

School Readiness Assistance | SRA

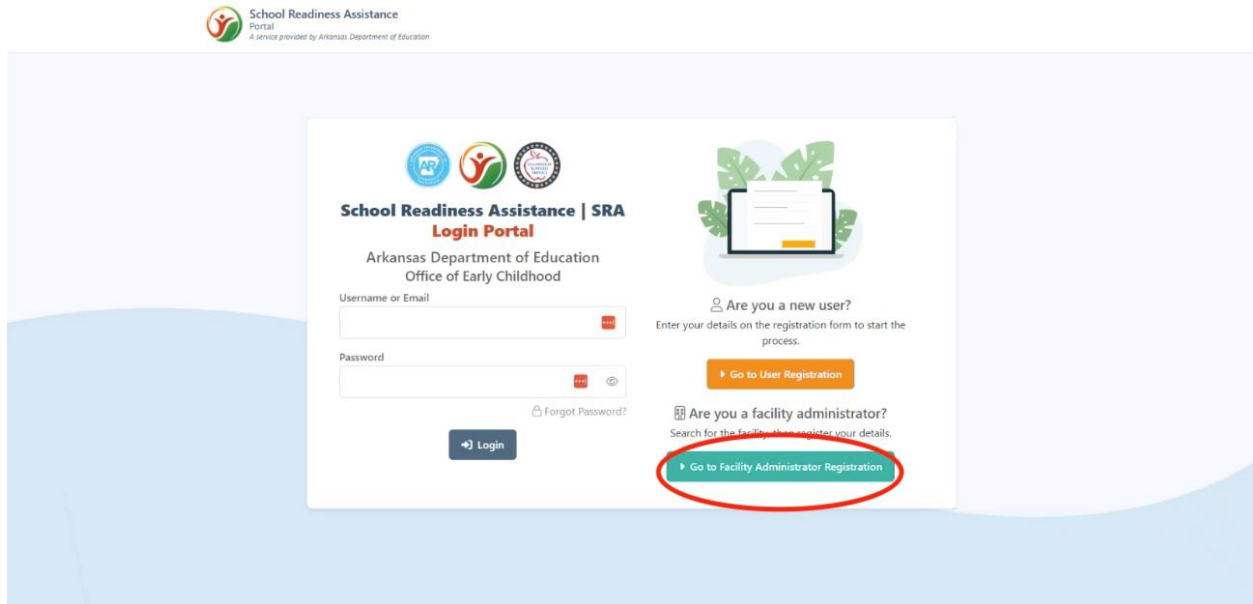
Provider Portal User Guide

Table of Contents

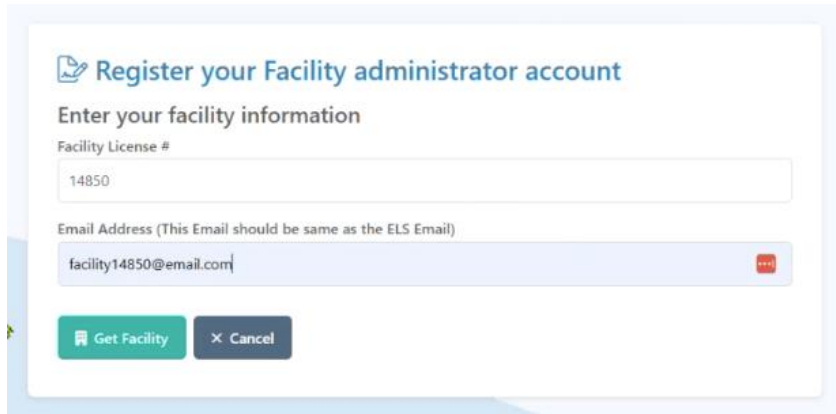
- REGISTER AS A PROVIDER..... 2**
- COMPLETING THE REQUIRED TRAINING 6**
- ATTENDANCE ENTRY 8**
- BILLING – IN PROCESS AND REVIEW..... 9**
- ADDING A NEW USER TO A FACILITY10**
- INCLEMENT WEATHER BILLING11**
- PROFESSIONAL DEVELOPMENT12**
- DIGITAL LOCKER13**

Register as a Provider

To register as a provider, first visit the portal access page and click on, “Go to Facility Administrator Registration.” See image below:



The next page will ask for your facility license number as well as an email address. This email address should be the same as the one entered in the ELS system:



Click “Get Facility.” This will begin a lookup process behind the scenes to verify that the facility number is attached to the correct facility. If the information presented looks correct, click “Confirm” at the bottom of the screen:

The screenshot shows a web browser window with the URL `uat-sra.ads.arkansas.gov/Login/Provider?handler=Gather`. The page is titled "Enter your facility information" and contains the following fields and buttons:

- Facility License #**: 14850
- Email Address (This Email should be same as the ELS Email)**: facility14850@email.com
- Buttons**: "Get Facility" (green) and "Cancel" (blue).

