

Bright Futures Information System (BFIS)

Public and Internal Portal Guidance
For CIS Child Care Coordinators

Last Updated: 1/20/2017

Purpose

- The reason for this PowerPoint is to provide guidance on where to find information to assist in reviewing the Special Services Agreements.
- Please be aware that the BFIS Help Desk has provided you with additional permissions, however we cannot give access to certain information through the internal portal which is why we have provided a section on where the information can be found using the public portal.

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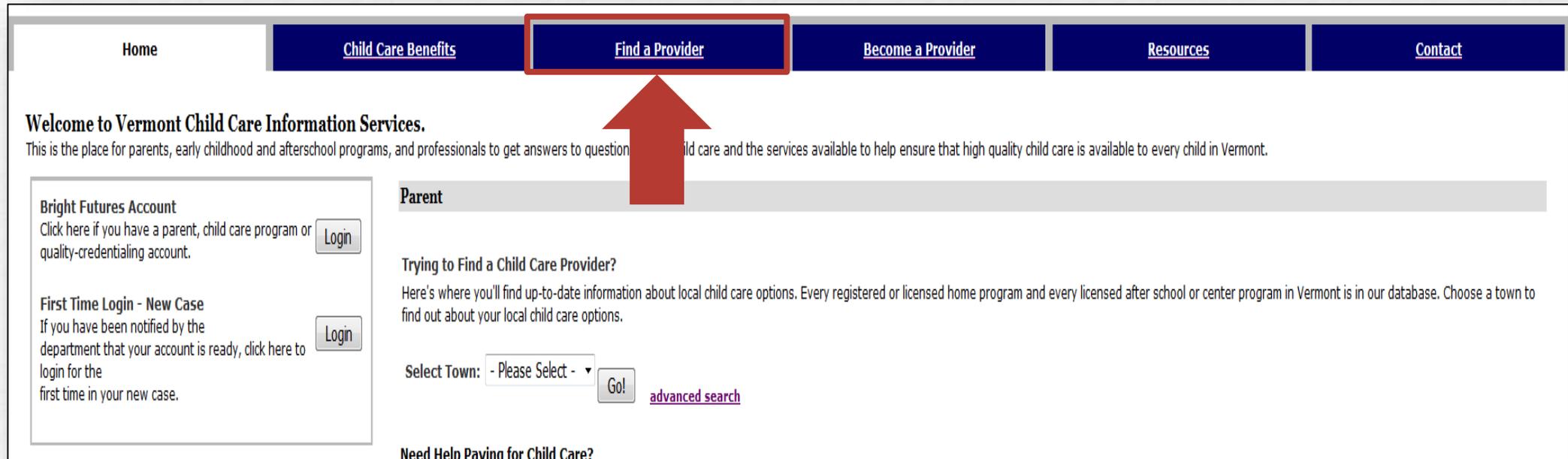
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4 - 11	Public Portal <ul style="list-style-type: none">• Find Director's Name• View Achievement Level and Accreditations• View Site Visits
12 - 37	Internal Portal <ul style="list-style-type: none">• View Director's Credential Case• View Special Services Agreement• View Achievement Level and Accreditations• View Course Calendar

Public Portal

This section is an overview of the information you can find within the public portal.

Browse to <http://brightfutures.vermont.gov>.

Click Find a Provider.



Home [Child Care Benefits](#) **Find a Provider** [Become a Provider](#) [Resources](#) [Contact](#)

Welcome to Vermont Child Care Information Services.
This is the place for parents, early childhood and afterschool programs, and professionals to get answers to questions about child care and the services available to help ensure that high quality child care is available to every child in Vermont.

Bright Futures Account
Click here if you have a parent, child care program or quality-credentialing account.

First Time Login - New Case
If you have been notified by the department that your account is ready, click here to login for the first time in your new case.

