

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



CDDIS Trainings for Child Care Providers

This is the fourth in a series of trainings. We recommend you view them 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



Most financial and administrative information can be easily viewed in CDDIS. Some information can also be edited.

Topics



Related and
Detail



Operation
Hours



Certificates



Claims



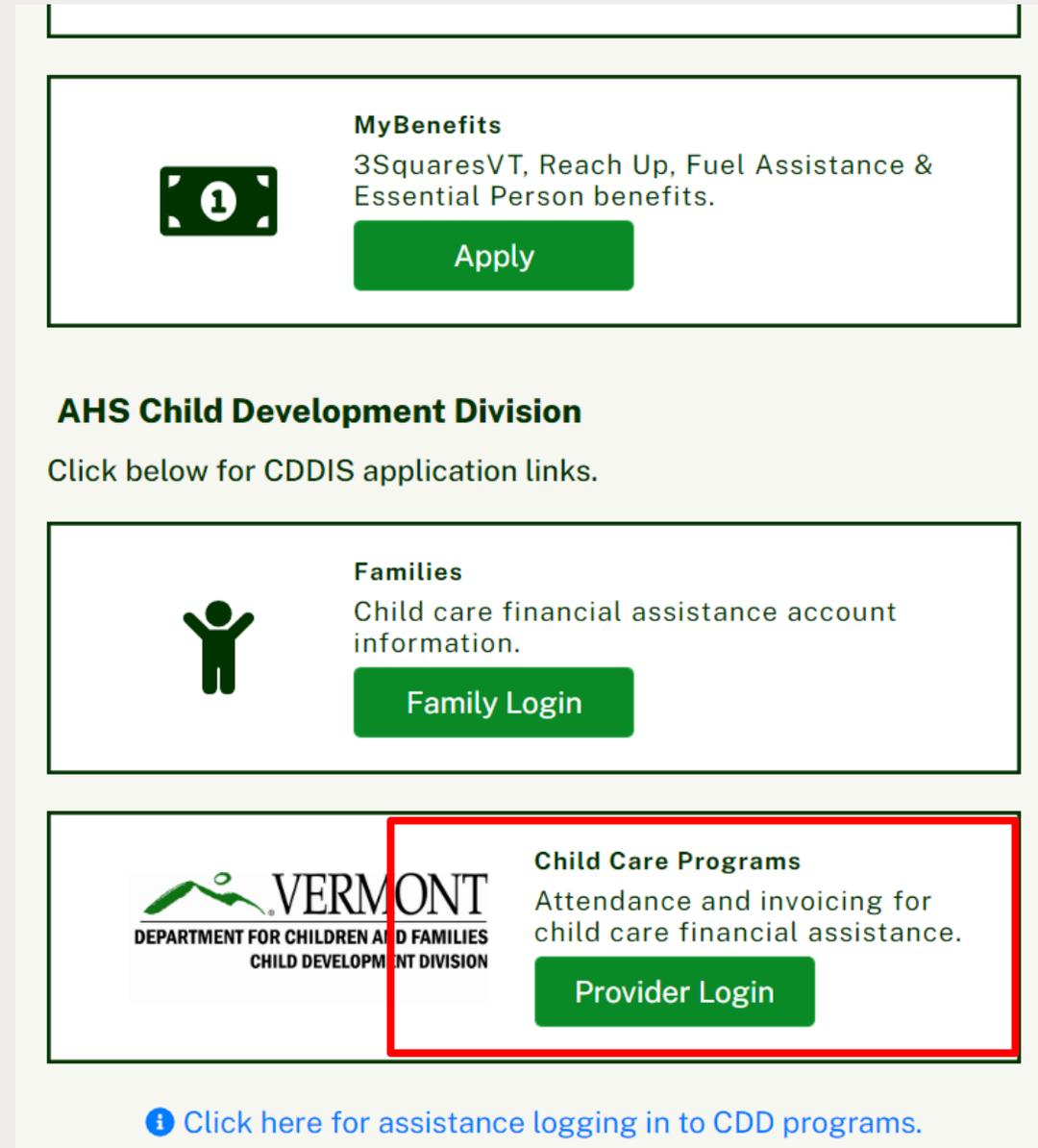
Notices

Log into CDDIS

Once you are logged into your *my.Vermont.gov* account, look for the *Child Care Programs* button.

