# Provider Portal User Guide Provider Portal User Guide

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# EARLY CHILDHOOD SERVICES BUREAU BEST BEGINNINGS PROVIDER PORTAL USER GUIDE

# Contents

INTRODUCTION
NAVIGATION TIPS
SIGNING ON
REQUESTING A NEW PASSWORD
CHANGING YOUR PASSWORD
ENTERING/UPDATING E-MAIL ADDRESSES9
VIEWING/UPDATING STAFF ACCESS - DIRECTORS ONLY
COMPLETING PROVIDER RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY21
VIEWING COMPLETED RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY25
VIEWING INVOICES
SEARCHING INVOICES & SOPs
WORKING AN INVOICE
UNSUBMITTING AN INVOICE41
INVOICE SUMMARY PAGE FEATURES47
INVOICES & SOPs PAGE FEATURES49
VIEWING STATEMENT OF REMITTANCE/ARCHIVED DOCUMENTS50
VIEWING EXPLANATION OF INVOICE STATUSES DOCUMENT
VIEWING PAYMENT INFORMATION DOCUMENT54
LOGGING OUT

## INTRODUCTION

This guide was created for childcare providers to explain and demonstrate the common tasks you can perform on the Early Childhood Services Best Beginnings Child Care Provider Portal.

Tasks that can be performed in the Provider Portal are as follows:

- **1.** Change your Provider Portal Password
- 2. Change your Provider Portal Email
- 3. Provider Rights and Responsibilities
  - Sign the Rights and Responsibilities if you are taking Best Beginnings Child Care Scholarship Children
  - View the Rights and Responsibilities document once it has been signed
- 4. Online Invoicing
  - Decide to participate in online invoicing
  - Decide to no longer participate in online invoicing
- 5. Search for, View and Submit invoices online (Must be participating in online Invoicing)
- 6. Search for and View Statement of Payment (SOP) online (Must be participating in online Invoicing)
- 7. Sign up to receive email alerts when: (Must be participating in online Invoicing)
  - The submittal period for an invoice will expire in 15 days.
  - A child's authorization for coverage will expire in 15 days.
  - A child's authorization for coverage will expire in 3 business days.
- 8. Assign staff the ability to:
  - View Invoices and the status of invoices
  - Enter attendance details on Invoices (ONLY DIRECTORS can submit invoices)
  - View Statements of Payment (SOPs)

## **NAVIGATION TIPS**

- 1. Do NOT use the Web Browser to Navigate
  - This includes the Forward 🕑 and Back 🗲 Buttons
- 2. Use the Menu selections in the Portal to Navigate
  - Provider
    - Search
    - Account Maintenance
    - Home
    - Help
    - Logout



## **SIGNING ON**

Follow the steps below to get a sign on to the provider portal

**1.** Open your web browser (i.e. Internet Explorer).



- **2** Access the Best Beginnings Provider Portal:
  - The URL is located at <a href="https://webapp.hhs.mt.gov/CCUBSProviderPortal/">https://webapp.hhs.mt.gov/CCUBSProviderPortal/</a>

User ID			
		Forgot password?	
Password		Provider Portal User Guide I	T
Submit Cancel			
sensitive U.S. and State governm the user consents to such insper 99-474,Title 18, United States Co penalties. Federal punishment m	on at the discretion of authorized personnel. e, Public Law 99-474 and Chapter XXI, Sectio	ersonnel only. Authorized personnel may in: Unauthorized access is a violation of state l in 1030. Unauthorized use of this system ma re than 10 years, or both. By using this syste	gov C. This computer system may contain spect any uses of this system. By using this system aw 45-6-311, MCA, and prohibited by Public Law y result in disciplinary action, civil and criminal im you indicate your consent to these terms and

**3.** Type your PS number in the Username field.

🚟 Best Beginnings Childcare Provider Portal				
Login				
User ID				
PS123456	Forgot password?			
Password	🚯 Provider Portal User Guide 🗹			
Submit Cancel				

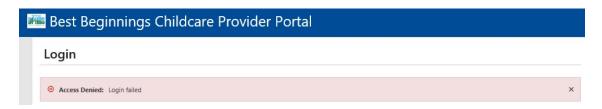
- **4.** Type your password in the Password field.
  - **Note:** Check the "Unmask this password" checkbox to cause the characters to display on the webpage after you typed them, as shown below, to verify they are correct.)

Best Beginnings Childcare Provider Portal				
Login				
User ID				
PS123456	Forgot password?			
Password	Provider Portal User Guide C <sup>*</sup>			
******				
	_			
Submit Cancel				

5. Press Enter (or click the Login button) on the Sign In page.

🛲 Best Beginnings Childcare Provider Portal				
Login				
User ID				
PS123456	Forgot password?			
Password	Provider Portal User Guide I Control Contro			
••••••				
Submit Cancel	-			

If incorrect login information is entered, this message will display.



## **REQUESTING A NEW PASSWORD**

#### How will you get your new password?

- **By Email:** If you have a Provider Portal email address on file with the Child Care Resource and Referral (CCR&R) a new password will be emailed to you. You should receive your new password within 30 minutes. Check your JUNK or SPAM box.
- **By Postal Mail:** If you do not have a Provider Portal Email address on file with the Child Care Resource and Referral (CCR&R) a new password will be mailed to you through the postal service. This may take a couple of days
- **UNSURE?** If you are unsure if you have a Provider Portal Email on file please call your CCR&R and ask if you have a Provider Portal Email address on file.

If you do not you can ask them to add a Provider Portal email address.

You can also verify what Provider Portal email address they have and update it if needed.

#### Follow these steps to get a new password.

**1.** Open your web browser (i.e. Internet Explorer).



- 2 Access the Best Beginnings Provider Portal:
  - The URL is located at <a href="https://webapp.hhs.mt.gov/CCUBSProviderPortal/">https://webapp.hhs.mt.gov/CCUBSProviderPortal/</a>

.ogin			
User ID Password	Forgot password? Provider Portal User Guide C		
sensitive U.S. and State government in the user consents to such inspection at 99-474,Title 18, United States Code, Pu	of the State of Montana and is subject to the use policies located at: <a href="http://mom.mt.gov/">http://mom.mt.gov/</a> . This computer formation and is limited to authorized personnel only. Authorized personnel may inspect any uses of this t the discretion of authorized personnel. Unauthorized access is a violation of state law 45-6-311, MCA, any libic law 99-474 and Chapter XQI, Section 1030. Unauthorized use of this system may result in disciplinary lude fines and imprisonment for not more than 10 years, or both. By using this system you indicate your co	ystem. By using this system d prohibited by Public Law action, civil and criminal	
conditions of use. Log off immediately	n you do not agree to these contations.		
conditions of use. Log off immediately 2020 09:11:07 MDT	Version 1.0		

**3.** Click on the <u>Forgot Password?</u> link on the Sign In page.

uide 🗹

4. Enter your Username (PS#) and your PV# (Provider Number)

Request Password	
User ID	
PS123456	
Provider ID	
PV234567	×

- 5. Click the Request New Password button.
- 6. Confirmation of New Password
  - You will receive confirmation of your password being reset, and if it will be sent via email or postal mail (see above for how you will receive your password

DPi	🛲 Best Beginnings Childcare Provider Portal						
	Re	equest Password					
	8	Request was successful: A new user password will be created and sent to you.	×				
		Since you do have an email address entered for your account, your new password has been emailed to the address below, for your convenience.					
		Please note:					
		While your reset email has already been sent, not all user email applications refresh or update immediately. Please allow up to 30 minutes for delivery of your email. Also be aware, that some email applications may identify the system generated email as junk mail and redirect it to your Spam or Junk mail folder.					
		Return to Login Page					

- 7. Look for an email if being sent that way
  - Make sure to check your JUNK or SPAM folders

	noreply@web.hhs.mt.gov	Witness / Witness	Your New Provider Portal Pass	Tue 5/5/2020 3:34 PM	Inbox 7 KB	
∨ Today						
□□□   ☆  □   0	From	То	Subject	Received 🔻	In Folder Size	C. ?

## **CHANGING YOUR PASSWORD**

Click the Change Password/Email button, available at the top of pages such as the Provider List.



This window is displayed:

Best Beginnings Childcare Provider Portal Provider - Search - Account Maintenance -
Change Password
Current Password
New Password
Confirm New Password
4 Submit Cancel

- 1. Click in the Current Password field and type your current password
- 2. Tab to (or click in) the New Password field and type your new password. Remember, passwords cannot include spaces.
- 3. Tab to (or click in) the Confirm New Password field and type your new password again.
- 4. Click the Submit button. You will see a message at the top of the page that shows "Your changes have been saved."
  Best Beginnings Childcare Provider Portal
  Provider + Search + Account Maintenance +
  3 Save was successful: Your changes have been saved.

## **ENTERING/UPDATING E-MAIL ADDRESSES**

On the Menu at the top of the page, select "Account Maintenance" then select "Change Password"

🛲 Best Beginnings Childcare Provider Portal				
Provider -	Search 🕶	Account Maintenance 🕶		
Prov	vider D	Change Password Change Email		

#### This window is displayed:

If the system has an email address for you, it will display in the "Email Address" field. If there is no email address on file the "Email Address" field will be blank

🖷 Best Beginnings Childcare Provider Po	ortal		🔒 Home 🛛 🕄 Help	€+Logout
ovider 👻 Search 🛩 Account Maintenance 🕶		Welcome		User Id PS
Change Email				
User ID	Name		Email Address	
PS	Minute in Contraction		@yahoo.com	
Update Email Address Email Address @msn.com				
Confirm Email Address				
2 @msn.com	×			
3 Submit				

- 1. In the Update Email Address section, click in the Email Address box and type your email address.
- 2. Tab to (or click in) the Confirm Email Address box and type your email address again.
- 3. Press Enter (or click the Submit button). You will see a message at the top of the page that shows "Your changes have been saved."



# VIEWING/UPDATING ONLINE INVOICING PARTICIPATION - DIRECTORS ONLY

Start with Step 1 If... You are the Director of Multiple Facilities

Best Beginnings Childcare			User Id PS
Welcome			
roviders			
Provider/Facility Name	÷	Provider ID	Status
WALK DARGER		PV	No Action Required
BASE Haat Bart . Boulder She		PV:	No Action Required
MATE families for tenging from the		PV	No Action Required
Halis Isaai Bali Tearrand		PV	No Action Required
Marine tamat dant tanka Children		P\	No Action Required
MATE Teacor Teacing Arthority Teac Test		PV	No Action Required
MAGE Rep. Spectrates		PV	No Action Required
BADK WHITE IN		PV	No Action Required

<u>Start</u> with Step 2 If... You are the Director of <u>One</u> facility

Best Beginnings Childcare Provider Portal	🕈 Home 🕚 Help 🕻 🕞 Logout
ider → Search → Account Maintenance →	Welcome User Id PS
Provider Dashboard	
Provider Name	Provider ID
Huma - Huma - Human Child Care	PV Were Details
Provider Rights & Responsibilities Agreement Provider Rights & Responsibilities Agreement Status	Online Invoicing Participation Online Invoicing Status
Completed on 10/27/2018	Participating
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	

- 1. **START HERE** If... You are the Director of <u>Multiple</u> Facilities.
  - Click on the Provider/Facility Name in the Provider/Facility Name List.
  - You will be taken to the Provider Dashboard seen in Step 2.

