Submitting, Viewing and Editing Provider Rate Agreements (PRA) in CDDIS
CDDIS Trainings for Child Care Providers

This is the third in a series of trainings. We recommend you view them in the order outlined below:

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. Entering, Viewing and Editing Provider Rate Agreements (PRA) in CDDIS

4. Viewing and Editing Operation Hours, Certificates, Claims and Notices in CDDIS
Provider rate agreements can be easily entered, viewed, and updated in CDDIS.
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.
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.
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.
Entering a New or Updated Provider Rate Agreement (PRA)

NOTE: A NEW PRA WILL NOT BE APPLIED TO PREVIOUSLY SUBMITTED PAY PERIODS.
A provider rate agreement cannot be entered if the operating hours aren’t filled in.

- If this information has not been entered previously, click on the Operating Hours tab on task bar.
- Enter total # of working hours/week.
- Select Next when complete.
- Review the Successfully updated hours screen.
- Select Finish.
Entering a New or Updated Provider Rate Agreement (PRA)*

1. Select the Provider Rate Agreement button on the green banner.
   - The Create Provider Rate Agreement screen will open.

2. Enter your updated rates and select the Next button.

Note: You cannot update a PRA if you have already entered attendance for a pay period.

*See next page for those providers with more than one account.
PRAs for Providers With More Than One Account:

Most providers have only one account.

Providers with more than one account who are submitting a PRA, need to select:

1. **My Account** button on the banner then
2. Choose the appropriate account.
3. Select **Create** PRA and enter rates.
Confirming a New Provider Rate Agreement

3. After entering new data on the blank PRA screen and clicking Next, review that your information reads correctly. You can hit Previous if you need to correct anything.
   - Select Next

4. Select Next
Provider Rate Agreement Verification

5. Verify the rates you have submitted are the rates you charge to all families, including those that pay with other funds. Once complete click Submit.

6. Check the box and click Next.

You will receive an email notice when your PRA has been processed.
Provider Responsibilities

7. Review the Provider Responsibilities. Scroll to the bottom of the page and check the “Agree” checkbox and click Next.

8. Click Next and you have successfully submitted a PRA.

You will receive an email notice when your PRA has been processed.
Viewing Provider Rate Agreement
View Provider Rate Agreement in Related view

Once in Related view, select Provider Fee Schedule

Click on the blue Provider Rate Agreement number to view or edit PRA information.
The Provider Rate Agreement Related Screen Contains:

1. A place to view document status
2. A snapshot of your current PRA
3. A button where you can edit/update your PRA (only a choice if your PRA has not yet been processed).
4. Details of your current PRA
5. Your PRA Status, as well as Start and End Dates (scroll down)
### Viewing PRA Documentation Material

1. **Section 1 displays a document you have previously uploaded.**

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<th>Document SubType</th>
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2. **You can preview the document or delete it.**
PRA Display Screen

The PRA Display Screen provides a snapshot of the fees you currently charge for:

- Infants
- Toddlers
- Pre-School
- School
- Full, Part-Time or Extended
Scroll to the lower half of the page to see the rate details for each child population.

The last line on the page shows:
- Your PRA Approval Status
- The effective PRA Start and End Dates
PRA Approval Notice

This is an example of the notice that will be emailed once a PRA has been approved.