

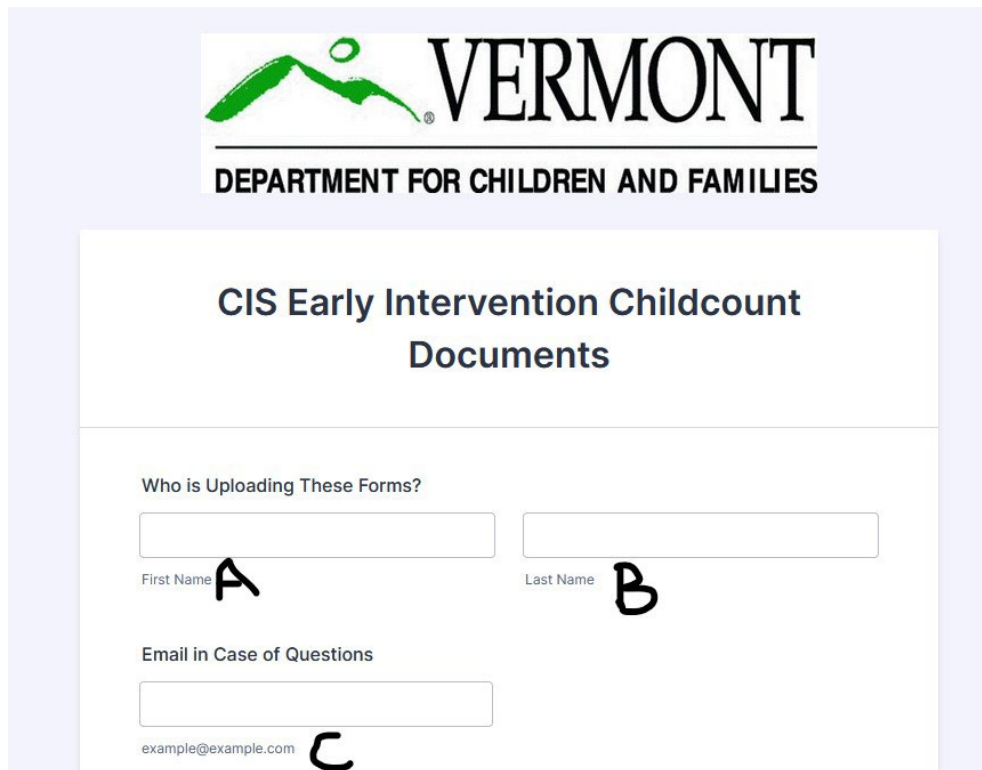
Children's Integrated Services JotForm Submission Guidance

1. Navigate to the JotForm Website using the link.

- a. [Upload CIS Early Intervention Child Count](#) is for Early Intervention client related documents, such as childcount spreadsheets and service grids.
- b. [Upload Children's Integrated Services Documents](#) is for Children's Integrated Services documents, such as the Semi-Annual Report and Value Based Payments.
- c. [Upload Early Intervention Prior Authorization Request](#) Early Intervention Prior Authorization request
- d. [Upload Early Intervention Invoice Requests](#) for Early Intervention invoice requests.

2. Fill in the top boxes with your information.

- a. Fill out your first name
- b. Fill out your last name
- c. Fill out your email address.



