School Readiness Assistance | SRA

Provider Portal User Guide

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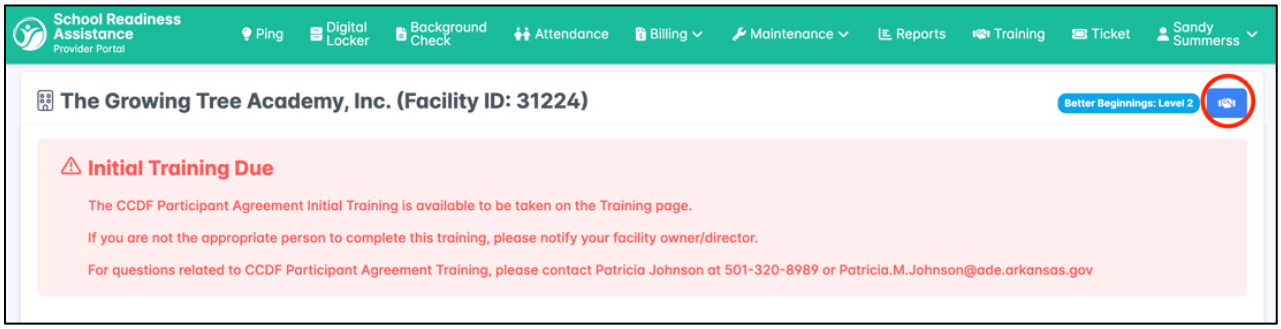
Completing the Required Training

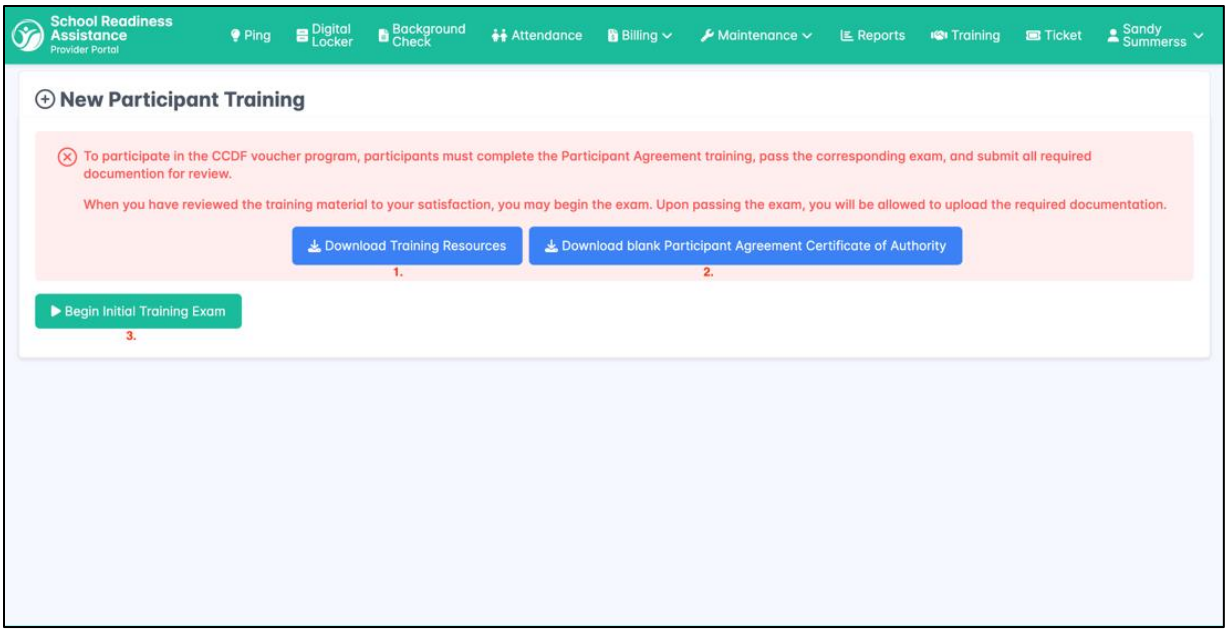
Facilities enrolled with the Office of Early Childhood are required to complete training on an annual basis. When training is due, a red banner will appear across the top of the home screen.

This banner will appear for a few reasons:

1. Initially – Once an account has been created
2. Annually – When training is due



To complete the training, the user will click the blue button to the right of the Facility name (circled in red). The user will be taken to the training page for new participants.



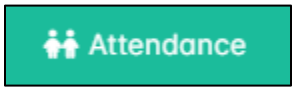
Button Functionality:

1. **Download Training Resources**: Clicking this button will download the information packet from which the Participant Agreement exam is taken
2. **Download blank Participant Agreement Certificate of Authority**: Clicking this button will download the six-page form required for enrollment in the Childcare Development Fund Participant Agreement
3. **Begin Initial Training Exam**: Clicking this button will begin the exam

Note: The exam can be taken as many times as necessary to achieve the required 100%. Exams with less than a 100% score must be retaken.