Selecting this button 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.



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](#)

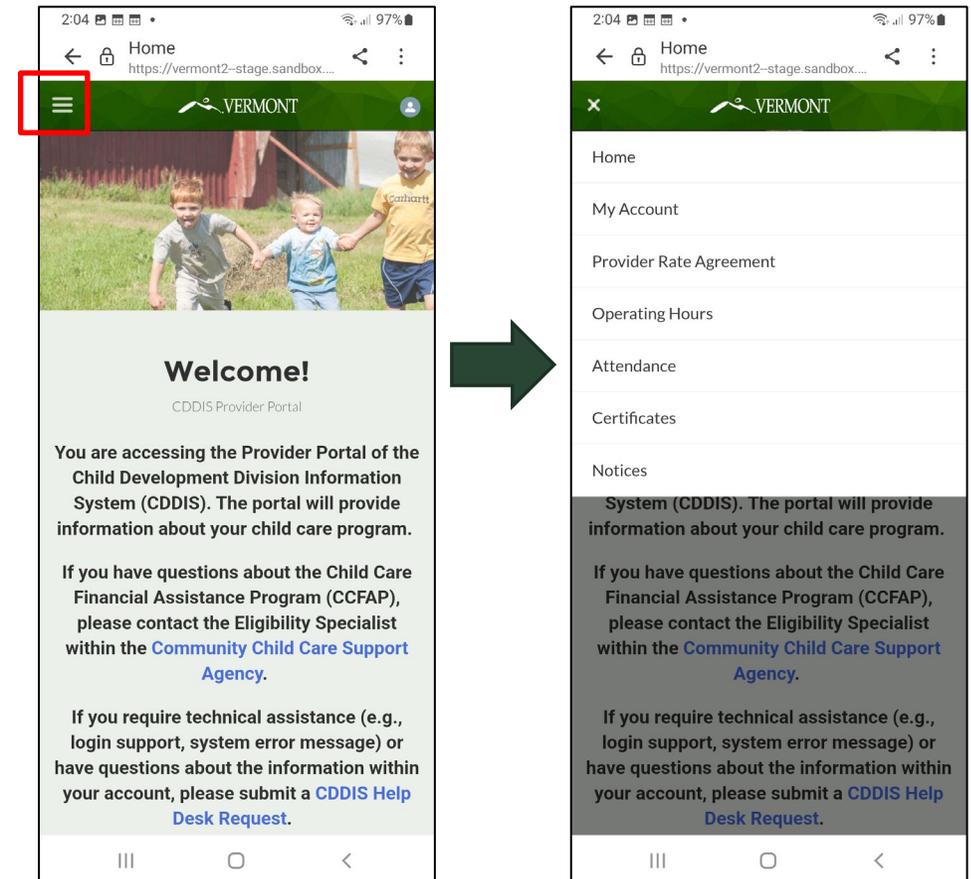
 **VERMONT**
DEPARTMENT FOR CHILDREN AND FAMILIES
CHILD DEVELOPMENT DIVISION

Child Care Programs
Attendance and invoicing for child care financial assistance.
[Provider Login](#)

[Click here for assistance logging in to CDD programs.](#)

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.



CDDIS Navigation Notes

There is more than one way to find most information in CDDIS.

Feel free to explore the site, as you have time.

For the purpose of this training, we are sharing the path that we think will be most helpful.

Sometimes that will use a button on the banner always at the top of the screen.

Sometimes we will suggest you access information from the *Related* screen.

Use *Related* view To See Most Information in CDDIS

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

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

Accounts Providers Printable View

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

Search this list...

