



Login and Overview for the Child Development Division Information System (CDDIS)

FOR VERMONT CHILD CARE PROVIDERS

CDDIS Trainings for Child Care Providers

This is the first in a series of trainings on YouTube. We recommend you view the trainings in the following order:

1. Login and Overview for the Child Development Division Information System (CDDIS) for Child Care Providers

2. Entering, Adjusting or Viewing a CDDIS Attendance Report

3. Viewing and Editing Provider Rate Agreements (PRA) in CDDIS

4. Viewing and Editing Operation Hours, Certificates, Claims and Notices in CDDIS

Introduction

This initial training provides login instructions for the Child Development Division Information System (CDDIS) and an overview of the features available for Providers.

- Additional trainings will cover specific tasks such as entering attendance, updating your information, viewing certificates and claims, and finding notices.



Topics

- Logging in to **myvermont.gov**
- Logging into CDDIS
- Overview of the CDDIS tabs and functions
- Using the Related view
- Accessing additional CDDIS trainings for providers

BFIS VS CDDIS

A BFIS (Bright Futures Information System) account is for tasks related to Provider Licensing.

A CDDIS (Child Development Division Information System) account is for entering and viewing data related to attendance and billing.

In order to log into CDDIS, a provider must first be registered and licensed in BFIS through CDD.

- Licensing accounts are remaining in BFIS for now.

The BFIS Help Desk can be reached at BFIS.Help@vermont.gov or 800-649-2642 Option 4.

Once a provider has a BFIS login, they can then request a login and password to CDDIS.

Begin by logging into *my.vermont.gov*

- You will receive an email prompting you to log in or set up a new account with my.vermont.gov.
- If you already have a my.vermont.gov account, enter your email address and password.
- If you have an account but have forgotten your password or need to unlock it? Select the *Unlock your account or Forgot Password* button.
- Don't yet have an account or having trouble logging in? Submit a CDDIS Help Desk Request at <https://cddishelpdesk.Vermont.gov>.

The screenshot shows the login page for my.vermont.gov. The page title is "Log in to get started". Below the title, there is a "Required Field (*)" section. The "Email Address *" field contains the text "kristen.haydenwest@vermont.gov". The "Password *" field is masked with ".....". To the right of the password field is a red-bordered button labeled "Forgot Password?". Below the password field is a red-bordered blue button labeled "Log in". Below the "Log in" button is a blue link labeled "Unlock your account.". Below the "Unlock your account." link is a line of text: "Forgot your e-mail or have other account issues? See our [info site](#).". At the bottom of the page, there is a red-bordered button labeled "Create an account" next to the text "Don't have an account".

AHS Benefits Applications

Click below for AHS assistance or application links.



Password / Login Help

Click here for help resetting your password, unlocking your account, and other account issues.

Help



AHS Uploader

Upload documents for Healthcare and Financial Benefits programs.

Upload



Medicaid for the Aged, Blind and Disabled (MABD)

Application for health coverage and help paying medical costs.

Apply



MyBenefits

3SquaresVT, Reach Up, Fuel Assistance & Essential Person benefits.

Apply

AHS Child Development Division

Click below for CDDIS application links.



Families

Child care financial assistance account information.

Family Login



Child Care Programs

Attendance and invoicing for child care financial assistance.