Parent

Trying to Find a Child Care Provider?
Here's where you'll find up-to-date information about local child care options. Every registered or licensed home program and every licensed after school or center program in Vermont is in our database. Choose a town to find out about your local child care options.

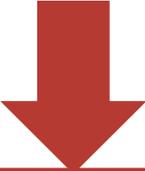
Select Town: [advanced search](#)

Need Help Paying for Child Care?

Click Search Provider Directory.

Find a Provider

You may also want to visit Vermont's Agency of Human Services web site at <http://www.ahs.state.vt.us/services>.




Enter the child care provider's name, and click Search.

Search Provider Directory

Note: if you select an age range or "Accepting Referrals for Child Care," only providers accepting referrals will be listed.

Provider Name (Last Name/Center Name):

Town:

Program Type:

Age Categories:

Program Participation:

Special Services:

Accepting Referrals for Child Care:

Accreditation or approved prequalified preschool program:

Star Level:

Greater Burlington

- Please Select -

Distance(miles):

- Please Select -

Infant

Toddler

Food Program

Pre-K Program

Head Start Program

- Please Select -

- Please Select -

Preschool

School Age

Early Head Start Program

Head Start Partner Program

Early Head Start Partner Program

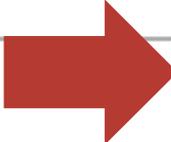
Search

Find the provider in the *Search Results*, and click **Details**.

Search Results Sort by: Town Distance ▾

Click on the "Details" link to view a provider's referral information.

Displaying 1-1 of 1 Items

Provider Name	Contact Information	Town	Program Type	Last Updated	
Greater Burlington YMCA	266 College Street Burlington, VT 05401 City: Burlington (802)862-8993	Burlington	Licensed Provider	01/19/2017	 [Details]

Provider's Details

This page provides the Directors name, STARS Level, Site Visit Dates, and more.

To view additional details about a particularly site visit click the site visit date.

Provider: Greater Burlington YMCA Provider ID: 2576

IMPORTANT NOTE: The program submitted the information on this page to the Child Development Division. If a program has not updated the information, then some of it may not be up to date or accurate at this time. You are encouraged to contact the program directly to verify the information and to obtain more specific information about the program. You may also contact your local child care referral specialist for additional information about programs in your community and possible child care openings. The program's profile is shared with you only for the purposes of your child care search and does not represent a recommendation by the Child Development Division. Contact information for your local child care referral agencies is available at <http://dcf.vermont.gov/partners/ccsa>.

Site Address: 266 College Street
Durlington, VT 05401
City: Burlington

E-mail: ggowen@bymca.org

License Date: 12/01/2005

Owner:

Contact Phone: (802)662-8993

Website:

License Type: Center Based Child Care and Preschool Program

Director: Kristen Hakey

Number of children program is licensed to care for at any one time: 100

STARS Level

Star Level: 5 Star

Current Accreditations:

Accreditation or approved prequalified preschool program	Start Date	Expiration Date	Certificate Date
NAEYC	07/01/1994	10/31/2008	07/01/1994
NAEYC	11/01/2008	11/30/2013	11/01/2008
NAEYC	12/01/2013	12/01/2018	12/01/2013
Prequalified PreK Program - Privately Operated	03/12/2015	03/12/2018	03/12/2015

Site Visits

Site visit means: any visit where someone physically visited the site, this may or may not mean that there are violations.

Displaying 1-9 of 9 items

Site Visit Date

- 09/08/2015
- 04/30/2014
- 04/03/2013
- 10/13/2011
- 11/16/2010
- 03/24/2009
- 05/08/2007
- 05/15/2006
- 04/07/2005

Site Visit Dates

[Return to Search Results](#) [View Regulatory History](#)

After clicking the site visit date, information about the violation(s), and observation(s) that occurred during that site visit will display.

