



Fall 2015 Provider Forum

October 15, 2015

Webinar Presenters

Matt Guse, Chief Executive Officer

Travis Gordon, Director of Finance & Administration

Sarah Heath, Contracts Administration Manager



July Provider Forum In-service Hours

- In-service hours for the July Provider Forum will be issued by October 31

Webinar Etiquette

- This presentation will be on the ELC's website tomorrow under Providers->School Readiness Program->Provider Contracts
- Use the "chat" box to type in your questions.
- Email or call your contract or reimbursement case manager with any questions from today's webinar. Feel free to contact us with any questions, any time!



Agenda

- Provider Portal User Guide
 - Eligibility Folder
 - Document Library
- Attendance & Reimbursement
 - School Readiness
 - VPK
- Parent Co-payment
- Reporting Absences
- Changes to Contract Items in the Provider Portal
- Insurance Lapses
- Corrective Action & Probation
- SR & VPK Monitoring Tools and Schedule
- VPK Assessment Reminder
- VPK Calendars & Signs
- Upcoming Events

Provider Portal User Guide

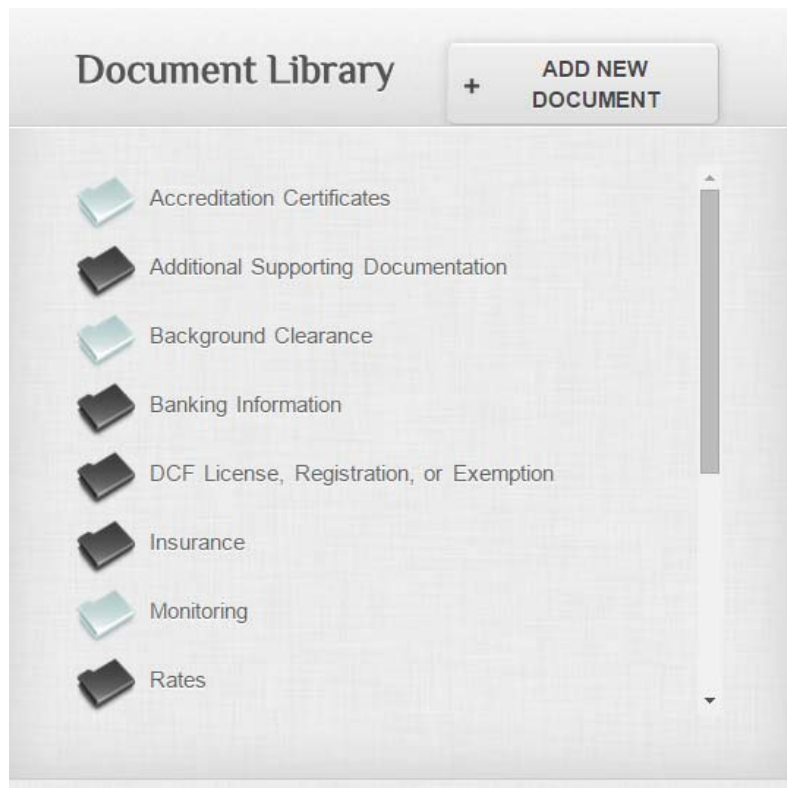
- Provider Portal User Guide is now available on ELC website
- Link to user guide will be in Provider Portal
- Will be updated regularly as information and processes change
- Available to view online or download and print



Eligibility Folder

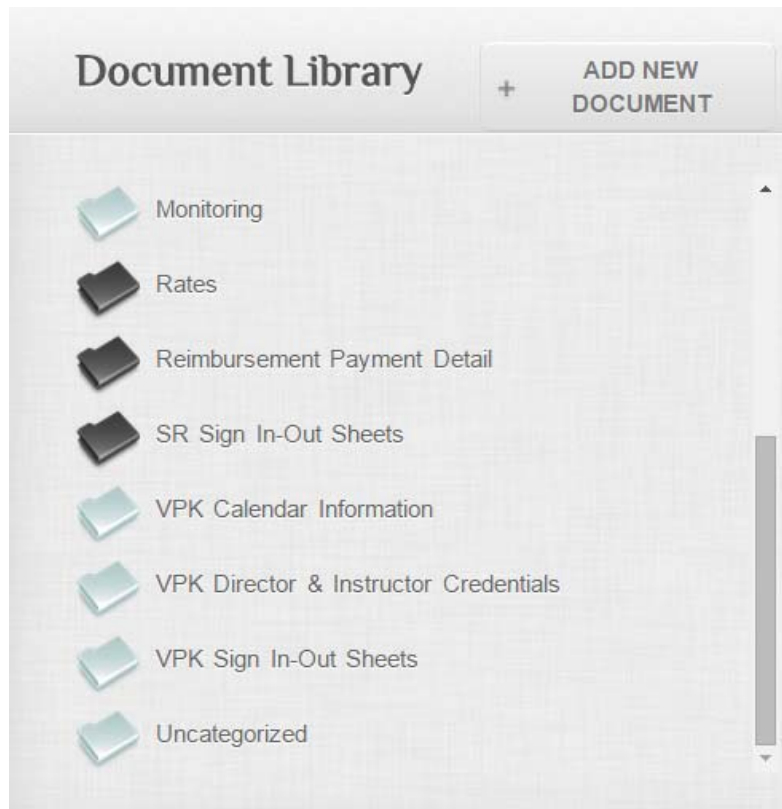
- Eligibility folder will remain in original version of Provider Portal

