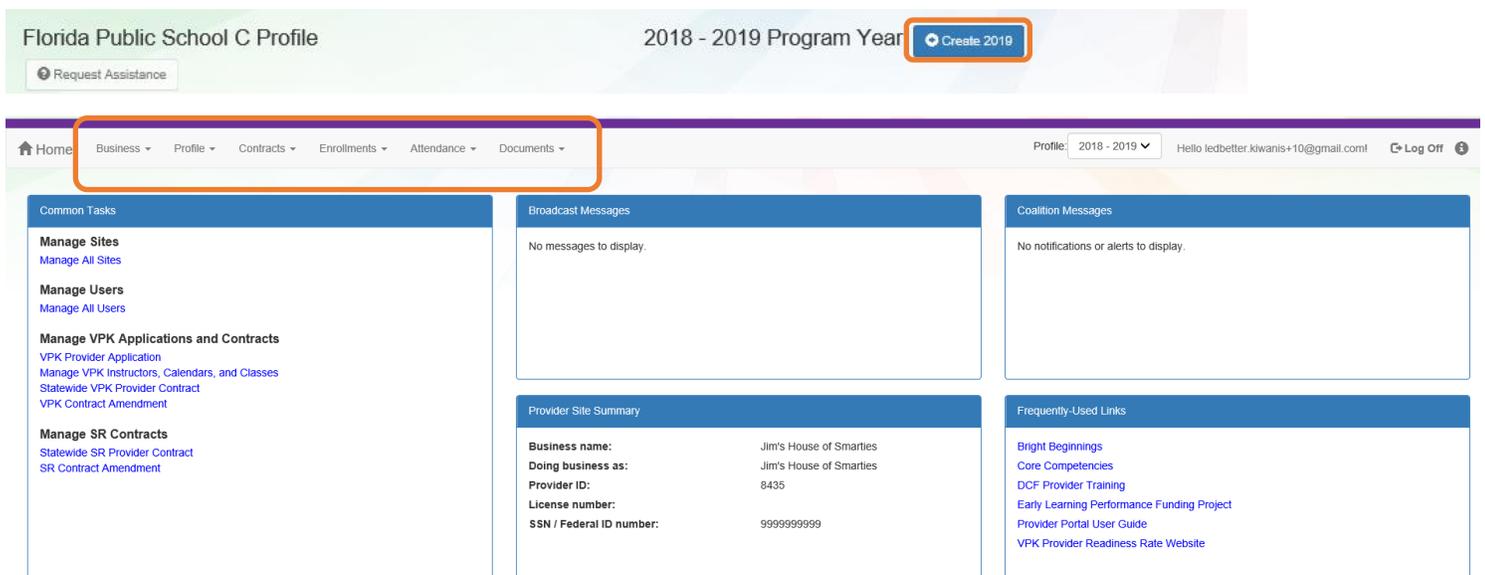
ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

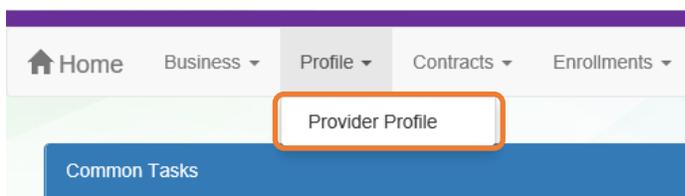
Managing a Profile as a Provider Portal User

Provider Dashboard

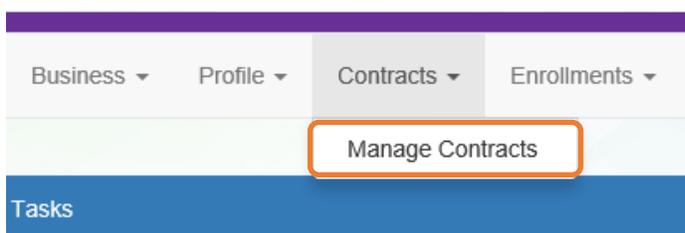
On January 1 of each program year, a button will appear next to the current program year that will allow the Provider Portal user to migrate all profile information from the current program year to the next program year (except Closures Calendar dates). To migrate profile information to the next program year, the Provider Portal user will click the **Create 2019** button. In this example, the provider is migrating profile information from the 2018 – 2019 program year to the 2019 – 2020 program year. All information from the 2018-2019 profile will migrate to the 2019-2020 profile, with the exception of the Closures Calendar. The provider can also skip a profile year and still be able to create a profile for the current year. For example, the provider had a 2017-2018 profile, but skipped the 2018-2019 profile. In order to create a 2019-2020 profile, the provider will go to the 2017-2018 profile, click the **Create 2018** button, then go to the 2018-2019 profile, and click the **Create 2019** button. The skipped profile 2018-2019 can remain Incomplete.



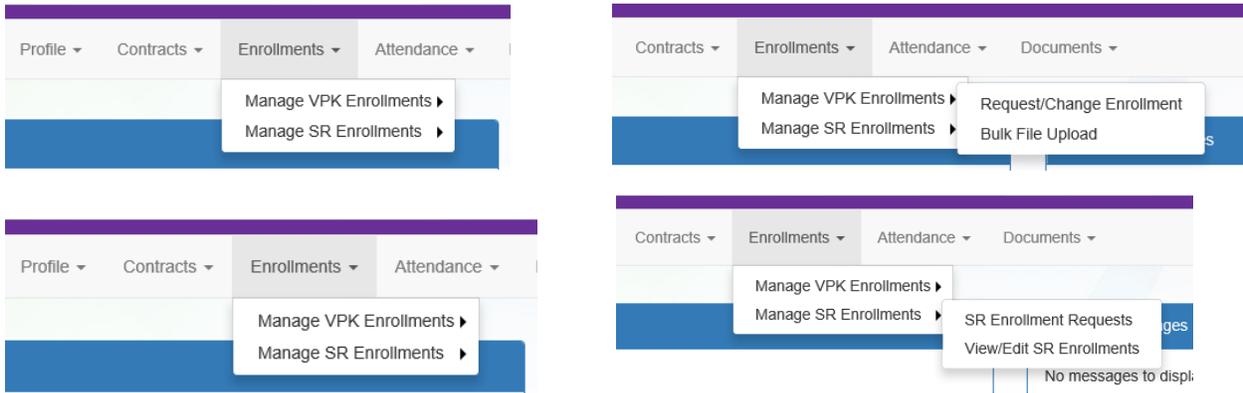
After a provider is active, a Provider Portal User can edit the Provider Profile, by clicking the Profile dropdown menu and then clicking the **Provider Profile** button.



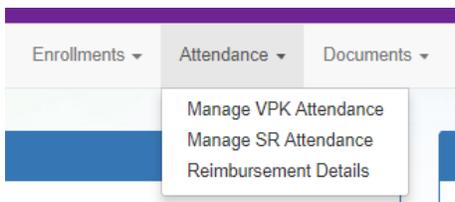
Provider Portal users can manage School Readiness and VPK contracts from the Provider Dashboard.



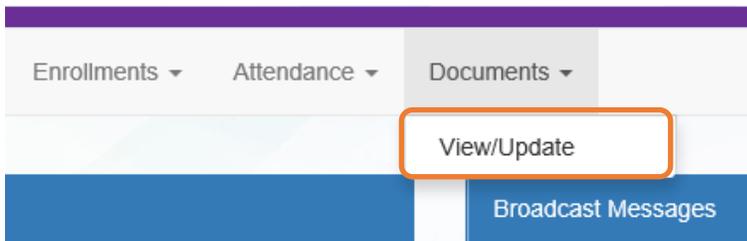
Provider Portal users can manage School Readiness and VPK enrollments from the Provider Dashboard.



Provider Portal users can manage School Readiness and VPK attendance, as well as view reimbursement details for paid attendance rosters, from the Provider Dashboard.



Provider Portal users can click the Documents dropdown menu to access the Document Library Management function and view and upload additional documents for coalition review.



Managing Contracts

Provider Portal users can view contract statuses and edit/download contracts through the Manage Contracts function.

Manage contracts for Jim's House of Canes & Gators 9 total records

Show 10 entries ▾

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Coalition Reviewing	06/26/2017	Edit		07/01/2017		
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	View	Download	07/01/2017	06/30/2018	
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	View		07/01/2017	06/30/2018	05/26/2017
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	View		07/01/2017	03/02/2019	06/26/2017
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	View		07/01/2017	06/30/2018	
26723	SR	Contract Lite	OEL	Terminated	04/05/2017		Download	01/10/2017	01/10/2018	04/04/2017
26731	SR	Contract Lite	OEL	Certified	03/15/2017		Download	01/01/2017	01/01/2018	
26788	VPK-SIS	Contract Lite	ELC of the Big Bend Region	Certified	04/04/2017		Download	04/04/2017	06/30/2017	
26804	VPK-SIS	Contract Lite	ELC of the Big Bend Region	Terminated	06/26/2017		Download	05/18/2017	06/30/2017	04/28/2017

Managing Documents

Documents can be added to the Document Library for coalition review. The folder list within the Document Library is standard for all providers, but coalitions have the ability to re-name or add new folders. Documents uploaded to the Documents tab of the provider profile will also populate in the Document Library; however, documents uploaded to the Document Library will not populate in the Documents tab of the provider profile.

To view or upload documents in a folder, the provider portal user will click the **View Files** or **Upload New File** button, respectively.

Document Library Management				
Folder List				
Folder Name	View	Upload	Date Updated	Updated By
Accreditation and / or Gold Seal (1 files)	View Files	Upload New File	08/14/2016	OELAdmin
Contracts (1 files)	View Files	Upload New File	10/25/2016	OELAdmin
Insurance Auto (1 files)	View Files	Upload New File	08/14/2016	OELAdmin
Insurance Liability (0 files)	View Files	Upload New File	09/22/2016	oel.fp.qa+01@gmail.com
Insurance-Worker Comp (1 files)	View Files	Upload New File	08/14/2016	OELAdmin
License or Exemption (1 files)	View Files	Upload New File	08/14/2016	OELAdmin
Miscellaneous (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Adjustment Request (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Classroom Transfer Forms (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Extended Absence Request (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Outstanding Parent Fee (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Reimbursement Report (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Sign in-out Sheet (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Monthly VPK Child Withdrawal Forms (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Provider Public Rate Sheet (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Uncategorized (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
Unemployment Insurance (1 files)	View Files	Upload New File	09/12/2016	OELAdmin
VPK Affidavit of Good Moral Character (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
VPK Background Screenings (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
VPK Curriculum (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
VPK Director Credentials (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
VPK Enrollment Certificates (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
VPK Instructor's Credentials (0 files)	View Files	Upload New File	08/14/2016	OELAdmin
W9 (1 files)	View Files	Upload New File	08/14/2016	OELAdmin

Document Library Management

[FAQ]

Change Folder:

Contracts

Total Files:

1

Date Created: 10/25/2016

Folder Detail - Contracts

Rename File

File Name	Download	Date Uploaded	Uploaded By
Koala.jpg	Download	12/07/2016	ledbetter.kiwanis@gmail.com

Add New File

✕

Select a document to upload.

- Select the folder from the drop down list to which you would like to upload a file to.
- Click the *Browse...* button to browse your documents and select the one that you want to upload to the folder.
- You may give a description to the file you are uploading.

Upload file to site:

Jim's House of Learning 2

Select Destination Folder *

Contracts

Select File *

[Browse...](#)

Attach your document.

Click the *Attach Selected Document* button below to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a *minute*, depending on the size of the document and the speed of you internet connection.

[Attach Selected Document](#)

Cancel

Provider Portal users can move within the Document Library by clicking the Change Folder dropdown menu. Files can also be renamed within each folder by clicking the **Rename File** button.

Document Library Management

[\[FAQ\]](#)

Change Folder: Contracts ▼

Total Files: 1 **Date Created:** 10/25/2016

Folder Detail - Contracts Rename File

File Name	Download	Date Uploaded	Uploaded By
Koala.jpg	Download	12/07/2016	ledbetter.kiwanis@gmail.com

Enter the new file name in the New File Name field and click the **Save Changes** button to continue.

Rename File ✕

Select Folder: Contracts ▼

Select File: Koala.jpg ▼

New File Name:

Cancel Save Changes

Document Library Management

[FAQ]

A Frequently Asked Questions pop-up message is available for the Provider Portal user. Contact the local early learning coalition if additional help is needed.

Frequently Asked Questions



How do I create a new folder?

A: Folders can only be created by your Coalition. In case you need to add files that cannot be assigned to one of the pre-defined folders please put them in the 'Miscellaneous' folder. Call your coalition for further information.

How do I upload files to a folder?

A: Click 'Upload New File' button which will open a dialog box that allows you to upload a file to a folder you select.

If I misspelled a word when naming a file, how can I correct it?

A: Files can be renamed from the 'Folder Details' screen. Click on the 'View Files' button to navigate to the 'Folder Details' screen, here you have to click on the 'Rename File' button that would open a dialog box that allows you to select the Folder and the files within it that you wish to rename.

Note: You can only change the name of an existing file and not its type or extension.

What format does a document have to be in to be uploaded?

A: Any of the following formats are permitted: .bmp, .tiff, .pdf, .jpg, .gif, .png, .doc, .docx, .txt

Is there a size limit on the documents to be uploaded?

A: A file's size cannot exceed 2MB.

Who can I contact for technical assistance?

A: Please call your coalition office for any further assistance.  [coalition map](#)

How could I retrieve an archived file?

A: Please call your coalition office for any further assistance with this.

How can I reduce the size of my document?

A: To reduce the file size of a PDF, print the file using Adobe PDF as the printer, select the smallest file size option under the Default Settings menu and click OK on all open dialog boxes. The PDF is then converted to a smaller file. Upon completion, save the new file.

Close

Provider Contracting

NOTE: Provider contracts are populated by information in the **Active** profile. As a result, the profile is read-only once the contract status is **Initiated**, **Incomplete**, or **Submitted**. If any changes need to be made to the **Active** profile after a contract is **Initiated** or there is an error found in the profile once the contract is being edited (the contract status is **Incomplete**), contact your early learning coalition.

Jim's House of Smarties Profile 2019 - 2020 Program Year Current Status: Active

[Request Assistance](#)

Read Only Mode
 This profile is locked at this time because a contract is currently pending. If profile changes are needed for the contract, please contact the coalition.

SR Contract

After the coalition has initiated an SR contract, the Provider Portal user will click **Manage Contracts** from the Provider Dashboard.



The following will display. Click the **Edit** button to edit the contract.

Manage contracts for 3 total records

Show 10 entries ▾

Contract ID ↓	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
3695	SR	Contract Life	ELC of Polk	Terminated	09/06/2018		None	10/12/2000	06/30/2018	N/A
27920	SR	OEL-SR 20	ELC of Polk	Certified	07/18/2018	View	Download	07/01/2018		N/A
32128	SR	OEL-SR 20	ELC of Polk	Initiated	04/18/2019	Edit		07/01/2019		2019 - 2020

Provider Eligibility, Responsibilities and Scope of Work, Notification

After clicking the **Next Step** button, the following will display. Review the options in the dropdown menus, and click **Next Step** to continue.

Provider(s):

1. [Redacted]

II. PROVIDER ELIGIBILITY

- II.7.f The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, F.A.C. Yes ▾
- II.7.g **The PROVIDER waives the PROVIDERS exemption and agrees to comply with requirements of Rules 6M-4.740, F.A.C.** * Yes ▾
- II.8.a The Coalition participates in the Contracted Slots Program. Yes ▾
- II.8.c The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program. Yes ▾

III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

- III.30. If applicable, does the eligible PROVIDER, pursuant to paragraph 8, elect to participate in the Contracted Slots Program? * Yes ▾
- III.32. If applicable, the eligible PROVIDER, agrees to conduct child assessments using a reliable assessor as defined by the child assessment tool, that meet the criteria described in s. 1002.82(k), F.S., at least three times per year and will submit valid and reliable data to the statewide information system. * Yes ▾

XI. NOTIFICATION

XI.82.a The representative for PROVIDER for the purposes of this Contract is * who can be contacted at or by email at

← Previous Step
Next Step >

Quality Improvement Plan Selection

After clicking the **Next Step** button, the following will display. Enter the user's initials in each box below a check mark, and click **Next Step** to continue.

Exhibit 3: Quality Improvement Plan Selection

Selection	Strategy	Description (summary)
<input checked="" type="checkbox"/> <input type="text" value=""/>	Coalition approved strategy	Each selected instructor/director will register for and successfully complete 20 hours of International Association for Continuing Education & Training (IACET) approved training (or other OEL-approved CEU training) provided by the ELC or their delegate.
<input type="checkbox"/> <input type="text" value=""/>	Certified Coaching Visits	Each selected classroom will participate in 20 hours of certified coaching provided by the ELC or its delegate.
<input type="checkbox"/> <input type="text" value=""/>	Early Childhood Training System (ECTS) Courses	Each selected instructor/director will complete two Early Childhood Training System courses facilitated by the ELC. Course options include taking an online course alone, with TA coaching support and/or as a member of a coalition-sponsored Community of Practice.
<input checked="" type="checkbox"/> <input type="text" value=""/>	20-hours of IACET- or OEL- approved training	Each selected instructor/director will register for and successfully complete 20 hours of International Association for Continuing Education & Training (IACET) approved training (or other OEL-approved CEU training) provided by the ELC or their delegate.
<input type="checkbox"/> <input type="text" value=""/>	MMCI Training	Each selected instructor/director will complete either the MMCI PreK 24-hour course or the MMCI Infant/Toddler 24-hour course provided by the Coalition, delegate, MMCI Specialist.
<input type="checkbox"/> <input type="text" value=""/>	Professional Development	Each selected instructor/director shall register in the Florida Early Care and Education Professional Development Registry, generate a professional development plan in the registry and complete the required progression along the career pathway.

← Previous Step
Next Step >

Exhibit 4: Holiday Schedule

After clicking the **Next Step** button, the following will display. The dates listed are based on the closure dates from the profile Closure Calendar tab and includes any coalition-defined holidays. Click **Next Step** to continue.

Exhibit 4: Holiday Schedule

Provider Name: /	Holiday	Date Observed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

← Previous Step

Next Step →

NOTE: If fewer dates are listed than the coalition maximum total paid closure dates, additional provider holidays can be added to the holiday schedule exhibit, if applicable. Click the **Edit** button on the holiday table. A pop-up appears with an editable holiday table. On a blank row, enter the holiday name, then select a date from the dropdown in the Date Observed column and click **Save**. Duplicate dates cannot be used. Click **Next Step** to continue.

Preview Contract

Prior to executing the contract, click **Preview Contract** to view the contract. This allows the user to view all the information input into the contract from the profile, in addition to exhibits. Information from the above sections, added by the coalition when the contract is initiated, should be reviewed as well.

STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20

Preview Contract

XIV. EXECUTION OF CONTRACT

Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative _____ Print Name
 By Electronic Signature

Title _____ Date _____

Provider's Additional Signatory (if required by the Provider) _____ Print Name
 By Electronic Signature

Title _____ Date _____

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative _____ Print Name
 By Electronic Signature

Title _____ Date _____

← Previous Step

Next Step →

After clicking the checkbox, the following message will display. Enter the **Title of Signator** and click **Yes**.

NOTE: The **Title of Signator** is not the provider's name, but the business title, e.g. Owner, Director, Principal.

Form OEL-SR 20 Electronic Signature

You are about to electronically sign the Form OEL-SR 20.

Title of Signator: *

Click "Yes" to confirm your electronic signature.

After clicking the **Yes** button, the electronic signature of the signatory and the date/time will populate in yellow. Click **Next Step** to continue.

NOTE: The electronic signature and printed name of the Provider Portal user is based on the user who is logged on to the portal. Please ensure that the proper Provider Portal user is logged on to electronically sign the contract. If the incorrect name is used for the electronic signature, the checkbox can be un-checked.

Form OEL-VPK 20 Electronic Signature

You are about to remove your signature from the Form OEL-VPK 20.

Click "Yes" to continue.

I.

XV. EXECUTION OF CONTRACT

<i>Jim Ledbetter (Electronic Signature)</i>	Jim Ledbetter
Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
Owner	4/23/2019 2:32:43 PM
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date

Contract Certification

After clicking the **Next Step** button, the following will display. Enter the full name of the Provider Portal user who is logged on, to title, and click the **Certified by electronic signature** checkbox. Click **Submit**.

SR Contract Certification

In accordance with s. 1002.88(1)(g), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness Program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section X.

Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

By signing this form I certify that:

- I had the opportunity to review the Statewide School Readiness (SR) Provider Contract.
- I have examined this contract and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand that upon the approval of my provider's contract, I will receive notification my contract is in force.
- I am duly authorized to sign and bind the respective party to the contract.

Submit Contract

Full Name

Title

Certified by electronic signature

Contract sign date 4/18/2019

Submit

After clicking the **Submit** button, the following message will display and an email will be sent by **DONOTREPLY@OEL.myflorida.com**.

You Have Successfully Completed, Signed, Certified and Submitted your Statewide SR Provider Contract!

Your early learning coalition will review and process your contract.
Please check your email for important information regarding your contract.

You can click on the button below to return to your home page.

Return to home page

Statewide SR Provider Contract Submitted Inbox x

OELTestSystems OELTestSystems@oel.myflorida.com via oelmyflorid 10:45 PM (27 minutes ago)

to me

Hello Jim Ledbetter.

The Statewide SR Provider Contract (Forms OEL-SR 20, 20/FFN/LE/L) you submitted for Jimini & the Monitor has been delivered to the ELC of St. Lucie. The contract will be reviewed and you will receive an email with further instructions.

Remember, you must receive a copy of the Statewide SR Provider Contract signed by the coalition **before** receiving payment or beginning SR classes.

Thank you,
ELC of St. Lucie
(772) 595-6424
<http://www.elcslc.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#)

The SR contract will have a status of **Submitted**.

Manage contracts for 4 total records

Show 10 entries -

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
3695	SR	Contract Lite	ELC of Polk	Terminated	09/06/2018		None	10/12/2000	06/30/2018	N/A
27920	SR	OEL-SR 20	ELC of Polk	Certified	07/18/2018	View	Download	07/01/2018		N/A
32128	SR	OEL-SR 20	ELC of Polk	Submitted	04/18/2019	View		07/01/2019		2019 - 2020
32129	VPK	OEL-VPK 20	ELC of Polk	Drafted	04/18/2019	View		07/01/2019		2019 - 2020

VPK Contract

After the coalition has initiated a VPK contract, the Provider Portal user will click **Manage Contracts** from the Provider Dashboard.



The following will display. Click the **Edit** button to edit the contract.

Manage contracts for Jim's House of Smarties 3 total records

Show 10 entries ▾

Contract ID ↓	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
30	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Certified	05/14/2018	Edit	Download	08/13/2018		2018 - 2019
31	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Submitted	05/14/2018	Edit	Download	05/15/2018		2017 - 2018
266	VPK	OEL-VPK20	ELC of the Big Bend Region	Initiated	04/23/2019	Edit		07/01/2019		2019 - 2020

Advance Pay Options

After clicking the **Edit** button, the following will display. Review the Advance Payment Options in the dropdown menus, and click **Next Step** to continue.

Voluntary Prekindergarten (VPK) Contract Preview Contract

Provider(s):
1. Jim's House of Smarties

VII COMPENSATION AND FUNDING

VII.40.

Advance Payment Option

School Year Program
PROVIDER elects to receive monthly advance payments for the school year program. ▾

Summer Program
PROVIDER elects to receive monthly advance payments for the summer program. ▾

[← Previous Step](#) [Next Step →](#)

Advance Payment Option

School Year Program
PROVIDER elects to receive monthly advance payments for the school year program. ▾

Summer Program
PROVIDER elects to receive monthly advance payments for the summer program. ▾

PROVIDER elects not to receive monthly advance payments for the school year program.
PROVIDER does not intend to offer the school year program.
PROVIDER elects to receive monthly advance payments for the summer program. ▾

PROVIDER elects to receive monthly advance payments for the summer program.
PROVIDER elects not to receive monthly advance payments for the summer program.
PROVIDER does not intend to offer the summer program.

Exhibit 1: Provider Location List

After clicking the **Next Step** button, the following will display. Select the School Year and/or Summer checkboxes and click **Next Step** to continue.

Exhibit 1 : Provider Location List Attachment

Location Number	Location Legal Name	Doing Business As	Physical Address	Employer ID Number(EIN)	School Year	Summer	Official Use Only
					<input type="checkbox"/>	<input type="checkbox"/>	

[← Previous Step](#) [Next Step →](#)

Preview Contract

Prior to executing the contract, click **Preview Contract** to view the contract. This allows the user to view all the information input into the contract from the profile, in addition to exhibits and attachments. Information from the above sections, added by the coalition when the contract is initiated, should be reviewed as well.

 STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT
FORM OEL-VPK 20

I. [Preview Contract](#)

xv. EXECUTION OF CONTRACT

Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative _____
 By Electronic Signature _____
Print Name _____

Title _____ Date _____

Provider's Additional Signatory (If required by the Provider) _____
 By Electronic Signature _____
Print Name _____

Title _____ Date _____

Provider's Additional Signatory (If required by the Provider) _____
 By Electronic Signature _____
Print Name _____

Title _____ Date _____

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative _____
 By Electronic Signature _____
Print Name _____

Title _____ Date _____

After clicking the **Preview Contract** button, the following will display.

1 of 8 100%

**STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER
CONTRACT
FORM OEL-VPK 20**

I. PARTIES AND TERMS OF CONTRACT

1. **Parties.** This Contract is made and entered into this 23 day of April, 2019 by and between the Early Learning Coalition of Big Bend Region (herein referred to as "COALITION"), and Jim's House of Smarties (doing business as, if applicable) Jim's House of Smarties (herein referred to as "PROVIDER"), with its principal office located at 250 MARRIOTT DR TALLAHASSEE, FL 32301 and its provider physical site address (if the single site provider physical site address is different from principal office address) located at 250 MARRIOTT DR TALLAHASSEE, FL 32301.

a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school Voluntary Prekindergarten (VPK) Education Program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.

b. **Multiple Private Provider Locations.** If PROVIDER is executing a single Contract on behalf of multiple private VPK provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.

c. **Identification Number.** Insert PROVIDER'S EIN SSN
here: 999999999

PROVIDER's EIN (Employer Identification Number) or SSN (Social Security Number) is requested in accordance with ss.119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for processing payments to PROVIDER as a VPK provider, for reporting those payments for federal tax purposes, and for routine identification.

2. **Purpose.** This Contract is designed to inform PROVIDER of the requirements of participation in the VPK Program. Payment is not conveyed to PROVIDER through this Contract. Instead, PROVIDER must agree to comply with the terms and conditions of this Contract in order to be

Contract Execution

After clicking the **Next Step** button, the following will display. To electronically sign the contract, click the **By Electronic Signature** checkbox.

NOTE FOR PUBLIC SCHOOLS: If a school board or school district needs to manually sign a contract (instead of an electronic signature), the contract can be submitted without an electronic signature, then downloaded as a .pdf and printed.

STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT
FORM OEL-VPK 20

I. XV. EXECUTION OF CONTRACT

Signature of President/Vice President/Secretary/Officer/Owner/Principal/ or Other Authorized Representative

By Electronic Signature

Print Name

Title

Date

Provider's Additional Signatory (If required by the Provider)

By Electronic Signature

Print Name

Title

Date

Provider's Additional Signatory (If required by the Provider)

By Electronic Signature

Print Name

Title

Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative

By Electronic Signature

Print Name

Title

Date

◀ Previous Step

Next Step ▶

After clicking the checkbox, the following message will display. Enter the **Title of Signator** and click **Yes**.

NOTE: The **Title of Signator** is not the provider's name, but the business title, e.g. Owner, Director, Principal.

Form OEL-VPK 20 Electronic Signature

You are about to electronically sign the Form OEL-VPK 20.

Signature Title for Form OEL-VPK 20.

Title of Signator: * |

Click "Yes" to confirm your electronic signature.

Yes Cancel

After clicking the **Yes** button, the electronic signature of the signatory and the date/time will populate in yellow. Click **Next Step** to continue.

NOTE: The electronic signature and printed name of the Provider Portal user is based on the user who is logged on to the portal. Please ensure that the proper Provider Portal user is logged on to electronically sign the contract. If the incorrect name is used for the electronic signature, the checkbox can be un-checked.

Form OEL-VPK 20 Electronic Signature x

You are about to remove your signature from the Form OEL-VPK 20.

Click "Yes" to continue.

Yes
Cancel

STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT
FORM OEL-VPK 20

I. Preview Contract

XV. EXECUTION OF CONTRACT

<i>Jim Ledbetter (Electronic Signature)</i>	Jim Ledbetter
Signature of President/Vice President/Secretary/Officer/Owner/Principal/ Other Authorized Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
Owner	4/23/2019 2:32:43 PM
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date

Contract Certification

After clicking the **Next Step** button, the following will display. Enter the full name of the Provider Portal user who is logged on, to title, and click the **Certified by electronic signature** checkbox. Click **Submit**.

VPK Contract Certification

In accordance with ss. 1002.53(3)(i), 1002.61(3)(b), and 1002.63(3)(b), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the VPK Program, which include the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section XI.

Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

By signing this form I certify that:

- I had the opportunity to review the Statewide Voluntary Prekindergarten (VPK) Provider Contract.
- I have examined this contract and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand that upon the approval of my provider's contract, I will receive notification my contract is in force.
- I am duly authorized to sign and bind the respective party to the contract.

After clicking the **Submit** button, the following message will display and an email will be sent by **DONOTREPLY@OEL.myflorida.com**.

👏 You Have Successfully Completed, Signed, Certified and Submitted your Statewide VPK Provider Contract!

Your early learning coalition will review and process your contract.

You may not offer VPK services until you have received notification that your contract has been approved and fully executed by your coalition. Please check your email for important information regarding your contract.

You can click on the button below to return to your home page.

[Return to home page](#)

Statewide VPK Provider Contract Submitted 📧 Inbox x

OELSystemTest <OELSystemTest@oel.myflorida.com>
to ledbetter.kiwanis+10@gmail.com

2:35 PM (0 minutes ago)

Hello Jim Ledbetter,

The Statewide VPK Provider Contract (Forms OEL-VPK 20, 20PP/PS) you submitted for Jim's House of Smarties has been delivered to the ELC of the Big Bend Region. The contract will be reviewed and you will receive an email with further instructions.

Remember, you must receive a copy of the Statewide VPK Provider Contract signed by the coalition **before** receiving payment or beginning VPK classes.

Thank you,
ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

The VPK contract will have a status of **Submitted**.

Manage contracts for Jim's House of Smarties 3 total records

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
30	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Certified	05/14/2018	Edit	Download	08/13/2018		2018 - 2019
31	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Submitted	05/14/2018	Edit	Download	05/15/2018		2017 - 2018
266	VPK	OEL-VPK 20	ELC of the Big Bend Region	Submitted	04/23/2019	View		07/01/2019		2019 - 2020

Amending Contracts

Provider Portal users can amend contracts through the Manage Contracts function. Click the **SR Contract Amendment** or **VPK Contract Amendment** link, and the Provider Portal user will be re-directed to an OEL webpage.

The screenshot shows the Provider Portal dashboard for 'Jim's House of Smarties'. The top navigation bar includes 'Home', 'Business', 'Profile', 'Contracts', and 'Documents'. The user is logged in as 'Hello ledbetter.kiwanis+10@gmail.com' with a 'Log Off' button. The dashboard is divided into several sections:

- Common Tasks:** Includes links for 'Manage Sites', 'Manage Users', 'Manage VPK Applications and Contracts', and 'Manage SR Contracts'. The 'SR Contract Amendment' link is highlighted.
- Broadcast Messages:** Shows 'No messages to display.'
- Coalition Messages:** Shows 'No notifications or alerts to display.'
- Provider Site Summary:** A table with the following information:

Business name:	Jim's House of Smarties
Doing business as:	Jim's House of Smarties
Provider ID:	8435
License number:	
SSN / Federal ID number:	9999999999
- Frequently-Used Links:** Includes links for 'Bright Beginnings', 'Core Competencies', 'DCF Provider Training', 'Early Learning Performance Funding Project', 'Provider Portal User Guide', and 'VPK Provider Readiness Rate Website'.

The Provider Portal user will click the applicable highlighted link to access a form-fillable .pdf amendment form to complete and submit to the early learning coalition.

Provider Contract

School Readiness Contract

- [Form OEL-SR 20 School Readiness Provider Contract](#)
- [Form OEL-SR 20L Licensed Provider Responsibilities](#)
- [Form OEL-SR 20FFN Informal Provider Responsibilities](#)
- [Form OEL-SR 20LE License Exempt Provider Responsibilities](#)
- [Form OEL-SR 20A Amendment to Statewide Provider Contract](#)

Voluntary Prekindergarten Contract

- [Form OEL-VPK 20 VPK Statewide Contract](#)
- [Form OEL-VPK 20PS \(Public School\)](#)
- [Form OEL-VPK 20PP \(Private Provider\)](#)
- [Form OEL-VPK 20A Amendment to Statewide Contract](#)

VPK-APP

The VPK-APP replaces forms OEL-VPK 10 (Provider Application), OEL-VPK 11A (Class Registration – Instructors), and OEL-VPK 11B (Class Registration – Calendars). The tabs must be done in order of appearance (Attendance Policy, then VPK Director, etc.); the answers in one tab populate information in the next tab.

After the coalition has initiated the provider application, the Provider Portal user will click **Manage Contracts** from the Provider Dashboard.



The following will display. Click the **Edit** button to review the contract.

Manage contracts for Jimini & the Monitor 1 total records										
Show 10 entries ▾										
Contract ID ↓	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
44	VPK-APP	VPK 10,11A,11B	ELC of North Florida/Episcopal Children's Services	Initiated	4/20/2017	Edit		7/1/2017		

Step 1 – Attendance Policy

The Attendance Policy tab allows the Provider Portal user to upload the provider Attendance Policy. The document that is to be distributed to parents must be uploaded by clicking the **Browse** button, finding the document in the electronic files and clicking the **Upload** button.

Jim's House of Canes & Gators (and Noles) 2017 - 2018 (Incomplete) ▾

Attendance Policy [VPK Director](#) [VPK Instructors](#) [VPK Calendars](#) [VPK Class\(es\)](#) [Review](#) [Certify and Submit](#)

Attendance Policy Submission

A VPK Provider must

- ✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
- ✓ Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- ✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- ✓ Not amend its attendance policy for its VPK program duration of the VPK contract

Please Note

Section 1002.71, F.S., states a private prekindergarten provider or public school may not require payment of a fee or charge for services provided for a child enrolled in VPK during a period reported for funding purposes; or require a child to enroll for, or require the payment of any fee or charge for, supplemental services as a condition of admitting a child for enrollment in the VPK program.

Attendance Policy File(s):

[Browse...](#) Choose VPK Attendance Policy file by clicking Browse button [Upload](#)

File Name	Uploaded On	Size
-----------	-------------	------

Step 2 – VPK Director

The VPK Director tab allows the Provider Portal user to add information and upload documents for the primary VPK Director that will be listed on the OEL-VPK 10. Click the **Add New Director** button to begin.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director ★ VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Director

Show removed directors

Click the **Save** button after all information is entered for the director.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director ★ VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

VPK Director Name:

Telephone Number:

Email:

Credential Type:

Credential Certificate Number:

Credential Issue Date:

Credential Expiration Date:

+ Save **✕ Cancel**

NOTE: The Credential Type, Credential Certificate Number, Credential Issue Date, and Credential Expiration Date will not appear for public schools.

Once the VPK Director is added, the supporting documents may be added by clicking **Edit**.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director ★ VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Director

Show removed directors

★ Jim Ledbetter **Edit** **Remove**

Supporting Documents: **Edit**

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
-----------	---------------	-----------	------------	-------------	------

Telephone Number: 5555555555

Email: ledbetter.kwanis+10@gmail.com

Credential Type: VPK Director Credential

Credential Certificate Number: 11111111

Credential Issue Date: 12/01/2017

Credential Expiration Date: 12/03/2018

The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **Upload**. Then, click **Save**. At least one document should be uploaded.

The screenshot shows the 'VPK Director' tab in the '2017 - 2018 (Incomplete)' year. The form contains the following fields and options:

- VPK Director Name:** Jim Ledbetter
- Telephone Number:** 5555555555
- Email:** ledbetter.kwanis+10@gmail.com
- Credential Type:** VPK Director Credential
- Credential Certificate Number:** 11111111
- Credential Issue Date:** 12/01/2017
- Credential Expiration Date:** 12/03/2018
- Document Type:** Radio buttons for Background Screening, Affidavit of Good Moral Character, Credential, and Additional Documentation.
- Choose Files:** A 'Browse...' button and a text prompt 'Choose documents by clicking Browse button'.
- Document Issued Date:** 'Enter or Select Date' field.
- Document Expiration Date:** 'Enter or Select Date' field.
- Buttons:** 'Save' and 'Cancel' buttons are highlighted with orange boxes.
- Table:** A table with columns: File Name, Document Type, Issued On, Expires On, Uploaded On, Size.

Step 3 – VPK Instructors

The VPK Instructors tab allows the Provider Portal user to add information and upload documents for each instructor. Click the **Add New Instructor** button to begin.

The screenshot shows the 'VPK Instructors' tab in the '2017 - 2018 (Incomplete)' year. The 'Add New Instructor' button is highlighted with an orange box. Below it is a checkbox labeled 'Show removed class instructors'.

Click the **Save** button after all information is entered for each instructor.

The screenshot shows the 'VPK Instructors' tab in the '2017 - 2018 (Incomplete)' year. The form contains the following fields and options:

- Legal Name:** Text input field.
- SSN:** Text input field with a placeholder 'Enter SSN'.
- Degree:** Dropdown menu with 'Select Highest Degree'.
- Type:** Dropdown menu with 'Select Type'.
- Credential:** Dropdown menu with 'Select Credential'.
- Options:** A checkbox for 'Certified teacher'.
- Buttons:** 'Save' and 'Cancel' buttons are highlighted with orange boxes.

Once the VPK Instructor is added, the supporting documents may be added by clicking **Edit**.

Jim Ledbetter	Edit	Remove
SSN:	000000000	
Degree:	Received an M.A. or an M.S.	
Type:	Lead	
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience	
Certified Teacher?	No	

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
-----------	---------------	-----------	------------	-------------	------

The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **Upload**. Then, click **Save**. At least one document should be uploaded.

Legal Name: Jim Ledbetter

SSN: 000000000

Degree: Received an M.A. or an M.S.

Type: Lead

Credential: M.A. or M.S. in an approved field with required minimum hours and experience

Certified teacher

[Save](#) [Cancel](#)

Document Type:

- Background Screening
- Affidavit of Good Moral Character
- Credential
- Additional Documentation

Choose Files: [Browse...](#) Choose documents by clicking Browse button

Document Issued Date: Enter or Select Date

Document Expiration Date: Enter or Select Date

[Upload](#)

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
-----------	---------------	-----------	------------	-------------	------

Step 4 – VPK Calendars

The VPK Calendars tab allows the Provider Portal user to provide information regarding each unique class calendar which will be offered at the VPK site. If classes are offered at identical times on identical dates, they utilize the same class calendar (e.g., all classes are scheduled from 8:00am to 11:00am, Monday through Friday, starting on January 11). If classes are not offered at identical times on identical dates, they utilize unique class calendars which must be created separately. Click the **Add New Calendar** button to begin.

Jim's House of Smarties 2017 - 2018 (Incomplete)

[Attendance Policy](#) [VPK Director](#) [VPK Instructors](#) **VPK Calendars** [VPK Class\(es\)](#) [Review](#) [Certify and Submit](#)

[+ Add New Calendar](#)

Show removed calendars

The Calendar ID will automatically populate with a letter beginning with A. Each additional calendar will receive a sequential Calendar ID.

The Calendar Name is an optional field. It may be used for a short nickname such as "Fall AM."

The program type selection of School-Year (540 hours) or Summer (300 hours) is required. The program selected will determine the valid calendar date range. The Calendar Start Date and Calendar End Date must be within the valid calendar date range. The Calendar Start Date and Calendar End Dates should reflect the first day VPK instruction will be delivered and the final day VPK instruction will be delivered.

Next, the instructional days, start time and end time must be added by checking the box by the days of the week that VPK instruction will be delivered and entering the times of VPK instruction for the days of the week that VPK instruction will be delivered.

Calendar ID: A

Calendar Name: Enter Calendar Name

Program Type: Select Program Type

Calendar Start Date: Enter Start Date

Calendar End Date: Enter End Date

Please select a program (Summer or School Year) type to enable date select.

Day	Start Time	End Time
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Valid instructional day entries should be made

Total Calculated Hours: 0.00

The Total Calculated Hours are less than the hours allotted for the VPK Program Type selected. Please correct if needed.

Total VPK Instructional Days: 0

+ Save * Cancel

After the instructional days, start time and end time are added, the Total Calculated Hours and Total VPK Instructional Days sections will populate.

Calendar Start Date: 08/21/2017

Calendar End Date: 05/18/2018

Day	Start Time	End Time
<input checked="" type="checkbox"/> Monday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Tuesday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Wednesday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Thursday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Friday	08:00 AM	11:00 AM
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Total Calculated Hours: 585.00

The Total Calculated Hours are greater than the hours allotted for the VPK Program Type selected. Please correct.

Total VPK Instructional Days: 195

+ Save * Cancel

Providers are to use the calendar to note any non-instructional days on which VPK instruction will not be delivered (such as vacations or holidays) and exceptions to normal instructional days that occur during the defined calendar start and end date. Entering Non-Instructional Days and Instructional Day Exceptions can increase or decrease the Total Calculated Hours.

For example, if the Total Calculated Hours exceed 300 hours for the summer program type or 540 hours for the school-year program type (as shown in the example above), the user may remove a day (or more) by labeling it a Non-Instructional Day. Each Non-Instructional Day entered will deduct the hours assigned to that day, thereby decreasing the Total Calculated Hours. Instructional Day Exceptions can be used to change the hours assigned to that day (to increase or decrease the hours). For example, if the calendar is a few hours short, an instructional day's hours may be extended to increase the Total Calculated Hours. To add a Non-Instructional Day or an Instructional Day Exception to the calendar, click on that date on the calendar. Multiple days can be selected by clicking and dragging across multiple days on the calendar.

Calendar Start Date: 08/21/2017 Calendar End Date: 05/18/2018

Instructional Days:

Day	Start Time	End Time
Monday	08:00 AM	11:00 AM
Tuesday	08:00 AM	11:00 AM
Wednesday	08:00 AM	11:00 AM
Thursday	08:00 AM	11:00 AM
Friday	08:00 AM	11:00 AM
Saturday		
Sunday		

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total Calculated Hours: 585.00

The Total Calculated Hours are greater than the hours allotted for the VPK Program Type selected. Please correct.

Total VPK Instructional Days: 195

+ Save X Cancel

After clicking on a date, a pop-up message will appear. The Provider Portal user must select the Event Type and enter a short description. When an Instructional Day Exception is selected, the user must also enter the time range for the day.

Modify VPK Instructional Day X

Event Type: Select Event Type
Non-Instructional Day
Instructional Day Exception

Description:

Cancel
Update
Remove

Click the **Update** button to save changes. Click the **Remove** button to remove an existing Non-Instructional Day or Instructional Day Exception created on the calendar.

When the Total Calculated Hours match the hours for the VPK program type, the user will click the **Save** button.

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Calendar ID: A

Calendar Name: Enter Calendar Name

Program Type: Select Program Type

Calendar Start Date: Enter Start Date Calendar End Date: Enter End Date
Start date and end date should be in a valid range for the Program Type selected.

Instructional Days:

Day	Start Time	End Time
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Valid instructional day entries should be made

Total Calculated Hours: 0.00

The Total Calculated Hours are less than the hours allotted for the VPK Program Type selected. Please correct if needed.

Total VPK Instructional Days: 0

NOTE: The hours must equal, or be fewer than, 300 hours for the summer program type or 540 hours for the school-year program type for the calendar to save.

Step 5 – VPK Class(es)

The VPK Class(es) tab allows the Provider Portal user to build VPK classes and assign instructor(s) to them. Click the **Add New Class** button to begin.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Add New Class

Show removed classes

The Class ID will automatically populate after the Class Calendar is selected. The Class ID is created using a sequential letter beginning with A. In the second space, either an “F” for school-year (fall) or “S” for summer will appear. The F and S is derived from the calendar’s program type. The last two digits represent the last two numbers of the program year. Each additional class will receive a sequential Class ID.

The Class Name is an optional field. It may be used for a short nickname such as “Blue Room.”

The Main Curriculum drop down is populated with selections made from the provider’s profile.

The Class Start Date and Class End Date are populated with the Calendar Start Date and End Date.

The Instructors are populated with individuals from the VPK Instructors tab. Check the checkbox in front of the instructor to add them to the class, then enter the Instruction Start Date. If the class has not started yet, the Instruction Start Date defaults the Class Start Date. For each class, one Lead Instructor must be selected. Click the **Save** button after all information is entered for each class.

Class ID: ⓘ CF17

Class Name: ⓘ Enter Class Name

Class Calendar: ⓘ A - 1

Main Curriculum: ⓘ BABY DOLL CIRCLE TIME

Class Start Date: ⓘ 01/01/2018

Class End Date: ⓘ 06/29/2018

Instructors:

Jim Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience)

Instruction Start Date: 01/01/2018

Not Jim Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience)

Save Cancel

Step 6 – Review

During the review process, the Provider Portal user can click the **Edit** button to make any changes to a section. After reviewing the information for each section, the user must click the **Certify and Submit** tab button to continue.

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review **Certify and Submit**

Review - Let's make sure we have all your information

Attendance Policy **Edit**

Attendance Policy File Name	Uploaded On	Size
TEST DOCUMENT.docx	01/02/2018	15 KB

VPK Director **Edit**

Director Name	Telephone Number	Email	Credential Type	Credential Certificate Number	Credential Issue Date	Credential Expiration Date	Supporting Documents
Not Jim Ledbetter (Removed)	5555555555	ledbetter.kiwanis7@gmail.com	VPK Director Credential	22222222	12/01/2017	12/01/2018	1 Files uploaded
Jim Ledbetter	5555555555	ledbetter.kiwanis10@gmail.com	VPK Director Credential	11111111	12/01/2017	12/03/2018	2 Files uploaded

VPK Instructors **Edit**

Instructor Name	SSN	Degree	Type	Credential	Is Certified?	Equivalent Credential	Supporting Documents
Not Jim Ledbetter	777777777	Received an M.A. or an M.S	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded
Jim Ledbetter	000000000	Received an M.A. or an M.S	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded

VPK Calendars **Edit**

Calendar ID	Calendar Name	Program Type	Start Date	End Date	Instructional Days	Non-Instructional Days	Site Closure Days	Exceptional Instructional Days
A	1	School Year (540 hours)	01/01/2018	05/29/2018	MON 06:00 AM-11:00 AM TUE 06:00 AM-10:00 AM WED 06:00 AM-10:00 AM THU 06:00 AM-10:00 AM FRI 06:00 AM-10:00 AM Total Calculated Hours: 540.00 Total VPK Instructional Days: 130			01/02/2018 06:00 AM-06:00 AM : fire department 01/08/2018 06:00 AM-07:00 AM : police department 01/09/2018 6:00 am-06:00 AM : DCF
B (Removed)	Beta	School Year (540 hours)	01/16/2018	05/31/2018	MON 06:00 AM-12:00 PM TUE 06:00 AM-11:00 AM WED 06:00 AM-11:00 AM THU 06:00 AM-11:00 AM FRI 06:00 AM-11:00 AM Total Calculated Hours: 508.00 Total VPK Instructional Days: 98			

VPK Class(es) **Edit**

Class ID	Class Calendar Name	Main Curriculum	Class Start Date	Class End Date	Instructors
BF17 (Removed)	1	BABY DOLL CIRCLE TIME	01/02/2018	01/02/2018	Not Jim Ledbetter Start date: 01/01/0001
AF17	1	BABY DOLL CIRCLE TIME	01/01/2018	01/02/2018	Not Jim Ledbetter Start date: 01/01/0001

Step 7 – Certify and Submit

To submit the VPK-APP, the Signer's Name must exactly match the name entered in the Provider Profile, the Provider Portal user must fill in the phone number, check the "Check box to certify by electronic signature" check box and click the **Submit VPK Provider Application** button.

• Certify and Submit

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

Provider Signature

Signer's Name *

Day Time Phone Number *

Electronic Signature *

Check this box to certify by electronic signature

Application Completion Date *

Submit VPK Provider Application

 You Have Successfully Completed and Submitted your VPK Provider Application!

Congratulations, you have successfully submitted your VPK Provider application.

Your early learning coalition will process your application.

Please check your email for important information about your application.

From here you can:

[Return to dashboard](#)

[Log off](#)

Updating a VPK-APP

A Provider Portal user can edit a VPK-APP by clicking the **Edit** button on their Manage Contracts page. Clicking the **Download** button will export the information in the VPK-APP to a .pdf document.

Manage contracts for Jim's House of Canes & Gators 9 total records

Show 10 entries ▾

Contract ID ↓	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Certified	06/27/2017	Edit	Download	07/01/2017	07/17/2018	

VPK Director

To edit the current director's information in the VPK Director tab, click the **Edit** button. To remove a director, click the **Remove** button. To add a new director, click the **Add New Director** button. To edit the current supporting document, or add a new document, click the **Edit** button.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

[Attendance Policy](#) [VPK Director](#) [VPK Instructors](#) [VPK Calendars](#) [VPK Class\(es\)](#) [Review](#) [Certify and Submit](#)

[+ Add New Director](#)

Show removed directors

★ Not Jim Ledbetter [Edit](#) [Remove](#)

Supporting Document: [Edit](#)

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx Download	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

Telephone Number: 5555555555
Email: ledbetter.kwanis+7@gmail.com
Credential Type: VPK Director Credential
Credential Certificate Number: 22222222
Credential Issue Date: 12/01/2017
Credential Expiration Date: 12/01/2018

When the **Remove** button is clicked, the following message will display.

Remove Not Jim Ledbetter? ×

! You are about to remove this director and make him/her inactive. All information and documents (if any) will be retained. You may re-add this director at a later time if needed. To continue, enter the last day this individual served as VPK Director and click Remove, otherwise click Cancel.

Enter or Select Date

[Remove](#)

[Cancel](#)

Once the director's last day is entered and the **Remove** button is clicked, the director will no longer appear on the VPK Director screen, unless the **Show removed directors** checkbox is checked. The director can be re-added by clicking the **Re-add** button.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Director

Show removed directors

★ Not Jim Ledbetter (Removed) Re-add

Telephone Number:	5555555555
Email:	ledbetter.kiwanis+7@gmail.com
Credential Type:	VPK Director Credential
Credential Certificate Number:	22222222
Credential Issue Date:	12/01/2017
Credential Expiration Date:	12/01/2018

Supporting Documents:

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

VPK Instructors

To edit the current instructors' information in the VPK Instructors tab, click the **Edit** button. To add a new instructor, click the **Add New Instructor** button. To remove an instructor, click the **Remove** button. To edit the current supporting document(s), or add a new document, click the **Edit** button.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Instructor

Show removed class instructors

Not Jim Ledbetter Edit Remove

SSN:	777777777
Degree:	Received an M.A. or an M.S
Type:	Lead
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience
Certified Teacher?	No

Supporting Document: Edit

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx Download	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

Jim Ledbetter Edit Remove

SSN:	000000000
Degree:	Received an M.A. or an M.S
Type:	Lead
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience
Certified Teacher?	No

Supporting Documents: Edit

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx Download	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

If the instructor has not been assigned to a class, when the **Remove** button is clicked, the following message will display.

✘ Remove Not Jim Ledbetter? ✘

! You are about to remove this instructor and make him/her inactive. All information and documents (if any) will be retained. You may re-add this instructor at a later time if needed. To continue, click Remove, otherwise click Cancel.

Cancel Remove

Once the **Remove** button is clicked, the instructor will no longer appear on the VPK Instructors screen, unless the **Show removed class instructors** checkbox is checked. The instructor can be re-added by clicking the **Re-add** button.

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Instructor

Show removed class instructors

Not Jim Ledbetter (Removed) **Re-add**

SSN:	77777777
Degree:	Received an M.A. or an M.S
Type:	Lead
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience
Certified Teacher?	No

Supporting Documents:

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

Jim Ledbetter **Edit** **Remove**

SSN:	000000000
Degree:	Received an M.A. or an M.S
Type:	Lead
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience
Certified Teacher?	No

Supporting Documents: **Edit**

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx Download	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

If the instructor has been assigned to a class, when the **Remove** button is clicked, the following message will display.

Instructor is currently assigned ✕

! This action cannot be performed because the instructor is currently assigned to a class. Please remove the instructor from all classes first.

Ok

To remove an instructor from a class, go to the VPK Class(es) section and click the **Edit** button for the class.

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Add New Class

Show removed classes

AF17 **Edit** **Remove**

Class Name: Alpha
Class Calendar: 1
Main Curriculum: BABY DOLL CIRCLE TIME
Class Start Date: 01/01/2018
Class End Date: 06/29/2018

Instructors:

Name	Type

January 2018 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2 6a Exception: fire department	3	4	5	6
7	8 6a Exception: police department	9 6a Exception: DCF	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

In the Instructors area, uncheck the instructor's name. Once un-checked, enter the Last Taught Date, or click the **Never began instruction of class** checkbox if the class has not started. Click **Save**.

Class ID:

Class Name:

Class Calendar:

Main Curriculum:

Class Start Date:

Class End Date:

Instructors:

Jim Ledbetter (Received an M.A. or an M.S., Lead, M.A. or M.S. in an approved field with required minimum hours and experience)

Instruction Start Date:

Not Jim Ledbetter (Received an M.A. or an M.S., Lead, M.A. or M.S. in an approved field with required minimum hours and experience)

Last Taught Date: Never began instruction of class

The VPK Classes tab will now show that the instructor is removed from the class.

CF17 January 2018

Class Name: N/A
Class Calendar: 1
Main Curriculum: BABY DOLL CIRCLE TIME
Class Start Date: 01/01/2018
Class End Date: 06/29/2018

Instructors:

Name	Type
Jim Ledbetter	Lead
Not Jim Ledbetter (Removed)	Lead

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 6a Exception: fire department	2	3	4	5	6
7	8 6a Exception: police department	9 6a Exception: DCF	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Now that the instructor is no longer assigned to any class, the Provider Portal user may go to the VPK Instructors tab to remove the instructor by clicking **Remove**. The following message will display:

Remove Not Jim Ledbetter?

! You are about to remove this instructor and make him/her inactive. All information and documents (if any) will be retained. You may re-add this instructor at a later time if needed. To continue, click Remove, otherwise click Cancel.

Once the **Remove** button is clicked, the instructor will no longer appear on the VPK Instructors screen, unless the **Show removed class instructors** checkbox is checked. The instructor can be re-added by clicking the **Re-add** button.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Instructor

Show removed class instructors

Not Jim Ledbetter (Removed) [Re-add](#)

SSN:	77777777
Degree:	Received an M.A. or an M.S
Type:	Lead
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience
Certified Teacher?	No

Supporting Documents:

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

Jim Ledbetter [Edit](#) [Remove](#)

SSN:	000000000
Degree:	Received an M.A. or an M.S
Type:	Lead
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience
Certified Teacher?	No

Supporting Documents: [Edit](#)

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx Download	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

The Review tab is also updated with the Instructor removal information.

VPK Instructors [Edit](#)

Instructor Name	SSN	Degree	Type	Credential	Is Certified?	Equivalent Credential	Supporting Documents
Jim Ledbetter	000000000	Received an M.A. or an M.S	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded
Not Jim Ledbetter (Removed)	77777777	Received an M.A. or an M.S	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded

VPK Class(es) [Edit](#)

Class ID	Class Name	Start Date	End Date	Instructor	
CF17	1	BABY DOLL CIRCLE TIME	01/01/2018	06/29/2018	Jim Ledbetter
					Not Jim Ledbetter (Removed) <small>Start Date: 02/16/2018 - End Date: 02/22/2018</small>

VPK Calendars

To edit the current calendar in the VPK Calendars tab, click the **Edit** button, make any necessary edits, and click the **Save** button. To remove a calendar, click the **Remove** button. To add a new calendar, click the **Add New Calendar** button.

The screenshot displays the 'VPK Calendars' interface for 'Jim's House of Smarties' in the 2017-2018 school year. It shows two calendar views for January 2018. The top view is for a calendar with a total of 130 instructional days, featuring exceptions for 'Im department' and 'DCF'. The bottom view is for a calendar with a total of 98 instructional days. Navigation buttons like '+ Add New Calendar', 'Edit', and 'Remove' are visible. At the bottom, there are '+ Save' and 'Cancel' buttons.

If there are no classes assigned to a calendar, when the **Remove** button is clicked, the following message will display.

The dialog box titled 'Remove ?' contains a warning message: 'You are about to remove this calendar and make it inactive. You may re-add this calendar at a later time if needed. Are you sure you want to remove this calendar?'. Below the message are 'Cancel' and 'Remove' buttons.

If there are classes assigned to a calendar, the following message will display:

The dialog box titled 'Calendar is currently assigned' contains a warning message: 'This action cannot be performed because the calendar is currently assigned to a class. If the class has not started yet, you may remove the calendar from the class and try this action again.' Below the message is an 'Ok' button.

Once a calendar is removed, the calendar will no longer appear on the VPK Calendars screen, unless the **Show removed calendars** checkbox is checked. The calendar can be re-added by clicking the **Re-add** button.

The screenshot displays the VPK Calendars interface for 'Jim's House of Smarties' in the 2017-2018 (Incomplete) school year. It shows two calendar views for January 2018. The top view has the 'Show removed calendars' checkbox checked, and the 'Re-add' button is highlighted. The bottom view has the 'Re-add' button highlighted. Both views show a calendar grid with instructional days and exceptions.

Day	Start Time	End Time
Monday	08:00 AM	11:00 AM
Tuesday	08:00 AM	10:00 AM
Wednesday	08:00 AM	10:00 AM
Thursday	08:00 AM	10:00 AM
Friday	08:00 AM	10:00 AM
Saturday		
Sunday		

Total Calculated Hours: 540.00
Total VPK Instructional Days: 130

NOTE: Calendar End Dates and Class End Dates are editable.

The Calendar End Date can be changed to reflect changes in Non-Instructional Days or holidays that are added after the calendar begins. Changing the Calendar End Date will update the Class End Date and the Instructor Last Taught Date.

The screenshot displays the 'Add New Calendar' form in the VPK Calendars interface for 'Jim's House of Smarties' in the 2018-2019 (Certified) school year. The 'Calendar End Date' field is highlighted with an orange box. The form includes fields for Calendar ID, Calendar Name, Program Type, Calendar Start Date, and Calendar End Date. Below these fields is a table for instructional days and a calendar grid for selecting dates to modify instructional hours.

Day	Start Time	End Time
<input checked="" type="checkbox"/> Monday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Tuesday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Wednesday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Thursday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Friday	08:00 AM	11:00 AM
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Calendar ID: A
Calendar Name: Enter Calendar Name
Program Type: School-Year (540 hours)
Calendar Start Date: 08/13/2018
Calendar End Date: 04/21/2019

After the calendar is changed, if the provider needs to change the Instruction Start Date of an instructor, the provider will un-check and re-check the checkbox for each instructor and edit the date.

Jim's House of Smarties 2018 - 2019 (Certified) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Class ID: AF18

Class Name: Blah

Class Calendar: A -

Main Curriculum: BABY DOLL CIRCLE TIME

Class Start Date: 08/13/2018

Class End Date: 04/21/2019

Instructors:

M (Received a B.S. or a B.A. Lead, 40-hour introductory child care training course)

Instruction Start Date: 08/13/2018

Save Cancel

Jim's House of Smarties 2018 - 2019 (Certified) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Class ID: AF18

Class Name: Blah

Class Calendar: A -

Main Curriculum: BABY DOLL CIRCLE TIME

Class Start Date: 08/13/2018

Class End Date: 04/21/2019

Instructors:

M (Received a B.S. or a B.A. Lead, 40-hour introductory child care training course)

Last Taught Date: 02/28/2019 Never began instruction of class

You must select at least one Lead instructor or enter a new class end date.

Save Cancel

Also, the Calendar Name can be added if the provider did not add a Calendar Name when the calendar was created.

Jim's House of Smarties 2018 - 2019 (Certified) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Calendar

Show removed calendars

📅 A ✎ Edit 🗑 Remove

Calendar Name:

Program Type: School Year (340 hours)
 Calendar Start Date: 08/13/2018
 Calendar End Date: 04/21/2019

Instructional Days:

Day	Start Time	End Time
Monday	08:00 AM	11:00 AM
Tuesday	08:00 AM	11:00 AM
Wednesday	08:00 AM	11:00 AM
Thursday	08:00 AM	11:00 AM
Friday	08:00 AM	11:00 AM
Saturday		
Sunday		

Non-Instructional, Site Closures and Exceptional Instructional Days:

Sun	Mon
29	30
5	6

Total Calculated Hours: 540.00
 Total VPK Instructional Days: 180

VPK Class(es)

To edit the current class information in the VPK Class(es) tab, click the **Edit** button. To add a new class, click the **Add New Class** button. To remove a class, click the **Remove** button. After all edits have been made for each class, click the **Save** button.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Add New Class

Show removed classes

AF17 **Edit** **Remove** January 2018 month list

Class Name: Alpha
 Class Calendar: 1
 Main Curriculum: BABY DOLL CIRCLE TIME
 Class Start Date: 01/01/2018
 Class End Date: 06/29/2018

Instructors:

Name	Type

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2 6a Exception: fire department	3	4	5	6
7	8 6a Exception: police department	9 6a Exception: DCF	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Save **Cancel**

Classes that have started may not be removed. Limited editing is available.

CF17 **Edit** January 2018 month list

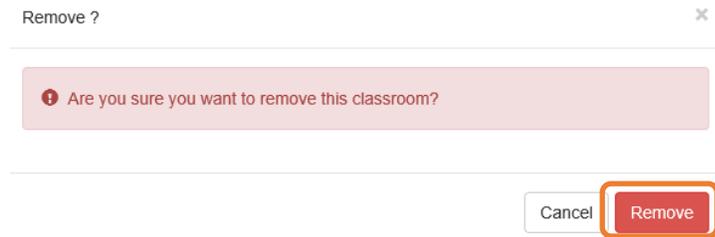
Class Name: N/A
 Class Calendar: 1
 Main Curriculum: BABY DOLL CIRCLE TIME
 Class Start Date: 01/01/2018
 Class End Date: 06/29/2018

Instructors:

Name	Type
Jim Ledbetter	Lead
Not Jim Ledbetter (Removed)	Lead

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2 6a Exception: fire department	3	4	5	6
7	8 6a Exception: police department	9 6a Exception: DCF	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

If the class has not started, when the **Remove** button is clicked, the following message will display:



Once the **Remove** button is clicked, the class will no longer appear on the VPK Class(es) screen, unless the **Show removed classes** checkbox is checked.

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Add New Class

Show removed classes

BF 17 Class Name: Beta(Removed)

Class Calendar: 1
Main Curriculum: BABY DOLL CIRCLE TIME
Class Start Date: 01/02/2018
Class End Date: 01/02/2018
Instructors:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
		Exception by department				
7	8	9	10	11	12	13
	Exception police department	Exception DCF				
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

AF 17 Class Name: Alpha Edit Remove

Class Calendar: 1
Main Curriculum: BABY DOLL CIRCLE TIME
Class Start Date: 01/01/2018
Class End Date: 01/02/2018
Instructors:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
		Exception by department				
7	8	9	10	11	12	13
	Exception police department	Exception DCF				
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

To end the class, click the **Edit** button and change the Class End Date to reflect the last day that VPK instruction was provided. The Instructor Last Taught Date will be updated to the Class End Date after clicking the **Save** button.

Class ID:

Class Name:

Class Calendar:

Main Curriculum:

Class Start Date:

Class End Date:

Instructors:

Jim Ledbetter (Received an M.A. or an M.S., Lead, M.A. or M.S. in an approved field with required minimum hours and experience)

Instruction Start Date:

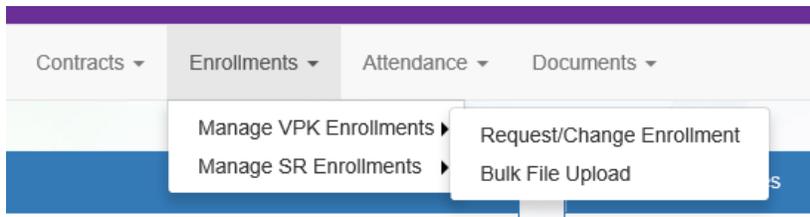
Save

The Review tab will now reflect the updated class information.

VPK Class(es) <input type="button" value="Edit"/>						
CF17	1	BABY DOLL CIRCLE TIME	01/01/2018	02/22/2018	Jim Ledbetter	Last Taught Date: 02/22/2018
					Not Jim Ledbetter (Removed)	Last Taught Date: 02/22/2018

Enrollments - VPK

VPK Providers may manage VPK enrollment online by going to Enrollments> Manage VPK Enrollments. Two options are available: Request/Change Enrollment and Bulk File Upload.



Request/Change Enrollment

This feature allows VPK Providers to request or change enrollment for children in verified classes submitted through the VPK Provider Application. To begin, select the VPK Program Year, VPK Session, and VPK Class.

A screenshot of the 'Request/Change VPK Enrollment' form. The form has two tabs: 'Request/Change VPK Enrollment' (selected) and 'Bulk VPK Enrollment'. The main form area contains several dropdown menus: 'VPK Program Year: --Select--', 'VPK Session: --Select--', and 'VPK Class: --Select--'. There are also fields for 'Class Start Date' and 'Class End Date'. Below these are 'Max Class Size: 0', 'VPK Children Count: 0', and 'Non-VPK Children Count: 0'. A 'Please Note' message states: 'Based on the VPK session and instructors assigned, the maximum class size is 0. The class must have a minimum of 4 VPK children to start.' At the bottom, there are input fields for 'Certificate Number', 'Child First Name', 'Child Last Name', and 'Child DOB: MM/DD/YYYY', followed by an 'Enroll to this Class' button. Below the form is a table with columns: Actions, Certificate Number, Child First Name, Child Last Name, Child DOB, Child Age, Student ID, Anticipated Start Date, Actual Start Date, Termination Effective Date, and Status. A message below the table says: 'Please choose valid program year, session and class from drop downs to see results.'

With the VPK Program Year, VPK Session, and VPK Class selected, the class start date and end date appear as well as the max class size. This information is directly tied to the VPK Provider Application. For example, if there is one lead instructor for the school-year session submitted and verified on the VPK Provider Application, the max class size will be 11; if there are two instructors for the school-year session submitted and verified on the VPK Provider Application, the max class size will be 20.

Next, the VPK children count and Non-VPK children count are displayed. These two counts (summed together) cannot exceed the max class size. The Non-VPK children count is used to anonymously indicate private pay children participating in the VPK class. The Non-VPK children count defaults to zero. When the Non-VPK children count is used, the number of VPK children permitted in the class is reduced to maintain the max class size limit.

A screenshot of the 'Request/Change VPK Enrollment' form with values populated. The 'VPK Program Year' is '2018-2019', 'VPK Session' is 'School-year (540 hours)', and 'VPK Class' is 'AF18 - AM Redbirds'. 'Class Start Date' is '08/20/2018' and 'Class End Date' is '05/17/2019'. The 'Max Class Size' is '11', 'VPK Children Count' is '8', and 'Non-VPK Children Count' is '3'. A message below the counts says: 'Non-VPK Children Count updated successfully for this class.' The 'Please Note' message now states: 'Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.' The 'Enroll to this Class' button is still present. The table below the form is empty, with a message: 'No records found for this class.'

The class roster records are also displayed. If there are no children enrolled in the class, a “No records found for this class” message displays.

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
No records found for this class.										

If there are/were children enrolled in the class, the records are listed with the current enrollment status (Enrolled, Enrolled-Change Requested, or Enrollment Ended (Terminated)).

