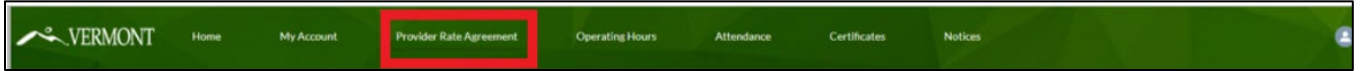


Checking Provider Rate Agreement Status in CDDIS

This guide will walk through how to view the status of your PRA within the Child Development Division Information System (CDDIS). For step-by-step instructions on entering a new Provider Rate Agreement (PRA), please view the [PRA training](#).

1. Login to the [Provider Portal](#).
2. Click the **Provider Rate Agreement** tab (top of the page in green banner).



3. Scroll to the bottom and look at the following columns: *Submitted for Approval* and *PRA Approved*.

Provider Rate Agreement	Provider Account	Effective S...	Effective E...	Total No of ho...	PRA Approved	Submitted for Approval	Created By	Created Da...
1	a56350000004rf	Test Provider account	1/1/2019	3/31/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Migration User	12/8/2021.
2	a56350000000GV8	Test Provider account		3/31/2022	40.00	<input type="checkbox"/>	Test Provider account	1/31/2022.
3	a56350000000Jd1	Test Provider account			100.00	<input type="checkbox"/>	Test Provider account	4/26/2022.
4	a56350000000Jd6	Test Provider account			100.00	<input type="checkbox"/>	Test Provider account	4/26/2022.

- a. If you see a checked box in the **PRA Approved** column this means that the PRA has been approved and is effective per the *Effective Start Date* column.
 - b. If you see a checked box in the **Submitted for Approval** column this means the PRA has been submitted and is pending approval from CDD.
 - c. If you do not see a checked box in the **Submitted for Approval or PRA Approved columns** this means you have not submitted the PRA.
4. If your PRA has not been submitted (see Step 3c), you must do the following:
 - a. Click on the Provider Rate Agreement link (in blue).

- b. Follow the flow (by clicking Next) to the last page. Make sure to review and update any information along the way.
- c. Click **Submit** to submit the PRA.

Upload Documents

Upload File

Or drop files

Make sure you have uploaded a copy of your handbook showing your rates.

No File Selected.

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

PRA Display screen

	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$50	\$50	\$50
Toddler (2 to 3 years)	\$50	\$50	\$50
PreSchool (3 to 5 years)	\$0	\$0	\$0
School-age (5 to 12 years)	\$0	\$0	\$0

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

- d. Repeat step 3 above to verify your PRA has been Submitted for Approval. Once your PRA has been approved you will receive an email confirmation. You may use this email as an indicator that you are now able to submit your attendance.

Important Reminder!

If you are waiting on a PRA to be approved, **DO NOT** submit attendance during that service period. If you submit attendance during that service period, the PRA will **not** go into effect until the first service period where attendance has **not** been submitted.