	Web	ome	User Id PS
Welcome			
Providers			
Provider/Facility Name	Provider ID	Status	
WARK BARAN	PV	No Action	Required
Hall Inst Test - Beating The	PV:	No Action	Required
	-in-		a marine a construction of the second
MACH: Hallers: Heasing, Wellselly, Head Teals	PV'	<ul> <li>No Action</li> </ul>	Required
MADE THE QUALITY	PV	No Action	Required
WARDE WHITEHING STREET	PV	No Action	Required

2. START HERE If... You are the Director of One facility

From the Provider Dashboard there are 2 ways to access the Online Invoicing Participation page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Online Invoices Participation
- Option 2: in the "Online Invoicing Participation" Section (Red Square & Circle)
  - Select "Select or Update Your Participation"

🛲 Best Beginnings Childcare Provider Portal	A Home 🚯 Help 💽 Logout
Provider - Search - Account Maintenance -	Welcome User Id PS
Provider Dashboard Online Invoices Participation Invoices & SOPs	
Email Notifications : Child Care Staff Portal Access	Provider ID PV View More Details
Provider Rights & Responsibilities Agreement	Online Invoicing Participation
Provider Rights & Responsibilities Agreement Status	Online Invoicing Status
Completed on 10/27/2018	Participating
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	

<u>Note</u>: Online Invoicing Status for the Facility will be displayed in the Online Invoicing Participation Section. It can be seen above (yellow highlight) that this facility is "Not Using Online Invoicing"

#### 3a. Opting IN:

- In the "Online Invoicing Participation" section Mark the checkbox that is prior to the statement "Yes, this provider would like to participate in Online Invoicing" (Red Square)
- Click the "Begin Online Invoicing" button (Red Circle)

📾 Best Beginnings Childcare Provider Portal	🔒 Home	Help C+ Logout	
Provider - Search - Account Maintenance -	Welcome I		User Id PS
Online Invoicing Participation			
Child Care - PV			
When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will the next few days), will need to be completed and returned by mail.	not be printed and mailed to the provider. Any p	aper invoices the provid	er has already received (or may receive in the mail in
Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the submitted by the provider, will need to be completed and submitted online.	provider, and will require the provider to complete	and return each invoice d	ocument by mail. Any online invoices not yet
Should you have any questions, you may contact Ms. Best Contact at 555-5555 for further assistance.			
Please note: Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed an participation between the hours of 630 P.M. and 12:00 A.M.	nd mailed to the provider or made available to the p	rovider online. Therefore a	director may not change a provider's Online Invoicing
IV Yes, this provider would like to participate in Online Invoicing.			
The most recent disenrollment began on Tue Jun 09 14:57:41 MDT 2020.			
Begin Online Invoiding			

• A confirmation message at the top of the page will be received. (Red Circle) "Save was successful: You have now been enrolled in Online Invoicing"

🛲 Best Beginnings Childcare Provider Portal	A Home	Help	C• Logout
Provider • Search • Account Maintenance • Welcome			User Id PS
Save was successful: You have now been enrolled in Online Invoicing.			×
Online Invoicing Participation			
Child Care - PV			
When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and a has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.	will not be print	ed and mailed	d to the provider. Any paper invoices the provider
Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to t document by mail. Any online invoices not yet submitted by the provider, will need to be completed and submitted online.	he provider, and	I will require f	the provider to complete and return each invoice
Should you have any questions please contact your local Child Care Resource and Referral Agency. Contact information can be found on the Early Childhood Services Bureau well	bsite at https://o	lphhs.mt.gov,	/hcsd/ChildCare/ChildCareResourceandReferral .
Please note: Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printe director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.	ed and mailed to	the provider	or made available to the provider online. Therefore a
This provider no longer wishes to participate in Online Invoicing.			
The most recent enrollment began on Fri Jun 12 13:08:25 MDT 2020.			
End Online Invoicing			

- Navigate back to the Provider Dashboard (see Step 4)
- Online Invoicing Participation section will now say "Participating"

## **Online Invoicing Participation**

nline Invoicing Status	
Participating	
	Select or Update Your Participation

#### 3b. Opting OUT:

- In the "Online Invoicing Participation" section Mark the checkbox that is prior to the statement "Yes, this provider no longer wishes to participate in Online Invoicing" (Red Square)
- Click the "End Online Invoicing" button (Red Circle)

📠 Best Beginnings Childcare Provider Portal	🛧 Home 🛛 🕄	Help C+ Logout
Provider + Search + Account Maintenance +	Welcome	User Id PS.
Online Invoicing Participation		
Child Care - PV:		
When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will r the next few days), will need to be completed and returned by mail.	not be printed and mailed to the provider. Any paper	invoices the provider has already received (or may receive in the mail in
Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the p submitted by the provider, will need to be completed and submitted online.	rovider, and will require the provider to complete and r	return each invoice document by mail. Any online invoices not yet
Should you have any questions, you may contact Ms. Best Contact at 555-5555 for further assistance.		
Please note: Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and participation between the haurs of 6:30 P.M. and 12:00 A.M.	d mailed to the provider or made available to the provid	ler online. Therefore a director may not change a provider's Online Invoicing
I This provider no longer wishes to participate in Online Invoicing.		
The most recent enrollment began on Tue Jun 09 15:18:45 MDT 2020.		
End Online Invoicing		

• A confirmation message at the top of the page will be received. (Red Circle) "Save was successful: You have now been disenrolled from Online Invoicing"

🛲 Best Beginnings Childcare Provider Portal	📌 Home	<li>Help</li>	C Logout	
Provider - Search - Account Maintenance - Welcome			User Id PS	
Save was successful: You have now been disenrolled from Online Invoicing.				×
Online Invoicing Participation				
Child Care - PV				
When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.	I will not be printe	ed and mailed	d to the provider. Any paper invoices the	provider
Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to document by mail. Any online invoices not yet submitted by the provider, will need to be completed and submitted online.	the provider, and	l will require	the provider to complete and return each i	nvoice
Should you have any questions please contact your local Child Care Resource and Referral Agency. Contact information can be found on the Early Childhood Services Bureau w	ebsite at https://d	lphhs.mt.gov	//hcsd/ChildCare/ChildCareResourceandRe	ferral .
Please note: Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be prin director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.	ted and mailed to	the provider	or made available to the provider online. The	herefore a
Yes, this provider would like to participate in Online Invoicing.				
The most recent disenrollment began on Fri Jun 12 13:11:41 MDT 2020.				
Begin Online Invoicing				

- Navigate back to the Provider Dashboard (see Step 4)
- Online Invoicing Participation section will now say "Not Using Online Invoicing"

#### Online Invoicing Participation

Online Invoicing Status		
Not Using Online Invoicing		
	Select or Update Your Participation	

#### 4. Navigate Back to the Provider Dashboard

From the Online Invoice Participation Screen there are 2 ways to Navigate back to the Provider Dashboard

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Provider Dashboard
- Option 2: on the Best Beginnings Childcare Provider Portal Menu.... (Red Square)
  - Select "Home"

DPmis	Best	Begir	nings Childcare Provider Portal	nome	<li>Help</li>	C• Logout
Provide	r - 9	Search 🕞	Account Maintenance - Welcome			User Id PS
_	Invoices	Participation	ave now been enrolled in Online Invoicing.			×
Email I	is & SOP Notificati	ons	ng Participation			
-	ortal Acc	ess	Child Care - PV			
			participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will not be printed and mailed to the provi	vider. Any pa	aper invoi	ces the provider has already received (or may receive in the mail in
			no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the provider, and will require the provider ter will need to be completed and submitted online.	to complete	and return	each invoice document by mail. Any online invoices not yet
Sho	uld you h	ave any ques	tions, you may contact Ms. Best Contact at 555-555-5555 for further assistance.			
			ider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and mailed to the provider or made avail In the hours of 630 P.M. and 1200 A.M.	ilable to the p	rovider onli	ine. Therefore a director may not change a provider's Online Invoicing
□ Tř	is provid	er no longer	wishes to participate in Online Invoicing.			
	The m	ost recent en	rollment began on Tue Jun 09 15:18:45 MDT 2020.			
			End Online Invoicing			

## VIEWING/UPDATING E-MAIL NOTIFICATIONS - DIRECTORS ONLY

## Start with Step 1 If... You are the Director of Multiple Facilities

Best Beginnings Childcare P	rovid		ome	A Home
Welcome				
roviders				
Provider/Facility Name	÷	Provider ID		Status
MMEN: Chargane		PV		No Action Required
BACK HAR BAT- BARRY SHE		PV:		No Action Required
WATE TAKE THE REPORT AND THE		PV		No Action Required
MAGE Asso (Ball Toursers)		PV		No Action Required
MAGE Asse Bart Autog 12232		P\		No Action Required
MADE HAREN HALING BUILDING HARE THAT		PV		No Action Required
MAGE No. (Sec.)		PV		No Action Required
HATTE AN INCIDENTIAL TIME		PV		No Action Required

## **One Director** - **Multiple Facilities**

<u>Start</u> with Step 2 If... You are the Director of <u>One</u> facility

Best Beginnings Childcare Provider Portal	🕈 Home 🛛 Help 🕞 Logout
ider + Search + Account Maintenance +	Welcome i User 1d PS
Provider Dashboard	
Provider Name	Provider ID
Child Care	PV View More Details
Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018	Online Invoicing Status Participating
Completed on 10/2//2018 View Provider Rights & Responsibilities Agreement	Participating Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	

- **1. START HERE** If... You are the Director of <u>Multiple</u> Facilities.
  - Click on the Provider/Facility Name in the Provider/Facility Name List.
  - You will be taken to the Provider Dashboard seen in Step 2.

	Welcome	ang / Theoreman	User Id PS
Welcome			
Providers			
Provider/Facility Name	Provider ID 🔶	Status	
HMAGE (Saligness	PV	No Action Required	
RADE Heat Statt. Society Ste	PV:	No Action Required	
			/
Work (Matterie Heading Wolfsorthy Head) Tard	PV	No Action Required	
RADC Rep (gen site	PV	No Action Required	
Hadini Annazian Dian	PV	No Action Required	

#### 2. START HERE If... You are the Director of One facility

From the Provider Dashboard there is 1 way to access the Email Notification page

- On the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Email Notifications

📾 Best Beginnings Childcare Provider Portal	A Home 🛛 Help 🕻 e Logout
Provider + Search + Account Maintenance +	Welcome User Id P
Provider Dashboard Online Invoices Particighion	
Invoices & SOPs Email Notifications	Provider ID
s Child Care	PV View More Details
Provider Rights & Responsibilities Agreement	Online Invoicing Participation
Provider Rights & Responsibilities Agreement Status	Online Invoicing Status
Completed on 10/27/2018	Participating
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	

#### 3. In the Select Notifications section

- Mark any checkboxes before the desired notification description
- Click the Submit Selections button

📠 Best Beginnings Childcare Provider Portal						
Provider - Search - Account Maintenance -	Welcome					
Select Notifications						
Child Care - PV						
I would like to receive email notifications for this provider when:						
☑ The submittal period for an invoice will expire in 15 days.						
✓ A child's authorization for coverage will expire in 15 days.	1					
A child's authorization for coverage will expire in 3 business days.						
Submit Selections						

4. A confirmation message at the top of the page will be received. (Red Circle)

"Save was successful: Your Email Notification Selections have been successfully updated"

Best Beginnings Childcare Provider Portal Provider - Search - Account Maintenance -	Welcome
Save was successful: Your Email Notification Selections have been successfully updated.	
Select Notifications	
Child Care - PV: I would like to receive email notifications for this provider when:	
The submittal period for an invoice will expire in 15 days.	
☑ A child's authorization for coverage will expire in 15 days.	
A child's authorization for coverage will expire in 3 business days.	
Submit Selections	

#### 5. Navigate Back to the Provider Dashboard

From the Online Invoice Participation Screen there are 2 ways to Navigate back to the Provider Dashboard

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Provider Dashboard
- Option 2: on the Best Beginnings Childcare Provider Portal Menu.... (Red Square)
- Select "Home"
   Interpretation of coverage will expire in 3 busines days.
   Autor a coverage will expire in 3 busines days.
   Subtration for coverage will expire in 3 busines days.
   Subtration for coverage will expire in 3 busines days.
   Subtration
   Su

## **VIEWING/UPDATING STAFF ACCESS - DIRECTORS ONLY**

Start with Step 1 If... You are the Director of Multiple Facilities

## **One Director** - **Multiple Facilities**

Best Beginnings Childcare	Provid		e User Id PS
Welcome			
roviders			
Provider/Facility Name	÷	Provider ID	Status
MARK Galgets		PV	No Action Required
BASE Hast Dart . Because Disc		PV:	No Action Required
MARY INSTITUTION CONTRACTOR		PV	No Action Required
Marini Hasar Bart Tearnand		PV	No Action Required
WARD I HAVE THAT AND THE R		P\	No Action Required
Martin: Hasterne Housing, Authority, Hand Talah		PV	No Action Required
MAGE Rep. Spon also		PV	No Action Required
MARK WINDOW DIE		PV	No Action Required

<u>Start</u> with Step 2 If... You are the Director of <u>One</u> facility

Best Beginnings Childcare Provider Portal	🕈 Home 🕚 Help 💽 Logout
- ider + Search + Account Maintenance +	Welcome to User 1d PS
Provider Dashboard	
Provider Name	Provider ID
Human - Turner - Human - Child Care	PV Were Details
Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018	Online Invoicing Status Participating
Completed on 10/27/2018 View Provider Rights & Responsibilities Agreement	Participating Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	

#### 1. **START HERE** If... You are the Director of <u>Multiple</u> Facilities.

- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.