Provider: Greater Burlington YMCA

Provider ID: 2576

Site Visit Details

Site Visit Date: 04/30/2014
(mm/dd/yyyy)

Violations and Corrective Actions

Reg. No.	Finding Date	Corrective Actions and Narratives	Action Due	Action Complete	Status
IE4	04/30/2014	<p>Corrective Action: Immediately ensure that appropriate staff to child ratios are met. The program will submit a program improvement plan to this Licensor at Jennifer.Taylor@state.vt.us by the end of the business day of 05/07/2014. This program improvement plan will identify how the program will apply staff to child ratios that will accommodate the needs of all the children.</p> <p>Factual Basis for Violation: Two staff members in the 4 and 5 year old classroom state that, at times, the classroom ratio has been more than 10 children to one staff member. The appropriate staff to child ratio for this age group is 10 children for every one staff member.</p>	05/07/2014	05/05/2014	Final
<p>Regulation IE4: The following group sizes and staff-child ratios apply to all programs. Age 6 weeks to 23 months maximum group size 8 Staff-Child Ratio 1-4 Age 24 to 35 months maximum group size 10 Staff-Child Ratio 1-5 Age 3 years to Kindergarten maximum group size 20 Staff-Child Ratio 1-10 Age 1st Grade to 15 years maximum group size No Maximum Staff-Child Ratio 1-13.</p>					

Observations

The program met the follow regulations (were in compliance) at this visit.

Reg. No.	Finding Date
There have been no observations entered for this site visit.	

Internal Portal

This section is an overview of the new information you can find within the internal portal.

Browse to <http://brightfutures.vermont.gov/internal>,
and login as a CIS Child Care Coordinator.

Review Directors Credential Case

Find out if the Director has completed the required training.

Click System Search.

[Work Management](#)

Access case management alerts and assigned work items by case, date, or type.

[Subsidy](#)

Enter and manage child care subsidy applications, determine eligibility, authorize payments, and create vouchers.

[Provider Management](#)

View and update licensing information for licensed providers, or submit new license application information.

[Quality & Credentialing](#)

View and update profile information for child care staff, manage credential information for care providers, or submit new personnel information.

[Payment & Fiscal Management](#)

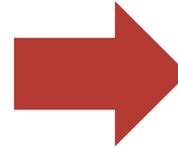
Approve invoices, authorize disbursements, and access other payment process administration items.

[System Search](#)

Perform various searches across the system, such as certificate inquiry, or provider search.

[Tools & Resources](#)

Access various administrative tools, including contact log, document generation, and pre-generated reports.



Click Party Search.

System Search

Please choose the type of search or inquiry you wish to perform below.

- [Party Search](#)

Find and view information on an organization or individual within the system.

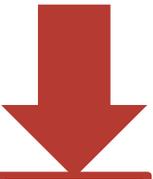
- [Reverse Lookup](#)

Lookup an individual or organization in the system by address or phone number.

Enter the Directors name, and click **Search**.

? Party Search
Enter one or more identifiers below to search for a person or organization.

Type:	<input type="text" value="- Please Select -"/>	Search Type:	<input type="text" value="Sounds like"/>
Organization or Last Name:	<input type="text" value="Test"/>	Search Type:	<input type="text" value="Sounds like"/>
First Name:	<input type="text" value="Record"/>		
Date of Birth: <small>(mm/dd/yyyy)</small>	<input type="text"/>		
Reference ID:	<input type="text"/>		
Reference Type:	<input type="text" value="- Please Select -"/>		
City:	<input type="text"/>		
Town:	<input type="text" value="- Please Select -"/>		
State:	<input type="text" value="- Please Select -"/>		
Zip Code:	<input type="text"/>		
Party ID:	<input type="text"/>		



Click the name of the Director.

Search Results Sort by: Name ▾

Displaying 1-2 of 2 Items

Name	EIN/SSN	System ID
Test, Record		271785
Test, Record	000-00-0001	46384



Click Cases.