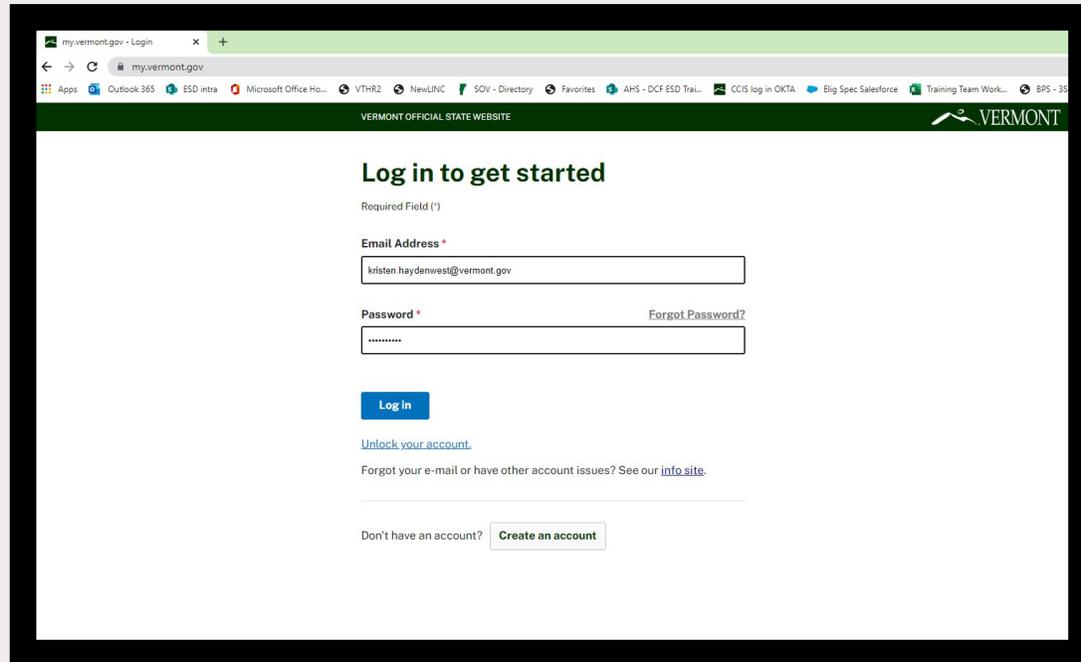
<input type="checkbox"/>	Account Name ↑	Account Record Type	Owner First Name	
1	<input type="checkbox"/> Kristen's Kid Kare	Provider	Sandhya	▼
2	<input type="checkbox"/> Neck of the Woods	Provider	DCF-CDDIS System	▼

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

Details **Related**

Account
Kristen's Kid Kare

Begin by logging into your my.vermont.gov account



The screenshot shows a web browser window with the URL my.vermont.gov. The page features a green header with the Vermont state logo and the text 'VERMONT OFFICIAL STATE WEBSITE'. Below the header, the main content area is titled 'Log in to get started'. It includes a 'Required Field (*)' label, an 'Email Address *' field with the text 'kristen.haydenwest@vermont.gov', and a 'Password *' field with a masked password '.....'. A 'Forgot Password?' link is positioned to the right of the password field. A blue 'Log in' button is located below the password field. Underneath the button, there are links for 'Unlock your account.' and 'Forgot your e-mail or have other account issues? See our info site.' At the bottom of the form, there is a 'Don't have an account?' label and a 'Create an account' button.

You will have received an email with login information from CDD.

If you need assistance with your password, submit a CDDIS Help Desk Request at <https://cddishelpdesk.vermont.gov>.

The *Related* button is an easy way to access:

- Student 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

[a563S000000548](#) ▼

[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
a2u3S000000Tng	Processed	Neck of the Woods	
a2u3S000000UAr	Processed	Neck of the Woods	

Operating Hours



Viewing Operating Hours



For a quick view of how many Operating Hours you are currently showing, click the *Provider Rate Agreement* tab on the banner.

At the very bottom of the *Create Provider Rate Agreement* section, you can see *Total number of operating hours per week*.

Create Provider Rate Agreement

If you have questions about submitting a Provider Rate Agreement, call the Child Development Division at 1-800-64-

Infant (Birth to 24 months)

Part Time Rate	Full Time Rate
<input type="text"/>	<input type="text"/>

Toddler (2 to 3 years)

Part Time Rate	Full Time Rate
<input type="text"/>	<input type="text"/>

Preschool (3 to 5 years)

Part Time Rate	Full Time Rate
<input type="text"/>	<input type="text"/>

School-age (5 to 12 years)