Best Beginnings Childcare	e Provid	er Portal	<b>↑</b> Home	8 Help	C+ Logout
		Welcome	ing Para Lance		User Id PS
Welcome					
Providers					
Provider/Facility Name		Provider ID 🕴	Status		
MM/M Tankgallar		PV	No Action	Required	
Marine Taure There - Busines The		PV:	• No Action	Required	
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
MARIN ( National Traveling, Wolfsterlig, Takes) Take?		PV.	<ul> <li>No Action</li> </ul>	Required	
BADE No. BAR SHE HE		PV	No Action	Required	
HMSK WHINFUE STR		PV	No Action	Required	
Showing 1 to 8 of 8 entries					

2. START HERE If... You are the Director of <u>One</u> facility

From the Provider Dashboard there are 2 ways to access the Staff Portal Access page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Staff Portal Access
- Option 2: in the "Staff Portal Access" section (Red Square & Circle)
  - Select "Update Access"

🗲 🕣 🍯 https://webapp-test.hhs.mt.gov/CCUBSProvPortalApp/pages/providerSumm: 🔎 👻 🗎 🖒 🎯 Best Beginnings Child	dcare P ×	× ♀ 🙂
File Edit View Favorites Tools Help File Edit View Favorites Tools Help File Edit View Favorites Tools Help File Edit View Favorites Tools Help	🔒 Home 🛛 Help 🕞 Logout	
Provider • Search • Account Maintenance •	Welcome User Id PS	-
Provider Dashboard Online Invoices Participation		
Imoices & SOP5 Email Notifications s Child Care	Provider ID PV View More Details	
Staff Portal Access Provider Rights & Responsibilities Agreement	Online Invoicing Participation	
Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018	Online Invoicing Status Participating	
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation	
Invoices & SOPs	Staff Portal Access	
Current Invoice Status No Action Required	Update Access	
View or Update Current Invoices SOPs by Month & Archived Documents		
Jun 09, 2020 1637/08 MDT Version 1.0 ONLINE SERVICES OPHING CHILD CARE LICENSING PRIVACY & SECURITY ACCESSIBILITY CONTACT US MONTANA.CO		

- 1. Click any desired checkboxes in the Staff Portal Access section for the individuals listed.
  - Currently the only options are those checkboxes that are not greyed out. (Red Square)

🛲 Best Beginnings Childcare Provider Portal	
Provider + Search + Account Maintenance +	Welcome
Staff Portal Access	
Child Care - PV	
Dense Ferrer - S	i
Access additional provider details.	
Access provider's rights & responsibilities agreement	
Access provider's online invoice participation	
Access monthly invoices for entry of requested hours and comments. Once an invoice has been submitted by the director, this person will no longer be able to view the invoice.	
Access provider SOP's and invoices of any status.	
Access provider's notices	
Access provider's license details	-
Access family search	
Access provider's current staff information	
Access provider's household member information	
By checking this box I, certify that I am the Director of Child Care and I authorize the staff permissions as indicated above. *	
Submit Selections	

2. Click the "By checking this box..." checkbox. (Green Square in above image)

By checking this box I, certify that I am the Director of Child Care and I authorize the staff permissions as indicated above. \*

3. Click the Submit Selections button in this section.

Submit Selections

NOTE: ONLY the DIRECTOR can submit invoices for payment. STAFF Cannot submit invoices for payment, they can have the ability to enter a child's time in and time out, but not the ability to submit the invoice for payment.

# PASSWORDS ARE NOT TO BE SHARED!

## COMPLETING PROVIDER RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY

## Start with Step 1 If... You are the Director of Multiple Facilities

Best Beginnings Childcare Provid		User Id PS		
Welcome				
Providers				
Provider/Facility Name	Provider ID 🔶	Status		
WARDE CLASSIFIC	PV	No Action Required		
BAGE Heat Dart - Bruitte Die	PV	No Action Required		
WATE Taxa Dat targetantum 1212	PV	No Action Required		
Holin: Head Test Testilated	PV	No Action Required		
Walling Faster Walt Andrey (1970)	P\	No Action Required		
Wally, Hanna Hausing Authority Haar Taal	PV.	No Action Required		
Madjie, Rap Barte alter	PV	No Action Required		
HADE MIDDING Dis	PV	No Action Required		

## **One Director** - Multiple Facilities

<u>Start</u> with Step 2 If... You are the Director of <u>One</u> facility

Welcome f	V	view More Detail	User Id PS
line Invoicing Participation	V	View More Detaik	5
line Invoicing Participation	v	View More Detaik	5
line Invoicing Participation	V	View More Detaik	5
nline Invoicing Status Participating			
	or Undate Your	Participation	
ff Portal Access			
II Fortal Access			
	Update Acce	ess	
	Participating	Participating Select or Update Your ff Portal Access	Participating Select or Update Your Participation

#### 1. **START HERE** If... You are the Director of <u>Multiple</u> Facilities.

- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.

	Welcome	Use	er Id PS
Welcome			
Providers			
Provider/Facility Name	Provider ID	Status	
WATE Daligable	PV	No Action Required	
MACH Inst Set	PV:	No Action Required	
in a second			
MARIN: Tablerie: Theoding, Hullhoring, Tablet	PV'	No Action Required	
BADE Bay BAR also	PV	No Action Required	
MAGE WHEELER SHE	PV	No Action Required	

#### 2. START HERE If... You are the Director of One facility

From the Provider Dashboard there is 1 way to access the Provider Rights and Responsibilities Agreement page

- In the "Provider Rights & Responsibilities Agreement" section (Red Square & Circle)
  - Select "View Provider Rights & Responsibilities Agreement"

Best Beginnings Childcare Provider Portal	A Home 🚯 Help 🕞 Logout				
ler + Search + Account Maintenance +	Welcome	User Id PS			
Provider Dashboard					
rovider Name	Provider ID				
Renzification	PV View More Details				
Provider Rights & Responsibilities Agreement	Online Invoicing Participation				
Provider Rights & Responsibilities Agreement Status	Online Invoicing Status				
Completion required by 04/04/2020	Not Using Online Invoicing				
Complete Provider Rights & Responsibilities Agreement	Select or Update Your Participation				
Invoices & SOPs	Staff Portal Access				
Current Invoice Status	Update Access				
No Action Required					
View Current Invoices SOPs by Month & Archived Documents					

Note: Provider Rights & Responsibilities Agreement Status for the Facility will be displayed in the Provider Rights & Responsibilities Agreement Section. It can be seen above (yellow highlight) that "Completion required by 04/04/2020" for this Facilities Rights and Responsibilities agreement.

- **3.** Complete the Rights and Responsibilities by
  - Read each item
  - Add your Initials in the box prior to each item line.
  - Scroll down to complete all items.

Search - Accoun	Igs Childcare Provider Portal Coopout
vider Rights	and Responsibilities
	If you need additional information to complete this form, please contact your regional Child Care Resource and Referral agency.
ck of action can have on	www.childcare.mt.gov C ovide care for children whose families are qualified to receive scholarship funds. This agreement outlines your rights as a child care provider and explains the responsibilities that you assume as a provider in the program. It also outlines potential consequences that sp your eligibility to participate. Completing and submitting this form is required before care is provided or payment can be received for children will be responsibilities that you assume as a provider in the program. It also outlines potential consequences that sp uwill only need to complete this form once. Typing your initials in the box provided indicates you have read the statement and agree. Once submitted, you form will be reviewed. This form must be received before an invoice(5) for payment can be pro-
ad and initial each item:	
Initial to Accept	Provider's Rights
HP	<ol> <li>I have the right to receive a copy of the Child Care Authorization Plan. The Authorization Plan includes the following information for the family household:</li> <li>The start and end date per child authorized in a household;</li> <li>The child care hours(days authorized for each child; and</li> <li>The child care hours(days authorized for each child; and</li> <li>The household's monthly co-payment.</li> </ol>
HP	<ul> <li>2.1 have the right to receive timely notification if a family's eligibility changes on the Best Beginnings Child Care Scholarship program.</li> <li>Timely notification is defined as a 15-calendar day notice before an action is taken that will change the child's Authorization Plan or a family's eligibility case closes.</li> <li>T will receive a notice when a family's eligibility case closes.</li> </ul>
HP	<ol> <li>I have the right to expect timely payment for child care scholarship services provided.</li> <li>A payment is considered timely if the payment is processed within 21 days of the invice being received by the Child Care Resource and Referral (CCR8R) agency.</li> <li>Payments are generally received within 2 to a built be forwarded, they will be returned via US mail to the State agency. To avoid this delay, plasse report <b>any and all</b> address changes immediately. To avoid mailing delays a Direct Deposit option is av</li> <li>Poyments mailed to an incorrect address on file will NOT be forwarded, they will be returned via US mail to the State agency. To avoid this delay, plasse report <b>any and all</b> address changes immediately. To avoid mailing delays a Direct Deposit option is av</li> <li>Incorrect W-90 State Account information on file at the Department delay.</li> <li>Payments for care provided in a child's home are sent to the Parent. It is the responsibility of the parent to pay for child care services to the Family Friend and Neighbor (FFN) or Relative Care Exempt (RCE) in-home provider.</li> </ol>
d and initial each item:	
Initial to Accept	Provider's Responsibilities
HP	<ol> <li>It is my responsibility to maintain a current license or registration for the facility in which care is being provided and to abide by and maintain applicable licensing or registration requirements (ARM 3795.101-1021).</li> <li>Care must be provided in the licensed or registered facility identified on the Authorization Plan to receive payment for children of families participating in the Best Beginnings Child Care Scholarship program.</li> </ol>
HP	2. It is my responsibility to notify the Child Care Licensing program immediately of any physical, mailing or email address changes.
اده میشود	
HP	<ul> <li>17. It is my responsibility to report my rates and any rate changes to the CCR&amp;R agency.</li> <li>Reported rate changes will not take effect until the first of the month after the change is reported.</li> <li>Rates are used to facilitate the payment process and may be included in market rate surveys.</li> </ul>
ad and initial each item:	
Initial to Accept	Provider's Understanding
HP	<ol> <li>Lunderstand that the child is eligible for the houry/days listed on the child care authorization plan.</li> <li>Payment will be based on the child strendments childring the service onth; This includes the number of days the child attends and has absences from the open child care facility indicated on the child care authorization plan.</li> <li>Hours cannot be claimed to the child care scholarship when a child care facility is closed.</li> <li>If a child attends Siss of the authorized time on the child care authorization plan, the entire authorized amount will be paid.</li> <li>If a child attends less than 85% of the authorized time on the child care authorization plan, the actual attendance will be paid.</li> </ol>
HP	<ol> <li>I understand the following regarding school age children and child care scholarship payments</li> <li>The child care scholarship cannot pay for time when a child should be in school. This includes when a child is sick during a typical school day.</li> <li>The child care scholarship does pay for time when a child has a school does write this functional wither break or a school holiday.</li> </ol>
وية يورية من المريد . يونة يورية المريد .	ار شار مانده استار این و در ساله استان این استان این استان این استان این استان در ماند و مدر مانده و مسیده و ماند ماند و ما ماند و ماند و
HP	12.1 understand that when a provider or a parent receives child care assistance in excess of the amount to which the provider or parent is entitled, due to an intentional action, DPHHS may pursue criminal charges against the provider or parent. Criminal prosecut be pursued in addition to recovery of the overpayment. The department has the discretion, based on the circumstances of the violation, to determine the appropriate sanction for the first intentional program violation (IPV). The department may impose any of the following sanctions on a provider due to the first Suste the IPV without issuing an overpayment: Require response to child care assistance payments related to the program violation; or

- 4. After all numbered items are Initialed,
  - Initial the box at the bottom to certify your role as Director and your agreement with all Rights and Responsibilities.

/ PS / PV:	
НР	By entering my initials, I, certify that I am the Director of and I agree to these specified Rights And Responsibilities.

