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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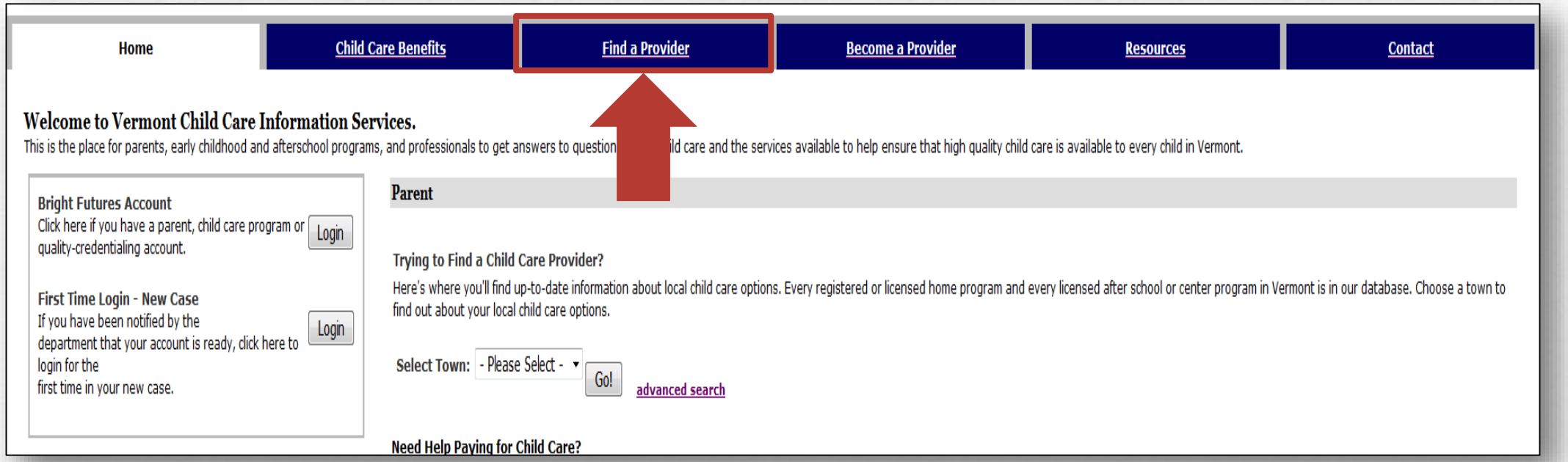
Public Portal

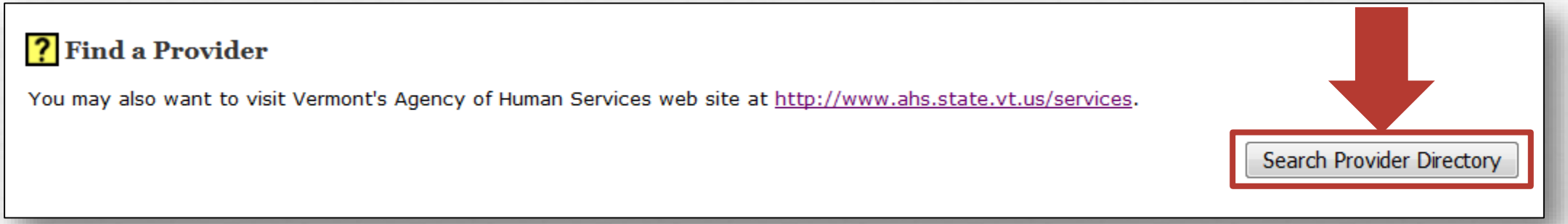
This section is an overview of the information you can find within the public portal.