Provider Login

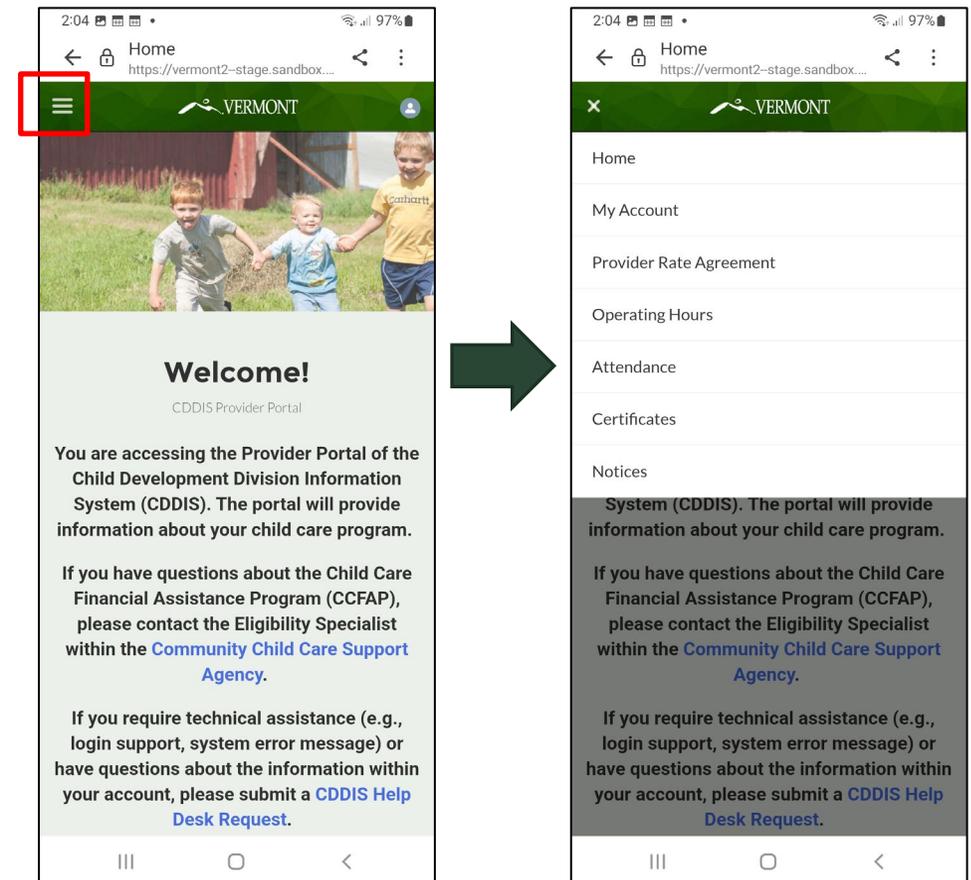
Log into CDDIS

- Once you are logged into your *my.Vermont.gov* account, look for *Child Care Programs*.
- Selecting this *Provider Login* button which will bring you to the CDDIS homepage seen on the next slide.

Note: the look of your homepage in my.Vermont.gov may look different based on the programs you are associated with.

Logging in with a Mobile Device

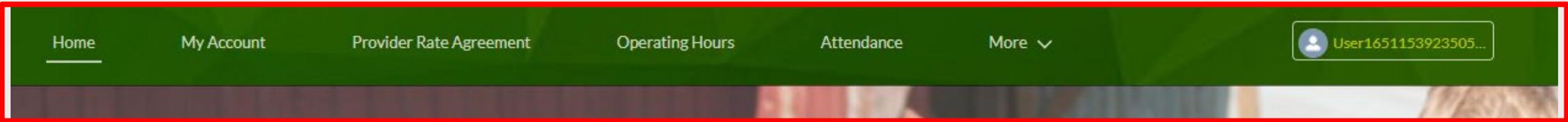
- You can use a smart phone or tablet, as well as a computer, to log into CDDIS.
- There is not a separate app to do this. You will need to log in at *my.Vermont.gov* via a browser as if you were on a desktop.
- The information found using a mobile device will be the same, BUT the view will adjust to fit a smaller screen.
- Look for a “More” button or select the dropdown icon to expand the number of items you see.
 - Example: on a Galaxy phone, the toolbar choices display when you select the triple line icon on the top left of the *Welcome* screen.



This is the provider view of the CDDIS homepage.

We will do a brief introduction to the elements of the CDDIS site and discuss how to navigate it.