- 5. Click the Submit button.
  - If the Submit button is grayed out, verify that all checkboxes have been checked.
  - The Submit button will also be grayed out if you have already submitted the document.

/ PS / PV:	
HP	By entering my initials, I, certify that I am the Director of and I agree to these specified Rights And Responsibilities.
	Submit Cancel

- 6. Once submit is saved you will be navigated back to the Provider Dashboard
  - The Provider Rights & Responsibilities Agreement section will now state "Completed on xx/xx/xxx"

Provider	Riahts	8	Responsibilities	Aareement
rioviaci	ngino	$\sim$	Responsibilities	Agreement

Provider Rights & Responsibilities Agreement Status		
Completed on 06/10/2020		
View	Provider Rights & Responsibilities Agreement	

## **VIEWING COMPLETED RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY**

## Start with Step 1 If... You are the Director of Multiple Facilities

Best Beginnings Childcare Provid		A Home		
Welcome				
roviders				
Provider/Facility Name	Provider ID 🔶	Status		
MARINE CLARINARY	PV	No Action Required		
MACC Test Dark - Brusser Ste	PV	No Action Required		
MACK Asso Ser Angline and 1272	PV	No Action Required		
Hadini Hanai Barti Tournand	PV	No Action Required		
Madial Anna Bart India (1920)	P\	No Action Required		
MADE Reserve Resulting Bullioning Read Trees	PV	No Action Required		
RAGE Reptore una	PV	No Action Required		
MATE WORKS IN	PV	No Action Required		

## **One Director** - Multiple Facilities

<u>Start</u> with Step 2 If... You are the Director of <u>One</u> facility

Best Beginnings Childcare Provider Portal	🕈 Home 🚯 Help 🕞 Logout
- ider → Search → Account Maintenance →	Welcome User Id PS
Provider Dashboard	
Provider Name	Provider ID
Child Care	PV Were Details
Provider Rights & Responsibilities Agreement Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018	Online Invoicing Participation Online Invoicing Status Participating
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	

#### 1. **START HERE** If... You are the Director of <u>Multiple</u> Facilities.

- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.

Best Beginnings Childca	re Provide		elcome	ilig/No.ciana		User Id PS
Welcome						
Providers						
Provider/Facility Name	\$	Provider ID		Status		
WATE Daligate	1	PV		No Action	Required	
Barlet Taux Taut - Bauniar The		PV:	da	No Action	Required	A
Protect Indiana Havaning Ratharity Have There	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	PV'	~~~	No Action	Required	······································
MADE THE BOAT ARE	1	PV		No Action	Required	
WARTER AND INCOME INCOME		PV		No Action	Required	

#### 2. START HERE If... You are the Director of One facility

From the Provider Dashboard there is 1 way to access the Provider Rights and Responsibilities Agreement page

- In the "Provider Rights & Responsibilities Agreement" section (Red Square & Circle)
  - Select "View Provider Rights & Responsibilities Agreement"

	A Home 🚯 Hel	p C+Logout
	Welcome with the second s	User Id PS
Provider ID		
PV		View More Details
Online Invoicin	g Participation	
Online Invoicing Sta	atus	
Participating		
nt	Select or Update You	r Participation
Staff Portal Acc	cess	
	Update Ad	cess
by Month & Archived Documents		
	N PV Online Invoicing Sta Participating Staff Portal Acc	Nucleome Provider ID PV Online Invoicing Participation Online Invoicing Status Participating Select or Update Access Lipidate

**3.** Another web browser window will open displaying The Provider Rights & Responsibilities Agreement.

From here you can print or save the agreement to your own files.

	Rights and Responsibilities
	Best Beginnings Child Care Scholarship Program
	If you need additional information to complete this form, please contact
	your local Child Care Resource & Referral agency.
	www.childcare.mt.gov
agreemen	of or choosing to provide care for children whose families are qualified to receive scholarship funds. This to outlines your rights as a child care provider and explains the responsibilities that you assume as a provide
to particip children u Unless rev initials in t	gram. It also outlines potential consequences that specific actions or lack of action can have on your eligibil ate. Completing and submitting this form is required before care is provided or payment can be received fo tilizing a scholarship. Please initial each item to certify that you have read and understand each statement. vised, by the Early Childhood Services Bureau you will only need to complete this form once. Typing your he box provided indicates you have read the statement and agree. Once submitted, your form will be and approved. This form must be received before an invoice(s) for payment can be processed.
	and approved. This form must be received before an involce(s) for payment can be processed.
Initials	Provider's Rights
HP	<ol> <li>I have the right to receive a copy of the Child Care Authorization Plan. The Authorization Plan includ</li> </ol>
	the following information for the family household:
	<ul> <li>The start and end date per child authorized in a household;</li> </ul>
	<ul> <li>The child care hours/days authorized for each child; and</li> </ul>
	<ul> <li>The household's monthly co-payment.</li> </ul>
HP	2. I have the right to receive timely notification if a family's eligibility changes on the Best Beginnings
	Child Care Scholarship program.
	<ul> <li>Timely notification is defined as a 15-calendar day notice before an action is taken that will chan the child's Authorization Plan or a family's eligibility case closes.</li> </ul>
	<ul> <li>I will receive a notice when a family's eligibility case closes.</li> </ul>
HP	
ΠP	<ol> <li>I have the right to expect timely payment for child care scholarship services provided.</li> <li>A payment is considered timely if the payment is processed within 21 days of the invoice being</li> </ol>
	<ul> <li>A payment is considered timely if the payment is processed within 21 days of the invoice being received by the Child Care Resource and Referral (CCR&amp;R) agency.</li> </ul>
	<ul> <li>Payments are generally received within 2 to 3 business days after processed, this includes EFTs,</li> </ul>
	however, the timing of child care payments is not guaranteed by the Department.
	<ul> <li>Payments mailed to an incorrect address on file will NOT be forwarded, they will be returned via</li> </ul>
	US mail to the State agency. To avoid this delay, please report any and all address changes
	immediately. To avoid mailing delays a Direct Deposit option is available.
	<ul> <li>Incorrect W-9 or Bank Account information on file at the Department may cause a payment dela</li> <li>Payments for care provided in a child's home are sent to the Parent. It is the responsibility of the parent of the parent.</li> </ul>
	parent to pay for child care services to the Family Friend and Neighbor (FFN) or Relative Care
	Exempt (RCE) in-home provider.
	and the second
Initials	Provider's Understanding
Initials	charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery
Initials	charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.
Initials	charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment. • The department has the discretion, based on the circumstances of the violation, to determine th
Initials	charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment. • The department has the discretion, based on the circumstances of the violation, to determine th
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may impo any of the following sanctions on a provider due to the first IPV:</li> <li>Issue the IPV without issuing an overpayment;</li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may impo any of the following sanctions on a provider due to the first IPV:         <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> </ul> </li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may impo any of the following sanctions on a provider due to the first IPV:         <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and</li> </ul> </li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may imporany of the following sanctions on a provider due to the first IPV:         <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.</li> </ul> </li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may impo any of the following sanctions on a provider due to the first IPV:         <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and</li> </ul> </li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may impo any of the following sanctions on a provider due to the first IPV:         <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.</li> <li>If a provider receives a second IPV, DPHHS will require the repayment of all child care</li> </ul> </li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may impo any of the following sanctions on a provider due to the first IPV:         <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.</li> <li>If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments related to the provider from the</li> </ul> </li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may impo any of the following sanctions on a provider due to the first IPV: <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.</li> <li>If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments related to the provider from the program, if appropriate.</li> </ul> </li> <li>A notice of an intentional program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 article second to the program of the program violation and the provider from the program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 article second program violation is an adverse action of DPHHS.</li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may impo any of the following sanctions on a provider due to the first IPV: <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.</li> <li>If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments the provider from the program, if appropriate.</li> </ul> </li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine th appropriate sanction for the first intentional program violation (IPV). The department may impo any of the following sanctions on a provider due to the first IPV: <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.</li> <li>If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments related to the provider from the program, if appropriate.</li> </ul> </li> <li>A notice of an intentional program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 ar 37.5.103.</li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine the appropriate sanction for the first intentional program violation (IPV). The department may imporance of the following sanctions on a provider due to the first IPV:         <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.</li> <li>If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments related to the program, if appropriate.</li> </ul> </li> <li>A notice of an intentional program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 an 37.5.103.</li> </ul>
	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine the appropriate sanction for the first intentional program violation (IPV). The department may impose any of the following sanctions on a provider due to the first IPV: <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>If a provider from the Child Care Assistance Program.</li> <li>If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments and the provider from the program, if appropriate.</li> </ul> </li> <li>A notice of an intentional program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 an 37.5.103.</li> </ul>
Initials	<ul> <li>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery the overpayment.</li> <li>The department has the discretion, based on the circumstances of the violation, to determine the appropriate sanction for the first intentional program violation (IPV). The department may impose any of the following sanctions on a provider due to the first IPV:         <ul> <li>Issue the IPV without issuing an overpayment;</li> <li>Require repayment of child care assistance payments related to the program violation; or</li> <li>Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.</li> <li>If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments related to the program, if appropriate.</li> </ul> </li> <li>A notice of an intentional program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 an 37.5.103.</li> </ul>

## **VIEWING INVOICES**

## Start with Step 1 If... You are the Director of Multiple Facilities

## **One Director** - **Multiple Facilities**

Best Beginnings Childcare	Provid		User Id PS
Welcome			
roviders			
Provider/Facility Name	¢	Provider ID	Status
MARK Gargan		PV	No Action Required
BACK Hast Dart - Bruille Die		PV:	No Action Required
MAGE TANK TAST TREASURATIONS (1178)		PV	No Action Required
Marini Hasar Taut Teamard		PV	No Action Required
Madin Issue Back Autog 19230		P\	No Action Required
MADE HAREN HALING BUTTON HARE BAR		PV	No Action Required
MAGE No. The Area and		PV	No Action Required
MARK WINDOW DIE		PV	No Action Required

#### Start with Step 2 If... You are the Director of One facility

Best Beginnings Childcare Provider Portal	♠ Home
– /ider → Search → Account Maintenance →	Welcome i User Id PS
Provider Dashboard	
Provider Name	Provider ID
the second s	PV View More Details
Provider Rights & Responsibilities Agreement Provider Rights & Responsibilities Agreement Status	Online Invoicing Participation Online Invoicing Status
Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018	Online Invoicing Status Participating
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	

- **1. START HERE** If... You are the Director of <u>Multiple</u> Facilities.
  - Click on the Provider/Facility Name in the Provider/Facility Name List.
  - You will be taken to the Provider Dashboard seen in Step 2.

		We	come	iiiig/4000-10000	User Id PS
Welcome					
Providers					
Provider/Facility Name		Provider ID	¢	Status	
HMUSE Surlights		PV		No Action Required	
HADE Haar Bart - Barrier Site		PV:		No Action Required	_
	) -~	mann			
WARK Internet Receiving, Wolfsteilly, 1888, 1887		PV'	~	<ul> <li>No Action Required</li> </ul>	
MAGE Tag Sort also		PV		No Action Required	
MADE AVURIAL DISC		PV		No Action Required	

2. START HERE If... You are the Director of One facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the "Invoices & SOPs" section (Red Square & Circle)
  - Select "View or Update Current Invoices"

📾 Best Beginnings Childcare Provider Portal	♠ Home
Provider - Search - Account Maintenance -	Welcome User Id PS
Provider Dashboard	
Invoices & SOPs Email Notifications	Provider ID
s Child Care	PV View More Details
Provider Rights & Responsibilities Agreement Status Completed on 10,27/2018 View Ptovider Rights & Responsibilities Agreement	Online Invoicing Participation Online Invoicing Status Participating Select or Update Your Participation
Invoices & SOPs Current Invoice Status No Action Required View or Update Current Invoices SOPs by Month & Archived Documents	Staff Portal Access Update Access

Note: Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above (yellow highlight) that there is "No Action Required" for Invoices that this facility has.

\*"No Action Required" does not mean that the facility does not have invoices.