Below this is the "Facility Details" section:

- Facility**: Facility 14850
- Facility Type**: Child Care Center
- Address**: 1006 Oak St
- City**: Pocahontas
- State**: AR
- Zip Code**: 72455

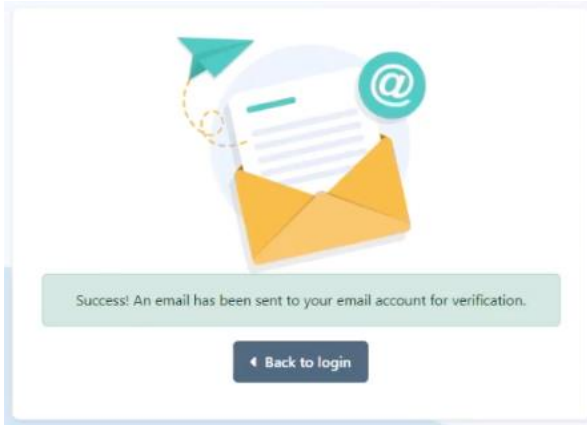
A yellow confirmation box asks: "Are you sure to create an administrator account for the above facility?". Below it are "Confirm" (green) and "Cancel" (blue) buttons.

You will next create a password. The conditions the password must meet are all presented on the screen:

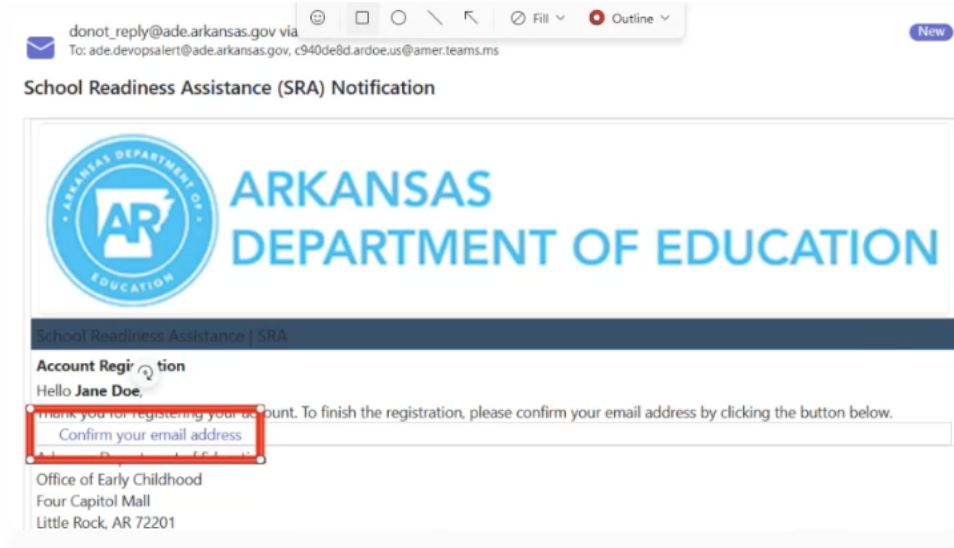
The screenshot shows the "Register your Facilitator account" form. It includes the following sections and fields:

- Facility Information** (from the previous screen):
 - Facility Type: Child Care Center
 - Address: 1006 Oak St
 - City: Pocahontas
 - State: AR
 - Zip Code: 72455
- Information**:
 - First Name**: [Empty field]
 - Last Name**: [Empty field]
 - Email**: facility14850@email.com
 - Phone Number**: [Empty field]
- Create password**:
 - Password**: [Empty field]
 - Re-enter Password**: [Empty field]
- Password Conditions**:
 - Minimum of 1 upper case character
 - Minimum of 1 lower case character
 - Minimum of 1 number
 - At least 10 characters
 - Minimum of 4 letters
 - Minimum of 1 non-alphanumeric character (ex. &, @, _)
- Validations**:
 - Password conditions met
 - Re-type password match with new password