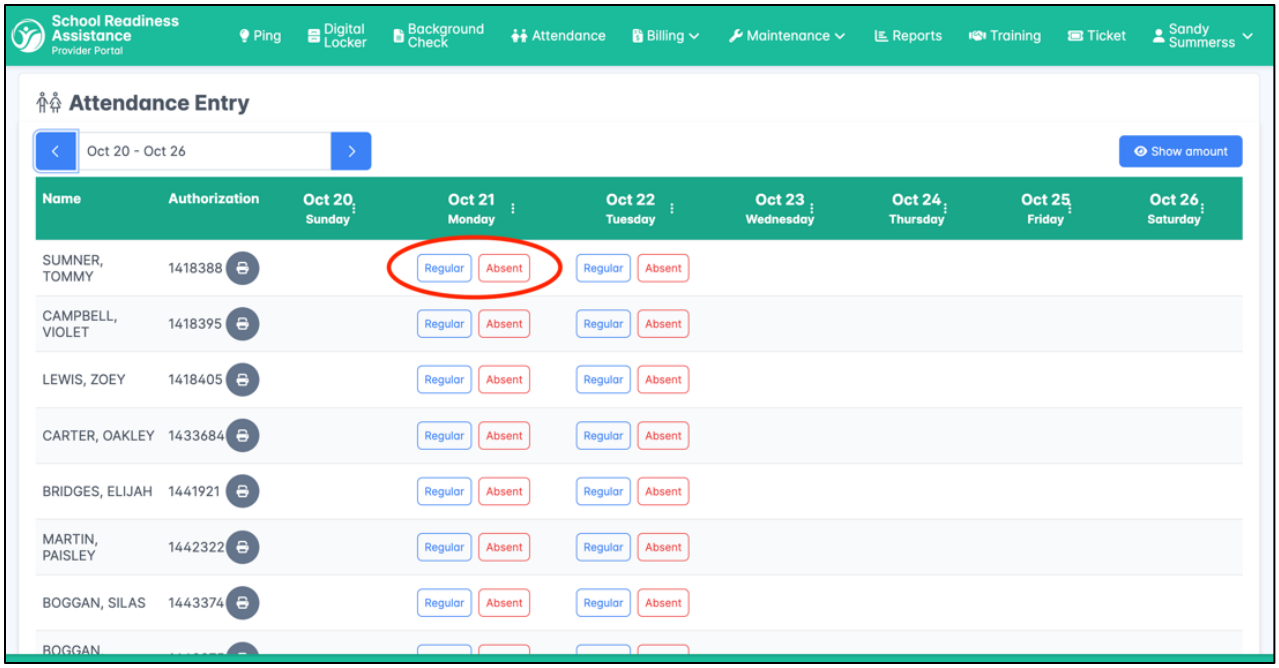
Attendance Entry

If the user would like to enter student attendance, in order to request payment, they will click “Attendance” from the top menu structure.



To enter Attendance, the user will first determine the day of the week for which you would like to enter attendance. Under each day, the user will select “Regular” or “Absent.”

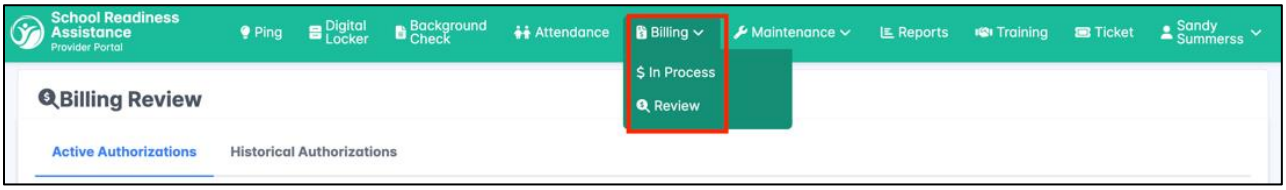
Note: The three dots to the right of each date in the column, when clicked, allow the user to apply a holiday or inclement weather to all students at once. Users can also utilize this feature to clear the entries for that day.



Note: The “Authorization" column provides the authorization number for the child as well as the option to go to the related authorization worksheet.