Person Record: Test, Record Party ID Number: 46384

Summary	Contact Information	Cases	Relationships	Employment
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? Person Demographics

Date of Birth:	01/01/1934	Gender:	Female
Marital Status:	Divorced	Race:	Asian
Ethnicity:	Non Hispanic	Citizenship:	
Primary Language:	English		

Find the Credential case, and click the *Case ID* number.

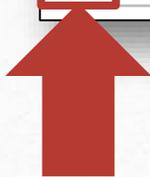
Person Record: Test, Record Party ID Number: 46384

[Summary](#) [Contact Information](#) **[Cases](#)** [Relationships](#) [Employment](#)

? Cases Sort by: Case ID ▾

Displaying 1-10 of 10 Items

Case ID	Reference Name	Case Type	Case Manager	Case Status	Start Date	End Date
30488	Test, Record	Credential	Young, Maureen	Open	12/05/2006	



Click Professional Development.

Credential Case: Test, Record

Case ID: 30488

Contact Phone: (800)649-2642

Case Manager: Young, Maureen

Personnel Summary	Work Experience	Education	Credentials	Program Participation	Professional Development
Resume Date:	09/13/2016		Achievement Level:		
Achievement Level Date:					



Click **Details** to verify if a course meets specialized care requirements.

Professional Development Sort by: Course Title

Displaying 1-7 of 7 Items

Course Title	Sponsor	Date Completed	Hours	Hours Type	Verified	
1-2-3 Magic (Part I)	Lamoille Family Center	05/02/2009	1.5	Clock Hours	Letter	[Details] [Remove]
1-2-3 Magic (Part II)	Lamoille Family Center	05/09/2009	1.5	Clock Hours	Other	[Details] [Remove]
1-2-3 Magic (Part III)	Lamoille Family Center	05/16/2009	1.5	Clock Hours	Other	[Details] [Remove]
1-2-3 Magic (Part IV)	Lamoille Family Center	05/23/2009	1.5	Clock Hours	Other	[Details] [Remove]
Get Connected! Using the Internet to Support your Professional Development	Bennington County Child Care Association	09/14/2009	2.0	Clock Hours	Letter	[Details] [Remove]
Health and Safety	Family Center of Washington County	06/24/2015	3.0	Clock Hours	Other	[Details] [Remove]
Stepping Stones to Professional Development and Achieving a Child Development Associate (CDA) - Essential Elements of Curriculum	Child Care Resource	05/12/2007	30.0	Clock Hours	Other	[Details] [Remove]

Courses/Education External to the Vermont Career Development System Sort by: Course Title

Displaying 1-3 of 3 Items

Course Title	Sponsor	Date Completed	Hours	Hours Type	Verified	
Basic specialized Care	ABC School	09/19/2012	6.0	College Credit	Letter	[Details] [Remove]
NAEYC Conference	NAEYC	05/01/2006	6.0	Clock Hours	Transcript	[Details] [Remove]
Outdoor Curriculum Ideas	New Hampshire Child Care Association	10/17/2008	2.5	Clock Hours	None	[Details] [Remove]



If the course meets specialized care requirements it will say either *Basic or Advanced Specialized Care* under *Areas of Knowledge*.