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

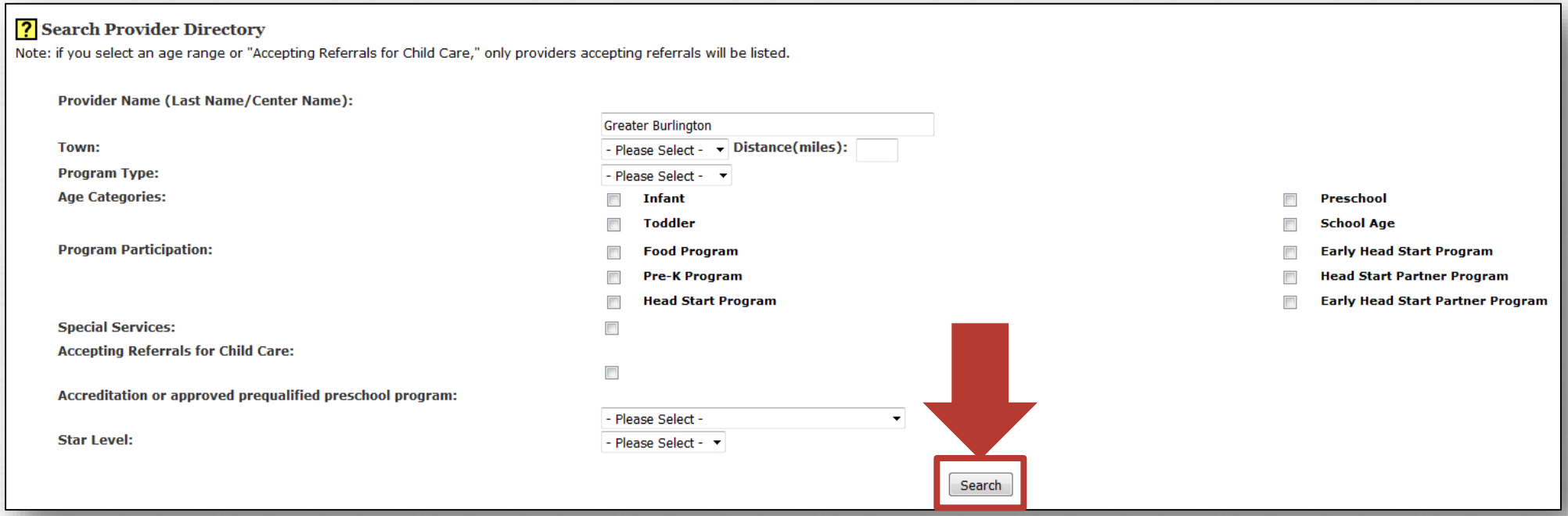
Click **Find a Provider.**



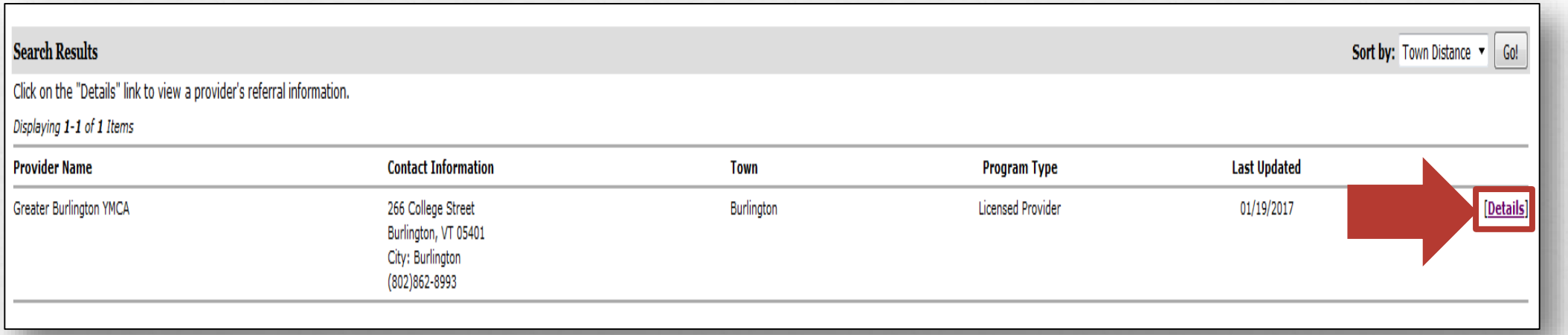
Click **Search Provider Directory.**



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



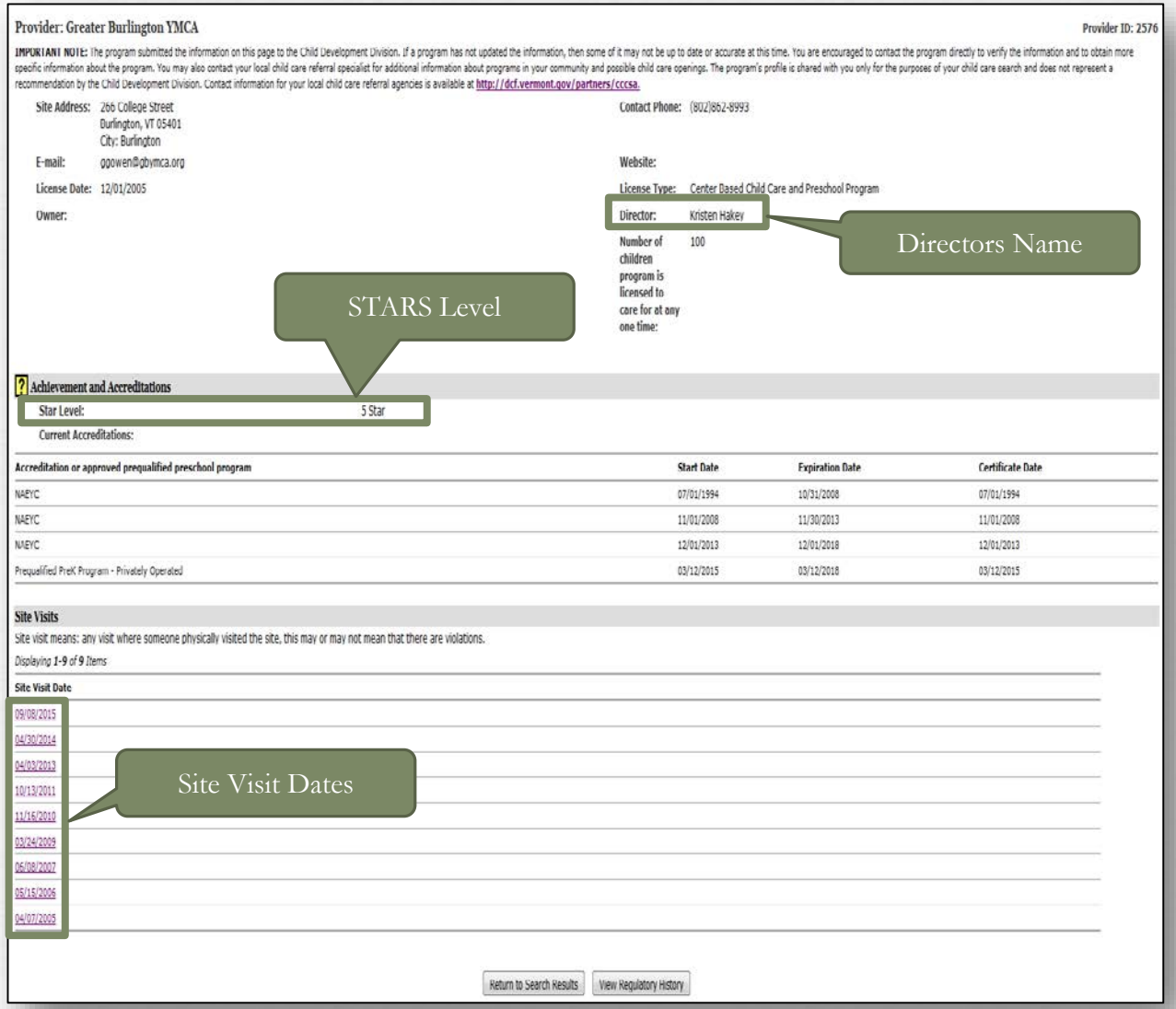
Find the provider in the *Search Results*, and click **Details**.



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.



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	**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 accomodate the needs of all the children.	05/07/2014	05/05/2014	Final
		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.			
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.				

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

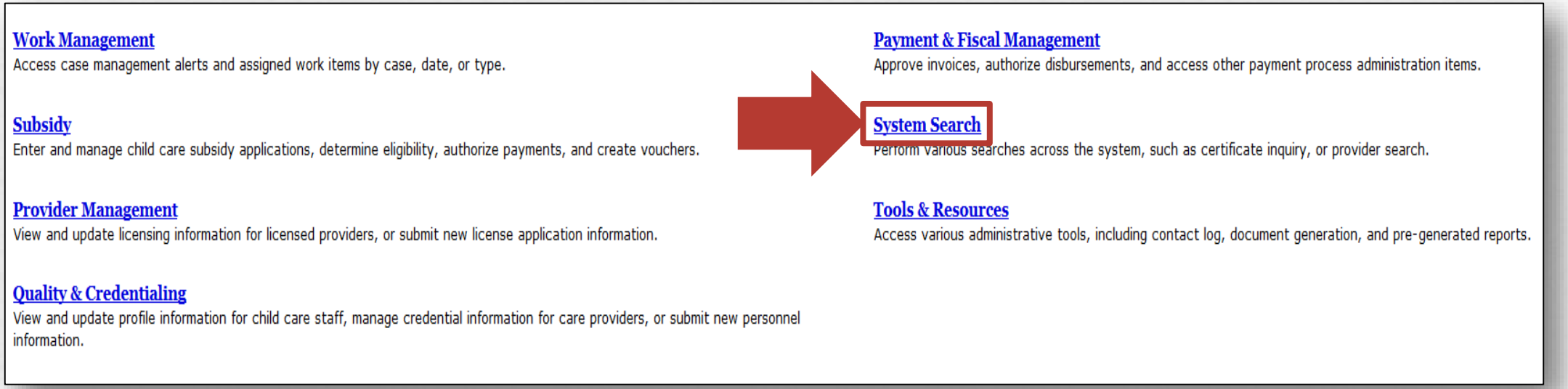
This section is an overview of the new information you can find within the internal portal.

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

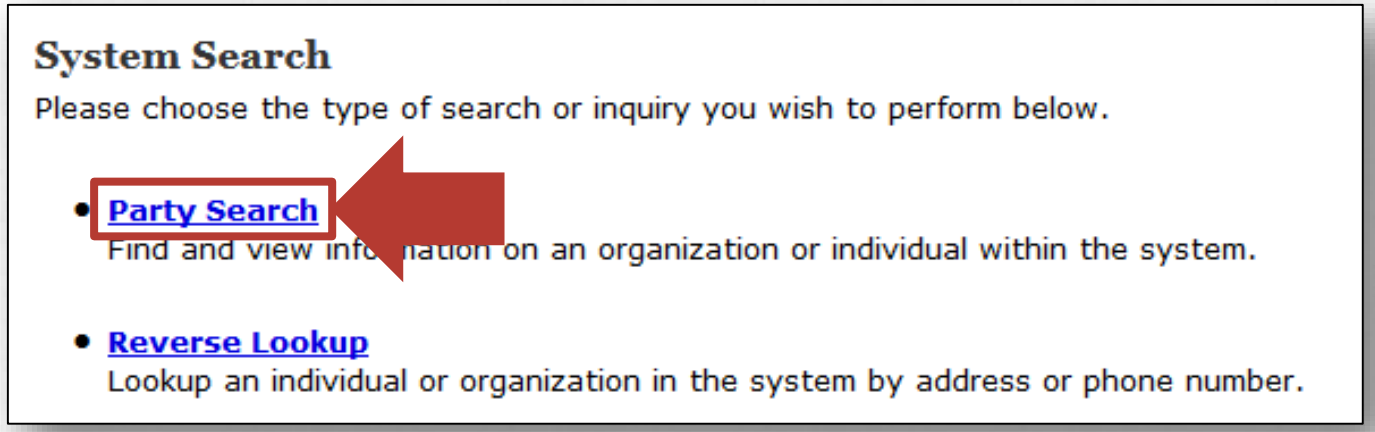
Review Directors Credential Case

Find out if the Director has completed the required training.