Once you have entered a password and submitted the form, you will receive a confirmation page:

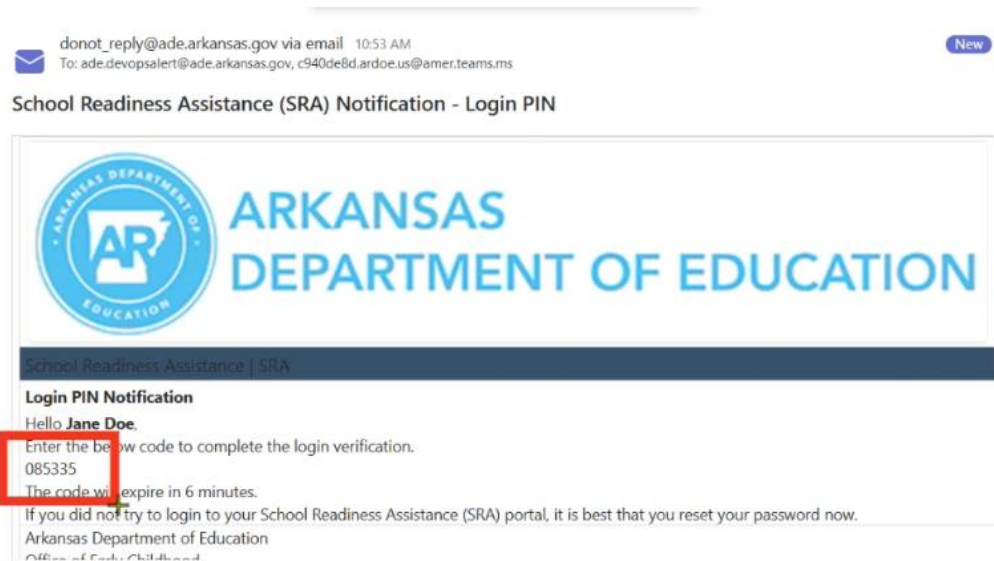


From here, you will need to check your email to confirm your email address:



Note that once you have received a verified email, OEC workers will still have to approve your first log in. This may take up to 24 hours.

Once that process is complete and you are able to log in using your username and password, you will be asked for a PIN number that will be sent to your email address with each login. Below is an example of what that email will look like:



Next, you will be asked to create three security questions. Once you have done so, you will be taken to the home page.

Below is an example of the security question creation page:

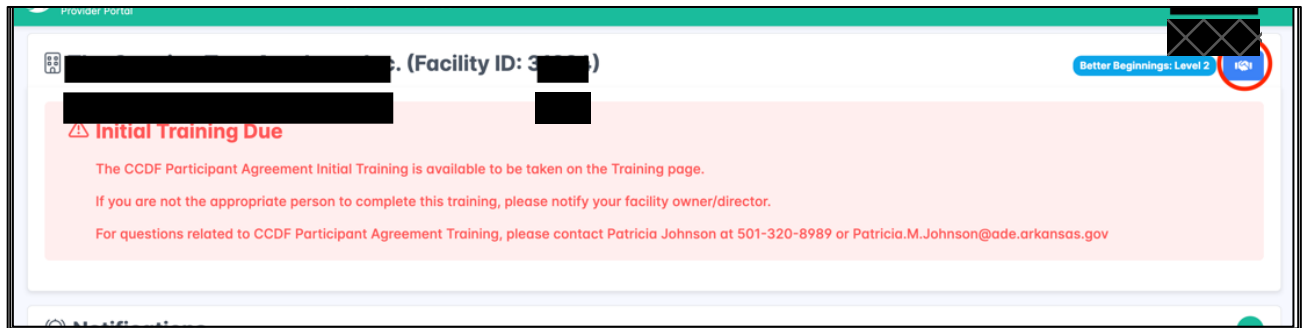
The image shows a web form titled 'Security Questions'. The form is designed to collect three security questions for user verification. It features a yellow header with the text 'Please answer the security questions.' Below this, there are three rows, each representing a question. Each row consists of a question text box and an answer input field. The questions are: 'In what city did you meet your first spouse/partner?', 'In what city did your parents meet?', and 'In what city was your father born?'. The answer fields are currently empty and labeled 'Test'. At the bottom of the form, there is a green 'Submit' button with a checkmark icon.