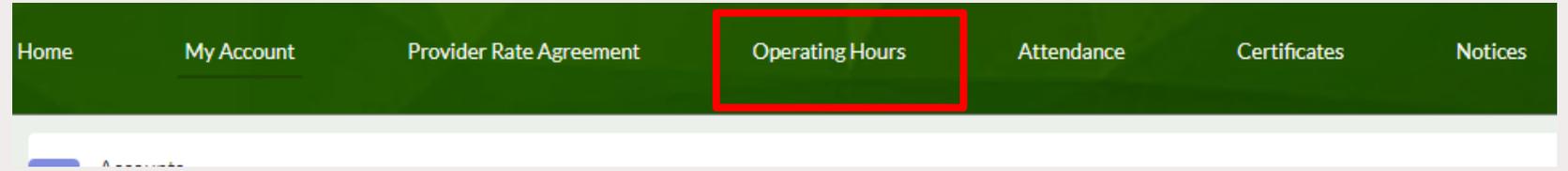
Part Time Rate	Full Time Rate
<input type="text"/>	<input type="text"/>

Total no. of operating hours per week :50



Entering or Updating Operating Hours

1. From the CDDIS banner choose the *Operating Hours* tab.

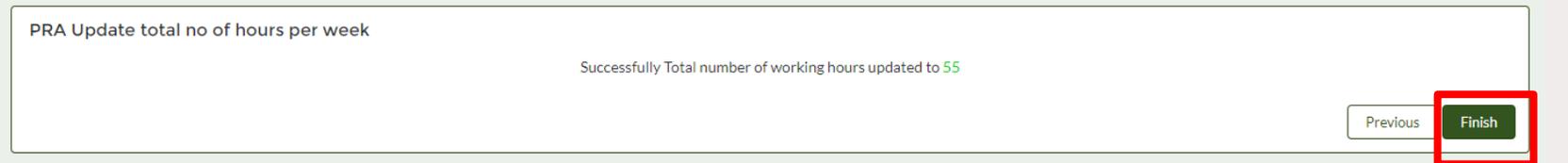


2. The Operating Hours tab will bring you to the *PRA Update* screen. Type in the total number of hours you are open each week.

- Then click the *Next* button

A screenshot of the 'PRA Update total no of hours per week' screen. The input field contains the number '55'. A red rectangular box highlights the input field. Another red rectangular box highlights the 'Next' button on the right side of the form.

3. After reviewing the number of working hours, hit *Finish*.

A screenshot of the 'PRA Update total no of hours per week' screen showing a success message: 'Successfully Total number of working hours updated to 55'. The 'Finish' button is highlighted with a red rectangular box.

Child Certificates: View Only



Viewing Child Certificates

1. To view the certificate associated with each child, select the *Certificates* tab on the home screen. (This information can also be opened from the *Related* view.)
2. Click on the blue certificate code associated with a particular child.
3. The certificate will open to display names, dates, the age category, hours and payment amounts associated with this child.

Home	My Account	Provider Rate Agreement	Operating Hours	Attendance	Certificates	Notices																																																				
<div style="display: flex; justify-content: space-between; align-items: center;"> Certificates All Printable View </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> 15 items • Sorted by Certificate Name • Filtered by All certificates • Updated 4 minutes ago <input type="text" value="Search this list..."/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Certif.</th> <th>Child Care Pro...</th> <th>Created Date</th> <th>End Date</th> <th>Certi...</th> <th>Chil...</th> <th>Child L...</th> <th>Age c...</th> <th>Co P...</th> <th>Start Da...</th> <th>Effectiv...</th> <th>Authori...</th> <th>Program Enroll...</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CR-035839</td> <td>Neck of the Woods</td> <td>12/16/2021, 10:10 AM</td> <td>2/1/2022</td> <td>In-Active</td> <td>[REDACTED]</td> <td>Preschool</td> <td>\$100.00</td> <td>9/26/2021</td> <td>9/26/2021</td> <td>AR-013071</td> <td>[REDACTED]</td> </tr> <tr> <td>2</td> <td>CR-039970</td> <td>Neck of the Woods</td> <td>12/16/2021, 10:12 AM</td> <td>11/13/2021</td> <td>In-Active</td> <td>[REDACTED]</td> <td>Preschool</td> <td>\$0.00</td> <td>9/26/2021</td> <td>9/26/2021</td> <td>AR-016547</td> <td>[REDACTED]</td> </tr> <tr> <td>3</td> <td>CR-039971</td> <td>Neck of the Woods</td> <td>12/16/2021, 10:12 AM</td> <td>11/13/2021</td> <td>In-Active</td> <td>[REDACTED]</td> <td>Toddler</td> <td>\$0.00</td> <td>9/26/2021</td> <td>9/26/2021</td> <td>AR-016685</td> <td>[REDACTED]</td> </tr> </tbody> </table>							Certif.	Child Care Pro...	Created Date	End Date	Certi...	Chil...	Child L...	Age c...	Co P...	Start Da...	Effectiv...	Authori...	Program Enroll...	1	CR-035839	Neck of the Woods	12/16/2021, 10:10 AM	2/1/2022	In-Active	[REDACTED]	Preschool	\$100.00	9/26/2021	9/26/2021	AR-013071	[REDACTED]	2	CR-039970	Neck of the Woods	12/16/2021, 10:12 AM	11/13/2021	In-Active	[REDACTED]	Preschool	\$0.00	9/26/2021	9/26/2021	AR-016547	[REDACTED]	3	CR-039971	Neck of the Woods	12/16/2021, 10:12 AM	11/13/2021	In-Active	[REDACTED]	Toddler	\$0.00	9/26/2021	9/26/2021	AR-016685	[REDACTED]
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Certificate [REDACTED]