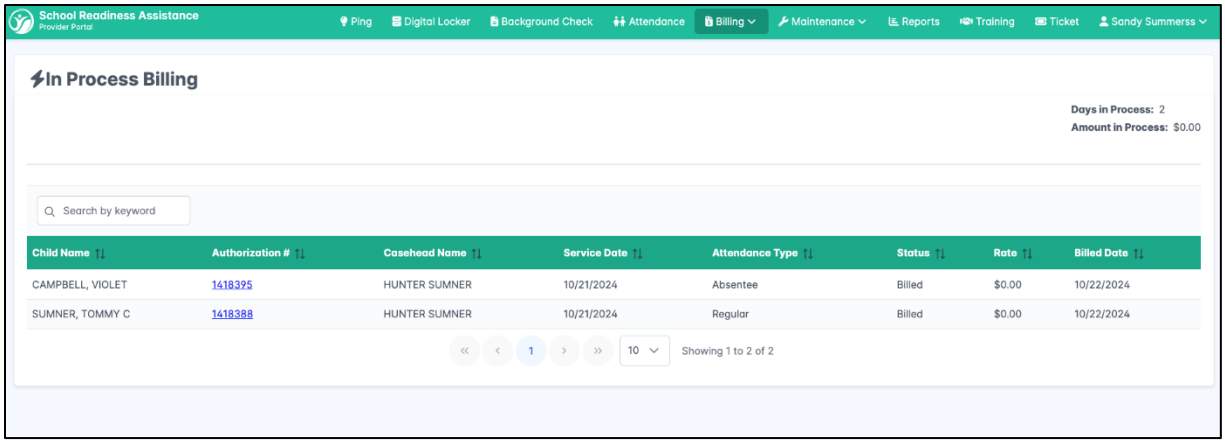
Billing – In Process and Review

To view billing information, the user will click "Billing" from the top menu structure. There are two options to select from.

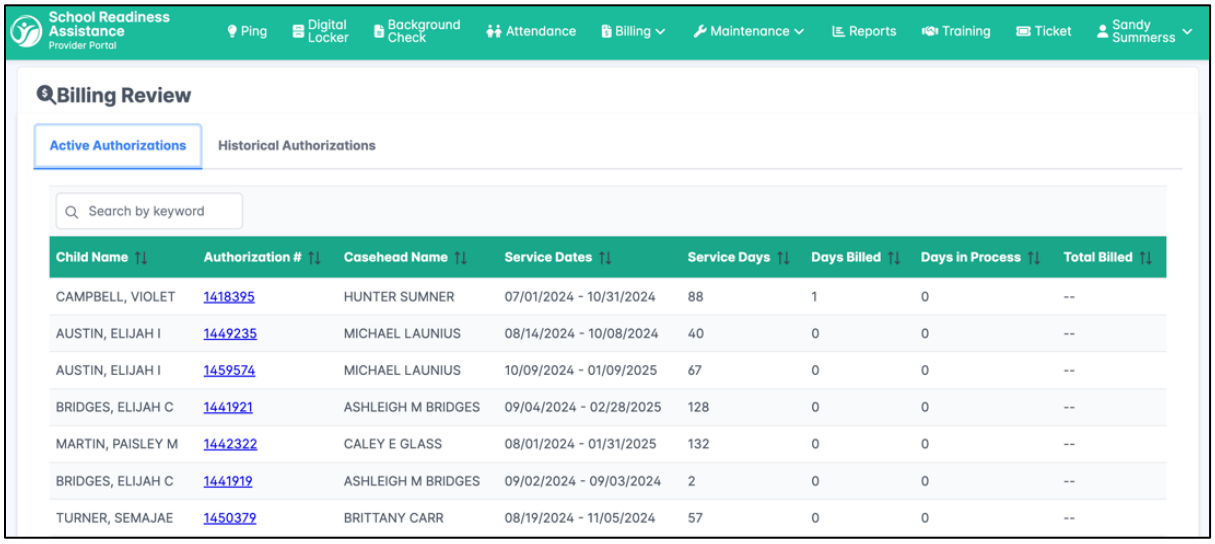


Select "**In Process**" to view the bills that have been submitted and are currently In Process.

On this page the user will see the Child's Name, Authorization #, Casehead Name, Service Date (the date for which you are requesting payment), Attendance Type, Status, the Rate at which the Facility will be reimbursed, and the Date on which the Bill was sent.

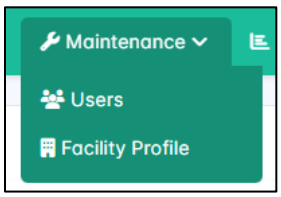


Select "**Review**" to see a summary of both Active and Historical Authorizations, including their Service Dates, how many Service Days the Casehead has/had, how many Days have been Billed, and how many Days are In Process.