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Class change Never Attended	VPK1471369-2019				4y		09/19/2019 Change		Terminate	Enrolled
Class change Never Attended	VPK1464599-2019				4y		09/05/2019 Change		Terminate	Enrolled
Class change Never Attended	VPK1460740-2019				4y		09/06/2019 Change		Terminate	Enrolled
Class change	VPK1452929-2019				4y		08/28/2019	08/28/2019	Terminate	Enrolled
Class change	VPK1448191-2019				4y		08/12/2019	08/13/2019	Terminate	Enrolled
Class change	VPK1445936-2019				4y		08/13/2019	08/13/2019	Terminate	Enrolled
Class change	VPK1442765-2019				4y		08/21/2019	08/21/2019	Terminate	Enrolled
Class change	VPK1435887-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1427725-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1426560-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1402097-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1303954-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1303410-2019				4y		08/12/2019	08/14/2019	Terminate	Enrolled
Class change	VPK1288701-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1239250-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1224958-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1219810-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1211989-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
Class change	VPK1175497-2019				4y		08/12/2019	08/12/2019	Terminate	Enrolled
	VPK1193793-2019				4y		10/01/2019	10/01/2019		Enrolled - Change Requested
	VPK1278073-2019				4y		08/12/2019	08/12/2019	09/03/2019	Enrollment Ended (Terminated)
	VPK1249244-2019				4y		08/26/2019	08/26/2019	09/03/2019	Enrollment Ended (Terminated)

Enrolling a VPK Child

Using the child’s approved Certificate of Eligibility (COE) provided by the family, enter the Certificate Number, Child First Name, Child Last Name, and Child DOB. Then, click **Enroll to this Class**.

NOTE: The fields are not case sensitive; however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).

[Request/Change VPK Enrollment](#) [Bulk VPK Enrollment](#)

VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: AF-18 - AM Redbirds Class Start Date: 08/20/2018 Class End Date: 05/17/2019

Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count: 3

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: vpk737-2018 Child First Name: apple Child Last Name: latham Child DOB: 09/09/2013 [Enroll to this Class](#)

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
No records found for this class.										



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM
Child Certificate of Eligibility

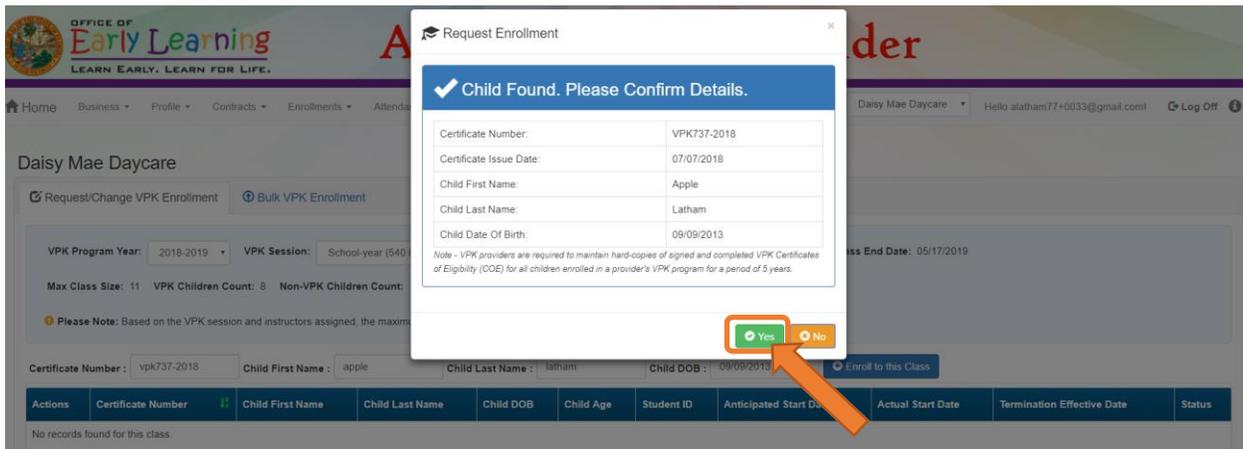
I. CHILD CERTIFICATE OF ELIGIBILITY *(Issued by Early Learning Coalition, through the Family Portal)*

1. VPK program year 2018-2019	2. Certificate number VPK737-2018	3. Certificate issue date 7/7/2018	4. Parent email address
5. Parent name 	6. Primary contact number 		7. Secondary contact number
8. Child's full name Apple Latham		9. Child's date of birth 09/09/2013	10. County Clay

The system verifies that the information entered matches a child with an approved COE for the VPK program year selected and that the child is not already enrolled (or in a non-eligible status for enrollment).

NOTE: The county on the COE does not have to match the provider's county because the child has been deemed eligible to participate in the VPK program. The enrollment process automatically updates the child's county for service to the provider's county so the corresponding early learning coalition may manage the child's enrollment with the provider.

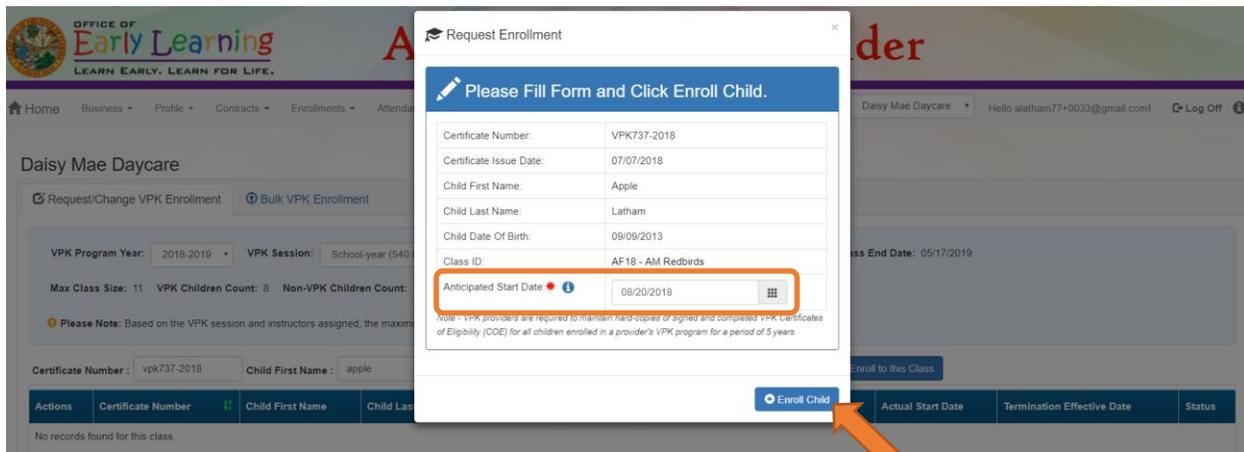
When a matching child is found and validations checks are successful, a confirmation message appears. To continue, click Yes.



Next, the system asks for the Anticipated Start Date. This is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins.

NOTE: An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date (as displayed on the child's COE and listed in the enrollment window).

The system validates each enrollment request to make sure the max class size is not exceeded (based on the number of instructors assigned, the VPK session type, and current class enrollment count). To continue, click **Enroll Child**.



When the enrollment request is successful, the child appears on the class's enrollment roster as "Enrollment Submitted" and the coalition receives the enrollment request for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress.

Request/Change VPK Enrollment | Bulk VPK Enrollment

VPK Program Year: 2018-2019 | VPK Session: School-year (540 hours) | VPK Class: AF18 - AM Redbirds | Class Start Date: 08/20/2018 | Class End Date: 05/17/2019

Max Class Size: 11 | VPK Children Count: 8 | Non-VPK Children Count: 3

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: | Child First Name: | Child Last Name: | Child DOB: MM/DD/YYYY | Enroll to this Class

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 Change			Enrollment Submitted

While the enrollment request is being processed by the coalition, the status is updated on the enrollment roster. For example, the coalition has changed the status to Coalition Reviewing.

Request/Change VPK Enrollment | Bulk VPK Enrollment

VPK Program Year: 2018-2019 | VPK Session: School-year (540 hours) | VPK Class: AF18 - AM Redbirds | Class Start Date: 08/20/2018 | Class End Date: 05/17/2019

Max Class Size: 11 | VPK Children Count: 8 | Non-VPK Children Count: 3

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: | Child First Name: | Child Last Name: | Child DOB: MM/DD/YYYY | Enroll to this Class

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 Change			Coalition Reviewing

If the coalition rejects or cancels the enrollment request, the child will no longer appear on the class roster. The VPK Director and family will receive an email notification. The family is instructed to download their child's COE from the Family Portal and re-start the enrollment process.

When the enrollment process is approved by the coalition, the child's status is Enrolled.

The screenshot shows the 'Request/Change VPK Enrollment' interface. At the top, there are filters for VPK Program Year (2018-2019), VPK Session (School-year (540 hours)), VPK Class (AF18 - AM Redbirds), Class Start Date (08/20/2018), and Class End Date (05/17/2019). Below these are Max Class Size (11), VPK Children Count (8), and Non-VPK Children Count (3). A 'Please Note' states: 'Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.' Below the note is an 'Enroll to this Class' button. The main part of the interface is a table with the following columns: Actions, Certificate Number, Child First Name, Child Last Name, Child DOB, Child Age, Student ID, Anticipated Start Date, Actual Start Date, Termination Effective Date, and Status. The first row of data shows: Class change (button), Never Attended (button), VPK737-2018, Apple, Latham, 09/09/2013, 4y, Student ID, 08/20/2018, Change (button), Terminate (button), and Enrolled (status, highlighted with a red box).

Managing VPK Enrollment

The class roster has several features for managing enrollment. Providers may change the anticipated start date, request to move the child to another class, remove the child entirely from the roster because they never attended, or request a termination of services.

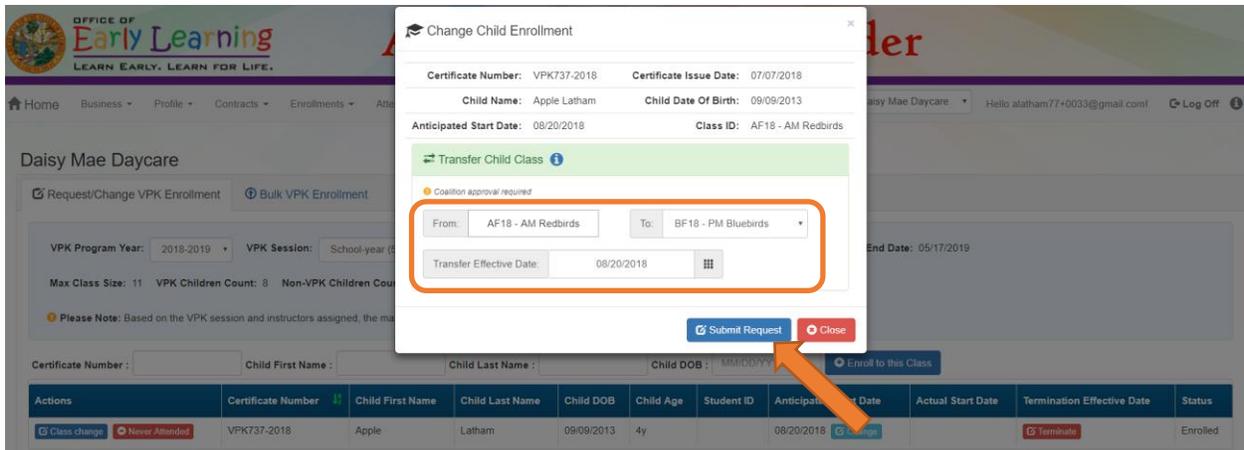
Change Anticipated Start Date

To change the child's anticipated state date, click **Change** within the Anticipated State Date column. A window displays. The current start date populates in the *From* field; enter the new start date in the *To* field. This feature does not require coalition approval. Click **Save** to commit the new date or click **Close** to abandon the date change and close the window. This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Change** button is no longer available.

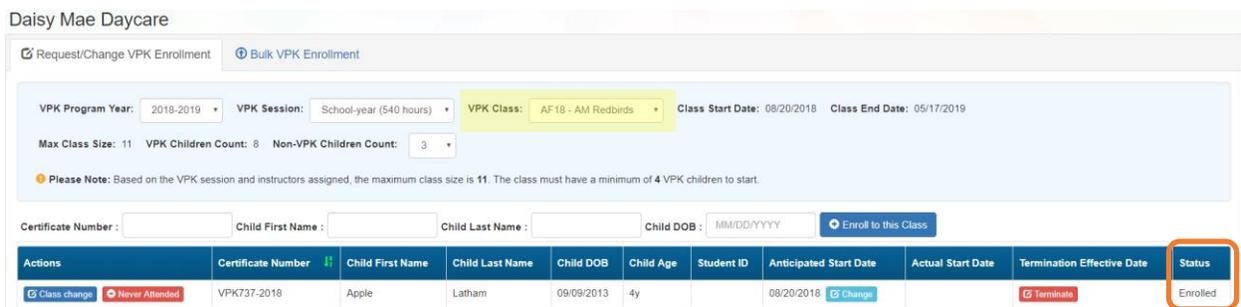
The screenshot shows a 'Change Child Enrollment' dialog box overlaid on the main interface. The dialog box contains the following information: Certificate Number: VPK737-2018, Certificate Issue Date: 07/07/2018, Child Name: Apple Latham, Child Date Of Birth: 09/09/2013, Anticipated Start Date: 08/20/2018, and Class ID: AF18 - AM Redbirds. Below this information is a section titled 'Change Anticipated Start Date' with a 'From' field containing '08/20/2018' and a 'To' field containing '08/21/2018'. The 'To' field is highlighted with a red box. At the bottom of the dialog box are 'Save' and 'Close' buttons. An orange arrow points from the 'Save' button in the dialog box to the 'Save' button in the main interface table below.

Class Change

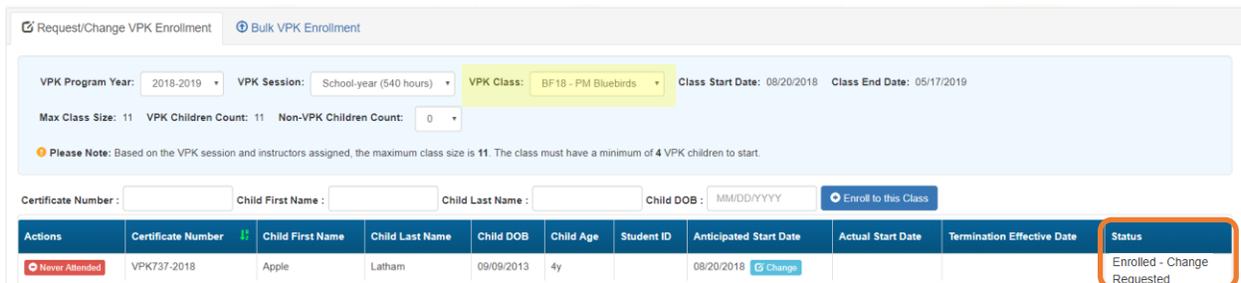
Once the child's status is *Enrolled*, a class change may be requested. To change the child's class, click **Class Change** within the Actions column. A window displays. The current class populates in the *From* field; select the new class in the *To* field and enter the Transfer Effective Date. The Transfer Effective Date should be the first day the child will attend the new class. This feature requires coalition approval. Click **Submit Request** to send the request to the coalition or click **Close** to abandon the class change and close the window.



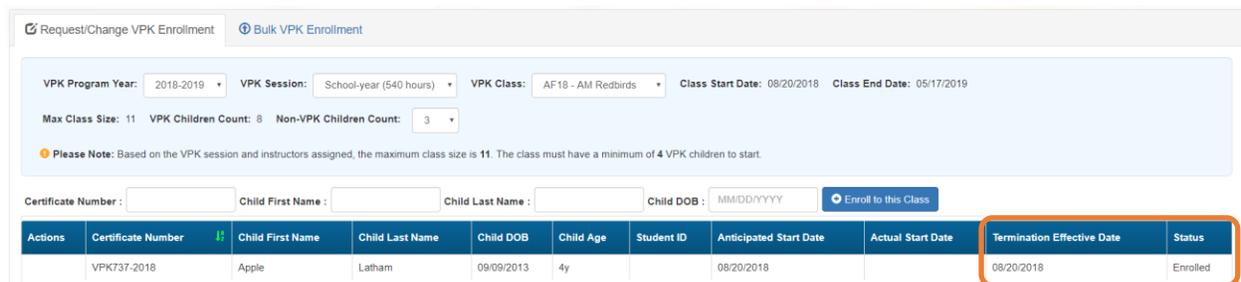
Now that the class transfer request is submitted, the child appears on the roster for both classes. In the *From* class, the child's status is Enrolled.



In the *To* class, the child's status is Enrolled - Change Requested.



When approved, the *From* class has a termination effective date (same as the transfer effective date). If the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended. No further actions can be taken on this enrollment.



When approved, the *To* class is Enrolled with an anticipated start date and actual start date (same as the transfer effective date).

Request/Change VPK Enrollment **Bulk VPK Enrollment**

VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: BF18 - PM Bluebirds Class Start Date: 08/29/2018 Class End Date: 05/17/2019

Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: Child First Name: Child Last Name: Child DOB: MM/DD/YYYY **Enroll to this Class**

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Class change New Attendance	VPK737-2018	Apple	Latham	08/08/2013	4y		08/29/2018 Change	08/29/2018	Terminate	Enrolled

NOTE: A class transfer request cannot be submitted for a child if the transfer effective date overlaps an existing enrollment period for that child. If the transfer effective date is BEFORE the termination effective date of the last enrollment, an error message appears, "The class transfer effective date overlaps an existing enrollment period for this child."

When rejected, the request no longer appears in the *To* class. The child remains enrolled in the *From* class.

Class Change to a Full Class

If a provider wants to move a child from class BF18 to class AF18, but class AF18 is full, the class change can still be done.

Class BF18 is not full.

Daisy Mae Daycare

Request/Change VPK Enrollment **Bulk VPK Enrollment**

VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: BF18 - Forest Room Class Start Date: 08/13/2018 Class End Date: 05/03/2019

Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: Child First Name: Child Last Name: Child DOB: MM/DD/YYYY **Enroll to this Class**

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age
Class change	VPK752-2018	Blue Fairy	Latham	08/08/2013	5y
Class change	VPK754-2018	Cinderella	Latham	07/07/2013	5y
Class change	VPK756-2018	Cruella deVil	Latham	02/02/2013	5y
Class change	VPK823-2018	Snow White	Latham	01/01/2014	4y
Class change	VPK830-2018	Doc	Latham	09/09/2013	5y
Class change	VPK831-2018	Sleepy	Latham	10/12/2013	5y
Class change	VPK832-2018	Happy	Latham	08/08/2013	5y
Class change	VPK838-2018	Sneezy	Latham	11/11/2013	5y

Class AF18 is full.

Daisy Mae Daycare

Request/Change VPK Enrollment
 [Bulk VPK Enrollment](#)

VPK Program Year: 2018-2019
 VPK Session: School-year (540 hours)
 VPK Class: AF18 - Flower Room
 Class Start Date: 08/13/2018
 Class End Date: 05/03/2019

Max Class Size: 11
 VPK Children Count: 11
 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number :
 Child First Name :
 Child Last Name :
 Child DOB :

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age
<input checked="" type="checkbox"/> Class change	VPK748-2018	Ariel	Latham	02/02/2014	4y
<input checked="" type="checkbox"/> Class change	VPK751-2018	Bambi	Latham	01/01/2014	4y
<input checked="" type="checkbox"/> Class change <input checked="" type="checkbox"/> Never Attended	VPK753-2018	Pinocchio	Latham	12/12/2013	5y
<input checked="" type="checkbox"/> Class change <input checked="" type="checkbox"/> Never Attended	VPK820-2018	Turtle	Latham	04/04/2014	4y
<input checked="" type="checkbox"/> Class change	VPK832-2018	Happy	Latham	08/08/2013	5y
<input checked="" type="checkbox"/> Class change <input checked="" type="checkbox"/> Never Attended	VPK833-2018	Bashful	Latham	01/01/2014	5y
<input checked="" type="checkbox"/> Class change <input checked="" type="checkbox"/> Never Attended	VPK834-2018	Grumpy	Latham	02/12/2014	4y
<input checked="" type="checkbox"/> Class change	VPK835-2018	Dopey	Latham	02/14/2014	4y
	VPK836-2018	Sneezy	Latham	11/11/2013	5y
<input checked="" type="checkbox"/> Class change <input checked="" type="checkbox"/> Never Attended	VPK883-2018	Seahorse	Latham	01/01/2014	4y
<input checked="" type="checkbox"/> Class change <input checked="" type="checkbox"/> Never Attended	VPK884-2018	Dolphin	Latham	01/01/2014	4y

The provider wants to move Blue Fairy Latham to AF18 from BF18.

Change Child Enrollment x

Certificate Number: VPK752-2018 **Certificate Issue Date:** 07/29/2018

Child Name: Blue Fairy Latham **Child Date Of Birth:** 08/08/2013

Anticipated Start Date: 12/10/2018 **Class ID:** BF18 - Forest Room

Transfer Child Class i

! Coalition approval required

From:
 To:

Transfer Effective Date:

The provider selects AF18 in the *To* field and enters the Transfer Effective Date. Once the **Submit Request** button is clicked, the provider receives a red message.

Change Child Enrollment x

Certificate Number: VPK752-2018	Certificate Issue Date: 07/29/2018
Child Name: Blue Fairy Latham	Child Date Of Birth: 08/08/2013
Anticipated Start Date: 12/10/2018	Class ID: BF18 - Forest Room

Transfer Child Class i

! Coalition approval required

From: BF18 - Forest Room	To: AF18 - Flower Room v
Transfer Effective Date: 02/27/2019	iii

Swap spot with enrolled child from selected class.

Target class is full. Please choose a valid class or select the swap child feature.

Submit Request Close

Now, the provider can either select a class that is not full, or select a child to swap with in the full class. Click the **Submit Request** button to complete the class change.

Change Child Enrollment x

Certificate Number:	VPK752-2018	Certificate Issue Date:	07/29/2018
Child Name:	Blue Fairy Latham	Child Date Of Birth:	08/08/2013
Anticipated Start Date:	12/10/2018	Class ID:	BF18 - Forest Room

Transfer Child Class i

Coalition approval required

From: To:

Transfer Effective Date: ☰

Swap spot with enrolled child from selected class.

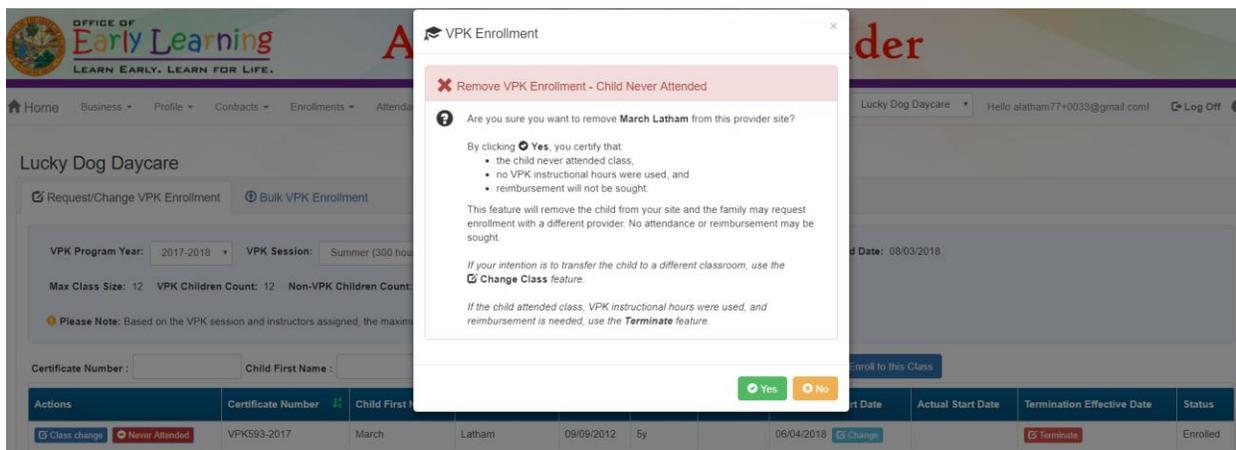
Swap spot with:

Target class is full. Please choose a valid class or select the swap child feature.

Never Attended

To remove a child from a class completely because they never attended, click **Never Attended** within the Actions column. A window displays. This feature does not require coalition approval. Click **Yes** to remove the child or click **No** to abandon the removal and close the window. Removing an enrollment changes the record's status to *Enrollment Cancelled* and the enrollment process starts over for the family. The provider's VPK Director will receive an email notification to inform them the enrollment is removed; no attendance or reimbursement may be sought. The child's record is no longer listed on the class enrollment roster or attendance roster in the Provider Portal. The family will receive an email notification to inform them the enrollment for their child was cancelled; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

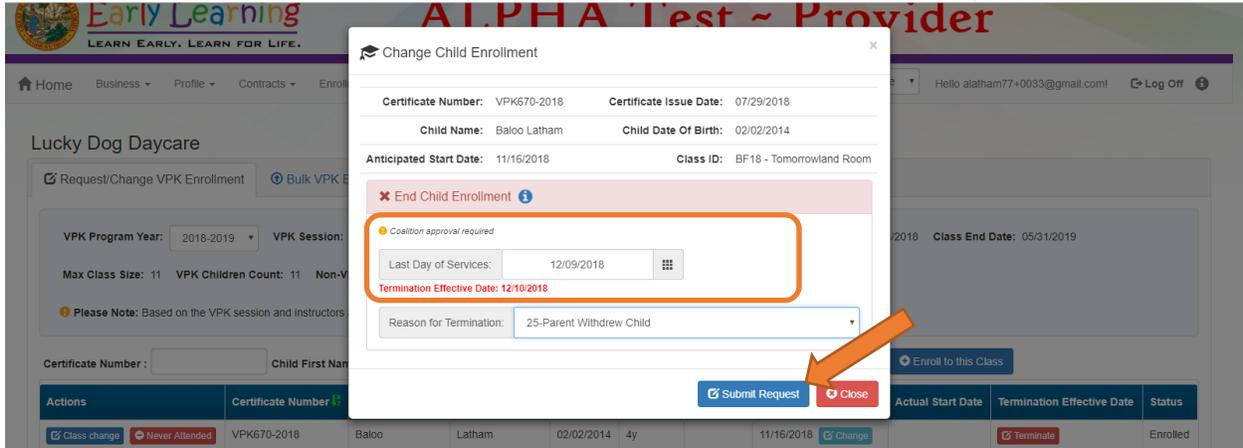
This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Never Attended** button is no longer available.



NOTE: Be very careful with the **Never Attended** feature. If the intention is to transfer the child to a different classroom, use the **Class Change** feature. If the child attended class, VPK instructional hours were used, and reimbursement is needed, use the **Terminate** feature.

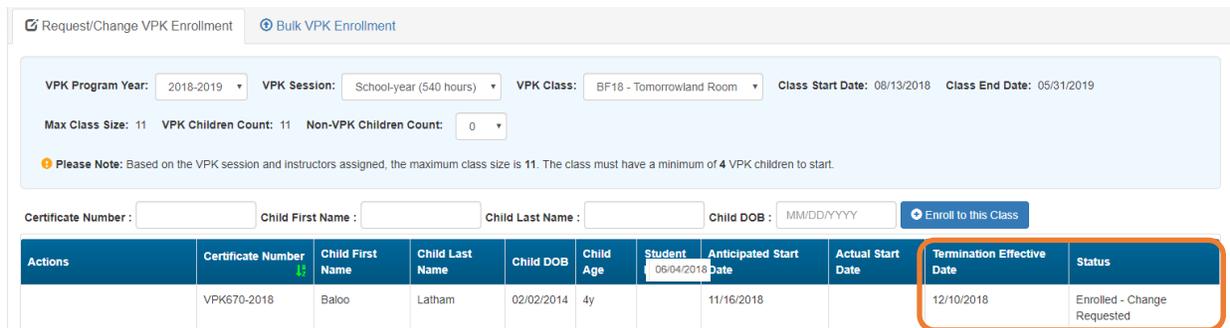
Terminate

To terminate a child's enrollment, click **Terminate** within the Termination Effective Date column. A window displays. Enter the last day that services will be/were rendered and select the reason for termination. The Termination Effective Date is displayed below the Last Day of Services as one day after the last day of services. Therefore, the Termination Effective Date is the first day the child is NOT attending class. This feature requires coalition approval. Click **Submit Request** to send the request to the coalition or click **Close** to abandon the termination request and close the window.



NOTE: A child's enrollment cannot be terminated before the class start date. If the provider enters a date in the Last Day of Services that is BEFORE the class start date, an error message appears, "Termination effective date cannot be prior to the class start date. If the child never attended, click the **Never Attended** button to cancel the enrollment." Either enter a termination date that is after the class start date (and on or after the COE issue date), or click **Close** to abandon the termination request and close the window.

When the termination request is submitted, the child appears on the class's enrollment roster as "Enrolled - Change Requested." The coalition will receive the termination request for review/approval/rejection.



When the termination request is approved and the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended. No further actions can be taken on this enrollment.

Request/Change VPK Enrollment Bulk VPK Enrollment

VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: BF18 - Tomorrowland Room Class Start Date: 08/13/2018 Class End Date: 05/31/2019

Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: Child First Name: Child Last Name: Child DOB: MM/DD/YYYY Enroll to this Class

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
	VPK670-2018	Baloo	Latham	02/02/2014	4y		11/16/2018		12/10/2018	Enrolled

When rejected, the child remains enrolled in the class.

Request/Change VPK Enrollment Bulk VPK Enrollment

VPK Program Year: 2017-2018 VPK Session: Summer (300 hours) VPK Class: BS17 - Giraffes Class Start Date: 06/04/2018 Class End Date: 08/03/2018

Max Class Size: 12 VPK Children Count: 12 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 12. The class must have a minimum of 4 VPK children to start.

Certificate Number: Child First Name: Child Last Name: Child DOB: MM/DD/YYYY Enroll to this Class

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Class change Never Attended	VPK593-2017	March	Latham	09/09/2012	5y		06/04/2018 Change		Terminate	Enrolled

VPK Bulk Enrollment Process

In addition to the enrollment method described in “Enrolling a VPK Child,” providers may submit enrollment requests to the coalition via a file process. To begin, click the **Bulk VPK Enrollment** tab. The bulk file processing page displays.

Request/Change VPK Enrollment Bulk VPK Enrollment

Download CSV file template, add child details, and click the Upload button. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information. Upload Refresh

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records found.										

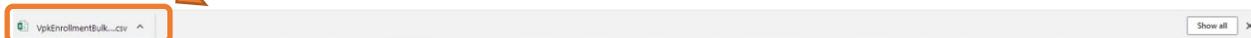
Next, click on the link to download the **CSV file template**. The file may appear at the bottom of the computer screen depending on the user’s browser.

Request/Change VPK Enrollment Bulk VPK Enrollment

Download CSV file template, add child details, and click the Upload button. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information. Upload Refresh

Actions	Upload	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records found.										

Please contact your early learning coalition for immediate assistance.
 This site is best viewed with Internet Explorer version 10 or higher. Download the latest version of Internet Explorer.
 If you are using an Apple device (iPad, iPhone, Mac computer, MacBook), please download and use Google Chrome, instead of Safari, to complete your application.



Open the file and expand the columns. Each column is explained below.

	A	B	C	D	E	F	G	H	I
1	Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start Date(MM/DD/YYYY)	MSID(XX-XXXX)
2									
3									
4									

A. **Provider ID** = this is the provider ID for the site displayed on the Provider Portal home page/dashboard.

Provider Site Summary

Business name: Growing Up Strong, LLC

Doing business as: Growing Up Strong

Provider ID: 19449

License number: [REDACTED]

SSN / Federal ID number: [REDACTED]

Frequently-Used Links

- [Bright Beginnings](#)
- [Core Competencies](#)
- [DCF Provider Training](#)
- [Early Learning Performance Funding Project](#)
- [Provider Portal User Guide](#)
- [VPK Provider Readiness Rate Website](#)

B. **Certification Number** = this is the child’s certificate number listed on their COE. The field is not case sensitive, however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).

STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM
Child Certificate of Eligibility

I. CHILD CERTIFICATE OF ELIGIBILITY *(Issued by Early Learning Coalition, through the Family Portal)*

1. VPK program year 2017-2018	2. Certificate number VPK1095621-2017	3. Certificate issue date 6/30/2018	4. Parent email address [REDACTED]
5. Parent name [REDACTED]	6. Primary contact number [REDACTED]	7. Secondary contact number [REDACTED]	
8. Child's full name KitKat Latham		9. Child's date of birth 09/09/2012	10. County [REDACTED]

C. **Child First Name** = this is the child’s first name listed on their COE. The field is not case sensitive.

D. **Child Last Name** = this is the child’s last name listed on their COE. Do not include a suffix (if any). The field is not case sensitive.

E. **Child DOB (MM/DD/YYYY)** = this is the child’s date of birth listed on their COE. The field will accept M/D/YYYY as well.

F. **VPK Program Year** = this is the child’s approved VPK program year listed on their COE. The field is looking for the first 4-digit year only. For example, if the VPK program year is 2017-2018, the entry would be

2017. Generally, the 4-digit VPK program year matches the year included at the end of the child's COE number.

- G. **Class ID** = this is the desired class's 4-digit ID. The class ID must be entered as the 4-digit assigned ID. Do not include the class name (if any). Looking at the example below, the entry would be "AS17" not "Songbirds" or "AS17-Songbirds."

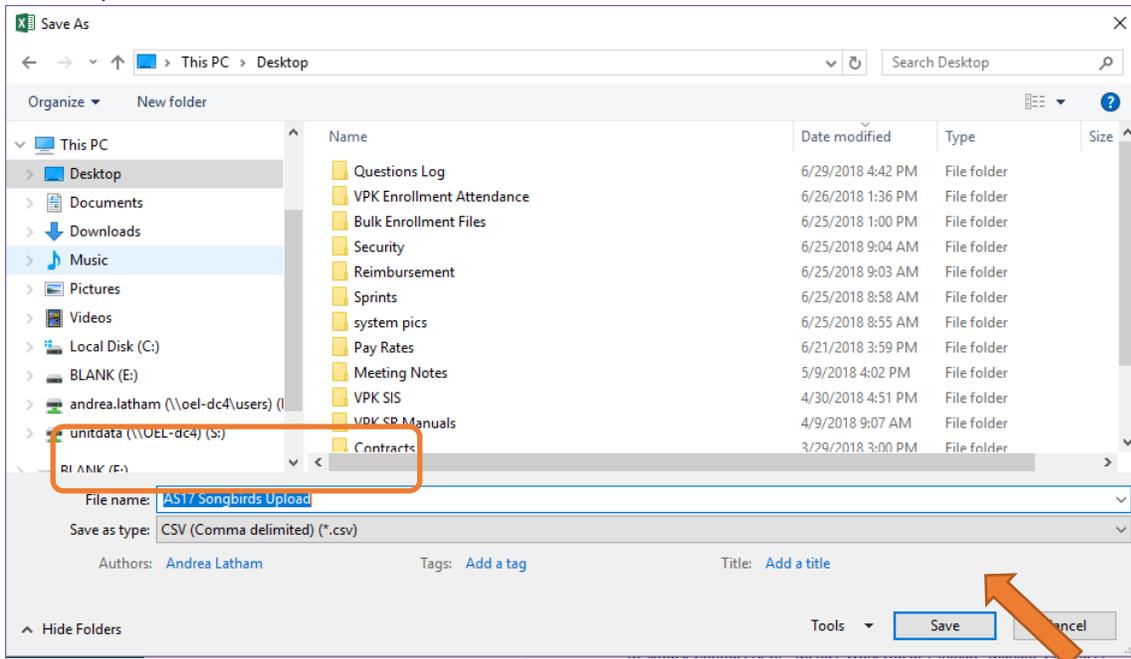
Request/Change VPK Enrollment | Bulk VPK Enrollment

VPK Program Year: 2017-2018 | VPK Session: Summer (300 hours) | **VPK Class: AS17 - Songbirds** | Class Start Date: 06/04/2018 | Class End Date: 07/26/2018

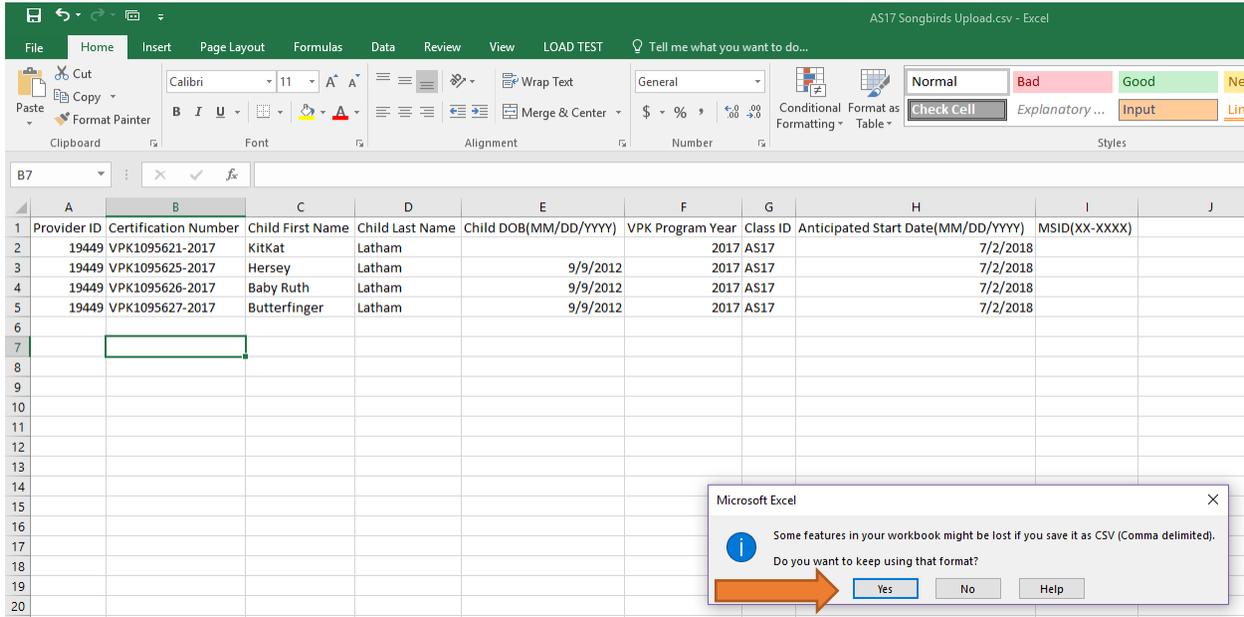
- H. **Anticipated Start Date (MM/DD/YYYY)** = this is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins.
NOTE: An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date. The field will accept M/D/YYYY as well.
- I. **MSID (XX-XXXX)** = this field is for public schools only. Public schools may enter their Master School Identification (MSID) number in a 6-digit format, where the first 2 digits are the district number followed by a hyphen and 4-digit school number. The MSID number can be used in lieu of the Provider ID in column A. Both IDs are accepted.

When the file is complete, name it and save it as a CSV file type.

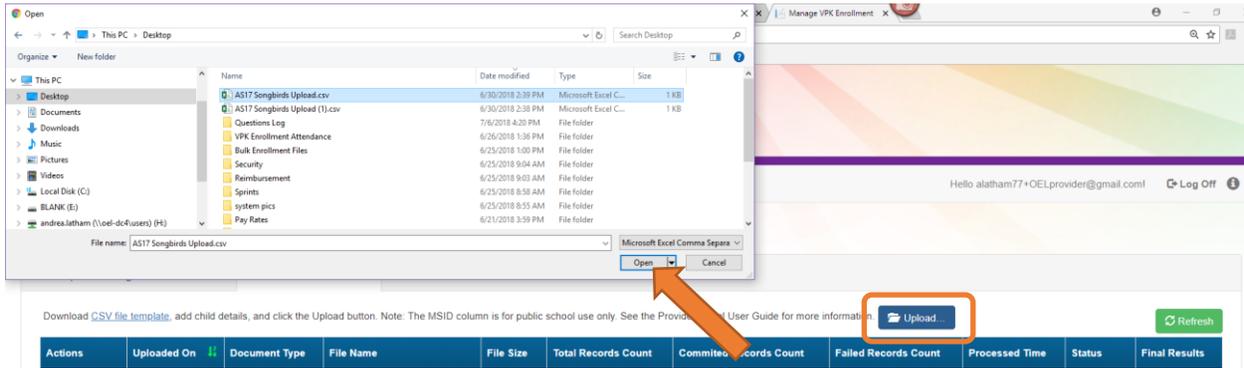
NOTE: It may be helpful to include your provider name and class in the file name if troubleshooting is ever necessary.



When changing the file format to CSV, Excel often displays a message to ask if you want to keep using that format. If this message appears, click **Yes**.



Click the **Upload** button. A window displays. Select your file and click **Open**.



The file upload will begin. The file details will populate on a row and turn green. Click the **Refresh** button to populate the results.



The file details will be updated. The file size, total records count, committed records count, failed records count, processed time, status, and final results are updated. The file results are also returned and can be downloaded by clicking on the **Download** button.



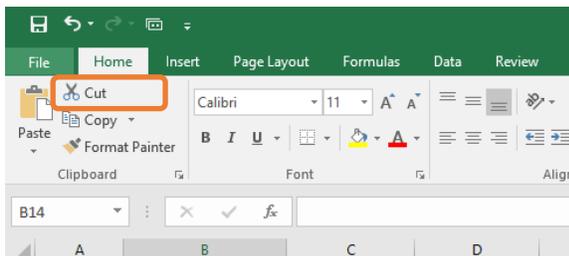
In this example, there is one failed record and three committed records. The file download will include the error message and status for each record submitted. The three committed records are now “Enrollment Submitted” and the failed record was not included because of an invalid date of birth. The same validations that occur with a manual child enrollment occur with the bulk enrollment file process.

	A	B	C	D	E	F	G	H	I	J
1	Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start Date(MM/DD/YYYY)	MSID(XX-XXXX)	Error or Status
2	19449	VPK1095621-2017	KitKat	Latham		2017	AS17	7/2/2018		Invalid Date of Birth
3	19449	VPK1095625-2017	Hersey	Latham	9/9/2012	2017	AS17	7/2/2018		Enrollment Submitted
4	19449	VPK1095626-2017	Baby Ruth	Latham	9/9/2012	2017	AS17	7/2/2018		Enrollment Submitted
5	19449	VPK1095627-2017	Butterfinger	Latham	9/9/2012	2017	AS17	7/2/2018		Enrollment Submitted

The three committed records are displayed on the class’s enrollment roster as “Enrollment Submitted” and the coalition receives the enrollment requests for review/approval/rejection. In addition, the family receives a notification that their child’s enrollment is in progress. The same processes that occur with a manual child enrollment occur with the bulk enrollment file process.

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Never Attended	VPK1095625-2017	Hersey	Latham	09/09/2012	5y		07/02/2018			Enrollment Submitted
Never Attended	VPK1095626-2017	Baby Ruth	Latham	09/09/2012	5y		07/02/2018			Enrollment Submitted
Never Attended	VPK1095627-2017	Butterfinger	Latham	09/09/2012	5y		07/02/2018			Enrollment Submitted

NOTE: When correcting records and re-uploading the file, be sure to remove the “Error or Status” column as it is not accepted for the upload. Also, it is best to NOT include records that have already been submitted successfully as they will now error as having been processed. When removing successful records and the Error or Status column, it is best to highlight the row/column and use the cut/delete option instead of just deleting the information. Excel often retains formats even if the cells are now empty.

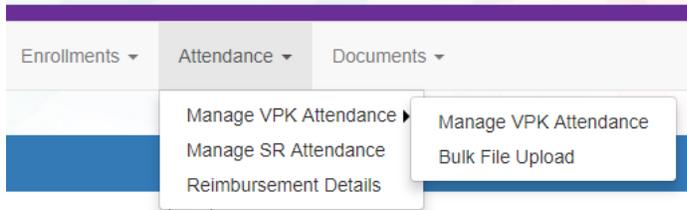


Enrollments - SR

See *EFS Modernization Project User Guide* for more information.

Attendance - VPK

Providers manage VPK attendance online by navigating to the Attendance menu item and selecting **Manage VPK Attendance**. Providers may submit their attendance through the web page or using a bulk file upload, similar to the bulk enrollment file upload. It is important to note that changes to enrollment, such as entering a termination date, or changes to the class schedule, such as reporting a site closure, cannot be performed in attendance. Enrollment information must be corrected in the Enrollments area. Class schedule information must be corrected in the Contracts> VPK Provider Application area. Any changes to source data should be done prior to submitting attendance. Coalitions may assist as needed.



Submitting Attendance Online

Select the **Manage VPK Attendance** menu item. The VPK Attendance Roster displays, defaulting to the current service period and first class. The blue summary box to the right contains class details such as the class full name, start and end dates, and max class size. If necessary, use the drop downs to select a different service period and/or class.

VPK Attendance Roster

Program Type*: VPK Voluntary PreKindergarten (VPK)

Service Period*: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018

Class ID*: AF18 [Summary](#)

Class attendance has NOT been submitted to Coalition at this time.

Class	AF18-Purple Room	Max Class Size	11
Start Date	7/2/2018	End Date	5/31/2019
Curriculum	Scholastic Big Day for Pre-K-English	Edition	1st edition/2010

Search:

1 to 11 of 11 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Crunch Latham	9/9/2013	5y	VPK	
2. Goodbar Latham	9/9/2013	5y	VPK	
3. Krackel Latham	9/9/2013	5y	VPK	
4. Mentos Latham	9/9/2013	5y	VPK	
5. Milky Way Latham	9/9/2013	5y	VPK	
6. Nestle Latham	1/1/2014	4y	VPK	
7. Payday Latham	9/9/2013	5y	VPK	
8. Reese's Pieces Latham	9/9/2013	5y	VPK	
9. Snickers Latham	9/9/2013	5y	VPK	
10. Three Musketeers Latham	9/9/2013	5y	VPK	
11. Twix Latham	9/9/2013	5y	VPK	
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Select a child to edit attendance

Enrolled/Present

[Save](#) [Save & Exit](#) [Cancel](#) [Submit to Coalition](#)

NOTE: A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition for payment. A due date is displayed for each service period. Providers with multiple classes must submit an attendance roster for each class for payment.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.

To record attendance, click on a child's name to view their attendance for the month.

1 to 11 of 11 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Crunch Latham	9/9/2013 5y	VPK		
2. Goodbar Latham	9/9/2013 5y	VPK		
3. Krackel Latham	9/9/2013 5y	VPK		
4. Mentos Latham	9/9/2013 5y	VPK		
5. Milky Way Latham	9/9/2013 5y	VPK		
6. Nestle Latham	1/1/2014 4y	VPK		
7. Payday Latham	9/9/2013 5y	VPK		
8. Reese's Pieces Latham	9/9/2013 5y	VPK		
9. Snickers Latham	9/9/2013 5y	VPK		
10. Three Musketeers Latham	9/9/2013 5y	VPK		
11. Twix Latham	9/9/2013 5y	VPK		

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	X	X	X	X	*	*
7	8	9	10	11	12	13
*	X	X	X	X	*	*
14	15	16	17	18	19	20
*	X	X	A	X	*	*
21	22	23	24	25	26	27
*	X	X	X	X	*	*
28	29	30	31	1	2	3
*	X	X	X			

Child's Current Information

Name: Crunch Latham
 DOB: 9/9/2013 Age: 5
 Status: Enrolled BGrp: VPK
 Cert: VPK1109729-2018
 Class: AF18-Purple Room

Monthly Attendance Summary

Days Present: 19
 Days absent: 0

Legend:

- X Enrolled/Present
- A Absent
- N Non-Reimbursable/Non-Scheduled Days
- H Paid Holiday Days
- T Terminated/Enrollment Ended
- * Closed
- Attendance has not started

Buttons: Save, Save & Exit, Cancel, Submit to Coalition

- Days the site is closed are marked with an asterisk “*.”
- Days the child is scheduled to attend are marked with an “X” for present.
- A legend is provided in the bottom right for more code descriptions.

To change a present day to absent, click on the “X.” The “X” for present will now appear as an “A” for absent.

NOTE: Absences entered by mistake can be changed back to present by clicking on the “A.”

While not required, it is recommended to click **Save** (below the calendar) before moving on to another child. When all child absences are marked for the month, click **Save** and then click the **Submit to Coalition** button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click **Continue**.

Service Period*: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018

Class ID*: AF18

Class: AF18-Purple Room Max Class Size: 11
 Start Date: 7/2/2018 End Date: 5/31/2019
 Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

1 to 11 of 11 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Crunch Latham	9/9/2013 5y	VPK		
2. Goodbar Latham	9/9/2013 5y	VPK		
3. Krackel Latham	9/9/2013 5y	VPK		
4. Mentos Latham	9/9/2013 5y	VPK		
5. Milky Way Latham	9/9/2013 5y	VPK		
6. Nestle Latham	1/1/2014 4y	VPK		
7. Payday Latham	9/9/2013 5y	VPK		
8. Reese's Pieces Latham	9/9/2013 5y	VPK		
9. Snickers Latham	9/9/2013 5y	VPK		
10. Three Musketeers Latham	9/9/2013 5y	VPK		
11. Twix Latham	9/9/2013 5y	VPK		

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	X	X	X	X	*	*
7	8	9	10	11	12	13
*	X	X	X	X	*	*
14	15	16	17	18	19	20
*	X	X	A	X	*	*
21	22	23	24	25	26	27
*	X	X	X	X	*	*
28	29	30	31	1	2	3
*	X	X	X			

Child's Current Information

Name: Three Musketeers Latham
 DOB: 9/9/2013 Age: 5
 Status: Enrolled BGrp: VPK
 Cert: VPK1109732-2018
 Class: AF18-Purple Room

Monthly Attendance Summary

10/11/2018
 10/15/2018
 Days Present: 17
 Days absent: 2

Submit Attendance

The due date for this service period has passed. Late attendance records may be processed in the next reporting period.

Clicking Continue will move to Sign & Certify.

Buttons: Cancel, Continue

Legend:

- X Enrolled/Present
- A Absent
- N Non-Reimbursable/Non-Scheduled Days
- H Paid Holiday Days

Buttons: Save, Save & Exit, Cancel, Submit to Coalition

The *Sign and Certify* page displays the class summary with the total number of days absent and days present. At this point, providers may want to print this page using the browser print function. When ready, review the certification statements and complete the Authorized Electronic Signature portion by entering the user's **Full Name**, checking the box for **Certify by electronic signature**, and clicking **Submit**. To abandon the submission, click **Cancel**.

Attendance - Sign and Certify

Funder Type: VPK Service Period: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018 Coalition: ELC of TALLAHASSEE
 Provider ID: 19449 Site: Growing Up Strong Site Address: 295 MARRIOTT DR TALLAHASSEE, FL 32301 County: KREPS ISLAND
 Class ID-Name: AF18-Purple Room Class Start Date: 7/2/2018 Class End Date: 5/31/2019

Child Name	DOB	Age	Billing Group	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Days Absent	Days Present
1. Crunch Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1	18	
2. Goodbar Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	18	
3. Krackel Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
4. Mentos Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
5. Milky Way Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
6. Nestle Latham	1/1/2014	4y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	8		
7. Payday Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
8. Reese's Pieces Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1	18		
9. Snickers Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
10. Three Musketeers Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	2	17		
11. Twix Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	5	14		

X: Enrolled/Present A: Absent T: Terminated/Enrollment Ended * Closed

By signing this form I certify that:

- I have examined this VPK monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name:

Certify by electronic signature

Submission Date: 12/8/2018

Submitted Attendance

Upon submission, the screen returns to the VPK Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

VPK Attendance Roster

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018

Class ID: AF18

Class attendance was submitted to Coalition on 12/8/2018 by alatham77+OEL.provider@gmail.com.

Class: AF18-Purple Room Max Class Size: 11
 Start Date: 7/2/2018 End Date: 5/31/2019
 Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

1 to 11 of 11 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Crunch Latham	9/9/2013	5y	VPK	⊙ SUB
2. Goodbar Latham	9/9/2013	5y	VPK	⊙ SUB
3. Krackel Latham	9/9/2013	5y	VPK	⊙ SUB
4. Mentos Latham	9/9/2013	5y	VPK	⊙ SUB
5. Milky Way Latham	9/9/2013	5y	VPK	⊙ SUB
6. Nestle Latham	1/1/2014	4y	VPK	⊙ SUB
7. Payday Latham	9/9/2013	5y	VPK	⊙ SUB
8. Reese's Pieces Latham	9/9/2013	5y	VPK	⊙ SUB
9. Snickers Latham	9/9/2013	5y	VPK	⊙ SUB
10. Three Musketeers Latham	9/9/2013	5y	VPK	⊙ SUB
11. Twix Latham	9/9/2013	5y	VPK	⊙ SUB

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13

Select a child to edit attendance

Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.

VPK Attendance Roster

Program Type*: VPK Voluntary PreKindergarten (VPK)

Service Period*: 9/1/2018 to 9/30/2018 Due Date: 10/3/2018

Class ID*: AF18 [Summary](#)

Class attendance was submitted to Coalition on 12/8/2018 by alatham77+OELprovider@gmail.com.

Class: AF18-Purple Room Max Class Size: 11
 Start Date: 7/2/2018 End Date: 5/31/2019
 Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

Search:

1 to 10 of 10 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Goodbar Latham	9/9/2013	5y	VPK	REJ
2. Krackel Latham	9/9/2013	5y	VPK	REJ
3. Crunch Latham	9/9/2013	5y	VPK	APP
4. Mentos Latham	9/9/2013	5y	VPK	APP
5. Milky Way Latham	9/9/2013	5y	VPK	APP
6. Payday Latham	9/9/2013	5y	VPK	APP
7. Reese's Pieces Latham	9/9/2013	5y	VPK	APP
8. Snickers Latham	9/9/2013	5y	VPK	APP
9. Three Musketeers Latham	9/9/2013	5y	VPK	APP
10. Twix Latham	9/9/2013	5y	VPK	APP
11.				

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Select a child to edit attendance

To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click **Save**. Then, click the **Submit to Coalition** button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click Submit.

Attendance - Sign and Certify

Funder Type: VPK Service Period: 9/1/2018 to 9/30/2018 Due Date: 10/3/2018 Coalition: ELC of TALLAHASSEE
 Provider ID: 19449 Site: Growing Up Strong Site Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301 County: KREPS ISLAND
 Class ID-Name: AF18-Purple Room Class Start Date: 7/2/2018 Class End Date: 5/31/2019

Child Name	DOB	Age	Billing Group	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Sun 9/23	Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Sun 9/30	Days Absent	Days Present
1. Goodbar Latham	9/9/2013	5y	VPK			X	X	X	X				A	A	X	X				X	X		A				X	X	X	X			3	12	
2. Krackel Latham	9/9/2013	5y	VPK			X	X	X	X				X	X	X	X				X	X		X				X	X	X	X			0	15	

X: Enrolled/Present A: Absent T: Terminated/Enrollment Ended * Closed

By signing this form I certify that:

- I have examined this VPK monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name:

Certify by electronic signature *

Submission Date: 12/9/2018

[Submit](#)

[Cancel](#)

Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

VPK Attendance Roster

Program Type*: VPK Voluntary PreKindergarten (VPK)

Service Period*: 8/1/2018 to 8/31/2018 Due Date: 9/6/2018

Class ID*: AF18

Class attendance was submitted to Coalition on 12/8/2018 by alatham77+OELprovider@gmail.com.

Class: AF18-Purple Room Max Class Size: 11

Start Date: 7/2/2018 End Date: 5/31/2019

Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

Search: []

1 to 10 of 10 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Cunchi Latham	9/9/2013 5y	VPK		✓APP
2. Goodbar Latham	9/9/2013 5y	VPK		✓APP
3. Krackel Latham	9/9/2013 5y	VPK		✓APP
4. Mentos Latham	9/9/2013 5y	VPK		✓APP
5. Milky Way Latham	9/9/2013 5y	VPK		✓APP
6. Payday Latham	9/9/2013 5y	VPK		✓APP
7. Reese's Pieces Latham	9/9/2013 5y	VPK		✓APP
8. Snickers Latham	9/9/2013 5y	VPK		✓APP
9. Three Musketeers Latham	9/9/2013 5y	VPK		✓APP
10. Twix Latham	9/9/2013 5y	VPK		✓APP
11.				

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Select a child to edit attendance

When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under Attendance > Reimbursement Details.

Attendance Documents

- Manage VPK Attendance
- Manage SR Attendance
- Reimbursement Details

Uploading Bulk Attendance File

Providers may submit their attendance via a bulk file upload (similar to the enrollment bulk file upload process). To begin, go to the Attendance menu item, choose Manage VPK Attendance, and then select **Bulk File Upload**.

Attendance Documents

- Manage VPK Attendance
 - Manage VPK Attendance
 - Bulk File Upload
- Manage SR Attendance
- Reimbursement Details

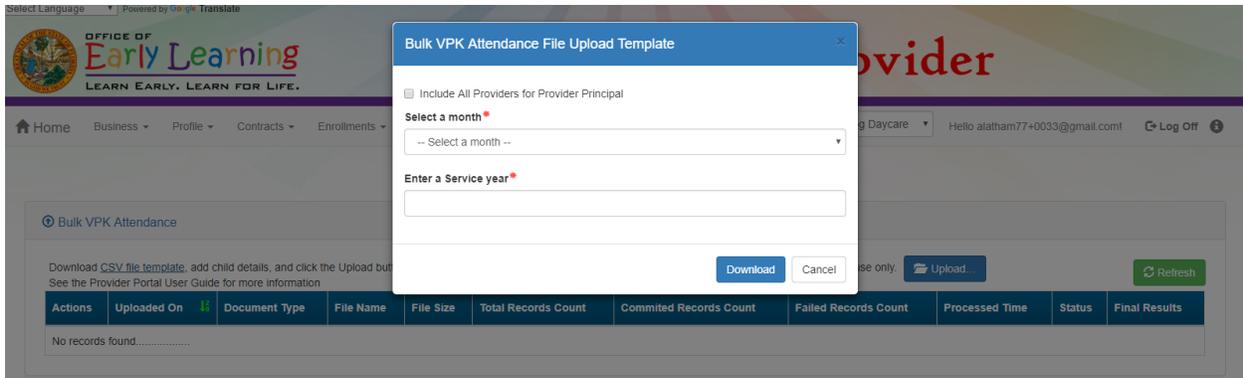
The Bulk VPK Attendance page displays.

Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. Upload Refresh

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records found.....										

Click the **CSV file template** link. A window appears. From this window, select the service month and year to generate a file for all of the enrollments (for all classes) at the site that month. Alternatively, multi-site providers may check the "Include all providers for provider principal" box to generate a file for all of the enrollments (for all classes) at all sites associated to the account for that month. Then, click the **Download** button.



Open the downloaded file. The enrollment information for each class is pre-populated. Each instructional day during the student's enrollment defaults to present (X).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	ProviderID	MSID	ProviderName	COENumber	FLEID	ChildLastName	ChildFirstName	ChildDateOfBirth	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9
2	8433		Daisy Mae Daycare	VPK748-2018		Latham	Ariel	2/2/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
3	8433		Daisy Mae Daycare	VPK751-2018		Latham	Bambi	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
4	8433		Daisy Mae Daycare	VPK752-2018		Latham	Blue Fairy	8/8/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
5	8433		Daisy Mae Daycare	VPK753-2018		Latham	Pinocchio	12/12/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
6	8433		Daisy Mae Daycare	VPK747-2018		Latham	Aladin	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
7	8433		Daisy Mae Daycare	VPK757-2018		Latham	Chip	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
8	8433		Daisy Mae Daycare	VPK754-2018		Latham	Cinderella	7/7/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
9	8433		Daisy Mae Daycare	VPK756-2018		Latham	Cruella deVil	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
10	8433		Daisy Mae Daycare	VPK758-2018		Latham	Dale	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
11	8433		Daisy Mae Daycare	VPK749-2018		Latham	Hercules	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*

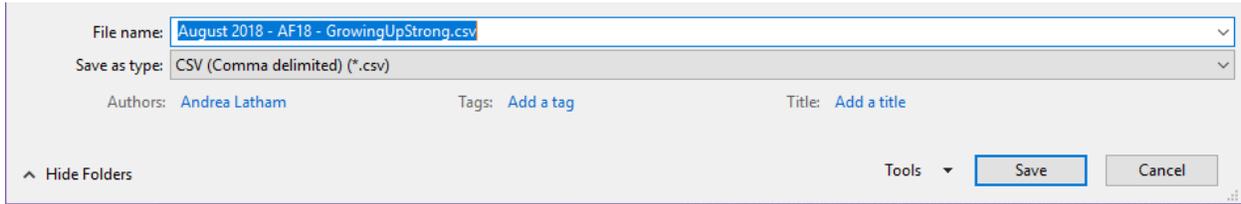
T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
*	*	*	X	X	X	X	X	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	271	397
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	272	398
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	273	399
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	274	400
*	*	*			X	X	X	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	279	450
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	277	448
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	275	446
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	276	447
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	278	449
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	284	451

- Legend: present (X), site closed (*), student not started (_), student terminated (T).
- Day_1 = first of attendance month, Day_2 = second day of attendance month, Day_3 = third day of attendance month, etc. In this example, Day_1 = August 1, Day_2 = August 2, and Day_3 = August 3.
- Regardless of the month/year, columns for Day_1 to Day_31 are included in the file and are necessary for the upload; none should be removed.
- It is critical that only the content of "Day_#" columns are changed (i.e. changing an X to an A). Attempting to add students or edit/remove system generated columns will cause errors. The file is a reflection of the enrollment information for the class when downloaded. If issues are identified, please contact the local early learning coalition for assistance.

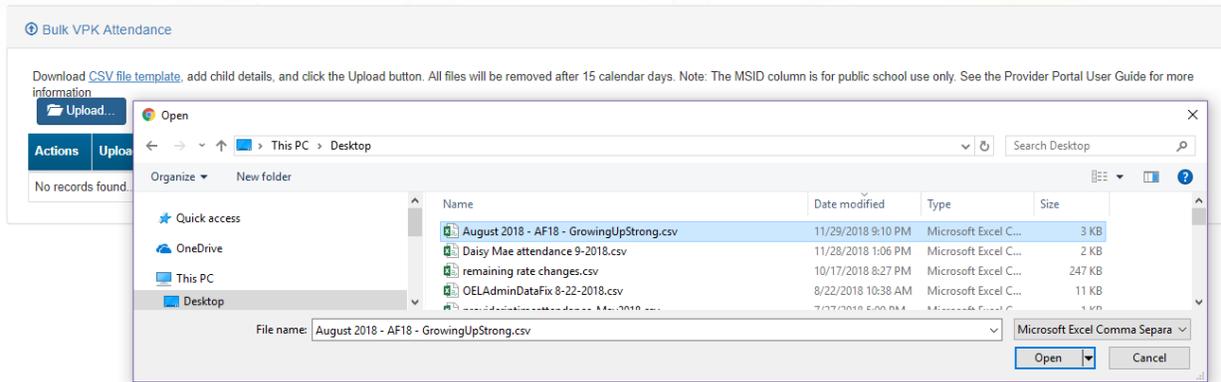
Scroll over to the days and record absences by changing a present day (X) to absent (A). Tip: (In Excel) Open the **View** menu, select column H, and click **Freeze Panes**. This will keep the student's name and demographic information in view while scrolling through days.

	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	ChildFirstName	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20
2	Crunch	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
3	Goodbar	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
4	Krackel	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
5	Mentos	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
6	Milky Way	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
7	Payday	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
8	Reese's Pieces	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
9	Snickers	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
10	Three Musketeers	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
11	Twix	8	2018			*	*							*	*	X	X	X	X	X	*	*	X

(In Excel) When complete, un-hide and/or un-freeze any columns. Click File> Save As. Re-name file and save locally. Be sure the file type is .csv.



On the Provider Portal, click the **Upload** button. A file manager window opens. Locate the saved file and click **Open**.



The uploaded file displays in the Bulk VPK Attendance log.

Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information.

[Upload...](#) [Refresh](#)

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
	11/29/2018	VPK Roster	August 2018 - AF18 - GrowingUpStrong.csv	2 KB	null	null	null		Submitted	Not Available

Click the **Refresh** button to get final results.

Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information.

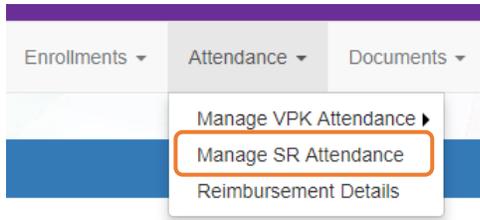
[Upload...](#) [Refresh](#)

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
Download	12/09/2018	VPK Roster	November 2018 - GrowingUpStrong.csv	2 KB	11	11	0		Completed	

The successfully submitted attendance is now reflected on the class attendance roster. Each record shows "SUB" for submitted.

Attendance - SR

Providers manage SR attendance online by navigating to the Attendance menu item and selecting **Manage SR Attendance**. Providers may submit their attendance through the web page. It is important to note that changes to enrollment, such as entering a termination date, cannot be performed in the attendance module but rather the Manage SR Enrollment area. Also, when issues appear on the attendance roster (such as incorrect enrollment information, missing children, duplicate children, missing paid holidays, duplicate absences on the same day, etc.), the issues should be communicated to the coalition before submitting the attendance roster. Coalitions may assist in addressing the issues so that the attendance records have accurate information.



Submitting Attendance Online

Select the **Manage SR Attendance** menu item. The SR Attendance Roster displays, defaulting to the current service period. The blue summary box to the right contains provider details and paid holiday information for the service period.

The screenshot shows the SR Attendance Roster interface. At the top, there are filters for Program Type (SR), Service Period (8/1/2018 to 8/31/2018), and Coalition (ELC of the Big Bend Regic). A 'Summary' button is visible. To the right, a blue summary box displays: 'Attendance has NOT been submitted to ELC of the Big Bend Region.', Care Level (INF, TOD, 2YR, PR3, PR4), Hours Of Operation (M-F 6:00am-6:30pm), SR/Local Funding Students (6), and Paid Holidays. Below the filters is a search bar and a table of enrolled children. The table has columns for Child Name, DOB, Age, Billing Group, and Status. The first six rows contain data for children: Daphne Latham, Fred Latham, Scooby-Doo Latham, Scrappy-Doo Latham, Shaggy Latham, and Veima Latham. To the right of the table is an 'Attendance Calendar' for August 2018, with a button to 'Select a child from enrollees to edit attendance'.

Child Name	DOB	Age	Billing Group	Status
1. Daphne Latham	3/3/2018	1y	BG8	
2. Fred Latham	3/3/2018	1y	BG8	
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	
5. Shaggy Latham	11/11/2014	4y	BG3	
6. Veima Latham	5/5/2016	2y	33-ALF	
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

NOTE: A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition. A due date is displayed for each service period. Providers that contract with multiple coalitions must submit an attendance roster to each coalition.

Children that are “Enrolled” or “Pending Parent Acceptance” are included on the SR attendance roster. Children that are “Pending Parent Acceptance” are listed first and have an initial status of “PND”; children that are “Enrolled” do not have an initial status. When “PND” children are listed, a provider message will also appear. Clicking **OK** dismisses the message.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.

To record attendance, click on a child’s name to view their attendance for the month.

The screenshot displays the Attendance Calendar interface. On the left is a roster table with columns for Child Name, DOB, Age, Billing Group, and Status. The main area shows a calendar for August 2018 with days marked as Present (X), Absent (A), Non-Reimbursable/Non-Scheduled Days (NS), Paid Holiday Days (H), Terminated/Enrollment Ended (T), Closed (*), or Attendance has not started (light blue). A legend in the bottom left explains these codes. On the right, a 'Child's Current Information' box for Daphne Latham shows her DOB (3/3/2018), Age (1), Copay (\$1.25), BGrp (BG8), and Status (Enrolled). Below the calendar are buttons for Save, Save & Exit, Cancel, and Submit to Coalition.

- Days the site is closed are marked with an asterisk “*.”
- Days the child is not scheduled to attend are marked with “NS.”
- Days the child is scheduled to attend are marked with an “X” for present along with his/her scheduled unit of care.
- Paid holidays where a child is also scheduled to attend are marked with an “H.”
- A legend is provided in the bottom right for more code descriptions.

NOTE: The “Child’s Current Information” displayed on the right is current as of today. When working prior months, the information displayed may not align. For example, if a child’s enrollment was terminated in February 2019, the current enrollment status is *Enrollment Ended*. Each month (prior to February) will also display *Enrollment Ended* in the “Child’s Current Information” area because it is the current enrollment status. This does not impact the ability to record attendance for those prior months. Enhancements are planned to address the display.

To change a present day to absent, click on the “X.” A pop-up message appears to collect more information.

