



# CCAP Glossary

## Terms & Definitions

*As of February 12, 2018*

# Homepage

The screenshot shows the 'Provider Home Page' for the Department of Human Services. At the top right, there are links for 'PORTUGUESE | SPANISH | ENGLISH', 'CHANGE PASSWORD' (callout 1), and 'LOG OUT' (callout 2). The page title is 'Provider Home Page' with a 'HELP' button. A navigation menu includes 'Home', 'Enrollment', 'Attendance', 'Correspondence', 'Reports', 'Messages', 'Reconciliation Summary', and 'Contact Us'. The main content area is divided into 'Provider Information' and 'Contact Information'. Under 'Provider Information', there are fields for 'Tax ID Number: SSN', 'DCYF License Number: 77419', 'Provider Type: CCAP', 'Provider ID', 'Number of DHS Children Enrolled: 10', and 'DCYF Licensed Capacity: 6' (callout 3). Below this are links for 'Provider Terms and Conditions' and 'Acknowledgment and Pledge Of Confidentiality'. The 'Broadcast Messages' section (callout 4) has a table with columns 'Broadcast' and 'Date Received', and a 'View More' link. The 'Message Center' section (callout 5) has a table with columns 'Notice' and 'Date Received', listing dates from 09/10/2017 to 05/04/2017, and a 'View More' link.

1. **Change Password** = Click to reset your password.
2. **Log Out** = Click if you want to end your session and log out of the portal
3. **DCYF** = Department of Children, Youth & Families; Based on licensed capacity
4. **Broadcast Messages** = These are messages that are sent from DHS to all providers
5. **Message Center** = All message communications from DHS (current, broadcast and cleared messages) messages will appear here

# Enrollment Tab

**Child Enrollment Summary** [HELP](#)

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**Child Enrollment**

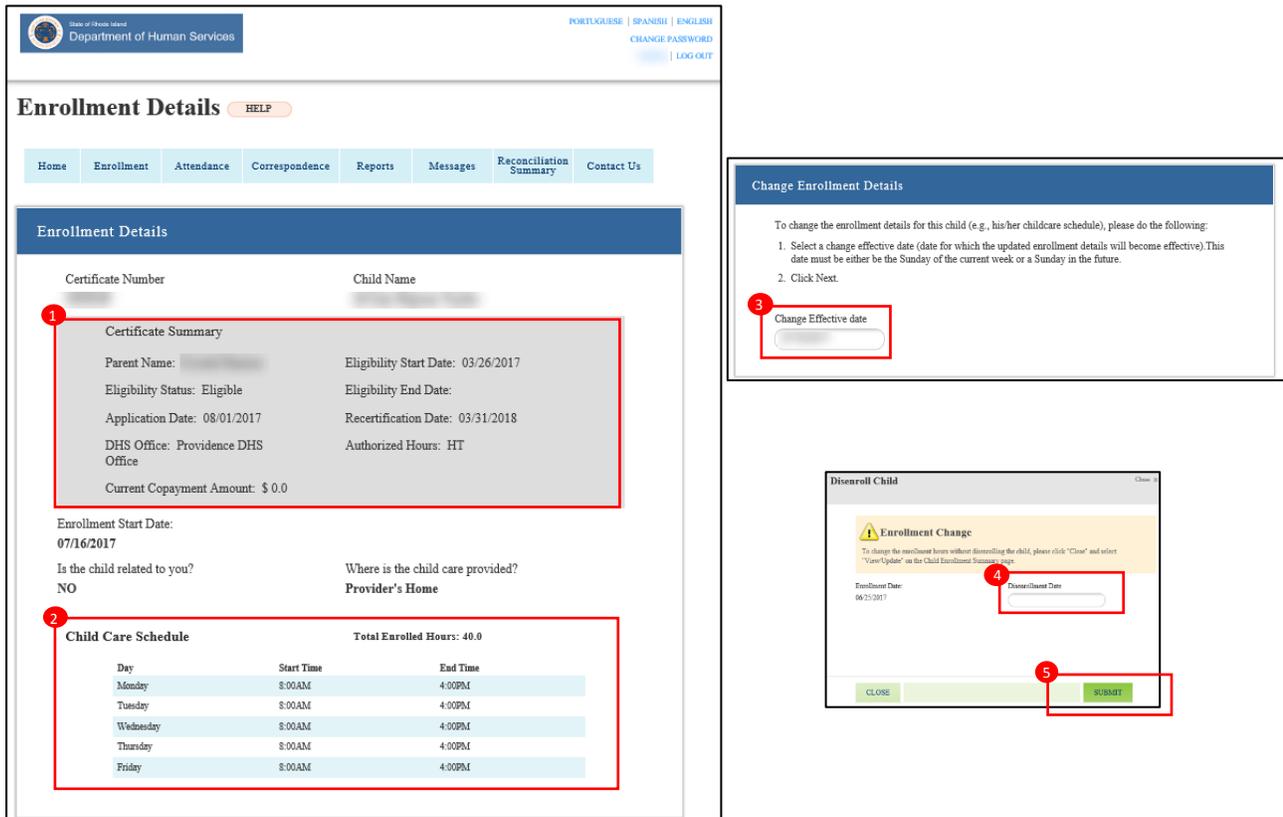
Certificate Number:  Last Name:  First Name:

Certificate Number	Name	DOB	Age Group	Eligibility Status	Enrollment Start Date	Enrollment End Date	Current Copayment Amount	Copy History	Actions
		09/23/2011	School Age	Eligible	07/16/2017		\$0.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>
		09/18/2007	School Age	Eligible	06/25/2017		\$0.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>
		11/03/2014	Toddler	Ineligible	12/18/2016		\$0.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>
		10/08/2007	School Age	Eligible	10/02/2016		\$0.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>
		10/07/2011	Pre-School	Eligible	10/02/2016		\$34.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>
		07/20/2009	School Age	Eligible	10/02/2016		\$0.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>
		01/07/2017	Infant	Eligible	07/16/2017		\$0.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>
		11/12/2009	School Age	Eligible	10/01/2017		\$0.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>
		04/26/2013	Pre-School	Eligible	10/01/2017		\$10.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>
		11/24/2007	School Age	Eligible	10/01/2017		\$0.0		<a href="#">Disenroll</a> <a href="#">View/Update</a>

1. **Child Enrollment** = Table containing a summary of the children under your care
2. **Certificate Number** = Each child, or children within one household, is assigned a certificate number. DCYF children have their own unique certificate number. It is tied to the specific case in RI Bridges where the primary member applied for benefits.
3. **Last & First Name** = Individuals first and last name
4. **DOB** = DOB stands for Date of Birth – the date the child was born
5. **Age Group** = Identifies whether the child is a toddler/infant, preschool or school aged
6. **Eligibility Status** = Identifies whether the child is eligible to receive childcare benefits
  - a) **Eligible** = CCAP case is open and approved
  - b) **Closed** = Previously eligible, but eligibility period has ended, and no new application is in process
  - c) **Ineligible** = Family has applied, and does not meet eligibility requirement or child in question does not have a need for child care
  - d) **Pending** = CCAP case is still being processed. No approval/denial decision has been made.
7. **Enrollment Start Date** = Date childcare begins for child in your location. Payments begin after date if child is eligible
8. **Enrollment End Date** = Date childcare will end for child in your location. Payments will end after this date.
9. **Current Copayment Amount** = Portion of childcare amount that the family has to pay the provider (determined by eligibility and authorized hours)
10. **Copy History** = The history of the copayment amounts for this child

# Enrollment Details

By clicking the **View/Update** button from the Child Enrollment Summary, the following screen will appear



1. **Certificate Summary** = Overview of the child’s information
  - a. **Parent Name** = Name of the child’s parents. DCYF children will not indicate parent’s name. It will be blank.
  - b. **Eligibility Status** = Indicates whether the child has been approved to receive childcare benefits
  - c. **Application Date** = Date the child applied for childcare benefits
  - d. **DHS Office** = DHS office where the child applied for benefits
  - e. **Current Copayment Amount** = Indicates the amount the family currently pays the provider. The co-payment is attached to the youngest child in the family.
  - f. **Eligibility End Date** = Indicates when the child is no longer eligible to receive childcare benefits
  - g. **Recertification Date** = Date the child’s care is set to renew
  - h. **Authorized Hours** = Indicates the type of care hours the child is authorized for. A child can be authorized for Full Time (FT), Three Quarter Time (TQT), Half Time (HT), or Quarter Time (QT) (these are enrollment categories). If a child exceeds the care hours he/she is authorized for, the family is responsible for paying the remainder of those additional costs.
  
