Checking Provider Rate Agreement Status in CDDIS

This guide will walkthrough how to view the status of your PRA within the Child Development Division Information System (CDDIS). For step-by-step instructions on entering a new Provider Rate Agreement (PRA), please view the PRA training.

1. Login to the Provider Portal.
2. Click the Provider Rate Agreement tab (top of the page in green banner).
3. Scroll to the bottom and look at the following columns: Submitted for Approval and PRA Approved.

   a. If you see a checked box in the PRA Approved column this means that the PRA has been approved and is effective per the Effective Start Date column.

   b. If you see a checked box in the Submitted for Approval column this means the PRA has been submitted and is pending approval from CDD.

   c. If you do not see a checked box in the Submitted for Approval or PRA Approved columns this means you have not submitted the PRA.

4. If your PRA has not been submitted (see Step 3c), you must do the following:
   a. Click on the Provider Rate Agreement link (in blue).

   b. Follow the flow (by clicking Next) to the last page. Make sure to review and update any information along the way.

   c. Click Submit to submit the PRA.
d. Repeat step 3 above to verify your PRA has been Submitted for Approval. Once your PRA has been approved you will receive an email confirmation. You may use this email as an indicator that you are now able to submit your attendance.

**Important Reminder!**

If you are waiting on a PRA to be approved, **DO NOT** submit attendance during that service period. If you submit attendance during that service period, the PRA will **not** go into effect until the first service period where attendance has **not** been submitted.