- Select an absent reason from the dropdown.
- Include a message to the coalition regarding the absence in the Note area. *(optional for most reasons)*
- Attach a file for supporting documentation by clicking **Choose File**. *(optional)*
- Click **Save** when done and the pop-up message will close.
- The “X” for present will now appear as an “A” for absent.
- NOTE:** Consecutive absences must be entered per day (i.e. there isn’t a click and drag feature to select multiple days at once). However, it is not necessary to upload the same document per day when it applies to multiple days. Upload the document on one of the absences and reference it in the Note area for the other absences.

- g. Absences entered by mistake can be changed back to present by clicking on the “A.” A message will appear to confirm the change. Clicking **Yes** removes the saved absence information, deletes the document, and changes the “A” for absent to “X” for present.

While not required, it is recommended to click **Save** (below the calendar) before moving on to another child. When all child absences are marked for the month, click **Save** and then click the **Submit to Coalition** button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click **Continue**.

The screenshot displays a user interface for managing attendance. At the top, there are fields for 'Service Period' (8/1/2018 to 8/31/2018), 'Due Date' (9/6/2018), 'Coalition' (ELC of the Big Bend Regi...), 'Care Level', 'Hours Of Operation', and 'SR/Local Funding Students' (6). A 'Summary' button is visible. Below this is a search bar and a table of 6 enrolled children. The table has columns for Child Name, DOB, Age, Billing Group, and Status. The 6th child, Velma Latham, is highlighted in green. Below the table is an 'Attendance Calendar' showing dates from 19 to 31. The calendar cells contain 'X' (Present) or 'A' (Absent) above 'FT' (Full Time). A 'Submit Attendance' dialog box is open in the center, with a message indicating that the due date has passed. An orange arrow points to the 'Continue' button in the dialog. To the right of the dialog is a 'Child's Current Information' panel for Velma Latham, showing DOB (5/5/2016), Age (2), Copay (\$1.25), BGrp (33-ALF), Status (Enrolled), and a 'Monthly Attendance Summary' with 'Anticipated Start Date' (7/1/2018), 'Absences' (8/21/2018), 'Days Absent' (1), 'Days Present' (22), 'Reimbursed Holidays' (0), and 'Non-Reimbursable Days' (0). At the bottom of the screen, there are buttons for 'Save', 'Save & Exit', 'Cancel', and 'Submit to Coalition'. A legend at the bottom left shows 'X' for 'Enrolled/Present'.

The *Sign and Certify* page summarizes the information for each child and an electronic signature is required.

Attendance - Sign and Certify

Funder Type SR	Service Period 8/1/2018 to 8/31/2018	Due Date 9/6/2018	Coalition ELC of the Big Bend Region
Provider ID 9504	Site Florida ChildCare Center A	Site Address 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309	County Leon

Child Name	DOB	Age	Billing Group	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	A	X	H	N
1. Daphne Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	A	X	X	X	X	*	*	X	X	X	X	X	1	22	0	0
2. Fred Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	0	23	0	0
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	0	23	0	0
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	X	X	X	*	*	X	X	X	X	X	*	*	X	X	A	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1	22	0	0
5. Shaggy Latham	11/11/2014	4y	BG3	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	0	23	0	0
6. Velma Latham	5/5/2016	2y	33-ALF	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	A	X	X	X	*	*	X	X	X	X	X	1	22	0	0

X: Enrolled/Present A: Absent N: Non-Reimbursable Days NS: Non-Scheduled Days H: Paid Holiday Days T: Terminated/Enrollment Ended * Closed

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name:

Certify by electronic signature

Submission Date: 3/9/2019

Submit

Cancel

Submitted Attendance

Upon submission, the screen returns to the SR Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

SR Attendance Roster

Program Type: SR Service Period: 8/1/2018 to 8/31/2018 Coalition: ELC of the Big Bend Regic	School Readiness (SR) Due Date: 9/6/2018 Summary	<p>✓ Roster was submitted to ELC of the Big Bend Region on 3/9/2019 by aialham77+testcenters@gmail.com.</p> <p>Care Level: INF, TOD, 2YR, PR3, PR4 Hours Of Operation: M-F 6:00am-6:30pm SR/Local Funding Students: 6 Paid Holidays:</p>
---	---	---

Search:

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Daphne Latham	3/3/2018	1y	BG8	⊙ SUB
2. Fred Latham	3/3/2018	1y	BG8	⊙ SUB
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	⊙ SUB
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	⊙ SUB
5. Shaggy Latham	11/11/2014	4y	BG3	⊙ SUB
6. Velma Latham	5/5/2016	2y	33-ALF	⊙ SUB

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4

Select a child from enrollees to edit attendance

Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.

SR Attendance Roster

Program Type*:

Service Period*:

Coalition*:

Search:

School Readiness (SR)

Due Date: ● 9/6/2018

[Summary](#)

● This roster has rejected attendance from ELC of the Big Bend Region. Attendance was last submitted on 3/9/2019.

Care Level: INF, TOD, 2YR, PR3, PR4

Hours Of Operation: M-F 6:00am-6:30pm

SR/Local Funding Students: 6

Paid Holidays:

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Fred Latham	3/3/2018	1y	BG8	REJ
2. Daphne Latham	3/3/2018	1y	BG8	APP
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	APP
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	APP
5. Shaggy Latham	11/11/2014	4y	BG3	APP
6. Velma Latham	5/5/2016	2y	33-ALF	APP

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4

Select a child from enrollees to edit attendance

To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click **Save**. Then, click the **Submit to Coalition** button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click **Submit**.

Attendance ~ Sign and Certify

Funder Type: SR Service Period: 8/1/2018 to 8/31/2018 Due Date: 9/6/2018 Coalition: ELC of the Big Bend Region

Provider ID: 9504 Site: Florida ChildCare Center A Site Address: 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309 County: Leon

Child Name	DOB	Age	Billing Group	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	A	X	H	N
1. Fred Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	A	A	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	2	21	0	0

X: Enrolled/Present A: Absent N: Non-Reimbursable Days NS: Non-Scheduled Days H: Paid Holiday Days T: Terminated/Enrollment Ended * Closed

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name*:

Certify by electronic signature*

Submission Date: 3/9/2019

[Submit](#)

Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

SR Attendance Roster

Program Type*: SR

Service Period*: 8/1/2018 to 8/31/2018

Coalition*: ELC of the Big Bend Regic

Search:

School Readiness (SR)

Due Date: 🔴 9/6/2018

[Summary](#)

🔴 This roster has rejected attendance from ELC of the Big Bend Region. Attendance was last submitted on 3/9/2019.

Care Level: INF, TOD, 2YR, PR3, PR4

Hours Of Operation: M-F 6:00am-6:30pm

SR/Local Funding Students: 6

Paid Holidays

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Fred Latham	3/3/2018	1y	BG8	🔴 REJ
2. Daphne Latham	3/3/2018	1y	BG8	🟢 APP
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	🟢 APP
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	🟢 APP
5. Shaggy Latham	11/11/2014	4y	BG3	🟢 APP
6. Velma Latham	5/5/2016	2y	33-ALF	🟢 APP

👤 Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29	30	31	1	2	3
						4

Select a child from enrollees to edit attendance

When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under Attendance > Reimbursement Details.

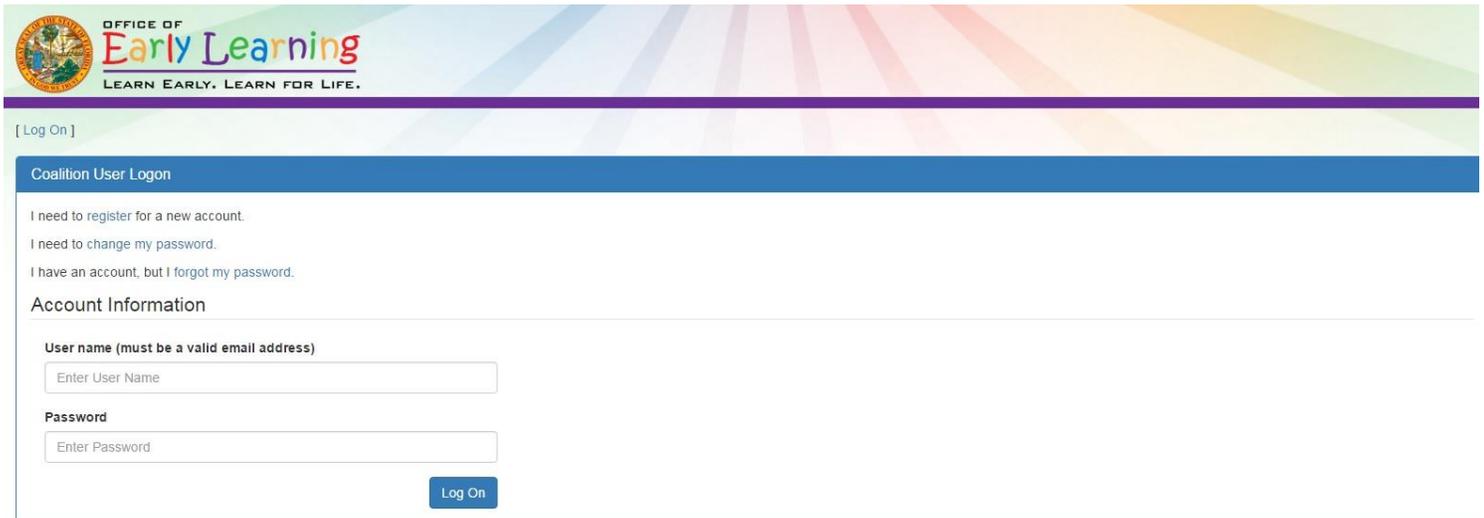
Attendance ▾
Documents ▾

- Manage VPK Attendance ▶
- Manage SR Attendance
- Reimbursement Details

Logging on to the Coalition Services Portal

The Coalition Services Portal allows coalition users to manage all registrations and profiles submitted through the Provider Portal. Coalition admins will also be able to manage coalition user accounts and run ad hoc reports from the Coalition Services Portal.

Coalition users can access the Coalition Services Portal at <https://coalitionservices.floridaearlylearning.com>.



[Log On]

Coalition User Logon

I need to register for a new account.
I need to change my password.
I have an account, but I forgot my password.

Account Information

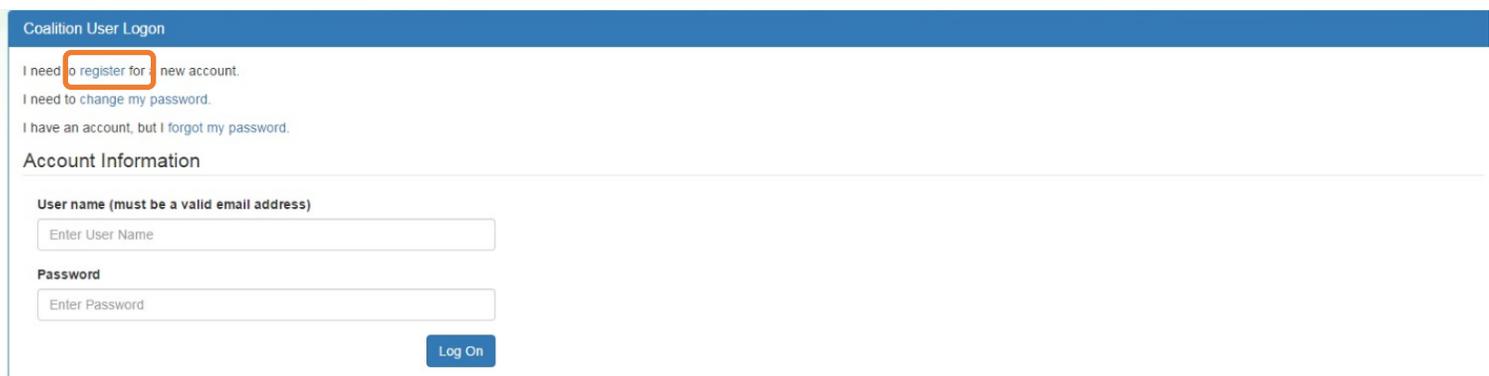
User name (must be a valid email address)
Enter User Name

Password
Enter Password

Log On

Creating a New Coalition Services Portal Account

To access the Coalition Services Portal, the coalition user must first register an account. To get started, click the **register** link.



Coalition User Logon

I need to register for a new account.
I need to change my password.
I have an account, but I forgot my password.

Account Information

User name (must be a valid email address)
Enter User Name

Password
Enter Password

Log On

Register For A New Account (Coalition Users Only)



This site is for coalition users only.

If you would like to register a child for the Voluntary Prekindergarten Education or School Readiness Program, please visit familyservices.floridaearlylearning.com.

Complete the fields below to create a new account

Account Information

Access user name

Access password

User name (must be a valid email address)

Password (must be at least 8 characters)

Confirm password

Coalition name

The Access user name (email address) and Access password must be obtained by the Coalition Services Portal administrator.

The coalition user must fill in all fields and click the **Continue** button to submit a request for approval to create an account.

NOTE: It is important for the coalition user to select the correct Coalition Name to enable the coalition admin to find the correct account to activate.

Account Information

Your account request was sent to your local administrator for processing.
You will receive an email when your account is approved.

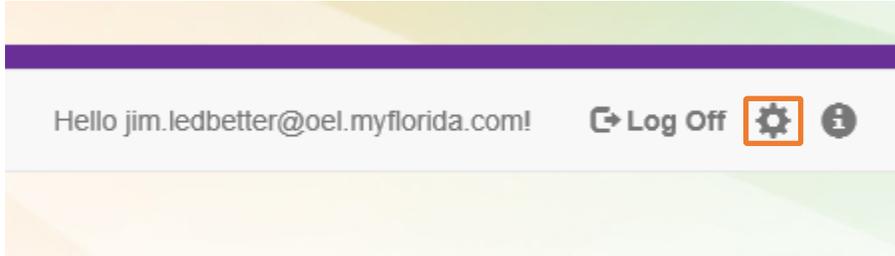
Please click **Continue** to go to the logon page.

The coalition user must wait until the coalition admin activates the account before the user can log on.

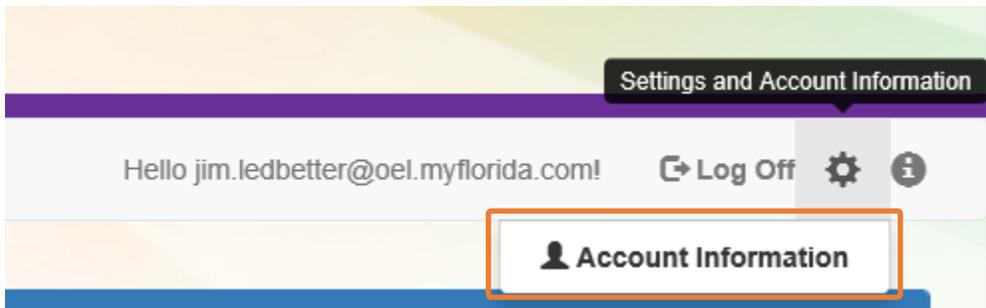
Update Coalition Portal User Account Information

Coalition users are able to update their user information – name and phone number – associated with their email address.

Click on the gear icon.



The following will display. Click the **Account Information** button.



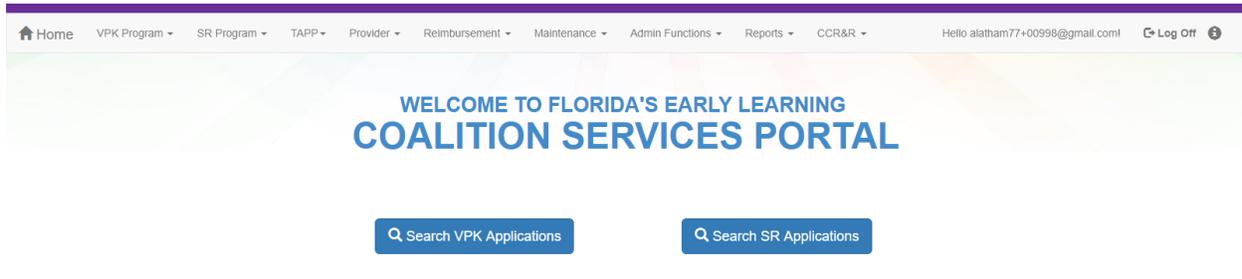
Enter the additional information and click **Save**.

 Update User Account Information x

Please update your account details to continue

First Name*	<input type="text" value="Jim"/>
Middle Name	<input type="text" value="Enter Middle Name"/>
Last Name*	<input type="text" value="Ledbetter"/>
Suffix	<input type="text" value="v"/>
Phone Number*	<input type="text" value="(850) 717-8607"/>

Once the coalition user successfully logs on, the following page will display:



Coalition Services Portal User Types:

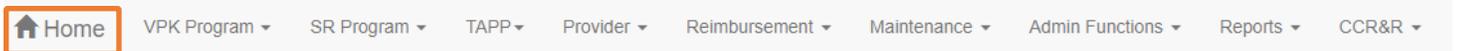
- Coalition User – Able to search profiles and process account registrations and profiles in the service area. A Coalition Admin can set specific permissions for a user to customize the user’s access.
- Coalition Admin – Able to search profiles, process account registrations and profiles, run ad hoc reports and manage coalition users in the service area.
- OEL User – Able to search, view profiles and run ad hoc reports for all counties.
- OEL Admin – Full access.

Coalition Services Portal Main Page Navigation

The Navigation Bar can be found near the top of the page.

Home Button

The **Home** button will take the coalition user to the Coalition Services Portal main page.

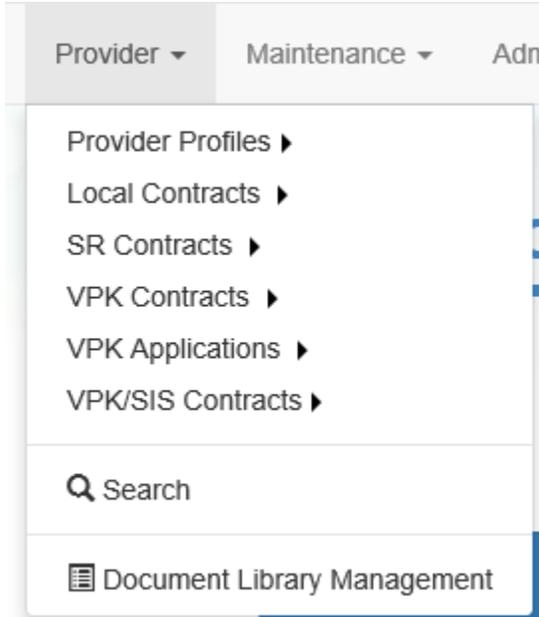


Provider Menu

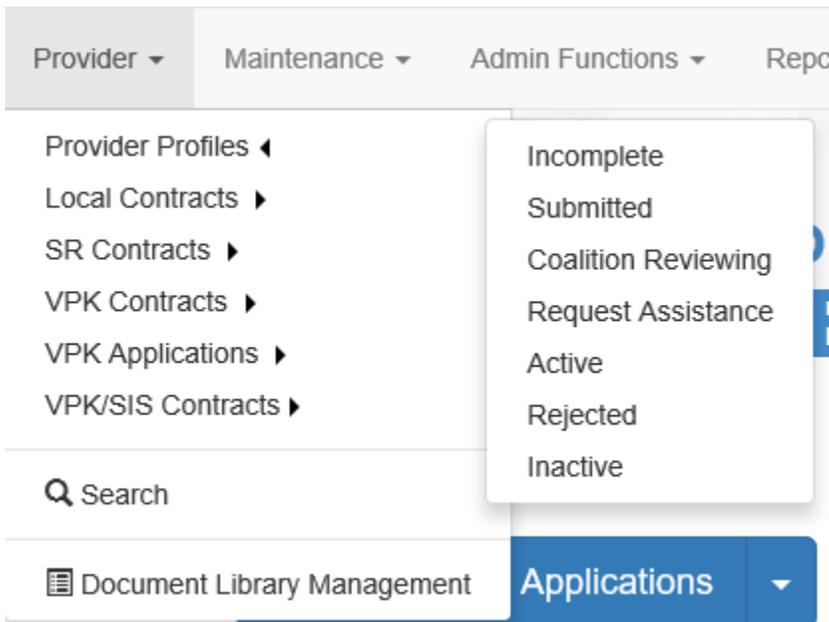
Clicking the **Provider** menu will activate the dropdown menu.

Provider Profiles

Clicking **Provider Profiles** will display all possible provider profile statuses.



Click on a status to see all provider profiles with that status.



Contracts

The Contracts function allows a coalition admin to view a list of provider contracts in the local early learning coalition service area – VPK, SR, VPK-APP, VPK/SIS, and local.

Provider Search

The Search function allows a coalition user to quickly search for provider profiles.

NOTE: To ensure accurate searches, click the dropdown menu when changing search terms (business name, provider ID, etc.) or starting a new search. Do not use the **Back** button on the internet browser.

Provider Search

Provider Type VPK VPK/SIS SR Local CCR&R only All

Coalitions Just my coalition All coalitions

Program Year

Principal ID

Principal Name

Profile Status

Doing Business As

Director's Name

Provider ID

Tax ID (FEIN or SSN)

Street Address

City

Registered County

License or Registration or Exempt or MSID

Coalition users can also search for providers outside of their coalition service area (select **All coalitions** radio button) and will have read-only access to that provider profile. A provider may want to contract with multiple coalitions, so before the contract is certified, a coalition can have read-only access to that potential provider's profile.

After the coalition user clicks the **Search** button, the following will display. To view the Administrative Review screen of the provider profile, the user will click the **Profile ID** link of the desired record.

Provider Search Results 285 Total Records

Show 10 entries ▾

First « 1 2 3 4 5 6 7 » Last

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal Id	Principal Name	Street Address	Address Line2	City
7635	9074	333	2016 - 2017	Incomplete		Smoke Test	Testing	0000	7610	alatham77+5521@gmail.com	250 MARRIOTT DR		TALLAHASSEE
7636	8982	456	2017 - 2018	Active	06/14/2017	Smoke Test PART 2	Testing	0000	7610	alatham77+5521@gmail.com	250 MARRIOTT DR		TALLAHASSEE
7663	7725	1234235435	2017 - 2018	Submitted	03/27/2017	Loving Learning	Director Person	5555555	7625	Loving Learning	615 W GAINES ST		TALLAHASSEE
7608	7806	654987	2017 - 2018	Active	04/25/2017	OEL	Flo Brown	3214599	7592	OEL	250 MARRIOTT DR		TALLAHASSEE
7740	7869	EXEMPT	2017 - 2018	Active	04/05/2017	Jim's House of Braves 2	Not Jim Ledbetter	4649586405654564564	7666	Jim's House of Braves	250 MARRIOTT DR		TALLAHASSEE
7743	7943	5466546	2017 - 2018	Active	05/19/2017	SUNNYLAND DAYCARE	DIRECTOR	340853583450	7668	SUNNY LAND	123 OAK ST		TALLAHASSEE
7671	7738	88888888888	2017 - 2018	Active	04/06/2017	Little Big School	Megan	88888888888	7629	Little Big School	250 MARRIOTT DR		TALLAHASSEE
1976	7930	12345	2017 - 2018	Incomplete		Amy's School of Early Learning	Rob Kreps111	1976	385	Amy's School of Early Learning	2311 Monday Rd		Tallahassee
1736	2387	C02GA0621	2017 - 2018	Imported	08/16/2016	ANGELS KEEPERS CHILDCARE CENTER	Gloria Douglas	1736	1655	Angels Keepers Childcare Center	920 SE 1st St		Havana
1987	2699	C02LE0390	2017 - 2018	Imported	08/16/2016	SEMINOLE MONTESSORI SCHOOL	Karen Leavesley	1987	614	Seminole Montessori School	2211 Thomasville Rd		Tallahassee

To view the Manage Users screen, which displays the user roles for the provider, the user will click the **Provider ID** link of the desired record.

Provider Search Results 285 Total Records

Show 10 entries ▾

First « 1 2 3 4 5 6 7 » Last

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal Id	Principal Name	Street Address	Address Line2	City
7635	9074	333	2016 - 2017	Incomplete		Smoke Test	Testing	0000	7610	alatham77+5521@gmail.com	250 MARRIOTT DR		TALLAHASSEE
7636	8982	456	2017 - 2018	Active	06/14/2017	Smoke Test PART 2	Testing	0000	7610	alatham77+5521@gmail.com	250 MARRIOTT DR		TALLAHASSEE
7663	7725	1234235435	2017 - 2018	Submitted	03/27/2017	Loving Learning	Director Person	5555555	7625	Loving Learning	615 W GAINES ST		TALLAHASSEE
7608	7806	654987	2017 - 2018	Active	04/25/2017	OEL	Flo Brown	3214599	7592	OEL	250 MARRIOTT DR		TALLAHASSEE
7740	7869	EXEMPT	2017 - 2018	Active	04/05/2017	Jim's House of Braves 2	Not Jim Ledbetter	4649586405654564564	7666	Jim's House of Braves	250 MARRIOTT DR		TALLAHASSEE
7743	7943	5466546	2017 - 2018	Active	05/19/2017	SUNNYLAND DAYCARE	DIRECTOR	340853583450	7668	SUNNY LAND	123 OAK ST		TALLAHASSEE
7671	7738	88888888888	2017 - 2018	Active	04/06/2017	Little Big School	Megan	88888888888	7629	Little Big School	250 MARRIOTT DR		TALLAHASSEE
1976	7930	12345	2017 - 2018	Incomplete		Amy's School of Early Learning	Rob Kreps111	1976	385	Amy's School of Early Learning	2311 Monday Rd		Tallahassee
1736	2387	C02GA0621	2017 - 2018	Imported	08/16/2016	ANGELS KEEPERS CHILDCARE CENTER	Gloria Douglas	1736	1655	Angels Keepers Childcare Center	920 SE 1st St		Havana
1987	2699	C02LE0390	2017 - 2018	Imported	08/16/2016	SEMINOLE MONTESSORI SCHOOL	Karen Leavesley	1987	614	Seminole Montessori School	2211 Thomasville Rd		Tallahassee

The following will display. Click the **Manage Users** button to view the users.

Manage Site

Use this page to edit or inactivate a specific provider site.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.

Location name	License number	Address	Actions
Smoke Test	333	250 MARRIOTT DR TALLAHASSEE, FL 32301-2983	Edit Manage Users

Manage Users

Use this page to add, edit, and inactivate users of a specific provider site.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.

Smoke Test			
User name	Role	Name	Actions
OEL.PS.Test+BusinessAdministrator@gmail.com	Business Administrator	Business Admin	<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>
OEL.PS.TEST+provider1001@gmail.com	Business Administrator	Flo Brown	<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>

Provider User Roles:

- Business Administrator – Able to edit the provider profile and principal business information that is shared among associated provider sites; able to add provider sites and users; submit profiles and profile updates; and create contracts. This role would typically be assigned to an owner.
- Site Administrator – Able to edit the provider profile associated to their site add provider users for a site, but cannot create a new site. This role would typically be assigned to a principal or director.
- User – Able to perform administrative tasks based on permissions granted by the Business Administrator or Site Administrator. This role would typically be assigned to teachers and aides.

Document Library Management

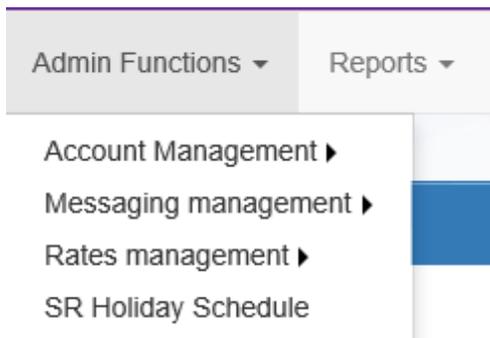
The Document Library Management function allows a coalition user to review documents uploaded to the provider profile.

Admin Functions Menu

Admins will be able to do the following functions for providers:

- Account Management – Manage accounts for coalition staff and providers within the coalition service area.
- Messaging management – Send messages to individual providers, providers based on services (SR, VPK, CCR&R) or all providers in the coalition service area.
- Rates management – Manage SR and VPK rates.
- Holiday schedule – Set reimbursable closure days for providers within the coalition service area.

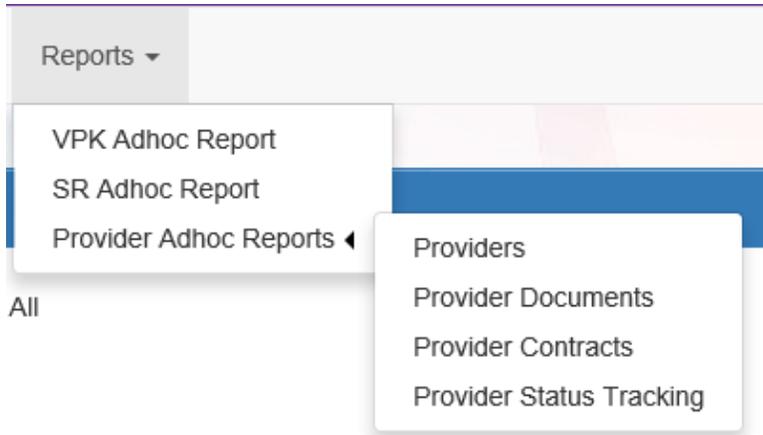
NOTE: Only coalition admin or OEL admin users will be able to view and access the Admin Functions menu.



Reports Menu

Clicking the Reports menu will display the list of available reports.

NOTE: Only coalition admin or OEL admin users will be able to view and access the Reports menu.



Adhoc Report For Provider

Provider Type VPK VPK/SIS SR Local CCR&R only All

Coalitions Just my coalition All coalitions

Program Year

Principal ID

Principal Name

Profile Status

Doing Business As

Director's Name

Provider ID

Tax ID (FEIN or SSN)

Street Address

City

Registered County

License or Registration or Exempt or MSID

ADHOC Report For Provider Documents

Provider Name Folder Name
 File Name File Description
 Uploaded On MM/DD/YYYY to MM/DD/YYYY Expires In 90 Days 60 Days 30 Days Expired
 Valid On MM/DD/YYYY to MM/DD/YYYY Expires On MM/DD/YYYY to MM/DD/YYYY
 Verified Documents Only Archived Documents Included
 Verified By Verified On MM/DD/YYYY to MM/DD/YYYY

ADHOC Report For Provider Contracts

Coalitions Just my coalition All coalitions
Contract Type VPK VPK/SIS SR Local All
Contract Status
Doing Business As
(starts with)
Provider ID
Contract Start Date MM/DD/YYYY to MM/DD/YYYY
Contract End Date MM/DD/YYYY to MM/DD/YYYY
Contract Expires In 90 Days 60 Days 30 Days Expired
Contract Termination Date MM/DD/YYYY to MM/DD/YYYY

The Provider Status Tracking Adhoc Report generates a report that displays profile, contract, and principal information for providers in a coalition’s service area.

ProviderPrincipalID	ProviderID	ProviderProfileID	PrincipalBusinessName	DoingBusinessAs	ProviderTypeDescription	ProviderTypeOnContract	ProviderStatus	ProfileStatus	LegalStatus	ProviderProfileID
37	695	962	Mitchell Large Family Child Care Home	MITCHELL LARGE FAMILY CHILD CARE HOME	Large Family Child Care Home		Migrated-Unclaimed	Imported	Licensed	962
39	790	1098	Little Pioneers Preschool	LITTLE PIONEERS PRESCHOOL	Center		Migrated-Unclaimed	Imported	Licensed	1098
68	1192	1621	The Child's Garden	THE CHILD'S GARDEN	Center		Migrated-Unclaimed	Imported	Licensed	1621
141	2677	3676	Attentive Childcare and Pre-K LLC	ATTENTIVE CHILDCARE & PRE-K LLC (SUE)	Large Family Child Care Home		Migrated-Unclaimed	Imported	Licensed	3676
346	1182	1610	Townsend-Danzly Family Day Care Home	TOWNSEND-DANZLY FAMILY DAY CARE HOME	Family Child Care Home		Migrated-Unclaimed	Imported	Licensed	1610

Activating a Provider Account

Use this page to approve pending provider registration requests and create the corresponding businesses and sites.

To view, approve or reject a provider registration request, click on the corresponding entry in the table below to show the full details of the request.

Activate Provider Accounts

Use this page to approve pending provider registration requests and create the corresponding businesses and sites.
To view, approve, or reject a provider registration request, click on the corresponding entry in the table below to show the full details of the request.

User Name	Owner Name	License Number	Coalition
OEL.PS.Test+Two@gmail.com	Two Two	222	ELC of the Big Bend Region
OEL.PS.Test+Freshdesk@gmail.com	testing	363	ELC of the Big Bend Region
ccpboo@ko1.com	Katy Kelloggs	exempt	ELC of the Big Bend Region
airbourne1344@yahoo.com	Lucas Barber	1212	ELC of the Big Bend Region
ashley.mitchell@oel.myflorida.com	Ashley E. Mitchell	EXEMPT	ELC of the Big Bend Region
trokekim+informal@gmail.com	Exempt Informal	EXEMPT	ELC of the Big Bend Region
trokekim+military@gmail.com	Admiral Farragut	EXEMPT	ELC of the Big Bend Region
trokekim+exprivate@gmail.com	Exempt Private	EXEMPT	ELC of the Big Bend Region
trokekim+excharter@gmail.com	Exempt Charter	EXEMPT	ELC of the Big Bend Region
trokekim+expublic@gmail.com	Exempt Public	EXEMPT	ELC of the Big Bend Region

Business Details

Business name *
Exempt Public School

Taxpayer or Provider Identification number *
1111949494

Owner/Operator name *
Exempt Public

Principal Address line 1 *
3655 N MONROE ST

Principal Address line 2

Principal City *
TALLAHASSEE

Principal State *
Florida

Principal Zip code *
32303-2753

[New Provider](#)

[Activate](#) [Reject](#)

Location Details

Doing Business As name (DBA) *
Exempt Public School

Provider type *
Public School

Legal status *
Exempt

License/Registration/Exemption number, or EXEMPT *
EXEMPT

Contact person phone number *
(888) 888-8888

Physical Address of Location

Address line 1 *
3221 N MONROE ST

Address line 2

City *
TALLAHASSEE

State
Florida

Zip code *
32303

County *
Leon

When a provider account is activated, an email will be sent by **DONOTREPLY@OEL.myflorida.com**.

Hello Jim Ledbetter,

The Provider Portal registration request you submitted for Jim's House of Learnin' 2 has been approved. You may now log on to the Provider Portal with the user name and password you registered with.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

Provider Profile Status Definitions

Incomplete

The profile is not complete. The provider has to complete the required fields, certify, sign and submit the profile.

Coalitions cannot change the status of an **Incomplete** profile; however, coalition users have read-only access to assist the provider in completing the profile.

Request Assistance

The provider needs help to finish or edit the profile.

Submitted

The profile has been completed and submitted by the provider for coalition review. The profile is not editable by the provider while in **Submitted** status.

Coalition Reviewing

To review a **Submitted** profile, click the **Change Profile Status** button at the top of the Administrative Review page.

Active

The coalition has reviewed the profile and supporting document(s) and determined that the provider is eligible to receive funding.

Inactive

The profile is no longer active or is no longer receiving funding.

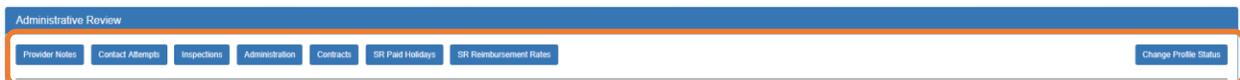
Rejected

The profile is missing information that is necessary to make a decision regarding eligibility to receive funding.

Rejected status is used to return the profile to the provider for edits.

Coalition User Task Bar

At the top of the Administrative Review page is a list of buttons used to maintain and process a Provider Profile.



Provider Notes	Click to view or add a case note.
Contact Attempts	Click to log a provider contact attempt.
Inspections	Click to view or upload inspections.
Administration	Click to update provider information.
Contracts	Click to manage contracts.
SR Paid Holidays	Click to manage contracted SR provider's paid holidays.
SR Reimbursement Rates	Click to manage contracted SR provider's reimbursement rates.
Change Profile Status	Click to change the status of a profile.

Adding a Provider Note

The coalition user must click the **Provider Notes** button to add a Provider Note.

Then, click the **+Add Provider Note** button.

Provider Notes For Jim's House Of Learning 2				Return to review
Show 10 entries				+ Add Provider Note
Date	Reason	Note	Created By	
10/10/2016 2:06:34 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gmail.com	
Date	Reason	Note	Created By	
				First Previous 1 Next Last

The coalition user will then select a Provider Note Code and complete the note field. Click the **Save Note** button to add the note.

Add Jim's House of Learning 2 Note ✕

Provider Note Code

Select reason code... ▼

Provider Profile Note

Cancel
Save Note

Click the **Return to review** button to go back to the Administrative Review page.

Provider Notes For Jim's House Of Learning 2				Return to review
Show 10 entries				+ Add Provider Note
Date	Reason	Note	Created By	
10/10/2016 2:06:34 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gmail.com	
Date	Reason	Note	Created By	
				First Previous 1 Next Last

Adding a Contact Attempt

The coalition user must click the **Contact Attempts** button to add a Provider Notification.

Then, click the **+Add Provider Notification** button.

Provider Notifications For Jim's House Of Learning 2						Return to review
Show 10 entries						+ Add Provider Notification
Date	Created By	Subject	Method(s)	Outcome	Note	
No data available in table						
Date	Created By	Subject	Method(s)	Outcome	Note	
						First Previous Next Last

The coalition user will complete the Date and Subject fields, select which Method(s) of Contact were used, and complete the Note and Outcome fields. Click the **Save** button to add the notification.

NOTE: A contact attempt does not create a provider note.

✎ Add Jim's House of Learning 2 Notification ×

Date

Subject

Method(s) of Contact

Phone 📞 Letter ✉️ Email 📧

Note

Outcome

Click the **Return to review** button to go back to the Administrative Review page.

Provider Notifications For Jim's House Of Learning 2						Return to review
Show 10 entries						+ Add Provider Notification
Date	Created By	Subject	Method(s)	Outcome	Note	
No data available in table						
Date	Created By	Subject	Method(s)	Outcome	Note	First Previous Next Last

Adding an Inspection

The coalition user must click the **Inspections** button to add a Provider Inspection.

Then, click the **+Add Provider Inspection** button.

Health And Welfare Inspections For Jim's House Of Learning 2						Return to review
Show 10 entries						+ Add Provider Inspection
Inspection Date	Passed	Inspection Date	Note	Verified By	Verified On	
No data available in table						
Inspection Date	Passed	Inspection Date	Note	Verified By	Verified On	First Previous Next Last

The coalition user will complete the Date field, select the inspection result, and complete the Note field. Click the **Save** button to add the inspection.

 Add Jim's House of Learning 2 Inspection ✕

Inspection Date Inspection Passed Inspection Verified

Note

Click the **Return to review** button to go back to the Administrative Review page.

Health And Welfare Inspections For Jim's House Of Learning 2 Return to review

Show entries + Add Provider Inspection

Inspection Date	Passed	Note	Verified By	Verified On
No data available in table				
Inspection Date	Passed	Note	Verified By	Verified On

Adding Administrative Information

The coalition user must click the **Administration** button to update administrative information. This feature is only available in Coalition Reviewing status.

 Profile Administration ✕

Coalition users will be able to add, remove, and update administrative notes/documentation specific to the current profile in review.

SUNBIZ Document Number (if applicable)

The coalition user will complete the SUNBIZ Document Number. Other editable information will be added in the future. Click the **Save** button to add the number.

Adding SR Paid Holidays

Once an SR contract is certified, the provider's paid holidays must be set up. On the Administrative Review menu, click the **SR Paid Holidays** button. The provider's SR Paid Holidays for the profile year displays.

SR Paid Holidays For Growing Up Strong Return to review

Program Year: 2018 CountyName: KREPS ISLAND Maximum number of dates: Twelve

+ Add Paid Holiday

#	Date	Name	Update	Remove
1	7/4/2018	4TH OF JULY		
2	9/3/2018	LABOR DAY		
3	11/22/2018	THANKSGIVING DAY		
4	11/23/2018	DAY AFTER THANKSGIVING		
5	12/25/2018	CHRISTMAS	Update	Remove
6	1/1/2019	NEW YEARS DAY	Update	Remove
7	1/14/2019	MLK	Update	Remove

The page may pre-populate with days if they are available from the online SR contract or Coalition SR Holiday Schedule (established on the Admin> Calendar Management> SR Holiday Schedule page). While this information may be pre-populated for convenience, the remaining steps should be followed to ensure the correct paid holidays are recorded.

To add a new paid holiday, click the **Add Paid Holiday** button.

SR Paid Holidays

Holiday Date

Holiday Name

[Save](#) [Cancel](#)

Enter the Holiday Date and Holiday Name. Then, click the **Save** button.

SR Paid Holidays For Growing Up Strong Return to review

Program Year: 2018 CountyName: KREPS ISLAND Maximum number of dates: Twelve

+ Add Paid Holiday

#	Date	Name	Update	Remove
1	7/4/2018	4TH OF JULY		
2	9/3/2018	LABOR DAY		
3	11/22/2018	THANKSGIVING DAY		
4	11/23/2018	DAY AFTER THANKSGIVING		
5	12/25/2018	CHRISTMAS	Update	Remove
6	1/1/2019	NEW YEARS DAY	Update	Remove
7	1/14/2019	MLK	Update	Remove
8	5/27/2019	Memorial Day	Update	Remove

Days that have occurred in the past cannot be updated or removed. To update a paid holiday, click the **Update** button. The saved holiday displays and may be edited. When complete, click **Save**.

SR Paid Holidays

Holiday Date: 01/21/2019

Holiday Name: Martin Luther King Jr. Day

Save Cancel

The holiday information reflects the updated information.

SR Paid Holidays For Growing Up Strong Return to review

Program Year: 2018 CountyName: KREPS ISLAND Maximum number of dates: Twelve

[+ Add Paid Holiday](#)

#	Date	Name	Update	Remove
1	7/4/2018	4TH OF JULY		
2	9/3/2018	LABOR DAY		
3	9/19/2018	Fall Holiday		
4	11/22/2018	THANKSGIVING DAY		
5	11/23/2018	DAY AFTER THANKSGIVING		
6	12/25/2018	CHRISTMAS	Update	Remove
7	1/1/2019	NEW YEARS DAY	Update	Remove
8	1/21/2019	Martin Luther King Jr. Day	Update	Remove
9	5/27/2019	Memorial Day	Update	Remove

To remove a paid holiday, click the **Remove** button. The holiday information is removed from the list.

Adding SR Reimbursement Rates

Once an SR contract is certified, the provider's reimbursement rates must be set up. On the Administrative Review menu, click the **SR Reimbursement Rates** button. The provider's SR Reimbursement Rate plan(s) display.

To establish a new rate plan, click on the **Add Reimbursement Rates** button.

SR Reimbursement Rates For Rand's House Return to review

[+ Add Reimbursement Rates](#)

No data available to display

The rate plan settings page appears. Enter the **Reimbursement Start Date** and **Reimbursement End Date**. Click **Save**.

NOTE: If multiple rate plans are needed to address a rate change, continue to set up the first rate plan for the original start and end dates. Then, additional rate plans can be created as shown in *Amending SR Reimbursement Rates (by adding another rate plan)*.

Add Provider Reimbursement Rate

Coalition: ELC of TALLAHASSEE

Provider: rand's house

County: KREPS ISLAND

Reimbursement Provider Type: Center

Reimbursement Start Date: 09/01/2018

Reimbursement End Date: 06/30/2019

< Cancel Save >

The provider's reimbursement rate plan page appears. Rate plans cannot overlap. If a rate plan is entered that overlaps, then a validation message displays. Clicking the **Yes** button will change the rate plan to prevent overlapping dates. Clicking the **No** button will discard the rate plan change.

Warning: Reimbursement Rate Plan

This request impacts existing rate plan(s). The existing start/end dates must be changed to avoid overlapping days.
07/01/2019 to 07/01/2020

Do you wish to continue?

Yes No

Click **Reimbursement Rates**.

SR Reimbursement Rates For Rand's House

Return to review

+ Add Reimbursement Rates

Coalition	County	Reimbursement Start Date	Reimbursement End Date	
ELC of TALLAHASSEE	KREPS ISLAND	9/1/2018	6/30/2019	Settings Reimbursement Rates

The provider's rates for the rate plan appears.

2019-2020 Reimbursement Rate Plans

A note displays at the top of the Rate Plan – “* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.” Any rates marked by a *, show the provider is near the upper limit (Column F) with the differential, and the amount shown is what the provider will reimbursed.

NOTE: The rate plans for 2019-2020 allow the provider to exceed the private pay rate. For 2019-2020, the Provider cannot exceed Column F – 20% above the private pay rate.

SR Reimbursement Rates - 8469 --

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2019

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

Edit Provider Rates Edit Differential Rates

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$22.00	\$21.00	\$21.00	\$3.15	\$24.15	\$26.40	\$1.47	*\$0.78	*\$26.40	\$10.00	*\$1.05
TOD	12 <24 Months	\$23.00	\$20.00	\$20.00	\$3.00	\$23.00	\$27.60	\$1.40	\$2.60	\$27.00	\$11.00	*\$1.00
2YR	24 <36 Months	\$24.00	\$19.50	\$19.50	\$2.93	\$22.43	\$28.80	\$1.37	\$2.54	\$26.34	\$12.00	\$0.98
PR3	36 <48 Months	\$25.00	\$19.00	\$19.00	\$2.85	\$21.85	\$30.00	\$1.33	\$2.47	\$25.65	\$13.00	\$0.95
PR4	48 <60 Months	\$26.00	\$19.00	\$19.00	\$2.85	\$21.85	\$31.20	\$1.33	\$2.47	\$25.65	\$14.00	\$0.95
PR5	60 <72 Months	\$27.00	\$19.00	\$19.00	\$2.85	\$21.85	\$32.40	\$1.33	\$2.47	\$25.65	\$15.00	\$0.95
SCH	In School	\$15.00	\$10.00	\$10.00	\$1.50	\$11.50	\$18.00	\$0.00	\$1.30	\$12.80	\$0.00	\$0.00
SPCR	Special Needs	\$20.70	\$21.00	\$20.70	\$0.00	\$20.70	\$24.84	\$1.45	*\$2.69	*\$24.84	\$0.00	*\$1.04

- Column A = displays amounts from the provider's contract for private pay rates (captured at the time of contract initiation from the provider's profile).
- Column B = displays amounts from the Coalition's SR Plan Rates (established on the Admin Functions> Rates Management> SR Plan Rates page).
- Column C = displays the approved provider reimbursement rate without Gold Seal (the lower of column A or B).
- Column D = displays the Gold Seal differential (column C x the percentage established on the Admin Functions> Rates Management> SR Plan Rates page).
- Column E = displays the approved provider reimbursement rate with Gold Seal (column C + D; amount cannot exceed column F; Gold Seal participation is established on the Edit Differentials tab).
- Column F = displays the provider's private pay rate upper limit (column A x 20%)
- Column G = displays the QPI differential rate (column C x tier percentage; QPI participation is established on the Edit Differentials tab).
- Column H = displays the Local QI differential rate (column C x tier percentage; QI participation is established on the Edit Differentials tab).
- Column I = displays the total payment to provider (column E + G + H; cannot exceed column F).
- Column J = displays the total contracted slot differential rate available to selected children (Contracted Slots participation is established on the Edit Differentials tab).

- Column K = child assessment differential rate (column C x tier percentage; child assessment participation is established on the Edit Differentials tab).

Hovering over a rate marked with a *, displays the calculated amount prior to reaching the upper limit (Column F). The rate shown with a *, is the amount the provider will be reimbursed.

SR Reimbursement Rates - 8469 - -

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2019

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

[Edit Provider Rates](#) [Edit Differential Rates](#)

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$22.00	\$21.00	\$21.00	\$3.15	\$24.15	\$26.40	\$1.47	\$2.73	\$26.40	\$10.00	* \$1.05
TOD	12 <24 Months	\$23.00	\$20.00	\$20.00	\$3.00	\$23.00	\$27.60	\$1.40	\$2.60	\$27.00	\$11.00	* \$1.00

While some information may be pre-populated for convenience, the remaining steps should be followed to ensure the correct provider reimbursement rates are recorded.

Edit Provider Rate

Click the **Edit Provider Rates** button. The private pay rates page displays. Review and/or enter the provider's private pay rates (column A) for the established rate plan date range and click **Save**.

NOTE: Rates may be edited on or before the rate plan start date, after which they cannot be edited unless payment has not been issued yet. At that point, a new rate plan must be created.

Provider's Private Pay Rates randi's house

Care Code	Description	FT	PT	PTBA
INF	<12 Months	\$ 0.00	\$ 0.00	\$
TOD	12 <24 Months	\$ 0.00	\$ 0.00	\$
2YR	24 <36 Months	\$ 0.00	\$ 0.00	\$
PR3	36 <48 Months	\$ 0.00	\$ 0.00	\$
PR4	48 <60 Months	\$ 0.00	\$ 0.00	\$ 0.00
PR5	60 <72 Months	\$ 0.00	\$ 0.00	\$ 0.00
SCH	In School	\$ 0.00	\$ 0.00	\$ 0.00
SPCR	Special Needs	\$ 0.00	\$ 0.00	\$ 0.00

[Cancel](#) [Save](#)

Edit Differentials

Next, click the **Edit Differential Rates** button.

SR Reimbursement Rates - 8469 - -

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2019

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

[Edit Provider Rates](#) [Edit Differential Rates](#)

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C × percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C × tier percentage)	H Local QI Level Differential Rate (Column C × tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C × tier percentage)
INF	<12 Months	\$22.00	\$21.00	\$21.00	\$3.15	\$24.15	\$26.40	\$1.47	\$2.73	\$26.40	\$10.00	\$1.05
TOD	12 <24 Months	\$23.00	\$20.00	\$20.00	\$3.00	\$23.00	\$27.60	\$1.40	\$2.60	\$27.00	\$11.00	\$1.00

The differential rates page displays. Review and/or edit the differential rate settings (columns E, G, H, I, and K) for the established rate plan date range and click **Save**. Differential rates are turned on by selecting the **Yes** radio button and the tier level.

NOTE: The Effective Date and End Date match the established rate plan and cannot be changed. If a differential applies to a length of time other than the established rate plan, an additional plan must be created. See *Amending SR Reimbursement Rates (by adding another rate plan)*. Providers participating in contracted slots require the total number of slots to be selected and rate amounts entered. (Children receiving a contracted slot must be identified within the SR Program> SR Provider Enrollment> Enrolled work queue.) See *Contracted Slots*.

Provider's Differential Rates

Yes No

Gold Seal Designation Effective Date 01/01/2019 End Date 06/30/2019

Performance Funding Project Effective Date 01/01/2019 End Date 06/30/2019

PFP Child Assessment Effective Date 01/01/2019 End Date 06/30/2019

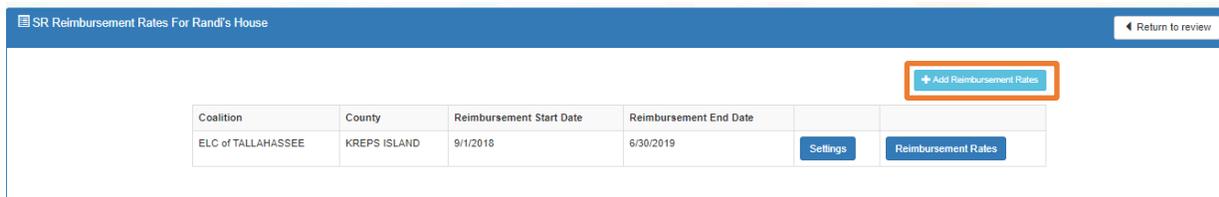
Quality Improvement Effective Date 01/01/2019 End Date 06/30/2019

Contracted Slots Effective Date 01/01/2019 End Date 06/30/2019

Cancel [Save](#)

Amending SR Reimbursement Rates (by adding another rate plan)

Open the provider's admin page from their profile. Click the **SR Reimbursement Rates** button. The provider's reimbursement rate plan page appears. Click on the **Add Reimbursement Rates** button.

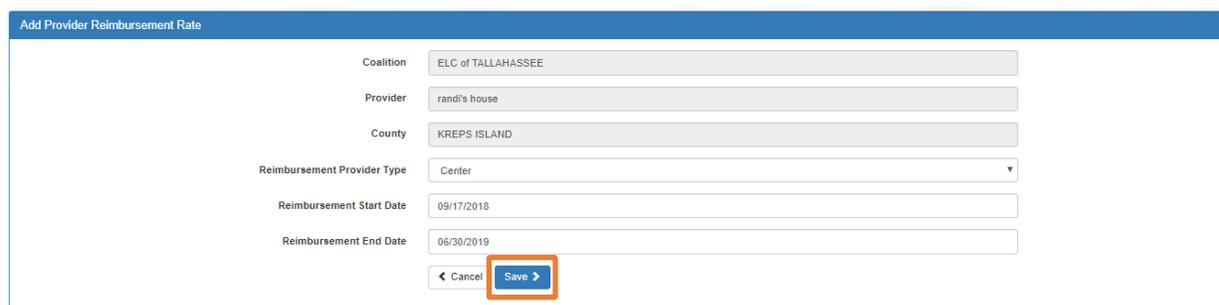


SR Reimbursement Rates For Randi's House Return to review

[+ Add Reimbursement Rates](#)

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of TALLAHASSEE	KREPS ISLAND	9/1/2018	6/30/2019	Settings	Reimbursement Rates

The rate plan settings page appears. Enter the first day that the new rate plan is effective for the Reimbursement Start Date, then Enter the Reimbursement End Date and click **Save**.



Add Provider Reimbursement Rate

Coalition: ELC of TALLAHASSEE

Provider: randi's house

County: KREPS ISLAND

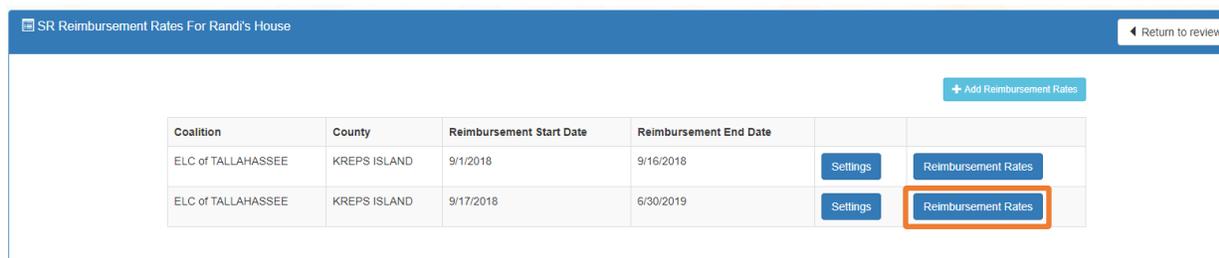
Reimbursement Provider Type: Center

Reimbursement Start Date: 09/17/2018

Reimbursement End Date: 06/30/2019

[Cancel](#) [Save](#)

Now, a new rate plan appears. The existing rate plan's Reimbursement End Date is changed by the system to end a day prior to the new rate plan's Reimbursement Start Date. Click on the **Reimbursement Rates** button for the new rate plan and proceed to review/modify the **Provider Rates** and **Differential Rates** accordingly.



SR Reimbursement Rates For Randi's House Return to review

[+ Add Reimbursement Rates](#)

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of TALLAHASSEE	KREPS ISLAND	9/1/2018	9/16/2018	Settings	Reimbursement Rates
ELC of TALLAHASSEE	KREPS ISLAND	9/17/2018	6/30/2019	Settings	Reimbursement Rates

Contracted Slots

Setting Up a Provider with Contracted Slots

Using the provider's SR Reimbursement rates from their profile (Private Pay Rates tab, bottom section), click the **Edit Differentials** button. Turn on the Contracted Slots differential rates by selecting the **Yes** radio button, then click **Save**.

Providers participating in contracted slots require the total number of slots to be filled in and rate amounts entered for each level of care.

Provider's Differential Rates **FIRST STEPS IN LEARNING INC.**

Yes No

Gold Seal Designation Effective Date 09/01/2019 End Date 06/30/2020

Quality Performance Incentive (QPI) 4% Effective Date 09/01/2019 End Date 06/30/2020

Child Assessment Effective Date 09/01/2019 End Date 06/30/2020

Local Quality Improvement (QI) Effective Date 09/01/2019 End Date 06/30/2020

Contracted Slots Effective Date 09/01/2019 End Date 06/30/2020

Care Level	INF	TOD	2YR	PR3	PR4	PR5
Enter Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Cancel Save

Enrolling a Child in a Contracted Slot

The child has to have an active SR enrollment with the provider. If the enrollment has been terminated, the child will not be able to be enrolled in a contracted slot.

The children receiving a contracted slot must be identified within the SR Program > SR Provider Enrollment > Enrolled work queue. Search by provider name. The number of contracted slots the provider has is displayed.

Provider Search Results

Provider Name	Provider ID	Has Contracted Slots	Total Contracted Slots
HAMPSHIRE ACADEMY, INC	348	No	0

Providers that do not have contracted slots will not have the checkboxes to select a child for contracted slots enrollments.

Enrollments Results for HAMPSHIRE ACADEMY, INC - 348

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG8	06/13/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG8	06/12/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG1	06/20/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG8	07/27/2018	
Enrolled	[REDACTED]	7 yrs	FT	SCH	BG3R	08/07/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG1	09/10/2018	
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG1	09/10/2018	
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/26/2018	

Providers that have contracted slots will have checkboxes to select a child for contracted slots enrollments, and the number of available contracted slots is displayed.

Provider Search Results

Provider Name	Provider ID	Has Contracted Slots	Total Contracted Slots
FIRST STEPS IN LEARNING INC.	719	Yes	10

Enrollments Results for FIRST STEPS IN LEARNING INC. - 719

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date	Is Contracted Slot	Contracted Slot Start Date	Contracted Slot End Date
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	07/18/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/21/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	7 yrs	PT	SCH	BG8	10/11/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	1 yr	FT	TOO	BG8	10/26/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	11/06/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	0 yr	FT	INF	BG8	11/06/2018		<input type="checkbox"/>		

The child's name, age, unit of care, level of care, billing group and enrollment dates are displayed.

Click on a contracted slots checkbox. A pop-up displays to enter the contracted slots enrollment dates.

Add Child to Contracted Slot

You have chosen to add this child to the contracted slot.

Contracted Slot Start Date *

mm/dd/yyyy

Contracted Slot End Date *

mm/dd/yyyy

Save Cancel

By checking the contracted slots checkbox, the Start and End date fields become required. The contracted slots dates do not have to coincide with the child exact enrollment dates, but the contracted slot start date cannot be prior to the SR enrollment Start Date. The Contracted Slot End date cannot be more than 60 days after the SR enrollment End Date. The contracted slots dates have to be within the provider's contracted slot agreement effective dates.

The provider is not allowed to select more than the amount of slots they have are contracted to have. If the provider has 10 slots in their contract, the coalition user can only fill 10 slots. Each time a slot is filled, the available slots decrease.

Enrollments Results for FIRST STEPS IN LEARNING INC. - 719 10 Contracted Slots - 9 Available

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date	Is Contracted Slot	Contracted Slot Start Date	Contracted Slot End Date
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	07/18/2018		<input checked="" type="checkbox"/>	07/18/2018	06/30/2019
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/21/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	7 yrs	PT	SCH	BG8	10/11/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	1 yr	FT	TOD	BG8	10/26/2018		<input type="checkbox"/>		

The termination date for the Contracted Slots enrollment can be postponed for up to 60 consecutive calendar days if a child ages out when school starts, leaves the program, or has a schedule change that is no longer Full-Time (FT).

Clicking a checked contracted checkbox displays the Update or End question.

Update or End Contracted Slots

Do you want to update or end contracted slots?

Update End Cancel

Selecting **End** will populate the current date, then click **Save**.

Selecting **Update** will require a new end date. The end date cannot be greater than 60 days after the SR enrollment end date. The new end date must be within the current billing period and cannot be in a previous month.

The provider will not see any indication of contracted slots enrollment on their enrollment and attendance roster.

The coalition will see the child's contracted slot enrollment and rate in the provider's Closed Attendance, Reimbursement Record.

Reimbursement Record for May Schools

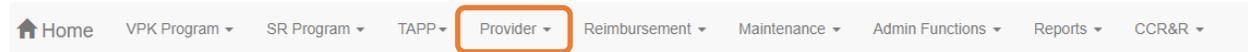
Fundr Type: SR Payment Period: Feb-2019 Service Period: 07/01/2018 to 03/31/2019
 Status: Closed Attendance Provider Type: Family Child Care Home Provider ID: 8457
 Vendor Number: 18457 Provider Name: May Schools Phone: (248) 324-2342
 Site Address: 123 GAK ST TALLAHASSEE, FL 32301 County: Gadsden

Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Self Amount	PPP Amount	PPP CA Amount	Q Amount	CS Amount	Status	Action
1. [REDACTED]	12/12/2016	BGP	APP	TOD	FT	79	\$0.05	\$0.03	\$0.35	\$11.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contracted	Adjust
TOD TOTALS									\$0.35	\$11.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
2. [REDACTED]	12/12/2015	CF	SN	2YR	FT	6	\$0.09	\$0.00	\$0.54	\$0.00	\$0.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contracted	Adjust
3. [REDACTED]	12/12/2015	CF	SN	2YR	FFFT	3	\$0.18	\$0.00	\$0.54	\$0.00	\$0.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contracted	Adjust
2YR TOTALS									\$1.08	\$0.00	\$1.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Totals									\$2.83	\$11.97	\$1.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

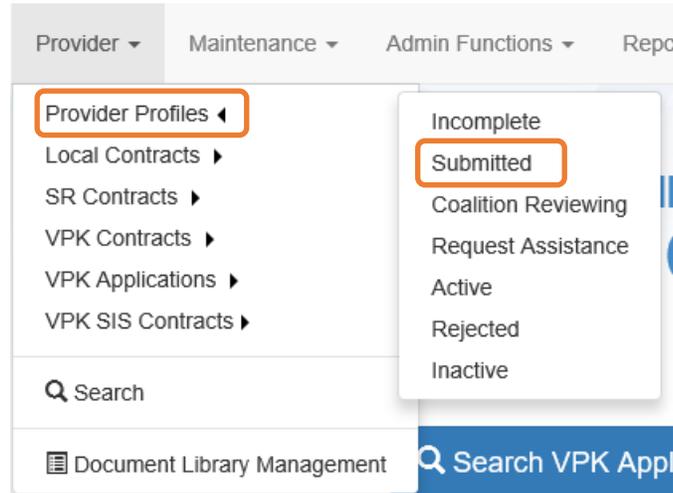
Continue

Processing a Provider Portal Profile

From the Home screen, the coalition user will click the **Provider** menu.



Then, the coalition user will click the Provider Profiles and select **Submitted** work queue to review a list of all submitted profile requests. Coalition staff may click the provider ID link to open a profile.



Request Assistance

Providers may request assistance from coalitions by using the Request Assistance feature. When selected by the provider, requests appear in the **Request Assistance** work queue. Coalition staff may click the provider ID link to open a profile. Once a profile is open, coalition staff may review the Provider Notes to locate information regarding the reason for the request.



Next, coalition staff may select the **Cancel Assist** button or **Assist Provider** button.



The **Cancel Assist** button will cancel the request and the provider will again be able to edit the profile. The profile status returns to its prior status.

The **Assist Provider** button places the profile in a status that allows coalition users to edit the profile. After clicking the **Assist Provider** button, the profile status will change to **Assistance Accepted**.

Florida ChildCare Center A Profile 2018 - 2019 Program Year Current Status: Assistance Accepted

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Assistance Complete

Once the coalition user has finished editing the provider profile, click the **Assistance Complete** button.

Florida ChildCare Center A Profile 2018 - 2019 Program Year Current Status: Assistance Accepted

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Assistance Complete

Then, the coalition user will fill in the Comments section of the **Assistance Request Completed** pop-up and click **Submit**.

Assistance Request Completed ✕

If the assistance request has been completed, please add your comments to the provider and click the "Submit" button to give control back to the provider.

Comments Send message

If a provider needs help uploading a document, and the coalition has an electronic copy of the document, the provider may use the Need Assistance function to allow the coalition to upload the document.

Provider Notes will be generated to reflect the acceptance of the assistance request and the comment included after completing the assistance.

Provider Notes For Jim's House Of Learning 2

Show 10 entries

Date	Reason	Note	Created By
12/7/2016 4:11:31 PM	ASCMP	Provider assistance completed. I just sent you an email about the correct edition of your curriculum. Message sent to Provider.	ledbetter.kiwanis@gmail
12/7/2016 4:06:08 PM	ASACPT	Profile assistance request has been accepted and is under review.	ledbetter.kiwanis@gmail
12/7/2016 2:35:28 PM	ASREQ	Provider has requested Profile Assistance on the [Provider Curriculum] section. I have a question about the edition year of my curriculum. by oeldemonstration+3@gmail.com.	oeldemonstration+3@gr
10/10/2016 2:53:16 PM	PSC	Profile status changed to Active.	jim.ledbetter@oel.myflor
10/10/2016 2:52:18 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gr
10/10/2016 2:48:58 PM	PSC	Profile status changed to Rejected. Please provide additional documentation for your W-9.	jim.ledbetter@oel.myflor
10/10/2016 2:43:18 PM	PSC	Profile status changed to Coalition Reviewing.	jim.ledbetter@oel.myflor
10/10/2016 2:06:34 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gr
Date	Reason	Note	Created By

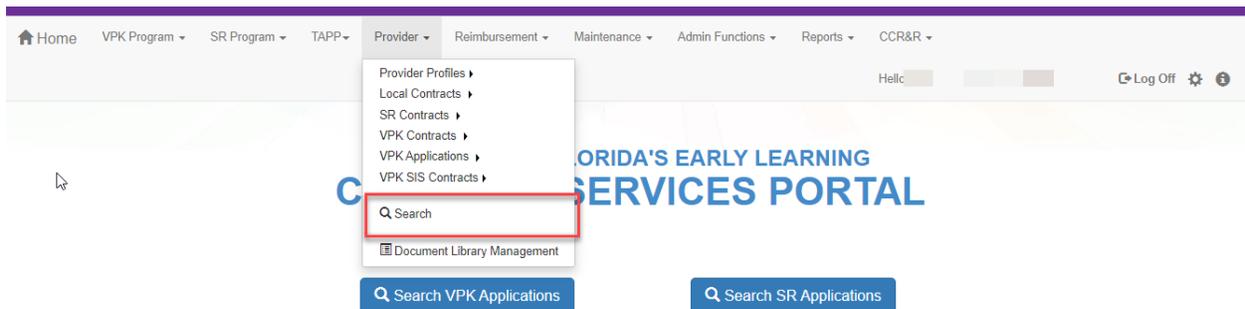
The provider profile will now return to the previous status, and the provider will again be able to edit the profile. However, if changes were made by the coalition, the provider profile will become Incomplete. The provider user may review the changes, sign and certify, and submit to the coalition.

Assist Provider

In addition to the Request Assistance feature available to providers, coalition users can also help providers through the Assist Provider feature. This feature allows coalition users to put a provider profile in Assistance Accepted status and make edits to the profile without the provider having to submit a request for assistance. The initial profile status has a role in the steps required for editing and the resulting status. For example, if the initial provider profile status is Active*, when the assistance is completed, the profile status becomes Incomplete in order for the provider to review and approve the changes. Other initial statuses are maintained when the assistance is completed (i.e. Incomplete stays Incomplete after assistance is completed). Editing is not available for Imported or Inactive profile statuses. Additionally, if the initial provider profile status is Submitted**, the status must first be changed to Coalition Reviewing in order for editing to occur. See the chart below:

Initial Profile Status	Editing Available	Coalition Reviewing Necessary	Resulting Status
Incomplete	Yes	No	Incomplete
Submitted**	No	Yes	Submitted
Coalition Reviewing	Yes	No	Coalition Reviewing
Request Assistance	Yes	No	Varies
Active*	Yes	No	Incomplete
Rejected	No	No	Rejected
Inactive, Imported	No	N/A	N/A

Go to Provider > Search.



Enter the provider ID, Click **Search**.

The screenshot shows the 'Provider Search' form. The following fields are highlighted with red boxes: 'Doing Business As', 'Provider ID' (containing '1946'), and the 'Search' button.

Identify the Program Year / Profile Status that needs assistance. Then click the Profile ID.