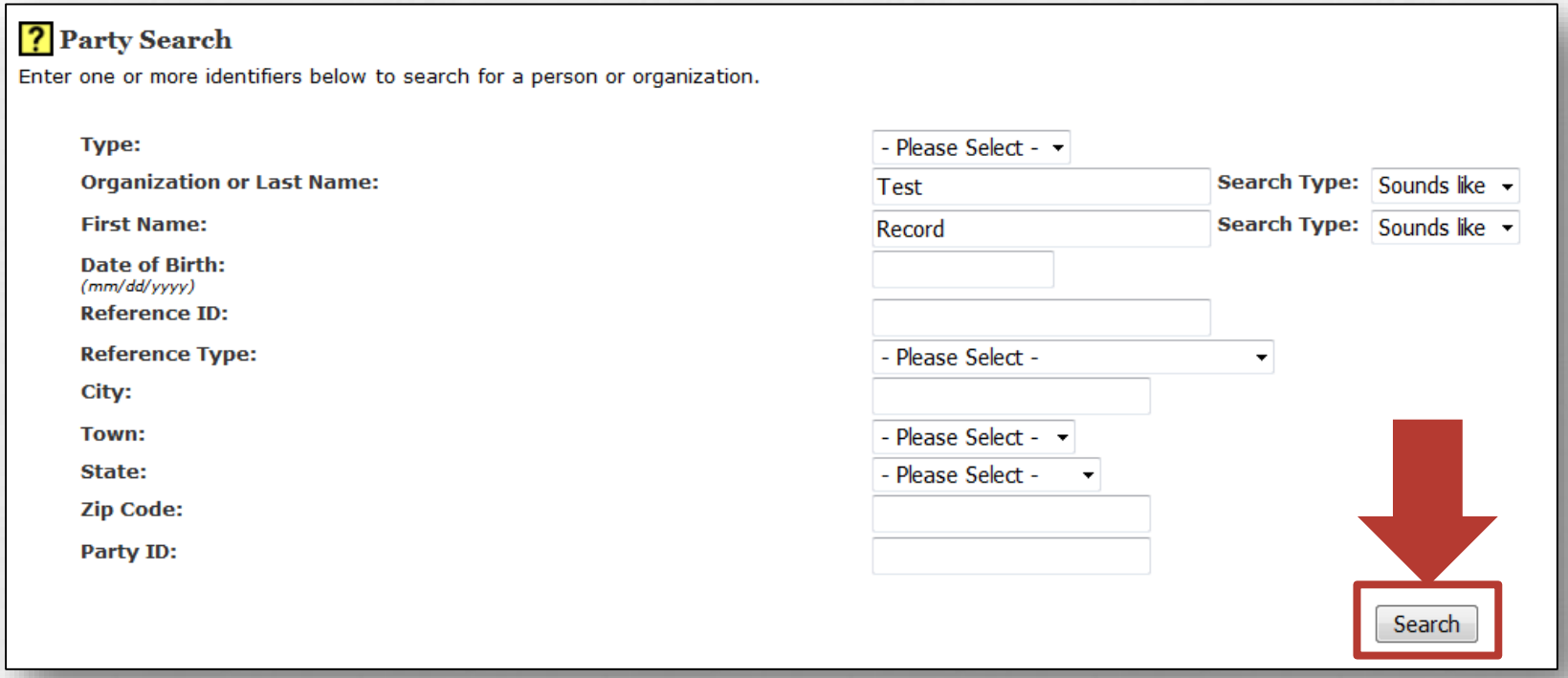
Click **System Search.**



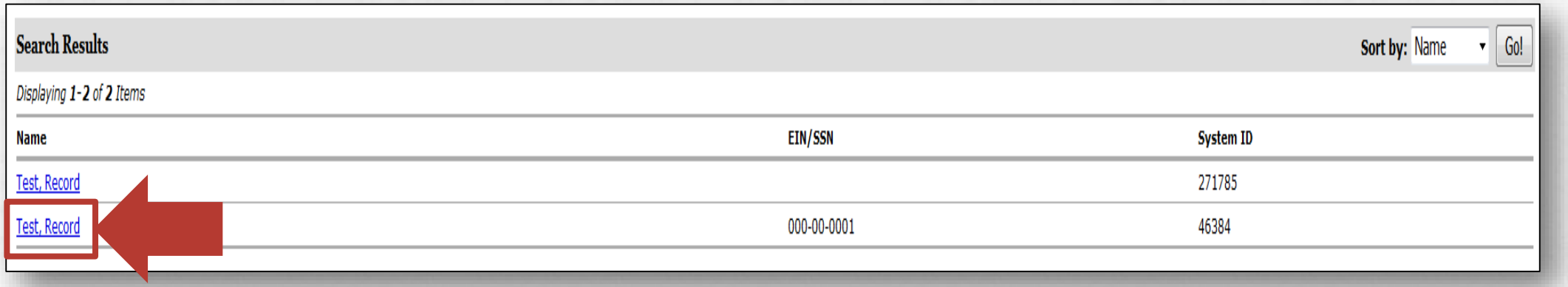
Click **Party Search.**



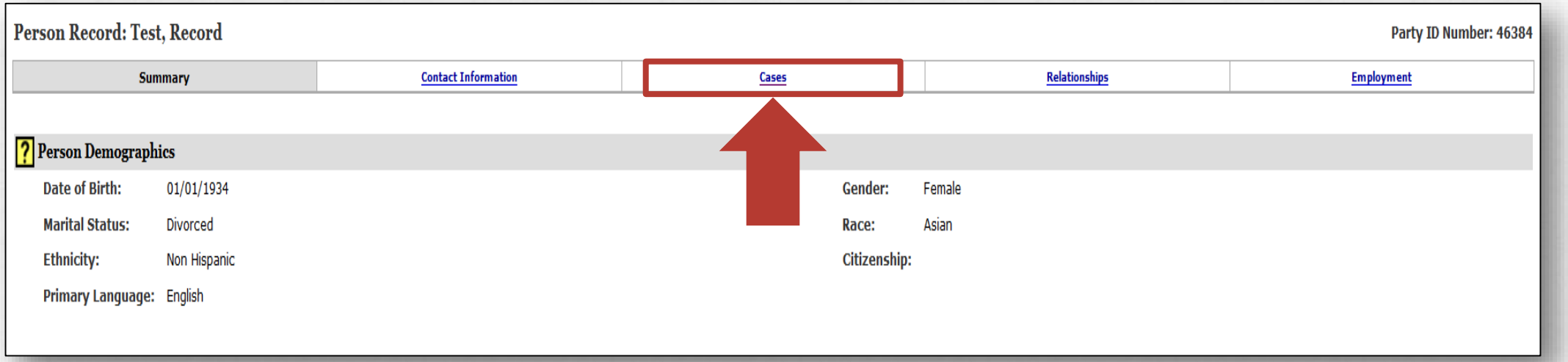
Enter the Directors name, and click **Search**.