DETAILS
RELATED

Certificate Name
[REDACTED]

Variable Schedule

PartTime/FullTime Schedule

Start Date
4/10/2022

End Date
8/27/2022

Total Hours Per Week
40

Full Time Rate Paid
\$260.00

Part Time Rate Paid

Extended Time Rate Paid

Schedule
Full-Time

AgeCategory
Toddler

Certificate Early End

Child information

Child First Name
[REDACTED]

Child Care Provider First Name

Age category

Owner
[REDACTED]

Co Payment Amount
\$0.00

Child Care Provider
[REDACTED]

Program Member First Name
[REDACTED]

Program Member Last Name
[REDACTED]

Program Enrollment
[REDACTED]

Program Enrollment Member
[REDACTED]

Date End date updated

IsCappedRateOverridden

PrimaryApplicantEmail
[REDACTED]

Amount Paid By State
\$260.00

EffectiveDate
4/10/2022

Certificate Status
Active

Child Last Name
[REDACTED]

Physical Address

Child Care Provider Last Name

Child Certificate *Related* View

- For additional information about a child's status, select the *Related* screen at the top of the certificate.
- Here you can view Transport Authorizations, Attendance, Notices, etc. associated with that child.
- The Print Certificate button lets you view, print or save a copy of the child's certificate letter.

DETAILS	RELATED
Certificate Name CR-039971	Owner
Variable Schedule <input type="checkbox"/>	Co Payment Amount \$0.00
PartTime/FullTime Schedule <input type="checkbox"/>	Child Care Provider

Certificate
CR-041726

Print Certificate

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

DETAILS	RELATED			
Certificate History (1)				
Date	Field	User	Original Value	New Value
12/16/2021, 10:13 A...	Created.	User1634916354895...		
View All				
Open Activities (0)		New Task New Event		
Activity History (0)		Send an Email		
Transport Authorizations (0)				
Notices (0)				
Attendance (6+)				New
Attendance Name	Child Name	Pay Period	Sunday	
A-27388		11/07/2021-11/20/2021		



Claims

Viewing Claims that Have Been Submitted for Payment

1. Start by opening the *Related* screen as shown in Slide 5.
2. Once the *Related* screen is open, scroll to the bottom for the *Claims* section.

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

a5635000000548

[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
a2u35000000Tng	Processed	Neck of the Woods	
a2u35000000UAr	Processed	Neck of the Woods	

Claims Details

- The individual Claim screen will provide details such as the claim status, and if it's already paid, the amount and date of the payment sent to the provider.
- Select the *View Claim Record* button to view a list of payments made per child, per service period.