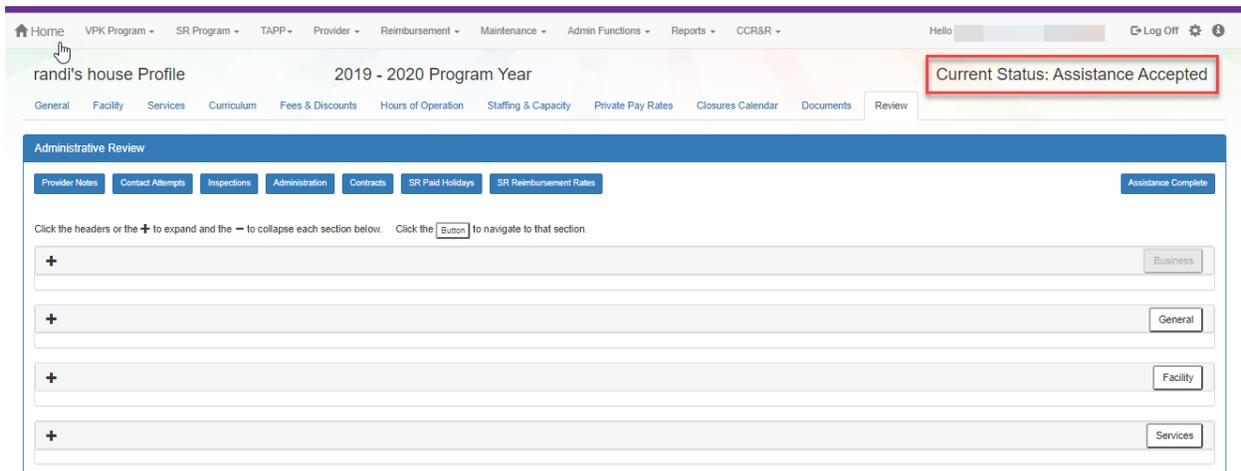
The screenshot shows the 'Provider Search Results' table. Two rows are highlighted with red boxes:

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal Id	Principal Name	Street Address	Address Line2	City	ZIP	County	Requested Co
19461	83782	exempt	2019 - 2020	Incomplete		randi's house	dave	3453453	14908	jamie's house	123 OAK ST		TALLAHASSEE	32301	KREPS ISLAND	SR
19461	60999	exempt	2018 - 2019	Active	07/01/2018	randi's house	dave	3453453	14908	jamie's house	123 OAK ST		TALLAHASSEE	32301	KREPS ISLAND	SR

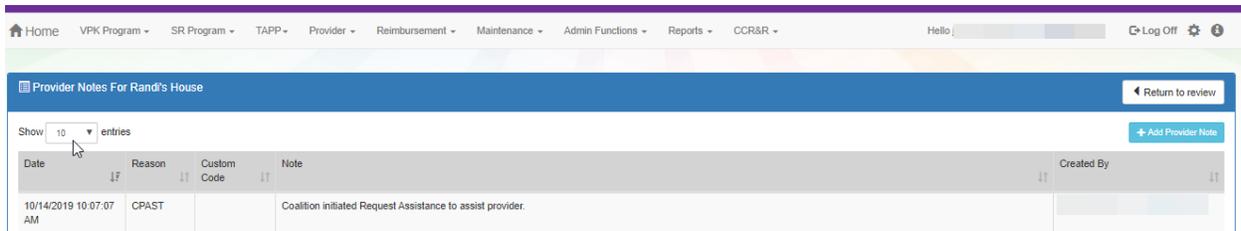
Click the **Assist Provider** button

The screenshot shows the 'randi's house Profile' page. The '2019 - 2020 Program Year' and 'Current Status: Incomplete' are highlighted in red boxes. The 'Assist Provider' button is also highlighted in red with a red arrow pointing to it.

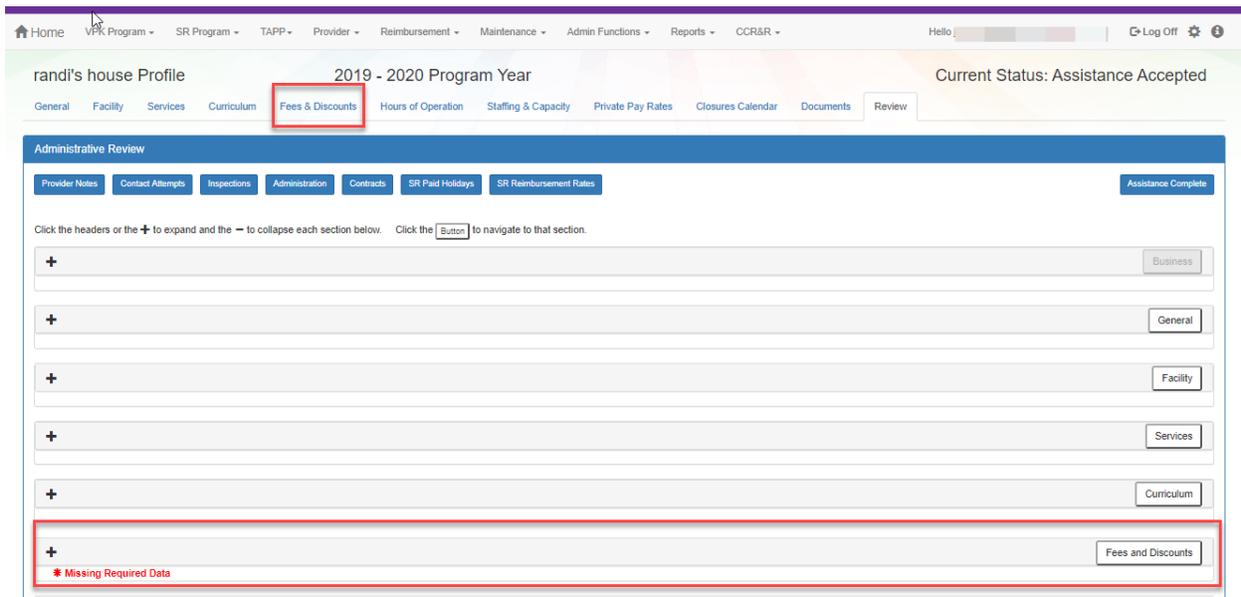
The current status on the provider profile changes to Assistance Accepted. The provider’s Business tab is not accessible. Access to this information will be available for editing with a future release. All other tabs on the provider profile are accessible and the fields are editable with the exception of some fields on the Facility tab.



A provider note is added: “Coalition initiated Request Assistance to assist provider”



Make any necessary edits to the profile.



Home VPK Program - SR Program - TAPP - Provider - Reimbursement - Maintenance - Admin Functions - Reports - CCR&R - Hello Log Off

randi's house Profile 2019 - 2020 Program Year Current Status: Assistance Accepted

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Fees and Discounts

1. Fees in Addition to Weekly Rates

Description	Amount	Frequency	Per Child / Per Family
Annual*	\$		
Application/Registration*	\$		
Diapers*	\$		
Early Drop Off*	\$		
Extended Stay*	\$		
Insurance*	\$		
Late Payment*	\$		
Late Pick-Up*	\$		
Meals/Snacks*	\$		
Returned Check*	\$		
School Age*	\$		
Supplies/Materials*	\$		
Waiting List Registration*	\$		

2. Family Discounts Offered (select all that apply)

None

3. Other Family Discounts

Save Back to Review Page

Save all changes and return to the Review screen.

Home VPK Program - SR Program - TAPP - Provider - Reimbursement - Maintenance - Admin Functions - Reports - CCR&R - Hello Log Off

randi's house Profile 2019 - 2020 Program Year Current Status: Assistance Accepted

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Fees and Discounts

1. Fees in Addition to Weekly Rates

Description	Amount	Frequency	Per Child / Per Family
Annual*	\$ 10	Annual	Per Family
Application/Registration*	\$ 0		
Diapers*	\$ 0		
Early Drop Off*	\$ 0		
Extended Stay*	\$ 0		
Insurance*	\$ 0		
Late Payment*	\$ 0		
Late Pick-Up*	\$ 0		
Meals/Snacks*	\$ 0		
Returned Check*	\$ 0		
School Age*	\$ 0		
Supplies/Materials*	\$ 0		
Waiting List Registration*	\$ 0		

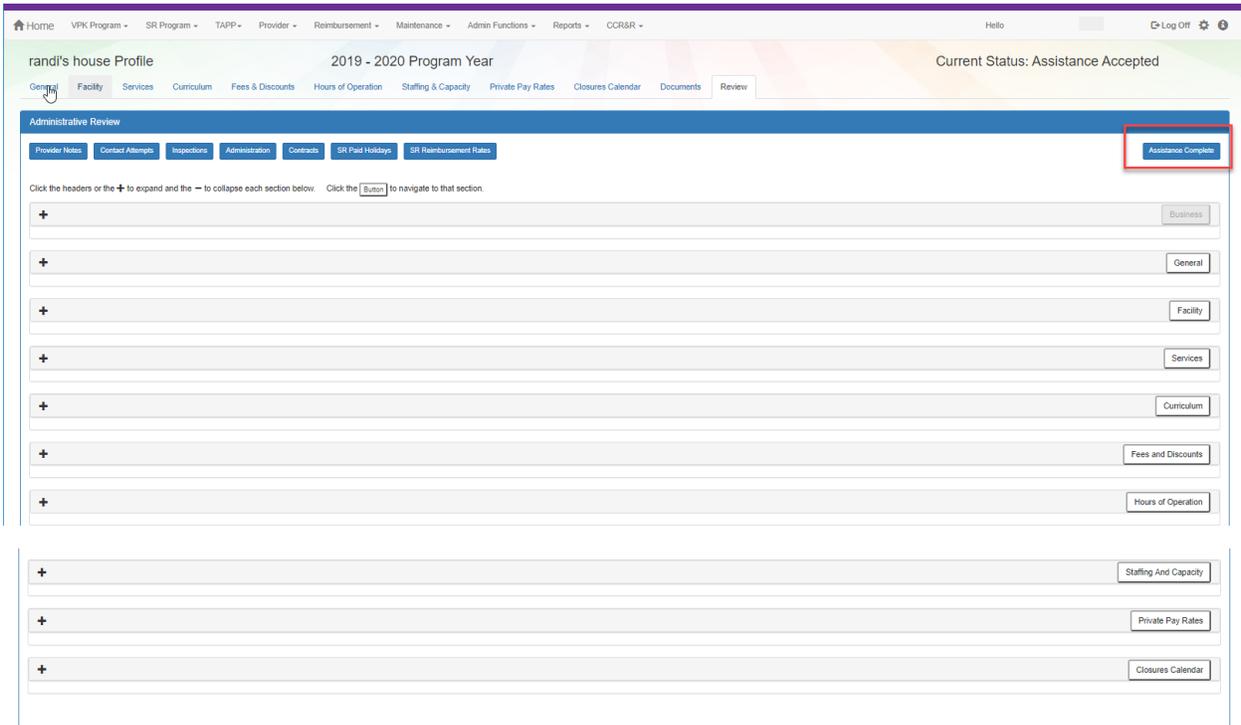
2. Family Discounts Offered (select all that apply)

None

3. Other Family Discounts

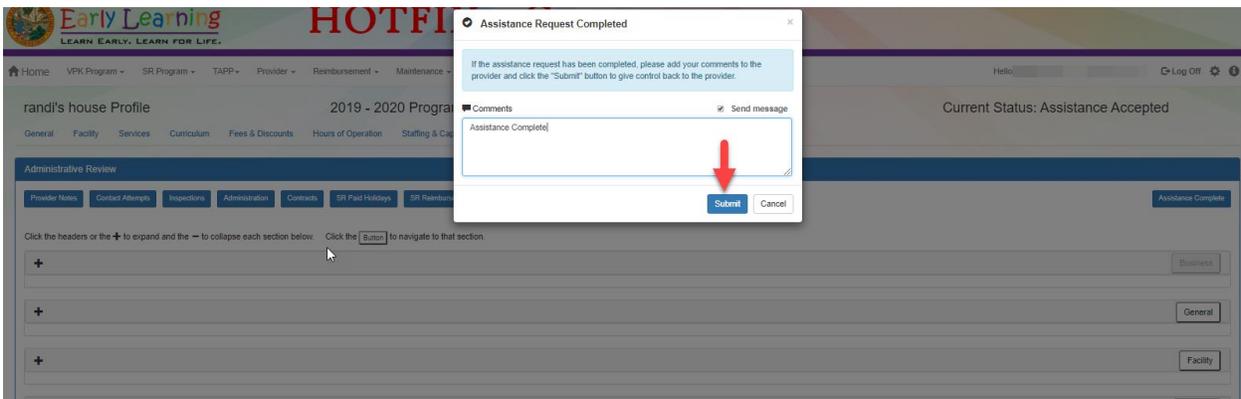
Save Back to Review Page

Click the **Assistance Complete** button.



A pop-up displays. Write a comment in the comment box and click **Submit**.

NOTE: *Send message* is checked by default. When *Send message* is checked, a message is sent to the provider and a provider note is written; when it is un-selected, only a provider note is written.



The current status changes back to Incomplete.

The screenshot shows the 'randi's house Profile' page for the '2019 - 2020 Program Year'. The 'Current Status: Incomplete' is highlighted in a red box. The page includes a navigation menu with options like 'General', 'Facility', 'Services', 'Curriculum', 'Fees & Discounts', 'Hours of Operation', 'Staffing & Capacity', 'Private Pay Rates', 'Closures Calendar', 'Documents', and 'Review'. Below the navigation is an 'Administrative Review' section with tabs for 'Provider Notes', 'Contact Attempts', 'Inspections', 'Administration', 'Contracts', 'SR Paid Holidays', and 'SR Reimbursement Rates'. There are also buttons for 'Assist Provider' and 'Change Profile Status'. A list of expandable sections is shown with '+' icons and labels: Business, General, Facility, Services, Curriculum, and Fees and Discounts.

A provider note is added: "Provider assistance completed. Message sent to provider." The provider note will also include any comments entered.

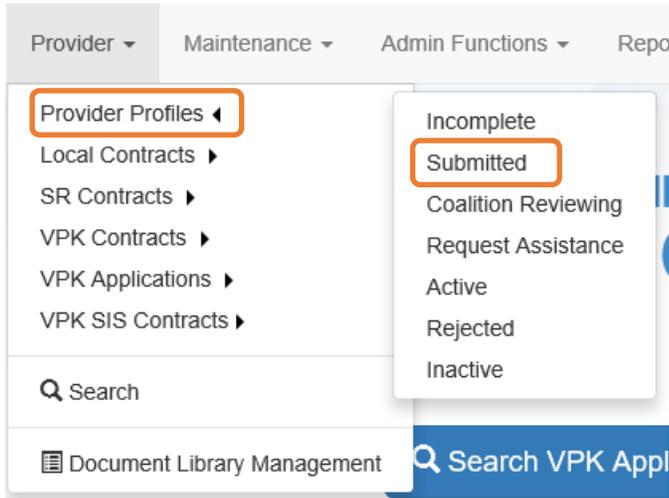
The screenshot shows the 'Provider Notes For Randi's House' page. It includes a 'Return to review' button and a 'Show 10 entries' dropdown. Below is a table with the following data:

Date	Reason	Custom Code	Note	Created By
10/14/2019 11:32:56 AM	ASCMP		Provider assistance completed. Assistance Complete Message sent to Provider.	jmcgheetest+PROD03@gmail.com

There is also an '+ Add Provider Note' button.

Coalition Reviewing Status

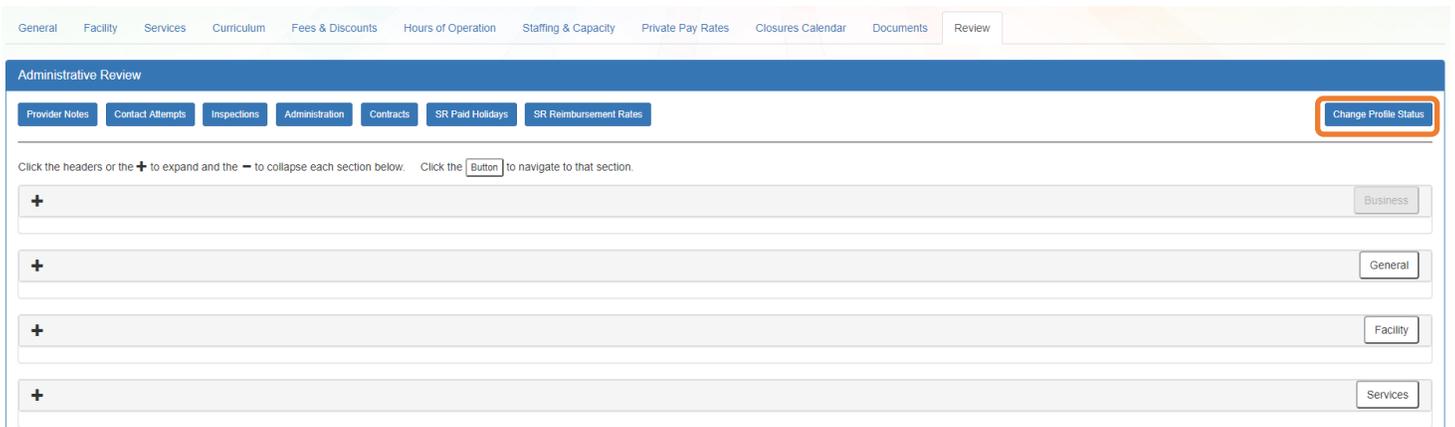
To process a provider profile, the coalition user will select the **Submitted** work queue.



Then, the coalition user will click the **Provider ID** link of the record assigned to review.

Provider ID	Program Year	Business Name	Contact Name	Contact Number	Status	Submitted Date	Last Modified By	Last Modified Date
7546	2017 - 2018	OEL	AB	(850) 717-8599	Submitted	10/27/2016	abarber548@yahoo.com	10/27/2016

The Administrative Review page will display. Click the **Change Profile Status** button to change the profile status to **Coalition Reviewing**.



Then, click the **Save** button to continue.

Provider Profile: Change Status Submitted

Profile Status: *

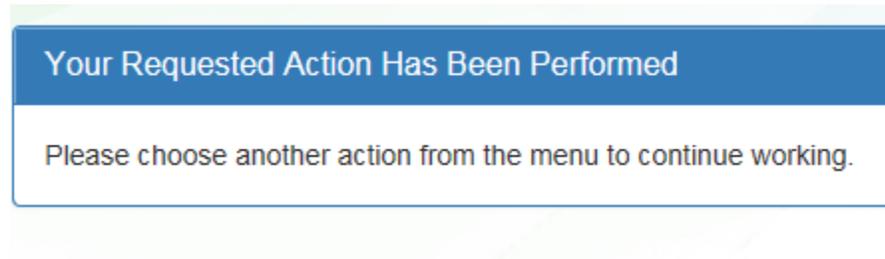
Active
CoalitionReviewing
Inactive
Rejected

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Once the status is changed to **Coalition Reviewing**, the following page will display:



To begin the review process, the coalition user will go back to the Provider Profiles Quick Access Dropdown Queue, select **Coalition Reviewing**, and find the profile that was set to **Coalition Reviewing**.

After coalition review, the profile can be changed to **Rejected**, **Inactive**, or **Active** status. If the profile does not have the information needed to determine if the provider is eligible for funding, the profile should be **Rejected**. If the provider is no longer providing School Readiness or Voluntary Prekindergarten services, the profile should be set to **Inactive**. If the coalition determines the provider is eligible to receive funding, the profile should be set to **Active**.

Rejected Status

To reject a profile, the coalition user must click the **Change Profile Status** button.

Once on the Change Profile Status page, select **Rejected** in the Profile Status dropdown menu.

Enter the reason for the rejection in the comments section; the comment will be included in the automated email sent to the Provider Portal user from **DONOTREPLY@oel.myflorida.com**. After entering all required fields, click **Save** to proceed.

Provider Profile: Change Status Coalition Reviewing

Profile Status: *
Rejected

Status Date:
10/10/2016

Comments: *
Please provide additional documentation for your W-9.

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Hello Jim Ledbetter,

The provider profile you submitted for Jim's House of Learning 2 was not approved for the following reason(s):

Please provide additional documentation for your W-9.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The status has been updated at the top of the review page.

Jim's House of Learning 2 Profile Current Status: Rejected

General Business Contact Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Play Rates Closures Calendar Documents Review

Once in **Rejected** status, the coalition user or coalition admin will not be able to edit the profile until the profile is resubmitted by the Provider Portal user.

Active Status

To activate a profile, the coalition user must click the **Change Profile Status** button.

Once on the Change Profile Status page, select **Active** in the Profile Status dropdown menu.

An automated email will be sent to the Provider Portal user from **DONOTREPLY@oel.myflorida.com**. After entering all required fields, click **Save** to proceed.

Provider Profile: Change Status Submitted

Profile Status: *
Active

Status Date:
10/10/2016

Sunbiz Document Number (if applicable):

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Hello Jim Ledbetter,

The provider profile you submitted for Jim's House of Learning 2 was approved. You may now log on to the Provider Portal with the user name and password at any time to update your information.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The status has been updated at the top of the review page.

Jim's House of Learning 2 Profile

General Business Contact Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Current Status: Active

Changing Profile Status

Once the coalition user is ready to update the status of a profile, click the **Change Profile Status** button.

The screenshot shows the 'Administrative Review' section of a web application. At the top, there is a navigation bar with tabs for 'General', 'Facility', 'Services', 'Curriculum', 'Fees & Discounts', 'Hours of Operation', 'Staffing & Capacity', 'Private Pay Rates', 'Closures Calendar', 'Documents', and 'Review'. Below this, a sub-navigation bar contains tabs for 'Provider Notes', 'Contact Attempts', 'Inspections', 'Administration', 'Contracts', 'SR Paid Holidays', and 'SR Reimbursement Rates'. The 'Change Profile Status' button is highlighted with an orange border in the top right corner. Below the navigation bars, there is a text instruction: 'Click the headers or the + to expand and the - to collapse each section below. Click the [Button] to navigate to that section.' There are four expandable sections, each with a '+' icon on the left and a button on the right labeled 'Business', 'General', 'Facility', and 'Services' respectively.

Once the new status is selected, the coalition user has the ability to add a comment and click the **Save** button.

The screenshot shows the 'Provider Profile: Change Status Active' form. At the top, there is a blue header bar with the text 'Provider Profile: Change Status Active'. Below the header, the 'Profile Status:' field is highlighted in blue and contains the following options: 'PendingUpdate', 'Inactive', and 'Rejected'. Below the status options, there is a date field containing '10/03/2016'. Below the date field, there is a 'Comments:' label followed by a large text area for entering comments. At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Save' on the right, which is highlighted with an orange border. A note at the bottom of the form reads: 'Note: In case of rejection this comment will be included in the Email Notification to the provider'.

Provider Profile Edits

After a provider profile has been set to Active status, if the provider makes a change and re-submits the profile, a notification will appear on the Administrative Review page to notify the coalition user that a change has been made to a profile section.



To see what specific answer has changed, expand the section that has the red flag and another red flag will show what answer has changed.

Administrative Review

Provider Notes | Contact Attempts | Inspections | Administration | Contracts | SR Paid Holidays | SR Reimbursement Rates | Change Profile Status

Click the headers or the + to expand and the - to collapse each section below. Click the Button to navigate to that section.

- General	
General Data Has Changed	
1. Do you want to have your program referred to families seeking child care listings?	Yes
2. Do you want to complete a contract to participate in the School Readiness Program?	Yes
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?	Yes
4. Do you want to complete a contract to receive local funding?	No
5. Business Ownership Type	Corporation
6. Legal Status	Exempt
7. Exemption Details	
Exempt Number	EXEMPT
Expiration Date	05/05/2017
Exemption Reason	School-Age Program
Master School ID (MSID)	
8. Provider Type	Center
9. Are you a Gold Seal provider?	Yes
10. Are you an accredited provider?	Yes
10.1 Accreditations	ACCREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT

To see what the previous answer was, hover over the red flag.



Verifying Documents

Provider documents can be verified and have a begin date and expiration date added by clicking the **Documents** tab from the Administrative Review page.



A coalition user will then view the document by clicking the **View** button, complete the Begin date and Expiration date for the document, and verify the document by clicking the check box. A coalition user can re-verify a document for a subsequent contract year even if the document was verified in the previous contract year.

Supporting Documents

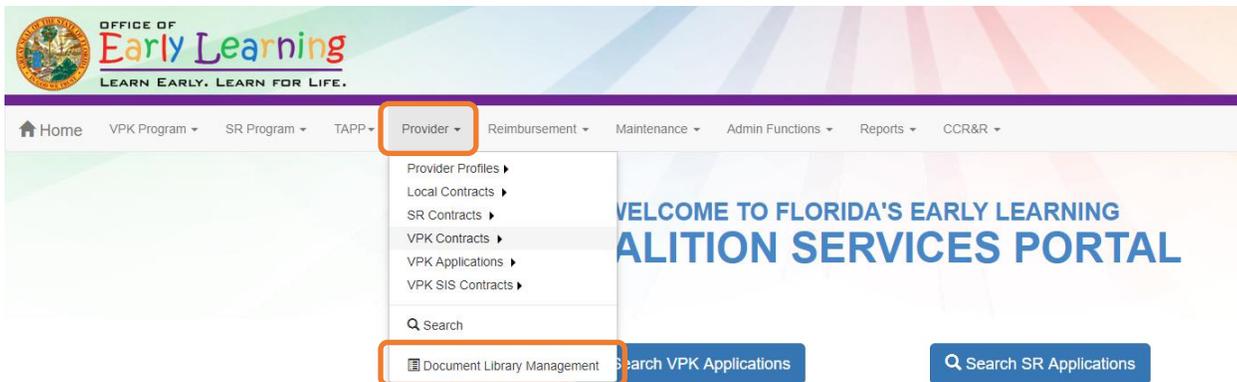
Gold Seal Certificate

Document(s)		Begin date	Expiration date	
6M-4.720.doc	View Delete	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Verify 6M-4.720.doc
Upload Another Document...				

Document Library Management

The Document Library Management function allows a coalition user to review documents uploaded to the Provider Profile.

To access the Document Library Management function, coalition users will click the **Provider** button and then **Document Library Management**.



The folder list is standard for all providers, but a coalition-specific folder can be added. To add a new folder, coalition users will click the **Add New Folder** button.

Document Library Management

Add New FolderRename Folder

Select Provider

Select Folder

View Files Move Files

The coalition user will then create the new folder name and click the **Save Changes** button.

Add New Folder ✕

Select Coalition:

*Folder Name:

CloseSave Changes

To rename a folder that is not predefined, coalition users will click the **Rename Folder** button.

Document Library Management

Add New FolderRename Folder

Select Provider

Select Folder

View Files Move Files

Rename Folder ✕

*** Select Folder:**

*** Folder Name:**

CloseSave Changes

The coalition user will then select the folder, rename the folder and click the **Save Changes** button.

The folder list is standard for all coalitions.

Document Library Management

Add New FolderRename Folder

Select Provider

Select Folder

- please select a folder -

Accreditation and / or Gold Seal

Contracts

Insurance Auto

Insurance Liability

Insurance-Worker Comp

License or Exemption

Miscellaneous

Monthly Adjustment Request

Monthly Classroom Transfer Forms

Monthly Extended Absence Request

Monthly Outstanding Parent Fee

Monthly Reimbursement Report

Monthly Sign in-out Sheet

Monthly VPK Child Withdrawal Forms

Provider Public Rate Sheet

Uncategorized

Unemployment Insurance

VPK Affidavit of Good Moral Character

VPK Background Screenings

VPK Curriculum

VPK Director Credentials

VPK Enrollment Certificates

VPK Instructor's Credentials

W9

View Files Move Files

Coalition users can view a provider's documents by selecting a provider and folder, then clicking the **View Files** button.

Document Library Management

Add New FolderRename Folder

Select Provider

Select Folder

View Files Move Files

Coalition users can upload a new file to a provider's folder by clicking the **Upload New File** button, browsing for the file and clicking the **Attach Selected Document** button to complete the upload.

Document Library Management - View Documents

Provider Name: ▼

Total Files: 1 **Folder Create Date:** 10/25/2016

Folder Details - Contracts [Upload New File](#) [Rename File](#)

File Name	Download	Archive	Date Uploaded	Uploaded By
Koala.jpg	Download	Archive	12/07/2016	ledbetter.kiwanis@gmail.com

Add New File ×

Select a document to upload.

- Select the folder from the drop down list to which you would like to upload a file to.
- Click the *Browse...* button to browse your documents and select the one that you want to upload to the folder.
- You may give a description to the file you are uploading.

Upload file to site:

Jim's House of Learning 2

Select Destination Folder *

▼

Select File *

[Browse...](#)

Attach your document.

Click the *Attach Selected Document* button below to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a *minute*, depending on the size of the document and the speed of your internet connection.

[Attach Selected Document](#)

[Cancel](#)

Coalition users can rename a file in a provider's folder by clicking the **Rename File** button, selecting the file, inserting a new file name and clicking the **Save Changes** button.

Document Library Management - View Documents

Provider Name:

Total Files: 1 **Folder Create Date:** 10/25/2016

Folder Details - Contracts [Upload New File](#) [Rename File](#)

File Name	Download	Archive	Date Uploaded	Uploaded By
Koala.jpg	Download	Archive	12/07/2016	ledbetter.kiwanis@gmail.com

Rename File ✕

Site: **Jim's House of Learning 2**

Select Folder:

Select File:

File Name:

[Cancel](#)

[Save Changes](#)

Document Library Management - View Documents

Provider Name:

Jim's House of Learning 2



Total Files:

1

Folder Create Date: 10/25/2016

Folder Details - Contracts

Upload New File

Rename File

File Name

Download

Archive

Date Uploaded

Uploaded By

Koala.jpg

Download

Archive

12/07/2016

ledbetter.kiwanis@gmail.com

Coalition users can download or archive a document in a provider's folder by clicking the **Download** or **Archive** button, respectively. If the provider has reached the maximum number of documents allowed on the Profile Documents tab, archiving documents will free up room to allow additional documents to be uploaded for coalition verification. The Archive function will save the document to the OEL database and will not be accessible again to the coalition user.

Provider Contracting for Coalitions

Prior to initiating SR contracts for a program year, the coalition must establish the SR Plan Rates (under Admin Functions> Rates Management> SR Plan Rates) and the SR Holiday Schedule (under Admin Functions> Calendar Management> SR Plan Rates).

Initiating a Contract

Only providers with an Active profile are eligible to have an electronic contract initiated, and only coalition admins have the ability to initiate a contract. The Coalition Admin must click the **Contracts** button first, then, click the **+Initiate Contract** button.

The screenshot shows the 'Administrative Review' section with a navigation bar containing buttons for 'Provider Notes', 'Contact Attempts', 'Inspections', 'Administration', 'Contracts', 'SR Paid Holidays', and 'SR Reimbursement Rates'. The 'Contracts' button is highlighted with an orange box. Below this is the 'Provider Contracts' section for 'Jim's House Of Braves 2', featuring a 'Return to review' button and a '+ Initiate Contract' button (also highlighted with an orange box). A table with columns for Contract ID, Type of Contract, Contract Name, Coalition, Status, Last Updated, Start Date, End Date, Terminated, Contract, Document, and Action is shown. The table currently contains no data, with the message 'No data available in table' displayed. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are at the bottom right.

Select a contract type from the **Type** dropdown menu.

The screenshot shows the 'Initiate Contract for Jim's House of Smarties with ELC of the Big Bend Region' form. The 'Type' dropdown menu is open, showing options: '-- select --', 'VPK', 'SR', 'VPK-SIS', 'Local', and 'VPK-APP'. The 'Start Date' is set to '04/23/2019' and the 'End Date' is 'MM/DD/YYYY'. There is a 'Paper Process?' checkbox. Below the dropdown is an 'Email notification to:' field with a 'Select Contact(s)...' dropdown. The 'Coalition Contact Information' section includes fields for 'Name' (Jim Ledbetter), 'Email' (ledbetter.kivanis+2@gmail.com), and 'Phone' ((850) 717-8607). 'Cancel' and 'Save' buttons are at the bottom right.

SR Contract

SR contracts will default to an electronic process, although a paper process can still be used. Select the responsible parties for development screenings and subsequent development screenings, notice recipient(s) from the **Email Notification To:** dropdown menu, select multiple sites (if needed), and click the **Save** button.

Initiate Contract for [redacted], with ELC of Polk ✕

Type: * SR	Start Date: * 07/01/2019	End Date: * 06/30/2020	<input type="checkbox"/> Paper Process? <input checked="" type="checkbox"/> End On Fiscal Year? <input type="checkbox"/> Notify DCF?
---------------	-----------------------------	---------------------------	--

SR Contract Information 2019 - 2020 profile is [Active]

Responsible for development screenings: *	Select
Responsible for subsequent screenings: *	Select

Provider Notification Information

Email Notification To:	Select Contact(s)...
------------------------	----------------------

Multiple Site Provider

Multiple Site Selection:	Select Provider(s)...
--------------------------	-----------------------

Coalition Contact Information

Name: * Jim Ledbetter	Email: * ledbetter.kiwanis+1@gmail.com	Phone: * (850) 228-4412
--------------------------	---	----------------------------

The contract defaults to end at the end of the fiscal year.

Initiate Contract for **Jim's House of Braves 2** with **ELC of the Big Bend Region** ✕

Type: * Start Date: * End Date: *

Paper Process?
 End On Fiscal Year?
 Notify DCF?

The coalition can elect to have DCF notified of a contract initiation process. DCF will also then receive notifications of a certified and terminated contract.

Initiate Contract for **Jim's House of Braves 2** with **ELC of the Big Bend Region** ✕

Type: * Start Date: * End Date: *

Paper Process?
 End On Fiscal Year?
 Notify DCF?

After the **Save** button is clicked, the following will display. Fill out the dropdowns and click **Next Step**.



STAGING

[Home](#) [VPK Program](#) [SR Program](#) [TAPP](#) [Provider](#) [Reimbursement](#) [Maintenance](#) [Admin Functions](#) [Reports](#) [CCR&R](#) Hello ledbetter.kwanis+1@gmail.com [Log Off](#)

Initiate SR Contract

[Preview Contract](#)

Provider(s):

I. PARTIES AND TERMS OF CONTRACT

I.1. Contract Initiated Date: 4/18/2019
Principal Name:
Principal Office Address:
Provider Name:
Provider Address:

I.1.c. EIN or SSN:

I.3. Contract Begins On: 7/1/2019 Contract Ends On: 6/30/2020

II. PROVIDER ELIGIBILITY

II.7.a. Provider Type: Center

II.7.f. The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, F.A.C.

II.8.a. The Coalition participates in the Contracted Slots Program.

II.8.c. The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program.

III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

III.13.c. The COALITION has determined the PROVIDER is required to participate in a Quality Improvement plan.

III.15. In accordance with s. 1002.88(1)(f), F.S., PROVIDER agrees to use the following state-approved curriculum or curricula in the provision of the SR Program: Edition or date: 2000, 1997, 1996, 2007

III.16. In accordance with s. 1002.88(1)(g), F.S., PROVIDER agrees to implement the following character development program to develop basic values: Edition or date:
If PROVIDER does not use a professionally published character development program and it is not included in the approved curriculum the PROVIDER uses, describe the program here:

III.17. PROVIDER acknowledges that the selected is responsible for conducting development screenings for each child aged six weeks to kindergarten eligibility in accordance with Rule 6M-4.720, F.A.C.:
PROVIDER acknowledges that the selected is responsible for subsequent screenings:

VII. COMPENSATION AND FUNDING

VII.55. PROVIDER agrees to follow the holiday schedule approved by COALITION for PROVIDER's program, which includes up to the following days per year as set forth in Exhibit 6: Holiday Schedule and understands that these are the only holidays for which PROVIDER will receive reimbursement. Pursuant to Rule 6M-4.500, F.A.C., reimbursement may be made for up to twelve (12) recognized holidays per year.

XI. NOTIFICATION

XI.82.a. The representative for COALITION for the purposes of this Contract is:
They can be contacted at: Or by email at:

[Save](#) [Next Step >](#)

After clicking **Next Step**, the following will display. Fill out the dropdowns and click **Save & Initiate**.

NOTE: The same Quality Improvement Plan Strategies cannot be selected.

SR Contract Exhibit Data Entry Preview Contract

Provider: [REDACTED]

Exhibit 3 Quality Improvement Plan Strategies: [Select] [Select]

Exhibit 4 Number of Contracted Slots: []

Exhibit 5 Quality Performance Incentive Rate: [Select]

Child Assessment Rate: [Select]

Contracted Slots Rate: [Select]

Cost of Additional Program Assessment conducted by the Coalition: \$ []

← Previous Step Save Save & Initiate >

After clicking the **Save & Initiate** button, the following will display. Click **Yes** to continue.

Confirm Initiate Contract [X]

You are about to initiate the contract. This will set the contract status to initiated and you will not be able to make further changes to it as the Coalition. You will have to cancel the contract and re-initiate if you wish to undo this action.

Do you want to save and initiate the contract?

Yes Cancel

After clicking **Yes**, the following will display. Select an email address in the **Email Notification To:** field and click **Send & Initiate**.

Provider Notification Information [X]

Email Notification To: [Select Contact(s)...]

Notify DCF

Send & Initiate Cancel

The SR contract has a status of **Initiated**.

Provider Contracts

Manage Contracts For [redacted] Return to review

Show 10 entries Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
32128	SR	OEL-SR 20	ELC of Polk	Initiated	04/18/2019	07/01/2019		2019 - 2020	View	N/A	Cancel Contract
27920	SR	OEL-SR 20	ELC of Polk	Certified	07/18/2018	07/01/2018		N/A	Paper	None	Amend Edit Change Status
3695	SR	SR (Paper)	ELC of Polk	Terminated	09/06/2018	10/12/2000	6/30/2018	N/A	Paper	None	Delete Contract Change Status

First Previous 1 Next Last

Edit a Drafted Contract

If the coalition user clicks the **Save** button, instead of the **Save & Initiate** button, the VPK or SR contract is given a **Drafted** status.

SR Contract Exhibit Data Entry Preview Contract

Provider: [redacted]

Exhibit 3 Quality Improvement Plan Strategies:

Exhibit 4 Number of Contracted Slots:

Exhibit 5 Quality Performance Incentive Rate:

Child Assessment Rate:

Contracted Slots Rate:

Cost of Additional Program Assessment conducted by the Coalition: \$

[Previous Step](#) [Save](#) [Save & Initiate](#)

To edit a **Drafted** contract, click the **Edit Contract** button.

Provider Contracts

Manage Contracts For [redacted] Return to review

Show 10 entries Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
32117	VPK	OEL-VPK 20	ELC of Polk	Drafted	04/18/2019	07/01/2019		2019 - 2020	View	N/A	Edit Drafted Cancel Contract
27920	SR	OEL-SR 20	ELC of Polk	Certified	07/18/2018	07/01/2018		N/A	Paper	None	Amend Edit Change Status
3695	SR	SR (Paper)	ELC of Polk	Terminated	09/06/2018	10/12/2000	6/30/2018	N/A	Paper	None	Delete Contract Change Status

First Previous 1 Next Last

VPK Contract

VPK contracts will default to an electronic process, although a paper process can still be used. Select notice recipient(s) from the **Email Notification To:** dropdown menu, select multiple sites (if applicable), and click the **Save** button.

Initiate Contract for [redacted], with OEL

Type: VPK Start Date: 07/01/2019 Paper Process?

VPK Contract Information 2019 - 2020 profile is [Active]

Program Year: 2019 - 2020

Provider Notification Information

Email Notification To: Select Contact(s)...

Multiple Site Provider

Multiple Site Selection: Select Provider(s)...

Coalition Contact Information

Name: Jim Ledbetter Email: jim.ledbetter@oel.myflorida.com Phone: (850) 717-8607

Cancel Save

After the **Save** button is clicked, the following will display. Click **Save & Initiate**.

Initiate VPK Contract Preview Contract

Provider(s):
A BLESSED CHILD PRESCHOOL DAY CARE, INC.

I. PARTIES AND TERMS OF CONTRACT

I.1. Contract Initiated Date: 4/18/2019
Principal Name: [Redacted]
Principal Office Address: [Redacted]

I.1.c. EIN or SSN: [Redacted] SSN EIN

I.3. Contract Begins On: 7/1/2019

II. PROVIDER ELIGIBILITY

II.7.a Provider Type: Center

XI. NOTIFICATION

XI.82.a The representative for COALITION for the purposes of this Contract is: [Redacted]
They can be contacted at: [Redacted] Or by email at: [Redacted]

After clicking the **Save & Initiate** button, the following will display. Click **Yes** to continue.

Confirm Initiate Contract ✕

You are about to initiate the contract. This will set the contract status to initiated and you will not be able to make further changes to it as the Coalition. You will have to cancel the contract and re-initiate if you wish to undo this action.

Do you want to save and initiate the contract?

After clicking **Yes**, the following will display. Select an email address in the **Email Notification To:** field and click **Send & Initiate**.

Provider Notification Information ✕

Email Notification To:

The VPK contract has a status of **Initiated**.

Provider Contracts

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
32113	VPK	OEL-VPK 20	ELC of Polk	Initiated	04/18/2019	07/01/2019		2019 - 2020	View	N/A	Cancel Contract
27920	SR	OEL-SR 20	ELC of Polk	Certified	07/18/2018	07/01/2018		N/A	Paper	None	Amend Edit Change Status
3695	SR	SR (Paper)	ELC of Polk	Terminated	09/06/2018	10/12/2000	6/30/2018	N/A	Paper	None	Delete Contract Change Status

VPK-APP

VPK-APPs (VPK Applications) – the OEL-VPK 10, OEL-VPK 11A, and OEL-VPK 11B – will default to an electronic process, although a paper process can still be used. Select notice recipient(s) from the **Email Notification To:** dropdown menu and click the **Save** button.

Initiate Contract for Jim's House of Braves 2 with ELC of the Big Bend Region

Type: * VPK-APP Paper Process? **Start Date:** * 07/01/2017

VPK Contract Information Provider's Profile is **Active**

Program Year: * 2017 - 2018

Provider Notification Information

Email Notification To: Select Contact(s)...

Coalition Contact Information

Name: * Jim Ledbetter **Email:** * jim.ledbetter@oel.myflorida.com **Phone:** * (999) 999-9999

School Board/District Contracts

For SR and VPK contracts with a school board/district, the board/district may require provider contracts be signed manually, not electronically. In this situation, the coalition can initiate a contract electronically, which will populate the contract with the profile data, then the provider will fill out the contract and print it for manual signature by the school board/district. The coalition cannot electronically sign a contract without a provider's electronic signature, so after the manually signed contract is received by the coalition and manually signed by the coalition, the coalition will cancel the electronic contract, initiate a paper contract with the provider, upload the signed contract, and certify the contract.

To initiate a paper contract, click the **Initiate Contract** button.

Provider Contracts

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
	VPK	OEL-VPK 20		Certified	07/25/2018	07/25/2018		2018 - 2019	View	Download	Amend Change Status
	VPK-APP	VPK 10,11A,11B		Submitted	04/24/2019	08/13/2018		2018 - 2019	View	Download	Change Status
	VPK	OEL-VPK 20		Certified	07/17/2017	07/17/2017		2017 - 2018	View	Download	Amend Change Status
	SR	OEL-SR 20		Not Eligible	06/14/2017	07/01/2017		N/A	Paper	None	Amend Change Status
	VPK-APP	VPK 10,11A,11B		Certified	05/16/2018	08/10/2017		2017 - 2018	View	Download	Change Status

Then, click the **Paper Process?** checkbox. Click **Browse...**, upload the signed contract, and click **Save**.

NOTE: Once the **Save** button is clicked, the paper contract status is **Certified**.

Initiate Contract for School Board (with ELC of ...)

Type: VPK Start Date: 07/01/2019 Paper Process?

VPK Contract Information 2019 - 2020 profile is [Active]
Program Year: 2019 - 2020

Provider Notification Information
Email Notification To: Select Contact(s)...

Coalition Contact Information
Name: Email: Phone:

Attach your document
Click the browse button to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.
Select a file **Browse...**

Cancel **Save**

Initiate Contract for School Board (with ELC of ...)

Type: SR Start Date: 07/01/2019 End Date: 06/30/2020 Paper Process?
 End On Fiscal Year?
 Notify DCF?

SR Contract Information 2019 - 2020 profile is [Active]

Provider Notification Information
Email Notification To: Select Contact(s)...

Coalition Contact Information
Name: Email: Phone:

Attach your document
Click the browse button to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.
Select a file **Browse...**

Cancel **Save**

Cancelling a Contract

A VPK Provider Application, VPK Contract or SR Contract can be cancelled if the contract status is **Initiated**, **Incomplete**, **Submitted**, **Coalition Reviewing** or **Reviewed**. The only statuses when a contract cannot be cancelled is **Rejected** or **Certified**. To cancel a contract, click the **Cancel** button. The below example is for cancelling a VPK Provider Application, so the button reads **Cancel Application**. If a VPK Contract or SR Contract is cancelled, the button will read **Cancel Contract**.

Provider Contracts

Manage Contracts For Jim's House Of Smarties Return to review

Show 10 entries Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
267	SR	OEL-SR 20	ELC of the Big Bend Region	Incomplete	04/23/2019	04/23/2019		2018 - 2019	View	N/A	Cancel Contract
266	VPK	OEL-VPK 20	ELC of the Big Bend Region	Submitted	04/23/2019	07/01/2019		2019 - 2020	View	Download	Cancel Contract
31	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Submitted	05/14/2018	05/15/2018		2017 - 2018	View	Download	Change Status
30	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Certified	05/14/2018	08/13/2018		2018 - 2019	View	Download	Change Status

Contract ID Type of Contract Contract Name Coalition Status Last Updated Effective Date Terminated Program Year Contract Document Action

First Previous 1 Next Last

After clicking the **Cancel Application** button, the following message will display. Click the **No** or **Continue** button.

Cancel Statewide VPK Provider Contract

Contract for Jim's House of Smarties with ELC of the Big Bend Region
VPK Contract ID: 266

Are you sure you want to cancel this contract?

[No](#) [Continue](#)

After clicking the **Continue** button, the following message will display. Enter a reason, and click the **Submit** button. Click the **Dismiss** button to not cancel the application/contract.

Cancel Statewide VPK Provider Contract

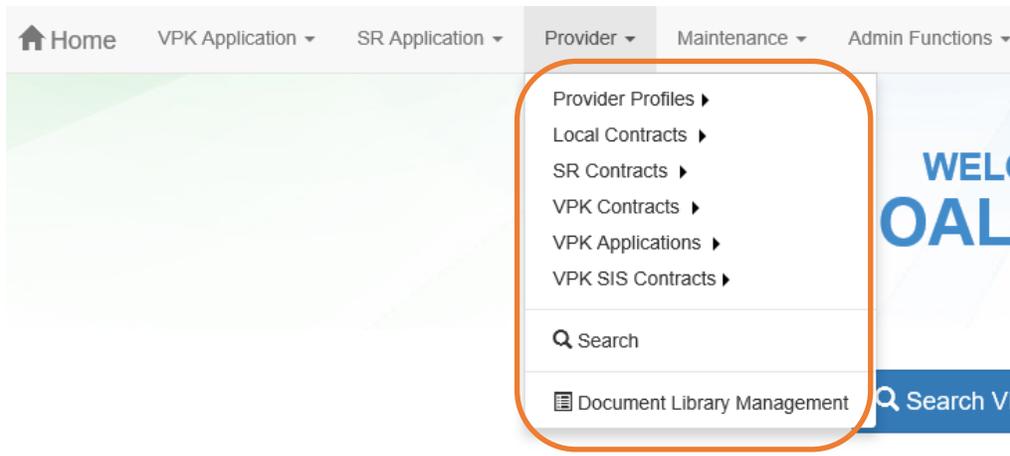
Contract for Jim's House of Smarties with ELC of the Big Bend Region
VPK Contract ID: 266 Canceled as of 04/23/2019 15:29:19

Reason for Cancellation*

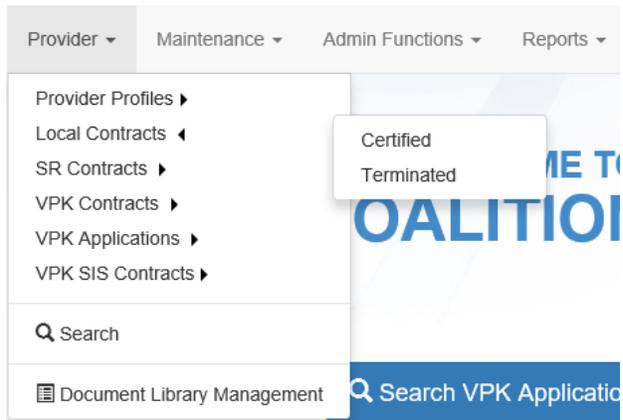
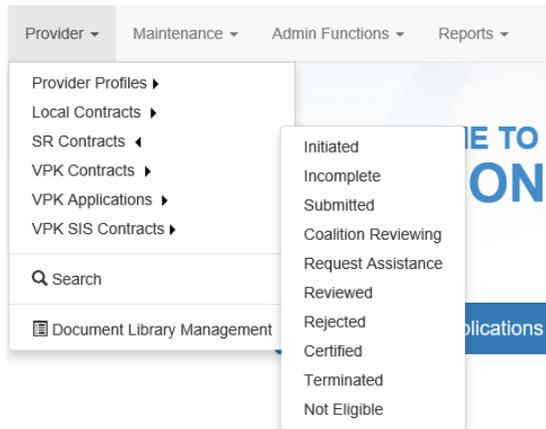
[Dismiss](#) [Submit](#)

Processing a Contract

Select any of the contract options from the **Provider** dropdown menu to see a list of contracts with the selected status.



SR, VPK and VPK Application contracts share the same contract statuses, while Local and VPK SIS contracts have a limited number of statuses.



Contract Status Definitions

Initiated

The coalition has started the provider contract process for a provider with an **Active** profile.

Incomplete

The provider has started, but not submitted, a contract.

Submitted

The authorized provider representative has electronically signed the contract and has submitted it to the coalition to be certified.

Coalition Reviewing

The coalition is actively reviewing the contract.

Request Assistance (not yet available)

The provider has requested assistance to complete the contract.

Reviewed

The coalition has reviewed, but not certified, the contract.

Rejected

The contract has missing or incorrect information that is necessary to approve the contract. Rejecting a contract will allow the provider to correct contract inputs that occurred during the contract edit process (such as signatures). Data that are populated in the contract from the provider profile cannot be changed by rejecting the contract. This information has to be corrected in the provider profile. Then, a new contract will need to be initiated to gather the new profile information.

Certified

The authorized coalition representative has signed and certified the contract, and the provider is ready to provide early learning services.

Terminated

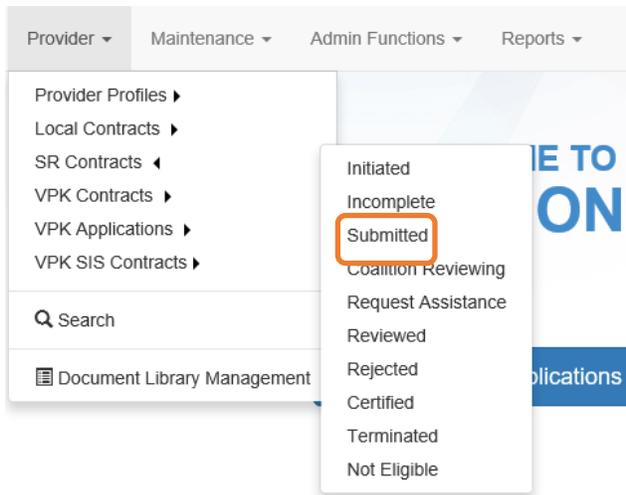
The coalition or provider, for one of several reasons, has revoked a provider contract: inactive provider, termination for cause, termination for fraud, emergency circumstances or provider decision.

Not Eligible

The coalition has determined that the provider is not eligible for a contract.

Reviewing a Contract

To review a contract, the coalition user will click the **Provider** dropdown menu, select a contract type (e.g. SR, VPK, VPK Application, etc.) and click **Submitted** to see all submitted contracts for that contract type.



Click the Contract ID of the desired contract.

Current Submitted SR Contracts 1 Total Records

Show 10 entries ▾

Contract ID	Type of Contract	Contract Name	Principal ID	Principal Name	Coalition	Status	Last Modified Date	Start Date	End Date
149	SR	OEL-SR 20	7669	Jimini & the Monitor	ELC of St. Lucie	Submitted	4/6/2017	7/1/2017	6/30/2018

Then, the following will display. Click the **Change Contract Status** button.

Form OEL-SR 20 Change Contract Status



STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20

I. PARTIES AND TERMS OF CONTRACT

1. Parties. This Contract is made and entered into 1st day of July, 2017, by and between the Early Learning Coalition of ELC of St. Lucie (herein referred to as "**COALITION**") and Jimini & the Monitor (herein referred to as "**PROVIDER**") with its principal offices located at 2472 OKEECHOBEE RD FORT PIERCE, FL St. Lucie County 34950.

a. Multiple Public School Locations. If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.

b. Multiple Private Locations. If PROVIDER is executing a single Contract on behalf of multiple private SR provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.

c. Employer Identification Number. Insert PROVIDER's EIN here: 4534585960498560498640. If PROVIDER does not have an EIN, PROVIDER must insert PROVIDER's Social Security Number (SSN) here: _____ PROVIDER's EIN or SSN is requested in accordance with sections (ss.) 119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for processing payments to PROVIDER as an SR provider, for reporting those payments for federal tax purposes, and for routine identification. If PROVIDER completes Exhibit 1 listing multiple locations with multiple EIN numbers, this paragraph may be left blank.

The following will display. Select **Coalition Reviewing** from the **Select New Status** dropdown menu and click the **Save** button.

Provider Contract: Change Status

Status: Submitted
Contract: OEL-SR 20

Contract Type:
SR

Select New Status

- Select New Status -
- Coalition Reviewing
- Reviewed
- Rejected
- Certified
- Not Eligible

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Signing a Contract

The coalition admin can view the contract by clicking the **Preview Contract**. To electronically sign the contract, click the **By Electronic Signature** checkbox.

	
STATE OF FLORIDA STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT FORM OEL-VPK 20	
<p>I. Preview Contract</p>	
XV. EXECUTION OF CONTRACT	
<p>Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative <input checked="" type="checkbox"/> By Electronic Signature</p>	<p>Print Name</p>
<p>Owner</p>	<p>4/23/2019 2:32:43 PM</p>
<p>Title</p>	<p>Date</p>
<p>Provider's Additional Signatory (If required by the Provider) <input type="checkbox"/> By Electronic Signature</p>	<p>Print Name</p>
<p>Title</p>	<p>Date</p>
<p>Provider's Additional Signatory (If required by the Provider) <input type="checkbox"/> By Electronic Signature</p>	<p>Print Name</p>
<p>Title</p>	<p>Date</p>
<p>COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.</p>	
<p>Signature of Authorized Coalition Representative <input type="checkbox"/> By Electronic Signature</p>	<p>Print Name</p>
<p>Title</p>	<p>Date</p>

After clicking the checkbox, the following message will display. Enter the **Title of Signator** and click **Yes**.

Form OEL-VPK 20 Electronic Signature ×

You are about to electronically sign the Form OEL-VPK 20.

Title of Signator: *

Click "Yes" to confirm your electronic signature.

Yes

After clicking the **Yes** button, the electronic signature of the signatory and the date/time will populate in yellow. **NOTE:** The Provider and Coalition representatives will not be the same, as in the below example.

STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT
FORM OEL-VPK 20

I. Preview Contract

XV. EXECUTION OF CONTRACT

<i>Jim Ledbetter (Electronic Signature)</i>	Jim Ledbetter
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
Owner	4/23/2019 2:32:43 PM
Title	Date
<hr/>	
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date
<hr/>	
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

<i>Jim Ledbetter (Electronic Signature)</i>	Jim Ledbetter
Signature of Authorized Coalition Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
Executive Director	4/23/2019 3:51:48 PM
Title	Date

Certifying a Contract

Once the contract has been electronically signed, the coalition admin can certify the contract by clicking **Change Contract Status**.

Form OEL-VPK 20

Change Contract Status

STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT
FORM OEL-VPK 20

I. Preview Contract

XV. EXECUTION OF CONTRACT

<i>Jim Ledbetter (Electronic Signature)</i>	Jim Ledbetter
Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
Owner	4/23/2019 2:32:43 PM
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

<i>Jim Ledbetter (Electronic Signature)</i>	Jim Ledbetter
Signature of Authorized Coalition Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
Executive Director	4/23/2019 3:51:48 PM
Title	Date

After the **Change Contract Status** button is clicked, the following will display. The coalition admin will change the Contract Status to Certified and click **Save**.

Provider Contract: Change Status

Status: Submitted
Contract: OEL-VPK 20

Contract Type:
VPK

Contract Status: *
Certified

Status Date:
04/23/2019

Start Date:
07/01/2019

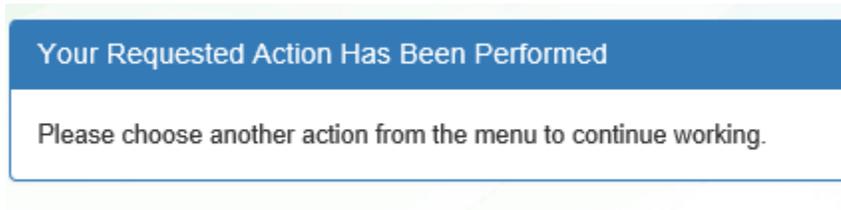
End Date:
06/30/2020

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

After the **Save** button is clicked, the following will display.



If the contract was not electronically signed, the following error message will display. Click **Cancel** and return to the electronic signature page.

Provider Contract: Change Status

Status: Submitted
Contract: OEL-VPK 20

Error :

- Coalition signature is required before a contract can be certified.

Contract Type:
VPK

Contract Status: *
Certified

Status Date:
04/23/2019

Start Date:
7/1/2019 12:00:00 AM

End Date:
6/30/2020 12:00:00 AM

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Rejecting a Contract

To reject a contract, the coalition admin will select a Contract Status of **Rejected**, select a **Rejection Reason** and click **Save**.

Provider Contract: Change Status

Status: Submitted
Contract: OEL-SR 20

Contract Type:
SR

Contract Status: *
Rejected

Status Date:
04/06/2017

Rejection Reason: *

- Additional Information/Documentation Required
- Other
- Revisions Required
- Provider Ineligible to Contract for Program
- Health and Safety Inspection Not Completed or Scheduled
- Did Not Pass Health and Safety Pre-Inspections

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Terminating a Contract

To terminate an SR or VPK contract, the coalition admin will select a Contract Status of **Terminated**, and the following message will display. Click the **Ok** button to continue.

Terminate Contract Warning ×

This action will terminate the contract for all providers listed on it.

Ok

Then, select a **Termination Type** and corresponding **Termination Reason**, then click **Save**.

Provider Contract: Change Status

Status: Certified Start Date: 7/1/2017
Contract: OEL-SR 20 End Date: 6/30/2018

Contract Type: SR

Contract Status: * Terminated

Status Date: 04/06/2017

Termination Type: *

Termination Reason: *

Contract Termination Date: * 4/6/2017

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Termination Type: *

- Inactivation
- Termination for Cause
- Suspension
- Termination for Fraud, 5 year Revocation
- Termination for Cause, 5 year Revocation
- Termination for National Disqualification
- Emergency Termination
- Termination By Provider
- Appeal - Pending
- Emergency Termination, 5 year Revocation

Termination Type: *

Inactivation

Termination Reason: *

- Provider no longer wishes to participate in listing.
- Profile not updated by deadline.
- Ownership Change.
- Provider has a duplicate record.

Termination Type: *

Termination for Cause

Termination Reason: *

Threat to child health, safety or welfare.
Reason or probable cause to suspect fraud
Failure to comply with contract - general.
Failure to comply with contract - lapse of insurance.
No school readiness contract due to curriculum requirement.
Provider's license or registration has expired.
DCF or licensing agent has revoked license or registration.
Refusal to accept notice described under contract.
Failure to satisfactorily pass the health and safety inspections.
Failure to implement corrective action.
Failure to comply with terms of probation.
Provider shares an officer or director with a provider that is on the United States Department of Agriculture National Disqualified list of offenders.
Provider is listed on the Department of Agriculture National Disqualified list of offenders.

Termination Type: *

Suspension

Termination Reason: *

Suspected fraud.

Termination Type: *

Termination for Fraud, 5 year Revocation

Termination Reason: *

Convicted of, found guilty of, or pleads guilty or nolo contendere to public assistance fraud.

Termination Type: *

Termination for Cause, 5 year Revocation

Termination Reason: *

Provider shares an officer or director with a provider that is convicted of, found guilty of, pleads guilty or nolo contendere regardless of adjudication to public assistance fraud- ineligible for funding for a 5 year period.
Action or lack of action which threatens the health and safety or welfare of children
Failure to satisfactorily pass the health and safety inspections
Material failure to comply with terms of contract -including lapse in liability insurance, or not being a legally operating provider.
Failure to implement corrective action.
Failure to comply with terms of probation.
Provider fails to implement approved improvement plan or staff development plan. Ineligible for VPK funding for a 5 year period.
Provider is on probation 3 or 3+ years without Good Cause Exemption.
Failure to comply with pre and post assessment requirements.
Refusal to accept any notice in which the coalition is required to send to the provider.

Termination Type: *

Termination for National Disqualification

Termination Reason: *

Provider placed on USDA National Disqualified List

Termination Type: *

Emergency Termination

Termination Reason: *

Notification by the Department of Children and Families or local licensing agency that actions or inactions of the provider pose an immediate and serious danger to the health and safety or welfare of children.

Termination Type: *

Termination By Provider

Termination Reason: *

Provider is no longer in business.
Provider is deceased.
Provider no longer wishes to accept SR funding.
Provider no longer wishes to accept VPK funding
Provider has completed their 540 or 300 instructional hours for their current contract.
Ownership of the child care site/location has changed.

Comments:

Termination Type: *

Appeal - Pending

Termination Reason: *

Provider can not receive SR or VPK funding until the appeals process is completed.

Termination Type: *

Emergency Termination, 5 year Revocation

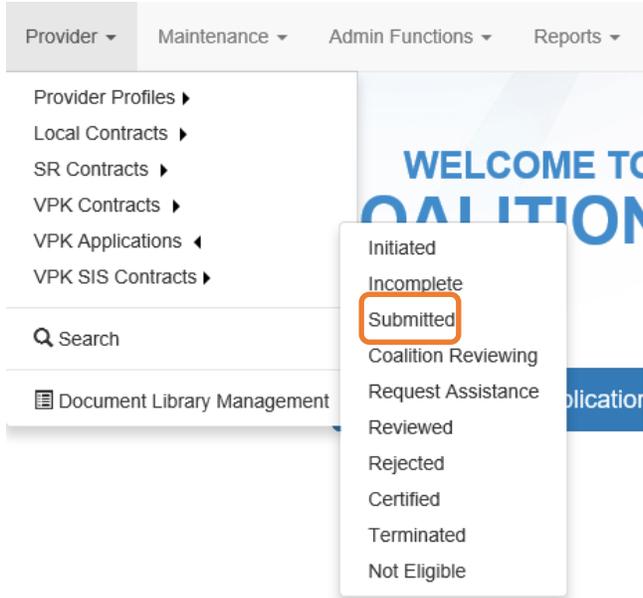
Termination Reason: *

Emergency Termination, 5 year Revocation

Processing a VPK-APP

Reviewing a VPK-APP

To review a VPK-APP, the coalition user will click the **Provider** dropdown menu, select VPK Applications and click **Submitted** to see all submitted VPK-APPs.



Click the Contract ID of the desired VPK-APP.

Current Submitted VPK-APP Contracts 1 Total Records

Show 10 entries ▾

Contract ID	Type of Contract	Contract Name	Provider ID	Provider Name	Principal ID	Principal Name	Coalition	Status	Last Modified Date	Start Date	End Date
59	VPKAPP	VPK 10,11A,11B	7635	Smoke Test	7610	alatham77+5521@gmail.com	ELC of the Big Bend Region	Submitted	06/23/2017	06/29/2017	08/11/2017

Then, the following will display.

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Attendance Policy Submission

A VPK Provider must

- Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
- Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- Not amend its attendance policy for its VPK program duration of the VPK contract

Please Note

Section 1002.71, F.S., states a private prekindergarten provider or public school may not require payment of a fee or charge for services provided for a child enrolled in VPK during a period reported for funding purposes; or require a child to enroll for, or require the payment of any fee or charge for, supplemental services as a condition of admitting a child for enrollment in the VPK program.

File Name	Uploaded On	Size	Verified By	Verified On
Upload Docs.jpg Download	06/23/2017	73 KB	florindalbrown@gmail.com	06/23/2017

The coalition user can click on each tab to review the information.

To verify a document, the coalition user can click the **Verify** button on the VPK Director, VPK Instructor, VPK Calendars and VPK Class(es) tabs.

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Janet Jackson

Telephone Number: 999999999
 Email: Test@gmail.com
 Credential Type: VPK Director Credential
 Credential Certificate Number: 26591621
 Credential Issue Date: 06/01/2017
 Credential Expiration Date: 06/30/2017

Supporting Documents: [Edit](#)

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-fical-blossa.jpg Download	Background Screening			06/23/2017	835 KB	florindalbrown@gmail.com	06/23/2017
flower-purple-fical-blossa.jpg Download	Affidavit of Good Moral Character			06/23/2017	835 KB	florindalbrown@gmail.com	06/23/2017
C:\Users\j.m.ledbetter\Pictures\Saved Pictures\TEST DOCUMENT.docx Download Verify	Credential			06/28/2017	15 KB		

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Verify

Calendar Name: Non-Instructional, Site Closures and Exceptional Instructional Days
 Program Type: School Year (540 hours)
 Calendar Start Date: 06/01/2017
 Calendar End Date: 08/11/2017

Instructional Days:

Day	Start Time	End Time
Monday	08:00 AM	04:00 PM
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Total Calculated Hours: 80.00
 Total VPK Instructional Days: 10

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

AS16 **Verify** June 2017 month list

Class Name: AS16
 Class Calendar: Calendar Name
 Main Curriculum: BABY DOLL CIRCLE TIME
 Class Start Date: 06/01/2017
 Class End Date: 08/11/2017

Instructors:

Name	Type
Michael Jackson	Lead

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

After clicking the **Verify** button, the coalition user's email address and verification date will populate in each tab.

Supporting Documents: Edit

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blossio.jpg	Background Screening			06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
flower-purple-lcal-blossio.jpg	Affidavit of Good Moral Character			06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
C:\Users\jim.ledbetter\Pictures\Saved Pictures\TEST DOCUMENT.docx	Credential			06/28/2017	15 KB	oeldemonstration+elc@gmail.com	06/28/2017



Verified By oeldemonstration+elc@gmail.com, On 06/28/2017

Calendar Name: Calendar Name
 Program Type: School Year (540 hours)
 Calendar Start Date: 06/01/2017
 Calendar End Date: 08/11/2017



Verified By oeldemonstration+elc@gmail.com, On 06/28/2017

Class Name: N/A
 Class Calendar: Calendar Name
 Main Curriculum: BABY DOLL CIRCLE TIME
 Class Start Date: 06/01/2017
 Class End Date: 08/11/2017

Editing a VPK-APP

Coalition users can click the **Edit** button on the VPK Director and VPK Instructors tabs to edit information. Documents may be uploaded by users, and un-verified documents may be deleted.

The screenshot shows the 'Smoke Test' page for a VPK-APP. The user is Michael Jackson. The 'Supporting Documents' section has an 'Edit' button highlighted in orange. Below it is a table of documents.

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blosso.jpg	Background Screening	06/08/2017	06/30/2017	06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017

If edits are made to a tab, the coalition user must click the **Update** button to save the changes.

The screenshot shows the 'Smoke Test' page for a VPK-APP. The user is Janet Jackson. The 'Document Type' is set to 'Credential'. The 'Update Issued, Expiration Dates' button is highlighted in orange.

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blosso.jpg	Background Screening	Enter or Set	Enter or Set	06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
flower-purple-lcal-blosso.jpg	Affidavit of Good Moral Character	Enter or Set	Enter or Set	06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
C:\Users\jlm.ledbetter\Pictures\Saved Pictures\TEST DOCUMENT.docx	Credential	Enter or Set	Enter or Set	06/28/2017	15 KB		

Changing VPK-APP Status

A coalition user can change a VPK-APP's status by clicking the **Change Status** button on any tab of the VPK-APP.