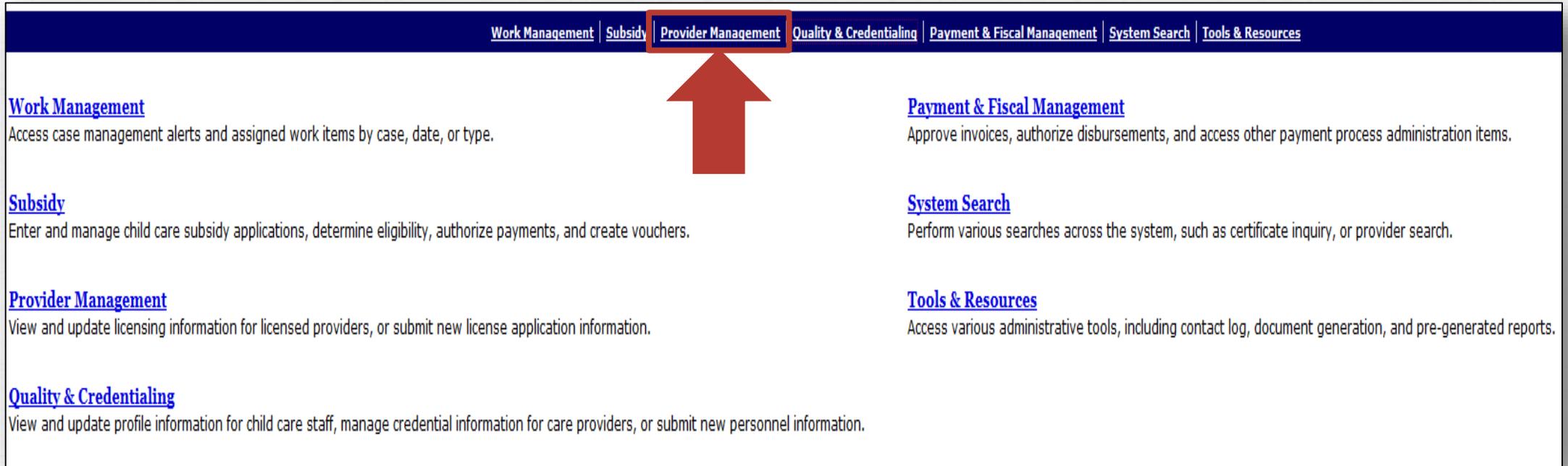
? Professional Development Coursework Details

Course Title:	1-2-3 Magic (Part I)
Class Hours:	1.5
Sponsor Name:	Lamoille Family Center
Sponsor City:	Morrisville
Sponsor State:	Vermont
Areas of Knowledge:	Principles of Child/Youth Development, Format: Multiple Sessions
Completion Date: <small>(mm/dd/yyyy)</small>	05/02/2009
Form of Verification:	Letter

Review Provider's Case

Find information in regards to the Special Services Agreement, and Quality.

Click **Provider Management**.



The screenshot shows a software interface with a dark blue navigation bar at the top. The bar contains several menu items: [Work Management](#), [Subsidy](#), [Provider Management](#), [Quality & Credentialing](#), [Payment & Fiscal Management](#), [System Search](#), and [Tools & Resources](#). The [Provider Management](#) item is highlighted with a red border, and a large red arrow points upwards to it from below. Below the navigation bar, the main content area is divided into two columns. The left column contains links and descriptions for [Work Management](#), [Subsidy](#), [Provider Management](#), and [Quality & Credentialing](#). The right column contains links and descriptions for [Payment & Fiscal Management](#), [System Search](#), and [Tools & Resources](#).

[Work Management](#)
Access case management alerts and assigned work items by case, date, or type.

[Subsidy](#)
Enter and manage child care subsidy applications, determine eligibility, authorize payments, and create vouchers.

[Provider Management](#)
View and update licensing information for licensed providers, or submit new license application information.

[Quality & Credentialing](#)
View and update profile information for child care staff, manage credential information for care providers, or submit new personnel information.

[Payment & Fiscal Management](#)
Approve invoices, authorize disbursements, and access other payment process administration items.

[System Search](#)
Perform various searches across the system, such as certificate inquiry, or provider search.

[Tools & Resources](#)
Access various administrative tools, including contact log, document generation, and pre-generated reports.

Click Search Provider.

Provider Management

- [Search Providers](#)
Find, view, and manage provider information including provider licensing and registration information.
- [Create New Registered Family Child Care Home Provider](#)
Create a new Registered Family Child Care Home provider case.

Administration Tools

- [Licensing Assignment Master](#)
Create relationships between towns and districts, and identify the licensor or technician responsible for each district.
- [Corrective Action Tracker](#)
Track and resolve corrective actions identified across the system for various providers.