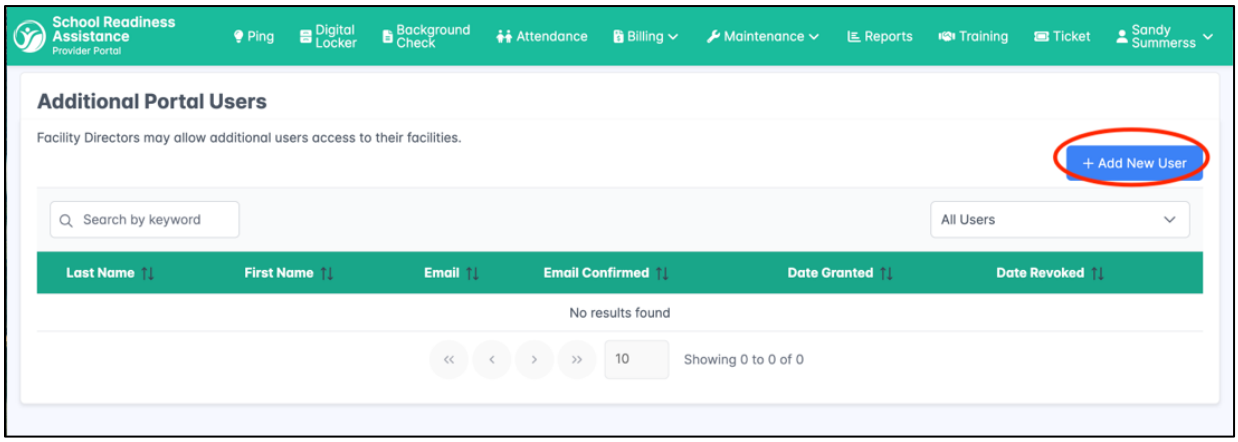


Adding a New User to a Facility

In order to add a new user to the Facility, the **Administrator** will need to locate the Users tab via the Maintenance drop down from the top menu structure.



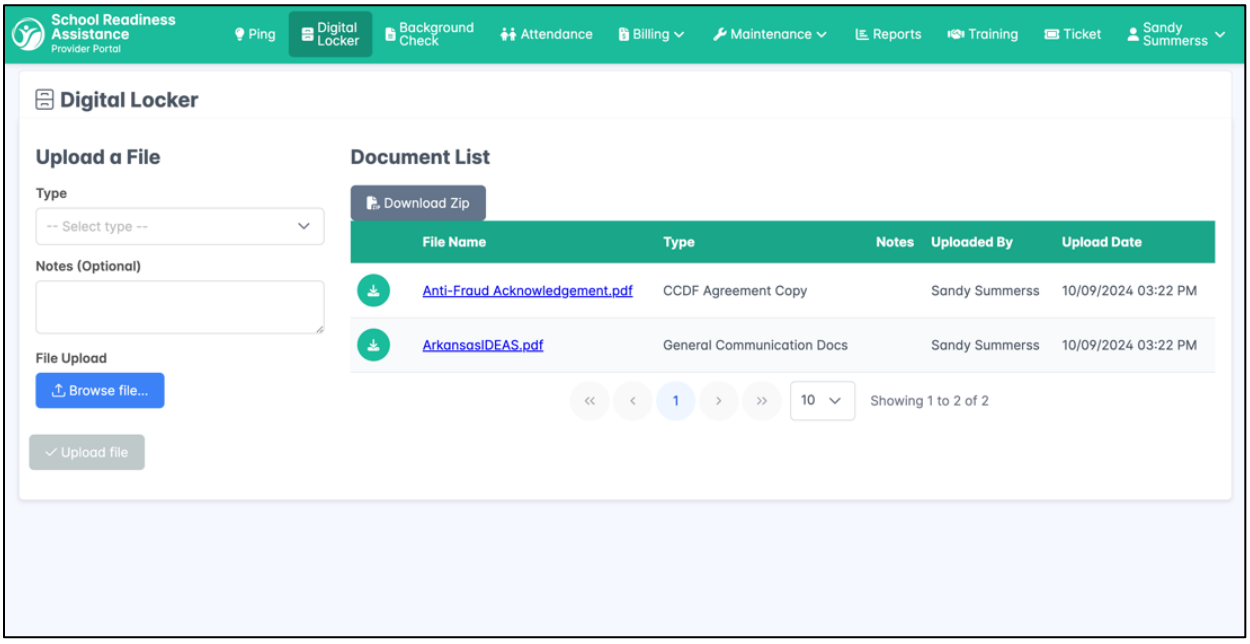
On the next screen, the Administrator will click the **Add New User** button.



The Administrator will fill out the appropriate information to have that user added to the Facility.

Digital Locker

The **Digital Locker** is the repository of all the documents that are uploaded to the system. Documents that are uploaded will remain here for future use.



To upload a document, the user will first need to select a file **Type** from the dropdown on the left-hand side of the screen. Types of documents include CCDF Agreement, Facility Closure Notification, General Communication Docs, and Other.

Additionally, the user has the option to add any applicable **Notes**. Once those are updated, the user will locate their file and upload to the Digital Locker. Once successfully uploaded, the new file will be visible in the Document List.