The screenshot shows the 'Smoke Test' page for a VPK-APP. The 'Change Status' button is highlighted in orange.

Then, select a new status.

Application Type:

VPK-APP

Application Status: *

- Select New Status -
Coalition Reviewing
Reviewed
Rejected
Certified
Not Eligible

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel

Save

VPK-APP Status Definitions

Coalition Reviewing

The coalition is actively reviewing the VPK-APP.

Reviewed

The coalition has reviewed, but not certified, the VPK-APP.

Rejected

The VPK-APP has missing or incorrect information that is necessary for approval.

Certified

The VPK-APP is approved.

Not Eligible

The coalition has determined that the provider is not eligible for a VPK-APP.

NOTE: The provider can edit the VPK-APP on any status, but must certify and submit the VPK-APP to notify the coalition that edits have been made.

Refreshing a VPK-APP

If a Provider Portal user has changed a profile field that affects the VPK-APP, the following will display on review.

Curriculum		
Curriculum	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Other		

After the coalition user clicks the **Change Profile Status** button...

Jim's House of Canes & Gators Profile 2017 - 2018 Program Year Current Status: Submitted

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts **Change Profile Status**

...the following will display.

Provider Profile: Change Status Submitted

Profile has contract related changes.
There are changes to profile fields affecting the certified or pending VPK Provider Application (VPK 10, 11A, 11B):
Select the appropriate contract action below:

Update existing VPK App and notify provider

Profile Status: *

Active
CoalitionReviewing
Inactive
Rejected

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

When the **Save** button is clicked, the provider's VPK-APP status will be changed to **Incomplete**. The Provider Portal user will then review the VPK-APP and re-submit the edited VPK-APP. If the coalition user un-checks the **Update existing VPK App and notify provider** checkbox, but decides to update and notify, the VPK-APP can be re-initiated again and the checkbox left checked.

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status
26723	SR	SR (Paper)	OEL	Terminated	04/05/2017	01/10/2017	1/10/2018	4/4/2017	Paper	None	Change Status
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	07/01/2017	3/2/2019	6/26/2017	Paper	None	Amend Change Status
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	07/01/2017	6/30/2018	5/26/2017	View	N/A	Amend Change Status
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Incomplete	08/11/2017	06/21/2017	7/27/2018		View	N/A	Change Status

First Previous 1 Next Last

The provider owner and VPK director will receive the following email from **DONOTREPLY@OEL.myflorida.com**.

From: <OELSystemTest@oel.myflorida.com>
 Date: Wed, Aug 16, 2017 at 12:06 PM
 Subject: Signature Required - VPK Provider Application Updated
 To: alatham77@gmail.com
 Cc: ME@nowhere.com

Hello,

The VPK Provider Application (VPK 10,11A, 11B) forms have been updated for Maggie Mae Daycare. Your review and signature is required. Please log on the Provider Portal and go to the Contracts menu, and choose Manage Contracts. On this page, locate your VPK-APP and click Edit. Review the VPK Provider Application information and submit your signature on the Certify and Submit tab.

Please review and submit your signature as quickly as possible.

Thank you,

ELC of the Big Bend Region
 (866) 973-030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

After the Provider Portal user submits the edited VPK-APP, the coalition user will click the **Change Status** button...

Manage Contracts For Jim's House Of Canes & Gators Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status
26723	SR	SR (Paper)	OEL	Terminated	04/05/2017	01/10/2017	1/10/2018	4/4/2017	Paper	None	Change Status
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	07/01/2017	3/2/2019	6/26/2017	Paper	None	Amend Change Status
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	07/01/2017	6/30/2018	5/26/2017	View	N/A	Amend Change Status
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
45	VPK-APP	VPK 10,11A, 11B	ELC of Palm Beach	Submitted	08/11/2017	06/21/2017	7/27/2018		View	Download	Change Status

First Previous 1 Next Last

...and change the VPK-APP status to **Certified**.

VPK Provider Application: Change Status

Status: Submitted
Application: OEL-VPK 10

Application Type:
VPK-APP

Application Status: *
Certified

Status Date:
08/11/2017

Start Date:
07/01/2017

End Date:
07/27/2018

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

The coalition user can also refresh the VPK-APP by clicking the **Initiate Contract** button.

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators

Show 10 entries

+ Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status

This will change the status of an existing VPK-APP to **Incomplete** from any status.

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators

Show 10 entries

+ Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status
26723	SR	SR (Paper)	OEL	Terminated	04/05/2017	01/10/2017	1/10/2018	4/4/2017	Paper	None	Change Status
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	07/01/2017	3/2/2019	6/26/2017	Paper	None	Amend Change Status
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	07/01/2017	6/30/2018	5/26/2017	View	N/A	Amend Change Status
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
45	VPK-APP	VPK 10, 11A, 11B	ELC of Palm Beach	Incomplete	08/11/2017	06/21/2017	7/27/2018		View	N/A	Change Status

First Previous 1 Next Last

A Provider Portal user can also trigger a refresh of a **Certified** VPK-APP by editing the VPK-APP. This will change the status to **Incomplete** from **Certified** and then the user can submit the edited VPK-APP for coalition review.

Vendor Number Entry

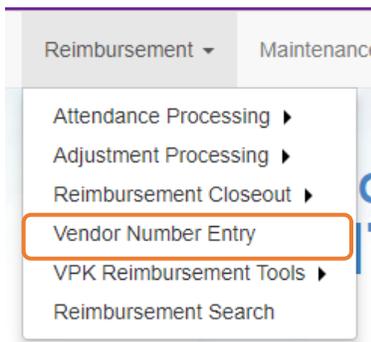
A vendor number is required for contracted providers. Coalitions may review a Tableau report to identify providers with or without vendor numbers, as well as create and manage vendor numbers.

Accessing the Vendor Number Report in Tableau

Coalition users with a Tableau account may access the Vendor Number Report by going to <https://oel-reports.floridaearlylearning.com>. From Projects, select the ~Mod 3.0~ folder. Select the **Vendor Number Report** workbook. Select the **Provider Vendor Dashboard** view (to search specific providers) or the **Vendor Number Report** view (to see all providers).

Adding/Viewing Vendor Numbers

To begin, go to the Reimbursement menu item and select Vendor Number Entry.



A provider search page displays. Enter search criteria for a provider and click **Search**.

A screenshot of a 'Provider Search' form. The form contains various input fields and checkboxes for search criteria. At the bottom of the form, there are two buttons: 'Reset' and 'Search'. The 'Search' button is highlighted with an orange rectangular box.

Results display. Click the **View Vendor Number** button.

Provider Search Results Total Records

Show 10 entries ▾

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal id	Principal Name	Street Address	Address Line2	City	ZIP	Co
19449 View Vendor Number	60984	3409823409842	2017 - 2018	Active	06/30/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KR
19449 View Vendor Number	66093	3409823409842	2018 - 2019	Active	11/30/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KR
19448 View Vendor Number	60983	TEST111	2017 - 2018	Active	06/30/2018	Kim's Test Daycare	Director Name	TEST111	14895	KIM TEST PROVIDER	2305 HOME CT		TALLAHASSEE	32303	KR
19448 View Vendor Number	60987	TEST111	2018 - 2019	Active	06/30/2018	Kim's Test Daycare	Director Name	TEST111	14895	KIM TEST PROVIDER	2305 HOME CT		TALLAHASSEE	32303	KR
19453 View Vendor Number	60990	EXEMPT	2017 - 2018	Incomplete		Provider_test		229999999	14900	Provider_test	250 MARRIOTT DR		TALLAHASSEE	32301	KR
19461 View Vendor Number	60999	exempt	2018 - 2019	Active	07/01/2018	rand's house	dave	3453453	14908	jamie's house	123 OAK ST		TALLAHASSEE	32301	KR
19460 View Vendor Number	60998	exempt	2018 - 2019	Incomplete		SK Provider		TTTTTTTTTTTTTTTTTTTTTTTT	14907	SK Provider	250 MARRIOTT DR		TALLAHASSEE	32301	KR
19458 View Vendor Number	60996	E978789789	2018 - 2019	Submitted	07/01/2018	Testers R Us	Desi Name	tes2222	14905	Tester Test, Inc.	1513 BELMONT TRACE		TALLAHASSEE	32301	MP
19450 View Vendor Number	60985	exempt	2017 - 2018	Active	06/30/2018	TWIN DAYCARE	Marilyn	293493274739	14897	twin schools	123 OAK ST	123 OAK ST	TALLAHASSEE	32301	MP

The Vendor Number List for the provider displays with several sections: provider information, coalition drop down, saved vendor number list, and add a vendor number. The coalition drop down is restricted to the user's coalition.

Vendor Number List

Provider Information

Provider ID: 19451

Doing Business As Name: rand's house Street Address: 123 OAK ST TALLAHASSEE, FL 32301 Registered County: KREPS ISLAND

No Associated Vendor Numbers

This provider currently has no Vendor Numbers associated with it. To add one, first select a coalition that you have permission to access.

Coalition: ELC of TALLAHASSEE ↻

Show 10 entries Search:

Vendor Number	Description	EFS Legacy Provider/Extension	Funder Type	Created Date	Created By	Remove
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

+ Add A Vendor Number

Vendor Number * Description EFS Legacy Provider/Extension Funder Type * Select

In the Add a Vendor Number section, enter the required fields.

- a. Vendor Number – alphanumeric field that holds the local accounting system’s vendor number as input by the coalition
- b. Description – optional field (useful for labeling when this vendor number should be used)
- c. EFS Legacy Provider/Extension – optional field (useful for including EFS Legacy values)
- d. Funder Type – drop down; select a funding type (SR, Local, or VPK) or select All to apply the same number to all funding types for the provider.
 - a. The vendor numbers created may be assigned to attendance rosters for reimbursement.
 - b. It is possible to create multiple vendor numbers for the VPK program that can later be assigned to specific classes (if needed).

When complete, click the **Add Vendor Number** button. The saved vendor number list updates with the new information.

Vendor Number List

Provider Information

Provider ID: 19461
 Doing Business As Name: randi's house
 Street Address: 123 OAK ST TALLAHASSEE, FL 32301
 Registered County: KREPS ISLAND

Coalition: ELC of TALLAHASSEE

Show 10 entries Search:

Vendor Number	Description	EFS Legacy Provider/Extension	Funder Type	Created Date	Created By	Remove
123456			SR	12/9/2018	alatham77+00996@gmail.com	X
123456			VPK	12/9/2018	alatham77+00996@gmail.com	X
123456			Local	12/9/2018	alatham77+00996@gmail.com	X

Showing 1 to 3 of 3 entries

+ Add A Vendor Number

Vendor Number * Description EFS Legacy Provider/Extension Funder Type * Add Vendor Number

Removing Vendor Numbers

To remove a vendor number, follow the steps above to locate the provider through the Vendor Number Entry provider search and click the **View Vendor Number** button. In the saved vendor number list, click the Remove (X) button. A confirmation window displays. Click Yes to remove the vendor number or click Cancel to abandon the action.

Assigning Vendor Numbers to a VPK Class

Assigning a vendor number to a VPK class is an optional feature and may not be used by all coalitions. During reimbursement, the system will first look to see if a VPK class has a specific vendor number assigned, if not, the system will use the top VPK vendor number created (if more than one VPK vendor number exists).

To assign a vendor number to specific VPK class, follow the steps above to locate the provider through the Vendor Number Entry provider search, click the **View Vendor Number** button, and create the vendor numbers to be used by each class at the provider.

Vendor Number List

Provider Information

Provider ID: 19449
 Doing Business As Name: Growing Up Strong
 Street Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301
 Registered County: KREPS ISLAND

Coalition: ELC of TALLAHASSEE

Show 10 entries Search:

Vendor Number	Description	EFS Legacy Provider/Extension	Funder Type	Created Date	Created By	Remove
123456			SR	12/9/2018	alatham77+00996@gmail.com	X
123456			Local	12/9/2018	alatham77+00996@gmail.com	X
55-987654	VPK Headstart Class		VPK	12/9/2018	alatham77+00996@gmail.com	X
75-654111	VPK County Class		VPK	12/9/2018	alatham77+00996@gmail.com	X

Showing 1 to 4 of 4 entries

+ Add A Vendor Number

Vendor Number * Description EFS Legacy Provider/Extension Funder Type * Add Vendor Number

With the VPK vendor numbers created, go to the Provider menu item and select **Search**. Enter criteria to locate the VPK provider and click the **Search** button. Results display. Click the **Profile ID** link to open the provider's profile.

Provider Search Results 2 Total Records

Show 10 entries

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal ID	Principal Name	Street Address	Address Line2	City	ZIP	County	Requested Contract ?
19449	60984	3409823409842	2017 - 2018	Active	06/30/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KREPS ISLAND	Both VPK and SR
19449	60991	3409823409842	2018 - 2019	Active	07/01/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KREPS ISLAND	Both VPK and SR

On the provider's Administrative Review task bar, click the **Contracts** button.



Then, click the **View** button for the VPK Provider Application (VPK-APP) for the applicable program year.

Manage Contracts For Growing Up Strong Return to review

Show 10 entries Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
27708	VPK	OEL-VPK 20	ELC of TALLAHASSEE	Incomplete	07/01/2018	07/01/2018	6/30/2019		View	N/A	Cancel Contract
27703	SR	OEL-SR 20	ELC of TALLAHASSEE	Certified	07/29/2018	07/18/2018	6/30/2019		View	Download	Amend Change Status
27700	VPK	OEL-VPK 20	ELC of TALLAHASSEE	Certified	06/30/2018	06/30/2018	6/30/2018		View	Download	Amend Change Status
10214	VPK-APP	VPK 10, 11A, 11B	ELC of TALLAHASSEE	Certified	07/17/2018	07/01/2018	5/31/2019		View	Download	Change Status
10211	VPK-APP	VPK 10, 11A, 11B	ELC of TALLAHASSEE	Certified	06/30/2018	06/30/2018	7/26/2018		View	Download	Change Status

First Previous 1 Next Last

The VPK Provider Application displays. Click the **VPK Class(es)** tab. For each class that needs a specific vendor number assigned, click the **Update** button.

Attendance Policy | VPK Director | VPK Instructors | VPK Calendars | **VPK Class(es)** | Review | Certify and Submit

AF18
Verified By alatham77+OELelc@gmail.com, On 07/03/2018
Class Name: Purple Room
Class Calendar: Fall
Main Curriculum: SCHOLASTIC ENGLISH
Class Start Date: 07/02/2018
Class End Date: 06/30/2019
Vendor Number: **Update**
Instructors:

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Noninstructional Holiday	5	6	7

A window displays with the available VPK vendor numbers. Choose the vendor number can click the **Select** button.

Vendor Number

Vendor Number	Description	EFS Legacy Provider/Extension	Action
55-987654	VPK Headstart Class		Select
75-654111	VPK County Class		Select

Close

Now, the vendor number is assigned to the specific VPK class. Repeat as needed.

Growing Up Strong 2018 - 2019 (Certified) Change Status

Attendance Policy | VPK Director | VPK Instructors | VPK Calendars | **VPK Class(es)** | Review | Certify and Submit

AF18
Verified By alatham77+OELelc@gmail.com, On 07/03/2018
Class Name: Purple Room
Class Calendar: Fall
Main Curriculum: SCHOLASTIC ENGLISH
Class Start Date: 07/02/2018
Class End Date: 06/30/2019
Vendor Number: **55-987654 Update**
Instructors:

July 2018

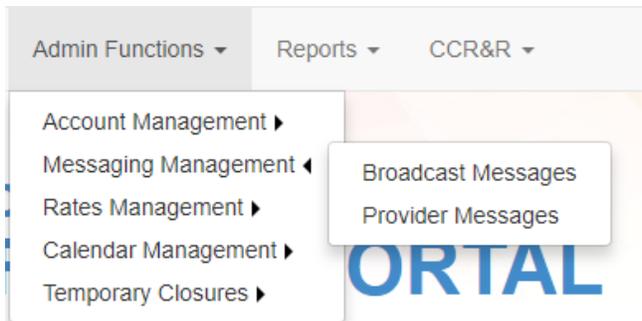
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Noninstructional Holiday	5	6	7

Provider Messaging

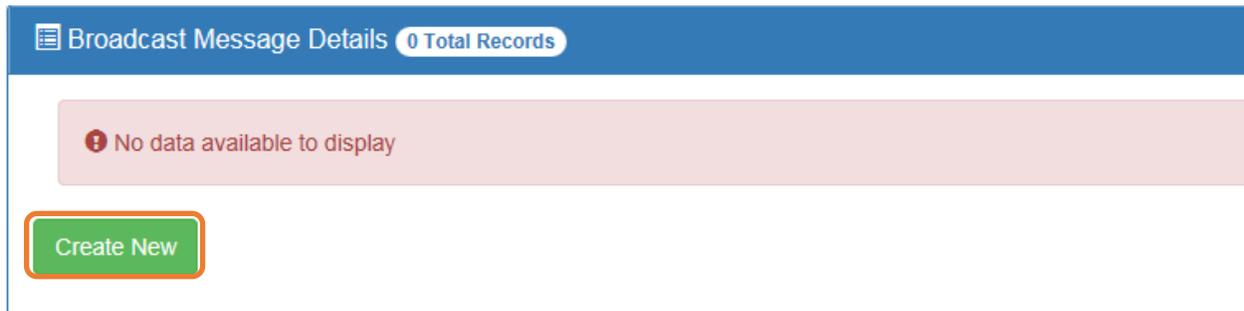
Broadcast Message Management

The Broadcast message management function allows coalitions to send messages to all providers in the coalition service area. This function is only available to coalition admins and OEL admins. Currently, coalitions cannot send to SR, VPK, or CCR&R providers each, but must send a message to all providers, regardless of services provided.

To access the Broadcast message management function, coalition admins will click the **Admin Functions** button, select **Messaging Management** and then **Broadcast messages**.



Then, click the **Create New** button.



The coalition admin will then select the audience for the message, decide which county(ies) (if a multi-county coalition) for the message, complete the Message field and select the Begin Date and End Date for the message. Unchecking the **Show** check box will hide the message from providers. Click the **Save** button to send the message.

* Message To Provider(s) All SR VPK CCR&R only ⓘ

County

* Message to be broadcast

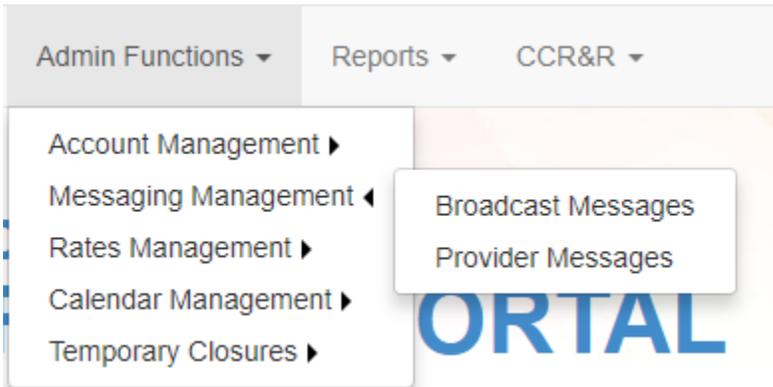
* Message Begin Date

* Message End Date

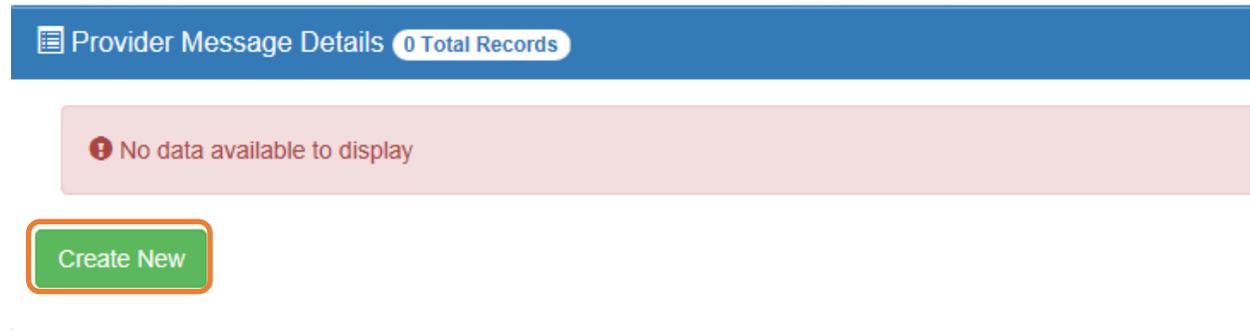
Provider Message Management

The Provider message management function allows coalitions to send messages to a specific provider in the coalition service area. This function is only available to coalition admins and OEL admins.

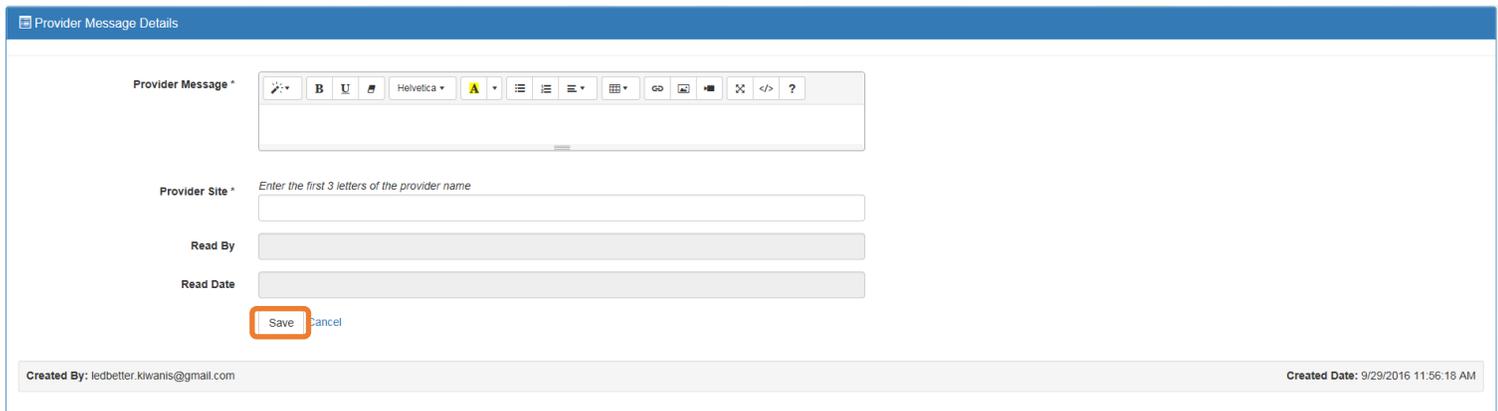
To access the Provider message management function, coalition admins will click the **Admin Functions** button, select **Messaging Management** and then **Provider messages**.



Then, click the **Create New** button.



The coalition admin will then complete the Provider Message and Provider Site fields. When the provider reads the message, the Read By and Read Date fields will be completed. Click the **Save** button to send the message.

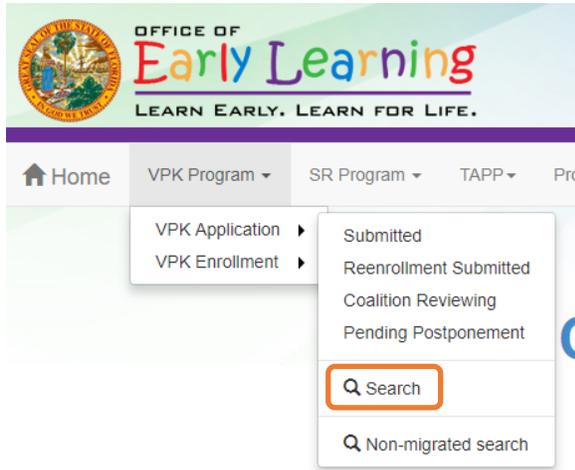


VPK Enrollment for Coalition Users

Coalitions may create new enrollments through the system or upload a bulk enrollment file in lieu of a provider submission. Additionally, coalition users manage enrollments by reviewing provider requests or saving changes directly.

Creating New Enrollments

Coalition users will navigate to the VPK Application menu item and select the **Search** option to locate the approved VPK child.



Clicking on the child's COE number opens their application record.

VPK Application Search

By Person Info

Person Type: Child Primary Parent

First Name:

Last Name:

Date of Birth:

By Application Info

Certificate Number:

County for Services:

Program Year:

VPK Session:

Record Phase: VPK Application VPK Reenrollment

Application Status:

Reset Search

Show 10 entries [Clear All Filters](#) Search:

COE Number	Child First Name	Child Last Name	Child DOB	Parent First Name	Parent Last Name	County	Program Year	VPK Status
<input type="text" value="VPK1116598-2018"/>	<input type="text" value="Baby Ruth"/>	<input type="text" value="Latham"/>	<input type="text" value="9/9/2013"/>	<input type="text" value="Andrea"/>	<input type="text" value="Latham"/>	<input type="text" value="KREPS ISLAND"/>	<input type="text" value="2018 - 2019"/>	<input type="text" value="Approved"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

Within the application record, click the **Enroll** button.

VPK Application For **Baby Ruth Latham**

Certificate Number: **VPK1116598-2018** Current Application Status: **Approved** Program Year: **2018 - 2019**

CHILD INFORMATION	PARENT OR GUARDIAN INFORMATION
<p>Baby Ruth Latham</p> <p>Ethnicity : Not answered Gender : Female Race : Prefer not to answer DOB : 09/09/2013 SSN : Primary Language : English County for Services : KREPS ISLAND Preferred Program Setting : Private provider (child care, private school, faith-based) Desired VPK Session : School year (540 hours) Child admitted to Kindergarten? : No</p> <p><input checked="" type="checkbox"/> Current Age Verification Verified by alatham77+00998@gmail.com on 07/24/2018 <input checked="" type="checkbox"/> No Current IEP</p> <p><input type="button" value="VPK01 form"/> <input type="button" value="VPK02 form"/></p> <p><input type="button" value="Re-open Application"/> <input checked="" type="button" value="Enroll"/> <input type="button" value="Reviewed"/> <input type="button" value="Inactivate"/></p>	<p>Andrea Latham</p> <p>Ethnicity : Not answered Gender : Female Race : Prefer not to answer Relationship to Child : Parent/Step Parent Preferred Method of Contact : Email Address : <input type="text"/></p> <p><input checked="" type="checkbox"/> Email : alatham77+prod3@gmail.com <input type="checkbox"/> Primary: (850) 321-5286 <input type="checkbox"/> Secondary:</p> <p><input checked="" type="checkbox"/> Current Proof of Residence Verified by alatham77+00998@gmail.com on 07/24/2018 Family is not displaced.</p>

CASE NOTES

Now, the enrollment record opens for the child.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: **VPK1116598-2018** Issue Date: **07/24/2018** Current Enrollment Status: **Enrollment Ended (Terminated)** Program Year: **2018 - 2019**

Provider Info	Current Enrollment Info
<p>Provider ID</p> <p>Provider Name <input type="text" value="Enter the first 3 letters of the provider name"/></p> <p>Provider Address</p> <p>County of Service</p> <p>Provider Phone</p> <p>Provider Email</p>	<p>Class ID <input type="text"/></p> <p>VPK Class Start Date: <input type="text"/></p> <p>VPK Class End Date: <input type="text"/></p> <p>VPK Calendar: <input type="text"/></p> <p>Billing Group: <input type="text" value="VPK"/></p> <p>Anticipated Start Date: <input type="text" value="12/08/2018"/></p> <p>VPK Session: <input type="text" value="School year (540 hours)"/></p> <p>Eligibility: <input type="text" value="VPK"/></p> <p>Actual Start Date: <input type="text" value="N/A"/></p>

First, enter the provider name. As text is entered, matching providers are identified and display in a drop down. Select the provider and press the **Enter** key. Then, the provider information appears.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: **VPK1116598-2018** Issue Date: **07/24/2018** Current Enrollment Status: **Enrollment Ended (Terminated)** Program Year: **2018 - 2019**

Provider Info	Current Enrollment Info
<p>Provider ID: 19449</p> <p>Provider Name: <input type="text" value="Growing Up Strong"/></p> <p>Provider Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301</p> <p>County of Service: KREPS ISLAND</p> <p>Provider Phone: 5555555555</p> <p>Provider Email: alatham77@gmail.com</p>	<p>Class ID: <input type="text" value="-- Select --"/></p> <p>VPK Class Start Date: <input type="text"/></p> <p>VPK Class End Date: <input type="text"/></p> <p>VPK Calendar: <input type="text"/></p> <p>Billing Group: <input type="text" value="VPK"/></p> <p>Anticipated Start Date: <input type="text" value="12/08/2018"/></p> <p>VPK Session: <input type="text" value="School year (540 hours)"/></p> <p>Eligibility: <input type="text" value="VPK"/></p> <p>Actual Start Date: <input type="text" value="N/A"/></p>

Use the Class ID drop down to select the appropriate class for enrollment. Then, the class information appears. Next, enter the anticipated start date for the child.

NOTE: The anticipated start date cannot be before the class start date or before the COE issue date (or before a termination date) - see highlighted dates.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: VPK1116598-2018 Issue Date: 07/24/2018 Current Enrollment Status: **Enrollment Ended (Terminated)** Program Year: 2018 - 2019

Provider Info

Provider ID: 19449

Provider Name:

Provider Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301

County of Service: KREPS ISLAND

Provider Phone: 5555555555

Provider Email: alatham77@gmail.com

Current Enrollment Info

Class ID: AF18 - Purple Roo

VPK Class Start Date: 07/02/2018

VPK Class End Date: 05/31/2019

VPK Calendar: A

VPK Session: School Year (540 hours)

Billing Group: VPK

Eligibility: VPK

Anticipated Start Date: 07/24/2018

Actual Start Date: N/A

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
No Records Found.						

Other Enrollments for Child

Enrollment ID	COE Number	Program Year	Provider	Enrollment Status	Actual Start Date	Termination Effective Date	Last Action Date	
33724	VPK1116598-2018	2018	Growing Up Strong	Enrollment Ended (Terminated)	N/A	07/24/2018	07/24/2018	<input type="button" value="Re-open"/>

Case Notes

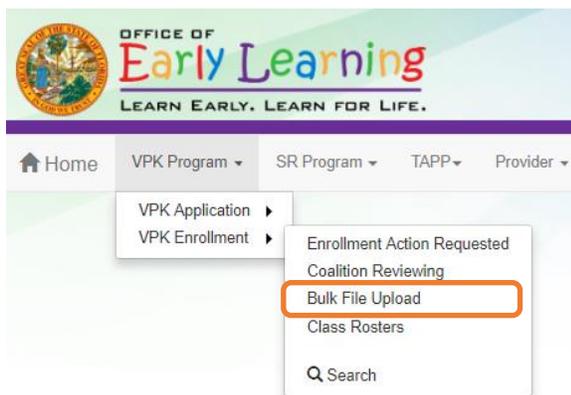
add your note here...

 Custom Code Type:
 Custom Code:

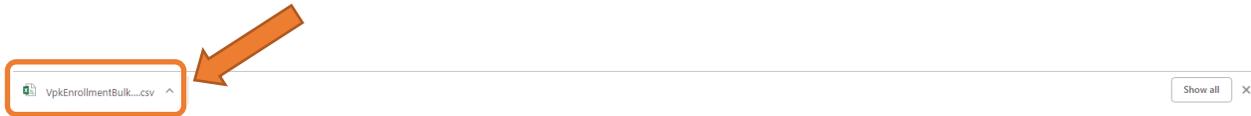
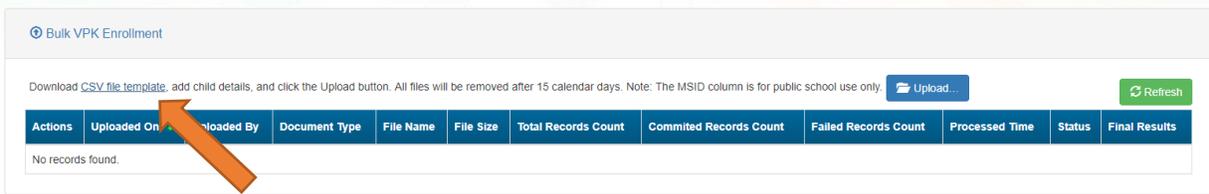
The page refreshes and the application records appears. Now, the button says **View Enrollment**. When clicked, the Enrolled record displays.

Creating New Enrollments through a Bulk File Upload

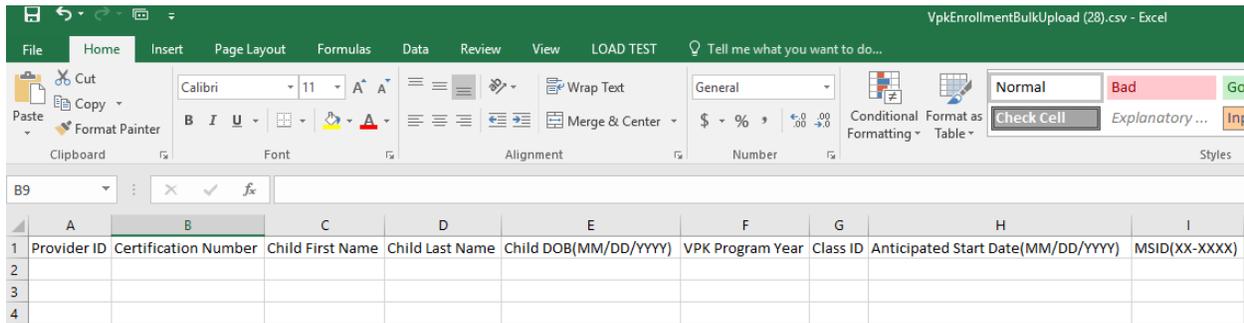
In addition to the enrollment method described in "Creating New Enrollments through the Coalition Services Portal" coalition users may submit enrollment requests on behalf of providers via a file process. To begin, click the **VPK Enrollment** menu item, then **Bulk File Upload**. The bulk file processing page displays.



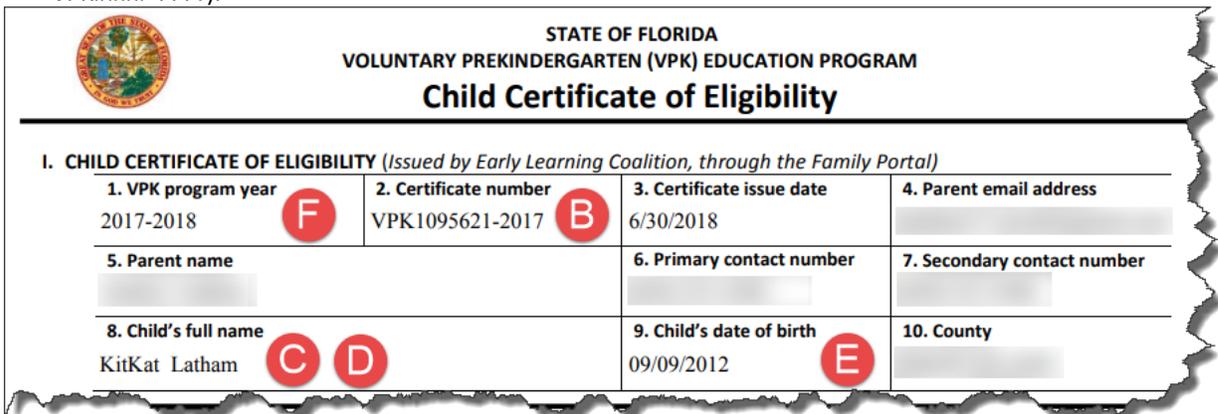
Next, click on the link to download the **CSV file template**. The file may appear at the bottom of the computer screen depending on the user's browser.



Open the file and expand the columns. Each column is explained below.



- A. **Provider ID** = this is the provider ID for the site.
- B. **Certification Number** = this is the child's certificate number listed on their COE. The field is not case sensitive, however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).



- C. **Child First Name** = this is the child's first name listed on their COE. The field is not case sensitive.
- D. **Child Last Name** = this is the child's last name listed on their COE. Do not include a suffix (if any). The field is not case sensitive.

- E. **Child DOB (MM/DD/YYYY)** = this is the child’s date of birth listed on their COE. The field will accept M/D/YYYY as well.
- F. **VPK Program Year** = this is the child’s approved VPK program year listed on their COE. The field is looking for the first 4-digit year only. For example, if the VPK program year is 2017-2018, the entry would be 2017. Generally, the 4-digit VPK program year matches the year included at the end of the child’s COE number.
- G. **Class ID** = this is the desired class’s 4-digit ID. The class ID must be entered as the 4-digit assigned ID. Do not include the class name (if any). Looking at the example below, the entry would be “AS17” not “Songbirds” or “AS17-Songbirds.”

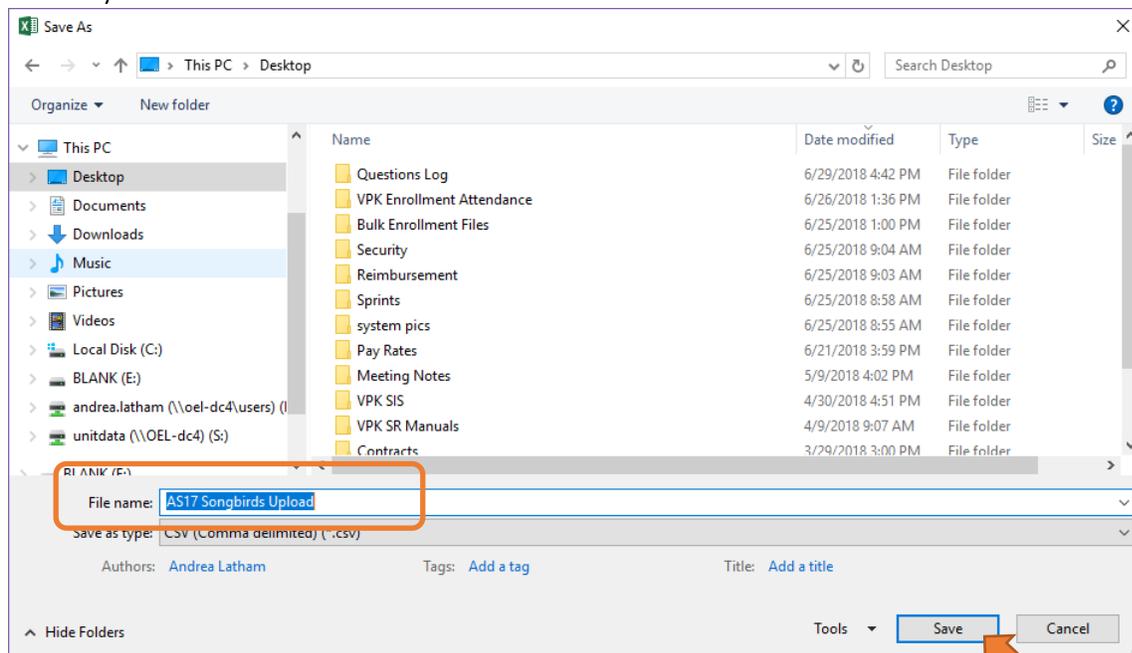
Request/Change VPK Enrollment | Bulk VPK Enrollment

VPK Program Year: 2017-2018 | VPK Session: Summer (300 hours) | **VPK Class: AS17 - Songbirds** | Class Start Date: 06/04/2018 | Class End Date: 07/26/2018

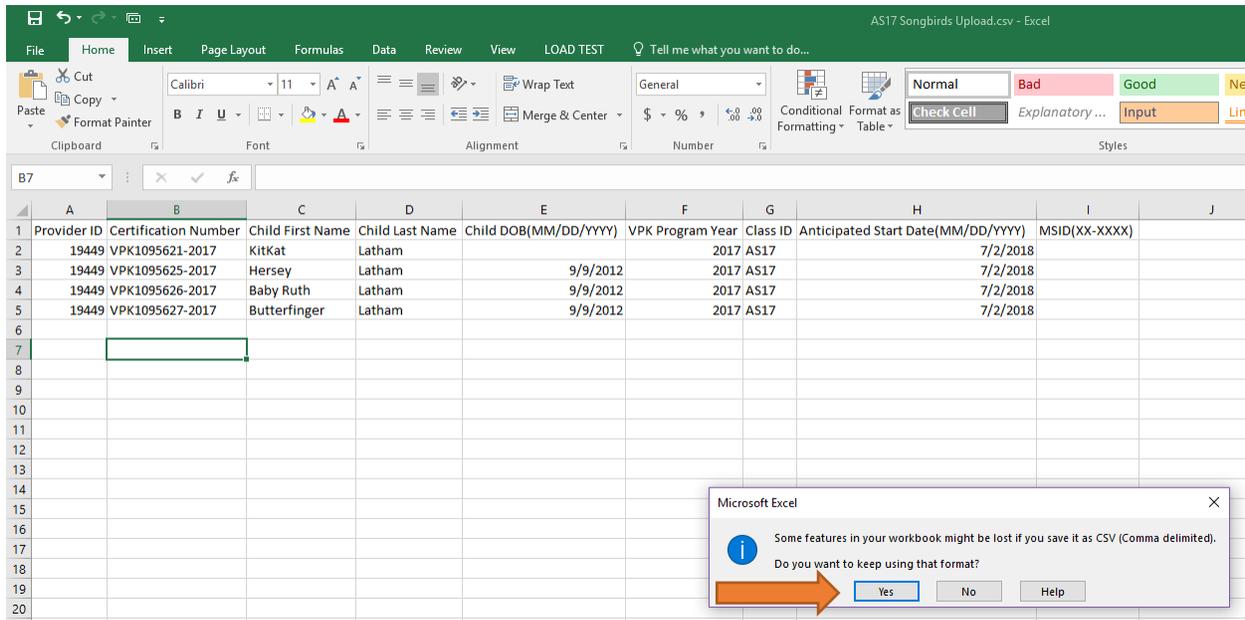
- H. **Anticipated Start Date (MM/DD/YYYY)** = this is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins. **NOTE:** An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date. The field will accept M/D/YYYY as well.
- I. **MSID (XX-XXXX)** = this field is for public schools only. Public schools may enter their Master School Identification (MSID) number in a 6-digit format, where the first 2 digits are the district number followed by a hyphen and 4-digit school number. The MSID number can be used in lieu of the Provider ID in column A. Both IDs are accepted.

When the file is complete, name it and save it as a CSV file type.

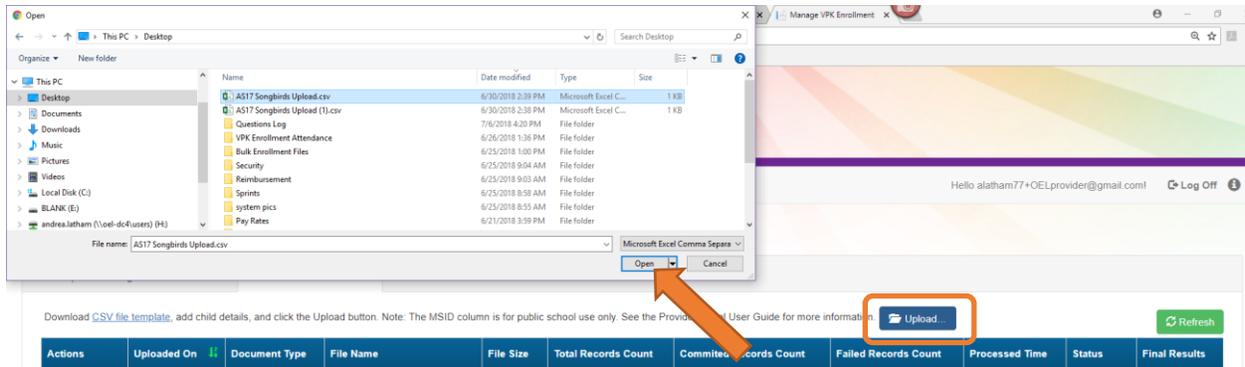
NOTE: It may be helpful to include your provider name and class in the file name if troubleshooting is ever necessary.



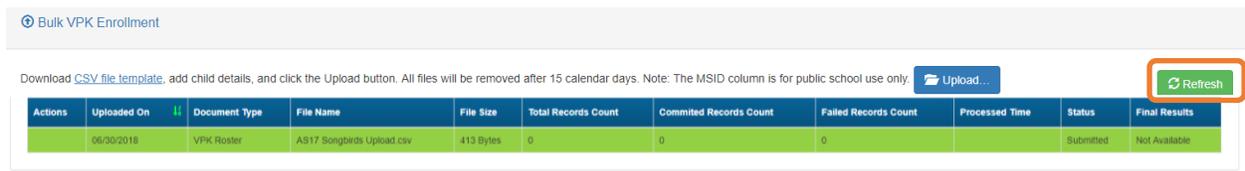
When changing the file format to CSV, Excel often displays a message to ask if you want to keep using that format. If this message appears, click **Yes**.



Click the **Upload** button. A window displays. Select your file and click **Open**.



The file upload will begin. The file details will populate on a row and turn green. Click the **Refresh** button to populate the results.



The file details will be updated. The file size, total records count, committed records count, failed records count, processed time, status, and final results are updated. The file results are also returned and can be downloaded by clicking on the **Download** button.

Bulk VPK Enrollment

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. Upload... Refresh

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
Download	06/30/2018	VPK Roster	AS17 Songbirds Upload.csv	429 Bytes	4	3	1		Completed	Error

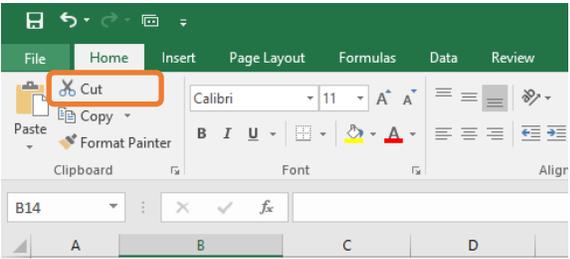
In this example, there is one failed record and three committed records. The file download will include the error message and status for each record submitted. The three committed records are now "Enrollment Submitted" and the failed record was not included because of an invalid date of birth. The same validations that occur with a manual child enrollment occur with the bulk enrollment file process.

AS17 Songbirds Upload (1).csv - Excel

Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start Date(MM/DD/YYYY)	MSID(XX-XXXX)	Error or Status
19449	VPK1095621-2017	KitKat	Latham		2017	AS17	7/2/2018		Invalid Date of Birth
19449	VPK1095625-2017	Hersey	Latham	9/9/2012	2017	AS17	7/2/2018		Enrollment Submitted
19449	VPK1095626-2017	Baby Ruth	Latham	9/9/2012	2017	AS17	7/2/2018		Enrollment Submitted
19449	VPK1095627-2017	Butterfinger	Latham	9/9/2012	2017	AS17	7/2/2018		Enrollment Submitted

The three committed records are displayed on the class's enrollment roster as "Enrollment Submitted" and appear in the VPK Enrollment> Enrollment Action Requested work queue for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress. The same processes that occur with a manual child enrollment occur with the bulk enrollment file process.

NOTE: When correcting records and re-uploading the file, be sure to remove the "Error or Status" column as it is not accepted for the upload. Also, it is best to NOT include records that have already been submitted successfully as they will now error as having been processed. When removing successful records and the Error or Status column, it is best to highlight the row/column and use the cut/delete option instead of just deleting the information. Excel often retains formats even if the cells are now empty.



Reviewing VPK Enrollment Requests

Coalition users will navigate to the VPK Enrollment menu item and select the **Enrollment Action Requested** work queue to review/approve/reject enrollment requests made by the provider. Requests include new enrollments, class transfers, and child terminations.



The Enrollment Action Requested work queue displays the certificate of eligibility (COE) number, child name, parent name, provider name, provider phone number, provider county, program year, and enrollment status. The columns may be sorted by clicking on the column header. Each column may be filtered by typing criteria in the column's filter field. Additionally, there is a program year filter and search feature that can filter results.

The image shows a screenshot of a web application interface for "Enrollment Action Requested VPK Enrollments". At the top right, there is a "Program Year" dropdown menu set to "2018 - 2019". Below the header, there is a "Show 10 entries" dropdown and a "Clear All Filters" button next to a search input field. The main content is a table with columns for COE Number, Child First Name, Child Last Name, Parent First Name, Parent Last Name, Provider Name, Provider Phone, County, Program Year, and Enrollment Status. Each column has a "Filter" input field below it. The table contains two rows of data. The first row shows a child named Teresa May with parent Michaelen White, enrolled at May Schools in Gadsden county. The second row shows a child named Alice Latham with parent Andrea Latham, enrolled at Daisy Mae Daycare in Leon county. At the bottom, there is a pagination bar showing "Showing 1 to 2 of 2 entries" and "Previous 1 Next" buttons.

COE Number	Child First Name	Child Last Name	Parent First Name	Parent Last Name	Provider Name	Provider Phone	County	Program Year	Enrollment Status
VPK575-2018	teresa	may	Michaelen	White	May Schools	(234) 234-2424	Gadsden	2018 - 2019	Enrolled - Change Requested
VPK750-2018	Alice	Latham	Andrea	Latham	Daisy Mae Daycare	(850) 555-5555	Leon	2018 - 2019	Enrollment Submitted

Clicking on the child's COE number opens the enrollment record. Clicking on the parent's name opens the household view.

The child's enrollment record contains *Provider Information* (on the left) and the *Current Enrollment Information* (on the right). The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to **Approve**, **Reject**, or **Set Coalition Reviewing**.

Below, there are two more sections: *Other Enrollments for Child* and *Case Notes*. The *Other Enrollments for Child* area displays the enrollment history attached to this COE (i.e. cancellations, class transfers, rejections, etc.). The *Case Notes* area allows coalition users to create and view case notes related to the enrollment.

To create a case note, type in the text box area and click **Add Case Note**.

NOTE: When assigning a custom code to a case note, select the Custom Code Type and Custom Code prior to clicking **Add Case Note**.

To view case notes, click **Status Records**.

Case Note History

Show 10 entries Search:

Code	Custom Code	Date Created	Event	Description	Notes	User
ENRV		7/7/2018 10:02:28 AM	VPK County of Service Change	Child ID: 2230 Name: Apple Latham County of Service was changed during VPK enrollment from: Clay to : Leon		alatham77+0033@gmail.com
ENRV		7/7/2018 10:02:28 AM	Enrollment Submitted	*Child ID: 2230 *Name: Apple Latham *Program: VPK *Status: Enrollment Submitted *Provider ID: 8433 *Class ID: AF18 *Anticipated Start Date: 08/20/2018		alatham77+0033@gmail.com

Previous 1 Next

Close

In this example, the child had a VPK County of Service Change during the enrollment process. The COE listed Clay as the county of service and it was automatically updated to the provider's county (Leon) during the enrollment process. This enables the coalition of the provider to process the enrollment request without having the original coalition manually update the child's application record.

Case notes have a search feature that can filter results. Click **Close** to close the window.

New Enrollments

New enrollment requests appear in the **Enrollment Action Requested** work queue as *Enrollment Submitted*. Click on the **COE number** to continue. The child's enrollment record opens. The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to Approve, Reject, or Set to Coalition Reviewing.

Set Coalition Reviewing

Coalition users may place an enrollment request in the Coalition Reviewing status by clicking the **Set Coalition Reviewing** action button. This action changes the record's status from *Enrollment Submitted* to *Coalition Reviewing* and moves the record to the Coalition Reviewing work queue. The family, provider, and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Reject

Coalition users may reject an enrollment request by clicking the **Reject** action button. A window will appear to enter comments for the enrollment case note. The user must click **Save** to complete this action; otherwise click **Cancel** to abandon the rejection. Rejecting an enrollment request changes the record's status from *Enrollment Submitted* to *Enrollment Rejected*. In this status, the enrollment request is cancelled and the enrollment process starts over. The provider's VPK Director receives an email notification to inform them the enrollment process could not be completed for the child and the child's record is no longer listed on the class roster in the Provider Portal. The family also receives an email notification to inform them the enrollment process could not be completed for their child; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

Approve

Coalition users may approve an enrollment request by clicking the **Approve** action button. Approving an enrollment request changes the record's status from *Enrollment Submitted* to *Enrolled*. The family, provider, and

coalition will see the status update within the respective portals. The family receives an email notification to inform them the enrollment process is complete for their child. The provider will not receive an email notification for this action.

Class Transfers

Class transfer requests appear in the **Enrollment Action Requested** work queue as *Enrolled-Change Requested*. Click on the **COE number** to continue. The child’s enrollment record opens. The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to **Approve**, **Reject**, or **Set Coalition Reviewing**.

NOTE: During a class transfer, a child has two enrollment records; one for their current class (*Enrolled*) and one for the pending class transfer (*Enrolled-Change Requested*).

The screenshot shows the VPK Enrollment for Latham, Apple interface. At the top, it displays Certificate Number: VPK737-2018, Issue Date: 07/07/2018, Current Enrollment Status: Enrollment Submitted, and Program Year: 2018 - 2019.

Provider Info:

- Provider ID: 8433
- Provider Name: Daisy Mae Daycare
- Provider Address: 250 MARRIOTT DR TALLAHASSEE, FL 32399-6535
- County of Service: Leon
- Provider Phone: (850) 555-5555
- Provider Email: rose@nowhere.com

Current Enrollment Info:

- Class ID: BF18
- VPK Class Start Date: 08/20/2018
- VPK Class End Date: 05/17/2019
- VPK Calendar: Fall PM
- VPK Session: School year (540 hours)
- Billing Group: VPK
- Eligibility: VPK
- Anticipated Start Date: 08/20/2018
- Actual Start Date: N/A

Enrollment Actions To-Date:

Remove Enrollment from Provider - Child never attended

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/20/2018	BF18				Daisy Mae Daycare	07/07/2018
08/20/2018	AF18	08/20/2018			Daisy Mae Daycare	07/07/2018

Buttons: Approve, Reject, Set Coalition Reviewing

Set Coalition Reviewing

Coalition users may place a class transfer request in the Coalition Reviewing status by clicking the **Set Coalition Reviewing** action button. This action changes the pending class transfer record’s status from *Enrolled-Change Requested* to *Coalition Reviewing* and moves the record to the Coalition Reviewing work queue. The family will not see the status change on their dashboard in the Family Portal. However, the provider and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Reject

Coalition users may reject a class transfer request by clicking the **Reject** action button. A window will appear to enter comments for the enrollment case note. The user must click **Save** to complete this action; otherwise click **Cancel** to abandon the rejection. Rejecting the pending class transfer record cancels the class transfer. The rejected class transfer request is no longer active or visible to the provider in the second class; only the enrolled record remains active in the first class. The provider’s VPK Director receives an email notification to inform them the change request was not approved for the child. The family will not receive an email notification for this action.

Approve

Coalition users may approve a class transfer request by clicking the **Approve** action button. Approving a class transfer request will change the pending class transfer record’s status from *Enrolled-Change Requested* to *Enrolled*. The enrolled record in the first class is terminated with the class transfer effective date. The family, provider, and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Terminations

Termination requests appear in the **Enrollment Action Requested** work queue as *Enrolled-Change Requested*. Click on the **COE number** to continue. The child's enrollment record opens. The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to **Approve**, **Reject**, or **Set Coalition Reviewing**.

VPK Enrollment for Latham, Apple

Certificate Number: VPK737-2018 Issue Date: 07/07/2018 Current Enrollment Status: Enrollment Submitted Program Year: 2018 - 2019

Provider Info

Provider ID: 8433
Provider Name: Daisy Mae Daycare
Provider Address: 250 MARRIOTT DR TALLAHASSEE, FL 32399-6535
County of Service: Leon
Provider Phone: (850) 555-5555 Provider Email: rose@nowhere.com

Current Enrollment Info

Class ID: BF18
VPK Class Start Date: 08/20/2018 VPK Class End Date: 05/17/2019
VPK Calendar: Fall PM VPK Session: School year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 08/20/2018 Actual Start Date: N/A

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/20/2018	BF18				Daisy Mae Daycare	07/07/2018
08/20/2018	AF18	08/20/2018			Daisy Mae Daycare	07/07/2018

Set Coalition Reviewing

Coalition users may place a termination request in the Coalition Reviewing status by clicking the **Set Coalition Reviewing** action button. This action changes the pending termination record's status from *Enrolled-Change Requested* to *Coalition Reviewing* and moves the record to the Coalition Reviewing work queue. The family will not see the status change on their dashboard in the Family Portal. However, the provider and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Reject

Coalition users may reject a termination request by clicking the **Reject** action button. A window will appear to enter comments for the enrollment case note. The user must click **Save** to complete this action; otherwise click **Cancel** to abandon the rejection. Rejecting the request cancels the termination and changes the record's status from *Enrolled-Change Requested* to *Enrolled*. The provider's VPK Director receives an email notification to inform them the change request was not approved for the child. The family will not receive an email notification for this action.

Approve

Coalition users may approve a termination request by clicking the **Approve** action button. Approving a termination request will change the record's status from *Enrolled-Change Requested* to *Enrollment Ended* (once the termination effective date is reached). The family, provider, and coalition will see the status update within the respective portals. The provider's VPK Director receives an email notification to inform them the enrollment has ended and the child's record is no longer listed on the class roster in the Provider Portal (once the termination effective date is reached). The family also receives an email notification to inform them the enrollment has ended; instructions are provided to log into the Family Portal to request reenrollment if hours remain unused.

[Edit Termination Information](#)

If the VPK enrollment status is Enrollment Ended (Terminated), a coalition admin can change the termination date or termination reason if the date and/or reason was incorrectly entered by the provider.

From the enrollment screen, click the [Edit Termination Info](#) link.

Current Enrollment Status: **Enrollment Ended (Terminated)**

Program Year: **2018 - 2019**

Current Enrollment Info

Class ID	AF18 - VPK		
VPK Class Start Date:	08/20/2018	VPK Class End Date:	06/07/2019
VPK Calendar:	VPK	VPK Session:	School year (540 hours)
Billing Group:	VPK	Eligibility:	VPK
Anticipated Start Date:	08/20/2018	Actual Start Date:	08/20/2018

[Edit Termination Info](#)

Fill out the required fields and click **Save**.

Terminate Enrollment

Select the reason for terminating this enrollment.

Last Day of Services: *

Termination Reason: *

Comments: *

Cancel

Save

Saving Enrollment Changes Directly

Coalition users may also open an enrollment record and make changes directly, such as changing a class, terminating the enrollment or cancelling the enrollment.

Class Transfers

To save a class transfer change, open the enrollment record. Use the Class ID drop down to select the class to transfer to.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: VPK1116598-2018 Issue Date: 07/24/2018 Current Enrollment Status: Enrolled Program Year: 2018 - 2019

Provider Info

Provider ID: 19448
Provider Name: Enter the first 3 letters of the provider name
Kim's Test Daycare
Provider Address: 2305 HOME CT TALLAHASSEE, FL 32303
County of Service: KREPS ISLAND
Provider Phone: (850) 555-5555
Provider Email: trokekim+prov1dir@gmail.com

Current Enrollment Info

Class ID: AF18 - School Yea
VPK Class Start Date: 08/13/2018 VPK Class End Date: 05/24/2019
VPK Calendar: School Year VPK Session: School year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 08/13/2018 Actual Start Date: N/A

Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/13/2018	AF18				Kim's Test Daycare	12/08/2018

Save Terminate

When the class changes, a "Class Change Effective Date" appears. Enter the first day the child will begin in the new class and click **Save**.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: VPK1116598-2018 Issue Date: 07/24/2018 Current Enrollment Status: Enrolled Program Year: 2018 - 2019

Provider Info

Provider ID: 19448
Provider Name: Enter the first 3 letters of the provider name
Kim's Test Daycare
Provider Address: 2305 HOME CT TALLAHASSEE, FL 32303
County of Service: KREPS ISLAND
Provider Phone: (850) 555-5555
Provider Email: trokekim+prov1dir@gmail.com

Current Enrollment Info

Class ID: BF18 - School Yea Class Change Effective Date:
VPK Class Start Date: 08/13/2018 VPK Class End Date: 05/24/2019
VPK Calendar: A VPK Session: School Year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 08/13/2018 Actual Start Date: N/A

Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/13/2018	AF18				Kim's Test Daycare	12/08/2018

Save Terminate

The page refreshes and the enrollment record is updated.

Terminations

To save a termination change, open the enrollment record and click **Terminate**. A pop-up message displays to collect termination information. Enter the last day that services will be/were rendered and select the reason for termination. The Termination Effective Date is displayed below the Last Day of Services as one day after the last day of services. Therefore, the Termination Effective Date is the first day the child is NOT attending class. Click **Save** to complete the task or click **Close** to abandon the termination and close the window.

Certificate Number: VPK1116598-2018 Issue Date: 07/24/2018 Current Enrollment Status: Enrolled Program Year: 2018 - 2019

Provider Info

Provider ID: 19448
Provider Name: Enter the first 3 letters of the provider name
Provider Address: 2305 H
County of Service: KREPS
Provider Phone: (850) 5
Provider Email: trokek

Remove Enrollment

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
12/03/2018						12/08/2018
07/24/2018						12/08/2018

Submitted On Date

Save Terminate

The page refreshes and the enrollment record is updated.

Update Anticipated Start Date

To save an updated anticipated start date, open the enrollment record. Enter a new Anticipated Start Date and click **Save**. **NOTE:** An anticipated start date cannot be changed if an Actual Start Date is recorded. Also, the validations must still be met (i.e. the anticipated start date cannot be before the class start date or after the class end date; and, it cannot be before the child's COE issue date).

VPK Enrollment for Latham, Bacon

Certificate Number: VPK727-2018 Issue Date: 06/27/2018 Current Enrollment Status: Enrolled Program Year: 2018 - 2019

Provider Info

Provider ID: 8489
Provider Name: Enter the first 3 letters of the provider name
Provider Address: 2308 APALACHEE PKWY TALLAHASSEE, FL 32301
County of Service: Leon
Provider Phone: (555) 555-5555
Provider Email: dalmatian@nowhere.com

Remove Enrollment from Provider - Child never attended

Current Enrollment Info

Class ID: FF18 - BBQ Room
VPK Class Start Date: 07/16/2018
VPK Class End Date: 03/22/2019
VPK Calendar: Fall Is Here
VPK Session: School year (540 hours)
Billing Group: VPK
Eligibility: VPK
Anticipated Start Date: 07/16/2018
Actual Start Date: N/A

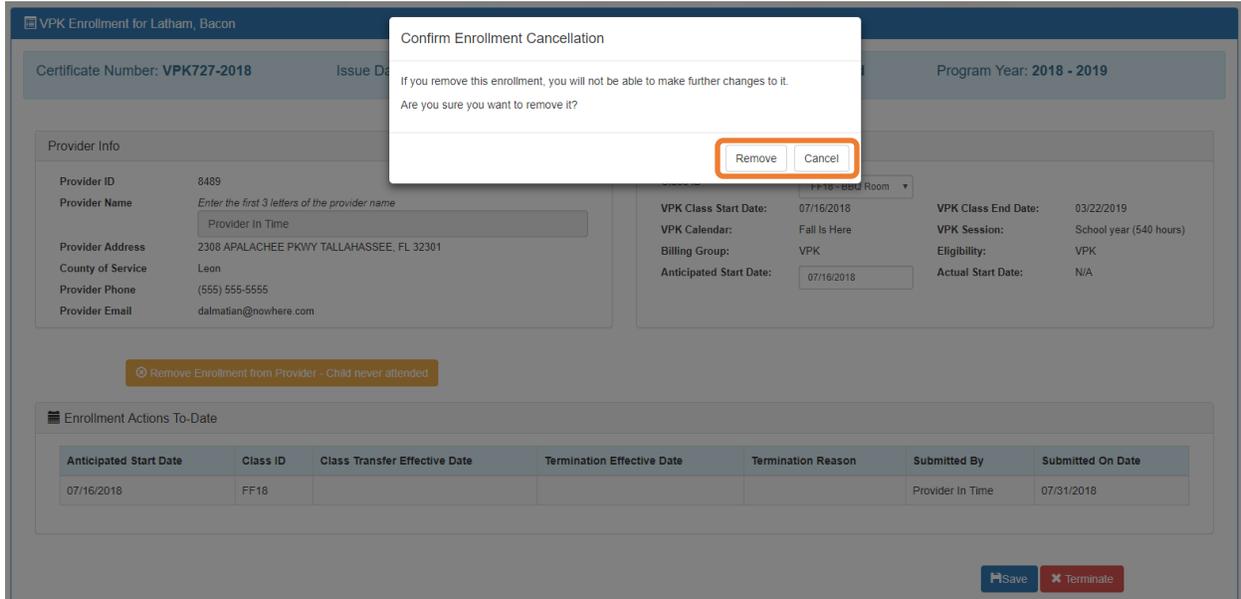
Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
07/16/2018	FF18				Provider In Time	07/31/2018

Save Terminate

Remove Enrollment from Provider - Child Never Attended

Coalition users may remove an enrollment from a provider, in effect canceling the enrollment. This feature may be used if the child never attended and no reimbursement will be sought for the enrollment. To use this feature, open the enrollment record and click the **Remove Enrollment from Provider - Child Never Attended** button. A window displays to confirm the action. Click **Remove** to continue or click **Cancel** to abandon the action and close the window.



Removing an enrollment changes the record's status to *Enrollment Cancelled* and the enrollment process starts over for the family. The provider's VPK Director will receive an email notification to inform them the enrollment is removed; no attendance or reimbursement may be sought. The child's record is no longer listed on the class enrollment roster or attendance roster in the Provider Portal. The family will receive an email notification to inform them the enrollment for their child was cancelled; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Never Attended** button is no longer available.

Review Class Rosters

Coalition users can navigate to the VPK Enrollment menu item and select the **Class Rosters** link to view provider rosters by class.



The View Class Rosters page displays.

The screenshot shows the "View Class Rosters" page with a search form. It includes two input fields: "Provider Name" and "Provider ID". To the right of these fields is a blue button labeled "Search for Provider".

Enter the provider name or provider ID and click the **Search for Provider** button. Next, the provider information and class selections appear.

The screenshot shows the "View Class Rosters" page after a search. The "Provider ID" field now contains the value "19449". The "Search for Provider" button is still present. To the right, a "Provider Info" box displays: "Doing Business As: Growing Up Strong", "Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301", and "Provider ID: 19449". Below the search fields, there are three dropdown menus: "VPK Program Year", "VPK Session", and "VPK Class".

Select the VPK program year, session, and class to view the roster. When selected, class information displays.

View Class Rosters

Provider Name

Provider ID Search for Provider

Provider Info

Doing Business As: Growing Up Strong **Provider ID:** 19449

Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301

VPK Program Year

VPK Session

VPK Class

Class Info

Class Start Date: 7/2/2018 **Class End Date:** 5/31/2019

Max Class Size: 11 **VPK Children Count:** 11 **Non-VPK Children Count:** 0

Show entries

Clear All Filters

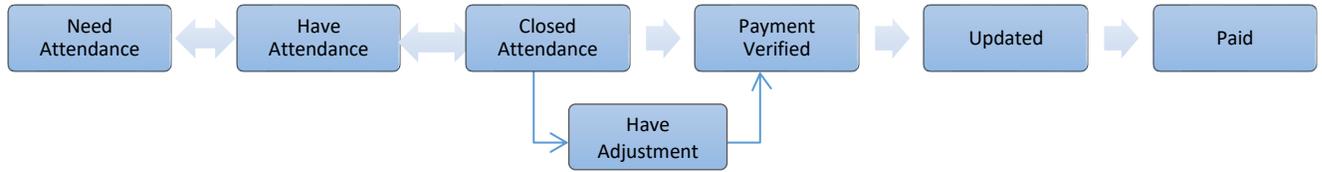
Search:

Action	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
View Enrollment	VPK1109705-2018	Reese's Pieces	Latham	9/9/2013	5	7/18/2018	7/18/2018		Enrolled
View Enrollment	VPK1109698-2018	Twix	Latham	9/9/2013	5	7/18/2018	7/18/2018		Enrolled
View Enrollment	VPK1109624-2018	Snickers	Latham	9/9/2013	5	7/18/2018	7/18/2018		Enrolled
View Enrollment	VPK1109732-2018	Three Musketeers	Latham	9/9/2013	5	7/17/2018	7/17/2018		Enrolled
View Enrollment	VPK1109729-2018	Crunch	Latham	9/9/2013	5	7/17/2018	7/17/2018		Enrolled
View Enrollment	VPK1109713-2018	Payday	Latham	9/9/2013	5	7/17/2018	7/17/2018		Enrolled
View Enrollment	VPK1116592-2018	Milky Way	Latham	9/9/2013	5	7/24/2018	7/24/2018		Enrolled
View Enrollment	VPK1116587-2018	Goodbar	Latham	9/9/2013	5	7/24/2018	7/24/2018		Enrolled

Columns may be sorted, filtered, and searched as needed. Clicking the **View Enrollment** button opens the child's enrollment record. The class rosters duplicate the provider roster view (without provider action buttons).