Transportation Provider Management

- [Search Transportation Providers](#)
Find, view, and manage formal and informal transportation provider information.

Search the provider and then click their name.

Search Providers

Provider Case ID Number:

Provider ID Number:

Program Name or Last Name: Search Type:

First Name: Search Type:

License Number:

Provider EIN/SSN:

Town:

Provider Type:

License Status:

Application Confirmation/ID:

Case Manager:

Next Site Visit:

Provider Search Results Sort by:

Displaying 1 Items

Provider	Address	Town	EIN/SSN	Type	License No.	Status	Next Site Visit	Case Manager
Greater Burlington YMCA	266 College Street Burlington, VT 05401 City: Burlington	Burlington	03-0185810	Center Based Child Care and Preschool Program	610	Licensed	09/08/2016	Taylor, Jennifer

Click Special Services Agreement.

Provider: Greater Burlington YMCA
Provider Type: Center Based Child Care and Preschool Program
Case Manager: Jennifer Taylor

Provider Case ID: _____
Contact Phone: (802)862-8993

Account Summary	License Management	Payment & Financial Info	Attendance & Invoicing	Quality
Home/Location Address: 266 College Street Burlington, VT 05401 City: Burlington			Provider Status: Licensed	
Provider ID:			Current Capacity: 100	
Next Site Visit: 09/08/2016			Total Capacity: 100	
Special Services: Yes				

? Hours / Days of Operation

Displaying 1-5 of 5 Items

Day of Week	Program Start Time	Program End Time
Monday	7:15am	5:30pm
Tuesday	7:15am	5:30pm
Wednesday	7:15am	5:30pm
Thursday	7:15am	5:30pm
Friday	7:15am	5:30pm

Account Options

- [Contact Log](#)
- [Provider Profile](#)
- [Provider Rates](#)

- [Referral Agreement](#)
- [Special Services Agreement](#)
- [Violations and Restrictions](#)



Current special services agreement information displays.

Provider: Greater Burlington YMCA

Provider Type: Center Based Child Care and Preschool Program

Case Manager: Jennifer Taylor

Provider Case ID: 1822

Contact Phone: (802)862-8993

Account Summary	License Management	Payment & Financial Info	Attendance & Invoicing	Quality
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Special Services Status: Yes
Effective Date: 03/31/2005
(mm/dd/yyyy)
Notes:

Special Services Agreements

Displaying 1-2 of 2 Items

Request Date	Training	Start Date	End Date	Location(s) of Training
11/10/2016	Pending advanced	10/12/2016	10/17/2016	CCR
03/17/2005	Basic	02/18/2005	02/18/2005	Champlain Fair Grounds - Essex

Click Quality.

Provider: Greater Burlington YMCA Provider Case ID: 1822
Provider Type: Center Based Child Care and Preschool Program Contact Phone: (802)862-8993
Case Manager: Jennifer Taylor

[Account Summary](#) [License Management](#) [Payment & Financial Info](#) [Attendance & Invoicing](#) **[Quality](#)**

Special Services Status: Yes
Effective Date: 03/31/2005
(mm/dd/yyyy)
Notes:

? Special Services Agreements
Displaying 1-2 of 2 Items

Request Date	Training	Start Date	End Date	Location(s) of Training
11/10/2016	Pending advanced	10/12/2016	10/17/2016	CCR
03/17/2005	Basic	02/18/2005	02/18/2005	Champlain Fair Grounds - Essex



Current STARS, and Accreditation information display.

Provider: Test Record BFIS II

Provider Type: School Age Care

Case Manager: Dragica Gagulic

Provider Case ID: 126445

Contact Phone: (802)155-5678

Account Summary	License Management	Payment & Financial Info	Attendance & Invoicing	Quality
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Last Recorded Tier Level: Not Rated

Tier Level Assignment Date:

Current Accreditations

Accreditation Type	Start Date	Expiration Date	Certificate Date	Bonus Date
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Unable to find any current accreditations.

