

# ELC of the Big Bend Region Provider Webinar



Welcome!

The webinar will begin in a few moments



# Webinar Presenters

Matt Guse, Chief Executive Officer

Travis Gordon, Director of Finance & Administration

Sarah Heath, Contracts Administration Manager



# Webinar Etiquette

- This presentation will be on the ELC's website tomorrow under Providers->Provider Meetings
- 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

- Important Due Dates
- School Readiness Absences
- Reporting Absences
- Rilya Wilson Absences
- Provider Rates
- Parent Copayment Changes
- Child Transfers
- VPK Enrollment and Attendance
- SR & VPK Form Changes
- VPK Assessments
- Reporting Changes
- Provider Insurance
- Monitoring
- CCDF Changes
- Rule development process/get involved
- Race 4 Readiness



# Important Due Dates

## Monthly Attendance Deadlines

- Rosters are due by the 1<sup>st</sup> business day
- Sign in sheets due by 5<sup>th</sup> business day

## 2015-2016 Adjustments

- Review all SR and VPK payments from July 2015 through June 2016 to ensure all payments were accurate
- Submit requests for 15-16 adjustments by Friday, September 9, 2016



# School Readiness Absences

- 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”
- 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



# 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 Relya Wilson Act. For more information about Relya 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:

Relya 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 Families staff by the end of the next business day. For more information on reporting an absent child, please contact our office at (850) 385-0504, or email [absent@elcbigbend.org](mailto:absent@elcbigbend.org).


\* Required field

Provider Events

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Email Address:

Tell a Friend... Spread the Word





## Reporting Absences

- All absences must be reported timely
- 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.
- Reporting absences to ELC starts the ELC's process of contacting the parent
- The end of eligibility for funded child care services will be 14 days from the date ELC contacted the parent





# Reporting Changes

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

**YOU MUST COMMUNICATE OWNERSHIP OR PROVIDER TYPE CHANGES 30 DAYS IN ADVANCE**

Any change to a provider's EIN or SSN, or a provider's type (move from registered to licensed, etc.) will result in a new contract; communicate changes in advance to your contract case manager



# Insurance Reminder

Providers must maintain continuous insurance coverage or risk contract suspension or termination

**Update Insurance Policies!!!**

**NEW ELC ADDRESS for Leon Office**

2639 N. Monroe Street Suite C-102 Tallahassee, FL 32303



# Provider Rates

## Exhibit 3: Provider Reimbursement Rates

Provider Name: \_\_\_\_\_

Provider Operational Hours: \_\_\_\_\_

PROVIDER must mark the appropriate box below indicating the appropriate provider type. In addition, PROVIDER must mark whether or not it has a Gold Seal Quality Care Designation. Finally, PROVIDER must complete the table below marked "To be completed by PROVIDER." COALITION will complete the remainder of the Exhibit.

Does PROVIDER have a Gold Seal Designation?  Yes  No

### PROVIDER's Private Pay Rates (To be Completed by PROVIDER)

CARE LEVEL	(INF) <12 MTH	(TOD) 12<24 MTH	(2YR) 24<36 MTH	(PR3) 36<48 MTH	(PR4) 48<60 MTH	(PR5) 60<72 MTH	(SCH) In School	(SPCR) Special Needs
Full-Time Daily Rates								
Part-Time Daily Rates								
Before or After School Rates	N/A	N/A	N/A	N/A				



## Provider Rates

- Providers must provide a private pay rate for every age and care level served
- If a provider does not enter a rate, children will not be enrolled and the provider will not receive payment
- Providers are unable to update rates in the middle of a payment cycle; rate changes will be processed monthly after reimbursement closes



# Child Transfers

- Child transfers are not valid until ELC has approved the transfer
- ELC will not back date child enrollment dates
- Make sure you do not start care with the child until the child has officially been transferred to your center
- The date of process will be the first PAID day of attendance
- ELC must make sure the transfer request form is complete and accurate prior to transferring the child in the system
- Until provider receives an ELC certificate, ELC is not paying for the child



# Change in Care Level (Birthday)

- In order to see when a child's reimbursement rate will change as a result of a care level change (i.e. birthday), on the roster click on yes show other details. This will display each child's date of birth and will alert you to possible changes in the reimbursement rate. Please refer to your contract when determining the rate of reimbursement for a particular level of care.