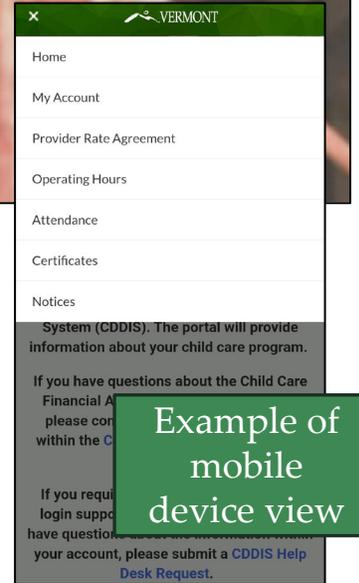
The homepage features tabs on the green banner across the top:

- Home
- My Account
- Provider Rate Agreement
- Operating Hours
- Attendance
- More
 - Certificates
 - Notices
- Log Out Icon

The *My Account* Tab

This screen lists the program or providers you are associated with.

If there is more than one provider or location associated with your name, they will all be listed here.



Example of mobile device view

A screenshot of the 'My Account' page. The navigation bar is dark green with white text. Below the navigation bar is a white header area with a blue icon and the text 'Accounts Providers'. There is a search bar and a 'Printable View' button. Below the header is a table with 2 items. A red arrow points to the 'Account Name' column header.

<input type="checkbox"/>	Account Name ↑	Account Record Type	Owner First Name	
1	Kristen's Kid Kare	Provider	Sandhya	▼
2	Neck of the Woods	Provider	DCF-CDDIS System	▼

Navigating CDDIS: We recommend the *Related* view

Much of the information you will use regularly can be found in *Related* view.

- Start by selecting the *My Account* button on the homepage
- Next choose the Account name. (In this case Kristen's Kid Care)
- You will then have the option to select *Related*

Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices

Accounts Providers

2 items • Sorted by Account Name • Filtered by All accounts - Account Record Type • Updated a few seconds ago

<input type="checkbox"/>	Account Name ↑	Account Record Type	Owner F
1 <input type="checkbox"/>	Kristen's Kid Kare	Provider	Sandhya
2 <input type="checkbox"/>	Next of the Woods	Provider	DCF-CD

Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices

Details Related

Account Kristen's Kid Kare

The *Related* View

As you can see, the *Related* view displays on one screen:

- Any related contacts
- Parties (programs you are affiliated with)
- Your Provider Rate Agreement
- Child Certificates
- Attendance
- Claims

Clicking on anything in blue will link you to more detailed information.

Details **Related**

Related Contacts (1) New Contact

Contact Name	Account Name	Title	Direct
Kristen hayden-West	Kristen's Kid Kare		<input type="checkbox"/>

[View All](#)

Parties (0)

Provider Fee Schedule (1)

Provider Rate Agreement
a563S0000000548

[View All](#)

Certificates (6+)

Certificate Name	Child First Name	Child Last Name	Co Payment Amount
CR-035839	[REDACTED]	[REDACTED]	\$100.00
CR-039970	[REDACTED]	[REDACTED]	\$0.00
CR-039971	[REDACTED]	[REDACTED]	\$0.00

Attendance (6+)

Attendance Name	Pay Period	Child Name	Total Hours
A-37542	01/16/2022-01/29/2022	[REDACTED]	14.00
A-37543	01/16/2022-01/29/2022	[REDACTED]	0.00
A-37544	01/16/2022-01/29/2022	[REDACTED]	0.00
A-37545	01/16/2022-01/29/2022	[REDACTED]	0.00
A-37546	01/16/2022-01/29/2022	[REDACTED]	0.00
A-37547	01/16/2022-01/29/2022	[REDACTED]	0.00

[View All](#)

Claims (6+)

Claim Number	Claim Status	Claim Owner	Pay Period
a2u3S0000000Tng	Processed	Neck of the Woods	
a2u3S0000000UAr	Processed	Neck of the Woods	



Provider Rate Agreement

Home My Account **Provider Rate Agreement** Operating Hours Attendance Certificates Notices

PRA Display screen

	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$162.5	\$325	\$0
Toddler (2 to 3 years)	\$150	\$300	\$0
PreSchool (3 to 5 years)	\$137.5	\$275	\$0
School-age (5 to 12 years)	\$137.5	\$275	\$0

If you have questions about submitting a Provider Rate Agreement, call the Child Development Division at 1-800-649-2642.