Claim
Neck of the Woods

View Claim Record

Claim Number	Pay Period	Claim Total	Expense Amount	VISION Paid Amount	Claim Status
a2u3S00000010tR	03/27/2022-04/09/2022	\$253.13	\$253.13	\$253.14	Processed

Claim Number
a2u3S00000010tR

Claim Status
Processed

Primary Payee Account Id
[Neck of the Woods](#)

Primary Payee Contact Id

Expense Amount
\$253.13

Date Paid

Claim Total
\$253.13

PS_Voucher_ID

VISION Payment ID

Invoice ID
I-0000093739

Owner
Transaction Queue

VISION Voucher ID

Reported Date

Status Date

CheckWriterReason

Pay Period
[03/27/2022-04/09/2022](#)

Record Type

Attendance Adjustment

If a Claim Has Already Been Paid:

- The *Submit for Approval* button allows you to send a note on the claim back to CDD.
- The *Printable View* will provide a pdf version of this screen that you can print or save.

Claim
Neck of the Woods

Submit for Approval

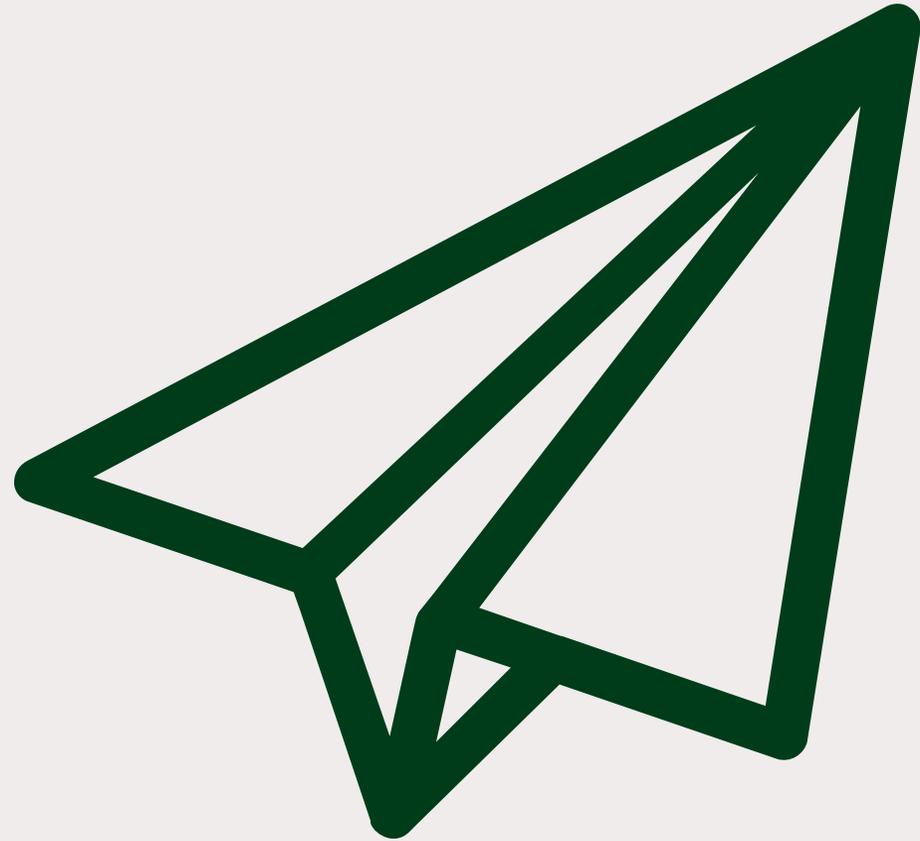
Printable View

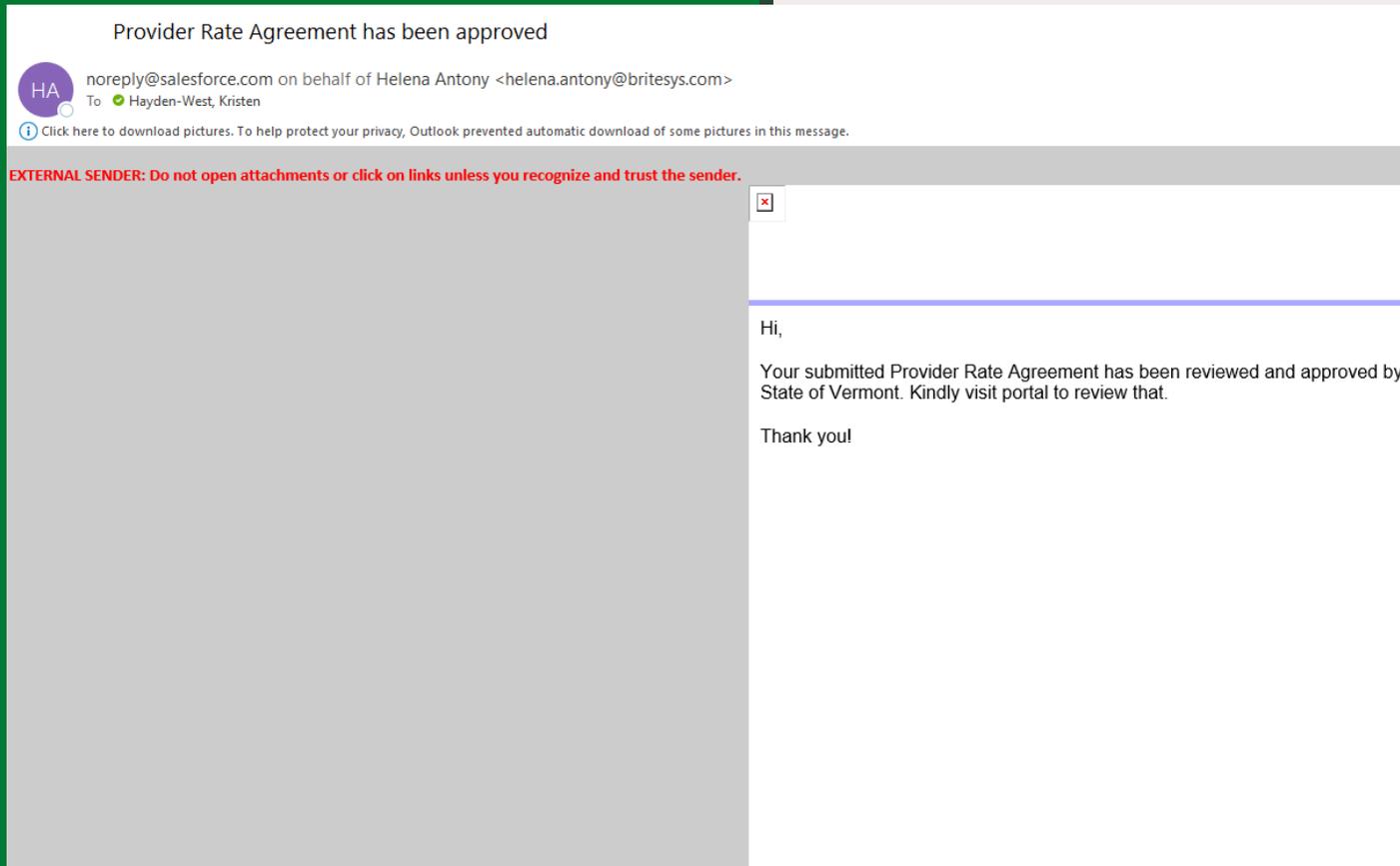
