Submitting and Viewing Provider Rate Agreements (PRA) in CDDIS



DEPARTMENT FOR CHILDREN AND FAMILIES CHILD DEVELOPMENT DIVISION

Last Revised: 1/16/2025

CDDIS Trainings for Child Care Providers

This is the **third** in a series of trainings. We recommend you view them in the order outlined below:

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. Submitting and Viewing Provider Rate Agreements (PRA) in CDDIS

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

These trainings can be found on the CDD Provider Information page: <u>CCFAP Information For Providers | Department for Children and Families (vermont.gov)</u>



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Log into CDDIS

Begin by logging into your <u>my.Vermont.gov</u> account, look for the **Provider Login** button.

If you need assistance with your password, submit a CDDIS Help Desk Request at <u>CDDIS Help Desk</u>.

If you have any questions about how to login to your account, please refer to the training: Login and Overview for the Child Development Division Information System (CDDIS) for Child Care Providers.



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. 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.
- •Select the three stacked lines in the upper left corner to expand the number of items you see.
 - Example shows website on an Android device and where to locate additional tabs



Entering a PRA (Provider Rate Agreement).

Note: a new PRA **must** be entered whenever your rates have changed

Note: a new PRA will not be applied to previously submitted pay periods.

Note: CDD no longer requires the uploading of printed material.

Entering a Provider Rate Agreement (PRA)

1

- 1. Click the **My Account** button on the banner.
- 2. Choose the appropriate account, by clicking on the **Account Name**.
- 3. Click **Create PRA** and enter rates.

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Phone 802-123-4567	Physical Address 280 State Drive Waterbury, VT 05671	Website	Account Owner Eligibility Specialist						
Related Det	ails Code Tracker								

Entering Rates

- 4. Enter your updated rates
- 5. Enter your requested start date or end date of new rates
- 6. Click the **Next** button

Note: If you have already entered attendance for a service period, the PRA will be effective at the beginning of the **next** service period

Note: It is no longer necessary to upload any scanned or printed material

Account - Test Provid	er		
If you have question: Division at 1-800-64	s about submitting a Pr 19-2642.	ovider Rate Agreement, cal	I the Child Developme
Infant (Birth to 24 mo	nths)		
Part Time Rate	Full Time Rate	Extended Care Rate	Frequency
\$125	\$250	\$300	Weekly
Toddler (2 to 3 years)			
Part Time Rate	Full Time Rate	Extended Care Rate	Frequency
\$125	\$250	\$300	Weekly
Preschool (3 to 5 year Part Time Rate	s) Full Time Rate	Extended Care Rate	Frequency
\$125	\$250	\$300	Weekly
School-age (5 to 12 ye	Full Time Rate	Extended Care Rate	Frequency
\$125	\$250	\$300	Weekly
Total number of opera Requested start or en	ating hours per week :40 d date of new rates		
02/09/2025			
A service period start occurred. If you provid adjust the date accord unless you have reque	date may not be selected de a date that does not m lingly. Please note that all sted an earlier end date.	l if an invoice was submitted a eet this criterion the Child De I Provider Rate Agreements a	nd processing has velopment Division wil re active for three ve

Confirming a New PRA

- 7. Confirm the rates you have entered are correct and click the Next button. You can hit
 Previous if you need to correct anything.
- 8. Select **Next** on the Create PRA page.
- 9. Continue to PRA Verification & Submission

	Crea	ite PRA	
If you have question Division at 1-800-64	s about submitting a Prov 49-2642.	vider Rate Agreement, ca	II the Child Developmer
	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$125.00	\$250.00	\$300.00
Toddler (2 to 3 years)	\$125.00	\$250.00	\$300.00
PreSchool (3 to 5 years)	\$125.00	\$250.00	\$300.00
School age (5 to 12 years)	\$125.00	\$250.00	\$300.00
			Previous



PRA Verification & Submission

- Verify the rates you have entered are correct. Once verified, click Submit.
- 2. A review of the rates will appear. Click Next.

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		Part-Time w	veekly		Full-Time w	veekly	Exten	led Care weekly	
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Toddler (2 to 3 years)		\$125			\$250		\$300		
PreSchool (3 to 5 years)		\$125			\$250		\$300		
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Next

Previous

Provider Responsibilities

3. Review the Provider Responsibilities. Scroll to the bottom of the page

4

4. Check the "Agree" checkbox, then click Next.

Submit
 Scroll Here
Section C Provider Responsibilities In order to receive Child Care Financial Assistance Program payments and/or other grant awards from CDD for child care services the child care provider named in Section A agrees to: 1. Provide child care to children of families eligible for Vermont's Child Care Financial Assistance Program.
I have read Section C and understand my responsibilities and agree to the terms and conditions of the Financial Provider Agreement.
Agree Previous Next

Submitting PRA

- 5. Submit screen. Click Next. You have successfully submitted a PRA. This takes you back to the submission screen.
- 6. Close the submission screen by clicking on the **MyAccount** tab on the top of your screen.

Note: You are unable to submit another PRA until your newly submitted PRA is approved.

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Viewing and Checking the Status of a PRA

Viewing a PRA

- 1. Click the My Account button on the banner.
- 2. Choose the appropriate account by clicking on the Account Name.
- 3. Scroll to the Provider Fee Schedule Section.
- 4. Click the View All button on the bottom to view all PRA's.

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Checking PRA Status

- 5. Click the **Provider Rate Agreement** tab, scroll to the bottom of the page.
- 6. Look at the following columns: Submitted for Approval and PRA Approved.
 - a. If you see a checked box in the PRA Approved column, 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, 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, you have not submitted the PRA. Continue to next slide.