Upload Documents

Upload File
Click to upload files or drop files here
No File Selected.

Sno	File Name	Document Type	Document.SubType	Entity Type	Document Date	CreatedBy	Action
No documents found!							

Provider Rate Agreement
a563S0000000548

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS RELATED

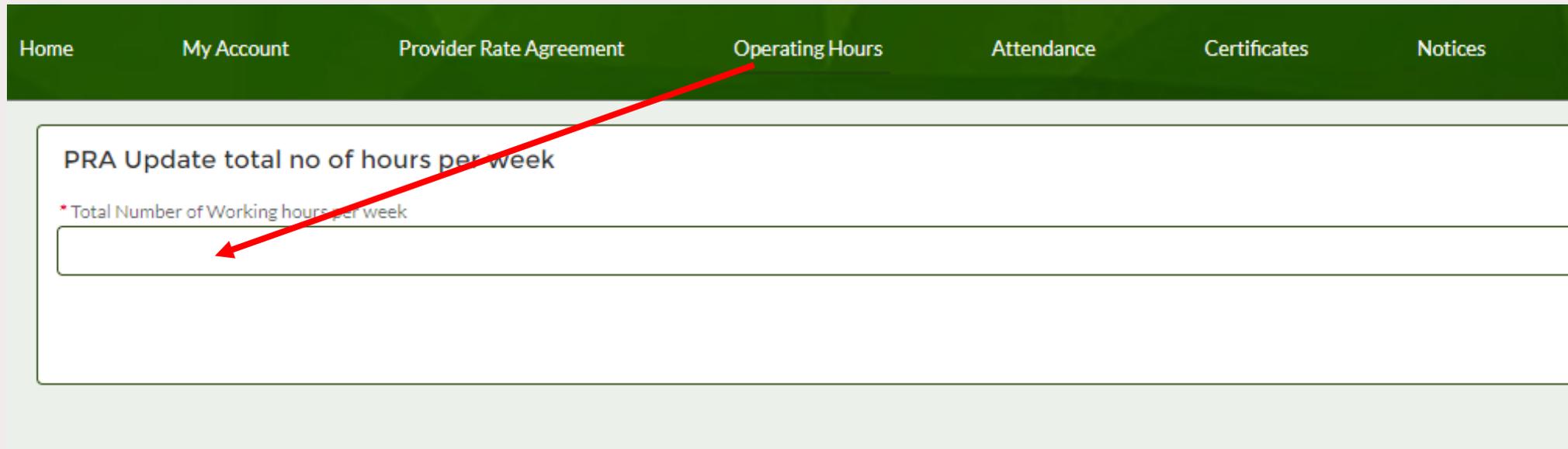
▼ Infant (Birth to 24 months)

Part time Rate	\$162.50	Full time Rate	\$325.00
Extended Rate		Frequency	

- This screen displays your current provider rate agreement.
- You can also resubmit your rates and upload verification documents here.

Note: You cannot modify a PRA for a pay period that has already been billed.

The training, *Viewing and Editing Provider Rate Agreements (PRA) in CDDIS*, provides more detailed information on this topic.

