

March 2010 Provider Post

**“Tis the luck of the Irish!”
Welcome new providers**



**Paula Cope, Limited, East Palestine
Tina Powers, Type B, Hanoverton
Jenna Prasco, Type B, Salem**

CCIDS
(“Kids”)
(Child care information data system)

- You should be receiving a letter from ODJFS regarding your individual User ID & description of password in order to log into the provider portal.
- The provider portal is an online web tool used to collect required information from providers & allow providers to view information specific to their program.
- You must enter your personal information (banking info, rates etc) into the provider portal sometime between March 8-March 20.
- **NOTE**-The provider portal will be down on March 27 for maintenance.
- Information from ODJFS--- AFSCME, in an attempt to assist providers, did set up a robot call to go out to providers. The purpose of the call is to offer providers assistance with their state contracts. They are offering providers computer time if they do not have access in order to get their contract done. They are also offering providers help with obtaining an e-mail address if they need it. AFSCME is not collecting personal information - including bank account information.
- Please direct your questions to CCIDS Help Desk at 1-877-302-2347 or email CCIDS_Help_Desk@jfs.ohio.gov

- You will still be certified and inspected by CCDJFS.
- You will still be required to complete invoices and submit to CCDJFS.
- Your March invoices will still be due to the agency by March 31, 2010.
- Your current contract with CCDJFS will terminate on March 27, 2010.

- Computers are available for use at:
 - Local libraries
 - Columbiana County One-Stop
 - CCDJFS waiting room beginning March 12, 2010.



Invoice issues
(Providers please read carefully)

- Many providers are double billing for the same child, overlapping hours with another provider or center and/or billing for too many children.
- It is the provider's and caretaker's responsibility to submit accurate billing.
- The caretaker must sign your invoice each day child care is provided, not ahead of time.

- The caretaker shall sign after the hours are recorded. (The signature approves the hours recorded are accurate.)
- If you are billing for an absent day, you should shade in the “Abs” circle as well as record the number of absent days used for the week. Therefore an absent day should not be overlooked.
- Providers are only certified to care for 6 children at one time! Do not provide child care for and/or bill for more than your allowed group size.
- Please review your invoices frequently to assure “clerical errors” do not occur.

Thank you to the providers who submit neat, legible and accurate invoices! 😊

Monthly reminder letters

- Providers, please keep in mind these letters are not required but rather a courtesy.
- You are self employed and are required to keep track of when your required items are due.
- Keep copies of everything for your convenience and reference your recent inspection for dates.
 - Provider Medical Statement (JFS 01280) due every 3 years
 - Water test due annually
 - BCII fingerprints must be completed every 4 years from the date of the last BCII and prior to the provider’s certification.
(Provider, ECGs & all adult household members)
 - Statement of Nonconviction (JFS 01329) due annually/re-certification date
(Provider, ECGs & all adult household members)
 - Request for Child Abuse and Neglect Report (JFS 01302) due annually/re-certification date
(Provider, ECGs & all adult household members)
 - 6 CEU hours due every certification year.
 - First Aid & CPR must be current for provider & ECGs.
- Please do not rely on others (other providers, Health Dept, Red Cross etc) to submit your paperwork and/or cards to CCDJFS.

Toothsaver

The EMT tooth saver kits which were distributed to all providers for their first aid kits are now expired.

If interested, please contact SmartPractice at 1-800-522-0800 or www.smartpractice.com to order.

5101: 2-14-29 states tooth preservation system or fresh chilled milk in which to transport a lost tooth is required in the first aid box.

Contact Information:

Foundations of Knowledge

239 W. Lincoln Way

Lisbon, OH 44432

330-420-9288

Health & Safety Class

New providers and/or emergency substitute caregivers must take Health & Safety **prior** to being approved.

Class Fee \$ 20.00 per person.

<u>CLASS</u>	<u>DATE</u>	<u>TIME</u>
Session #1	3/27/10	9am-3pm
Test	3/30/10	6pm
Session #1	5/4/10	6pm-9pm
Session #2	5/6/10	6pm-9pm
Test	5/11/10	6pm

Child Abuse & Neglect

Class Fee \$ 10.00

<u>DATE</u>	<u>TIME</u>
4/22/10	4pm-10pm

Communicable Disease Prevention

Class Fee: \$10.00

<u>DATE</u>	<u>TIME</u>
4/15/10	4pm-10pm

Continuing Education Classes

All Type B providers are required to complete 6 CEU hours by their annual recertification date. 2 hours shall include child growth and development.

Class fee \$10.00

Class Title	Date	Time
Active Supervision	3/11/10	6-8pm
Daily Activities & Lesson Planning	3/18/10	6-8pm
Conversations with children	4/8/10	6-8pm
Positive behavior supports for challenging behaviors: Part 2	4/29/10	6-9pm

Other locations:

COAD

www.coadinc.org

1-800-577-2276

Progressive Management Training Center

330-755-9796

Child Care Connections

www.childcare-connection.org

1-800-407-5437

Salem Public Library

www.salemlibrary.org

330-332-0042

Play n Learn Training Center

<http://pnltraining.org>

1-800-811-0180

Schiappa Branch Library

www.steubenvillelibrary.com

740-264-6166

Tru-Mah-Col

www.trumahcolaeyc.org

330-637-1792

East Liverpool Hospital

www.elch.org

330-386-2670

Columbiana Co Red Cross

www.redcross.org

330-424-6610

Carroll Co. Help Me Grow

www.ohiohelpmegrow.org

330-627-4357

Dianna Bleakley

<http://diannableakleysearlychildhoodtrainings.homestead.com>