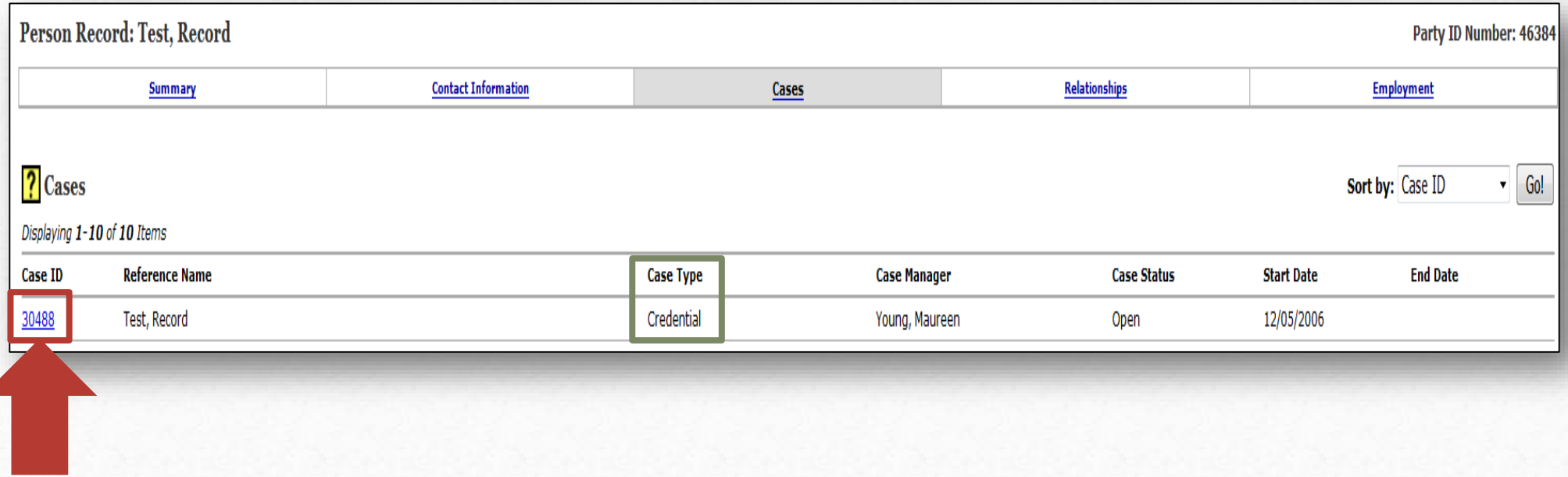
Click the name of the Director.



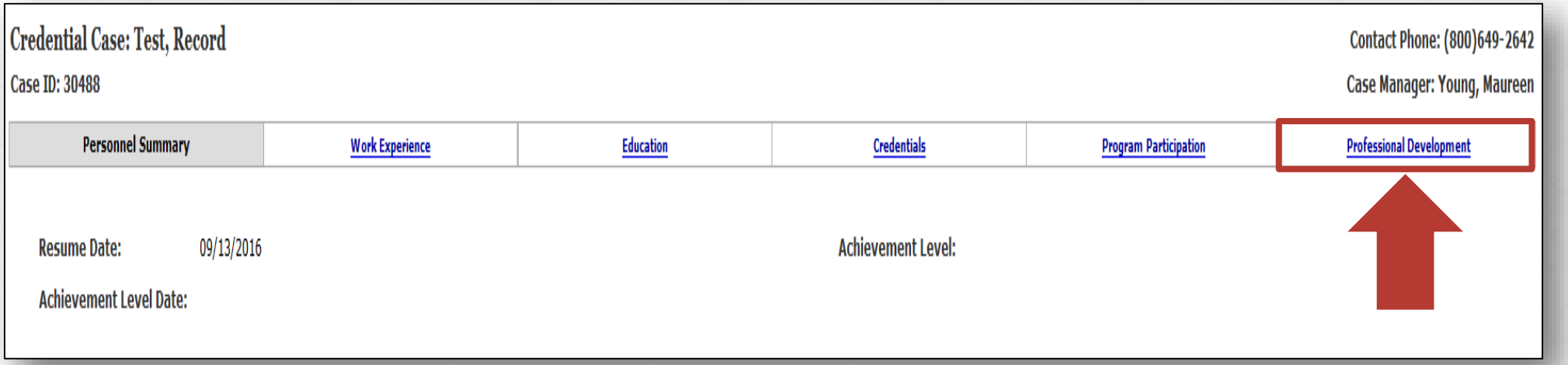
Click **Cases.**


Person Record: Test, Record
Party ID Number: 46384
Summary
Contact Information
Cases
Relationships
Employment
Person Demographics
Date of Birth: 01/01/1934
Marital Status: Divorced
Ethnicity: Non Hispanic
Primary Language: English
Gender: Female
Race: Asian
Citizenship:

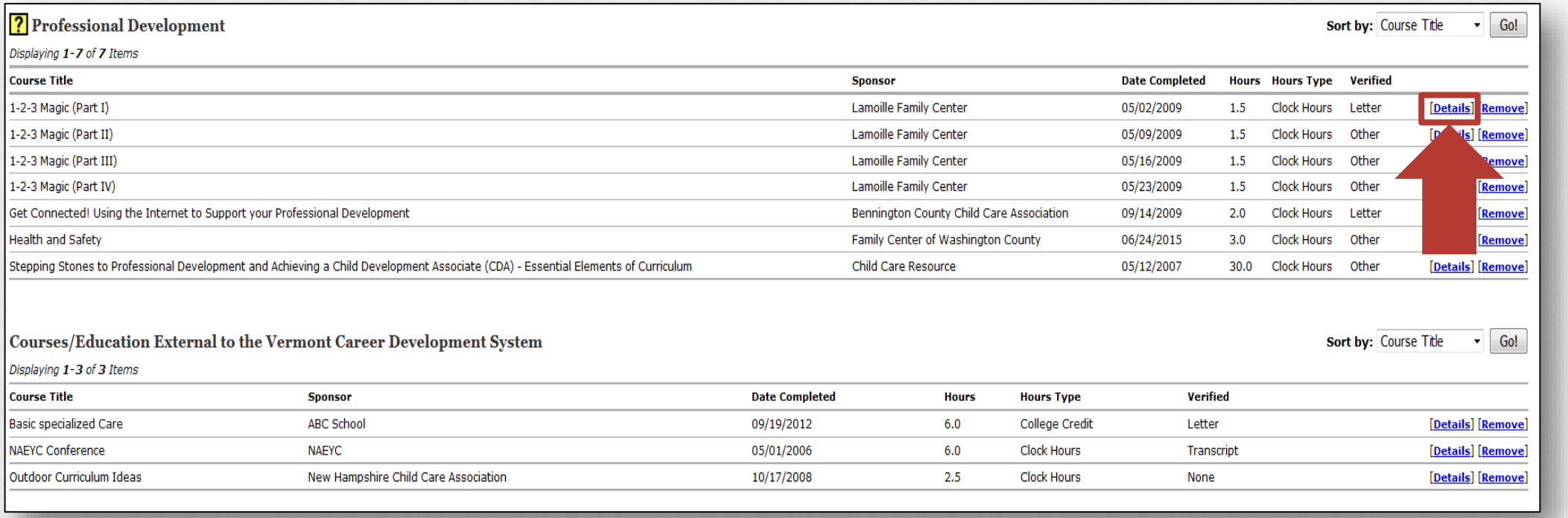
Find the Credential case, and click the *Case ID* number.



Click **Professional Development.**



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



Professional Development

Sort by: Course Title Go!

*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	[Remove]
1-2-3 Magic (Part IV)	Lamoille Family Center	05/23/2009	1.5	Clock Hours	Other	[Remove]
Get Connected! Using the Internet to Support your Professional Development	Bennington County Child Care Association	09/14/2009	2.0	Clock Hours	Letter	[Remove]
Health and Safety	Family Center of Washington County	06/24/2015	3.0	Clock Hours	Other	[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 Go!