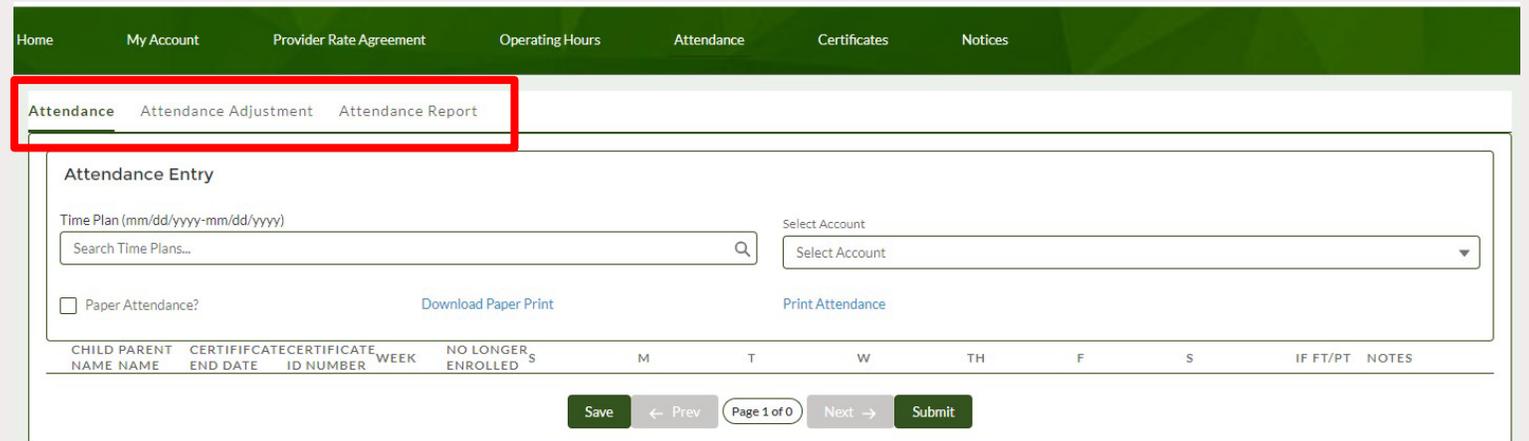


Operating Hours

You will use this screen to update the total number of hours your center is open per week.

Attendance

- The Attendance tab on the banner will open by default to *Attendance Entry* where you enter attendance for the service period.
- There are two other attendance related buttons you can select from within this section:
 - *Attendance Adjustment* where you can edit previously submitted entries.
 - *Attendance Report* where view a spreadsheet or report of your attendance data.



For detailed information about attendance topics, view the training, *Entering, Adjusting or Viewing a CDDIS Attendance Report*

Certificates

This section lists all the certificates that have been issued to families/children attending a particular provider.

You can click on the number, and the child's certificate will display.



Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices

Certificates
All

15 items • Sorted by Certificate Name • Filtered by All certificates • Updated a minute ago

	Certif...	Child Care Pro...	Created Date	End Date	Certi...	Chil...	Child L...	Age c...	Co P...	Start Da...	Effectiv...
1	CR-035839	Neck of the Woods	12/16/2021, 10:10 AM	2/1/2022	In-Active			Preschool	\$100.00	9/26/2021	9/26/2021
2	CR-039970	Neck of the Woods	12/16/2021, 10:12 AM	11/13/2021	In-Active			Preschool	\$0.00	9/26/2021	9/26/2021

A red arrow points from the 'Certificates' menu item in the top navigation bar to the first certificate ID 'CR-035839' in the table.

A screenshot of the 'Notices' page in the web application. The page has a dark green header with the same navigation menu as the previous image. Below the header, there is a section titled 'Notices' with a sub-header 'All Notices' and a 'Printable View' button. The page shows 2 items, sorted by Notice, filtered by All notices, and updated a few seconds ago. There is a search bar and several utility icons. A table displays the following data:

Notice ↑	Notice Type	Record Type	Created Date
1 Attendance Submitted as No Longer Enrolled April 15, 2022	Eligibility Specialist	AttendanceSubmitted	4/15/2022, 8:26 AM
2 Attendance Submitted as No Longer Enrolled April 15, 2022	Eligibility Specialist	AttendanceSubmitted	4/15/2022, 8:26 AM

A red arrow points from the 'Notices' menu item in the header to the first row of the table.