2015 Jul - School Readiness [Click here to change selected month and/or funding source.](#) Waiting to be closed.

Lastname, Name	DOB	Redetermination	FG	Fees	01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
Wilson, Journey S	11/6/2013	7/1/2015	B01 (PT)	\$0.00	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Childs, Troy J	7/26/2013	11/26/2015	B01 (PT)	\$0.00	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Wilson, Journey S	11/6/2013	8/26/2016	B01 (PT)	\$0.00	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Washington, Jr, George G	10/5/2012	1/1/2016	B01 (PT)	\$0.00	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Kelly, Makayla C	12/25/2009	10/16/2015	B01 (PT)	\$0.00	T	T	H	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
McLadden, Katelyn D	10/12/2013	7/14/2016	B08 (PT)	\$3.74	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
McLadden, Katelyn D	10/12/2013	7/14/2016	B08 (PT)	\$3.74	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Kiffin Jr, Nicholas L	10/15/2012	11/20/2015	B08 (PT)	\$1.25	T	T	H	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
Kiffin, Trenton A	10/15/2012	11/20/2015	B08 (PT)	\$2.50	T	T	H	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
Phillips II, Michael	4/5/2012	5/12/2016	B08 (PT)	\$3.74	T	T	H	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
Tipton, Daria A	2/5/2012	4/13/2016	B08 (PT)	\$2.50	T	T	H	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
Washington, Kyron	8/6/2012	2/26/2016	B08 (PT)	\$3.74	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Brown, Liliana Y	11/14/2011	4/5/2017	B08 (PT)	\$8.74	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Brown, Liliana Y	11/14/2011	4/5/2017	B08 (PT)	\$7.49	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Jefferson, Chance D	8/6/2012	1/4/2017	B08 (PT)	\$3.75	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Jefferson, Chance D	8/6/2012	1/4/2017	B08 (PT)	\$3.75	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Jefferson, Chance	8/6/2012	1/4/2017	B08 (PT)	\$7.49	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Jefferson, Chance	8/6/2012	1/4/2017	B08 (PT)	\$7.49	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Kendrick, Orlan D	8/27/2012	12/20/15	B08 (PT)	\$4.99	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Little, Jessica M	1/10/2012	2/1/2017	B08 (PT)	\$1.25	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Smith, Aune M	8/18/2012	4/27/2017	B08 (PT)	\$3.74	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Milam, Jarrah L	3/30/2011	9/15/2015	B08 (PT)	\$1.25	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Gardner, Jayda M	5/5/2009	10/6/2015	B08 (PT)	\$3.12	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Gardner, Marcus L	3/2/2008	10/6/2015	B08 (PT)	\$1.56	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Gardner, Marissa L	4/26/2007	10/6/2015	B08 (PT)	\$1.56	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
McLadden, Keyonda L	1/7/2010	7/14/2016	B08 (PT)	\$0.94	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
McLadden, Keyonda L	1/7/2010	7/14/2016	B08 (PT)	\$1.87	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Millic, Yessena A	4/23/2009	4/5/2017	B08 (PT)	\$2.19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Millic, Yessena A	4/23/2009	4/5/2017	B08 (PT)	\$3.75	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Mosley, X Zayveon L	5/18/2011	6/4/2016	B08 (PT)	\$6.24	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Mosley, X Zayveon L	5/18/2011	6/4/2016	B08 (PT)	\$0.83	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Smith, Joslyn M	9/20/2009	4/27/2017	B08 (PT)	\$1.87	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Thomas, Samari D	10/1/2008	1/19/2017	B08 (PT)	\$5.62	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Thomas, Samari D	10/1/2008	1/19/2017	B08 (PT)	\$3.12	E	E	H	X	E	N	X	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Thomas, Samari D	10/1/2008	1/19/2017	B08 (PT)	\$3.12	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Walden, Shelton	3/11/2009	1/6/2016	B08 (PT)	\$3.12	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Walden, Stephanie	3/11/2009	1/6/2016	B08 (PT)	\$1.56	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Children Total: 28  
Waiting to be closed.