*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.*

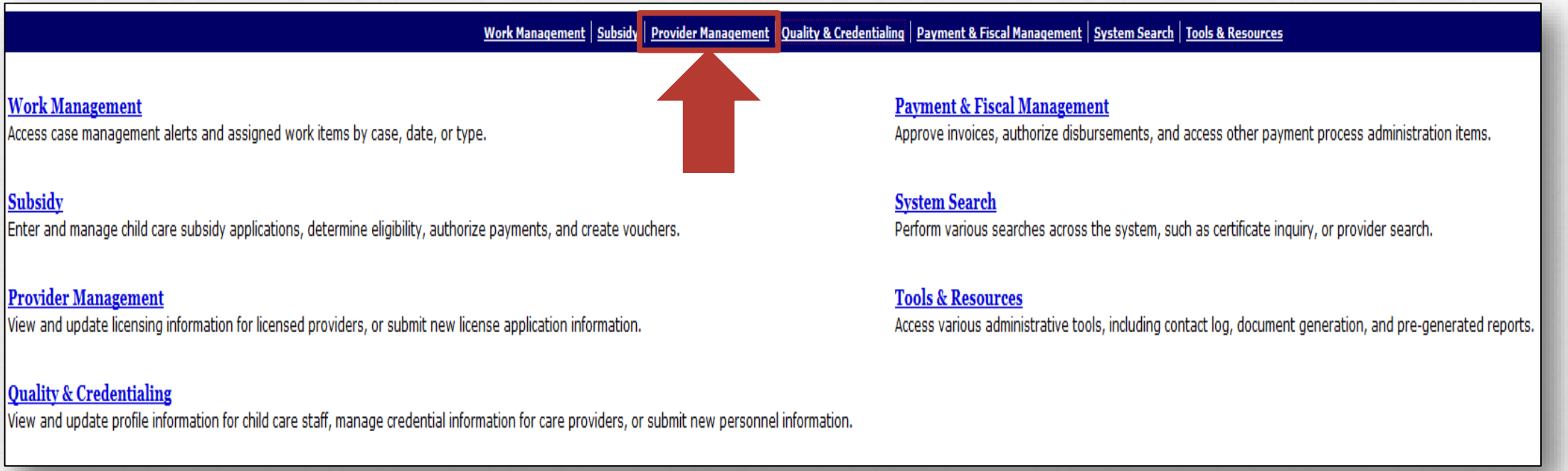
Professional Development Coursework Details

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: *(mm/dd/yyyy)*	05/02/2009
Form of Verification:	Letter