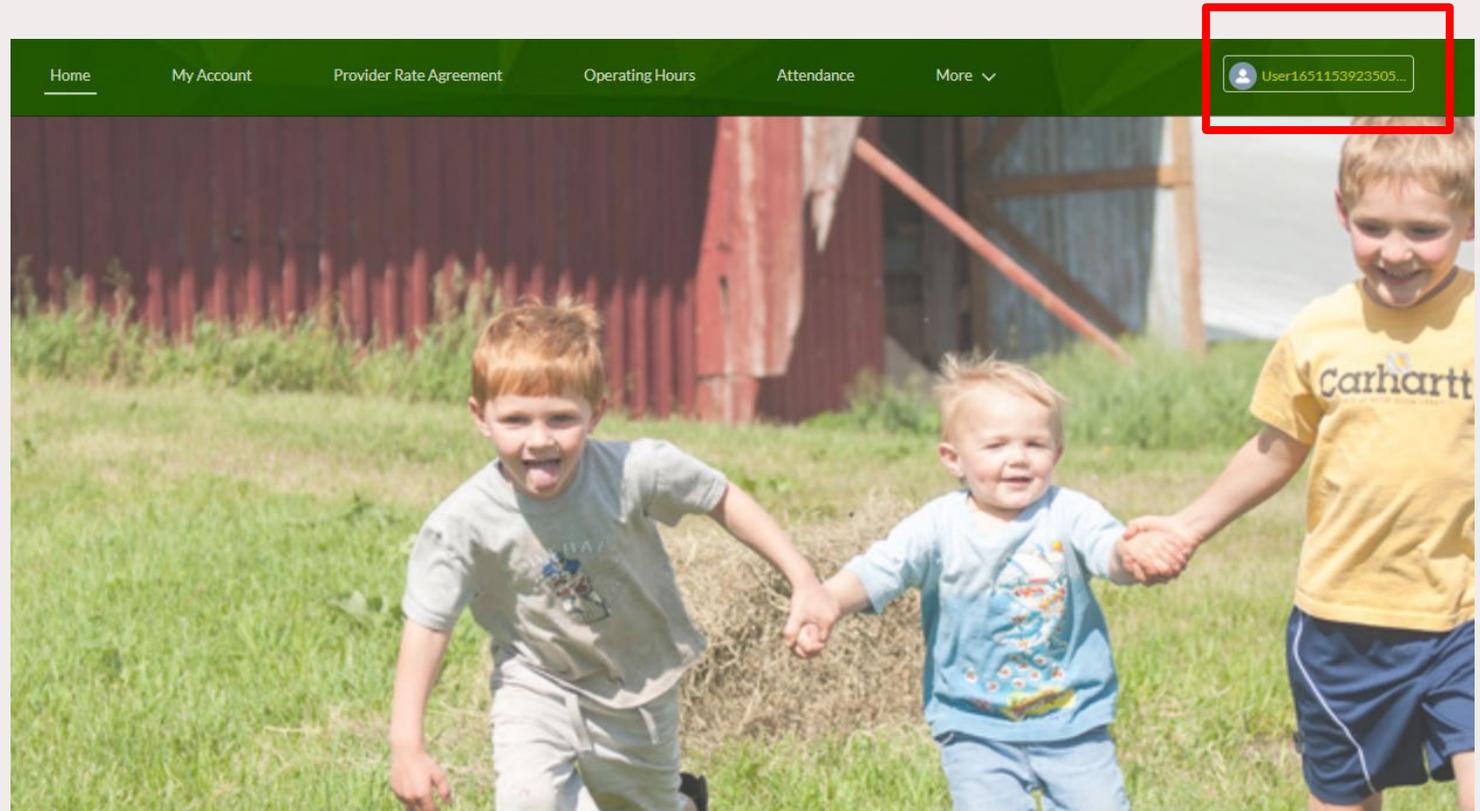
Notices

Communication from Eligibility Specialists, etc. will display here.

Logging Out from the Home Screen

If you are on the CDDIS home screen you can (and should) use the person icon on the far right of the banner to quickly log out of the system.

Logging out when you step away will keep your information secure.



Thank you for viewing this training.

A PDF VERSION OF THIS TRAINING CAN BE FOUND ON THE CDD
PROVIDER INFORMATION PAGE:

[HTTPS://DCF.VERMONT.GOV/CDD/PROVIDERS/CARE/CCFAP](https://dcf.vermont.gov/cdd/providers/care/ccfap)