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21	a56cs000007QAf	12/23/2018	12/21/2019	50.00	v				
22	a56cs000007z0L	12/22/2019	12/05/2020	50.00	v				
23	a56cs0000001Em5	12/06/2020	12/18/2021	36.00	~				
24	a56cs000000J1IB	12/19/2021	12/17/2022	40.00	*				
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28	a56cs000000K53Z	02/09/2024		40.00	□ h	v			

PRA Not Submitted

- If your PRA has not been submitted (see Step 6c), you must do the following:
 - a. Click the Provider Rate Agreement link.
 - b. Click **Submit** to submit the PRA.
 - Follow the flow (by clicking Next) to the last page.
 Review and update any information along the way.
 - d. Complete steps in previous slide to verify your PRA has been Submitted for Approval. Once your PRA has been approved, you will receive an <u>email confirmation</u>. You may use this email as an indicator that you are now able to submit your attendance.

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		Provider Rate Agree	$^{\uparrow}$ \sim	Effective Start Date	✓ Effective End Date	✓ Total number	of hours per week 🗸	PRA Approved	~	Submitted for Approval	\sim	Approval request	Rejection	Reason	∨ Cr
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	21	a56cs000007QAf		12/23/2018	12/21/2019	50.00		*							n
	22	a56cs000007z0L		12/22/2019	12/05/2020	50.00		¥							n
	23	a56cs0000001Em5		12/06/2020	12/18/2021	36.00		v							ι
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PRA Display screen			
	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$125	\$250	\$300
Toddler (2 to 3 years)	\$125	\$250	\$300
PreSchool (3 to 5 years)	\$125	\$250	\$300
School-age (5 to 12 years)	\$125	\$250	\$300
Provider Rate Agreement a56cs000000K53Z			Submit
			Chatter isn't enabled or the user doesn't have Chatter access.

PRA Approval Notice

An example of the notice that will be emailed once a PRA has been approved:

Provider Rate Agreement has been approved	
noreply@salesforce.com on behalf of Helena Antony <helena.antony@britesys.com></helena.antony@britesys.com>	
i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some picture	es in this message.
EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.	
	×
	Hi,
	Your submitted Provider Rate Agreement has been reviewed and approved by State of Vermont. Kindly visit portal to review that.
	Thank you!

Viewing the Details of a PRA

- 1. Click the My Account button on the banner.
- 2. Choose the appropriate account by clicking on the Account Name.
- 3. Scroll to the Provider Fee Schedule Section.
- 4. Click on Provider Rate Agreement Link of the PRA that you want to view.

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Phone Physical Address 802-123-4567 280 State Drive Waterbury, VT 05671	Website Account Owner Eligibility Specialist &			
Related Details Code Tracker				
Related Contacts (6+)				
Contact Name	Account Name	Title	Direct	
Apple Tester	Test Provider		2	
Banana Tester	Test Provider			
Pear Tester	Test Provider			
Strawberry Tester	Test Provider		2	
Kiwi Tester	Test Provider			
Grape Tester	Test Provider		¥.	
Parties (1)				
Party Name	License Number	2	Provider Category	
Test Provider Accounts			Licensed	
Provider Fee Schedule (6+)				
Provider Rate Agreement	Effective Start Date	Effective End Date	Total number of hours per week	
a568y0000007UDG	02/09/2024		40.00	
a568y0000007rCL	12/17/2023	12/27/2025	40.00	
a568y000000GLup	12/18/2022	12/16/2023	40.00	
a568y000000GYUp	12/19/2021	12/17/2022	40.00	

The PRA Screen Contains:

- 1. The PRA Display Screen provides a snapshot of your current PRA and the fees you currently charge for:
 - Infants
 - Toddlers
 - Pre-school
 - School age
 - Part-Time, Full-Time, or Extended Care
- 2. Your PRA Status, and Start and End Dates can be found by scrolling down to view the PRA Details and Related Tab.



PRA Details and Related Screen

On the Details tab, you will see the rate details for each child category (Infant, Toddler, Preschool, and School-age)

The last section of the page will show the PRA Approval Status, and the Effective Start & End Dates

DETAILS RELATED

Infant (Birth to 24 months)

Part time Rate	Full time Rate
\$125.00	\$250.00
Extended Rate	Frequency
\$300.00	Weekly
✓ Toddler (2 to 3 years)	
Part time Rate	Full time Rate
\$125.00	\$250.00
Extended Rate	Frequency
\$300.00	/ Weekly
✓ Preschool (3 to 5 years)	
Part Time Rate	Full time Rate
\$125.00	\$250.00
Extended Rate	Frequency
\$300.00	/ Weekly
✓ School-age (5 to 12 years)	
Part Time Rate	Full time Rate
\$125.00	\$250.00
Extended Rate	Frequency
\$300.00	Weekly
Provider Rate Agreement	Total number of hours per week
a56cs00000K53Z	40.00
Provider Account	Submitted for Approval
Test Provider	\checkmark
✓ PRA Approval Status	
PRA Approved	Effective Start Date
	02/09/2024
Approval request Rejection Reason	Effective End Date
	02/20/2027
Created By	Last Modified By
1/7/2025, 12:46 PM	E . 1/7/2025, 12:47 PM

Operating Hours (Part one of two)

A Provider Rate Agreement (PRA) cannot be entered if Operating Hours are not filled in.

To enter or update Operating Hours.

- 1. Click the **My Account** button in the banner.
- 2. Select the appropriate account, by clicking the **Account Name**.
- 3. Click the Operating Hours button.

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Operating Hours (Part two of two)

- 4. Enter the total number of working hours per week.
- 5. Click **Next** to save your changes.
- 6. Review the "Successfully Updated Hours" screen.
- 7. Click Finish to complete the update.

Note: If you have not entered Operating Hours before clicking the "Create PRA" button, the system will prompt you to enter it in the Create PRA flow.



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