Completing the Required Training

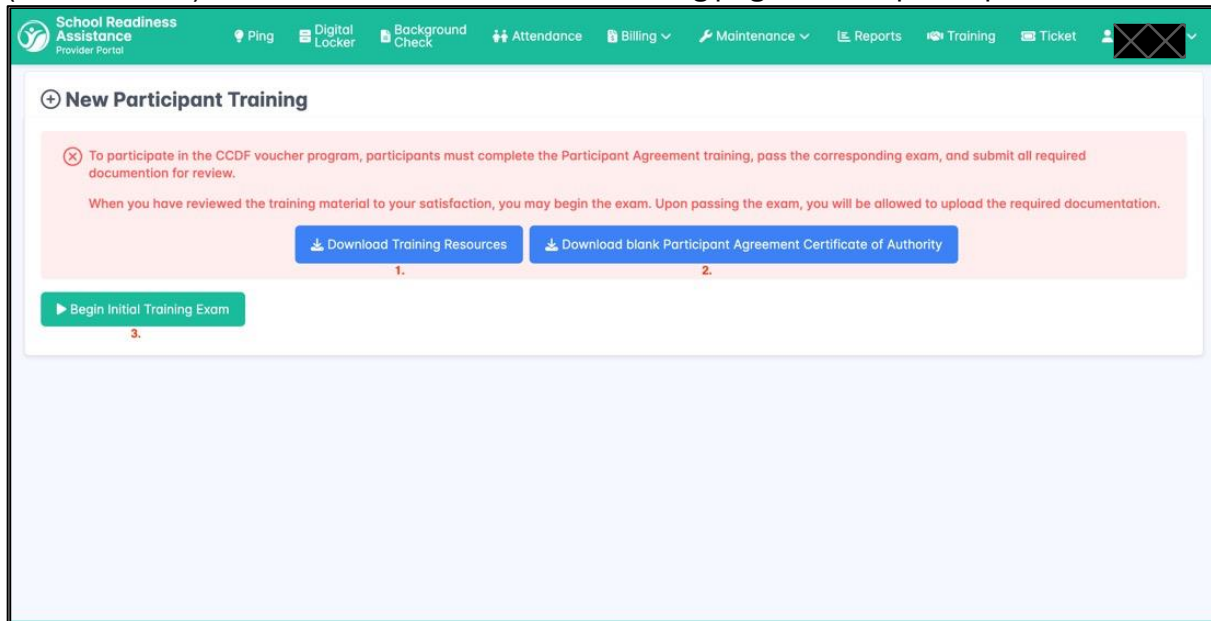
Facilities enrolled with the Office of Early Childhood are required to complete training on an annual basis. When training is due, a **red banner** will appear across the top of the home screen.

This banner will appear for one of two 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.



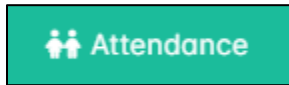
Button Functionality:

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.