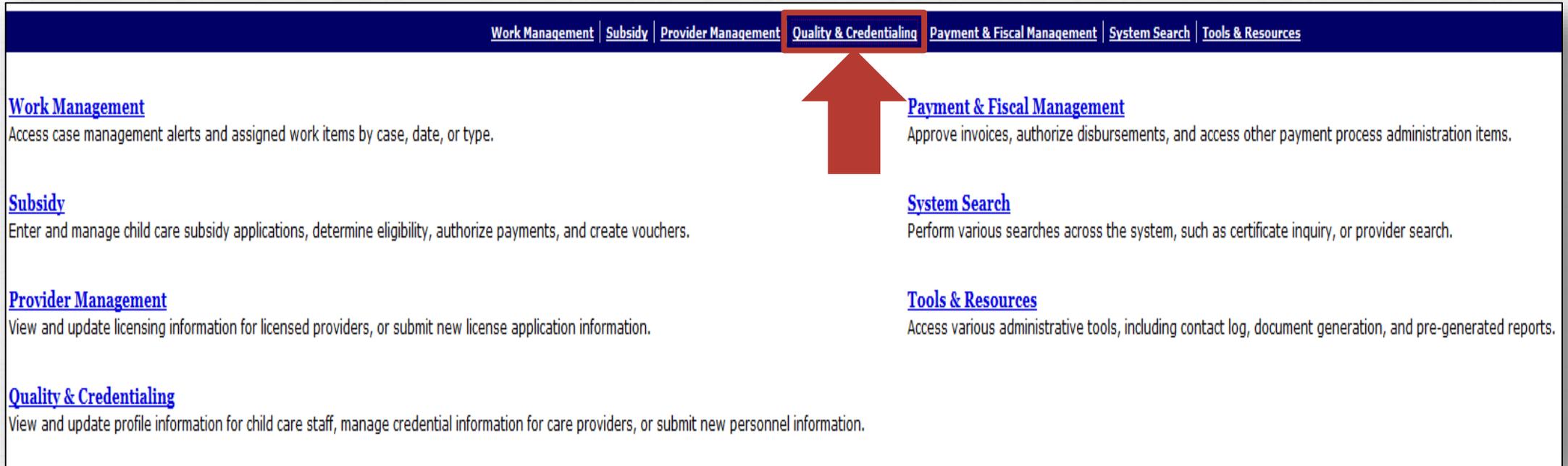
Quality Options

- [Accreditation History](#)
- [Tier Level History](#)

Course Calendar

Hundreds of professional development opportunities are listed and updated regularly in the course calendar.

Click Quality & Credentialing.



The screenshot displays a software interface with a dark blue navigation bar at the top. The bar contains several menu items: [Work Management](#), [Subsidy](#), [Provider Management](#), [Quality & Credentialing](#), [Payment & Fiscal Management](#), [System Search](#), and [Tools & Resources](#). The 'Quality & Credentialing' item is highlighted with a red rectangular box, and a large red arrow points upwards from below the bar towards this item. Below the navigation bar, the main content area is white and contains descriptions for each menu item, arranged in two columns. The 'Quality & Credentialing' description is at the bottom left of this area.

Menu Item	Description
Work Management	Access case management alerts and assigned work items by case, date, or type.
Subsidy	Enter and manage child care subsidy applications, determine eligibility, authorize payments, and create vouchers.
Provider Management	View and update licensing information for licensed providers, or submit new license application information.
Quality & Credentialing	View and update profile information for child care staff, manage credential information for care providers, or submit new personnel information.
Payment & Fiscal Management	Approve invoices, authorize disbursements, and access other payment process administration items.
System Search	Perform various searches across the system, such as certificate inquiry, or provider search.
Tools & Resources	Access various administrative tools, including contact log, document generation, and pre-generated reports.