#### 3. Invoices & SOPs Page

- a. Select "Update Invoice" on the Invoice that you want to work on (Red Circle)
  - This will open the Invoice Summary Page

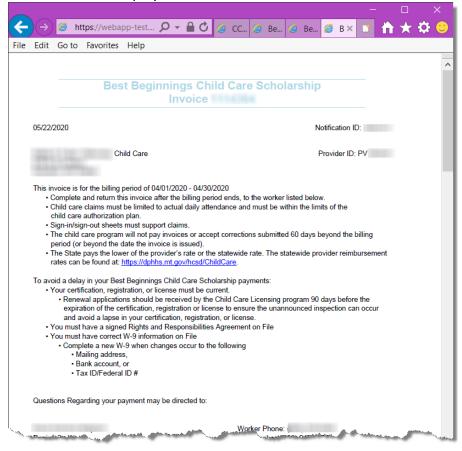
Best Begi	nnings Childca	re Provider Portal				<b>≜</b> ⊦	ome 🚯 Help	C+ Logout
	Account Maintenance +				Welcome	n rune		User Id PS
Invoices &	SOPs							
Show 10 🛔 entries								
Case Number	Head of Household	Children	0 Invoice # 0	Invoice Month	Description			
CS								
CS	Terrent Letter	alteringe (alterianus) atter	1420053	05/2020	Pending Provider Submittal	Upd	ate Invoice	Previous Invoices for

#### 4. Invoice Summary Page

- Select "View Invoice PDF" (Red Circle)
  - This will open a new web browner page and display the PDF of the invoice that you are on

JPm	Best Beginnings Childcare Provider Portal	🟫 Home	<li>Help</li>	C+ Logout	
Pro	vider + Search + Account Maintenance +	Welcome Williams			User Id PS
	May Invoice 2020				
	Invoice Date: 5/1/2020	Invo	ice Numb	er: 👬 Manto	View Invoice PDF
	This invoice is for the billing period of 05/01/2020 - 05/21/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period ends of 05/01/2020. You will have the opportunity to submit the invoice the first day of the data of the month following the billing period will be submit the submit the submit the invoice the first day of the data of the following the billing period (or beyond the date the invoice is issued). Please, contact your regional CCR&R office if you have any questions: 500 N Higgins, Suite 20	and time out cannot be rounded. The child care progra			

#### 5. Invoice PDF - is displayed



## **SEARCHING INVOICES & SOPs**

Start with Step 1 If... You are the Director of Multiple Facilities

Best Beginnings Childcare	Provid		ome	A Home	Help	C→ Logout User Id PS
Velcome						
oviders						
Provider/Facility Name	4	Provider ID		Status		
Warfer Gangalini		PV		No Action	Required	
BAGE Heat Dati Bacillar Die		PV:		No Action	Required	
RATE And That beginnersed with		PV		<ul> <li>No Action</li> </ul>	Required	
Bafin itanal Baff Tournand		PV		No Action	Required	
Warfort - Reast - Reast - Franklin - Stationa		P\		<ul> <li>No Action</li> </ul>	Required	
RATE TAKEN TAKING BUTWEETS TAKE THE		PV		No Action	Required	
HATE BE DIN HE		PV		No Action	Required	
BADE WHILE DE		PV		No Action	Required	

## **One Director** - Multiple Facilities

**<u>Start</u>** with Step 2 If... You are the Director of <u>**One**</u> facility

er 🔸 Search 👻 Account Maintenance 👻	Welcome User Id PS
rovider Dashboard	
ovider Name	Provider ID
Child Care	PV More Details
Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018 View Provider Rights & Responsibilities Agreement	Online Invoicing Status Participating Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access

- **1. START HERE** If... You are the Director of <u>Multiple</u> Facilities.
  - Click on the Provider/Facility Name in the Provider/Facility Name List.
  - You will be taken to the Provider Dashboard seen in Step 2.

	We	lcome	ning/Taxes in const	User Id PS
Welcome				
Providers				
Provider/Facility Name	Provider ID	¢	Status	
HMOR Tankanke	PV		No Action Required	
RADE Heat Steff-Backler Ste	 PV:		No Action Required	
	 			~
WARK Taktory Touring, Wolfserlig, Takat Taket	PV <sup>-</sup>		No Action Required	
BADC Significant also	PV		No Action Required	
MADE APPRILATION	PV		No Action Required	

#### 2. START HERE If... You are the Director of One facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the "Invoices & SOPs" section (Red Square & Circle)
  - Select "View or Update Current Invoices"

🛲 Best Beginnings Childcare Provider Portal	A Home 🛛 Help 🕞 Logout
Provider • Search • Account Maintenance •	Welcome User Id PS
Provider Dashboard by board	
Invoices & SOPs Email Notifications	Provider ID
s Child Care Staff Portal Access	PV View More Details
Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018 View Provider Rights & Responsibilities Agreement	Online Invoicing Participation Online Invoicing Status Participating Select or Update Your Participation
Invoices & SOPs Current Invoice Status No Action Required View or Update Current Invoices SGPs by Month & Archived Documents	Staff Portal Access Update Access

Note: Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above (yellow highlight) that there is "No Action Required" for Invoices that this facility has.

\*"No Action Required" does not mean that the facility does not have invoices.

	s & SOPs						
Case Number	Head of Household	Children	Invoice #	Invoice Month	Description		
CS							
CS	Served ( 2000)	constitues contra-teamont contra-	11208031	05/2020	Submitted Online 06/10/2020 05:18:31 PM	Update Invoice	Previous Invoices for
CS	an ang a sa s	1					
CS1	Surrey: Receivers	Happine i kantilenaan		05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for I
CS	-Teaching - Teaching -	Regulate i Associations	1111100	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
howing 1 to 9	of 9 entries			3	AB		Previous 1

#### **Invoices & SOPs Page**

#### 3a. Invoices & SOPs Page

- i. Select "Invoice Search"
  - Select "Invoice Search" on the Invoice that you want to work on (Red Circle 3A)
    - This will open the Invoice Search Page

#### ii. Select Search Criteria

- Enter the desired information that you want to search on. Searching can be done on any of the following fields:
  - Invoice ID, Benefit (Invoice) Month, Invoice Status, Case Number, Case Event Number, HOH Last Name. \* Searching with a Case Event Number must be used in together with the Case Number. You cannot search on Case Event number alone.
- Select "Search" Button

Best Beginnir	ngs Childcare Provider Pc	ortal	Web	♠ Home ④ Helj ome	o <b>Co</b> Logout User ld PS
Invoice Search					
Retrieve Invoice by	Search Criteria				Ś
Invoice ID	Benefit (Invoice) Month	Invoice Status	Case Number	Case Event	HOH Last Name
12345	MM/YYYY	Select Status	\$ CS00000	CE0	Last Name
Search Reset	t				

#### iii. Search Results

• Search results will be shown. Below results were based on searching for invoices in a specific month.

Best Beginnin r - search - Accour	t Maintenance +					Welcome Ballitis Chillie		User Id PS	
nvoice Search									
tetrieve Invoice by S	Search Criteria								•
Invoice ID	Benefit (I	nvoice) Month	Invoice Status		Case Number	0	ase Event	HOH Last Name	
12345	05/202	0 🗰	Select Status	\$	CS00000		CE0	Last Name	
Search Reset									
	Invoice ID	Benefit (Invoice) Month	•	Invoice Status			Case and Case Event ID	Head of Household	
arch Results	Invoice ID	Benefit (Invoice) Month     5/2020	¢.	Invoice Status Pending Provider Submittal		2	Case and Case Event ID C: CE	Head of Household	
w 10 \$ entries			¢		0 05:18:31 PM				

#### 3b. Invoices & SOPs Page

#### i. Select "SOP Search"

- Select "Invoice Search" on the Invoice that you want to work on (Green Circle 3B)
  - This will open the Invoice Search Page

#### ii. Select Search Criteria

- Enter the desired information that you want to search on.
  - Minimum and Maximum date of issuance. \*SOPs are issued every Monday

<ul> <li>Select "Search" B</li> </ul>	utton
---------------------------------------	-------

🛲 Best Beginnings Childcare Provider Porta	al			Home	<li>Help</li>	C+ Logout		
Provider - Search - Account Maintenance -		Welcome terms	•				User Id PS	
SOP Search								
Retrieve SOP by Date of Issuance								*
Minimum Date of Issuance		Maximum Date of Issuance						
MM/DD/YYYY	i	MM/DD/YYYY						
Search Reset								

#### iii. Search Results

- Search results will be shown.
  - Below results were based on searching for SOPs with:
    - a minimum date of issuance of 11-01-2019
    - A maximum date of issuance of 12-31-2019

er • Search • Account Maintenance •		Welcome Initial Links		
OP Search				
Retrieve SOP by Date of Issuance				
Minimum Date of Issuance	Maximum Date of Issuance			
11/01/2019	12/31/2019	<b>11</b>		
Search Reset				
Stanch Reset	Beaurou Date	0		
earch Results	Issuance Date	a]		
earch Results ow 10 \$ entries Month	Beauroo Date	4	View SOR	
earch Results ow 10 0 e entries Month December 2019		4	Vees SCR Vees SCR	
earch Results ow [0 2] entries Month December 2019 December 2019	12/80/2019	6		

## WORKING AN INVOICE

# $\underline{Start}$ with Step 1 If... You are the Director of $\underline{Multiple}$ Facilities

#### **One Director** - **Multiple Facilities**

N-1		eicome	NG PROPERTY AND		User Id PS
Welcome					
roviders					
Provider/Facility Name	Provider ID		Status		
Martini, Gangathe	PV		<ul> <li>No Action</li> </ul>	Required	
BAGE read list- Bootle Sile	PV		No Action	Required	
BACK New Test Neighborhood (1978)	PV		No Action	Required	
Hadik Haad Bart Tournand	PV		No Action	Required	
BADE And BAT Many (\$200)	P\		No Action	Required	
MARK Hasen Having Advards Haat Sart	PV		No Action	Required	
RACE By Spin-alle	PV		No Action	Required	
INACIS, WHITEHALL DIS-	PV		No Action	Required	

## Start with Step 2 If... You are the Director of One facility

der - Search - Account Maintenance -	Welcome to the User Id PS	
Provider Dashboard		
Provider Name	Provider ID	
Child Care	PV Were Details	
Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018	Online Invoicing Status Participating	
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation	
Invoices & SOPs	Staff Portal Access	
Current Invoice Status	Update Access	
No Action Required		

#### **1. START HERE** If... You are the Director of <u>Multiple</u> Facilities.

- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.

	We	lcome	Neg (Real - Long)	User Id PS
Welcome				
Providers				
Provider/Facility Name	Provider ID	¢	Status	
HMOR Tankante	PV		No Action Required	
RADE Heat Steff-Backler Ste	 PV:		No Action Required	
	 			·······
WARK Taktory Touring, Wolfserlig, Takat Taket	PV <sup>-</sup>		No Action Required	
BADC Significant also	PV		No Action Required	
MADE APPRILATION	PV		No Action Required	

#### 2. START HERE If... You are the Director of One facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the "Invoices & SOPs" section (Red Square & Circle)
  - Select "View or Update Current Invoices"

🛲 Best Beginnings Childcare Provider Portal	🕈 Home 🛛 Help 🕞 Logout
Provider - Search - Account Maintenance -	Welcome User Id PS
Provider Dashboard	
Trivolces & SOPS Email Notifications	Provider ID
s Child Care	PV View More Details
Provider Rights & Responsibilities Agreement	Online Invoicing Participation
Provider Rights & Responsibilities Agreement Status	Online Involcing Status
Completed on 10/27/2018	Participating
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	
	]

<u>Note</u>: Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above (yellow highlight) that there is "No Action Required" for Invoices that this facility has.

\*"No Action Required" does not mean that the facility does not have invoices.