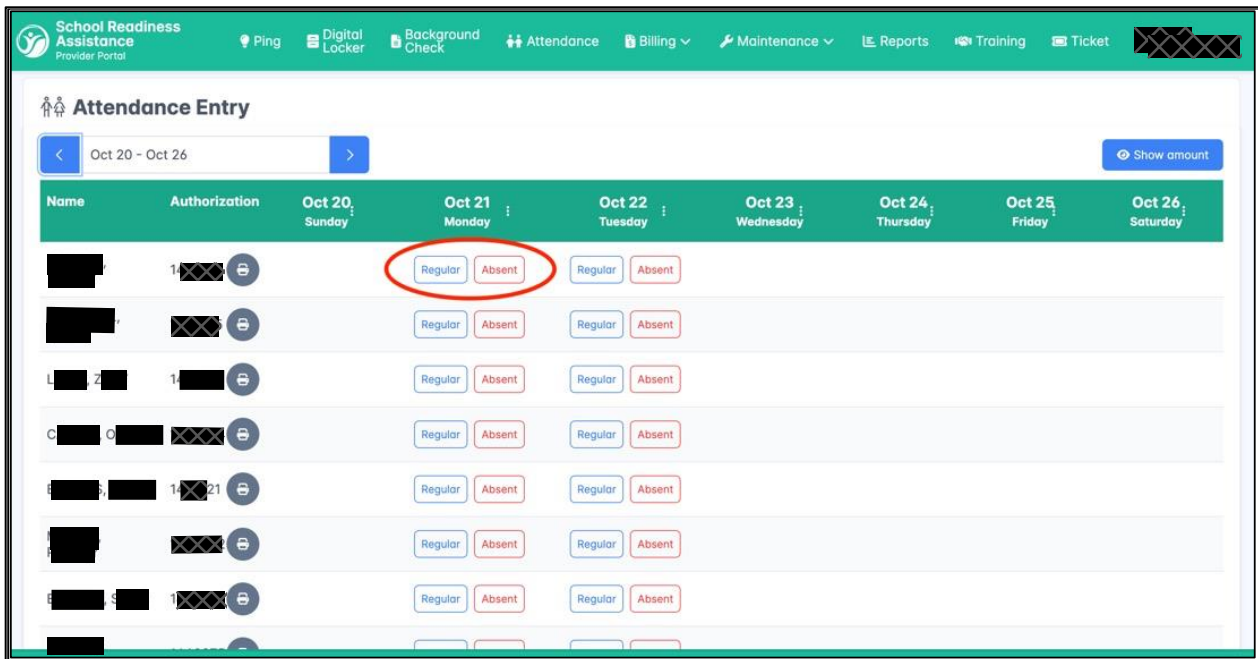
Attendance Entry

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.”

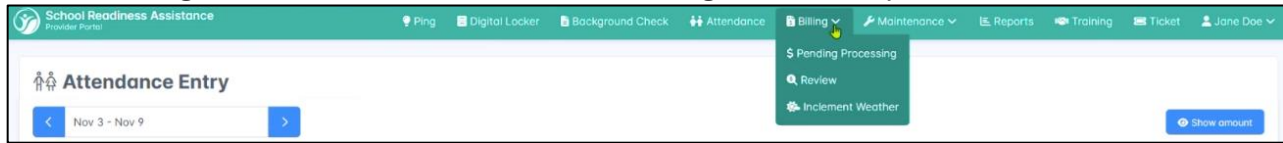
Note: The three dots to the right of each date in the column, when clicked, allow the user to apply a holiday or inclement weather to all students at once. Users can also utilize this feature to clear the entries for that day.



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

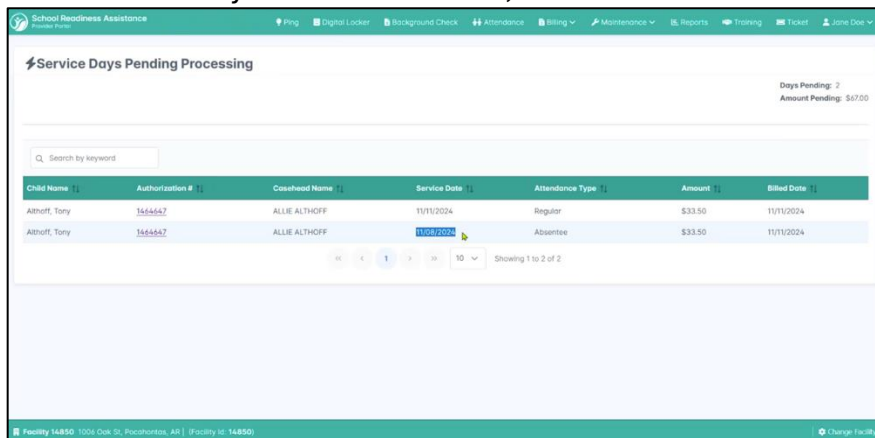
Billing – In Process and Review

To view billing information, the user will click "Billing" from the top menu structure.