 **VERMONT**
DEPARTMENT FOR CHILDREN AND FAMILIES

CIS Early Intervention Childcount Documents

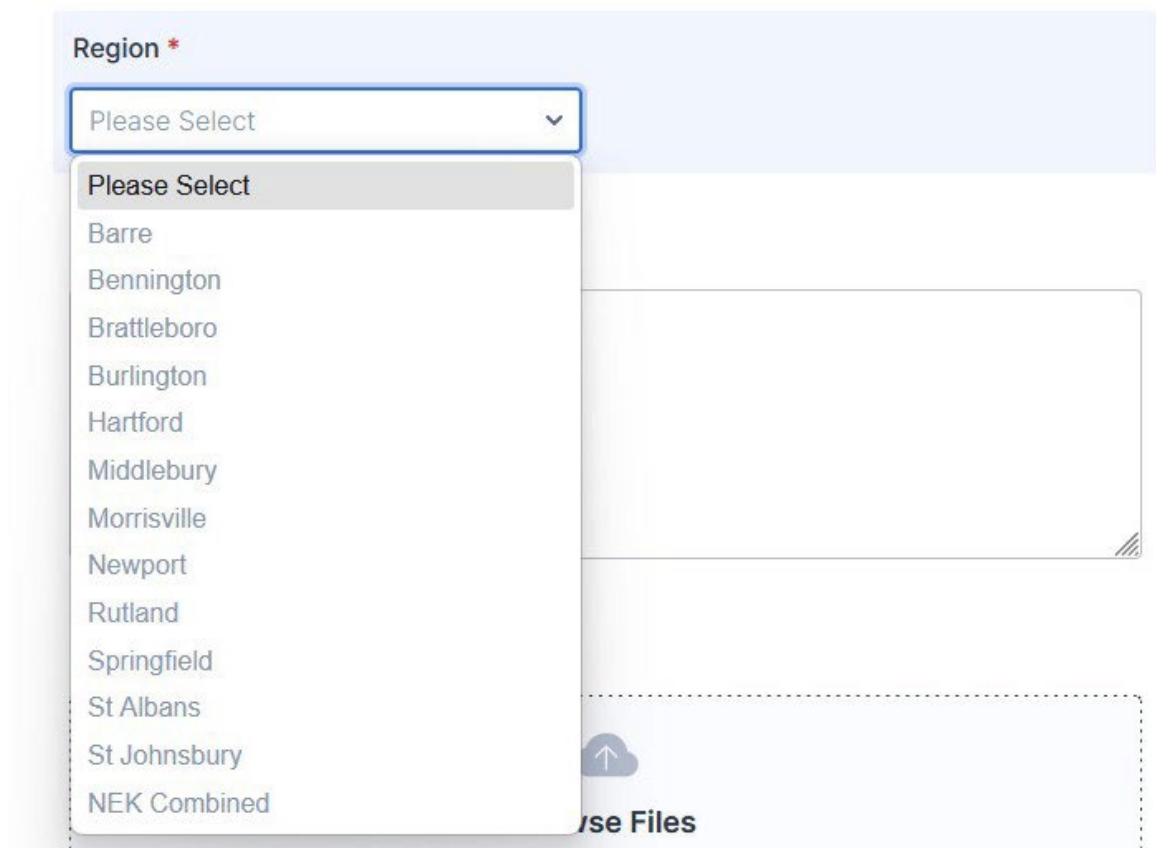
Who is Uploading These Forms?