Attendance and Reimbursement Processing

The EFS Mod financial system operates on a 12-month payment year (July 1 to June 30). Each payment period or month, providers submit attendance rosters for childcare services rendered during a service period. As these child records move through the payment cycle, different statuses are assigned.



1. Need Attendance – Outstanding attendance for a service period not yet submitted.
2. Have Attendance – Submitted attendance.
3. Closed Attendance – Approved attendance.
4. Payment Verified – Verified reimbursement detail.
5. Have Adjustment - Approved attendance in need of reimbursement detail correction.
6. Updated – Locked reimbursement detail.
7. Paid – Transmitted reimbursement detail.

At any given time, coalitions are see how many individual records are in each status for the current payment period by viewing the *Review & Close Payment Period* page (under the Reimbursement> Reimbursement Closeout menu).

Review & Close Payment Period
Current Payment Period: October 2018

Payment Period Summary									
Use this page to review and close the current payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	0	0	0	0	0	0	-	-	Close
SR	0	0	0	0	0	0	0.00	0.00	Close
Local	-	-	0	0	0	0	0.00	0.00	Close
VPK Advance-VPK	-	-	-	0	0	0	-	-	Close
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Close
VPK SIS	-	-	-	0	0	0	-	-	

Payment Periods

Attendance records for service periods move through different statuses within a payment period. The payment period automatically opens on the first of each month and automatically closes on the last day of the month. However, coalitions may choose to manually end a payment period early, such as on the 20th of each month, by using the *Review & Close Payment Period* feature. Closing a payment period, whether automatically or manually, opens the next payment period. Only one payment period is open at a time. Any records that are not in the Paid status when the payment period closes, carryover into the next payment period in the same status so they may continue to be worked until the Paid status is reached.

Service Periods

Service periods are one month. Service periods begin on the first day of the month and end on the last day of the month. When a child is enrolled with a provider, an attendance record is created. Providers are able to mark attendance during service periods in which the child is enrolled, beginning on the child’s anticipated start date until the child’s enrollment has ended. Each service period has a defined due date established by the statewide provider contract process. Providers that submit attendance before the end of the service period or after the service period due date are messaged accordingly. For example, attendance cannot be recorded for a day that has not occurred yet, therefore providers are alerted that future days are not reimbursable upon early submission. When submitting after the service period due date, providers are alerted that reimbursement may be delayed.

Attendance Process - VPK

The provider attendance process is based on reporting exceptions. VPK providers must report absences for enrolled children during each service period for each approved class. Information about the class, such as the start/end date and non-instructional days, are from the provider’s VPK Provider Application. Information about the child, such as the child’s anticipated start date and termination effective date, are from the child’s enrollment record. Corrections to the class information or child information must be made in their source areas, not the attendance feature. Class and child information are refreshed each time an un-submitted attendance roster is opened by the provider.

Providers record attendance for each day the class is scheduled to be in session during the child's enrollment. As days occur in the month, they default to present (X). Providers click on a child’s name and day to change the present (X) indicator to absent (A). No absent reasons or other information is collected on the provider's screen during the VPK attendance process. Features include a **Search** button (to search for any criteria included in the roster list, such as a name, age, billing group) and a **Summary** button (to display the entire class roster in a single month view and print).

VPK Attendance Roster

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 8/1/2018 to 8/31/2018 Due Date: 9/6/2018

Class ID: AF18 [Summary](#)

Class attendance has NOT been submitted to Coalition at this time.

Class	AF18-Frontierland	Max Class Size	11
Start Date	8/13/2018	End Date	5/31/2019
Curriculum	Knowledge Universe Early Foundations Discovery Infants	Edition	2004

Search:

1 to 4 of 4 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Baloo Latham	2/2/2014	4y	VPK	
2. Blue Fairy Latham	8/8/2013	5y	VPK	
3. Cinderella Latham	7/7/2013	5y	VPK	
4. Pinocchio Latham	12/12/2013	4y	VPK	

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
			*	*	*	*
5	6	7	8	9	10	11
*	*	*	*	*	*	*
12	13	14	15	16	17	18
*	X	X	X	X	X	*
19	20	21	22	23	24	25
*	X	X	X	X	X	*
26	27	28	29	30	31	1
*	X	X	X	X	X	

Child's Current Information

Name: Blue Fairy Latham
 DOB: 8/8/2013 Age: 5
 Status: Enrolled BGrp: VPK
 Cert: VPK752-2018
 Class: AF18-Frontierland Room

Monthly Attendance Summary

Days Present: 15
 Days absent: 0

Legend: X Enrolled/Present, A Absent

Buttons: [Save](#) [Save & Exit](#) [Cancel](#) [Submit to Coalition](#)

As absences are recorded, they are saved automatically. However, providers may choose to use the **Save** button to save their work periodically or when moving from child to child. When all child absences are recorded for the service period, the provider will click the **Submit to Coalition** button. This brings the provider to a *Sign and Certify* page where the page displays the summary view and collects the user's submission information.

Once submitted, providers see a submitted message in the class summary box and the "SUB" status in the Status column for each child record on the attendance roster. As the individual child records move through the payment period, their status is reflected in the provider's attendance roster Status column. On the Provider Portal, the child record statuses may be "SUB" (Submitted), "REJ" (Rejected), or "APP" (Approved). It is possible that a provider has some children listed as Approved and some children listed as Rejected after their submission. Providers are notified when rejections occur so they may re-visit the attendance roster to edit and re-submit. Only records that do not have a status or are rejected may be edited.

VPK Attendance Roster

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 8/1/2018 to 8/31/2018 Due Date: 8/8/2018

Class ID: AF18

Class attendance was submitted to Coalition on 10/24/2018 by alatham77+0033@gmail.com

Class: AF18-Flower Room Max Class Size: 11

Start Date: 8/13/2018 End Date: 5/3/2019

Curriculum: Pathways to Preschool Edition: 2nd edition/2011

Search: []

1 to 4 of 4 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Anel Latham	2/2/2014	4y	VPK	✓ SUB
2. Bamol Latham	1/1/2014	4y	VPK	✓ SUB
3. Sine Fairy Latham	8/8/2013	5y	VPK	✓ SUB
4. Pinoschio Latham	12/1/2013	4y	VPK	✓ SUB

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Select a child to edit attendance

Child record statuses also change on the Coalition Services Portal. Prior to the attendance roster being submitted by the provider, the child records were in the "Need Attendance" status. Once submitted, the child records are moved to the "Have Attendance" status. Approved records move forward to the "Closed Attendance" status while rejected records move back to the "Have Attendance" status. Additional information about the attendance process on the Coalition Services Portal is described in this guide.

Attendance Process - SR

The provider attendance process is based on reporting exceptions. SR providers must report absences for enrolled children during each service period for each contracted coalition. Information about the provider's operational schedule and site closures are from the provider's profile. Information about paid holidays are from the provider's SR Paid Holidays maintained by the coalition. Information about the child, such as the child's name, enrollment start and end dates, are from the child's enrollment record. Corrections to this information must be made in their source areas, not the attendance feature. Enrollment information is refreshed each time an un-submitted attendance roster is opened by the provider.

Providers record attendance for each day the site is opened and the child is scheduled for service during the child's enrollment. As days occur in the month, they default to present (X). Providers click on a child's name and day to change the present (X) indicator to absent (A). A reason for the absence must be selected. Documentation and a note to the coalition are optional. Non-scheduled days appear as NS on the attendance roster. If needed, providers may change a NS day to present (X) or even absent (A). Features include a **Search** button (to search for any criteria included in the roster list, such as a name, age, billing group) and a **Summary** button (to display the entire roster in a single month view and print).

SR Attendance Roster

Program Type*: SR School Readiness (SR) **Attendance has NOT been submitted to ELC of the Big Bend Region.**

Service Period*: 9/1/2018 to 9/30/2018 Due Date: 10/3/2018

Coalition*: ELC of the Big Bend Regic **Summary**

Care Level: INF, TOD, 2YR, PR3, PR4
 Hours Of Operation: M-F 6:00am-6:30pm
 SR/Local Funding Students: 6
 Paid Holidays: 2018-09-03

Search:

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Daphne Latham	3/3/2018	1y	BG8	
2. Fred Latham	3/3/2018	1y	BG8	
3. Scooby-Doo Latham	7/7/2015	2y	CCEP	
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	
5. Shaggy Latham	11/11/2014	4y	BG3	
6. Velma Latham	5/5/2016	2y	33-ALF	

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
						*
2	3	4	5	6	7	8
*	H	X	X	X	X	*
	PT	PT	PT	PT	PT	
9	10	11	12	13	14	15
*	X	X	X	X	X	*
	PT	PT	PT	PT	PT	
16	17	18	19	20	21	22
*	X	X	X	X	X	*
	PT	PT	PT	PT	PT	
23	24	25	26	27	28	29
*	X	X	X	X	X	*
	PT	PT	PT	PT	PT	
30	1	2	3	4	5	6
*						

Child's Current Information

Name: Fred Latham
 DOB: 3/3/2018 Age: 1
 Copay: \$0.63 BGrp: BG8
 Status: Enrolled

Monthly Attendance Summary

Anticipated Start Date: 7/1/2018
 Days Absent: 0
 Days Present: 19
 Reimbursed Holidays: 1
 Non-Reimbursable Days: 0

Legend:
 X: Enrolled/Present
 A: Absent
 NS: Non-Reimbursable/Non-Scheduled Days

Buttons: Save, Save & Exit, Cancel, Submit to Coalition

Attendance Processing

The Attendance Processing work queues are available under the Reimbursement menu item. The work queues include Need Attendance, Have Attendance, and Closed Attendance.

Home VPK Program SR Program TAPP Provider Reimbursement Maintenance Admin Functions Reports CCR&R

Reimbursement

- Attendance Processing
 - Need Attendance
 - Have Attendance
 - Closed Attendance
 - View Payment Verified
- Adjustment Processing
- Reimbursement Closeout
- Vendor Number Entry
- VPK Reimbursement Tools
- Reimbursement Search

WELCOME TO FLORIDA'S EARLY LEARNING COALITION SERVICES PORTAL

Search VPK Applications Search SR Applications

Need Attendance

The Need Attendance work queue displays all of the outstanding attendance rosters for providers by service period and funder type. Each provider that has an un-submitted attendance record for a child enrollment are represented here. The column filters and search feature may be used to filter the results by specific criteria such as a county name or provider name.

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Last Modified Date	Last Modified By
Missing	6435	Kim's ABC	Leon	August 2018	VPK	AS17	Need Attendance		
Missing	6435	Kim's ABC	Leon	August 2018	VPK	BS17	Need Attendance		
Incomplete	8433	Daisy Mae Daycare	Leon	August 2018	VPK	AF18	Need Attendance	10/23/2018	kicampbell0227+otg@gmail.com
Incomplete	8433	Daisy Mae Daycare	Leon	August 2018	VPK	AF18	Need Attendance	10/23/2018	kicampbell0227+otg@gmail.com
Incomplete	8433	Daisy Mae Daycare	Leon	August 2018	VPK	AF18	Need Attendance	10/23/2018	kicampbell0227+otg@gmail.com
Incomplete	8433	Daisy Mae Daycare	Leon	August 2018	VPK	AF18	Need Attendance	10/23/2018	kicampbell0227+otg@gmail.com
Missing	8437	Lucky Dog Daycare	Leon	August 2018	VPK	AF17	Need Attendance		
Missing	8437	Lucky Dog Daycare	Leon	August 2018	VPK	CF17	Need Attendance		
Missing	8437	Lucky Dog Daycare	Leon	August 2018	VPK	DS17	Need Attendance		
Missing	8437	Lucky Dog Daycare	Leon	August 2018	VPK	BF18	Need Attendance		

Coalition users cannot open or view the attendance rosters from this work queue. However, whether or not the provider has opened or worked on the attendance roster is known by looking at the Action column. The Action column has two indicators: Missing or Incomplete. Missing means the provider has not opened the roster. Incomplete means the provider has been working on the roster. In addition, the Last Modified Date and Last Modified By information will be populated. As attendance rosters are submitted, their status changes to Have Attendance. Therefore, they will not be listed in this work queue anymore. However, if the provider has one or more rejected attendance records (from Have Attendance), the service period roster will be listed in the Need Attendance work queue again because the provider has outstanding child attendance records that are not yet submitted for a service period. An additional report is available in Tableau with additional information about the outstanding child attendance records.

Have Attendance

The Have Attendance work queue displays all of the submitted attendance rosters for providers by county and funder type. Each provider that has submitted attendance records for a child enrollment are represented here. The column filters and search feature may be used to filter the results by specific criteria such as a county name, service period, or provider name. Attendance rosters submitted after their service period due date are bolded in red and have a warning symbol (⚠) to indicate their late submission. Coalitions may choose to work the late rosters or skip over them. Any rosters that do not reach the Paid status when the payment period closes, remain in their current status in the new payment period to continue being worked.

Have Attendance Work Queue Return to Search

[Click Here For Filtering Tips](#)

County: Funder Type:

Show search results

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Received Date	Last Modified Date	Last Modified By
Review	19449	Growing Up Strong	KREPS ISLAND	August 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018	12/09/2018	alatham77+OELprovider@gmail.com
Review	19449	Growing Up Strong	KREPS ISLAND	July 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018	12/09/2018	alatham77+00996@gmail.com
Review	19449	Growing Up Strong	KREPS ISLAND	November 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018	12/09/2018	alatham77+OELprovider@gmail.com
Review	19449	Growing Up Strong	KREPS ISLAND	October 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018	12/09/2018	alatham77+OELprovider@gmail.com
Review	19449	Growing Up Strong	KREPS ISLAND	September 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018	12/09/2018	alatham77+OELprovider@gmail.com

To begin reviewing submitted attendance records, click on the **Review** link. The attendance roster opens. The top portion of the roster contains information about the provider and attendance roster. The service period, due date, and submitted date are displayed. Again, attendance rosters submitted after their service period due date are bolded in red and have a warning symbol () to indicate late submission.

Each record must have a status of Approved or Rejected in order to continue with the roster processing. Children with 3 or fewer absences default to the Approved status. Children with 4 or more absences must have the status selected.

Approved records will move forward in the reimbursement process to Closed Attendance. Rejected records will move backward in the reimbursement process to Need Attendance. Rejecting records is necessary when corrections are needed to the child enrollment information, attendance, or schedule (i.e. closures). Once rejected, edits to the enrollment, attendance, and schedule may be updated. Then, the provider may review and re-submit. **Rejecting one or more records will not prevent the other approved records from moving forward in the reimbursement process.**

Growing Up Strong - AF18 - Purple Room - Nov-2018

Attendance Record for Growing Up Strong 11 Total Records

Funder Type: VPK Payment Period: Dec - 2018 Service Period: 11/01/2018 to 11/30/2018
 Status: Have Attendance Due Date: 12/05/2018 Submitted Date: 12/09/2018
 Provider Name: Growing Up Strong Provider ID: 19449 Submitted By: alatham77+OELprovider@gmail.com
 Site Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301 County: KREPS ISLAND Advance Payment: Yes
 Classroom: AF18 - Purple Room Class Start: 07/02/2018 Class End: 05/31/2019

Child Name	DOB	Age	Billing Group	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Present	Days Absent	CR Days	Status	Action
1. Crunch Latham	9/9/2013	5y	VPK	X	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	16	0	1	<input checked="" type="checkbox"/> Approved	Reject		
2. Goodbar Latham	9/9/2013	5y	VPK	X	*	*	X	X	X	X	*	*	*	A	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	15	1	1	<input checked="" type="checkbox"/> Approved	Reject		
3. Krackel Latham	9/9/2013	5y	VPK	X	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	16	0	1	<input checked="" type="checkbox"/> Approved	Reject		
4. Mentos Latham	9/9/2013	5y	VPK	X	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	16	0	1	<input checked="" type="checkbox"/> Approved	Reject		
5. Milky Way Latham	9/9/2013	5y	VPK	X	*	*	X	A	X	X	*	*	*	X	X	X	A	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	14	2	1	<input checked="" type="checkbox"/> Approved	Reject		
6. Nestle Latham	1/1/2014	4y	VPK	X	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	16	0	1	<input checked="" type="checkbox"/> Approved	Reject		
7. Payday Latham	9/9/2013	5y	VPK	X	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	16	0	1	<input checked="" type="checkbox"/> Approved	Reject		
8. Reeses Pieces Latham	9/9/2013	5y	VPK	X	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	16	0	1	<input checked="" type="checkbox"/> Approved	Reject		
9. Snickers Latham	9/9/2013	5y	VPK	X	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	16	0	1	<input checked="" type="checkbox"/> Approved	Reject		
10. Three Musketeers Latham	9/9/2013	5y	VPK	X	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	16	0	1	<input checked="" type="checkbox"/> Approved	Reject		
11. Twix Latham	9/9/2013	5y	VPK	X	*	*	X	X	X	A	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	X	X	X	X	CR	15	1	1	<input checked="" type="checkbox"/> Approved	Reject		

NOTE: For VPK rosters, 1) absences between the anticipated start date and first present day are not reimbursable, and 2) absences between the last present day and termination effective date are not reimbursable. While actual absences are recorded in Have Attendance, the system excludes these absences from payment calculations in Closed Attendance.

To reject a single record, click the **Reject** action button for that row. A pop-up message appears to collect the rejection reason and comment.

NOTE: The rejection reasons are the same for both SR and VPK programs so they may not be applicable in all cases. Selecting "Other" requires a comment.

Reject Attendance Roster ✕

Child Name On Attendance: **Krackel Latham**

- Child marked present/absent conflicts with sign-in sheet
- Child absence documentation needs correction
- Provider requested attendance roster be returned for corrections
- Other

Comments:

◀ Cancel
Reject Attendance Record ▶

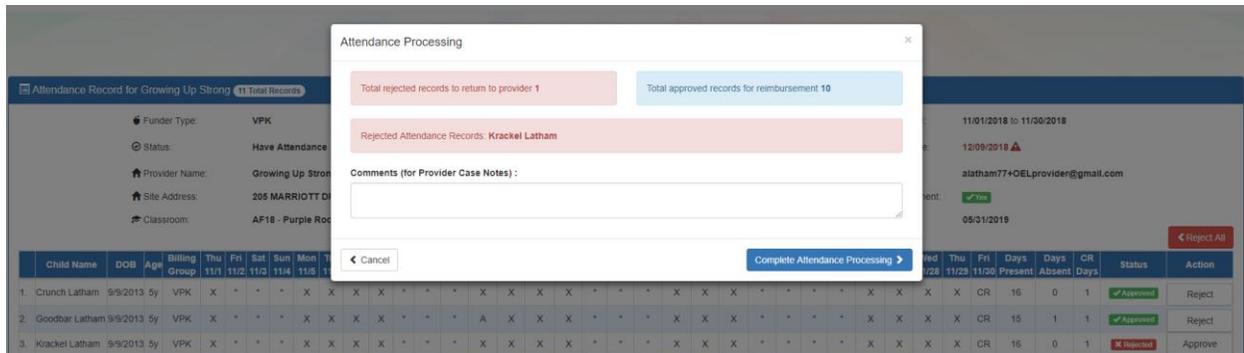
Once rejected, the child record status and action button change on the roster. The child record status may be changed back to approved by clicking the **Approve** action button. Statuses are not committed until the **Continue/Approve Roster** button is selected. In other words, it will not notify the provider of a rejected record as soon as the status is changed on the screen. There is another step to complete the process before the status is committed and notification of rejected records is sent.

Growing Up Strong - AF18 - Purple Room - Nov-2018

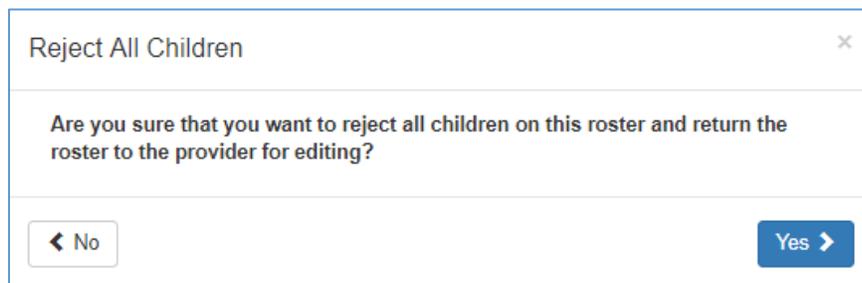
Child Name		DOB	Age	Billing Group	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Days Present	Days Absent	CR	Status	Action
1.	Crunch Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
2.	Goodbar Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	A	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject
3.	Krackel Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Rejected	Approve
4.	Mentos Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
5.	Milky Way Latham	9/9/2013	5y	VPK	X	*	*	*	X	A	X	X	*	*	*	X	X	X	A	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	14	2	1	Approved	Reject
6.	Nestle Latham	1/1/2014	4y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
7.	Payday Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
8.	Reese's Pieces Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
9.	Snickers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
10.	Three Musketeers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
11.	Twix Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	A	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject

When all records have a status, click **Continue/Approve Roster**. When rejected records appear, the **Continue** button brings the coalition user to the *Complete Roster Processing* pop-up message, where the summary is displayed and comments are captured for the provider case notes. When the **Complete Roster Processing** button is clicked, the statuses are committed. Rejected records are returned to Need Attendance so corrections may be

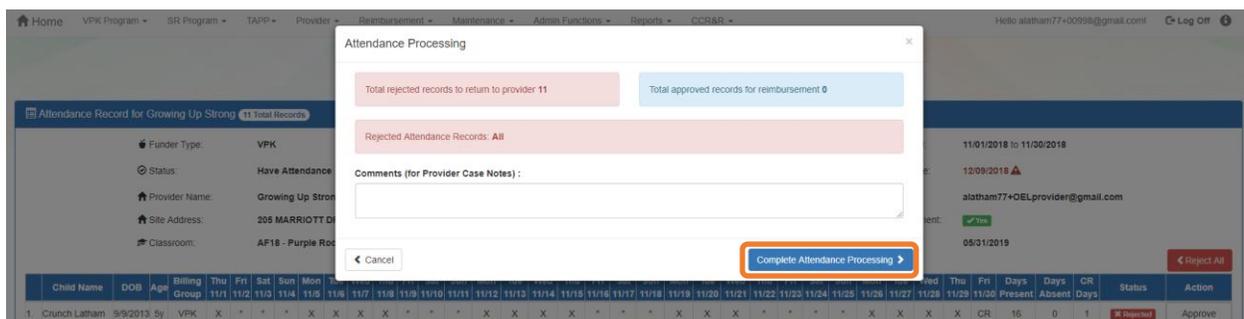
made. The provider will receive a dashboard notification and the user that submitted the attendance roster will receive an email instructing them to log in to the Provider Portal to review and edit the rejected records (indicated with "REJ"). The rejected records for the service period move back to Need Attendance. The approved records for the service period move forward to Closed Attendance.



NOTE: It is possible to reject all children on the roster at once by using the **Reject All** button. A message appears to confirm that the coalition user would like to reject all of the children on the roster and return the roster to the provider for editing.



Clicking **Yes** continues the process. This gives all records the rejected status. Next, click the **Continue** button. This brings the coalition user to the *Complete Roster Processing* pop-up message, where the summary is displayed and comments are captured for the provider case notes. When the **Complete Attendance Processing** button is clicked, the statuses are committed. The provider receives notifications and records as moved as described above.



SR & Local rosters in Have Attendance function similarly to VPK in regards to rejecting records, giving each record a status, and completing roster processing. However, there are some differences. SR & Local rosters include a reimbursement code for each absence and display the unit of care per day.

Florida ChildCare Center A - 📅 08/01/2018 to 08/31/2018

Attendance Record for Florida ChildCare Center A (6 Total Records)																																						
Funder Type: SR Status: Have Attendance Provider Name: Florida ChildCare Center A Site Address: 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309														Payment Period: Mar - 2019 Due Date: 09/06/2018 Provider ID: 9504 County: Leon							Service Period: 08/01/2018 to 08/31/2018 Submitted Date: 03/09/2019 ⚠️ Submitted By: alatham77+testcenters@gmail.com Phone: (488) 888-3333																	
Child Name	DOB	Age	Billing Group	RWA	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Days Paid	Status	Action
1. Daphne Latham	3/3/2018	1y	BG8		X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	23	Approved	Reject
2. Fred Latham	3/3/2018	1y	BG8		X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	23	Approved	Reject
3. Scooby Latham	7/7/2015	3y	CCEP		X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	23	Approved	Reject
4. Doo Latham	8/8/2017	1y	CCEP		X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	23	Approved	Reject
5. Shaggy Latham	11/11/2014	4y	BG3		X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	23	Approved	Reject
6. Velma Latham	5/5/2016	2y	33-ALF		X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	23	Approved	Reject

As providers record absences on the Provider Portal, the user will select a reason and optionally leave a note or upload a document. The absence information can be viewed in Have Attendance by clicking on the coded absence.

Home VPK Program SR Program TAPP Provider Reimburse

Florida ChildCare Center A

Attendance Record for Florida ChildCare Center A (6 Total Records)

Funder Type: SR
Status: Have Attendance
Provider Name: Florida ChildCare Center A
Site Address: 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309

Review Absence

Child Name: Daphne Latham

Absence Date: 08/20/2018

Absence Reason: Child Illness

Documentation: Document

System-Provided Code: E

Override Code: E

Documentation does not support excused absence
 Documentation provided covers additional day(s)
 Documentation for excused absence provided after attendance roster submission
 Other

Comments:

Hello alatham77+testELC@gmail.com Log Off

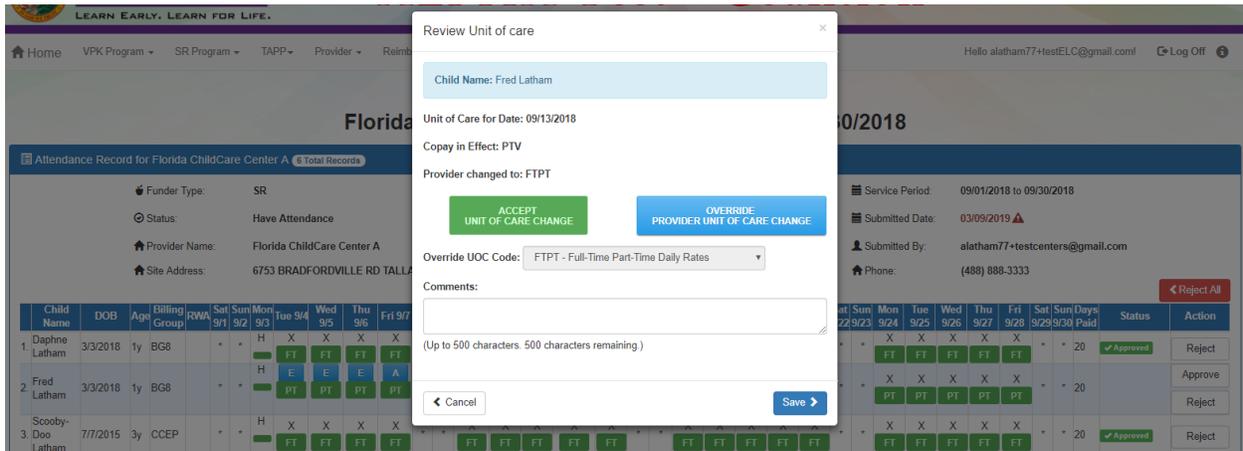
Service Period: 08/01/2018 to 08/31/2018
Submitted Date: 03/09/2019 ⚠️
Submitted By: alatham77+testcenters@gmail.com
Phone: (488) 888-3333

The system will code absences one to three as “E” for excused. The system will code absences four to seven as “A” for authorized. Absences 11 or more are coded as “N” for non-reimbursable. Coalition users may override the absence code by choosing another reimbursement code (within the system limitations of three E’s and seven A’s) and clicking **Save**.

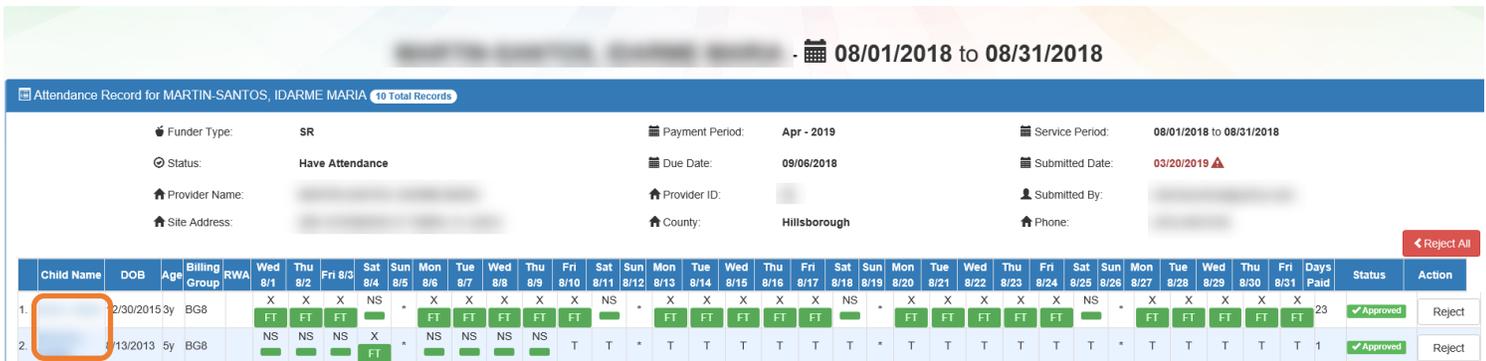
Another feature of SR & Local attendance is the ability for providers to change the unit of care on the roster. This feature may be removed at a later time, but in the meantime, if a provider uses the feature the attendance roster in Have Attendance highlights the change in red.

Child Name	DOB	Age	Billing Group	RWA	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Sun 9/23	Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Sun 9/30	Days Paid	Status	Action
1. Daphne Latham	3/3/2018	1y	BG8			H	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	20	Approved	Reject	
2. Fred Latham	3/3/2018	1y	BG8			H	E	E	E	A				A	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	20	Approve	Reject	

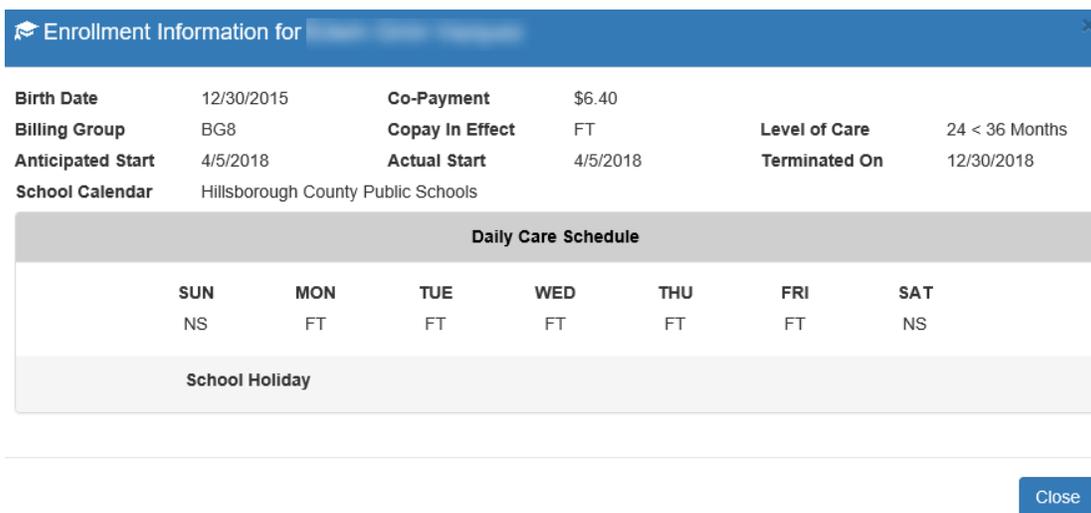
The unit of care change can be viewed in Have Attendance by clicking on the highlighted value. A pop-up message displays to accept or override the change.



Coalition staff can see a quick summary of SR enrollment details in Have Attendance. Click a **Child Name** link.



After the **Child Name** link is clicked, the following will display.



Closed Attendance

The Closed Attendance work queue displays all of the approved attendance records for providers by county and funder type. At this point, reimbursement calculations are run. The School Readiness funder type and Local funder type are separated. The column filters and search feature may be used to filter the results by specific criteria such as a county name, service period, or provider name.

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Received Date	Last Modified Date	Last Modified By
Review	19449	Growing Up Strong	KREPS ISLAND	November 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	October 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	September 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	August 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	July 2018	VPK	AF18	Closed Attendance			

To begin reviewing approved attendance records with reimbursement detail, click on the **Review** link. The approved attendance records display with calculations. The top portion of the roster contains information about the provider and attendance roster, including whether closures are included and the vendor number for payment.

Growing Up Strong - AF18 - Purple Room - Dec - 2018

Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1. Reese's Pieces Latham	9/9/2013	VPK	PR4	0	8	24.00	0.00	24.00	24.00	\$4.38	\$105.12		Verify Adjust
2. Snickers Latham	9/9/2013	VPK	PR4	0	8	24.00	0.00	24.00	24.00	\$4.38	\$105.12		Verify Adjust
3. Three Musketeers Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26		Verify Adjust
4. Crunch Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26		Verify Adjust
5. Payday Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26		Verify Adjust

Similar to Have Attendance, each record in Closed Attendance must have a status of Verified or Adjusted in order to continue with the roster processing.

Similar to Have Attendance, coalition staff can see a quick summary of SR enrollment details in Closed Attendance. Click a **Child Name** link.

📅 08/01/2018 to 08/31/2018

Attendance Record for MARTIN-SANTOS, IDARME MARIA 10 Total Records

Funder Type: SR Payment Period: Apr - 2019 Service Period: 08/01/2018 to 08/31/2018
 Status: Have Attendance Due Date: 09/06/2018 Submitted Date: 03/20/2019 ⚠️
 Provider Name: Provider ID: Submitted By: Site Address: County: Hillsborough Phone:

Child Name	DOB	Age	Billing Group	RWA	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Days Paid	Status	Action	
1. Child Name	12/30/2015	3y	BG8		X	X	X	NS	.	X	X	X	X	X	NS	.	X	X	X	X	X	NS	.	X	X	X	X	X	X	NS	.	X	X	X	X	X	23	✓ Approved	Reject
2. Child Name	11/13/2013	5y	BG8		NS	NS	NS	X	.	NS	NS	NS	NS	T	T	.	T	T	T	T	T	T	.	T	T	T	T	T	T	.	T	T	T	T	T	1	✓ Approved	Reject	

After the **Child Name** link is clicked, the following will display.

Enrollment Information for [Child Name](#)

Birth Date 12/30/2015 **Co-Payment** \$6.40
Billing Group BG8 **Copay In Effect** FT **Level of Care** 24 < 36 Months
Anticipated Start 4/5/2018 **Actual Start** 4/5/2018 **Terminated On** 12/30/2018
School Calendar Hillsborough County Public Schools

Daily Care Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
NS	FT	FT	FT	FT	FT	NS

School Holiday

[Close](#)

Verified records will move forward in the reimbursement process to Payment Verified. Adjusted records will move to the Need Adjustment work queue for editing. **Marking one or more records for adjustment will not prevent the other verified records from moving forward in the reimbursement process.**

An individual record or an entire roster can be sent back to Have Attendance by clicking the **Back to "Have"** button. If the provider needs to make additional changes to the individual record or entire roster, the records can be rejected, moving the status back to Need Attendance.

Reimbursement Record for [Child Name](#) 6 Total Records

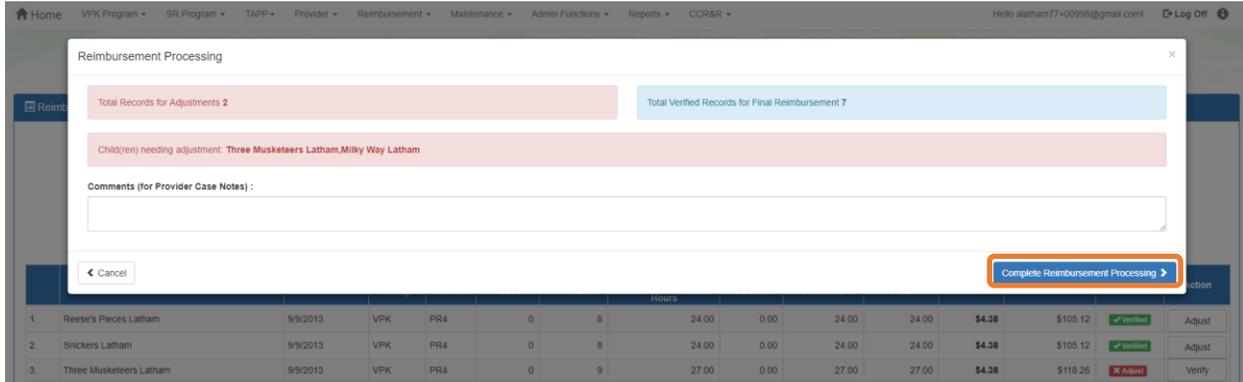
Funder Type: SR Payment Period: Apr - 2019 Service Period: 01/01/2019 to 01/31/2019
 Status: Closed Attendance Provider Type: Family Child Care Home Provider ID: Vendor Number: Provider Name: Phone: (813) 453-6136
 Site Address: County: Hillsborough [Provider Rates](#) [Refresh Calculations](#) [Move All to 'Have'](#)

Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	PPF Amount	PPF CA Amount	QI Amount	CS Amount	Status	Action
1. Child Name	6/10/2016	BG8	ECON	2YR	FT	4	\$19.80	\$5.50	\$79.20	\$22.00	\$57.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have' Continue

NOTE: If any records have CCEP in the Billing Group column, those must be changed to SR Match through the Bulk Billing Group Transfer process. See the *Bulk Billing Group Transfer* section for more details.

When all records have a status, click **Continue**. This brings the coalition user to the *Complete Reimbursement Processing* pop-up message, where the summary is displayed and comments are captured for the provider case notes.

When the **Complete Reimbursement Processing** button is clicked, the statuses are committed.



Records marked for Adjustment move to the Have Adjustment work queue. Records marked as Verified move forward in the reimbursement process and may be Updated.

****Printing Tip** – An enhancement has been logged to include a print feature as well as a method to recall previously worked rosters. In the meantime, when all records have a status, prior to clicking **Continue**, follow the steps below to select all, copy, and paste the information into an Excel document that can be saved locally.

1. Click on the webpage (anywhere)
2. Hold the CTRL key and press A (CTRL + A)
3. Then, hold the CTRL key and press C (CTRL + C)
4. Open Excel
5. Then, in the Excel document, hold the CTRL key and press V (CTRL + V)
6. Save file locally (remove header/menu information that was included in copy/paste if needed)

VPK Calculations in Closed Attendance

VPK calculations in Closed Attendance are specific to the class calendar and individual enrollment record with 80/20 included in Hours Paid.

- Total Instructional Hours are the sum of instructional hours scheduled for the child’s enrollment during the service period.
- Hours Absent and Hours Attended are the sum of instructional hours on the individual days the child attended or missed. Remember, VPK calendars can have variances per day such that most weekdays are three hours and one day is four hours (for example). Therefore, it makes a difference which day the child attended or missed.
- Hours Paid and Amount is the result of the 80/20 calculation as follows:

	Total VPK Instructional Hours (54) x Rate (\$4.36) = Maximum Provider Reimbursement (\$235.44)
Bulk1 Attend	Total Hours Attended (54) / 0.8 = Hours Paid (84.38) Hours Paid ≥ Total Instructional Hours, then use Maximum Provider Reimbursement Hours Paid (54) x Rate (\$4.36) = Amount (\$235.44)
Bulk2 Attend	Total Hours Attended (39) / 0.8 = Hours Paid (48.75) Total VPK Instructional Hours (54) – Hours Paid (48.75) = Non-Reimbursable Hours (5.25) Non-Reimbursable Hours (5.25) x Rate (\$4.36) = 80/20 Adjustment (\$22.89) Max Provider Reimbursement (\$235.44) - 80/20 Adjustment (\$22.89) = Amount (\$212.55) Hours Paid (48.75) x Rate (\$4.36) = Amount (\$212.55)
Bulk3 Attend	Total Hours Attended (33) / 0.8 = Hours Paid (41.25) Total VPK Instructional Hours (54) – Hours Paid (41.25) = Non-Reimbursable Hours (12.75) Non-Reimbursable Hours (12.75) x Rate (\$4.36) = 80/20 Adjustment (\$55.59) Max Provider Reimbursement (\$235.44) - 80/20 Adjustment (\$55.59) = Amount (\$179.85) Hours Paid (41.25) x Rate (\$4.36) = Amount (\$179.85)

	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.	Bulk1 Attend	5/5/2013	VPK	PR5	0	18	54.00	0.00	54.00	54.00	\$4.36	\$235.44		Verify Adjust
2.	Bulk2 Attend	5/6/2014	VPK	PR4	5	13	54.00	15.00	39.00	48.75	\$4.36	\$212.55		Verify Adjust
3.	Bulk3 Attend	5/7/2014	VPK	PR4	7	11	54.00	21.00	33.00	41.25	\$4.36	\$179.85		Verify Adjust

SR Calculations in Closed Attendance

SR calculations in Closed Attendance are specific to the provider reimbursement rate plan in effect during the service period. To view the provider's rate plans, click the **Provider Rates** button.

Reimbursement Record for Florida ChildCare Center A 5 Total Records

Funder Type: SR Payment Period: Mar - 2019 Service Period: 08/01/2018 to 08/31/2018
 Status: Closed Attendance Provider Type: Center Provider ID: 9504
 Vendor Number: 55-1996 Provider Name: Florida ChildCare Center A Phone: (488) 888-3333
 Site Address: 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309 County: Leon

[Provider Rates](#) [Refresh Calculations](#)

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	PFP Amount	PFP CA Amount	QI Amount	CS Amount	Status	Action
1.	Daphne Latham	3/3/2018	BG8	ECON	INF	FT	23	\$30.00	\$1.25	\$690.00	\$28.75	\$661.25	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
INF TOTALS										\$690.00	\$28.75	\$661.25	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00		
2.	Scrappy-Doo Latham	8/8/2017	CCEP	P1	TOD	FT	5	\$28.80	\$0.63	\$144.00	\$3.15	\$140.85	\$24.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
3.	Scrappy-Doo Latham	8/8/2017	CCEP	P1	TOD	PT	18	\$11.50	\$0.63	\$207.00	\$11.34	\$195.66	\$50.40	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
TOD TOTALS										\$351.00	\$14.49	\$336.51	\$74.40	\$0.00	\$0.00	\$0.00	\$0.00		
4.	Scooby-Doo Latham	7/7/2015	CCEP	P1	PR3	FT	23	\$28.80	\$1.25	\$662.40	\$28.75	\$633.65	\$110.40	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
PR3 TOTALS										\$662.40	\$28.75	\$633.65	\$110.40	\$0.00	\$0.00	\$0.00	\$0.00		
5.	Shaggy Latham	11/11/2014	BG3	28A	PR4	FT	23	\$27.60	\$1.25	\$634.80	\$28.75	\$606.05	\$105.80	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
PR4 TOTALS										\$634.80	\$28.75	\$606.05	\$105.80	\$0.00	\$0.00	\$0.00	\$0.00		
Totals										\$2,338.20	\$100.74	\$2,237.46	\$405.60	\$0.00	\$0.00	\$0.00	\$0.00		

[Continue](#)

This opens a new browser tab with the provider's reimbursement rate plans. Click on the **Reimbursement Rates** button.

SR Reimbursement Rates For Florida ChildCare Center A Return to review

[Add Reimbursement Rates](#)

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of the Big Bend Region	Leon	7/1/2018	6/30/2019	Settings	Reimbursement Rates

Now, the rates appear.

SR Reimbursement Rates - 9504 --

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2018

[Edit Provider Rates](#) [Edit Differential Rates](#)

Care Code	Description	A	B	C	D	E	F	G	H	I	J	K
		Provider's Private Pay Rates	Coalition Maximum Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	Gold Seal Differential (Column B x percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C+D; amount cannot exceed column A)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	PFP Tier Differential Rate (Column C x tier percentage)	PFP Child Assessment Differential Rate (Column C x tier percentage)	QI Level Differential Rate (Column C x tier percentage)	Total Payment Rate (Column E + G + H + I; cannot exceed column F)	Contracted Slots Differential Rate (per child flagged for contracted slots)
INF	<12 Months	\$36.00	\$25.00	\$25.00	\$5.00	\$30.00	\$43.20	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00
TOD	12 <24 Months	\$35.00	\$24.00	\$24.00	\$4.80	\$28.80	\$42.00	\$0.00	\$0.00	\$0.00	\$28.80	\$0.00
2YR	24 <36 Months	\$34.00	\$24.00	\$24.00	\$4.80	\$28.80	\$40.80	\$0.00	\$0.00	\$0.00	\$28.80	\$0.00
PR3	36 <48 Months	\$33.00	\$24.00	\$24.00	\$4.80	\$28.80	\$39.60	\$0.00	\$0.00	\$0.00	\$28.80	\$0.00
PR4	48 <60 Months	\$32.00	\$23.00	\$23.00	\$4.60	\$27.60	\$38.40	\$0.00	\$0.00	\$0.00	\$27.60	\$0.00
PR5	60 <72 Months	\$31.00	\$23.00	\$23.00	\$4.60	\$27.60	\$37.20	\$0.00	\$0.00	\$0.00	\$27.60	\$0.00
SCH	In School	\$0.00	\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPCR	Special Needs	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Column A represents the provider's private pay rates (source = *Edit Provider Rates*).
- Column B represents the coalition's maximum reimbursement rates for the provider type and county (source = *Admin Functions> Rates Management> SR Rate Plans*).

- Column C represents the approved reimbursement rate (lower of columns A or B) without Gold Seal (or other differentials).
- Column J represents the total payment rate (approved reimbursement rate with Gold Seal and other differentials).

Looking back at the Closed Attendance calculations, coalition users may confirm the rates in use.

- The *Total Payment Rate* for each child's care level and unit of care in Closed Attendance match Column J of the provider reimbursement rate plan.
- The *Total Payment Rate* multiplied by *Days to be Paid* equals the *Gross Payment Amount*.
- The *Daily Parent CoPay Rate* multiplied by *Days to be Paid* equals the *Less Parent CoPay Amount*.
- The differential amounts (i.e. *Gold Seal Amount*, *PPF Amount*, *PPF CA Amount*, *QI Amount*, and *CS Amount*) are already included in the *Gross Payment Amount* as they are part of the *Total Payment Rate*, however, they can be confirmed by multiplying *Days to be Paid* and the differential rate on the Reimbursement Rate Plan.

NOTE: If changes to a rate plan are needed there are several options:

1. Remove a rate plan. Use the **Provider Rates** button in Closed Attendance to go to the provider's reimbursement rate plan page. Then, click the **Settings** button and **Remove** button if reimbursement has never been processed against the rate plan. A new reimbursement rate plan can be created.
2. Edit a rate plan. Use the **Provider Rates** button in Closed Attendance to go to the provider's reimbursement rate plan page. Then, click the **Reimbursement Rates** button. Next, click the **Edit Provider Rates** or **Edit Differential Rates** buttons to make edits if reimbursement has never been processed against the rate plan.
3. End a rate plan and make a new one. Use the **Provider Rates** button in Closed Attendance to go to the provider's reimbursement rate plan page. Then, click the **Add Reimbursement Rates** button. Enter the start and end date for the new plan and click **Save**. Next, click the **Reimbursement Rates** button to set up the plan (by clicking the **Edit Provider Rates** or **Edit Differential Rates** buttons).

Once back in Closed Attendance, click the **Refresh Calculations** button to update with the new rate plan information.

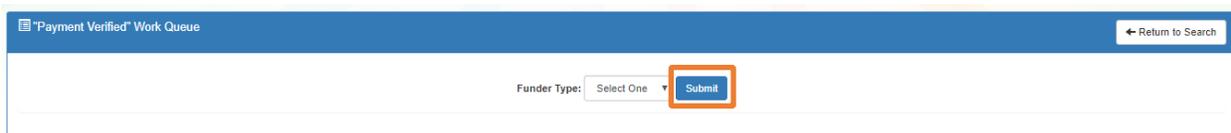
Payment Verified Work Queue

When a record, month (MTH), current period adjustment (MTH), prior period adjustment (PPA), or line item adjustment (LIA) is in Payment Verified status for the current payment period, it will display on the Payment Verified Work Queue. The Payment Verified Work Queue is only available for the following:

- For MTH records, selecting the record will move the record back to Closed Attendance
- For MTH records (current period adjustments), selecting the record will move the record back to Closed Attendance and delete the adjustment information
- For PPA and LIA records, selecting the record will delete the adjustment

From the Coalition Portal, navigate to **Reimbursement > Attendance Processing > View Payment Verified**.

On the Payment Verified Work Queue, select the Funder Type. Clicking the **Submit** button will display the selected funder type's work queue.



SR

The search field displays at the top and will filter the work queue based on the information entered. The work queue displays 10 records per page by default. The work queue can be changed to display 10, 25, 50, or 100 records per page. If more than 10 records are available, then pagination is available. The number of entries display at the bottom of the work queue.

Only SR records in Payment Verified status will display in the queue. Clicking on the **Select All** checkbox will select all records on the screen. The following columns display in the work queue:

- Child Name
- Provider ID
- Provider Name
- Service Period
- Care Level
- Unit of Care
- Billing Group
- Match Funder ID-Name
- Match Funder Amount
- VPK Class ID
- Enrollment ID
- Is Adjustment
- Record Type
- Reimbursement ID

The work queue is sorted alphabetically by Child Name, by default. Each of the columns have a search filter to narrow the results. Clicking on a column header will sort the work queue by that criterion. Clicking the **Return to Search** button will navigate to the Payment Verified Work Queue Search screen. Selecting one or more entries and clicking on the **Run** button will do the following:

- For MTH records, selecting the record will move the record back to Closed Attendance
- For MTH records (current period adjustments), selecting the record will move the record back to Closed Attendance and delete the adjustment information
- For PPA and LIA records, selecting the record will delete the adjustment

The screenshot shows the "Payment Verified" Work Queue interface. At the top, there is a "Return to Search" button. Below that, a "Funder Type" dropdown is set to "SR" with a "Submit" button. A "Show 10 entries" dropdown and a "Clear All Filters" button are also present. The main table has 15 columns: Select, Child Name, Provider ID, Provider Name, Service Period, Care Level, Unit of Care, Billing Group, Match Funder ID-Name, Match Funder Amount, VPK Class ID, Enrollment ID, Is Adjustment, Record Type, and Reimbursement ID. Each column has a "Filter" button below it. Two records are displayed in the table. At the bottom, there is a "Showing 1 to 2 of 2 entries" message and a "Previous 1 Next" pagination control. A "Run" button is highlighted with an orange box at the bottom center.

VPK

The search field displays at the top and will filter the work queue based on the information entered. The work queue displays 10 records per page by default. The work queue can be changed to display 10, 25, 50, or 100 records per page. If more than 10 records are available, then pagination is available. The number of entries display at the bottom of the work queue.

Only VPK records in Payment Verified status will display in the queue. Clicking on the **Select All** checkbox will select all records on the screen. The following columns display in the work queue:

- Child Name
- Provider ID
- Provider Name
- Service Period
- Care Level
- Unit of Care
- Billing Group
- Match Funder ID-Name
- Match Funder Amount
- VPK Class ID
- Enrollment ID
- Is Adjustment
- Record Type
- Reimbursement ID

The work queue is sorted alphabetically by Child Name, by default. Each of the columns have a search filter to narrow the results. Clicking on a column header will sort the work queue by that criterion. Clicking the **Return to Search** button will navigate to the Payment Verified Work Queue Search screen. Selecting one or more entries and clicking on **Run** button will do the following:

- For MTH records, selecting the record will move the record back to Closed Attendance
- For MTH records (current period adjustments), selecting the record will move the record back to Closed Attendance and delete the adjustment information
- For PPA and LIA records, selecting the record will delete the adjustment

Showing 1 to 10 of 39 entries

Clear All Filters Search:

Select	Child Name	Provider ID	Provider Name	Service Period	Care Level	Unit of Care	Billing Group	Match Funder ID-Name	Match Funder Amount	VPK Class ID	Enrollment ID	Is Adjustment	Record Type	Reimbursement ID
All	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>				Sep 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Aug 2018	VPK	PT	VPK					Yes	LIA	
<input type="checkbox"/>				Aug 2018	VPK	PT	VPK					Yes	LIA	
<input type="checkbox"/>				Aug 2019	VPK	PT	VPK					Yes	LIA	
<input type="checkbox"/>				Aug 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Sep 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Jul 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Aug 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Sep 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Oct 2019	PR5	PT	VPK					No	MTH	

Previous **1** 2 3 4 Next

Run

Local

The search field displays at the top and will filter the work queue based on the information entered. The work queue displays 10 records per page by default. The work queue can be changed to display 10, 25, 50, or 100 records per page. If more than 10 records are available, then pagination is available. The number of entries display at the bottom of the work queue.

Only Local records in Payment Verified status will display in the queue. Clicking on the **Select All** checkbox will select all records on the screen. The following columns display in the work queue:

- Child Name
- Provider ID
- Provider Name
- Service Period
- Care Level
- Unit of Care
- Billing Group
- Match Funder ID-Name
- Match Funder Amount
- VPK Class ID
- Enrollment ID
- Is Adjustment
- Record Type
- Reimbursement ID

The work queue is sorted alphabetically by Child Name, by default. Each of the columns have a search filter to narrow the results. Clicking on a column header will sort the work queue by that criterion. Clicking the **Return to Search** button will navigate to the Payment Verified Work Queue Search screen. Selecting one or more entries and clicking on the **Run** button will do the following:

- Open the Confirm Submit for Reimbursement modal
- For MTH records, selecting the record will move the record back to Closed Attendance
- For MTH records (current period adjustments), selecting the record will move the record back to Closed Attendance and delete the adjustment information
- For PPA and LIA records, selecting the record will delete the adjustment

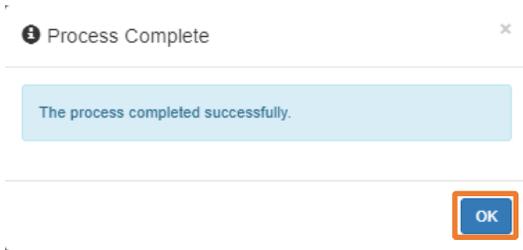
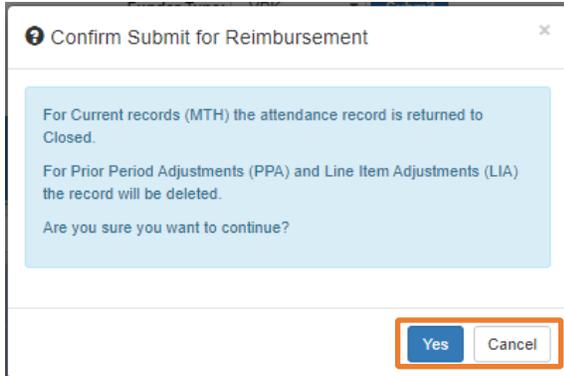
The screenshot shows the "Payment Verified" Work Queue interface. At the top, there is a "Return to Search" button. Below that, the "Funder Type" is set to "Local" with a "Submit" button. A "Show 10 entries" dropdown is visible, along with a "Clear All Filters" button and a search field. The table has the following columns: Select All, Child Name, Provider ID, Provider Name, Service Period, Care Level, Unit of Care, Billing Group, Match Funder ID-Name, Match Funder Amount, VPK Class ID, Enrollment ID, Is Adjustment, Record Type, and Reimbursement ID. Each column has a "Filter" button below it. The table contains one entry with the following data: [checkbox], [blurred], [blurred], [blurred], Apr 2019, SCH, FT, 33-PR11, 8-New Provider, [blurred], [blurred], [blurred], No, MTH, [blurred]. At the bottom, it says "Showing 1 to 1 of 1 entries" and has "Previous 1 Next" pagination. A red box highlights the "Run" button at the bottom center.

Confirmation Modal

Clicking the **Run** button will open the Confirm Submit for Reimbursement modal. Clicking the **Yes** button will close the modal and open the Process Complete modal.

- For MTH records, selecting the record will move the record back to Closed Attendance
- For MTH records (current period adjustments), selecting the record will move the record back to Closed Attendance and delete the adjustment information
- For PPA and LIA records, selecting the record will delete the adjustment

Clicking the **Cancel** button will close the modal and the entries will remain in the Payment Verified Work Queue.

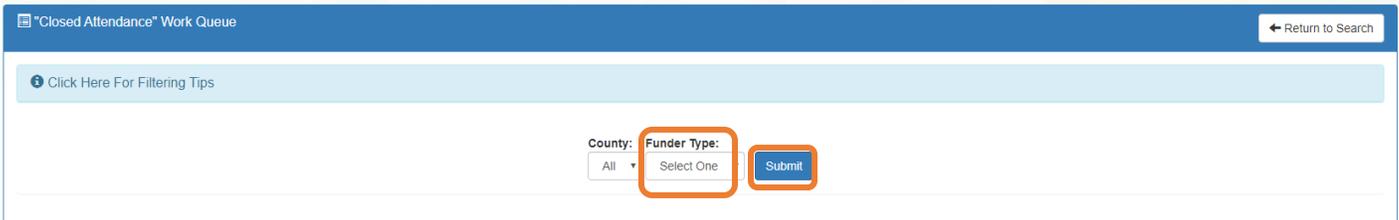


Adjustment Processing

Current Period Adjustments

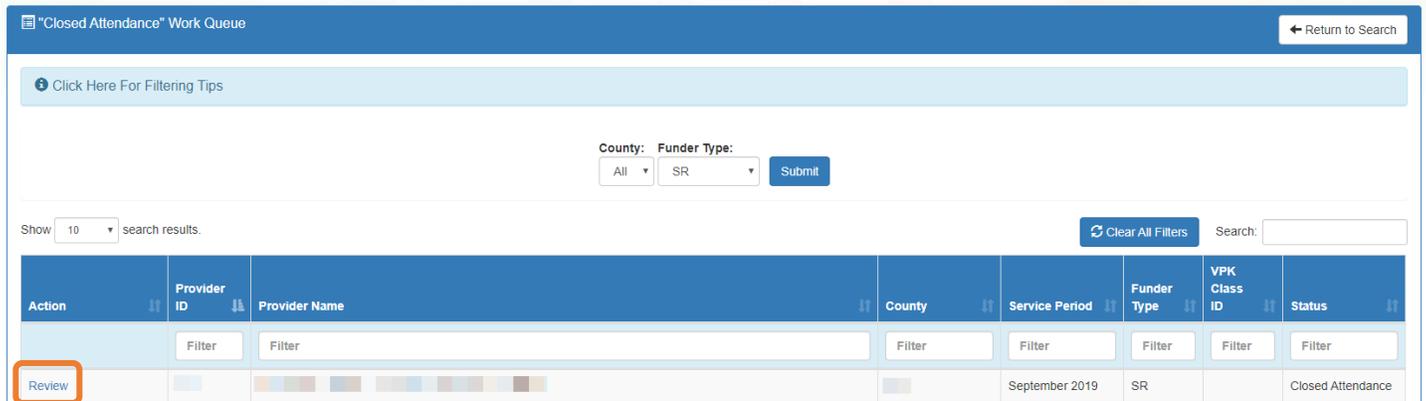
Coalitions can create a Current Period Adjustment for any attendance records that have been submitted by a provider and approved by the coalition.

Go to Reimbursement > Attendance Processing > Closed Attendance. Select the Funder Type. Click **Submit**.

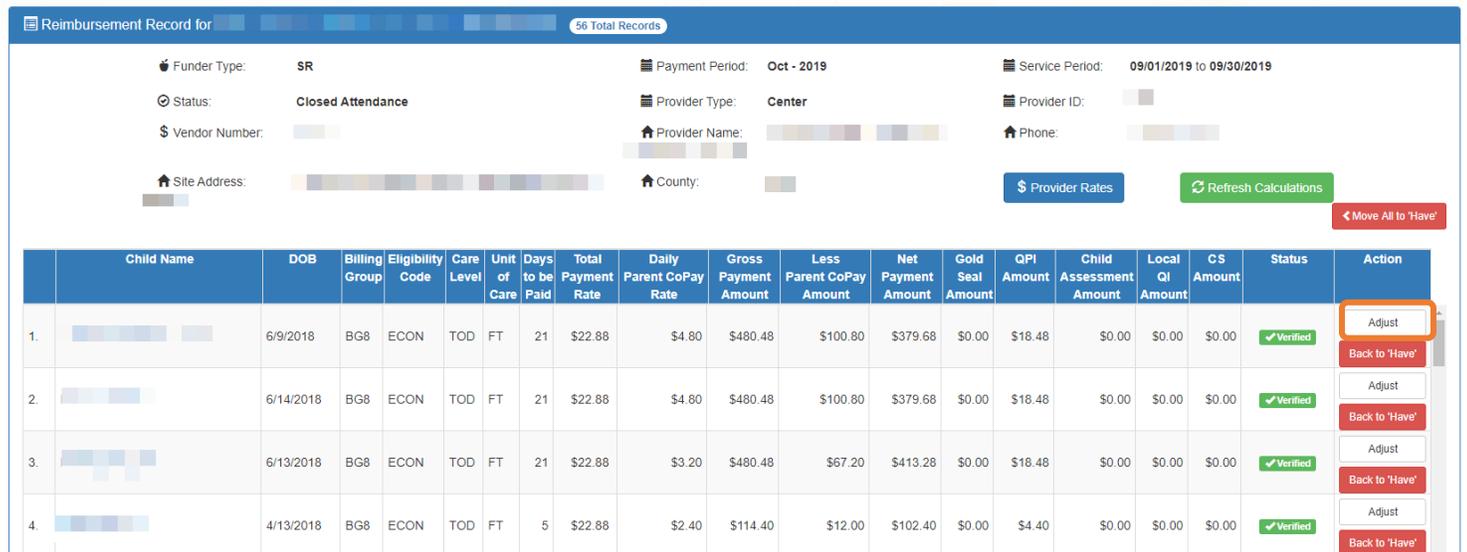


Current Period Adjustments for SR

The search results will display all the providers with a status of Closed Attendance. Click the **Review** link for the Service Period.



After clicking on the Review link, the Reimbursement Record for the provider and service period display. Confirm that all children on the roster have a status. Click the **Adjust** button for the selected record.



After clicking the **Adjust** button from the Reimbursement Record, the Current Payment Period Adjustment Needed Here pop-up displays.

Review the Child Name, to ensure this is the correct record to adjust. Select one or more reasons for the adjustment. Enter in a comment. Click on the **Move to Have Adjustment** button.

✕

Child Name: ██████████

- Incorrect Care Level
- Incorrect Provider Rate
- Incorrect Parent Copay
- Child Did Not Attend But Paid
- Child Not on Attendance Sheet
- Parent Copay Not Deducted
- Incorrect Schedule
- Incorrect Provider
- Absences Not Recorded
- Other

Comments:

Test|

◀ Cancel
Move to Have Adjustment ▶

The adjusted record now has a status of Adjust, on the Reimbursement Record screen. When all of the records have a status, the **Continue** button will display. Click **Continue**.

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Status	Action
1.	██████████	6/9/2018	BG8	ECON	TOD	FT	21	\$22.88	\$4.80	\$480.48	\$100.80	\$379.68	\$0.00	\$18.48	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
2.	██████████	6/14/2018	BG8	ECON	TOD	FT	21	\$22.88	\$4.80	\$480.48	\$100.80	\$379.68	\$0.00	\$18.48	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
3.	██████████	6/13/2018	BG8	ECON	TOD	FT	21	\$22.88	\$3.20	\$480.48	\$67.20	\$413.28	\$0.00	\$18.48	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
4.	██████████	4/13/2018	BG8	ECON	TOD	FT	5	\$22.88	\$2.40	\$114.40	\$12.00	\$102.40	\$0.00	\$4.40	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
5.	██████████	8/19/2012	BG8	ECON	TOD	FT	2	\$22.88	\$1.60	\$45.76	\$3.20	\$42.56	\$0.00	\$1.76	\$0.00	\$0.00	\$0.00	✗ Adjust	Verify Back to 'Have'
6.	██████████	5/12/2018	BG8	ECON	TOD	FT	21	\$22.88	\$2.40	\$480.48	\$50.40	\$430.08	\$0.00	\$18.48	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
TOD TOTALS										\$2,082.08	\$334.40	\$1,747.68	\$0.00	\$80.08	\$0.00	\$0.00	\$0.00		
7.	Totals	10/20/2016	BG8	ECON	2YR	FT	5	\$19.76	\$1.20	\$98.80	\$6.00	\$92.80	\$0.00	\$3.80	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust

• Total Payment Rate is a daily average for VPK Wrap enrollments

Continue ▶

After clicking the **Continue** button, a Reimbursement Processing pop-up will display a summary:

- Records for Adjustments
- Records for Reverting
- Total Verified Record for Final Reimbursement
- Children needing adjustment

Review the Child(ren) needing adjustment listed for accuracy. Enter a comment for the provider case note. Click **Complete Processing**.

The screenshot shows a 'Reimbursement Processing' dialog box with a close button (X) in the top right corner. It contains several summary boxes: a red box for 'Total Records for Adjustments' with the value '8', a blue box for 'Total Verified Records for Final Reimbursement' with the value '48', and another red box for 'Total Records for reverting' with the value '0'. Below these is a red box labeled 'Child(ren) needing adjustment:' containing a blurred list of names. A text area for 'Comments (for Provider Case Notes) :' is located below the list. At the bottom, there are two buttons: a 'Cancel' button with a left arrow and a 'Complete Processing' button with a right arrow, which is highlighted with an orange border.

After clicking **Complete Processing**, the user returns to the Closed Attendance work queue.

After clicking the **Review** link, the Reimbursement Record for the provider and service period displays. Confirm that all children on the roster have a status. Click the **Adjust** button for the selected record.

Reimbursement Record for [Provider Name] Total Records

Funder Type: VPK
 Attendance Status: Closed Attendance
 Provider Name: [Redacted]
 Provider Address: [Redacted]
 Classroom: [Redacted]

Payment Period: Oct - 2019
 Advance Payment: **No**
 Provider ID: [Redacted]
 Provider County: [Redacted]
 Class Start Date: 08/13/2018

Service Period: 08/13/2018 to 08/31/2018
 Has Closures: **No**
 Vendor Number: [Redacted]
 Provider Phone: [Redacted]
 Class End Date: 05/30/2019

	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.	[Redacted]	11/12/2013	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10		Verify Adjust Back to 'Have'
2.	[Redacted]	9/24/2013	VPK	PR4	0	4	12.00	0.00	12.00	12.00	\$4.38	\$52.56		Verify Adjust Back to 'Have'
3.	[Redacted]	2/27/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10		Verify Adjust Back to 'Have'
4.	[Redacted]	4/23/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10		Verify Adjust Back to 'Have'
Total					0	49	147.00	0.00	147.00	147.00		\$643.86		

After clicking on the **Adjust** button from the Reimbursement Record, the Current Payment Period Adjustment Needed pop-up displays. Review the Child Name, to ensure this is the correct record to adjust. Select one or more reasons for the adjustment. Enter a comment. Click on the **Move to Have Adjustment** button.

Current Payment Period Adjustment Needed

Child Name: [Redacted]

- Incorrect Care Level
- Incorrect Provider Rate
- Incorrect Parent Copay
- Child Did Not Attend But Paid
- Child Not on Attendance Sheet
- Parent Copay Not Deducted
- Incorrect Schedule
- Incorrect Provider
- Absences Not Recorded
- Other

Comments:(max 250 chars)

Test

The adjusted record now has a Status of Adjust, on the Reimbursement Record screen. When all of the records have a status, the **Continue** button will display. Click **Continue**.

