Viewing and Editing Operation Hours, Certificates, Claims and Notices in CDDIS
CDDIS Trainings for Child Care Providers

This is the fourth in a series of trainings. We recommend you view them 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
Most financial and administrative information can be easily viewed in CDDIS. Some information can also be edited.
Log into CDDIS

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

Selecting this button 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.
CDDIS Navigation Notes

There is more than one way to find most information in CDDIS.

Feel free to explore the site, as you have time.

For the purpose of this training, we are sharing the path that we think will be most helpful.

Sometimes that will use a button on the banner always at the top of the screen.

Sometimes we will suggest you access information from the Related screen.
Use Related view To See Most Information in CDDIS

1. Start by selecting the My Account button on the banner.
2. Next choose the Account name. (In this case Kristen’s Kid Care).
3. You will then have the option to select Related.
Begin by logging into your my.vermont.gov account

You will have received an email with login information from CDD.

If you need assistance with your password, submit a CDDIS Help Desk Request at https://cddishelpdesk.vermont.gov.
The **Related** button is an easy way to access:

- Student Certificates
- Attendance
- Claims

Clicking on anything in blue will link you to more detailed information.
Operating Hours
Viewing Operating Hours

For a quick view of how many Operating Hours you are currently showing, click the Provider Rate Agreement tab on the banner.

At the very bottom of the Create Provider Rate Agreement section, you can see Total number of operating hours per week.
Entering or Updating Operating Hours

1. From the CDDIS banner choose the Operating Hours tab.

2. The Operating Hours tab will bring you to the PRA Update screen. Type in the total number of hours you are open each week.
   • Then click the Next button

3. After reviewing the number of working hours, hit Finish.
Child Certificates: View Only
Viewing Child Certificates

1. To view the certificate associated with each child, select the **Certificates** tab on the home screen. (This information can also be opened from the **Related** view.)

2. Click on the blue certificate code associated with a particular child.

3. The certificate will open to display names, dates, the age category, hours and payment amounts associated with this child.
Child Certificate Related View

- For additional information about a child’s status, select the Related screen at the top of the certificate.
- Here you can view Transport Authorizations, Attendance, Notices, etc. associated with that child.
- The Print Certificate button lets you view, print or save a copy of the child’s certificate letter.
Viewing Claims that Have Been Submitted for Payment

1. Start by opening the Related screen as shown in Slide 5.
2. Once the Related screen is open, scroll to the bottom for the Claims section.
Claims Details

• The individual Claim screen will provide details such as the claim status, and if it’s already paid, the amount and date of the payment sent to the provider.

• Select the **View Claim Record** button to view a list of payments made per child, per service period.
Claims Record

- The **View Claim Record** screen provides an easy-to-read summary of the payments per child, per service period.

- You can use the **Print** button to save the summary for your records.
If a Claim Has Already Been Paid:

• The Submit for Approval button allows you to send a note on the claim back to CDD.

• The Printable View will provide a pdf version of this screen that you can print or save.
Notices

A notice email will be sent letting you know there is a new document in your CDDIS account.
Example of an Emailed Notice

This is an example of a notice that was emailed to a provider after they updated their rate agreement.
Accessing Notices through CDDIS

- Clicking on the *Notices* tab on the CDDIS banner will show a list of the notices you have received from CDD.

- Select the notice you wish to view by clicking on the blue text.
Viewing Notices

Once you select a specific notice the screen below will display.

You can also select the printable view and the notice will appear in letter format.
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