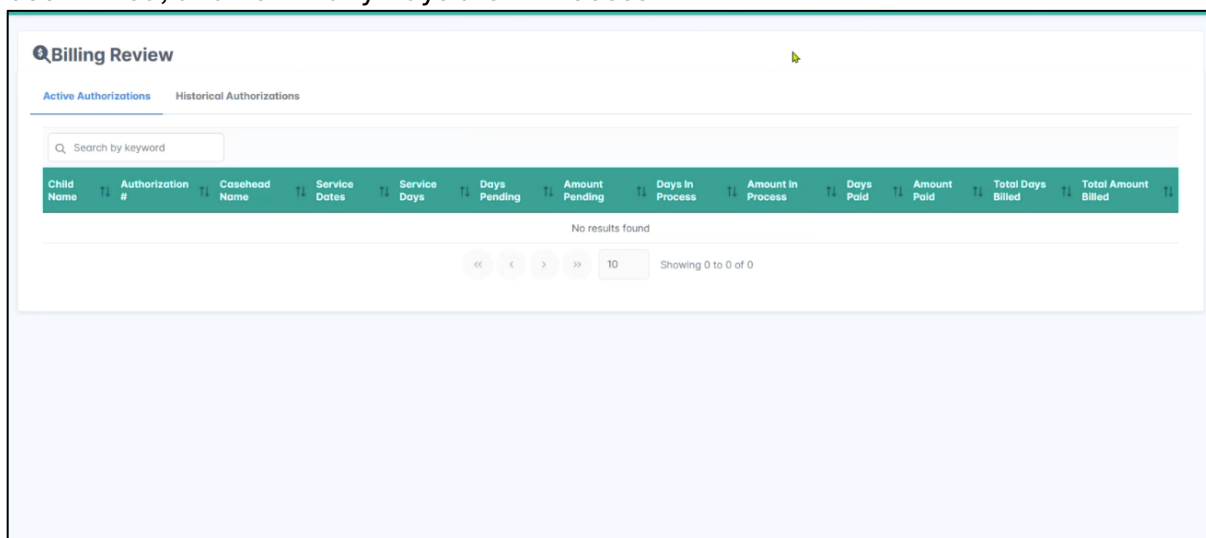


Select "**Pending Processing**" to view the bills that have been submitted and are currently In Process.

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:

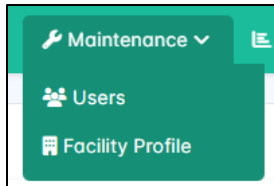


Select "**Review**" to see a summary of both Active and Historical Authorizations, including their Service Dates, how many Service Days the Casehead has/had, how many Days have been Billed, and how many Days are In Process:

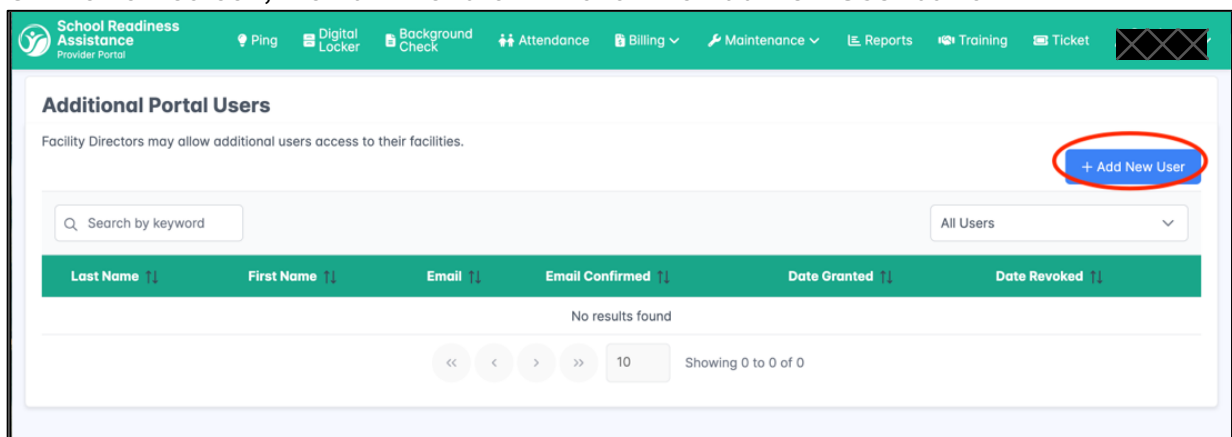


Adding a New User to a Facility

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:



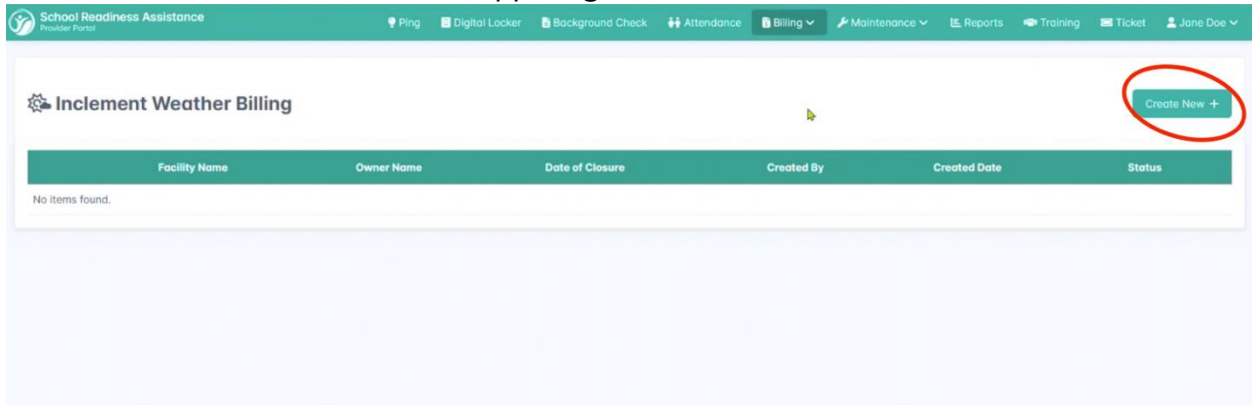
On the next screen, the Administrator will click the **Add New User** button.



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

Inclement Weather Billing

To create a request for Inclement Weather Billing, select Billing → Inclement Weather. Next, select “Create New +” in the upper right corner.



Fill in the required information, which includes the date of closure, the reason for the closure, and a narrative explanation:

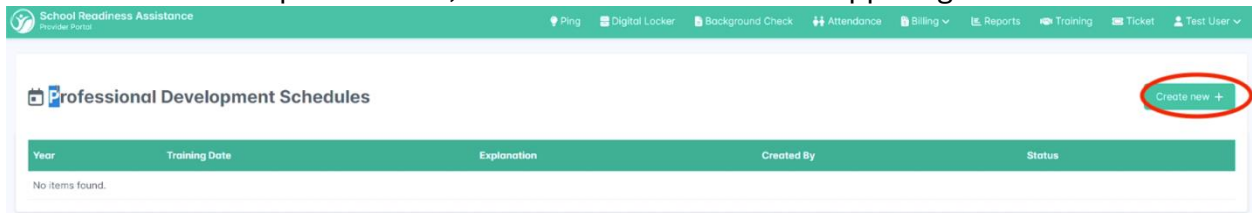
The screenshot shows the 'Inclement Weather Billing' form in the School Readiness Assistance Provider Portal. The form includes the following fields and options:

- Owner Name:** John Doe, Jane Doe
- Facility Name:** Facility 14850
- License Number:** 14850
- Date of Closure:** 11/11/2024
- Reason for Closure:** A dropdown menu with the option '-- Select Reason --' highlighted with a red box. Other options include 'Emergency Circumstance' and 'Weather Related Circumstance'.
- Explanation *required:** A text area for providing a narrative explanation.
- Attachments:** A section for uploading files, including a 'Browse file...' button and an '+ Add attachment' button.
- Buttons:** 'Delete', 'Save', and 'Submit' buttons are located at the bottom of the form.

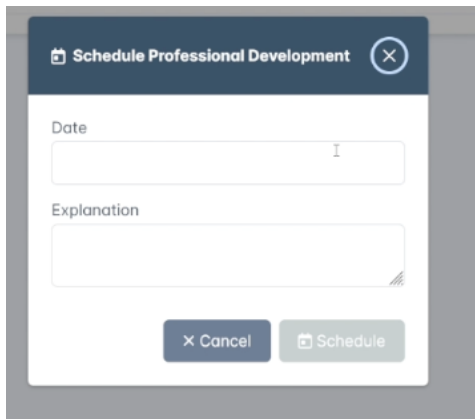
Once you have filled in the required information and added any desired attachments, you may either save or submit the request.