Reimbursement Record for [Child Name] 4 Total Records

Funder Type: VPK | Attendance Status: Closed Attendance | Payment Period: Oct -2019 | Service Period: 08/13/2018 to 08/31/2018
 Provider Name: [Redacted] | Advance Payment: No | Has Closures: No | Vendor Number: [Redacted]
 Provider Address: [Redacted] | Provider ID: [Redacted] | Provider County: [Redacted] | Provider Phone: [Redacted]
 Classroom: [Redacted] | Class Start Date: 08/13/2018 | Class End Date: 05/30/2019

	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.	[Redacted]	11/12/2013	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10	Adjust	Verify Back to 'Have'
2.	[Redacted]	9/24/2013	VPK	PR4	0	4	12.00	0.00	12.00	12.00	\$4.38	\$52.56	Verified	Adjust Back to 'Have'
3.	[Redacted]	2/27/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10	Verified	Adjust Back to 'Have'
4.	[Redacted]	4/23/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10	Adjust	Verify Back to 'Have'
Total					0	49	147.00	0.00	147.00	147.00		\$643.86		Continue

After clicking the **Continue** button, the Reimbursement Processing pop-up displays a summary:

- Records for Adjustments
- Records for Reverting
- Total Verified Record for Final Reimbursement
- Children needing adjustment

Review the Child(ren) needing adjustment listed for accuracy. Enter a comment for the provider case note. Click on the **Complete Reimbursement Processing** button.

Reimbursement Processing

Total Records for Adjustments: 2

Total Verified Records for Final Reimbursement: 2

Total Records for reverting: 0

Child(ren) needing adjustment: [Redacted]

Comments (for Provider Case Notes):

[Text Input Field]

Cancel | Complete Reimbursement Processing

After clicking **Complete Reimbursement Processing**, the user returns to the Closed Attendance work queue.

Go to Reimbursement > Adjustment Processing > Have Adjustment to see records marked as needing an adjustment. To create a Current Period Adjustment, select a record from the Have Adjustment work queue. Click on the **Create Adjustment** button.

"Have Adjustment" Work Queue

[Click Here For Filtering Tips](#)

Show top adjustments results. [Clear All Filters](#) Search:

Child Name	Provider ID	Provider Name	County	Service Period	Report Period	Funder Type	VPK Class ID	Adjustment Type	Received
<input type="text" value="Filter"/>									
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				October 2018	October 2019	SR		Payment Adjustment	8/9/2019
				October 2018	October 2019	SR		Payment Adjustment	8/9/2019

Showing 1 to 10 of 838 adjustments results. Previous **1** 2 3 4 5 ... 84 Next

[Create Adjustment](#)

After clicking the **Create Adjustment** button, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. The required fields are marked with an asterisk (*). On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, and enter a comment. User will click on the **Submit** button to confirm the adjustment. After the adjustment is submitted, it will no longer display in the "Have Adjustment" Work Queue.

Process Reimbursement Adjustment for [Redacted]

Provider (Payee) Information

Principal [Redacted] FEID/SSN [Redacted] County of Service [Redacted] Provider Type CNTR
 Provider [Redacted] ProviderID [Redacted] Vendor ID [Redacted]

Parent & Child Information

Parent [Redacted] Child [Redacted] Child ID [Redacted] County [Redacted]
 Child Date of Birth 11/07/2015 Billing Group BG1 Eligibility 14R - At Risk Out of Home Care Level PR3 - 36 < 48 Months
 Unit Of Care FT Match Funder [Redacted] Enrollment ID [Redacted]

Adjustment Information

Service Period September, 2019 Funder Type* SR Local Unit Of Care* FT Reason* -- Select Reason --
 Billing Group* BG1 Eligibility* 14R - At Risk Out of Home Care Level* 36 < 48 Months Match Funder* -- No Match Funders --

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount
Balance	2	\$18.72	\$0.80	\$37.44	\$1.60	\$35.84	\$0.00	\$1.44	\$0.00	\$0.00	\$0.00
Adjusted	<input type="text" value="2"/>	\$18.72	<input type="text" value="\$ 0.80"/>	\$37.44	\$1.60	\$35.84	\$0.00	\$1.44	\$0.00	\$0.00	\$0.00

Comments*

 You have characters remaining.

Submit Cancel

The Adjustments Grid has a Balance row with the current balance for the record and an Adjusted row with any adjustments made during this edit. In the Adjustments Grid, only the Days to be Paid and Daily Parent CoPay Rate are editable. Any changes made that will impact rate (Unit of Care, Care Level, or Daily Parent CoPay Rate) will display in the Adjusted row.

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount
Balance	2	\$18.72	\$0.80	\$37.44	\$1.60	\$35.84	\$0.00	\$1.44	\$0.00	\$0.00	\$0.00
Adjusted	<input type="text" value="2"/>	\$18.72	<input type="text" value="\$ 0.80"/>	\$37.44	\$1.60	\$35.84	\$0.00	\$1.44	\$0.00	\$0.00	\$0.00

The column headers in the grid for years 2018-2019 and prior will be:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (*from SR Rate Plan*)]
- PFP Amount = [Days to be Paid * PFP Amount (*from SR Rate Plan*)]
- PFP CA Amount = [Days to be Paid * PFP CA Amount (*from SR Rate Plan*)]
- Local QI Amount = [Days to be Paid * Local QI Amount (*from SR Rate Plan*)]
- CS Amount = [Days to be Paid * CS Amount (*from SR Rate Plan*)]

The column headers in the grid for years 2019-2020 and forward will be:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (*from SR Rate Plan*)]
- QPI Amount = [Days to be Paid * QPI Amount (*from SR Rate Plan*)]
- Child Assessment Amount = [Days to be Paid * Child Assessment Amount (*from SR Rate Plan*)]
- Local QI Amount = [Days to be Paid * Local QI Amount (*from SR Rate Plan*)]
- CS Amount = [Days to be Paid * CS Amount (*from SR Rate Plan*)]

Current Period Adjustments for VPK

After marking reimbursement records as needing an adjustment, they will display in the “Have Adjustment” Work Queue. To create a Current Period Adjustment, go to Reimbursement > Adjustment Processing > Have Adjustment. Select a record from the Have Adjustment Work Queue. Click the **Create Adjustment** button.

Click Here For Filtering Tips

Show top 10 adjustments results. Clear All Filters Search

Child Name	Provider ID	Provider Name	County	Service Period	Report Period	Funder Type	VPK Class ID	Adjustment Type	Received
				August 2018	October 2019	VPK	BF18	Payment Adjustment	10/14/2019
				August 2018	October 2019	VPK	BF18	Payment Adjustment	10/14/2019
				July 2018	October 2019	SR		Payment Adjustment	5/16/2019
				July 2018	October 2019	SR		Payment Adjustment	5/16/2019
				July 2018	October 2019	SR		Payment Adjustment	5/16/2019
				July 2018	October 2019	SR		Payment Adjustment	5/16/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019

Showing 1 to 10 of 11 adjustments results. (filtered from 840 total entries) 1 row selected

Previous 1 2 Next

Create Adjustment

After clicking the **Create Adjustment** button, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. The required fields are marked with an asterisk (*). On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, and enter a comment. User will click on the **Submit** button to confirm the adjustment. After the adjustment is submitted, it will no longer display in the “Have Adjustment” Work Queue.

Process Reimbursement Adjustment for [Redacted]

Provider (Payee) Information

Principal [Redacted] FEID/SSN [Redacted] County of Service [Redacted] Provider Type CNTR

Provider [Redacted] ProviderID [Redacted] Vendor ID [Redacted]

Parent & Child Information

Parent [Redacted] Child [Redacted] Child ID [Redacted] County [Redacted]

Child Date of Birth 11/12/2013

Enrollment ID [Redacted]

Adjustment Information

Service Period August, 2018 Classroom [Redacted] Classroom Name Class B Reason* -- Select Reason --

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount
Balance	0	15	45	45	45	\$197.10
Adjusted	0	15	45	45	45	\$197.10

Comments*

You have characters remaining.

Submit Cancel

In the Adjustments Grid, the Balance row displays the summary of all adjustments for the record. The Adjusted row displays any adjustments made during this edit. In the Adjustments grid, the Days Absent, Days Present, Total Instructional Hours, Hours Attended fields are editable.

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount
Balance	0	15	45	45	45	\$197.10
Adjusted	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	\$ <input type="text" value="197.10"/>

The column headers in the grid are

- Days Absent
- Days Present
- Total Instructional Hours
- Hours Attended
- Paid Hours = [(Hours Attended/.8) or Total Instructional Hours]
- Amount = [(Hours Attended/.8) or Total Instructional Hours] * VPK Rate

Prior Period Adjustments

Coalitions can create a Prior Period Adjustment (PPA) for any attendance records that have a PAID status. To create a PPA, go to Reimbursement > Adjustment Processing > Create Prior Period Adjustment > Create MOD Adjustment.

Create Prior Period Adjustment for SR/Local

On the *Create Period Adjustment for Reimbursement* screen, users will enter in criteria to search for paid records eligible for a PPA.

\$
Create Period Adjustment For Reimbursement

Find prior period paid records

Funder Type

SR
▼

Service Period

April 2019
▼

Provider ID

8469

🔍 Search

Only children that have a status of PAID will display in the search results. Click on a record, then click the **Create Adjustment** button.

Select Reimbursement Record for Adjustment x

Show top reimbursement results. Search:

Child	Care Level	Unit Care	Payment Period	Funding	Provider	VPK Class ID	Enrollment ID
Three Spcl Mia	PR4	FT	2019 Sep	SR	Ellie Mays Daycare		2783
Kiddo3 Vpkwrap	SCH	FT	2019 Sep	SR	Ellie Mays Daycare		2927
Kiddo3 Vpkwrap	PR4	PT	2019 Aug	SR	Ellie Mays Daycare		1688
Kiddo3 Vpkwrap	PR4	PT	2019 Aug	SR	Ellie Mays Daycare		1688
Kiddo2 Vpkwrap	SCH	FT	2019 Sep	SR	Ellie Mays Daycare		2926
Kiddo1 Vpkwrap	SCH	FT	2019 Sep	SR	Ellie Mays Daycare		2925
Janet Jackson	PR3	FT	2019 Aug	SR	Ellie Mays Daycare		54
Another Baby Girl	SCH	PT	2019 Sep	SR	Ellie Mays Daycare		1697
Aaaah Child	SCH	FT	2019 Sep	SR	Ellie Mays Daycare		386

Showing 1 to 9 of 9 reimbursement records. Previous **1** Next

Create Adjustment
Cancel

After clicking the **Create Adjustment** button, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. Required fields are marked with an asterisk *. On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, and enter a comment. User will click the **Submit** button to confirm the adjustment.

Process Reimbursement Adjustment for ELC of the Big Bend Region

Provider (Payee) Information

Principal: Hughes Academy of Stars V FEID/SSN: 8547777 County of Service: Leon Provider Type: PUBS
 Provider: Hughes Academy of Stars V ProviderID: 8453 Vendor ID: 1-8453

Parent & Child Information

Parent: Jean Carter Child: Klein Carter Child ID: 1716 County: Leon
 Child Date of Birth: 07/01/2009 Billing Group: B03 Eligibility: 28A - TANF Child Only Care Level: SCH - In School
 Unit Of Care: PT Match Funder: Enrollment ID: 73

Adjustment Information

Service Period: April, 2019 Funder Type: * SR Local Unit Of Care: PT Reason: * -- Select Reason --
 Billing Group: B03 Eligibility: 28A - TANF Child Only Care Level: In School Match Funder: -- No Match Funders --
 Omit from Transmittal File?: Yes No

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	PPF Amount	PPF CA Amount	Local QI Amount	CS Amount	
Balance	21	\$10.00	\$1.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View History
Adjusted	21	\$12.00	\$1.29	\$252.00	\$27.09	\$224.91	\$0.00	\$25.20	\$0.00	\$16.80	\$0.00	
Net Adjusted						\$224.91						

Comments:

You have characters remaining.

Submit Cancel

In the Adjustments Grid, the Balance row displays the summary of all adjustments/changes for the record. The Adjusted row displays any adjustments made during this edit. In the Adjustments grid, only the Days to be Paid and Daily Parent CoPay Rate are editable. Any changes made to rate will deduct the amounts, and create a new row in the database. Click on the **View History** button to see the full history of adjustments for the record.

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	PPF Amount	PPF CA Amount	Local QI Amount	CS Amount	
Balance	21	\$10.00	\$1.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View History
Adjusted	21	\$12.00	\$1.29	\$252.00	\$27.09	\$224.91	\$0.00	\$25.20	\$0.00	\$16.80	\$0.00	
Net Adjusted						\$224.91						

The column headers in the grid for years 2018-2019 and prior are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (*from SR Rate Plan*)]
- PFP Amount = [Days to be Paid * PFP Amount (*from SR Rate Plan*)]
- PFP CA Amount = [Days to be Paid * PFP CA Amount (*from SR Rate Plan*)]
- Local QI Amount = [Days to be Paid * Local QI Amount (*from SR Rate Plan*)]
- CS Amount = [Days to be Paid * CS Amount (*from SR Rate Plan*)]

The column headers in the grid for years 2019-2020 and forward are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (*from SR Rate Plan*)]
- QPI Amount = [Days to be Paid * QPI Amount (*from SR Rate Plan*)]
- Child Assessment Amount = [Days to be Paid * Child Assessment Amount (*from SR Rate Plan*)]
- Local QI Amount = [Days to be Paid * Local QI Amount (*from SR Rate Plan*)]
- CS Amount = [Days to be Paid * CS Amount (*from SR Rate Plan*)]

After clicking the **View History** button, in the below example, the Adjustments History grid shows that this record has had one adjustment saved. The amounts deducted display in red text. The Adjustments History is sorted by Reimbursement Detail ID (oldest to newest). The Total row displays the calculated amounts based on all adjustments. The Total row information is also what displays in the Balance row on the Adjustments grid.

Adjustments History												
Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Status	
22	\$13.50	\$4.99	\$297.00	\$109.78	\$187.22	\$33.00	\$15.40	\$0.00	\$28.60	\$0.00	PAID	
-2	\$13.50	\$4.99	-\$27.00	-\$9.98	-\$17.02	-\$3.00	-\$1.40	\$0.00	-\$2.60	\$0.00	PAID	
Total	20	\$13.50	\$4.99	\$270.00	\$99.80	\$170.20	\$30.00	\$14.00	\$0.00	\$26.00	\$0.00	

OK

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	
Balance	20	\$13.50	\$9.98	\$270.00	\$99.80	\$170.20	\$30.00	\$14.00	\$0.00	\$26.00	\$0.00	View History
Adjusted	20	\$13.50	\$ 9.98	\$270.00	\$199.60	\$70.40	\$30.00	\$14.00	\$0.00	\$26.00	\$0.00	
Net Adjusted						-\$99.80						

Comments *

Create Prior Period Adjustment for VPK

After clicking the **Create Adjustment** button, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. Required fields are marked with an asterisk *. On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, and enter a comment. User will click the **Submit** button to confirm the adjustment.

Process Reimbursement Adjustment for ELC of the Big Bend Region

Provider (Payee) Information

Principal: Hughes Academy of Stars V FEID/SSN: 8547777 County of Service: Leon Provider Type: PUBS
 Provider: Hughes Academy of Stars V ProviderID: 8453 Vendor ID: 2-8453

Parent & Child Information

Parent: Andrea Latham Child: Orion Latham Child ID: 2071 County: Leon
 Child Date of Birth: 06/09/2013
 Enrollment ID: 2514

Adjustment Information

Service Period: July, 2019 Classroom: DF18 Classroom Name: Reason*
 Omit from Transmittal File?: Yes No -- Select Reason --

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	
Balance	0	13	60	60	60	264	View History
Adjusted	<input type="text" value="0"/>	<input type="text" value="13"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	\$ <input type="text" value="264"/>	
Net Adjusted						\$0.00	

Comments*

You have characters remaining.

[Submit](#) [Cancel](#)

In the Adjustments Grid, the Balance row displays the summary of all adjustments for the record. The Adjusted row displays any adjustments made during this edit. In the Adjustments grid, the Days Absent, Days Present, Total Instructional Hours, Hours Attended fields are editable. Click the **View History** button to see the full history of adjustments for the record.

The column headers in the grid are:

- Days Absent
- Days Present
- Total Instructional Hours
- Hours Attended
- Paid Hours = [(Hours Attended/.8) or Total Instructional Hours]
- Amount = [(Hours Attended/.8) or Total Instructional Hours] * VPK Rate

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	
Balance	0	13	60	60	60	264	View History
Adjusted	<input type="text" value="0"/>	<input type="text" value="13"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	\$ <input type="text" value="264"/>	
Net Adjusted						\$0.00	

After clicking the **View History** button, in the below example, the Adjustments History grid shows that this record has had multiple adjustments saved. The Adjustments History is sorted by Reimbursement Detail ID (oldest to newest). The Total row displays the calculated amounts based on all adjustments. The Total row information is also what displays in the Balance row on the Adjustments grid.

The column headers in the Adjustments History grid are:

- Days Absent
- Days Present
- Total Instructional Hours
- Hours Attended
- Paid Hours = [(Hours Attended/.8) or Total Instructional Hours]
- Amount = [(Hours Attended/.8) or Total Instructional Hours] * VPK Rate

Adjustments History

Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	Status
0	23	69	69	69	\$303.60	PAID
3	-3	0	-9	0	\$0.00	PAID
2	-5	-4	-6	-4	-\$17.60	PAID
-2	-5	-7	4	-7	-\$30.80	PAID
-3	3	2	2	2	\$8.80	PAID

Service Period: July, 2019
 Classroom: DF18
 Classroom Name:
 Reason: -- Select Reason --

Omit from Transmittal File?:
 Yes No

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	
Balance	0	13	60	60	60	264	<input type="button" value="View History"/>
Adjusted	<input type="text" value="0"/>	<input type="text" value="13"/>	<input type="text" value="55"/>	<input type="text" value="59"/>	<input type="text" value="55"/>	\$ 242.00	
Net Adjusted						-\$22.00	

Line Item Adjustments (LIA)

Coalitions can create Line Item Adjustments (LIA) for a reimbursement record. The LIA can add or create a new record, which may or may not be EFS Mod-generated records. Adjustments can add a new entry or reverse out an entry.

SR or Local Line Item Adjustments

To create a Line Item Adjustment, navigate to **Reimbursement > Adjustment Processing > Create Line Item Adjustment > SR/Local**

Any saved line item adjustments will be processed in the currently open payment period.

Required fields are marked with an asterisk *. A record does not have to be in EFS Mod to create a line item adjustment. Clicking the **Submit** button will open the SR Line Item Adjustment modal.

SR or Local Line Item Adjustment

ELC Of The Big Bend Region

Search For Adjustments

- Enter an existing Reimbursement ID to retrieve information from an existing reimbursement.
- Enter an existing Enrollment ID to retrieve information from an existing enrollment.
- If Reimbursement ID or Enrollment ID are not known, enter in the Line Item Adjustment Information.

Reimbursement Detail ID Search

Enrollment ID Search

Service Period Month* Service Period Year* Adjustment Reason*

Provider (Payee) Information

Search

Before creating a Line Item Adjustment, search using the Reimbursement Detail ID or the Enrollment ID. Reimbursement Detail ID is available on the 5045 detail download.

Enter the Reimbursement Detail ID and click on the search icon to populate the record with the available information:

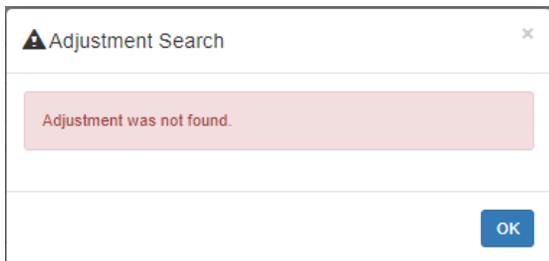
- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Enrollment ID (dropdown selection of available enrollment dates)
- Purpose of Care
- Funding Type

- Unit of Care
- Billing Group
- Eligibility
- Care Level
- Days to be Paid
- Total Payment Rate
- Match Amount

The Enrollment ID can be found on the Eligibility screen. Enter the Enrollment ID and click on the search icon  to populate the record with the available information:

- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Enrollment ID
- Purpose of Care

If a search result is not found, then the Adjustment Search modal opens. Clicking on the **OK** button will close the Adjustment Search modal.



If the Reimbursement Detail ID or Enrollment ID are not known, then enter the Service Period Month and Service Period Year. The Service Period Year must be between 1990 and the current year. Select the Adjustment Reason from the dropdown menu. Select Restitution if the LIA will have a Service Period prior to 7/1/2018.

Provider (Payee) Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or after, then the Provider ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Provider ID will not be required. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Provider Information will pre-populate.

The screenshot shows a form titled "Provider (Payee) Information". At the top, there is a "Provider ID" section with a search box containing the word "Search" and a magnifying glass icon. Below this are four text input fields: "Name of Provider*", "Principal ID", "Name of Principal*", and "Vendor ID". At the bottom, there are two dropdown menus: "Provider Type" and "Provider County*".

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is prior to 7/1/2018, then the Provider ID search will not be available, see the screen below. If the Service Period is prior to 7/1/2018 and the Adjustment Reason is Restitution, then the Provider ID will not be required.

The Name of Provider is a text field. If a Provider ID is entered, it must match a current Provider ID in EFS Mod. If the Provider ID does not match a current Provider ID in EFS Mod, then the LIA will not save.

The Name of Principal is a text field. If a Principal ID is entered, it must match a current Principal ID in EFS Mod. If the Principal ID does not match a current Principal ID in EFS Mod, then the LIA will not save.

The Vendor ID is an alphanumeric field. The Vendor ID is the Taxpayer ID Number, which can be found on the Provider's Business Info screen.

The Provider Type dropdown field displays the available Provider Types.

The Provider County dropdown displays all Florida counties.

The screenshot shows the same "Provider (Payee) Information" form as above, but the "Provider ID" search box is disabled (grayed out). The other fields ("Name of Provider*", "Principal ID", "Name of Principal*", "Vendor ID", "Provider Type", and "Provider County*") are visible and appear to be empty.

Parent & Child Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or after, then the Child ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Child ID will not be required. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Parent & Child Information will pre-populate. The Enrollment ID will be a dropdown menu and display any enrollment dates the child was enrolled.

The screenshot shows a form titled "Parent & Child Information". At the top, there is a "Child ID" search field with a "Search" button and a magnifying glass icon. Below this are four input fields: "Name of Child*", "Name of Parent*", "County of Parent*" (a dropdown menu), and "Enrollment ID". At the bottom is a "Purpose Of Care*" dropdown menu. All required fields are marked with a red asterisk.

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is prior to 7/1/2018, then the Child ID search will not be available, see the screen below. If the Service Period is prior to 7/1/2018 and the Adjustment Reason is Restitution, then the Child ID will not be required.

The Name of Child is a text field.

The Name of Parent is a text field.

The County of Parent dropdown displays all Florida counties.

If an Enrollment ID is entered, it must match a current Enrollment ID in EFS Mod. If the Enrollment ID does not match a current Enrollment ID in EFS Mod, then the LIA will not save.

The Purpose of Care dropdown field displays the available Purposes of Care.

The screenshot shows the same "Parent & Child Information" form as above. However, the "Child ID" search field is disabled and greyed out. The other fields ("Name of Child*", "Name of Parent*", "County of Parent*", "Enrollment ID", and "Purpose Of Care*") are active and ready for input. All required fields are marked with a red asterisk.

Adjustment Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Adjustment Information will pre-populate.

The Funding Type dropdown field displays the available Funding Types (SR or Local).

The Service Period Month dropdown field displays the available Months.

The Service Period Year is a numeric field. Users can save entries between 1990 and the current year.

The Unit of Care dropdown field displays the available Units of Care.

The Billing Group dropdown field displays the available Billing Groups.

The Eligibility dropdown field displays the available Eligibility.

The Care Level dropdown field displays the available Care Levels.

The Match Funder dropdown field displays available Match Funders.

The Days to be Paid can be a positive or negative number. The Days to be Paid cannot be 0.

The Total Payment Rate is the daily payment rate. The Total Payment Rate must be between \$0.00 and \$100.00.

The Daily Parent CoPay Rate must be greater than or equal to \$0.00.

The Gross Payment Amount is a calculated field. [Total Payment Rate * Days to be Paid]

The Less Parent CoPay Amount is a calculated field. [Daily Parent CoPay Rate * Days to be Paid]

The Net Payment Amount is a calculated field. [Gross Payment Amount – Less Parent CoPay Amount]

The Match Amount is the amount paid by a Match.

The Net Less Match is a calculated field. [Net Payment Amount – Match Amount]

The differentials grid will allow the entry of any adjustments for the following:

- a. 2018-2019 and Prior Years
 - i. Gold Seal Amount
 - ii. PFP Amount
 - iii. PFP CA Amount
 - iv. QI Amount
 - v. CS Amount
- b. 2019-2020 and Future Years
 - i. Gold Seal Amount
 - ii. QPI Amount
 - iii. Child Assessment Amount
 - iv. Local QI Amount
 - v. CS Amount

For 2019-2020 and future years, the differentials have under and over fields.

The Comments field is a text field.

Adjustment Information

Omit from Transmittal File? Yes No

Funding Type* Unit Of Care* Billing Group*

Eligibility* Care Level* Match Funder

Days to be Paid*	Total Payment Rate*	Daily Parent CoPay Rate*	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount*	Net Less Amount
<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$0.00	\$0.00	\$0.00	<input type="text" value="\$ 0.00"/>	\$0.00

Gold Seal Amount*	PPF Amount*	PPF CA Amount*	Local QI Amount*	CS Amount*
<input type="text" value="\$ 0.00"/>				

Comments*

You have characters remaining.

Adjustment Information

Omit from Transmittal File? Yes No

Funding Type* Unit Of Care* Billing Group*

Eligibility* Care Level* Match Funder

Days to be Paid*	Total Payment Rate*	Daily Parent CoPay Rate*	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount*	Net Less Amount
<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$0.00	\$0.00	\$0.00	<input type="text" value="\$ 0.00"/>	\$0.00

Gold Seal*	QPI*	Child Assessment*	Local QI*	Contracted Slots*
Under <input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>			
Over <input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>
Total \$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Comments*

You have characters remaining.

Service Period prior to 7/1/2018

Required fields are marked with an asterisk *.

The Omit from Transmittal File will default to Yes for legacy LIA records.

The Funding Type dropdown field displays the available Funding Types (SR or Local).

The Service Period Month dropdown field displays the available Months.

The Service Period Year is a numeric field. Users can save entries between 1990 and the current year.

The Unit of Care dropdown field displays the available Units of Care.

The Billing Group dropdown field displays the available Billing Groups.

The Eligibility dropdown field displays the available Eligibility.

The Care Level dropdown field displays the available Care Levels.

The Match Funder dropdown field displays available Match Funders.

The Days to be Paid can be a positive or negative number. The Days to be Paid cannot be 0.

The Total Payment Rate is the daily payment rate. The Total Payment Rate must be between \$0.00 and \$100.00.

The Daily Parent CoPay Rate must be greater than or equal to \$0.00.

The Gross Payment Amount is a calculated field. [Total Payment Rate * Days to be Paid]

The Less Parent CoPay Amount is a calculated field. [Daily Parent CoPay Rate * Days to be Paid]

The Net Payment Amount is a calculated field. [Gross Payment Amount – Less Parent CoPay Amount]

The Match Amount is the amount paid by a Match.

The Net Less Match is a calculated field. [Net Payment Amount – Match Amount]

The differentials grid will allow the entry of any adjustments for

- a. 2018-2019 and Prior Years
 - i. Gold Seal Amount
 - ii. PFP Amount
 - iii. PFP CA Amount
 - iv. QI Amount
 - v. CS Amount
- b. 2019-2020 and Future Years
 - i. Gold Seal Amount
 - ii. QPI Amount
 - iii. Child Assessment Amount
 - iv. Local QI Amount
 - v. CS Amount

For 2019-2020 and future years, the differentials have under and over fields.

The Comments field is a text field.

Adjustment Information

Omit from Transmittal File? Yes No

Funding Type* Unit Of Care* Billing Group*

Eligibility* Care Level* Match Funder

Days to be Paid*	Total Payment Rate*	Daily Parent CoPay Rate*	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount*	Net Less Amount
0	\$ 0.00	\$ 0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	\$0.00

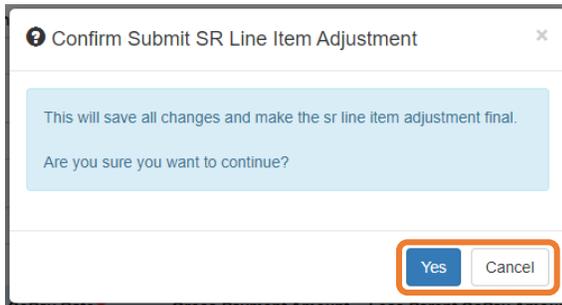
Gold Seal Amount*	PFP Amount*	PFP CA Amount*	Local QI Amount*	CS Amount*
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Comments*

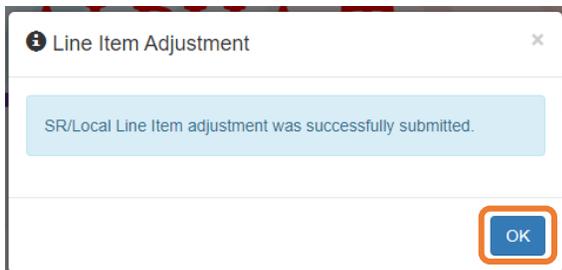
You have characters remaining.

Confirmation Modal

Clicking the **Yes** button will save the adjustment and open the Line Item Adjustment modal. Clicking the **Cancel** button will discard any changes and close the modal.



Clicking the **OK** button will close the Line Item Adjustment modal.



VPK Line Item Adjustments

To create a Line Item Adjustment, navigate to **Reimbursement > Adjustment Processing > Create Line Item Adjustment > VPK**

Any saved line item adjustments will be processed in the currently open payment period. Required fields are marked with an asterisk *. A record does not have to be in EFS Mod to create a line item adjustment. Clicking the **Submit** button will open the Confirm Submit VPK Line Item Adjustment modal.

The screenshot shows the 'VPK Line Item Adjustment' form. At the top, there is a header 'ELC Of The Big Bend Region'. Below it is a section titled 'Search For Adjustments' with instructions: 'Enter an existing Reimbursement ID to retrieve information from an existing reimbursement.', 'Enter an existing Enrollment ID to retrieve information from an existing enrollment.', and 'If Reimbursement ID or Enrollment ID are not known, enter in the Line Item Adjustment information.' There are two search boxes: 'Reimbursement Detail ID' and 'Enrollment ID', each with a search icon. Below this is a row of three dropdown menus: 'Service Period Month*', 'Service Period Year*', and 'Adjustment Reason*'. The 'Provider (Payee) Information' section contains a 'Provider ID' search box, and several text input fields: 'Name of Provider*', 'Principal ID', 'Name of Principal*', and 'Vendor ID'. At the bottom of this section are two dropdown menus: 'Provider Type' and 'Provider County*'. A blue 'Search' button is located below the form.

Search

Before creating a Line Item Adjustment, search using the Reimbursement Detail ID or the Enrollment ID. Reimbursement Detail ID is available on the 5045 detail download.

Enter the Reimbursement Detail ID and click on the search icon  to populate the record with the available information:

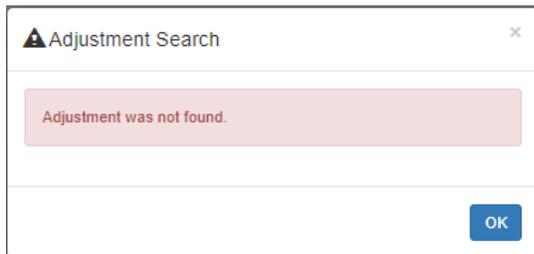
- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Class Name
- Billing Group
- Hourly Payment Rate

- Total Instructional Hours
- Hours Attended

The Enrollment ID can be found on the Eligibility screen. Enter the Enrollment ID and click on the search icon  to populate the record with the available information:

- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Class Name

If a search result is not found, then the Adjustment Search modal opens. Clicking on the **OK** button will close the Adjustment Search modal.



If the Reimbursement Detail ID or Enrollment ID are not known, then enter the Service Period Month and Service Period Year. The Service Period Year must be between 1990 and the current year.

Select the Adjustment Reason from the dropdown menu. Select Restitution if the LIA will have a Service Period prior to 7/1/2018.

Provider (Payee) Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or later, then the Provider ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Provider ID will not be required. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Provider Information will pre-populate.

The screenshot shows a form titled "Provider (Payee) Information". At the top, there is a "Provider ID" search field with a magnifying glass icon. Below this, there are four text input fields: "Name of Provider*", "Principal ID", "Name of Principal*", and "Vendor ID". At the bottom, there are two dropdown menus: "Provider Type" and "Provider County*".

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *.

The Name of Provider is a text field.

The Name of Principal is a text field. If a Principal ID is entered, it must match a current Principal ID in EFS Mod. If the Principal ID does not match a current Principal ID in EFS Mod, then the LIA will not save.

The Vendor ID is an alphanumeric field. The Vendor ID is the Taxpayer ID Number, which can be found on the Provider's Business Info screen.

The Provider Type dropdown field displays the available Provider Types.

The Provider County dropdown displays all Florida counties.

The screenshot shows a form titled "Provider (Payee) Information". At the top, there is a "Provider ID" search field with a magnifying glass icon. Below this, there are four text input fields: "Name of Provider*", "Principal ID", "Name of Principal*", and "Vendor ID". At the bottom, there are two dropdown menus: "Provider Type" and "Provider County*".

Parent & Child Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or after, then the Child ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Child ID will not be required.

If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Parent & Child Information will pre-populate.

If a Child ID is entered, it must match a current Child ID in EFS Mod. If the Child ID does not match a current Child ID in EFS Mod, then the LIA will not save.

The Class Name is limited to 4 characters (e.g. AF17).

Parent & Child Information

Child ID

Name of Child* Name of Parent* County of Parent* Class Name

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *.

The Name of Child is a text field.

The Name of Parent is a text field.

The Class Name is limited to 4 characters (e.g. AF17).

Parent & Child Information

Child ID

Name of Child* Name of Parent* County of Parent* Class Name

Adjustment Information

Required fields are marked with an asterisk *.

The Adjustment Reason dropdown field displays the available Adjustment Reasons.

The Billing Group dropdown field displays the available Billing Groups.

The Hourly Payment Rate is the reimbursement hourly rate.

The Days Absent is an optional field.

The Days Present is an optional field.

The Total Instructional Hours is the total hours available for the month.

The Hours Attended is the amount of hours the child attended class. If there are closure days, then include those hours to the Hours Attended. The Hours Attended cannot be 0. The Hours Attended can be a positive or negative number.

The Paid Hours is a calculated field, which includes 80/20.

The Amount is a calculated field, which includes 80/20.

The Comments field is a text field.

Adjustment Information

Omit from Transmittal File? Yes No

Billing Group*

Hourly Payment Rate*	Days Absent	Days Present	Total Instructional Hours*	Hours Attended*	Paid Hours	Amount
\$ 0.00	0	0	0.00	0.00	0	\$ 0

Comments*

You have characters remaining.

Confirmation Modal

Clicking the **Yes** button will save the adjustment and open the Line Item Adjustment modal. Clicking the **Cancel** button will discard any changes and close the modal.

Confirm Submit VPK Line Item Adjustment

This will save all changes and make the vpk line item adjustment final.

Are you sure you want to continue?

Yes **Cancel**

Clicking on the **OK** button will close the Line Item Adjustment modal.

Line Item Adjustment

VPK Line Item adjustment was successfully submitted.

OK

Scenarios - Adjustment Fixes Needed

Below are some scenarios that a Coalition may encounter.

	MTH <i>(not Paid yet)</i>	PPA <i>(Paid in MOD)</i>	LIA
Calculations are incorrect (i.e. Net Less Match, days x rate, etc.)		-- ¹	
Total Payment Rate paid is incorrect		-- ²	
Over/underpaid provider because rate plan differential settings (i.e. Gold Seal, PFP, PFP Assessment, etc.)		-- ²	
Wrap rate paid is double			X
Duplicate payment	X	X	
Parent copay fee incorrect	X	X	
Over/under paid days	X	X	
Split UOC or Care Level		X ³	X ³

¹Covered by OEL data fix phase 1

²Covered by OEL data fix phase 2 (requires ELCs to review rate plans)

³Requires both PPA and LIA

Wrap rate paid is double

If a duplicate record was paid, and days of the payment need to be reversed for a service period.

SR or Local

Create a LIA, by entering all the required fields and enter a negative number for the Days to be Paid, enter the Total Payment Rate, and enter the Daily Parent CoPay Rate, if applicable. If there are differentials that were included, then include those details in the LIA.

VPK

Create a LIA, by entering all the required fields and enter the Hourly Payment Rate, applicable for the year to be adjusted, enter the Total Instructional Hours for the service period month, and enter a negative number in the Hours Attended.

Split Unit of Care or Care Level

A child was paid for all of August 2018 (23 days) at the PR5/FT rate but should have been SCH once school began. The child needs reimbursement for 8 days at the PR5/FT rate. The child needs reimbursement for 15 days at the SCH/PT rate.

SR or Local

Create a prior period adjustment on the paid August 2018 record to reduce the 23 PR5/FT days to 8 PR5/FT days (net – 15 PR5/FT days). Create a LIA for the remaining 15 days at the SCH/PT rate. Enter all the required fields – enter in the related child and provider information, select “PT” for the Unit of Care, select “In School” for the Care Level, enter 15 for Days to be Paid, and enter the Total Payment Rate for the daily payment rate.

Bulk Billing Group Transfer

Coalitions now have the opportunity to apply for and receive from the state a match allocation based on a dollar for dollar match. Once awarded, the match allocation can be applied at the participant level in the manner determined by the coalition to represent the most efficient expenditure of the coalition's awarded SR dollars. In order to access the awarded match dollars, coalitions should invoice OEL through the BG8 SRMAT eligibility code and should expect to receive the amount equal to the local match received to complete the balance of the monthly payment. Coalitions should not invoice OEL for any records that include CCEP for any period in the 2019 2020 fiscal year.

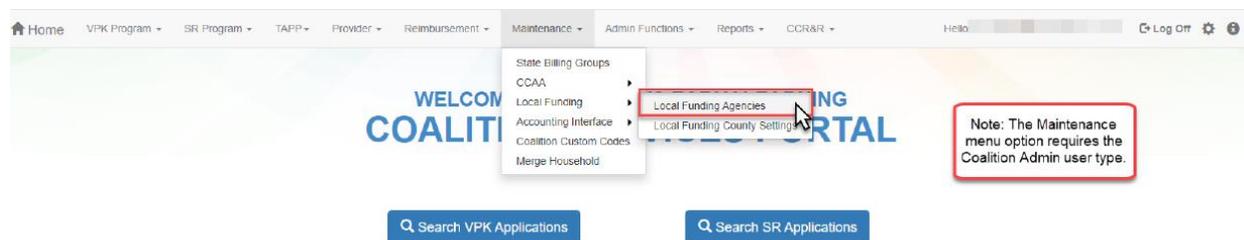
In an attempt to assist coalitions through the transition of the match process, OEL developed a bulk billing group transfer tool within EFS Mod that allows coalition to transfer records, on a monthly basis, to the appropriate category to best utilize the needed match for that payment period. This tool was provided to allow coalitions additional time to make eligibility and enrollment changes to child records, as needed, to accurately reflect the actual match application. **The tool only makes the changes for the current month and for payment purposes only. If eligibility and enrollment data is not made at the child level, the tool would need to be used again in the next month to accurately assess the match as determined by the coalition.** This process would continue until the eligibility and enrollment records were changed at the child level.

Beginning with the July 2019 service period, children with the CCEP match billing group must be updated with the Bulk Billing Group Transfer feature while in Closed Attendance to an appropriate billing group. Children eligible for the new SR Match program need to be updated with the Bulk Billing Group Transfer feature so that their billing group is BG8 and their eligibility code is SR MATCH, provided that the coalition has SR Match funds to use. This will apply a 50% default match assessment calculation that can be increased, decreased, or zeroed out with the Run Match Assessment feature, if needed, as determined by the coalition. This also associates the records to the new SR Match OCA Payment Code, SRMAT. Children may remain in the BG8 billing group with the ECON eligibility code. With the release of 4.1.6, the default match assessment calculation will be 0%. The calculation can be increased, as needed, using the Run Match Assessment feature. This associates the records to the current 97P00 OCA Payment Code. Separate match funding agencies and allocation plans for BG8 ECON and BG8 SRMAT must be created.

NOTE: This process is a temporary solution required each service period until new match funders are created and enrollment records are updated.

SR Match Funder Allocation for BG8-SRMAT

To use the BG8 SRMAT eligibility code, a new BG8 match funder must be set up. Go to Maintenance > Local Funding > Local Funding Agencies.



Make sure that a SRMAT funder is created with an allocation.

Local/Match Funding Agency Maintenance 192 Total Records

Create New Local/Match Funding Agency

Show: 10 entries

Edit Agency	View Allocations	Local/Match Funding Agency ID	Name	Local Billing Code	Local Funding Type	City	Phone
<input type="checkbox"/>	<input type="checkbox"/>	26	School District	TP	Primary Local	West Palm Beach	(661) 494-1592
<input type="checkbox"/>	<input type="checkbox"/>	599	School District of Palm Beach County	23-TP	Primary Local	West Palm Beach	(561) 494-1592
<input type="checkbox"/>	<input type="checkbox"/>	508	SMALL WORLD PRESCHOOL (CONGRESS) - 18313	23-18313	CCEP Match	PALM SPRINGS	(661) 964-6067
<input type="checkbox"/>	<input type="checkbox"/>	539	SMALL WORLD PRESCHOOL (MEADOW) - 19162	23-19162	CCEP Match	PALM SPRINGS	(561) 641-2890
<input type="checkbox"/>	<input checked="" type="checkbox"/>	979	SR Match	23-SRMT	BG8 Match	Boynton Beach	(561) 514-3300
<input type="checkbox"/>	<input type="checkbox"/>	1283			BG8 Match	West Palm Beach	(565) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	509			CCEP Match	WEST PALM BEACH	(561) 557-3499
<input type="checkbox"/>	<input type="checkbox"/>	1131			CCEP Match	WEST PALM BCH	(561) 540-4540
<input type="checkbox"/>	<input type="checkbox"/>	861			CCEP Match	PALM BCH GDNS	(561) 997-4011
<input type="checkbox"/>	<input type="checkbox"/>	862	Surside Academy of West Palm Beach, LLC	23-19813	CCEP Match	WEST PALM BCH	(561) 697-4775

[Edit Funding Agency](#) [View Funding Allocation](#)

In this example, a BG8-SRMT funding agency exists. Check the View Allocations box and click the View Funding Allocation button to ensure the allocation is set up as well.

Local Funding Allocation Maintenance 0 Total Records

Create New Local Funding Allocation

Funding Agency: SR Match 23-SRMT

No data available to display

In this example, the funding allocation does not exist and needs to be created.

If no BG8 SRMAT funder exists, click the [Create Local/Match Funding Agency](#) button and complete the required fields.

Local/Match Funding Agency - Edit Record

Create New Local/Match Funding Agency

Name * SRMAT2 Address * 123 Main Street

Coalition * ELC of Palm Beach

Local Billing Code * SRMAT2

Local Funding Type * BG8 Match State * FL

Zip Code * 33428

Telephone * (565)555-5555

Fax

Email * sample@nowhere.com

Create a Name and Local Billing Code that can easily be identified with SRMAT. The Local Billing Code must be 7 or fewer characters.

Locate the newly created funding agency. Check the **View Allocations** box and click the **View Funding Allocation** button.

Local/Match Funding Agency Maintenance 192 Total Records

Create New Local/Match Funding Agency

Show: 10 entries

Edit Agency	View Allocations	Local/Match Funding Agency ID	Name	Local Billing Code	Local Funding Type	City	Phone
<input type="checkbox"/>	<input type="checkbox"/>	25	School District	TP	Primary Local	West Palm Beach	(561) 494-1592
<input type="checkbox"/>	<input type="checkbox"/>	599			Primary Local	West Palm Beach	(561) 494-1592
<input type="checkbox"/>	<input type="checkbox"/>	508			CCEP Match	PALM SPRINGS	(561) 964-6067
<input type="checkbox"/>	<input type="checkbox"/>	539			CCEP Match	PALM SPRINGS	(561) 641-2890
<input type="checkbox"/>	<input type="checkbox"/>	979			BG8 Match	Boynton Beach	(561) 514-3300
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1283	SRMAT2	23-SRMAT2	BG8 Match	West Palm Beach	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	509	SUNFLOWER LEARNING CENTER - 3389	23-3389	CCEP Match	WEST PALM BEACH	(561) 557-3499
<input type="checkbox"/>	<input type="checkbox"/>	1131	SUNNY MEADOW PRESCHOOL	23-18312	CCEP Match	WEST PALM BCH	(561) 540-4540
<input type="checkbox"/>	<input type="checkbox"/>	861	Surfside Academy of Palm Beach Gardens	23-19814	CCEP Match	PALM BCH GDNS	(561) 997-4011
<input type="checkbox"/>	<input type="checkbox"/>	862	Surfside Academy of West Palm Beach, LLC	23-19813	CCEP Match	WEST PALM BCH	(561) 697-4775

Edit Funding Agency View Funding Allocation

If no BG8 SRMAT allocation exists, click the **Create New Local Funding Allocation** button.

Local Funding Allocation Maintenance 0 Total Records

Create New Local Funding Allocation

Funding Agency: SRMAT2 23-SRMAT2

No data available to display

Complete the required fields.

Local Funding Allocation - Edit Record

Create New Local Funding Allocation

* MATCH PERCENT OR DOLLAR AMOUNT IS REQUIRED.

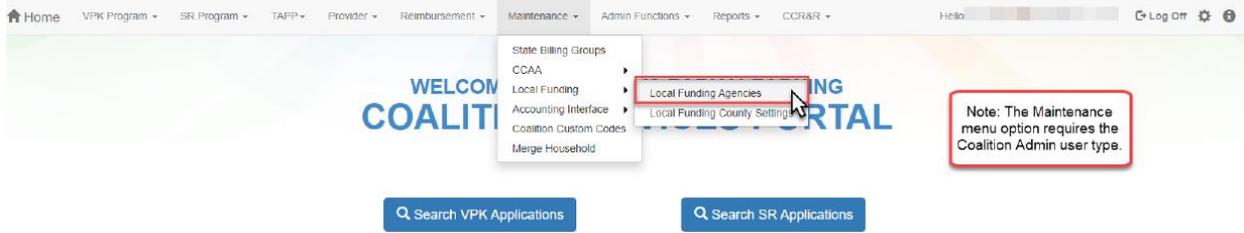
Local/Match Funding Agency Name	SRMAT2		
Local Funding Type	BG8		
Local/Match Funding Agency ID *	1283	Match Percent (%)	6.00
Coalition *	ELC of Palm Beach	Dollar Amount	00000.00
Local Billing Code *	23-SRMAT2	Begin Date *	07/01/2019
		End Date	

Leave the Match Percent set to 6% (or change it to 0; this will not impact the match assessment amount).

Be sure to change the Begin Date to July 1, 2019 (or the service period begin date that will start to use SRMAT).

SR Match Program Changes for 2019-2020

Go to **Maintenance > Local Funding > Local Funding Agencies > Edit Agency.**



For Local Funding, the same questions for CCEP will display for BG8. CCEP can only have a start date prior to July 1, 2019.

- Federally Eligible
- Match Funding Type
- Business Type

Local/Match Funding Agency - Edit Record

Create New Local/Match Funding Agency

Name *	19 20	Address *	
Coalition *	ELC of the Big Bend Region	Suite/Appt.	
Local Billing Code *	1920	City *	
Local Funding Type *	BG8 Match	State *	FL
Use Approved SR Paid Holidays for Provider	<input type="radio"/> Yes <input type="radio"/> No	Zip Code *	
Federally Eligible	<input type="radio"/> Yes <input type="radio"/> No	Telephone *	
Match Funding Type *	<input type="radio"/> Employee Benefit <input type="radio"/> Community Benefit	Fax	
Business Type *	<input type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Non-Profit	Email *	

Save Cancel

Funding Allocation

After creating a new Local/Match Funding Agency, click the View Allocations checkbox. Then click the **View Funding Allocation** button.

Local/Match Funding Agency Maintenance 58 Total Records

[Create New Local/Match Funding Agency](#)

Show : 10 entries ▾ First « 1 2 3 4 5 6 » Last

Edit Agency	View Allocations	Local/Match Funding Agency ID	Name ↕	Local Billing Code	Local Funding Type	City	Phone
<input type="checkbox"/>	<input checked="" type="checkbox"/>	70	19 20	33-1920	BG8 Match	TALLAHASSEE	(850) 123-4567
<input type="checkbox"/>	<input type="checkbox"/>	66	ABC Agency	33-87-2	CCEP Match	TALLAHASSEE	(555) 121-2121
<input type="checkbox"/>	<input type="checkbox"/>	29	All of It	33-ALL	Primary Local	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	34	All of It	33-ALL2	CCEP Match	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	35	All of It	33-ALL1	BG8 Match	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	36	All of It	33-ALL4	BG8 Match	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	30	Andrea's Foundation	33-ALF	Primary Local	TALLAHASSEE	(185) 032-1528
<input type="checkbox"/>	<input type="checkbox"/>	31	Andrea's Foundation	33-ALF2	Primary Local	TALLAHASSEE	(185) 032-1528
<input type="checkbox"/>	<input type="checkbox"/>	32	Andrea's Foundation	33-ALF3	Primary Local	TALLAHASSEE	(185) 032-1528
<input type="checkbox"/>	<input type="checkbox"/>	54	Bailey II Fund	33-ETAPP	E-TAPP	Tallahassee	(850) 364-7496

[Edit Funding Agency](#) [View Funding Allocation](#)

First « 1 2 3 4 5 6 » Last

Create New Local Funding Allocation

Clicking the **Create New Local Funding Allocation** button will open the Local Funding Allocation – Edit Record screen.

Local Funding Allocation Maintenance 0 Total Records

[Create New Local Funding Allocation](#)

Funding Agency: 19 20 33-1920

ⓘ No data available to display

[← Previous](#)

Local Funding Allocation – Edit Record

For BG8 records, the Match Percent defaults to 50%. The Begin Date can only be on the first day of the month. If a date other than the first day of the month, clicking the **Save** button will change the date to the first day of the month. The End Date can only be the last day of the month. If a date other than the last day of the month, clicking the **Save** button will change the date to the last day of the month.

Local Funding Allocation - Edit Record

Create New Local Funding Allocation

** MATCH PERCENT OR DOLLAR AMOUNT IS REQUIRED.*

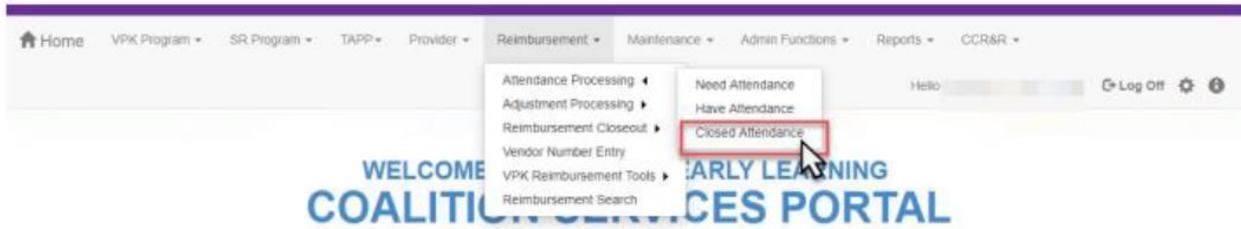
Local/Match Funding Agency Name	19 20		
Local Funding Type	BG8		
Local/Match Funding Agency ID *	70	Match Percent (%)	50.0
Coalition *	ELC of the Big Bend Region	Dollar Amount	00000.00
Local Billing Code *	33-1920	Begin Date *	12/01/2019
		End Date	

Save

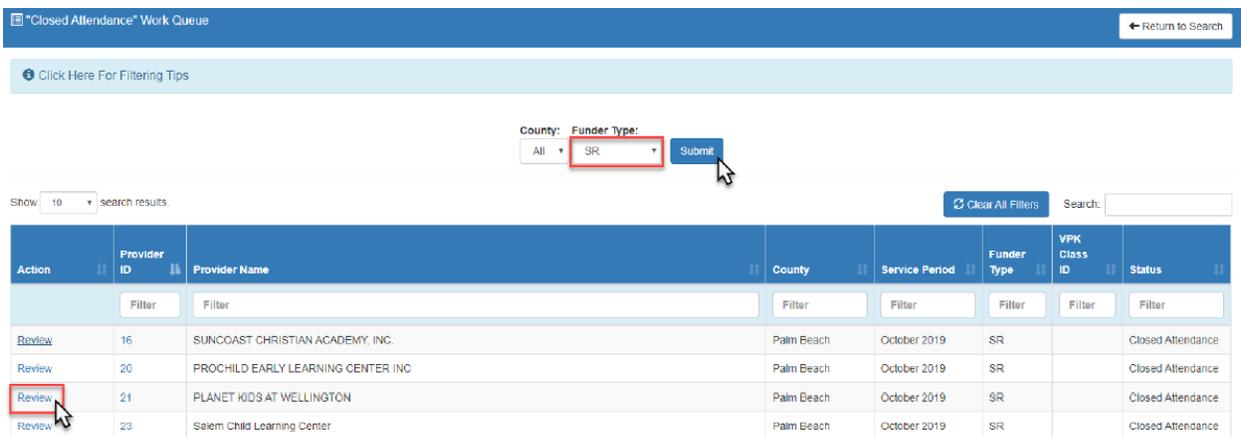
Cancel

Closed Attendance Check

Once the new funder and funding allocations are created, at the end of the payment period, go to Reimbursement > Attendance Processing > Closed Attendance.



Select the Funder Type (SR) from the funder type drop down menu and click **Submit**. Then, click on the Review link to open a provider's Closed Attendance records for a service period.

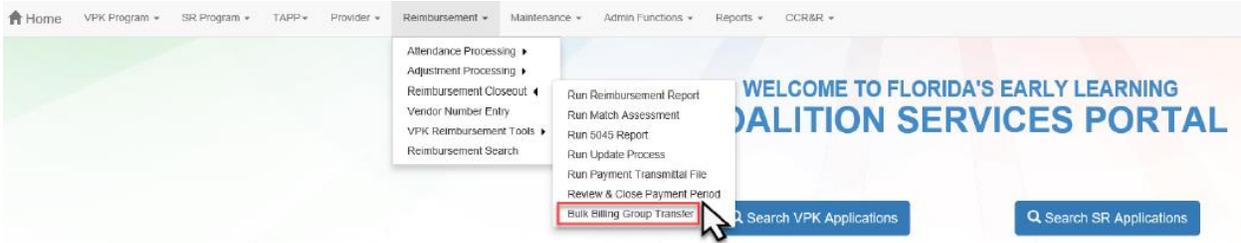


Review the records. Are there are CCEP records? If so, STOP!



The CCEP records must be changed with the bulk billing group transfer process before verifying.

Go to the Reimbursement menu and select Reimbursement Closeout > Bulk Billing Group Transfer.



The Bulk Billing Group Transfer Search screen displays. Select the *Funder Type*, *Billing Group*, *Eligibility Code*, and *Service Period* that need to be updated and click the Search button.

Note: Each selection is a filter that must be selected (in order) before the search can be initiated.

- 1. The Billing Group dropdown menu displays all of the billing group codes that are associated with the selected funder type.
- 2. The Eligibility Code dropdown menu displays all of the eligibility codes that are associated with the selected funder type and billing group code.
- 3. The Service Period dropdown menu displays all service periods that are associated with the selected funder type, billing group, and eligibility code AND are in the Closed Attendance status.

The results display all records in Closed Attendance that have the funder type, billing group, and eligibility combination for the service period selected. Use the Search feature and column filters to narrow results. Scroll to the right to see more.

Bulk Billing Group Transfer Search
Service Period October 2019

Search Results

Show 10 entries

Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended
Filter	Filter	Filter	planet kids at	Filter	Filter	Filter	Filter	Filter	Filter	Filter
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	01/22/2019	01/22/2020	2.76	FT	23
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	05/13/2019	05/13/2020	6.20	PT	23
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	06/22/2019	03/30/2020	0.00	FT	23
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	07/02/2019	07/02/2020	2.76	FT	23
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	07/02/2019	07/02/2020	2.76	FT	23
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	04/10/2019	04/10/2020	7.40	FT	2
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	04/10/2019	04/10/2020	7.40	FTV	21
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2018	10/28/2019	2.45	FT	2
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2018	10/28/2019	2.45	PT	17
		21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2018	10/28/2019	2.45	FT	2

Showing 1 to 10 of 31 entries (filtered from 2,730 total entries)

Previous 1 2 3 4 Next

The Update button is disabled until records are selected.

Update Cancel

Select each row that needs to be updated by clicking the row. The row becomes highlighted blue and the total number of rows selected display at the bottom of the screen. Click the **Update** button.

21	PLANET KIDS AT WELLINGTON	CCEP	P1	06/03/2019	06/03/2020	6.20	FT	2
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/05/2019	09/05/2020	2.45	FT	23
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/05/2019	09/05/2020	2.45	FT	2
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/05/2019	09/05/2020	2.45	PT	21
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/13/2019	03/21/2020	2.45	FT	2
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/13/2019	03/21/2020	2.45	PT	21
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/09/2019	09/09/2020	2.60	FT	4
21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2019	10/28/2020	2.20	PT	4
21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2019	10/28/2020	2.20	PT	2
21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2019	10/28/2020	2.20	PT	1

Showing 1 to 31 of 31 entries (filtered from 2,730 total entries) 31 rows selected

Previous 1 Next

The Update button is now enabled.

Update Cancel

The Update Billing Group Assignments pop-up displays. The Current Information area displays the current funder type, billing group, eligibility code and match funder name. Coalition users input the changes needed in the New Information area. Then, click the **Run** button.

Update Billing Group Assignments

Current Information

Funder Type: SR
Billing Group Code: CCEP
Eligibility Code: P1
Match Funder: P1

New Information

Funder Type*
 SR Local

Billing Group Code*
 BG8

Eligibility Code*
 ECON - Economically Disadvantage
 SRMT - SR Match Program

Match Funder*
 SRMT

Choose BG8-Econ or BG8-SRMT; separate match funders must be set up.

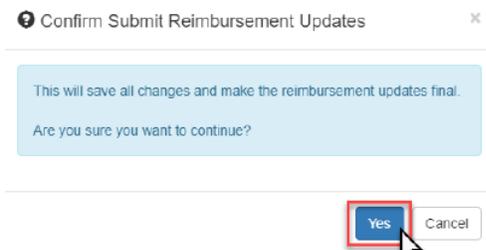
Run Cancel

The Results window displays a preview of the updated reimbursement records. Notice the changed billing group, eligibility code. If correct, click the **Save** button. Otherwise, click the **Cancel** button to abandon the changes.

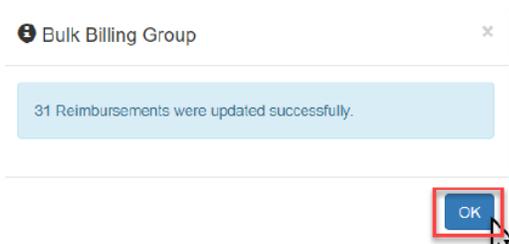
Results											
Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended	Rate
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	05/22/2019	03/30/2020	0.00	FT	23	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2018	10/28/2019	2.45	FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2018	10/28/2019	2.45	PT	17	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/20			PT	17	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/20			FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	PT	21	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	01/22/2019	01/22/2020	2.76	FT	23	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	1	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	4	0

Confirm the changes made. Click the Save button to continue.

Next, a confirmation message displays. Click the **Yes** button to commit the changes. Otherwise, click the **Cancel** button to abandon the changes.



Then, a success message displays with the total number of records that were updated. Click the **OK** button.



When the message is closed, the screen returns to the Bulk Billing Group Transfer search page. The changes can now be verified in Closed Attendance.

Review the records. Now that there are no CCEP records, continue to verify records as usual. Repeat for all service period rosters.

Reimbursement Record for PLANET KIDS AT WELLINGTON 103 Total Records

Funder Type: SR Payment Period: Nov - 2019 Service Period: 10/01/2019 to 10/31/2019
 Status: Closed Attendance Provider Type: Center Provider ID: 21
 Vendor Number: Provider Name: PLANET KIDS AT WELLINGTON Phone: (1) 434-9098
 Site Address: 9135 LAKE WORTH RD LAKE WORTH, FL 33467 County: Palm Beach

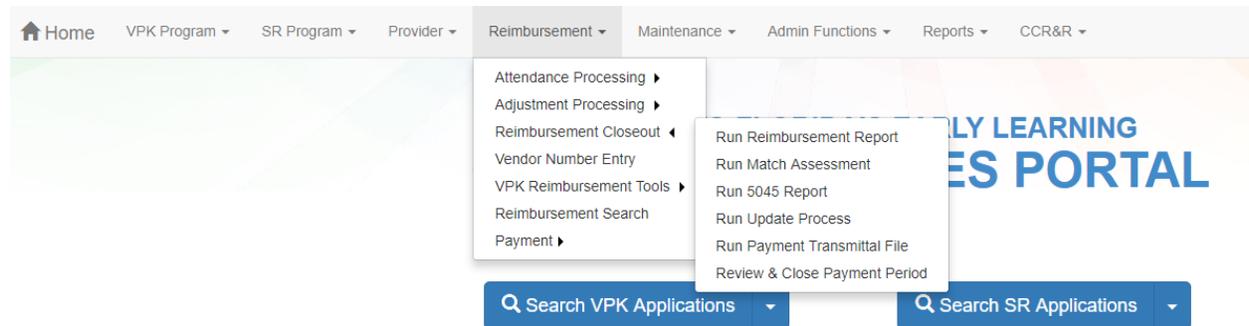
[Print](#) [Refresh Calculations](#) [Move All to 'Have'](#)

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Other Amount	PPF CA Amount	QI Amount	CS Amount	Status	Action
1.	[Redacted]	3/27/2019	BG8	SRMT	INF	FT	23	\$37.45	\$4.91	\$861.35	\$112.93	\$748.42	\$92	\$27.83	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
2.	[Redacted]	12/10/2016	BG8	SRMT	INF	FT				\$861.35	\$126.96	\$734.39	\$138.92	\$27.83	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
3.	[Redacted]	4/19/2019	BG8	ECON	INF	FT				\$1,127.22	\$27.72	\$1,100.00	\$24.16	\$4.84	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
										\$1,872.52		\$1,610.63	\$302.00	\$80.60	\$0.00	\$0.00		
4.	[Redacted]	3/17/2018	BG8	SRMT	TOD	FT	4	\$32.87	\$2.45	\$131.48	\$9.84	\$121.64	\$21.20	\$4.24	\$0.00	\$0.00		Verify Adjust Back to 'Have'

The CCEP records have been changed to BG8 - SRMT.

Reimbursement Closeout Process

The Reimbursement Closeout features are available under the Reimbursement menu item. The features included in Reimbursement Closeout are Run Reimbursement Report, Run Match Assessment, Run 5045 Report, Run Update Process, Run Payment Transmittal File, and Review & Close Payment Period.



Run Reimbursement Report

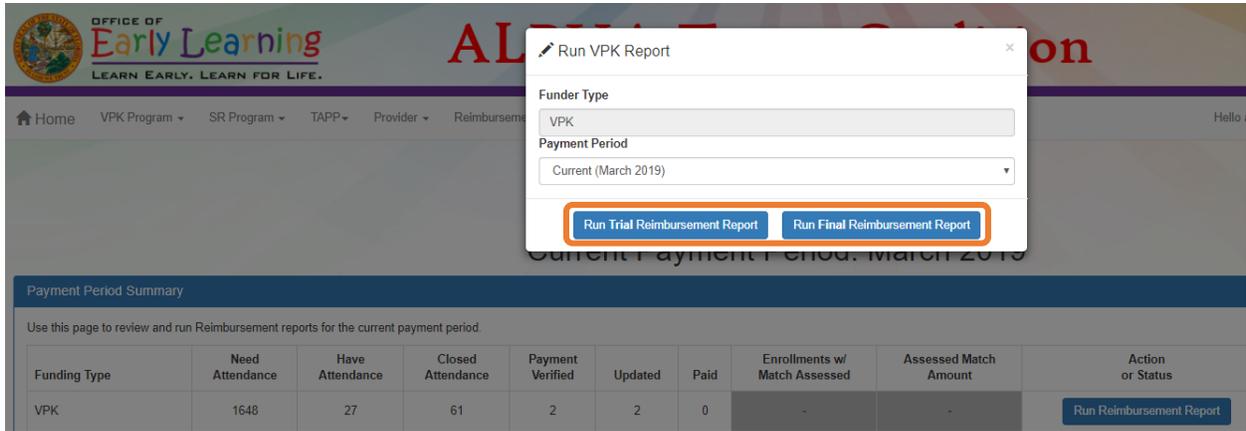
Navigate to the **Reimbursement Closeout > Run Reimbursement Report** page. Click the **Run Reimbursement Report** button from the appropriate funder type row.

Run Reimbursement Report

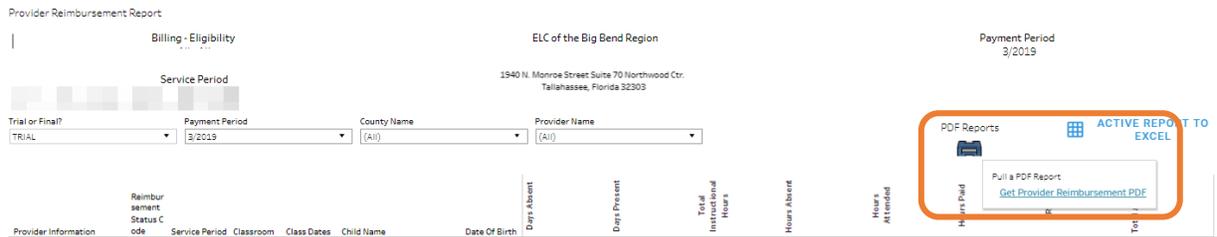
Current Payment Period: March 2019

Payment Period Summary									
Use this page to review and run Reimbursement reports for the current payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	1648	27	61	2	2	0	-	-	Run Reimbursement Report
SR	1962	58	32	9	0	0	12	1139.67	Run Reimbursement Report
Local	-	-	4	0	0	0	-	-	Run Reimbursement Report
VPK Advance-VPK	-	-	-	0	0	0	-	-	Run Reimbursement Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Reimbursement Report
VPK SIS	-	-	-	0	0	0	-	-	Run Reimbursement Report

A pop-up message appears to collect the report parameters. The Trial Reimbursement Report includes records that are in Closed Attendance and Payment Verified statuses for the payment period and funder type selected. The Final Reimbursement Report includes records that are in Updated and Paid statuses for the payment period and funder type selected.



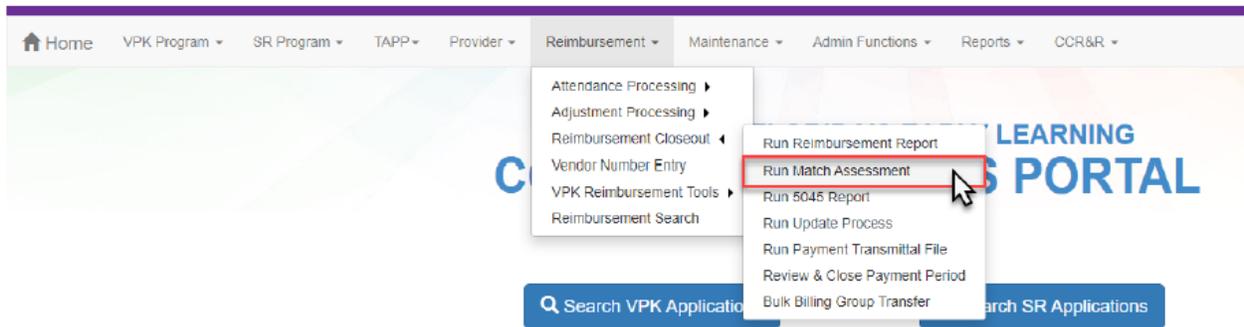
To print a PDF of the report, click on the **PDF Reports** icon. Allow the print menu to display. Hover over the **Get Provider Reimbursement PDF** link and click on it. The PDF report will open.