Claim Number	Pay Period	Claim Total	Expense Amount	VISION Paid Amount	Claim Status
a2u3S0000000kHW		\$4.03	\$4.03	\$4.03	Paid

<p>Claim Number a2u3S0000000kHW</p> <hr/> <p>Claim Status Paid</p> <hr/> <p>Provider Name Neck of the Woods</p> <hr/> <p>PS_Voucher_ID</p> <hr/> <p>CheckWriterReason Attendance Payment</p> <hr/> <p>Invoice ID I-0000061908</p> <hr/> <p>DatePaid</p> <hr/> <p>Net Amount \$4.03</p> <hr/> <p>Sum Paid Amount \$0.00</p> <hr/> <p>▼ Claim Financials</p> <hr/> <p>Total Paid \$4.03</p> <hr/>	<p>Claim Owner Neck of the Woods</p> <hr/> <p>Pay Period</p> <hr/> <p>VISION Voucher ID</p> <hr/> <p>VISION Payment ID</p> <hr/> <p>VISION Payment Date</p> <hr/> <p>Reported Date</p> <hr/> <p>Status Date</p> <hr/> <p>VISION Paid Amount \$4.03</p> <hr/> <p>Record Type CheckWriter</p> <hr/>
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Notices

A notice email will be sent letting you know there is a new document in your CDDIS account.