2. **Child Care Schedule** = Schedule of days and times that the provider has indicated the child will receive childcare
  
3. **Change Effective Date** = If there are any changes made to a child’s schedule, this is the Sunday those changes will come into effect.
  
4. **Disenrollment Date** = The Saturday following the child’s last day from the provider’s care
  
5. **Submit** = What MUST be selected to make the changes effective

# Attendance Report Summary

**Attendance Report Summary** is the table that outlines each Batch payment, as per the batch payment schedule. This includes batch #, Fiscal Year, Week 1 begin date Week 2 begin date, Status, Attendance Due Date, and Submission Date

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## Attendance Report Summary HELP

Home | Enrollment | **Attendance** | Correspondence | Reports | Messages | Reconciliation Summary | Contact Us

Attendance Report Summary

Select Year:  
2017

Search Reset

**Back Billing Attendance Report**

Certificate Number	Name	Date of Birth	Week Begin Date	Week End Date	Actions
...	...	...	11/27/2016	12/03/0016	<a href="#">Report</a>
...	...	...	11/29/2016	11/26/0016	<a href="#">Report</a>
...	...	...	11/27/2016	12/03/0016	<a href="#">Report</a>
...	...	...	11/27/2016	12/03/0016	<a href="#">Report</a>
...	...	...	11/27/2016	12/03/0016	<a href="#">Report</a>
...	...	...	11/27/2016	12/03/0016	<a href="#">Report</a>

Batch	Fiscal Year	Week One Begin Date	Week Two Begin Date	Status	Attendance Due Date	Submission Date	Actions
12	2018	10/22/2017	10/29/2017	Generated	10/30/2017	10/30/2017	<a href="#">Report</a>
11	2018	10/08/2017	10/15/2017	Approved	10/16/2017	10/16/2017	<a href="#">View</a>
10	2018	09/24/2017	10/01/2017	Issued	10/02/2017	10/02/2017	<a href="#">View</a>
9	2018	09/10/2017	09/17/2017	Issue Requested	09/18/2017	09/18/2017	<a href="#">View</a>
8	2018	08/27/2017	09/03/2017	Paid	09/04/2017	09/04/2017	<a href="#">View</a>

1. **Back Billing Attendance Report** = Still being developed, but the Back Billing Attendance Report shows children who were added after attendance is submitted OR children providers haven't paid for because of pending status. This report shows the child's certificate number, name, DOB, Week begin Date and Week End Date. To edit the report, you must click on the "Report" button under the actions column
2. **Batch** = The childcare payment schedule is broken up into different batches. Each batch covers 2 weeks of child care and has specific billing invoices dates, deadlines for submitting billing invoices, and payment dates (refer to the DHS 2017 Bi-Weekly Child Care Payment Schedule on the DHS website)
3. **Fiscal Year** = Year used according to DHS's accounting schedules
4. **Week One Begin Date** = First week in which care has been provided
5. **Week Two Begin Date** = Second week in which care has been provided

## Attendance Report Summary (Cont.2)

6. **Status** = Status indicates the state of the billing invoice, which are also known as Attendance Sheets. The invoice can either be:
- Generated** (created) = Has been generated for the child's enrollment with the provider for the batch number specified. Provider should now enter details of child's attendance and submit for DHS approval
  - Saved** (created & saved in the system) = Provider has completely or partially entered details of child's attendance and has saved the changes. The sheet has not yet been sent for DHS approval. The attendance sheet will be sent for approval only when provider submits the sheet by clicking on Submit button
  - Submitted** = Provider has entered child's attendance and submitted it. Submitted attendance is pending for DHS review
  - Approved** = DHS has approved the provider's request for payment for the hours mentioned
  - Issued** (check is sent out) = Payment file has been sent to bank and check issue has been requested
  - Issue Requested** (payment via check has been requested to the bank) = Payment has been processed and provider's payment check has been printed
  - Paid** (direct deposit) = Direct deposit payment has been credited to provider's account
7. **Attendance Due** = Date attendance reports are due in the CCAP Portal
8. **Submission Due** = Date attendance reports were actually submitted (*note: these can be dates prior to the submission due date*)
9. By clicking Report from the Attendance Report Summary  
**Attendance Report** = Report that shows the attendance, per batch, of each child. It outlines whether the child was present, absent, or if there is an upgrade/downgrade to his/her schedule. It also states the reason for any absences or schedule changes

The screenshot shows the 'Attendance Report Details' page. It includes a 'Please Note' section and an 'Attendance Report' section. The 'Attendance Report' section contains instructions on how to select attendance status and reasons for absence. Two dropdown menus are highlighted with red boxes and arrows pointing to them from the instructions.