First Name **A** Last Name **B**

Email in Case of Questions

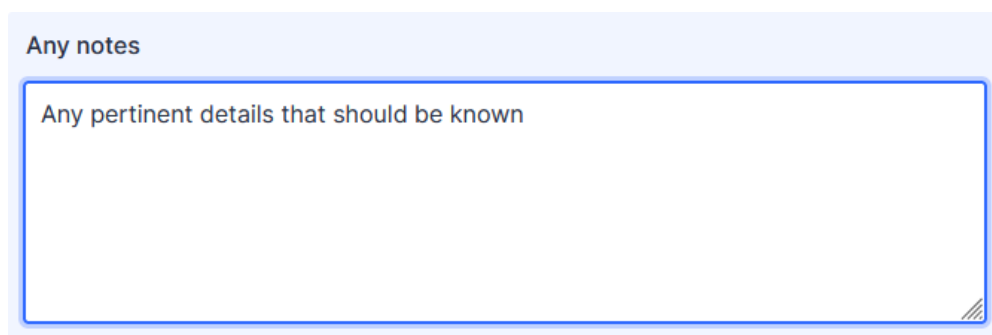
example@example.com **C**

3. Select your region from the dropdown menu. This is a required field.



A screenshot of a web form. At the top, the label 'Region *' is displayed in a light blue box. Below it is a dropdown menu with 'Please Select' and a downward arrow. The dropdown is open, showing a list of Vermont locations: 'Please Select', 'Barre', 'Bennington', 'Brattleboro', 'Burlington', 'Hartford', 'Middlebury', 'Morrisville', 'Newport', 'Rutland', 'Springfield', 'St Albans', 'St Johnsbury', and 'NEK Combined'. To the right of the dropdown is a large, empty text area. Below the text area is a dashed box containing an upload icon and the text 'Use Files'.

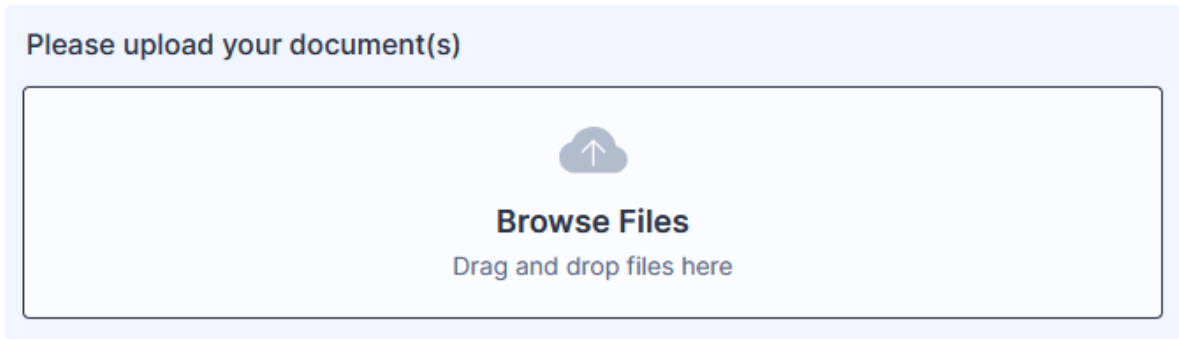
4. In the 'Any Notes' text field, include any information that you think is important to know. This may include what the documents are, or if there are circumstances around the Upload that need to be known.