### 3. Invoices & SOPs Page

- iv. Select "Update Invoice" on the Invoice that you want to work on (Red Circle)
  - This will open the Invoice Summary Page

	nnings Childcare	Provider Portal			Welcome	A Home	Help	€ Logout User 1d PS
Invoices & S	SOPs							
Case Number	Head of Household	Children	Invoice #	Invoice Month	Description			
CS								
CS	Samual Lattice	attribute collectored collec	12200531	05/2020	Pending Provider Submittal	Update Invo	pice	Previous Invoices for

### 4. On the Invoice Summary Page

- Select the Modify Time In/Time Out button (Red Circle)
  - This will open the Invoice Time Entry page where a child's attendance can be entered

Best Begin	ninas Chilc	lcare Provid	ler Portal					🔒 Home 🕻	Help 🕞 Logout
rr + Search + A						1	Welcome		User Id PS
lay Invoice	2020								
Invoice Date: 5/1,	/2020							Invoice	Number: View Invoice P
each child's authorizati	on plan and must be su	pported by sign-in/sign-o	out records. Invoices must includ	e a child's actual time	e in and time out of the child	the billing period end date. Child care facility. Time in and time ou N Higgins, Suite 202 Missoula, N	t cannot be rounded	I. The child care program v	e and absences while the child care facility is open. Child care is limited t will not pay invoices or accept corrections submitted 60 days beyond the
rent Informatio	n								
Name:					Address:	Montana			Case CS
OB: Authorization Date Ra sported Hours in May :	nge: (03/01/2020 - 10/	31/2020)			May	7 2020			
Su	n	Mon		Tue		Wed	Thu		Fri Sat
									1
				and the second				and the second s	
	31		1		2	3		4	5
					Modify Tim	ne In/Time Out			
		By checki creed, col	ng this box I, i ; cert or or national origin and that th	ify that I am the Dire s claim is correct in a	ctor of II respects and that payment	Child Care and I certify that has not been received. *	the services are prov	ided without regard to rac	e, sex, religion,
ovider Rates			State Rates		Su	Paid Rates			Copayment Information
	Full-Time Day	Half-Time Day		Full-Time Day	Half-Time Day 🕴		Full-Time Day	♦ Half-Time Day	Co-Pay Obligation for May \$ 14.0
			Infant/Toddler	\$30.00	\$15.00	Infant/Toddler	\$30.00	\$15.00	
nfant/Toddler	\$30.00	\$15.00							Co-Pay Paid in May \$
nfant/Toddler Preschool Age Child School Age Child	\$30.00 \$28.00 \$21.00	\$15.00 \$14.00 \$10.50	Preschool Age Child School Age Child	\$28.00	\$14.00	Preschool Age Child School Age Child	\$28.00 \$21.00	\$14.00 \$10.50	Save Updates Cancel

### 5. Invoice Time Entry

- The Invoice Time Entry page will display a line for each day of the month. (below is just a sample page)
- For each day enter:
  - Time In & Time Out
    - \*Time is to be entered as Actual Time. Example: 8:13am
  - Comments (see example below)
    - \*Special characters (\$%@, etc) are not allowed in the comments field
- Select "+Add Row" (Red Circle) in order to add additional rows for a single day
  - This allows entry when a child may leave mid-day

\*Example: Row 2 below is before and after school attendance by a school age child

Invoice	Time Entry										
Child Name			DOB		Invoice ID		Billing Perio	d			
Second Second	B.		Hypersonale		11,000,00		05/01/202	0 - 05/31/2020	)		
Detail Date	Day Of Week										
5/1/2020	Friday	Time In	7:46 AM	©	Time Out	5:34 PM	©	Hours	9.8	<b></b>	+ Add Row
		Comment	Registration Fee \$3	0							
5/2/2020	Saturday	Time In	6:32 AM	©	Time Out	8:10 AM	©	Hours	1.63	<b>a</b>	+ Add Row
		Time In	3:32 PM	G	Time Out	6:10 PM	©	Hours	2.63	命	
		Comment	Example for a Scho	ol Age Child who	attended bef	ore and after school					
5/31/2020	Sunday	Time In Comment		٥	Time Out		٥	Hours			+ Add Row

- 6. Return to the Invoice Calendar Summary page after data entry is completed
  - Select "Save and Return" to save changes and to return to the Invoice Calendar Summary page. (Green Circle)
  - The Invoice Calendar screen will be displayed again showing the total hours reported for the month

- Instantion	and the second second second	Contraction of the second		and the second secon	 	And Address of the second	And the second		 	-		
	5/31/2020	Sunday	Time In	٥	Time Dut		©	Hours		۱.	+ Add Row	
			Comment									
	Showing 1 to 31 of	31 entries										
(	Save and Return	Cancel										

### 7. Invoice Calendar Summary Page

- Entering the Copayment (Green Square & Circle)
  - Enter the Copayment that has been received for the service month that the invoice is for.
     (Yellow Highlight inside the Green square)
  - Click the "Save Updates" button (Green Circle)
    - Copayment has been saved
- Submitting the Invoice (Red Square & Circle)
  - Mark the checkbox at the bottom of the page verifying that you are the director of the facility, etc... (Yellow Highlight inside the Red Square)
  - Click the "Submit" button (Red Circle)
    - The invoice has been saved and submitted

### c. Return to the Invoices & SOPs page

• Select "Return" button

May Invoid	e 2020									
attendance and at out of the child ca	the billing perio bsences while th re facility. Time	e child care facility in and time out ca	y is open. Child care is limit annot be rounded. The chil	ted to each chile d care program	y to submit the invoice the first day of th d's authorization plan and must be suppo will not pay invoices or accept correction	arted by sign-in/si as submitted 60 da	gn-out records. Inv ays beyond the bill	end date. Chil oices must inc	d care claims must reflect actu clude a child's actual time in an	al dail id time
	1.11	&R office if you ha	ave any questions: meaning	anan ngarar	500 N Higgins, Suite 202 Missoula, Mont	ana 59807-7038 (*	106) 728-6445.			
arent Informa	tion									
Name:					Address: Montana IIIIII					ase
DOB: Authorization Dat Reported Hours in F	te Range: (03/0		020)							
					May 2020					
Sum		Mon	27	Tue	Wed	Thu	30	Fri	Sat.	
							(0.0 here - F (7.40a - b)	uil-Tame Day	6.26 hrs - Hall Time Day 8-32a - 8-40a	<u>.</u>
									3:32p - 6:10p	
	3		4		s  6		7		8	
			4		man provent provent		7	ment	8	-
		4111 (Janet) 1927 - National (Janet)			an present pro se		7			-
					an present pro se		7			£.,
		and the second			an present pro se		7 			đ.,
		alaan ahaan ahaa ahaa ahaa ahaa ahaa aha			an present pro se		7			-
					an present pro se					-
							7			-
							7			-
	31 By checking 0	visibor L	certify that I am the	Director of		erlify that the servi	8		5	-
	31 By checking 0	visibor L	certify that I am the	Director of	Modify Time by/Time Out	erlify that the servi	8		5	-
	31 By checking 0	visibor L	certify that I am the	Director of	Modify Time by/Time Out	erlify that the servi	8		5	
	31 By checking 0	visibor L	certify that I am the nd that this claim is correct	Director of	Mostify Time by/Time Out Child Care and I or and that payment has not been received. Submit	erlify that the servi	8	ithout regard	to race, sex, religion,	
	31 By checking 0	visibor L	certify that I am the	Director of	Madify Time ByTime Out Child Care and I or and that payment has not been received.	erlify that the servi	8	thout regard	5	
	31 By checking the creed, color of the creed.	tes box L reational origin as Half-Time	certify that I am the nd that this claim is correct	Director of the spects of the specta of the	Modify Time In/Time Cut Child Care and Lo and that payment has not been received. Submit Paid Rates Half-Time	etify that the serve	ces are provided w	ethout regard	to race, sex, religion,	14.
Provider Rates	31 By checking the creed, color of Day	his box I, er national origin at Half-Time Day	Coertify that I am the nd that this claim is correct State Rates	Director of in all respects	Modify Time In/Time Cut Child Care and Lo and that payment has not been received. Submit Paid Rates Half-Time Day	Full-Time Day	ces are provided w	Copayr Co-Pay C Co-Pay S	to race, sex, religion, ment Information	14.

### 8. Invoices & SOPs Page

• Invoice Description should now display "Submitted Online mm/dd/yyyy 00:00:00 am" with the date and time that the invoice was submitted.

Best Be	eginnings (	Childcare Provid	er Porta	al		🔒 Home 🚯 Help	C+ Logout
- vider - Search	-				Welcome	-	User Id PS
Invoices	& SOPs						
show 10 🌲 en	tries						
Case Number	Head of Household	Children	Invoice #	Invoice Month	Description		
CS							
CS	increased in 1990.	converting of the line of the	(complex)	05/2020	Submitted Online 06/10/2020 04:00:23	Update Invoice	Previous Invoices for

# **UNSUBMITTING AN INVOICE**

Start with Step 1 If... You are the Director of Multiple Facilities

Best Beginnings Childcare	Provid		me	A Home 🚯 Help	C+ Logout User Id PS
Welcome					
roviders					
Provider/Facility Name		Provider ID		Status	
WATE Datase		PV		No Action Required	
BASE read list. South Sile		PV:		No Action Required	
WATE TANK THE HEIGHT WATE TO DE		PV		No Action Required	
Holin: Haar Bart Tearnand		PV		No Action Required	
Walling Fasser Back Adding Tolling		P∖		No Action Required	
MADE Heatman Hawang, Bullion Sp. Heat. Text		PV'		No Action Required	
Maddin, Rep. Barnin, aller		PV		No Action Required	
MATE WINETAL DE		PV		No Action Required	

# **One Director** - **Multiple Facilities**

Start with Step 2 If... You are the Director of One facility

### **One Director** – **One Facility**

Best Beginnings Childcare Provider Portal	🕈 Home 🛛 Help 🕻 🕞 Logout
ider + Search + Account Maintenance +	Welcome I User Id PS
Provider Dashboard	
Provider Name	Provider ID
Human I tring Hilling Child Care	PV Were Details
Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018	Online Invoicing Status Participating
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	

### **1. START HERE** If... You are the Director of <u>Multiple</u> Facilities.

- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.

	We	lcome	ning/Taxes in const	User Id PS
Welcome				
Providers				
Provider/Facility Name	Provider ID	¢	Status	
HMOR Tankante	PV		No Action Required	
RADE Heat Steff-Backler Ste	 PV:		No Action Required	
	 			~
WARK Taktory Touring, Wolfserlig, Takat Taket	PV <sup>-</sup>		No Action Required	
BADC Significant cities	PV		No Action Required	
MADE APPRIATE THE	PV		No Action Required	

### 2. START HERE If... You are the Director of One facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the "Invoices & SOPs" section (Red Square & Circle)
  - Select "View or Update Current Invoices"

🛲 Best Beginnings Childcare Provider Portal	🏫 Home 🛛 Help 🕞 Logout
Provider + Search + Account Maintenance +	Welcome User Id PS
Provider Dashboard Online Invicies Participation	
Invoices & SOPs Email Notifications # Child Care	Provider ID PV View More Details
Staff Portal Access	
Provider Rights & Responsibilities Agreement	Online Invoicing Participation
Provider Rights & Responsibilities Agreement Status	Online Invoicing Status
Completed on 10/27/2018	Participating
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoke Status No Action Required	Update Access
View or Update Current Involces SOPs by Month & Archived Documents	

<u>Note</u>: Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above (yellow highlight) that there is "No Action Required" for Invoices that this facility has.

\*"No Action Required" does not mean that the facility does not have invoices.