Document Library



- Accreditation Certificates-Certificates from Accrediting Agencies, DCF Gold Seal Accreditation Certificate
- Additional Supporting Documentation-Sunbiz information, Signature Authorization form
- Background Clearance-Level II Background Clearance letters, Affidavits of Good Moral Character
- Banking Information-EFT form, bank account information, W9
- DCF License, Registration, or Exemption-copy of DCF license, registration letter, or religious exemption
- Insurance-Certificate of Liability Insurance

Document Library



- Monitoring-Completed monitoring tools, compliance and notices of non-compliance, corrective action plans, documentation from provider related to non-compliance correction
- Rates-Copy of provider's private pay rates
- Reimbursement Payment Detail-Copy of monthly payment detail
- SR Sign In-Out Sheets-Upload School Readiness sign in/out sheets
- VPK Calendar Information-calendar calculator, calendar adjustment documentation
- VPK Director & Instructor Credentials-staff credentials, DCF transcripts, certificates of completion
- VPK Sign In-Out Sheets-Upload VPK sign in/out sheets
- Uncategorized-At this time do not use this folder

Attendance & Reimbursement

School Readiness

- Absence Reference Guide available in Provider Portal User Guide
 - Quick reference guide (one page) also available on website
- First 3 absences of a child should be marked with an “E” on roster
 - After first 3 absences
 - If you have documentation of absence, enter an “A”
 - If you do not have documentation of absence, enter an “N”

Attendance & Reimbursement

School Readiness

- Children no longer attending program
 - Child not attending and does not intend to return
 - Enter a “T” for terminated
 - Child is not currently attending but you anticipate child will return
 - Enter an “N”
- When child enrollment terminated by provider, provider must complete absence reporting form on ELC website

Attendance & Reimbursement

School Readiness

- Children with both a Part-Time and Full-Time enrollment
 - ELC is in the process of changing all children to one enrollment
- Closures for holidays or days not approved on contract
 - ELC approved paid holidays are indicated by a pre-populated “H” on rosters- no action required by provider
 - Days you are closed other than the pre-approved holidays should be marked with an “N” on roster

Attendance & Reimbursement

School Readiness

- Standard sign in/out sheet will be available for provider use
 - Holidays will be indicated on sign in/out sheet
 - These are not holidays provider selected, just a reminder that the day marked is a state, federal, or ELC holiday
- Sign in sheets and documentation of absences must be uploaded to the portal by the 5th business day of the month
 - Upload to correct folder in Document Library
 - SR Sign In Sheets or VPK Sign In Sheets
 - Scan all documents as black & white



Attendance & Reimbursement

VPK

- All VPK absences must be indicated with an “A” on roster
- VPK payment is not effective until the child’s first day of attendance
- VPK payment ends the last day child attends program

Parent Co-payment

- Providers are required by law to collect parent co-payments
- Co-payments must be collected within 10 calendar days of the provider's payment due date
 - Provider shall give parents written notice of co-payment due date
 - Provider must give parent written notification of any outstanding co-payment balance within 15 days of provider's payment due date

Parent Co-payment

- Provider must give parent/guardian a receipt for each co-payment made and retain receipt records for all child care co-payments
- ELC will monitor for receipts of parent co-pays during SR monitoring

Reporting Absences

- Provider must report absences in accordance with the Rilya Wilson Act
- Provider must report to ELC when any SR child is absent for 5 consecutive days with no contact from parent by close of business on the 5th day.
 - If the need for care cannot be reestablished by ELC, Provider and parent(s) will be notified that the School Readiness funding will be discontinued.
 - The end of eligibility for funded child care services will be 14 days from the 5th day that child was absent without contact from the parent.



Reporting Absences

A Message From the ELC / Providers / Report an Absent Child

Report an Absent Child

Provider Name *

Provider Email Address

Contact Phone Number *

Contact Name *

Child Name *

Reason For Absent Report *

- Child at risk (RIS, including Riya Wilson Act). For more information about Riya Wilson Act Requirements, see below.
- Child never attended.
- Child started attending but has not attended for the past 5 days.

Last Date of Attendance

Click the calendar icon to the left to choose a date or use the input fields below.