Professional Development

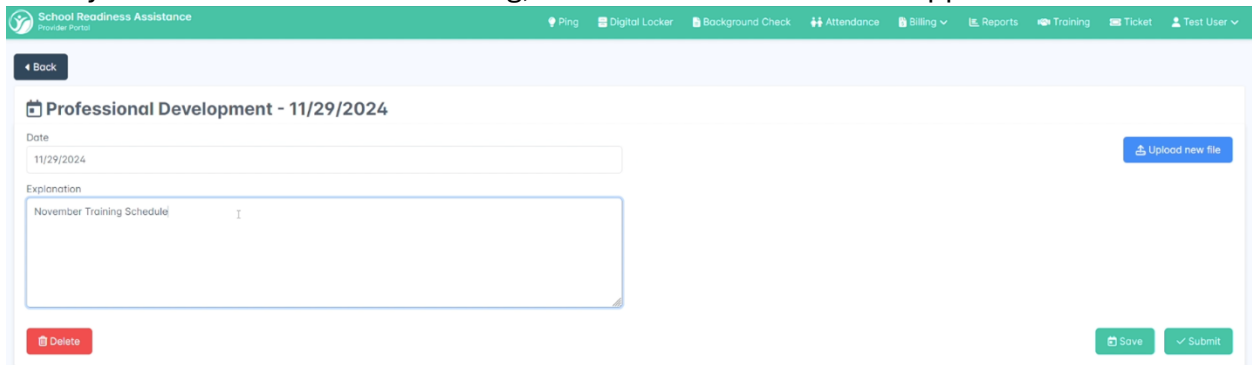
To record professional development, select Billing from the bar at the top, then select Professional Development. Next, click “Create new +” in the upper right corner:



Once you have done so, a small popup will appear that asks for the date and a brief explanation about the training. Fill in this information, and then click, “Schedule.” See image below:



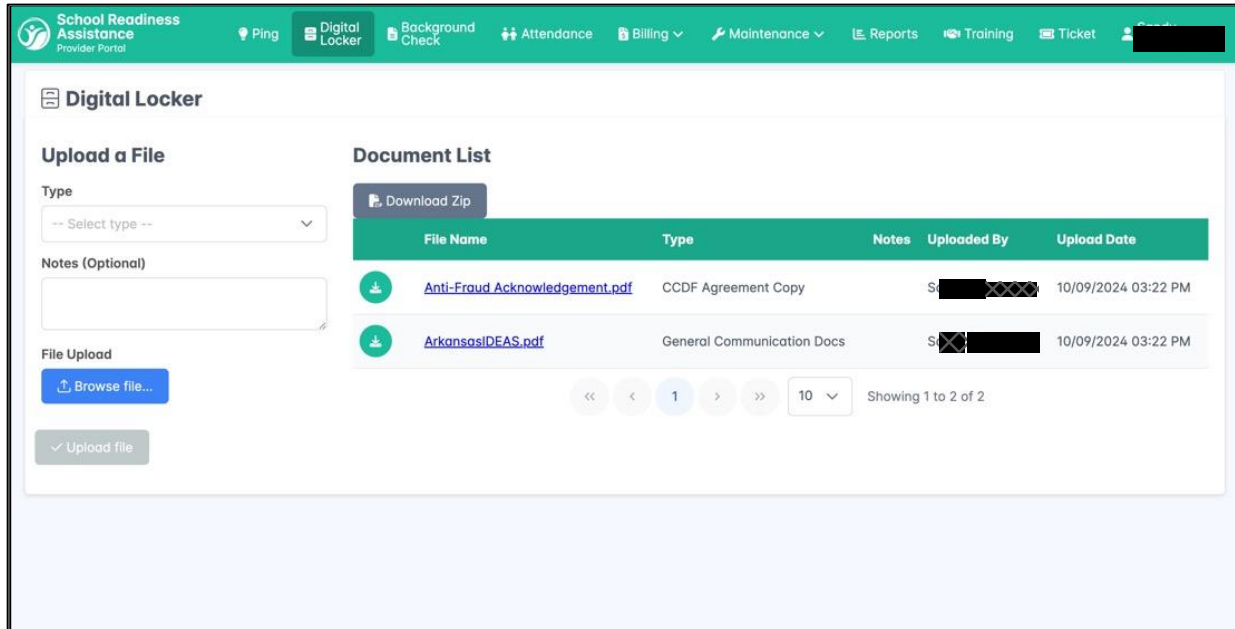
Once you have scheduled the training, a full screen scheduler will appear:



From here, you may add additional narrative, upload attachments, save the draft, or submit the scheduling information.

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.