**Attendance Report Details**

**Please Note**

Once your attendance report is submitted, it cannot be modified. For updates to a submitted attendance report, please contact the Child Care Business Office at 462-6800.

**Attendance Report**

Select the correct attendance for the child/children listed below for one or both of the weeks. If the child was absent for no allowable reason and you are not requesting reimbursement (for example, the child left your program and did not come for any day care at all for one or both of the weeks) select "Did Not Attend". If the child was temporarily absent for a full week and you are requesting reimbursement, select "Temporarily Absent". Payments for absences must be requested during the batch they occur (Maximum 2 weeks per child in any 12 month period). A completed "Authorization for CCAP Payment During a Child's Absence" form must be submitted. If you are claiming a temporary upgrade for a school-aged child because of a school vacation, holiday, or snow day, select the appropriate number of hours and select the reason for the upgrade. If you are claiming a temporary downgrade select the appropriate number of hours that you cared for the child.

Certificate Number	Name	Date of Birth	Enrollment Category
Period 10/22/2017 - 10/29/2017	-Select-	-Select-	Full Time
Period 10/30/2017 - 11/04/2017	-Select-	-Select-	

**-Select-**

- Present
- Absent
- Non Attending
- Upgrade/Downgrade - Half time (10-19 hrs)
- Upgrade/Downgrade - Three Quarter Time (20-29 hrs)
- Upgrade - Full Time (>30 hrs)
- Downgrade-Quarter Time (0-9 hrs)

**-Select-**

- Vacation
- School Closure
- Weather
- Good Cause

(Note: Upgrades/downgrades are relative to authorized hours and the provider requesting payment)

- Present** = Indicates that the child attended this week of childcare
- Absent** = Indicates that the child did not attend this week of childcare because of vacation, school closure, weather or good cause. (Two weeks per year)
  - Vacation** = Indicates that the child was absent due to vacation
  - School Closure** = Indicates that the child was absent due to the closure of his/her school
  - Weather** = Indicates that the child was absent due to weather conditions (i.e. snow day)

- iv. **Good Cause** = Indicates that the child was absent due to a different reason (other than those already mentioned)
- c. **Not attending** = Indicates that the child is not currently attending childcare hours because of vacation, school closure, weather or good cause – and the provider is not requesting payment

## Attendance Report Summary (Cont.3)

- d. **Upgrade/Downgrade Half Time** = Indicates if the child was upgraded/downgraded to or from half time based on attendance. (Upgrades/downgrades are relative to authorized hours)
- e. **Upgrade/Downgrade Three Quarter Time** = Indicates if the child was upgraded/downgraded to or from three quarter time based on attendance. (Upgrades/downgrades are relative to authorized hours)
- f. **Upgrade Full Time** = Indicates if the child was upgraded to full time based on attendance. (Upgrades/downgrades are relative to authorized hours)
- g. **Downgrade Quarter Time** = Indicates if the child was downgraded to or from quarter time based on attendance.

10. By Clicking **Submit** from the Attendance Report Summary the following screen will appear

**Attendance Report Details** [HELP](#)

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**Please Note**  
Once your attendance report is submitted, it cannot be modified. For updates to a submitted attendance report, please contact the Child Care Business Office at 462-6800.

**Attendance Report**

Select the correct attendance for the child/children listed below for one or both of the weeks. If the child was absent for no allowable reasons and you are not requesting reimbursement (for example, the child left your program and did not come for any day care at all for one or both of the weeks), select "Did Not Attend". If the child was temporarily absent for a full week and you are requesting reimbursement, select "Temporarily Absent". Payments for absences must be requested during the batch they occur (Maximum 2 weeks per child in any 12 month period). A completed "Authorization for CCAP Payment During a Child's Absence" form must be submitted. If you are claiming a temporary upgrade for a school-aged child because of a school vacation, holiday, or snow day, select the appropriate number of hours and select the reason for the upgrade. If you are claiming a temporary downgrade select the appropriate number of hours that you cared for the child.