### 3. Invoices & SOPs Page

- Invoice Description will display "Submitted Online mm/dd/yyyy 00:00:00 am" with the date and time that the invoice was submitted.
- Select "Update Invoice" on the Invoice that you want to work on (Red Circle)
  - This will open the Invoice Summary Page

DP	👪 Best Be	eginnings	Childcare Provide	er Porta	ıl		🔒 Home	<li>Help</li>	C+ Logout
	ovider <del>-</del> Searc					Welcome	utter		User Id PS
	Invoices								
	Show 10 🌻 en	Head of			Invoice				
	Case Number	Household	Children	Invoice #	Month	Description			
	CS						1		
	CS	ismuch alfier	second and a second second second	1000000	05/2020	Submitted Online 06/10/2020 04:00:23 PM	Update Invoi	œ	Previous Invoices for

#### 4. On the Invoice Summary Page

- Select the Unsubmit Invoice and Edit (Red Circle)
  - This will open the Invoice Time Entry page where a child's attendance can be entered

er – Search – A		lcare Provid					Welcome Initial Culture			User Id PS	
lay Invoice	2020										
Invoice Date: 5/1,	/2020							Invoice	Number:	View Invoice	
each child's authorizati	on plan and must be su	pported by sign-in/sign-c		e a child's actual time i	n and time out of the child c	are facility. Time in and time o	ut cannot be rounded.	The child care program v		re facility is open. Child care is limited rections submitted 60 days beyond the	
ent Informatio	n										
Name:					Address: , M	ontana				Case	
eported Hours in May		Mon		Тие	May		Thu	Fri Sat			
eported Hours in May		Mon	27	Tue	2	2020 ed 29	Thu	30	Fri 1	Sat	
										(1001) (1000) D	
									(9.8 hrs - Full-Time Day (7:46a - 6:34p	4.26 hrs - Half-Time Day 8:32a - 8:10a 3:32p - 6:10p	
	31		1	and the second	2	3		4	<u>8.8 hrs - Full-Time Day</u> [746a - 5:34p	6:32a - 8:10a	
			1	anti- anti-anti-anti-anti-anti-anti-anti-anti-	2	3	an a	4	(7:46a - 5:34p	6:32a - 8:10a	
			1		2	3	un particular a particular de la	4	(7:46a - 5:34p	6:32a - 8:10a	
			1	anne a tha a sa	2	3		and an a	(7:46a - 5:34p	6:32a - 8:10a	
ovider Rates			State Rates		2 Unsubmit Inv	3 sice and fdit Paid Rates		4	(7:46a - 5:34p	6.322 - 6-169	
ovider Rates		Half-Time Day		Full-Time Day	2 Unnubmi Inv Half-Time Day	Paid Rates	Full-Time Day	4 Half-Time Day 0	(746a - 634p	632a 4:16a 532p 4:16p	
rovider Rates	31			Full-Time Day \$30.00		Paid Rates		4	Copayment Informa Copay Obligation for May	632a 4:16a 532p 4:16p	
	Full-Time Day	Half-Time Day			Half-Time Day	Paid Rates	Full-Time Day	Half-Time Day	Copayment Informa	632a 4:16a 532p 4:16p	

### 5. On the Invoice Summary Page

- Select the Modify Time In/Time Out button (Red Circle)
  - This will open the Invoice Time Entry page where a child's attendance can be entered

r - Search - A		lcare Provid					Welcome			User Id PS
lay Invoice	2020									
										[
Invoice Date: 5/1/	/2020							Invoice	Number:	View Invoice PD
each child's authorizati	ion plan and must be su	pported by sign-in/sign-o	ut records. Invoices must includ	e a child's actual time	in and time out of the chile	the billing period end date. Chil d care facility. Time in and time c 0 N Higgins, Suite 202 Missoula,	out cannot be rounded	The child care program v	and absences while the child car ill not pay invoices or accept corr	e facility is open. Child care is limited to ections submitted 60 days beyond the
rent Informatio	n									
Name:					Address:	Montana				Case I CS C
OB: Authorization Date Ra eported Hours in May f	inge: (03/01/2020 - 10,	31/2020)			May	y 2020				
Sur	n	Mon		Tue	-	Wed	Thu		Fri	Sat
Long Server									Ma Management Data and the	
	31		1		2	3		4		
					Modify Tir	me In/Time Out				
			ng this box I, I ; cert or or national origin and that thi			Child Care and I certify tha thas not been received. *	at the services are provi	ded without regard to rac	e, sex, religion,	
			State Rates		s	ubmit Paid Rates			Copayment Informa	tion
ovider kates	Full-Time Day	🕴 Half-Time Day 🕴		Full-Time Day	♦ Half-Time Day ♦		Full-Time Day	🕴 Half-Time Day 🕴	Co-Pay Obligation for May	\$ 14.00
		\$15.00	Infant/Toddler	\$30.00	\$15.00	Infant/Toddler	\$30.00	\$15.00	Co-Pay Paid in May \$	
nfant/Toddler	\$30.00									
rovider Rates	\$30.00 \$28.00 \$21.00	\$14.00	Preschool Age Child School Age Child	\$28.00	\$14.00	Preschool Age Child School Age Child	\$28.00 \$21.00	\$14.00	Save Upc	lates Cancel

### 6. Invoice Time Entry

- The Invoice Time Entry page will display a line for each day of the month. (below is just a sample page)
- For each day enter:
  - Time In & Time Out
    - \*Time is to be entered as Actual Time. Example: 8:13am
  - Comments (see example below)
    - \*Special characters (\$%@, etc) are not allowed in the comments field
  - Select "+Add Row" (Red Circle) in order to add additional rows for a single day
  - This allows entry when a child may leave mid-day
     \*Example: Row 2 below is before and after school attendance by a school age child

er <del>-</del> Searc	:h → Account Mai	ntenance 👻										
nvoice	Time Entry											
hild Name			DOB		Invoice ID		Billing Perio	d				
Second Second	8		Harmonite		(TERMIN)		05/01/202	0 - 05/31/2020				
Detail Date	Day Of Week											
5/1/2020	Friday	Time In	7:46 AM	©	Time Out	5:34 PM	©	Hours	9.8		Î	+ Add Row
		Comment	Registration Fee \$30									
5/2/2020	Saturday	Time In	6:32 AM	©	Time Out	8:10 AM	©	Hours	1.63			+ Add Row
		Time In	3:32 PM	©	Time Out	6:10 PM	G	Hours	2.63		â	
		Comment	Example for a School	l Age Child who	attended befo	ore and after school						
								_				
		and a second pro-	To make		-				-	and the second s	And and	*******
5/31/2020	Sunday	Time In		G	Time Out		G	Hours			â	+ Add Row
		Comment										

- 7. Return to the Invoice Calendar Summary page after data entry is completed
  - Select "Save and Return" to save changes and to return to the Invoice Calendar Summary page. (Green Circle)
  - The Invoice Calendar screen will be displayed again showing the total hours reported for the month

line-		Sugar States	(	a subscription of the second se	and the second		and the second second	And the second second		and the second	
	5/31/2020	Sunday	Time In		©	Time Out		G	Hours	Î	+ Add Row
			Comment								
	Showing 1 to 31 of 3	31 entries									
(	Save and Return	Cancel									

8. Invoice Calendar Summary Page

Cancel

Save and Return

- Entering the Copayment (Green Square & Circle)
  - Enter the Copayment that has been received for the service month that the invoice is for.
     (Yellow Highlight inside the Green square)
  - Click the "Save Updates" button (Green Circle)
    - Copayment has been saved
- Submitting the Invoice (Red Square & Circle)
  - Mark the checkbox at the bottom of the page verifying that you are the director of the facility, etc... (Yellow Highlight inside the Red Square)
  - Click the "Submit" button (Red Circle)
    - The invoice has been saved and submitted
- d. Return to the Invoices & SOPs page
  - Select "Return" button

der - Search -	Account Ma	intenance -					Velcome I and			User Id PS 2000
May Invoid	e 2020									
attendance and at	the billing perio sences while th	e child care facilit	ty is open. Child care is limi	ted to each chil	d's authorization p	plan and must be supporte	onth following d by sign-in/sig	m-out records, Inv	end date. Child care cla roices must include a d	View Invoice Pa
Please, contact yo	ur regional CCR	in and time out c &R office if you h	annot be rounded. The chil ave any questionic	d care program	500 N Higgins, Su	ole or accept corrections s ibe 202 Missoula, Montana	59807-7038 (4	ys beyond the bill 06) 728-6446.	ing period (or beyond i	the date the involce is issue
arent Informa	tion									
Name:					Address:	illini, Mantana illinii				Case
DOB: Authorization Dat Reported Hours in A	te Range: (03/0		020]		Мач	2020				
Sun		Mon		Tue		Wed	Thu		Fri	Sat
					20			8.8 here - 7 (7:46a - 6	all-Time Day 34p	6 28 hrs - Hall Tons Day 6 22a - 6 10a 2 32p - 6 10p
	3		4		5			7	8	
	31		1	******	2	1		1	5	
					Modify Tim	w In/Time Out				
	By checking t creed, color o	his box t, r national origin i	certify that I am the and that this claim is correc	Director of initiation of the second	and that payment	Child Care and I certif has not been received. *	y that the servic	es are provided v	vithout regard to race, s	iex, religion,
					5	aberralt				
rovider Rates			State Rates			Paid Rates			Copayment In	formation
	Full-Time Day	Half-Time    Day		Full-Time Day	Half-Time Day		Full-Time Day	Half-Time Day	Co-Pay Obligation	for May \$ 14
Infant/Toddler	\$30.00	\$15.00	Infant/Todoller	\$30.00	\$15.00	Infant/Toddler	\$30.00	\$15.00	Co-Pay Paid in M	ry \$ 14
Preschool Age Child	\$28.00	\$14.00	Preschool Age Child	\$28.00	\$14.00	Preschool Age Child	\$28.00	\$14.00	Save Upd	Cancel

### 9. Invoices & SOPs Page

• Invoice Description should now display "Submitted Online mm/dd/yyyy 00:00:00 am" with the date and time that the invoice was submitted.

🃠 Best B	eginnings (	Childcare Provide	er Porta	al		🔒 Home	<li>Help</li>	C+ Logout
Provider - Sear					Welcome	nate:		User Id PS
Invoices	s & SOPs							
Case Number	Head of Household	Children	Invoice #	Invoice Month	Description			
CS								
CS	isempairi pettis	controlling ( citility, frankradi) citility	14100041	05/2020	Submitted Online 06/10/2020 04:00:23 PM	Update Invoi	ce	Previous Invoices for

## **INVOICE SUMMARY PAGE FEATURES**

- "View Invoice PDF" Button:
  - Will open the PDF Notification of the invoice in a new web browser. This allows the invoice to be printed and completed manually.
  - "Authorization Date Range: (mm/dd/yyyy mm/dd/yyyy):
    - Will open the PDF Notification of the Authorization plan in a new web browser.
- Calendar Summary:
  - Displays the times entered on the Invoice Time Entry page once information is saved on that page.
- Modify Time In/Time Out:
  - Navigates user to the "Invoice Time Entry" page so that a Time In/Time Out can be entered
- Director Certification:
  - Certification that the director is submitting the invoice.
  - The Director is responsible for submitting the invoices and is the only staff person that has access to do so.
     PASSWORDS are not to be shared in order to allow others to complete and submit invoices on the providers behalf
- "Submit" Button: (if invoice has not been submitted for payment)
  - Saves the entered Time In/ Time Out information and submits the invoice for payment
  - Once submitted the following information is no longer visible
  - Modify Time In/Time Out selection
  - The Director Certification box

					Modify Time	In/Time Out				
						ies Child Care and I certify has not been received. *	r that the service	es are provided wit	thout regard to race, sex, religion,	
Provider Rates			State Rates		Sut	Paid Rates			Copayment Information	
Tovider Rates			State Rates			r una rudics			copayment anormation	
	Full-Time	Half-Time Day		Full-Time     Day	Half-Time		Full-Time	Half-Time Day	Co-Pay Obligation for April \$	14.00

"Unsubmit Invoice and Edit": (if invoice has been submitted for payment)

- Unsubmits an invoice that has been submitted for payment.
- Once submitted the following information will be visible again
- Modify Time In/Time Out selection
- The Director Certification box

					Unsubmit In	woice and Edit				
Provider Rates State R		State Rates			Paid Rates			Copayment Information		
	Full-Time Day	Half-Time Day		Full-Time Day	Half-Time Day		Full-Time Day	Half-Time Day	Co-Pay Obligation for May \$ 14.00	

- Rates:
  - The following rates are displayed: Provider Rates, The State Rates, The Paid Rates
- Copayment Entry:
  - Enter the received Copayment amount and select Save Updates (Green Square and Circle)
  - If no copayment has been received enter "0.00"
- "Return" Button:
  - Navigates the user back to the Invoice & SOPs page