Click Search Course Calendar.

Quality & Credentialing

- [Tier Reimbursement Rate Table](#)
View and manage tier reimbursement information, including rate percentage for each level.

Course and Sponsor Management

- [Search Course Calendar](#)
Find course sessions within the system, and view session information including date, time, and cost.

Referral Services

- [Search Referral Clients](#)
Find and manage referral case information for referral clients.
- [External Portal Referral Access Counter](#)
View the number of times the external portal provider referral search has been accessed.

Enter the **Session Start Date From**, **Session Start Date To**, and then click **Search**.

Search Course Calendar

Enter one or more parameters for the course(s) you are looking for.

* **Session Start Date From:**

(mm/dd/yyyy)

* **Session Start Date To:**

(mm/dd/yyyy)

Region:

Course Title:

Sponsor:

Areas of Knowledge:

Hour Type:

Location:

Course Status:

If you want to narrow down your search results you can enter additional information (ex. Areas of Knowledge or Location).

Search Type: Starts with ▾

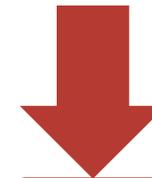
Search Type: Starts with ▾

- Please Select - ▾

- Please Select - ▾

- Please Select - ▾ Distance(miles):

- Please Select - ▾



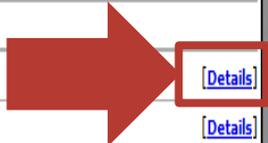
Search

For additional information about the course,
click **Details**.

Search Results Sort by: Course Title

Displaying 1-20 of 137 Items Page: 1 of 7 [\[next>\]](#)

Course Title	Region	Session Start Date	Start Time	Location	Sponsor	
Adult, Child and Infant CPR	Chittenden County Region	11/12/2016	09:30 AM	Williston	Child Care Resource	[Details]
Approaching Difficult Conversations with Families (ASC)	Chittenden County Region	11/16/2016	06:30 PM	Williston	Child Care Resource	[Details]
Art as Discovery for the Young Child		11/03/2016	06:00 PM	St Johnsbury	Umbrella	[Details]



The current information about the course displays.

Sponsor: Child Care Resource		181 Commerce St.
Contact Phone: (802)863-3367		Williston, VT 05495
? Course Session Details		
Course Title:	Adult, Child and Infant CPR	
Region:	Chittenden County Region	
Hours:	2.0	
Hour Type:	Clock Hours	
Status:	Active	
Description:	The State of Vermont requires that providers have a current CPR certification. Designed for those who care for children, either full time or occasionally, this training offered by the American Heart Association teaches participants how to recognize and care for breathing and cardiac emergencies in Adults, Children and Infants. This training also includes information on using an AED-automatic external defibrillator.	
Articulation:		
Areas of Knowledge		
<ul style="list-style-type: none">• CPR• Healthy and Safe Environments• Format: Single Session• Content Level: Multi-level		
Session Information		
Session Start Date:	11/12/2016	
Session Completion Date:	11/12/2016	
Start Time:	09:30 AM	
Contact Name:	Child Care Resource	
Contact Phone:	(802)863-3367	
Contact Phone Extension:		
Cost:	\$35.00	
Scholarship:	No	
Funding:	N/A	
Location:	Williston	
Location Description:	Child Care Resource.	
Notes:	Presented by Tamara McLaughlin, First Aid and CPR Trainer, VT Safety Net. * Please note that this workshop will start promptly at 9:30 AM. Since this workshop is a certification, those arriving more than 5 minutes late may not be able to attend and will not receive a refund. * Certification cards will be sent home with you the day of this training. Certifications will be valid for 2 years. This training counts for both the Full CPR certification as well as the CPR re-certification. Registrations received after 09/16/2016 are subject to an additional \$5 fee.	

Questions?

If you have any questions, please contact Jill Pearl at 802-734-9352, or at jill.pearl@vermont.gov.