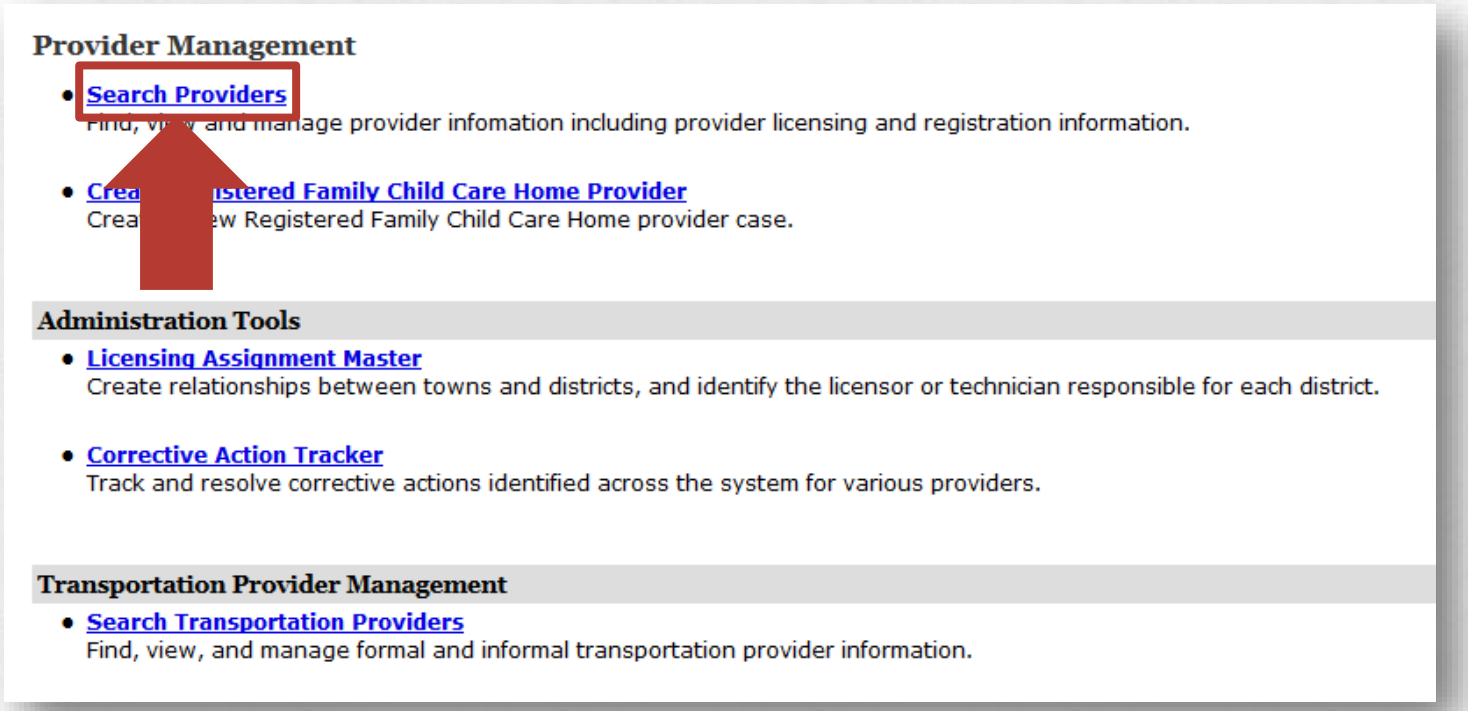
Review Provider's Case

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

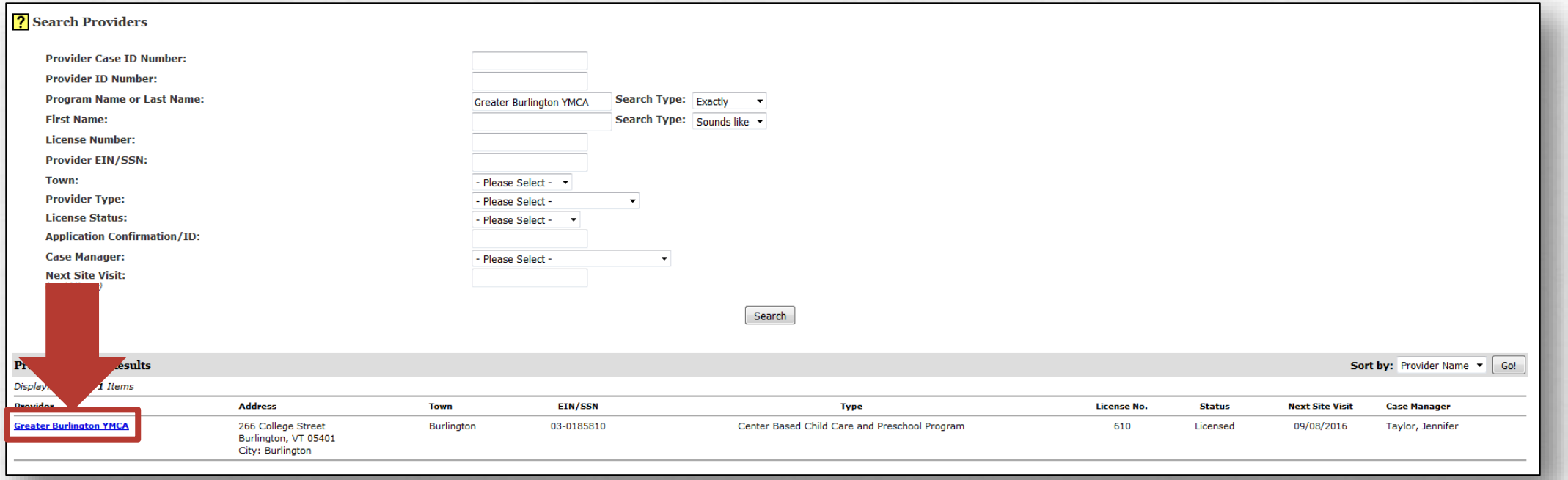
Click **Provider Management.**



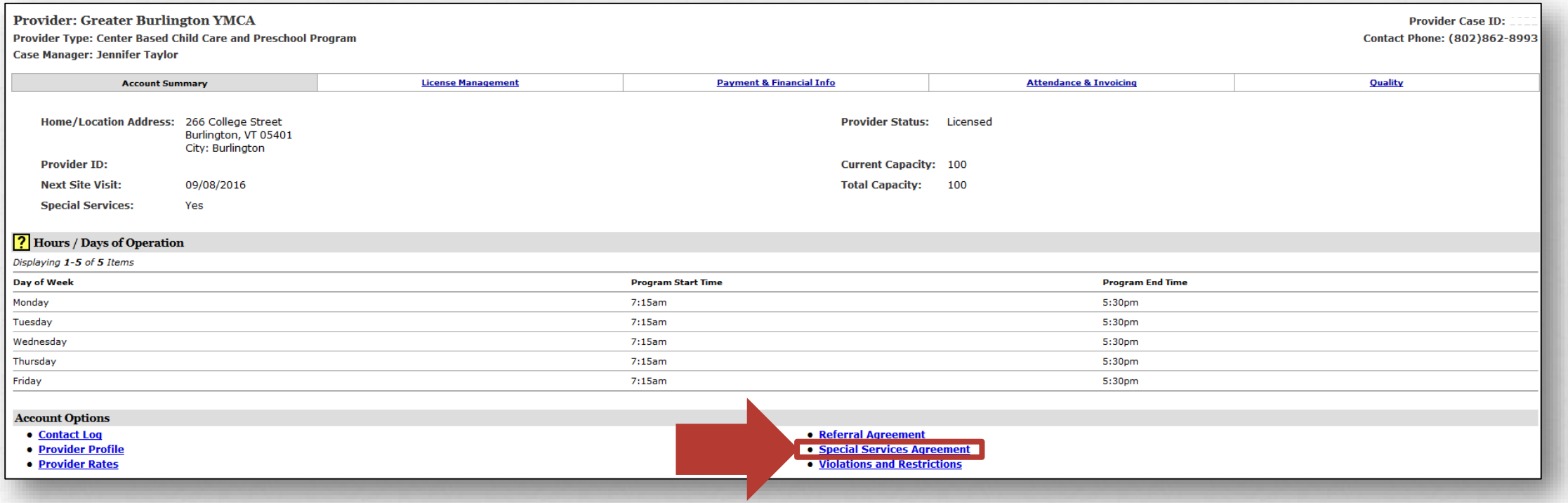
Click **Search Provider.**



Search the provider and then click their name.



Click **Special Services Agreement.**



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

Provider Case ID: [redacted]
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 ID:

Next Site Visit: 09/08/2016

Special Services: Yes

Provider Status: Licensed

Current Capacity: 100

Total Capacity: 100

Hours / Days of Operation

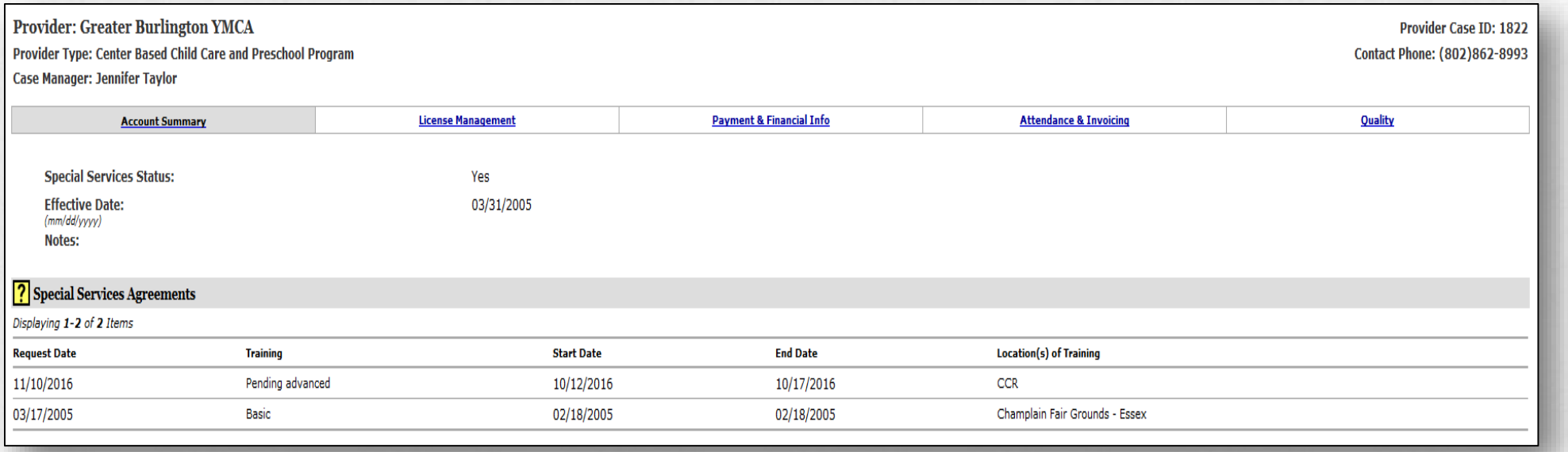
*Displaying **1-5** of **5** Items*

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

Special Services Status: Yes

Effective Date: 03/31/2005
(mm/dd/yyyy)

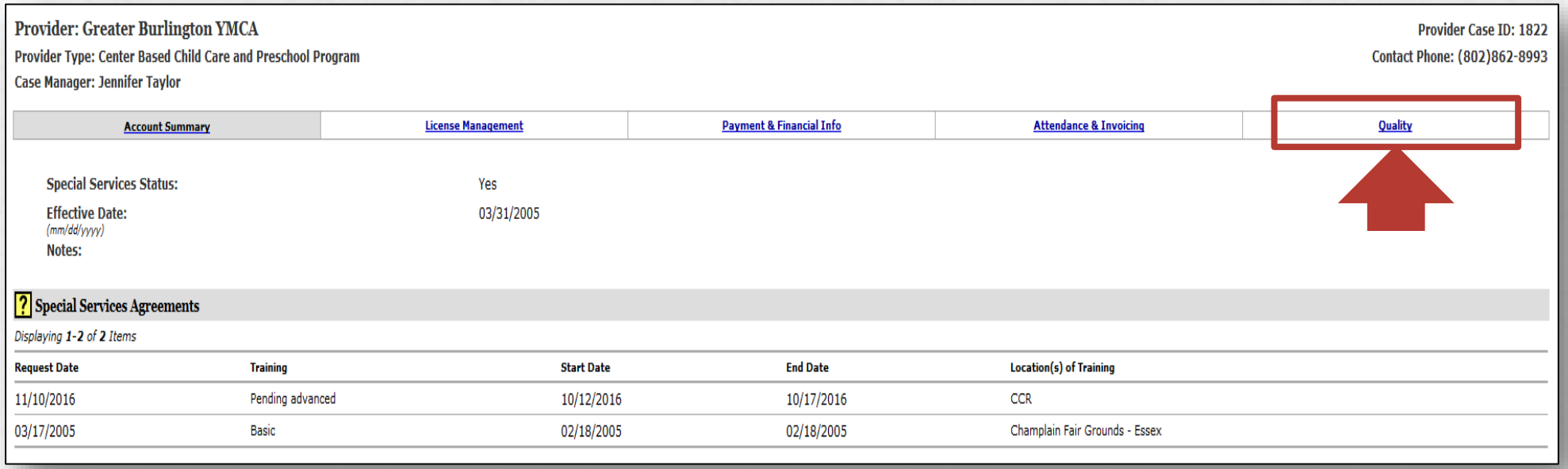
Notes:

Special Services Agreements

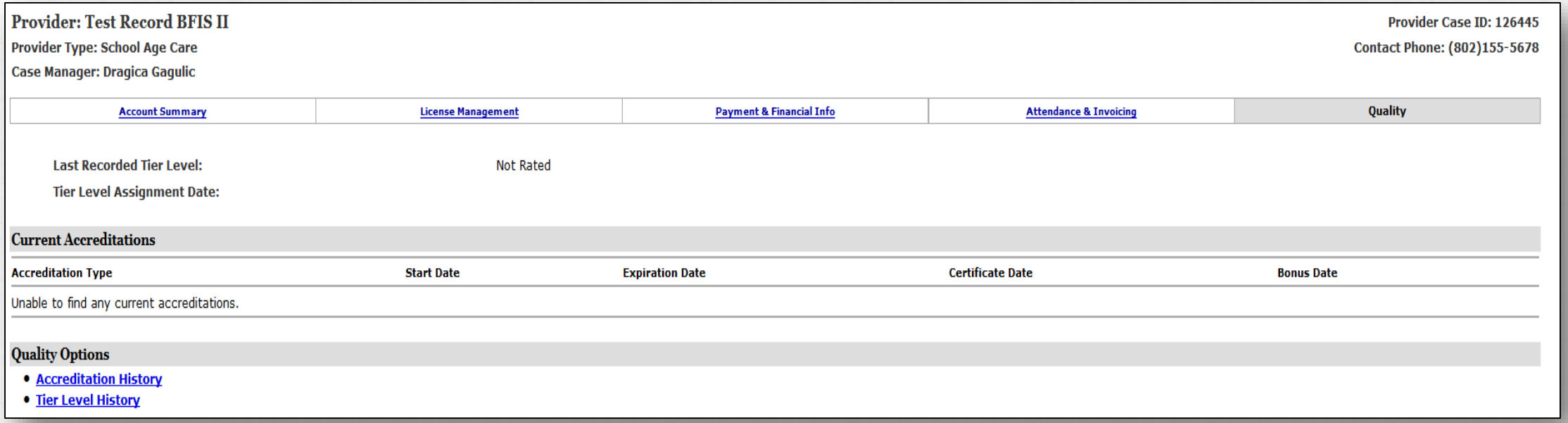
*Displaying **1-2** of **2** Items*

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**.



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

Last Recorded Tier Level: Not Rated

Tier Level Assignment Date:

Current Accreditations

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

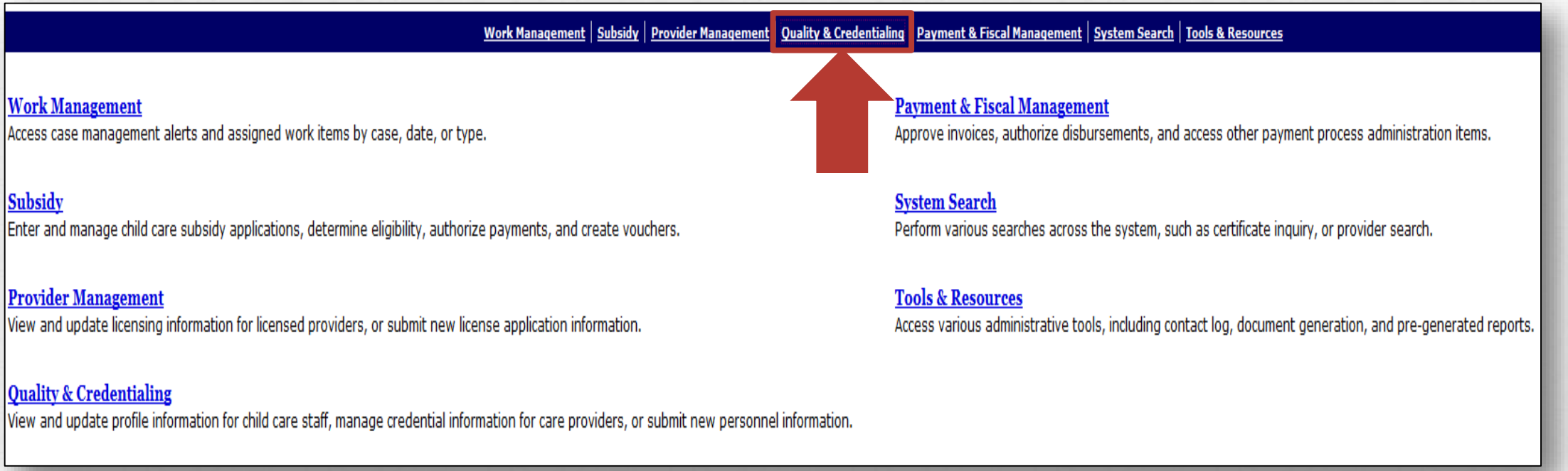
Quality Options

- Accreditation History
- Tier Level History

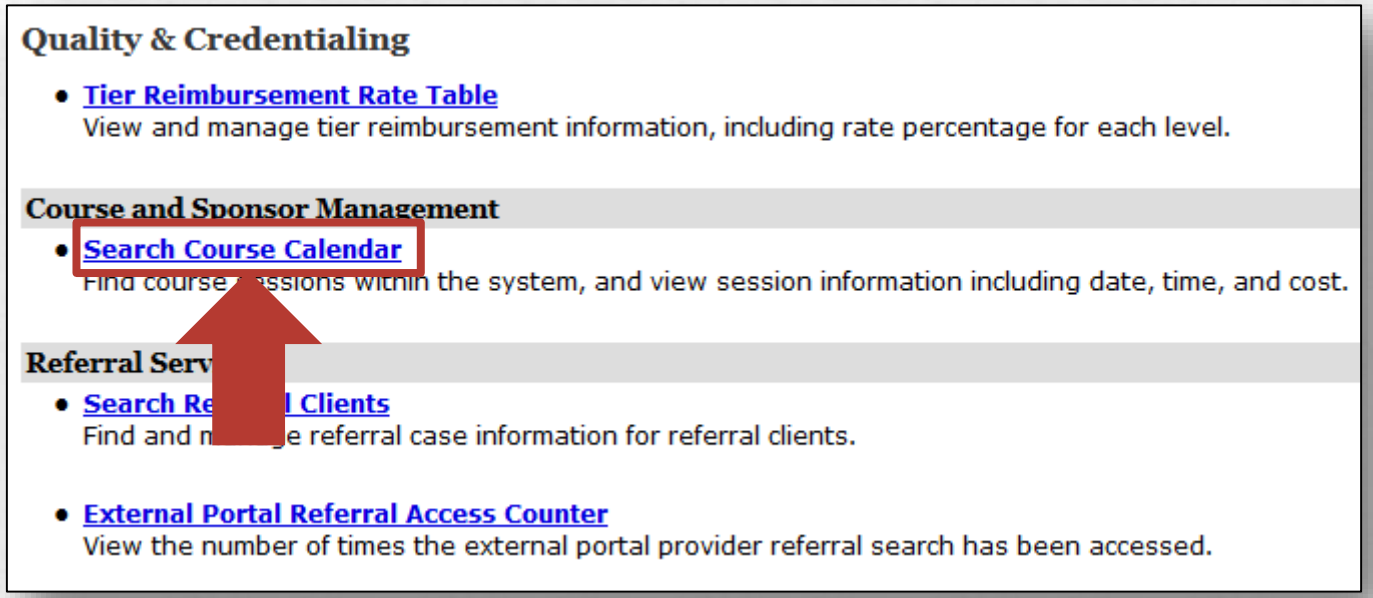
Course Calendar

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

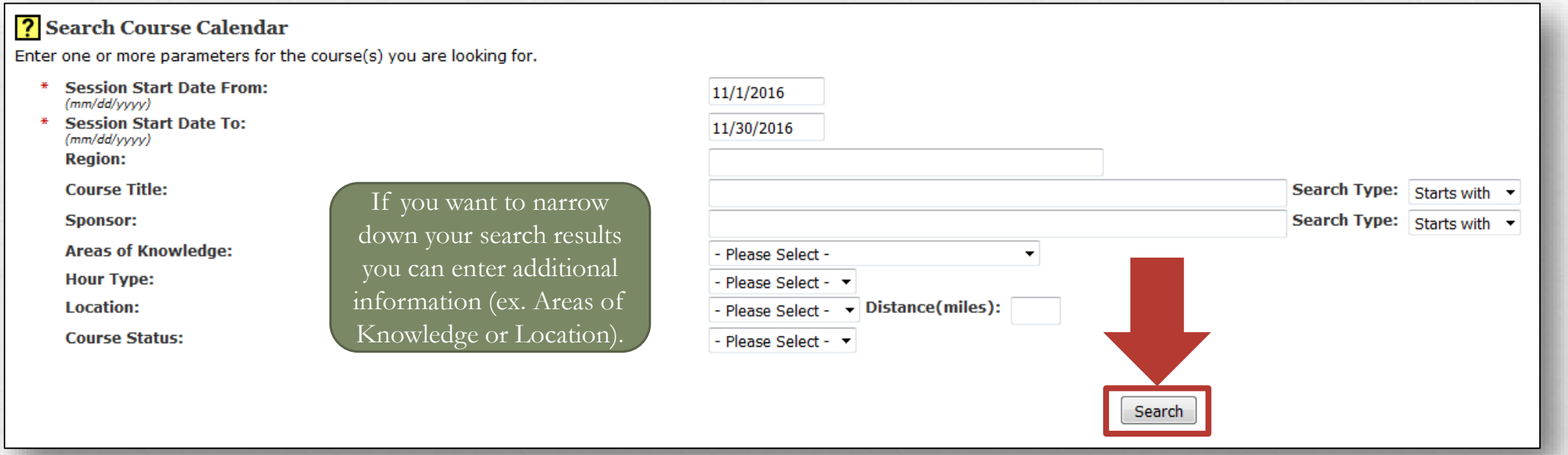
Click **Quality & Credentialing.**



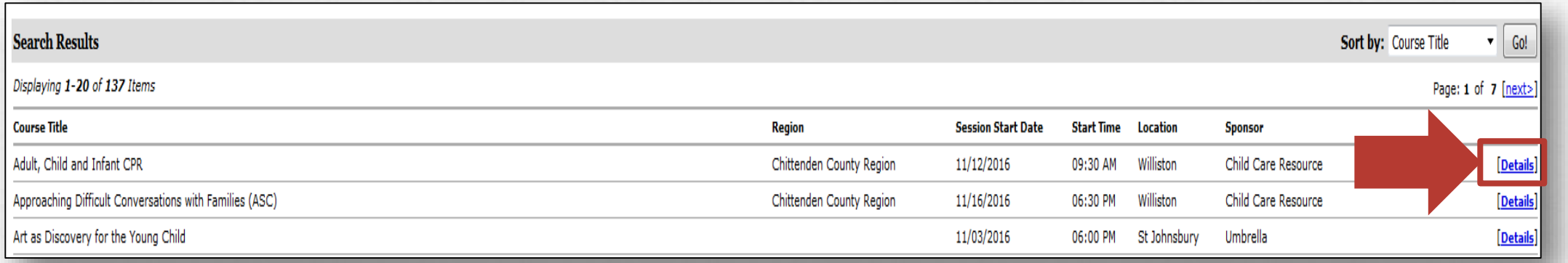
Click **Search Course Calendar.**



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



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

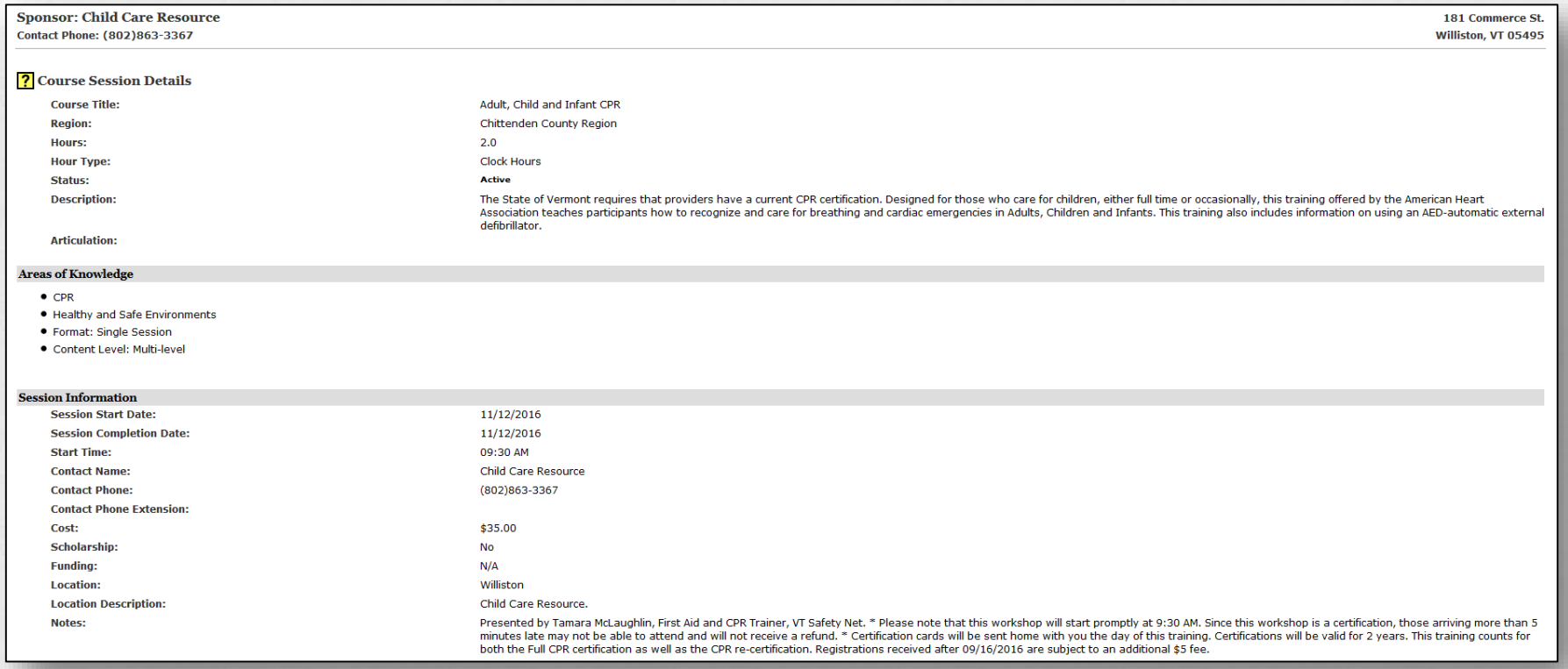


Search Results Sort by: Course Title Go!

*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
Contact Phone: (802)863-3367

181 Commerce St.
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

- 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.