Login and Overview for the Child Development Division Information System (CDDIS)

FOR VERMONT CHILD CARE PROVIDERS
CDDIS Trainings for Child Care Providers

This is the first in a series of trainings on YouTube. We recommend you view the trainings in the following order:

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. Viewing and Editing Provider Rate Agreements (PRA) in CDDIS
4. Viewing and Editing Operation Hours, Certificates, Claims and Notices in CDDIS
Introduction

This initial training provides login instructions for the Child Development Division Information System (CDDIS) and an overview of the features available for Providers.

- Additional trainings will cover specific tasks such as entering attendance, updating your information, viewing certificates and claims, and finding notices.

Topics

- Logging in to myvermont.gov
- Logging into CDDIS
- Overview of the CDDIS tabs and functions
- Using the Related view
- Accessing additional CDDIS trainings for providers
In order to log into CDDIS, a provider must first be registered and licensed in BFIS through CDD.

- Licensing accounts are remaining in BFIS for now.

The BFIS Help Desk can be reached at BFIS.Help@vermont.gov or 800-649-2642 Option 4.

Once a provider has a BFIS login, they can then request a login and password to CDDIS.

**BFIS VS CDDIS**

A BFIS (Bright Futures Information System) account is for tasks related to Provider Licensing.

A CDDIS (Child Development Division Information System) account is for entering and viewing data related to attendance and billing.
Begin by logging into my.vermont.gov

- You will receive an email prompting you to log in or set up a new account with my.vermont.gov.
- If you already have a my.vermont.gov account, enter your email address and password.
- If you have an account but have forgotten your password or need to unlock it? Select the Unlock your account or Forgot Password button.
- Don’t yet have an account or having trouble logging in? Submit a CDDIS Help Desk Request at https://cddishelpdesk.Vermont.gov.
Log into CDDIS

- Once you are logged into your my.Vermont.gov account, look for Child Care Programs.

- Selecting this Provider Login button which will bring you to the CDDIS homepage seen on the next slide.

**Note:** the look of your homepage in my.Vermont.gov may look different based on the programs you are associated with.
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. You will need to 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.

• Look for a “More” button or select the dropdown icon to expand the number of items you see.
  • Example: on a Galaxy phone, the toolbar choices display when you select the triple line icon on the top left of the Welcome screen.
This is the provider view of the CDDIS homepage.

We will do a brief introduction to the elements of the CDDIS site and discuss how to navigate it.
The homepage features tabs on the green banner across the top:

- Home
- My Account
- Provider Rate Agreement
- Operating Hours
- Attendance
- More
  - Certificates
  - Notices
- Log Out Icon
The **My Account** Tab

This screen lists the program or providers you are associated with.

If there is more than one provider or location associated with your name, they will all be listed here.
Navigating CDDIS: We recommend the *Related* view

Much of the information you will use regularly can be found in *Related* view.

- Start by selecting the *My Account* button on the homepage
- Next choose the Account name. (In this case Kristen’s Kid Care)
- You will then have the option to select *Related*
The **Related View**

As you can see, the **Related** view displays on one screen:
- Any related contacts
- Parties (programs you are affiliated with)
- Your Provider Rate Agreement
- Child Certificates
- Attendance
- Claims

Clicking on anything in blue will link you to more detailed information.
Provider Rate Agreement

- This screen displays your current provider rate agreement.
- You can also resubmit your rates and upload verification documents here.

**Note:** You cannot modify a PRA for a pay period that has already been billed.

The training, *Viewing and Editing Provider Rate Agreements (PRA) in CDDIS*, provides more detailed information on this topic.
Operating Hours

You will use this screen to update the total number of hours your center is open per week.
Attendance

- The Attendance tab on the banner will open by default to **Attendance Entry** where you enter attendance for the service period.
- There are two other attendance related buttons you can select from within this section:
  - **Attendance Adjustment** where you can edit previously submitted entries.
  - **Attendance Report** where view a spreadsheet or report of your attendance data.

For detailed information about attendance topics, view the training, *Entering, Adjusting or Viewing a CDDIS Attendance Report*
Certificates

This section lists all the certificates that have been issued to families/children attending a particular provider.

You can click on the number, and the child’s certificate will display.
Notices

Communication from Eligibility Specialists, etc. will display here.
Logging Out from the Home Screen

If you are on the CDDIS home screen you can (and should) use the person icon on the far right of the banner to quickly log out of the system.

Logging out when you step away will keep your information secure.
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