Certificate Number	Name	Date of Birth	Enrollment Category
Period 04/23/2017 - 04/29/2017	Yes Attending	11/03/2016	Full Time
Period 04/30/2017 - 05/06/2017	Yes Attending		

11. Enrollment Category = The enrollment category is the type of care the child is receiving. This can be either Full Time (FT), Three Quarter Time (TQT), Half Time (HT), or Quarter Time (QT)

# Correspondence Tab

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## View Correspondence Details HELP

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### 1 Available Correspondence

Here is a summary of correspondence sent to the child care provider. You can view correspondence up to one year back. You may click on the PDF icon to view the details.

This information is current as of Nov 6, 2017 at 14:56:23 EST:

-Document- | Nov | 2017 | Search

Creation Date	Document Name	Certificate Number	Parent Name	Details
11/03/2017	DHS0198 - Child Care Enrollment Provider Notice			

Keep in mind that you will need to have a program called Adobe Acrobat Reader to see and print this information. If you do not have this program on your computer, you may install it for free by clicking:

1. **Available Correspondence** = Communications that DHS will send to providers (by mail)

2. **Documents =**

- a. **DHS0199** = Providers Letter for disenrollment = Letter that providers receive to indicate the disenrollment of a child from their care. A similar notice (DHS0199C) is mailed to families informing them of the child's enrollment end date
- b. **DHS0194** = CCAP Payment Notice = A detailed report by child, and with what was paid, to providers
- c. **DHS0195** = CCAP Provider Closure Notice = Notice that providers receive when the provider's approval status changes to CLOSED. The Department also notifies the parents of all children enrolled with the provider in a separate notice
- d. **DHS0301** = Bill for School Hours = Notice to notify CCAP providers yearly that they can bill for school hours for care for school age children during the summer months
- e. **DHS1098** = Child Care Enrollment Provider Notice = Notice providers receive to indicate the enrollment of a child to their care
- f. **DHS1099** = This tax form is sent to CCAP providers containing all payments made to the provider over the last fiscal year. It is generated by the State using files from RIBridges

# Reports Tab



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## Provider Reports HELP

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Report Name	Report Description
1 <a href="#">Recertifications for Enrolled Children</a>	Displays a list of enrolled children with re-certifications due in a given month..
2 <a href="#">Child Enrollment History</a>	Displays the history of a child(s) enrollment with the provider.
3 <a href="#">Details</a>	Displays details of DHS CCAP payment schedule
4 <a href="#">Child Copay History</a>	Displays historical copay information for previous and current enrollments

- 1. Recertification's for Enrolled Children** = Allows you to view the month and date of a child's recertification
- 2. Child Enrollment History** = Report will show you the history of the children under your care, previous and current
- 3. Details** = Shows you payment details per batch of children under your care. This includes Week 1 Begin Date, Week 2 Begin Date, Child Name, Attendance Reporting Begin Date, Due Dates, and Payment Dates
- 4. Child Copay History** = Shows the history of the child's copayments.

# Messages Tab

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## Provider Messages HELP

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### 1 Current Messages

Child Name	Date Received	Read	Actions
[Redacted]	11/01/2017	Yes	2 <a href="#">Clear</a>
[Redacted]	09/10/2017	No	<a href="#">Clear</a>
[Redacted]	07/15/2017	Yes	<a href="#">Clear</a>
[Redacted]	07/09/2017	No	<a href="#">Clear</a>
[Redacted]	06/27/2017	No	<a href="#">Clear</a>
[Redacted]	06/21/2017	No	<a href="#">Clear</a>
[Redacted]	05/07/2017	No	<a href="#">Clear</a>
[Redacted]	05/04/2017	No	<a href="#">Clear</a>
[Redacted]	04/22/2017	No	<a href="#">Clear</a>

### 3 Broadcast Messages

Notice	Date Received
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### 4 Cleared Messages

Child Name	Date Received
[Redacted]	09/19/2017

1. **Current Messages** = Message communications that have been sent to **an individual** provider from DHS
2. **Clear** = Button to click to remove a message from “Current Messages”
3. **Broadcast Messages** = Message communications that have been sent to **all** providers by DHS
4. **Cleared Messages** = Messages that have been read and are no longer needed