# Parent Copayment Updates for Children on Calendars

At the start and end of the school year, the ELC updates the parent copayment for children who have a FT and a PT enrollment based on a calendar

- For example, a child attends part-time on school days (before or after school) and full-time on non-school days (holidays, teacher planning days, winter and spring breaks, etc.)
  - At the end of the school year, the ELC updates the copayment to FT (for summer camp)
  - At the start of the school year, the ELC updates the copayment to PT (for before or after school)



# Parent Copayment Updates for Children on Calendars

- Provider Portal displays the copayments in the month they change, but does not show the exact date the copayment changes

Lastname, Name	Fees	01
Coleman, K	\$1.56	-
Coleman, K	\$3.12	-
Clay, C	\$1.87	-
Wilson, K	\$3.12	-

- The ELC will upload to each provider's eligibility folder a list of children who had copayment changes and the start date of those changes

Provider Name	Parent Name	Child Name	Child's ELC Assessed Parent Fee	Fee Start Date
A LITTLE HEAVEN'S CHILD CARE - APALACHEE	DOE, JANE	DOE, JOHN	0.94	08/15/16





## VPK Enrollment and Attendance

- **ALL VPK COE's for programs beginning in August & September must be submitted no later than September 30, 2016**
- 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



## SR and VPK Form Updates

- The VPK Reenrollment Application and the School Readiness Provider Transfer Form have been updated
- Discontinue use of the old forms effective immediately
- These forms are found on the ELCs website at: <http://www.elcbigbend.org/Parents/General-Forms>



## VPK Assessments

- OEL has implemented a new statewide assessment ordering system that allows providers to place assessment orders through Bright Beginnings effective July 11, 2016
- OEL informed ELC that kits began shipping on August 18, 2016
- Providers who placed their orders at least 30 calendar days before the first day of their VPK class schedule in accordance with Rule 6M-8.620 F.A.C., should receive their kits with enough time to administer Assessment Period 1 (AP1)
- If you do not receive your kit and need AP1 booklets, you can find a copy available to print in the Provider Portal



# VPK Assessment

- VPK Assessments for Assessment Period 1 must be administered within first 30 calendar days of VPK program. This includes non-instructional days.
- Assessments must be entered and submitted in the Bright Beginnings online system within 45 calendar days of first day of VPK program
- Blank AP1 response booklets are available in the Provider Portal for providers who are concerned about receiving kits on time
- Failure to administer and submit assessment results on time will result in loss of eligibility to deliver VPK program for a period of five years



# Monitoring

- A selection of providers from each county will be monitored on-site using the Tier 2 section of the SR 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
- School Readiness and VPK monitoring will begin September 2016 and continue through Spring 2017
- School Readiness providers will be monitored using the 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



# Changes in Child Care Regulation

DCF held a series of provider meetings on August 25 regarding changes to the Federal Child Care and Development Block Grant (CCDBG)

DCF and OEL are working together to develop and implement new CCDBG requirements

Changes that impact providers are related to health & safety monitoring, pre-service and annual in-service training, group size, and background screening

Currently providers should work to ensure all staff has been screened through the Background Screening Clearinghouse; screens from another source OR from the clearinghouse completed prior to July 1, 2016 will not be accepted after May 2017



# Changes in Child Care Regulation

DCF is in Technical Assistance mode for the next several months with the goal of educating and assisting providers regarding compliance with the new requirements

PowerPoint of presentation from the DCF meeting is available on DCF's website as well as the ELC's website on the Provider Resources tab

Contact the DCF program office or your DCF licensing counselor with specific questions or for more information



# Rule Development Process

Providers are encouraged to participate in the rule development process

To see what rules are currently being proposed or revised, and to register for Rule Development Workshops, providers can visit OEL's website and navigate to OEL Resources>Rules, Guidance, & Technical Assistance

For questions about the rule development process, please contact Contracts at [contracts@elcbigbend.org](mailto:contracts@elcbigbend.org)





# Race 4 Readiness

ELC's 3<sup>rd</sup> annual Race 4 Readiness is on October 1, 2016!

For more information and to register, please visit [www.elcbigbend.org](http://www.elcbigbend.org)

## Childcare Provider Teams

If you are a childcare provider, please contact Morgan Evers [mevers@elcbigbend.org](mailto:mevers@elcbigbend.org) to help register your team of runners/walkers at a discounted rate.