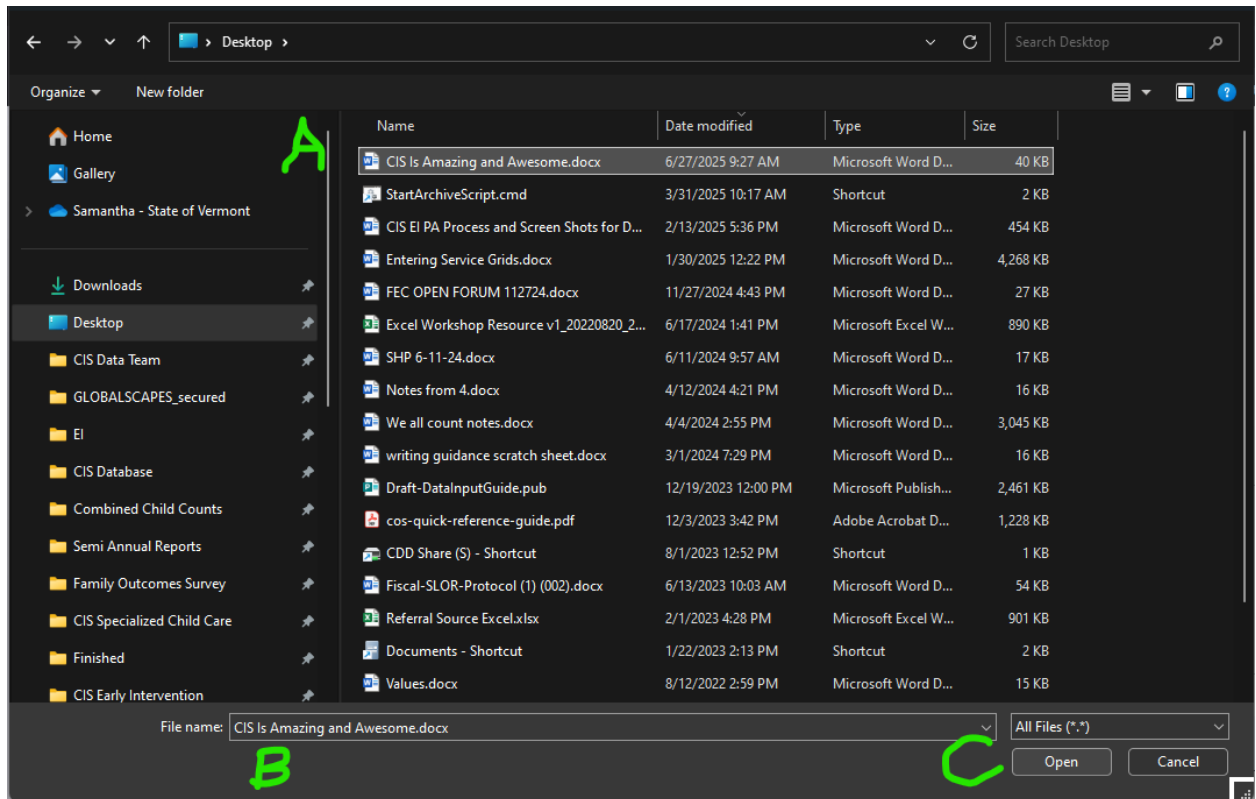
A screenshot of a web form. At the top, the label 'Any notes' is displayed in a light blue box. Below it is a large, empty text field with a blue border. Inside the text field, the placeholder text 'Any pertinent details that should be known' is visible. To the right of the text field is a small, empty box with a diagonal line.

- 5.

5. Click on the 'Browse File' to upload your document.

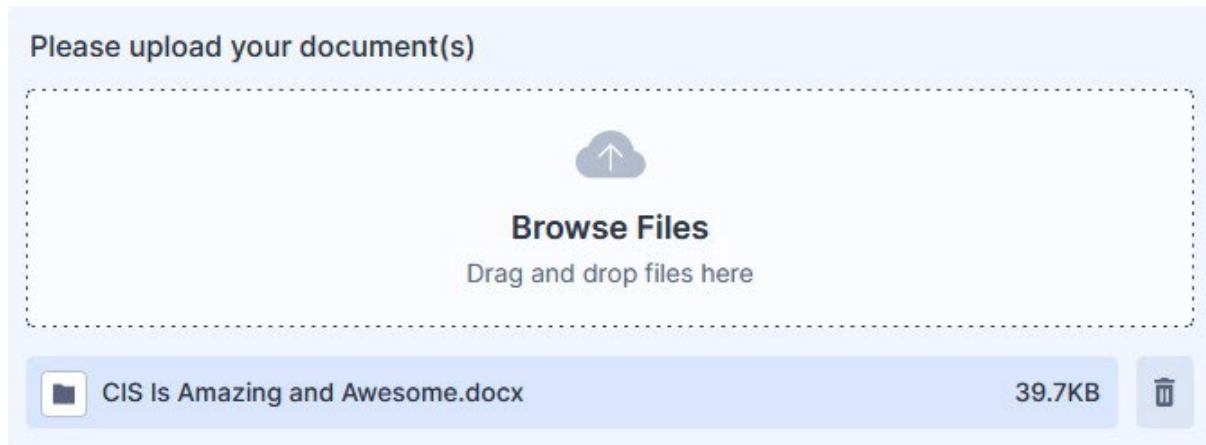


6. When you click on it, your Windows Explorer will pop up.



- Click on the file you wish to upload
- You should see the name of the file down below
- Select 'Open'

7. You will know that the Upload was successful when you see the document title below the Browse Files box.



8. Hit 'Submit'