Run Match Assessment

Prior to July 1, 2019 the state required 6% local match participation for BG8 families and a 50% local match for participants in the Child Care Executive Partnership (CCEP) program. The significant change in match for 2019 2020 is that now there is no requirement for local match at the coalition level for BG8 eligible families and the CCEP program no longer exists.

The match assessment process must be run when all service period records are in Payment Verified status. Go to **Reimbursement > Reimbursement Closeout > Run Match Assessment**.



Select the required fields and click the **Update** button.

A screenshot of the 'Reimbursement Match Assessment' form. The form has several fields: 'Payment Period' (November, 2019), 'Match Funding Group' (BG8), 'Service Period' (October, 2019), 'Match Funding Source' (23-CSC: 001 - BG8 Match), 'Percentage' (0.00 %), and 'Fixed Dollar Match' (\$ 0.00). A red box highlights the 'Update' button. A text box on the left says: 'Select the required fields. In this example, we will zero out the BG8 match. Enter 0 for the percentage and click the Update button.'

After clicking **Update**, a Confirm Update Match Funding pop-up displays. Click the **Yes** button to confirm. Then, the page refreshes with the assessed match amount.

A screenshot of the 'Reimbursement Match Assessment' form showing the confirmed match amount. The form is the same as in the previous screenshot, but with the 'Update' button highlighted. A pop-up window titled 'Confirm Update Match Funding' is displayed, asking 'Are you sure you want to update selected match funding?' with 'Yes' and 'Cancel' buttons. The 'Yes' button is highlighted. Below the form, the 'Total assessed match amount' is shown as \$ 0.00, highlighted with a red box. Other fields include 'Payment amount on which match was assessed' (\$ 2127996.6) and 'Enrollments with match assessed funds' (12380).

This can be run again. This time, try a dollar amount.

Reimbursement Match Assessment

Payment Period: November, 2019
Match Funding Group: BG8
Service Period: October, 2019
Match Funding Source: 23-CSC: 001 - BG8 Match

Percentage: 0.00 %
Fixed Dollar Match: \$ 200000.00

Update

Payment amount on which match was assessed: \$ 2192738.4
Enrollments with match assessed funds: 12829
Total assessed match amount: \$ 200000.01

The same can be done for BG8 SRMAT.

Reimbursement Match Assessment

Payment Period: November, 2019
Match Funding Group: BG8
Service Period: October, 2019
Match Funding Source: 23-SRMT: SR Match

Percentage: 0.00 %
Fixed Dollar Match: \$ 10000.00

Update

Payment amount on which match was assessed: \$ 42941.07
Enrollments with match assessed funds: 280
Total assessed match amount: \$ 10000.00

Run 5045 Report

Current Payment Period: March 2019

Payment Period Summary

Use this page to review and run 5045 reports for the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	1648	27	61	2	2	0	-	-	Run 5045 Report
SR	1953	58	32	15	0	0	17	1729.21	Run 5045 Report
Local	-	-	5	0	0	0	-	-	Run 5045 Report
VPK Advance-VPK	-	-	-	0	0	0	-	-	Run 5045 Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	-	-	-	0	0	0	-	-	Run 5045 Report

NOTE: All match assessment runs must be complete prior to initiating the Run Update process. The Run Update process will change the record status to Updated, locking in the payment amounts. Match assessment can only be run on records in the Payment Verified status. The amounts in place when the Run Update process runs is the final match assessment. The Match Funder Report is available in Tableau.

Run Update

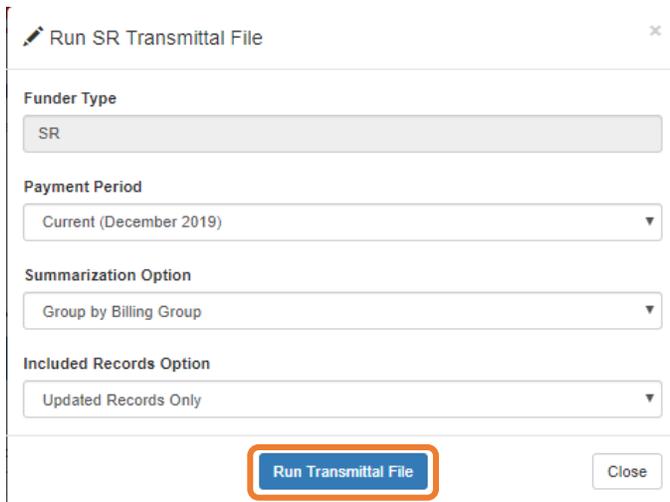
To begin the process, go to the **Reimbursement** menu item. Select **Reimbursement Closeout> Run Update Process**. Click the **Run Update** button for the appropriate funder type. The Run Update process completes and the total number of records move from the Payment Verified column to the Updated column.

Run Payment Transmittal File

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout> Run Payment Transmittal File**. Click the **Run File** button for the appropriate funder type. A pop-up message appears. The Payment Transmittal File default criteria is set:

- Payment Period is the current payment period
- Summarization Option of Group by Billing Group
- Included Records Option is Updated Records Only

An Excel file downloads and the total number of records move from the Updated column to the Paid column. Click **Run Transmittal file**. The file downloads and the total number of records display in the Paid column.



Run SR Transmittal File

Funder Type
SR

Payment Period
Current (December 2019)

Summarization Option
Group by Billing Group

Included Records Option
Updated Records Only

Run Transmittal File Close

Run 5045 Report

Navigate to the **Reimbursement Closeout> Run 5045 Report** page. Click the **Run 5045 Report** button from the appropriate funder type row. A pop-up message appears to collect the report parameters. The Trial Reimbursement Report includes records in all statuses for the payment period and funder type selected. The Final Reimbursement Report includes records that are in Updated and Paid statuses for the payment period and funder type selected. To print a PDF of the report, click on the **PDF Reports** icon. Allow the print menu to display. Hover over the **Get Provider Reimbursement PDF** link and click on it. The PDF report will open.

VPK Advance Payment Process

VPK providers that indicate participation in advance payment (through their Profile> General tab) are included in the VPK Advance Payment process.

Run Update (Part 1 - Trial)

To begin the process, go to the **Reimbursement** menu item. Select **Reimbursement Closeout> Run Update Process**. Go to the *VPK Advance – VPK* row and click **Run Update**.

Run Update Process
Current Payment Period: December 2018

Payment Period Summary										
Use this page to run the update process for records that have had the payment verified in the open payment period.										
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status	
VPK	59	2	8	31	0	0	-	-	Run Update	
SR	233	17	0	0	0	0	0.00	0.00	Run Update	
Local	-	-	0	0	0	0	0.00	0.00	Run Update	
VPK Advance-VPK	-	-	-	0	0	0	-	-	Run Update	
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update	
VPK SIS	-	-	-	0	0	3	-	-	Run Update	

A pop-up message appears. The service period displays at the top and payment information for each VPK provider class (with advance payment) displays below.

Accept Payments for Update Process: VPK Advance-VPK

Payment Period: December 2018
Service Period: January 2019

Provider Name	Class	Number of Enrolled Children	Total Hours Paid	Total Payment
Growing Up Strong	AF18	11	561	2333.76

Accept Cancel

- Total Payment = VPK Hourly Rate x .95 (rounded to the penny) x Total Hours Paid.
- The service period for advance payment is set one month ahead of the current payment period. For example, if the current payment period is August, the service period is October.
- The provider's class calendar and each child's enrollment record is used to calculate the Total Hours Paid for the service period.
- Providers with fewer than four child enrollments cannot start a class so they are excluded from advance payment. When the condition is met, the class is included. **NOTE:** After the initial requirement to start the class is met, the enrollment number may be lower and still be included in the reimbursement process.

STOP! Click **Cancel**. (Clicking *Accept* completes the Run Update and locks the payment. To see a Trial 5045 and Detail Report BEFORE completing the Update process, click **Cancel**.)

Click the refresh button on your browser or CTRL + F5. The total number of records display in the Payment Verified column.

Run Update Process
Current Payment Period: December 2018

Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	11	0	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

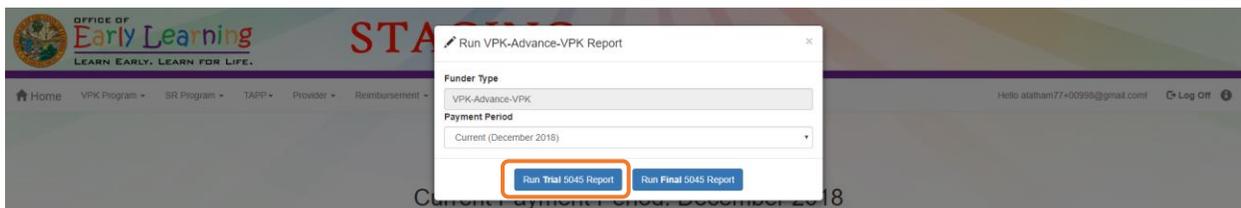
Run Trial 5045 Report

Next, go to the **Reimbursement** menu item. Select **Reimbursement Closeout**> **Run 5045 Report**. Go to the *VPK Advance – VPK* row and click **Run 5045 Report**.

Run 5045 Report
Current Payment Period: December 2018

Payment Period Summary									
Use this page to review and run 5045 reports for the current payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run 5045 Report
SR	233	17	0	0	0	0	0.00	0.00	Run 5045 Report
Local	-	-	0	0	0	0	0.00	0.00	Run 5045 Report
VPK Advance-VPK	-	-	-	11	0	0	-	-	Run 5045 Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	-	-	-	0	0	3	-	-	Run 5045 Report

A pop-up message appears. Click **Run Trial 5045 Report**.



The Trial Advance Payment Summary Report opens.

- A detail report (with child information) is available by selecting **Detail Report**.
- To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Run Update (Part 2 - Commit)

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout> Run Update Process**. Go to the **VPK Advance – VPK** row and click **Run Update**.

Run Update Process
Current Payment Period: December 2018

Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	11	0	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

A pop-up message appears. Click **Accept**. The Run Update process completes and the total number of records display in the Updated column.

Run Update Process
Current Payment Period: December 2018

Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	0	11	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

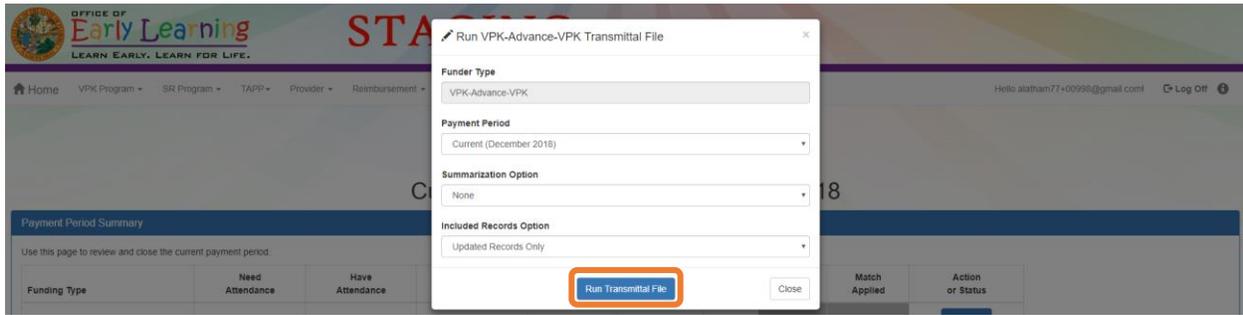
Run Payment Transmittal File

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout> Run Payment Transmittal File**. Go to the **VPK Advance – VPK** row and click **Run File**.

Run Payment Transmittal File
Current Payment Period: December 2018

Payment Period Summary									
Use this page to review and close the current payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run File
SR	233	17	0	0	0	0	0.00	0.00	Run File
Local	-	-	0	0	0	0	0.00	0.00	Run File
VPK Advance-VPK	-	-	-	0	11	0	-	-	Run File
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run File
VPK SIS	-	-	-	0	0	3	-	-	Run File

A pop-up message appears. The Payment Transmittal File default criteria is set. Click **Run Transmittal File**.



The file downloads and the total number of records display in the Paid column.

Run Payment Transmittal File

Current Payment Period: December 2018

Payment Period Summary

Use this page to review and close the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	48	13	8	31	0	0	-	-	Run File
SR	233	17	0	0	0	0	0.00	0.00	Run File
Local	-	-	0	0	0	0	0.00	0.00	Run File
VPK Advance-VPK	-	-	-	0	0	11	-	-	Run File
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run File
VPK SIS	-	-	-	0	0	3	-	-	Run File

Save the downloaded file locally. See *Payment Transmittal File Layout* below.

Run Final 5045 Report

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout**> **Run 5045 Report**. Go to the **VPK Advance – VPK** row and click **Run 5045 Report**.

Run 5045 Report

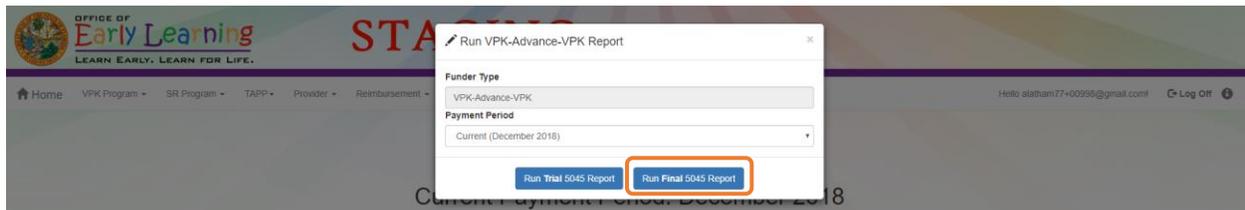
Current Payment Period: December 2018

Payment Period Summary

Use this page to review and run 5045 reports for the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	48	13	8	31	0	0	-	-	Run 5045 Report
SR	233	17	0	0	0	0	0.00	0.00	Run 5045 Report
Local	-	-	0	0	0	0	0.00	0.00	Run 5045 Report
VPK Advance-VPK	-	-	-	0	0	11	-	-	Run 5045 Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	-	-	-	0	0	3	-	-	Run 5045 Report

A pop-up message appears. Click **Run Final 5045 Report**.



The Final Advance Payment Summary Report opens.

- a. A detail report (with child information) is available by selecting **Detail Report**
- b. To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

VPK Specialized Instructional Service (SIS) Process

VPK SIS providers may be paid through the Coalition Services Portal by enrolling and building a schedule of services for a child. To use this feature, users must be Coalition Admin or Coalition User with "Manage Reimbursements" permissions. In addition, VPK SIS Providers for each coalition must be created and the VPK child application must be approved with a SIS session type.

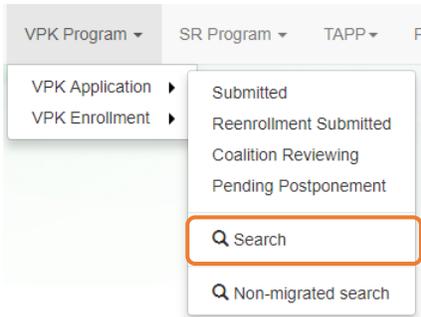
Add VPK SIS Provider

VPK SIS providers do not require a traditional provider profile or document submission. An administrative page is currently being developed to allow coalition staff to enter abbreviated profile information for VPK SIS providers. In the meantime, coalition staff are asked to submit a spreadsheet with the following information for each VPK SIS provider. Please contact the Service Desk at Service.Desk@oel.myflorida.com to get a copy of the provider submission spreadsheet, then submit the completed spreadsheet to the Service Desk.

1	ADD VPK SIS PROVIDER	<i>enter information for each required item below</i>
2	Name of Person/Organization*	
3	Street Address1*	
4	Street Address2	
5	City*	
6	State*	
7	Zip*	
8	Phone Number*	
9	Fax Number	
10	Email Address*	
11	Website	
12	Counties Served*	
13	Hours of Operation (days and time)*	
14	Coalition Name*	
15	Vendor Number*	
16	Organization Type* (select one)	<i>enter Yes or No for each item below; if Other is Yes, include text</i>
17	Individual	
18	For-profit company	
19	Non-profit organization	
20	Community based/faith-based organization	
21	Institution of higher education	
22	Private school	
23	Other (please specify)	
24	Delivery Model* (select all that apply)	<i>enter Yes or No for each</i>
25	Individual	
26	Small Group (two to five students)	
27	Large Group (six to ten students)	
28	Languages Spoken* (select all that apply)	<i>enter Yes or No for each item below; if Other is Yes, include text</i>
29	English	
30	Spanish	
31	Haitian Creole	
32	Other (please specify)	

Locate VPK Child Application with SIS Session Type

To begin, locate the VPK child application in need of enrollment. Go to the **VPK Program** menu item. Select **VPK Application > Search**.



VPK Application Search page displays. Select Program Year and VPK Session> School-year Specialized Instructional Service (SIS) or Summer Specialized Instructional Service (SIS). Click the **Search** button. Results display. The child's COE number, first name, last name, and date of birth are needed for enrollment.

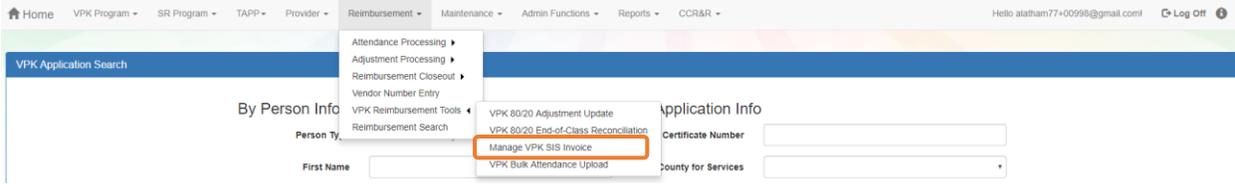
- If a child's application has the incorrect session type, it may be re-opened to have the session type changed.

The screenshot shows the 'VPK Application Search' page. It has two main sections: 'By Person Info' and 'By Application Info'. The 'By Person Info' section includes fields for 'Person Type' (Child selected), 'First Name', 'Last Name' (latham), and 'Date of Birth'. The 'By Application Info' section includes fields for 'Certificate Number', 'County for Services' (Leon), 'Program Year' (2018 - 2019), 'VPK Session' (School-year Specialized Instructional Service (SIS)), 'Record Phase' (VPK Application selected), and 'Application Status'. There are 'Reset' and 'Search' buttons. Below the search criteria is a table with columns: COE Number, Child First Name, Child Last Name, Child DOB, Parent First Name, Parent Last Name, County, Program Year, and VPK Status. The first row of the table is highlighted with an orange box and contains the following data: VPK1169112-2018, Candy, Latham, 4/4/2013, Andrea, Latham, Leon, 2018 - 2019, Approved. The page also shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

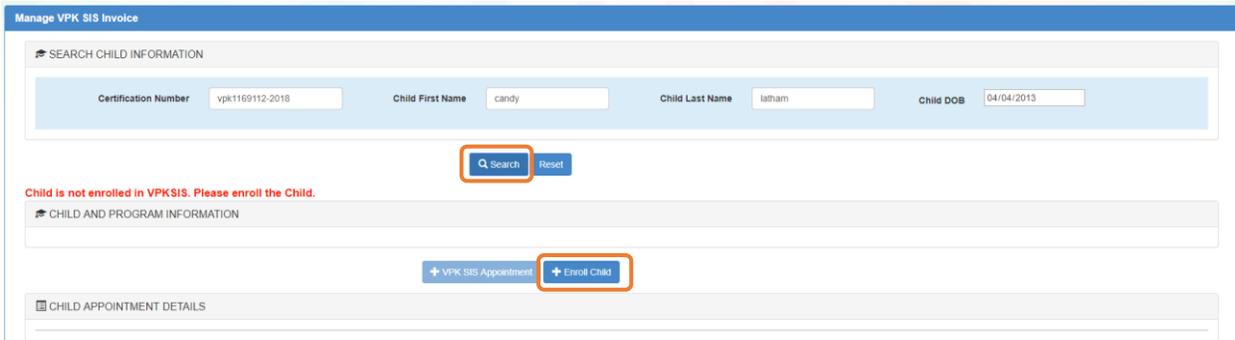
COE Number	Child First Name	Child Last Name	Child DOB	Parent First Name	Parent Last Name	County	Program Year	VPK Status
VPK1169112-2018	Candy	Latham	4/4/2013	Andrea	Latham	Leon	2018 - 2019	Approved

Enroll VPK SIS Child/Build Schedule of Services

Next, go to the **Reimbursement** menu item. Select **VPK Reimbursement Tools > Manage VPK SIS Invoice**.



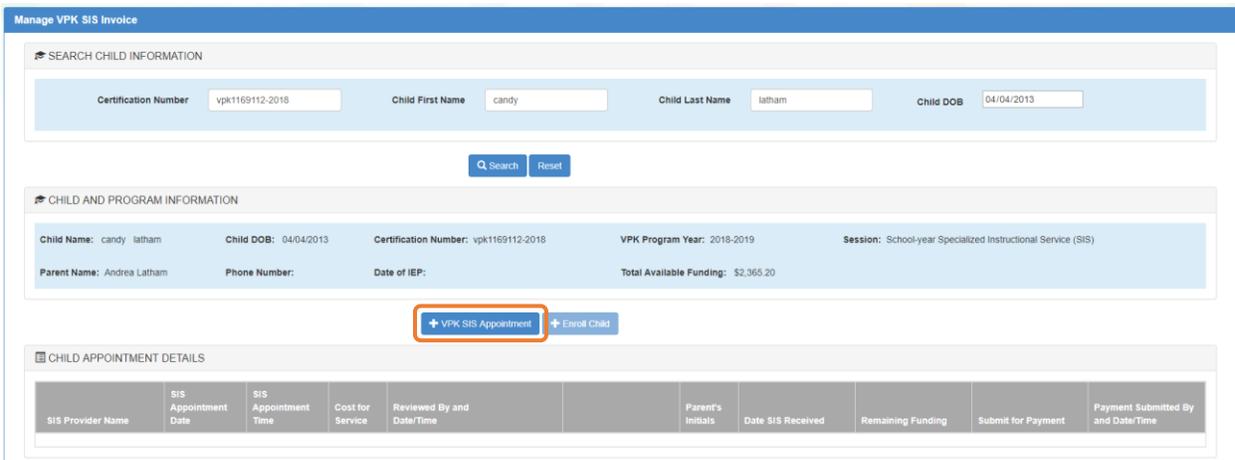
Invoice page displays. Enter the Certificate Number (VPK#####-YYYY), Child First Name, Child Last Name, and Child Date of Birth. Click the **Search** button.



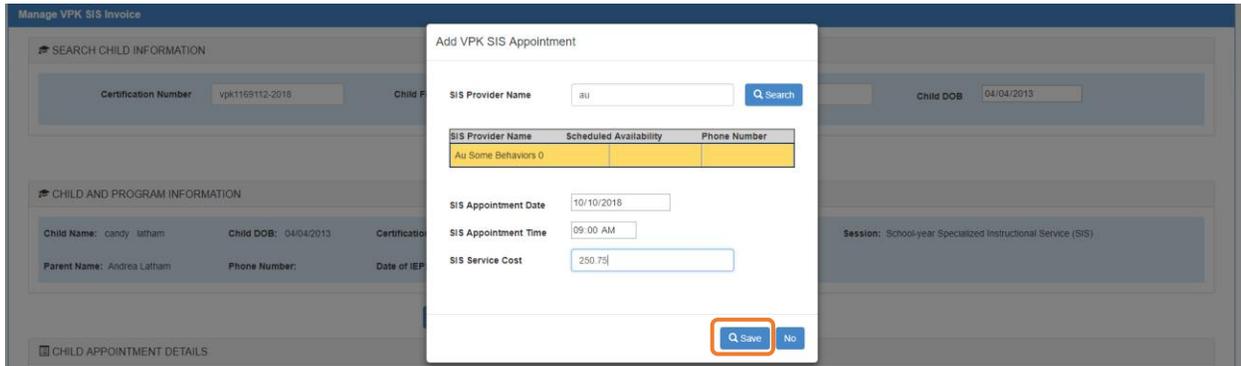
- Message "Child not found." = Re-enter the information because no matching child information was located.
- Message "Child is not eligible to receive VPK SIS services. Please review the application." = Child's VPK application was not approved for a VPK SIS session.
- Message "Child is not enrolled in VPK SIS. Please enroll the child." = Continue to enroll the child.

Click the **Enroll Child** button. The child and program information displays. The VPK SIS Appointment button becomes enabled.

NOTE: The date of the IEP will not be populated until a future enhancement. Total available funding reflects the maximum provider payment for the county on VPK Max Rates. Click the **VPK SIS Appointment** button.

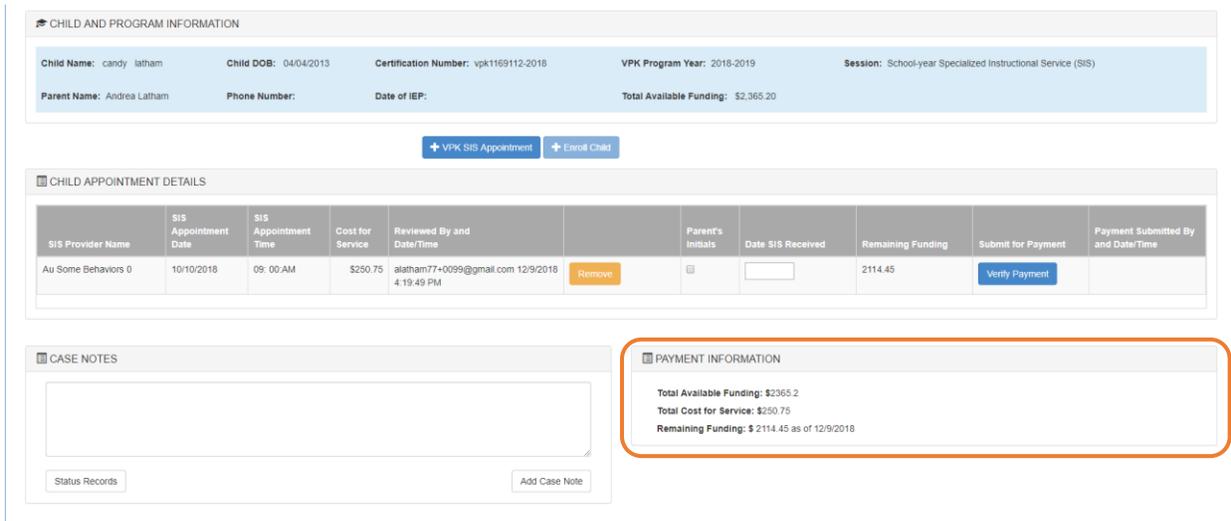


A pop-up message displays to add the VPK SIS appointment.



- a. Type SIS provider name in field and click **Search**.
 - i. If provider is missing, please contact service.desk@oel.myflorida.com to submit provider information.
- b. Click on the SIS provider name so that it is highlighted.
- c. Enter SIS appointment date, time, and cost. Click the **Save** button.

Pop-up message closes. Appointment details display. Cost for service is deducted from the total available funding. Reviewed By information displays. Remove and Verify Payment buttons are enabled. Remaining Funding is updated.



- a. Saved appointments with incorrect information may be removed and re-added with corrections. **NOTE:** Once a payment is verified, the appointment cannot be removed.
- b. Repeat as needed to save more appointments. Cost for services cannot exceed the remaining funding.

Manage VPK SIS Invoice and Verify Payment

Go to the **Reimbursement** menu item. Select **VPK Reimbursement Tools > Manage VPK SIS Invoice**. Invoice page displays. Enter the Certificate Number (VPK#####-YYYY), Child First Name, Child Last Name, and Child Date of Birth. Click the **Search** button. The saved child enrollment and Schedule of Services display.

To initiate payment, check off the **Parent's Initials** box. The SIS appointment date populates in the Date SIS Received field; however, it may be edited if the appointment date changed.

CHILD AND PROGRAM INFORMATION

Child Name: candy latham	Child DOB: 04/04/2013	Certification Number: vpk1169112-2018	VPK Program Year: 2018-2019	Session: School-year Specialized Instructional Service (SIS)
Parent Name: Andrea Latham	Phone Number:	Date of IEP:	Total Available Funding: \$2,365.20	

+ VPK SIS Appointment
+ Enroll Child

CHILD APPOINTMENT DETAILS

SIS Provider Name	SIS Appointment Date	SIS Appointment Time	Cost for Service	Reviewed By and Date/Time	Remove	Parent's Initials	Date SIS Received	Remaining Funding	Submit for Payment	Payment Submitted By and Date/Time
Au Some Behaviors 0	10/10/2018	09:00 AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:19:49 PM	Remove	<input checked="" type="checkbox"/>	10/10/2018	2114.45	Verify Payment	
Au Some Behaviors 0	10/20/2018	09:00 AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:43:32 PM	Remove	<input type="checkbox"/>		1863.70	Verify Payment	
Au Some Behaviors 0	11/2/2018	02:00 PM	\$390.25	alatham77+0099@gmail.com 12/9/2018 4:44:04 PM	Remove	<input type="checkbox"/>		1473.45	Verify Payment	
Au Some Behaviors 0	11/16/2018	10:00 AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:44:40 PM	Remove	<input type="checkbox"/>		1222.70	Verify Payment	

CASE NOTES

PAYMENT INFORMATION

Total Available Funding: \$2365.2
 Total Cost for Service: \$1142.50
 Remaining Funding: \$ 1222.70 as of 12/9/2018

- a. Checking the Parent's Initials box is required. A payment cannot be verified without this check box.
- b. **NOTE:** This is the last opportunity to remove the appointment if corrections are needed. Once a payment is verified, the appointment cannot be removed.

Click the **Verify Payment** button. Payment submitted by and date/time displays. This record now appears in the Payment Period Summary in the Payment Verified column.

CHILD AND PROGRAM INFORMATION

Child Name: candy latham	Child DOB: 04/04/2013	Certification Number: vpk1169112-2018	VPK Program Year: 2018-2019	Session: School-year Specialized Instructional Service (SIS)
Parent Name: Andrea Latham	Phone Number:	Date of IEP:	Total Available Funding: \$2,365.20	

+ VPK SIS Appointment
+ Enroll Child

CHILD APPOINTMENT DETAILS

SIS Provider Name	SIS Appointment Date	SIS Appointment Time	Cost for Service	Reviewed By and Date/Time	Remove	Parent's Initials	Date SIS Received	Remaining Funding	Submit for Payment	Payment Submitted By and Date/Time
Au Some Behaviors 0	10/10/2018	09:00 AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:19:49 PM	Remove	<input checked="" type="checkbox"/>	10/10/2018	2114.45	Verify Payment	alatham77+0099@gmail.com By 12/9/2018 4:45:35 PM
Au Some Behaviors 0	10/20/2018	09:00 AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:43:32 PM	Remove	<input type="checkbox"/>		1863.70	Verify Payment	
Au Some Behaviors 0	11/2/2018	02:00 PM	\$390.25	alatham77+0099@gmail.com 12/9/2018 4:44:04 PM	Remove	<input type="checkbox"/>		1473.45	Verify Payment	
Au Some Behaviors 0	11/16/2018	10:00 AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:44:40 PM	Remove	<input type="checkbox"/>		1222.70	Verify Payment	

CASE NOTES

PAYMENT INFORMATION

Total Available Funding: \$2365.2
 Total Cost for Service: \$1142.50
 Remaining Funding: \$ 1222.70 as of 12/9/2018

Run Update

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Update Process**. Go to the *VPK SIS* row and click the **Run Update** button. The total number of records display in the Payment Cycle Summary *Updated* column.

Run Payment Transmittal File

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Payment Transmittal File**. Go to the *VPK SIS* row and click the **Run File** button. A pop-up message appears. The Payment Transmittal File default criteria is set. Click **Run Transmittal File**. The file downloads and the total number of records display in the Payment Cycle Summary *Paid* column. Save the downloaded file locally.

Run Trial/Final Reimbursement Report

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout> Run Reimbursement Report**. Go to the *VPK SIS* row and click the **Run Reimbursement Report** button. A pop-up message appears. Click the **Run Trial Reimbursement Report** button or **Run Final Reimbursement Report** button. The Provider Reimbursement Report opens.

- a. A detail report (with child information) is available by selecting **Detail Report**
- b. To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Run Trial/Final 5045 Report

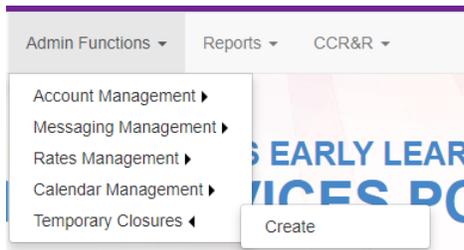
Go to the **Reimbursement** menu item. Select **Reimbursement Closeout> Run 5045 Report**. Go to the *VPK SIS* row and click the **Run 5045 Report** button. A pop-up message appears. Click the **Run Trial 5045 Report** button or **Run Final 5045 Report** button. The 5045 Report opens.

- a. A detail report (with child information) is available by selecting **Detail Report**
- b. To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

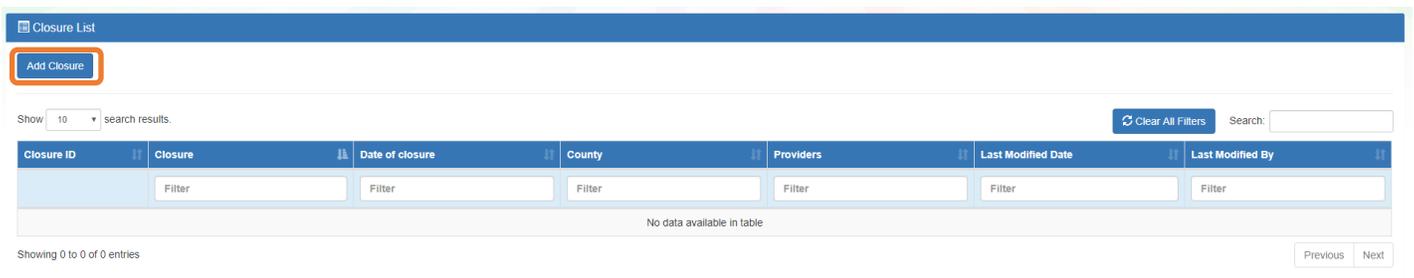
Temporary Closures and Emergency Closures

Creating Provider Closures

Unexpected site closures must be entered by the coalition in order to appear as reimbursable (or not) on the provider's attendance roster. To begin, go to the **Admin Functions** menu item. Select **Temporary Closures > Create**.



Closure List for coalition displays. Click the **Add Closure** button.



The Create Temporary Closure page displays. Complete the form. Hover over the information icons for additional information. Click **Save** when complete.

- Closure Type = When an entire site is temporarily closed due to emergency circumstances, where all programs and children impacted, select “Yes.”
- Provider Information = When all sites within a county are temporarily closed due to emergency circumstances, check the “Select All” option.

NOTE: If providers were closed for different dates, they should be unchecked and have separate closure events created. Additionally, if the coalition serves multiple counties, separate closure events must be created by county.

- Closure Details = Enter the closure date range. The “From” date is the first day of the closure and the “To” date is the last day of the closure. A single day closure would have the same “From” and “To” date. Next, enter the reopen date. Then, select “Closure Reimbursable (CR)” and enter a description.

Home VPK Program SR Program TAPP Provider Reimbursement Maintenance Admin Functions Reports CCR&R Hello [Progress Bar] Log Off [Settings] [Help]

Create Temporary Closure

Closure Type

Does closure effect the entire site, all children? * ⓘ

Yes (Whole Site) **Select "Yes"**
 No (Partial Closure)

Provider Information

Select County * Brevard

Select Provider * 196 items selected... **"Select All" Sites**

Closure Details

Date of closure: ⓘ

Closed From * 09/03/2019 Closed To * 09/05/2019 **Enter Closed Days**

Date services will resume: ⓘ

Reopen Date * 09/06/2019 **Enter Reopen Date**

Reimbursement code for temporary closure: * ⓘ

Closure Reimbursable (CR) **Select "CR"**
 Closure Not Reimbursable (CN)

Description of circumstances that caused the temporary closure: * ⓘ (limit 1000 characters)

Closed due to Hurricane Dorian **Enter Description**

Cancel Save **Save**

These steps will add closure dates to the provider attendance roster, so no attendance will be collected, and includes the closure dates as reimbursable for all providers selected.

Provider Attendance View (SR)

VPK Attendance Roster

Program Type*: VPK Voluntary PreKindergarten (VPK)

Service Period*: 9/1/2019 to 9/30/2019 Due Date: 10/3/2019

Class ID*: AF19 Summary

Class attendance has NOT been submitted to Coalition at this time.

Class: AF19-Friendly Frogs Max Class Size:
 Start Date: 8/12/2019 End Date: 5/28/2020
 Curriculum: Wee Learn Curriculum Edition: 2007

Search:

1 to 13 of 13 enrolled

Child Name	DOB	Age	Billing Group	Status
1.			VPK	
2.			VPK	
3.			VPK	
4.			VPK	
5.			VPK	
6.			VPK	
7.			VPK	
8.			VPK	
9.			VPK	
10.			VPK	
11.			VPK	

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
•	•	•	•	•	X	•
8	9	10	11	12	13	14
•	X	X	X	X	X	•

Child's Current Information

Name:
 DOB: Age: 4
 Status: Enrolled BGrp: VPK
 Cert:
 Class: AF19-Friendly Frogs
 Monthly Attendance Summary

Coalition Have Attendance View (SR)

Child Name	DOB	Age	Billing Group	RWA	Sun 9/1	Mon 9/2	Tue 9/3	Wed 9/4	Thu 9/5	Fri 9/6	Sat 9/7	Sun 9/8	Mon 9/9	Tue 9/10	Wed 9/11	Thu 9/12	Fri 9/13	Sat 9/14	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28	Sun 9/29	Mon 9/30	Days Paid	Status	Action
1.			BG1		H	CR	CR	CR	X	FT			X	X	X	X	X			X	X	X	X												14	Approved	Reject
2.			BG1		H	CR	CR	CR	X	FT			X	X	X	X	X			X	X	X	X												14	Approved	Reject
3.			BG8		H	CR	CR	CR	X	PT			X	X	X	X	X			X	X	X	X												14	Approved	Reject
4.			BG8		H	CR	CR	CR	X	FT			X	X	X	X	X			X	X	X	X												14	Approved	Reject

Days Paid = 14; includes H, CR, and X days

Coalition Closed Attendance View (SR)

Site Address: County: Brevard Provider Rates Refresh Calculations Move All to 'Have'

Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	PPP Amount	PPP CA Amount	QI Amount	CS Amount	Status	Action
1.		BG1	11	INF	FT	14	\$35.71	\$2.00	\$499.94	\$28.00	\$471.94	\$78.68	\$27.58	\$0.00	\$0.00	\$0.00	Verified	Adjust Back to 'Have'
INF TOTALS									\$499.94	\$28.00	\$471.94	\$78.68	\$27.58	\$0.00	\$0.00	\$0.00		
2.		BG1	13	TOD	FT	14	\$31.37	\$1.00	\$439.18	\$14.00	\$425.18	\$69.16	\$24.22	\$0.00	\$0.00	\$0.00	Verified	Adjust Back to 'Have'

Provider Attendance View (VPK)

VPK Attendance Roster

Program Type*: VPK Voluntary PreKindergarten (VPK)
 Service Period*: 9/1/2019 to 9/30/2019 Due Date: 10/3/2019
 Class ID*: AF19 Summary

Class attendance has NOT been submitted to Coalition at this time.

Class: AF19-Friendly Frogs Max Class Size:
 Start Date: 8/12/2019 End Date: 5/28/2020
 Curriculum: Wee Learn Curriculum Edition: 2007
 Guide for Four-Year Olds

Search:

1 to 13 of 13 enrolled

Child Name	DOB	Age	Billing Group	Status
1.			VPK	
2.			VPK	
3.			VPK	
4.			VPK	
5.			VPK	
6.			VPK	
7.			VPK	
8.			VPK	
9.			VPK	
10.			VPK	
11.			VPK	

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
+	+	*	*	*	X	*
8	9	10	11	12	13	14
+	X	X	X	X	X	*

Child's Current Information

Name: [Redacted]
 DOB: [Redacted] Age: 4
 Status: Enrolled BGrp: VPK
 Cert: [Redacted]
 Class: AF19-Friendly Frogs
 Monthly Attendance Summary

Coalition Have Attendance View (VPK)

Classroom: AF19 - Friendly Frogs Class Start: 08/12/2019 Class End: 05/28/2020

Reject All

Child Name	DOB	Age	Billing Group	Sun 9/1	Mon 9/2	Tue 9/3	Wed 9/4	Thu 9/5	Fri 9/6	Sat 9/7	Sun 9/8	Mon 9/9	Tue 9/10	Wed 9/11	Thu 9/12	Fri 9/13	Sat 9/14	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Days Present	Days Absent	CR Days	Status	Action
1.			VPK	*	*	CR	CR	CR	X	*	*	X	X	X	X	*	*	X	X	X	X	9	0	3	Approved	Reject
2.			VPK	*	*	CR	CR	CR	X	*	*	X	X	X	X	*	*	X	X	X	X	9	0	3	Approved	Reject
3.			VPK	*	*	CR	CR	CR	X	*	*	X	X	X	X	*	*	X	X	X	X	9	0	3	Approved	Reject
4.			VPK	*	*	CR	CR	CR	X	*	*	X	X	X	X	*	*	X	X	X	X	9	0	3	Approved	Reject

Coalition Closed Attendance View (VPK)

Classroom: AF19 - Friendly Frogs Class Start: 08/12/2019 Class End: 05/28/2020
 Date: Move All to 'Have'

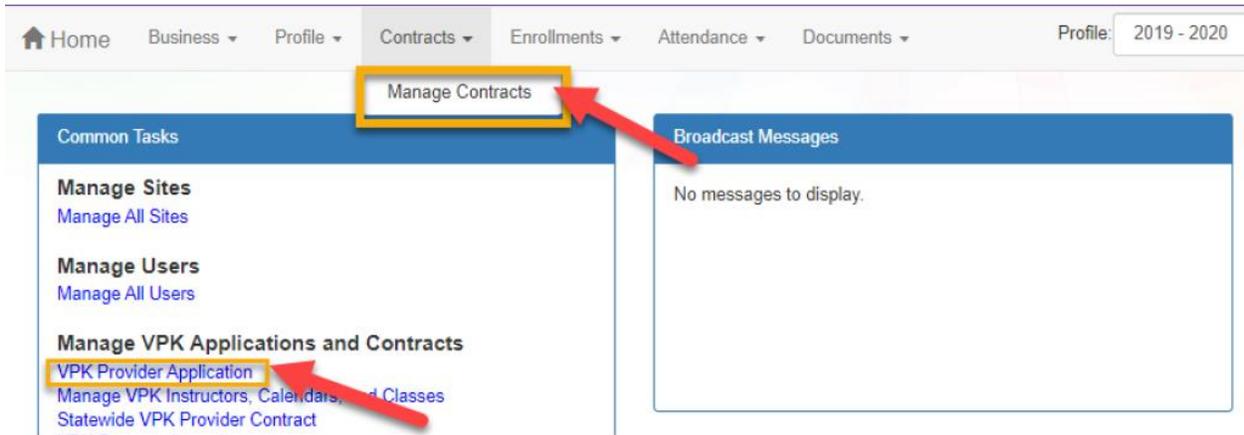
Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.		VPK	PR4	0	9	36.00	0.00	27.00	36.00	\$4.46	\$160.56		Verify Adjust Back to 'Have'
2.		VPK	PR4					27.00	36.00	\$4.46	\$160.56		Verify Adjust Back to 'Have'

9 days present (27 hours attended) + 3 days CR (9 hours) = 36 hours paid;
 36 hours x \$4.46 = \$160.56

Updating VPK Class Calendar

After the coalition creates a temporary/emergency closure, VPK providers have additional steps to complete the process.

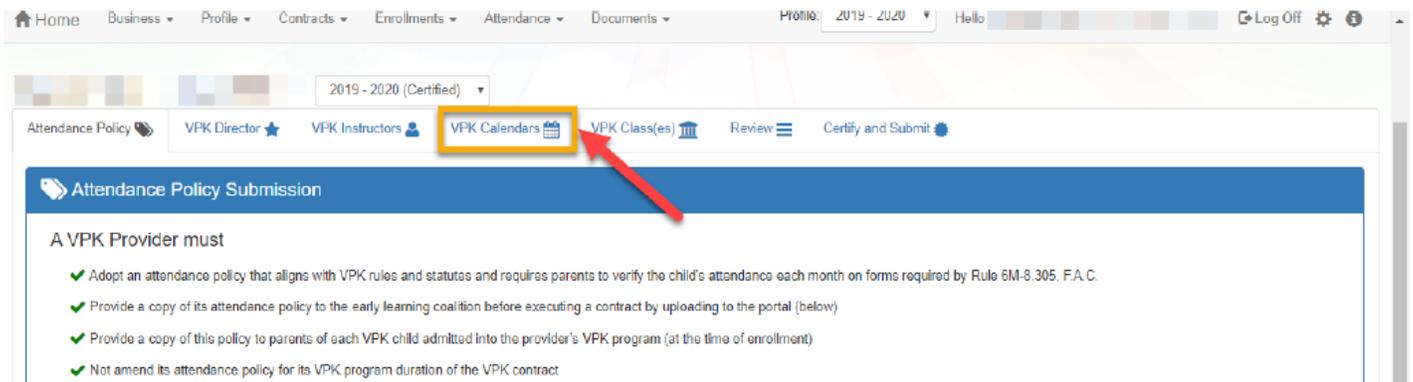
On the Provider Portal dashboard select Contracts > Manage Contracts or click the VPK Provider Application link under Common Tasks.



Click the **Edit** button for the VPK-APP.

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year ↓
7114	VPK	OEL-VPK 20	ELC of Brevard	Certified	05/24/2019	View	Download	12/04/2017		2017 - 2018
29714	VPK	OEL-VPK 20	ELC of Brevard	Certified	05/24/2019	View	Download	08/30/2018		2018 - 2019
48837	VPK	OEL-VPK 20	ELC of Brevard	Certified	08/15/2019	View		08/15/2019		2019 - 2020
2054	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	05/15/2018	Edit	Download	12/05/2017		2017 - 2018
10206	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	11/28/2018	Edit	Download	08/14/2018		2018 - 2019
17900	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	08/13/2019	Edit	Download	08/20/2019		2019 - 2020

Click the VPK Calendars tab to open the calendar section.



Click the **Edit** button to make changes to the calendar. Click the arrow to scroll to the particular calendar month to make edits/changes.

NOTE: The system defaults to the first calendar month of the class.

The screenshot shows the VPK Calendars interface. At the top, there are navigation links: Attendance Policy, VPK Director, VPK Instructors, VPK Calendars, VPK Class(es), Review, and Certify and Submit. Below these is a '+ Add New Calendar' button and a 'Show removed calendars' checkbox. The main area displays a calendar for August 2019. On the left, there is a sidebar with 'Calendar ID: A', 'Calendar Name: Fall', 'Program Type: School Year (540 hours)', 'Calendar Start Date: 08/12/2019', and 'Calendar End Date: 05/28/2020'. Below this is a table for 'Instructional Days' with columns for Day, Start Time, End Time, and Total Hours. The calendar grid shows dates from 28 to 31. A red arrow points to the 'Edit' button in the sidebar, and another red arrow points to a right-pointing arrow button in the calendar header.

Select the desired emergency closure day(s) by clicking on the day(s) within the calendar.

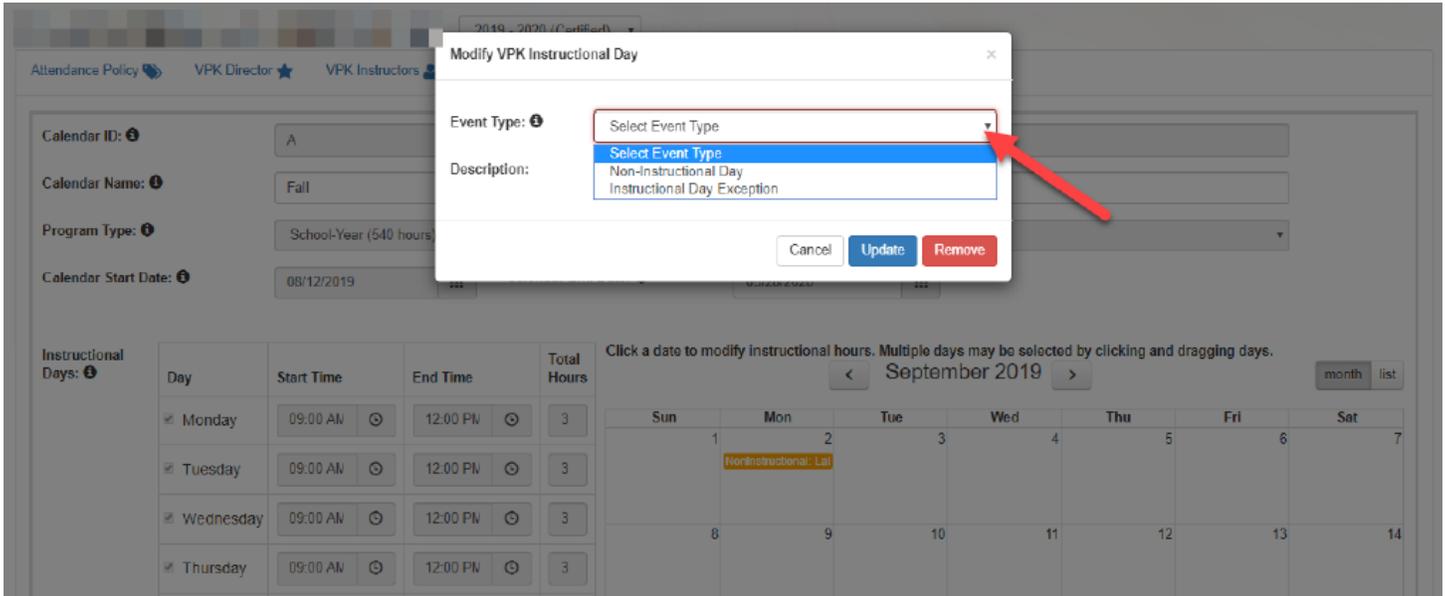
NOTE: Multiple days may be selected by clicking and dragging days.

The screenshot shows the VPK Calendars interface with the 'Instructional Days' table and a calendar for September 2019. The table has columns for Day, Start Time, End Time, and Total Hours. The calendar grid shows dates from 1 to 7. A red arrow points to a yellow highlighted area on Tuesday, Wednesday, and Thursday of the 3rd, 4th, and 5th, with a text box explaining: 'Ex: Site closed Tuesday thru Thursday. Click on Tuesday and drag cursor to Thursday so that all three days are highlighted.' The text box is highlighted with a red border.

After selecting a day, a pop-up will appear. There are two event types available.

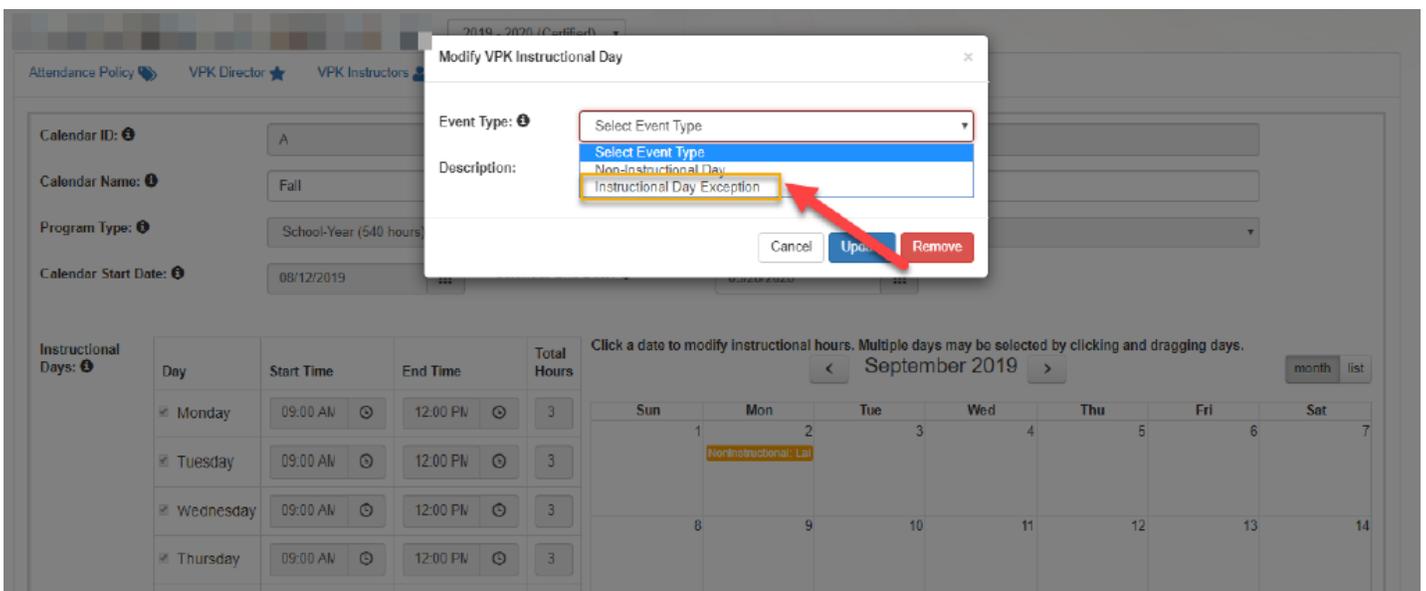
Instructional Day Exception – use if provider does not plan to make up calendar days for the emergency closure (up to 5 days permitted).

Non-Instructional Day – use if provider plans to deduct the calendar hours for the emergency closure days and revise its class calendar to restore days.



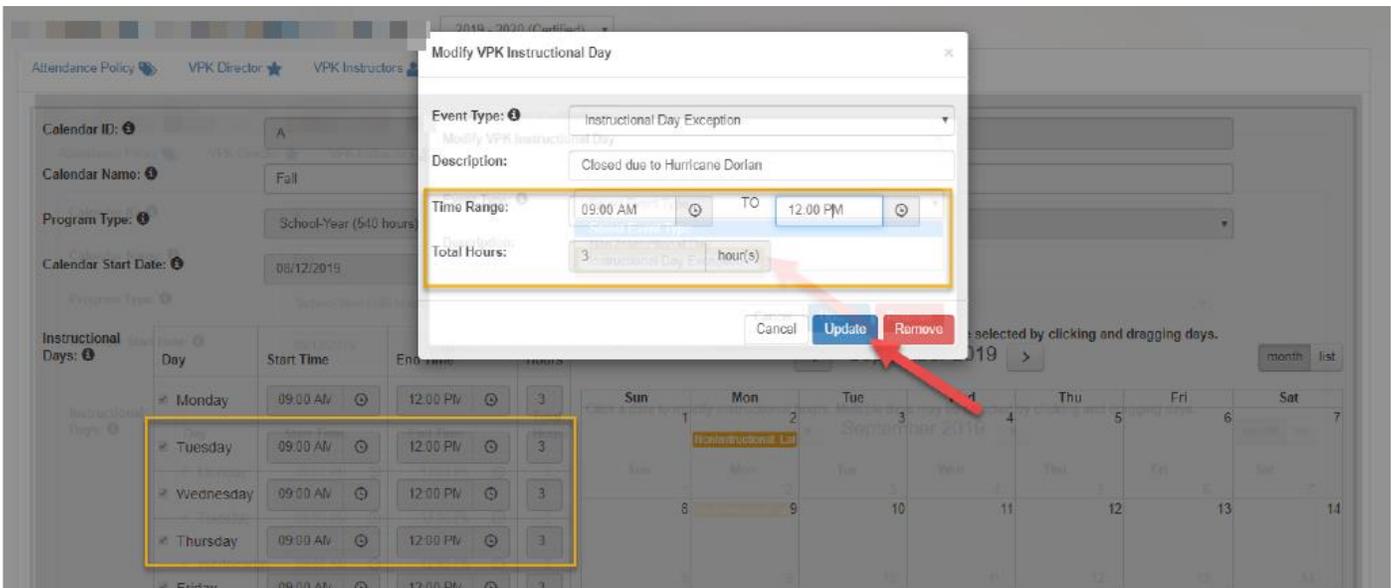
Instructional Day Exception

For closures that do not reduce hours, select Instructional Day Exception as the event type.



Once the Instructional Day Exception is selected, the provider will enter a description and time range for the particular day(s) they were closed. In the image below, the description example uses the verbiage “Closed due to Hurricane Dorian.” The provider will have to choose the same time range for the days as they listed on their calendars. Any hours chosen outside of their Start and End times will change their total calculated hours. Click **Update**.

NOTE: If the provider has different instructional hours per day, a separate exception day event should be created for each day (i.e. Mondays are 3 hours and Tuesdays are 3.5 hours) so that the exact hours of the instructional day are entered for the exception day event.



The information is displayed on the calendar. The total calculated class hours and total instructional days have not changed. Click **Save**.

NOTE: These steps must be completed for each impacted calendar. For example, some providers may have a morning VPK class using calendar A and an afternoon VPK class using calendar B. Since both calendars were impacted due to the closure, both calendars must be edited.

INSTRUCTIONAL Days: 0

Day	Start Time	End Time	Total Hours
Monday	09:00 AM	12:00 PM	3
Tuesday	09:00 AM	12:00 PM	3
Wednesday	09:00 AM	12:00 PM	3
Thursday	09:00 AM	12:00 PM	3
Friday	09:00 AM	12:00 PM	3
Saturday			0
Sunday			0

< September 2019 >
month list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Noninstructional Lat	3 Sa Exception, Closed	4 Sa Exception, Closed	5 Sa Exception, Closed	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

The closure days have been added to the calendar without changing the total class hours or instructional days.

Total Calculated Hours: 540.00
 Total VPK Instructional Days: 180

Save
Cancel

When all impacted calendars are updated, click on the Certify and Submit tab. Complete the signature information and click the **Submit VPK Provider Application** button.

Attendance Policy
VPK Director
VPK Instructors
VPK Calendars
VPK Class(es)
Review
Certify and Submit

● Certify and Submit

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

Provider Signature

Signer's Name *

Day Time Phone Number *

Electronic Signature *

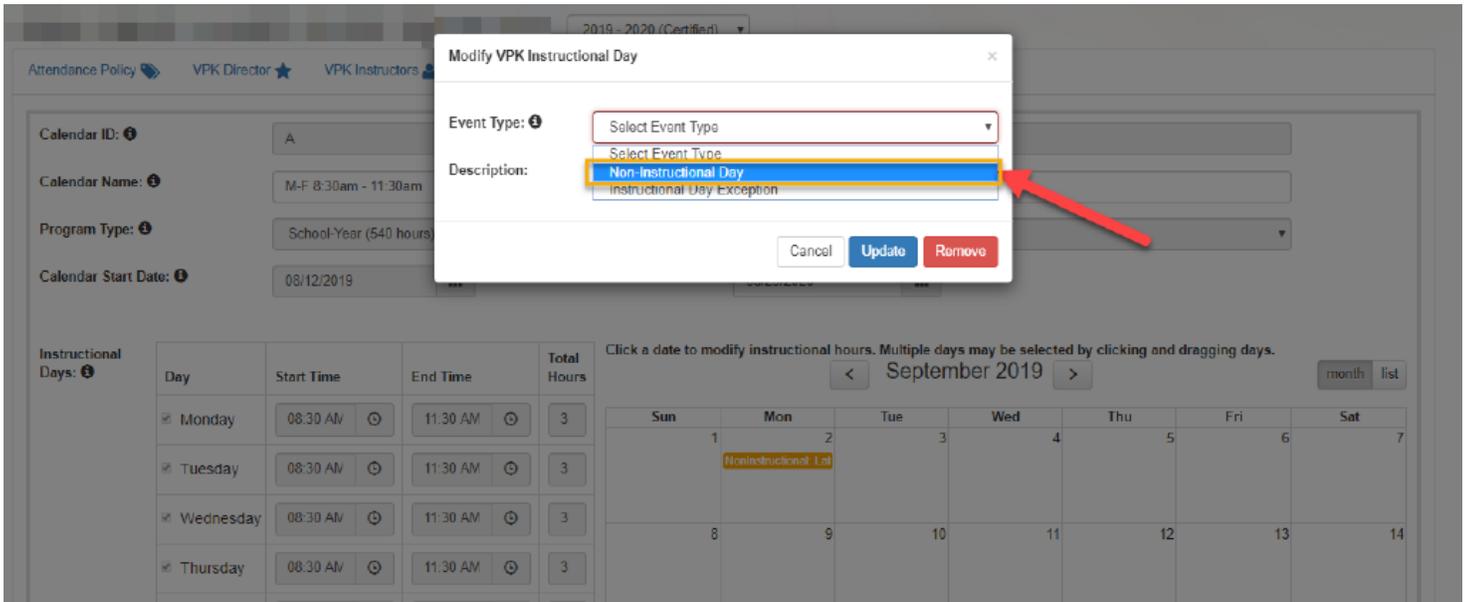
Check this box to certify by electronic signature

Application Completion Date *

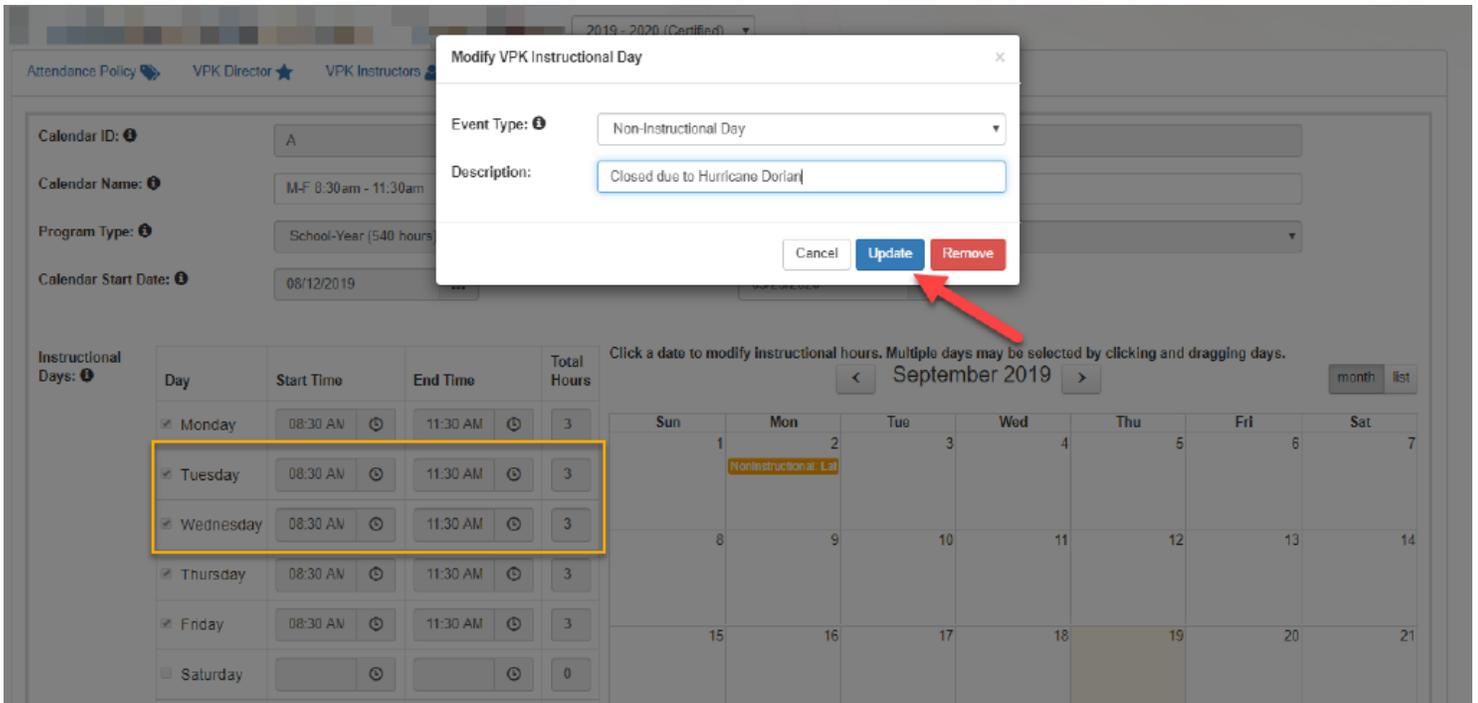
Submit VPK Provider Application

Non-Instructional Day

For providers that will deduct the calendar hours for those days and revise its class schedule to restore days, select Non-Instructional Day as the event type.



Once the Non-Instructional Day type is selected, the provider will enter a description for the particular day(s) they were closed. In the image below, the description example uses the verbiage "Closed due to Hurricane Dorian." Click **Update**.



The totaled calculated hours will be reduced for each non-instructional day based on the hours defined for the day. Next, make the appropriate change to the calendar to add the make-up days. This can be accomplished in a variety of ways such as canceling previously identified non-instructional days, extending the class end date, or even extending the time on some instructional days (by creating exception days with different hours). When complete, click **Save**.

NOTE: These steps must be completed for each impacted calendar. For example, some providers may have a morning VPK class using calendar A and an afternoon VPK class using calendar B. Since both calendars were impacted due to the closure, both calendars must be edited.

Instructional Days: 6

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	08:30 AM	11:30 AM	3
<input checked="" type="checkbox"/> Tuesday	08:30 AM	11:30 AM	3
<input checked="" type="checkbox"/> Wednesday	08:30 AM	11:30 AM	3
<input checked="" type="checkbox"/> Thursday	08:30 AM	11:30 AM	3
<input checked="" type="checkbox"/> Friday	08:30 AM	11:30 AM	3
<input type="checkbox"/> Saturday			0
<input type="checkbox"/> Sunday			0

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Total Calculated Hours: 534.00

The Total Calculated Hours are less than the hours allotted for the VPK Program Type selected. Please correct if needed.

Total VPK Instructional Days: 178

Save Cancel

When all impacted calendars are updated, click on the Certify and Submit tab. Complete the signature information and click the **Submit VPK Provider Application** button.

2019 - 2020 (Certified)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

● Certify and Submit

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

Provider Signature

Signer's Name *

Day Time Phone Number *

Electronic Signature *

Check this box to certify by electronic signature

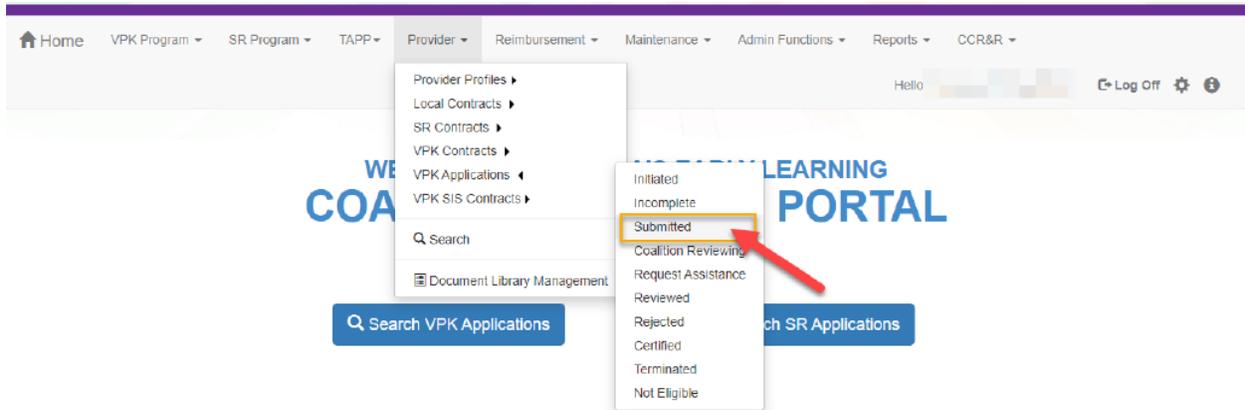
Application Completion Date *

07/31/2019

Submit VPK Provider Application

Verifying VPK Class Calendar

Coalition users should monitor the Provider > VPK Applications > Submitted work queue for Submitted VPK provider applications. Click on the contract ID to review changes.



New or changed items requiring verification, such as calendars, classes, and documents, display a **Verify** button. Each tab should be reviewed for changes. For closure specific changes, go to the VPK Calendars tab to review calendar changes. Click **Verify** to accept the changes. When all tabs have been reviewed, click the **Change Status** button to change the contract status back to Certified. Remember, calendars and classes must be verified and have a Certified VPK provider application status in order for providers to process enrollments or attendance.