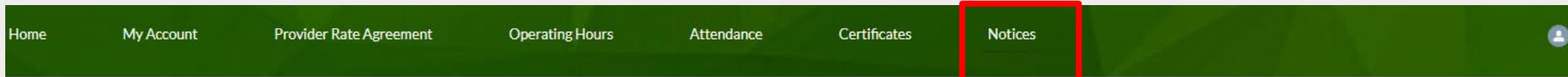


Example of an Emailed Notice

This is an example of a notice that was emailed to a provider after they updated their rate agreement.

Accessing Notices through CDDIS

- Clicking on the *Notices* tab on the CDDIS banner will show a list of the notices you have received from CDD.



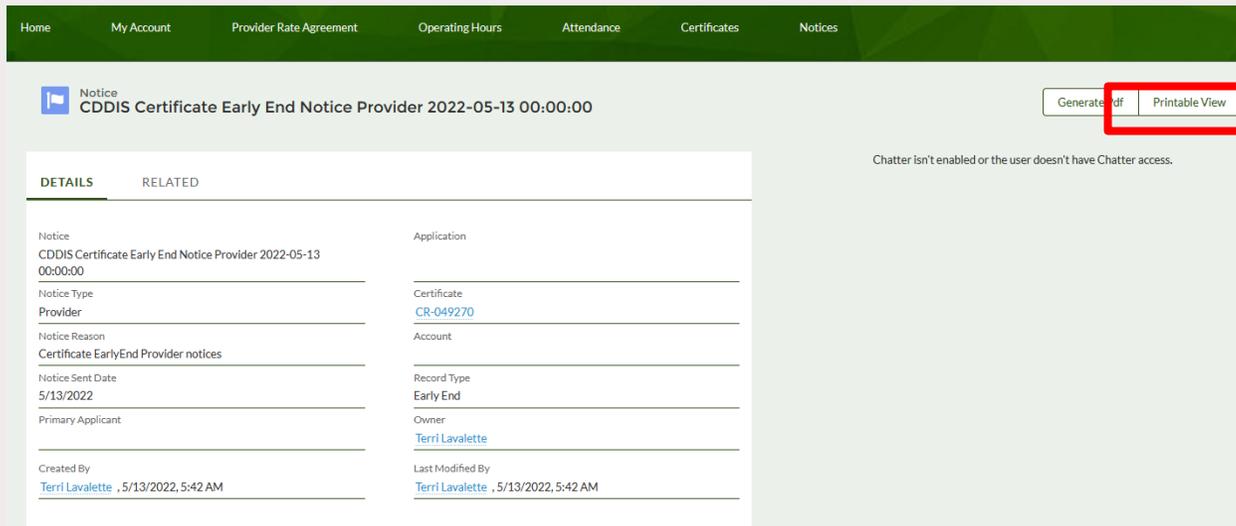
- Select the notice you wish to view by clicking on the blue text.



Viewing Notices

Once you select a specific notice the screen below will display.

You can also select the printable view and the notice will appear in letter format.



Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices

Notice
CDDIS Certificate Early End Notice Provider 2022-05-13 00:00:00

Generate Pdf Printable View

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

DETAILS	RELATED
Notice CDDIS Certificate Early End Notice Provider 2022-05-13 00:00:00	Application
Notice Type Provider	Certificate CR-049270
Notice Reason Certificate EarlyEnd Provider notices	Account
Notice Sent Date 5/13/2022	Record Type Early End
Primary Applicant	Owner Terri Lavalette
Created By Terri Lavalette , 5/13/2022, 5:42 AM	Last Modified By Terri Lavalette , 5/13/2022, 5:42 AM





Fri May 13 00:00:00 GMT 2022

Waitsfield
VERMONT,
5673

Child Care Financial Assistance Program End Certificate Notice

The Child Development Division (CDD) has ended Child Care Financial Assistance certificate for Roberta Mitchell on Sun Dec 18 00:00:00 GMT 2022.
For questions, please contact me at the information below.

Thank you,
Terri Lavalette

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)