Month: Day: Year:

Riya Wilson Act Reporting Requirements:

If a Protective Services child is absent for one (1) day with no contact from the parent or caregiver by the end of the day, or has had seven (7) consecutive excused absences, then the child care provider must notify BOTH the Early Learning Coalition of the Big Bend Region AND the appropriate Department of Children and Family Staff by the end of the next business day. For more information on reporting an absent child, please contact our office at (354) 385-0504, or email absent@elcbigbend.org.

* Required field

Provider Events

Join Our Email List

Email Address:

Tell a Friend...Spread the Word

Reporting Absences

When reporting an absence, Provider will need the following information:

- Provider name
- Provider email address
- Contact phone number
- Contact name
- Child name
- Reason for absent report
- Last day of child attendance

All absence reports must be entered on the ELC's website, www.elcbigbend.org

- Click on "For Providers", then "Report an Absent Child"



Removal of Children from Roster

- Timeline for removal of enrollment varies
- Removal can occur as soon as the next day but may take up to 45 days
 - If a provider reports child absent on October 15, 2015, parents will be contacted during the week of October 19-23, 2015. On October 26, 2015, ELC will issue notice to parent to terminate service which allows the parent 14 days to provide a response.

Reporting Changes

- Changes to contract documents in the Provider Portal are not automatically approved
- Always contact your Contracts case manager if there is a change to your program
 - Call
 - Email
- Failure to give proper notification could result in a delay of reimbursement, contract suspension or contract termination

Insurance Lapse

- As a business owner it is important that you maintain liability insurance to protect your business
- Lapses in Liability Insurance require mandatory termination of your contract
- Pending Corrective Action procedure from Review Committee

Corrective Action

- Non-compliance notification will occur in writing from the ELC and will include all required corrective action and a deadline by which corrective action must occur
- ELC Corrective Action Matrix shows what corrective action will be required for non-compliance
- Draft Corrective Action Matrix is available on ELC website



Probation

- Providers shall be placed on probation for the following circumstances:
 - Provider has received a corrective action notice for the same violation two or more times
 - Provider has had multiple corrective action plans within the contract year
 - A corrective action plan is not completed within the allotted time
- Probation may include one or more of the following conditions:
 - Training or staff development
 - Monitoring or technical assistance by ELC
 - Submission of documentation related to the violation

Monitoring

- All School Readiness providers will be monitored using the Tier 1 section of the SR monitoring tool-this is a file monitoring that does not require a site visit
- A selection of providers from each county will be monitored on-site using the Tier 2 section of the SR monitoring tool
 - Providers are selected by a sampling method required by the statewide monitoring tool
- Providers who will receive a site monitoring will be sent an email with the month the monitoring will occur and a list of documents the monitor will need to review during the visit
- Providers who offer both SR and VPK will be monitored for both during the same visit

Monitoring

- School Readiness and VPK monitoring will begin the week of October 19th and continue through Spring 2016
- School Readiness providers will be monitored using the new statewide monitoring tool
- Both the School Readiness and VPK monitoring tools are available on the ELC's website
- Links to the monitoring tools are located in the Provider Portal on the Dashboard page



VPK Assessment Reminder

- VPK Assessments for Assessment Period 1 should have been completed in the month of September
- Assessments must be entered and submitted in the Bright Beginnings online system by October 31, 2015
- Failure to submit assessments on time will result in loss of eligibility to deliver VPK program for a period of five years



VPK Calendars & Signs

- VPK Family Activities Calendar: “From Cradle to College”
 - Created by the Association of Early Learning Coalitions in partnership with Florida Prepaid College Board
- VPK Yard Signs and VPK Family Activities Calendars are available for all VPK providers
 - Providers that have received calendars should have distributed them to VPK families
- If you have not received your signs or calendars, please contact your Contracts case manager



Performance Funding Project

- Performance Funding Project Year 2 is currently underway
- Congratulations to all providers selected to participate!
- All Performance Funding contracts should have been submitted to Contracts case manager by now
- Please contact Sarah Heath for questions related to the contract, or Melanie Worley for questions related to project specifics



Regions Bank Financial Fitness 101

Thursday, October 22, 2015

6:30PM—8:00PM

ELC Leon County Office-Northwood Centre

Workshop Topics:

- How to develop a Business Plan
- How to effectively use Cash Flow Models
- How to use Breakeven Analysis to project net profit
 - Importance of diversifying funding sources
 - How to leverage Business Banking relationships
 - Importance of Investing back into your business
- How to save and plan for unexpected business expenses

In-service hours available

TO RSVP CONTACT REGINA D'SOUZA AT 850.552.7330

or rdsouza@elcbigbend.org



Race 4 Readiness

2nd annual Race 4 Readiness will be held Saturday, October 31



Special Provider Rate!

\$50 for a group of 10 (shirt not included)



Race 4 Readiness

The 3 providers with the most people registered for the race will win:

- First Place \$500 Visa Gift Card
- Second Place \$250 Visa Gift Card
- Third Place \$100 Visa Gift Card

ELC has flyers available for providers to place in sites for families. Contact Contracts case manager if you would like flyers.