# See image of the Invoice Calendar on the following page

Best Beginni der - Search - Acco							Welcome	-		User Id PS	
May Invoice 20											
viay mivolce 20	,20										
Invoice Date: 5/1/20	20							Invoice	Number:	View Inv	voic
each child's authorization p	plan and must be su	upported by sign-in/sign-or	it records. Invoices must inclu	de a child's actual time ir	n and time out of the chil	y the billing period end date. Chil ld care facility. Time in and time c 10 N Higgins, Suite 202 Missoula,	ut cannot be rounde	d. The child care program w	and absences while the child ill not pay invoices or accept (	care facility is open. Child care is lin orrections submitted 60 days beyon	mite ond t
arent Information											
Name:					Address:	, Montana					Ca s
DOB:											
Authorization Date Range		/31/2020)									
Reported Hours in May for	: 0.00				Ma	y 2020					
Sun	26	Mon	27	Tue	28	Wed 29	Thu	30	Fri	Sat	
	3		4		5	6		7		8	
	17		18		19	20		21		22	
	~ · ·		25		26			20		20	
	24		25		26	27		28		29	
	31		1		2	3		4		5	
					Modify Ti	me In/Time Out					
		By checkin creed, colo	g this box I, ; ce r or national origin and that t	rury that I am the Directo his claim is correct in all i	or of respects and that paymen	Child Care and I certify tha nt has not been received. *	t the services are prov	vided without regard to race	e, sex, religion,		
						Submit					
Provider Rates			State Rates			Paid Rates			Copayment Inforr	nation	
	Full-Time Day	🕴 Half-Time Day 🕴		Full-Time Day	🕴 Half-Time Day 🕴		Full-Time Day	Half-Time Day	Co-Pay Obligation for N		1
Infant/Toddler	\$30.00	\$15.00	Infant/Toddler	\$30.00	\$15.00	Infant/Toddler	\$30.00	\$15.00	Co-Pay Paid in May		
Preschool Age Child	\$28.00	\$14.00	Preschool Age Child	\$28.00	\$14.00	Preschool Age Child	\$28.00	\$14.00			
School Age Child	\$21.00	\$10.50	School Age Child	\$21.00	\$10.50	School Age Child	\$21.00	\$10.50		pdates Cancel	

### **INVOICES & SOPs PAGE FEATURES**

### The Invoices & SOPs page – Features

The information contained on this page includes the following information:

- List of Current Cases and associated Invoices
  - Case Number
  - Head of Household
  - Children
  - Invoice
  - Invoice month
  - Description (this is the status of the invoice. For further information see the "Explanation of Invoice Statuses" document. The link to this document can be found at the bottom of the page. (Green Circle)
  - Option to "Update Invoice"
  - Option to view "Previous Invoices for ..."
- Invoice Search
- SOP Search

•

- Explanation of Invoice Statuses (see page 52)
  - This document explains the various statuses that an invoice may be in.
- Payment Information (see page 53)
  - This document explains Scholarship payment information. Including when scholarship payments are processed for payment.

how 10 🌲 entrie	*5						
Case Number	Head of Household	4 Children	Invoice #	Invoice Month	Description		
CS							
csi	Senari Liffe	antonition ( artis: Hermont ( artis)	12200031	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
cs	General Life:	interaction is affect from and is affect	1220080	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
CS	Secol Life	internation i cotto, formad i cotto	10.075630	03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
CS							
CSJOUSE	(many reasonance)	advanctionalist, Washerballensen	120000	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for second and a second se
CS	Service Herberts	antan Ballat, Bala Yalaman	111710	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
CS	(Sana) Tamadéany)	artist Solist, Paterblesse	13148980	03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
CS							
CS	Syle content	ringarika (Azarrinazar)	(11479)	03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
CS							
CS	Samp furtherate	(Segular : Excellence)	12.000400	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
CS	Server Assistances	ringelike i haarii kiraare	1000.007	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
howing 1 to 9 of 9 e	ntries						Previous 1

# VIEWING STATEMENT OF REMITTANCE/ARCHIVED DOCUMENTS

Start with Step 1 If... You are the Director of Multiple Facilities

Best Beginnings Childcare	Provid		n home 🚯 Help 🕞 Logou
Welcome		Welcome	User 1d PS
roviders			
Provider/Facility Name		Provider ID	Status
MACK Dalights		PV	No Action Required
BASE read list. Builde Sile		PV	No Action Required
BMUE Hand Bart Hangthinstown (1970)		PV	No Action Required
Malini Hasai Tauti Teastanta		PV	No Action Required
WARDS FROM THAT AND TOTAL		P\	No Action Required
MADE Heaters Heating Bullionly Heat Dark		PV'	No Action Required
MAGE Rep. Spon also		PV	No Action Required
many womanal line		PV	No Action Required

### **One Director - Multiple Facilities**

Start with Step 2 If... You are the Director of One facility

## **One Director** – **One Facility**

Best Beginnings Childcare Provider Portal	🕈 Home 🛛 Help 🕞 Logout
vider - Search - Account Maintenance -	Welcome User Id PS
Provider Dashboard	
Provider Name	Provider ID
Child Care	PV View More Details
Provider Rights & Responsibilities Agreement Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018 View Provider Rights & Responsibilities Agreement	Online Invoicing Participation Online Invoicing Status Participating Select or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status	Update Access
No Action Required	
View or Update Current Invoices SOPs by Month & Archived Documents	

### 1. **START HERE** If... You are the Director of <u>Multiple</u> Facilities.

- a. Click on the Provider/Facility Name in the Provider/Facility Name List.
- **b.** You will be taken to the Provider Dashboard seen in Step 2.

		w	elcome	ing/file-intel	User Id PS
Welcome					
Providers					
Provider/Facility Name		Provider ID		Status	
HMADE TRANSPORT		PV		No Action Required	
Hall find half having the		PV:		No Action Required	
	~~~. 	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			
WATER, Televis Televiting, Watership ( News) Teach		PV <sup>.</sup>		No Action Required	
RMDC Ray (Barn alter		PV		No Action Required	
INVESTIGATION (INVESTIGATION)		PV		No Action Required	

### 2. START HERE If... You are the Director of <u>One</u> facility

From the Provider Dashboard there is 1 way to access the "Provider Statement of Payment List" page

- In the "Invoices & SOPs" section (Red Square & Circle)
  - Select "SOPs by Month & Archived Documents"

Best Beginnings Childcare Provider Portal	A Hom	e 🕄 Help 🕞 Logout
ovider • Search • Account Maintenance •	Welcome	User Id PS
Provider Dashboard		
Provider Name	Provider ID	
Child Care	PV	View More Details
Provider Rights & Responsibilities Agreement	Online Invoicing Participation	
Provider Rights & Responsibilities Agreement Status	Online Invoicing Status	
Completed on 10/27/2018	Participating	
View Provider Rights & Responsibilities Agreement	Select or Update	Your Participation
Invoices & SOPs	Staff Portal Access	
Current Invoice Status	Updat	e Access
No Action Required		
View or Update Current Invoices SOPs by Month & Archived Documents		

### 3. Provider Statement of Payment List page (2 sections)

- **a.** SOPs for the Current Year (Example Below: Results for July 2019 to June 2020)
  - Select "View SOR" for the SOP that you want to view.
    - \*SOPs are issued on a weekly basis.
      - If only one SOP was issued during the month only one SOP will be listed for the month
      - If more than one SOP was issued during the month, all SOPs will be listed under the month that they were issued.
  - A PDF of the selected SOP will open in a new Web Browser window.

Best Beginnings Child	care Provider Portal	<b>≜</b> H	ome 🚯 Help	C+ Logout
- Search - Account Maintenance -		Welcome		User Id PS
Provider Statement of Par Results for July 2019 to June Month Date March 2020 March 2020 Gebruary 2020 February 2020 2019 August 2019 08/12/2019	2020 Retrie for Mu Enter M (MMY) 07/24 View SOR	onth ///) /19 🗮		

- **b.** Retrieve SOPs for Month
  - Enter "The Month" and year (mm/yyyy) for the SOPs that are desired. (Yellow Highlight in Green Square – above image)
  - 2. Select Search (Green Circle above image)
  - 3. After Search is selected in Step 2 above, the results for the Month/Year entered will appear.]

Best Beginnings Childcare Provide	A Home	Help C+ Logout		
er + Search + Account Maintenance +		Welcome	User	Id PS:
Provider Statement of Payment List				
Results for July 2019	Retrieve SOPs			
Month Issuance Date	for Month Enter Month			
July 2019	(MM/YYYY)			
July 2019 07/08/2019 View SOR	07/2019 🗮 Search			

- 4. Select "View SOP"
  - A PDF of the selected SOP will open in a new Web Browser window.

# **VIEWING EXPLANATION OF INVOICE STATUSES DOCUMENT**

### 1. Access the Invoices & SOPs page

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the "Invoices & SOPs" section (Red Square & Circle)
  - Select "View or Update Current Invoices"

🛲 Best Beginnings Childcare Provider Portal	🛧 Home 🛛 Help 🕞 Logout
Provider + Search - Account Maintenance -	Welcome User Id PS
Provider Dashboard	
Invoices & SOPs Email Notifications	Provider ID
s Child Care Staff Portal Access	PV View More Details
Provider Rights & Responsibilities Agreement Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018 View Provider Rights & Responsibilities Agreement	Online Invoicing Participation Online Invoicing Status Participating Edect or Update Your Participation
Invoices & SOPs	Staff Portal Access
Current Invoice Status No Action Required	Update Access
View or Update Current Invoices SOPs by Month & Archived Documents	
	—

### 2. Invoices & SOPs page

- Select "Explanation of Invoice Statuses"
- A PDF of the "Explanation of Invoice Statuses" document will open in a new Web Browser window.

Invoice	es & SOPs						
how 10 🌲	entries						
Case Number	Head of Household	Children	Invoice #	Invoice 0 Month	Description		
cs							
CSI				05/2020	Submitted Online 06/10/2020 05:18:31 PM	Update Invoice	Previous Invoices for
CS	100000-0000			04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
CS				03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for:
CS							
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CS							
CS1				05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
CS				04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
howing 1 to 9	of 9 entries			12			Previous 1
				Invoice Se	earch SOP Search		

# VIEWING PAYMENT INFORMATION DOCUMENT

### 1. Access the Invoices & SOPs page

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the "Invoices & SOPs" section (Red Square & Circle)
  - Select "View or Update Current Invoices"

📾 Best Beginnings Childcare Provider Portal	A Home 🚯 Help 🕞 Logout
Provider + Search + Account Maintenance +	Welcome User Id PS
Provider Dashboard	
Email Notifications	Provider ID
s Child Care	PV View More Details
Start Portal Access	
Provider Rights & Responsibilities Agreement	Online Invoicing Participation
Provider Rights & Responsibilities Agreement Status	Online Involcing Status
Completed on 10/27/2018	Participating
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation
	,
Invoices & SOPs	Staff Portal Access
Current Invoice Status No Action Required	Update Access
View or Update Current Invoices SOPs by Month & Archived Documents	
	1

### 2. Invoices & SOPs page

- click on the circled "Payment Information" link.
- A PDF of the "Explanation of Invoice Statuses" document will open in a new Web Browser window.

how 10 🛊	entries						
Case Number	Head of Household	Children	Invoice #	Invoice ( Month	Description		
cs							
CSI				05/2020	Submitted Online 06/10/2020 05:18:31 PM	Update Invoice	Previous Invoices for
CS	100.000			04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
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CS							
CS1				05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
CS:				04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for
howing 1 to 9	of 9 entries						Previous 1

# LOGGING OUT

- 1. Menu Bar
  - Click the Logout button in the upper right corner. (Red Circle)
  - This bar appears regardless of what page you are on

Best Beginnings Childcare Provider Portal	A Home I Help C Logout Welcome User Id PS			
Provider Dashboard				
Provider Name	Provider ID			
Child Care	PV Wew More Details			
Provider Rights & Responsibilities Agreement Provider Rights & Responsibilities Agreement Status Completed on 10/27/2018	Online Invoicing Participation Online Invoicing Status Participating			
View Provider Rights & Responsibilities Agreement	Select or Update Your Participation			
Invoices & SOPs	Staff Portal Access			
Current Invoice Status	Update Access			
No Action Required				
View or Update Current Invoices SOPs by Month & Archived Documents				

- 2. Login screen
  - Is now displayed.
  - You can sign on again or close your browser.

gin	
User ID Password	Forgot password?
computer system may contain sensitive U.S. and Authorized personnel may inspect any uses of th of authorized personnel. Unauthorized access is a United States Code, Public Law 99-474 and Chap action, civil and criminal penalties. Federal punish	e of Montana and is subject to the use policies located at: http://mom.mt.gov [2]. This State government information and is limited to authorized personnel only. is system. By using this system, the user consents to such inspection at the discretion a violation of state law 45-6-311, MCA, and prohibited by Public Law 99-474,Title 18, iter XXI, Section 1030. Unauthorized use of this system may result in disciplinary ment may include fines and imprisonment for not more than 10 years, or both. By tese terms and conditions of use. Log off immediately if you do not agree to these